



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**July 17, 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., Wednesday, July 17, 2024, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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

## OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President.
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. HR Committee - 7/12/24

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [8.](#) Job Description Updates
- [9.](#) Table of Organization Updates
10. Consent Agenda
- [11.](#) Code of Conduct
- [12.](#) Electrical Work Approval
- [13.](#) 2025 Budget

## DIRECTOR'S REPORT

[14.](#) Building Projects

[15.](#) Services and Programming

[16.](#) Security Update

[17.](#) Monthly Statistics

#### **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 (August 21, 2024 at 5:00 p.m.)

#### **ADJOURN**

22. 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

June 19, 2024 at 5:00 PM

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

Members (in-person): Julia Hart, Angela Ramey, Kathie Norman, Jeanne Pfeiffer, Maeve Quinn, and Andre Walton

Members (virtual): Jim Hollister, and Sherry Speth

Members excused: Meg Albrinck

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

## OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President.  
Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments  
None.
4. Approval of Minutes  
Walton **moved** to accept the May 15, 2024, minutes. **Seconded** by Norman. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports  
None.
6. Appoint Committee Chairs and Members as Set Forth in the Bylaws – President  
Finance Committee – Speth (chair), Quinn, and Pfeiffer  
Human Resources Committee – Walton (chair), Norman, and Albrinck  
Marketing and Services – Quinn (chair), Hollister, and Hart  
Ad Hoc Arts and Facilities Committee – Walton (chair), Speth, and Hart  
Ad Hoc Building Committee – Norman (chair), Hart, and Walton  
Ad Hoc Bylaws and Policies Committee – Norman (chair), Hollister, and Albrinck  
Ad Hoc Equity Committee – Pfeiffer (chair), and Quinn  
Ad Hoc Strategic Planning Committee – Pfeiffer (chair), Norman, and Albrinck  
Mead Library Foundation Representatives – Norman, and Quinn  
Monarch Library System Board - Quinn

## COMMITTEE REPORTS

7. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations). Receive Budget Status Report to Date  
Grossen reviewed the April financial statement. Material resources were moved to the “Other Content” account. Quinn asked that a rough draft of the 2025 budget be available for our next meeting. Quinn **moved** to approve the payment of current expenditures, including payroll and special revenues. Speth **seconded**. Motion **passed**.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Institution and Teacher Cards Policy

Institution and Teacher Cards are used by teachers and/or institutions to check out numerous books under one card. Norman **moved** to approve implementing the Institution and Teacher Cards Policy. Walton **seconded**. Motion **passed**.

9. Front Entrance Floor Repair

Erickson shared that the area where a drainage tile was removed is now settling resulting in floor cracks. Funds from the maintenance account will be used to pay for repairs. Reserve funds will be used to pay for any charges over budget. Three quote options were discussed as follows:

Option 1 – First Entry = \$8,515.92

Remove and dispose of existing floor, protect windows, LVP, paste, cove based, transitions and labor.

Option 2 – Second Entry and Bathroom Hallway = \$8,706.63

Remove and dispose of existing floor, LVP, paste, cove base, transitions and labor.

Option 3 – Carpet Inserts = \$4,148.64

Replace walk-off carpet module insert.

Quinn **moved** for approval of Option 1 and 3. Hollister **seconded**. Motion **passed**. Option 2 was put on hold due to possible bathroom upgrades which could impact traffic flow.

10. Drinking Fountain Replacement

Erickson reported that three drinking fountains, which are approximately 25 years old, are breaking down. We cannot locate parts to fix them. It was recommended to replace the three using the maintenance account initially and then the reserve fund if we are over budget. Pilz to research if there are any grants available. Norman **moved** to replace the three water fountains in question. Walton **seconded**. Motion **passed**.

11. Table of Organization

Erickson stated that a 20-hour per week page recently resigned to pursue higher education. He asked for permission to split the 20 hours between two existing part-time pages. The two 20-hour page position would be increased to 30-hours and would be eligible for additional benefits. Quinn **moved** to approve the modifications to the two existing 20-hour per week page positions to 30-hours per week. Norman **seconded**. Motion **passed**.

## DIRECTOR'S REPORT

12. Project Updates

Bollards were installed in the sidewalk by the employee entrance to protect staff and patrons.

13. Services and Programming

Eighteen individual first grade classes visited from eleven different schools, for a total of 679 students, from May 14 through June 5, 2024. Seven schools sent their classes for a total of 378 students. We processed 22 new cards from one school. In 2023, only 391 students visit the library from four schools.

14. Security Update

Erickson reported that teen security issues decreased while adult issues increased. The number of total incidents decreased, while the number of exclusions increased. Erickson asked the Board of Trustees to compare our current Code of Conduct with previous renditions and be prepared to discuss at our July meeting. Erickson will email previous renditions to board members.

15. Monthly Statistics  
Adult materials checked out has increased.
16. Consent Agenda  
Tabled for July.

## LIAISON REPORTS

17. Monarch Library System  
Quinn reported that new trucks are needed for the Monarch delivery system. The second phase of the Vega catalog upgrade is planned for July.
18. Mead Library Foundation  
Norman shared that the Foundation Board approved the next step of getting bids for the phone booths, security personnel office (architect is working on drawings), and Rocca Room concept for updates. The capital campaign is on hold until more discussions with city officials have taken place.
19. Friends of Mead  
Pilz shared the dates of the book sale will be October 17, 18, and 19. A preview sale will be held on October 16, for Friends members and staff.

Pilz stated that Mead's Communications Specialist is planning a fall postcard campaign targeting households that do not have library cards. As an incentive to get new households to sign up for a library card, the Friends will honor a coupon/voucher that patrons can use to receive a free book(s) from the Friends' bookstore. Details pending.

