



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

July 28, 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, July 28, 2022 at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Sydney Mehn at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Sydney Mehn at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Maeve Quinn, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes - 6/23/22
5. Correspondence, Announcements, and Common Council Reports

COMMITTEE REPORTS

- [6.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
7. Human Resources Committee - Report of 7/26/2022 Meeting

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. City Job Description Questionnaire (JDQ) Study
- [9.](#) Library Job Descriptions
- [10.](#) Library Table of Organization
- [11.](#) Photography and Recordings Policy
12. Upgrade to Video Network Storage Equipment
13. Update on Capital Projects

14. 125th Anniversary

DIRECTOR'S REPORT

- [15.](#) 2023 City of Sheboygan Budget
16. Update on Architectural Plan
- [17.](#) Building Projects
- [18.](#) Services and Programming
- [19.](#) Security Update
- [20.](#) Monthly Statistics

LIAISON REPORTS

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

UPCOMING MEETINGS

24. LIBRARY BOARD OF TRUSTEES (08/25/22 @ 5 PM)

ADJOURN

25. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, June 23, 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 5:00 p.m. and determined a quorum.
Members Present: Alvarez, Bulson, Campe, Quinn, Speth, and Walton
Members Absent: Albrinck, Guevara, Norman, and Salazar
Staff Present: DeAmico, Erickson, and Mehn
2. **Pledge of Allegiance** Quinn led the group in the pledge of allegiance.
3. **Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)** There was no public comment.
4. **Approval of Minutes** Walton moved to approve the minutes from the May 26, 2022 meeting. Speth seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports** There was no correspondence, announcements, or Common Council reports.

COMMITTEE REPORTS

6. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Speth moved to approve the report, and payment of current expenditures including payroll, and special revenues. Walton seconded. The motion passed.
7. **HR Committee - Report of 6/14/2022 Meeting** Walton discussed the meeting of 6/14/22, noting the action items that will be discussed. He also discussed the Job description study and noted the changes that have taken place since the meeting at the city level.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Job Descriptions Updates** Erickson updated the group on the job description updates and the addition of one job description, highlighting the changes. He indicated that there was a retirement upcoming that would allow for the budget to cover these positions. Walton moved to approve the job descriptions as presented. Speth seconded. The motion passed.
9. **Table of Organization** Campe moved to approve the changes to the table of organization based on the updated job descriptions. Walton seconded. The motion passed.
10. **Job Descriptions Study** Quinn discussed the Common Council meeting that had taken place on Monday, June 20th, noting that the Job Description proposal had been referred back to the Finance and Personnel Committee for reworking. Additionally, the Finance and Personnel Committee will meet on June 27th at 5pm to determine what the next steps should be. It was suggested that the study should be held off

until an HR department has been hired. Erickson mentioned that he has been appointed part of the hiring committee for a new HR Director.

Item 4.

11. **125th Anniversary** Quinn updated the group on the progress so far, noting the plan to have a staff party on a Monday night in November at Trattoria Stefano, and that the library will close at 4:00pm that day to accommodate all staff.
12. **Joint meeting with City Finance and Personnel Committee** There will be a joint City Finance and Personnel and Mead Board Meeting, on July 25, 2022 at 5:00pm at City Hall.

DIRECTOR'S REPORT

13. **Update on Building Projects** Erickson discussed the fire panel replacement that is in process still. He discussed that DPW is awaiting parts yet, and that there has not been a determination as to whom is paying for the replacement yet. Additionally, there was a false alarm that went off that needed to be attended to in the middle of the night. He next talked about the concrete project next to the generator, noting that it sounds like DPW is going to be able to cover the cost of that project.
14. **Update on Services and Programming** The Levitt Amp Concert Series begins on the Green tonight, which will be recorded and broadcast on 91.7fm or on our podcast. The Acuity Cool Picks had 220 attendees for the Teen summer reading kick off, and the Sheboygan Maker Faire had 2500 people come through to participate. Erickson also mentioned the retirement of Aimee Steinbruecker, who has worked at Mead for 45 years, and will be retiring as of July 1st.
15. **Security Update** Erickson presented the security update report, which he reported typically goes down a bit during the summer months.
16. **Monthly Statistics** Erickson presented the monthly statistics, noting the increased program and participant stats.

LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn** Quinn reported that Monarch has not had a meeting since our last Trustee meeting.
18. **Mead Library Foundation - Kathie Norman** Quinn reported that the Foundation has not had a meeting since our last Trustee meeting.
19. **Friends of Mead - Sydney Mehn** Mehn reported that the Friends have not had a meeting since our last Trustee meeting.

UPCOMING MEETINGS

20. **Joint meeting with City Finance and Personnel Committee (7/25/22 @ 5:00 pm)**
21. **Library Board of Trustees (07/28/22 @ 5:00 pm)**

ADJOURN

22. **Motion to Adjourn** Walton moved to adjourn the meeting. Campe seconded. The motion passed. Being no further business, the meeting adjourned at 5:43 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

Item 4.

Mead Public Library
AP Invoices Paid - 6/29/2022

Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM	\$877.11	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL	\$359.94	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL	\$229.01	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMING-	\$217.00	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M JANITORIAL	\$200.73	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAMING-	\$138.50	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M BLDG	\$130.46	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZ4S49M	\$111.70	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$95.85	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZ4S49M - MATERIAL	\$60.86	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$59.32	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$47.39	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL	\$35.31	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL	\$34.95	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$33.83	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M, - BLDG	\$31.09	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$30.50	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$27.78	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$25.00	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZ4S49M - JANITORIAL	\$23.86	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$21.98	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$21.98	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL	\$21.02	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$19.76	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$18.97	6/29/2022	1366

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Mead Public Library
AP Invoices Paid - 6/29/2022

Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$18.97	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE	\$13.99	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZ4S49M 548002	\$13.90	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM	\$12.99	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$9.97	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL	\$6.78	6/29/2022	1366
6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZ4S49M	\$5.05	6/29/2022	1366
2930	CAMERA CORNER	IT EXPENSE - CUST #DT0923	\$396.36	6/29/2022	356849
7239	CAMERA CORNER	CUST ID #0001075 - CAMERA SECURITY	\$205.00	6/29/2022	1370
6554	HIEBING-UTECH, NICOL	PATRON REFUND	\$14.20	6/29/2022	356872
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$844.64	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$672.48	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$498.60	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$456.19	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$443.65	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$383.11	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532	\$353.82	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$315.86	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$308.47	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$283.46	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$260.23	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$213.39	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$191.98	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$121.76	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$98.84	6/29/2022	1387

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Mead Public Library
AP Invoices Paid - 6/29/2022

Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$54.21	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$41.55	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$40.75	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$20.23	6/29/2022	1387
6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$9.51	6/29/2022	1387
7244	MARCIA ZINK	PROGRAM EXPENSE - JUNE 2022 &	\$150.00	6/29/2022	356884
231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$809.68	6/29/2022	1397
231	MIDWEST TAPE	CUST #2000016317	\$581.06	6/29/2022	1397
231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$458.13	6/29/2022	1397
231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$182.97	6/29/2022	1397
231	MIDWEST TAPE	CUST #2000015656	\$56.24	6/29/2022	1397
231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	\$12.74	6/29/2022	1397
4584	NATIONAL APPRAISAL	CUST #C00051991 MATERIAL PURCHASE	\$210.00	6/29/2022	1399
16722	PROFESSIONAL SUPPLY	JANITORIAL SUPPLIES	\$1,233.40	6/29/2022	1402
16722	PROFESSIONAL SUPPLY	CUST #MEADP100 - JANITORIAL SUPPLIES	\$34.00	6/29/2022	1402
3295	SIGN SHOP OF SHEB	PROGRAM EXPENSE	\$220.00	6/29/2022	356911
		Total	\$13,132.06		

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Mead Public Library - Account Payables - July 13, 2022

Item 6.

Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number	Org	Obj
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$439.77	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$384.88	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$97.05	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$93.83	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M JANITORIAL & BUILDING	\$70.11	7/13/2022	1417 255511		550110
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$59.99	7/13/2022	1417 255511		548002
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$55.96	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$50.87	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$46.49	7/13/2022	1417 255511		540100
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$36.85	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M JANITORIAL & BUILDING	\$26.23	7/13/2022	1417 255511		540222
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$18.52	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$17.95	7/13/2022	1417 255511		548002
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$17.89	7/13/2022	1417 255511		548001
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$15.29	7/13/2022	1417 255511		548002
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$8.99	7/13/2022	1417 255511		548002
MEAD LIBRARY	900009	AT&T		\$0.39	7/13/2022	356964 255511		555120
MEAD LIBRARY	1293	AURORA EMPLOYEE ASST	MEAD PUBLIC LIBRARY - EAP PROGRAM LESS CR	\$105.75	7/13/2022	356968 255511		531100
MEAD LIBRARY	1293	AURORA EMPLOYEE ASST	MEAD PUBLIC LIBRARY - EAP PROGRAM LESS CR	-\$103.50	7/13/2022	356968 255511		531100
MEAD LIBRARY	7239	CAMERA CORNER	CUST ID #0001075 - SECURITY PROJECT	\$5,080.00	7/13/2022	1425 255511		548001
MEAD LIBRARY	7239	CAMERA CORNER	CUST ID #0001075	\$820.00	7/13/2022	1425 255511		548001
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EXPENSE	\$1,091.31	7/13/2022	356976 255511		548001
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EQUIPMENT EXPENSE	\$811.33	7/13/2022	356976 255511		652200
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EXPENSE	\$89.94	7/13/2022	356976 255511		560255
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EXPENSE	\$58.18	7/13/2022	356976 255511		560255
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EXPENSE	\$54.68	7/13/2022	356976 255511		560255
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EXPENSE	\$54.59	7/13/2022	356976 255511		560255
MEAD LIBRARY	3200	CDWG	CUST #3162682 - IT EXPENSE	\$49.72	7/13/2022	356976 255511		560255
MEAD LIBRARY	873	CENGAGE LEARNING	ACCT #152334 MATERIAL PURCHASE	\$100.00	7/13/2022	1426 255511		548003
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	ACCT #121113701 TELEPHONE EXPENSE	\$193.81	7/13/2022	356978 255511		555120
MEAD LIBRARY	9100	DAKOTA SUPPLY	CUST#48063	\$213.43	7/13/2022	356981 255511		550110
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	MEAD PUBLIC LIBRARY BUSN CARDS - SANTINO	\$52.00	7/13/2022	1440 255511		540100
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$2,894.74	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,701.16	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,414.28	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$830.57	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$605.65	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$564.45	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$401.61	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$353.14	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$270.61	7/13/2022	1443 255511		548002

Mead Public Library - Account Payables - July 13, 2022

Item 6.

Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number	Org	Obj
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$265.96	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$244.10	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$238.24	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$184.77	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$175.49	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$128.91	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$112.19	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$39.28	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$22.33	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$12.60	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE INC. CR	\$4.47	7/13/2022	1443 255511		548002
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE INC. CR	-\$3.90	7/13/2022	1443 255511		548002
MEAD LIBRARY	4895	KACHEL, COLLIN	PATRON REFUND	\$26.46	7/13/2022	357001 255		451915
MEAD LIBRARY	206	LIL REV MUSIC	PROGRAM EXPENSE SEPT/OCT/NOV 2022	\$1,800.00	7/13/2022	357009 255511		548001
MEAD LIBRARY	12691	MARSHALL SIGN LLC	PLAQUE FOR DONATED LIGHT TABLE - MILLSPORE	\$14.00	7/13/2022	357011 255511		548001
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	ACCT #MP01-B PHOTO COPIER/PRINTER LEASE	\$651.35	7/13/2022	357012 255511		531100
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	ACCT # MPO1-B COPIER/PRINTER LEASE	\$331.39	7/13/2022	357012 255511		531100
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 - MATERIAL PURCHASE	\$1,115.95	7/13/2022	1454 255511		548002
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #A2JXVCVZU4S49M	\$846.17	7/13/2022	1454 255511		548002
MEAD LIBRARY	231	MIDWEST TAPE	CUSTOMER #502288475	\$298.23	7/13/2022	1454 255511		548002
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000016317 MATERIAL PURCHASE	\$264.24	7/13/2022	1454 255511		548002
MEAD LIBRARY	4810	MIND, SOUL AND SELF	PROGRAM EXPENSE	\$49.25	7/13/2022	357017 255511		548001
MEAD LIBRARY	3533	OCLC, INC.	SOFTWARE RENEWAL 7/1/2022 - 6/30/2023	\$701.91	7/13/2022	357025 255511		533106
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND <i>Elizabeth Held</i>	\$13.89	7/13/2022	357033 255		451915
MEAD LIBRARY	1587	PITNEY BOWES GLOBAL	ACCT #0013152143 - POSTAGE METER LEASE	\$408.24	7/13/2022	357045 255511		540130
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	POSTAGE METER SUPPLIES EXPENSE	\$284.66	7/13/2022	357046 255511		540100
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	CUST #MEADP100	\$66.18	7/13/2022	1463 255511		550110
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	CUST #MEADP100	\$55.23	7/13/2022	1463 255511		540222
MEAD LIBRARY	900180	PROQUEST LC	ACCT #153838 - OTHER MATERIALS	\$2,350.64	7/13/2022	357050 255511		548003
MEAD LIBRARY	900118	SHEBOYGAN WATER UTIL	FIRE PROTECTION 3/31/2022 - 6/30/3033	\$21.00	7/13/2022	357061 255511		555100
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388 - STAPLES ACCT #1669297DET	\$371.88	7/13/2022	357064 255511		540100
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388 - STAPLES #1669297DET	\$140.43	7/13/2022	357064 255511		540100
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388 - STAPLES ACCT #1669297DET	\$51.97	7/13/2022	357064 255511		540100
MEAD LIBRARY	3192	SUN GRAPHICS	MEAD PUBLIC LIBRARY - SIGNS	\$1,093.74	7/13/2022	357067 255511		548001
Total				\$31,529.76				

Mead Public Library - July 2022 Financial-Budget Report

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
INCOME:									
255	411100	PROPERTY TAX LEVY	-2,557,264.00	0.00	-2,557,264.00	-2,557,264.00	0.00	0.00	100.0
255	437200	MONARCH - SHEBOYGAN COUNTY	-776,391.03	0.00	-776,391.03	-809,988.92	0.00	33,597.89	104.3
255	437210	MONARCH - OZAUKEE COUNTY	-10,174.32	0.00	-10,174.32	-10,174.32	0.00	0.00	100.0
255	437220	MONARCH - RESOURCE	-100,000.00	0.00	-100,000.00	-100,000.00	0.00	0.00	100.0
255	437230	MONARCH - ADJACENT COUNTIES	-40,093.00	0.00	-40,093.00	-40,092.88	0.00	-0.12	100.0
255	451915	PATRON FEES	-4,000.00	0.00	-4,000.00	-3,571.37	0.00	-428.63	89.3
255	461000	PHOTOCOPIES	-5,000.00	0.00	-5,000.00	-3,794.05	0.00	-1,205.95	75.9
255	469100	VENDING/CONCESSION SALES	-500.00	0.00	-500.00	-608.06	0.00	108.06	121.6
255	485000	CONTRIBUTIONS/DONATIONS	-112,000.00	0.00	-112,000.00	-142,209.19	0.00	30,209.19	127.0
255	489000	MISCELLANEOUS REVENUE	-1,000.00	0.00	-1,000.00	-1,475.11	0.00	475.11	147.5
TOTAL REVENUE RECEIVED TO DATE			-3,606,422.35	0.00	-3,606,422.35	-3,669,177.90	0.00	62,755.55	101.7%
EXPENSES:									
255511	510110	FULL TIME SALARIES - REGULAR	1,922,812.00	0.00	1,922,812.00	901,964.58	0.00	1,020,847.42	46.90
255511	520310	FICA	117,020.00	0.00	117,020.00	53,042.95	0.00	63,977.05	45.30
255511	520311	MEDICARE	27,386.00	0.00	27,386.00	12,405.23	0.00	14,980.77	45.30
255511	520320	WI RETIREMENT FUND	119,905.00	0.00	119,905.00	57,247.24	0.00	62,657.76	47.70
255511	520340	HEALTH INSURANCE	390,060.00	0.00	390,060.00	215,543.46	0.00	174,516.54	55.30
255511	520350	DENTAL INSURANCE	25,577.00	0.00	25,577.00	13,985.71	0.00	11,591.29	54.70
255511	520360	LIFE INSURANCE	1,997.00	0.00	1,997.00	1,051.53	0.00	945.47	52.70
255511	520400	WORKERS COMPENSATION	847.00	0.00	847.00	847.00	0.00	0.00	100.00
255511	531100	CONTRACTED SERVICES	123,600.00	0.00	123,600.00	61,304.21	0.00	62,295.79	49.60
255511	531110	FINANCIAL SERVICE FEES	7,300.00	0.00	7,300.00	1,306.91	0.00	5,993.09	17.90
255511	531206	INSURANCE PREMIUMS	20,100.00	0.00	20,100.00	9,426.79	0.00	10,673.21	46.90
255511	531400	ADVERTISING & MARKETING	9,400.00	0.00	9,400.00	0.00	0.00	9,400.00	0.00
255511	531800	PROGRAM SERVICES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
255511	533105	IT SERVICE FUND CHARGES	11,274.00	0.00	11,274.00	11,274.00	0.00	0.00	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	0.00	23,223.00	16,748.33	0.00	6,474.67	72.10
255511	536125	EMPLOYEE DEVELOPMENT	10,500.00	0.00	10,500.00	0.00	0.00	10,500.00	0.00
255511	537100	VEHICLE & PARKING EXPENSES	18,836.00	0.00	18,836.00	12,275.12	0.00	6,560.88	65.20
255511	540100	OFFICE SUPPLIES	10,500.00	0.00	10,500.00	6,770.74	0.00	3,729.26	64.50
255511	540130	POSTAGE & DELIVERY	5,000.00	0.00	5,000.00	3,990.36	0.00	1,009.64	79.80
255511	540205	DISPLAYS	1,000.00	0.00	1,000.00	39.76	0.00	960.24	4.00
255511	540222	JANITORIAL SUPPLIES	7,798.00	0.00	7,798.00	7,934.72	0.00	-136.72	101.80
255511	548001	DONATION PURCHASES	112,000.00	106,705.47	218,705.47	193,748.86	60,483.13	-35,526.52	116.20
255511	548002	MATERIALS - ALL CATEGORIES	377,000.00	0.00	377,000.00	229,347.93	0.00	147,652.07	60.80
255511	548003	OTHER CONTENT	82,000.00	0.00	82,000.00	58,097.83	0.00	23,902.17	70.90
255511	550110	BUILDING MAINT & REPAIR	52,000.00	0.00	52,000.00	43,161.24	6,540.40	2,298.36	95.60
255511	555100	UTILITIES	131,167.00	0.00	131,167.00	54,256.96	0.00	76,910.04	41.40

