

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

September 22, 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, September 22, 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 Sydny 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 Sydny 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)
- Approval of Minutes 9/9/22
- 5. Correspondence, Announcements, and Common Council Reports
- 6. Adopt Resolution in honor of the 50th Anniversary of the Friends of Mead Library

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. 2023 City of Sheboygan Budget
- City Job Description Questionaire (JDQ) Study
- 10. 125th Anniversary
- 11. Patron Grievance Policy
- 12. Exclusions and Appeals Policy
- 13. Code of Conduct Policy

- 14. Excessive Demands Policy
- 15. Security Update

DIRECTOR'S REPORT

- 16. SRLAAW Report
- 17. Staff In-Service
- 18. Disc Repair Machine
- 19. Building Projects
- 20. Services and Programming
- 21. Monthly Statistics

LIAISON REPORTS

- 22. Monarch Library System Maeve Quinn
- 23. Mead Library Foundation Kathie Norman
- 24. Friends of Mead Sydny Mehn

UPCOMING MEETINGS

- 25. Joint Meeting with City Finance and Personnel Committee (9/29/22 @ 5pm)
- 26. Library Board of Trustees (10/27/22 @ 5 PM)

ADJOURN

27. 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

Friday, September 09, 2022

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Maeve Quinn, President. All trustees may attend the meeting remotely. Quinn called the meeting to order at 3:01 p.m. and determined a quorum.

Members present: Albrinck, Alvarez, Guevara, Norman, Quinn, Speth, and Walton

Members absent: Bulson, Campe, and Salazar **Staff present:** DeAmico, Erickson, and Mehn

- 2. **Pledge of Allegiance** Quinn led the group in the pledge of allegiance.
- 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 7/28/2022** Norman <u>moved</u> to approve the minutes from the July 28, 2022 meeting. Walton <u>seconded</u>. The motion <u>passed</u>.
- 5. **Correspondence, Announcements, and Common Council Reports** There were no correspondence or common council reports. Quinn announced that the newest edition of Footnotes had come out, and that it aligns with the 125th anniversary panels displayed on the first floor.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 6. **Discussion and Possible Action to Approve Facilities Inspection Project** Walton <u>moved</u> to approve the facilities inspection project for \$16,800 as presented. Guevara <u>seconded</u>. The motion <u>passed</u>.
- 7. **Discussion and Possible Action on City Wage Study** Guevara discussed that the library board does have some concerns with the salary compensation plan, however due to time restraints in passing the budget, we realize that the study will be modified over time. In adopting the following resolution, the library trustees assume that the city will follow the adopted salary compensation plan (adopted 9/6/22) and fully fund the positions at the library.

Norman moved to approve the following resolution as presented. Walton seconded. The motion passed.

WHEREAS, pursuant to Wis. Stat. §§ 43.58 (1)(2), the Mead Public Library is governed by a Board of Trustees that is charged with the administration of the Library; and

WHEREAS, the Board of Trustees reached an agreement in 2008 with the City of Sheboygan that its employees, who are employees of the City, would be enrolled in, and fully participate in the City's health insurance and other benefits' plans; and

WHEREAS, the Board of Trustees reached an agreement in 2017 with the City of Sheboygan that its employees would be fully enrolled in the City's wage plan, and be subject to its terms and conditions; and

WHEREAS, the Common Council approved R.C. 82-22-23, a revised and updated wage classification and step plan at its September 6, 2022 meeting; and

WHEREAS, based on the Mead Public Library's well-established past practice of fully participating and adhering to the City's wage plan since 2017; and

WHEREAS, the Board of Trustees finds that it is in the best interest of the Library employees and the Sheboygan community to continue that practice.

THEREFORE, BE IT RESOLVED: the Board of Trustees of the Mead Public Library agrees to fully participate and be subject to the terms and conditions of the revised and updated wage classification and step plan, as set out in R.C. 82-22-23, ensuring that compensation for each employee as set out in the plan is fully complied with, without exception.

UPCOMING MEETINGS

8. LIBRARY BOARD OF TRUSTEES (09/22/2022 @ 5 PM)

ADJOURN

9. **Motion to Adjourn** Norman <u>moved</u> to adjourn the meeting. Walton <u>seconded</u>. The motion <u>passed</u>. Being no further business, the meeting adjourned at 3:41 pm.

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



A RESOLUTION in recognition of the 50th anniversary of the Friends of Mead Public Library.

WHEREAS, the Friends of Mead Public Library has been dedicated to supporting Mead Library since 1972 and today plays an essential role in supporting and carrying out the library's mission of connecting people with ideas, resources and technology to educate, entertain and empower; and

WHEREAS, the Friends and its members have devoted countless hours of service to the library by raising supplementary funds to enhance library resources and programming; and

WHEREAS, the Friends promotes the joys and benefits of literacy and learning for Sheboygan community members; and

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

WHEREAS, the gifts of time and commitment by Friends volunteers sets an example of positive civic engagement that benefits the Sheboygan community;

NOW, THEREFORE BE IT RESOLVED THAT the Mead Public Library Board of Trustees does hereby publicly commend the **Friends of Mead Public Library** for its five decades of service on behalf of the library and its commitment to our community.

Dated this 22nd da	ay of September, 2022			
		<u>-</u>		
Garrett Erickson	Library Director		Maeve Quinn	Board President