## UPCOMING MEETINGS

20. Next Meeting  
Library Board of Trustees will meet on July 17, 2024, at 5:00 p.m.

## ADJOURN

21. Motion to Adjourn  
Meeting was adjourned at 6:30 p.m.

***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 - Accounts Payable through June 30, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account De	Item 6.
ALLIANT ENERGY	5/29/2024	MAY BILLING-ACCT #5498700000	7,681.88	6/20/2024	364562	255511	555100	UTILITIES	
GANNETT WI LOCALIQ	5/1/2024	APRIL NOTICES-ACCT #1012694	117.00	6/12/2024	364326	255511	631200	BUILDING IMPROVEMENTS	
WELLS FARGO FINANCIA	6/4/2024	JUNE BILLING-CUST #1000011397	569.11	6/26/2024	4618	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	6/4/2024	JUNE BILLING-CUST #1000011397	111.64	6/26/2024	4618	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	6/4/2024	JUNE BILLING-CUST #1000011397	109.76	6/26/2024	4618	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	6/4/2024	JUNE BILLING-CUST #1000011397	35.96	6/26/2024	4618	255511	531100	CONTRACTED SERVICES	
WISCONSIN PUBLIC SER	6/1/2024	MAY BILLING-ACCT #0403257315-00031	1,228.88	6/21/2024	364573	255511	555100	UTILITIES	
AMAZON CAPITAL SERVI	5/23/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	557.25	6/12/2024	4504	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	5/7/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	449.35	6/26/2024	4570	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/28/2024	ACCT# A2JXVCVZU4S49M DONATIONS	409.90	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	5/2/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	258.78	6/26/2024	4570	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/7/2024	ACCT# A2JXVCVZU4S49M IT EXPENSE	190.50	6/26/2024	4570	255511	652200	IT EQUIPMENT	
AMAZON CAPITAL SERVI	5/9/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	182.96	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/28/2024	ACCT# A2JXVCVZU4S49M DONATIONS	149.43	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	6/12/2024	ACCT# A2JXVCVZU4S49M CONTRACTED SERVICES	114.99	6/26/2024	4570	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	5/28/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	110.66	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/5/2024	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	109.98	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/1/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	105.96	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/17/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	101.96	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/27/2024	ACCT# A2JXVCVZU4S49M DONATIONS	100.94	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	5/31/2024	ACCT# A2JXVCVZU4S49M JANITORIAL & BUILDING MAINT	88.37	6/26/2024	4570	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	5/29/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINT	85.34	6/26/2024	4570	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/16/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	73.12	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/2/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	68.33	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/16/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	62.99	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/31/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	60.68	6/26/2024	4570	255511	540100	OFFICE SUPPLIES	

Mead Public Library - Accounts Payable through June 30, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account De	Item 6.
AMAZON CAPITAL SERVI	5/15/2024	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	51.45	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/29/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	50.46	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/6/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	46.12	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/28/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	45.50	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	6/7/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	39.99	6/26/2024	4570	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/9/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	38.69	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/22/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	37.98	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/14/2024	ACCT# A2JXVCVZU4S49M DONATIONS	36.74	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	5/30/2024	ACCT# A2JXVCVZU4S49M MATERIAL JANITORIAL SUPPLIES	34.75	6/12/2024	4504	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	4/29/2024	ACCT# A2JXVCVZU4S49M DONATIONS	34.49	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	6/12/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	33.92	6/26/2024	4570	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	6/10/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	32.36	6/26/2024	4570	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	5/8/2024	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES	31.99	6/12/2024	4504	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	5/2/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	29.95	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/21/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINT	27.49	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/31/2024	ACCT# A2JXVCVZU4S49M JANITORIAL & BUILDING MAINT	25.60	6/26/2024	4570	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/10/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	25.36	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/25/2024	ACCT# A2JXVCVZU4S49M DONATIONS	25.16	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	5/9/2024	ACCT# A2JXVCVZU4S49M PROC. SUPPLIES	24.37	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/10/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	22.99	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/22/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	18.99	6/12/2024	4504	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	5/16/2024	ACCT# A2JXVCVZU4S49M DONATIONS	15.99	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	4/29/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	15.94	6/12/2024	4504	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/10/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	14.99	6/12/2024	4504	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	6/13/2024	ACCT# A2JXVCVZU4S49M EXP. COLL. SUPPLIES	14.95	6/26/2024	4570	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through June 30, 2024									
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account De	Item 6.
AMAZON CAPITAL SERVI	5/7/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	13.98	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/20/2024	ACCT# A2JXVCVZU4S49M DONATIONS	9.99	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	6/13/2024	ACCT# A2JXVCVZU4S49M EXP. COLL. SUPPLIES	6.99	6/26/2024	4570	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/10/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	6.78	6/12/2024	4504	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	6/22/2024	CREDIT MEMO FOR INVOICE 1DM3-611J-G1H7	(5.00)	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	6/23/2024	CREDIT MEMO FOR INVOICE 1PLL-D94L-XR4G	(8.00)	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	6/4/2024	CREDIT MEMO FOR INVOICE 1PQ4-3JJJ-MH1C	(9.99)	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	6/4/2024	CREDIT MEMO FOR INVOICE 1DM3-611J-G1H7	(19.32)	6/26/2024	4570	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	5/18/2024	CREDIT MEMO FOR INVOICE 16PH-6QHF-D97V	(45.74)	6/26/2024	4570	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/18/2024	CREDIT MEMO FOR INVOICE 16PH-6QHF-D97V	(45.74)	6/26/2024	4570	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/18/2024	CREDIT MEMO FOR INVOICE 16PH-6QHF-D97V	(45.74)	6/26/2024	4570	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/18/2024	CREDIT MEMO FOR INVOICE 16PH-6QHF-D97V	(45.74)	6/26/2024	4570	255511	531800	PROGRAM SERVICES	
AT&T	5/25/2024	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE	150.70	6/12/2024	364303	255511	555120	PHONES	
BAKER & TAYLOR, LLC	6/10/2024	MATERIAL PURCHASE - ACCT #216584 L552182 2 B0000C	257.41	6/26/2024	364461	255511	548002	MATERIALS - ALL CATEGORIES	
BAKER & TAYLOR, LLC	6/17/2024	MATERIAL PURCHASE - ACCT #216584 L552182 2 B0000C	157.86	6/26/2024	364461	255511	548002	MATERIALS - ALL CATEGORIES	
BAKER & TAYLOR, LLC	6/3/2024	MATERIAL PURCHASE - ACCT #216584 L552182 2 B0000C	52.02	6/12/2024	364309	255511	548002	MATERIALS - ALL CATEGORIES	
BAKER & TAYLOR, LLC	5/17/2024	MATERIAL PURCHASE - ACCT #216584 L552182 2 B0000C	49.33	6/12/2024	364309	255511	548002	MATERIALS - ALL CATEGORIES	
DAKOTA SUPPLY	6/13/2024	CUST #48063 BUILDING MAINTENANCE	93.30	6/26/2024	364471	255511	550110	BUILDING MAINT & REPAIR	
DEMCO, INC.	6/14/2024	CUST #480136750 - MATERIAL PURCHASE SUPPLIES	157.72	6/26/2024	364472	255511	548002	MATERIALS - ALL CATEGORIES	
ENGBERG ANDERSON INC	5/31/2024	ACCT #213396.01 LIBRARY LOCKERS	196.10	6/12/2024	364319	255511	531100	CONTRACTED SERVICES	
ENVISIONWARE. INC.	5/31/2024	QUOTE #US-84693 ANNUAL SUBSCRIPTION AND SERVICES	725.00	6/26/2024	4580	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
GT GRAPHICS OF SHEB	5/24/2024	POSTERS & BUSINESS CARDS	202.35	6/12/2024	4521	255511	531400	ADVERTISING & MARKETING	
GT GRAPHICS OF SHEB	5/29/2024	PRINTING ENVELOPES FOR MEAD PUBLIC LIBRARY	183.25	6/12/2024	4521	255511	540100	OFFICE SUPPLIES	
GT GRAPHICS OF SHEB	5/24/2024	POSTERS & BUSINESS CARDS	121.70	6/12/2024	4521	255511	540100	OFFICE SUPPLIES	
GT GRAPHICS OF SHEB	5/29/2024	BOOKMARKS	50.20	6/12/2024	4521	255511	531400	ADVERTISING & MARKETING	



