



MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA

August 11, 2026 at 2:00 PM

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

Notice of the Mead Public Library HR Committee Meeting at 2:00 p.m., Tuesday, August 11, 2026, at Mead Public Library, Loft Conference Room, 710 N 8th Street, Sheboygan WI.

Individual Library Trustees may attend the HR 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 - 10/29/2025

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

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

UPCOMING MEETINGS

5. Next meeting will be scheduled 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

October 29, 2025 at 5:30 p.m.

Mead Public Library, PCR2, 710 N 8th Street

HR Committee members present: Erin Bremser (chair), Meg Albrinck (online), Kathie Norman, and Andre Walton (online)

Other Board of Trustees members: Jeanne Pfeiffer (online)

City staff: Garrett Erickson

1. Call to Order and Determination of Quorum

Bremser called the meeting to order at 5:35 p.m. and determined that there was a quorum.

2. Approval of Minutes

Albrinck moved to approve the September 16, 2025, minutes. Walton seconded. Motion passed.

3. Table of Organizations – Erickson

- a. Erickson presented an updated draft for review and discussion
- b. Cheryl Nessman has been appointed Deputy Director overseeing all operations
- c. The committee discussed replacing her former manager position with one that has slightly less responsibilities and with the title of supervisor
- d. Several other potential position changes were briefly discussed; however, Erickson was not yet ready to present any additional formal recommendations. Erickson will also need to work any changes through a review process with the City's Human Resource department
- e. Security
 - i. Security issues/behavior issues continue to be a challenge
 - ii. Security monitor position was offered to a candidate, but the offer was ultimately turned down
- f. Albrinck moved to approve the proposed changes to the Table of Organization upon the successful filling of the Circulation Supervisor position. Norman seconded. Motion passed.

4. Job Description Circulation Supervisor

- a. Draft position description reviewed
- b. Would report to Deputy Director
- c. Collection management and budgeting duties were removed from this position
- d. Position would supervise paraprofessional-level staff, so a Masters of Library Science degree is not required according to the 2023 DPI Wage Study recommendations
- e. Albrinck moved to approve the proposed Circulation Supervisor job description. Walton seconded. Motion passed.

5. Library Director Evaluation Process

- a. Bremser to compile evaluation survey
- b. Pfeiffer will summarize survey results for Board of Trustee's January 2026 meeting
- c. Survey to be reviewed the second week of January
- d. Erickson to provide Pfeiffer with 2025 analysis

6. Policies

- a. Norman moved to rescind the policies below pending stated clarifications on firearms policy, smoke free policy and ethics policies. Albrinck seconded. Motion passed.
 - i. Expense Reimbursement Policy (13.07)
 - ii. Paid Time Off Policy (15.30)
 - iii. Health, Dental and Other Health Related Insurance Policy (15.38)
 - iv. Smoke Free Building Policy (7.01)
 - 1. Erickson confirmed that smoking in public buildings is addressed in state statute (101.123) and in city ordinance (Sec 26.20)
 - v. Code of Ethics Policy (15.49)
 - 1. Erickson confirmed that the American Library Association Code of Ethics (<https://www.ala.org/tools/ethics>) is the authoritative statement of values for those who work in libraries
 - vi. Firearms, Open or Concealed Carry Policy
 - 1. Erickson confirmed that only law enforcement officers are permitted to carry firearms into any city building, per city ordinance (Sec 70-251) and that the proper signage is posted near the entrances.

7. Next Meeting Date - Will meet again as needed.

8. Motion to Adjourn

Meeting adjourned at 6:27 p.m.

Current Job Title: Library Cataloger
Proposed Title: Library Assistant – Technical Services
Direct Supervisor: Deputy Director
Department: Mead Public Library
Version Date: 8/5/2026
Salary Grade: 7
FLSA Status: Non-Exempt, Not Represented

Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives. Technical Service library assistants may be asked to perform multiple, distinct roles in both public-facing and back-office environments. Individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Deputy Director.

