



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

November 17, 2022 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Thursday, November 17, 2022 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 Sydney Mehn 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 Sydney Mehn 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 - Maeve Quinn, 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 - 10/27/2022
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). Receive Budget Status Report to Date
7. Strategic Planning Committee - Report of 10/28/22 Meeting
8. HR Committee - Report of 11/16/22 Meeting

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [9.](#) 2023 Holiday Schedule
10. Spring In-service Date - March 24, 2023
11. Library Director Review

DIRECTOR'S REPORT

12. Update on City HR Director Hiring Process

[13.](#) Building Projects

[14.](#) Services and Programming

[15.](#) Security Update

[16.](#) Monthly Statistics

LIAISON REPORTS

17. Monarch Library System - Maeve Quinn

18. Mead Library Foundation - Kathie Norman

19. Friends of Mead - Sydney Mehn

UPCOMING MEETINGS

20. Library Board of Trustees (1/26/2023 @5pm)

ADJOURN

21. 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

Thursday, October 27, 2022

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Kathie Norman, Vice President. All trustees may attend the meeting remotely. All trustees may attend the meeting remotely.** Norman called the meeting to order at 5:00 p.m. and determined a quorum.
Members present: Albrinck, Alvarez, Campe, Guevara, Norman, Quinn, Speth, and Walton
Members absent: Bulson and Salazar
Staff present: DeAmico, Erickson, Mehn, and Prentice
2. **Pledge of Allegiance** Norman 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] (Please sign in prior to meeting)** There was no public comment.
4. **Approval of Minutes - 09/22/2022** Walton moved to approve the minutes from the September 22, 2022 meeting. Albrinck seconded. The motion passed.
5. **Resolution in honor of Mead Library's 125th Anniversary** Quinn moved to approve the resolution as presented. Campe seconded. The motion passed.
6. **Correspondence, Announcements, and Common Council Reports** There were no common council correspondence or reports. Erickson made one announcement, noting that Mayor Sorenson has come over twice for open listening sessions for staff.

COMMITTEE REPORTS

7. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Quinn moved to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Approve City of Sheboygan General Ordinance No. 11-22-23 to provide for a minimum wage of \$15.00 per hour for all library employees.** Guevara moved to accept the City of Sheboygan General Ordinance No. 11-22-23 for application to library employees. Walton seconded. The motion passed.
9. **2023 Operating Budget** DeAmico talked through the updated budget, which included the recent changes such as the increased salary compensation plan. Walton moved to approve the 2023 operating budget. Speth seconded the motion. The motion passed.
10. **Update to Meeting Room Policy** Erickson discussed the updates to the meeting room policy. Albrinck moved to approve the updated policy as presented. Walton seconded. The motion passed.

11. **2023 Resource Library Agreement** Erickson presented and discussed some of the changes that have been made in the new Resource Library Agreement. Quinn moved to approve the 2023 Resource Library Agreement as presented. Norman seconded. The motion passed.
12. **125th Anniversary Staff Appreciation Library Closure - 11/16/22** Erickson discussed the closure of the library on 11/16/22 from 3pm-8pm. Walton moved to approve the closure of Mead Library on 11/16/22. Albrinck seconded. The motion passed.

DIRECTOR'S REPORT

13. **Building Projects** Erickson reported on the building projects report attached. He noted the multiple electricians here updating the fire panel as of late.
14. **Services and Programming** Prentice reported that Great Decisions did very well with an average of 40 attendees per session, Tea & Tech also did well with 70 in attendance. Looking ahead, gardening, imaginarium programs, sidewalk poetry, and lawyer in the library sessions. WLA is coming up next week, Melissa will be doing several presentations during that.
15. **Support Services Report** Nessman provided a report to the board on her latest projects. One project is RFID help to other libraries that are just getting started with the program. Vega Discover is another program that adds a layer to the online catalog that makes searching easier.
16. **Security Update** Prentice discussed the security update, noting the increase in activity as the weather gets colder. Prentice discussed the updated return of manager on duty on weekends. She also talked about the research that she and Santino have done with other libraries in the area, and noted that most do not conceal/carry.
17. **Monthly Statistics** Erickson reported on the monthly statistics. He highlighted that the gate count and program stats are up, and also that the study room stats are at an all time high. He noted that could indicate that we might need to consider adding more study rooms in the future.

