

LIBRARY MAINTENANCE STAFF TRANSFER TO FACILITIES DEPARTMENT

RESOLUTION NO. [XXXX]

A RESOLUTION APPROVING THE TRANSFER OF MEAD PUBLIC LIBRARY MAINTENANCE STAFF TO THE CITY OF SHEBOYGAN FACILITIES DEPARTMENT

WHEREAS, the City of Sheboygan and the Mead Public Library recognize the importance of efficient and effective maintenance services for the continued operation and upkeep of public facilities; and

WHEREAS, the Library's maintenance staff currently operates independently from the Municipality's facilities team, resulting in operational redundancies and inefficiencies; and

WHEREAS, the Municipality and the Library desire to streamline maintenance operations by consolidating the Library's maintenance staff under the Municipality's facilities team, thereby improving coordination, reducing costs, and enhancing service delivery; and

WHEREAS, the transfer of maintenance staff will allow for a more comprehensive and centralized approach to facility management while ensuring that the Library continues to receive the necessary maintenance and custodial support; and

WHEREAS, this transfer is intended to leverage the specialized expertise of the Municipality's facilities staff, provide a larger pool of personnel to ensure coverage and support, and grant access to specialized tools and resources available within other municipal departments, thereby enhancing the overall quality and efficiency of facility maintenance; and

WHEREAS, the consolidation of maintenance services is expected to generate cost savings through bulk purchasing of supplies and equipment, reducing overall expenditures for both the Library and the Municipality; and

WHEREAS, the Municipality and the Library have agreed upon the terms of the transfer, including employment conditions, budgetary allocations, and oversight responsibilities; and

WHEREAS, this resolution has been reviewed and endorsed by the appropriate governing bodies, including the Library Public Library Board of Trustees and the City of Sheboygan Common Council;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Sheboygan as follows:

1. The Library's maintenance staff shall be transferred to the Municipality's facilities team effective January 1, 2026.
2. The Municipality shall assume all management and supervisory responsibilities for the transferred employees, including work assignments, scheduling, and performance evaluations.

3. The budgetary adjustments necessary to support this transition shall be made in accordance with the agreed-upon financial plan between the Municipality and the Library.
4. The Library and the Municipality shall establish a service level agreement to ensure that the Library continues to receive the necessary maintenance and custodial services in accordance with its operational needs.
5. Any existing employment agreements, benefits, and tenure of the affected employees shall be honored as part of the transition, subject to applicable municipal policies and collective bargaining agreements.
6. The City Administrator, Facilities Director and the Library Director shall work collaboratively to implement this transition in a manner that minimizes disruption and maintains high standards of facility maintenance.
7. The Library shall continue to receive the same level of maintenance staffing. Current Library maintenance employees shall generally report to the Library for their daily assignments, but may be rotated periodically to other municipal facilities for cross-training or to fill in as needed.
8. In addition to generalized maintenance and cleaning duties, the facilities staff assigned to the library will continue to perform other duties as needed, such as: setting up rooms for programming, moving furniture and shelving as needed, and occasionally assisting with security issues.
9. The Library Board shall have the authority to rescind this resolution if performance metrics indicate that the level of maintenance service provided to the Library has significantly declined and corrective actions have not been adequately implemented within a reasonable timeframe.

Adopted this [Day] of [Month], [Year].

APPROVED:

[Name]

[Title]

City of Sheboygan

ATTEST:

[Name]

[Title]

City of Sheboygan