



# MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA

**July 12, 2024 at 1:00 PM**

**Mead Public Library, Second Floor Conference Room, 710 N 8th  
Street**

Notice of the Mead Public Library Board of Trustees HR Committee Meeting at 2:00 PM, Friday, July 12, 2024, at Mead Public Library, Second Floor Conference Room, 710 N 8th Street, Sheboygan WI.

Meetings are held at the Mead Public Library, 710 N 8th Street, Sheboygan, WI. Individual Library Trustees may attend the Human Resources Committee meeting below. It is possible that the resultant attendance may constitute a quorum, or a reverse quorum of the Library Board pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz 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 Pattie Pilz 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 - 02/14/2024

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

- [3.](#) Job Description Updates
- [4.](#) Table of Organization Update

## **UPCOMING MEETINGS**

5. Next Meeting Date: As Needed

## **ADJOURN**

6. 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*



# MEAD PUBLIC LIBRARY HR COMMITTEE MEETING

**February 14, 2024 at 9:00 AM**

**Mead Public Library, Board Room, 710 N 8th Street**

Present committee members: Andre Walton (Chair), Meg Albrinck (virtual), and Kathie Norman. Others present: Barbara Alvarez, Jim Hollister, and Maeve Quinn. City staff present: Garrett Erickson, Kelly Hendee (Human Resources), and Pattie Pilz

## OPENING OF MEETING

1. Call to Order and Determination of Quorum  
Walton called the meeting to order at 9:04 a.m. and determined a quorum.
2. Minutes  
Norman made a motion to approve the November 13, 2023, minutes. Albrinck seconded. Motion passed.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Staff Handbook  
Hendee to create a draft appendix to the 2024 City of Sheboygan Handbook to note differences between Mead and City employees. Such differences may include: Mead's employee grievance and appeal procedure, evaluation process, hours of operation, holiday calendar, paid time off, etc. The appendix would note that the Board of Trustees oversees the library director per Chapter 43 of the Wisconsin State Statutes. Upon approval by the HR Committee, the draft will be shared with the Board of Trustees for review and approval. Erickson to work with Hendee on the addendum.

Norman made a motion to recommend to the full Board of Trustees a request to incorporate a Mead appendix into the City of Sheboygan Employee Handbook. Albrinck seconded. Motion passed.

4. Job Descriptions  
The HR Committee reviewed the newly created Library Security Monitor (.50 FTE) job description. This is new part-time position will report to the Public Services Manager. The main duties will be policy enforcement during the evenings and weekends. Hendee will add "in consultation with our Public Safety Specialist" language to the Library Security Monitor position. After draft approval by the Board of Trustees, Carlson-Dettmann Consulting will review to make sure the position is in the correct compensation structure based on job description criteria. Hendee stated Carlson-Dettmann Consulting turns job descriptions around in 2-weeks.

Erickson recommended that three Program Specialist titles be changed to Associate Librarian. This position does not require a Master's of Library Science degree. Duties of this position will fill the gap between a Librarian and Library Assistant. Erickson to bring the Associate Librarian position description to the next Board of Trustees meeting for review.

Erickson noted that both revised job titles and descriptions will be aligned with titles and descriptions

used by DPI.

Quinn made a motion to recommend to the Board of Trustees to approve the Library Security Monitor Job Description draft. Albrinck seconded. Motion passed.

5. Table of Organization

The Table of Organization will be brought to the Board of Trustees for review and approval.

**UPCOMING MEETINGS**

6. Next Meeting Date: We will meet as needed.

**ADJOURN**

7. Motion to Adjourn

Walton adjourned the meeting at 10:15 a.m.

***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*

# Wisconsin Public Library Staff Compensation Survey Report

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July 2023

Produced By:



in Partnership with:



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## About Carlson Dettmann Consulting

Carlson Dettmann Consulting, a Cottingham & Butler Company, has extensive experience in public, private, and not-for-profit organizations. We are grounded in the Midwest economy, however, we have clients in over eighteen states. The consulting group has ten staff members distributed throughout Wisconsin, including Madison, Milwaukee, Central Wisconsin, and the Fox Valley. We tailor the compensation plans that we develop to the specific requirements, culture, and capacity of each client. We have the broad range of experience in a wide variety of settings that affords us the perspective to serve our clients effectively. Our approach to compensation and total rewards gives organizations the tools it needs to have a fully effective total rewards strategy.

## About Cottingham & Butler

Cottingham & Butler is a privately held insurance broker that specializes in providing innovative property & casualty and employee benefit insurance solutions. Headquartered in Dubuque, IA, the firm has more than 1,000 employees and 16 additional office locations across the U.S, with products and services offered through our major business divisions of employee benefit consulting, health care services, transportation risk solutions, risk management consulting, claims administration, loss control, HR and compliance consulting and personal insurance. Our drive to be Better Every Day has made Cottingham & Butler one of the largest and most well respected insurance brokers in the nation. Our mission is to PARTNER with our clients to PROTECT their most valuable assets, and our core values include understanding and serving our clients' long-term interests as if they were our own. With these priorities in mind, our service philosophy is built on delivering personalized solutions and services to meet each client's specific needs.

## Contact Us

For questions related to this survey, please contact Alyssa Woltring at [alyssa.woltring@carlsondettmann.com](mailto:alyssa.woltring@carlsondettmann.com).

Web: <http://www.carlsondettmann.com>

LinkedIn: <https://www.linkedin.com/company/carlson-dettmann-consulting>

## Survey Methodology and Accreditation

This custom survey was made possible through the Institute of Museum and Library Services (IMLS) LSTA funds and a partnership between Wisconsin Department of Public Instruction (DPI), System and Resource Library Administrators Association of Wisconsin (SRLAAW), and Southwest Wisconsin Library System (SWLS). The System and Resource Library Administrators Associations of Wisconsin (SRLAAW) had contacted Carlson Dettmann Consulting to conduct a compensation survey for library positions in Wisconsin. In February of 2023, 381 public libraries in the state of Wisconsin were solicited to participate in the custom survey. A total of 305 organizations provided data for the survey (for a response rate of 80%). The survey instrument was a secure Qualtrics website, through email, that asked participants to review a list of 46 survey job titles and descriptions, and to provide their pay range minimums and maximums, annual work hours, benefit eligibility, paid leave eligibility, and MLS requirements.

A listing of participants and their municipal/resident population, and Wisconsin regional category is found on page 5. Pay range summaries are presented in alphabetical order and a listing of jobs is shown in the table of contents on pages 1 and 2.

Pay data is presented in hourly format regardless of if the position is classified as exempt or non-exempt. Pay data is presented statewide as “All Responses” and is summarized further by geographic region and municipal/residential population size. The survey tool asked participants to enter their hourly structure rate for each position at their organization. For organizations that provided a single pay rate for a position, that rate was applied as the minimum, midpoint, and maximum rate for reporting purposes.

Please note, Carlson Dettmann Consulting produces custom compensation surveys for public sector and private sector employers and employer groups. Typically, following Sherman Anti-Trust Act best practices for compensation surveys, data with less than 5 respondents would not be reported for that job or data scope category by Carlson Dettmann Consulting. Due to the fact that data collected is publicly available, it was requested by the survey sponsors that all data be reported, even when responses do not meet the typical criteria. The survey sponsors hold harmless and indemnify Carlson Dettmann Consulting from any claims arising from the misuse or misrepresentation of the data reported.

### Use & Abuse of Salary Survey Data

The accuracy and precision of market data, and how that is gathered and interpreted, is extremely important. Experience suggests companies that without professional HR support may fall prey to five common survey and market pricing errors:

1. **No market pricing strategy and rewards philosophy:** Without guidance from a stated compensation philosophy and market pricing strategy, such as desired competitive pay levels and areas with whom the company perceives it competes for talent, it is likely market pricing will miss the target.



2. **Using incorrect survey scopes:** Surveys provide data “cut” in a number of different ways: all respondents, geographically, size of organization, size of population served., etc. Organizations should provide consistent rationale for the comparisons utilized: an example being if one of the ten largest libraries in the state decided to only use the “All Respondents” data cut to compare compensation for the top job, when that average reported is likely swayed by the 260 smaller libraries, a more appropriate scope would be a comparison by size for the top job. Or an organization using the statewide average reported for a janitorial position it likely would recruit from only a 30-mile radius of the work location, when a geographic scope would be more appropriate.
3. **Only matching to job titles rather than job summaries and functions:** Even with very custom survey, there will be unique jobs at every organization and jobs may have duties that make the job bigger or smaller than the survey job. Do not rely on the survey title; the survey job match should align with the essence of the role, and be at least a 70% job match. Consider the survey job summary description when making your job match and other possible job matches within the job family included in the survey.
4. **Limited sample:** When there are less than five respondents for a survey scope, use the survey data with careful consideration. Average statistics reported can be swayed heavily by outliers and become less reliable. Although it may be interesting to consider data with 2-3 respondents, it may not be useful to build a business case around. The greater the sample size, the greater the reliability of the data.
5. **Not aging the data forward:** The data reported in all surveys are current as the date when asked to be reported. By the time a survey report is published, or organizations utilize the data for budget planning, it is already old. Survey data should be aged forward, consistent with market wage growth (recently 3-5% annually) to the middle of the budget year (lead/lag), beginning of the budget year (lag), or end of the budget year (lead) to help plan future wage changes and forecasting.

We know the labor force is impacted by a number of competitive and economic forces, and we have seen unprecedented wage growth since 2021. Custom compensation surveys with exclusive participation are the best view of a comparable market. We look forward to future editions of the survey and continual improvements to the data set and published survey.

Thank you very much for participating in this survey.

Sincerely,  
Carlson Dettmann Consulting

## Key Findings

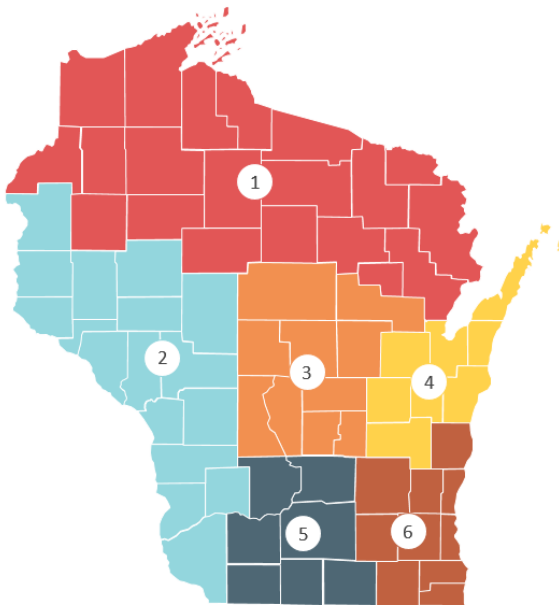
This custom survey is a superb resource for Wisconsin librarians to utilize to assess compensation and total rewards practices. With a total of 305 organizations providing data for the survey, the results provide a comprehensive look at compensation practices across the state. Some key findings and takeaway are as follows:

- Participation
  - The Western region has the most participation with 90 organizations supplying data.
  - The Southeast and Northern regions provided the second and third most participation.
- Total Rewards
  - The most prevalent benefits offered included:
    - Participation in Wisconsin Retirement System (WRS)
    - Health Insurance
    - Bereavement/Funeral Leave
    - Dental Insurance
  - Less than a quarter of participants provide Education Assistance, Paid Maternity/Paternity Leave beyond FMLA requirements, and Wellness/Gym Membership Reimbursement.
  - Over one-third of respondents offer zero PTO or Vacation upon hire, while on the other end of the spectrum 5% of respondents provide over 20 days annually upon hire.
- Compensation
  - Library Director – We found the average salary range was \$27.56-\$31.37 across all the respondents. We found the most highly paid employees in that role in the Fox Valley Northeast and Southeast. However, we find compensation is positively correlated with population size; and municipalities grow in size, so does the compensation for leadership staff. Respondents with populations >50,000 residents had the highest compensation levels ranging from \$49.73-\$66.73.
  - Librarian – The average salary range was \$24.93-\$30.87 across the state. Generally, we found consistent midpoint levels no matter the geography, although Fox Valley Northeast region was an exception on the high end. Population again did correlate to compensation as pay tends to be higher for larger municipalities.

- Clerk – Public Services – This role had the second most respondents, to the Library Director. Central region reported the lowest average salary range (\$11.90-\$13.90), with South Central region paying the most (\$14.51-\$17.37). Smaller, rural communities tend to pay less for the clerk position, while more populous urban centers are leading the way with compensation.

