



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

July 26, 2023 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 p.m., Wednesday, July 26, 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.
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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws - President
- [9.](#) Solicitations & Canvassing Policy
10. Staff Culture Survey
- [11.](#) 2024 Operating Budget and CIP Plan

DIRECTOR'S REPORT

12. Building Renovation Plan Update
13. Staff Handbook

14. Services and Programming

15. Support Services

16. Security Update

[17.](#) Monthly Statistics

LIAISON REPORTS

18. Monarch Library System - Maeve Quinn

19. Mead Library Foundation - Kathie Norman

20. Friends of Mead - Pattie Pilz

UPCOMING MEETINGS

21. LIBRARY BOARD OF TRUSTEES (08/23/23 @ 5 p.m.)

ADJOURN

22. 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, June 28, 2023

1. OPENING OF MEETING

a. Call to Order and Determination of Quorum

Alvarez called the meeting to order at 5:00 p.m. and determined a quorum.

- i. Members present: Albrinck, Alvarez, Pfeiffer, Quinn, Ramey, Speth, and Walton
- ii. Members absent: Bulson, Guevara, Norman
- iii. Staff present: DeAmico, Erickson, Pilz, and Prentice

b. Pledge of Allegiance

Alvarez led the group in the Pledge of Allegiance.

c. Public Comments (5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County.)

Ase Athan spoke regarding her concern about the lack of diversity in our collections regarding COVID.

d. Correspondence, Announcements, and Common Council Reports

Alvarez announced that Quinn and Alvarez will be serving on the Ad Hoc Renovation Plan Committee. Two Mead staff and two Foundation members will round out the committee.

e. Approval of Minutes

Quinn moved to approve the minutes from the May 24, 2023, meeting. Walton seconded. Motion passed.

2. COMMITTEE REPORTS

a. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date.

Speth reported that current expenses are in order. A \$2,000 donation was received for the Summer Math Adventure Program. A second donation in the amount of \$200 was received for the Play is Healing Program restricted to the purchase of books for the Play is Healing Program.

DeAmico reported we received a partial first property tax levy. Our budget is currently on target for the rest of the year. On July 1, we will bill the Foundation for the first half of our wish list and for projects that were approved which amounts to approximately \$80,000.

Walton moved to approve the report, and payment of current expenditures including payroll, and special revenues. Quinn seconded. Motion passed.

b. Human Resources Committee Meeting Report – June 27, 2023

Walton reported that the committee discussed security concerns, staff burnout, the Table of Organization, and the library assistant job description.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

Item 4.

a. **Security Update and Strategies Discussion**

Erickson reported that we need to continue conversation regarding request from security specialist.

b. **Job Descriptions**

The library assistant's position description was updated based on feedback from staff and the City's Human Resources Director. The new description reflects current job responsibilities including an emphasis on technology skills. Quinn moved to approve the new job description. Albrinck seconded. Motion passed.

c. **Table of Organization**

Erickson detailed changes to the Table of Organization. The Board discussed the changes. Walton moved to approve the modified Table of Organization. Quinn seconded the motion. Motion passed.

d. **Review Card Registration Requirements Procedure for Young Adults**

The procedure allows young adults between 16-17 years old to check out materials without parent consent. Parents will not have access to a historical list of what their child checked out. Erickson stated that we are following library public records Wisconsin statute chapter 43.30.

e. **Adopt the 2023-24 Schedule of Meetings**

Walton moved to approve the Board of Trustees' 2023-24 meeting schedule. Quinn seconded. Motion passed

4. DIRECTOR'S REPORT

a. **Services and Programming**

Prentice reported that the Summer Reading Program participants are comparable to the pre-pandemic headcount. Tom Pease concerts will be held June 29. We expect total attendance to be 600-800 kids. Modification to the library hours was discussed which included having a consistent schedule year-round by eliminating Sunday hours (our lowest attendance day). Another option discussed was changing the opening time from 8:30 to 9:00 a.m.

b. **Support Services Update**

Erickson reported that while we are moving forward with the 24/7 locker system, we are concerned about the supply chain in order to receive them in time for installation in 2023. The Disruptive Patron Interaction Report will now track the number of times police are called by Mead staff.

c. **Monthly Statistics**

Erickson reported that card holders are down. Teachers are saying it is too far for kids to walk to get to the library. Pfeiffer to look into funding sources to bus students from Sheboygan Area School District schools to the library.

d. **Memorandum of Understanding with LTC**

Math tutors from Lakeshore Technical College will work with kids on their math skills at Mead.

