



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

June 19, 2024 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, Wednesday, June 19, 2024, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
5. Correspondence, Announcements, and Common Council Reports
6. Appoint Committee Chairs and Members as Set Forth in the Bylaws – President

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.](#) Establishment Cards Policy
- [9.](#) Front Entrance Floor Repair
- [10.](#) Drinking Fountain Replacement
- [11.](#) Table of Organization

DIRECTOR'S REPORT

- [12.](#) Project Updates

[13.](#) Services and Programming

[14.](#) Security Update

[15.](#) Monthly Statistics

16. Consent Agenda

LIAISON REPORTS

17. Monarch Library System - Maeve Quinn

18. Mead Library Foundation - Kathie Norman

19. Friends of Mead - Pattie Pilz

UPCOMING MEETINGS

20. Library Board of Trustees (July 17, 2024, at 5:00 p.m.)

ADJOURN

21. Motion to Adjourn

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

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



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

May 15, 2024

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

OPENING OF MEETING

Members present (in-person): Julia Hart, Jim Hollister, Jeanne Pfeiffer, and Andre Walton

Members present (virtual): Meg Albrinck, Maeve Quinn and Sherry Speth

Members absent: Kathie Norman and Angela Ramey

Staff: Garrett Erickson (virtual), Evan Grossen, and Pattie Pilz

1. Call to Order and Determination of Quorum - Andre Walton, Vice President
Walton determined a quorum and called the meeting to order at 5:00 p.m.
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)
None.
4. Approval of Minutes
Motion made by Hart to accept the April 17, 2024, minutes. **Seconded** by Hollister. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports
None.

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
Grossen reported that as of March 31, 2024, the total year-to-date revenue is \$2,244,367.79 which consist mainly of taxes, donations, and interest. The total expenses are \$1,008,019.37 which consists mostly of salary and benefits, library materials (books and digital media), and course subscriptions. Total revenue less expenses equals a positive variance of \$1,236,348.42. Speth **moved** to approve the payment of current expenditures, including payroll and special revenues. Hart **seconded**. Motion **passed**.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Consent Agenda - Erickson
Erickson introduced the topic of a "consent agenda" in which a series of items are combined and handled with one approval rather than reviewing them individually. Specific items may be pulled off the consent agenda to be reviewed separately. Erickson and Norman to discuss if consent agenda should be a bylaw, policy, or simple board motion.

ELECTION OF OFFICERS

8. Nominations from the Floor and Election of Officers for 2024 - 2025 (Closed Ballot Permitted) - President and Vice President
 Quinn **moved** to nominate Pfeiffer for president. Hollister **seconded**. The motion unanimously **passed**.
 Quinn **moved** to close the nomination for president. Albrinck **seconded**. The motion unanimously **passed**.

 Albrinck **moved** to nominate Walton for vice president. Speth **seconded**. The motion unanimously **passed**. Hollister **moved** to close the nomination. Hart **seconded**. The motion unanimously **passed**.
9. Remarks from Outgoing and Incoming Officers
 Walton appreciated the board's confidence in him. He is looking forward to what we can accomplish together. Pfeiffer thanked the board for their confidence in her ability to lead and is looking forward to working with the board this coming year.
10. Adopt Schedule of Meetings for 2024-2025
 Walton **moved** to adopt the Schedule of Meetings for 2024-2025. Hart **seconded**. The motion unanimously **passed**.
11. Appoint Finance Officer for 2024-2025
 Pfeiffer appointed Speth as finance officer for the 2024-2025 term.
12. Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation
 Pfeiffer appointed Norman and Quinn as Mead Library Board of Trustees Foundation liaisons.
13. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board – President
 Pfeiffer appointed Quinn to serve on the Monarch board as a liaison.
14. Appoint Standing Committee Chairs and Members as Set Forth in the Bylaws – President
 Appointments tabled.
15. Appoint Ad Hoc Committee Chairs and Members as Set Forth in the Bylaws - President
 Appointments tabled. Pfeiffer and Erickson to meet separately to discuss ad hoc committee needs based on current need. Hollister asked for a description of each committee.