Mead Public Library - Accounts Payable through June 30, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account De	Item 6.
HEARTLAND BUSINESS	5/10/2024	ACCT #2084900 ORDER #137960 POWER AUTOMATE	91.30	6/26/2024	4591	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
INGRAM LIBRARY SERV	6/12/2024	CUST #20W8082 MATERIAL PURCHASE	2,188.86	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/7/2024	CUST #20W8082 MATERIAL PURCHASE	1,830.80	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/6/2024	CUST #20W8082 MATERIAL PURCHASE	1,325.36	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/14/2024	CUST #20W8082 MATERIAL PURCHASE	936.09	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/21/2024	CUST #20W8082 MATERIAL PURCHASE	781.83	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/22/2024	CUST #20W8082 MATERIAL PURCHASE	680.34	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/7/2024	CUST #20W8082 MATERIAL PURCHASE	643.93	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/17/2024	CUST #20W8082 MATERIAL PURCHASE	576.22	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/31/2024	CUST #20W8082 MATERIAL PURCHASE	531.88	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/29/2024	CUST #20W8082 MATERIAL PURCHASE	467.64	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/24/2024	CUST #20W8082 MATERIAL PURCHASE	465.15	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/13/2024	CUST #20W8082 MATERIAL PURCHASE	456.58	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/10/2024	CUST #20W8082 MATERIAL PURCHASE	434.51	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/3/2024	CUST #20W8082 MATERIAL PURCHASE	364.92	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/2/2024	CUST #20W8082 MATERIAL PURCHASE	364.21	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/11/2024	CUST #20W8082 MATERIAL PURCHASE	309.28	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/22/2024	CUST #20X7192 MATERIAL PURCHASE	293.33	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/4/2024	CUST #20W8082 MATERIAL PURCHASE	237.38	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/31/2024	CUST #20X7192 MATERIAL PURCHASE	234.58	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/26/2024	CUST #20W8082 MATERIAL PURCHASE	212.07	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/5/2024	CUST #20W8082 MATERIAL PURCHASE	211.44	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/21/2024	CUST #20W1532 MATERIAL PURCHASE	206.49	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/12/2024	CUST #20X7192 MATERIAL PURCHASE	200.69	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/5/2024	CUST #20X7192 MATERIAL PURCHASE	136.61	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/30/2024	CUST #20W8082 MATERIAL PURCHASE	126.33	6/12/2024	4523	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through June 30, 2024									
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account De	Item 6.
INGRAM LIBRARY SERV	6/7/2024	CUST #20W8082 MATERIAL PURCHASE	118.71	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/13/2024	CUST #20W8082 MATERIAL PURCHASE	62.10	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/5/2024	CUST #20W8082 MATERIAL PURCHASE	46.55	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	6/17/2024	CUST #20W1532 MATERIAL PURCHASE	12.50	6/26/2024	4593	255511	548002	MATERIALS - ALL CATEGORIES	
JIM GILL INC.	6/15/2024	A JOYOUS WAY TO LEARN 6/15/24 REMAINING FEE	2,750.00	6/26/2024	364488	255511	548001	DONATION PURCHASES	
LIBRARY SUPPLY	6/6/2024	MATERIAL PURCHASE	281.55	6/26/2024	4602	255511	548002	MATERIALS - ALL CATEGORIES	
MBM/MODERN BUSINESS	5/21/2024	ACCT #MP01-B MAY COPIER EXPENSE	462.34	6/12/2024	364349	255511	531100	CONTRACTED SERVICES	
METTER-JENSEN, L	3/20/2024	PROGRAM EXPENSE - NON-FICTION BOOK DISCUSSION GRP	150.00	6/26/2024	364493	255511	531800	PROGRAM SERVICES	
MIDWEST TAPE	5/30/2024	CUST #2000015656 MATERIAL PURCHASE	807.76	6/12/2024	4534	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	6/12/2024	CUST #2000015656 MATERIAL PURCHASE	669.91	6/26/2024	4604	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/23/2024	CUST #2000015656 MATERIAL PURCHASE	505.42	6/12/2024	4534	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	6/5/2024	CUST #2000015656 MATERIAL PURCHASE	471.55	6/26/2024	4603	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	6/5/2024	CUST #2000015937 MATERIAL PURCHASE	455.96	6/26/2024	4603	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	6/12/2024	CUST #2000016317 MATERIAL PURCHASE	252.82	6/26/2024	4604	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/30/2024	CUST #2000016317 MATERIAL PURCHASE	83.49	6/12/2024	4534	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/23/2024	CUST #2000016317 MATERIAL PURCHASE	58.74	6/12/2024	4534	255511	548002	MATERIALS - ALL CATEGORIES	
ORANGEBOY	6/1/2024	ANNUAL SAVANNAH SUBSCRIPTION RENEWAL	5,000.00	6/12/2024	4539	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
PITNEY BOWES GLOBAL	6/10/2024	ACCT #0013152143 POSTAGE METER LEASE 4/30-7/29/24	416.31	6/26/2024	364514	255511	540130	POSTAGE & DELIVERY	
PROFESSIONAL SUPPLY	6/10/2024	CUST #MEADP100 JANITORIAL SUPPLIES	1,607.83	6/26/2024	4610	255511	540222	JANITORIAL SUPPLIES	
QUALITY CONTROL SERV	5/28/2024	MAINTENANCE SERVICE AGREEMENT	926.00	6/12/2024	4544	255511	531100	CONTRACTED SERVICES	
QUANTUM PC SERVICES	5/10/2024	LABOR FOR NETWORK INFRASTRUCTURE MPL-5/10/24	959.94	6/26/2024	364518	255511	652200	IT EQUIPMENT	
SEWING MACHINE SHOP	6/6/2024	SEWING MACHINE MAINTENANCE	245.00	6/26/2024	364523	255511	531800	PROGRAM SERVICES	
SHEBOYGAN WATER UTIL	6/3/2024	FIRE PROTECTION LATE FEE- ACCT #750-896-00-00	0.63	6/26/2024	364532	255511	555100	UTILITIES	
SHOWCASES	5/31/2024	MEAD PUBLIC LIBRARY COLL. SUPPLIES	1,177.42	6/12/2024	4548	255511	548002	MATERIALS - ALL CATEGORIES	
SHOWCASES	5/30/2024	MEAD PUBLIC LIBRARY COLL. SUPPLIES	280.26	6/12/2024	4548	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through June 30, 2024								
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account De
STEEN MACEK PAPER CO	5/24/2024	CUST #56390 - ORDER #854262 OFFICE SUPPLIES	328.10	6/12/2024	364394	255511	540100	OFFICE SUPPLIES
SUPERIOR CHEMICAL CO	5/22/2024	CUST #3996800 BUILDING MAINT	68.06	6/12/2024	4551	255511	550110	BUILDING MAINT & REPAIR
TIETZ'S PIGGLY WIGGL	5/8/2024	ACCT #3020 MPL DIRECTOR'S MEETING	65.38	6/12/2024	364396	255511	548001	DONATION PURCHASES
TOTAL ENERGY SYSTEMS	5/31/2024	2024 ANNUAL MAINTENANCE ON KOHLER GENERATOR MODEL#	1,138.55	6/12/2024	4554	255	162000	PREPAID EXPENSES
WI DEPT OF ADMINISTR	6/13/2024	CUST #000027903 SERVICES 1/1/24-6/30/24	600.00	6/26/2024	364556	255511	531100	CONTRACTED SERVICES