255511	555120	PHONES	4,000.00	0.00	4,000.00	1,017.06	0.00	2,982.94	25.40
255511	560255	TOOLS & SMALL EQUIPMENT	200.00	0.00	200.00	1,158.35	0.00	-958.35	579.20
255511	652200	IT EQUIPMENT	19,500.00	0.00	19,500.00	7,965.28	0.00	11,534.72	40.80
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	0.00	6,000.00	2,686.96	0.00	3,313.04	44.80
TOTAL EXPENSES TO DATE:			3,648,002.00	106,705.47	3,754,707.47	1,978,599.11	67,023.53	1,709,084.83	54.48%
Revenue Total			-3,606,422.35	0.00	-3,606,422.35	-3,669,177.90	0.00	-3,669,177.90	101.70
Expense Total			3,648,002.00	106,705.47	3,754,707.47	1,978,599.11	67,023.53	1,709,084.83	54.50
Grand Total			41,579.65	106,705.47	148,285.12	-1,690,578.79	67,023.53	1,771,840.38	53.59%

Maintenance Supervisor

Item 9.

Direct Supervisor: Library Director
Department: Mead Public Library
Version Date: July 28, 2022
Salary Grade: H
FLSA Status: Exempt



Position Summary:

The primary purposes of this position is to supervise the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

Essential Responsibilities:

1. Performs duties independently with minimum supervision
2. Supervises or performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
 - a. Wash, dust, vacuum and clean Library facility and furniture
 - b. Clean restrooms and maintain supplies
 - c. Maintain interior and exterior plants, shrubbery and holiday decorations
 - d. Dispose of trash and recycle applicable materials
 - e. Set up meeting rooms for programs and activities
 - f. Oversee or assist with snow removal
 - g. Receive and retrieve Library materials and supplies
 - h. Operate and maintain Library security systems and HVAC systems
3. Contacts vendors as needed to ensure robust library services
4. Supervises maintenance of the Library facilities, equipment and grounds
5. Makes purchases on behalf of the library
6. Provides customer service and assistance in the use of Library services
7. Work with IT Specialist on building security systems including security cameras
8. Run networking cable throughout library
9. Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
10. Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
11. Acts as key resource for administration in regards to facilities management
12. Provides input to the Director in the development of Library policies, plans, and goals
13. Offers ideas for improving operational effectiveness or efficiency to management team
14. Reports Library safety and security matters to the Library Director
15. Handles materials and supplies according to MSDS guidelines
16. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
17. Performs other related work as assigned by the Director

Education & Experience:

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Associate's Degree required.

Qualifications & Skills:

1. Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.
2. The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
3. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
4. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Above average physical strength and stamina is required while performing the duties of this job.
2. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods.
3. This work also requires lifting, standing, walking and reaching for long sustained periods.
4. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back.
5. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE).
6. The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Maintenance Supervisor

Item 9.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____

Support Services Manager

Item 9.

Direct Supervisor: Library Director
Department: Mead Public Library
Version Date: July 28, 2022
Salary Grade: S
FLSA Status: Exempt



Position Summary:

The purpose of this position is to ensure that employees, volunteers, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library support services effort. This position manages the work of persons in the organization who provide services to other library staff and is also expected to be dynamic leader within the management team. Work is performed under the direction of the Library Director.

Essential Responsibilities:

1. Translates library's mission, values and strategy to employees, policy, and work routines
2. Works closely in a management team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works with others in teams to evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
4. Develops positive relationships with the citizens who use the library
5. Measures, monitors and improves organizational processes and work routines of the Support Services Team to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
6. Coaches and mentors both individual employees and work teams to exceed expectations
7. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution
8. Coordinates the evaluation, development, and monitoring of library collections
9. Researches and prepares job descriptions, performance appraisals, and employee training and development plans
10. Manages and schedules staffing of Support Services Employees
11. Researches and sets individual employee work routines and standards
12. Monitors support services annual budgets
13. Manages the organization's effort to assess, acquire, install and evaluate technology to meet the changing needs of customers and to constantly improve efficiency
14. Works to assure the successful development of quality process improvement initiatives
15. Gathers data and monitors progress and trends related to the organization's strategic initiatives

Education & Experience:

1. Bachelor's degree with three years of managerial experience, or Master's degree in Library Science **required** or related field with three years' professional library experience.
2. Possession of a valid Wisconsin driver's license required.