DIRECTOR'S REPORT

16. Project Updates

Holds Locker

Erickson reported that the contractor will begin site preparation on May 20. Locker delivery is expected in early June. Testing will take place. Anticipated launch is late June or early July.

AMH Machine

Minneapolis vendor will demonstrate what their system can do with an inside/outside drop bin system.

Rocca Room

Updates to the Rocca Room have been put on hold until we know the cost of other projects.

17. Services and Programming

Report was reviewed. Erickson stated that Mead will be hosting the *Council on Library and Network Development* (COLAND) group on September 13. COLAND is a statewide library advisory committee appointed by the governor.

18. Security Update

Staff are working to compile historical data for security reports.

19. Monthly Statistics

Statistics were reviewed.

LIAISON REPORTS20. Monarch Library System - Maeve Quinn

Software is being upgraded to Vega. Monarch added a staff person to support software upgrade. Quinn to send minutes from the Monarch board meeting once her Mead email is set up. Sheboygan and Ozaukee counties share the cost of the Bookmobile. Monarch received a \$100 donation to support the Bookmobile collection.

21. Mead Library Foundation - Kathie Norman

Norman absent.

22. Friends of Mead - Pattie Pilz

Nothing to report.

UPCOMING MEETINGS23. Upcoming Meeting

Library Board of Trustees will meet on June 19 at 5:00 p.m.

ADJOURN24. Motion to Adjourn

Walton **moved** to adjourn the meeting. Hollister **seconded**. Motion **passed**.

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

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

Mead Public Library - Financial Statement for April 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	-	-	(894,726.00)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	-	-	(7,364.00)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	-	-	(51,097.00)
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(5,716.27)	-	716.27
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(3,501.18)	-	(1,998.82)
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(224.83)	-	(275.17)
255	481100	INTEREST INCOME	-	-	-	(15,665.30)	-	15,665.30
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(5,473.90)	-	(64,526.10)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,195.17)	-	1,195.17
TOTAL REVENUE			(4,249,214.00)	-	(4,249,214.00)	(2,253,339.74)	-	(1,995,874.26)
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	634,092.96	-	1,763,983.04
255511	520310	FICA	142,230.00	-	142,230.00	37,653.53	-	104,576.47
255511	520311	MEDICARE	33,268.00	-	33,268.00	8,806.10	-	24,461.90
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	40,890.61	-	111,409.39
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	134,949.28	-	297,081.72
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	8,390.20	-	19,667.80
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	1,264.55	-	3,589.45
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	39,858.48	894.00	87,847.52
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	1,910.52	-	4,914.48
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	2,782.23	-	6,617.77
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	2,345.83	-	7,654.17
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	11,876.02	-	8,123.98
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	2,602.33	-	5,897.67
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	2,616.68	-	11,083.32
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	607.64	-	4,392.36
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	5,301.48	-	4,898.52
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	24,007.76	-	45,992.24
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	-	405,200.00	86,639.87	-	318,560.13
255511	548003	OTHER CONTENT	82,000.00	-	82,000.00	133,404.18	-	(51,404.18)
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	10,978.15	10,000.00	5,021.85
255511	555100	UTILITIES	135,167.00	-	135,167.00	36,087.92	-	99,079.08

255511	555120	PHONES	4,000.00	-	4,000.00	453.95	-	3,546.05
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,327.37	-	772.63
255511	631200	BUILDING IMPROVEMENTS	-	-	-	9,319.96	54,800.00	(64,119.96)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	4,929.55	-	13,570.45
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
TOTAL EXPENSES			4,249,214.00	-	4,249,214.00	1,329,876.49	65,694.00	2,853,643.51
TOTAL REVENUE LESS EXPENSES			-	-	-	(923,463.25)	65,694.00	857,769.25

