



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

October 16, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m. on Wednesday, October 16, 2024, in Mead Public Library's Loft, 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 - Jeanne Pfeiffer, 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. Introduction of New Board Member Erin Bremser
5. Approval of Minutes - September 18, 2024
6. Correspondence, Announcements, and Common Council Reports

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. 2025 Mead Holiday Schedule
9. Code of Conduct Policy
10. Consent Agenda
11. 2025 Budget

DIRECTOR'S REPORT

12. Building Projects

[13.](#) Services and Programming

[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 - November 20, 2024 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*



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 18, 2024 at 5:00 PM

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

Members (in-person): Julia Hart, Jim Hollister, Maeve Quinn, and Andre Walton

Members (virtual): Meg Albrinck, and Sherry Speth

Staff: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Walton called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments
None.
4. Approval of Minutes
Minutes were amended to correct an error. Quinn moved to approve the amended August 27, 2024 minutes. Speth seconded. Motion passed.
5. Correspondence, Announcements, and Common Council Reports
Erickson reported on the mayoral appointment of Erin Bremser as a new board member.

COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues
Grossen reviewed the August accounts payable and the budget reports. Grossen stated that the City received approximately \$900K from the August tax settlement. Wages and benefits are trending under all other expenses and are in-line with what is expected. Albrinck moved to approve payment of current expenditures, payroll and special revenues. Speth seconded. Motion passed.
7. HR Committee Report
Walton reported on the proposed 2025 centralized maintenance department. This new department will serve all city-owned buildings and will help each department support one another. The Communications Specialist position was reviewed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Job Description
Erickson reported the Communications Specialist job description was modified to align with the Department of Public Instruction's study. The title was changed to Marketing Specialist as this position markets Mead's services and programs. Quinn moved to approve the updated position description to reflect the new title and modified duties. Albrinck seconded. Motion passed.
9. 2025 Budget
Erickson reported that Finance made three minor changes to the budget. Line items were increased for:

property tax levy, salary and life insurance. Hollister moved to approve the amended budget. Hart seconded. Motion passed. Quinn reiterated her motion from the August Board of Trustees' meeting in which she moved for the approval of the 2025 budget with the understanding that the two pilot programs 1) funding of the janitorial supplies (540222) and 2) funding of the building maintenance and repairs (550110) be evaluated in June 2025, prior to the 2026 budget process.

Grossen reported that they are working to finalize the 2025 budget. The Common Council will review the updated budget at to the Committee of the Whole meeting.

Erickson stated that Mead's roof repair will be partially paid for from ARPA funds and needs to be invoiced in 2024.

10. Code of Conduct Policy

Erickson shared samples of codes of conduct from other libraries. He noted the vast differences on how these policies vary between libraries. Erickson added that the new policy needs to fit our community. Prentice stated that it is vital the policy be easy to understand for both patrons and staff. Most importantly is that the library needs to be welcoming to all. Determining allowable bag size is difficult to enforce. Personal items, in excessive quantity that inhibits the use of the library, is prohibited.

Hollister asked for clarification on the section which refers to children being accompanied by a responsible person. Prentice replied that the responsible person may be an older sibling.

Pfeiffer, while not at the meeting, did submit questions ahead of time regarding service animals and wanted to know how the code of conduct differs from the rules of the library. Prentice recommended putting links to other policies on the code of conduct to clarify other rules of the library.

Quinn recommended having the City Attorney review the final code of conduct to ensure Mead is not denying patron rights. Erickson to bring code of conduct to the City Attorney's office once it is finalized by the Board of Trustees. Prentice to update the policy and to present the updated policy to the Board of Trustees for review. Erickson noted that the updated policy may take a couple of meetings to finalize.

DIRECTOR'S REPORT

11. Building Projects - Erickson reported on the following building projects:

Lockers (funded by Mead Foundation)

Lockers are being used. We are still waiting on awning before we have a grand opening. Erickson to ask Cheryl Nessman to follow up on the awning installation.

Floor cracks (funded by maintenance budget)

Cracks are scheduled to be fixed the first two weeks of October. Hoping to get fixed before election.

Community Resources Office/ Phone Booths (funded by Mead Foundation)

Architect sent quote to draw up plans. Waiting to determine funding source.

Warschau Collection Display Unit (funded by Mead Foundation)

Staff committee identified priorities for mobile unit and have two cabinet makers to review.

Automated Material Handling System (funded by maintenance budget)

We are determining functionality requirements. Have had visits from current and one additional vendor.

Second Floor Carpet (funded by vendor warranty)

Working with city procurement specialist to get issue fixed via warranty claim.

Sensory Room on Third Floor (funded by Mead Foundation)
Architect sent quote to draw up plans. Waiting to determine funding source.

Tuckpointing and Expansion (funded by City of Sheboygan's CIP Project)
Scheduled for mid-October. Estimated 2-3 months to complete.