5. LIAISON REPORTS

a. **Monarch Library System**

Quinn reported that Monarch held a review of 2023. A total of 440,000 people were served. Over 3 million items have been checked out including: 300,000+ digital items, 250,000+ audio items, and 35,000+ digital magazines. There are three delivery trucks that run five days a week. There has been a marked increase in the number of items being requested as compared to last year.

b. **Mead Library Foundation**

Looking into a feasibility study to gauge community interest in the remodel project.

c. **Friends of Mead**

Pilz reported that the Odds and Ends Sale earned nearly \$393. The Fall Book Sale will be held October 19, 20, and 21 from 9:00 – 4:00 p.m. Additional sale hours will be held on October 19 from 5:00 – 8:00 p.m. One \$1,000 scholarship was awarded to Ann Miller and another was awarded to Aubrey Laux. A Friends social is planned for either July or August.

6. Additional Comments

- a. Walton made a motion to include comments from outgoing Board of Trustees President Maeve Quinn and new Board members Angela Ramey and Jeannie Pfeiffer. Albrinck seconded. Motion passed. Quinn recalled how the library products and services have changed in the 12 years since she has been president. Pfeiffer, a retired reading specialist, commented she is honored to be a part of the Board and has strong feelings about the library. Ramey, an alderperson, expressed excitement about being a part of the Board.

7. UPCOMING MEETINGS

- a. Library Board of Trustees (July 26 at 5:00 p.m.)

8. ADJOURN

a. **Motion to Adjourn**

Being no further business, the meeting adjourned at 6:00 pm.

Mead Public Library
AP Invoices

6/28/2023 to 6/29/2023

Department	Vendor Number	Vendor	Invoice	Invoice Date	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	6739	AMAZON CAPITAL	1QFR-GT1V-	6/14/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$327.93	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	14Y1-XC3C-	6/20/2023	113-1502247-65786077/081106-6607426/3962514-573385	\$260.22	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1K9F-CHKQ-	6/10/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$131.80	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	13PR-KQ36-	6/12/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$97.28	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1C6V-H9Q9-	6/18/2023	112-2569755-3949024 - ACCT #A2JXVCVZU4S49M	\$77.97	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1TF3-K7QC-	6/25/2023	114-1809929-0573831 MATERIAL PURCHASE	\$69.99	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1FWY-VFJ1-	6/22/2023	111-1774380-0547461 ACCT #A2JXVCVZU4S49M OFFICE	\$56.88	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1DFN-PX71-FL97	6/14/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$40.45	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1F1M-6WTM-	6/21/2023	111-1774380-0547461 ACCT #A2JXVCVZU4S49M	\$37.92	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1GDX-1TXH-	6/22/2023	111-3527167-7537069 - ACCT #A2JXVCVZU4S49M MAT'L	\$31.99	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1MMD-J7C1-	6/16/2023	111-2690427-2743440 ACCT #A2JXVCVZU4S49M OFFICE	\$28.21	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	13WC-G3QF-	6/14/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$25.98	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	14YN-PW9C-	6/19/2023	113-0322640-2906655 AND 113-2154423-3818650	\$23.98	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	19NK-X6FL-FK4J	6/18/2023	113-5312100-3746623 ACCT #A2JXVCVZU4S49M MAT'L	\$22.98	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1LRN-H1YL-	6/15/2023	114-8136720-0989856 ACCT #A2JXVCVZU4S49M MAT'L	\$20.69	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1J6G-VHP9-696K	6/22/2023	113-6669334-0233046 ACT #A2JXVCVZU4S49M OFFICE	\$18.98	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1MOX-XNGG-	6/25/2023	111-6239972-9216259 OFFICE SUPPLIES	\$16.99	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1TF3-K7QC-	6/21/2023	114-4126266-6862623 ACCT #A2JXVCVZU4S49M	\$16.55	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	11LC-Q3HH-	6/23/2023	113-9336351-3498630/113-2864724-4811459 PROGRAM EX	\$14.98	6/28/2023	2999
MEAD LIBRARY	6739	AMAZON CAPITAL	1R3G-IJT7-	6/20/2023	113-0046833-1746668 ACCT #A2JXVCVZU4S49M OFFICE	\$9.97	6/28/2023	2999
MEAD LIBRARY	6056	INGRAM LIBRARY	76420326	6/14/2023	20W/1532 MATERIAL PURCHASE	\$2,102.93	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76482131	6/20/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$1,996.23	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76508004	6/21/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$486.69	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76406660	6/13/2023	ACCT #20W/1532 - MATERIAL PURCHASE	\$359.87	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76394630	6/13/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$341.94	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76336287	6/8/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$308.72	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76336288	6/8/2023	ACCT #20W/1532 - MATERIAL PURCHASE	\$308.20	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76441116	6/15/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$256.80	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76426788	6/14/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$134.99	6/28/2023	3020
MEAD LIBRARY	6056	INGRAM LIBRARY	76445944	6/15/2023	ACCT #20W/1532 MATERIAL PURCHASE	\$78.12	6/28/2023	3020

