



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

February 23, 2023 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Thursday, February 23, 2023 at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact 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
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.](#) Strategic Plan Committee - Report of 2/10/2023 Meeting

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Fall In-Service - Friday, September 29, 2023
- [9.](#) Engberg Anderson Architects Plan
- [10.](#) DPI Annual Statistics

DIRECTOR'S REPORT

- [11.](#) City of Sheboygan Annual Report
- [12.](#) Building Projects

[13.](#) Services and Programming

[14.](#) Security Update

[15.](#) Support Services Update

[16.](#) Monthly Statistics

LIAISON REPORTS

17. Monarch Library System - Maeve Quinn

18. Mead Library Foundation - Kathie Norman

[19.](#) Friends of Mead - Sydney Mehn

UPCOMING MEETINGS

20. LIBRARY BOARD OF TRUSTEES (04/27/23 @ 5 PM)

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*

CITY OF SHEBOYGAN

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Tuesday, December 13, 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: Albrinck, Alvarez, Campe, Guevara, Norman, Quinn, Salazar, Speth, and Walton
Members absent: Bulson
Staff present: 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 11/17/2022** Norman moved to approve the minutes from the November 17, 2022 meeting. Campe seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports** Quinn informed the group that some of the responsibilities of the city administrator have been transferred to the mayor until such time as the common council makes any further decisions. She further noted that the 125th anniversary celebration was the previous day, and it was a highly attended and appreciated event that went off very well.

COMMITTEE REPORTS

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

CLOSED SESSION

6. **Motion to Convene in Closed Session for the Purpose of Evaluation the Performance of the Library Director Under the Exception Set Forth In Wisconsin State Statutes 19.85(1)(c) For Considering Employment, Promotion Compensation, or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility.** Campe moved to convene in closed session. Speth seconded. The motion passed.
7. **Motion to Reconvene in Open Session** Campe moved to reconvene in open session. Walton seconded. The motion passed.

RECONVENE IN OPEN SESSION

8. **Possible Action on Item Discussed in Closed Session** Quinn moved to support Garrett Erickson's continued strong leadership as Library Director of Mead Public Library by increasing his salary by one step, raising him to salary step six. Campe seconded. The motion passed.

UPCOMING MEETINGS

ADJOURN

10. **Motion to Adjourn** Albrinck moved to adjourn the meeting. Salazar seconded. The motion passed. Being no further business, the meeting adjourned at 6:30 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*

Mead Public Library - Financial Statement as of January 31, 2023

ACCT #	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
411100	PROPERTY TAX LEVY	(2,969,198.00)	0.00	(2,969,198.00)	0.00	0.00	(2,969,198.00)
437200	MONARCH - SHEBOYGAN COUNTY	(816,604.00)	0.00	(816,604.00)	0.00	0.00	(816,604.00)
437210	MONARCH - OZAUKEE COUNTY	(8,611.00)	0.00	(8,611.00)	0.00	0.00	(8,611.00)
437220	MONARCH - RESOURCE	(100,000.00)	0.00	(100,000.00)	0.00	0.00	(100,000.00)
437230	MONARCH - ADJACENT COUNTIES	(41,693.00)	0.00	(41,693.00)	0.00	0.00	(41,693.00)
451915	PATRON FEES	(4,500.00)	0.00	(4,500.00)	(1,032.30)	0.00	(3,467.70)
461000	PHOTOCOPIES	(5,000.00)	0.00	(5,000.00)	(705.49)	0.00	(4,294.51)
469100	VENDING/CONCESSION SALES	(500.00)	0.00	(500.00)	0.00	0.00	(500.00)
485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	0.00	(70,000.00)	(15,405.49)	0.00	(54,594.51)
489000	MISCELLANEOUS REVENUE	(1,000.00)	0.00	(1,000.00)	(565.50)	0.00	(434.50)
	TOTAL REVENUE	(4,017,106.00)	0.00	(4,017,106.00)	(17,708.78)	0.00	(3,999,397.22)
510110	FULL TIME SALARIES - REGULAR	2,236,414.00	0.00	2,236,414.00	161,020.70	0.00	2,075,393.30
520310	FICA	133,119.00	0.00	133,119.00	9,539.49	0.00	123,579.51
520311	MEDICARE	31,134.00	0.00	31,134.00	2,231.02	0.00	28,902.98
520320	WI RETIREMENT FUND	144,484.00	0.00	144,484.00	10,503.12	0.00	133,980.88
520340	HEALTH INSURANCE	469,191.00	0.00	469,191.00	36,533.86	0.00	432,657.14
520350	DENTAL INSURANCE	26,595.00	0.00	26,595.00	2,239.16	0.00	24,355.84
520360	LIFE INSURANCE	1,858.00	0.00	1,858.00	147.33	0.00	1,710.67
520400	WORKERS COMPENSATION	847.00	0.00	847.00	0.00	0.00	847.00
531100	CONTRACTED SERVICES	123,600.00	0.00	123,600.00	1,674.72	0.00	121,925.28
531110	FINANCIAL SERVICE FEES	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
531206	INSURANCE PREMIUMS	20,100.00	0.00	20,100.00	0.00	0.00	20,100.00
531400	ADVERTISING & MARKETING	9,400.00	0.00	9,400.00	0.00	0.00	9,400.00
531800	PROGRAM SERVICES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
533105	IT SERVICE FUND CHARGES	11,274.00	0.00	11,274.00	0.00	0.00	11,274.00
533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	0.00	23,223.00	0.00	0.00	23,223.00
536125	EMPLOYEE DEVELOPMENT	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
537100	VEHICLE & PARKING EXPENSES	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
540100	OFFICE SUPPLIES	10,500.00	0.00	10,500.00	1,953.62	0.00	8,546.38
540130	POSTAGE & DELIVERY	5,000.00	0.00	5,000.00	20.94	0.00	4,979.06
540205	DISPLAYS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
540222	JANITORIAL SUPPLIES	8,500.00	0.00	8,500.00	3,235.41	0.00	5,264.59

Mead Public Library - Financial Statement as of January 31, 2023

ACCT #	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
548001	DONATION PURCHASES	70,000.00	0.00	70,000.00	16,591.84	0.00	53,408.16
548002	MATERIALS - ALL CATEGORIES	380,200.00	0.00	380,200.00	15,098.93	0.00	365,101.07
548003	OTHER CONTENT	82,000.00	0.00	82,000.00	4,961.00	0.00	77,039.00
550110	BUILDING MAINT & REPAIR	26,000.00	0.00	26,000.00	1,174.68	0.00	24,825.32
555100	UTILITIES	128,667.00	0.00	128,667.00	606.58	0.00	128,060.42
555120	PHONES	4,000.00	0.00	4,000.00	148.65	0.00	3,851.35
560255	TOOLS & SMALL EQUIPMENT	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
631200	BUILDING IMPROVEMENTS	0.00	0.00	0.00	688.60	0.00	(688.60)
652200	IT EQUIPMENT	19,500.00	0.00	19,500.00	0.00	0.00	19,500.00
659200	EQUIPMENT REPLACEMENT	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
TOTAL EXPENSES		4,017,106.00	0.00	4,017,106.00	268,369.65	0.00	3,748,736.35
Revenue Total					(17,708.78)	0.00	(3,999,397.22)
Expense Total					268,369.65	0.00	268,369.65
Grand Total		0.00	0.00	0.00	250,660.87	0.00	(3,731,027.57)

Mead Public Library - Financial Statement as 12/31/2022 - Not Final EOY (End of Year) Statement

ACCT #	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
411100	PROPERTY TAX LEVY	-2,557,264	-114,761	-2,672,025	-2,672,024.97	0.00	0
437200	MONARCH - SHEBOYGAN COUNTY	-776,391	0	-776,391	-809,988.92	0.00	33,598
437210	MONARCH - OZAUKEE COUNTY	-10,174	0	-10,174	-10,174.32	0.00	0
437220	MONARCH - RESOURCE	-100,000	0	-100,000	-100,000.00	0.00	0
437230	MONARCH - ADJACENT COUNTIES	-40,093	0	-40,093	-40,092.88	0.00	0
451915	PATRON FEES	-4,000	0	-4,000	-6,378.35	0.00	2,378
461000	PHOTOCOPIES	-5,000	0	-5,000	-7,480.77	0.00	2,481
469100	VENDING/CONCESSION SALES	-500	0	-500	-608.06	0.00	108
485000	CONTRIBUTIONS/DONATIONS	-112,000	0	-112,000	-377,207.54	0.00	265,208
489000	MISCELLANEOUS REVENUE	-1,000	0	-1,000	-3,098.13	0.00	2,098
	TOTAL REVENUE	-3,606,422	-114,761	-3,721,183	-4,027,053.94	0.00	305,871
510110	Total 000 NOT DEFINED	-3,606,422	-114,761	-3,721,183	-4,027,053.94	0.00	305,871
520310	FULL TIME SALARIES - REGULAR	1,922,812	100,535	2,023,347	1,989,784.95	0.00	33,562
520311	FICA	117,020	6,233	123,253	117,773.72	0.00	5,479
520320	MEDICARE	27,386	1,458	28,844	27,543.89	0.00	1,300
520340	WI RETIREMENT FUND	119,905	6,535	126,440	124,387.38	0.00	2,052
520340	HEALTH INSURANCE	390,060	0	390,060	394,502.88	0.00	-4,443
520350	DENTAL INSURANCE	25,577	0	25,577	25,758.75	0.00	-182
520360	LIFE INSURANCE	1,997	0	1,997	1,871.06	0.00	126
520400	WORKERS COMPENSATION	847	0	847	847.00	0.00	0
531100	CONTRACTED SERVICES	123,600	0	123,600	87,860.83	0.00	35,739
531110	FINANCIAL SERVICE FEES	7,300	0	7,300	6,545.12	0.00	755
531206	INSURANCE PREMIUMS	20,100	0	20,100	21,035.94	0.00	-936
531400	ADVERTISING & MARKETING	9,400	0	9,400	3,002.70	0.00	6,397
531800	PROGRAM SERVICES	10,000	0	10,000	0.00	0.00	10,000
533105	IT SERVICE FUND CHARGES	11,274	0	11,274	11,274.00	0.00	0
533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223	0	23,223	21,767.11	0.00	1,456
536125	EMPLOYEE DEVELOPMENT	10,500	0	10,500	0.00	0.00	10,500
537100	VEHICLE & PARKING EXPENSES	18,836	0	18,836	12,350.12	0.00	6,486
540100	OFFICE SUPPLIES	10,500	0	10,500	11,237.67	0.00	-738
540130	POSTAGE & DELIVERY	5,000	0	5,000	7,617.53	0.00	-2,618
540205	DISPLAYS	1,000	0	1,000	161.22	0.00	839

Mead Public Library - Financial Statement as 12/31/2022 - Not Final EOY (End of Year) Statement

