



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**January 24, 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 p.m. on January 24, 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 - Barbara Alvarez, President.  
Trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Welcome New Board Member - Jim Hollister
4. 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 before meeting.
- [5.](#) Approval of Minutes - November 15, 2023
6. Correspondence, Announcements, and Common Council Reports
- [7.](#) Adopt Resolution in Honor of the Service of Father William Bulson
- [8.](#) Adopt Resolution in Honor of the Service of Marcos Guevara

## COMMITTEE REPORTS

- [9.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
10. Foundation's Ad Hoc Report - Kathie Norman

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [11.](#) Cash Handling Policy
- [12.](#) Piano Donation

## DIRECTOR'S REPORT

- 13. Staff Updates
- 14. Building Projects
- [15.](#) Services and Programming
- [16.](#) Monthly Statistics
- [17.](#) Security Update

#### **LIAISON REPORTS**

- 18. Monarch Library System - Maeve Quinn
- 19. Mead Library Foundation - Kathie Norman
- [20.](#) Friends of Mead - Pattie Pilz

#### **UPCOMING MEETINGS**

- 21. LIBRARY BOARD OF TRUSTEES (February 28, 2024 at 5:00 p.m.)

#### **CLOSED SESSION**

- 22. Motion to Convene in Closed Session for Performance Evaluation 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.
- 23. Motion to Reconvene in Open Session

#### **RECONVENE IN OPEN SESSION**

- 24. Possible Action on Item(s) Discussed in Closed Session

#### **ADJOURN**

- 25. Motion to Adjourn

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

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



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**November 15, 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 p.m., Wednesday, November 15, 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 Garrett Erickson at the Mead Public Library, (920) 459-3400 extension 2041 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Garrett Erickson at the Mead Public Library at 920-459-3400 extension 2041 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 - Barbara Alvarez, President.** All trustees may attend the meeting remotely. Alvarez called the meeting to order at 5:00 pm and determined a quorum.

### Members present

(In-person) Barbara Alvarez, Kathie Norman, Maeve Quinn, Angela Ramey

(Virtual) Jeanie Pfeiffer, Meg Albrinck, Sherry Speth and Andre Walton

Members absent: William Bulson, and Marcos Guevara

Staff present: Debbie DeAmico, Chase DeVrou, Garrett Erickson, Melissa Prentice

2. **Pledge of Allegiance**  
Alvarez 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 one present for Public Comment.
4. **Approval of Minutes**  
Quinn made a **motion** to approve the September 27, 2023, minutes. Norman **seconded**. Motion **passed**.
5. **Correspondence, Announcements, and Common Council Reports**  
A note from Shores of Sheboygan was read on the Mead Public Library delivery service. Alvarez announced that Debbie DeAmico is retiring at the end of December 2023 and thanked her for her years of service to the Library.
6. **PBS Award Winner - Alison Loewen**  
Alvarez recognized Alison Loewen for her accomplishment. Alison will attend the January 2024 meeting to talk about the award.

7. **Introduce Casey Bradley as the New City Administrator.**

Alvarez introduced Casey Bradley to meeting attendees as the new City of Sheboygan's City Administrator. Quinn welcomed Bradley to the community. Bradley gave a brief history of himself to the group.

## COMMITTEE REPORTS

8. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations).** The accounts payables were reviewed and Quinn **moved** to approve the expenses presented. Norman **seconded**. Motion **passed**.

**Receive Budget Status Report to Date.** DeAmico presented the November 2023 financial reports.

9. **Human Resources Committee** - Andre Walton, Chair report on November 13, 2023 meeting. Walton updated the committee on the discussions held at the Human Resources Committee. The committee also discussed the page wage scale and tabled till the next meeting of the Human Resource Committee.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

10. **Job Description Update**

Walton talked about the Library Administrative Services Manager position requesting the title be changed to Finance Manager. Erickson pointed out the only change is the title and the education section. Walton **motioned** to change the job description title and education section of the Administrative Services Manager to Finance Manager and the change in education requirements. Albrinck **seconded** the motion. Motion **passed**

11. **2024 Budget**

DeAmico stated the 2024 Budget was approved by the Sheboygan Common Council. The Library received additional budget in Janitorial Supplies, Building Maintenance, Material purchases, and employee wage increases. The Library received an additional part-time staff member in the area of Public Safety.

12. **2024 Holiday Schedule – Debbie DeAmico**

DeAmico presented the 2024 Holiday Schedule to the committee. Quinn **moved** to accept the 2024 Holiday schedule as presented, Walton **seconded**. Motion **passed**

13. **In-Service Dates - Debbie DeAmico**

DeAmico presented the 2024 in-service dates for 2024 employee in-service training. Albrinck **moved** to accept the 2024 MPL in-service dates. Quinn **seconded**. Motion **passed**.

14. **Monarch - Approval of 2024 System Resource Library Agreement**

The Monarch System Library Resource Agreement was reviewed. Albrinck **moved** to accept the Monarch System Library Resource Agreement for 2024. Norman **seconded** the motion. Motion **passed**.

15. **Approval of the 2024 restricted grants from the Friends of Mead Public Library & Mead Public Library Foundation - Debbie DeAmico**

DeAmico presented the Friends of Mead Public Library and the Mead Public Library Foundations grants that were approved by the respective boards to the Mead Public Library for the 2024 fiscal year. After some discussion Norman **motioned** to accept the grants from the Friends of Mead Public Library and the Mead Public Library Foundation for the 2024 fiscal year. Quinn **seconded**. Motion **passed**.

**16. Discussion and possible donor gift. - Garrett Erickson**

Erickson presents a possible donation of a Wurlitzer Spinet piano with bench by Bruce Timm. Mr. Timm was present and explained his interest in donating a piano to the library. Mr. Timm then offered to also pay for the moving of the piano and would also donate for its upkeep for five years. After additional discussion, Norman **motioned** to table further discussion and possible decision until January 2024. Ramey **seconded**. Motion **passed**.

## **DIRECTOR'S REPORT**

**17. Library Board of Trustees Meeting Schedule**

After discussion, it was decided that Erickson would have Pilz send out a survey for day & time preferences.

**18. Renovation Planning**

Erickson informed the Board that the Renovation Planning committee had met for the first time. The Renovation is in its initial planning stages.

**19. Services and Programming**

Prentice updated the Board on several upcoming programs and the large attendance to the Wisconsin Academy of Sciences presentation.

**20. Security Update**

Erickson referred the Board to the "Disruptive Patron Interaction Report October 2023" there was little discussion and incidents will continue to be monitored.

**21. Monthly Statistics**

Erickson spoke on the monthly statistics. Most usage statistics are continuing to increase.

## **LIAISON REPORTS**

**22. Monarch Library System - Maeve Quinn**

Quinn reported that electronic collections are continuing to be very popular. Also, the implementation of the Vega catalog interface is proving to be more challenging than anticipated.

**23. Mead Library Foundation - Kathie Norman**

Norman reminded the Board that the Mead Public Library Foundation Gala will be held on December 1<sup>st</sup> and asked that those interested in attending to RSVP Pilz.