12. Services and Programming

Prentice stated the Great Decisions program on September 17 was a success with 30 people in attendance. This program will continue through mid-October. The series is paid for through a donation from the former library trustee Dolcye Johnson.

In August, we held Tween STEAM Week for children between 10 to 13 years old. The program was held from 10-3 p.m. for a week. It was highly successful with nearly 100 kids participating for the entire week.

New maker-in-residence wet felting project is being installed on second floor stairwell.

Fall in-service staff session is scheduled for September 27. Staff will participate in workshops and teambuilding. Mead will be closed.

13. Security Update

Erickson reported that there was no unusual activity.

14. Monthly Statistics

Reports were available for review.

LIAISON REPORTS

15. Monarch Library System

Quinn will email minutes from last Monarch meeting. Mead did not fully launch the Vega system as it needs to be modified to work with our new locker system.

16. Mead Library Foundation

The Foundation did not meet in August.

17. Friends of Mead

Pilz reported on Friends activities.

UPCOMING MEETINGS

October 16, 2024 at 5:00 p.m. in the Loft

ADJOURN

Quinn made a motion to adjourn at 5:53 p.m. Albrinck seconded. Motion passed.

Mead Public Library - Accounts Payable through September 30, 2024

Vendor Name	Invoice date	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
ALLIANT ENERGY	8/28/24	AUGUST BILLING-ACCT #5498700000	11,090.80	9/19/24	365462	255511	555100	UTILITIES
WELLS FARGO FINANCIA	9/4/24	SEPT/OCT LEASE PYMT-CUST #1000011397	569.11	9/18/24	4993	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	9/4/24	SEPT/OCT LEASE PYMT-CUST #1000011397	111.64	9/18/24	4993	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	9/4/24	SEPT/OCT LEASE PYMT-CUST #1000011397	109.76	9/18/24	4993	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	9/4/24	SEPT/OCT LEASE PYMT-CUST #1000011397	35.96	9/18/24	4993	255511	531100	CONTRACTED SERVICES
WISCONSIN PUBLIC SER	8/30/24	AUGUST WPS BILLING-ACCT #0403257315-00031	1,051.21	9/23/24	365470	255511	555100	UTILITIES
AMAZON CAPITAL SERVI	8/21/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	549.06	9/4/24	4880	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	8/19/24	ACCT# A2JXVCVZU4S49M DONATIONS	469.98	9/4/24	4880	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	8/28/24	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	216.48	9/18/24	4930	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	8/28/24	ACCT #A2JXVCVZU4S49M DONATIONS & MATERIAL PURCHASE	195.98	9/18/24	4930	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	7/24/24	ACCT# A2JXVCVZU4S49M IT EQUIPMENT	129.99	9/4/24	4880	255511	652200	IT EQUIPMENT
AMAZON CAPITAL SERVI	9/9/24	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES & FRIENDS	123.64	9/18/24	4930	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	8/15/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	93.24	9/4/24	4880	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/21/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	72.17	9/4/24	4880	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/29/24	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	67.38	9/18/24	4930	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/29/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	58.12	9/4/24	4880	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/13/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	52.61	9/4/24	4880	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	9/9/24	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES & FRIENDS	47.20	9/18/24	4930	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	9/4/24	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	47.19	9/18/24	4930	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/5/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	45.33	9/4/24	4880	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/5/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	40.07	9/4/24	4880	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/24/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	39.86	9/4/24	4880	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/28/24	ACCT #A2JXVCVZU4S49M DONATIONS	30.60	9/18/24	4930	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	9/5/24	ACCT #A2JXVCVZU4S49M BUILDING MAINT & JANITORIAL	27.46	9/18/24	4930	255511	550110	BUILDING MAINT & REPAIR
AMAZON CAPITAL SERVI	9/5/24	ACCT #A2JXVCVZU4S49M BUILDING MAINT & JANITORIAL	19.99	9/18/24	4930	255511	540222	JANITORIAL SUPPLIES
AMAZON CAPITAL SERVI	8/28/24	ACCT #A2JXVCVZU4S49M DONATIONS & MATERIAL PURCHASE	16.99	9/18/24	4930	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/15/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	16.99	9/4/24	4880	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/25/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	15.49	9/4/24	4880	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/14/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	13.99	9/4/24	4880	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/22/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	9.98	9/4/24	4880	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	8/25/24	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	9.09	9/4/24	4880	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/16/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	7.99	9/4/24	4880	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	9/8/24	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	5.89	9/18/24	4930	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/28/24	CREDIT MEMO FOR INVOICE 14FL-H41J-1XWN	(18.20)	9/4/24	4880	255511	540100	OFFICE SUPPLIES
ART IN A SUITCASE	8/15/24	2025 ART4FUN JAN 2025 - DEC 2025	1,580.00	9/4/24	4882	255	162000	PREPAID EXPENSES
AT&T	8/25/24	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE	151.00	9/18/24	365292	255511	555120	PHONES
BAKER & TAYLOR, LLC	8/16/24	MATERIAL PURCHASE - ACCT #216584 L552182 2 B00000	52.02	9/4/24	365155	255511	548002	MATERIALS - ALL CATEGORIES
BERTELSMANN PUBLISH	7/31/24	SALES ORDER #433801 MATERIAL PURCHASE	54.99	9/4/24	365157	255511	548002	MATERIALS - ALL CATEGORIES
CDWG	8/20/24	CUST #3162682 ORDER #1CFK568 LENOVO EQUIPMENT	5,998.27	9/18/24	365303	255511	659200	EQUIPMENT REPLACEMENT
CDWG	8/22/24	CUST #3162682 ORDER #1CFKQB9 KEYBOARD & DVD DRIVE	117.10	9/18/24	365303	255511	560255	TOOLS & SMALL EQUIPMENT
CHARTER COMMUNICATIO	9/1/24	ACCT #170695601 SEPTEMBER INTERNET SERVICES	833.00	9/18/24	365305	255511	555100	UTILITIES