**We recommend all organizations determine what it considers as an applicable “market” for talent and utilize the appropriate data scope when assessing and analyzing compensation. A best practice in compensation design is to provide consistent rationale for market comparisons across the organization.**

# Participants and Demographic Information



## Responses by Region

Region 1: Northern	54
Region 2: Western	90
Region 3: Central	34
Region 4: Fox Valley-Northeast	28
Region 5: South Central	33
Region 6: Southeast	66

Participating Library Name	Wisconsin Region	Municipal/Resident Population <i>(Based on DPI 2021 Preliminary data set)</i>
Abbotsford Public Library	Western	2,502
Adams County Library	Central	17,796
Algoma Public Library	Fox Valley Northeast	3,104
Allen-Dietzman Public Library	Western	655
Alma Public Library	Western	777
Altoona Public Library	Western	8,651
Amery Public Library	Western	2,858
Appleton Public Library	Fox Valley Northeast	74,499
Aram Public Library	Southeast	8,507
Arcadia Free Public Library	Western	3,078
Argyle Public Library	South Central	839
Augusta Memorial Public Library	Western	1,517
Baldwin Public Library	Western	4,059
Balsam Lake Public Library	Western	994
Barneveld Public Library	South Central	1,279
Barrett Memorial Library	Southeast	2,654
Barron Public Library	Northern	3,313
Bayfield Carnegie Public Library	Northern	487
Beaver Dam Community Library	Southeast	17,038
Bekkum Memorial Public Library	Western	2,231
Belleville Public Library	South Central	2,585
Ben Guthrie--Lac du Flambeau Public Library	Northern	3,507
Benton Public Library	South Central	979
Berlin Public Library	Central	5,560
Big Bend Village Library	Southeast	1,513
Black Creek Village Library	Fox Valley Northeast	1,302
Black Earth Public Library	South Central	1,453
Black River Falls Public Library	Western	3,561
Blair-Preston Public Library	Western	1,331
Blanchardville Public Library	South Central	821

<b>Bloomington Public Library</b>	Western	730
<b>Boulder Junction Public Library</b>	Northern	962
<b>Boyceville Public Library</b>	Western	1,086
<b>Brandon Public Library</b>	Fox Valley Northeast	869
<b>Brewer Public Library</b>	Western	5,071
<b>Brickl Memorial Library</b>	Western	1,069
<b>Brillion Public Library</b>	Fox Valley Northeast	3,385
<b>Brookfield Public Library</b>	Southeast	40,276
<b>Brown County Library</b>	Fox Valley Northeast	265,809
<b>Brownsville Public Library</b>	Southeast	618
<b>Bruce Area Library</b>	Northern	1,933
<b>Burlington Public Library</b>	Southeast	11,052
<b>Butler Public Library</b>	Southeast	1,810
<b>Cadott Community Library</b>	Western	1,449
<b>Caestecker Public Library</b>	Central	2,884
<b>Calhoun Memorial Library</b>	Northern	2,151
<b>Cambridge Community Library</b>	South Central	1,616
<b>Cameron Public Library</b>	Northern	1,876
<b>Campbellsport Public Library</b>	Fox Valley Northeast	1,841
<b>Carleton A. Friday Memorial Library</b>	Western	10,075
<b>Carnegie-Schadde Memorial Public Library</b>	South Central	12,019
<b>Carter Memorial Library</b>	Fox Valley Northeast	3,613
<b>Cashton Memorial Library</b>	Western	1,116
<b>Cedar Grove Public Library</b>	Southeast	2,140
<b>Cedarburg Public Library</b>	Southeast	12,503
<b>Centuria Public Library</b>	Western	952
<b>Charles &amp; JoAnn Lester Library</b>	Central	2,532
<b>Chippewa Falls Public Library</b>	Western	14,366
<b>Clarella Hackett Johnson Public Library</b>	Western	582
<b>Clear Lake Public Library</b>	Western	1,103
<b>Clintonville Public Library</b>	Central	4,591
<b>Cobb Public Library</b>	South Central	471
<b>Colby Community Library</b>	Western	1,857

<b>Colfax Public Library</b>	Western	1,102
<b>Coloma Public Library</b>	Central	460
<b>Columbus Public Library</b>	South Central	5,193
<b>Community Library</b>	Southeast	27,440
<b>Cornell Public Library</b>	Western	1,453
<b>Cudahy Family Library</b>	Southeast	18,093
<b>D.R. Moon Memorial Library</b>	Western	3,476
<b>De Soto Public Library</b>	Western	284
<b>Deer Park Public Library</b>	Western	210
<b>DeForest Area Public Library</b>	South Central	10,835
<b>Dodgeville Public Library</b>	South Central	4,714
<b>Door County Library</b>	Fox Valley Northeast	29,090
<b>Drummond Public Library</b>	Northern	436
<b>Durand Community Library</b>	Western	1,847
<b>Dwight T. Parker Public Library</b>	Western	2,503
<b>E.D. Locke Public Library</b>	South Central	9,331
<b>Eager Free Public Library</b>	South Central	5,589
<b>East Troy Lions Public Library</b>	Southeast	4,511
<b>Eckstein Memorial Library</b>	Western	927
<b>Edward U. Demmer Memorial Library</b>	Northern	2,174
<b>Eleanor Ellis Public Library</b>	Northern	1,235
<b>Elisha D. Smith Public Library</b>	Fox Valley Northeast	17,741
<b>Elkhart Lake Public Library</b>	Southeast	1,030
<b>Ellsworth Public Library</b>	Western	3,358
<b>Elm Grove Public Library</b>	Southeast	6,035
<b>Elmwood Public Library</b>	Western	790
<b>Elroy Public Library</b>	Central	1,336
<b>Ethel Everhard Memorial Library</b>	Central	1,234
<b>Ettrick Public Library</b>	Western	523
<b>Evelyn Goldberg Briggs Memorial Library</b>	Northern	1,173
<b>Everett Roehl Marshfield Public Library</b>	Central	21,751
<b>Fairchild Public Library</b>	Western	904
<b>Fall Creek Public Library</b>	Western	1,275

<b>Farnsworth Public Library</b>	Northern	4,613
<b>Florence County Library</b>	Northern	4,504
<b>Fond du Lac Public Library</b>	Fox Valley Northeast	44,349
<b>Fontana Public Library</b>	Southeast	1,717
<b>Forest Lodge Library</b>	Northern	1,084
<b>Frances L. Simek Memorial Library Medford</b>	Northern	4,319
<b>Frank B. Koller Memorial Library</b>	Northern	624
<b>Frank L. Weyenberg Library</b>	Southeast	28,234
<b>Franklin Public Library</b>	Southeast	36,646
<b>Frederic Public Library</b>	Western	1,117
<b>G.E. Bleskacek Family Memorial Library</b>	Western	3,615
<b>Galesville Public Library</b>	Western	1,575
<b>Gays Mills Public Library</b>	Western	498
<b>Genoa City Public Library</b>	Southeast	3,025
<b>Geraldine E. Anderson Village Library</b>	Western	913
<b>Germantown Community Library</b>	Southeast	20,934
<b>Gillett Public Library</b>	Northern	1,329
<b>Glenwood City Public Library</b>	Western	1,210
<b>Graham Public Library</b>	Southeast	5,399
<b>Granton Community Library</b>	Western	351
<b>Grantsburg Public Library</b>	Northern	1,304
<b>Greendale Public Library</b>	Southeast	14,393
<b>Greenwood Public Library</b>	Western	1,016
<b>Hales Corners Public Library</b>	Southeast	7,546
<b>Hammond Community Library</b>	Western	1,868
<b>Hancock Public Library</b>	Central	413
<b>Hartland Public Library</b>	Southeast	9,434
<b>Hatch Public Library</b>	Central	4,461
<b>Hawkins Area Library</b>	Northern	605
<b>Hazel Green Public Library</b>	Western	1,262
<b>Hazel Mackin Community Library</b>	Western	1,951
<b>Hedberg Public Library</b>	South Central	64,198
<b>Hildebrand Memorial Library</b>	Western	3,203



<b>Hillsboro Public Library</b>	Western	1,417
<b>Horicon Public Library</b>	Southeast	3,824
<b>Hortonville Public Library</b>	Fox Valley Northeast	2,976
<b>Hudson Area Joint Library</b>	Western	31,472
<b>Hurley Public Library</b>	Northern	1,477
<b>Hustisford Community Library</b>	Southeast	2,500
<b>Independence Public Library</b>	Western	1,352
<b>Iola Village Library</b>	Central	1,236
<b>Iron Ridge Public Library</b>	Southeast	922
<b>Irvin L. Young Memorial Library</b>	Southeast	14,133
<b>Jack Russell Memorial Library</b>	Southeast	16,083
<b>Jane Morgan Memorial Library</b>	South Central	761
<b>Jefferson Public Library</b>	Southeast	7,932
<b>John Turgeson Public Library</b>	South Central	1,007
<b>Johnson Creek Public Library</b>	Southeast	3,109
<b>Juneau Public Library</b>	Southeast	2,601
<b>Karl Junginger Memorial Library</b>	Southeast	3,379
<b>Kaukauna Public Library</b>	Fox Valley Northeast	16,634
<b>Kendall Public Library</b>	Western	456
<b>Kenosha Public Library</b>	Southeast	98,998
<b>Kewaskum Public Library</b>	Southeast	4,244
<b>Kewaunee Public Library</b>	Fox Valley Northeast	2,879
<b>Kiel Public Library</b>	Fox Valley Northeast	3,973
<b>Kimberly Public Library</b>	Fox Valley Northeast	7,422
<b>Knutson Memorial Library</b>	Western	744
<b>Kohler Public Library</b>	Southeast	2,095
<b>Kraemer Library &amp; Community Center</b>	South Central	759
<b>L.D. Fargo Public Library</b>	Southeast	6,276
<b>L.E. Phillips Memorial Public Library</b>	Western	68,912
<b>La Crosse County Library</b>	Western	69,462
<b>La Crosse Public Library</b>	Western	50,869
<b>La Valle Public Library</b>	South Central	353
<b>Lac Courte Oreilles Ojibwa College Community Library</b>	Northern	2,145

<b>Lake Geneva Public Library</b>	Southeast	8,413
<b>Lakes Country Public Library</b>	Northern	2,817
<b>Lakeview Community Library</b>	Southeast	5,460
<b>Land O' Lakes Public Library</b>	Northern	889
<b>Larsen Family Public Library</b>	Northern	648
<b>Lawton Memorial Library</b>	Western	707
<b>Lena Public Library</b>	Northern	1,276
<b>Leon-Saxeville Township Library</b>	Central	2,443
<b>Lester Public Library</b>	Fox Valley Northeast	11,411
<b>Lester Public Library of Arpin</b>	Central	973
<b>Lester Public Library of Vesper</b>	Central	575
<b>Little Chute Public Library</b>	Fox Valley Northeast	12,525
<b>Loyal Public Library</b>	Western	1,242
<b>Luck Public Library</b>	Western	1,095
<b>Madison Public Library</b>	South Central	259,233
<b>Manitowoc Public Library</b>	Fox Valley Northeast	33,687
<b>Marathon County Public Library</b>	Central	134,402
<b>Marinette County Consolidated Public Library Service</b>	Northern	41,502
<b>Markesan Public Library</b>	Central	1,416
<b>Marshall Community Library</b>	South Central	3,964
<b>Mayville Public Library</b>	Southeast	5,112
<b>McCoy Public Library</b>	South Central	1,202
<b>McIntosh Memorial Library</b>	Western	4,487
<b>Menomonee Falls Public Library</b>	Southeast	39,379
<b>Menomonie Public Library</b>	Western	15,582
<b>Mercer Public Library</b>	Northern	1,461
<b>Middleton Public Library</b>	South Central	21,964
<b>Mill Pond Public Library</b>	Central	327
<b>Milltown Public Library</b>	Western	915
<b>Milton Public Library</b>	South Central	5,633
<b>Milwaukee Public Library</b>	Southeast	587,976
<b>Mineral Point Public Library</b>	South Central	2,503
<b>Minocqua Public Library</b>	Northern	4,512