Mead Public Library AP Invoices

6/28/2023 to 6/29/2023

Department	Vendor Number	Vendor	Invoice	Invoice Date	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY	76453634 CR	6/15/2023	ACCT #20W1532 CREDIT MATERIAL PURCHASE	(\$11.69)	6/28/2023	3020
MEAD LIBRARY	11899	LANGUAGE LINE	11033413	5/31/2023	ACCT #9020531055 MATERIAL PURCHASE	\$36.75	6/28/2023	360815
MEAD LIBRARY	7335	LIBRARY FURNITURE	8534	6/19/2023	job #2023-211 - PROJECT #LFQT-3389	\$3,781.16	6/28/2023	360817
MEAD LIBRARY	12374	MBM/MODERN	IN4536969	6/21/2023	ACCT #MP01-B COPY/PRINT LEASE	\$704.28	6/28/2023	360820
MEAD LIBRARY	12374	MBM/MODERN	IN4527755	6/15/2023	ACCT #MP01-B COPY/PRINTER LEASE	\$694.25	6/28/2023	360820
MEAD LIBRARY	231	MIDWEST TAPE	503929206	6/14/2023	CUST #2000015656 MATERIAL PURCHASE	\$763.28	6/28/2023	3032
MEAD LIBRARY	231	MIDWEST TAPE	503962117	6/20/2023	CUST #2000015656 MATERIAL PURCHASE	\$741.34	6/28/2023	3032
MEAD LIBRARY	231	MIDWEST TAPE	603897574	6/7/2023	CUST #2000015656 - MATERIAL PURCHASE	\$602.33	6/28/2023	3032
MEAD LIBRARY	231	MIDWEST TAPE	503931024	6/14/2023	CUST #2000016317 MATERIAL PURCHASE	\$395.23	6/28/2023	3032
MEAD LIBRARY	231	MIDWEST TAPE	503929858	6/14/2023	ACCT #2000015937 MATERIAL PURCHASE	\$193.99	6/28/2023	3032
MEAD LIBRARY	231	MIDWEST TAPE	503896361	6/7/2023	ACCT #2000016317 - MATERIAL PURCHASE	\$189.75	6/28/2023	3032
MEAD LIBRARY	231	MIDWEST TAPE	503934212	6/14/2023	CUST #2000016317 MATERIAL PURCHASE	\$124.15	6/28/2023	3032
MEAD LIBRARY	4810	MIND, SOUL AND SELF	JUNE/JULY 23	6/12/2023	PRGRAM EXP - JUNE & JULY 2023 PROGRAMS	\$900.00	6/28/2023	3033
MEAD LIBRARY	6912	ONE TIME VENDOR	9007547134	6/14/2023	PATRON REFUND	\$50.94	6/28/2023	360844
MEAD LIBRARY	6912	ONE TIME VENDOR	9000935860	6/13/2023	PATRON REFUND	\$10.99	6/28/2023	360835
MEAD LIBRARY	353	SHEBOYGAN	1856176292	6/15/2023	2019 - 2023 YEARBOOKS FOR MEAD LIBRARY	\$441.79	6/28/2023	360860
MEAD LIBRARY	5296	STAPLES BUSINESS	7610159462-0-1	5/24/2023	CR ACCT #264388 - STAPLES #1669297DET	\$136.01	6/28/2023	360866
MEAD LIBRARY	5296	STAPLES BUSINESS	7901627360-0-1	6/23/2023	CR ACCT #264388 - STAPLES ACCT #1669297DET	\$20.79	6/28/2023	360866
MEAD LIBRARY	22444	WI DEPT OF	505-0000080507	6/12/2023	CUST #0000027903 MATERIAL PURCHASE	\$600.00	6/28/2023	360880
Total						\$18,081.57		