ACCT #	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
540222	JANITORIAL SUPPLIES	7,798	0	7,798	11,219.31	0.00	-3,421
548001	DONATION PURCHASES	112,000	106,705	218,705	280,534.93	31,179.08	-93,009
548002	MATERIALS - ALL CATEGORIES	377,000	0	377,000	407,662.55	0.00	-30,663
548003	OTHER CONTENT	82,000	0	82,000	76,626.33	0.00	5,374
550110	BUILDING MAINT & REPAIR	52,000	0	52,000	166,500.98	6,540.40	-121,041
555100	UTILITIES	131,167	0	131,167	127,252.71	0.00	3,914
555120	PHONES	4,000	0	4,000	1,949.41	0.00	2,051
560255	TOOLS & SMALL EQUIPMENT	200	0	200	2,094.66	0.00	-1,895
652200	IT EQUIPMENT	19,500	0	19,500	18,872.67	0.00	627
659200	EQUIPMENT REPLACEMENT	6,000	0	6,000	5,465.30	0.00	535
	TOTAL EXPENSE	3,648,002	221,466	3,869,468	3,963,500.72	37,719.48	-131,752
	Revenue Total	-3,606,422	-114,761	-3,721,183	-4,027,053.94	0.00	305,871
	Expense Total	3,648,002	221,466	3,869,468	3,963,500.72	37,719.48	-131,752
	TOTAL REVENUE LESS EXPENSES				-63,553.22	37,719.48	-25,834

Mead Public Library - AP Invoices January 24, 2023 - February 6, 2023

Department	Vendor #	Invoice #	Invoice Date	Description	Amount Paid	Date Paid	Check #
MEAD LIBRARY	900009	AT&T	DEC 26 - JAN 25, 23	ACCT #920 Z83-0200 109 8 TELEPHONE EXPENSE	\$148.65	2/8/2023	359072
MEAD LIBRARY	6343	CXTEC, INC.	7177234	SECURITY PROJECT	\$1,571.16	2/8/2023	2349
MEAD LIBRARY	900081	DEMCO, INC.	7250101	ACCT #480136750	\$1,372.46	2/8/2023	359087
MEAD LIBRARY	3153	ERICA HUNTZINGER	FEBRUARY 23	2/4 PAYMENTS - FEBRUARY 2023 PROGRAMS	\$300.00	2/8/2023	359090
MEAD LIBRARY	5499	KANOPY, INC.	KDEP-20473	MATERIAL PURCHASE	\$7,500.00	2/8/2023	359104
MEAD LIBRARY	6074	KNOWLEDGECITY, LLC	GB023116	REF K#1252023CN - TRAINING MATERIAL	\$2,473.99	2/8/2023	359106
MEAD LIBRARY	766	KONZ ELECTRIC, LLC	18115-RETAINAGE	REPLACEMENT OF FIRE ALARM DETECTION SYSTEM TO	\$10,918.00	2/8/2023	359107
MEAD LIBRARY	766	KONZ ELECTRIC, LLC	17977-RETAINAGE	REPLACEMENT OF FIRE ALARM DETECTION SYSTEM TO	\$6,930.00	2/8/2023	359107
MEAD LIBRARY	766	KONZ ELECTRIC, LLC	18180-RETAINAGE	REPLACEMENT OF FIRE ALARM DETECTION SYSTEM TO	\$2,100.00	2/8/2023	359107
MEAD LIBRARY	12374	MBM/MODERN	IN4197636	ACCT #MP01-B COPIER EXPENSE	\$795.30	2/8/2023	359111
MEAD LIBRARY	12374	MBM/MODERN	IN4184312	ACCT #MP01-B COPIER EXPENSE	\$175.95	2/8/2023	359111
MEAD LIBRARY	1707	METRO SOUND &	214326	LOFT - STORY GARDEN - TEEN CENTER AV UPGRADES	\$23,321.10	2/8/2023	359112
MEAD LIBRARY	4810	MIND, SOUL AND SELF	113-5115412-4943469	PROGRAMING EXPENSE	\$12.53	2/8/2023	2375
MEAD LIBRARY	6912	ONE TIME VENDOR	616835	FURNITURE FOR THE CHILDRENS ROOM	\$3,777.15	2/8/2023	359119
MEAD LIBRARY	6912	ONE TIME VENDOR	DIRECTORY	DIRECTORY ASSISTANCE 12/22	\$20.05	2/8/2023	359117
MEAD LIBRARY	6912	ONE TIME VENDOR	9001195134	PATRON REFUND	\$15.74	2/8/2023	359121
MEAD LIBRARY	16722	PROFESSIONAL	1061634	ACCT #MEADP100 JANITORIAL SUPPLIES	\$54.74	2/8/2023	2383
MEAD LIBRARY	900118	SHEBOYGAN WATER	10/3/22-1/3/23	ACCT #39-139-00-00 UTILITY	\$606.58	2/8/2023	359145
MEAD LIBRARY	20551	SUPERIOR CHEMICAL	354854	ACCT #8249 - JANITORIAL SUPPLIES	\$410.04	2/8/2023	2393
MEAD LIBRARY	7373	TREMPE LAWN	519	JANUARY SNOW REMOVAL	\$350.00	2/8/2023	359155
Total					\$62,853.44		

Handwritten:
 AT&T 0531195134
 Lu Chen J K
 Broadart

Mead Public Library - Accounts Payable 1/13/2023 - 1/23/2023

Department	Vendor #	Vendor	Invoice	Date of Invoice	Description	Amount Paid	Date Paid	Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NMP-JML6-9JDD	1/13/2023	0004211-2230667-7154638	\$316.64	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1W4C-1NMH-1M7L	1/12/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$307.84	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11CT-YVVL-7JQ3	1/20/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$269.97	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1P6H-Y76X-GJRN	1/11/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$269.00	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	17T1-HD4T-6FLH	1/14/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$162.01	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	193N-PRDD-CXLL	1/7/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$157.00	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FF7-QQ76-1713	1/16/2023	114-2296185-0129851	\$135.00	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NC4-CKQW-CWJ7	1/14/2023	111-5922146-0327439-111-6499975-6263469	\$112.65	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1YYC-3TXK-9F7K	1/10/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$97.75	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13KV-1MNV-1Y7K	1/16/2023	111-7081401-0621056	\$68.57	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NMP-JML6-9JDD	1/13/2023	0004211-2230667-7154638	\$67.85	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QLQ-VXD6-3MXM	1/19/2023	ACCT #A2JXVCVZU4S49M	\$59.99	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	177J-VTKQ-3CLF	1/16/2023	111-9436472-3154645	\$43.96	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1M1L-XJVC-KTNJ	1/11/2023	ACCT #A2JXVCVZU4S49M JANITORIAL SUPPLIES	\$42.40	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MCN-MMQX-1LKL	1/16/2023	114-8121635-0004211	\$40.00	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1F9N-RTFJ-9PRL	1/10/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$38.36	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1WF3-734R-C6FV	1/20/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$37.99	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1RXH-1LV4-7WN6	1/6/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$29.99	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	166P-VNGH-C1X4	1/20/2023	114-2296185-0129851	\$26.95	1/25/2023	2277

Mead Public Library - Accounts Payable 1/13/2023 - 1/23/2023

Department	Vendor #	Vendor	Invoice	Date of Invoice	Description	Amount Paid	Date Paid	Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERV	169C-MQZR-4GRP	1/19/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$14.80	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERV	13KV-1MNV-1X4D CR	1/16/2023	ACCT #A2JXVCVZU4S49M - 114-1323413-2230667	(\$67.85)	1/25/2023	2277
MEAD LIBRARY	6739	AMAZON CAPITAL SERV	IA075907592704847 CR	1/18/2022	ACCT #A2JXVCVZU4S49M CREDIT	(\$1,238.35)	1/25/2023	2277
MEAD LIBRARY	900	ANDRE FIRE EQUIPMENT	26441	1/5/2023	ANNUAL MAINTENANCE INSPECTION	\$264.50	1/25/2023	2278
MEAD LIBRARY	2146	CAVENDISH SQUARE	CAL3402861	1/1/2023	ACCT #1000136576 MATERIAL PURCHASE	\$204.44	1/25/2023	358934
MEAD LIBRARY	3200	CDWG	FH64409	11/28/2022	CUST #3162682 IT EXPENSE	\$47.42	1/25/2023	358935
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102414519.003	1/19/2023	CUST #48063 BUILDING MAINTENANCE	\$688.60	1/25/2023	358943
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102414519.001	1/9/2023	CUST #48063 BUILDING MAINTENANCE	\$405.14	1/25/2023	358943
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102419338.001	1/9/2023	CUST #48063 - BUILDING MAINTENANCE	\$172.18	1/25/2023	358943
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102409123.001	1/18/2023	CUST #48063 BUILDING MAINTENANCE	\$167.20	1/25/2023	358943
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102414519.002	1/12/2023	CUST #48063 BUILDING MAINTENANCE	\$80.16	1/25/2023	358943
MEAD LIBRARY	9100	DAKOTA SUPPLY	S102421464.001	1/10/2023	CUST #48063 BUILDING MAINTENANCE	\$42.48	1/25/2023	358943
MEAD LIBRARY	3153	ERICA HUNTZINGER	JANUARY 2023 PROGRAM	1/11/2023	JANUARY 2023 PROGRAMS 2 PMYTS OF TOTAL \$1,300.00	\$300.00	1/25/2023	358949
MEAD LIBRARY	3192	FIFTHCOLOR	31035	1/18/2023	PILLAR SIGNS	\$669.59	1/25/2023	2294
MEAD LIBRARY	16227	INFOUSA	10004020000	9/7/2022	CUST #10004020000 MATERIAL PURCHASE	\$100.00	1/25/2023	358961
MEAD LIBRARY	6056	MARKETING IN INGRAM LIBRARY SERV	73841965	1/13/2023	ACCT #20W1532	\$2,351.83	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73774776	1/10/2023	ACCT #20W1532	\$329.63	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73426315	12/21/2022	ACCT #20W1532 MATERIAL PURCHASE	\$235.46	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73790661	1/11/2023	ACCT #20W1532	\$210.21	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73755249	1/10/2023	ACCT #20W1532 MATERIAL PURCHASE	\$189.83	1/25/2023	2298
				1/30/2023 4:15:56 PM				