Mead Public Library - September 2022 Financial Statement

OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS OR ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
411100	PROPERTY TAX LEVY	(2,557,264.00)	0.00	(2,557,264.00)	(2,557,264.00)	0.00	0.00	100.00
437200	MONARCH - SHEBOYGAN COUNTY	(776,391.03)	0.00	(776,391.03)	(809,988.92)	0.00	33,597.89	104.30
437210	MONARCH - OZAUKEE COUNTY	(10,174.32)	0.00	(10,174.32)	(10,174.32)	0.00	0.00	100.00
437220	MONARCH - RESOURCE	(100,000.00)	0.00	(100,000.00)	(100,000.00)	0.00	0.00	100.00
437230	MONARCH - ADJACENT COUNTIES	(40,093.00)	0.00	(40,093.00)	(40,092.88)	0.00	(0.12)	100.00
451915	PATRON FEES	(4,000.00)	0.00	(4,000.00)	(4,256.04)	0.00	256.04	106.40
461000	PHOTOCOPIES	(5,000.00)	0.00	(5,000.00)	(4,873.73)	0.00	(126.27)	97.50
469100	VENDING/CONCESSION SALES	(500.00)	0.00	(500.00)	(608.06)	0.00	108.06	121.60
485000	CONTRIBUTIONS/DONATIONS	(112,000.00)	0.00	(112,000.00)	(317,506.43)	0.00	205,506.43	283.50
489000	MISCELLANEOUS REVENUE	(1,000.00)	0.00	(1,000.00)	(2,509.70)	0.00	1,509.70	251.00
	TOTAL INCOME	(3,606,422.35)	0.00	(3,606,422.35)	(3,847,274.08)	0.00	240,851.73	106.70
510110	FULL TIME SALARIES - REGULAR	1,922,812.00	0.00	1,922,812.00	1,276,321.41	0.00	646,490.59	66.40
520310	FICA	117,020.00	0.00	117,020.00	75,080.68	0.00	41,939.32	64.20
520311	MEDICARE	27,386.00	0.00	27,386.00	17,559.21	0.00	9,826.79	64.10
520320	WI RETIREMENT FUND	119,905.00	0.00	119,905.00	80,270.88	0.00	39,634.12	66.90
520340	HEALTH INSURANCE	390,060.00	0.00	390,060.00	295,231.90	0.00	94,828.10	75.70
520350	DENTAL INSURANCE	25,577.00	0.00	25,577.00	19,343.55	0.00	6,233.45	75.60
520360	LIFE INSURANCE	1,997.00	0.00	1,997.00	1,423.91	0.00	573.09	71.30
520400	WORKERS COMPENSATION	847.00	0.00	847.00	847.00	0.00	0.00	100.00
531100	CONTRACTED SERVICES	123,600.00	0.00	123,600.00	76,877.60	0.00	46,722.40	62.20
531110	FINANCIAL SERVICE FEES	7,300.00	0.00	7,300.00	2,668.94	0.00	4,631.06	36.60
531206	INSURANCE PREMIUMS	20,100.00	0.00	20,100.00	9,426.79	0.00	10,673.21	46.90
531400	ADVERTISING & MARKETING	9,400.00	0.00	9,400.00	0.00	0.00	9,400.00	0.00
531800	PROGRAM SERVICES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
533105	IT SERVICE FUND CHARGES	11,274.00	0.00	11,274.00	11,274.00	0.00	0.00	100.00
533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	0.00	23,223.00	17,638.94	0.00	5,584.06	76.00
536125	EMPLOYEE DEVELOPMENT	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00	0.00
537100	VEHICLE & PARKING EXPENSES	18,836.00	0.00	18,836.00	12,275.12	0.00	6,560.88	65.20
540100	OFFICE SUPPLIES	10,500.00	0.00	10,500.00	8,778.82	0.00	1,721.18	83.60
540130	POSTAGE & DELIVERY	5,000.00	0.00	5,000.00	4,511.35	0.00	488.65	90.20
540205	DISPLAYS	1,000.00	0.00	1,000.00	39.76	0.00	960.24	4.

								Item 7.
540222	JANITORIAL SUPPLIES	7,798.00	0.00	7,798.00	9,307.89	0.00	(1,509.89)	119.40
548001	DONATION PURCHASES	112,000.00	106,705.47	218,705.47	229,549.14	42,959.08	(53,802.75)	124.60
548002	MATERIALS - ALL CATEGORIES	377,000.00	0.00	377,000.00	288,216.47	0.00	88,783.53	76.40
548003	OTHER CONTENT	82,000.00	0.00	82,000.00	71,617.83	0.00	10,382.17	87.30
550110	BUILDING MAINT & REPAIR	52,000.00	0.00	52,000.00	46,888.04	23,340.40	(18,228.44)	135.10
555100	UTILITIES	131,167.00	0.00	131,167.00	67,313.68	0.00	63,853.32	51.30
555120	PHONES	4,000.00	0.00	4,000.00	1,313.72	0.00	2,686.28	32.80
560255	TOOLS & SMALL EQUIPMENT	200.00	0.00	200.00	1,485.67	0.00	(1,285.67)	742.80
652200	IT EQUIPMENT	19,500.00	0.00	19,500.00	12,336.77	0.00	7,163.23	63.30
659200	EQUIPMENT REPLACEMENT	6,000.00	0.00	6,000.00	3,967.30	0.00	2,032.70	66.10
	TOTAL EXPENSES	3,648,002.00	106,705.47	3,754,707.47	2,641,566.37	66,299.48	1,046,841.62	72.10
	Revenue Total	(3,606,422.35)	0.00	(3,606,422.35)	(3,847,274.08)	0.00	240,851.73	106.70
	Expense Total	3,648,002.00	106,705.47	3,754,707.47	2,641,566.37	66,299.48	1,046,841.62	72.10
	Grand Total	41,579.65	106,705.47	148,285.12	(1,205,707.71)	66,299.48	1,287,693.35	-768.40