Michelle Quasera
Jacky March-Semmer
6/16

6/30/2023 2:40:57 PM

DEPARTMENT	VENDOR #	VENDOR NAME	INVOICE	DATE OF INVOICE	ITEM DESCRIPTION	Amount Paid	Date Paid	Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NCX-TT9K-RWDN	6/26/2023	ACCT #A2JXVCVZU4S49M IT EXPENSE	\$279.98	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	114J-R36H-WR3K	6/27/2023	ACCT #A2JXVCVZU4S49M - OFFICE SUPPLIES	\$239.94	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1YQ4-MDXX-JV93	6/30/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$41.25	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1X3J-YKGR-LXTX	7/7/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$39.90	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13MN-3F9K-DM7D	6/29/2023	ACCT #A2JXVCVZU4S49M JANITORIAL SUPPLIES	\$35.06	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CPT-WKCT-T3CV	7/2/2023	ACCT #A2JXVCVZU4S49M OFFICE/PROGRAMMING	\$33.55	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CPT-WKCT-T3CV	7/2/2023	ACCT #A2JXVCVZU4S49M OFFICE/PROGRAMMING	\$30.57	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11XH-Y64T-H6NH	7/6/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$24.94	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1T11-X37M-KFLW	6/30/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$18.95	7/12/2023	3054
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16DP-KDNT-9VFD	7/5/2023	ACCT #A2JXVCVZU4S49M MATERILA PURCHASE	\$17.69	7/12/2023	3054
MEAD LIBRARY	900009	AT&T	MAY 26-JUN 25, 23	6/25/2023	ACCT #920 Z83-0200 109 8 TELEPHONE EXP	\$148.15	7/12/2023	360920
MEAD LIBRARY	1293	AURORA EMPLOYEE ASST	505-C10002762	6/30/2023	MEAD PUBLIC LIBRARY EAP	\$101.25	7/12/2023	360922
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	121113701070123	7/1/2023	PUBLIC INTERNET	\$159.98	7/12/2023	360929
MEAD LIBRARY	900081	DEMCO, INC.	7326925	6/26/2023	CUST #480136750 MATERIAL PURCHASE	\$88.22	7/12/2023	360935
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76627784	6/29/2023	ACCT #20W1532 MATERIAL PURCHASE	\$2,149.69	7/12/2023	3067

Mead Public Library 6/28/2023 - 7/10/2023

MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76525213	6/22/2023 ACCT #20W1532 MATERIAL PURCHASE	\$1,282.07	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76644541	6/30/2023 ACCT #20W1532 MATERIAL PURCHASE	\$1,033.62	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76653863	6/30/2023 ACCT #20W1532 MATERIAL PURCHASE	\$767.03	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76554010	6/23/2023 ACCT #20W1532 MATERIAL PURCHASE	\$678.90	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76571605	6/26/2023 ACCT #20W1532 MATERIAL PURCHASE	\$468.18	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76564127	6/25/2023 ACCT #20W1532 MATERIAL PURCHASE	\$355.30	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76525214	6/22/2023 ACCT #20W1532 MATERIAL PURCHASE	\$291.54	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76644542	6/30/2023 ACCT #20W1532 MATERIAL PURCHASE	\$219.12	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76681469	7/5/2023 ACCT #20W1532 MATERIAL PURCHASE	\$156.60	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76571606	6/26/2023 ACCT #20W1532 MATERIAL PURCHASE	\$104.14	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76661695	7/2/2023 ACCT #20W1532 MATERIAL PURCHASE	\$88.66	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76632054	6/29/2023 ACCT #20W1532 MATERIAL PURCHASE	\$79.63	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76661694	7/2/2023 ACCT #20W1532 MATERIAL PURCHASE	\$46.88	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76586724	6/27/2023 ACCT #20W1532 MATERIAL PURCHASE	\$35.77	7/12/2023	3067
MEAD LIBRARY	6056 INGRAM LIBRARY SERV	76681468	7/5/2023 ACCT #20W1532 MATERIAL PURCHASE	\$28.49	7/12/2023	3067
MEAD LIBRARY	4827 IXL LEARNING, INC.	M107132	6/28/2023 ACCT #A18-1933252 MATERIAL PURCHASE	\$6,345.00	7/12/2023	360949

Mead Public Library 6/28/2023 - 7/10/2023									
MEAD LIBRARY	231 MIDWEST TAPE	503983695	6/27/2023	CUST #2000015656 MATERIAL PURCHASE		\$746.80	7/12/2023	3081	
MEAD LIBRARY	4139 MONARCH LIBRARY SYS	415973	6/27/2023	ENVISION WARE/CYBARIAN/FARONICS/S CLAR WINDS/MAINT		\$3,698.09	7/12/2023	3082	
MEAD LIBRARY	6912 ONE TIME VENDOR	9001069109	6/30/2023	PATRON REFUND - Christopher J. Chesebro		\$39.00	7/12/2023	360971	
MEAD LIBRARY	900180 PROQUEST LC	70779634	7/1/2023	ACCT #153838 MATERIAL PURCHASE		\$2,432.91	7/12/2023	360980	
MEAD LIBRARY	900141 SALEM PRESS PRODUCT	976711-SPRING 2023	6/22/2023	CUST #1011364 STANDING ORDER - MATERIALS		\$260.05	7/12/2023	3093	
MEAD LIBRARY	900118 SHEBOYGAN WATER UTIL	2ND QTR 2023 FIRE	6/30/2023	CUST #750-896-00-00		\$21.00	7/12/2023	360994	
MEAD LIBRARY	17980 ST. NICHOLAS HOSPITA	24732	6/30/2023	MEAD PUBLIC LIBRARY - DRUG SCREEN		\$38.00	7/12/2023	360997	
MEAD LIBRARY	5296 STAPLES BUSINESS AD	7611040810-0-1	6/9/2023	CR ACCT #264388/STPLES #166297DET		\$138.29	7/12/2023	360998	
MEAD LIBRARY	5296 STAPLES BUSINESS AD	7901703951-0-1	6/30/2023	CR ACCT #264388/STAPLES #1669297DET OFFICE SUPPLYS		\$36.29	7/12/2023	360998	
MEAD LIBRARY	21178 TOTAL ENERGY SYSTEMS	101119 - CUST #1426	6/26/2023	PM MAINTENACE OGENERATOR		\$811.94	7/12/2023	3102	
MEAD LIBRARY	5876 WINGFOOT PLASTIC	1671	6/23/2023	LIBRARY CARD STOCK		\$1,943.41	7/12/2023	361018	
Total						\$25,555.83			