Item 6.

## Mead Public Library - Financial Statement For June 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(7,741.64)	-	2,741.64
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(5,491.20)	-	(8.80)
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(366.29)	-	(133.71)
255	481100	INTEREST INCOME	-	-	-	(23,855.75)	-	23,855.75
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(10,330.52)	-	(59,669.48)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,385.32)	-	1,385.32
<b>TOTAL REVENUE</b>			<b>(4,249,214.00)</b>	<b>-</b>	<b>(4,249,214.00)</b>	<b>(3,226,902.39)</b>	<b>-</b>	<b>(1,022,311.61)</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	981,624.90	-	1,416,451.10
255511	520310	FICA	142,230.00	-	142,230.00	58,241.83	-	83,988.17
255511	520311	MEDICARE	33,268.00	-	33,268.00	13,621.11	-	19,646.89
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	63,105.76	-	89,194.24
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	204,470.34	-	227,560.66
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	12,767.38	-	15,290.62
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	1,877.43	-	2,976.57
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	87,608.96	894.00	40,097.04
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	2,257.86	-	4,567.14
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	5,747.46	-	3,652.54
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	4,391.94	-	5,608.06
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	17,852.30	-	2,147.70
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	3,258.46	-	5,241.54
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	5,053.65	-	8,646.35
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	1,323.95	-	3,676.05
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	7,471.05	-	2,728.95
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	29,430.23	-	40,569.77
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	(91,300.00)	313,900.00	149,520.83	-	164,379.17
255511	548003	OTHER CONTENT	82,000.00	91,300.00	173,300.00	142,008.18	-	31,291.82
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	13,353.01	32,197.94	(19,550.95)

## Mead Public Library - Financial Statement For June 30, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555100	UTILITIES	135,167.00	-	135,167.00	57,276.48	-	77,890.52
255511	555120	PHONES	4,000.00	-	4,000.00	755.23	-	3,244.77
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,327.37	-	772.63
255511	631200	BUILDING IMPROVEMENTS	-	-	-	9,436.96	54,800.00	(64,236.96)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	6,277.00	-	12,223.00
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
<b>TOTAL EXPENSES</b>			<b>4,249,214.00</b>	<b>-</b>	<b>4,249,214.00</b>	<b>1,966,839.01</b>	<b>87,891.94</b>	<b>2,194,483.05</b>
<b>TOTAL REVENUE LESS EXPENSES</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,260,063.38)</b>	<b>87,891.94</b>	<b>1,172,171.44</b>

**Mead Public Library - Financial Statement for May 31, 2024**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(6,504.27)	-	1,504.27
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(4,823.56)	-	(676.44)
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(366.29)	-	(133.71)
255	481100	INTEREST INCOME	-	-	-	(20,290.47)	-	20,290.47
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(10,330.25)	-	(59,669.75)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,298.63)	-	1,298.63
255		<b>TOTAL REVENUE</b>	<b>(4,249,214.00)</b>	<b>-</b>	<b>(4,249,214.00)</b>	<b>(3,221,345.14)</b>	<b>-</b>	<b>(1,027,868.86)</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	806,441.75	-	1,591,634.25
255511	520310	FICA	142,230.00	-	142,230.00	47,862.36	-	94,367.64
255511	520311	MEDICARE	33,268.00	-	33,268.00	11,193.67	-	22,074.33
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	51,914.90	-	100,385.10
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	169,292.38	-	262,738.62
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	10,558.60	-	17,499.40
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	1,577.01	-	3,276.99
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	82,918.52	894.00	44,787.48
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	2,257.86	-	4,567.14
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	5,747.46	-	3,652.54
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	3,227.80	-	6,772.20
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	12,036.00	-	7,964.00
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	3,258.46	-	5,241.54
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	3,643.52	-	10,056.48
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	907.64	-	4,092.36
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	5,708.11	-	4,491.89
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	25,014.52	-	44,985.48
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	-	405,200.00	125,882.23	-	279,317.77
255511	548003	OTHER CONTENT	82,000.00	-	82,000.00	142,008.18	-	(60,008.18)
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	12,554.82	10,000.00	3,445.18
255511	555100	UTILITIES	135,167.00	-	135,167.00	48,365.09	-	86,801.91

**Mead Public Library - Financial Statement for May 31, 2024**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555120	PHONES	4,000.00	-	4,000.00	604.53	-	3,395.47
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,327.37	-	772.63
255511	631200	BUILDING IMPROVEMENTS	-	-	-	9,436.96	54,800.00	(64,236.96)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	5,126.56	-	13,373.44
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
255511		<b>TOTAL EXPENSES</b>	<b>4,249,214.00</b>	<b>-</b>	<b>4,249,214.00</b>	<b>1,675,645.64</b>	<b>65,694.00</b>	<b>2,507,874.36</b>
		<i>TOTAL REVENUE LESS EXPENSES</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(1,545,699.50)</i>	<i>65,694.00</i>	<i>1,480,005.50</i>

