



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**September 27, 2023 at 5:00 PM**

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

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Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Wednesday, September 27, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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 - Barbara Alvarez, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
5. Correspondence, Announcements, and Common Council Reports

## COMMITTEE REPORTS

- [6.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations)
- [7.](#) Receive 2023 Budget Status Report to Date
- [8.](#) Patron Services Committee Meeting, September 15, 2023 - Barbara Alvarez, Chair

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [9.](#) 2024 Operating Budget and 2024-2028 CIP Plan Update

## DIRECTOR'S REPORT

10. Holds Locker Update
- [11.](#) Rotary Presentation - September 25, 2023
12. Services and Programming

[13.](#) Support Services

[14.](#) Security Update

[15.](#) Monthly Statistics

#### **LIAISON REPORTS**

16. Monarch Library System - Maeve Quinn

17. Mead Library Foundation - Kathie Norman

18. Friends of Mead - Pattie Pilz

#### **UPCOMING MEETINGS**

19. LIBRARY BOARD OF TRUSTEES (October 25, 2023 at 5:00 p.m.)

#### **ADJOURN**

20. 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*

# CITY OF SHEBOYGAN

## MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**Wednesday, August 9, 2023**

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, August 9, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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 - Barbara Alvarez, President**  
 Alvarez called the meeting to order at 5:01 p.m. and determined a quorum.  
 Members present: Albrinck, Alvarez, Pfeiffer, Quinn, Ramey, Speth, and Walton  
 Members absent: Bulson, Guevara, and Norman  
 Staff present: DeAmico, Erickson, Pilz, and Prentice
2. **Pledge of Allegiance**  
 Alvarez led the group in the Pledge of Allegiance.
3. **Public Comments** (5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County)  
 No public comments.
4. **Approval of Minutes**  
 Quinn made a motion to approve the July 26, 2023, minutes. Speth seconded. Motion passed.
5. **Correspondence, Announcements, and Common Council Reports**  
 Nothing to report at this time.

### ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. **Library Operating Hours**  
 Erickson proposed changing the library operating hours from 8:30 a.m. to 9:00 a.m. This later starting time will give staff extra time in the morning for program planning. Additionally, he proposed to remain closed on Sundays year-round as opposed to our seasonal Sunday hours. This decision is based on usage statistics. The year-round consistent hours will also be less confusing for patrons. He added that no other peer library in Wisconsin opens as early as Mead.

Our proposed locker system, which we anticipate being operational in the spring, will allow community members to pick up physical materials 24/7 regardless of whether the library is

open. Quinn expressed concern for those relying on the library to be open on Sundays for shelter. Prentice commented that both Open Door and Sheboygan Pay it Forward are open for several hours on Sunday. If the weather is extreme on a Sunday, the Salvation Army will not ask its residents to leave.

Erickson added that we hope to implement the changes after Labor Day. Albrinck made a motion to approve the new library operating hours. Quinn seconded it. Motion passed.

## **7. 2024 Operating Budget and Capital Improvement Program**

The operating budget was reviewed. We know we will have an increase of at least \$74,000 in higher costs for next year. Erickson asked the board to prioritize the budget. Building repairs increased the last couple of years. In the absence of board members sharing what they felt the priorities should be, Erickson stated that he felt pay raises for existing personnel should be our top priority, followed by the hiring of additional security positions, an additional librarian, and collections.

Ramey inquired about the line item for parking. DeAmico stated that each department must budget for parking. Erickson added that parking permits pay for plowing and lot maintenance. Ramey was surprised that the city spends \$20,000 on snow removal and parking lot maintenance annually and will confirm this at the next Common Council meeting.

Erickson added that the budget process will be different this year. In absence of a City Administrator, the department heads intend to work together to form a budget. After City Finance reviews the budget, the Common Council will approve it.

Quinn made a motion to approve the 2024 proposed budget option #1. Walton seconded. Motion passed.

DeAmico shared that the City's general obligation debt will pay for the outside caulking project through the CIP process. The roof repair will cost \$384,000 and is scheduled for 2025. DeAmico cited that DPW is surveying all city buildings, including bathrooms, to determine what projects need to be placed on the CIP schedule. Walton made a motion to approve the CIP. Speth seconded. Motion passed.

## **UPCOMING MEETINGS**

### **21. LIBRARY BOARD OF TRUSTEES**

Library Board of Trustees (September 27 at 5:00 p.m.)

## **ADJOURN**

### **22. Motion to Adjourn**

Meeting was adjourned at 5:45 p.m.



Mead Public Library - July 10, 2023 - July 24, 2023								Item 6.
Dept.	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice	Date Paid	Check or ACH #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1J6R-9WKH-61MF	7/10/2023	ACCT #A2JXVCVZU4S49M JANITORIAL SUPPLIES	\$143.76	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FRG-4YYQ-G1GJ	7/11/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$115.98	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1WN6-MKJX-JNQ7	7/13/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$112.42	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VGH-MJWM-KC4K	7/13/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$110.88	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PXQ-7CFL-7D9X	7/10/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$96.51	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QXV-7YD7-HMWF	7/20/2023	ACCT #A2JXVCVZU4S49M - JANITORIAL SUPPLIES	\$71.48	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JW3-6XVD-K7DR	7/13/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$71.39	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	141P-GXNF-MHTQ	7/11/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$68.72	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	111T-R7R6-C4XG	7/10/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$64.61	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1RHP-HP4G-X9C6	7/18/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$52.34	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GMH-1DPD-WMC7	7/18/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$47.69	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	113Y-XK31-HGQV	7/20/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$47.43	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	17TL-WR1T-7VL3	7/10/2023	ACCT #A2JXVCVZU4S49M - OFFICE SUPPLIES	\$38.09	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1N91-1YRH-VVKJ	7/14/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$26.24	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1WDY-C1Y7-4WRG	7/19/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$22.87	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GQD-1DMR-3FJD	6/15/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$21.99	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JNT-GR64-N6GJ	7/21/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$19.99	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NLF-91PP-HYR6	7/11/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$19.50	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1RPN-M13W-96WR	7/12/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$17.99	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1D6P-41LT-HFXP	7/20/2023	ACCT #A2JXVCVZU4S49M - BLDG MAINTENANCE	\$15.95	7/26/2023	3110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1R41-VV3J-N7KK	7/21/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$10.49	7/26/2023	510

Mead Public Library - July 10, 2023 - July 24, 2023								Item 6.
Dept.	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice	Date Paid	Check or ACH #
MEAD LIBRARY	2146	CAVENDISH SQUARE	CAL3433991	7/18/2023	ACCT #1000136576 MATERIAL PURCHASE	\$204.44	7/26/2023	361046
MEAD LIBRARY	3200	CDWG	HG56991	3/8/2023	ORDER #1C9Z879 IT EXPENSE	\$240.16	7/26/2023	361047
MEAD LIBRARY	3200	CDWG	JK74527	5/4/2023	ORDER #1CBDMGD	\$239.14	7/26/2023	361047
MEAD LIBRARY	3200	CDWG	JJ63364	5/2/2023	ORDER #1CBCTXZ	\$138.46	7/26/2023	361047
MEAD LIBRARY	3200	CDWG	JJ42518	5/1/2023	ORDER #1CBCTXZ IT EXPENSE	\$103.00	7/26/2023	361047
MEAD LIBRARY	3200	CDWG	KH66030	6/21/2023	ORDER #1CBQGH9	\$55.82	7/26/2023	361047
MEAD LIBRARY	3200	CDWG	KH05090	6/19/2023	ORDER #1CBQGH9 IT EXPENSE	\$24.41	7/26/2023	361047
MEAD LIBRARY	900036	COMPUTYPE INC	690506	6/20/2023	CUST ID #106380 BOOK LABELS	\$2,813.28	7/26/2023	361052
MEAD LIBRARY	7165	ELAINE JACKS	SEPT/OCTOBER 2023	6/24/2023	PROGRAM EXPENSE WKSHPS ON SEWING	\$800.00	7/26/2023	361058
MEAD LIBRARY	1776	GAMING GENERATIONS	002 - SH230719ZM	7/19/2023	MATERIAL PURCHASE	\$250.00	7/26/2023	361064
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	40867	7/18/2023	OFFICE SUPPLIES 3000 #10 WINDOW ENVELOPES	\$247.90	7/26/2023	3127
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76751755	7/10/2023	ACCT #20W1532 MATERIAL PURCHASE	\$2,849.07	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75747123	5/1/2023	ACCT #20W1532 OTHER MATERIAL CONTENT	\$2,100.00	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76875176	7/18/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,441.38	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76900716	7/19/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,116.24	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76920110	7/24/2023	ACCT #20W1532 MATERIAL PURCHASE	\$854.48	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76850023	7/16/2023	ACCT #20W1532 MATERIAL PURCHASE	\$644.04	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76858342	7/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$640.28	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76766978	7/11/2023	ACCT #20W1532 MATERIAL PURCHASE	\$597.72	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76790505	7/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$546.60	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76766979	7/11/2023	ACCT #20W1532 MATERIAL PURCHASE	\$339.94	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76790506	7/12/2023	ACCT #20W1532 MATERIAL PURCHASE	\$305.01	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76927718	7/20/2023	ACCT #20W1532 MATERIAL PURCHASE	\$294.31	7/26/2023	3129