Mead Public Library
Y-T-D Budget Financial Statement
As of July 2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A DJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	-2,969,198	0	-2,969,198	-2,252,905.68	0.00	-716,292	75.90
255	437200	MONARCH - SHEBOYGAN COUNTY	-816,604	0	-816,604	-816,603.84	0.00	0	100.00
255	437210	MONARCH - OZAUKEE COUNTY	-8,611	0	-8,611	-8,611.20	0.00	0	100.00
255	437220	MONARCH - RESOURCE	-100,000	0	-100,000	-100,000.00	0.00	0	100.00
255	437230	MONARCH - ADJACENT COUNTIES	-41,693	0	-41,693	-46,533.00	0.00	4,840	111.60
255	451915	PATRON FEES	-4,500	0	-4,500	-4,619.04	0.00	119	102.60
255	461000	PHOTOCOPIES	-5,000	0	-5,000	-4,534.19	0.00	-466	90.70
255	469100	VENDING/CONCESSION SALES	-500	0	-500	0.00	0.00	-500	0.00
255	485000	CONTRIBUTIONS/DONATIONS	-70,000	0	-70,000	-24,188.40	0.00	-45,812	34.60
255	489000	MISCELLANEOUS REVENUE	-1,000	0	-1,000	-9,936.02	0.00	8,936	993.60
TOTAL REVENUE			-4,017,106	0	-4,017,106	-3,267,931.37	0.00	-749,175	81.40
255511	510110	FULL TIME SALARIES - REGULAR	2,236,414	0	2,236,414	944,698.16	0.00	1,291,716	42.20
255511	520310	FICA	133,119	0	133,119	55,942.51	0.00	77,176	42.00
255511	520311	MEDICARE	31,134	0	31,134	13,083.35	0.00	18,051	42.00
255511	520320	WI RETIREMENT FUND	144,484	0	144,484	61,521.62	0.00	82,962	42.60
255511	520340	HEALTH INSURANCE	469,191	0	469,191	211,140.00	0.00	258,051	45.00
255511	520350	DENTAL INSURANCE	26,595	0	26,595	13,032.46	0.00	13,563	49.00
255511	520360	LIFE INSURANCE	1,858	0	1,858	898.93	0.00	959	48.40
255511	520400	WORKERS COMPENSATION	847	0	847	847.00	0.00	0	100.00
255511	531100	CONTRACTED SERVICES	123,600	0	123,600	93,598.55	0.00	30,001	75.70
255511	531110	FINANCIAL SERVICE FEES	6,300	0	6,300	1,286.92	0.00	5,013	20.40
255511	531206	INSURANCE PREMIUMS	20,100	0	20,100	21,035.47	0.00	-935	104.70
255511	531400	ADVERTISING & MARKETING	9,400	0	9,400	946.83	0.00	8,453	10.10
255511	531800	PROGRAM SERVICES	10,000	0	10,000	0.00	0.00	10,000	0.00
255511	533105	IT SERVICE FUND CHARGES	11,274	0	11,274	11,274.00	0.00	0	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223	0	23,223	19,866.94	0.00	3,356	85.50
255511	536125	EMPLOYEE DEVELOPMENT	8,500	0	8,500	0.00	0.00	8,500	0.00
255511	537100	VEHICLE & PARKING EXPENSES	17,500	0	17,500	480.00	0.00	17,020	2.70
255511	540100	OFFICE SUPPLIES	10,500	0	10,500	7,556.52	0.00	2,943	72.00
255511	540130	POSTAGE & DELIVERY	5,000	0	5,000	2,523.15	0.00	2,477	50.50
255511	540205	DISPLAYS	1,000	0	1,000	0.00	0.00	1,000	0.00
255511	540222	JANITORIAL SUPPLIES	8,500	0	8,500	8,091.85	0.00	408	95.20
255511	548001	DONATION PURCHASES	70,000	31,179	101,179	96,237.83	0.00	4,941	95.10