Mead Public Library - Accounts Payable through April 30, 2024								
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
ADRIENNE ALLEN	3/28/2024	PROGRAM EXPENSE - 03/16/24 & 04/13/24	400.00	4/17/2024	363711	255511	548001	DONATION PURCHASES
ADRIENNE ALLEN	3/28/2024	PROGRAM EXPENSE - MARCH 9, 2024	200.00	4/17/2024	363711	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	3/6/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	280.26	4/3/2024	4169	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	3/22/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	116.33	4/17/2024	4235	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	3/18/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	84.07	4/17/2024	4235	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	3/11/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	66.97	4/17/2024	4235	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	2/27/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	59.98	4/3/2024	4169	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	3/22/2024	ACCT# A2JXVCVZU4S49M DONATIONS	56.80	4/17/2024	4235	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	3/22/2024	ACCT# A2JXVCVZU4S49M DONATIONS	45.87	4/17/2024	4235	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	3/3/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	31.46	4/3/2024	4169	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	3/7/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	30.52	4/3/2024	4169	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	3/4/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	27.89	4/3/2024	4169	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	3/29/2024	ACCT# A2JXVCVZU4S49M POSTAGE	20.95	4/17/2024	4235	255511	540130	POSTAGE & DELIVERY
AMAZON CAPITAL SERVI	3/7/2024	ACCT# A2JXVCVZU4S49M IT EXPENSE	19.95	4/3/2024	4169	255511	560255	TOOLS & SMALL EQUIPMENT
AMAZON CAPITAL SERVI	4/1/2024	CREDIT MEMO FOR INVOICE 1NJ3-6VT9-HKFK	(4.50)	4/17/2024	4235	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	4/1/2024	CREDIT MEMO FOR INVOICE 1NJ3-6VT9-HKFK	(45.50)	4/17/2024	4235	255511	540100	OFFICE SUPPLIES
AT&T	3/25/2024	ACCT#920Z83-0200 109 8 TELEPHONE EXPENSE	150.85	4/17/2024	363718	255511	555120	PHONES
AURORA EMPLOYEE ASST	3/27/2024		110.25	4/3/2024	363617	255511	531100	CONTRACTED SERVICES
AURORA EMPLOYEE ASST	12/28/2023	CUST #1535 MEAD EAP QUARTERLY FEE JAN-MARCH 2024	101.25	4/17/2024	363725	255511	531100	CONTRACTED SERVICES
CALUM EVONIUK	3/9/2024	PROGRAMMING-SAFE ZONE TRAINING 03/15/24	250.00	4/17/2024	363731	255511	536125	EMPLOYEE DEVELOPMENT
CHARTER COMMUNICATIO	4/1/2024	ACCT #121113701 INTERNET EXPENSE	159.98	4/17/2024	363734	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
DAKOTA SUPPLY	3/19/2024	ACCT #48063 BLDG MAINTENANCE	185.16	4/3/2024	363625	255511	550110	BUILDING MAINT & REPAIR
DAKOTA SUPPLY	3/7/2024	ACCT #48063 BLDG MAINTENANCE	132.25	4/17/2024	363740	255511	550110	BUILDING MAINT & REPAIR
DEMCO, INC.	3/15/2024	CUST #480136750 - MATERIAL PURCHASE SUPPLIES	657.23	4/3/2024	363627	255511	548002	MATERIALS - ALL CATEGORIES
DOLL, JON W.	3/22/2024	PROGRAMMING EXP - TAI CHI	700.00	4/17/2024	363741	255511	548001	DONATION PURCHASES
EBSCO SUBSCRIPTION	3/27/2024	ACCT #CG298113-75 MATERIAL PURCHASE	3,875.00	4/17/2024	4251	255511	548003	OTHER CONTENT

Item 7.