Mead Public Library - Accounts Payable 1/13/2023 - 1/23/2023

Department	Vendor #	Vendor	Invoice	Date of Invoice	Description	Amount Paid	Date Paid	Check #
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73523634	12/28/2022	ACCT #20W1532 MATERIAL PURCHASE	\$181.50	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73698451	1/6/2023	ACCT #20W1532 MATERIAL PURCHASE	\$173.95	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73815099	1/12/2023	ACCT #20W1532	\$149.73	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73670087	1/5/2023	ACCT #20W1532 MATERIAL PURCHASE	\$147.00	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73637969	1/4/2023	ACCT #20W1532 MATERIAL PURCHASE	\$88.95	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73670088	1/5/2023	ACCT #20W1532 MATERIAL PURCHASE	\$63.45	1/25/2023	2298
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	73803920	1/11/2023	ACCT #20W1532	\$61.54	1/25/2023	2298
MEAD LIBRARY	10181	J.F. AHERN COMPANY	550093	1/4/2023	INV #550093 - AGREEMENT #11932	\$478.00	1/25/2023	2299
MEAD LIBRARY	4820	JOSE F. ARAUSO	11/8/2022 CONTRACT	11/8/2022	PROGRAMMING	\$800.00	1/25/2023	358966
MEAD LIBRARY	1413	JSM SECURE INC	73729	1/11/2023	Digital Watchdog Software with 12 TB Server	\$13,816.35	1/25/2023	2300
MEAD LIBRARY	766	KONZ ELECTRIC, LLC	01252023	1/20/2023	REPLACEMENT OF FIRE ALARM DETECTION SYSTEM TO INCL	\$18,900.00	1/25/2023	358969
MEAD LIBRARY	231	MIDWEST TAPE	503191587	1/5/2023	CUST #2000015656 MATERIAL PURCHASE	\$78.55	1/25/2023	2311
MEAD LIBRARY	231	MIDWEST TAPE	503216114	1/10/2023	CUST #2000015656	\$40.06	1/25/2023	2311
MEAD LIBRARY	4139	MONARCH LIBRARY SYS	122036	1/18/2023	ENVISIONWARE	\$1,063.80	1/25/2023	2312
MEAD LIBRARY	4139	MONARCH LIBRARY SYS	415806	12/7/2022	Summer Reading T-Shirt	\$9.45	1/25/2023	2312
MEAD LIBRARY	6912	ONE TIME VENDOR	9008652189	1/12/2023	PATRON REFUND	\$18.71	1/25/2023	358989
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	1/17/2023	1/17/2023	ACCT #8000-9000-1102-0652 POSTAGE REFILL	\$20.94	1/25/2023	358997
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1061135	1/13/2023	CUST ACCT #MEADP100 JANITORIAL SUPPLIES	\$1,340.37	1/25/2023	2318
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1061075	1/12/2023	CUST ACCT #MEADP100 JANITORIAL SUPPLIES	\$80.94	1/25/2023	2318
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1061133	1/13/2023	CUST ACCT #MEADP100 JANITORIAL SUPPLIES	\$15.74	1/25/2023	2318

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Joshua B. Schuster

Mead Public Library - Accounts Payable 1/13/2023 - 1/23/2023

Department	Vendor #	Vendor	Invoice	Date of Invoice	Description	Amount Paid	Date Paid	Check #
MEAD LIBRARY	900141	SALEM PRESS PRODUCT	976711	1/9/2023	CUST #1011364 MATERIAL PURCHASE	\$260.05	1/25/2023	2322
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7371799149-0-1	1/18/2023	CR ACCT #264388 - STAPLES ACCT #1669297DET	\$366.04	1/25/2023	359018
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7603986669-0-2	1/13/2023	CR ACCT #264388 - STAPLES #1669297DET	\$45.27	1/25/2023	359018
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7371397208-0-1	1/16/2023	CR ACCT #264388 - STAPLES ACCT #1669297DET	\$25.98	1/25/2023	359018
MEAD LIBRARY	22667	STATE BAR OF WISCONS	5116417	1/9/2023	ACCT #12587 MATERIAL PURCHASE	\$226.40	1/25/2023	359019
MEAD LIBRARY	22667	STATE BAR OF WISCONS	5116790	1/4/2023	ACCT #12587 MATERIAL PURCHASE	\$226.35	1/25/2023	359019
MEAD LIBRARY	2997	VIHOS, LISA B.	2022 POET LAUREATE	12/28/2022	2022 POET LAUREATE	\$300.00	1/25/2023	2331
MEAD LIBRARY	2997	VIHOS, LISA B.	2023 POET LAUREATE	1/16/2023	2023 POET LAUREATE	\$300.00	1/25/2023	2331
MEAD LIBRARY	2997	VIHOS, LISA B.	12/22/2022 CONTRACT	12/22/2022	PROGRAMMING	\$100.00	1/25/2023	2331
MEAD LIBRARY	900210	WISCONSIN LIBRARY SE	498083	1/10/2023	CUST #MEADP010 MATERIALS PURCHASE	\$1,800.00	1/25/2023	359041
MEAD LIBRARY	7351	WORDHAVEN	JUDGING MARCH 23	1/4/2023	PROGRAMMING SIDEWALK POETRY JUDGING	\$100.00	1/25/2023	359044
Total						\$48,730.31		

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Wisconsin Bank
Name: & Trust P-Card

Vendor : Multiple

Statement Date: January 2023

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
12/28/2023	HotSpot	15.00	255511-537100	CITY OF SHEB BUS PASSES	#1	X
12/28/2023	HotSpot	15.00	255511-537100	CITY OF SHEB BUS PASSES	#2	X
1/4/2023	VICTORY FILMS	63.00	255511-548002	MATERIALS	#00780	X
1/4/2023	WLA	28.00	255511-548001	CONFERENCE FEES	166605	X
1/10/2023	SENSOURCE	264.00	255511-533106	SRVC-VEACLOUD	54936	X
1/10/2023	WALMART	187.84	255511-550110	DELTANA DC40-DUR	2000106-59775254	X
1/5/2023	4IMPRINT	364.39	255511-540100	OFFICE SUPPLIES	24256972	X
1/11/2023	WALMART	36.56	255511-548001	MONARCH MEETING	05561	X
1/25/2023	ZOOM	31.63	255511-533106	ZOOM MEETING EXPENSE	INV185623332	X
1/25/2023	TECHSOP	1,800.00	255511-533106	SOFTWARE - 50 LICENSESPATRON	3613789	X
1/26/2023	WPY	26.12	255511-548001	WI VOLUNEER COORDINATORS ASSOC	2022-2023 WVCA MEMBERSHIP	X
GRAND TOTAL		\$2,831.54				

Row Labels	Sum of Amount
255511-533106	\$2,095.63
255511-540100	\$364.39
255511-548001	\$90.68
255511-548002	\$63.00
Grand Total	\$2,831.54

Item 6.		Wisconsin Bank	Vendor :	Multiple	Statement Date	January 2023	Receipt Attached (X)
Name: & Trust P-Card							
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #		
1/3/2023	TIETZ'S PIGGLY WIGGLY	\$11.94	255511-540100	DISTILLED WATER	#7942		X
1/5/2023	USA CLEAN BY JON-DON	\$13.41	255511-550110	BUILDING MAINTENANCE	ORDER #123548		X
1/9/2023	WOULSELEY IND	\$218.43	255511-550100	FERGUSON-BLDG MAINTENANCE	CO302502		X
1/10/2023	MARTENS-TRILLING	\$25.46	255511-550110	BUILDING MAINTENANCE	TRA #B1279474		X
1/11/2023	MENARDS	\$50.10	255511-550110	BUILDING MAINTENANCE	CODE #674741		X
		\$27.91	255511-540222	JANITORIAL SUPPLIES	CODE #674741		X
1/16/2023	BATTERIES PLUS	\$83.25	255511-550110	BUILDING MAINTENANCE	P59017761		X
1/18/2023	MARTENS-TRILLING	\$7.99	255511-550110	BUILDING MAINTENANCE	C1135619		X
1/18/2023	MENARDS	\$51.38	255511-550110	BUILDING MAINTENANCE	673844		X
		\$8.98	255511-540222	JANITORIAL SUPPLIES	673844		X
		\$13.92	255511-540100	OFFICE SUPPLIES	673844		X
1/26/2023	TRILLING	\$39.99	255511-550110	BUILDING MAINTENANCE	B1280869		X
1/27/2023	WOULSELEY IND	\$147.56	255511-550110	FERGUSON-BLDG MAINTENANCE	PA478081		X
1/27/2023	WOULSELEY IND	\$34.61	255511-550110	FERGUSON-BLDG MAINTENANCE	PA478079		X
GRAND TOTAL		\$ 734.93					
Row Labels		Sum of Amount					
255511-540100		\$25.86					
255511-540222		\$36.89					
255511-550100		\$218.43					
255511-550110		\$413.76					
255511-550110		\$39.99					
Grand Total		\$734.93					

Item 6.	Wisconsin Bank & Trust P-Card	Vendor : Multiple	Statement Date	January 2023	Receipt Attached (X)
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #
12/28/2022	Live365	\$79.00	255511-548002	BROADCAST FEES 12/28/22-1/28/23	029AF6E-0006
1/3/2023	BOOKSRCHOOLS	\$171.25	255511-548002	BOOKS4SCHOOL	35453
1/4/2023	ALASTORE	\$31.64	255511-548001	CHICAGO BOOKS & JOURNALS	CALENDARS
1/4/2023	UWCC REG	\$425.00	255511-548001	CONFERENCE/WORKSHOP	577815
1/5/2023	C	\$936.00	255511-533106	PERSONNEL SCHEDULING SOFTWARE	UBV00240527
1/4/2023	WIA	\$78.00	255511-548001	LEGISLATIVE DAY 2022 - M. PRENTICE	16660 PRENTICE
1/6/2023	ALASTORE	\$79.00	255511-548001	COLLECTIONS WEBINAR/BREE	PROFESSIONAL DEVELOPMENT
1/9/2023	HGSE-CENTRAL	\$375.00	255511-548001	PROJECT ZERO	PROFESSIONAL DEVELOPMENT
1/21/2023	THE SEWING SHO	\$185.40	255511-548001	SEWING MACHINES MAINTENANCE PROGRAM	PROGRAM EXPENSE
1/23/2023	WIA	(\$28.00)	255511-548001	CREDIT FOR NON-ATTENDANCE	RE-BILLING ADMIN FOR DIFFERENT STAFF MEMBER ATTENDING
1/28/2023	LIVE365	\$79.00	255511-548002	BROADCAST FEES 1/28/23 - 2/28/23	INV #029AF6E-0007
GRAND TOTAL		\$2,361.29			
Row Labels	Sum of Amount				
255511-533106	\$936.00				
255511-548001	\$1,096.04				
255511-548002	\$329.25				
Grand Total	\$2,361.29				

Wisconsin Bank

Vendor Name: & Trust P-Card

Vendor : Multiple

Statement Date

January 2023

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
1/4/2023	WALMART	\$ 20.93	255511-548001	PROGRAMMING	ID #7SGTS3FTHSC	X
1/4/2023	GOODWILL	\$ 13.67	255511-548001	PROGRAMMING	C2BE3CF36A91AEE7	X
1/6/2023	WALMART	\$ (9.71)	255511-548001	PROGRAMMING	TR#00722	X
1/6/2023	WALMART	\$ 24.55	255511-548001	PROGRAMMING	TRA #03426	X
1/24/2023	WALMART	\$ (8.09)	255511-548001	PROGRAMMING	TR#06580	X
1/24/2023	WALMART	\$ (14.37)	255511-548001	PROGRAMMING	TR# 06579	X
1/27/2023	ST VINCENTS THRIFT	\$ 8.49	255511-548001	PROGRAMMING	REF #00000021	X
1/27/2023	HELLO HAPPINESS	\$ 19.75	255511-54801	PROGRAMMING	REF# 71Y3	X
GRAND TOTAL		\$ 55.22				

Row Labels	Sum of Amount
255511-548001	\$35.47
255511-54801	\$19.75
Grand Total	\$55.22



MEAD PUBLIC LIBRARY STRATEGIC PLANNING COMMITTEE AGENDA

February 10, 2023 at 1:00 PM

Mead Public Library, Public Conference Room #2, 710 N 8th Street

Notice of the Mead Public Library Strategic Planning Committee Meeting at 1:00 PM, Friday, February 10, 2023 at Mead Public Library, Public Conference Room #2, 710 N 8th Street, Sheboygan WI.