**24. Friends of Mead - Debbie DeAmico**

The Friends approved a \$12,000 donation to the library for 2024, restricted to programming and experience passes. The Friends also relayed their gratitude for the support received from the Library and Library Board of Trustees.

## UPCOMING MEETINGS

25. LIBRARY BOARD OF TRUSTEES January 24, 2024 at 5:00 p.m.

## ADJOURN

26. **Motion to Adjourn**

Alvarez **motion** to adjourn. Walton **seconded**. Motion **passed**.

## FUTURE ITEMS

Piano Donation

Renovation Updates

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

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



A RESOLUTION in recognition of the service of **Fr. William Bulson** to Mead Public Library.

WHEREAS, **Fr. William Bulson** was first appointed to the Mead Public Library Board of Trustees in February 2021 and served in that role until December 2023, and

WHEREAS, **Fr. William Bulson** participated diligently as a member of multiple standing committees, including the Human Resources Committee and Bylaws and Policies Committee, and

WHEREAS, **Fr. William Bulson** helped promote Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Fr. William Bulson** was a strong advocate for the Sheboygan community's freedom to make decisions about what they read, and

WHEREAS, **Fr. William Bulson** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Fr. William Bulson** took seriously his responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Fr. William Bulson** for the time and attention he so generously devoted to his responsibilities as a Trustee. The Board thanks him for his commitment in serving as a Mead Public Library Trustee and recognizes his service. The Mead Public Library wishes him all the best following his service to Sheboygan residents as a Library Trustee.

Dated this 24th day of January, 2024

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Garrett Erickson

Library Director

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Barbara Alvarez

Board President



A RESOLUTION in recognition of the service of **Marcos Guevara** to Mead Public Library.

WHEREAS, **Marcos Guevara** was first appointed to the Mead Public Library Board of Trustees in April 2019 and served in that role until December 2023, and

WHEREAS, **Marcos Guevara** participated diligently as a member of multiple committees, including the Ad Hoc Equity Committee and Ad Hoc Art Committee, and

WHEREAS, **Marcos Guevara** was an advocate for fair compensation for Mead Public Library staff and helped secure wage increases for library workers, and

WHEREAS, **Marcos Guevara** helped guide the library through the COVID-19 pandemic, and

WHEREAS, **Marcos Guevara** helped promote Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Marcos Guevara** strived to uphold Mead Public Library's core value of inclusiveness, and

WHEREAS, **Marcos Guevara** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Marcos Guevara** took seriously his responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Marcos Guevara** for the time and attention he so generously devoted to his responsibilities as a Trustee. The Board thanks him for his commitment in serving as a Mead Public Library Trustee and recognizes his service. The Mead Public Library wishes him all the best following his service to Sheboygan residents as a Library Trustee.

Dated this 24th day of January, 2024

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Garrett Erickson

Library Director

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Barbara Alvarez

Board President



**Mead Public Library**

Financial Statement as of December 31, 2023

Department	Account #	DESCRIPTION	2023 BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	-2,969,198	-2,969,198.00	0.00	0	100.00
255	437200	MONARCH - SHEBOYGAN COUNTY	-816,604	-816,603.84	0.00	0	100.00
255	437210	MONARCH - OZAUKEE COUNTY	-8,611	-8,611.20	0.00	0	100.00
255	437220	MONARCH - RESOURCE	-100,000	-100,000.00	0.00	0	100.00
255	437230	MONARCH - ADJACENT COUNTIES	-41,693	-46,538.62	0.00	4,846	111.60
255	451915	PATRON FEES	-4,500	-7,272.01	0.00	2,772	161.60
255	461000	PHOTOCOPIES	-5,000	-8,480.67	0.00	3,481	169.60
255	469100	VENDING/CONCESSION SALES	-500	-984.41	0.00	484	196.90
255	485000	CONTRIBUTIONS/DONATIONS	-70,000	-212,756.79	0.00	142,757	303.90
255	489000	MISCELLANEOUS REVENUE	-1,000	-3,040.10	0.00	2,040	304.00
<b>TOTAL REVENUE</b>			<b>-4,017,106</b>	<b>-4,173,485.64</b>	<b>0.00</b>	<b>156,380</b>	<b>103.90</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,236,414	2,052,747.83	0.00	183,666	91.80
255511	520310	FICA	133,119	121,837.99	0.00	11,281	91.50
255511	520311	MEDICARE	31,134	28,494.44	0.00	2,640	91.50
255511	520320	WI RETIREMENT FUND	144,484	132,603.82	0.00	11,880	91.80
255511	520340	HEALTH INSURANCE	469,191	421,423.23	0.00	47,768	89.80
255511	520350	DENTAL INSURANCE	26,595	26,182.83	0.00	412	98.50
255511	520360	LIFE INSURANCE	1,858	1,928.77	0.00	-71	103.80
255511	520400	WORKERS COMPENSATION	847	847.00	0.00	0	100.00
255511	531100	CONTRACTED SERVICES	123,600	137,228.72	0.00	-13,629	111.00
255511	531110	FINANCIAL SERVICE FEES	6,300	6,443.48	0.00	-143	102.30
255511	531206	INSURANCE PREMIUMS	20,100	22,761.54	0.00	-2,662	113.20
255511	531400	ADVERTISING & MARKETING	9,400	3,710.37	0.00	5,690	39.50
255511	531800	PROGRAM SERVICES	10,000	144.05	0.00	9,856	1.40
255511	533105	IT SERVICE FUND CHARGES	11,274	11,274.00	0.00	0	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223	25,203.99	0.00	-1,981	108.50
255511	536125	EMPLOYEE DEVELOPMENT	8,500	5,266.27	0.00	3,234	62.00
255511	537100	VEHICLE & PARKING EXPENSES	17,500	12,220.49	0.00	5,280	69.80
255511	540100	OFFICE SUPPLIES	10,500	12,171.50	0.00	-1,672	115.90
255511	540130	POSTAGE & DELIVERY	5,000	7,160.55	0.00	-2,161	143.20
255511	540205	DISPLAYS	1,000	60.55	0.00	939	6.10

**Mead Public Library**

Financial Statement as of December 31, 2023

Department	Account #	DESCRIPTION	2023 BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	540222	JANITORIAL SUPPLIES	8,500	12,127.16	0.00	-3,627	142.70
255511	548001	DONATION PURCHASES	101,179	205,140.61	0.00	-103,962	202.80
255511	548002	MATERIALS - ALL CATEGORIES	380,200	385,669.41	0.00	-5,469	101.40
255511	548003	OTHER CONTENT	82,000	60,784.41	0.00	21,216	74.10
255511	550110	BUILDING MAINT & REPAIR	32,540	47,074.99	0.00	-14,535	144.70
255511	555100	UTILITIES	128,667	137,405.35	0.00	-8,738	106.80
255511	555120	PHONES	4,000	1,824.70	0.00	2,175	45.60
255511	560255	TOOLS & SMALL EQUIPMENT	2,200	4,248.86	0.00	-2,049	193.10
255511	652200	IT EQUIPMENT	19,500	17,671.48	0.00	1,829	90.60
255511	659200	EQUIPMENT REPLACEMENT	6,000	5,935.27	0.00	65	98.90
<b>TOTAL EXPENSES</b>			<b>4,054,825</b>	<b>3,907,593.66</b>	<b>0.00</b>	<b>147,232</b>	<b>96.40</b>
<b>TOTAL REVENUES LESS EXPENSES</b>			<b>37,719</b>	<b>-265,891.98</b>	<b>0.00</b>	<b>303,611</b>	<b>-704.90</b>