Mead Public Library - Accounts Payable through April 30, 2024								
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
EBSCO SUBSCRIPTION	6/10/2023	ACCT #CG-F-98112-00 MATERIAL CREDIT	(108.35)	4/17/2024	4251	255511	548002	MATERIALS - ALL CATEGORIES
ENGBERG ANDERSON INC	3/31/2024	ACCT #213396.01 LIBRARY LOCKERS	630.00	4/17/2024	363742	255511	531100	CONTRACTED SERVICES
ERICA HUNTZINGER	1/24/2024	PROGRAMMING 4 OF 4 PYMTS - APRIL 2024	200.00	4/3/2024	363632	255511	548001	DONATION PURCHASES
GT GRAPHICS OF SHEB	4/5/2024	BUSINESS CARDS	76.00	4/17/2024	4267	255511	540100	OFFICE SUPPLIES
GT GRAPHICS OF SHEB	4/5/2024	BUSINESS CARDS	60.85	4/17/2024	4267	255511	548001	DONATION PURCHASES
HOPEFULLY HOMESTEAD	3/11/2024	PROGRAM EXPENSE - MARCH 2024 WINTERGREEN PROGRAM	100.00	4/3/2024	363642	255511	548001	DONATION PURCHASES
INGRAM LIBRARY SERV	3/29/2024	CUST #20W8082 MATERIAL PURCHASE	1,912.37	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/19/2024	CUST #20W8082 MATERIAL PURCHASE	908.23	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	4/3/2024	CUST #20W8082 MATERIAL PURCHASE	816.66	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/18/2024	CUST #20W8082 MATERIAL PURCHASE	640.11	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/13/2024	CUST #20W8082 MATERIAL PURCHASE	596.93	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	4/3/2024	CUST #20W8082 MATERIAL PURCHASE	548.20	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/25/2024	CUST #20W8082 MATERIAL PURCHASE	466.72	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/14/2024	CUST #20W8082 MATERIAL PURCHASE	465.18	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/12/2024	CUST #20W1532 MATERIAL PURCHASE	398.51	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/26/2024	CUST #20W8082 MATERIAL PURCHASE	362.21	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	4/2/2024	CUST #20W8082 MATERIAL PURCHASE	334.77	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	4/4/2024	CUST #20W8082 MATERIAL PURCHASE	265.70	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/15/2024	CUST #20W8082 MATERIAL PURCHASE	259.41	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	4/3/2024	CUST #20X7192 MATERIAL PURCHASE	257.92	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/19/2024	CUST #20W8082 MATERIAL PURCHASE	253.36	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/28/2024	CUST #20W8082 MATERIAL PURCHASE	250.44	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/21/2024	CUST #20W8082 MATERIAL PURCHASE	248.94	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/28/2024	CUST #20X7192 MATERIAL PURCHASE	225.27	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/26/2024	CUST #20W8082 MATERIAL PURCHASE	183.99	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/13/2024	CUST #20X7192 MATERIAL PURCHASE	145.76	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES

Item 7.