Meetings are held at the Mead Public Library, 710 N 8th Street, Sheboygan, WI. Individual Library Trustees may attend the Strategic Planning Committee meeting below. It is possible that the resultant attendance may constitute a quorum, or a reverse quorum of the Library Board pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993).

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
2. Approval of Minutes - 12/05/2022

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Update to Library Strategic Plan

UPCOMING MEETINGS

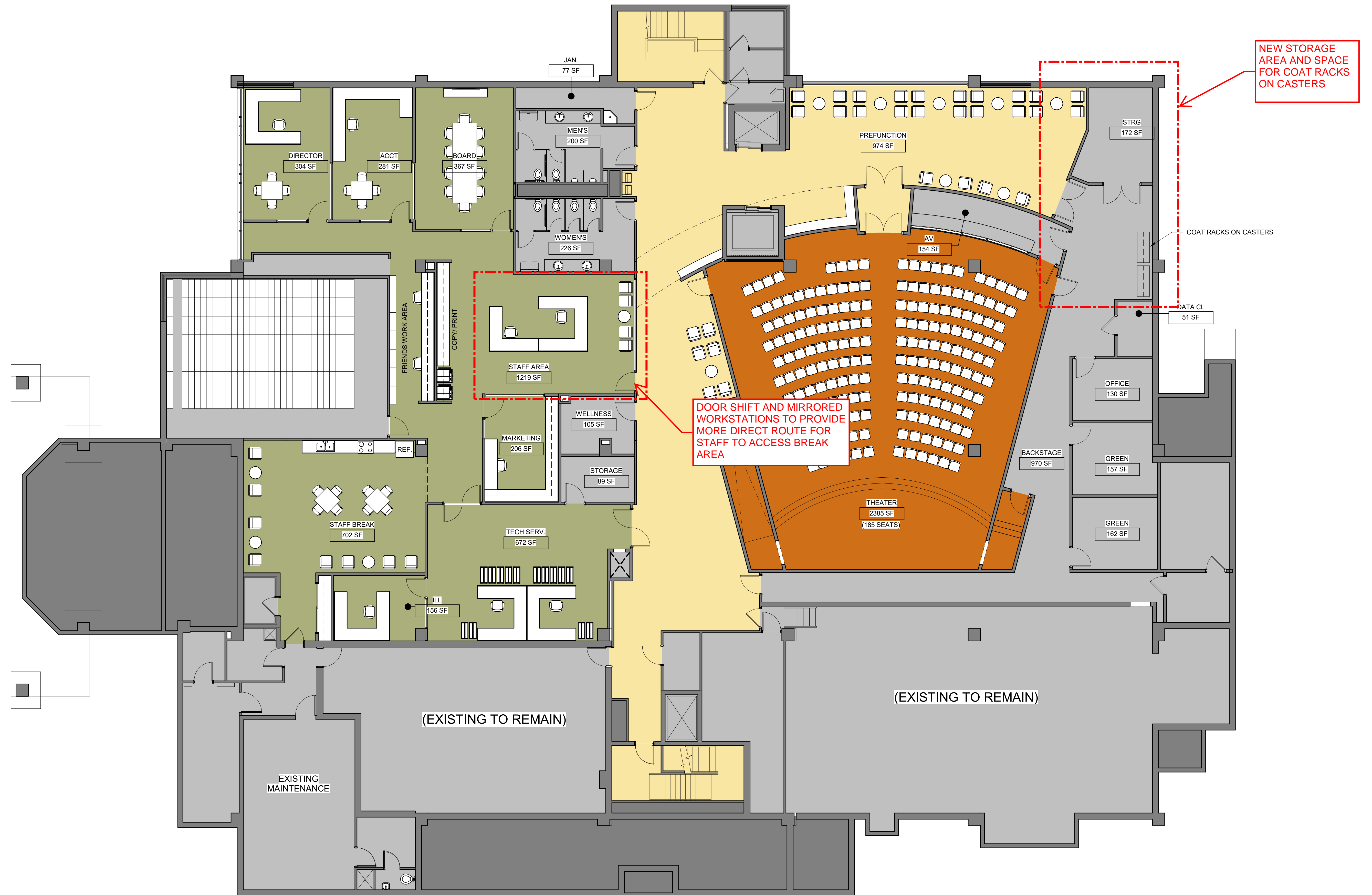
4. Next Meeting Date: As Needed

ADJOURN

5. 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*



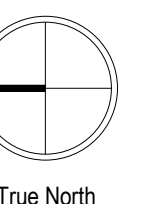
MEAD PUBLIC LIBRARY

SELECTED OPTION- BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"

02/23/23

Engberg Anderson Project No. 213396





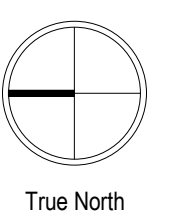
MEAD PUBLIC LIBRARY

SELECTED OPTION - FIRST FLOOR PLAN

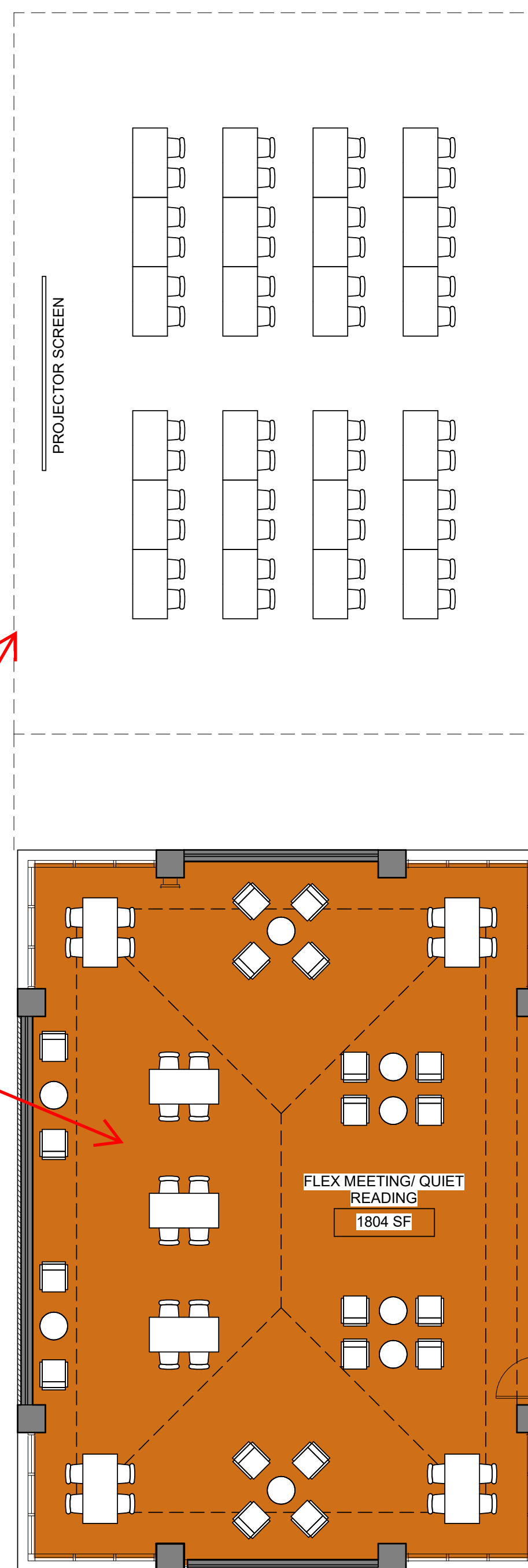
SCALE: 1/8" = 1'-0"

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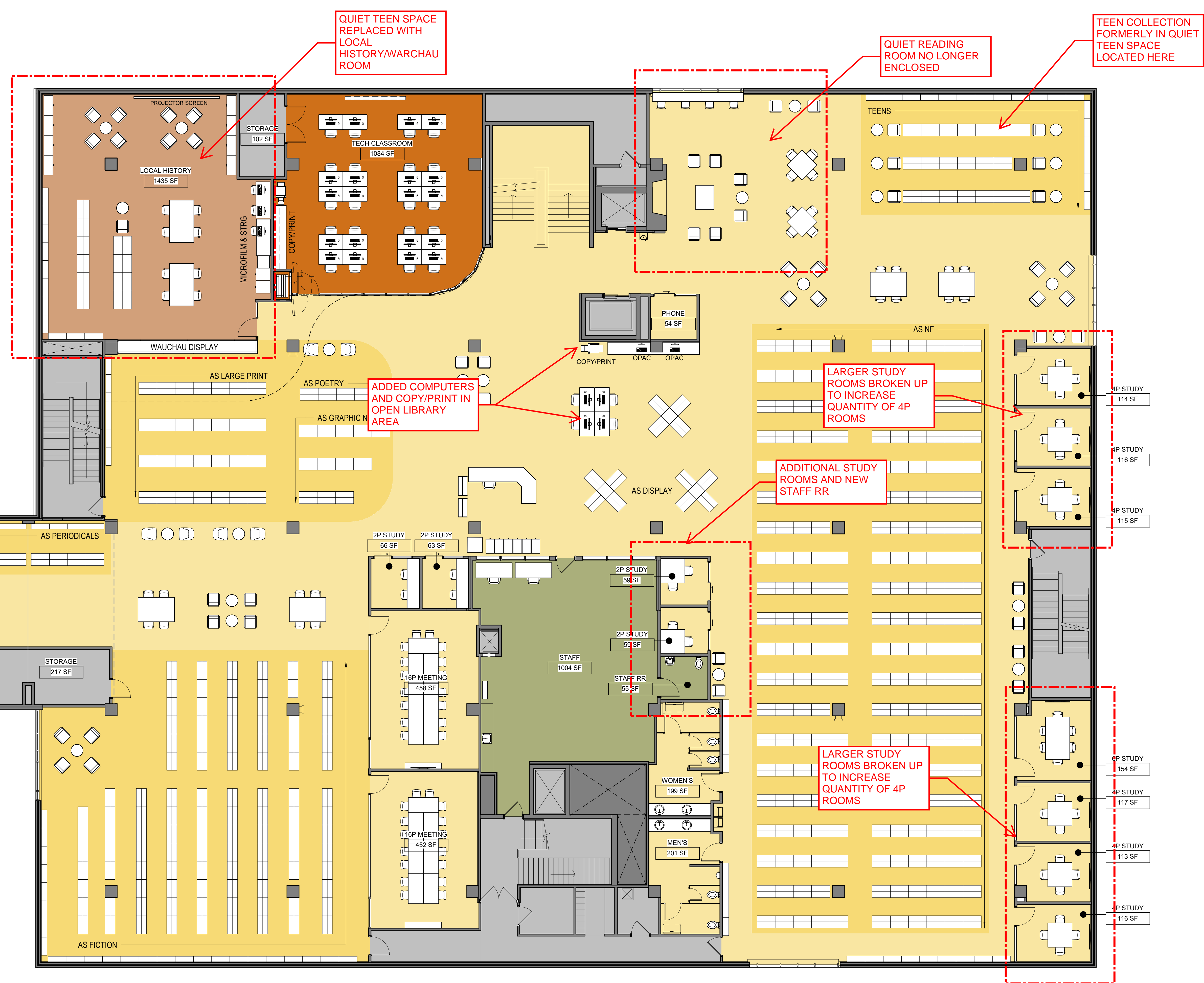
Engberg Anderson Project No. 213396