<b>Mondovi Public Library</b>	Western	2,759
<b>Monroe Public Library</b>	South Central	15,645
<b>Montello Public Library</b>	Central	1,432
<b>Montfort Public Library</b>	Western	724
<b>Muehl Public Library</b>	Fox Valley Northeast	3,427
<b>Mukwonago Community Library</b>	Southeast	8,190
<b>Muskego Public Library</b>	Southeast	25,704
<b>Neenah Public Library</b>	Fox Valley Northeast	26,961
<b>Neillsville Public Library</b>	Western	2,344
<b>Neuschafer Community Library</b>	Central	682
<b>New Berlin Public Library</b>	Southeast	40,821
<b>New Glarus Public Library</b>	South Central	2,244
<b>New Holstein Public Library</b>	Fox Valley Northeast	3,214
<b>New Lisbon Memorial Library</b>	Central	2,544
<b>Norwalk Public Library</b>	Western	632
<b>Oak Creek Public Library</b>	Southeast	37,608
<b>Oakfield Public Library</b>	Fox Valley Northeast	1,113
<b>Oconomowoc Public Library</b>	Southeast	17,808
<b>Oconto Falls Community Library</b>	Northern	2,834
<b>Ogema Public Library</b>	Northern	732
<b>Oneida Community Library</b>	Fox Valley Northeast	4,555
<b>Ontario Public Library</b>	Western	542
<b>Oostburg Public Library</b>	Southeast	3,110
<b>Oscar Grady Public Library</b>	Southeast	4,424
<b>Oshkosh Public Library</b>	Fox Valley Northeast	65,840
<b>Packwaukee Public Library</b>	Central	1,411
<b>Park Falls Public Library</b>	Northern	2,465
<b>Patterson Memorial Library</b>	Central	682
<b>Pauline Haass Public Library</b>	Southeast	11,587
<b>Pepin Public Library</b>	Western	799
<b>Pewaukee Public Library</b>	Southeast	22,881
<b>Phillips Public Library</b>	Northern	1,430
<b>Plainfield Public Library</b>	Central	851

<b>Platteville Public Library</b>	Western	11,446
<b>Plum City Public Library</b>	Western	600
<b>Plum Lake Public Library</b>	Northern	507
<b>Plymouth Public Library</b>	Southeast	8,837
<b>Portage Public Library</b>	South Central	10,053
<b>Poy Sippi Public Library</b>	Central	917
<b>Prairie du Chien Memorial Library</b>	Western	5,829
<b>Prescott Public Library</b>	Western	4,260
<b>Presque Isle Community Library</b>	Northern	640
<b>Princeton Public Library</b>	Central	1,185
<b>Racine Public Library</b>	Southeast	76,887
<b>Readstown Public Library</b>	Western	412
<b>Redgranite Public Library</b>	Central	2,062
<b>Reeseville Public Library</b>	Southeast	722
<b>Rhineland District Library</b>	Northern	18,275
<b>Rib Lake Public Library</b>	Northern	867
<b>Rice Lake Public Library</b>	Northern	8,884
<b>Rio Community Library</b>	South Central	1,096
<b>River Falls Public Library</b>	Western	15,689
<b>Rusk County Community Library</b>	Northern	12,433
<b>Ruth Culver Community Library</b>	South Central	4,234
<b>S. Verna Fowler Academic Library / Menominee Public Library</b>	Northern	4,306
<b>Scandinavia Public Library</b>	Central	366
<b>Schreiner Memorial Library</b>	Western	3,765
<b>Shawano County Library</b>	Central	41,931
<b>Shell Lake Public Library</b>	Northern	1,339
<b>Sherman &amp; Ruth Weiss Community Library</b>	Northern	2,384
<b>Shiocton Public Library</b>	Fox Valley Northeast	924
<b>Shirley M. Wright Memorial Library</b>	Western	1,981
<b>Slinger Community Library</b>	Southeast	6,106
<b>Soldiers Grove Public Library</b>	Western	571
<b>Somerset Public Library</b>	Western	3,015
<b>South Milwaukee Public Library</b>	Southeast	20,743

<b>Sparta Free Library</b>	Western	10,111
<b>Spillman Public Library</b>	Fox Valley Northeast	5,226
<b>Spring Green Community Library</b>	South Central	1,638
<b>Spring Valley Public Library</b>	Western	1,367
<b>St. Croix Falls Public Library</b>	Western	2,143
<b>Strum Public Library</b>	Western	1,089
<b>Sturm Memorial Library</b>	Central	1,316
<b>Sun Prairie Public Library</b>	South Central	36,394
<b>Superior Public Library</b>	Northern	26,950
<b>Suring Area Public Library</b>	Northern	2,782
<b>T.B. Scott Free Library</b>	Northern	9,613
<b>Taylor Memorial Library</b>	Western	486
<b>Theresa Public Library</b>	Southeast	2,355
<b>Thomas St. Angelo Public Library</b>	Northern	2,182
<b>Tomah Public Library</b>	Western	9,493
<b>Tomahawk Public Library</b>	Northern	3,294
<b>Town Hall Library</b>	Southeast	8,537
<b>Turtle Lake Public Library</b>	Northern	1,040
<b>U.S.S. Liberty Memorial Public Library</b>	Southeast	16,423
<b>Vaughn Public Library</b>	Northern	7,951
<b>Verona Public Library</b>	South Central	13,124
<b>Viola Public Library</b>	Western	685
<b>W.J. Niederkorn Library</b>	Southeast	12,307
<b>Wabeno Public Library</b>	Northern	1,160
<b>Walter E. Olson Memorial Library</b>	Northern	9,841
<b>Watertown Public Library</b>	Southeast	24,091
<b>Waukesha Public Library</b>	Southeast	71,856
<b>Waupaca Area Public Library</b>	Central	6,125
<b>Waupun Public Library</b>	Southeast	11,154
<b>Wautoma Public Library</b>	Central	2,137
<b>Wauwatosa Public Library</b>	Southeast	48,604
<b>West Bend Community Memorial Library</b>	Southeast	32,269
<b>Westboro Public Library</b>	Northern	708

<b>Western Taylor County Public Library</b>	Northern	376
<b>Weyauwega Public Library</b>	Central	1,901
<b>Whitefish Bay Public Library</b>	Southeast	14,081
<b>Whitehall Public Library</b>	Western	1,558
<b>Wilberg Memorial Public Library</b>	Western	2,739
<b>Wilton Public Library</b>	Western	489
<b>Winchester Public Library</b>	Northern	528
<b>Winneconne Public Library</b>	Fox Valley Northeast	2,502
<b>Winter Public Library</b>	Northern	2,688
<b>Wonewoc Public Library</b>	Central	797
<b>Woodville Community Library</b>	Western	1,356

# Benefit Related Questions

This section of the summary report focuses on the benefit offerings available to benefit eligible library employees. It provides a high-level overview of the benefits package provided to staff members within the library system. The following questions were asked in the survey:

## What Benefits does your library offer to its employees? (Percentage of Responses; Multiple selections allowed per organization)

Wisconsin Retirement System (WRS)	92%
Health Insurance	83%
Bereavement/Funeral Leave	75%
Dental Insurance	67%
Life Insurance	67%
Flexible Spending Account (FSA) or Health Savings Account (HSA)	57%
Vision Insurance	52%
Short Term Disability Insurance	45%
Deferred Compensation	42%
Long Term Disability Insurance	39%
Employee Assistance Program (EAP)	38%
Education Assistance	20%
Paid Maternity/Paternity Leave (Beyond FMLA)	16%
Wellness/Gym Membership Reimbursement	12%
Income Continuation Services	12%

**How many days of annual Paid Time Off and/or Vacation do you offer upon hire?** (Percentage of Responses; 283 responses)

0 Days	36%
1 - 5 Days	22%
6 - 10 Days	23%
11 - 15 Days	9%
16 - 20 Days	5%
Over 20 Days	5%

**What is the maximum number of days of Paid Time Off and/or Vacation an employee can receive in a given year?** (Percentage of Responses; 274 responses)

0 Days	10%
1 - 10 Days	12%
11 - 20 Days	19%
21 - 30 Days	41%
Over 30 Days	18%



**Which paid holiday does your library observe?** (Percentage of Responses; Multiple selections allowed per organization)

Christmas Day	95%
Thanksgiving Day	95%
Independence Day	93%
Memorial Day	92%
Labor Day	92%
New Year's Day	89%
Christmas Eve	76% (full day); 12% (half day)
Day After Thanksgiving	56%
Good Friday	33% (full day); 18% (half day)
New Year's Eve	72% (full day); 22% (half day)
Veterans Day	12%
Martin Luther King Jr. Day	10%
Washington's Birthday/Presidents Day	3%
Juneteenth	3%
Columbus Day/Indigenous Peoples Day	2%

## Survey Definitions

**Pay data is effective January 2023.**

**# of Orgs** - # of respondents that reported either a minimum, midpoint or maximum for the data category.

**Average Salary Range:** Participants were instructed to enter the hourly pay structure rates for each position they have at their organization.

**Min** – (organization weighted) the average pay range minimum reported among libraries with an established pay range.

**Mid** – (organization weighted) the average pay range midpoint reported among libraries with an established pay range; typically, this is the half-way point between the minimum and maximum in merit plans. If a min and max rate were provided but midpoint was left blank, the average of the min and max rate was used.

**Max** – (organization weighted) the average pay range maximum reported among libraries with an established pay range.

**Benefit Eligibility** – number of libraries reporting if the position is eligible to receive benefits.

**Paid Leave Eligibility** – number of libraries reporting if the position is eligible to receive paid leave benefits (PTO, Vacation, Sick, Holiday, etc.).

**MLS Requirement** – number of libraries reporting if the position requires an MLS degree.

**An asterisk (\*) indicates an insignificant sample size.**

## Accountant

Oversees clerical activities in connection with payables, debits, or credits. Prepares worksheets, analyzes to verify accuracy, prepares monthly journal entries, statements, monthly balance sheet, monthly statements, profit and loss, subsidiary, and other analyses and statements, following prescribed procedures. Qualifications generally include a bachelor's degree in accounting or an associate degree with experience. *(Alternate Job Title: Budget Specialist)*

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>6</b>	<b>\$31.16</b>	<b>\$35.18</b>	<b>\$39.32</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>Region</b>							
Fox Valley Northeast	1	\$27.25	\$32.98	\$38.70	0	1	1
South Central	1	\$32.52	\$37.00	\$42.04	0	1	1
Southeast	4	\$31.80	\$35.27	\$38.80	0	4	4
<b>Municipal/Resident Population</b>							
20,001 – 30,000	1	\$24.40	\$26.94	\$29.74	0	1	1
50,001 – 100,000	2	\$28.24	\$32.28	\$36.31	0	2	2
Over 100,000	3	\$35.36	\$39.86	\$44.53	0	3	3

## Associate Librarian (non-MLS)

Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work.

	Average Salary Range					Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max	MLS Required		
All Responses	111	\$18.55	\$19.98	\$21.48	0	72	81
Region							
Central	7	\$18.30	\$20.64	\$23.17	0	6	7
Fox Valley Northeast	11	\$22.34	\$24.87	\$27.91	0	8	9
Northern	14	\$19.00	\$19.61	\$20.17	0	13	13
South Central	14	\$18.70	\$19.81	\$20.93	0	8	10
Southeast	35	\$18.64	\$20.29	\$22.14	0	19	24
Western	30	\$16.82	\$17.92	\$18.81	0	18	18
Municipal/Resident Population							
Less than 1,000	9	\$15.50	\$15.50	\$15.50	0	2	2
1,000 – 3,000	25	\$16.10	\$16.52	\$16.85	0	14	15
3,001 – 5,000	20	\$16.81	\$17.87	\$18.74	0	16	18
5,001 – 10,000	16	\$20.14	\$21.64	\$23.59	0	13	13
10,001 – 20,000	21	\$20.62	\$22.78	\$25.13	0	14	15
20,001 – 30,000	6	\$19.37	\$22.28	\$25.05	0	3	6
30,001 – 40,000	5	\$21.80	\$24.08	\$26.36	0	4	5
50,001 – 100,000	5	\$23.35	\$26.97	\$30.69	0	4	5
Over 100,000	3	\$22.57	\$25.31	\$29.11	0	3	3

## Bookkeeper

Performs diversified duties in maintaining accounting records. Verifies credits and deductions. Checks allocation of charges on bills payable. Maintains and balances petty cash account. Pays minor expenses, prepares daily cash balance figures, and weekly transaction reports. Checks employee expense accounts. Prepares monthly receipts and disbursement summaries, takes trial balances, locates discrepancies, and reconciles bank statements. Compiles special reports. Analyzes facts to determine the action to be taken, within the limits of standard practice.