Mead Public Library - Accounts Payable through April 30, 2024								
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
INGRAM LIBRARY SERV	4/1/2024	CUST #20W8082 MATERIAL PURCHASE	131.01	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/12/2024	CUST #20W1532 MATERIAL PURCHASE	113.09	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/19/2024	CUST #20X7192 MATERIAL PURCHASE	76.16	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	4/4/2024	CUST #20X7192 MATERIAL PURCHASE	68.29	4/17/2024	4268	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/22/2024	CUST #20W8082 MATERIAL PURCHASE	38.74	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/20/2024	CUST #20W1532 MATERIAL PURCHASE	14.18	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/15/2024	CUST #20W1532 MATERIAL PURCHASE	8.59	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	3/14/2024	CUST #20W1532 MATERIAL PURCHASE	8.59	4/3/2024	4194	255511	548002	MATERIALS - ALL CATEGORIES
JULIE MADDALENA	3/9/2024	03/15/24 SAFE ZONE TRAINING	250.00	4/3/2024	363647	255511	536125	EMPLOYEE DEVELOPMENT
KRISS PREMIUM PROD	3/21/2024	MEAD PUBLIC LIBRARY-BLDG MAINTENANCE	2,858.17	4/17/2024	363761	255511	550110	BUILDING MAINT & REPAIR
LIBRARY MARKET	4/1/2024	SOFTWARE RENEWAL - MEAD PUBLIC LIBRARY	3,200.00	4/17/2024	363772	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
LIL REV MUSIC	3/14/2024	JUNE, JULY, AUGUST 2024 PROGRAMMING	1,200.00	4/3/2024	363653	255511	548001	DONATION PURCHASES
MBM/MODERN BUSINESS	3/18/2024	ACCT #MP01-B MARCH COPIER EXPENSE	1,050.73	4/3/2024	363655	255511	531100	CONTRACTED SERVICES
MBM/MODERN BUSINESS	3/21/2024	ACCT #MP01-B	187.48	4/3/2024	363655	255511	531100	CONTRACTED SERVICES
MIDWEST TAPE	4/2/2024	CUST #2000015656 MATERIAL PURCHASE	1,364.21	4/17/2024	4282	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	3/27/2024	CUST #2000015656 MATERIAL PURCHASE	1,181.58	4/17/2024	4282	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	3/20/2024	CUST #2000015656 MATERIAL PURCHASE	1,110.95	4/3/2024	4204	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	3/20/2024	CUST #2000015656 MATERIAL PURCHASE	846.69	4/3/2024	4204	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	3/14/2024	CUST #2000015656 MATERIAL PURCHASE	533.31	4/3/2024	4204	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	3/27/2024	CUST #2000015656 MATERIAL PURCHASE	110.76	4/17/2024	4282	255511	548002	MATERIALS - ALL CATEGORIES
MIND, SOUL AND SELF	3/18/2024	PROGRAM EXP-GARDENING W/CHRISTINA 5/20/24	300.00	4/3/2024	4205	255511	548001	DONATION PURCHASES
MONTEMAYOR, MARILYN	3/13/2024	WINTERGREEN COOKING DEMO REIMBURSMENT	118.37	4/17/2024	363781	255511	548001	DONATION PURCHASES
NAVIANT, INC.	3/20/2024	CUST #MEAD - CONTRACTED SERVICES 6/1/24-5/31/25	1,764.00	4/17/2024	363783	255511	531100	CONTRACTED SERVICES
ONE TIME VENDOR	3/20/2024	PATRON REFUND FOR GABRIELLE PENNA (MINOR)	15.00	4/3/2024	363668	255	451915	PATRON FEES
ONE TIME VENDOR	3/12/2024	PATRON REFUND	12.24	4/3/2024	363666	255	451915	PATRON FEES
PITNEY BOWES GLOBAL	3/11/2024	ACCT #0013152143 POSTAGE METER LEASE 1/30-4/29	416.31	4/3/2024	363672	255511	531100	CONTRACTED SERVICES
PROFESSIONAL SUPPLY	3/19/2024	CUST #MEADP100 JANITORIAL SUPPLIES	1,336.02	4/3/2024	4214	255511	540222	JANITORIAL SUPPLIES

Item 7.

Mead Public Library - Accounts Payable through April 30, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
SALEM PRESS PRODUCT	3/29/2024	CUST #1011364 STANDING ORDER - MATERIALS	260.05	4/17/2024	4292	255511	548002	MATERIALS - ALL CATEGORIES
SCHLITZ AUDUBON NATU	3/12/2024	KEY #1230 7/9/24 PROGRAM ON REPTILES & AMPHIBIANS	325.00	4/3/2024	363679	255511	548001	DONATION PURCHASES
SHEBOYGAN WATER UTIL	3/31/2024	ACCT #750-896-00-00 MISC WATER - FIRE PROTECTION	21.00	4/17/2024	363825	255511	555100	UTILITIES
STATE BAR OF WISCONS	3/27/2024	ACCT #12587 MATERIAL PURCHASE	81.29	4/17/2024	363830	255511	548002	MATERIALS - ALL CATEGORIES
SUPERIOR CHEMICAL CO	3/20/2024	CUST #3996800 JANITORIAL SUPPLIES	430.12	4/3/2024	4225	255511	540222	JANITORIAL SUPPLIES
TIETZ'S PIGGLY WIGGL	3/14/2024	ACCT #3020 MEAD LIBRARY - INSERVICE TRAINING FOOD	110.18	4/17/2024	363832	255511	536125	EMPLOYEE DEVELOPMENT
TREMPE LAWN SERVICE	3/22/2024	MPL SNOW REMOVAL - 3/22/24 BLDG MAINT	70.00	4/17/2024	363834	255511	550110	BUILDING MAINT & REPAIR
VIHOS, LISA B.	4/6/2024	5/23/24 WATCH PARTY: POETRY THE NATURAL WORLD	125.00	4/17/2024	4300	255511	531800	PROGRAM SERVICES
WISCONSIN LIBRARY SE	4/1/2024	CUST ID #MEAD010 OTHER CONTENT & MATERIALS	5,739.35	4/17/2024	363851	255511	548003	OTHER CONTENT
XELLO	4/8/2024	E-RESOURCE - CAREER CRUISING FOR LIBRARY	825.00	4/17/2024	363853	255511	548003	OTHER CONTENT

Item 7.