Mead Public Library - Accounts Payable through September 30, 2024

Vendor Name	Invoice date	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
CHARTER COMMUNICATIO	9/1/24	ACCT #121113701 INTERNET EXPENSE	159.98	9/18/24	365305	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
COURTNEY ANNE HOLCOM	9/4/24	ASAHI NORDIC MOVEMENT CLASS - SEPTEMBER	300.00	9/18/24	365309	255511	548001	DONATION PURCHASES
DAKOTA SUPPLY	9/1/24	CUST #48063 - BLDG MAINTENANCE	403.47	9/18/24	365312	255511	550110	BUILDING MAINT & REPAIR
DAKOTA SUPPLY	8/14/24	CUST #48063 - BLDG MAINTENANCE	305.90	9/4/24	365171	255511	550110	BUILDING MAINT & REPAIR
DAKOTA SUPPLY	9/1/24	CUST #48063 - BLDG MAINTENANCE	234.46	9/18/24	365312	255511	550110	BUILDING MAINT & REPAIR
DAKOTA SUPPLY	8/16/24	CUST #48063 - BLDG MAINTENANCE	83.36	9/4/24	365171	255511	550110	BUILDING MAINT & REPAIR
DEMCO, INC.	8/22/24	CUST #480136750 - REF #42340626 MATERIAL SUPPLIES	1,207.90	9/4/24	365172	255511	548002	MATERIALS - ALL CATEGORIES
ELAINE JACKS	9/5/24	LEARN TO SEW - OCTOBER 2024	800.00	9/18/24	365315	255511	548001	DONATION PURCHASES
GT GRAPHICS OF SHEB	8/26/24	POSTERS	202.35	9/4/24	4900	255511	531400	ADVERTISING & MARKETING
GT GRAPHICS OF SHEB	8/26/24	BOOKMARKS	191.00	9/4/24	4900	255511	531400	ADVERTISING & MARKETING
INGRAM LIBRARY SERV	6/3/24	CUST #20W 1532 OTHER CONTENT	4,200.00	9/4/24	4902	255511	548003	OTHER CONTENT
INGRAM LIBRARY SERV	8/30/24	CUST #20W8082 MATERIAL PURCHASE	2,816.83	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	9/6/24	CUST #20W8082 MATERIAL PURCHASE	1,296.26	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/14/24	CUST #20W8082 MATERIAL PURCHASE	855.93	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/28/24	CUST #20W8082 MATERIAL PURCHASE	631.50	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/27/24	CUST #20W8082 MATERIAL PURCHASE	589.84	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/20/24	CUST # 20W8082 MATERIAL PURCHASE	518.43	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/22/24	CUST #20W8082 MATERIAL PURCHASE	494.05	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/19/24	CUST # 20W8082 MATERIAL PURCHASE	487.30	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	9/5/24	CUST #20W8082 MATERIAL PURCHASE	474.80	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	9/5/24	CUST #20X7192 MATERIAL PURCHASE	402.27	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/20/24	CUST # 20W8082 MATERIAL PURCHASE	375.94	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/28/24	CUST #20W8082 MATERIAL PURCHASE	337.52	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/13/24	CUST # 20W8082 MATERIAL PURCHASE	337.15	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/14/24	CUST #20W8082 MATERIAL PURCHASE	336.99	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	9/9/24	CUST #20W8082 MATERIAL PURCHASE	309.65	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/27/24	CUST #20W8082 MATERIAL PURCHASE	293.81	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/23/24	CUST #20W8082 MATERIAL PURCHASE	227.01	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/15/24	CUST #20W8082 MATERIAL PURCHASE	165.42	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/26/24	CUST #20W8082 MATERIAL PURCHASE	128.89	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/23/24	CUST #20X7192 MATERIAL PURCHASE	128.07	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/19/24	CUST # 20X7192 MATERIAL PURCHASE	93.60	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/29/24	CUST #20W8082 MATERIAL PURCHASE	59.56	9/18/24	4955	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/18/24	CUST # 20X7192 MATERIAL PURCHASE	41.48	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/23/24	CUST #20X7192 MATERIAL PURCHASE	23.16	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/19/24	CUST # 20W 1532 MATERIAL PURCHASE	17.53	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/21/24	CUST # 20W 1532 MATERIAL PURCHASE	12.45	9/4/24	4902	255511	548002	MATERIALS - ALL CATEGORIES
INNOVATIVE INTERFACE	7/10/24	CONTRACTED SERVICES AUG 1 2024 - DECEMBER 31 2024	661.12	9/4/24	365199	255511	531100	CONTRACTED SERVICES
MBM/MODERN BUSINESS	8/19/24	ACCT #MP01-B AUGUST COPIER EXPENSE	853.67	9/4/24	365216	255511	531100	CONTRACTED SERVICES
MBM/MODERN BUSINESS	8/21/24	ACCT #MP01-B AUGUST COPIER EXPENSE	705.14	9/4/24	365216	255511	531100	CONTRACTED SERVICES
METTER-JENSEN, L	9/4/24	NON-FICTION BOOK DISCUSSION GROUP	150.00	9/18/24	365351	255511	531800	PROGRAM SERVICES
MIDWEST TAPE	8/21/24	CUST #2000015656 MATERIAL PURCHASE	727.52	9/4/24	4910	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	8/14/24	CUST #2000015656 MATERIAL PURCHASE	652.18	9/4/24	4910	255511	548002	MATERIALS - ALL CATEGORIES