LIAISON REPORTS

18. **Monarch Library System - Maeve Quinn** Quinn reported that the board will be meeting next month, but she reported that the system staff were very grateful for the RFID help that has been provided to them from Mead.
19. **Mead Library Foundation - Kathie Norman** Norman commented that the Foundation has selected 3 scholarship recipients and they will be approved by the full board at the meeting mid next month.
20. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends events, including the 50th anniversary reception, as well as the annual BIG book sale, which brought in a 3-day total of \$6,875.33. Lastly, the Friends approved scholarship applications for 4 individuals, of whom checks were dispersed to.

Alvarez left at 5:59

UPCOMING MEETINGS

21. **Library Strategic Plan Committee Meeting (10/28/2022 @11am)**
22. **Library Board of Trustees (11/17/2022 @5pm)**

ADJOURN

23. **Motion to Adjourn** Albrinck **moved** to adjourn the meeting. Walton **seconded**. The motion **passed**.
Being no further business, the meeting adjourned at 6:00 pm.

Item 4.

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 - Accounts Payables
10/3/2022 - 10/20/22

Department	Vendor Number	Vendor	Line Item Description	Line item amount	Check date	Check Number
MEAD LIBRARY	900009	AT&T	ACCT #920 Z83-0700 109 8 TELEPHONE EXPENSE	\$147.23	11/2/2022	358057
MEAD LIBRARY	429	AUTOMATIC ENTRANCES	CUST #18294942 CONTRACTED SERVICES	\$357.00	11/2/2022	1911
MEAD LIBRARY	4557	ELM USA, INC.	MEAD PUBLIC LIBRARY-MATERIAL PURCHASE-PO	\$348.49	11/2/2022	358077
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	MATERIAL PURCHASE	\$16.05	11/2/2022	1937
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,765.67	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,478.82	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,442.60	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$853.16	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$814.47	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$729.27	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$695.30	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$523.32	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$500.36	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$410.18	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$384.02	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$378.66	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$337.35	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$299.30	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$267.75	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$264.98	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$261.05	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$258.40	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$192.43	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$89.88	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$80.64	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$79.32	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$68.88	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$22.59	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$14.54	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$11.67	11/2/2022	1941

Mead Public Library - Accounts Payables
10/3/2022 - 10/20/22

Department	Vendor Number	Vendor	Line Item Description	Line item amount	Check date	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$3.91	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 CREDIT RETURN INVOICE	(\$3.90)	11/2/2022	1941
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT @20W1532 - CREDIT INV MATERIALS	(\$17.91)	11/2/2022	1941
MEAD LIBRARY	4618	K-LOG, INC.	CUST #215329 BOOK DISPLAYS	\$1,309.20	11/2/2022	358095
MEAD LIBRARY	7335	LIBRARY FURNITURE	JOB 2022-341 MATERIAL PURCHASE	\$4,444.91	11/2/2022	358102
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	ACCT #MP01-B COPIER PRINTER EXPENSE	\$673.15	11/2/2022	358104
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	ACCT #MP01-B	\$243.88	11/2/2022	358104
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 MATERIAL PURCHASE	\$568.56	11/2/2022	1947
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$185.52	11/2/2022	1947
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000016317 MATERIAL PURCHASE	\$101.76	11/2/2022	1947
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	\$12.04	11/2/2022	358126
MEAD LIBRARY	7077	ORANGEBOY	YEAR 2 OF 3 YEAR CONTRACT	\$3,002.70	11/2/2022	1954
MEAD LIBRARY	7077	ORANGEBOY	YEAR 2 OF 3 YEAR CONTRACT	\$1,997.30	11/2/2022	1954
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	POSTAGE METER REFILL ACCT #8000-9000-1102-	\$19.35	11/2/2022	358133
MEAD LIBRARY	4190	SEWING MACHINE SHOP	11/12/2022 MEET YOUR SEWING MACHINE	\$200.00	11/2/2022	358140
MEAD LIBRARY	5296	STAPLES BUSINESS AD	OFFICE SUPPLIES CR ACCT #264388- S ACCT	\$234.95	11/2/2022	358151
MEAD LIBRARY	21178	TOTAL ENERGY SYSTEMS	CUST #1426 CONTRACTED SERVICE	\$811.94	11/2/2022	1968
MEAD LIBRARY	21518	UNITED WAY OF SHEB	JOINT GRANT WITH UNITED WAY MPL PORTION	\$1,450.00	11/2/2022	358165
MEAD LIBRARY	4480	WAUPUN PUBLIC LIB	PATRON REFUND	\$16.00	11/2/2022	358174
			Total	\$28,346.74		