Vendor	Invoice	Inv Date	CHECK RUN	Check #	Amount
Ingram	71050596	08/17/2022	8/24/2022	1627	\$979.89
Ingram	71040816	08/17/2022	8/24/2022	1627	\$280.26
Ingram	71040815	08/17/2022	8/24/2022	1627	\$1,115.14
Ingram	71040814	08/17/2022	8/24/2022	1627	\$69.25
Ingram	71013628	08/16/2022	8/24/2022	1627	\$135.57
Ingram	70995034	08/15/2022	8/24/2022	1627	\$61.30
Ingram	70969575	08/12/2022	8/24/2022	1627	\$1,967.30
Ingram	70965284	08/12/2022	8/24/2022	1627	\$103.32
Ingram	70965283	08/12/2022	8/24/2022	1627	\$125.64
Ingram	70950153	08/11/2022	8/24/2022	1627	\$4.45
Ingram	70943221	08/11/2022	-	1627	+
Ingram	70919195	08/11/2022	-	1627	1
Ingram	70927987	08/10/2022	+		
Ingram	70906685	08/09/2022	8/24/2022	+	+
Ingram	70894672	08/09/2022			
Ingram	70876344	08/08/2022	-		· · · · · · · · · · · · · · · · · · ·
Ingram	70868048	08/07/2022	 	1	
Ingram	70847403	08/05/2022		_	+
Ingram	70847402	08/05/2022	-	<u> </u>	\$1,210.76
					\$10,342.53
Amazon	16TK-9MQK-3GKD	08/17/2022	8/24/2022	1606	\$5.08
Amazon	16GW-MJ3T-1YV3	08/15/2022	8/24/2022	1606	\$95.6
Amazon	1QVG-97RV-6JFW	08/12/2022	8/24/2022	1606	\$284.1
Amazon	1QC4-HVPF-1HG7	08/11/2022	8/24/2022	1606	\$15.6
Amazon	1DLJ-XLN3-3NNG	08/11/2022	8/24/2022	1606	\$27.7
Amazon	1yGM-LNCY-1TWX	08/10/2022	8/24/2022	1606	\$34.7
Amazon	17MV-6MHW-1FFC	08/10/2022	8/24/2022	1606	\$1,483.6
					\$1,946.8
Midwest Tape	502515123	08/10/2022	8/24/2022	1637	\$104.0
Midwest Tape	502515121	08/10/2022	8/24/2022	1637	\$632.0
					\$736.0
Pablo Toral	9/20/22 Great Decisions	08/05/2022	8/24/2022	357435	\$416.2
Beth Dougherty	9/27/22 Great Decisions	08/05/2022			-
Martin Farrell	10/4/22 Great Decisions	08/05/2022		+	+
Elaine Jacks	Learn to Sew	08/16/2022			-
Grey House	964913	08/12/2022			
DSG	s101588590.002	08/15/2022			_
Staples	7363017403-0-1	08/12/2022	-	+	+
GT Graphics	37466	08/10/2022	+		
Bridgett Fish	9001072557	08/12/2022	+	-	+

2 March 49 A 9 A 9 B 100 A 4 4 4 7 4 7 7 7 7 7 7 7 8 A 4 4 7 7 7 7 7 7 8 A 4 4 7 7 7 7 7 8 8 7 8 8 7 8 8 8 8 8	Total A/P Paid 8/24/2022				\$18,184.54
					\$5,159.10
Demco	7162464	08/02/2022	8/24/2022	357371	\$177.24
Christine Wilke- Burbach	Oct-November Programs	08/16/2022	8/24/2022	357404	\$525.00
Library	2833148	08/10/2022	8/24/2022	357403	\$15.95
Milwaukee Public					

Mead Public Library - AP Invoices 7/27/2022 to 7/28/2022							
Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number	
MEAD LIBRARY	7155	ENGBERG ANDERSON INC	MPL SPACE USAGE STUDY	4,338.75	7/27/2022	357123	
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	417.30	7/27/2022	1518	
MEAD LIBRARY		MOUNTAIN PROMOTIONS	MUNTAIN PROMOTIONS	543.80	7/27/2022	357151	
MEAD LIBRARY		MSA PROFESSIONAL SER	MPL FIRE ALARM PROJECT	700.00	7/27/2022	1520	
	1		Total	\$5,999.85			

Mead Public L	ibrary A/P II	nvoices - 7/9/2022 -	8/8/2022			
Department	Vendor#		Line Item Description		Check date	Check Number
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M FDN SCHOOL	\$1,323.20	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M IT EQUIP - CREDIT	\$1,280.34	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M	\$1,052.61	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$279.42	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M JANITORIAL EXPENSE	\$200.87	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$179.97	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$149.80	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$92.03	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$91.97	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M BUILDING	\$91.32	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M	\$86.29	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M	\$83.86	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M JANITORIAL &	\$70.14	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$58.00	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$51.80	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$51.49	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M JANITORIAL &	\$44.95	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M BUILDING	\$39.53	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$30.71	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$29.97	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M	\$27.37	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$19.73	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$19.24	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$16.71	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$14.99	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$14.17	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$13.58	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$7.95	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M IT EQUIP - CREDIT	-\$15.00	8/10/2022	1545
MEAD LIBRARY	6739	AMAZON CAPITAL	ACCT #A2JXVCVZU4S49M IT EQUIP - CREDIT	-\$26.99	8/10/2022	1545
MEAD LIBRARY	900009	AT&T	ACCT #920Z83-0200 109 8 TELEPHONE EXPENSE	\$148.71	8/10/2022	357247
MEAD LIBRARY	2146	CAVENDISH SQUARE	ACCT #1000136576 MATERIAL PURCHASE	\$201.48	8/10/2022	357256
MEAD LIBRARY	3200	CDWG	ORDER #1C8701V IT EQUIPMENT	\$2,611.40	8/10/2022	357257

Department	Vendor#		Line Item Description		Check date	Check
Берапінені	Vendorw					Number
MEAD LIBRARY	3200	CDWG	CUST #3162682 IT EQUIPMENT	\$707.48	8/10/2022	357257
MEAD LIBRARY	3200	CDWG	CUST #3162682 IT EXPENSE	\$184.74	8/10/2022	357257
MEAD LIBRARY	3200	CDWG	CUST #3162682 IT EXPENSE	\$137.48	8/10/2022	357257
MEAD LIBRARY	3200	CDWG	CUST #3162682 IT EXPENSE	\$5.10	8/10/2022	357257
MEAD LIBRARY	4404	CHARTER	ACCT #121113701 PATRON INTERNET EXPENSE	\$159.98	8/10/2022	357260
MEAD LIBRARY	2665	COMPLETE OFFICE	JERRY BLACK CAFE REPLACEMENT FURNITURE	\$6,199.72	8/10/2022	1552
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102025101	\$221.76	8/10/2022	357264
MEAD LIBRARY	9100	DAKOTA SUPPLY	S101903376.001 MAINTENANCE	\$220.90	8/10/2022	357264
MEAD LIBRARY	9100	DAKOTA SUPPLY	CUST #48063 MAINENANCE EXPENSE	\$202.86	8/10/2022	357264
MEAD LIBRARY	9100	DAKOTA SUPPLY	CUST #48063 MAINTENANCE	\$164.17	8/10/2022	357264
MEAD LIBRARY	2085	EDGEWATER	BUILDING MAINTENANCE	\$469.54	8/10/2022	1555
MEAD LIBRARY	7155	ENGBERG	MPL SPACE USAGE STUDY	\$6,285.58	8/10/2022	357268
MEAD LIBRARY	6056	INGRAM LIBRARY	CUST #20W1532 MATERIAL PURCHASE	\$1,726.40	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$1,020.74	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$951.70	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$937.14	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$596.96	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$489.31	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$485.38	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$448.56	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$417.96	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$355.04	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$347.50	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$235.51	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$213.14	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$154.26	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$148.53	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$143.22	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$142.19	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$133.58	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$124.70	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$124.05	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$123.38	8/10/2022	1565