Mead Public Library - Accounts Payable through September 30, 2024

Vendor Name	Invoice date	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
MIDWEST TAPE	9/5/24	CUST #2000015656 MATERIAL PURCHASE	529.55	9/18/24	4968	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	8/28/24	CUST #2000015656 MATERIAL PURCHASE	511.21	9/18/24	4968	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	9/5/24	CUST #2000016317 MATERIAL PURCHASE	202.98	9/18/24	4968	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	8/21/24	CUST #2000016317 MATERIAL PURCHASE	117.32	9/4/24	4910	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	8/23/24	CUST #2000015656 MATERIAL PURCHASE	44.24	9/4/24	4910	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	9/3/24	CUST #2000015656 MATERIAL PURCHASE	38.24	9/18/24	4968	255511	548002	MATERIALS - ALL CATEGORIES
ONE TIME VENDOR	9/3/24	PATRON REFUND	41.47	9/18/24	365360	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND FOR DOMINIC RODRIGUEZ	28.09	9/18/24	365384	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND	27.50	9/18/24	365370	255	451915	PATRON FEES
ONE TIME VENDOR	7/12/24	PATRON REFUND	23.97	9/4/24	365221	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND FOR DAMON BOOR	20.80	9/18/24	365381	255	451915	PATRON FEES
ONE TIME VENDOR	8/26/24	PATRON REFUND	18.95	9/4/24	365222	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND	15.99	9/18/24	365383	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND	15.09	9/18/24	365372	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND	15.00	9/18/24	365380	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND FOR NOLAN DANIEL CHRISTEL	10.05	9/18/24	365361	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND	9.96	9/18/24	365362	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND	9.51	9/18/24	365366	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND	8.39	9/18/24	365364	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND FOR RYER ROGNERUD	7.25	9/18/24	365363	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND	6.49	9/18/24	365386	255	451915	PATRON FEES
ONE TIME VENDOR	9/3/24	PATRON REFUND	6.27	9/18/24	365377	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND FOR ANNA PARKS	5.64	9/18/24	365367	255	451915	PATRON FEES
ONE TIME VENDOR	8/30/24	PATRON REFUND	5.08	9/18/24	365375	255	451915	PATRON FEES
OTIS ELEVATOR CO	8/12/24	CUST #761911 MAINTENANCE SERVICE 9/1/24-8/31/25	10,974.24	9/4/24	365227	255511	531100	CONTRACTED SERVICES
OTIS ELEVATOR CO	8/12/24	CUST #761912 MAINT SERVICE 9/1/2024-8/31/2025	925.68	9/4/24	365227	255511	531100	CONTRACTED SERVICES
OTIS ELEVATOR CO	5/22/24	CUST #761911 FLEET MAINT & LOGISTICS SURCHARGE	285.00	9/18/24	365387	255511	531100	CONTRACTED SERVICES
PAWSITISM INC	8/24/24	READ WITH PAWSITISM - 6 SESSIONS OCT 24 - MAY 2025	250.00	9/4/24	365229	255	162000	PREPAID EXPENSES
PAWSITISM INC	8/24/24	READ WITH PAWSITISM - 6 SESSIONS OCT 24 - MAY 2025	50.00	9/4/24	365229	255511	548001	DONATION PURCHASES
PITNEY BOWES GLOBAL	9/10/24	ACCT#0013152143 POSTAGE METER LEASE 07/30-10/29/24	416.31	9/18/24	365393	255511	540130	POSTAGE & DELIVERY
PITNEY BOWES PURCHAS	8/18/24	ACCT #8000-9000-1102-0652 METER FILL 7/17 & 8/15	722.47	9/4/24	365230	255511	540130	POSTAGE & DELIVERY
PROFESSIONAL SUPPLY	9/5/24	CUST #MEADP100 JANITORIAL SUPPLIES	2,026.71	9/18/24	4977	255511	540222	JANITORIAL SUPPLIES
SCHLITZ AUDUBON NATU	8/2/24	KEY #1252 3/25/25 BEAKS & TALONS RAPTOR PROGRAM	400.00	9/4/24	365234	255	162000	PREPAID EXPENSES
SHEBOYGAN WATER UTIL	9/5/24	ACCT #39-139-00-00 LATE CHARGE	32.75	9/18/24	365402	255511	555100	UTILITIES
STATE BAR OF WISCONS	8/12/24	ACCT #12587 MATERIAL PURCHASE	181.10	9/4/24	365243	255511	548002	MATERIALS - ALL CATEGORIES
TIETZ'S PIGGLY WIGGL	9/5/24	PROGRAM REFRESHMENTS-MEAD PUBLIC LIBRARY	15.57	9/18/24	365413	255511	548001	DONATION PURCHASES