Qualifications & Skills:

1. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment

2. Ability to partner, work within and lead teams, build alliances and relationships, identify and implement solutions, and build participative processes
3. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
4. Ability to analyze and evaluate information and situations, problem-solving, decision making, and conceptualizing
5. Ability to demonstrate accountability, integrity, positive influence, having future focus, and accept the responsibilities of being a leader
6. Ability to be self-aware, listen, give feedback and assess performance, understand and value diversity, develop and coach staff, effectively implement the hiring and selection process, and prevent and resolve conflict
7. Ability to accurately assess situations, set and monitor goals, delegate, manage implementations and projects, and evaluate outcomes
8. Ability to understand and manage financial, information technology, and space resources
9. Ability to create excellent relationships with the citizens who use the library
10. Ability to lead organizational efforts toward efficient and effective processes
11. Ability to provide first-line supervision
12. Ability to exercise good judgment, decisiveness and creativity when problem solving
13. The ability to communicate effectively ideas and information both in written and oral form.
14. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
15. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
16. Work closely with the Supervisor and coworkers in performing a variety of tasks.
17. Ability to work independently in a fast-paced environment with frequent interruptions.
18. Ability to set priorities in order to meet assignment deadlines.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects on wheels weighing 60-100 pounds
6. Handling: processing, picking up and shelving library materials
7. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
8. Mobility: travel to meetings outside the library

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City’s Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____

Administrative Services Manager

Item 9.

Direct Supervisor: Library Director
Department: Mead Public Library
Version Date: July 28, 2022
Salary Grade: S
FLSA Status: Exempt



Position Summary:

The primary purpose of the position is to work with the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing general human resource tasks.

Essential Responsibilities:

1. Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
2. Closely works with the director in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares monthly and fiscal year-end financial statements; verifies fund balances; assists works with city finance department in preparing Mead Public Library (MPL) for the library portion of the outside audit, and coordinating and completes the MPL annual and special audits state library reports. Closely works in the identification of Capital Projects and the preparation of Capital Improvement process requests, and documents, executes project from start of project to completion of project and payment schedules of project contractor's payments for both city funded Capital Improvement projects and donor funded projects
3. Processes all library accounting including accounts payable, bank deposits, and maintains accurate records and control reports
4. Assists city officials with accounts payable vendor files
5. Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation. Administrative Services Manager is the first contact with Donors from the initial ask to the final gift given. Monitors and tracks all expenditures to maintain spending within the gift amount, and compliance on restricted gifts.
6. Assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
7. Works with the Library Administration and City Finance Department in preparing for financial audits
8. Works with the director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
9. Gathers data and monitors progress and trends related to organizational strategic measures and indicators
10. Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
11. Works on various Library and City of Sheboygan committees or teams to solve problems and facilitate communication across the organization as assign by the Library Director
12. Makes library purchases
13. Maintains positive relationships with municipal officers and various other community stakeholders
14. May attend local and state-wide related conferences, workshops and trainings
15. Participates in outside organizations, i.e. Wisconsin Municipal Treasures Association, CVMIC
16. Attends the City Council, Committee of the Whole, and City Finance meetings

Administrative Services Manager

Item 9.

17. Performs other related work and special projects as assigned by the Director
18. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations
19. Is the Treasurer liaison for the Mead Public Library Foundation, Inc, and Friends of Mead Public Library

Education & Experience:

~~Associates degree in accounting required~~, Bachelor's degree in accounting or finance **required** preferred. 5 years of related experience.

Qualifications & Skills:

1. Ability to understand financial, information technology and space resources
2. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
3. Ability to partner, work within teams, build alliances and relationships
4. Ability to analyze data and make decisions based on that data within an organizational framework
5. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
6. Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
7. Ability to develop and maintain constructive relationships with staff and public
8. Ability to demonstrate accountability, integrity, and a positive influence on others
9. The ability to communicate effectively ideas and information both in written and oral form
10. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
11. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions. Ability to set priorities in order to meet assignment deadlines.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds

Administrative Services Manager

Item 9.

7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
9. Mobility: travel to meetings outside the library

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: _____ Employee Number: _____

Employee Signature: _____ Date: _____

Direct Supervisor: Support Services Manager
Department: Mead Public Library
Version Date: July 28, 2022
Salary Grade: F
FLSA Status: Non-Exempt , Not Represented



Position Summary:

The purpose of this position is to work as part of a team to update and maintain the library's bibliographic and item records in the System-shared database. This position may also provide direct Interlibrary Loan customer service. Work is performed under the direction of the Support Services Manager.

Essential Responsibilities:

1. Performs general day to day duties associated with various services which include but are not limited to:
 - a. Bibliographic database entry and maintenance
 - b. Copy cataloging of all formats of library materials to facilitate their identification, access and use
 - c. Collection ordering, receiving, processing and mending
 - d. Contacts vendors
 - e. Prepares invoices for payment
 - f. Interlibrary loan and collection distribution systems
 - g. Processes and distributes mail and other deliveries
 - h. Generates, compiles and distributes a variety of reports and statistics
 - i. Performs or directs routine inventory duties
2. Adheres to current cataloging standards and works within Monarch Library System guidelines
3. Conducts service interviews to link customer needs with services and resources
4. Provides input to managers in the improvement of library policies, plans and goals
5. May make library purchases and/or assist in the weeding process
6. May offer technology training to others
7. Attends library related conferences and workshops-at or away from work location
8. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
9. Performs other related work as assigned by the Director or Manager
10. Performs duties independently with minimum supervision

Education & Experience:

Associate's degree required. ~~High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Computer literacy including e-mail, basic software and hardware proficiency, and navigating the internet.~~ Three to five years minimum experience using current Integrate Library System (ILS) software.

Qualifications & Skills:

1. Knowledge of library services and procedures with the ability to employ appropriate techniques to meet service needs, and resilience to changes in the library profession. Must have the ability to develop and maintain constructive relationships with staff and public, as well as the ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

2. The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
3. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
4. Strong interpersonal, communication skills to effectively communicate ideas and information both in written and oral form. Ability to effectively read and understand written information. Perform work in response to general, outcome based directives. Effective time management skills and ability to set priorities in order to meet assignment deadlines.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Must have the ability to switch between Sitting, standing, walking, climbing and stooping, as well as bending, twisting and reaching.
2. Talk to and listen to patrons in person and on the telephone.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Must be able to lift and carry 50 pounds or less and push or pull objects on wheels weighing 60-100 pounds.
5. Handle processing, picking up and shelving library materials as well as typing, keyboarding, writing, filing, sorting, shelving and processing.
6. Must be willing to travel to meetings outside the library.