Department	Vendor#		Line Item Description	27	AND ROBERT OF THE PARTY OF THE	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$119.15	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$100.03	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$84.81	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$76.61	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$64.72	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$45.71	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$44.56	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$15.10	8/10/2022	1565
MEAD LIBRARY	6056	INGRAM LIBRARY	ACCT #20W1532 MATERIAL PURCHASE	\$10.06	8/10/2022	1565
MEAD LIBRARY	318	KRISS PREMIUM	PO - GREGG HERR - BUILDING MAINTENANCE	\$1,503.62	8/10/2022	357283
MEAD LIBRARY	900224	MANUFACTURERS	CUST #78512	\$176.90	8/10/2022	1575
MEAD LIBRARY	12374	MBM/MODERN	ACCT #MP01-B	\$683.31	8/10/2022	357289
MEAD LIBRARY	12374	MBM/MODERN	ACCT #MP01-B	\$159.06	8/10/2022	357289
MEAD LIBRARY	2695	METTER-JENSEN, L	PROGRAMMING EXPENSE	\$150.00	8/10/2022	357291
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$601.86	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$506.59	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317MATERIAL PURCHASE	\$310.07	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 MATERIAL PURCHASE	\$274.80	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656	\$267.46	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$248.22	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$185.52	8/10/2022	1577
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000016317 MATERIAL PURCHASE	\$144.75	8/10/2022	1577
MEAD LIBRARY	6912	ONE TIME VENDOR	REFUND ON LOST ITEM	\$14.99	8/10/2022	357300
MEAD LIBRARY	16722	PROFESSIONAL	ACCT #MEADP100 - JANITORIAL SUPPLIES	\$490.62	8/10/2022	1584
MEAD LIBRARY	16722	PROFESSIONAL	ACCT #MEADP100 JANITORIAL SUPPLIES	\$109.00	8/10/2022	1584
MEAD LIBRARY	900007	SHEBOYGAN	11/5/21 FRIDAY FORUM	\$20.00	8/10/2022	357319
MEAD LIBRARY	900118		CUT #39-139-00-00 UTILITIES	\$1,000.41	8/10/2022	357327
MEAD LIBRARY	17980	ST. NICHOLAS	INV #23032 - NEW EMPLOYEE DRUG SCREENS	\$103.80	8/10/2022	357330
MEAD LIBRARY	5296	STAPLES BUSINESS	CR ACCT #264388/STAPLES ACCT #1669297DET	\$279.43	8/10/2022	357333
MEAD LIBRARY	5296	STAPLES BUSINESS	CR ACCT #264388 - STAPLES ACCT #1669297DET	\$84.14	8/10/2022	357333
MEAD LIBRARY	20551	SUPERIOR	ACCT #3996800 JANITORIAL SUPPLIES	\$366.32	8/10/2022	1594
	1		Total	\$40,861.79		

Vendor Name:	Wisconsin Bank & Trust P-Card	Vendor:	Multiple	Statement Date	August 2022	
	Gregg Herr					
						Receipt
					Purchase Order #/Invoice #/	Attached
Date	Vendor	Amount	Account	Comment	Reference #	(<u>X</u>)
7/31/2022	Martens-Trilling	\$45.60	255511-550110	Building Maintenance	B1243338	Х
	Home Depo	\$46.34	255511-548001	Donation - Programing	4924-51-36106	Х
.,,			255511-550110	Building Maintenance	4924-51-36106	Х
8/11/2022	Home Depo	\$88.06	255511-550110	Building Maintenance	4924-61-86498	Х
8/11/2022		\$88.73	255511-550110	Building Maintenance	2787950	Х
		\$2.98	255511-540222	Janitorial supplies	2787950	Х
		\$29.98	255511-548001	Programming Expnense	2787950	Х
8/16/2022	Sherwin-Williams	\$27.34	255511-550110	Building Maintenance	6143-3	Х
8/16/2022	Martens-Trillling	\$13.98	255511-550110	Building Maintenance	C1120119	Х
8/19/2022	SQ *General Wate	\$157.90	255511-550110	Building Maintenance	R524820409	Х
8/22/2022	Martens-Trilling	\$27.98	255511-550110	Building Maintenance	B1249790	Х
8/22/2022	Meijer Store	\$13.08	255511-540100	Office Supplies/Distilled Water	C59DOE298B38FD995	Х
	GRAND TOTAL	\$ 541.97				
Row Labels	Sum of Amount			· a1998		
255511-540100	\$13.08					
255511-540222	\$2.98					
255511-548001	\$76.32					
Grand Total	\$541.97				8 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	

Wisconsin Bank

 Vendor Name:
 & Trust P-Card
 Vendor : Multiple
 Statement Date
 August 2022

Alison Loewen

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
8/23/2022	Walmart	\$ 29.79	255511-548001	Outreach Expense	Ref #1042000314	X

GRAND TOTAL \$ 29.79

Row Labels	Sum of Amount
255511-548001	\$29.79
Grand Total	\$29.79

Item 7.

Wisconsin Bank

Vendor Name: & Trust P-Card

& Trust P-Card

Garrett Erickson

Vendor: Multiple

Statement Date: August 2022

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Recei Attach (X)
7/29/2022	The Sheboygan Pr	\$22.00	255511-548002	2 year newspaper subscription	721157923	X
7/30/2022	ALA	\$298.00	255511-548001	American Library Assoc. Membership Renewal	44773	Х
8/23/2022		\$444.49	255511-548002	Disc cleaning machine supplies	16084	X
8/24/2022		\$31.63	255511-533106	Zoom meeting expense	163558226	X
- x - 385		Market and W			_ X000 \$157_\$16 - 41_ 5XX	Tr. Control
15805088						

Row Labels	Sum of Amount
255511-533106	\$31.63
255511-548001	\$298.00
255511-548002	\$466.49
Grand Total	\$796.12