Mead Public Library - July 10, 2023 - July 24, 2023								Item 6.
Dept.	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice	Date Paid	Check or ACH #
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76920111	7/20/2023	ACCT #20W1532 MATERIAL PURCHASE	\$266.30	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76799816	7/12/2023	ACCT #20W1532 MATERIAL PURCHASE	\$214.00	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76799817	7/12/2023	ACCT #20W1532 MATERIAL PURCHASE	\$205.73	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76722324	7/7/2023	ACCT #20W1532 MATERIAL PURCHASE	\$145.44	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76702776	7/6/2023	ACCT #20W1532 MATERIAL PURCHASE	\$137.37	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76838695	7/14/2023	ACCT #20W1532 MATERIAL PURCHASE	\$70.80	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76900717	7/19/2023	ACCT #20W1532 MATERIAL PURCHASE	\$29.10	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76858343	7/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$11.33	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76875175	7/18/2023	ACCT #20W1532 MATERIAL PURCHASE	\$5.03	7/26/2023	3129
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	20230718C	7/18/2023	ACCT #20W1532 CREDIT rEF #503865240 (\$543.18)	-\$543.18	7/26/2023	3129
MEAD LIBRARY	206	LIL REV MUSIC	SEPT/OCT/NOV 2023	7/11/2023	PROGRAM EXPENSE - LIL' REV	\$1,800.00	7/26/2023	361078
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4593468	7/18/2023	ACCT #MP01-B COPIER/PRINTER LEASES	\$840.06	7/26/2023	361079
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4598054	7/20/2023	ACCT #MP01-B	\$214.04	7/26/2023	361079
MEAD LIBRARY	2695	METTER-JENSEN, L	SEPT/OCT/NOV 2023	7/14/2023	PROGRAM EXPENSE - NON-FICTION BOOK DISCUSSION GRP	\$150.00	7/26/2023	361080
MEAD LIBRARY	231	MIDWEST TAPE	504089044	7/18/2023	MATERIAL PURCHASE CUST #2000015656	\$1,113.98	7/26/2023	3140
MEAD LIBRARY	231	MIDWEST TAPE	504029894	7/5/2023	CUST #2000015656 MATERIAL PURCHASE	\$884.49	7/26/2023	3140
MEAD LIBRARY	231	MIDWEST TAPE	504057481	7/11/2023	CUST#2000015656 MATERIAL PURCHASE	\$879.71	7/26/2023	3140
MEAD LIBRARY	231	MIDWEST TAPE	503868240	5/31/2023	CUST #2000016317 MATERIAL PURCHASE	\$543.18	7/26/2023	3140
MEAD LIBRARY	231	MIDWEST TAPE	504057482	7/11/2023	CUST #2000016317 MATERIAL PURCHASE	\$289.07	7/26/2023	3140
MEAD LIBRARY	231	MIDWEST TAPE	504029896	7/5/2023	ACCT #2000016317 MATERIAL PURCHASE	\$95.01	7/26/2023	3140
MEAD LIBRARY	7033	MM MECHANICAL	236	7/20/2023	REPLACE SHAFT ON MAIN AIR HANDLER	\$2,825.00	7/26/2023	7 41

Mead Public Library - July 10, 2023 - July 24, 2023								Item 6.
Dept.	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice	Date Paid	Check or ACH #
MEAD LIBRARY	1587	PITNEY BOWES GLOBAL	3317697479	6/29/2023	ACCT #0013152143 POSTAGE EXPENSE	\$416.31	7/26/2023	361104
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1070334	7/10/2023	CUST ACCT #MEADP100 JANITORIAL SUPPLIES	\$41.61	7/26/2023	3148
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7612231558-0-1	7/20/2023	CR ACCT #264388 - STAPLES #1669297DET	\$30.36	7/26/2023	361125
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7612069665-0-1	7/19/2023	CR ACCT #264388 - STAPLES #1669297DET	\$12.81	7/26/2023	361125
					<b>Total</b>	<b>\$28,719.55</b>		

## Mead Public Library - August 8, 2023 - September 5, 2023

Department	Vendor #	Vendor Name	Invoice #	Invoice Date		Line Description	Amt of Invoice Paid	Date Paid	Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	19F3-CW3K-9XHY	8/28/2023		ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$391.92	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GT9-QGD6-YH3T	8/31/2023		ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$211.87	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KN4-JPFK-N7PL	8/30/2023		ACCT #A2JXVCVZU4S49M PROGRAMMING EXPENSE	\$123.88	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1DL7-JY39-NPHJ	8/30/2023		ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$110.97	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QPV-77CW-YPTY	8/5/2023		ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$110.36	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KLN-NGKG-6NTN	8/23/2023		ACCT k#A2JXVCVZU4S49M MATERIAL PURCHASE	\$97.47	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	144Q-1XN3-CMR7	8/28/2023		ACCT #A2KXVCVZI4S409M PROGRAM EXPENSE	\$77.10	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	113L-TRJJ-G7LM	9/1/2023		ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$42.57	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16JH-7Y9P-173X	8/31/2023		ACCT #A2JXCVZU4S49M PROGRAMMING EXPENSE	\$30.77	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	144F-W1FM-4NQ6	8/22/2023		A2JXVCVZU4S49M JANITORIAL AND BLDG MAINTENANCE	\$25.88	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	143D-K94G-KW6M	8/29/2023		ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$21.99	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1L1X-919T-NKNV	8/30/2023		A2JXVCVZU4S49M PROGRAMMING EXPENSE	\$20.22	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16NC-G1DG-9WWL	8/23/2023		ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$20.16	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FPH-Q4C4-7NKR	8/23/2023		ACCOUNT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$19.99	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	144F-W1FM-4NQ6	8/22/2023		A2JXVCVZU4S49M JANITORIAL AND BLDG MAINTENANCE	\$19.99	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14RQ-PM4L-R193	8/30/2023		ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES FRIENDS MPL	\$17.88	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1DL7-JY39-JJH3	8/29/2023		ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$17.71	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	19GW-VR9M-HMKC	9/2/2023		ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$16.56	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	19F3-CW3K-9XHY	8/28/2023		ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$14.04	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1N9C-DL4F-PGYG	8/30/2023		ACCT #A2JXVCVZU499M OFFICE SUPPLIES	\$12.99	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VYG-N34X-FDQ1	8/24/2023		A2KXVCVZI4S49M MATERIAL PURCHASE	\$12.00	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QPV-VLNN-6PPN	8/23/2023		ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$9.99	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GJ7-TQXV-DXHY7	8/28/2023		ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$7.90	9/6/2023	3281