Mead Public Library

Y-T-D Budget Financial Statement

As of July 2023

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/A DISMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	548002	MATERIALS - ALL CATEGORIES	380,200	0	380,200	242,725.27	2,751.12	134,724	64.60
255511	548003	OTHER CONTENT	82,000	0	82,000	32,868.22	0.00	49,132	40.10
255511	550110	BUILDING MAINT & REPAIR	26,000	6,540	32,540	25,555.25	2,825.00	4,160	87.20
255511	555100	UTILITIES	128,667	0	128,667	61,682.15	0.00	66,985	47.90
255511	555120	PHONES	4,000	0	4,000	931.95	0.00	3,068	23.30
255511	560255	TOOLS & SMALL EQUIPMENT	2,200	0	2,200	1,081.71	0.00	1,118	49.20
255511	631200	BUILDING IMPROVEMENTS	0	0	0	688.60	0.00	-689	100.00
255511	652200	IT EQUIPMENT	19,500	0	19,500	5,343.55	0.00	14,156	27.40
255511	659200	EQUIPMENT REPLACEMENT	6,000	0	6,000	5,935.27	0.00	65	98.90
TOTAL EXPENSES			4,017,106	37,719	4,054,825	1,940,874.06	5,576.12	2,108,375	48.00
Revenue Total			-4,017,106	0	-4,017,106	-3,267,931.37	0.00	-749,175	81.40
Expense Total			4,017,106	37,719	4,054,825	1,940,874.06	5,576.12	2,108,375	48.00
Grand Total			0	37,719	37,719	-1,327,057.31	5,576.12	1,359,201	-3,503.40

RE: Review of Mead Library "Solicitation and Canvassing" Policy

Item 9.

Legal Dept

Tue 6/27/2023 7:40 PM

To: Erickson, Garrett <garrett.erickson@meadpl.org>;

The one concern I have with your policy as written is that it may not be sufficiently narrowly tailored. I would agree that, generally, the library building is not a "traditional public forum," where free speech rights are most protected. (And passing out flyers, etc., is speech.) Libraries are typically considered "limited public forums." A limited public forum is a place purposefully opened by the government for designated expressive activity by part or all of the public, but with restrictions on time, manner, and place restrictions.

Kreimer v. Board of Police of Morristown, NJ, 958 F.2d 1242 (3d Cir. 1992) is an important court opinion addressing a library user's right to enter and use the library. In that case, the court held that because public libraries are a limited public forum, constitutional protection is afforded only to those expressive activities that are consistent with the mission and purpose of the library. A public library is only obligated to permit the public to exercise rights that are consistent with the government's intent in establishing the library as a limited public forum for the purpose of receiving information and accessing the library's books, programs, and online resources. According to the *Kreimer* opinion, other activities, including activities such as photography, filming, petition-gathering, assemblies, and public speeches, may be regulated by the library using reasonable, viewpoint neutral, time, place, and manner rules.

I believe your policy is viewpoint neutral. However, it seems to suggest that all canvassing and soliciting is banned at all times except as expressly authorized by the Director. I would suggest that you consider rules that clarify when that authorization will be granted and where. For example, you may wish to allow canvassing and soliciting within a room that has been rented by an organization, but clarify that such activity must take place only inside the room and only during such time that the room has been reserved.

The last paragraph is fine, regardless. Even if you open up the forum in a limited way, you can still restrict people from causing nuisances that actually disrupt the business of the library. Just remember that this policy (and the rest of the policy) needs not only to be written in a neutral manner, but also enforced in a neutral manner.

Your policies can apply to your property, but would not apply to City property not under the control of the library. I am not certain of exactly where the lines are, but the City would have to act to exclude people from the City-owned property. I also think the library plaza comes much closer to being a traditional public forum where canvassing and soliciting are less able to be restricted.

I am sorry for the delay in response. We have been quite swamped. I hope this information is helpful.

Chuck Adams

DO NOT FORWARD INTERNAL EMAILS FROM THE CITY ATTORNEY'S OFFICE OUTSIDE THE ORGANIZATION

Chuck Adams
City Attorney
(920) 459-3917

From: Erickson, Garrett <garrett.erickson@meadpl.org>
Sent: Wednesday, May 3, 2023 2:48 PM
To: Legal Dept <Legal.Dept@sheboyganwi.gov>
Subject: Review of Mead Library "Solicitation and Canvassing" Policy

Something not mentioned in the attached "orange sheet" is lines of jurisdiction. I assume the library board policy only pertains to patrons inside the building or under the library entrance, as opposed to the sidewalk area or parking lot. If this is incorrect, please let me know.