# Mead Public Library Accounts Payable - November 1, 2023 - December 31, 2023

									Item 9.
Department	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	ACH #	
MEAD LIBRARY	7081	AAA WELDING	289912	12/12/2023	BLDG MAINTENANCE	275.00	12/27/2023	362480	
MEAD LIBRARY	455	ALDAG/HONOLD MECH	SD1221	11/22/2023	CUST #593400 JOB #S002872 BUILDING MAINTENANCE	175.00	12/13/2023	3687	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MP6-3FM7-3YHC	11/2/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	718.37	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1YFW-T7VH-CTCT	11/24/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	529.90	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14FQ-66MF-DHHT	11/25/2023	ACCT #A2JXVCVZU4S49M BUILDING MAINTENANCE	298.55	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11D4-7D7G-PKRM	11/19/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	283.31	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	196V-J3G9-FW37	11/1/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	264.35	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CPD-3JDG-4F6V	11/3/2023	ACCT #A2JXVCVZU4S49M - OFFICE SUPPLIES	197.40	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1X3T-CYQN-PLR9	12/17/2023	ACCOUNT #A2JXVCVZU4S49M OFFICE SUPPLIES	132.43	12/27/2023	3749	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XWD-X9KH-JGMY	11/12/2023	ACCT #A2JXVCVZU4S49M - BLG MAINTENANCE	129.99	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16RW-4GCJ-M6YP	12/1/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	103.48	12/13/2023	3688	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JGV-VQ11-4173	11/15/2023	ACCT #A2JXVCVZU4S49M MATERIAL EXPENSE	96.08	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VCP-LT3C-1QWC	11/6/2023	ACCT #A2JXVCVZU4S49M - FIRST AID	87.72	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1G9H-XKH3-3MPK	11/20/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	78.25	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1Q4N-6WXL-JNLD	11/18/2023	ACCT #A2JXVCVZU4S49M JANITORIAL	77.98	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1677-HWGG-H6GV	11/21/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	74.98	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11LF-7M1M-FRD3	11/1/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	67.07	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PRM-KHFC-14ML	11/15/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	63.89	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VLG-6XK7-1H4Q	11/20/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	61.36	11/29/2023	3629	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1373=QJ7Y-TRPN	11/13/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	53.99	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FC3-9QL1-N774	11/6/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	50.39	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1TQP-FKWF-1FCY	11/6/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	46.00	11/15/2023	3570	
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	113Q-3DTQ-FVY3	11/1/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	44.60	11/15/2023	3570	

MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1J36-CK7W-XWGN	11/26/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	43.15	11/29/2023	3629
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JPN-RQK3-DHNX	11/1/2023	ACCT #A2JXVCVZU4S49 MATERIAL PURCHASE	42.78	11/15/2023	Item 9.
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1K77-YDGM-3H1X	12/11/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	40.58	12/27/2023	3749
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PR9-RHF4-4NWD	12/4/2023	ACCT #A2JXVCVZU4RS49M MATERIAL	37.02	12/13/2023	3688
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CW3-WJH4-KV4Q	11/12/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	32.99	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MH3-L3TP-3L4D	12/18/2023	ACCT #A2JXCVZU4S49M DONATIONS	32.96	12/27/2023	3749
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11KJ-1WY1-GYJ3	11/1/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	32.61	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1H73-DQQ1-QNDT	11/22/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	30.43	11/29/2023	3629
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GMJ-3TQJ-M7D9	12/6/2023	ACCT #A2KXVCVZI4S409M MAINTENANCE	29.98	12/13/2023	3688
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13TN-XX9N-CJW6	11/1/2023	ACCT #A2JXVCVZU4S49 BLDG MAINTENANCE	27.58	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CTM-T9XC-JFVN	11/25/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	26.65	11/29/2023	3629
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	113R-GDR3-FXKX	11/1/2023	ACCT #A2JXVCVZU4S49 MATERIAL PURCHASE	24.75	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1J4D-NGPL-1KRJ	11/8/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSES	19.99	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16DY-HKDN-GHJQ	11/1/2023	ACCT #A2JXVCVZU4S49 PROGRAM EXPENSE	19.98	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XRY-LPN9-RVH4	11/13/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	17.14	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13CL-LP43-196J	11/2/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	16.98	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GRC-K7WY-16CC	11/15/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	15.98	11/29/2023	3629
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XJP-XFQ4-7CVJ	11/3/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	15.98	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	143Y-N6PY-3WMY	11/24/2023	ACCT #A2JXVCVZU4S49M PROGRAM PURCHASES	15.63	11/29/2023	3629
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NFX-RTK7-YHG6	12/3/2023	ACCT k#A2JXVCVZU4S49M PROGRAM EXPENSE	12.91	12/13/2023	3688
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MNV-1JQM-1PWF	11/8/2023	ACCT #A2JXVCVZU4S49M	11.39	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NPN-QWWM-GJP4	11/1/2023	ACCT #A2JXVCVZU4S49 PROGRAM EXPENSE	9.98	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16DY-HKDN-GHGW	11/1/2023	ACCT #A2JXVCVZU4S49 PROGRAM EXPENSE	8.50	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	19YN-VQ7G-P1NH	12/2/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	6.99	12/13/2023	3688
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	CM#1HDC-QRH4-9JPG	11/11/2023	INV #1NPN-QWWM-GJP4 PROGRAM EXPENSE	(4.99)	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	CM #1M4Q-GPH4-9GGP	11/11/2023	INV #1NPN-QWWM-GJP4 PROGRAM EXPENSE	(4.99)	11/15/2023	3570

MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LDL-7YYF-9HV8	11/11/2023	INV #16DY-HKDN-GHGW PROGRAM EXPENSE	(8.50)	11/15/2023	3570
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	CM #16ML-JFFT-GWQF	11/11/2023	INV #14T1-YK6X-GXVD PROGRAM EXPENSE	(8.99)	11/15/2023	Item 9.
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	CM 1HJL-T11N-9LW6	11/11/2023	INV #16DY-HKDN-GHJQ PROGRAM EXPENSE	(19.98)	11/15/2023	
MEAD LIBRARY	900009	AT&T	920Z83020011__	11/25/2023	ACCT #920 Z83-0200 103 8 TELEPHONE EXPENSE	149.10	12/13/2023	362360
MEAD LIBRARY	429	AUTOMATIC ENTRANCES	2032094	11/30/2023	CUST ID #18294942 BUILDING MAINTENANCE	252.00	12/27/2023	3751
MEAD LIBRARY	2146	CAVENDISH SQUARE	CAL3451311	11/27/2023	ACCT #1000136576 MATERIAL PURCHASE	204.44	11/29/2023	362243
MEAD LIBRARY	3200	CDWG	ND26219	11/16/2023	CUST #3162682 IT EXPENSE	4,422.11	12/13/2023	362371
MEAD LIBRARY	3200	CDWG	MT29206	11/26/2023	CUST #3162682 IT EXPENSE	324.94	12/13/2023	362371
MEAD LIBRARY	3200	CDWG	MT88833	11/30/2023	CUST #3162682 IT EXPENSE	59.88	12/13/2023	362371
MEAD LIBRARY	3217	CENTURY FENCE CO.	235029101	12/27/2023	EXTENSION OF THE WEST CENTURY FENCE FOR DUMPSTER	8,230.00	12/27/2023	3755
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	121113701120123	12/1/2023	ACCT #121113701 TELEPHONE EXPENSE	159.98	12/13/2023	362373
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	121113701110123	11/1/2023	ACCT #121113701	159.98	11/15/2023	362117
MEAD LIBRARY	7165	ELAINE JACKS	DEC 23 - FEB 24	11/4/2023	PROGRAMMING EXPENSE	400.00	11/15/2023	362129
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	42383	12/12/2023	MEMORY CAFE RACK CARD	221.90	12/27/2023	3766
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	42068	11/2/2023	ADVERTISING/OFFICE SUPPLIES	201.75	11/15/2023	3592
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	42267	12/4/2023	Bookmarks	117.80	12/13/2023	3708
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	42068	11/2/2023	ADVERTISING/OFFICE SUPPLIES	116.35	11/15/2023	3592
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	42068	11/2/2023	ADVERTISING/OFFICE SUPPLIES	103.20	11/15/2023	3592
MEAD LIBRARY	7490	HUBER CREATIVE LLC	12.04.23.1	12/4/2023	OUTSIDE LOCKER WRAP DESIGN	1,250.00	12/13/2023	362398
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78805595	11/13/2023	ACCT #20W1532 MATERIAL PURCHASE	3,247.02	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79223378	12/6/2023	ACCT #20W1532 MATERIAL PURCHASE	2,886.25	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79172725	12/4/2023	ACCT #20W1532 MATERIAL PURCHASE	2,537.70	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78714717	11/7/2023	ACCT #20W1532 MATERIAL PURCHASE	2,365.92	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79098864	11/30/2023	ACCT #20W1532 MATERIAL PURCHASE	1,813.31	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79249443	12/7/2023	ACCT #20W1532 MATERIAL PURCHASE	1,771.85	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78777759	11/9/2023	ACCT #20W1532 MATERIAL PURCHASE	1,300.57	11/15/2023	3594

MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79126402	12/1/2023	ACCT #20W1532 MATERIAL PURCHASE	1,240.03	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78679494	11/3/2023	ACCT #20W1532 MATERIAL PURCHASE	1,126.97	11/15/2023	Item 9.
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79188076	12/5/2023	ACCT #20W1532 MATERIAL PURCHASE	1,113.07	12/13/2023	
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78766270	11/9/2023	ACCT #20W1532 MATERIAL PURCHASE	1,088.07	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78936357	11/21/2023	ACCT #20W1532 MATERIAL PURCHASE	952.84	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79160495	12/4/2023	ACCT #20W1532 MATERIAL PURCHASE	920.76	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79047311	11/28/2023	ACCT #20W1532 MATERIAL PURCHASE	812.72	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78640227	11/1/2023	ACCT #20W1532 MATERIAL PURCHASE	769.20	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79024560	11/27/2023	ACCT #20W1532 MATERIAL PURCHASE	715.31	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78612439	11/1/2023	ACCT #20W1532 MATERIAL PURCHASE	628.94	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79334547	12/12/2023	ACCT #20W1532 MATERIAL RETURN	623.94	12/27/2023	3768
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78797825	11/12/2023	ACCT #20W1532 MATERIAL PURCHASE	568.82	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79381055	12/13/2023	ACCT #20W1532 MATERIAL RETURN	530.67	12/27/2023	3768
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78844452	11/15/2023	ACCT #20W1532 MATERIAL PURCHASE	441.05	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79135353	12/1/2023	ACCT #20W1532 MATERIAL PURCHASE	406.60	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79334546	12/12/2023	ACCT #20W1532 MATERIAL RETURN	381.62	12/27/2023	3768
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78936356	11/21/2023	ACCT #20W1532 MATERIAL PURCHASE	352.77	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78918360	11/20/2023	ACCT #20W1532 MATERIAL PURCHASE	338.88	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78971679	11/22/2023	ACCT #20W1532 MATERIAL PURCHASE	337.19	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78889341	11/17/2023	ACCT #20W1532 MATERIAL PURCHASE	336.02	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78757801	11/9/2023	ACCT #20W1532 MATERIAL PURCHASE	328.65	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79008591	11/26/2023	ACCT #20W1532 MATERIAL PURCHASE	323.11	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78714719	11/7/2023	ACCT #20W1532 MATERIAL PURCHASE	302.67	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78971680	11/22/2023	ACCT #20W1532 MATERIAL PURCHASE	294.10	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78714716	11/7/2023	ACCT #20W1532 MATERIAL PURCHASE	293.94	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78714718	11/7/2023	ACCT #20W1532 MATERIAL PURCHASE	271.87	11/15/2023	3594

MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79223379	12/6/2023	ACCT #20W1532 MATERIAL PURCHASE	271.12	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78671337	11/3/2023	ACCT #20W1532 MATERIAL PURCHASE	254.63	11/15/2023	Item 9. 3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78983289	11/24/2023	ACCT #20W1532 MATERIAL PURCHASE	252.17	11/29/2023	
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79188077	12/4/2023	ACCT #20W1532 MATERIAL PURCHASE	241.42	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79465927	12/18/2023	ACCT #20W1532 MATERIAL PURCHASE	210.88	12/27/2023	3768
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78630966	11/1/2023	ACCT #20W1532 MATERIAL PURCHASE	207.41	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78918359	11/20/2023	ACCT #20W1532 MATERIAL PURCHASE	199.84	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78612440	11/3/2023	ACCT #20W1532 MATERIAL PURCHASE	193.77	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78962293	11/22/2023	ACCT #20W1532 MATERIAL PURCHASE	191.12	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78805593	11/13/2023	ACCT #20W1532 MATERIAL PURCHASE	183.17	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78651690	11/2/2023	ACCT #20W1532 MATERIAL PURCHASE	135.59	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79058868	11/28/2023	ACCT #20W1532 MATERIAL PURCHASE	126.68	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79278118	12/8/2023	ACCT #20W1532 MATERIAL PURCHASE	111.61	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78908889	11/19/2023	ACCT #20W1532 MATERIAL PURCHASE	100.40	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78787854	11/10/2023	ACCT #20W1532 MATERIAL PURCHASE	82.44	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78908890	11/19/2023	ACCT #20W1532 MATERIAL PURCHASE	78.52	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79223380	12/6/2023	ACCT #20W1532 MATERIAL PURCHASE	76.16	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79126403	12/1/2023	ACCT #20W1532 MATERIAL PURCHASE	39.70	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78679495	11/3/2023	ACCT #20W1532 MATERIAL PURCHASE	39.58	11/15/2023	3594
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79024561	11/27/2023	ACCT #20W1532 MATERIAL PURCHASE	39.24	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79075080	11/29/2023	ACCT #20W1532 MATERIAL PURCHASE	27.59	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78833406	11/14/2023	ACCT #20W1532 MATERIAL PURCHASE	22.05	11/29/2023	3652

MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78805594	11/13/2023	ACCT #20W1532 MATERIAL PURCHASE	21.37	11/29/2023	3652
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78757802	11/9/2023	ACCT #20W1532 MATERIAL PURCHASE	15.20	11/15/2023	Item 9. 3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79235240	12/6/2023	ACCT #20W1532 MATERIAL PURCHASE	13.63	12/13/2023	
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79223377	12/6/2023	ACCT #20W1532 MATERIAL PURCHASE	13.62	12/13/2023	3709
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	79024560CR	11/27/2023	ACCT #20W1532 MATERIAL RETURN	(32.13)	12/27/2023	3768
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78551990CR	12/19/2023	ACCT #20W1532 MATERIAL RETURN	(32.16)	12/27/2023	3768
MEAD LIBRARY	6074	KNOWLEDGECITY, LLC	GB023441	11/29/2023	DOC ID	1,236.00	12/13/2023	362407
MEAD LIBRARY	2682	LIBRARY IDEAS, LLC	103683	11/16/2023	MATERIAL PURCHASE	3,006.84	11/29/2023	362272
MEAD LIBRARY	2682	LIBRARY IDEAS, LLC	105357	12/20/2023	MATERIAL PURCHASE	87.63	12/27/2023	362530
MEAD LIBRARY	7244	MARCIA ZINK	JAN/FEB 2024	11/4/2023	PROGRAMMING EXPENSE	400.00	11/15/2023	362158
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4859934	11/17/2023	ACCT #MP01-B	736.26	11/29/2023	362276
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4919951	12/19/2023	ACCT #MP01-B	632.82	12/27/2023	362533
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4864839	11/21/2023	ACCT #MP01-B	572.17	11/29/2023	362276
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4926295	12/21/2023	ACCT #MP01-B	119.84	12/27/2023	362533
MEAD LIBRARY	231	MIDWEST TAPE	504747255	12/11/2023	CUST #2000015656 MATERIAL PURCHASE	1,986.67	12/13/2023	3721
MEAD LIBRARY	231	MIDWEST TAPE	504777168	12/13/2023	CUST #2000015656 MATERIAL PURCHASE	1,492.28	12/27/2023	3777
MEAD LIBRARY	231	MIDWEST TAPE	504713150	11/30/2023	CUST #2000015656 MATERIAL PURCHASE	1,370.85	12/13/2023	3721
MEAD LIBRARY	231	MIDWEST TAPE	504576561	11/1/2023	CUST #2000015656	1,303.70	11/15/2023	3600
MEAD LIBRARY	231	MIDWEST TAPE	504682917	11/22/2023	CUST #2000015656 MATERIAL	901.71	11/29/2023	3664
MEAD LIBRARY	231	MIDWEST TAPE	504646959	11/16/2023	CUST #2000015656 MATERIAL PURCHASE	837.90	11/29/2023	3664
MEAD LIBRARY	231	MIDWEST TAPE	504614156	11/9/2023	CUST #2000015656 MATERIAL PURCHASE	566.17	11/15/2023	3600
MEAD LIBRARY	231	MIDWEST TAPE	504807728	12/19/2023	CUST #2000015656 MATERIAL PURCHASE	419.75	12/27/2023	3777
MEAD LIBRARY	231	MIDWEST TAPE	504614161	11/9/2023	CUST #2000016317 MATERIAL PURCHASE	45.16	11/29/2023	3664
MEAD LIBRARY	231	MIDWEST TAPE	504757771	12/8/2023	CUST #2000015656 MATERIAL PURCHASE	29.99	12/27/2023	3777
MEAD LIBRARY	4810	MIND, SOUL AND SELF	113-6150823-4787450	11/12/2023	AMAZON PURCHASE PROGRAM SUPPLIES	237.59	11/15/2023	3601
MEAD LIBRARY	4810	MIND, SOUL AND SELF	113-9753928-8670662	11/12/2023	AMAZON PURCHASE - PROGRAM SUPPLIES	12.50	11/15/2023	3601



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Title: **Cash Handling Policy**  
 Chapter: **Budgets and Finance**  
 Approved By: **Library Board of Trustees**

Document Type: **Finance**  
 Document Number: **13.06**  
 Original Effective Date: **May 5, 2015**  
 Date of Last Revision:

## **CASH HANDLING POLICY:**

### **Circulation Department:**

**Patron Transactions:** Cash register at the Circulation desk is opened daily by the staff member assigned to open the desk for the day. Staff should login into Polaris under their individual logins and passwords, staff should log out of their individual logins and passwords when not working on the Circulation desk. \$100.00 is the starting and ending cash amount in the cash drawer. When ringing sales and transactions in the register select either cash, check, or credit card transaction

Staff assigned to work the Circulation desk throughout the day while the Library is open, is responsible for taking in monetary transactions from patrons for various reasons being fines, fees, photocopies, discarded book revenue, lost books, merchandise sales, and all other transactions. Funds received from the patron should be rung in the cash register under the appropriate expense key. A copy of the types of transactions are marked on the keyboard of the cash register.

Every day at closing time the staff working the circulation desk will close out the cash register for the day. Staff should remove the two cash register tapes, and counts the money taken in for that day, (it is acceptable if time does not allow for an evening count of the funds taken in that day. The funds can be locked up for the evening in the circulation work room, and counted first thing in the morning). When counting the funds received and settling the starting cash the staff member will use the “*Cash Register tapes printed from the cash register to settle the drawer*” (example attached). The staff member will take the total funds collected, less starting cash, these funds should match the “Register Total”, if the funds do not match the register total then the staff should mark the difference as an “*Over or (Short) on the cash register receipt*”. The money along with the “*cash register receipt*” are then locked up in the circulation workroom until the next day when the deposit is delivered to the Business Manager, or the Administrative Assistant in the absence of the Business Manager in the Libraries Administrative Offices.

**Payments Accepted:** Cash, Check, Debit Card, and Credit Card. The type of payment should be rung in the cash register under the appropriate type of transaction. On Credit Card receipts staff member should sign, or initial the credit card receipt if the transaction was made via phone call.

### **Other Cash Transactions:**

Other cash generated from the circulation area, second and third floor consists of photo copies, jump drives, book bags, and other merchandise & services. Patron transactions received in these categories are collected by the library staff on duty on each floor. Payments made in the self-payment boxes, and the pay phone will be collected by the Administrative Assistant, or by the Business Manager in case of absence of the Administrative Assistant. The cash in those boxes will be counted by the Administrative Assistant via coin machine, and be verified by the Business Manager. The Administrative Assistant empties all the floors self-check fines & fees stations, and the Business Manager pulls the sold/payment reports from “Polaris ESLS Software”, and the self-check software

showing the transactions that were made in the “*Self check fines and fees station*”, to verify & record the transactions. The Administrative Assistant is also responsible for making sure the second, and third floors have sufficient working capital. The second floor has operating cash of \$100.00 (\$50.00 in each workstation), the third floor has \$50.00, self-check fines & fees machine has \$34.00 in working capital in the workstation.