Mead Public Library - Financial Statement for September 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(3,121,649.00)	-	7,622.00
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(11,190.47)	-	6,190.47
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(8,585.30)	-	3,085.30
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(696.53)	-	196.53
255	481100	INTEREST INCOME	-	-	-	(30,742.48)	-	30,742.48
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(69,355.94)	-	(644.06)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,745.78)	-	1,745.78
TOTAL REVENUE			(4,249,214.00)	-	(4,249,214.00)	(4,201,134.08)	-	(48,079.92)
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	1,596,619.80	-	801,456.20
255511	520310	FICA	142,230.00	-	142,230.00	94,774.11	-	47,455.89
255511	520311	MEDICARE	33,268.00	-	33,268.00	22,164.97	-	11,103.03
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	103,088.97	-	49,211.03
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	310,689.42	-	121,341.58
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	19,357.96	-	8,700.04
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	3,035.79	-	1,818.21
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	109,732.97	894.00	17,973.03
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	6,437.17	-	387.83
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	6,732.49	-	2,667.51
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	7,664.91	-	2,335.09
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	20,180.72	-	(180.72)
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	5,634.21	-	2,865.79
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	10,546.55	-	3,153.45
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	3,977.95	-	1,022.05
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	11,614.25	-	(1,414.25)
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	44,927.41	-	25,072.59
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	(91,300.00)	313,900.00	206,438.16	-	107,461.84
255511	548003	OTHER CONTENT	82,000.00	91,300.00	173,300.00	155,634.23	-	17,665.77
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	33,062.72	26,097.94	(33,160.66)
255511	555100	UTILITIES	135,167.00	-	135,167.00	83,850.97	-	51,316.03

Mead Public Library - Financial Statement for September 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555120	PHONES	4,000.00	-	4,000.00	1,208.16	-	2,791.84
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,737.47	-	362.53
255511	631200	BUILDING IMPROVEMENTS	-	-	-	48,743.25	14,000.00	(62,743.25)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	8,479.94	-	10,020.06
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	15,998.27	-	(9,998.27)
TOTAL EXPENSES			4,249,214.00	-	4,249,214.00	3,009,112.16	40,991.94	1,199,109.90
<i>TOTAL REVENUE LESS EXPENSES</i>			<i>-</i>	<i>-</i>	<i>-</i>	<i>(1,192,021.92)</i>	<i>40,991.94</i>	<i>1,151,029.98</i>

2025 Mead Library Holiday Schedule

Holiday	Hours Paid	Date Observed
New Year's Day	8 hours	Wednesday, January 1, 2025
In-Service Day	8 hours	Friday, April 4, 2025
Good Friday	8 hours	Friday, April 18, 2025
Memorial Day	8 hours	Monday, May 26, 2025
Independence Day	8 hours	Friday, July 4, 2025
Labor Day	8 hours	Monday, September 1, 2025
In-Service Day	8 hours	Friday, September 26, 2025
Thanksgiving Day	8 hours	Thursday, November 27, 2025
Day after Thanksgiving	8 hours	Friday, November 28, 2025
Christmas Eve	8 hours	Wednesday, December 24, 2025
Christmas Day	8 hours	Thursday, December 25, 2025
New Year's Eve	8 hours	Wednesday, December 31, 2025

Employees should follow the guidelines below during holiday weeks:

1. All holidays are paid out at 8 hours per holiday (pro-rated for part-time employees).
2. If you work over 8 hours per day you will need to work additional hours to meet the 40-hour work week minimum, or use PTO.
3. If you work an alternative work schedule, consult with your supervisor to flex hours during holiday weeks.