Garrett Erickson
Library Director
Mead Public Library
710 North 8th Street
Sheboygan, WI 53081-4563
(920) 459-3400 ext. 2041
www.meadpl.org

Title: Solicitation & Canvassing Policy Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.05 Original Effective Date: Date of Last Revision: 10/22/15
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Solicitation & Canvassing Policy

Solicitation and canvassing of the public or the staff is not permitted on Mead Public Library property except within a meeting space that has been reserved by a person or organization, and only during such time that the room has been reserved. Solicitation and canvassing conversations are allowed when all parties are physically inside of the reserved meeting space.

- Soliciting is defined as the sale or distribution of informational materials, merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the Library.
- Canvassing is defined as petitioning or distributing written materials or soliciting for political, charitable or religious purposes on Mead Public Library property.
- The Library provides a space for the display of public notices, subject to the guidelines set forth in its Bulletin Board Policy.
- Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

The only exceptions to this policy are those expressly authorized by the Library Director. Typically, exceptions will only be made for Library Foundation, Friends of the Library, governmental agencies, and the library's programming partners.

Any person who does not abide by the conditions stated below or creates a nuisance such that the regular business of the library is disrupted shall be required to immediately cease all activities and may be asked to leave the library premises.

Mead 2024 Budget Requests: Supplies & Collections

Supplies & Collections - \$70,000

- \$25,000 for processing of library materials. We are currently pulling processing money out of our book collections budget and could return that money to our selectors so they could better meet the needs of our patrons.
- \$30,000 for the expansion of our digital collection. This would be used to reduce turn-aways for our current Hoopla collection (\$20,000) and allow us to offer new add-on resources such as Craftsy and LawDepot to Overdrive(\$10,000).
- \$2,000 for the expansion of our new Read-Along collection. Our new Read-Along collection contains VOX books that promote literacy in children. They are like the old book +cassette read-along books that we had when we were kids, but now they have been updated to include rechargeable audio inside the book itself.
- \$7,000 for expansion of the Experience Collection (aka Library of Things); circulating tech, equipment, etc.
- \$6,000 for the expansion of our Experience Pass collection. We would like to add additional copies of some of our most popular passes (Milwaukee Zoo, SHB YMCA, Farm Wisconsin, Wisconsin State Parks, etc., and we would like to put some funds towards the addition of new destinations (Ex: Trout Museum of Art, Barlow Planetarium, National Railroad Museum)

Changing Hours Open

Current Hours

Proposed Hours

Labor Day - Memorial Day M-Th: 8:30 am - 8 pm F: 8:30 am -5 pm Sat: 8:30 am -5 pm Sun: 1-5 Memorial Day- Labor Day M,W: 8:30 am - 8 pm T, Th, F, Sat: 8:30 am -5 pm Sun: CLOSED	M-Th: 9 am - 8 pm F: 9-5 Sat: 9-5 Sun: CLOSED
6.25% decrease from 64 hour weekly average to 60 hours weekly year-round Timeline: implementation beginning after Labor Day 2023	

Impact on Staff

- Mead is the median among CLC (City Library Collective) libraries in terms of total FTE, but among the top five for hours open; this is a recipe for staff burnout.
- A later daily opening time provides an opportunity to have staff meetings and trainings with minimal impact on the desk schedule and patron-facing services
- Sundays are the lowest traffic and circulation days; being closed Sundays ensures that staff always have at least one day off per week, allowing for better work-life balance and better scheduling capacity during higher traffic times throughout the week.

Impact on Service

- [New hours align with high gate-count times of day](https://docs.google.com/spreadsheets/d/16DqGzVaUu8A8tW5cXoUOSuedlSqzPIGT/edit?usp=sharing&ouid=103077643616858604493&rtpof=true&sd=true) (See <https://docs.google.com/spreadsheets/d/16DqGzVaUu8A8tW5cXoUOSuedlSqzPIGT/edit?usp=sharing&ouid=103077643616858604493&rtpof=true&sd=true>). While a reduction in hours will certainly bring annual visits down, we intend to minimize this impact by aligning our open hours with the most-visited times of day.
- More consistency year round;no seasonal change is easier on staff and the community we serve. Additionally, all other peer libraries maintain full evening service in the summer.
- Takes our role as a community warming facility into consideration by aligning with Open Door and Salvation Army hours and services.

- Our plan to add after-hours holds pick-up will provide a key service even when we are closed; we will be one of just a few libraries in the state to provide this.