## Mead Public Library - August 8, 2023 - September 5, 2023

Department	Vendor #	Vendor Name	Invoice #	Invoice Date		Line Description	Amt of Invoice Paid	Date Paid	Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14M4-NNRJ-QY9W	8/22/2023		INV #1JKW-FJ9H-416C MATERIAL PURCHASE	(\$26.15)	9/6/2023	3281
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16LP-6KXD-RH6Y	8/23/2023		INV #1JKW-FJ9H-416C MATERIAL PURCHASE	(\$37.53)	9/6/2023	3281
MEAD LIBRARY	900009	AT&T	920Z830200008	8/25/2023		ACCT #920 Z83-0200-109-8 PHONE EXPENSE	\$148.25	9/6/2023	361440
MEAD LIBRARY	4750	DULMES DECOR INC	CG304434	8/23/2023		ORDER #CG304434	\$1,111.57	9/6/2023	3292
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	41269	8/28/2023		ADVERTISING	\$201.65	9/6/2023	3299
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	41268	8/28/2023		ADVERTISING EXPENSE	\$70.00	9/6/2023	3299
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77545272	8/25/2023		ACCT#20W1532 MATERIAL PURCHASE	\$804.81	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77602489	8/29/2023		ACCT #20W1532 MATERIAL PURCHASE	\$270.90	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77460350	8/22/2023		ACCT #20W1532 MATERIAL PURCHASE	\$228.36	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77536836	8/25/2023		ACCT #20W1532 MATERIAL PURCHASE	\$212.29	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77618075	8/30/2023		ACCT #20W1532 MATERIAL PURCHASES	\$144.34	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77378329	8/17/2023		ACCT #20W1532 MATERIAL PURCHASE	\$136.46	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77403906	8/18/2023		ACCT #20W1532 MATERIAL PURCHASE	\$87.75	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77425363	8/20/2023		20W1532 MATERIAL PURCHASE	\$77.91	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77588714	8/29/2023		ACCT #20W1532 MATERIAL PURCHASES	\$44.15	9/6/2023	3300
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77460349	8/22/2023		ACCT #20W1532 MATERIAL PURCHASE	\$9.45	9/6/2023	3300
MEAD LIBRARY	2682	LIBRARY IDEAS, LLC	101461	8/14/2023		MATERIAL PURCHASE	\$52.13	9/6/2023	361475
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4659306	8/21/2023		ACCT #MP01-B COPIER/PRINTER EXPENSE	\$176.90	9/6/2023	361479
MEAD LIBRARY	231	MIDWEST TAPE	504252752	8/23/2023		CUST #2000015656 MATERIAL PURCHASE	\$1,201.87	9/6/2023	3311
MEAD LIBRARY	231	MIDWEST TAPE	504252754	8/23/2023		CUST #2000016317 MATERIAL PURCHASE	\$227.89	9/6/2023	3311
MEAD LIBRARY	231	MIDWEST TAPE	504216033	8/16/2023		CUST #2000016317 MATERIAL PURCHASE	\$122.25	9/6/2023	3311
MEAD LIBRARY	6912	ONE TIME VENDOR	9000906517	8/24/2023		PATRON REFUND	\$15.00	9/6/2023	361491
MEAD LIBRARY	900038	OTIS ELEVATOR CO	100401263695	8/14/2023		CUST #761911 CONTRACT 9/1/2023 - 8/31/2024	\$10,655.16	9/6/2023	361498
MEAD LIBRARY	900038	OTIS ELEVATOR CO	100401264096	8/14/2023		CUST #761912 MAINTENANCE CONTRACT 9/1/23 -	\$894.84	9/6/2023	361498
MEAD LIBRARY	15450	OTIS ELEVATOR CO	F10000151887	8/14/2023		ELEVATOR EXPENSE	\$300.00	9/6/2023	361497
MEAD LIBRARY	15450	OTIS ELEVATOR CO	F100001171450.00	8/14/2023		CUST #761912 ELEVATOR EXPENSE	\$100.00	9/6/2023	361497
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1073034	8/25/2023		CUST #MEADP100 JANITORIAL SUPPLIES	\$1,927.15	9/6/2023	3319
MEAD LIBRARY	20551	SUPERIOR CHEMICAL CO	371452	8/23/2023		CUST #2849	\$423.76	9/6/2023	3327

**Mead Public Library - August 8, 2023 - September 5, 2023**

Department	Vendor #	Vendor Name	Invoice #	Invoice Date		Line Description	Amt of Invoice Paid	Date Paid	Check #
					<b>Total</b>		<b>\$21,015.37</b>		



## Mead Public Library - July 25, 2023 - August 7, 2023

Dept	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice Paid	Date Paid	Check or ACH
MEAD LIBRARY	7449	ADRIENNE ALLEN	NOV 4 - NOV 11, 2003	7/24/2023	PROGRAM EXPENSE - NOV 4, 23 - NOV 11, 23	\$600.00	8/9/2023	361170
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1N67-FJDM-3HNNW	7/24/2023	ACCT #A2JXVCVZU4S49M - ACUITY SUMMER READING EXP	\$985.00	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LHV-X6MD-6WJC	8/3/2023	ACCT #A2JXVCVZU4S49M - IT EXPENSE	\$598.85	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FTD-VWWG-6J1D	7/30/2023	ACCT #A2JXVCVZU4S49M IT EXPENSE	\$511.40	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GQJ-6KNH-4FF4	7/24/2023	ACCT #A2JXVCVZU4S49M - ACUITY SUMMER READING EXP	\$496.98	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16QL-9KC1-3463	8/1/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$241.50	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JQV-MYHR-7HPG	8/3/2023	ACCT #A2JXVCVZU4S49M	\$226.72	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1H43-Q7L4-XPKY	7/28/2023	ACCT #A2JXVCVZU4S49M MAT'L PURCHASE	\$215.88	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JKW-FJ9H-416C	7/24/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$199.15	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LQ7-1HFN-4X6T	8/3/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$97.99	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	19FP-7HRV-6XPT	7/30/2023	ACCT #A2JXVCVZU4S49M MAT'L PURCHASE	\$69.66	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11P9-FCJ1-P3WG	7/27/2023	ACCT #A2JXVCVZU4S49M - MATERIALS	\$64.92	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KF6-RHLM-TDK4	7/27/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$55.06	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1DKQ-6LLQ-74LT	8/3/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$47.94	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14CF-M7DL-9NC3	8/2/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$40.99	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LV3-WHYM-37QC	8/1/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$38.94	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FDC-K6HX-FC4V	7/31/2023	ACCT #A2JXVCVZU4S49M MAT'L PURCHASE	\$36.54	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QL7-7L7P-31LX	8/1/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$32.99	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11P9-FCJ1-33YK	7/24/2023	ACCT #A2JXVCVZU4S49M - FRIENDS OF MPL	\$26.12	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KF6-RHLM-MLDQ	7/26/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$25.95	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	174V-9CXM-41TX	7/30/2023	ACCT #A2JXVCVZU4S49M MAT'L PURCHASE	\$23.72	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1N67-FJDM-39QX	7/24/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$23.52	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JJN-JX3K-XFTR	8/10/2023 2:10:32 PM 7/28/2023	ACCT #A2JXVCVZU4S49M MAT'L PURCHASE	\$17.98	8/9/2023	3169
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LQ7-1HFN-6JVQ	8/3/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$14.99	8/9/2023	3169



Dept	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice Paid	Date Paid	Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GQJ-6KNH-9FAF	7/25/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$11.07	8/9/2023	3169
MEAD LIBRARY	900009	AT&T	23	7/25/2023	ACCT #920 Z83-0200 109 8 TELEPHONE	\$148.33	8/9/2023	361177
MEAD LIBRARY	7228	BUILDING SERVICE INC	167587	7/24/2023	PROJECT#125361/ORDER #125361.001	\$2,276.39	8/9/2023	3177
MEAD LIBRARY	3200	CDWG	KR99098	7/14/2023	CUST #3162682 - IT EXPENSE	\$3,681.85	8/9/2023	361183
MEAD LIBRARY	3200	CDWG	KR75410	7/13/2023	CUST #3162682 - IT EXPENSE	\$1,211.66	8/9/2023	361183
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	121113701080123	8/1/2023	ACCT #121113701 PATRON SERVICES	\$159.98	8/9/2023	361185
MEAD LIBRARY	9100	DAKOTA SUPPLY	1	7/24/2023	CUST #48063 - BLDG MAINTENANCE	\$782.83	8/9/2023	361192
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102918407.001	8/2/2023	CUST #48063 BLD MAINTANCE	\$167.20	8/9/2023	361192
MEAD LIBRARY	900081	DEMCO, INC.	7339805	7/27/2023	CUST #480136750 - REF #32070301 MATERIAL	\$171.67	8/9/2023	361193
MEAD LIBRARY	4572	DOLL, JON W.	9/23/2023 PROGRAM	7/25/2023	PROGRAM EXP - 100 THOUSNAD POETS FOR	\$200.00	8/9/2023	361194
MEAD LIBRARY	3153	ERICA HUNTZINGER	SEPT 23-DEC23	7/20/2023	SEPT 23 - DEC 23 PROGRAMS	\$500.00	8/9/2023	361196
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77093797	8/1/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,528.41	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77157027	8/4/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,188.26	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77028598	7/27/2023	ACCT #20W1532 MATERIAL PURCHASE	\$830.88	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76937219	7/21/2023	ACCT #20W1532 MATERIAL PURCHASE	\$471.95	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77145028	8/3/2023	ACCT #20W1532 MATERIAL PURCHASE	\$387.06	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77115980	8/2/2023	ACCT #20W1532 MATERIAL PURCHASE	\$354.29	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76965617	7/24/2023	ACCT #20W1532 MATERIAL PURCHASE	\$311.25	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77138298	8/3/2023	ACCT #20W1532 MATERIAL PURCHASE	\$265.65	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77028599	7/27/2023	ACCT #20W1532 MATERIAL PURCHASE	\$220.86	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77048510	7/28/2023	ACCT #20W1532 MATERIAL PURCHASE	\$200.09	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76982708	7/25/2023	ACCT #20W1532 MATERIALS	\$121.13	8/9/2023	3195
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77115981	8/2/2023	ACCT #20W1532 MATERIAL PURCHASE	\$20.72	8/9/2023	3195
MEAD LIBRARY	900224	MANUFACTURERS NEWS I	305291-2023	8/1/2023	CUST #78512 MATERIAL PURCHASE	\$176.90	8/9/2023	3205
MEAD LIBRARY	7244	MARCIA ZINK	SEPT-NOV 2023	7/20/2023	PROGAM EXP SOUL COLLAGE/INTO TO	\$600.00	8/9/2023	361220
MEAD LIBRARY	231	MIDWEST TAPE	504151890	8/2/2023	cUST #2000015656 MATERIAL PURCHASE	\$1,490.76	8/9/2023	3206
MEAD LIBRARY	231	MIDWEST TAPE	504123916	7/26/2023	CUST #2000015656 MATERIAL PURCHASE	\$777.61	8/9/2023	3206
MEAD LIBRARY	231	MIDWEST TAPE	504151884	8/2/2023	CUST #2000016317 MATERIAL PURCHASE	\$404.62	8/9/2023	3206
MEAD LIBRARY	231	MIDWEST TAPE	504120915	7/26/2023	CUST #2000016317 MATERIAL PURCHASE	\$205.74	8/9/2023	3206
MEAD LIBRARY	231	MIDWEST TAPE	504089046	7/18/2023	CUST #2000016317 - MATERIAL PURCHASE	\$74.49	8/9/2023	3206
MEAD LIBRARY	231	MIDWEST TAPE	504073296	7/17/2023	CUST #2000015656 MATERIAL PURCHASE	\$48.74	8/9/2023	3206
MEAD LIBRARY	7033	MM MECHANICAL	2024152	7/24/2023	BOILER REPAIR - BLDG MAINTENANCE	\$120.00	8/9/2023	3207