### **Administration:**

Circulation department has an additional \$100.00 in various petty cash denominations in the circulation office in a locked secured drawer for the purpose of making change to the various floors, and cash register tills.

Administration personnel received all monetary transactions. The Business Manager verifies the deposit and enter the deposit on the “*Daily Cash Receipts Journal*” and the “*Deposit Report*”, the deposit report will pull the posting detail from the “*Daily Cash Receipts Journal*” automatically to the deposit report. After the journal entries are made the credit card slips, checks and cash is entered to the top portion of the “*Deposit Slip*”. The posting entries and the deposit slip records of funds received should equal, if not then the error needs to be found and corrected before completing the deposit.

The deposit after being verified then goes to the City of Sheboygan’s finance department. Included in the deposit bag is as follows: (1) copy of the deposit slip, (1) copy of Heartland daily credit card processing statement, and copy of the self-service checkout stations #41 - #45 transactions, and on-line credit card payments. The self-checks #41 - #45 are copied to a multi transaction spreadsheet if more than one payment each day. Once receive confirmation of the deposit from the cities finance department the city deposit document is stapled to the libraries deposit records and filed in records storage.

### **Other Transactions and Procedures:**

**Loss Item Returns** - When taking payment for lost items it should indicate on the payment note field in the Monarch Library Polaris system patron’s account if the payment was made by cash, check, debt card, or credit card. Also, when putting the lost/paid note on the patron’s item record it should also indicate if paid by cash, check, debit card, or credit card.

Any refunds over \$5.00, will need to have a request for a check to be issued to the patron from the Business Manager, unless the fees were paid by credit card, then refund the patron on their credit card used in the initial transaction. If the patron returns the item they lost and then found it should be returned to the desk so the record shows the item was returned and a refund check, or credit card credit transaction is generated. After the item is returned and credited to the patrons account, a patron account printout from Polaris is printed out for the patron reimbursement. The request for reimbursement is then submitted to the Business Manager to be process. The refund check that is issued is then recorded in the patron’s account showing check #, date of check and amount of the check, or credit card if refunded by credit card.

Any refunds under \$5.00, if paid by cash, may be given from the register. If paid by credit card all refunds should be refunded to the customer’s credit card. If paid by check, cash, or debit card a patron refund check should be requested from the Business Manager. The Business Manager after the patron refund check is issued will give the Circulation staff member in charge of patron refunds the “*check number issue, amount of refund, and date check was issued*” which will be recorded in the patron’s financial record in Polaris.

When entering a refund in the cash register print the cash register receipt, and have the patron sign the receipt, and Mead Public Libraries copy in with the daily deposit cash register tapes and record the cash refund in the patrons Polaris account records.

**Payments to other Libraries:**

All payments for fines, fees and lost books will require an accounts payable check no matter what amount is to be refunded. **NO CASH PAYMENTS** to other libraries. Cash payments will not be an acceptable method of payment to other libraries. Print out the patron or other libraries record form from “Polaris” and turn it in to the Business Manager to setup the account payable for the refund payment to the other library. Staff member taking in payment from a patron paying another libraries fee charged should note on the patron accounts that Mead Public Library received the fees assessed in full, and record the accounts payable check number and date of check that was issued to the other library. A copy of the patron records showing the item, or late fees that the patron is paying should be included with the accounts payable check, so that the owing library has a record of what the payment they received is for.

**Pilz, Pattie**

**From:** Erickson, Garrett  
**Sent:** Monday, January 22, 2024 1:03 PM  
**To:** Pilz, Pattie  
**Subject:** FW: Musical Programming Donation - Comes with Piano

**Sent:** Tuesday, January 9, 2024 5:58 PM  
**To:** Erickson, Garrett <garrett.erickson@meadpl.org>  
**Subject:** Re: Musical Programming Donation - Comes with Piano

Hi Garrett,

Thanks for getting back to me earlier than January. Sorry for delay in my response over the holidays. I do understand your concerns about taking this larger noise-making instrument into your space. I am in the process of trying to donate it elsewhere.

Let's propose another option and see if you can discuss at your next meeting. I still want to make a contribution of a piano that is performance ready, has a smaller footprint and is easily transportable. Please use this link to see a sampling of 'Clavinova Style' pianos:

[https://www.google.com/search?q=clavinova+digital+piano&sca\\_esv=597031683&hl=en&gbv=2&tbm=isch&source=lnms&sa=X&ved=0ahUKEwjG7qGludGDAXWwvokEHaAOD5IQ\\_AUIBigB&biw=1263&bih=909](https://www.google.com/search?q=clavinova+digital+piano&sca_esv=597031683&hl=en&gbv=2&tbm=isch&source=lnms&sa=X&ved=0ahUKEwjG7qGludGDAXWwvokEHaAOD5IQ_AUIBigB&biw=1263&bih=909)

The most important aspect is that it is performance ready which Clavinovas are. They have fully weighted keys like an acoustic piano and full pedaling ability. They are also the proper height for piano player with accompanying bench. When I say performance ready I also want it to be a schedulable resource so that library patrons can schedule and use piano freely without special forms to fill out. The beauty of the electronic piano is it usually comes with dual headphone jacks so it does not become a noisemaking distraction in the library. I will of course provide headphones for users.

The smaller footprint is what will help you find a better location to store piano. Here's a link to a model that show dimensions: <https://www.musicarts.com/yamaha-clavinova-clp-735-console-digital-piano-with-bench-main0487410> You can see how much smaller and lighter an instrument this is versus an acoustic piano. I will also provide the roller stand to make moving by a single person very easy. That said, any time a piano is moved, there is a chance for damage. I'm not sure where you could make a home for it, but maybe in the children's section on third floor. Hopefully that could be a schedulable resource as well so those that want to come in and play can do so.

In checking prices, you can purchase an electric piano anywhere from \$1000 to \$5000 with the sweet spot around \$3000 with lots of nice features. Rollers and headphones and a cover might cost up to another \$500, Not sure what your overhead cost would be to add to a scheduling system, but not too much I would think. I can make a donation to cover all these expenses and if your staff wants to research and purchase equipment that meets these specification, that's fine by me. I've been involved with a few keyboard purchases over last 10 years, but certainly not an expert.

My hope is that this setup will work for me personally to come to the library to practice especially in the morning hours. I'm always open to perform for the public especially for kids. I'm open to funding more experimental/compositional/recording keyboards and technology in the future if we can get a start here with this more basic setup.

Hopefully you can present this alternative plan to the board and get an approval.

Item 12.

On Friday, December 15, 2023 at 05:21:11 PM CST, Erickson, Garrett <[garrett.erickson@meadpl.org](mailto:garrett.erickson@meadpl.org)> wrote:

Earlier this week, I held a meeting to discuss your offer to donate a piano to the Mead Library. While we are very flattered that you thought of the library first, we are not able to accept the piano donation due to space and accessibility issues. We have limited spaces where it could be stored and those are exclusively within the large meeting rooms. When reserving those bigger meeting rooms, we generally require groups of 10 or more people to make a reservation. We have smaller meeting rooms for groups of less than 10 people, but they have limited storage.