Essential Responsibilities:

- 1) Performs general day-to-day technical services duties, including but not limited to:
 - Bibliographic database entry and maintenance
 - Copy cataloging of all formats of library materials to facilitate their identification, access and use
 - Collection ordering, receiving, processing and mending
 - Prepares invoices for payment
 - Interlibrary loan and collection distribution systems
 - Processes and distributes mail and other deliveries
- 2) Provides excellent customer service by linking patron needs to library and community resources in a friendly, inclusive, and respectful manner.
- 3) Interprets, explains, and applies library policy and procedures to respond to customer concerns
- 4) Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist.
- 5) Using the library's integrated library system (ILS), manages patron accounts and the circulation of library materials while maintaining patron confidentiality.
- 6) Handles/counts cash and performs cash transactions
- 7) Offers technology assistance to patrons
- 8) Provides input to managers in the improvement of library policies, plans and goals and participates in staff committees
- 9) Upholds the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#)
- 10) Attends library trainings, conferences, and workshops
- 11) Reports building malfunctions, safety, and security matters to management, safety specialist and/or Maintenance staff
- 12) Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- 13) Performs other related work as assigned by the Director or Manager

Education & Experience:

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

Qualifications & Skills:

1. Knowledge of library services and procedures and [ALA Professional Code of Ethics](#)
2. Ability to work collaboratively and develop and maintain effective relationships with staff, library users and community partners.
3. Ability to work independently in a fast-paced environment with frequent interruptions, be self-directed, problem-solve, and set priorities in order to meet assignment deadlines.
4. The ability to communicate ideas and information effectively both in written and oral form; effectively read and understand written information.
5. Ability to remain professional and courteous while interacting with library patrons.
6. Resilient and adaptable with a willingness to learn and remain flexible when faced with changing situations and an ambiguous work environment.
7. Proficiency with computers and other technology is required, including, but not limited to:
 - Mastering the library's integrated library system (ILS)
 - Using a Web browser and conducting basic web searches
 - Navigating a Windows environment and use of standard Microsoft software, email and calendars
 - Using a variety of web-based resources such as Office365, Monarch Catalog, Libby, Hoopla, Kanopy, and more
 - Monitoring and responding to multiple communications streams concurrently (e.g. email, Teams, phone calls)
 - Assisting library users with the use of technology including performing common troubleshooting for computers, laptops, printers, fax, meeting room tech (sound and projection), and more.

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. Frequent communication; use of the telephone, reacting to alarms and call buttons navigating multiple distractions
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. Travel to meetings outside the library

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: _____

Revision Dates:

May 2, 2022

June 28, 2023

August 5, 2026

Direct Supervisor: Deputy Director
Department: Mead Public Library
Version Date: 8/5/2026
Salary Grade: 7 – TBD
FLSA Status: Non-Exempt, Not Represented



Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives. Library assistants with a security focus may be asked to perform multiple, distinct roles in both public-facing and back-office environments. Individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Deputy Director.

Essential Responsibilities:

1. Provides excellent customer service by linking patron needs to library and community resources in a friendly, inclusive, and respectful manner.
2. Interprets, explains, and applies library policy and procedures to respond to customer concerns.
3. Conducts routine, non-intrusive walkthroughs of the library and exterior property to maintain visibility and deter disruptive behavior.
4. Monitors activity, observes patron conduct, and employs de-escalation techniques to ensure compliance with library policies in a calm and respectful manner.
5. Provides timely reports of incidents, concerns, or unsafe conditions to supervisory staff and/or emergency responders when needed.
6. Documents incidents factually and clearly using standardized reporting procedures.
7. During critical incidents, effectively manages high-stress situations, coordinates emergency services, and ensures the safety and security of all personnel and property.
8. Supports a positive public environment by building respectful relationships with patrons from all walks of life.
9. Collaborates with staff when assistance is requested, offering a steady and reassuring presence during challenging interactions.
10. Using the library's integrated library system (ILS), manages patron accounts and the circulation of library materials while maintaining patron confidentiality.
11. Handles/counts cash and performs cash transactions.
12. Offers technology assistance to patrons.
13. Provides input to managers in the improvement of library policies, plans, and goals and participates in staff committees where appropriate.
14. Upholds the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#).
15. Attends library trainings, conferences, and workshops.
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan.
17. Performs other related work as assigned by the Director or Manager.