ALTERNATE FURNITURE LAYOUT



ALTERNATE FURNITURE CONFIGURATION SHOWN TO IMPLY HOW ROOM CAN BE USED AS A QUIET READING SPACE WHEN NOT USED AS A LARGER MEETING SPACE



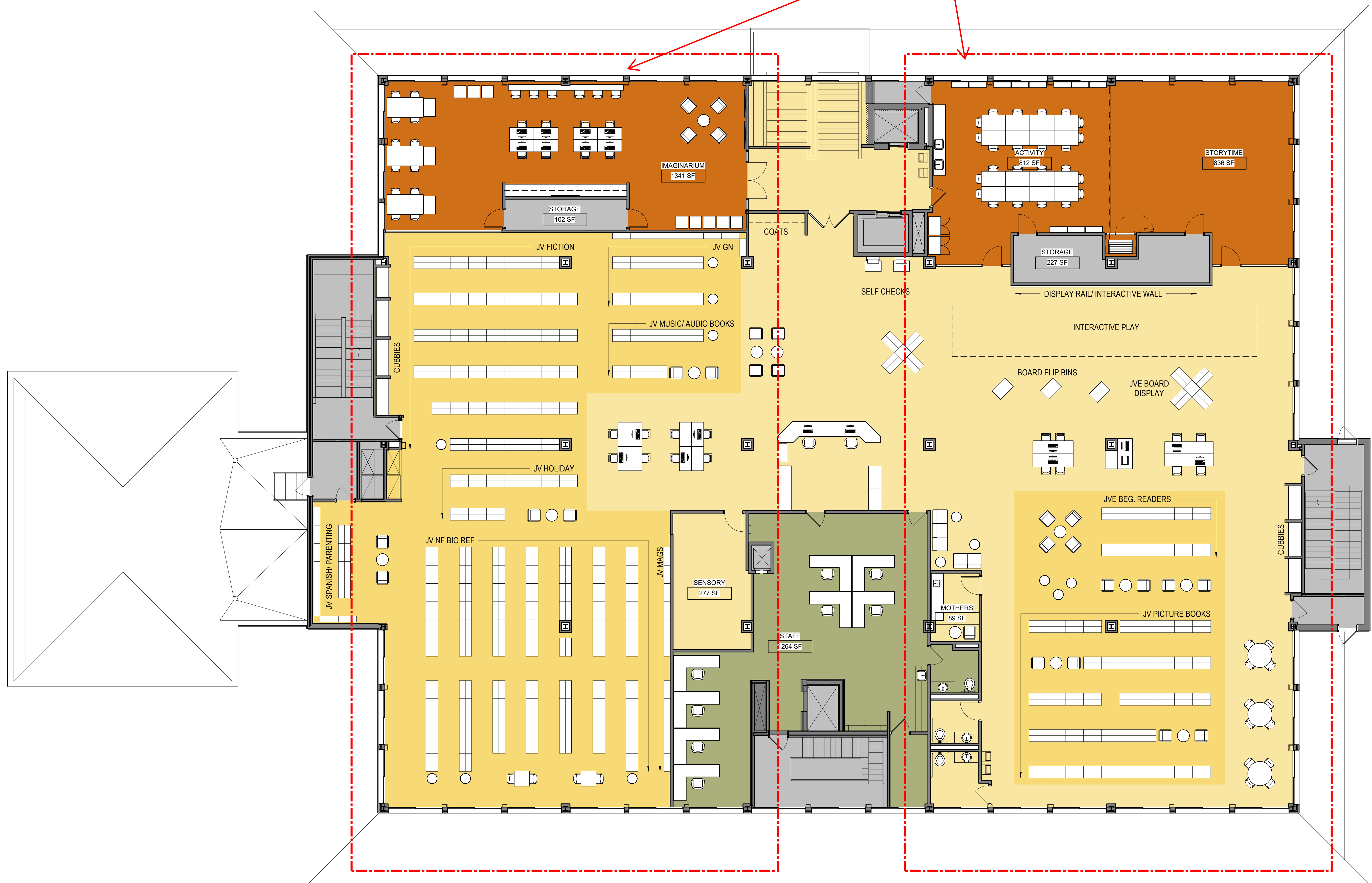
MEAD PUBLIC LIBRARY

SELECTED OPTION - SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

09-09-2022

Engberg Anderson Project No. 213396



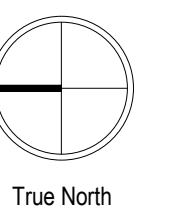
MEAD PUBLIC LIBRARY

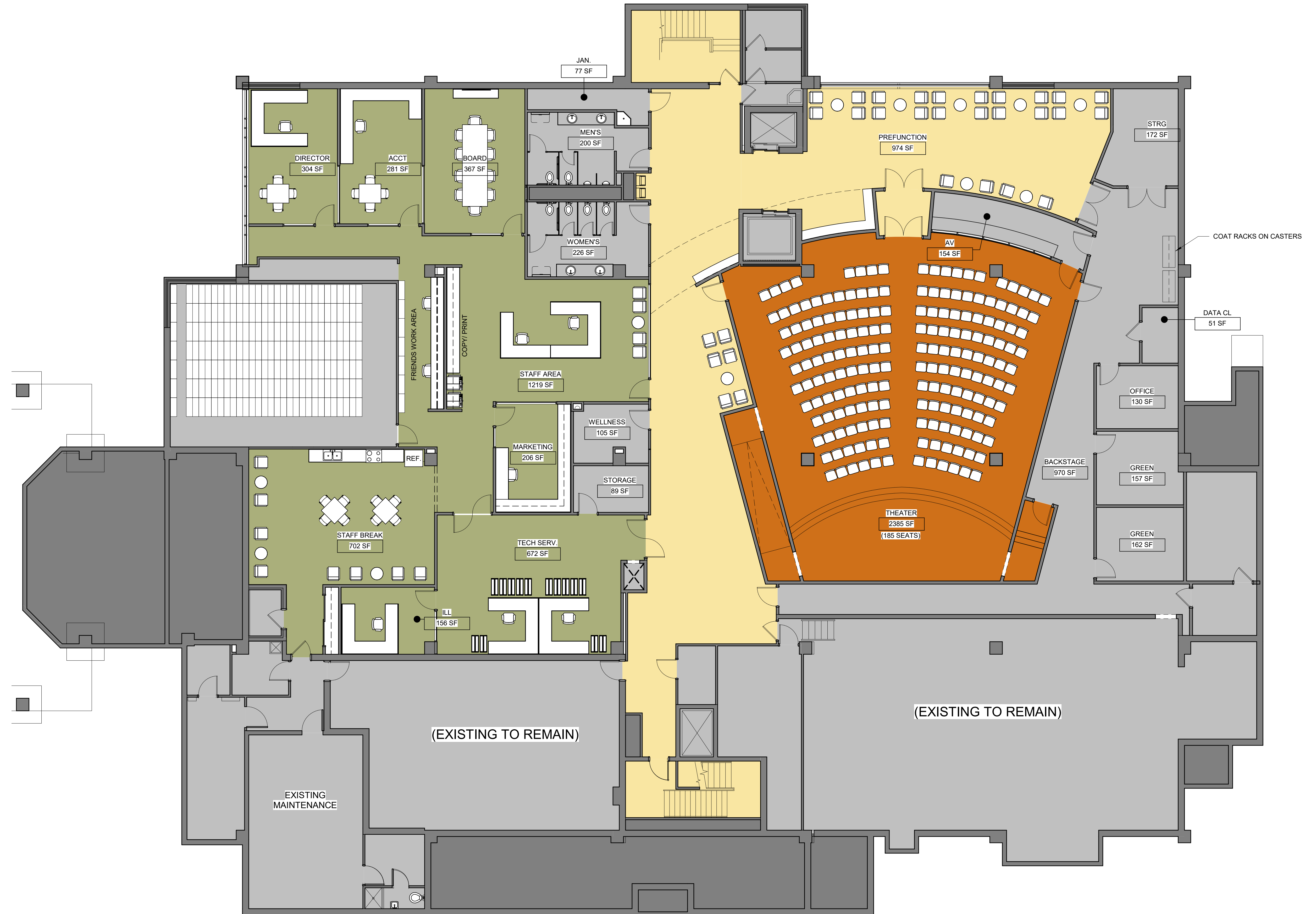
SELECTED OPTION - THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

09-09-2022

Engberg Anderson Project No. 213396





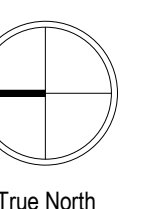
MEAD PUBLIC LIBRARY

SELECTED OPTION- BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"

02/23/23

Engberg Anderson Project No. 213396





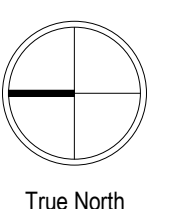
MEAD PUBLIC LIBRARY

SELECTED OPTION - FIRST FLOOR PLAN

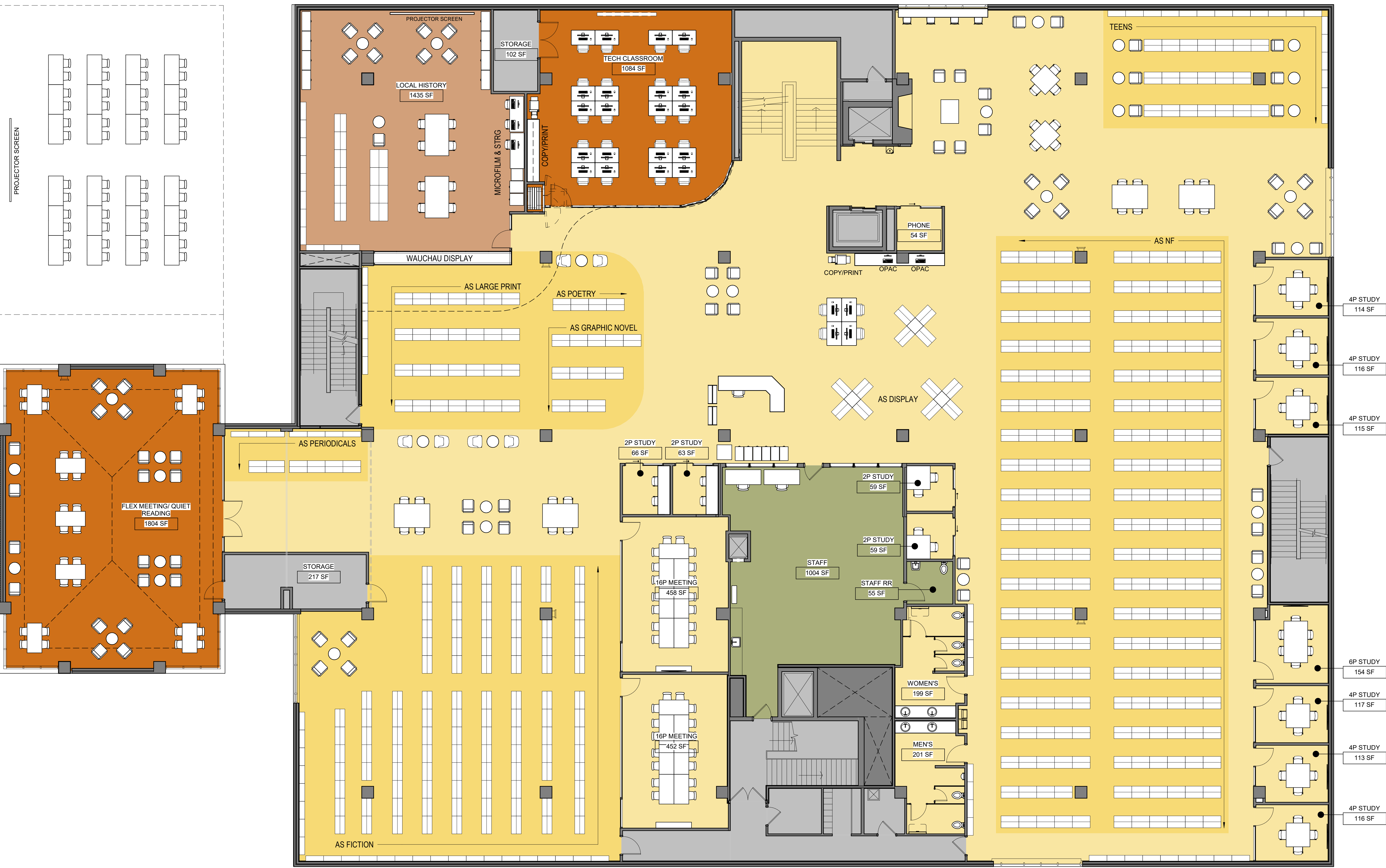
SCALE: 1/8" = 1'-0"