Dept	Vendor #	Vendor Name	Invoice #	Invoice Date	Line Description	Amt of Invoice Paid	Date Paid	Check #
MEAD LIBRARY	7452	NICHOLAS GULIG	9/23/2023	8/1/2023	PROGRAM EXP - 9/23/2023 100 THOUSAND	\$398.03	8/9/2023	361230
MEAD LIBRARY	3533	OCLC, INC.	1000319384	7/1/2023	CUST #27400 - IT EXPENSE	\$731.74	8/9/2023	361234
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1071652	7/28/2023	ACCT #MEADP100 - JANITORIAL SUPPLIES	\$358.58	8/9/2023	3212
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1071841	7/31/2023	CUST#MEADP100 - JANITORIAL SUPPLIES	\$41.61	8/9/2023	3212
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1071678	7/31/2023	ACCT #MEADP100 - JANITORIAL SUPPLIES	\$11.20	8/9/2023	3212
MEAD LIBRARY	900118	SHEBOYGAN WATER UTIL	4/4/23 - 7/5/23	7/5/2023	CUST #39-139-00-00	\$1,083.58	8/9/2023	361261
MEAD LIBRARY	900107	SHOWCASES	326900	8/1/2023	MATERIAL SUPPLIES	\$324.00	8/9/2023	3217
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7902383513-0-1	7/27/2023	CR #264388/STAPELS #1669297DET OFFICE SUPPLIES	\$18.54	8/9/2023	361268
MEAD LIBRARY	22667	STATE BAR OF WISCONS	5126009	8/1/2023	ACCT #12587 MATERIAL PURCHASE	\$81.29	8/9/2023	361269
MEAD LIBRARY	2997	VIHOS, LISA B.	9/23/2023 PROGRAM	7/25/2023	PROGRAM EXP - 100 THOUSAND POETS FOR	\$300.00	8/9/2023	3224
					<b>Total</b>	<b>\$27,151.75</b>		

*Item 6.*

## Garrett Erickson

**Vendor : Multiple**

**Statement Date:** August 2023

[illegible]

Row Labels	Sum of Amount
255511-533106	\$333.72
255511-538001	\$99.39
255511-538002	\$79.00
255511-548002	\$36.94
255511-560255	\$92.80
Grand Total	<u>\$641.85</u>

Vendor Name:	Wisconsin Bank & Trust P-Card	Vendor :	Multiple	Statement Date:	August 2023	
	Gregg Herr					
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
7/28/2023	USA Clean	\$343.63	255511-540222	Janitorial Supplies	146080	X
7/28/2023	Menards	\$31.10	255511-550110	Bldg Maintenance	51068374	X
7/28/2023	Vacuums R-Us	\$25.96	255511-540222	Janitorial Supplies	vac11028	X
8/3/2023	Sherwin Williams	\$142.82	255511-550110	Bldg Maintenance	0638-1	X
8/4/2023	Sherwin Williams	\$49.32	255511-550110	Bldg Maintenance	0709-0	X
8/14/2023	Beaudry Electric	\$125.00	255511-550110	Bldg Maintenance	84994	X
8/15/2023	Menards	\$10.57	255511-550110	Bldg Maintenance	611111	X
8/17/2023	Martens-Trilling	\$7.49	255511-550110	Bldg Maintenance	C1158112	X
8/18/2023	USA Clean	\$60.72	255511-550110	Bldg Maintenance	147938	X
8/25/2023	Sherwin Williams	\$47.97	255511-550110	Bldg Maintenance	OE0267071Q70319	X
8/25/2023	Martens-Trilling	\$29.99	255511-550110	Bldg Maintenance	B1328715	X
	GRAND TOTAL	\$ 874.57				
Row Labels	Sum of Amount					
255511-540222	\$369.59					
255511-550110	\$504.98					
Grand Total	\$874.57					

Vendor Name:	Wisconsin Bank & Trust P-Card	Vendor :	Multiple	Statement Date	August 2023		Item 6.
	Melissa Prentice						
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)	
8/2/2023	Wal-Mart	\$84.40	255511-548001	Acuity Summer Reading Program	7SK5F114ZYDV	X	
8/3/2023	Books4School	\$283.50	255511-548001	Acuity Summer Reading Program	40912	X	
8/7/2023	SP Foldscopeing	\$395.00	255511-548001	Millspore Grant	L0MK5GKUX	X	
8/7/2023	Scholastic Ed	\$114.45	255511-548002	Material Purchase	1144725365		
8/17/2023	Target.Com	\$21.09	255511-548001	Donated purchase (Returned)			
8/17/2023	Shure-Step.cm	\$126.97	255511-540222	Step Stool for 2nd floor bathroom	33639	X	
8/23/2023	Green Bicycle Co.	\$30.00	255511-548002	Material Purchase	0455	x	
	GRAND TOTAL	\$1,055.41					
Row Labels	Sum of Amount						
255511-540222	\$126.97						
255511-548001	\$783.99						
255511-548002	\$144.45						
Grand Total	\$1,055.41						

## Wisconsin Bank &amp;

Vendor Name: Trust P-CardVendor : Multiple

Statement Date

August 2023Alison Loewen

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
7/31/2023	Taqueria El Sol	\$ 17.57	255511-548001	Conference Expense	10487-1	X
8/1/2023	Festival Foods Marshfield WI	\$26.53	255511-548001	Conference Expense	296135	X
8/3/2023	Pick N'Save	\$ 31.64	255511-548001	DPI P.D. Workshop	534-101-145-432-500-645	X
8/3/2023	Walmart	\$ 26.40	255511-548001	Play Area	48555934531691472365	X
8/3/2023	Stefanos SLO Food	\$ 75.00	255511-548001	Acuity Summer Program Gift Card	019052	X
8/20/2023	Scotty G's Pizzeria	\$ 19.43	255511-548001	Conference Expense	29945370	X
8/21/2023	Renaissance Pittsburgh	\$ 198.36	255511-548001	Conference Expense	26219	X
8/22/2023	Rite Aid	\$ 25.02	255511-548001	Conference Expense	8891339	X
8/26/2023	TST Jamba Juice	\$ 12.98	255511-548001	Conference Expense	6709994	X
8/26/2023	TST Alhans Coffee and Pittsburgh PA	\$ 15.24	255511-548001	Conference Expense	055916	X
8/25/2023	Primanti Bros Pit Air	\$ 14.23	255511-548001	Conference Expense	8901441	X
8/26/2023	Panera Bread	\$ 14.05	255511-548001	Conference Expense	482321270	X
8/26/2023	MKE SmartPark	\$ 64.00	255511-548001	Conference Expense	2258849	X
8/27/2023	Pick N'Save	\$ 21.09	255511-548001	Acuity Summer Program	659989051	X
GRAND TOTAL		\$ 561.54				



*Item 6.*

## Garrett Erickson

**Vendor : Multiple**

**Statement Date:** July 2023

[illegible]