Mead Public Library - Financial Statement for November 2022

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
411100	PROPERTY TAX LEVY	-2,557,264	-114,761	-2,672,025	-2,672,024.97	0.00	0	100.00
437200	MONARCH - SHEBOYGAN COUNTY	-776,391	0	-776,391	-809,988.92	0.00	33,598	104.30
437210	MONARCH - OZAUKEE COUNTY	-10,174	0	-10,174	-10,174.32	0.00	0	100.00
437220	MONARCH - RESOURCE	-100,000	0	-100,000	-100,000.00	0.00	0	100.00
437230	MONARCH - ADJACENT COUNTIES	-40,093	0	-40,093	-40,092.88	0.00	0	100.00
451915	PATRON FEES	-4,000	0	-4,000	-5,207.86	0.00	1,208	130.20
461000	PHOTOCOPIES	-5,000	0	-5,000	-6,512.18	0.00	1,512	130.20
469100	VENDING/CONCESSION SALES	-500	0	-500	-608.06	0.00	108	121.60
485000	CONTRIBUTIONS/DONATIONS	-112,000	0	-112,000	-326,928.91	0.00	214,929	291.90
489000	MISCELLANEOUS REVENUE	-1,000	0	-1,000	-2,846.36	0.00	1,846	284.60
TOTAL REVENUE		-3,606,422	-114,761	-3,721,183	-3,974,384.46	0.00	253,201	106.80
510110	FULL TIME SALARIES - REGULAR	1,922,812	100,535	2,023,347	1,541,697.97	0.00	481,649	76.20
520310	FICA	117,020	6,233	123,253	91,028.02	0.00	32,225	73.90
520311	MEDICARE	27,386	1,458	28,844	21,288.80	0.00	7,555	73.80
520320	WI RETIREMENT FUND	119,905	6,535	126,440	96,718.46	0.00	29,721	76.50
520340	HEALTH INSURANCE	390,060	0	390,060	328,878.80	0.00	61,181	84.30
520350	DENTAL INSURANCE	25,577	0	25,577	21,508.87	0.00	4,068	84.10
520360	LIFE INSURANCE	1,997	0	1,997	1,576.54	0.00	420	78.90
520400	WORKERS COMPENSATION	847	0	847	847.00	0.00	0	100.00
531100	CONTRACTED SERVICES	123,600	0	123,600	81,625.12	0.00	41,975	66.00
531110	FINANCIAL SERVICE FEES	7,300	0	7,300	2,956.05	0.00	4,344	40.50
531206	INSURANCE PREMIUMS	20,100	0	20,100	21,035.94	0.00	-936	104.70
531400	ADVERTISING & MARKETING	9,400	0	9,400	3,002.70	0.00	6,397	31.90
531800	PROGRAM SERVICES	10,000	0	10,000	0.00	0.00	10,000	0.00
533105	IT SERVICE FUND CHARGES	11,274	0	11,274	11,274.00	0.00	0	100.00
533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223	0	23,223	18,022.16	0.00	5,201	77.60
536125	EMPLOYEE DEVELOPMENT	10,500	0	10,500	0.00	0.00	10,500	0.00
537100	VEHICLE & PARKING EXPENSES	18,836	0	18,836	12,350.12	0.00	6,486	65.60
540100	OFFICE SUPPLIES	10,500	0	10,500	9,760.55	0.00	739	93.00
540130	POSTAGE & DELIVERY	5,000	0	5,000	5,574.58	0.00	-575	111.50
540205	DISPLAYS	1,000	0	1,000	39.76	0.00	960	4.00
540222	JANITORIAL SUPPLIES	7,798	0	7,798	10,562.24	0.00	-2,764	135.40
548001	DONATION PURCHASES	112,000	106,705	218,705	258,201.11	35,971.58	-75,467	134.50
548002	MATERIALS - ALL CATEGORIES	377,000	0	377,000	335,632.82	0.00	41,367	89.00