09-09-2022

Engberg Anderson Project No. 213396



ALTERNATE FURNITURE LAYOUT



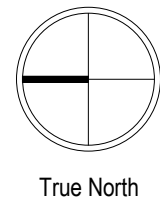
MEAD PUBLIC LIBRARY

SELECTED OPTION - SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

09-09-2022

Engberg Anderson Project No. 213396





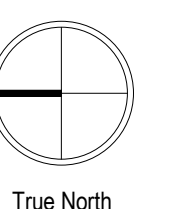
MEAD PUBLIC LIBRARY

SELECTED OPTION - THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

09-09-2022

Engberg Anderson Project No. 213396





I. GENERAL INFORMATION					
1. Name of Library Mead Public Library			2. Public Library System Monarch Library System		
3a. Head Librarian First Name Garrett	3b. Head Librarian Last Name Erickson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 07/31/2023	
6a. Street Address 710 N. 8th St.	6b. Mailing Address or PO Box 710 N. 8th St.	7. City / Village / Town Sheboygan	8a. ZIP 53081	8b. ZIP4 4563	9. County Sheboygan
10. Library Phone Number 9204593400	11. Fax Number (920)459-0204	12. Library E-mail Address of Director garrett.erickson@meadpl.org			
13. Library Website URL www.meadpl.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 88,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number JJ7BCGBDMBN5	
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access	Limited Service		Staff Only (No interior service for the public)	
19a. Winter hours open per week	67				
19b. Number of winter weeks	37				
19c. Summer hours open per week	57				
19d. Number of summer weeks	15				
19e. Total weeks per year	52				
19f. Total hours per year for this location	3,334				

PI-2401

Page 2

PUBLIC SERVICES COVID-19	
Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES	
Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
3-3-2020	1-4-2021

Additional building closure and reopening dates, please describe
 Additional hours resumed 1-2-2022

PI-2401

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II. LIBRARY COLLECTION									
					a. Number Owned / Leased		b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>					208,877		13,294		
2. Electronic Books <i>E-books</i>					174,774				
3. Audio Materials					12,453		565		
4. Electronic Audio Materials <i>Downloadable</i>					74,776				
5. Video Materials					22,462		2,066		
6. Electronic Video Materials <i>Downloadable</i>					7,061				
7. Other Materials Owned <i>Describe</i> Toys, games, DVD's and video games					2,312				
8a. Electronic Collections <i>Locally Owned or Leased</i>					19				
8b. Electronic Collections <i>Purchased by library system or consortia</i>					3				
8c. Electronic Collections <i>Provided through BadgerLink</i>					63				
9. Total Electronic Collections <i>Local, regional, and state</i>					85				
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					194				
III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items		2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials		(subset of 1a.)		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
399,263	159,050		7,402		106,672	59,800			
					Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			101,782			57,836			
WISCAT			4,890			1,964			
Other (includes OCLC, manual tracking or other methods)									
3. Number of Registered Users		d. Overdue Fines		4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. TOTAL			a. Method	b. Annual Count	a. Method	b. Annual Count	
33,531	6,895	40,426	No		Actual Count	46,488	Actual Count	210,285	
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet				
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet access		c. Method	d. Annual Count	a. Method	b. Annual Count			
70	70		Actual Count	26,182	Actual Count	74,720			
8. Website Visits		9. Electronic Collection Retrieval							
474,503		a. Local	b. Other	c. Statewide	d. Total				
		48,987	3,299	1,163	53,449				
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials			e. Uses of Children's Electronic Materials			
48,071	35,261	8,387	91,719			4,720			

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	119	368	48	383	240	1,158
Total Attendance	4,624	13,873	1,208	8,219	2,739	30,663

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	119	368	48	371	
Total Attendance	4,624	13,873	1,208	8,186	2,739
Number of Programs	906		0	906	
Total Attendance	27,891	0		27,891	

11i. Describe the library's in-person programs: Storybook programs, Maker Space programs, Stem programs, Adult Book Clubs, Make it at Mead, Sunday Make & Take, Radio Podcasts.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	12	240	252
Total Live Virtual Attendance	0	0	0	33	2,739	2,772
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs: You tube, Facebook & Live 365

12h. Describe the library's live, virtual programs: Book reviews, poetry readings and interviews, book discussions conducted by Librarians, Library Assistants and outside presenters,

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs: You tube, Facebook & Live 365 (Podcasts)

13h. Describe the library's pre-recorded programs: Mead produced podcasts including book reviews, poetry readings and community interviews conducted by Librarians, Library Assistants, and outside presenters.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Maeve	Quinn	310 St. Clair Avenue	Sheboygan	53081	maeve.quinn@meadpublic
2. Marcos	Guevara	4020 Lakeshore Road	Sheboygan	53082	me.guevara@gmail.com
3. Barbara	Alvarez	1907 N 4th St	Sheboygan	53081	Barbara.ann.alvarez@gm
4. Kathie	Norman	3217 North Sixth Street	Sheboygan	53083	kathienorman@outlook.c
5. Father William	Bulson	630 Ontario Ave	Sheboygan	53081	wbulson@gracesheboyga
6. Amanda	Salazar	610 Broughton Drive	Sheboygan	53081	Amanda.Salazar@sheboy
7. Christine	Campe	714 Spring Avenue	Sheboygan	53083	woleaiyap@hotmail.com
8. Margaret	Albrinck	522 Erie Ave	Sheboygan	53081	albrinckm@gmail.com
9. Sherry	Speth	N3596 E. County Road A	Sheboygan	53085	sspeth@excel.net
10. Andre	Walton	4415 Primrose Ct R203	Sheboygan	53081	andrewalton56@gmail.co
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

10

PI-2401

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V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Sheboygan	\$2,672,025
Subtotal 1		\$2,672,025

2. County

a. Home County Appropriation for Library Services

Subtotal 2a **\$809,989**

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Ozaukee	\$10,174		
Washington	\$1,058		
Fond du Lac	\$1,134		
Manitowoc	\$36,691		
Calumet	\$1,210		
Subtotal 2b			\$50,267

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Monarch Library Systems - Resource	\$100,000		
Subtotal 5			\$100,000

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

\$394,773

8. Total Operating Income Add 1 through 7

\$4,027,054

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$2,672,025

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$1,989,785

2. Employee Benefits include maintenance, security, plant operations

\$692,685

3. Library Collection Expenditures

a. Print Materials

\$348,307

b. Electronic Materials

\$10,110

c. Audiovisual Materials

\$49,246

d. All Other Library Materials

\$76,626

Subtotal 3

\$484,289

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
Monarch Library Systems	\$39,611	Quaity Control	\$2,429
Aurora Heatth	\$315	Rentokil Control Service	\$1,400
Andre Fire Equipment	\$1,588	Wells Fargo Financial - Copier Leases	\$9,091
Library Solutions	\$3,200	Other small contracts	\$6,137
Merizon Group	\$11,577		
Otis Elevator	\$12,513		
		Subtotal 4	\$87,861

5. Other Operating Expenditures

\$746,601

6. Total Operating Expenditures Add 1 through 5

\$4,001,221

7. Of the expenditures reported in Item 6, what were operating expenditures from federal program sources?

\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$0

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$127,443	40.00				
Public Services Manager	MLS (ALA)	\$90,627	40.00				
Support Services Manager	MLS (ALA)	\$87,467	40.00				
Administrative Services Manager	Other	\$90,606	40.00				
Librarian	MLS (ALA)	\$371,046	240.00				
Librarian	Librn. no-MLS	\$165,142	120.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
IT Specialist	Other	\$69,125	40.00	Maintenance Technician	Other	\$40,335	40.00
Communications Specialist	Other	\$60,176	40.00	Cleaners	Other	\$24,739	60.00
Public Service Specialist	Other	\$65,647	40.00	Library Assistants	Other	\$397,180	440.00
Administrative Assistant	Other	\$48,517	40.00	Catalogers	Other	\$150,484	120.00
Maintenance Supervisor	Other	\$52,768	40.00	Pages	Other	\$148,483	200.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
9.00	3.00	12.00	27.50	39.50

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			128,182
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	23,102	89,294	112,396
3. Circulation to Nonresidents Living in Another County in the Library System	2,638	945	3,583
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2,946	7,710	10,656
5. Circulation to All Other Wisconsin Residents	1,302	6. Circulation to Persons from Out of the State	245
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)? No		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	222	f.	
b. Fond du Lac	203	g.	
c. Manitowoc	7,285	h.	
d. Ozaukee	735	i.	
e. Washington	190	j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes 1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> Yes a. State TEACH line Yes b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant? Yes
--	---	--

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	0	0
Total Self-Directed Activity Participation	0	0	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	0	0
Total Self-Directed Activity Participation	0	0	0
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name Melissa	b. Last Name Prentice	c. Email Address melissa.prentice@meadpl.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name Melissa	b. Last Name Prentice	c. Email Address melissa.prentice@meadpl.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤	Maeve Quinn	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤	Garrett Erickson	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Sheboygan

The Mead Public Library Board of Trustees hereby states that in 2022 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Maeve Quinn	

COMMENTS

Public Services During COVID-19

Public services included curbside pickup during the COVID19 period.--2023-02-17

Outside Service During COVID-19

The outside service that was provided was curbside pickup.--2023-02-17

External Wi-Fi Access Added During COVID-19

Additional external Wi-Fi accesses were added to the outside for patron access.--2023-02-17

Additional building closure and reopening dates, please describe:

The Mead Public Library resumed it's normal hours to the amount of hours open before the COVID19 pandemic hit.--2023-02-17