Row Labels	Sum of Amount
255511-536125	\$306.00
255511-548001	\$118.71
255511-548002	\$150.92
255511-652200	<u>\$2,173.30</u>
	\$2,748.93



Vendor Name:	Wisconsin Bank & Trust P-Card	Vendor :	Multiple	Statement Date	July 2023		Item 6.
	Melissa Prentice						
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)	
6/27/2023	Blackstone	\$806.55	255511-548001	WLA Conference	20607		
6/2/2023	Live 365	\$79.00	255511-548002	Radio Station Broadcast Fees	029AFFGE-0012	X	
7/6/2023	Sweetwater	\$194.98	255511-548002	Equipment for Radio Station	L2120940181	X	
7/19/2023	Pick'n Save	\$101.42	255511-548001	Acuity Summer Reading Program	692905	X	
7/20/2023	Jimmy Johns	\$60.00	255511-548001	Acuity Summer Reading Program	72	X	
7/21/2024	Books4School	\$998.30	255511-548001	Friends Summer Reading Program	40717	X	
	GRAND TOTAL	\$2,240.25					
Row Labels	Sum of Amount						
255511-548001	\$1,966.27						
255511-548002	\$273.98						
Total	\$2,240.25						

<b>Vendor Name:</b>	<b>Wisconsin Bank &amp; Trust P-Card</b>	<b>Vendor :</b>	<b>Multiple</b>	<b>Statement Date:</b>	July 2023	
	<b>Gregg Herr</b>					
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Account</b>	<b>Comment</b>	<b>Purchase Order #/Invoice #/Reference #</b>	<b>Receipt Attached (X)</b>
7/6/2023	CA Flipse	\$104.17	255511-540222	Janitorial Supplies	1675	X
7/6/2023	Jumbo Process	\$286.90	255511-550110	Bldg Maintenance	744344	X
7/10/2023	McMaster-Carr	\$25.38	255511-550110	Bldg Maintenance	94639A403	X
7/11/2023	Martens-Trilling	\$7.99	255511-550110	Bldg Maintenance	B1318113	X
7/13/2023	CA Flipse	\$59.72	255511-540222	Janitorial Supplies	23695	X
7/13/2023	Car Paint Store	\$24.99	255511-550110	Bldg Maintenance	75847	X
7/13/2023	Car Paint Store	\$33.18	255511-550110	Bldg Maintenance	75850	X
7/20/2023	Heat & Power	\$365.63	255511-550110	Bldg Maintenance	45280	X
7/24/2023	Tacony corp	\$13.77	255511-540222	Janitorial Supplies	2000144564	X
7/24/2023	Martens-Trilling	\$21.98	255511-550110	Bldg Maintenance	C1155357	X
7/25/2023	Menards	\$7.32	255511-540100	Office Supplies	31010	X
7/25/2023	Menards	\$104.81	255511-550110	Bldg Maintenance	31010	X
	<b>GRAND TOTAL</b>	<b>\$ 1,055.84</b>				
Row Labels	Sum of Amount					
255511-540100	\$7.32					
255511-540222	\$177.66					
255511-550110	\$870.86					
Grand Total	\$1,055.84					

VISA Virtual  
Credit Card

Vendor Name: Invoices  
*Advertising*

Vendor : Multiple

Statement Date July 2023

Date	Description	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
6/30/2023	Facebook	\$ 95.00	255511-548001	Facebook Advertising	12597525	X

Row Labels	Sum of Amount
255511-548001	\$95.00

Public Library Financials - Year to Date Budget Report  
As of September 26, 2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ SMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	-2,969,198.00	0.00	-2,969,198.00	-2,969,198.00	0.00	0.00	100.00
255	437200	MONARCH - SHEBOYGAN COUNTY	-816,604.00	0.00	-816,604.00	-816,603.84	0.00	-0.16	100.00
255	437210	MONARCH - OZAUKEE COUNTY	-8,611.00	0.00	-8,611.00	-8,611.20	0.00	0.20	100.00
255	437220	MONARCH - RESOURCE	-100,000.00	0.00	-100,000.00	-100,000.00	0.00	0.00	100.00
255	437230	MONARCH - ADJACENT COUNTIES	-41,693.00	0.00	-41,693.00	-46,538.62	0.00	4,845.62	111.60
255	451915	PATRON FEES	-4,500.00	0.00	-4,500.00	-6,439.76	0.00	1,939.76	143.10
255	461000	PHOTOCOPIES	-5,000.00	0.00	-5,000.00	-6,042.75	0.00	1,042.75	120.90
255	469100	VENDING/CONCESSION SALES	-500.00	0.00	-500.00	-748.36	0.00	248.36	149.70
255	485000	CONTRIBUTIONS/DONATIONS	-70,000.00	0.00	-70,000.00	-131,307.87	0.00	61,307.87	187.60
255	489000	MISCELLANEOUS REVENUE	-1,000.00	0.00	-1,000.00	-2,228.12	0.00	1,228.12	222.80
TOTAL REVENUE			-4,017,106.00	0.00	-4,017,106.00	-4,087,718.52	0.00	70,612.52	101.80

255511	510110	FULL TIME SALARIES - REGULAR	2,236,414.00	0.00	2,236,414.00	1,279,089.32	0.00	957,324.68	57.20
255511	520310	FICA	133,119.00	0.00	133,119.00	75,760.99	0.00	57,358.01	56.90
255511	520311	MEDICARE	31,134.00	0.00	31,134.00	17,718.29	0.00	13,415.71	56.90
255511	520320	WI RETIREMENT FUND	144,484.00	0.00	144,484.00	83,039.05	0.00	61,444.95	57.50
255511	520340	HEALTH INSURANCE	469,191.00	0.00	469,191.00	280,704.99	0.00	188,486.01	59.80
255511	520350	DENTAL INSURANCE	26,595.00	0.00	26,595.00	17,364.99	0.00	9,230.01	65.30
255511	520360	LIFE INSURANCE	1,858.00	0.00	1,858.00	1,242.25	0.00	615.75	66.90
255511	520400	WORKERS COMPENSATION	847.00	0.00	847.00	847.00	0.00	0.00	100.00
255511	531100	CONTRACTED SERVICES	123,600.00	0.00	123,600.00	117,535.06	5,681.94	383.00	99.70
255511	531110	FINANCIAL SERVICE FEES	6,300.00	0.00	6,300.00	5,477.26	0.00	822.74	86.90
255511	531206	INSURANCE PREMIUMS	20,100.00	0.00	20,100.00	22,761.54	0.00	-2,661.54	113.20
255511	531400	ADVERTISING & MARKETING	9,400.00	0.00	9,400.00	3,219.82	0.00	6,180.18	34.30
255511	531800	PROGRAM SERVICES	10,000.00	0.00	10,000.00	-150.00	0.00	10,150.00	-1.50
255511	533105	IT SERVICE FUND CHARGES	11,274.00	0.00	11,274.00	11,274.00	0.00	0.00	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTION	23,223.00	0.00	23,223.00	21,781.12	0.00	1,441.88	93.80
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	0.00	8,500.00	306.00	0.00	8,194.00	3.60
255511	537100	VEHICLE & PARKING EXPENSES	17,500.00	0.00	17,500.00	12,220.49	0.00	5,279.51	69.80
255511	540100	OFFICE SUPPLIES	10,500.00	0.00	10,500.00	10,142.63	0.00	357.37	96.60
255511	540130	POSTAGE & DELIVERY	5,000.00	0.00	5,000.00	4,561.43	0.00	438.57	91.20
255511	540205	DISPLAYS	1,000.00	0.00	1,000.00	60.55	0.00	939.45	6.10
255511	540222	JANITORIAL SUPPLIES	8,500.00	0.00	8,500.00	11,289.91	0.00	-2,789.91	132.80

Public Library Financials - Year to Date Budget Report

As of September 26, 2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ SMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	548001	DONATION PURCHASES	70,000.00	31,179.08	101,179.08	128,365.77	55,040.00	-82,226.69	181.30
255511	548002	MATERIALS - ALL CATEGORIES	380,200.00	0.00	380,200.00	316,595.47	0.00	63,604.53	83.30
255511	548003	OTHER CONTENT	82,000.00	0.00	82,000.00	34,968.22	0.00	47,031.78	42.60
255511	550110	BUILDING MAINT & REPAIR	26,000.00	6,540.40	32,540.40	33,898.46	0.00	-1,358.06	104.20
255511	555100	UTILITIES	128,667.00	0.00	128,667.00	93,478.89	0.00	35,188.11	72.70
255511	555120	PHONES	4,000.00	0.00	4,000.00	1,228.53	0.00	2,771.47	30.70
255511	560255	TOOLS & SMALL EQUIPMENT	2,200.00	0.00	2,200.00	2,257.86	0.00	-57.86	102.60
255511	652200	IT EQUIPMENT	19,500.00	0.00	19,500.00	13,249.37	0.00	6,250.63	67.90
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	0.00	6,000.00	5,935.27	0.00	64.73	98.90
TOTAL EXPENSES			4,017,106.00	37,719.48	4,054,825.48	2,606,224.53	60,721.94	1,387,879.01	65.80
TOTAL REVENUE			-4,017,106.00	0.00	-4,017,106.00	-4,087,718.52	0.00	70,612.52	101.80
Expense Total			4,017,106.00	37,719.48	4,054,825.48	2,606,224.53	60,721.94	1,387,879.01	65.80
Grand Total			0.00	37,719.48	37,719.48	-1,481,493.99	60,721.94	1,458,491.53	-3,766.70