Average Salary Range					MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>8</b>	<b>\$23.75</b>	<b>\$26.00</b>	<b>\$28.25</b>	<b>0</b>	<b>5</b>	<b>6</b>
<b>Region</b>							
Northern	2	\$23.73	\$24.69	\$25.64	0	1	1
South Central	1	\$18.00	\$22.95	\$27.90	0	0	1
Southeast	3	\$27.16	\$30.37	\$33.57	0	2	2
Western	2	\$21.54	\$22.29	\$23.04	0	2	2
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$19.00	\$19.00	\$19.00	0	0	0
5,001 – 10,000	2	\$23.73	\$24.69	\$25.64	0	1	1
10,001 – 20,000	2	\$21.54	\$22.29	\$23.04	0	2	2
50,001 – 100,000	2	\$23.10	\$28.04	\$32.98	0	1	2
Over 100,000	1	\$34.30	\$38.98	\$43.65	0	1	1

## Branch Manager

Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced.

Average Salary Range					MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>11</b>	<b>\$26.65</b>	<b>\$30.37</b>	<b>\$34.54</b>	<b>5</b>	<b>10</b>	<b>11</b>
<b>Region</b>							
Central	2	\$20.16	\$22.76	\$27.33	0	2	2
Fox Valley Northeast	2	\$25.46	\$29.08	\$32.67	0	2	2
South Central	2	\$29.64	\$35.74	\$42.28	1	2	2
Southeast	4	\$28.97	\$32.08	\$35.26	3	3	4
Western	1	\$26.74	\$30.56	\$34.38	1	1	1
<b>Municipal/Resident Population</b>							
Less than 1,000	1	\$16.00	\$16.00	\$16.00	0	0	1
20,001 – 30,000	2	\$25.31	\$27.59	\$30.01	1	2	2
40,001 – 50,000	1	\$15.66	\$17.90	\$20.14	0	1	1
50,001 – 100,000	3	\$29.50	\$35.00	\$40.50	2	3	3
Over 100,000	4	\$30.59	\$34.99	\$40.58	2	4	4

## Building Maintenance Worker

Performs routine and preventive maintenance as directed. Performs various repairs requiring general knowledge of carpentry, plumbing, HVAC, and electrical and mechanical repair. Operates lawn-mowing and snow-blowing equipment. Arranges meeting rooms for special events. *(Alternate Job Title: Maintenance Person)*

	Average Salary Range					Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max	MLS Required		
All Responses	35	\$21.74	\$23.62	\$25.55	0	19	27
Region							
Central	2	\$30.00	\$30.00	\$30.00	0	0	1
Fox Valley Northeast	7	\$17.49	\$19.80	\$22.44	0	6	7
Northern	5	\$18.29	\$19.77	\$21.04	0	1	3
South Central	3	\$24.46	\$27.58	\$31.22	0	2	2
Southeast	14	\$22.32	\$24.38	\$26.32	0	8	11
Western	4	\$25.25	\$26.28	\$27.45	0	2	2
Municipal/Resident Population							
1,000 – 3,000	2	\$20.50	\$20.50	\$20.50	0	0	1
5,001 – 10,000	5	\$15.97	\$18.06	\$20.16	0	1	3
10,001 – 20,000	9	\$21.29	\$22.04	\$22.93	0	7	7
20,001 – 30,000	4	\$20.09	\$22.75	\$25.47	0	0	3
30,001 – 40,000	2	\$16.84	\$19.80	\$21.80	0	2	2
40,001 – 50,000	1	\$18.34	\$20.97	\$23.60	0	1	1
50,001 – 100,000	6	\$22.96	\$26.74	\$30.61	0	4	6
Over 100,000	3	\$30.24	\$32.48	\$35.27	0	3	3

## Cataloger

Performs original cataloging based on current standards, database maintenance, authority control, and provides training and inventory support for libraries. Resolves cataloging problems and aids in the maintenance of the online catalog. Typically has MLS and a higher level of duties than copy cataloger.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>21</b>	<b>\$22.89</b>	<b>\$25.31</b>	<b>\$27.91</b>	<b>8</b>	<b>18</b>	<b>19</b>
<b>Region</b>							
Central	2	\$17.38	\$17.38	\$17.38	0	2	2
Fox Valley Northeast	3	\$28.43	\$31.51	\$34.56	2	3	3
Northern	2	\$20.00	\$24.22	\$26.64	0	2	2
South Central	2	\$24.15	\$26.69	\$29.54	2	2	2
Southeast	8	\$21.65	\$23.91	\$26.55	3	6	7
Western	3	\$24.98	\$27.50	\$31.12	1	3	3
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$16.08	\$16.08	\$16.08	0	2	2
3,001 – 5,000	1	\$23.07	\$23.07	\$23.07	0	1	1
5,001 – 10,000	3	\$18.08	\$19.43	\$20.79	1	3	3
10,001 – 20,000	4	\$24.87	\$29.04	\$33.11	2	4	4
20,001 – 30,000	3	\$24.29	\$26.02	\$27.93	1	3	3
40,001 – 50,000	2	\$28.12	\$32.14	\$37.38	2	1	2
50,001 – 100,000	1	\$23.69	\$27.14	\$31.09	0	1	1
Over 100,000	3	\$28.92	\$33.42	\$38.09	2	3	3



## Clerk – Accounting (Payables)

Processes vendor invoices and matches with purchase order. Processes materials for public use, including labeling and data entry into the ILS if required. Performs routine duties requiring the use of a variety of forms, reports, or procedures. Performs miscellaneous duties such as filing, typing, sorting, or photocopying.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>10</b>	<b>\$19.10</b>	<b>\$20.35</b>	<b>\$21.66</b>	<b>0</b>	<b>8</b>	<b>8</b>
<b>Region</b>							
Central	1	\$10.25	\$12.00	\$14.00	0	0	0
Fox Valley Northeast	2	\$20.56	\$22.03	\$23.49	0	2	2
South Central	1	\$27.78	\$30.79	\$34.02	0	1	1
Southeast	3	\$19.71	\$20.76	\$21.80	0	2	2
Western	3	\$17.58	\$18.13	\$18.73	0	3	3
<b>Municipal/Resident Population</b>							
1,000 – 3,000	3	\$14.71	\$15.29	\$15.96	0	1	1
10,001 – 20,000	1	\$20.14	\$20.14	\$20.14	0	1	1
20,001 – 30,000	2	\$18.26	\$19.66	\$21.05	0	1	1
30,001 – 40,000	1	\$20.52	\$23.45	\$26.38	0	1	1
50,001 – 100,000	1	\$17.74	\$19.37	\$21.17	0	1	1
Over 100,000	2	\$26.00	\$27.68	\$29.46	0	2	2

## Clerk – Public Services

Performs duties in Circulation, Interlibrary Loan or Reserve departments. Checks in and out materials; inspects materials for damage, verifies due dates; assists patrons with basic informational questions; sorts materials and prepares for reshelving. Provides basic patron assistance, locates materials, and provides information. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. *(Alternate Job Titles: Circulation Clerk, Desk Assistant, Desk Clerk, Bookmobile Clerk, Storyteller, Programmer, Trainer)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>176</b>	<b>\$13.68</b>	<b>\$14.72</b>	<b>\$15.83</b>	<b>0</b>	<b>38</b>	<b>67</b>
<b>Region</b>							
Central	19	\$11.90	\$12.76	\$13.90	0	4	7
Fox Valley Northeast	19	\$13.44	\$14.51	\$15.69	0	6	10
Northern	29	\$14.16	\$14.60	\$15.03	0	3	7
South Central	16	\$14.51	\$15.88	\$17.37	0	5	9
Southeast	52	\$14.15	\$15.51	\$17.03	0	10	23
Western	41	\$13.37	\$14.36	\$15.23	0	10	11
<b>Municipal/Resident Population</b>							
Less than 1,000	18	\$12.33	\$12.68	\$13.04	0	3	3
1,000 – 3,000	54	\$12.55	\$13.06	\$13.49	0	6	12
3,001 – 5,000	24	\$12.99	\$13.83	\$14.71	0	3	4
5,001 – 10,000	24	\$14.10	\$15.20	\$16.63	0	6	10
10,001 – 20,000	24	\$14.05	\$15.33	\$16.80	0	6	12
20,001 – 30,000	8	\$15.08	\$17.44	\$19.68	0	2	6
30,001 – 40,000	7	\$15.36	\$17.13	\$18.64	0	2	6
40,001 – 50,000	5	\$16.36	\$18.51	\$20.98	0	2	4
50,001 – 100,000	8	\$17.49	\$20.33	\$23.19	0	6	8
Over 100,000	4	\$17.85	\$19.63	\$22.16	0	4	4

## Clerk – Technical Services

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Provides basic patron assistance locates materials, and provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying. *(Alternate Job Titles: Acquisitions Clerk, Government Documents Clerk, Processing Assistant)*

Average Salary Range					MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>46</b>	<b>\$15.70</b>	<b>\$16.84</b>	<b>\$18.06</b>	<b>0</b>	<b>18</b>	<b>25</b>
<b>Region</b>							
Central	3	\$13.24	\$13.24	\$13.24	0	1	1
Fox Valley Northeast	9	\$17.10	\$19.26	\$21.61	0	4	6
Northern	6	\$15.77	\$16.11	\$16.47	0	3	3
South Central	4	\$17.61	\$19.84	\$22.23	0	2	3
Southeast	15	\$14.68	\$15.64	\$16.68	0	4	8
Western	9	\$15.96	\$16.80	\$17.64	0	4	4
<b>Municipal/Resident Population</b>							
Less than 1,000	3	\$13.18	\$13.18	\$13.18	0	0	0
1,000 – 3,000	11	\$13.78	\$13.78	\$13.78	0	2	2
3,001 – 5,000	5	\$14.57	\$14.97	\$15.37	0	2	3
5,001 – 10,000	4	\$15.62	\$16.25	\$17.25	0	2	3
10,001 – 20,000	8	\$17.08	\$18.40	\$19.75	0	4	5
20,001 – 30,000	3	\$17.27	\$19.23	\$21.19	0	1	1
30,001 – 40,000	1	\$20.52	\$23.45	\$26.38	0	1	1
40,001 – 50,000	4	\$15.92	\$17.83	\$20.09	0	1	3
50,001 – 100,000	5	\$17.28	\$20.68	\$24.07	0	3	5
Over 100,000	2	\$18.44	\$20.41	\$22.64	0	2	2

## Collection Development Specialist

Analyzes community and library data to determine areas of the collection which need updating. Selects materials to update the collection. Performs related work as required. *(Alternate Job Title: Acquisitions Specialist)*

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>15</b>	<b>\$26.46</b>	<b>\$29.50</b>	<b>\$32.67</b>	<b>9</b>	<b>11</b>	<b>12</b>
<b>Region</b>							
Fox Valley Northeast	2	\$31.16	\$35.53	\$39.39	1	2	2
South Central	5	\$29.73	\$33.69	\$37.79	4	4	4
Southeast	4	\$21.85	\$23.58	\$25.30	2	2	2
Western	4	\$24.64	\$27.19	\$30.29	2	3	3
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$18.27	\$18.77	\$18.77	0	1	2
3,001 – 5,000	2	\$17.69	\$19.27	\$20.85	0	0	0
10,001 – 20,000	2	\$26.73	\$30.24	\$35.24	2	2	2
20,001 – 30,000	1	\$32.25	\$37.40	\$42.28	1	1	1
30,001 – 40,000	2	\$30.15	\$33.21	\$36.27	2	2	2
50,001 – 100,000	2	\$33.68	\$37.53	\$41.22	2	2	2
Over 100,000	3	\$31.13	\$36.12	\$41.43	2	3	3

## Community Outreach/Engagement Specialist

Works with external partners and identifies community needs related to library services and resources. Directs outreach activities. Builds partnerships and collaborations with diverse community organizations.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>22</b>	<b>\$20.71</b>	<b>\$22.99</b>	<b>\$25.32</b>	<b>4</b>	<b>15</b>	<b>18</b>
<b>Region</b>							
Fox Valley Northeast	4	\$24.58	\$27.30	\$30.03	1	3	4
Northern	1	\$13.75	\$13.75	\$13.75	0	0	1
South Central	3	\$28.12	\$32.91	\$38.14	1	2	3
Southeast	9	\$18.67	\$20.52	\$22.37	1	6	6
Western	5	\$18.22	\$19.86	\$21.49	1	4	4
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$17.75	\$17.75	\$17.75	0	1	2
3,001 – 5,000	2	\$13.00	\$14.50	\$16.00	1	1	1
5,001 – 10,000	2	\$16.73	\$18.57	\$20.42	0	1	1
10,001 – 20,000	4	\$22.17	\$24.50	\$26.90	2	4	4
20,001 – 30,000	1	\$15.69	\$15.69	\$15.69	0	1	1
30,001 – 40,000	2	\$21.00	\$24.11	\$27.22	0	1	1
50,001 – 100,000	5	\$22.64	\$25.95	\$29.26	1	4	5
Over 100,000	2	\$32.78	\$38.45	\$44.62	0	2	2