Education & Experience:

1. High school diploma or equivalency is required.
2. Computer literacy, including e-mail, basic software and hardware proficiency, and navigating the internet.
3. Six months experience in a high-volume, customer-service position is preferred; familiarity with public spaces, community centers, or library environments a plus
4. One year of recent experience in maintaining, supporting and/or working in safety and/or security environment is strongly preferred.
5. Three to five years of experience using the library's current Integrate Library System (ILS) software is preferred.

Qualifications & Skills:

1. Knowledge of library services and procedures and ALA Professional Code of Ethics
2. Broad cultural competency knowledge and skills, and ability to work effectively with a culturally diverse community.
3. Ability to problem solve and make sound judgments.
4. Ability to fairly and consistently apply library's policy on appropriate library use.
5. General knowledge of standard safety practices.
6. General knowledge of Trauma Informed Care practices.
7. Problem solving, negotiating and handling stressful situations positively.
8. **Ability to work collaboratively and develop and maintain effective relationships with staff, library users and community partners.**
9. Ability to work independently in a fast-paced environment with frequent interruptions, be self-directed, problem-solve, and set priorities in order to meet assignment deadlines.
10. The ability to communicate ideas and information effectively both in written and oral form; effectively read and understand written information; monitoring and responding to multiple communication streams concurrently (e.g. email, Teams, phone calls)
11. Ability to remain professional and courteous while interacting with library patrons.
12. Utilizing independent judgement and taking independent action within the scope of responsibilities.
13. Proficiency with computers and other technology is required, including, but not limited to:
 - Mastering the library's integrated library system (ILS)
 - Using a Web browser and conducting basic web searches
 - Navigating a Windows environment and use of standard Microsoft software, email and calendars
14. Comfortable with light walking & standing.

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. Scheduling requires availability during any library operating hours, including evenings and weekends. Although a weekly schedule is established, the needs of the library may require scheduling changes and flexibility.
2. Frequent communication; use of the telephone, reacting to alarms and call buttons navigating multiple distractions
3. Sitting, standing, walking, climbing and stooping
4. Bending, twisting and reaching
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. 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:_____

Youth Services Manager

Direct Supervisor	Deputy Director
Department	Library
Version Date	7/21/2026
Salary Grade	TBD
FLSA Status	Exempt
Position Status	Budgeted for January, 2027



Department and Position Summary:

Mead Public Library's Youth Services department serves as a vital community hub for early literacy, learning, and family engagement, providing children, teens, and caregivers with high-quality programs, curated collections, and welcoming spaces that spark curiosity and a lifelong love of reading.

The Youth Services Manager provides forward-thinking leadership for this department, overseeing staff supervision, programming, and collection development for children and teens while ensuring the department's goals align with the mission, vision, and strategic priorities of Mead Public Library. This position works collaboratively across the library to support staff, enforce library policy consistently and fairly, and champion a progressive, innovative vision for youth services that reflects best practices in early literacy, child development, and community engagement. It is imperative job duties are performed with respect, integrity, objectivity, and in the best interest of the City. This position requires discretion while working with the public and a high level of professional judgment. All City employees are expected to be honest and truthful at all times.

Essential Responsibilities:

- Supervise, schedule, train, mentor, and evaluate Youth & Teen Services staff, including librarians, paraprofessionals, and part-time staff, providing the consistent, hands-on guidance this team requires.
- Recruit, hire, onboard, and develop department staff in partnership with Library Administration and Human Resources; address performance concerns and administer progressive discipline as needed.
- Direct the planning, design, and evaluation of programming and services for children (birth–age 12) and teens, ensuring offerings are research-based, developmentally appropriate, and responsive to community needs.
- Oversee collection development for youth and teen materials across all formats, including selection, weeding, budgeting, and ensuring the collection reflects diverse, inclusive, and current community interests.
- Set and communicate a progressive, forward-thinking vision for the Youth & Teen Services department that anticipates emerging trends in early literacy, digital learning, and family engagement.
- Align department goals, programming, and services with the mission, vision, and strategic plan of Mead Public Library and the City of Sheboygan.
- Partner with members of the library's leadership team to interpret, apply, and consistently enforce library policy across all service points.
- Build and sustain partnerships with schools, early childhood organizations, social service agencies, and community partners to extend the library's impact on literacy and school readiness.