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name:_____ Employee Number:_____

Employee Signature:_____ Date:_____

2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

Revised as of 7/1/2022

1.00	Library Director
1.00	Administrative Services Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Information Technology Specialist
1.00	Maintenance Supervisor
1.00	Maintenance Technician
1.00	Cleaners
1.00	Public Services Manager
9.00	Librarian
6.50	Library Assistant
3.00	Library Program Specialist
1.00	Public Safety Specialist
1.00	Support Services Manager
3.00	Cataloger
6.25	Pages

FTE BY TEAM

8.00	Administration
20.50	Public Services
10.75	Support Services
39.25	Total

FTE BY YEAR

39.25	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
3.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
45.00	2022 Total

Revised Date: 6/1/2022

Board Approved Date: 6/23/2022

2022 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director
	1.00 Administrative Services Manager
	1.00 Communications Specialist
	1.00 Administrative Assistant
	1.00 Information Technology Specialist
	1.00 Maintenance Supervisor
	1.00 Maintenance Technician
	1.00 Cleaners
	1.00 Public Services Manager
	9.00 Librarian
	8.50 Library Assistant
	1.00 Public Safety Specialist
	1.00 Support Services Manager
	3.00 Cataloger
	6.25 Pages

FTE BY TEAM

8.00	Administration
22.50	Public Services
11.25	Support Services
41.75	Total

FTE BY YEAR

41.75	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
20.00	Full-time Public Services
2.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
46.00	2022 Total

Revised Date: 9/29/2021

Board Approved Date: 9/29/2021

2023 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

Revised as of 7/28/2022, Effective 1/1/2023

1.00	Library Director
	1.00 Administrative Services Manager
	1.00 Communications Specialist
	1.00 Administrative Assistant
	1.00 Information Technology Specialist
	1.00 Maintenance Supervisor
	1.00 Maintenance Technician
	1.00 Cleaners
1.00	Public Services Manager
	9.00 Librarian
	2.25 Library Assistant
	3.00 Library Program Specialist
	1.00 Public Safety Specialist
1.00	Support Services Manager
	4.25 Library Assistant
	3.00 Cataloger
	6.25 Pages

FTE BY TEAM

8.00	Administration
16.25	Public Services
15.00	Support Services
39.25	Total

FTE BY YEAR

39.25	2022
40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
3.00	Part-time Public Services
4.00	Full-time Support Services
11.00	Part-time Support Services
45.00	2022 Total

Revised Date: 7/28/2022

Board Approved Date: 7/28/2022

Photography and Recordings Policy - (Draft 07-2022)

Purpose

The purpose of this policy is to set guidelines that balance the privacy rights of library staff and patrons with the reasonable use of cameras for photography and recording on library property. For the purposes of this policy, “recordings” includes video, audio, and live streaming. “Specialized equipment” refers to larger equipment that could impede foot traffic or create a similar disturbance to library operations. “Photography” includes still images.

Photography and Recordings by Library Patrons

While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library’s mission.

Subject to the preceding paragraph, permission is not required to take photographs or recordings in the public areas of the library for personal, non-commercial use if non-specialized equipment is used. If specialized equipment is to be used, requests must be made at least 24 hours in advance to the Library Director. Photographs and recordings are not allowed in non-public areas (restrooms and staff only areas) unless consent is given by the Library Director. Permission to photograph or record any person under 18 years of age must be obtained from a parent/guardian on behalf of said minor child. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member’s right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways, doors, or stairways. Taking photographs and recordings of the exterior building and grounds does not require permission but the activity may not impede the ingress or egress to or from the library building or property.

Public Meeting Spaces

As stated in the “Photography and Recordings by Library Patrons” section of this policy, photographing and video recording is permitted in public spaces, including in meeting rooms, so long as it does not result in the disruption of the meeting. This includes the recording of library board meetings.

Photography and Recordings by Library Staff

Staff of the Mead Public Library District routinely takes pictures, audio recordings or video recordings of events at the Library to use for news stories or publicity, in either print or online. These photographs and/or audio or video recordings may appear in future publications without the permission of the person being photographed and/or audio or video recorded. The images may also be posted on the Library’s website, in marketing materials, and on social media networks such as Facebook. All Library patrons consent to the use of their photo or audio or video recording taken at the Library or during Library events, unless they specifically inform a librarian or the staff member in charge of the program attended of an objection to such use. This policy extends to photographs and recordings by library staff at any of the library’s outreach events in the community.

Library Security Use of Video Recordings (addressed further in [Patron Privacy Policy](#))

The Mead Public Library strives to maintain a safe and secure environment for its staff and patrons and as such, selected public areas of the library premises are under continuous video surveillance and recording. Signs disclosing video surveillance will be posted at the library entrance. It is the intent of the library to retain all recorded images for approximately **120 days**, based on server storage capacity. Staff will follow record retention guidelines when disposing of video recordings. Access to the recordings are only available to staff members on the Person-in-Charge list and the Library Board President. Video recordings from the library's surveillance system are subject to Freedom of Information Act requests.

Library Security Video General Guidelines:

- Video recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director or a designated delegate.
- Images may be shared with other library staff to identify person(s) banned from library property and to maintain a safe and secure environment.

Liability and Enforcement

Members of the public who take photographs or recordings are solely liable for any injuries to persons or property that result from their activities on library property. They are responsible for obtaining necessary releases and permissions required by law and obtaining consent or other permission when taking photographs or recordings of copyrighted material. Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on library property.