SECTION II

2. Electronic Books (E-books)

3,548 was added for Hoopla E-books, Comic books and Hoopla--2023-02-23

4. Electronic Audio Materials (downloadable)

5,859 additional count is from

Hoopla music and audio books--2023-02-23

6. Electronic Video Materials (downloadable)

7,061 added for hoopla and kanopy--2023-02-23

8a. Electronic Collections (Locally owned or leased)

This line includes 19 database collections--2023-02-22

SECTION III

3d. Overdue Fine Policy

The Mead Public Library doesn't charge for overdue books therefore there is no policy in place. The Mead Public Library however does charge for lost materials.--2023-02-17

Uses of E-Books By Users of Your Library

4,889 added for hoopla and kanopy--2023-02-23

Uses of E-Audio by Users of Your Library

9,588 added for hoopla and kanopy--2023-02-23

Uses of E-Video by Users of Your Library

8,351 added for hoopla and kanopy--2023-02-23



MEAD LIBRARY

710 North 8th Street
Sheboygan, WI 53081
920-459-3400

MEMORANDUM

TO: Mayor Ryan Sorenson, City of Sheboygan

FROM: Garrett Erickson, Library Director

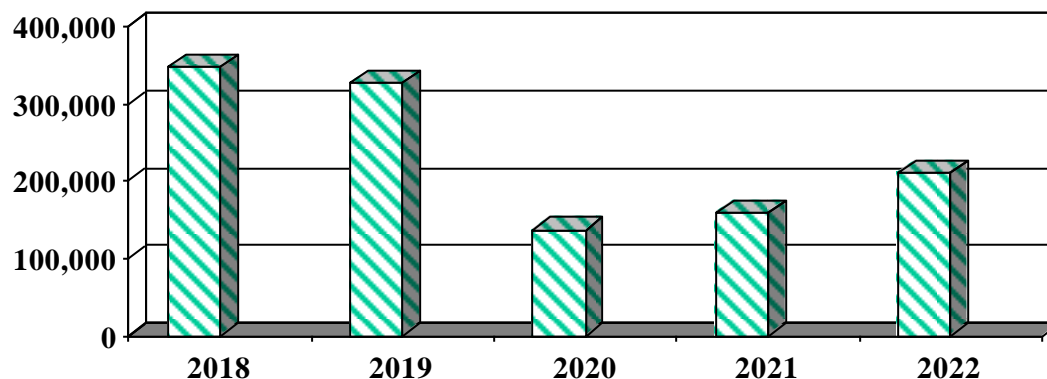
DATE: February 17, 2023

SUBJECT: 2022 Annual Report

Mead Public Library is a gathering place for the entire community and a hub providing access for all residents to information, lifelong learning resources and technology. The library staff are committed to serving the community, knowing well that many people depend on the library and the variety of services it provides. Some of those community-wide services include: Internet access and assistance for job seekers, homework help for school-aged youth, a safe place for kids to gather after school, early childhood literacy programs for pre-school children, reading and research services for adults and shelter for the homeless.

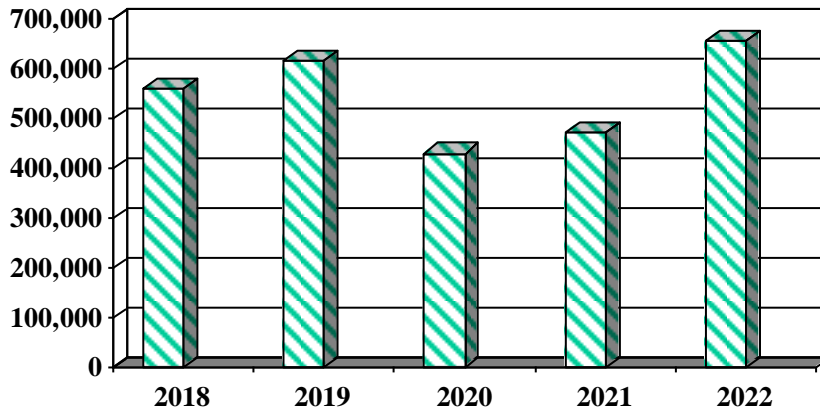
In 2022, 210,285 people visited the library, up significantly from 158,800 in 2021. Annual visits continue to bounce back substantially from the low levels seen during the pandemic.

Annual Library Visits



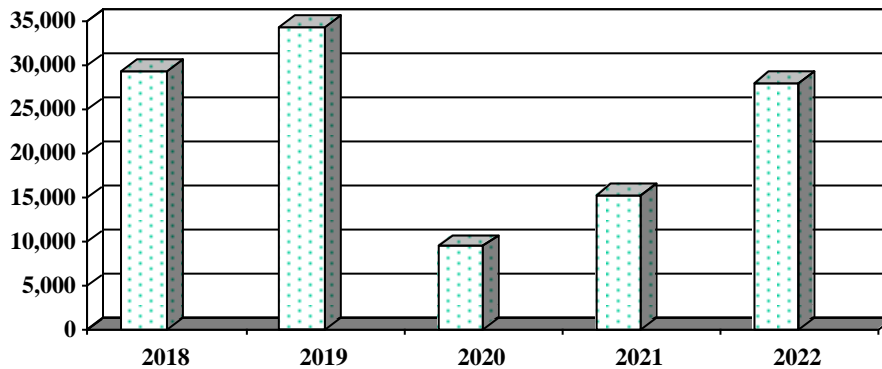
In 2022, library users checked out 654,048 items, which included books, audiobooks, CDs, DVDs, E-Content, magazines as well as digital downloads.

Checkout of Combined Physical and Digital Materials



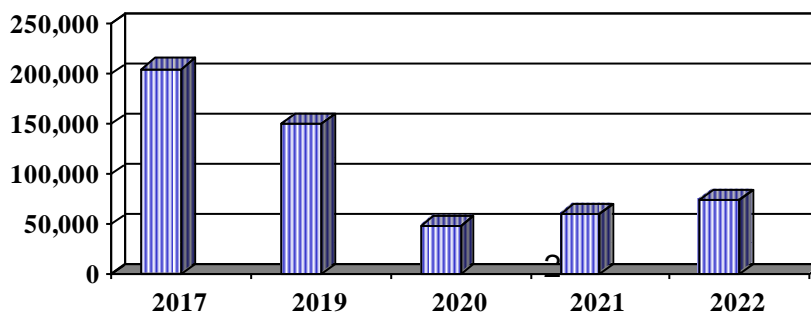
The library offered 849 classes, workshops and events that attracted 26,609 participants. These programs were hosted both virtually and in person during 2022.

Classes, Workshops and Events Attendance



Free Internet access continues to be among the most important resources offered by the library, since many members of our community cannot afford the increasing cost of home Internet service.

Internet Sessions



2022 Highlights & Achievements

- Mead Public Library celebrated its 125th anniversary of serving Sheboygan residents through a series of events throughout the year
- The Friends of Mead Public Library celebrated its 50th year anniversary of promoting volunteerism at the library as well as fundraising to help supplement the library's operating budget
- Statistically, after two very difficult years due to the COVID pandemic, the library continued to climb back toward pre-pandemic usage patterns. Mead already surpassed the pre-pandemic number of material checkouts. The number of visitors to the library is still down a bit, as is the number of programs that were offered in 2022. We anticipate that as the number of programs offered increases, the number of visitors at the library will follow suit.
- The Library's board, administration and entire staff participated in initial discussions to update the library's strategic plan. The plan is expected to be completed in early 2023.
- Library administration partnered with an architectural firm that specializes in library space planning to create a long-term plan for optimum space usage. The plan will create a roadmap for future library management to consider as spaces are redesigned with future trends and maximum flexibility as top of mind.
- The library also launched an internet radio station featuring a 24-hour music stream and has begun producing podcasts on local topics in an effort to fill the void of local media coverage in the area. The library also partnered with the city's planning department, North High School and the John Michael Kohler Arts Center last summer to broadcast the Thursday night Levitt Amp Concert Series to local residents on 91.7 WSHS-Sheboygan. This coming year, library staff will begin airing original content produced in the studio at Mead Public Library on 91.7 and online.
- The library continued to struggle at times with its unofficial community role in providing daytime shelter for individuals experiencing homelessness, and those struggling with addiction, mental illness and other challenges. The library does not have social workers on staff to deal with these issues, but continues to advocate for a wider community response.
- The library partnered with the DPW to launch the city's new Sidewalk Poetry Program. The program will transform city sidewalks into an open poetry book, with original poetry stamped onto public sidewalk squares slated for repair throughout the city. The goal is to inspire moments of surprise, reflection, empathy and gratitude as residents and visitors make their way along the streets of Sheboygan. The first sidewalk poems are slated to be installed in 2023, with annual rounds of submissions and installations in subsequent years.

- The library was a part of City of Sheboygan's job classification study which began in 2021 and was completed in 2022.
- The library staff took advantage of the various training opportunities offered by city administration in the areas of Diversity, Equity, Inclusion and Belonging (DEIB), Emotional Intelligence and Leadership.

2023 Library Goals

Complete department strategic planning process –We expect to complete the process of updating the department's strategic plan in early 2023.

Complete architectural study – Library administration has been working throughout 2022 with an architectural firm that specializes in creating futuristic interior design plans for libraries. Once completed and approved by the library board, the plan will provide a roadmap for physical layout changes to the library for the next 10-20 years, with the intended purpose of better space utilization and subsequent better service to the community.

Finalize staff reorganization – As the various internal teams have downsized due over the years due to limited budgets, the teams have become unbalanced from a management perspective. The library's public-facing service staff now significantly outnumber those doing process-type work in backrooms. Subsequently, the library has re-aligned its table of organization to be more balanced moving forward.

Implement new Vega Software – Mead Public Library is the flagship of the Monarch Library Consortium which consists of 30+ libraries in Sheboygan, Ozaukee, Dodge and Washington Counties. The stated purpose of the Monarch System is the sharing of materials in order to give residents a larger pool of resources to select from. The underlying software that the libraries use to share resources will be migrated to a new platform in 2023, which will be a major undertaking.

Update job titles and descriptions –The Wisconsin Department of Public Instruction is in the final stages of standardizing library job titles and job descriptions across Wisconsin. It will be in our best interest to follow these recommendations so Mead job titles and descriptions fit into future state salary surveys and postings for open positions.

Implement outdoor locker system – With the permission of the library board, the library foundation, and possibly city planning and DPW, the library may implement an outdoor locker system that would allow community members to pick up physical items outside of the building and outside of normal library business hours.

Maintenance Project list 2023

Updated 2/17/23

Holocaust Room displays– physical display is up, images have been scanned; gallery created for website awaiting data from librarians then can start uploading images to website

Fire Panel replacement – contractors on site performing installation, almost completed

AHU1 Fan Shaft replacement – awaiting quote from vendors

Entryway tile cracking – repaired flooring under recessed carpet, unsure how to proceed with tile repairs at the moment

Additional Concrete by generator – completed

3rd Floor Public Service Desk – completed

Story Garden AV upgrades – completed

Pillar Signage – completed

AHU2 (Rocca Room) relief fan bearing and shaft – completed

Staff Elevator Sump Pump repairs – completed

Public Services Updates

Coming up & On-Going Program highlights

- Winter gardening series; 3rd Mondays
- Lawyer in the Library continues thru March on 3rd Wednesdays; all slots have been filling up with more on the waiting list
- “In the Weeds” book club will be an official Mead program as of their March meeting. This is a group led by Green Bicycle Co, Paradigm, and Sheboygan Active Transportation that reads and discusses books related to urban planning, community development, and change management. The group averages 20 people in attendance, including the City’s director of Public Works.
- Annual Winter Green event is scheduled for Mar 18, 2023 . As part of that event, children will be planting white clover on the library plaza, with assistance from DPW.