**CITY OF SHEBOYGAN****MEAD PUBLIC LIBRARY PATRON SERVICES COMMITTEE  
MINUTES****Friday, September 15, 2023**

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Present:

Committee Members: Barbara Alvarez, Jeanne Pfeiffer, and Andre Walton

Mead Staff: Cheryl Nessman, Melissa Prentice, Garrett Erickson, and Pattie Pilz

**OPENING OF MEETING**

Call to Order and Determination of Quorum

Alvarez (Committee Chair) called meeting to order at 2:00 p.m. and determined a quorum.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION****New Hours Check-In**

Prentice cited that most patrons have had a positive reaction to the change in hours. Patrons especially liked the year-round consistency. The hours change has also had a positive impact on staff. There is a reduced need to schedule flex time. Nessman added that teams are now able to conduct more comprehensive staff meetings and planning prior to the library opening.

**Library Services**

Prentice added that there is now an internal committee to review the exclusion process for behavioral issues. After a discussion about the current meeting room policy, Erickson added that the minimum number of participants in a group can be added back into our policy.

**Little Free Library**

Bookworm Gardens received a grant earlier this year which developed into 12 Little Free Libraries placed throughout the community. On September 1, Mead installed their Little Free Library near the flagpole. The materials used to repopulate the collection focus on diversity, however, anyone can drop off books on any subject.

**Other Topics Discussed**

- Finishing our Strategic Plan
- Measuring achievements
- Focusing on reaching all groups of people
- Expanding home delivery services
- Creating institutional cards for organizations
- Establishing a teacher card program
- Offering a discount at small business if they show library card
- Completing the community engagement survey and community mapping
- Developing a new born baby library card – partner with hospitals
- Expanding our advertising on billboards
- Using Data Axel to send postcards
- Developing a Welcome Wagon partnership – Nessman to look into

## UPCOMING MEETINGS

Committee will meet once per month for one hour and modify the meeting schedule as needed.

Next Meeting Date: October 20, 2023

## ADJOURN

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 Roof Replacement

Department: Mead Public Library

Project Description & Justification

**Justification:** The roof of the Mead Public Library has been identified as one of the cities buildings eligible to have solar panels. with a cost estimate of \$500,000. The roof on the Mead Public Library (MPL) will need a total replacement by 2025 according to the City's roof consultant Tremco. Since 2016, the library has done piecemeal repairs to the roof in order to delay a total replacement. This piecemeal work has been funded through private donations. The roof has already leaked periodically in recent years and if this problem is left unresolved, it could lead to the catastrophic cost associated with the loss of library collections, in addition ot the cost of the roof replacement itself the estimated cost of the MPL roof is at \$500,000.

**Total Cost for Next Five Years:**

**Budgetary Fund:** Capital Improvement Fund

**Project Type:**

**Strategic Plan Area:**

**Priority:**

**Project #:** 2025502

2024 Scheduled Projects:

OPERATIONS & MAINTENANCE

FY 2024	FY 2025	FY 2026	FY 2027	FY2028
0	0	0	0	0

PROJECT COSTS

	Prior Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Purchase	0	0	0	0	0	0
Planning	0	0	0	0	0	0
Land Acquisition	0	0	0	0	0	0
Design	0	0	0	0	0	0
Construction	0	0	1,000,000	0	0	0
TOTAL	\$0	\$0	\$1,000,000	\$0	\$0	\$0

FUNDING SOURCES

	Prior Year	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Tax Levy	0	0	0	0	0	0
General Obligation Debt	0	0	750,000	0	0	0
Tax Increment Debt	0	0	0	0	0	0



User Fees/Sales Tax	0	0	0	0	0	0
Sale Proceeds	0	0	0	0	0	0
Grant/Donation	0	0	0	0	0	0
Fund Balance	0	0	250000	0	0	0
TOTAL	\$0	\$0	\$1,000,000	\$0	\$0	\$0

# LIBRARY

Fund 255 – MPL Fund

Culture & Recreation

Org Code 255511



# LIBRARY

## CURRENT & UPCOMING CHALLENGES

### 1. Library Funding Has Not Kept Pace with Service Demands

- Demand for library materials is growing, along with visits, as is the range of services we provide to meet the changing needs of our community.
- Mead's municipal budget hasn't kept pace with demand and has been reduced by one third since 1996 when adjusted for inflation.
- This council has taken the first step in reversing this trend recently by investing in the library, but there's more to be done.



## **LIBRARY**

# **CURRENT & UPCOMING CHALLENGES**

### **2. Facility Funding**

- The library building is nearly 50 years old and its maintenance costs are mounting, yet there's no consensus on who should make these investments.
- Continued changes in city leadership combined with vague state statutes regarding library funding have created more questions than answers.
- Members of the Common Council and Library board have voiced an interest in crafting a Memorandum of Understanding to clear up this annual funding debate.





# LIBRARY

## CURRENT & UPCOMING CHALLENGES

### 3. Social Services

- We welcome and serve everyone, including the growing number of community members we encounter who are experiencing homelessness, mental illness and addiction.
- With adequate staffing and resources we can meet this need without asking more of the police or compromising the level of traditional library services provided to the community as a whole.
- Without additional resources, we're facing staff burnout and safety concerns for staff and the public



LIBRARY

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
548002	Materials – All Categories	\$380,200	\$410,200	\$30,000	Increase cost of books, DVD, magazines, etc.
531100	Contracted Services	\$123,600	\$128,600	\$5,000	Monarch Library System annual service charge
531110	Financial Services Fees	\$6,300	\$6,825	\$525	Increase of annual audit fees with Baker Tilly
540100	Office Supplies	\$10,500	\$13,700	\$3,200	Increases on card stock, cash register paper rolls, CD disk-cleaning solution, etc.
540222	Janitorial Supplies	\$8,500	\$10,200	\$1,700	Increase in supplier costs and facility traffic
537100	Vehicle & Parking Expenses	\$17,500	\$19,440	\$1,940	Parking stall rental increase for 54 staff
555100	Utilities	\$128,667	\$135,167	\$6,500	5% increase per budget instructions
TOTAL				\$48,865	

## **LIBRARY**

### **ADDITIONAL REQUESTS**

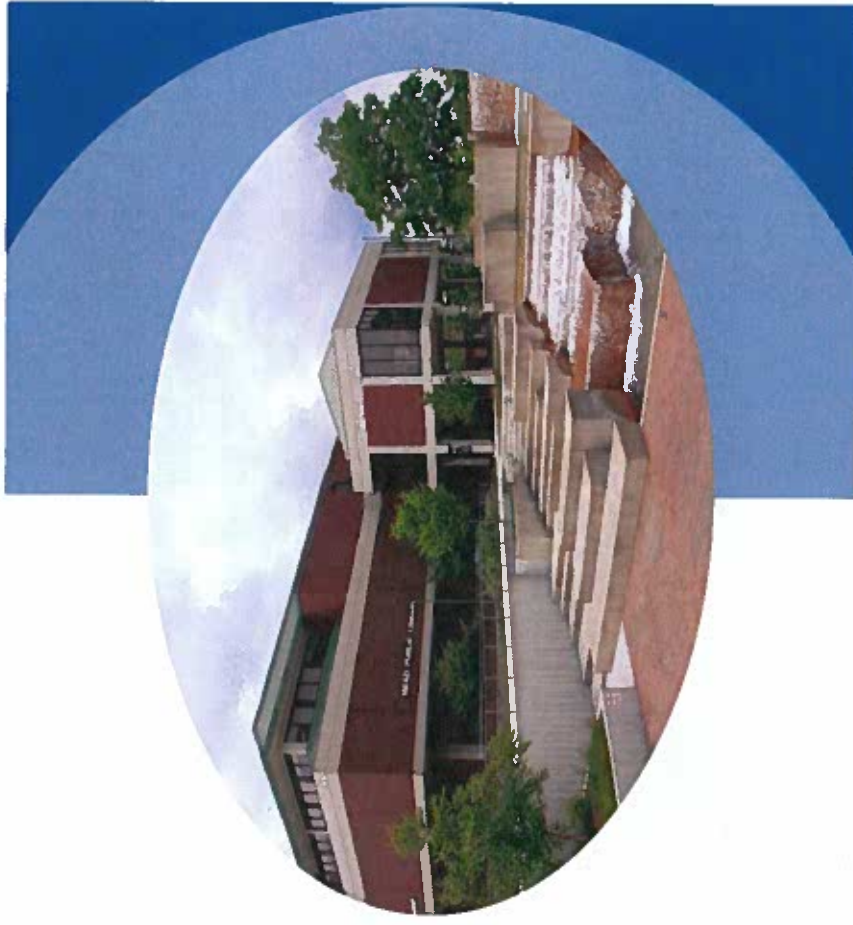
The Mead Public Library has four additional requests to be added to their 2024 annual budget listed in order of priority by the department.