Title: **Establishment Institution and Teacher Cards**
 Chapter: **Circulation**
 Approved By: **Library Board of Trustees**

Document Type: **Policy**
 Document Number: **09.01**
 Original Effective Date:
 Date of Last Revision:

Establishment Institution and Teacher Cards

Purpose Statement: Institution Cards are meant to provide access to Mead's physical and electronic library resources, as well as specialized library services, at the organizational/establishment level. Teacher Cards are meant to provide access to Mead's physical and electronic resources, as well as specialized library services, at the individual educator level.

- A. Special library cards may be issued to establishments and educators located within the ~~limits of the Monarch Library System~~ **City of Sheboygan and its surrounding non-librariated areas.**
- B. "Establishments" shall mean recognized and responsible organizations, including professional, labor, and business, whether organized on an individual, partnership, corporate, or association basis. It shall include governmental agencies, schools and religious institutions. It shall not include social, fraternal or service clubs. **The term "school" shall mean an institution which provides elementary or secondary education. "Library" shall refer to the Mead Public Library of Sheboygan, Wisconsin.**
- C. The application for ~~such cards~~ **an Institution Card** shall be signed by a responsible representative of the establishment. **Should that person leave the establishment, the establishment will continue to be responsible for materials borrowed through the library. Establishments will be asked to update contact information on their Institution Card accounts on an annual basis. Institution Cards can only be used by authorized persons listed on the account.**
- D. **The application for a Teacher Card shall be signed by an educator who is actively teaching within the City of Sheboygan or its surrounding non-librariated areas. Should that individual stop teaching within the City of Sheboygan or its surrounding non-librariated areas, they should notify the library of this change so that their Teacher Card account can be deactivated. Teachers will be asked to update contact information and provide proof of their educator status (such as a staff ID badge) on an annual basis. Teacher Cards can only be used by the teacher named on the account.**
- E. **Institution Cards issued to an establishment shall be of such type or so marked as to be easily distinguishable from the cards which the Library issues to individuals kept at the library and only authorized users listed on the account who are able to provide photo ID will be allowed to use the card.**

- F. The cards shall be used only for the purpose of borrowing materials within the range of interest and purpose of the borrowing establishment. They shall not be used primarily for the personal benefit of an employee, owner or representative of said establishment. Cards issued to other libraries or to library systems shall not be used for the borrowing of collections for the purpose of reissue. The propriety of use is to be determined by the Director or the Director's designee.
- G. Classroom collections may be borrowed by preschools and by schools for those grades from pre-kindergarten through 6th grade.
- ~~H. The establishment library cards shall be issued to persons named by the establishment as authorized to use them.~~
- I. The establishment in whose name the card is issued shall be liable for late return charges, damage fees, and payment for loss of library materials.
- J. The teacher in whose name the card is issued shall be liable for late return charges, damage fees, and payment for loss of library materials.
- K. Violation or misuse of the cards so granted shall result in revocation or suspension of such cards.

Local vendor quote to fix cracks in the library entryway

Option #1

We propose to furnish and install the following options:

First Entry: Commercial LVP Spacia 20mil in the color (TBD). Quote includes protecting windows, removal & disposal of existing floor, LVP, paste, cove base, transitions, and labor to install all materials.

\$8515.92

Option #2

Second Entry & Bathroom Hallway: Commercial LVP Spacia 20mil in the color (TBD). Quote includes removal & disposal of existing floor, LVP, paste, cove base, transitions, and labor to install all materials.