Mead Public Library - Financial Statement for November 2022

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
548003	OTHER CONTENT	82,000	0	82,000	71,617.83	0.00	10,382	87.30
550110	BUILDING MAINT & REPAIR	52,000	0	52,000	51,755.44	23,340.40	-23,096	144.40
555100	UTILITIES	131,167	0	131,167	92,524.40	0.00	38,643	70.50
555120	PHONES	4,000	0	4,000	1,608.90	0.00	2,391	40.20
560255	TOOLS & SMALL EQUIPMENT	200	0	200	1,507.65	0.00	-1,308	753.80
652200	IT EQUIPMENT	19,500	0	19,500	12,336.77	0.00	7,163	63.30
659200	EQUIPMENT REPLACEMENT	6,000	0	6,000	3,967.30	0.00	2,033	66.10
TOTAL EXPENSES		3,648,002	221,466	3,869,468	3,108,899.90	59,311.98	701,257	81.90
	Revenue Total	-3,606,422	-114,761	-3,721,183	-3,974,384.46	0.00	253,201	106.80
	Expense Total	3,648,002	221,466	3,869,468	3,108,899.90	59,311.98	701,257	81.90
	Grand Total	41,580	106,705	148,285	-865,484.56	59,311.98	954,458	-543.70

Mead Public Library - Accounts Payables paid on 11/16/2022

Vendor	Name	CHECK RUN	Document	Invoice	PO	Invoice Amt
	1848 BITTER NEUMANN APPL	11/16/2022	2010121390	748572		\$57.00
	3200 CDWG	11/16/2022	2010121735	P153844		\$181.86
	3200 CDWG	11/16/2022	2010121736	P153928		\$151.55
	4404 CHARTER COMMUNICATIO	11/16/2022	2010121738	121113701110122		\$319.96
	9100 DAKOTA SUPPLY	11/16/2022	2010121387	S102187377.001		\$164.79
	7165 ELAINE JACKS	11/16/2022	2010121733	23 LEARN TO SEW		\$800.00
	7155 ENGBERG ANDERSON INC	11/16/2022	2010121730	21339600-8	310436	\$2,297.50
	4995 GT GRAPHICS OF SHEB	11/16/2022	2010121741	38391		\$28.00
	7335 LIBRARY FURNITURE	11/16/2022	2010121294	8131		\$4,444.90
	231 MIDWEST TAPE	11/16/2022	2010121255	502873786		\$1,031.57
	231 MIDWEST TAPE	11/16/2022	2010121295	502873787		\$330.37
	231 MIDWEST TAPE	11/16/2022	2010121739	502904423		\$531.72
	4810 MIND, SOUL AND SELF	11/16/2022	2010121731	113-8201381-5078658		\$245.06
	6912 MIKAEL D GROTEBECK	11/16/2022	2010121742	9001198041		\$15.68
	900038 OTIS ELEVATOR CO	11/16/2022	2010121316	F10000029556		\$125.00
	900038 OTIS ELEVATOR CO	11/16/2022	2010121317	F10000029555		\$375.00
	900118 SHEBOYGAN WATER UTIL	11/16/2022	2010121319	7/5/22 - 10/3/22		\$1,648.85
	5296 STAPLES BUSINESS AD	11/16/2022	2010121389	7367517023-0-1		\$206.54
	5296 STAPLES BUSINESS AD	11/16/2022	2010121743	7368352646-0-1		\$361.27
	22667 STATE BAR OF WISCONS	11/16/2022	2010121734	5114877		\$78.39
	900237 STEEN MACEK PAPER CO	11/16/2022	2010121318	890472		\$390.68
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121755	1CPQ-KXN6-6TJF		\$24.49
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010120848	1144-MQMJ-LN67		\$157.25
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010120849	1XVN-G7GF-PTC4		\$18.99
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010120850	1Y7D-YPVW-4GYQ		\$18.42
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121326	1PCC-K6GN-7C93		\$32.58
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121327	13DT-RTDW-77VM		\$90.64
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121328	11ND-VDLT-PFPH		\$115.34
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121329	1K6D-RW1H-N6YR		\$34.29
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121330	1DCF-MCDP-MR19		\$26.98
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121331	1DJN-KFF9-6Q1Y		\$89.95
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121332	167T-WRHY-1MH1		\$49.98
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121334	1NFD-WCN7-3C3K		\$12.99
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121335	1K14-YF3P-79CF		\$58.97
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121356	1DR7-JNXY-6FDJ		\$19.35
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121357	1NKL-FCQX-N341		\$971.28
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121358	19W4-6VR9-FF9P		\$41.98
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121359	1YXV-HMYL-PXK4		\$16.99
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121360	1TPT-4CF7-PW7V		\$18.99
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121361	1TKM-77DL-DKH3		\$20.80
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121362	19W4-6VR9-MQWG		\$59.99
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121363	14W4-HY6K-Q6YY		\$29.03
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121364	1F4M-XWNH-RGTX		\$40.38
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121365	1JXR-V4L3-T6PV		\$14.49
	6739 AMAZON CAPITAL SERVI	11/16/2022	2010121366	193D-X3RN-WHDL		\$15.48