2023 City of Sheboygan Budget Schedule

July 18, 2022	City Administrator submits 2023 Budget Schedule to Common Council.
July 25, 2022	City Administrator communicates to Management Team the parameters for 2023 Budget submittals. Staff begins Salary and Benefit Projections
July 25, 2022	City Administrator discusses budget parameters with Finance and Personnel Committee.
August 22, 2022	Staff completes Salary and Benefit Projections, merges data into the 2023 Budget Projection.
August 29, 2022	Staff completes preliminary departmental budget submittals.
August - September, 2022	City Administrator review of preliminary department budgets.
October 3, 2022	City Administrator submits Budget Resolution to Common Council.
October 4 - 14, 2022	Standing Committees - 2023 Proposed Budget presentations
October 7, 2022	Staff publishes Notice of Public Hearing on 2023 Proposed Budget.
October 17, 2022	Committee of the Whole review.
October 24, 2022	Public Hearing on 2023 Proposed Budget.
October 24, 2022	Committee of the Whole refers final 2023 Proposed Budget to Common Council.
November 7, 2022	Common Council to adopt the Budget Resolution.

MEMORANDUM

To: Management Team
From: Todd Wolf, City Administrator
Date: July 25, 2022
Subject: Preparation of the 2023 City of Sheboygan Executive Budget

The Finance and Personnel Committee met and approved the goals and parameters for the 2023 Executive Budget.

Citywide Budget Assumptions:

1. General Fund Budget - retains eligibility for Wisconsin's Expenditure Restraint Program.
2. Equalized tax rate to increase no more than inflationary levels.
3. Maintain city services with no decrease in service level.
4. Leverage city resources through partnerships and shared services/facilities with other entities.
5. Leverage intergovernmental funding to help offset city cost for projects or programs that promote the City of Sheboygan Strategic Plan Focus Areas.
6. Funding for anticipated wage/benefit increase for the city workforce due to the compensation study and union contracts.
7. Review user fees including utility rates.
8. Identify planned borrowed funds to assist in maintenance of the city's current Aa2 bond rating and remain consistent with Debt Management plan.
9. Balance all Fund budgets, if necessary utilize applied fund balance or planned borrowed funds proceeds.
10. Incorporate 2023 projects, equipment, police vehicles and large vehicles identified in the 2023 – 2027 Capital Improvement Program.
11. Continue Garbage, Recycling and Vehicle Registrations fees at their current amounts.
12. Maintain a minimum of 25% unassigned Fund Balance in the General Fund budget.

Departmental Budget Assumptions:

13. Maintain all 2023 Non-Personal services in **budget to not exceed 2022 levels (FLAT)** – Any increase adjustments to line items(s) will require a reduction in another line item to offset the increase.
14. No changes in staffing levels – other than filling vacant positions pre-approved in 2022.
15. Review user fees for adequacy.
16. City Hall parking lots (including SSA lot) – Budget \$360 per employee (per year) for Parking Stalls under account 537100 - Vehicle & Parking Expenses (formerly 527100 Car Allowance).
17. IT Services charges – 6% increase applied to the following account:
 - a. 533105 – IT Services Fund Charges (formerly 523120-Computer Maintenance & 523125 IT Services)

18. Motor Vehicle Fund expense account 538150 – Motor Vehicle Service Fund Charges (formerly 528150 Vehicle Rental) – 2.5% increase.
19. Computer and related item replacements account 560255 Tools & Small Equipment (formerly 530259 - IT Small Equipment) – Refer to the Computer Upgrades and Computer Pricing guide in the S drive.
20. **2023 utility rate estimates** are listed below:
 - a. **Unleaded Fuel** (regardless of location) - **\$3.66 per gallon** (For 2022 Projected - \$4.07 per gallon)
 - b. **Ultra-Low Sulphur Diesel** (regardless of location) - **\$4.14 per gallon.** (For 2022 Projected - \$4.69 per gallon)
 - c. **Natural Gas – 8.3% increase in cost over 2022.** (For 2022 Projected – no adjustment needed)
 - d. **Electricity – 4.5% increase in cost over 2022.** (For 2022 Projected – 2% increase)

Departmental Budget pages: As a result of the recently completed General Ledger Chart of Accounts conversion, we are planning to issue the 2023 Annual Program Budget book similar to the 2022 Annual Program Budget book. The Departmental Budget pages will be used to present budgets to the respective Standing Committee for review, and ultimately inserted into the 2023 Annual Program Budget book. These pages will be provided by the Finance Department once initial budget submission review meetings are complete.

MUNIS Next Year Budget Entry (NYBE) – 2023 Budget entry will be entered in MUNIS Next Year Budget Entry (NYBE). Please follow the procedure provided. Please call Jessica or Carrie with any questions.

21. 2023 Budget can only be entered via the "Detail" or Line items portion of the screen, not from the main summary screen (center section). Please refer to the Budget entry instructions.
22. Salary & Benefit projections for all authorized positions (regular city staff) will be included within the budget projection.
 - a) Each Department will be provided a proof to review for accuracy.
 - b) After review and corrections - Salary & Benefit projection will be merged into the Budget projection.
 - c) **Overtime & all "special" salaries** (seasonal/temporary staff) – Will be included in the Salary & Benefit projections.
 1. **Provide the total amounts for each account below to Jessica & Carrie via email by Tuesday, August 2, 2022.**
 - i. Overtime (510111)
 - ii. Temporary Salaries (includes seasonal and temporary staff) (510130)
23. **Provide as much detail as possible via the "Description" and "Justification" fields relative to the budgeted amount.**
 - a) Example – a \$20,000 budget for Account 536125 (Employee Development) should **include clear detail** in the **"Description"** and **"Justification"** fields confirming all items which make up the \$20,000

- total budget. **More detail** in these 2 fields **provides better clarity** for all city staff and **improves internal communication** and **reduces errors**.
24. Accounts that have been compressed (several accounts merged together during the Chart of Accounts conversion) must have “detail” information entered, itemizing as much information as possible.
- a. **Contracted Services 531100** (formerly 521900) **must be itemized** under **“Description”** and **“Justification”** fields.
25. Revenues – After the Chart of Accounts conversion, all revenue accounts now have a 3-digit Org, followed by a 6-digit Object. These will appear in each department’s respective accounts for budgeting purposes.
- a. Review revenues and adjust them accordingly
26. 2023 Capital Improvements Projects will be entered by the Finance Team.
27. Enter the **“2022 Estimated Budget”** amount in the NYBE on the summary screen (center of screen).
- e. 2022 Projected – enter the total estimated amount for the current year, using the “Update” in the ribbon.