\$8706.63

Option for walk off carpet module inserts:

\$4148.64



Drinking Fountain Replacement – Quote

Quote through local plumbing company

Option #1 - Replace one existing drinking fountain (includes parts & labor) - **\$2,200**

Option #2 - Replace two existing drinking fountains (includes parts & labor) - **\$4,200**

Option #3 - Replace three existing drinking fountains (includes parts & labor) - **\$6,100**

Cost estimates for increasing two library pages from 20 hours to 30 hours per week. - 6/13/2024

Hours/wk	rate	salary	fica	wrs	Health Ins	Dental	Total per year	
20	\$ 15.00	15,600.00	1,193.40	-	-	-	16,793.40	No health care
		15,600.00	1,193.40	-	-	-	16,793.40	waived benefits
		Current total City cost 20 hrs/wk					33,586.80	
30	\$ 15.00	23,400.00	1,790.10	1,614.60	10,018.32	484.56	37,307.58	single
		23,400.00	1,790.10	1,614.60	-	-	26,804.70	waived benefits
		Total City cost 30 hrs/week					64,112.28	
Budgetary Impact (increase)							30,525.48	
30	\$ 15.00	23,400.00	1,790.10	1,614.60	19,059.12	978.00	46,841.82	plus spouse
		23,400.00	1,790.10	1,614.60	-	-	26,804.70	waived benefits
		Total City cost 30 hrs/wk					73,646.52	
Budgetary Impact (increase)							40,059.72	
30	\$ 15.00	23,400.00	1,790.10	1,614.60	26,336.64	1,605.60	54,746.94	family
		23,400.00	1,790.10	1,614.60	-	-	26,804.70	waived benefits
		Total City cost 30 hrs/wk					81,551.64	
Budgetary Impact (increase)							47,964.84	

Mead Public Library Table of Organization (Proposed)

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
	1.50	Cleaners
1.00	Public Services Manager	
	8.00	Librarian
	2.00	Associate Librarian
	3.00	Library Assistant
	1.00	Public Safety Specialist
	0.50	Library Security Monitor
1.00	Support Services Manager	
	2.00	Associate Librarian
	5.25	Library Assistant
	3.00	Cataloger
	7.75	Pages

FTE BY TEAM

8.50	Administration
15.50	Public Services
19.00	Support Services
43.00	Total

HEAD COUNT OF MPL STAFF

30	Full-time Employees
19	Part-time Employees
49	2024 Total MPL HEAD COUNT

Revised Date: 6/17/2024

Board Approved Date: 6/19/2024

Projects Update – June 2024

- Lockers – The exterior wall has been opened to dimensions needed to fit the locker system. The physical locker system is scheduled to arrive during the week of June 25. The lockers vendor will send an implementation team to help with the install that week. Once the physical install is complete, we expect several weeks of configuration and testing within the Polaris software, prior to going live. We are expecting a go-live date sometime in July.
- Floor cracking in front entrance area – Bids have been received. We will ask library board to approve repairs at June 2024 meeting.
- Drinking fountains - Up to three drinking fountains are no longer functioning and need to be repaired and/or replaced. We obtained a quote and will ask library board to approve the purchase of replacement units at June 2024 meeting.
- Exterior caulking and tuckpointing – This project was sent out to bid. We are awaiting final approvals from city. See IFC attachment authored by city purchasing agent.
- Community Resources Specialist office/telephone booths – The architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be sent out to bid.
- Sensory Room on the third floor – The architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be sent out to bid.
- Warschau Collection display(s) - A committee comprised of staff has been formed to create a list of requirements and potential vendors.
- Automated Material Handling System (AMH) - We had had visits from our current vendor as well as one additional vendor based in Minneapolis. We are currently determining a list of desired functionality requirements.
- Second floor carpet issue - Carpet is not adhering properly. We are working with the city procurement specialist to get the issue fixed via a warranty claim.
- Third floor tile issue – Tile is failing in some spots. We are working with the installation vendor. Replacement is scheduled for late August on a warranty claim.

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

Staffing

- Library Page, Salem Radey, will be leaving us on June 26th as he pursues a Doctorate of Computer Science at UW Madison. We wish him all the best.