## Copy Cataloger

Assist with maintenance of the library materials collection by withdrawal and relocation of library materials. Performs copy cataloging for print and non-print materials using OCLC, AACRII, MARC, DDC and local consortium standards. Serves as a resource for other library personnel concerning cataloging rules and practices. *(Alternate Job Title: Cataloging Technician)*

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>41</b>	<b>\$18.64</b>	<b>\$20.01</b>	<b>\$21.47</b>	<b>0</b>	<b>28</b>	<b>30</b>
<b>Region</b>							
Central	4	\$15.90	\$19.53	\$22.10	0	3	3
Fox Valley Northeast	6	\$19.68	\$21.87	\$24.37	0	6	6
Northern	8	\$16.74	\$16.74	\$16.74	0	4	4
South Central	4	\$21.33	\$23.29	\$25.35	0	3	3
Southeast	13	\$18.67	\$19.87	\$21.46	0	8	10
Western	6	\$20.09	\$20.95	\$21.92	0	4	4
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$12.77	\$15.79	\$15.79	0	0	0
1,000 – 3,000	8	\$16.99	\$16.99	\$16.99	0	2	2
3,001 – 5,000	4	\$16.75	\$17.26	\$17.67	0	0	0
5,001 – 10,000	4	\$18.75	\$20.21	\$22.68	0	3	3
10,001 – 20,000	8	\$19.62	\$20.49	\$21.79	0	6	7
20,001 – 30,000	4	\$20.55	\$22.83	\$24.74	0	4	4
30,001 – 40,000	1	\$15.76	\$15.76	\$15.76	0	0	1
40,001 – 50,000	1	\$15.66	\$17.90	\$20.14	0	1	1
50,001 – 100,000	5	\$20.22	\$23.03	\$25.97	0	5	5
Over 100,000	4	\$22.22	\$24.72	\$28.12	0	4	4

## Department Head/Coordinator/Senior Manager

Persons who supervise one or more professional librarians. Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out. *(Alternate Job Titles: Senior Librarian, Subject Specialist)*

Average Salary Range					MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>48</b>	<b>\$29.17</b>	<b>\$32.97</b>	<b>\$37.10</b>	<b>33</b>	<b>48</b>	<b>48</b>
<b>Region</b>							
Central	4	\$23.44	\$26.82	\$31.17	2	4	4
Fox Valley Northeast	7	\$32.22	\$37.18	\$42.36	5	7	7
Northern	4	\$23.86	\$26.03	\$28.21	0	4	4
South Central	7	\$29.49	\$34.28	\$39.42	6	7	7
Southeast	17	\$30.93	\$34.96	\$39.29	14	17	17
Western	9	\$28.11	\$30.70	\$33.68	6	9	9
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$21.40	\$21.40	\$21.40	0	2	2
5,001 – 10,000	2	\$22.02	\$24.14	\$27.27	0	2	2
10,001 – 20,000	14	\$26.17	\$28.90	\$32.25	10	14	14
20,001 – 30,000	7	\$29.27	\$34.44	\$39.37	6	7	7
30,001 – 40,000	6	\$29.41	\$32.15	\$34.88	5	6	6
40,001 – 50,000	5	\$31.00	\$35.78	\$41.12	3	5	5
50,001 – 100,000	8	\$33.79	\$39.31	\$44.80	6	8	8
Over 100,000	4	\$34.99	\$39.81	\$45.83	3	4	4

## Deputy/Associate/Assistant Library Director

Assists Director with planning and administrating programs and major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation). Second in command with commensurate duties.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>53</b>	<b>\$28.05</b>	<b>\$31.15</b>	<b>\$34.19</b>	<b>27</b>	<b>48</b>	<b>46</b>
<b>Region</b>							
Central	4	\$21.87	\$24.39	\$26.24	1	3	3
Fox Valley Northeast	6	\$36.92	\$42.41	\$47.91	5	6	6
Northern	7	\$22.84	\$23.88	\$24.93	2	7	6
South Central	12	\$27.30	\$30.56	\$33.69	5	10	9
Southeast	17	\$30.31	\$33.58	\$36.84	12	16	16
Western	7	\$24.96	\$27.74	\$30.65	2	6	6
<b>Municipal/Resident Population</b>							
Less than 1,000	3	\$14.33	\$14.33	\$14.33	3	3	3
1,000 – 3,000	9	\$17.58	\$17.58	\$17.58	0	7	7
3,001 – 5,000	1	\$21.97	\$21.97	\$21.97	0	1	1
5,001 – 10,000	7	\$24.99	\$26.49	\$27.70	1	7	7
10,001 – 20,000	12	\$26.31	\$29.39	\$32.42	9	11	10
20,001 – 30,000	4	\$33.12	\$37.29	\$40.95	0	4	4
30,001 – 40,000	2	\$33.23	\$36.66	\$38.52	2	2	2
40,001 – 50,000	4	\$33.98	\$39.09	\$44.98	2	4	4
50,001 – 100,000	7	\$39.19	\$45.98	\$52.90	6	7	7
Over 100,000	3	\$43.43	\$50.51	\$57.98	3	3	3



## Executive Assistant

Performs Administrative Assistant duties for the chief executive official in the organization. Processes information of a highly confidential and important nature. Composes correspondence, notices, memos, etc. Organizes and maintains confidential personal files and records. Manages the chief executive's calendar. May independently compile and prepare special reports, selecting congruent data from various sources. Duties require an extensive knowledge of the organization's functional areas and their interdependencies with outside agencies and officials and an excellent working knowledge of organizational policies/procedures. Position typically staffed by individuals with advanced secretarial training, considerable work experience, and broad knowledge of organizational policies.

Average Salary Range					Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max		
<b>All Responses</b>	<b>8</b>	<b>\$22.06</b>	<b>\$24.70</b>	<b>\$27.36</b>	<b>0</b>	<b>6</b>
<b>Region</b>						
Central	1	\$21.56	\$25.37	\$29.17	0	1
South Central	3	\$23.63	\$26.31	\$29.04	0	2
Southeast	3	\$21.52	\$24.62	\$27.72	0	3
Western	1	\$19.48	\$19.48	\$19.48	0	0
<b>Municipal/Resident Population</b>						
1,000 – 3,000	1	\$14.00	\$14.50	\$15.00	0	0
5,001 – 10,000	1	\$18.45	\$22.14	\$25.83	0	1
10,001 – 20,000	2	\$20.52	\$22.43	\$24.33	0	1
20,001 – 30,000	1	\$30.68	\$35.28	\$39.89	0	1
40,001 – 50,000	1	\$22.20	\$26.08	\$29.97	0	1
Over 100,000	2	\$25.06	\$27.39	\$29.79	0	2

## Facility Engineering Manager (Maintenance)

Responsible for grounds, buildings and building equipment. Supervises the installation, maintenance and repair of electrical, gas, air, and water installations; fire sprinklers; the operation of building equipment and facilities; janitorial services; and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Reports defective equipment and recommends the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedites building repairs in construction to avoid production delays. Performs normal supervisory functions in a department with seldom more than 10 persons.

Average Salary Range					MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>15</b>	<b>\$28.91</b>	<b>\$32.36</b>	<b>\$35.85</b>	<b>0</b>	<b>14</b>	<b>14</b>
<b>Region</b>							
Central	1	\$19.12	\$23.75	\$26.61	0	1	1
Fox Valley Northeast	4	\$26.80	\$30.95	\$35.10	0	4	4
Northern	2	\$30.52	\$32.48	\$34.44	0	2	2
South Central	2	\$28.40	\$34.02	\$40.44	0	2	2
Southeast		\$30.50	\$32.49	\$34.49	0	4	4
Western	1	\$36.98	\$42.35	\$48.50	0	1	1
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$19.00	\$19.00	\$19.00	0	0	0
5,001 – 10,000	1	\$36.06	\$39.99	\$43.91	0	1	1
10,001 – 20,000	2	\$29.35	\$29.35	\$29.35	0	1	1
20,001 – 30,000	2	\$21.97	\$26.92	\$30.98	0	2	2
30,001 – 40,000	1	\$28.81	\$32.92	\$37.04	0	1	1
50,001 – 100,000	5	\$28.50	\$32.92	\$37.48	0	5	5
Over 100,000	3	\$34.86	\$38.78	\$43.23	0	3	3

## Graphic Artist/Designer

Designs unique, original materials based on aesthetic trends. Plans layout and creates materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Researches and recommends the purchase of related software and hardware. Organizes and implements desktop publishing and operating methods and procedures.

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>10</b>	<b>\$20.74</b>	<b>\$22.38</b>	<b>\$24.01</b>	<b>0</b>	<b>5</b>	<b>8</b>
<b>Region</b>							
Fox Valley Northeast	1	\$26.30	\$27.81	\$29.31	0	1	1
South Central	2	\$17.73	\$20.66	\$23.59	0	0	2
Southeast	4	\$20.31	\$22.18	\$24.05	0	2	2
Western	3	\$21.47	\$21.97	\$22.47	0	2	3
<b>Municipal/Resident Population</b>							
Less than 1,000	1	\$24.60	\$24.60	\$24.60	0	1	1
1,000 – 3,000	1	\$18.27	\$18.27	\$18.27	0	1	1
5,001 – 10,000	1	\$16.00	\$16.50	\$17.00	0	0	1
10,001 – 20,000	1	\$19.00	\$20.50	\$22.00	0	0	1
50,001 – 100,000	4	\$23.25	\$26.84	\$30.42	0	3	4

## Human Resources Manager

General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigates, advises, and prepares policies affecting personnel, and consults and advises on interpretation and administration. Conducts union contract negotiations as required. Advises management on interpretation of policy.

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>5</b>	<b>\$33.88</b>	<b>\$36.89</b>	<b>\$39.90</b>	<b>2</b>	<b>3</b>	<b>3</b>
<b>Region</b>							
Southeast	4	\$34.85	\$38.62	\$42.38	1	3	3
Western	1	\$30.00	\$30.00	\$30.00	1	0	0
<b>Municipal/Resident Population</b>							
1,000 – 3,000	1	\$19.00	\$19.00	\$19.00	0	0	0
3,001 – 5,000	1	\$30.00	\$30.00	\$30.00	1	0	0
50,001 – 100,000	2	\$37.05	\$42.94	\$48.83	1	2	2
Over 100,000	1	\$46.31	\$49.58	\$52.85	0	1	1

## Information Technology Manager

Manages day-to-day IT operations including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of systems. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. May assist staff and patrons with troubleshooting equipment or software problems. *(Alternate Job Titles: Technical Services Lead Worker or Supervisor)*

	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid			
<b>All Responses</b>	<b>18</b>	<b>\$29.43</b>	<b>\$33.93</b>	<b>\$38.57</b>	<b>3</b>	<b>17</b>
<b>Region</b>						
Central	1	\$27.70	\$34.41	\$38.56	0	1
Fox Valley Northeast	5	\$27.79	\$30.58	\$33.36	1	5
Northern	1	\$17.00	\$19.50	\$22.00	0	1
South Central	4	\$30.09	\$35.62	\$41.44	1	4
Southeast	3	\$32.12	\$37.85	\$43.57	0	3
Western	4	\$32.32	\$36.99	\$42.60	1	3
<b>Municipal/Resident Population</b>						
10,001 – 20,000	4	\$25.52	\$27.69	\$30.61	1	3
20,001 – 30,000	3	\$28.75	\$32.62	\$35.63	0	3
30,001 – 40,000	3	\$26.44	\$30.66	\$35.07	0	3
40,001 – 50,000	1	\$34.70	\$39.67	\$44.64	1	1
50,001 – 100,000	4	\$33.58	\$40.17	\$46.96	0	4
Over 100,000	3	\$30.99	\$36.61	\$42.41	1	3

## Inter-Library Loan Assistant

Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN, ISSN and citation numbers. Determines best sources for materials.