Vendor Name:	Wisconsin Bank & Trust P-Card	Vendor:	Multiple	Statement Date	August 2022	
	Melissa Prentice				Purchase Order #/Invoice #/	Receipt Attached
Date	Vendor	Amount	Account	Comment	Reference #	(X)
7/28/2022	Live365	\$79.00	255511-548002	Broadcast fees for 7/28/2022-8/27/2022	129907	X
8/4/2022	Pick'n Save	\$41.46	255511-548001	Accuity Donation - Summer Reading	Ref #630028	X
8/4/2022	The Sign Shop	\$382.50	255511-548001	Graphics for the learning station	3CA9DE1A68	X
8/10/2022	Books4School	\$66.00	255511-548001	BYOB Partnership donation	32531	X
8/22/022	Lulzbot	\$74.14	255511-548001	Supplies for 3D printer	WEB31027	X
	New Contract					
		Amazama				
	GRAND TOTAL	\$643.10				
Row Labels	Sum of Amount					
255511-548001	\$564.10					
255511-548002	\$79.00					
Grand Total	\$643.10					L 52

Patron Grievance Policy

Purpose: The Patron Grievance Policy addresses patron complaints regarding library services, materials, procedures, policies, and staff conduct. Library policies and procedures have been developed to provide fair and equitable service to all individuals. Persons who have experienced difficulties with a library service, policy, or staff member are encouraged to discuss those concerns with library managers. Managers will attempt to resolve issues as quickly and fairly as possible; however, a patron may request to file a formal grievance using the procedure as follows if the issue cannot be resolved.

Patron Grievance Procedure

- A patron who wishes to file a formal grievance about a library policy, procedure, service, or staff member's conduct may submit a written complaint to the Library Director.
- The written complaint should include: the date of the complaint/incident, the name and contact information of the individual making the complaint, and a detailed explanation of the issue.
- The Library Director will determine if the complaint should be elevated to the Library Board of Trustees.
- The patron will be informed of the decision and what action was taken regarding the incident.
- The decision of the Board of Trustees with respect to a complaint will be final.
- Intentionally bypassing or disregarding this procedure will result in an immediate dismissal of the complaint.

Title: **Exclusions**Chapter: **Services**

Approved By: Library Board of Trustees

Document Type: Policy
Document Number: 10.03

Original Effective Date: 5/1/2020 Date of Last Revision: 2/24/2022

Exclusions & Appeals

Mead Public Library Vision

We aspire to create a vibrant, informed and cohesive community.

Mead Public Library Mission

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

Mead Public Library Values

Service, Inclusiveness, Innovation and Enrichment

The Library Board authorizes the Director, and other staff members as designated by the Director, to deny use of the library and its services on either a comprehensive or selective basis to any individual who violates the Code of Conduct or other library policies established by the board. Exclusions of 10 days or more will be reported to the Library Board.

In the event that an individual is excluded from the library for more than ten consecutive days, a written statement containing the reasons for and length of the exclusion will be provided; anyone receiving such an exclusion may appeal using the following guidelines:

- The hearing must be requested by the individual within three (3) weekdays of the receiving the exclusion letter
- Hearings will be held within fourteen (14) weekdays of the receipt of the request by the Library Director or designee;
- The President of the Board will appoint three members of the Board as the hearing committee. The person shall be informed of the date, time, and place of the hearing in writing.
- If the person fails to attend the hearing without prior notification to the Library Director, the original exclusion will stand, with no further option to appeal.

Indefinite exclusion periods may be issued for serious infractions involving violent or illegal behaviors (e.g. brandishing weapons, serious threats of violence, and/or egregious harassment of library staff or patrons). In these instances, the individual may request an administrative review in writing no sooner than one year after the exclusion is issued to determine whether library privileges may be reinstated.

Title: Code of Conduct Chapter: Miscellaneous

Approved By: Library Board of Trustees

Document Type: **Policy**Document Number: **14.01**Original Effective Date:

Date of Last Revision: 11/4/2021

Code of Conduct

Mead Public Library Vision

We aspire to create a vibrant, informed and cohesive community.

Mead Public Library Mission

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

Mead Public Library Values

Mead Public Library is committed to providing a safe and inviting atmosphere conducive to the use of library spaces and resources. Staff and library patrons share the responsibility to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define conduct that is not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

The following are examples of conduct not allowed on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other weapons
- Damaging or stealing library property
- Carrying and/or consuming drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a manner that interferes with library use and service
- Entering without being fully clothed, including, but not limited to, a shirt or other covering of upper body and shoes or other footwear.
- Refusal to wear a face covering when required by the library and/or displaying obvious signs of infectious disease during a pandemic or epidemic.
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes
- Smoking or vaping in the library or within 25 ft. of the main entrance
- Violating computer use policies
- Bringing animals into the library except for service animals as defined by the Americans with Disabilities Act (ADA)
- Refusing to provide library card or identification to library staff when requested
- Leaving children under the age of 10 unattended by a responsible person
- Adults without a child present who are not actively using or searching the youth
 collections or seeking help from staff are not permitted in the Children's Library without
 first obtaining permission from management.
- Trespassing on library property during a banning period

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library

privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

Title: Excessive Demands	Document Type: Policy
Chapter: Services	Document Number: 10.02
Approved By: Library Board of Trustees	Original Effective Date:
	Date of Last Revision:

Excessive Demands

When excessive demands of establishments, groups or individuals tend to curtail service to the general public or to other establishments or groups, their use of the Library or its services shall be limited.

Disruptive Patron Interaction Report July 2022

Item 15.

	Adult	15
D 4 11 11 4	Teen	4
Reported Incidents	Senior (65+)	0
	Kids	0
	Trespass after exclusion	0
	Dispute/argument/altercation between patro	0
	Fighting/Physical Altercations	0
	Harassment/Threating Language	3
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	3
	Inappropriate comments and/or excessive d	4
	Intoxicated/Addiction	0
Encounter Type	Medical or mobility issue	1
	Mental Health	2
	Mess (Food waste, spills)	0
	Theft/Vandalism	1
	Trouble getting patron to leave after closing	1
	Truancy	0
	Used in the building: Vaping, Drugs, Alcoh	0
	Weapons	0
	Other (Specify in Description)	5
	1st Café	4
	1st Desk	4
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	0
	1st Lobby/Foyer	0
	1st Restrooms	1
	2nd Computers	2
	2nd Desk	1
Location	2nd Hansen Teen	1
	2nd Imaginarium	0
	2nd Quiet Study	0
	2nd Restrooms	0
	3rd Desk	0
	3rd Children's (North)	1
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	2
	Other (Specify in Description)	4

Disruptive Patron Interaction Report August 2022

Item 15.