We do like your ideas mentioned below of expanding music instruction at the library, and were particularly interested in the idea of purchasing keyboards for instruction, since they are portable and take up less space. I hope you don't take offense to our decision, it is simply one of logistics. We wanted to get you our decision as soon as possible so you can decide how you want to move forward as well.

If you are interested in getting more involved in teaching music at Mead, just let me know, and I will put you in contact with the appropriate staff.

Have a great holiday season!

Garrett Erickson  
Library Director  
Mead Public Library  
710 North 8th Street  
Sheboygan, WI 53081-4563  
(920) 459-3400 ext. 2041  
[www.meadpl.org](http://www.meadpl.org)

-----Original Message-----

From  
Sent: Friday, November 10, 2023 11:29 AM  
To: Erickson, Garrett <[garrett.erickson@meadpl.org](mailto:garrett.erickson@meadpl.org)>  
Subject: Musical Programming Donation - Comes with Piano

Hi Garrett,

I heard back from librarian Molly Goltry that you had discussed my offer of a piano donation. Unfortunately, I never had the chance to ponder the issues of additional costs and responsibilities for owning a piano in a public library.

There are libraries that willingly have pianos to enhance their programming. Please read this article: <https://blog.library.in.gov/pianos-in-the-library/> You can also Google 'Pianos in Public Libraries' as I did and read several other articles.

My goal with starting piano music in the library is to enhance musical education along with adding community musical programming. For the past 3 years since my retirement, I have been a substitute teacher in Sheboygan public schools sometimes as a music teacher and often in kindergarten and other lower primary grades. Music is always part of what I want to teach young students and I think a piano in the library offers a chance to offer more musical education and programming right away in the youth library facilities on the third floor.

I'm not a great piano player but I can certainly play well enough to entertain kids for an hour.

I've attached a picture of the piano. It is a Wurlitzer spinet model with bench. Its dimensions are 37" high, 56" wide and 24" inches deep. I looked in the Rocca room earlier this week and I think this would fit nicely in the north closets when you want to store the piano out of the way. While I was there on Wednesday, I heard music in the Rocca room and apparently a dance troupe using the room for practice. Rocca room seems like ideal placement for piano in library since it is away from other quiet parts of library. I purchased the Wurlitzer at Horvat Piano Gallery on S. 12th Street about 30

years ago and instrument is in excellent shape with excellent tuning and sound. I will purchase a piano dolly <https://www.vandaking.com/schaff-spinet-console-piano-dolly.html> so that piano can easily be moved by anyone. I'll also arrange for piano tuning as soon as piano arrives.

You might be asking yourself why I am trying to donate a perfectly serviceable piano to the library. I've recently inherited my mother's grand piano and I need to make room for that. This piano needs to be moved in the next two months, and I hope to have the piano movers that bring the grand piano from Minnesota, then move the Wurlitzer to its new home. I do have a backup plan to donate this piano to a nursing home, but that has much more limited community use as compared to the library setting. I myself would like to work as accompanist for musical groups (such as the Raging Grannies) and I would like to be able to just come and practice. I do frequently play in public at various nursing homes and other community programs and happy to do so at the library especially for kids.

What can I do to make this a positive experience for Mead Public Library and its patrons? I'm happy to pay for all the initial costs associated with the move, dolly, tuning, management and scheduling system. I would also pledge \$1000 per year for 5 years to start a broader musical education and performance at the library. I finally have the means at this stage of my life to give more for community needs and wants. If the music program at the library becomes broader, my donations can become larger. I would like to see electric keyboards available with composition software as an example of ideas I have been thinking about. I also have an extra large collection of sheet music that I would donate if accepted. I checked the library's collection and I could really add to it with all sorts of musical genres.

I hope this enhanced donation is more appealing. I look forward to a chance to discuss with option with you. Please feel free to call me or email.

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# Public Service Update for Board of Trustees Meeting: Jan 24, 2024

## Program Update

### Recent Program Attendance:

- **MLK Day Family Event: 75 in attendance**  
Family-friendly activities in the children's area presented in partnership with Sheboygan Area Black-American Community Outreach.

### New Programs:

- **Mr. Roger's Mondays @ Uptown Social** A program for grandparents and grandchildren to learn and grow together. Watch episode clips, then participate in activities inspired by the show.
- **Tuesdays in January: INTRODUCTION TO ASAHI NORDIC MOVEMENT CLASS**  
Asahi Nordic is a mind-body health exercise practice developed in Finland. In this introductory class we will learn and practice both Asahi Series 1 and Series 2. The series are simple and easy to learn. All exercises are performed standing or can be modified sitting, and no special equipment or clothing is required. The exercises were developed by exercise and geriatric specialists to ensure that risk of injury is low and the outcome of benefits of performing the exercises is extremely high. All ages and abilities are welcome.
- **Friday, January 26, 10 am: SHEBOYGAN COUNTY MEMORY CAFE**  
Memory Cafes offer themed social gatherings for people living with memory loss and for their families, friends or care partners. The theme for this memory cafe is Memories and Music. The program is sponsored by the Aging and Disability Resource Center of Sheboygan County and the Alzheimer's Association.
- **Friday, January 26: LATE AT THE LIBRARY: RETRO GAME NIGHT**  
After-hours for 18+; there will be games, crafts, snacks, cartoons, a selfie booth, and a life-sized Candyland. The Gameboard will lead attendees through several tabletop games as well. **80 people have pre-registered!**



**Support Services Manager Report to the Library Board****01/23/24**

1. Collections
  - a. We are trialing a number of new online resources and reviewing our current holdings to ensure that we are offering resources that will be utilized by the community
  - b. We updated our individual patron checkout limits (changed from 10/month to 6/month) and added funds to our Hoopla subscription to meet the growing demand for this resource.
2. Patron Services
  - a. We hired a new Page after one of our Pages left to move back to Illinois.
  - b. We lost one of our Circulation staff and will soon be opening up a search to fill that position.
  - c. The automated material handling machine (AMH) patron side services has been down for a number of weeks again. IT is working with the vendor to fix this newest issue.