1. Addition of two part-time Security Monitors to address safety issues, primarily on evenings and weekends. Also, a slight wage increase for the Security Specialist for new supervision duties.

**Total: \$47,197 Ongoing**

2. Addition of one full-time Librarian to address staffing shortages in the Teen Center which provides latchkey kids with a safe, structured environment after school.

**Total: \$89,561 Ongoing**

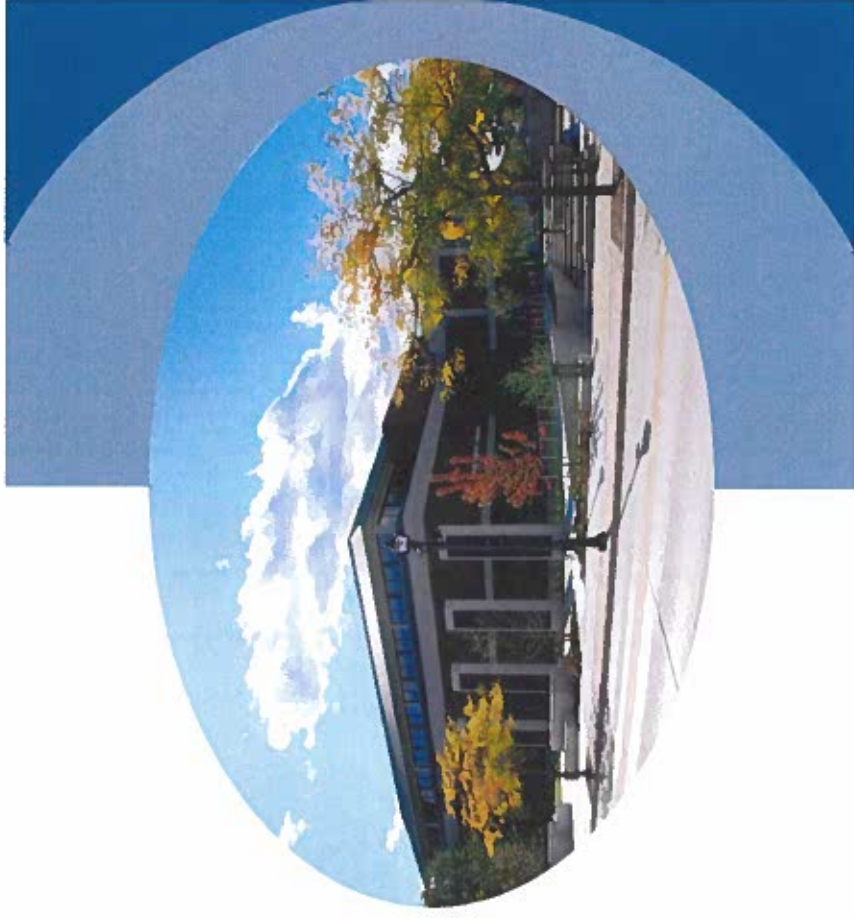


## **LIBRARY**

### **ADDITIONAL REQUESTS (CONT.)**

3. Additional funds are requested primarily for expansion of the library's e-book and audio collections. Additional purchases would include children's all-in-one print-audio (called VOX) books, expansion of museum passes, STEM kits and other Experience Collection items. This request is for

**Total: \$70,000 Ongoing**









# MEAD LIBRARY

**We connect people with ideas, resources and technology to educate, entertain and empower.**

# YES, LIBRARIES STILL MATTER

- Demand for core services is rising
- Workforce development
- The library is an economic driver downtown
- A community space for all
- Mead enhances Sheboygan's quality of life





## MEAD TODAY

- **Print + Digital circulation exceeds pre-covid levels**
- **200,000 visits per year**
- **Redesigned public spaces**
- **Mead is one of 31 libraries sharing resources through the Monarch Library System**
- **Over 2.4 million items available through Monarch**
- **Library hosts 900+ programs a year**





## WHAT'S NEW

Experience Collection  
Mead Radio  
Plant Cutting Station  
Sidewalk Poetry



# **COLLECTIONS**

**Audiobooks**  
**Board Games**  
**Books**  
**CDs**  
**DVDs**  
**Experience Collection**  
**Genealogy**  
**Large Print**  
**Local History**  
**Magazines**  
**Memory Caregiver Kits**  
**Seed/Plant Library**  
**Toy Collection**  
**Video Games**





# OUR DIGITAL CHECKOUTS CONTINUE TO GROW

Hoopla  
Kanopy  
Libby  
RB Digital  
Tumblebooks



# KIDS PROGRAMS

Art Workshops  
Music Classes  
Performers  
STEM Workshops  
Literacy Classes



Item 11.





## **TEEN PROGRAMS**

**ACUITY Carnival  
Gaming  
Movies  
Maker Workshops  
STEM Classes  
Teen Activity Center**



# ADULT PROGRAMS

Academy Talks  
Art Classes  
Author Visits  
Book Groups  
Cookbook Club  
Computer Classes  
Lectures  
Maker Workshops  
Music Classes  
Poetry Events  
Tech Help







# **DIGITAL ACCESS**

**Free WiFi**

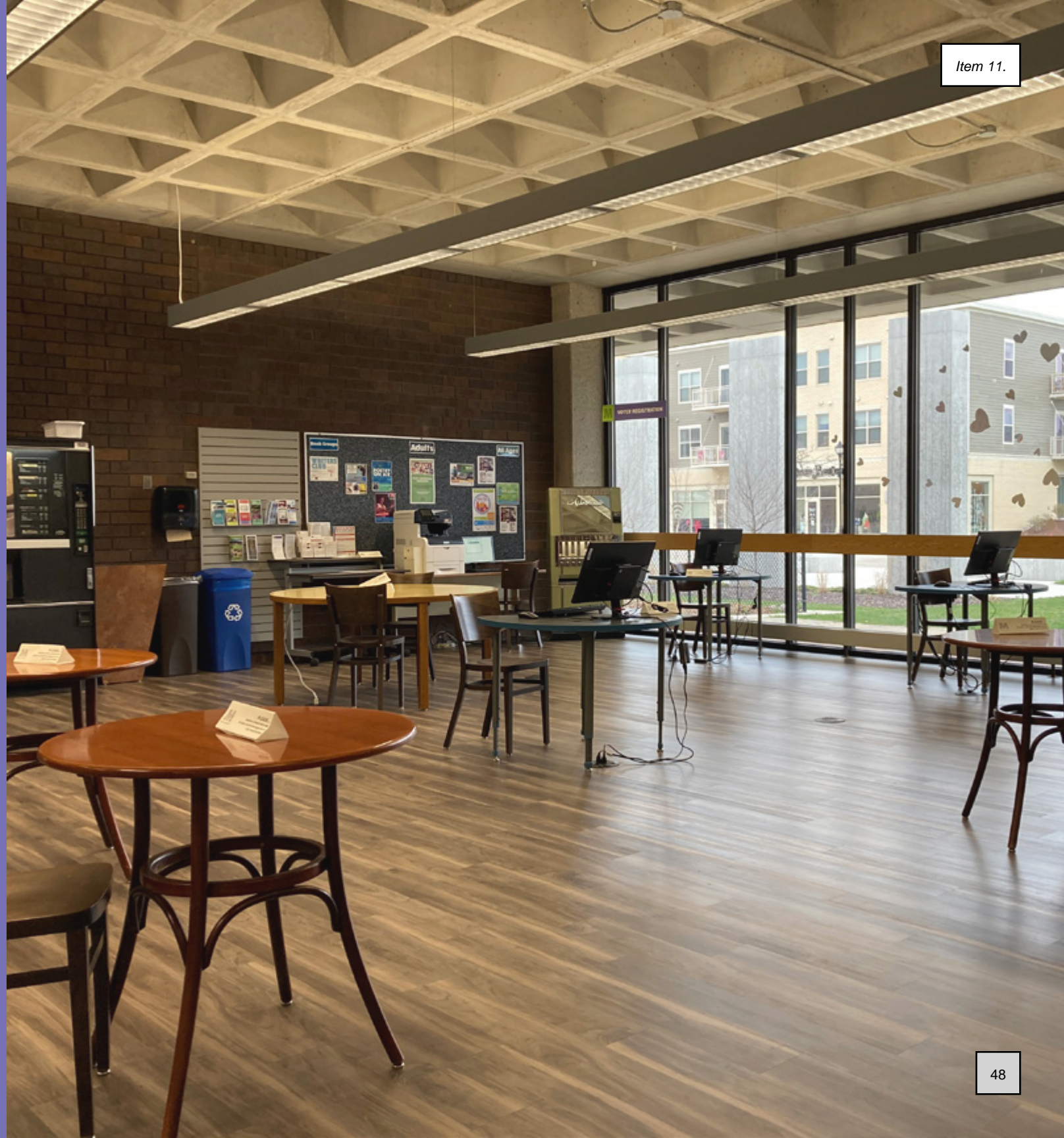
**Print, Copy, Scan, Fax**

**Public Computers**



# JERRY BLACK'S CAFE

Item 11.