Mead Public Library Code of Conduct

Introduction

This code of conduct will help you understand which behaviors are acceptable at the Library and which are unacceptable.

The Library's Values

We welcome and serve everyone who comes to the Library, and hold ourselves to the highest standards as we provide resources and experiences that encourage curiosity, discovery, and lifelong learning.

Acceptable Behaviors at the Library:

- Asking questions: our staff are here to help you
- Showing respect to others: be kind to those around you and give people their space
- Keeping noise levels low: use your inside voice when talking and headphones while using cell phones, computers, and other devices
- Taking care of the Library and everything in it: handle books and other materials carefully, return borrowed materials on time, eat only in the Library Café, and always clean up after yourself
- Requesting ADA accommodations
- Bringing ADA-defined service animals into the library
- Following library rules: The Library has policies that explain what is and is not allowed at the library. The policies also explain your rights at the library. You can read our policies online at <https://www.meadpl.org/policies>, or you can request specific policies in print at any service desk

Unacceptable Behaviors at the Library:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Smoking or vaping in the Library or within 25 ft. of the Library's doors
- Being rude or abusive to people in the Library
- Stealing or damaging property that does not belong to you
- Asking people you don't know for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended
- Leaving your personal belongings unattended
- Creating a mess or tripping hazard with your personal belongings
- Bringing pets or non-service animals into the library
- Not following Library rules <https://www.meadpl.org/policies>

We want you to feel safe and welcome at the Library, and we depend on you to follow Library rules so others can feel safe and welcome too. People who do not follow the Library's rules may be asked to leave. People banned from the Library for more than 10 days can appeal that decision by calling the library at 920-459-3400 or contacting us online at <https://www.meadpl.org/contact>.

2025 Mead Public Library Budget (Draft Rev. 9/10/2024)

REVENUES

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD</u>	<u>2025 Proposed</u>	
411100	PROPERTY TAX LEVY	-2,672,024.97	-2,969,198.00	-3,114,027.00	-2,220,563.09	3,150,004.00	Finance Department increased by \$5,280
437200	MONARCH - SHEBOYGAN COUNTY	-809,988.92	-816,603.84	-894,726.00	-894,725.88	929,860.00	
437210	MONARCH - OZAUKEE COUNTY	-10,174.32	-8,611.20	-7,364.00	-7,364.70	13,113.00	
437220	MONARCH - RESOURCE	-100,000.00	-100,000.00	-100,000.00	0.00	100,000.00	
437230	MONARCH - ADJACENT COUNTIES	-42,379.04	-47,871.48	-51,097.00	-54,078.00	53,708.00	
451915	PATRON FEES	-6,378.35	-7,272.01	-5,000.00	-8,825.58	7,000.00	
461000	PHOTOCOPIES	-7,480.77	-8,480.67	-5,500.00	-6,279.38	8,000.00	
469100	VENDING/CONCESSION SALES	-608.06	-984.41	-500.00	-461.46	600.00	
481100	INTEREST INCOME	39,718.39	-72,191.12	0.00	-23,855.75	40,000.00	
485000	CONTRIBUTIONS/DONATIONS	-377,207.54	-212,756.79	-70,000.00	-10,330.57	70,000.00	
489000	MISCELLANEOUS REVENUE	-3,098.13	-3,040.10	-1,000.00	-2,537.56	2,000.00	
		-3,989,621.71	-4,247,009.62	-4,249,214.00	-3,229,021.97	4,374,285.00	