Mead Public Library - Accounts Payable through May 31, 2024									Item 6.
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr	
ALLIANT ENERGY	4/26/2024	APRIL BILLING-ACCT #5498700000	6,180.53	5/20/2024	364183	255511	555100	UTILITIES	
ALLIANT ENERGY	4/30/2024	APRIL BILLING-ACCT #0403257315-00031	2,397.22	5/22/2024	364300	255511	555100	UTILITIES	
AMAZON CAPITAL SERVI	3/26/2024	ACCT# A2JXVCVZU4S49M DONATIONS	931.46	5/15/2024	4361	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	3/10/2024	ACCT# A2JXVCVZU4S49M PRIME MEMBERSHIP FEE	499.00	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/29/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	475.27	5/15/2024	4361	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	3/27/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	216.00	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/11/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	124.69	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/25/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	104.85	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/20/2024	ACCT# A2JXVCVZU4S49M BLG MAINT & JANITORIAL	100.28	5/15/2024	4361	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	3/11/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINT & JANITORIAL	94.64	5/15/2024	4361	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	3/20/2024	ACCT# A2JXVCVZU4S49M BLG MAINT & JANITORIAL	94.40	5/15/2024	4361	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	3/11/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINT & JANITORIAL	83.40	5/15/2024	4361	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	3/19/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	80.00	5/15/2024	4361	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	3/9/2024	ACCT# A2JXVCVZU4S49M SUPPLIES	51.56	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/13/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	50.62	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/17/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	49.99	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/27/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	41.85	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/15/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	39.99	5/15/2024	4361	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	4/3/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	34.99	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/13/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	29.99	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/28/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	28.98	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/25/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	24.80	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/11/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	24.20	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/28/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	21.98	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/8/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	19.98	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/23/2024	ACCT# A2JXVCVZU4S49M DONATIONS	16.99	5/15/2024	4361	255511	548001	DONATION PURCHASES	



Mead Public Library - Accounts Payable through May 31, 2024									Item 6.
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr	
AMAZON CAPITAL SERVI	3/22/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	16.95	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/8/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	16.85	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/26/2024	ACCT# A2JXVCVZU4S49M MATERIAL SUPPLIES	15.63	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/22/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	12.86	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/14/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	11.79	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/3/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	9.99	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/22/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	9.99	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/27/2024	ACCT# A2JXVCVZU4S49M MATERIAL SUPPLIES	9.48	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/14/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	7.76	5/15/2024	4361	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/1/2024	ACCT# A2JXVCVZU4S49M MATERIAL SUPPLIES	4.99	5/15/2024	4361	255511	548002	MATERIALS - ALL CATEGORIES	
WELLS FARGO FINANCIA	5/3/2024	MAY BILLING-CUST #10000011397	725.52	5/15/2024	4434	255511	531100	CONTRACTED SERVICES	
WISCONSIN PUBLIC SER	4/1/2024	MARCH BILLING - ACCT #0403257315-00031	3,064.78	5/1/2024	364159	255511	555100	UTILITIES	
COTTINGHAM & BUTLER	4/8/2024	CLASSIFICATION REVIEWS	275.00	5/15/2024	4376	255511	531100	CONTRACTED SERVICES	
ADRIENNE ALLEN	5/7/2024	PROGRAM EXPENSE - MAY 4, 2024	50.00	5/29/2024	364197	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	2/24/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	899.88	5/1/2024	4310	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/18/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINT & JANITORIAL	353.78	5/29/2024	4437	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	4/12/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	212.67	5/29/2024	4437	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	4/10/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	176.12	5/15/2024	4361	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	4/17/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	141.93	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/22/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	131.91	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	4/16/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	114.56	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/1/2024	ACCT# A2JXVCVZU4S49M NOTARY STAMPS	100.63	5/29/2024	4437	255511	536125	EMPLOYEE DEVELOPMENT	
AMAZON CAPITAL SERVI	4/15/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	95.98	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/26/2024	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES	84.91	5/29/2024	4437	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	4/18/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINT & JANITORIAL	83.24	5/29/2024	4437	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	4/25/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	72.86	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through May 31, 2024									Item 6.
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr	
AMAZON CAPITAL SERVI	5/2/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	65.97	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	4/8/2024	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES	60.68	5/29/2024	4437	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	4/15/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	57.82	5/29/2024	4437	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	4/25/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	52.96	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/8/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	50.56	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/15/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	49.01	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/24/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	42.99	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/17/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	34.49	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	5/1/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	32.78	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	4/29/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	32.49	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	5/2/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	27.50	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	4/14/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	22.85	5/29/2024	4437	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	4/24/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	20.21	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/17/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	19.89	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	5/7/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	17.09	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	4/25/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	14.96	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/15/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	13.43	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	4/9/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	10.99	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	2/5/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	9.99	5/1/2024	4310	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	4/23/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	8.99	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/1/2024	ACCT# A2JXVCVZU4S49M DONATIONS	8.31	5/29/2024	4437	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	2/5/2024	ACCT# A2JXVCVZU4S49M DONATIONS	7.99	5/1/2024	4310	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	4/23/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	7.99	5/29/2024	4437	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	4/12/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	5.96	5/29/2024	4437	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	3/15/2024	CREDIT MEMO FOR INVOICE 1XVT-3JPN-CKVF	(53.99)	5/29/2024	4437	255511	540100	OFFICE SUPPLIES	
AT&T	4/25/2024	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE	150.58	5/15/2024	364031	255511	555120	PHONES	