	Adult	19
	Teen	
Reported Incidents		6
	Senior (65+)	0
	Kids	0
		0
	Trespass after exclusion	0
	Dispute/argument/altercation between patro	l
	Fighting/Physical Altercations	1
	Harassment/Threating Language	0
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	3
	Inappropriate comments and/or excessive d	3
F 4 T	Intoxicated/Addiction	0
Encounter Type	Medical or mobility issue	0
	Mental Health	2
	Mess (Food waste, spills)	1
	Theft/Vandalism	2
	Trouble getting patron to leave after closing	2
	Truancy	0
	Used in the building: Vaping, Drugs, Alcoh	1
	Weapons	0
	Other (Specify in Description)	11
	1.00	0
	1st Café	0
	1st Desk	4
	1st Desk 1st DVD's/Music	4
	1st Desk 1st DVD's/Music 1st Fiction	4 1 0
	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace	4 1 0 0
	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer	4 1 0 0
	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms	4 1 0 0 1 1
	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers	4 1 0 0 1 1
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk	4 1 0 0 1 1 1 2
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen	4 1 0 0 1 1 1 2 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium	4 1 0 0 1 1 1 2 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study	4 1 0 0 1 1 1 2 0 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study 2nd Restrooms	4 1 0 0 1 1 1 2 0 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study 2nd Restrooms 3rd Desk	4 1 0 0 1 1 1 2 0 0 0 1 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study 2nd Restrooms 3rd Desk 3rd Children's (North)	4 1 0 0 1 1 1 2 0 0 0 1 0 0 2
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study 2nd Restrooms 3rd Desk 3rd Children's (North) 3rd Children's (South)	4 1 0 0 1 1 1 2 0 0 0 1 0 0 2 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study 2nd Restrooms 3rd Desk 3rd Children's (North) 3rd Children's (South) 3rd Restrooms	4 1 0 0 1 1 1 2 0 0 0 1 0 0 2 0 0
Location	1st Desk 1st DVD's/Music 1st Fiction 1st Fireplace 1st Lobby/Foyer 1st Restrooms 2nd Computers 2nd Desk 2nd Hansen Teen 2nd Imaginarium 2nd Quiet Study 2nd Restrooms 3rd Desk 3rd Children's (North) 3rd Children's (South)	4 1 0 0 1 1 1 2 0 0 0 1 0 0 2 0

Other (Specify in Description)

6

STAFF IN-SERVICE SCHEDULE: FRIDAY, SEPTEMBER 30

Staff Arrive at 8:00 am - coffee and light breakfast

8:15- 9:00 am - ALICE training with Sheboygan Police Department

9:00 am - 1:00 pm (breaks included)

Emotional Intelligence: Managing Yourself and Others to Get Things Done

Emotional intelligence is important because how people deal with their emotions is an important variable in workplace success. It can be difficult to understand one's emotions and manage them appropriately. It is even more difficult to understand other's emotions and to use that information effectively. Thankfully, emotional intelligence can be developed and leads to much better outcomes for individuals, teams, and organizations.

Learning Objectives:

- Understand the value of emotional intelligence
- Practice strategies to improve emotional intelligence
- Bridge the communication gap using DiSC insights