Youth Services Manager

- Develop, monitor, and manage the department's operating budget, including programming, materials, and supply expenditures.
- Prepare reports, statistics, and grant applications related to youth services outcomes and community impact.
- Respond to and de-escalate patron concerns, behavioral incidents, and other service challenges within the department, escalating to Library Administration when appropriate.

General Responsibilities:

- Provide direct public service at the Youth & Teen Services desk, including reader's advisory, reference assistance, and technology help for children, teens, and caregivers.
- Represent the library at community events, outreach visits, school partnerships, and off-site programming.
- Participate in library-wide committees, planning teams, and professional development initiatives.
- Support data entry, statistics tracking, and other administrative tasks related to department operations.

Education & Experience:

- Master's Degree in Library and Information Science (MLIS) from an ALA-accredited institution required.
- Minimum of three (3) years of supervising, training, and mentoring youth services staff preferred.
- Demonstrated knowledge of child development, early literacy practice, and age-appropriate programming for children and teens required.
- Possession and maintenance of a valid driver's license and auto insurance in accordance with State of Wisconsin law required. May require use of personal vehicle while on the job.

Knowledge, Skills, and Abilities:

- Strong working knowledge of early literacy, child and adolescent development, and family engagement best practices.
- Demonstrated ability to supervise, coach, and develop a team with varying levels of training and experience, fostering a collaborative and accountable department culture.
- Skilled in collection development principles, including selection, budgeting, weeding, and evaluating materials across print, digital, and multimedia formats for children and teens.
- Ability to design, implement, and evaluate innovative, research-based programming that anticipates the changing needs of children, teens, and families.
- Ability to interpret and consistently apply library policy, exercising sound judgment and professional discretion.
- Excellent interpersonal, written, and verbal communication skills, with the ability to build relationships with staff, patrons, schools, and community partners.
- Ability to align department planning and goals with organizational mission, vision, and strategic priorities.
- Proficiency with integrated library systems, standard office software, and emerging technologies relevant to youth services.
- Ability to manage a department budget responsibly and to prepare clear reports on programming outcomes and community impact.
- Commitment to intellectual freedom, equitable access, and inclusive service to all children, teens, and families in the community.

Post Job Offer Requirements:

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

Youth Services Manager

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment:

Work is performed primarily in a library setting, with regular movement between public service desks, program spaces, offices, and storage/workroom areas. Employee frequently must stand, walk, sit, talk, hear, and reach with hands and arms while supervising staff and delivering or overseeing children's and teen programming. Employee occasionally must lift, bend, stoop, and retrieve books, materials, and program supplies weighing up to 25–30 pounds. Position requires the operation of office and program equipment and requires repetitive hand movement and fine coordination to operate computer equipment. Required to travel to other locations for meetings, trainings, conferences, school visits, and community outreach. Occasional attendance at evening or weekend programs and meetings may be required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Acknowledgement:

This 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

Date

Department Head

Date

Human Resources Director

Date

City Administrator

Date

Direct Supervisor: Circulation Supervisor
Department: Mead Public Library
Version Date: July 27, 2026
Salary Grade: 5? -TBD
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, while also serving as a team lead within the Clerk department. In addition to performing standard Clerk duties, the Clerk Lead strengthens departmental operations by supporting the Circulation Supervisor with day-to-day problem solving, helping maintain workflow in the workroom when staff are absent or unavailable, and helping bridge communication between Clerk staff on the floor and the Circulation Supervisor. 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. Serves as the primary backup to the Circulation Supervisor for Clerk scheduling, including managing schedule adjustments, filling coverage gaps, and ensuring all tasks have appropriate coverage
3. Provides workflow oversight when a Clerk calls in absent or becomes unavailable, stepping in to redistribute scheduled tasks to other staff
4. Assists with training newly hired Clerks on the daily operations of the Clerk department, alongside the Circulation Supervisor
5. Serves as a point of contact for Clerk staff on the floor, assisting with on-the-spot clerk questions and helping bridge communication between Clerk staff and the Circulation Supervisor
6. Partners with the Circulation Supervisor to support department projects, assisting with planning and delegating project tasks to Clerk staff as appropriate
7. Reports Library safety and security matters to Library Management or Maintenance staff
8. Performs duties independently without direct supervision
9. Offers ideas for improving operational effectiveness or efficiency to management team
10. Cover the public service desk when needed and provide basic library account assistance
11. May serve on internal committees
12. Performs other related work as assigned by the Director, Manager, or Circulation Supervisor