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>24</b>	<b>\$17.48</b>	<b>\$18.84</b>	<b>\$20.15</b>	<b>1</b>	<b>9</b>	<b>13</b>
<b>Region</b>							
Central	4	\$17.45	\$19.05	\$20.23	0	2	3
Fox Valley Northeast	1	\$11.65	\$13.31	\$14.98	0	1	1
Northern	5	\$17.30	\$17.30	\$17.30	0	2	2
South Central	3	\$19.84	\$22.71	\$25.76	1	1	2
Southeast	6	\$18.84	\$20.45	\$22.44	0	2	4
Western	5	\$15.78	\$17.07	\$17.86	0	1	1
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$11.00	\$12.00	\$13.00	0	0	0
1,000 – 3,000	6	\$17.12	\$17.62	\$17.62	0	2	2
3,001 – 5,000	4	\$14.63	\$14.70	\$14.76	0	0	0
5,001 – 10,000	3	\$20.06	\$20.92	\$22.52	0	2	3
20,001 – 30,000	1	\$18.21	\$22.62	\$25.35	0	1	1
30,001 – 40,000	3	\$14.81	\$16.20	\$17.58	0	1	2
50,001 – 100,000	3	\$18.85	\$22.22	\$25.75	0	1	3
Over 100,000	2	\$28.38	\$31.54	\$34.97	1	2	2

## Janitorial Cleaner

Cleans assigned areas using power equipment as needed. Cleans drinking fountains, offices partition windows and lavatories. Replenishes supplies.  
(Alternate Job Titles: Cleaning Person, Housekeeper, Custodian, Janitor)

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>80</b>	<b>\$14.85</b>	<b>\$15.67</b>	<b>\$16.47</b>	<b>0</b>	<b>13</b>	<b>18</b>
<b>Region</b>							
Central	7	\$12.58	\$14.37	\$15.98	0	1	0
Fox Valley Northeast	10	\$13.02	\$13.75	\$14.45	0	1	1
Northern	15	\$16.08	\$16.64	\$17.21	0	1	4
South Central	10	\$16.69	\$17.83	\$18.98	0	4	4
Southeast	17	\$15.04	\$16.23	\$17.36	0	5	6
Western	21	\$14.56	\$14.86	\$15.17	0	1	3
<b>Municipal/Resident Population</b>							
Less than 1,000	10	\$16.98	\$17.23	\$17.48	0	0	0
1,000 – 3,000	25	\$13.69	\$14.11	\$14.52	0	0	1
3,001 – 5,000	12	\$12.39	\$12.92	\$13.44	0	1	1
5,001 – 10,000	11	\$14.60	\$15.55	\$16.50	0	1	2
10,001 – 20,000	9	\$17.06	\$17.97	\$18.73	0	3	4
20,001 – 30,000	3	\$14.44	\$16.17	\$17.50	0	1	2
30,001 – 40,000	2	\$14.04	\$14.94	\$15.84	0	0	1
40,001 – 50,000	1	\$11.76	\$13.44	\$15.11	0	0	0
50,001 – 100,000	4	\$17.73	\$20.89	\$24.17	0	4	4
Over 100,000	3	\$19.62	\$21.92	\$24.27	0	3	3

## Librarian (MLS)

Provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work. Requires a Masters Degree in Library Science from an American Library Association (ALA) accredited institution.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>61</b>	<b>\$24.93</b>	<b>\$27.75</b>	<b>\$30.87</b>	<b>58</b>	<b>56</b>	<b>57</b>
<b>Region</b>							
Central	1	\$28.22	\$31.61	\$39.51	1	1	1
Fox Valley Northeast	5	\$29.72	\$33.26	\$36.79	5	5	5
Northern	4	\$22.36	\$24.01	\$25.73	4	4	4
South Central	8	\$24.45	\$27.36	\$30.37	7	6	7
Southeast	33	\$24.56	\$27.53	\$30.85	33	31	31
Western	10	\$24.83	\$27.17	\$29.56	8	9	9
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$19.62	\$19.87	\$19.87	2	2	3
3,001 – 5,000	2	\$21.73	\$21.73	\$21.73	1	2	2
5,001 – 10,000	11	\$24.32	\$26.17	\$28.80	11	11	11
10,001 – 20,000	16	\$23.93	\$26.61	\$29.52	16	13	13
20,001 – 30,000	9	\$25.70	\$28.89	\$32.16	9	9	9
30,001 – 40,000	4	\$25.80	\$29.53	\$32.64	4	4	4
40,001 – 50,000	4	\$26.60	\$30.51	\$35.11	4	4	4
50,001 – 100,000	8	\$27.23	\$31.92	\$36.61	8	8	8
Over 100,000	3	\$29.77	\$33.64	\$39.19	3	3	3



## Library Assistant – Public Services

Performs entry-level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Answers reference questions and performs readers advisory services. Reviews assigned media and selects books and other library materials for purchase on the basis of selection criteria. Verifies book orders for bibliographic data to ensure proper ordering. Typically requires a Bachelors Degree. *(Alternate Job Titles: Library Associate, Technical Assistant-Public Services)*

Average Salary Range							
	# or Orgs	Min	Mid	Max	MLS Required	Benefit Eligible	Paid Leave Eligible
All Responses	125	\$15.29	\$16.48	\$17.72	1	39	51
Region							
Central	8	\$13.72	\$14.87	\$16.02	0	3	2
Fox Valley Northeast	14	\$17.46	\$19.31	\$21.34	0	9	9
Northern	17	\$15.96	\$16.49	\$17.00	1	9	10
South Central	18	\$15.60	\$16.83	\$18.25	0	4	8
Southeast	27	\$16.06	\$17.65	\$19.52	0	7	10
Western	41	\$13.94	\$14.91	\$15.69	0	7	12
Municipal/Resident Population							
Less than 1,000	22	\$13.02	\$13.28	\$13.58	0	2	3
1,000 – 3,000	36	\$13.70	\$14.39	\$14.85	1	8	10
3,001 – 5,000	15	\$14.68	\$15.86	\$17.08	0	5	4
5,001 – 10,000	16	\$15.63	\$16.94	\$18.59	0	5	7
10,001 – 20,000	15	\$16.95	\$18.79	\$20.78	0	8	11
20,001 – 30,000	5	\$16.55	\$18.63	\$20.71	0	1	4
30,001 – 40,000	4	\$17.61	\$19.68	\$22.42	0	1	2
40,001 – 50,000	2	\$18.69	\$21.35	\$24.01	0	1	1
50,001 – 100,000	7	\$21.14	\$24.11	\$27.09	0	5	6
Over 100,000	3	\$22.92	\$25.45	\$28.44	0	3	3

## Library Assistant – Technical Services

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. May perform managerial and administrative duties. *(Alternate Job Titles: Library Associate, Assistant-Technical Services)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>68</b>	<b>\$16.15</b>	<b>\$17.63</b>	<b>\$18.93</b>	<b>0</b>	<b>33</b>	<b>39</b>
<b>Region</b>							
Central	8	\$13.95	\$16.16	\$17.02	0	2	4
Fox Valley Northeast	6	\$17.39	\$18.60	\$19.82	0	3	3
Northern	17	\$16.63	\$17.39	\$18.14	0	11	12
South Central	7	\$15.52	\$18.29	\$21.05	0	4	4
Southeast	16	\$16.93	\$18.35	\$19.77	0	7	8
Western	14	\$15.74	\$17.21	\$18.56	0	6	8
<b>Municipal/Resident Population</b>							
Less than 1,000	13	\$15.35	\$15.92	\$16.22	0	3	4
1,000 – 3,000	18	\$14.55	\$15.42	\$15.80	0	7	7
3,001 – 5,000	10	\$15.86	\$17.30	\$18.82	0	5	7
5,001 – 10,000	6	\$15.65	\$17.72	\$19.61	0	4	4
10,001 – 20,000	7	\$15.60	\$17.91	\$20.21	0	5	5
20,001 – 30,000	3	\$15.79	\$16.81	\$17.43	0	0	2
30,001 – 40,000	3	\$16.85	\$18.88	\$20.91	0	1	2
40,001 – 50,000	2	\$21.48	\$24.42	\$27.49	0	2	2
50,001 – 100,000	5	\$23.09	\$26.48	\$29.96	0	5	5
Over 100,000	1	\$18.90	\$21.74	\$24.58	0	1	1

## Library Director/Chief Officer

Chief officer of the library. Submits recommendations on library policies and service to governing body and implements policy decisions. Analyzes, selects and executes recommendations of personnel, such as division directors or branch supervisors. Coordinates activities of branch or division libraries. Analyzes and coordinates departmental budget estimates and controls expenditures. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and disciplines staff.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>273</b>	<b>\$27.56</b>	<b>\$29.40</b>	<b>\$31.37</b>	<b>115</b>	<b>230</b>	<b>229</b>
<b>Region</b>							
Central	30	\$24.04	\$25.65	\$27.12	7	20	24
Fox Valley Northeast	26	\$33.91	\$36.92	\$40.44	12	25	22
Northern	44	\$23.54	\$24.18	\$24.81	12	35	38
South Central	31	\$29.42	\$32.02	\$34.58	15	27	25
Southeast	62	\$33.82	\$36.70	\$39.77	45	58	55
Western	80	\$23.45	\$24.56	\$25.88	24	65	65
<b>Municipal/Resident Population</b>							
Less than 1,000	59	\$18.57	\$19.07	\$19.38	4	31	34
1,000 – 3,000	86	\$21.73	\$22.19	\$22.69	14	74	75
3,001 – 5,000	32	\$25.94	\$27.04	\$28.11	8	31	28
5,001 – 10,000	28	\$31.91	\$33.99	\$36.74	21	27	26
10,001 – 20,000	30	\$37.64	\$40.80	\$44.53	30	29	28
20,001 – 30,000	12	\$40.80	\$46.05	\$51.07	12	12	12
30,001 – 40,000	7	\$43.50	\$48.88	\$53.29	7	7	7
40,001 – 50,000	6	\$44.14	\$50.66	\$57.86	6	6	6
50,001 – 100,000	9	\$49.73	\$57.73	\$66.73	9	9	9
Over 100,000	4	\$49.97	\$58.33	\$67.86	4	4	4

## Manager/Supervisor of Support Staff

Persons who supervise support staff in any part of the library but do not supervise professional librarians. (Alternate Job Titles: Circulation Lead Worker or Supervisor)

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>46</b>	<b>\$23.95</b>	<b>\$26.50</b>	<b>\$29.22</b>	<b>7</b>	<b>43</b>	<b>43</b>
<b>Region</b>							
Central	2	\$20.32	\$24.63	\$27.92	0	2	2
Fox Valley Northeast	5	\$30.99	\$34.64	\$38.23	1	5	5
South Central	5	\$27.11	\$30.53	\$34.13	0	5	5
Southeast	27	\$22.63	\$25.08	\$27.82	4	24	24
Western	7	\$22.78	\$23.81	\$25.03	2	7	7
<b>Municipal/Resident Population</b>							
1,000 – 3,000	4	\$20.18	\$20.68	\$21.37	1	4	4
5,001 – 10,000	9	\$23.01	\$24.84	\$27.71	4	9	9
10,001 – 20,000	14	\$21.58	\$23.53	\$25.50	1	11	11
20,001 – 30,000	7	\$25.82	\$29.03	\$32.07	1	7	7
30,001 – 40,000	3	\$28.38	\$31.99	\$34.61	0	3	3
40,001 – 50,000	1	\$30.87	\$35.50	\$40.13	0	1	1
50,001 – 100,000	5	\$25.61	\$30.45	\$35.40	0	5	5
Over 100,000	2	\$33.62	\$38.42	\$43.61	0	2	2

## Marketing Specialist

Oversees the creation, implementation, and execution of a library marketing plan. Coordinates marketing efforts, planning, creating, and directing print and electronic marketing strategies for all ages. *(Alternate Job Titles: Marketing Coordinator, Social Media Coordinator)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>24</b>	<b>\$21.52</b>	<b>\$23.61</b>	<b>\$25.72</b>	<b>1</b>	<b>16</b>	<b>20</b>
<b>Region</b>							
Central	1	\$18.21	\$22.62	\$25.35	0	0	1
Fox Valley Northeast	7	\$21.03	\$22.73	\$24.56	0	5	6
South Central	4	\$22.29	\$24.51	\$27.00	0	3	4
Southeast	7	\$22.98	\$25.53	\$28.09	1	5	5
Western	5	\$20.24	\$21.64	\$23.07	0	3	4
<b>Municipal/Resident Population</b>							
Less than 1,000	1	\$15.00	\$15.00	\$15.00	0	0	0
1,000 – 3,000	4	\$18.45	\$18.95	\$19.70	0	2	2
5,001 – 10,000	2	\$17.55	\$17.55	\$17.55	0	1	1
10,001 – 20,000	1	\$20.35	\$20.35	\$20.35	0	2	2
20,001 – 30,000	1	\$19.41	\$21.61	\$22.98	0	1	2
30,001 – 40,000	2	\$19.01	\$20.48	\$21.94	0	2	2
50,001 – 100,000	7	\$25.58	\$29.50	\$33.43	1	5	7
Over 100,000	3	\$26.30	\$30.76	\$35.56	0	3	3