# MEETING & EVENT SPACES

Imaginarium

The Loft

Public Conference  
Rooms

Rocca Room

# PRIVATE STUDY ROOMS







# IMAGINARIUM MAKERSPACE

3D Printing Lab  
AccuCut Dies  
AccuQuilt  
Digital Conversion  
Sewing Machines  
Silhouette Cameo



# **FRIENDS BOOKSTORE**

Item 11.



# **DATABASES & ONLINE SERVICES**

**Auto Repair  
Business Assistance  
Career Training  
Consumer Reports  
Gale Courses  
Genealogy  
IXL Student Help  
Morningstar  
Rosetta Stone**





# **RESEARCH ASSISTANCE**

**One-on-One  
Research Help**

**Local History  
Research**

**Genealogical  
Research**



Item 11.



## **WARSCHAU HOLOCAUST COLLECTION**

**Personal archives of  
local Holocaust  
survivors**

# LOOKING AHEAD

After-hours  
holds lockers

Building  
improvements

Social Services

Censorship, Book  
Bans & Access



Item 11.



# BOOKS UNITE US



- Our collection meets the interests & needs of the entire community
- We have an entire floor set aside for age-appropriate children's materials & we have Internet filters on all our computers.
- Every parent should have the freedom to determine which library resources are ok for their children.
- Parents have full access to their child's library account until age 16.
- No library item is the perfect fit for every member of our community. You may find that some speak to your personal values and interests while others contain content you find offensive.
- Book Bans are a slippery slope - The Bible is frequently among the most challenged books at U.S. libraries.



**CENSORSHIP DIVIDES US**

ALA American Library Association  
[ala.org/bbooks](http://ala.org/bbooks)

## **CONTACT INFO**

**GARRETT.ERICKSON@MEADPL.ORG**  
**920-459-3400, EXT. 2041**

**Support Services Manager Report to the Library Board****9/27/23****1. Collections**

- a. We received some feedback from patrons who checked out our Memory Caregiver Kits and we are making some adjustments to the contents to better meet customer needs. Easy to hold crayons are being added as the colored pencils were difficult for some patrons to hold, and we've added a second paint brush so caregivers can join in on painting activities. Overall feedback is very positive.
- b. The Experience Collection group is looking at new items and kits that could be added to the collection before the end of the year. They are also discussing an uptick in patrons keeping popular Experience Passes until they age to lost and how best to deal with that while maintaining equal access for all community members.

**2. Patron Services**

- a. We are working with Shores of Sheboygan to pilot a new Institution Card and create a workflow for Home Delivery services that will be organized through the facility's activities coordinator position. We are planning on marketing services once we work out all of the kinks and will also look into Institution Cards for businesses so they can access our online resources.
- b. We're working with Josh, Susan, and a handful of teachers from Etude who are helping us figure out the best way to offer Teacher Cards to educators (schools, home school, day cares) within Sheboygan County. Planning on marketing services once we get all of the kinks worked out.
- c. We have increased our 1st floor staffing numbers on Saturdays to provide better customer service while allowing some off-desk time to those who are working.
- d. Our partnership with Meals on Wheels is going well. We have volunteers who drop off bags of Home Delivery books at the MOW facility, and then MOW's volunteers drop those off, along with meals, for the participating customers. We will continue to market this service in hopes of expansion.
- e. Work continues to move forward on the installation of the outside holds lockers. An order was placed with D-Tech for a 38 bin unit which will include 4 large bins for kits and multi-item requests, 8 bins for medium sized requests, and 26 small bins that will work for the majority of our requests. We also met with a local firm who will be helping us to design a graphic wrap that will be applied to the face of the unit. Construction to install the unit on the west side of the library is set to begin in April of 2024.

# Disruptive Patron Interaction Report August 2023

Item 14.

<b>Reported Incidents</b>	Adult	35
	Teen	4
	Senior (65+)	0
	Kids	0
<b>Exclusions Over 10 Days</b>		2
<b>Emergency Services Called</b>		1
<b>Encounter Type</b>	Trespass after exclusion	1
	Dispute/argument/altercation between patrons (not physical)	0
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	0
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	3
	Inappropriate comments and/or excessive demands	14
	Intoxicated/Addiction	0
	Medical or mobility issue	2
	Mental Health	2
	Mess (Food waste, spills)	0
	Theft/Vandalism	4
	Trouble getting patron to leave after closing	0
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	2
	Weapons	0
	Other (Specify in Description)	18
<b>Location</b>	1st Café	3
	1st Desk	6
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	0
	1st Lobby/Foyer	5
	1st Restrooms	5
	2nd Computers	6
	2nd Desk	3
	2nd Hansen Teen	0
	2nd Imaginarium	0
	2nd Quiet Study	3
	2nd Restrooms	1
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	1
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	0
	Other (Specify in Description)	8



Type	Name	*August 2022	*August 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
<b>Circulation Transactions</b>	Adult Materials	19652	18,577	-5%	150711	148641	-1%
	Teen Materials	1141	1,061	-7%	8739	8017	-8%
	Children's Materials	16297	14,244	-13%	113785	113441	0%
	Total Adult/Teen/Children's Materials	37090	33,882	-9%	273235	270099	-1%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	10210	10521	3%	68217	75667	11%
	Items received for Mead patrons from other libraries	5122	5180	1%	39419	40591	3%
	Total Interlibrary Loans (Transits)	15332	15701	2%	107636	116258	8%
<b>E-Content Checkouts</b>	Total E-Content Checkouts	8496	8718	3%	64373	69704	8%
<b>Library Visits</b>	Gate count	19125	19301	1%	139007	157888	14%
<b>Research Inquiries</b>	Research Inquiries	5402	4526	-16%	31055	32582	5%
<b>Internet Usage Provided</b>	Library Workstation Sessions	2516	2803	11%	17534	16307	-7%
	Wireless Sessions	6316	8027	27%	49138	63998	30%
<b>Number of Library Card Holders</b>	Sheboygan Residents				31883	27346	-14%
	Non-Sheboygan Residents				8017	6471	-19%
	Total Number of Library Card Holders				39900	33817	-15%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	14	0	-100%	322	284	-12%
	Children (0-11) Participants	3157	0	-100%	14458	9807	-32%
	Teen (12-18) Quantity	2	2	0%	38	41	8%
	Teen (12-18) Participants	25	43	72%	953	870	-9%
	Adult (18+) Quantity	20	11	-45%	225	134	-40%
	Adult (18+) Participants	704	80	-89%	6486	3138	-52%
	Total number of Classes, Seminars, Workshops, Events	36	13	-64%	585	459	-22%
	Total number of Participants	3886	123	-97%	21897	13815	-37%
<b>Conference Room Utilization</b>	Rocca Meeting Room	40%	21%	-20%	32%	33%	1%
	Loft Meeting Room	26%	22%	-4%	26%	25%	-1%
	Public Conference Room #1	10%	46%	36%	20%	31%	12%
	Public Conference Room #2	19%	40%	21%	17%	27%	10%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	347	522.5	51%	2965	4793	62%
	Percent Utilization	27%	41%	14%	30%	45%	15%

\*Stats effected by the COVID-19 Pandemic

**Volunteer Report - August 2023**

<b>Type</b>	<b>Hours</b>	<b>Volunteer Count</b>	<b>Total Hours</b>	<b>Total Count</b>
Adult	216.20	31	216.20	31
Teen	36.47	8	36.47	8
Grand total	259.80	40	259.80	40