presented by Andrew Taylor from CVMIC

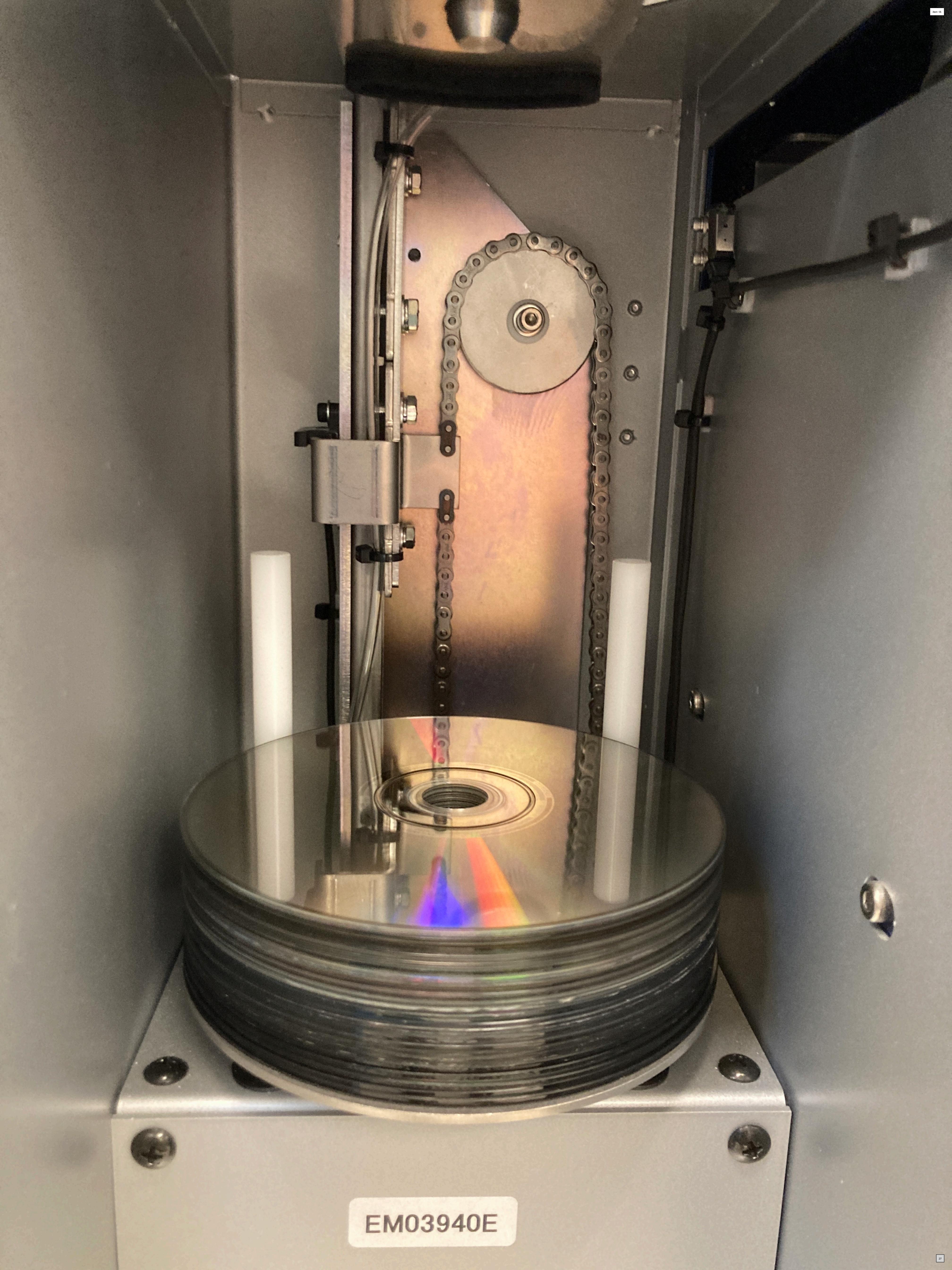
1:00 - 1:30 pm - Lunch, provided


1:30- 2:30 pm Fire Extinguisher Training (hands on), Sheboygan FD

2:30-2:40 pm BREAK

2:40-4:30 pm Safety, Security, and Difficult Interactions: Demos and Discussion







Maintenance Project list 2022

Updated 9/20/22

Holocaust Room displays– physical display is up, images are scanned; but awaiting data entry along with some website work

Fire Panel replacement – pre project meeting this week Thursday

Additional Concrete by generator – city sent out PO, awaiting contractor to complete work **Quiet Study Room Tables** – refinishing the tops, 3 of 8 completed so far

Air Handler 1 Bearings – ordered and received bearings, scheduling time for replacement **Air Handler 1 Drive and Driven Sheave Replacement** – ordered and received, scheduling time for replacement

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

Penthouse paint exterior - 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

Туре	Name	*July 2021	*July 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation	Adult Materials	19944	17955	-10%	131912	131059	-1%
Transactions	Teen Materials	1645	1257	-24%	7488	7598	1%
	Children's Materials	16694	16296	-2%	78993	97488	23%
	Total Adult/Teen/Children's Materials	38283	35508	-7%	218393	236145	8%
Materials Shared	Items provided to other libraries from Mead	8305	8653	4%	64186	58007	-10%
With Other	Items received for Mead patrons from other libraries	4700	4293	-9%	36554	34297	-6%
Libraries	Total Interlibrary Loans (Transits)	13005	12946	0%	100740	92304	-8%
E-Content Checkouts	Total E-Content Checkouts	7695	8560	11%	54589	55877	2%
Library Visits	Gate count	16272	17165	5%	81456	119882	47%
Research Inquiries	Research Inquiries	4240	4689	11%	19239	26367	37%
Internet Usage	Library Workstation Sessions	1996	2284	14%	10122	15018	48%
Provided	Wireless Sessions	6167	5986	-3%	29976	42822	43%
Number of Library	Sheboygan Residents				31809	31966	0%
Card Holders	Non-Sheboygan Residents				8404	8068	-4%
	Total Number of Library Card Holders				40213	40034	0%
Classes, Seminars,	Children (0-11) Quantity	21	21	0%	84	308	267%
Workshops, Events	Children (0-11) Participants	1359	1620	19%	3506	11301	222%
	Teen (12-18) Quantity	2	11	450%	5	36	620%
	Teen (12-18) Participants	28	205	632%	99	928	837%
	Adult (18+) Quantity	14	8	-43%	75	205	173%
	Adult (18+) Participants	133	76	-43%	4202	5782	38%
	Total number of Classes, Seminars, Workshops, Events	37	40	8%	164	549	235%
	Total number of Participants	1520	1901	25%	7807	18011	131%
Conference Room	Rocca Meeting Room	26%	36%	11%	23%	31%	9%
Utilization	Loft Meeting Room	17%	28%	10%	6%	27%	20%
	Public Conference Room #1	12%	16%	3%	6%	21%	15%
	Public Conference Room #2	0%	21%	21%	0%	17%	17%
Study Rooms	Study Rooms Hours Used	257.5	300	17%	1371	2618	91%
Utilization	Percent Utilization	20%	25%	5%	26%	30%	4%
Volunteer Hours	Volunteer Hours	142.25	301	112%	764.75	1783.43	133%

^{*}Stats effected by the COVID-19 Pandemic

Туре	Name	*August 2021	*August 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation	Adult Materials	19847	19652	-1%	151759	150711	-1%
Transactions	Teen Materials	1276	1141	-11%	8764	8739	0%
	Children's Materials	13923	16297	17%	92916	113785	22%
	Total Adult/Teen/Children's Materials	35046	37090	6%	253439	273235	8%
Materials Shared	Items provided to other libraries from Mead	8685	10210	18%	72871	68217	-6%
With Other	Items received for Mead patrons from other libraries	4749	5122	8%	41303	39419	-5%
Libraries	Total Interlibrary Loans (Transits)	13434	15332	14%	114174	107636	-6%
E-Content Checkouts	Total E-Content Checkouts	7427	8496	14%	62016	64373	4%
Library Visits	Gate count	15715	19125	22%	97171	139007	43%
Research Inquiries	Research Inquiries	4992	6026	21%	23374	31547	35%
Internet Usage	Library Workstation Sessions	2280	2516	10%	12402	17534	41%
Provided	Wireless Sessions	6258	6316	1%	36234	49138	36%
Number of Library	Sheboygan Residents				31777	31883	0%
Card Holders	Non-Sheboygan Residents				8281	8017	-3%
	Total Number of Library Card Holders				40058	39900	0%
Classes, Seminars,	Children (0-11) Quantity	11	14	27%	95	322	239%
Workshops, Events	Children (0-11) Participants	670	3157	371%	4176	14458	246%
	Teen (12-18) Quantity	0	2	No Previous Year Data	5	38	660%
	Teen (12-18) Participants	0	25	No Previous Year Data	99	953	863%
	Adult (18+) Quantity	10	20	100%	85	225	165%
	Adult (18+) Participants	256	704	175%	4458	6486	45%
	Total number of Classes, Seminars, Workshops, Events	21	36	71%	185	585	216%
	Total number of Participants	926	3886	320%	8733	21897	151%
Conference Room	Rocca Meeting Room	29%	40%	11%	23%	32%	9%
Utilization	Loft Meeting Room	13%	26%	13%	7%	26%	19%
	Public Conference Room #1	13%	10%	-2%	6%	20%	13%
	Public Conference Room #2	0%	19%	19%	0%	17%	17%
Study Rooms	Study Rooms Hours Used	194	347	79%	1565	2965	89%
Utilization	Percent Utilization	16%	27%	11%	24%	30%	5%
Volunteer Hours	Volunteer Hours	170.05	270.25	59%	934.8	2053.68	120%