Due date for 2023 Budget is Monday, August 29.

If completed early, please let Jessica & Carrie know so we can review.

Maintenance Project list 2022

Updated 7/27/22

Holocaust Room Displays— phase 1 of display completed, more digital items are being scanned and additional digital projects in the works

Fire Panel replacement – bids are in, awaiting direction

Entryway tile cracking – quoted awaiting approval, if not approved maintenance will repair what we can in August

Additional Security Camera's – one camera left to install, all other up and functioning

Additional Concrete by generator – quoted, possible that city may go ahead, unsure

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

Jerry Black Furniture – completed

Window Treatments for workrooms – completed

HVAC Controls upgrades Phase III – complete

SE fence – completed

Donor Wall – completed

Furniture replacement – completed

Imaginarium heating – completed

Public Services Updates

Program Highlights

- Stuffed Animal Sleepover/MAM field trip had 90 stuffies participate. All were sent home with a goodie bag from MAM including a single day museum pass for 4.
- Family Fun Nights - Wednesdays in July drawing between 200-300 people.
- Intro to Ukulele for Kids - first time offering from Lil Rev, 20 participants

Coming up & On-Going:

- Listen Live to the Levitt AMP Sheboygan Music Series
Mead Community Radio is partnering with the John Michael Kohler Arts Center to broadcast the 2022 Levitt AMP Sheboygan Music Series on Thursday evenings this summer! Tune into WSHS (FM) 91.7 - Sheboygan to listen live. The shows can also be streamed live on the Mead Radio Livestream (<https://live365.com/station/MEAD-COMMUNITY-RADIO-a30373>)
*Most concerts in the series happen Thursday evenings with the broadcasts beginning at 5:30 p.m. and music starting at 6 p.m. See the lineup for details: <https://www.imkac.org/engage/programs/levitt-amp-sheboygan-music-series/>
- Mead will host a Sheboygan United Family Resource Fair on September 17: <https://sheboyganunited.my.canva.site/>

Staff updates:

Public Services is welcoming 3 new staff member in July an August:

- Aubrey Laux, full time library assistant primarily working with the 2nd floor reference team
- Tom Rauverdink and Sydney Anderson, part time library assistants primarily working with 1st floor circulation team

Disruptive Patron Interaction Report June 2022

Reported Incidents	Adult	17
	Teen	5
	Senior (65+)	0
	Kids	0
Encounter Type	Trespass after exclusion	1
	Dispute/argument/altercation between patrons	3
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	1
	Homeless or Runaway (Youth Only)	2
	Horseplay and/or excessive noise	4
	Inappropriate comments and/or excessive drinking	2
	Intoxicated/Addiction	1
	Medical or mobility issue	0
	Mental Health	3
	Mess (Food waste, spills)	0
	Theft/Vandalism	0
	Trouble getting patron to leave after closing	0
	Truancy	1
	Used in the building: Vaping, Drugs, Alcohol	2
	Weapons	0
	Other (Specify in Description)	3
Location	1st Café	1
	1st Desk	3
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	0
	1st Lobby/Foyer	5
	1st Restrooms	0
	2nd Computers	0
	2nd Desk	0
	2nd Hansen Teen	2
	2nd Imaginarium	0
	2nd Quiet Study	2
	2nd Restrooms	0
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	6
	Other (Specify in Description)	4

Type	Name	*June 2021	*June 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation Transactions	Adult Materials	19002	18559	-2%	111968	113104	1%
	Teen Materials	1397	1306	-7%	5843	6341	9%
	Children's Materials	17206	16287	-5%	62299	81192	30%
	Total Adult/Teen/Children's Materials	37605	36152	-4%	180110	200637	11%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8898	9663	9%	55881	49354	-12%
	Items received for Mead patrons from other libraries	4742	4765	0%	31854	30004	-6%
	Total Interlibrary Loans (Transits)	13640	14428	6%	87735	79358	-10%
E-Content Checkouts	Total E-Content Checkouts	7383	7904	7%	46894	47317	1%
Library Visits	Gate count	15116	19418	28%	65184	102717	58%
Research Inquiries	Research Inquiries	4888	5043	3%	15807	22407	42%
Internet Usage Provided	Library Workstation Sessions	1723	2048	19%	8126	12734	57%
	Wireless Sessions	5303	7365	39%	23809	36836	55%
Number of Library Card Holders	Sheboygan Residents				32024	32063	0%
	Non-Sheboygan Residents				8478	8124	-4%
	Total Number of Library Card Holders				40502	40187	-1%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	16	24	50%	63	287	356%
	Children (0-11) Participants	708	2806	296%	2147	9681	351%
	Teen (12-18) Quantity	3	7	133%	3	25	733%
	Teen (12-18) Participants	71	326	359%	71	723	918%
	Adult (18+) Quantity	11	23	109%	61	197	223%
	Adult (18+) Participants	2319	2975	28%	4069	5706	40%
	Total number of Classes, Seminars, Workshops, Events	30	54	80%	127	509	301%
	Total number of Participants	3098	6107	97%	6287	16110	156%
Conference Room Utilization	Rocca Meeting Room	24%	35%	11%	22%	30%	8%
	Loft Meeting Room	18%	30%	13%	5%	26%	22%
	Public Conference Room #1	12%	34%	23%	4%	22%	17%
	Public Conference Room #2	0%	26%	26%	0%	16%	16%
Study Rooms Utilization	Study Rooms Hours Used	236	322	36%	1113.5	2318	108%
	Percent Utilization	20%	26%	6%	27%	31%	4%
Volunteer Hours	Volunteer Hours	75.5	324	329%	622.5	1482.43	138%

*Stats effected by the COVID-19 Pandemic