Mead Public Library - Accounts Payable through May 31, 2024									Item 6.
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr	
CAVENDISH SQUARE	4/16/2024	ACCT #1000136576 MATERIAL PURCHASE	204.44	5/1/2024	363918	255511	548002	MATERIALS - ALL CATEGORIES	
CHARTER COMMUNICATIO	5/1/2024	ACCT #121113701 INTERNET EXPENSE	159.98	5/15/2024	364041	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
COMPUTYPE INC	5/17/2024	CUST ID #106380 LABELS 1024798	338.97	5/29/2024	364210	255511	548002	MATERIALS - ALL CATEGORIES	
DAKOTA SUPPLY	5/17/2024	CUST #48063 - BLDG MAINTENANCE	148.77	5/29/2024	364212	255511	550110	BUILDING MAINT & REPAIR	
DAKOTA SUPPLY	5/1/2024	CUST #48063 BLD MAINTENANCE	67.06	5/29/2024	364212	255511	550110	BUILDING MAINT & REPAIR	
EBSCO SUBSCRIPTION	5/1/2024	ACCT #CG-F-98112-00 MATERIAL PURCHASE	11,202.39	5/29/2024	4455	255511	548002	MATERIALS - ALL CATEGORIES	
EBSCO SUBSCRIPTION	5/1/2024	ACCT #CG98113-75 MATERIAL PURCHASE	8,604.00	5/15/2024	4380	255511	548003	OTHER CONTENT	
ELM USA, INC.	4/15/2024	1 YEAR EXTENDED WARRANTY - ECO DISK CLEANER	990.00	5/1/2024	363928	255511	531100	CONTRACTED SERVICES	
ENGBERG ANDERSON INC	4/30/2024	ACCT #213396.01 LIBRARY LOCKERS	554.68	5/29/2024	364220	255511	531100	CONTRACTED SERVICES	
ENVISIONWARE. INC.	4/10/2024	IT EQUIPMENT-QUOTE #US-84693	197.01	5/15/2024	4383	255511	652200	IT EQUIPMENT	
EVEN'S PEST CONTROL	4/25/2024	ACCT #5514 PEST CONTROL	110.00	5/15/2024	364055	255511	531100	CONTRACTED SERVICES	
FIFTHCOLOR	5/17/2024	MPL-SUMMER READING PROGRAM BROCHURES - 2 VERSIONS	1,991.18	5/29/2024	4459	255511	531400	ADVERTISING & MARKETING	
INGRAM LIBRARY SERV	5/7/2024	CUST #20W8082 MATERIAL PURCHASE	4,007.37	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/30/2024	CUST #20W8082 MATERIAL PURCHASE	3,182.24	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/9/2024	CUST #20W8082 MATERIAL PURCHASE	2,647.80	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/8/2024	CUST #20W8082 MATERIAL PURCHASE	1,939.20	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/17/2024	CUST #20W8082 MATERIAL PURCHASE	1,841.35	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/10/2024	CUST #20W8082 MATERIAL PURCHASE	1,780.50	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/2/2024	CUST #20W8082 MATERIAL PURCHASE	1,569.93	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/11/2024	CUST #20W8082 MATERIAL PURCHASE	1,516.08	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/3/2024	CUST #20W8082 MATERIAL PURCHASE	1,352.21	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/10/2024	CUST #20W8082 MATERIAL PURCHASE	1,335.45	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/19/2024	CUST #20W8082 MATERIAL PURCHASE	943.78	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/25/2024	CUST #20W8082 MATERIAL PURCHASE	713.87	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/17/2024	CUST #20W8082 MATERIAL PURCHASE	534.24	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through May 31, 2024									Item 6.
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr	
INGRAM LIBRARY SERV	4/14/2024	CUST #20W8082 MATERIAL PURCHASE	510.52	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/16/2024	CUST #20W8082 MATERIAL PURCHASE	446.99	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/8/2024	CUST #20W8082 MATERIAL PURCHASE	410.62	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/19/2024	CUST #20X7192 MATERIAL PURCHASE	375.23	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/13/2024	CUST #20W8082 MATERIAL PURCHASE	367.72	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/12/2024	CUST #20W8082 MATERIAL PURCHASE	358.09	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/26/2024	CUST #20W8082 MATERIAL PURCHASE	345.10	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/3/2024	CUST #20W8082 MATERIAL PURCHASE	324.23	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/9/2024	CUST #20W8082 MATERIAL PURCHASE	323.48	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/8/2024	CUST #20W8082 MATERIAL PURCHASE	297.10	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/8/2024	CUST #20X7192 MATERIAL PURCHASE	252.39	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/14/2024	CUST #20W8082 MATERIAL PURCHASE	249.56	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/16/2024	CUST #20X7192 MATERIAL PURCHASE	214.56	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/29/2024	CUST #20W1532 MATERIAL PURCHASE	170.90	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/25/2024	CUST #20X7192 MATERIAL PURCHASE	163.20	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/2/2024	CUST #20X7192 MATERIAL PURCHASE	145.04	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/11/2024	CUST #20X7192 MATERIAL PURCHASE	143.36	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/16/2024	CUST #20W8082 MATERIAL PURCHASE	129.54	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/10/2024	CUST #20W8082 MATERIAL PURHCASE	86.27	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/3/2024	CUST #20X7192 MATERIAL PURCHASE	83.24	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/19/2024	CUST #20W8082 MATERIAL PURCHASE	44.12	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/22/2024	CUST #20W1532 MATERIAL PURCHASE	44.07	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/26/2024	CUST #20X7192 MATERIAL PURCHASE	41.48	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/19/2024	CUST #20X7192 MATERIAL PURCHASE	40.24	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	4/9/2024	CUST #20X7192 MATERIAL PURCHASE	38.58	5/1/2024	4326	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/8/2024	CUST #20X7192 MATERIAL PURCHASE	33.57	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through May 31, 2024									Item 6.
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr	
INGRAM LIBRARY SERV	5/10/2024	CUST #20W8082 MATERIAL PURCHASE	30.74	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/1/2024	CUST #20W1532 MATERIAL PURCHASE	15.85	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/8/2024	CUST #20W1532 MATERIAL PURCHASE	8.59	5/29/2024	4465	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/2/2024	CUST #20W1532 MATERIAL PURCHASE	7.47	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	5/6/2024	CREDIT MEMO FOR INVOICE 81386479 CUST #20W8082	(11.91)	5/15/2024	4391	255511	548002	MATERIALS - ALL CATEGORIES	
JIM GILL INC.	2/11/2024	MEAD PUB LIBRARY/ 6-15-24 PROG	2,750.00	5/15/2024	364077	255511	548001	DONATION PURCHASES	
KRISS PREMIUM PROD	4/18/2024	MEAD PUBLIC LIBRARY-BUILDING MAINTENANCE	254.03	5/1/2024	363953	255511	550110	BUILDING MAINT & REPAIR	
KRISS PREMIUM PROD	5/17/2024	BUILDING MAINTENANCE	222.20	5/29/2024	364238	255511	550110	BUILDING MAINT & REPAIR	
LANGUAGE LINE SERVIC	4/30/2024	ACCT #9020531055 - MEMBERSHIP RENEWAL FEE	35.00	5/29/2024	364241	255511	548002	MATERIALS - ALL CATEGORIES	
MBM/MODERN BUSINESS	4/18/2024	ACCT #MP01-B APRIL COPIER EXPENSE	1,779.67	5/1/2024	363959	255511	531100	CONTRACTED SERVICES	
MBM/MODERN BUSINESS	5/20/2024	ACCT #MP01-B MAY COPIER EXPENSE	763.49	5/29/2024	364243	255511	531100	CONTRACTED SERVICES	
MBM/MODERN BUSINESS	4/22/2024	ACCT #MP01-B APRIL COPIER EXPENSE	94.70	5/1/2024	363959	255511	531100	CONTRACTED SERVICES	
MIDWEST TAPE	4/24/2024	CUST #2000015656 MATERIAL PURCHASE	834.49	5/15/2024	4402	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	4/9/2024	CUST #2000015656 MATERIAL PURCHASE	816.94	5/1/2024	4336	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/1/2024	CUST #2000015656 MATERIAL PURCHASE	559.47	5/15/2024	4401	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	4/17/2024	CUST #2000015656 MATERIAL PURCHASE	388.84	5/1/2024	4336	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/8/2024	CUST #2000015656 MATERIAL PURCHASE	331.15	5/29/2024	4479	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/8/2024	CUST #2000015656 MATERIAL PURCHASE	293.54	5/29/2024	4479	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	5/15/2024	CUST #2000015656 MATERIAL PURCHASE	157.93	5/29/2024	4479	255511	548002	MATERIALS - ALL CATEGORIES	
MILWAUKEE JOURNAL SE	4/12/2024	ACCT #MJ0086055 MATERIAL PURCHASE	914.85	5/1/2024	363963	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
MILWAUKEE JOURNAL SE	4/12/2024	ACCT #MJ2606211 MATERIAL PURCHASE	914.85	5/1/2024	363963	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
MILWAUKEE PUBLIC LIB	4/29/2024	DAMAGED ILL ITEM REQUEST #3098827	10.19	5/15/2024	364091	255	451915	PATRON FEES	
MONARCH LIBRARY SYS	5/6/2024	2024 MONARCH CONTRACTED SERVICES	40,554.01	5/29/2024	4480	255511	531100	CONTRACTED SERVICES	
MOTION PICTURE LICEN	4/1/2024	MOVIE LICENSING - MATERIAL PURCHASE 6/1/24-5/31/25	260.53	5/1/2024	363966	255511	548001	DONATION PURCHASES	
ONE TIME VENDOR	4/24/2024	PATRON REFUND	16.51	5/15/2024	364103	255	451915	PATRON FEES	
PITNEY BOWES PURCHAS	4/17/2024	ACCT #8000-9000-1102-0652 POST METER REFILL 3/25	325.00	5/1/2024	363983	255511	540130	POSTAGE & DELIVERY	