^{*}Stats effected by the COVID-19 Pandemic

Friends of Mead Public Library Board Minutes August 17, 2022

The meeting of the Friends of Mead Public Library Board was held at 9:30 a.m. on Wednesday, August 17, 2022 in the Rocca Room at Mead Public Library. Present were: Giesen, King, Loth, Mahlendorf, Mitch, Nelson, Quicker, Schoenenberger, Wiese, Zimmermann, DeAmico and Mehn. Excused: Olson, Shirk

1. Call to Order- King

• Meeting called to order at 9:30 a.m. with a quorum present.

2. Friends Member Comments- None

3. Minutes of the May 2022 Meeting-Giesen

- May minutes were distributed electronically.
- There were no additions or corrections to the minutes. They were accepted as distributed.

4. Treasurer's Report-Wiese/ DeAmico

- The treasurer's reports for May, June and July 2022 were distributed electronically.
- Wiese reported that the financials continue to look good. The second distribution of funds to Mead in the amount of \$5000 was made July 1. A list of how the funds were spent was shared. The Night Market held in July brought in \$50 and that deposit will appear on the August report. There was no further discussion nor any other corrections.
- The treasurer's reports will be filed for audit.

5. Bookstore Report- Giesen/Mitch

- Mitch reported that eBay sales for July were \$458.94. She shared an
 informational sheet that showed the items sold on eBay in June and July and
 the amounts.
- Mitch also shared that the eBay account was started in 2019 and has to date brought in \$12,000.
- Giesen reported that July bookstore sales were \$574.66, Sell Back Your Books \$38.70.
- Preparations continue for the Big Book Sale in October. Giesen reported that on the Thursday of the sale that the daytime hours have been shortened to 9-4 and that evening hours from 6-8 have been added. A sign- up sheet for working the book sale was shared.
- Mahlendorf asked about having hours set aside for just Friends members. Giesen/Mitch stated that they did not feel that this was possible for this year since information about the October sale was already in the fall newsletter. The idea will be included for the sale in 2023. (Action Item for 2023)

6. Liaison Report- Mehn

- Mehn reported that the Friends newsletter, both on line version and paper version, has been sent out.
- The Friends membership roster has been updated and all those members with overdue memberships have been removed.

7. Foundation Report- Loth/ DeAmico

- Loth reported that the next meeting of The Foundation will be in September.
- The Children and Teen Book Festival will no longer be a regular annual event
- Yuletide Reception will be held on December 2
- Loth also reported that the Foundation at Mead and the City of Sheboygan continue to have difficult discussions about salaries and funding for the library and the staff. DeAmico provided additional background information. Quicker encouraged those on the board to contact their alderperson, if possible, to advocate for the library
- Foundation Scholarship information has been distributed to the staff at Mead. Applications are due by September 1. Loth has information sheet about the scholarship for those who are interested.

8. Unfinished Business-

• 50th Anniversary Celebration- Mehn

 Mehn shared a copy of the invitation for the October event being held on October 7th. It will be a reception held after hours in the Quiet Study Room on the second floor of the library. Giesen and Quicker will be handling the program. (Ongoing Action Item for 2022)

• CRM Software Update- Shirk/Mehn/Wiese

o Tabled due to Shirk's excused absence. (Ongoing Action Item)

Community Read Update- Olson

o Tabled due to Olson's excused absence. (Ongoing Action Item)

Night Market- Mehn

o The final Night Market is Friday, August 26th.

Unfinished Business-Cont'd

• By-Laws Committee- King

- Proposed changes to the policy sheet and duties and responsibilities document were distributed electronically for board members to review.
 - Additional changes were suggested and discussed for both documents. Motions were made and seconded to accept the changes made to both documents. There was no further discussion. Motions carried by unanimous vote. King will re-distribute copies to board members of both documents reflecting the approved changes. (Action Item)
- Proposed changes to the current by-laws were distributed electronically for the board to review.
 - Changes proposed to Article IV section 2, Article VII A, Article VIII section 1 and 3 were explained. Motions were made and seconded to accept the proposed changes to the three articles as explained. There was no further discussion. Motions carried by unanimous vote.
 - The proposed changes to the by-laws will be presented at the Friends annual meeting in January 2023 for approval and adoption. King will re-distribute a draft copy of the by-laws to the board members with the proposed changes. (Action Item)

9. Correspondence and Announcements-

- Thank you note from Aimee Steinbruecker from Youth Services was shared thanking the Friends for our support of the Summer Reading Program.
- Comment shared from a visitor from Oregon about what a wonderful library we have.

10. New Business- King

- King shared the nominations received for Service Award Recognition for 2022. They are Mary Mitch, Charlie Mitch, Donna Mae Ringel and Sharon Quicker. All were approved unanimously for recognition.
- Per policy, nominations can be submitted through August 31. Quicker indicated that she would be submitting the name of the late Bernie Markevitch and asked that approval be given for his nomination as well. The board approved unanimously.
- Nameplates for the plaque will be ordered. (Action Item)

11. Good of the Order- None

- 12. Next Meeting- Wednesday, September 21, 2022
- 13. Meeting Adjourned at 10:46 a.m. by King

Submitted by, Marge Giesen, Secretary

Actions Items

- ✓ 50th Anniversary Celebration, October- Committee
- ✓ CRM Software Update- Mehn/Shirk/Wiese/DeAmico
- ✓ Community Read-Olson/Committee
- **✓** Redistribute Policy Sheet, Duties/Responsibilities document- King
- **✓** Redistribute Proposed by-laws changes- King
- ✓ Order nameplates for Service Recognition Plaque- Giesen/Quicker
- ✓ FMPL members only preview book sale event for 2023- Giesen