

TABLE OF ORGANIZATION — PROPOSED

Mead Public Library

City of Sheboygan

Library Board of Trustees

Library Director

1.0 FTE

City Departments Providing Support Services

- Administration
- City Attorney's Office
- Facilities
- Finance
- Human Resources

ADMINISTRATION

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

Deputy Director

1.0 FTE

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).

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