EXPENSES

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD</u>	<u>2025 Proposed Budget</u>	
510110	FULL TIME SALARIES - REGULAR	1,989,784.95	2,199,459.43	2,398,076.00	1,069,648.61	2,463,039.00	Finance Department increased by \$4,800
520310	FICA	117,773.72	130,506.94	142,230.00	63,458.34	146,355.00	
520311	MEDICARE	27,543.89	30,521.84	33,268.00	14,841.13	34,229.00	
520320	WI RETIREMENT FUND	124,387.38	141,898.94	152,300.00	68,735.16	157,838.00	
520340	HEALTH INSURANCE	394,502.88	421,423.23	432,031.00	221,756.09	449,803.00	
520350	DENTAL INSURANCE	25,758.75	26,182.83	28,058.00	13,845.62	26,374.00	
520360	LIFE INSURANCE	1,871.06	1,928.77	4,854.00	2,069.88	5,141.00	Finance Department increased by \$480
520400	WORKERS COMPENSATION	847.00	847.00	847.00	847.00	847.00	
531100	CONTRACTED SERVICES	87,860.83	137,356.98	128,600.00	87,829.46	173,027.00	
531110	FINANCIAL SERVICE FEES	6,545.12	7,258.92	6,825.00	2,585.77	6,435.00	
531206	INSURANCE PREMIUMS	21,035.94	22,761.54	23,993.00	11,190.48	24,366.00	
531400	ADVERTISING & MARKETING	3,002.70	3,833.07	9,400.00	5,949.25	9,400.00	
531800	PROGRAM SERVICES	0.00	144.05	10,000.00	5,873.08	10,000.00	
533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	50,925.00	50,925.00	51,944.00	
533106	SOFTWARE MAINT & SUBSCRIPTIONS	21,767.11	25,874.84	20,000.00	18,774.72	20,000.00	
536125	EMPLOYEE DEVELOPMENT	0.00	5,302.03	8,500.00	3,730.46	8,500.00	
537100	VEHICLE & PARKING EXPENSES	12,350.12	12,220.49	19,440.00	12,816.86	19,440.00	
540100	OFFICE SUPPLIES	11,237.67	12,269.09	13,700.00	5,109.80	13,700.00	
540130	POSTAGE & DELIVERY	7,617.53	7,160.55	5,000.00	1,323.95	5,000.00	
540205	DISPLAYS	161.22	60.55	1,000.00	0.00	1,000.00	
540222	JANITORIAL SUPPLIES	11,219.31	12,377.74	10,200.00	7,471.05	0.00	
548001	DONATION PURCHASES	280,534.93	208,047.11	70,000.00	32,871.21	70,000.00	

548002	MATERIALS - ALL CATEGORIES	407,662.55	392,646.48	313,900.00	150,754.49	361,019.00
548003	OTHER CONTENT	76,626.33	60,784.41	173,300.00	144,526.24	146,156.00
550110	BUILDING MAINT & REPAIR	140,500.98	46,192.37	26,000.00	13,919.53	0.00
555100	UTILITIES	127,252.71	147,400.17	135,167.00	57,276.48	139,072.00
555120	PHONES	1,949.41	1,824.70	4,000.00	905.93	4,000.00
560255	TOOLS & SMALL EQUIPMENT	2,094.66	4,589.63	3,100.00	2,327.37	3,100.00
631200	BUILDING IMPROVEMENTS	0.00	1,493.71	0.00	9,436.96	0.00
652200	IT EQUIPMENT	18,872.67	17,671.48	18,500.00	6,277.00	24,500.00
659200	EQUIPMENT REPLACEMENT	5,465.30	5,935.27	6,000.00	10,000.00	0.00
		3,937,500.72	4,097,248.16	4,249,214.00	2,097,076.92	4,374,285.00
	Net (Revenue)/Loss	-52,120.99	-149,761.46	0.00	-1,131,945.05	0.00

Projects Update -10/11/24

Lockers

Lockers are in place and functional. Awning to be installed. The system has already been filled to capacity on several days.

Floor cracking in front entrance area

Installation of new flooring currently under way.

Community Resources Specialist office/telephone booths

Waiting on architectural survey to be completed.

Warschau Collection display(s)

Contacting vendors.

Automated Material Handling System (AMH)

Waiting on architectural survey to be completed.

Second floor carpet issue

Carpet is not adhering properly. We are working with the city procurement specialist to get the issue fixed via a warranty claim.

Sensory Room on the third floor

Waiting on architectural survey to be completed.

Tuck pointing and expansion joint caulking

Work to begin the week of Oct 20.

Electrical additions on 1st and 2nd

Installed and completed.

Drinking fountains

Installed and completed.

Third floor tile issue

Completed.

Support Services Report to the Mead Library Board of Trustees
Submitted by Cheryl Nessman
October, 2024

Staffing

- One of our part-time Clerks has left us as she pursues her nursing degree, and a new Clerk was hired on Oct. 7th.

Collections

- Collections staff are discussing the FY25 budget and ways to manage the cost of replacement materials.
- With funds freed up after one of our current e-resources was moved over to Badgerlink, we are looking at adding new e-resources to our collection.
- We will be adding “Flex” services to Hoopla in FY25 which will help meet patron demand for new, popular, ebooks and audiobooks. Many new titles are not available for Hoopla “Instant” borrowing right away because of publisher embargos. Purchasing a “Flex” license will bring those titles to our patrons sooner. Individual Flex licenses allow only 1 user at a time, similar to a physical copy.