Mead Public Library - Accounts Payable through May 31, 2024								
Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Descr
PITNEY BOWES PURCHAS	5/17/2024	ACCT #8000-9000-1102-0652 POST METER REFILL 4/17	300.00	5/29/2024	364256	255511	540130	POSTAGE & DELIVERY
SAN-A-CARE INC	5/13/2024	CUST ID#10MEA100 BLDG MAINTENANCE	108.55	5/29/2024	364262	255511	550110	BUILDING MAINT & REPAIR
SEWING MACHINE SHOP	5/17/2024	SEWING MACHINE-EXP. COLLECTION	150.00	5/29/2024	364263	255511	548002	MATERIALS - ALL CATEGORIES
SHEBOYGAN COUNTY CHA	11/27/2023	JAN 2024-DEC 2024 SHEB CO CHAMBER OF COMMERCE MBSP	464.48	5/1/2024	4345	255511	536125	EMPLOYEE DEVELOPMENT
SHEBOYGAN WATER UTIL	5/2/2024	CUST #39-139-00-00 WATER UTILITY	634.64	5/15/2024	364132	255511	555100	UTILITIES
SIGN SHOP OF SHEB	4/29/2024	MEAD PUBLIC LIBRARY: DONOR WALL	500.00	5/15/2024	364133	255511	531400	ADVERTISING & MARKETING
SIGN SHOP OF SHEB	4/29/2024	MEAD LIBRARY: BANNER & SIGNICADE INSERTS	221.50	5/15/2024	364133	255511	531400	ADVERTISING & MARKETING
UNITED PARCEL SERVIC	4/13/2024	ACCT #576799 UPS CAMPUS SHIP	9.51	5/1/2024	364010	255511	540130	POSTAGE & DELIVERY
WI DEPT OF FINANCIAL	4/22/2024	NOTARY BOND FILING FEE	20.00	5/1/2024	364020	255511	531110	FINANCIAL SERVICE FEES
WI DEPT OF FINANCIAL	5/2/2024	NOTARY BOND FILING FEE	20.00	5/15/2024	364152	255511	531110	FINANCIAL SERVICE FEES

Item 6.



# Building Maintenance Worker

Item 8.

**Direct Supervisor:** Maintenance Supervisor  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** 7 8  
**FLSA Status:** Non-Exempt



## Position Summary:

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

## Essential Responsibilities:

1. Perform various duties in the construction, repair and maintenance of the building and infrastructure
2. Maintain the cleanliness of the interior and exterior areas of the library
3. Set up meeting room equipment for programs and activities
4. Monitor security, HVAC and other systems as needed and contact vendors if necessary
5. Load and unload delivery of packages
6. Dispose of trash and recycle applicable materials
7. Run networking cable throughout library
8. Performs general maintenance services such as painting, carpentry, plumbing, ground keeping and snow removal
9. Maintains, troubleshoots and repairs mechanical equipment such as motors, pumps, door, fans, boilers, heat exchangers and controls, electrical controls, building systems and other critical systems
10. Assist with snow removal
11. Maintains building security and enforces library policies for patron behavior
12. Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
13. May provide direct customer service to citizens in the use of library services
14. Report library safety and security matters to management
15. Act as resource for administration in regards to facilities management
16. Perform duties independently with minimum supervision
17. Perform other related work as assigned by the Director or Supervisor

## Education & Experience:

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

## Qualifications & Skills:

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

# Building Maintenance Worker

Item 8.

## Post Job Offer Requirements:

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

## Work Environment:

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

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

## Department Summary:

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

## Acknowledgement:

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

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

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

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_



# Public Services Manager Deputy Director

Item 8.

**Direct Supervisor:** Library Director  
**Department:** Mead Public Library  
**Version Date:** October 20, 2020 June 26, 2024  
**Salary Grade:** 16  
**FLSA Status:** Exempt



## Position Summary:

The Deputy Director provides strategic and functional oversight of library public services and coordination of the day-to-day operations of the library and personnel. The Deputy Director serves as acting Library Director in the absence of the Director. The position participates in the Leadership Team including planning, high-level decision making, leadership and mentoring to professional employees and is responsible for maintaining service standards as established by the Library Director and Board of Trustees. All duties are performed in a patron-centered environment, making certain that services are delivered effectively, efficiently, and professionally to all users of the Mead Public Library. ~~The purpose of this position is to ensure that employees, volunteers, work routines, and programs meet the organization's goals and objectives for the entire Mead Public Library public services effort. This position manages the work of persons in the organization who provide direct services to citizens and is also expected to be dynamic leader within the management team.~~ Work is performed under the direction of the Library Director.