Type	Name	*December 2022	*December 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
<b>Circulation Transactions</b>	Adult Materials	16,488	16,141	-2%	221,742	219,556	-1%
	Teen Materials	788	802	2%	12,632	11,233	-11%
	Children's Materials	10,945	9,884	-10%	164,890	158,786	-4%
	Total Adult/Teen/Children's Materials	28,221	26,827	-5%	399,264	389,575	-2%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	7,591	8,962	18%	101,782	113,916	12%
	Items received for Mead patrons from other libraries	4,011	3,637	-9%	57,836	58,738	2%
	Total Interlibrary Loans (Transits)	11,602	12,599	9%	159,618	172,654	8%
<b>E-Content Checkouts</b>	Total E-Content Checkouts	7,728	8,880	15%	95,166	105,958	11%
<b>Library Visits</b>	Gate count	14,789	14,877	1%	210,285	227,333	8%
<b>Research Inquiries</b>	Research Inquiries	3,671	2,908	-21%	46,620	46,544	0%
<b>Internet Usage Provided</b>	Library Workstation Sessions	1,798	1,739	-3%	26,182	24,114	-8%
	Wireless Sessions	5,360	7,248	35%	74,720	95,284	28%
<b>Number of Library Card Holders</b>	Sheboygan Residents				33,593	28,373	-16%
	Non-Sheboygan Residents				8,152	6,419	-21%
	Total Number of Library Card Holders				41,745	34,792	-17%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	33	24	-27%	487	418	-14%
	Children (0-11) Participants	966	633	-34%	18,497	13,728	-26%
	Teen (12-18) Quantity	4	2	-50%	48	56	17%
	Teen (12-18) Participants	69	46	-33%	1,208	1,108	-8%
	Adult (18+) Quantity	20	25	25%	371	225	-39%
	Adult (18+) Participants	247	503	104%	8,186	4,568	-44%
	Total number of Classes, Seminars, Workshops, Events	57	51	-11%	906	699	-23%
	Total number of Participants	1,282	1,182	-8%	27,891	19,404	-30%
<b>Conference Room Utilization</b>	Rocca Meeting Room	27%	28%	1%	37%	32%	-5%
	Loft Meeting Room	19%	23%	4%	28%	24%	-4%
	Public Conference Room #1	16%	25%	8%	20%	31%	11%
	Public Conference Room #2	18%	34%	16%	19%	28%	9%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	641	554	-14%	5132	6914	35%
	Percent Utilization	43%	43%	0%	32%	43%	11%

\*Stats effected by the COVID-19 Pandemic



## Volunteer Report - November 2023

Type	Hours	Volunteer Count	Total Hours
Adult	219.72	35	219.72
Teen	0.00	0	0.00
Grand total	219.72	35	219.72

## Volunteer Report - December 2023

Type	Hours	Volunteer Count	Total Hours
Adult	101	24	101
Teen	0.00	0	0.00
Grand total	101	24	101

Type	Name	*November 2022	*November 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
<b>Circulation Transactions</b>	Adult Materials	18,423	17,952	-3%	205,254	203,415	-1%
	Teen Materials	944	824	-13%	11,844	10,431	-12%
	Children's Materials	12,651	11,262	-11%	153,945	148,902	-3%
	Total Adult/Teen/Children's Materials	32,018	30,038	-6%	371,043	362,748	-2%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	8,389	9,890	18%	94,191	104,954	11%
	Items received for Mead patrons from other libraries	4,721	4,859	3%	53,825	55,101	2%
	Total Interlibrary Loans (Transits)	13,110	14,749	13%	148,016	160,055	8%
<b>E-Content Checkouts</b>	Total E-Content Checkouts	7,633	9,561	25%	87,438	97,078	11%
<b>Library Visits</b>	Gate count	18,638	17,408	-7%	195,496	212,456	9%
<b>Research Inquiries</b>	Research Inquiries	4,329	4,350	0%	43,637	44,245	1%
<b>Internet Usage Provided</b>	Library Workstation Sessions	2,322	1,994	-14%	24,384	22,375	-8%
	Wireless Sessions	6,599	7,797	18%	69,360	88,036	27%
<b>Number of Library Card Holders</b>	Sheboygan Residents				33,229	28,280	-15%
	Non-Sheboygan Residents				8,111	6,416	-21%
	Total Number of Library Card Holders				41,340	34,696	-16%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	35	38	9%	454	394	-13%
	Children (0-11) Participants	800	960	20%	17,531	13,095	-25%
	Teen (12-18) Quantity	2	3	50%	44	54	23%
	Teen (12-18) Participants	61	45	-26%	1,139	1,062	-7%
	Adult (18+) Quantity	28	13	-54%	351	200	-43%
	Adult (18+) Participants	337	113	-66%	7,939	4,065	-49%
	Total number of Classes, Seminars, Workshops, Events	65	54	-17%	849	648	-24%
	Total number of Participants	1,198	1,118	-7%	26,609	18,222	-32%
<b>Conference Room Utilization</b>	Rocca Meeting Room	48%	25%	-23%	38%	33%	-5%
	Loft Meeting Room	38%	24%	-13%	29%	25%	-4%
	Public Conference Room #1	31%	40%	9%	20%	32%	12%
	Public Conference Room #2	26%	36%	10%	19%	28%	9%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	558	594	6%	4491	6360	42%
	Percent Utilization	38%	45%	7%	31%	43%	12%

\*Stats effected by the COVID-19 Pandemic

# Disruptive Patron Interaction Report December 2023

Item 17.

<b>Reported Incidents</b>	Adult	23
	Teen	4
	Senior (65+)	0
	Kids	0
<b>Exclusions Over 10 Days</b>		0
<b>Emergency Services Called</b>		1
<b>Encounter Type</b>	Trespass after exclusion	1
	Dispute/argument/altercation between patrons (not physical)	0
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	0
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	6
	Inappropriate comments and/or excessive demands	3
	Intoxicated/Addiction	3
	Medical or mobility issue	1
	Mental Health	0
	Mess (Food waste, spills)	0
	Theft/Vandalism	0
	Trouble getting patron to leave after closing	0
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	1
	Weapons	1
	Other (Specify in Description)	11
<b>Location</b>	1st Café	3
	1st Desk	2
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	4
	1st Lobby/Foyer	6
	1st Restrooms	1
	2nd Computers	0
	2nd Desk	0
	2nd Hansen Teen	0
	2nd Imaginarium	0
	2nd Quiet Study	3
	2nd Restrooms	2
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	0
	Other (Specify in Description)	5

# Disruptive Patron Interaction Report November 2023

Item 17.

<b>Reported Incidents</b>	Adult	26
	Teen	10
	Senior (65+)	0
	Kids	0
<b>Exclusions Over 10 Days</b>		4
<b>Emergency Services Called</b>		1
<b>Encounter Type</b>	Trespass after exclusion	2
	Dispute/argument/altercation between patrons (not physical)	3
	Fighting/Physical Altercations	4
	Harassment/Threatening Language	1
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	7
	Inappropriate comments and/or excessive demands	5
	Intoxicated/Addiction	1
	Medical or mobility issue	1
	Mental Health	2
	Mess (Food waste, spills)	0
	Theft/Vandalism	2
	Trouble getting patron to leave after closing	1
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	2
	Weapons	0
	Other (Specify in Description)	6
<b>Location</b>	1st Café	4
	1st Desk	1
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	2
	1st Lobby/Foyer	7
	1st Restrooms	1
	2nd Computers	2
	2nd Desk	4
	2nd Hansen Teen	1
	2nd Imaginarium	0
	2nd Quiet Study	0
	2nd Restrooms	1
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	1
	Outside (Specify in Description)	0
	Other (Specify in Description)	7



**Friends of Mead Report - January 24, 2024**  
Prepared by Pattie Pilz

- Friends of Mead Board Officers renewed their 2-year terms.
- Work station to be setup for Barb Wiese, Friends' Treasurer
- Dance planned for April 12