Patron Services

- Through targeted marketing, including outreach to local assisted living facilities and a partnership with Meals on Wheels, we have increased [Home Delivery Service](#) membership from 7 to 21 people since the beginning of 2023.
- 25 teachers or home school instructors have signed up for our new [Teacher Cards](#) this school year.
- 6 local organizations have signed up for our [Institution Cards](#).
- 24/7 Locker Updates:
 - Lockers were officially marketed to the public in late September
 - Of the 41 lockers available, an average of 34 are in use every day, with that number fluctuating throughout the day.
 - There have been a few days where we nearly ran out of available lockers and had to come up with a plan to contact patrons to let them know that their holds would be placed on the holds shelves inside the building.
 - We are exploring the possibility of adding another column of single lockers.

Disruptive Patron Interaction Report September 2024

Item 14.

	2024	2023	
Reported Incidents	Adult	29	27
	Teen	7	7
	Senior (65+)	3	0
	Kids	0	0
Exclusions Over 10 Days	13	1	
Emergency Services Called	4	0	
Encounter Type	Trespass after exclusion	3	3
	Dispute/argument/altercation between patrons (not physical)	5	1
	Fighting/Physical Altercations	1	0
	Harassment/Threatening Language	3	1
	Homeless or Runaway (Youth Only)	0	0
	Horseplay and/or excessive noise	4	5
	Inappropriate comments and/or excessive demands	10	8
	Intoxicated/Addiction	2	2
	Medical or mobility issue	0	1
	Mental Health	1	0
	Mess (Food waste, spills)	1	1
	Theft/Vandalism	1	1
	Trouble getting patron to leave after closing	0	0
	Truancy	0	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	0	2
	Weapons	0	0
	Other (Specify in Description)	13	9
Location	1st Café	5	3
	1st Desk	4	5
	1st DVD's/Music	0	1
	1st Fiction	1	0
	1st Fireplace	0	2
	1st Lobby/Foyer	7	6
	1st Restrooms	1	3
	2nd Computers	6	0
	2nd Desk	1	2
	2nd Hansen Teen	0	0
	2nd Imaginarium	0	0
	2nd Quiet Study	2	2
	2nd Restrooms	0	1
	3rd Desk	1	0
	3rd Children's (North)	1	0
	3rd Children's (South)	2	0
	3rd Restrooms	0	0
	3rd Teen Center	0	0
	Outside (Specify in Description)	0	0
Other (Specify in Description)	4	6	

Volunteer Report - September 2024

Type	Hours	Volunteer Count
Adult	106	21
Teen	1.5	2
Grand total	107.5	23

Type	Name	*September 2023	*September 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
Circulation Transactions	Adult Materials	18,161	16,351	-10%	166,802	165,212
	Teen Materials	816	674	-17%	8,833	10,151
	Children's Materials	12,071	10,776	-11%	125,512	118,811
	Total Adult/Teen/Children's Materials	31,048	27,801	-10%	301,147	294,174
Materials Shared With Other Libraries	Items provided to other libraries from Mead	9,853	10,025	2%	85,520	91,680
	Items received for Mead patrons from other libraries	4,968	4,493	-10%	45,559	43,927
	Total Interlibrary Loans (Transits)	14,821	14,518	-2%	131,079	135,607
E-Content Checkouts	Total E-Content Checkouts	8,580	9,364	9%	78,284	86,789
Library Visits	Gate count	17,794	17,347	-3%	175,682	179,891
Research Inquiries	Research Inquiries	4,362	2,457	-44%	37,933	18,248
Internet Usage Provided	Library Workstation Sessions	2,177	2,329	7%	18,484	21,507
	Wireless Sessions	7,709	9,818	27%	71,707	85,484
Number of Library Card Holders	Sheboygan Residents				28,173	28,509
	Non-Sheboygan Residents				6,375	6,398
	Total Number of Library Card Holders				34,548	34,907
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	24	35	46%	285	253
	Children (0-11) Participants	811	892	10%	10,012	8,415
	Teen (12-18) Quantity	6	1	-83%	47	48
	Teen (12-18) Participants	55	29	-47%	925	1,977
	Adult (18+) Quantity	25	34	36%	159	203
	Adult (18+) Participants	333	362	9%	3,471	2,456
	Total number of Classes, Seminars, Workshops, Events	55	70	27%	491	504
	Total number of Participants	1,199	1,283	7%	14,408	12,848
Conference Room Utilization	Rocca Meeting Room	29%	32%	3%	33%	36%
	Loft Meeting Room	17%	21%	4%	24%	25%
	Public Conference Room #1	31%	46%	15%	31%	43%
	Public Conference Room #2	24%	32%	8%	26%	34%
Study Rooms Utilization	Study Rooms Hours Used	502	693	38%	5295	6216.75
	Percent Utilization	39%	55%	16%	44%	53%