Comparison with Peer Libraries

- We are currently just meeting the minimum hours for DPI's "tier 1" designation. Currently, only 5 of the 11 CLC libraries meet the minimum hours open for tier 1, with the majority being under the threshold. WiLS is working on research and reporting to suggest changes to the DPI standards, including making a connection between FTE and "hours open" tiers. (See [Wisconsin Public Library Standards 6th edition 2018](https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf) (https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf) , Appendix A)
- The suggested change in hours aligns us with our most comparable library: La Crosse (community size and annual visits are most similar to Mead)
- One of the most "open" libraries (Kenosha) has more than twice the FTE and double the community size as Mead and is open just 2 hours more per week than we currently are.
- See a [complete comparison](https://docs.google.com/spreadsheets/u/4/d/1Hr53LEx0UCYtja-2F-IW6el6qTQisGfeDIHAjkbRyXU/edit) (See <https://docs.google.com/spreadsheets/u/4/d/1Hr53LEx0UCYtja-2F-IW6el6qTQisGfeDIHAjkbRyXU/edit>) of CLC open hours, FTE, annual visits, and community size.

Disruptive Patron Interaction Report June 2023

Item 17.

Reported Incidents	Adult	29
	Teen	13
	Senior (65+)	1
	Kids	0
Exclusions Over 10 Days		0
Emergency Services Called		2
Encounter Type	Trespass after exclusion	5
	Dispute/argument/altercation between patrons (not physical)	2
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	2
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	6
	Inappropriate comments and/or excessive demands	3
	Intoxicated/Addiction	1
	Medical or mobility issue	1
	Mental Health	1
	Mess (Food waste, spills)	1
	Theft/Vandalism	3
	Trouble getting patron to leave after closing	1
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	3
	Weapons	0
	Other (Specify in Description)	18
Location	1st Café	5
	1st Desk	3
	1st DVD's/Music	3
	1st Fiction	0
	1st Fireplace	2
	1st Lobby/Foyer	5
	1st Restrooms	4
	2nd Computers	2
	2nd Desk	3
	2nd Hansen Teen	2
	2nd Imaginarium	0
	2nd Quiet Study	0
	2nd Restrooms	0
	3rd Desk	0
	3rd Children's (North)	2
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	0
	Other (Specify in Description)	9

Type	Name	*June 2022	*June 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
Circulation Transactions	Adult Materials	18559	17799	-4%	113104	111635	-1%
	Teen Materials	1306	1082	-17%	6341	5803	-8%
	Children's Materials	16287	16515	1%	81192	84205	4%
	Total Adult/Teen/Children's Materials	36152	35396	-2%	200637	201643	1%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	9663	10042	4%	49354	55930	13%
	Items received for Mead patrons from other libraries	4765	5384	13%	30004	30922	3%
	Total Interlibrary Loans (Transits)	14428	15426	7%	79358	86852	9%
E-Content Checkouts	Total E-Content Checkouts	7904	8388	6%	47317	52299	11%
Library Visits	Gate count	19418	19722	2%	102717	119265	16%
Research Inquiries	Research Inquiries	5043	3304	-34%	22539	22572	0%
Internet Usage Provided	Library Workstation Sessions	2048	2377	16%	12734	13504	6%
	Wireless Sessions	7365	16257	121%	36836	48025	30%
Number of Library Card Holders	Sheboygan Residents				32063	27362	-15%
	Non-Sheboygan Residents				8124	6466	-20%
	Total Number of Library Card Holders				40187	33828	-16%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	24	27	13%	287	280	-2%
	Children (0-11) Participants	2806	1549	-45%	9681	9559	-1%
	Teen (12-18) Quantity	7	9	29%	25	27	8%
	Teen (12-18) Participants	326	103	-68%	723	550	-24%
	Adult (18+) Quantity	23	7	-70%	197	119	-40%
	Adult (18+) Participants	2975	173	-94%	5706	3025	-47%
	Total number of Classes, Seminars, Workshops, Events	54	43	-20%	509	426	-16%
	Total number of Participants	6107	1825	-70%	16110	13134	-18%
	Rocca Meeting Room	35%	33%	-2%	30%	35%	4%
Conference Room Utilization	Loft Meeting Room	30%	29%	-1%	26%	26%	0%
	Public Conference Room #1	34%	34%	-1%	22%	28%	6%
	Public Conference Room #2	26%	30%	4%	16%	25%	8%
Study Rooms Utilization	Study Rooms Hours Used	322	451	40%	2318	3694	59%
	Percent Utilization	26%	37%	11%	31%	45%	14%

Monthly Service By Type

June 2023



VOLUNTEER REPORT - JUNE 2023

Type	Jun 2023 Hours	Jun 2023 Volunteer Count	Total Hours	Total Volunteer Count
Adult	209:41	33	209:41	33
Teen	0:00	0	0:00	0
(None)	0:00	0	0:00	0
Grand total	209:41	33	209:41	33