## Office Manager

Assumes direct responsibility for filing, mail, communications, and printing departments. Implements and follows through on general office policies. Confers with other departments regarding the purchasing of office equipment, systems, and procedures affecting more than one department, and the hiring and transferring of employees and office salary structure. Prepares payroll tax returns and performs payroll accounting for the organization as required. Maintains retention schedule for library records. *(Alternate Job Title: Business Manager)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
All Responses	6	\$26.32	\$29.52	\$33.14	0	4	5
Region							
Fox Valley Northeast	1	\$27.27	\$30.10	\$36.69	0	1	1
Southeast	3	\$28.02	\$31.15	\$34.26	0	2	2
Western	2	\$23.28	\$26.79	\$29.67	0	1	2
Municipal/Resident Population							
1,000 – 3,000	2	\$15.50	\$16.50	\$16.50	0	0	1
10,001 – 20,000	1	\$27.27	\$30.10	\$36.69	0	1	1
30,001 – 40,000	1	\$26.10	\$30.15	\$34.19	0	1	1
50,001 – 100,000	1	\$34.56	\$39.58	\$45.33	0	1	1
Over 100,000	1	\$38.97	\$44.29	\$49.60	0	1	1

## Office Support (Entry)

This is an entry-level clerical position performing various routine secretarial and clerical duties, including typing letters, reports, and other correspondence. May perform other clerical duties such as filing, mail distribution, and answering telephones. May be in receipt of fees and other monies. (Alternate Job Titles: Clerk Typist, Office Assistant)

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>14</b>	<b>\$13.59</b>	<b>\$14.59</b>	<b>\$15.59</b>	<b>0</b>	<b>4</b>	<b>6</b>
<b>Region</b>							
Fox Valley Northeast	3	\$13.16	\$15.19	\$17.25	0	3	3
Northern	1	\$12.00	\$13.00	\$14.00	0	0	0
South Central	1	\$15.44	\$15.44	\$15.44	0	0	1
Southeast	6	\$14.53	\$15.50	\$16.48	0	1	2
Western	3	\$12.07	\$12.40	\$12.74	0	0	0
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$10.50	\$11.00	\$11.50	0	0	0
1,000 – 3,000	4	\$13.66	\$13.66	\$13.66	0	0	1
3,001 – 5,000	1	\$14.01	\$16.81	\$19.61	0	1	1
5,001 – 10,000	1	\$18.00	\$19.00	\$20.00	0	0	0
10,001 – 20,000	2	\$13.67	\$15.48	\$17.29	0	0	0
30,001 – 40,000	2	\$12.93	\$14.29	\$15.65	0	1	2
Over 100,000	2	\$14.72	\$16.13	\$17.56	0	2	2

## Office Support (Intermediate)

Under moderate supervision, performs more complex or diverse clerical duties for one or more staff. Typical functions include word-processing, typing, managing appointments, screening mail, and handling special projects as required by the supervisor. May prepare reports with minimal supervision. Position typically requires a higher-level proficiency in office software and several years of experience.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>19</b>	<b>\$18.06</b>	<b>\$20.01</b>	<b>\$22.00</b>	<b>0</b>	<b>8</b>	<b>12</b>
<b>Region</b>							
Central	2	\$14.00	\$14.13	\$14.25	0	0	0
Fox Valley Northeast	3	\$16.93	\$20.00	\$23.07	0	1	2
South Central	2	\$19.41	\$23.20	\$27.11	0	1	2
Southeast	7	\$19.55	\$21.70	\$23.85	0	5	6
Western	5	\$17.73	\$18.72	\$19.81	0	1	2
<b>Municipal/Resident Population</b>							
Less than 1,000	2	\$15.50	\$15.50	\$15.50	0	0	0
1,000 – 3,000	4	\$15.50	\$15.56	\$15.62	0	0	0
3,001 – 5,000	1	\$11.22	\$13.21	\$15.20	0	0	0
10,001 – 20,000	3	\$17.91	\$20.76	\$23.68	0	1	3
20,001 – 30,000	2	\$20.11	\$23.69	\$27.28	0	1	2
30,001 – 40,000	1	\$19.79	\$19.79	\$19.79	0	0	1
50,001 – 100,000	4	\$22.23	\$26.07	\$30.03	0	4	4
Over 100,000	2	\$18.14	\$20.02	\$21.90	0	2	2



## Office Support (Top)

Provides advanced level clerical and administrative support to a major administrative program or function within a department that requires the exercise of an advanced level of technical expertise and job knowledge. May coordinate services such as personnel record keeping, budget coordination, housekeeping and inventory, records management, and office systems improvements. May coordinate collection and preparation of operating reports, including preparing preliminary conclusions. May interview job applicants, orient new employees, or plan training programs. *(Alternate Job Title: Office Supervisor)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>23</b>	<b>\$22.93</b>	<b>\$25.51</b>	<b>\$28.45</b>	<b>0</b>	<b>20</b>	<b>21</b>
<b>Region</b>							
Central	3	\$18.75	\$21.22	\$24.37	0	2	2
Fox Valley Northeast	65	\$23.80	\$26.55	\$30.06	0	5	5
Northern	1	\$21.99	\$25.13	\$28.27	0	1	1
South Central	3	\$24.54	\$27.15	\$29.81	0	3	3
Southeast	10	\$23.25	\$25.49	\$27.95	0	8	9
Western	1	\$24.09	\$28.91	\$33.72	0	1	1
<b>Municipal/Resident Population</b>							
Less than 1,000	2	*	*	*	0	0	0
1,000 – 3,000	2	\$17.00	\$17.13	\$17.25	0	0	0
10,001 – 20,000	6	\$23.28	\$24.30	\$25.94	0	5	6
20,001 – 30,000	4	\$22.93	\$26.87	\$30.50	0	4	4
30,001 – 40,000	2	\$26.23	\$30.42	\$34.60	0	2	2
40,001 – 50,000	3	\$22.32	\$24.95	\$28.19	0	3	3
50,001 – 100,000	3	\$24.91	\$29.65	\$34.37	0	3	3
Over 100,000	3	\$22.65	\$24.89	\$28.42	0	3	3

## Page/Shelver

Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving. *(Alternate Job Titles: Library Page, Materials Shelver)*

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>116</b>	<b>\$10.60</b>	<b>\$11.60</b>	<b>\$12.55</b>	<b>0</b>	<b>5</b>	<b>15</b>
<b>Region</b>							
Central	12	\$10.35	\$11.18	\$12.09	0	0	4
Fox Valley Northeast	11	\$11.17	\$12.25	\$13.22	0	1	2
Northern	10	\$11.71	\$12.21	\$12.55	0	0	2
South Central	18	\$10.68	\$11.33	\$11.97	0	1	1
Southeast	40	\$10.03	\$11.57	\$13.11	0	2	4
Western	25	\$10.87	\$11.50	\$12.02	0	1	2
<b>Municipal/Resident Population</b>							
Less than 1,000	5	\$9.95	\$10.20	\$10.25	0	0	0
1,000 – 3,000	26	\$10.81	\$11.14	\$11.35	0	0	2
3,001 – 5,000	9	\$9.70	\$10.02	\$10.35	0	0	0
5,001 – 10,000	17	\$9.86	\$12.21	\$14.64	0	1	2
10,001 – 20,000	24	\$10.31	\$11.32	\$12.24	0	0	0
20,001 – 30,000	11	\$10.22	\$11.05	\$11.77	0	0	2
30,001 – 40,000	7	\$9.52	\$10.43	\$11.26	0	0	0
40,001 – 50,000	4	\$10.66	\$11.91	\$12.95	0	0	2
50,001 – 100,000	9	\$13.16	\$14.86	\$16.61	0	3	5
Over 100,000	4	\$13.99	\$14.76	\$16.08	0	1	2

## Public Relations Officer

Promotes and administers public relations policies and programs such as special events, news articles, and audio and visual communication media. Maintains relations with newspaper, radio and TV media, community groups and agencies, school districts and the Board of Trustees. *(Alternate Job Titles: Public Information Coordinator, Public Relations Person)*

	Average Salary Range				MLS Required	Benefit Eligible	Paid Leave Eligible
	# or Orgs	Min	Mid	Max			
<b>All Responses</b>	<b>11</b>	<b>\$24.27</b>	<b>\$27.45</b>	<b>\$30.77</b>	<b>1</b>	<b>8</b>	<b>9</b>
<b>Region</b>							
Fox Valley Northeast	3	\$20.72	\$23.63	\$26.70	0	2	3
South Central	3	\$25.67	\$30.34	\$35.34	1	3	2
Southeast	3	\$26.76	\$29.82	\$32.89	0	2	3
Western	1	\$20.80	\$20.80	\$20.80	0	1	1
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$19.90	\$19.90	\$19.90	0	1	1
10,001 – 20,000	2	\$12.06	\$13.20	\$14.60	0	1	1
20,001 – 30,000	1	\$16.66	\$18.96	\$21.27	0	1	1
30,001 – 40,000	1	\$24.66	\$28.18	\$31.70	0	0	1
40,001 – 50,000	1	\$27.37	\$31.30	\$35.19	0	1	1
50,001 – 100,000	2	\$30.88	\$37.23	\$43.57	0	2	2
Over 100,000	2	\$36.30	\$41.45	\$47.09	1	2	2

## Security (Discipline Monitor)

Makes regular watch rounds of premises outside of scheduled working hours, where frequency of trips and stations is prescribed. Checks buildings, equipment and materials for leaks, fires, unauthorized individuals and other conditions. Ensures that all entrances and windows are secured, and that elevator and fire doors are closed. Makes written report of all irregularities or unusual circumstances. (Alternate Job Titles: Security Guard, Library Monitor, Security Officer, Watchguard)

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>5</b>	<b>%22.20</b>	<b>\$24.02</b>	<b>\$25.83</b>	<b>0</b>	<b>2</b>	<b>4</b>
<b>Region</b>							
Fox Valley Northeast	1	\$25.65	\$30.96	\$36.21	0	1	1
South Central	1	\$18.02	\$18.02	\$18.02	0	0	1
Southeast	3	\$22.44	\$23.70	\$24.97	0	1	2
<b>Municipal/Resident Population</b>							
40,001 – 50,000	1	\$15.45	\$15.45	\$15.45	0	0	0
50,001 – 100,000	1	\$16.36	\$18.70	\$21.03	0	0	1
Over 100,000	3	\$26.39	\$28.65	\$30.88	0	2	3

## Technical Support/Computer Technician

Installs, maintains, repairs computers, peripheral devices, and software. May conduct training. Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks. May conduct training.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>10</b>	<b>\$23.58</b>	<b>\$26.29</b>	<b>\$29.48</b>	<b>0</b>	<b>8</b>	<b>8</b>
<b>Region</b>							
Central	1	\$24.65	\$27.61	\$34.51	0	1	1
Northern	2	\$18.14	\$19.31	\$20.48	0	1	1
South Central	1	\$25.61	\$28.52	\$31.81	0	1	1
Southeast	4	\$25.10	\$28.79	\$32.47	0	4	3
Western	2	\$24.44	\$26.49	\$28.83	0	1	2
<b>Municipal/Resident Population</b>							
3,001 – 5,000	1	\$15.00	\$15.00	\$15.00	0	0	0
5,001 – 10,000	1	\$21.28	\$23.62	\$25.96	0	0	1
30,001 – 40,000	1	\$20.66	\$20.66	\$20.66	0	1	1
50,001 – 100,000	4	\$25.81	\$29.73	\$33.79	0	4	3
Over 100,000	3	\$25.21	\$28.23	\$32.68	0	3	3

## Web Content Administrator

Develops, provides, and authorizes website content to increase track, support and promote services, and gain content visibility. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. May oversee data control technicians and writers dedicated to website.