Education & Experience:

High School student diploma or GED; library clerk experience, or equivalent library clerical experience, is preferred

Qualifications & Skills:

- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to work collaboratively and develop and maintain effective relationships with staff, library users and community partners
- Proficiency with computers and other technology is required, including but not limited to:
- Use of the library's integrated library system (ILS)
- Navigating a Windows environment and use of standard Microsoft software, email and calendars
- The ability to communicate effectively ideas and information both in written and oral form
- Ability to set priorities in order to meet assignment deadlines
- Strong interpersonal, communication and organizational skills
- Ability to work independently in a fast-paced environment with frequent interruptions
- Ability to lead, train, and support fellow staff in a positive and constructive manner
- Ability to exercise sound judgment when addressing scheduling and workflow issues in the absence of the Circulation Supervisor
- Ability to assist with delegating and coordinating project tasks among staff

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 accommodation 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. Processing, picking up and shelving library materials
8. 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.

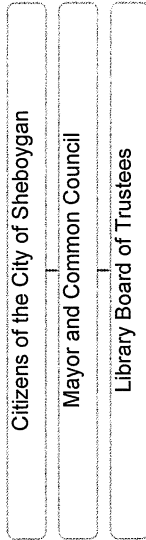
Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

Draft

Mead Public Library

City of Sheboygan

CURRENT**Library Director**
1.0 FTE**Deputy Director**
1.0 FTE

ADMINISTRATION	
Marketing Specialist	1.0
Admin. Assistant	1.0
IT Specialist	1.0
Headcount	3
Total FTE	3.0

CIRCULATION SERVICES	
Circ. Supervisor	1.0
Assoc. Librarian (vacant)	1.0
Library Asst.	5.5
Library Clerk	7.5
Headcount	21
Total FTE	15.0

ADULT SERVICES	
Librarian	4.0
Assoc. Librarian	2.0
Headcount	6
Total FTE	6.0

SECURITY SERVICES	
Public Safety Spec.	1.0
Security Monitor (vacant)	0.5
Headcount	2
Total FTE	1.5

TECHNICAL SERVICES	
Cataloger	3.0
Library Asst.	0.5
Headcount	4
Total FTE	3.5

YOUTH SERVICES	
Librarian	4.0
Assoc. Librarian	1.0
Library Asst.	2.0
Headcount	7
Total FTE	7.0

Organization summary

Team	Full-time		Part-time		Total	
	Count	FTE	Count	FTE	Count	FTE
Administration (incl. Director & Deputy Dir.)	5	5.0	—	—	5	5.0
Adult Services	6	6.0	—	—	6	6.0
Circulation Services (1 vacancy)	6	6.0	14	8.0	21	15.0
Security Services (1 vacancy)	1	1.0	1	0.5	2	1.5
Technical Services	3	3.0	1	0.5	4	3.5
Youth Services	7	7.0	—	—	7	7.0
Organization total	28	28.0	16	9.0	45	38.0

② FTE based on scheduled hours (80 hrs = 1.0 FTE, 40 hrs = 0.5 FTE).

Item 4.