Collections

- An LED Page Magnifier was added to the Experience Collection
- With the database, Learning Express Library, due to expire from the Badgerlink collection at the end of June, we are looking into our own subscription to this resource or to another, similar database. We mainly recommend Learning Express to patrons who are working on their GED and on other test preparation.
- We have a working group looking at how our e-resources are marketed and represented on the library's website and hope to make some helpful changes.
- We have purchased Ingram's, one-time, iCurate inClusive assessment service which will perform a diversity audit on our adult and children's book collections.

Patron Services

- Monarch decided to go ahead with a soft launch of the new discovery layer, Vega Discover, which you can now test out for yourselves by going to the library's homepage and clicking on the "try the new Monarch Catalog" banner. Feedback is encouraged.
- Our new holds lockers are scheduled to be installed on June 25th at which point we will begin testing and planning workflows.
- There is a working group that has been tasked with coming up with a Teacher Card service which we hope will provide Sheboygan teachers with the additional services that they need to be successful in their classrooms. We are hoping to launch the new service this fall.
- We are working with Mead IT to look for a replacement for our aging Automated Material Handling machine.

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: 09/22/2022
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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.

Disruptive Patron Interaction Report Year-Over-Year					
		2024 Forecast	2024 Current	2023	2022
Reported Incidents	Adult	517	233	442	260
	Teen	146	66	105	104
	Senior (65+)	0	0	2	5
	Kids	0	0	0	0
	Total	663	299	549	369
Exclusions Over 10 Days		73	33	45	21
					We started collecting Disruptive Patrons stats in February of 2022. This does not capture the potential disruptions that would have occurred in January of 2022.

Volunteer Report - May 2024

Type	Hours	Volunteer Count	Total Hours
Adult	201.58	27	201.58
Teen	5.65	0	5.65
Grand total	207.23	28	207.23

Type	Name	*May 2023	*May 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
Circulation Transactions	Adult Materials	17,699	18,581	5%	93,836	93,995
	Teen Materials	959	961	0%	4,721	4,873
	Children's Materials	12,764	12,393	-3%	67,690	60,785
	Total Adult/Teen/Children's Materials	31,422	31,935	2%	166,247	159,653
Materials Shared With Other Libraries	Items provided to other libraries from Me	8,434	10,579	25%	45,888	52,086
	Items received for Mead patrons from oth	5,015	4,802	-4%	25,538	24,542
	Total Interlibrary Loans (Transits)	13,449	15,381	14%	71,426	76,628
E-Content Checkouts	Total E-Content Checkouts	9,003	9,416	5%	43,911	49,219
Library Visits	Gate count	20,046	18,892	-6%	99,543	97,053
Research Inquiries	Research Inquiries	4,629	2,830	-39%	21,652	10,013
Internet Usage Provided	Library Workstation Sessions	2,322	2,005	-14%	11,127	11,084
	Wireless Sessions	0	8,770	#DIV/0!	31,768	49,053
Number of Library Card Holders	Sheboygan Residents				29,080	28,360
	Non-Sheboygan Residents				6,395	6,407
	Total Number of Library Card Holders				35,475	34,767
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	45	32	-29%	253	175
	Children (0-11) Participants	1,518	1,331	-12%	8,010	5,358
	Teen (12-18) Quantity	1	8	700%	18	22
	Teen (12-18) Participants	35	1,028	2837%	447	1,290
	Adult (18+) Quantity	7	26	271%	112	133
	Adult (18+) Participants	611	174	-72%	2,852	1,544
	Total number of Classes, Seminars, Work	53	66	25%	383	330
	Total number of Participants	2,164	2,533	17%	11,309	8,192
Conference Room Utilization	Rocca Meeting Room	31%	18%	-13%	35%	35%
	Loft Meeting Room	25%	15%	-10%	25%	24%
	Public Conference Room #1	28%	37%	9%	27%	43%
	Public Conference Room #2	25%	27%	2%	23%	38%
Study Rooms Utilization	Study Rooms Hours Used	560	617	10%	3243	3628.5
	Percent Utilization	43%	45%	2%	46%	55%