In-Service:

- Our spring In-service on March 24, 2023 will include a 4 hour workshop on “Compassion Resilience” with Rogers Behavioral Health. The Compassion Resilience toolkit has been adapted to libraries by DPI and is a recommended training to complement Whole Person Librarianship concepts. The remainder of the day will be focused on fun team building activities and restorative practice (games, therapy dogs, art-making, etc).
- Fall In-service; proposed date Sep 29, 2023 Sheboygan County Health and Human Services will present a 4 hour workshop on trauma-informed concepts. The remainder of the day will include mandatory annual safety trainings (fire extinguishers, bloodborne pathogens, hazardous chemicals, fire and tornado protocols, etc)

Response to request to add library material:

We followed up on the public comment from the last board meeting and connected with the patron to explain why the titles were not purchased. We also alerted her with titles already in the collection that cover the topic she is interested in.

As is outlined on our “Recommend a Purchase” web form, we do give high priority to customer requests, but those requests are subject to the same selection criteria as all items are. Reasons we did not add these particular titles include:

- lack of professional reviews,
- lack of availability through mainstream publishers or library vendors,
- narrow subject area,
- redundancy within the collection, and/or obsolescence.

- We also consider the holdings of other Monarch libraries and availability through Interlibrary Loan from other Wisconsin libraries.

Specifically, In the case of the two books requested, both titles lacked professional reviews and had very low demand from our library vendors' selection lists. Additionally, our selectors recently added titles on the same subject, which do meet our collection criteria, so redundancy was also a factor.

Disruptive Patron Interaction Report January 2023

Item 14.

Reported Incidents	Adult	60
	Teen	3
	Senior (65+)	0
	Kids	0

Encounter Type	Trespass after exclusion	2
	Dispute/argument/altercation between patrons (not physical)	2
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	2
	Homeless or Runaway (Youth Only)	1
	Horseplay and/or excessive noise	4
	Inappropriate comments and/or excessive demands	9
	Intoxicated/Addiction	2
	Medical or mobility issue	1
	Mental Health	4
	Mess (Food waste, spills)	1
	Theft/Vandalism	2
	Trouble getting patron to leave after closing	2
	Truancy	1
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	7
	Weapons	0
	Other (Specify in Description)	24

Location	1st Café	11
	1st Desk	7
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	3
	1st Lobby/Foyer	2
	1st Restrooms	6
	2nd Computers	5
	2nd Desk	4
	2nd Hansen Teen	3
	2nd Imaginarium	0
	2nd Quiet Study	5
	2nd Restrooms	1
	3rd Desk	0
	3rd Children's (North)	1
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	2
	Other (Specify in Description)	14

Support Services Manager Report to the Library Board

2/23/23

1. Collections

- a. Items from the Adult Christmas Collection have been interfiled with the rest of the AD non-fiction in the hopes that those items will circulate more. We have added statistical codes to the item records so staff can easily create lists of Christmas items for displays.
- b. 3rd floor has been working on weeding the Holiday, Magazine, Picture Book and Easy Reader collections.
- c. 3rd floor is looking to add a [Wonderbook](#) collection in 2023 and will be picking up some free shelving from the old Kohler Public Library to accommodate the addition.
- d. Experience Collection
 - i. Experience Pass & To-Go-Bag updates:
 1. Wisconsin Historical Society Pass and To-Go-Bag added. Pass will go live as soon as sites open for the season (pass admits 2 adults and all children to: Black Point Estate & Gardens, Circus World Museum, First Capitol, H.H. Bennett Studio & Museum, Madeline Island Museum, Old World Wisconsin, Pendarvis, Reed School, Stonefield, Villa House, Wade House, and the Wisconsin Historical Museum)
 2. Jake's: A Lakeland Community CoWorking Day Pass has been added (pass allows admission for one adult and includes access to free WiFi, free coffee, free parking, semi-private workspaces, open coworking spaces, outside seating, conference room availability, networking and connections)
 3. Passes to be added in 2023:
 - a. We will be adding an additional Farm Wisconsin Discovery Center pass (each pass admits 2 adults and 4 children)
 - b. WI State Park family pass
 - c. YMCA family pass
 4. Kits to be added in 2023:
 - a. Memory Care Kits (adult collection)
 - b. Social-Emotional Learning (SEL) Kits (juvenile collection)

Type	Name	*January 2022	*January 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
Circulation Transactions	Adult Materials	19677	20973	7%	19677	20973	7%
	Teen Materials	876	931	6%	876	931	6%
	Children's Materials	12739	13797	8%	12739	13797	8%
	Total Adult/Teen/Children's Materials	33292	35701	7%	33292	35701	7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5018	10191	103%	5018	10191	103%
	Items received for Mead patrons from other libraries	5263	5678	8%	5263	5678	8%
	Total Interlibrary Loans (Transits)	10281	15869	54%	10281	15869	54%
E-Content Checkouts	Total E-Content Checkouts	8014	9087	13%	8014	9087	13%
Library Visits	Gate count	14656	20142	37%	14656	20142	37%
Research Inquiries	Research Inquiries	4664	5069	9%	3707	4147	12%
Internet Usage Provided	Library Workstation Sessions	2156	2292	6%	2156	2292	6%
	Wireless Sessions	5604	8237	47%	5604	8237	47%
Number of Library Card Holders	Sheboygan Residents				32914	33764	3%
	Non-Sheboygan Residents				8218	8220	0%
	Total Number of Library Card Holders				41132	41984	2%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	47	43	-9%	47	43	-9%
	Children (0-11) Participants	1045	1539	47%	1045	1539	47%
	Teen (12-18) Quantity	2	4	100%	2	4	100%
	Teen (12-18) Participants	58	108	86%	58	108	86%
	Adult (18+) Quantity	39	36	-8%	39	36	-8%
	Adult (18+) Participants	475	442	-7%	475	442	-7%
	Total number of Classes, Seminars, Workshops, Events	88	83	-6%	88	83	-6%
	Total number of Participants	1578	2089	32%	1578	2089	32%
Conference Room Utilization	Rocca Meeting Room	24%	33%	9%	24%	33%	9%
	Loft Meeting Room	16%	37%	21%	16%	37%	21%
	Public Conference Room #1	24%	32%	8%	24%	32%	8%
	Public Conference Room #2	0%	24%	24%	0%	24%	24%
Study Rooms Utilization	Study Rooms Hours Used	330.5	838	154%	330.5	838	154%
	Percent Utilization	23%	57%	34%	23%	57%	34%
Volunteer Hours	Volunteer Hours	226.5	238.75	5%	226.5	238.75	5%

*Stats effected by the COVID-19 Pandemic

Friends of Mead Public Library

Board Minutes

February 15, 2023

The meeting of the Friends of Mead Public Library Board was held at 9:30 a.m. on Wednesday, February 15, 2023 in the Rocca Room at Mead Public Library. Present were: Giesen, King, Klein, Loth, Mahlendorf, Mitch, Nelson, Quicker, Shirk, Wheaton, Wiese, DeAmico and Mehn. Excused: Schoenenberger, Miller and Zimmermann.

1. Call to Order – Giesen

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

2. Minutes of the January 2023 Meeting – Giesen

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

3. Treasurer's Report – Wiese/DeAmico

- The treasurer's report for January was distributed electronically.
- Year end financials were provided at annual meeting.
- The treasurer's report will be filed for audit.

4. Bookstore Report – Giesen/Mitch

- Giesen reported on the Book Store totals for January. There were Book Store sales of \$641.12 and eBay Sales of \$429.95.
- Mitch shared a breakdown of items sold on eBay and reported the recent USPS rate increase to impact postage by an average of \$1.00 per unit.
- Giesen shared recent donations of books were made to the Humane Society of Sheboygan County, Lake Country Academy and Wilson School PTA.
- Giesen provided the dates for the 2023 Big Book Sale: October 18th invitation only sale for Friends members and Mead employees from 5 – 7 p.m.; October 19th 9 – 4 p.m. and evening hours from 5 – 8 p.m., October 20th 9 – 4 p.m. and October 21st 9 – 4 p.m.

5. Liaison Report – Mehn

- Mehn reported transition plans as she has tendered her resignation to Mead Public Library. Mehn is currently working on the April newsletter and will put the membership roster on a flash drive to be updated by DeAmico and Wiese until the position has been filled.

Liaison Report – Cont'd

- Mehn indicated that she would like to continue working with the Friends in various capacities.
- Point of service project will be tabled at present due to Mehn's resignation. DeAmico has possible other options to discuss with the board. **(Action Item)**

6. Foundation Report – Loth

- Loth reported that the Foundation Donor Reception has been scheduled for December 1, 2023.
- Loth also reported a Foundation donation of \$50,000 from Natalie Kohler. The donation was the largest in Foundation history.
- Loth reported the Foundation monitoring book challenge at Sheboygan South High School for possible Mead impact, is forming an indigenous peoples committee and is sponsoring an Academy Talk on April 18 about Climate Changes Affect on Indigenous Peoples Culture.

7. Unfinished Business – Giesen

- Giesen distributed the updated list of Board members in addition to a copy of the updated Friend's by-laws.
- Giesen and Quicker reported that the nameplates for the Service Award plaque will be updated prior to the April social and the honorees announced at the event. **(Action Item)**
- King reported that the By-laws review committee will continue to meet to make additional proposals for changes. Proposals will be presented in early fall. Board approved changes will be voted on at the January 24, 2024 annual meeting. Committee members are Zimmermann, Mahlendorf, King, Mitch and Klein. **(Action Item)**

8. Correspondence/Announcements

- Giesen and Wiese shared Thank You notes from Mehn, DeAmico and scholarship recipient Ashley Kapellen.

9. New Business – Giesen

- A Financial Review Committee was formed with volunteers Mitch, Loth and Shirk. Wiese will provide potential dates and times for the committee to meet. Giesen asked that the financial review be completed and report presented at the next board meeting.

New Business – Cont'd

- Mahlendorf reported on the April Friends Dance Party themed social. A
- contract has been signed with Talk of the Town with Kevin Van Ess to provide entertainment. Allison Loewen, librarian in the Children's department, has offered a bubble maker, dance party lights and her assistance for setting up the event.
- Bagged snacks, water and punch will be provided. Mahlendorf reports the committee anticipates 100 guests at a cost of \$600 for refreshments and the entertainment. Payment to the musicians in the amount of \$310.00 is due at the event.

10. Good of the Order – Giesen

- Quicker shared the idea of inviting Monarch Friends members to a future event. **(Action Item)**
- Reminder that October board meeting will be in the Loft due to the Booksale.

11. Next Meeting – Wednesday, March 15, 2023 at 9:30 a.m.

12. Meeting Adjourned at 10:10 a.m. by Giesen

Action Items

Point of Sale Project – DeAmico/Wiese/Board

Nameplates for Service Award – Giesen/Quicker

By-Laws Committee – King

Monarch System Friends Meeting - Quicker