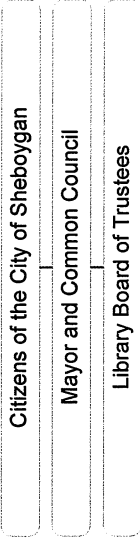
Revision date: 7/1/2026

Board approval date: 7/15/2026

Effective date: 7/15/2026

TABLE OF ORGANIZATION — PROPOSED
Mead Public Library
 City of Sheboygan

PROPOSED DRAFT



ADMINISTRATION	
Marketing Specialist	1.0
Admin. Assistant	1.0
IT Specialist	1.0
Headcount	3
Total FTE	3.0

CIRCULATION SERVICES	
Circ. Supervisor	1.0
Assoc. Librarian	1.0
Library Asst.	5.0
Library Clerk	7.5
Headcount	20
Total FTE	14.5

ADULT SERVICES	
Librarian	4.0
Assoc. Librarian	2.0
Library Asst.	1.0
Headcount	7
Total FTE	7.0

SECURITY SERVICES	
Public Safety Spec.	1.0
Library Assistant/Security Monitor (vacant)	1.0
Headcount	2
Total FTE	2.0

TECHNICAL SERVICES	
Cataloger	2.0
Library Assistant - Technical Services	1.0
Library Asst.	0.5
Headcount	4
Total FTE	3.5

YOUTH SERVICES	
Librarian	4.0
Assoc. Librarian	1.0
Library Asst.	1.0
Headcount	6
Total FTE	6.0

Organization summary

Team	Full-time			Part-time			Total
	Count	FTE	Count	FTE	Count	FTE	
Administration (incl. Director & Deputy Dir.)	5	5.0	—	—	5	5.0	
Adult Services	7	7.0	—	—	7	7.0	
Circulation Services	7	7.0	13	7.5	20	14.5	
Security Services (1 vacancy)	2	2.0	—	—	2	2.0	
Technical Services	3	3.0	1	0.5	4	3.5	
Youth Services	6	6.0	—	—	6	6.0	
Organization total	30	30.0	14	8.0	44	38.0	

● FTE based on scheduled hours (80 hrs = 1.0 FTE, 40 hrs = 0.5 FTE).

Item 4.

Revision date: 8/11/2024
 Board approval date: 8/19/2024
 Effective date: 8/19/2026

TABLE OF ORGANIZATION — PROPOSED
Mead Public Library
City of Sheboygan

PROPOSED JANUARY 2027

- Citizens of the City of Sheboygan
- Mayor and Common Council
- Library Board of Trustees

Library Director
1.0 FTE

Deputy Director
1.0 FTE

ADMINISTRATION	
Marketing Specialist	1.0
Admin. Assistant	1.0
IT Specialist	1.0
Headcount	3
Total FTE	3.0

CIRCULATION SERVICES	
Circ. Supervisor	1.0
Assoc. Librarian	1.0
Library Asst.	5.0
Library Clerk	6.5
Lead Library Clerk	1.0
Headcount	20
Total FTE	14.5

ADULT SERVICES	
Librarian	4.0
Assoc. Librarian	2.0
Library Asst.	1.0
Headcount	7
Total FTE	7.0

SECURITY SERVICES	
Public Safety Spec.	1.0
Library Assistant/Security Monitor (vacant)	1.0
Headcount	2
Total FTE	2.0

TECHNICAL SERVICES	
Cataloger	2.0
Library Assistant - Technical Services	1.0
Library Asst.	0.5
Headcount	4
Total FTE	3.5

YOUTH SERVICES	
Youth Services Manager	1.0
Librarian	4.0
Assoc. Librarian	1.0
Library Asst.	1.0
Headcount	7
Total FTE	7.0

Organization summary

Team	Full-time			Part-time			Total
	Count	FTE	Count	FTE	Count	FTE	
Administration (incl. Director & Deputy Dir.)	5	5.0	—	—	5	5.0	
Adult Services	7	7.0	—	—	7	7.0	
Circulation Services	7	7.0	13	7.5	20	14.5	
Security Services (1 vacancy)	2	2.0	—	—	2	2.0	
Technical Services	3	3.0	1	0.5	4	3.5	
Youth Services	7	7.0	—	—	7	7.0	
Organization total	31	31.0	14	8.0	45	39.0	

● FTE based on scheduled hours (80 hrs = 1.0 FTE, 40 hrs = 0.5 FTE).

Revision date: 8/11/2022
Board approval date: 8/19/2022
Effective date: 1/1/2027

Item 4.