	# or Orgs	Average Salary Range			MLS Required	Benefit Eligible	Paid Leave Eligible
		Min	Mid	Max			
<b>All Responses</b>	<b>5</b>	<b>\$21.77</b>	<b>\$23.22</b>	<b>\$25.52</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Region</b>							
Central	1	\$23.04	\$25.80	\$32.26	0	1	1
Northern	1	\$13.52	\$13.52	\$13.52	0	0	0
South Central	1	\$32.50	\$36.98	\$42.02	0	1	1
Southeast	1	\$19.00	\$19.00	\$19.00	0	0	0
Western	1	\$20.80	\$20.80	\$20.80	0	1	1
<b>Municipal/Resident Population</b>							
1,000 – 3,000	2	\$19.90	\$19.90	\$19.90	0	1	1
3,001 – 5,000	1	\$13.52	\$13.52	\$13.52	0	0	0
Over 100,000	2	\$27.77	\$31.39	\$37.14	0	2	2

**CITY OF SHEBOYGAN  
RESOLUTION \_\_\_\_-24-25**

**BY ALDERPERSONS MITCHELL AND PERRELLA.**

**JULY 15, 2024.**

A RESOLUTION authorizing an amendment to the 2024 budget reflecting a table of organization change for the Finance Department and Mead Public Library.

WHEREAS, the Administrative Services Manager for Mead Public Library retired as of December 31, 2023; and

WHEREAS, the Finance Department hired a part-time limited-term employee to fulfill receipting and accounts payable duties to assist the Library due to this vacancy; and

WHEREAS, the Finance Director and Library Director have reviewed the functionality resulting from the reallocation of duties from the Administrative Services Manager role and the addition of the part-time employee; and

WHEREAS, the Finance Director and Library Director believe it is in the best interest of the City to change the limited-term position to a permanent position in the table of organization; and

WHEREAS, the City Administrator and Human Resources Director were consulted and agree with this change.

NOW, THEREFORE, BE IT RESOLVED: That the table of organization be updated to reflect the removal of the Administrative Services Manager position at Mead Public Library and the addition of a part-time Accounting Clerk position in the Finance Department.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized amend the 2024 budget via the following transfers to move the costs associated with the part-time clerk from the Mead Public Library budget to the General Fund budget:

**INCREASE:**

General Fund – Finance – Part Time Salaries (Acct. No. 101150-510111)	\$23,212
General Fund – Finance – FICA (Acct. No. 101150-520310)	\$ 1,440
General Fund – Finance – Medicare (Acct. No. 101150-520311)	\$ 337

DECREASE:

Mead Library Fund - Library – Full Time Salaries (Acct. No. 255511-510110)	\$23,212
Mead Library Fund – Library – FICA (Acct. No. 255511-520310)	\$ 1,440
Mead Library Fund – Library – Medicare (Acct. No. 255511-520311)	\$ 337

BE IT FURTHER RESOLVED: That the Finance Department will assume the following tasks on behalf of the Library: accounts payable, receipting and financial reporting.

BE IT FURTHER RESOLVED: That the Common Council approval of this Resolution is contingent upon the Mead Public Library Board of Trustees' approval of an appropriate parallel resolution.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

\_\_\_\_\_  
Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of  
Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of  
Sheboygan



# Public Services Manager Deputy Director

Item 3.

**Direct Supervisor:** Library Director  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020 June 26, 2024  
**Salary Grade:** 16  
**FLSA Status:** Exempt



## Position Summary:

The Deputy Director provides strategic and functional oversight of library public services and coordination of the day-to-day operations of the library and personnel. The Deputy Director serves as acting Library Director in the absence of the Director. The position participates in the Leadership Team including planning, high-level decision making, leadership and mentoring to professional employees and is responsible for maintaining service standards as established by the Library Director and Board of Trustees. All duties are performed in a patron-centered environment, making certain that services are delivered effectively, efficiently, and professionally to all users of the Mead Public Library. ~~The purpose of this position is to ensure that employees, volunteers, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library public services effort. This position manages the work of persons in the organization who provide direct services to citizens and is also expected to be dynamic leader within the management team.~~ Work is performed under the direction of the Library Director.

## Essential Responsibilities:

- ~~1. Translates library's mission, values and strategy to employees, policy and work routines.~~
2. Works closely in a ~~management~~ leadership team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works ~~with others~~ in teams to identify, evaluate, and find creative solutions for problems in need of resolution; evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
- ~~4. Develops positive relationships with the citizens who use the library~~
- ~~5. Networks and developes collaborations with various community organizations and stakeholders.~~
6. Responsible for encouraging the growth and success of the library's event programming
7. Measures, monitors and improves organizational processes and work routines ~~of the Public Services Team~~ to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
- ~~8. Participates in leadership, administration, special project, and strategic meetings; represents library at external events; initiates outreach and external partnership activities; attends meetings and participates in committees and/or organizations that further the library's mission and goals. Coaches and mentors both individual employees and work teams to exceed expectations.~~
- ~~9. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution~~
10. ~~Coordinates the evaluation, development, and monitoring of library collections. Researches and prepares~~ Prepares job descriptions, performance appraisals, and employee training and development plans; coaches and mentors both individual employees and work teams to exceed expectations
- ~~11. Schedules staffing at each public service point.~~ Coordinates staff scheduling at each public service point
12. Develops and monitors current and future budgets of the library system, with appropriate input and collaboration with direct reports and Library Leadership.
13. Gathers data and monitors progress and trends related to the organizations strategic initiatives

# Public Services Manager Deputy Director

Item 3.

14. Develops and oversees grant fund proposals and disbursements
15. Engages with the larger library and information profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
16. Keeps informed of current library trends and services and management practices with an eye toward bringing innovative ideas to Mead Public Library
17. Upholds the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#)
18. 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
19. Serves as acting Library Director in the absence of the Director. ~~Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations.~~

## Education & Experience:

1. Master's degree in Library Sciences from an ALA accredited program.
2. Minimum of five years of related work experience, with three years of supervisory and people or project management experience required. ~~Master's degree in Library Science or related field with three years' professional library experience preferred or a Bachelor's degree with three years of managerial experience.~~
3. Possession of a valid Wisconsin driver's license required.

## Qualifications & Skills:

1. Valuing Diversity: Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.
  2. Customer Focus: Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.
  3. Ethics, Values and Judgement: Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.
  4. Professional and Technical Knowledge: Demonstrates proficiency in professional and technical skills and/or knowledge in position related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.
  5. Coaching and Counseling: Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.
  6. Managerial Courage: Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.
  7. Organizing and Planning: Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.
- Communicates Effectively: Conveys ideas/information in a way that is clear, engaging and suitable to

the audience. Mainpoint of their message is apparent. Listens more than they speak, responds appropriately. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment.

8. Ability to partner, work within teams, build alliances and relationships, identify and implement solutions, and build participative processes.
9. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
10. Ability to analyze and evaluate information and situations, problem solving, decision making and conceptualizing
11. Ability to demonstrate accountability, integrity, positive influence, having future focus, and accept the responsibilities of being a leader
12. Ability to be self aware, listen, give feedback and assess performance, understand and value diversity, develop and coach staff, effectively implement the hiring and selection process, and prevent and resolve conflict
13. Ability to accurately assess situations, set and monitor goals, delegate, manage implementations and projects and evaluate outcomes
14. Ability to understand and manage financial, information, technology and space resources
15. Ability to analyze data trends to make decisions within an organizational framework
16. Ability to create excellent relationships with the citizens who use the library
17. Ability to lead organizational efforts toward efficient and effective processes
18. Ability to lead and facilitate the work of teams and work groups
19. Ability to provide first line supervision
20. Ability to communicate orally and in writing
21. Ability to exercise good judgment, decisiveness and creativity when problem solving
22. The ability to communicate effectively ideas and information both in written and oral form
23. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
24. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative
25. Work closely with the Supervisor and coworkers in performing a variety of tasks
26. Ability to work independently in a fast paced environment with frequent interruptions
27. 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:

# Public Services Manager Deputy Director

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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. Frequent communication; use of the telephone, reacting to alarms and call buttons navigating multiple distractions
6. Lifting and carrying: 50 pounds or less
7. Pushing and pulling: objects on wheels weighing 60-100 pounds
8. Handling: processing, picking up and shelving library materials
- ~~9. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing~~
- ~~10. 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.~~

## 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:** Maintenance Supervisor  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** 25  
**FLSA Status:** Non-Exempt , Not Represented



## Position Summary:

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

## Essential Responsibilities:

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

## Education & Experience:

High School diploma or GED

## Qualifications & Skills:

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
7. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
8. Work closely with the Supervisor and coworkers in performing a variety of tasks.
9. Ability to work independently in a fast-paced environment with frequent interruptions.

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

## 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.

## 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:** Support Services Manager  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** 14  
**FLSA Status:** Non-Exempt , Not Represented



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

## Essential Responsibilities:

1. Performs general day to day duties associated with respective department which include but are not limited to:
  - a. Check in returned materials & process holds
  - b. Sort & re-shelve materials
  - c. Inventory & shelf read collection
  - d. Process new materials for circulation
  - e. Inspect materials for damage
  - f. Assists patrons with basic informational questions
  - g. Performs miscellaneous clerical duties
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. May serve on internal committees
6. Performs other related work as assigned by the Director, Manager, or Page Supervisor

## Education & Experience:

High School student diploma or GED, entry level position-related job experience is helpful

## Qualifications & Skills:

1. Ability to employ appropriate techniques to meet service needs
2. Ability to adapt to changes in the library profession
3. Ability to interact well with co-workers and public
4. Ability to utilize technology as required
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Ability to set priorities in order to meet assignment deadlines
7. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
8. Strong interpersonal, communication and organizational skills
9. Ability to work independently in a fast-paced environment with frequent interruptions

## 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

## 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.

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

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



# Building Maintenance Worker

Item 3.

**Direct Supervisor:** Maintenance Supervisor  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** 7 8  
**FLSA Status:** Non-Exempt



## Position Summary:

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

## Essential Responsibilities:

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

## Education & Experience:

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

## Qualifications & Skills:

1. Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.
2. The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
3. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
4. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

# Building Maintenance Worker

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

## 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.

## 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:** Support Services Manager  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** Seasonal  
**FLSA Status:** Non-Exempt , Not Represented



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

## Essential Responsibilities:

1. Performs general day to day duties associated with respective department which include but are not limited to:
  - a. Sort & re-shelve materials
  - b. Shelf read read collection
  - c. Assists patrons with basic informational questions
  - d. Performs miscellaneous clerical duties
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. Performs other related work as assigned by the Director, Manager, or Page Supervisor

## Education & Experience:

Some high school

## Qualifications & Skills:

1. Ability to sort items alpha-numerically
2. Ability to employ appropriate techniques to meet service needs
3. Ability to adapt to changes in the library profession
4. Ability to utilize technology as required
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Strong interpersonal, communication and organizational skills
7. Ability to work independently in a fast-paced environment with frequent interruptions

## 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. Far vision at 20 feet or further; near vision at 20 inches or less
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects on wheels weighing 60-100 pounds
6. Handling: processing, picking up and shelving library materials
7. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing

## 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.

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

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

**Mead Public Library Table of Organization (Proposed)**

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees

Item 4.

<b>1.00</b>	<b>Library Director</b>
<b>0.00</b>	
<b>1.00</b>	<b>Administrative Services Manager</b>
<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>	Building Maintenance Worker Maintenance Technician
<b>1.50</b>	Janitorial Cleaner Cleaner
	<b>Deputy Director</b>
<b>1.00</b>	<b>Public Services Manager</b>
<b>8.00</b>	Librarian
<b>2.00</b>	Associate Librarian
<b>3.00</b>	Library Assistant
<b>1.00</b>	Public Safety Specialist
<b>0.50</b>	Library Security Monitor
<b>1.00</b>	<b>Support Services Manager</b>
<b>2.00</b>	Associate Librarian
<b>5.25</b>	Library Assistant
<b>3.00</b>	Cataloger
<b>7.75</b>	Library Clerk Pages

**FTE BY TEAM**

<b>7.50</b>	Administration
15.50	Public Services
19.00	Support Services
<b>42.00</b>	<b>Total</b>

**HEAD COUNT OF MPL STAFF**

<b>29</b>	Full-time Employees
19	Part-time Employees
<b>48</b>	<b>2024 Total MPL HEAD COUNT</b>

Revised Date: 7/12/2024

Board Approved Date: 7/17/2024