Mead Public Library - Accounts Payables paid on 11/16/2022

Vendor	Name	CHECK RUN	Document	Invoice	PO	Invoice Amt
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121367	1KY7-QYFW-MTXL		\$12.99
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121368	1G4Q-DKC9-NPRJ		\$64.78
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121369	17YR-T7KH-N6KH		\$14.49
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121370	19W7-RWYF-DC46		\$119.97
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121371	167T-WRHY-J7N3		\$112.97
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121372	1Y1N-47RK-QMVD		\$22.44
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121373	1F9R-GWGK-3XHT		\$43.98
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121374	1LFQ-Y4P7-4KG4		\$51.20
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121375	1Q7D-HWLR-VJMQ		\$6.99
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121376	1Q7D-HWLR-XWJH		\$34.79
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121377	1M1R-9TPD-1F3G		\$107.65
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121748	1HJV-HQFX-WDVX		\$115.70
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121749	1M9L-7Q3H-47HG		\$24.95
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121750	1793-TGYY-97KV		\$125.98
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121751	167V-3Y3N-3M9W		\$85.18
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121752	1HF3-QXDF-LHGH		\$15.56
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121753	1WFH-VKGR-L6NT		\$78.60
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121754	1Q69-MPQX-7H9H		\$7.19
6739	AMAZON CAPITAL SERVI	11/16/2022	2010121756	119D-91FF-N13K		\$13.98
900180	PROQUEST LC	11/16/2022	2010121747	62710003		\$5,008.50
TOTAL INVOICES PAID						\$21,833.21

**MEAD LIBRARY**

Mead Public Library

2023 Holiday Schedule

NOTE: 2022 New Year's Eve: Saturday, December 31, 2022

The following are the dates for the recognized holidays for 2023 fiscal year:

1) New Year's Day	Monday, January 2, 2023
2) Friday Before Easter	Friday, April 7, 2023
3) Memorial Day	Monday, May 29, 2023
4) Independence Day	Tuesday, July 4, 2023
5) Labor Day	Monday, September 4, 2023
6) Thanksgiving Day	Thursday, November 23, 2023
7) Day After Thanksgiving	Friday, November 24, 2023
8) Christmas Eve	Monday, December 25, 2023
9) Christmas Day	Tuesday, December 26, 2023
10) New Year's Eve	Friday, December 29, 2023
11) New Year's Day	Monday, January 1, 2024

NOTE: 2023 New Year's Day Saturday, December 31, 2022 and Sunday, January 1, 2023 (Not paid holidays, however the Library is closed to observe New Year's)

NOTE: 2023 Easter Sunday Sunday, April 9, 2023 (Not a paid holiday, however the Library is closed to observe Easter)

NOTE: 2023 Christmas Day Sunday, December 24, 2023 (Not a paid holiday, however the Library is closed to observe Christmas)

NOTE: 2023 New Year's Eve/2024 New Year's Day Saturday, December 30, 2023 and Sunday, December 31, 2023 (Not paid holidays, however the Library is closed to observe New Year's)

Maintenance Project list 2022

Updated 11/14/22

Holocaust Room displays– physical display is up, images have to be re-scanned; and awaiting data entry along with some website work

Fire Panel replacement – contractors on site performing installation

Additional Concrete by generator – concrete installed, need dirt fill around area

3rd Floor Public Service Desk – working on removing plexi-glass and installing a “lip” to desk

Entryway tile cracking – repaired flooring under recessed carpet, unsure how to proceed with tile repairs at the moment

Media & Radio Rooms – Media room on hold, radio room basically complete for now

Rocca Room kitchen update – on hold

Hot Water Heater Replacement – quoted, moved to future plan

Story Garden AV improvements – Worked with Chase, all completed

ToyBrary Wall repairs – removed old ToyBrary hooks and patched and repaired wall

Slat wall 3rd floor - installed

Quiet Study Room Tables – completed

Air Handler 1 Bearings – completed

Air Handler 1 Drive and Driven Sheave Replacement – completed

Penthouse paint exterior – Completed

Air Handler 3 winterization improvements - completed

Additional Security Camera's – Completed

Anniversary pillar displays – completed

South Emergency Steps – repairs are completed

Jerry Black Furniture – completed

Window Treatments for workrooms – completed

HVAC Controls upgrades Phase III – complete

SE fence – completed

Donor Wall – completed

Furniture replacement – completed

Imaginarium heating – completed

Public Services Updates

Coming up & On-Going:

- Ugly Sweater Competition at the Jingle & Mingle Holiday Event: 12/3
- Gardening with Christina - The art of botanical perfumes and colognes: 12/5 (additional classes with different themes in Jan and Feb)
- Ukulele programs continue through winter months
- Tai Chi in the Quiet Study Room starts up again Saturday mornings in Jan/Feb
- Sidewalk Poetry - Public Art Collaboration with DPW and Poet Laureate
 - <https://www.meadpl.org/sidewalk-poetry>

Library News

- ALA President Emily Drabinski on "On the Media"; anyone affiliated with libraries should listen. <https://www.wnycstudios.org/podcasts/otm/episodes/on-the-media-infinite-scroll>
- Also, a shorter episode on bias in the Dewey Decimal System (fundraising drive stuff until the 5:50 minute mark)
<https://www.wnycstudios.org/podcasts/otm/episodes/re-sorting-shelves-look-bias-dewey-decimal-system>

Disruptive Patron Interaction Report October 2022

Item 15.

Reported Incidents	Adult	25
	Teen	11
	Senior (65+)	0
	Kids	0

Encounter Type	Trespass after exclusion	2
	Dispute/argument/altercation between patrons (not physical)	2
	Fighting/Physical Altercations	3
	Harassment/Threatening Language	1
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	8
	Inappropriate comments and/or excessive demands	2
	Intoxicated/Addiction	0
	Medical or mobility issue	0
	Mental Health	5
	Mess (Food waste, spills)	0
	Theft/Vandalism	1
	Trouble getting patron to leave after closing	1
	Truancy	2
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	0
	Weapons	0
	Other (Specify in Description)	10

Location	1st Café	2
	1st Desk	3
	1st DVD's/Music	1
	1st Fiction	1
	1st Fireplace	0
	1st Lobby/Foyer	5
	1st Restrooms	3
	2nd Computers	3
	2nd Desk	1
	2nd Hansen Teen	5
	2nd Imaginarium	0
	2nd Quiet Study	1
	2nd Restrooms	0
	3rd Desk	1
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	5
	Other (Specify in Description)	6

Type	Name	*October 2021	*October 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation Transactions	Adult Materials	18978	18528	-2%	188777	186831	-1%
	Teen Materials	1013	1085	7%	10854	10900	0%
	Children's Materials	13917	14341	3%	119915	141294	18%
	Total Adult/Teen/Children's Materials	33908	33954	0%	319546	339025	6%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8866	8451	-5%	90629	85802	-5%
	Items received for Mead patrons from other libraries	4894	4947	1%	51448	49104	-5%
	Total Interlibrary Loans (Transits)	13760	13398	-3%	142077	134906	-5%
E-Content Checkouts	Total E-Content Checkouts	7554	7685	2%	77084	79805	4%
Library Visits	Gate count	16141	20541	27%	128314	176858	38%
Research Inquiries	Research Inquiries	4951	5570	13%	31219	39909	28%
Internet Usage Provided	Library Workstation Sessions	2048	2430	19%	16590	22062	33%
	Wireless Sessions	6298	7314	16%	48423	62761	30%
Number of Library Card Holders	Sheboygan Residents				33024	33111	0%
	Non-Sheboygan Residents				8226	8075	-2%
	Total Number of Library Card Holders				41250	41186	0%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	53	56	6%	187	419	124%
	Children (0-11) Participants	1164	1291	11%	6450	16731	159%
	Teen (12-18) Quantity	4	4	0%	9	42	367%
	Teen (12-18) Participants	95	125	32%	194	1078	456%
	Adult (18+) Quantity	20	68	240%	132	323	145%
	Adult (18+) Participants	549	628	14%	5363	7602	42%
	Total number of Classes, Seminars, Workshops, Events	77	128	66%	328	784	139%
	Total number of Participants	1808	2044	13%	12007	25411	112%
Conference Room Utilization	Rocca Meeting Room	35%	62%	28%	24%	37%	12%
	Loft Meeting Room	16%	36%	20%	9%	28%	19%
	Public Conference Room #1	23%	23%	0%	8%	19%	11%
	Public Conference Room #2	0%	21%	21%	0%	18%	18%
Study Rooms Utilization	Study Rooms Hours Used	451.5	473	5%	2228.5	3933	76%
	Percent Utilization	31%	32%	1%	24%	30%	6%
Volunteer Hours	Volunteer Hours	174.75	324	85%	1303.7	2592.68	99%

*Stats effected by the COVID-19 Pandemic