## Essential Responsibilities:

- ~~1. Translates library's mission, values and strategy to employees, policy and work routines.~~
2. Works closely in a **management leadership** team to improve the overall value, effectiveness and efficiency of all library resources and services
3. Leads and works ~~with others~~ in teams to **identify, evaluate, and find creative solutions for problems in need of resolution**; evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results
- ~~4. Develops positive relationships with the citizens who use the library~~
- ~~5. Networks and developes collaborations with various community organizations and stakeholders.~~
6. Responsible for encouraging the growth and success of the library's event programming
7. Measures, monitors and improves organizational processes and work routines ~~of the Public Services Team~~ to improve value, efficiency, effectiveness, and customer satisfaction/loyalty
- ~~8. Participates in leadership, administration, special project, and strategic meetings; represents library at external events; initiates outreach and external partnership activities; attends meetings and participates in committees and/or organizations that further the library's mission and goals. Coaches and mentors both individual employees and work teams to exceed expectations.~~
- ~~9. Works with persons throughout the organization to identify, evaluate, and find creative solutions for problems in need of resolution~~
10. ~~Coordinates the evaluation, development, and monitoring of library collections. Researches and prepares~~ Prepares job descriptions, performance appraisals, and employee training and development plans; **coaches and mentors both individual employees and work teams to exceed expectations**
11. ~~Schedules staffing at each public service point.~~ **Coordinates staff scheduling at each public service point**
12. Develops and monitors current and future budgets of the library system, with appropriate input and collaboration with direct reports and Library Leadership.
13. Gathers data and monitors progress and trends related to the organizations strategic initiatives

# Public Services Manager Deputy Director

Item 8.

14. Develops and oversees grant fund proposals and disbursements
15. Engages with the larger library and information profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
16. Keeps informed of current library trends and services and management practices with an eye toward bringing innovative ideas to Mead Public Library
17. Upholds the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#)
18. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
19. Serves as acting Library Director in the absence of the Director. ~~Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations.~~

## Education & Experience:

1. Master's degree in Library Sciences from an ALA accredited program.
2. Minimum of five years of related work experience, with three years of supervisory and people or project management experience required. ~~Master's degree in Library Science or related field with three years' professional library experience preferred or a Bachelor's degree with three year's of managerial experience.~~
3. Possession of a valid Wisconsin driver's license required.

## Qualifications & Skills:

1. Valuing Diversity: Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.
  2. Customer Focus: Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.
  3. Ethics, Values and Judgement: Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.
  4. Professional and Technical Knowledge: Demonstrates proficiency in professional and technical skills and/or knowledge in position related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.
  5. Coaching and Counseling: Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.
  6. Managerial Courage: Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.
  7. Organizing and Planning: Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.
- Communicates Effectively: Conveys ideas/information in a way that is clear, engaging and suitable to

the audience. Mainpoint of their message is apparent. Listens more than they speak, responds appropriately. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with a challenging situation, and ability to work in an ambiguous environment.

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

## Post Job Offer Requirements:

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

## Work Environment:

# Public Services Manager Deputy Director

Item 8.

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

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. ~~Talking and hearing; use of the telephone~~
4. ~~Far vision at 20 feet or further; near vision at 20 inches or less~~
5. Frequent communication; use of the telephone, reacting to alarms and call buttons navigating multiple distractions
6. Lifting and carrying: 50 pounds or less
7. Pushing and pulling: objects on wheels weighing 60-100 pounds
8. Handling: processing, picking up and shelving library materials
9. ~~Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing~~
10. ~~Mobility:~~ Travel to meetings outside the library

## Department Summary:

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

## Acknowledgement:

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

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

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

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Direct Supervisor:** Maintenance Supervisor  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** 25  
**FLSA Status:** Non-Exempt , Not Represented



## Position Summary:

Under general supervision, assists in making the library a welcoming environment for citizens by cleaning, modifying spaces, moving furniture and assisting staff and members of the public as needed.

## Essential Responsibilities:

1. Performs duties independently with general supervision.
2. Performs general day to day cleaning duties but are not limited to:
  - a. Wash, dust, vacuum and clean Library facility and furniture
  - b. Clean and disinfects restrooms and maintain supplies
  - c. Dispose of trash and recycle applicable materials
  - d. Scrubs floors, tile and extract the carpet
  - e. Shampoos carpets
  - f. Receive and retrieve Library materials and supplies
3. Provides customer service and assistance in the use of Library services.
4. Provides input to management team in the development of Library policies, plans and goals.
5. Reports Library safety and security matters to management team.
6. Performs other related work as assigned by supervisor.

## Education & Experience:

High School diploma or GED

## Qualifications & Skills:

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.
7. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
8. Work closely with the Supervisor and coworkers in performing a variety of tasks.
9. Ability to work independently in a fast-paced environment with frequent interruptions.

## Post Job Offer Requirements:

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

## Work Environment:

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

1. The employee is regularly required to stand, walk, bend and handle lightweight tools and equipment for sustained periods.
2. This work also requires lifting, standing, walking and reaching for long sustained periods.
3. Also required is the ability to perform task related repetitive motions with the use of the hands, legs and back.
4. Some exposure to definitely disagreeable features using the Personal Protective Equipment (PPE).

## Department Summary:

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

## Acknowledgement:

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

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

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

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Direct Supervisor:** Support Services Manager  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** 14  
**FLSA Status:** Non-Exempt , Not Represented



**Department and Position Summary:** The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive. The purpose of this position is to ensure that library materials are checked-in, sorted and shelved in a timely and accurate manner so library patrons can quickly locate items of interest. This position will also guide patrons to individual items or collections, or walk them to the appropriate staff resource, as needed.

## Essential Responsibilities:

1. Performs general day to day duties associated with respective department which include but are not limited to:
  - a. Check in returned materials & process holds
  - b. Sort & re-shelve materials
  - c. Inventory & shelf read collection
  - d. Process new materials for circulation
  - e. Inspect materials for damage
  - f. Assists patrons with basic informational questions
  - g. Performs miscellaneous clerical duties
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. May serve on internal committees
6. Performs other related work as assigned by the Director, Manager, or Page Supervisor

## Education & Experience:

High School student diploma or GED, entry level position-related job experience is helpful

## Qualifications & Skills:

1. Ability to employ appropriate techniques to meet service needs
2. Ability to adapt to changes in the library profession
3. Ability to interact well with co-workers and public
4. Ability to utilize technology as required
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Ability to set priorities in order to meet assignment deadlines
7. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
8. Strong interpersonal, communication and organizational skills
9. Ability to work independently in a fast-paced environment with frequent interruptions

## Post Job Offer Requirements:

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

## Work Environment:

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

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Talking and hearing; use of the telephone
4. Far vision at 20 feet or further; near vision at 20 inches or less
5. Lifting and carrying: 50 pounds or less
6. Pushing and pulling: objects on wheels weighing 60-100 pounds
7. Handling: processing, picking up and shelving library materials
8. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing

## Acknowledgement:

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

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_



**Direct Supervisor:** Support Services Manager  
**Department:** Mead Public Library  
**Version Date:** July 12, 2024  
**Salary Grade:** Seasonal  
**FLSA Status:** Non-Exempt , Not Represented



**Department and Position Summary:** The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive. The purpose of this position is to ensure that library materials are sorted and shelved in a timely and accurate manner so library patrons can quickly locate items of interest. This position will also guide patrons to individual items or collections, or walk them to the appropriate staff resource, as needed.

## Essential Responsibilities:

1. Performs general day to day duties associated with respective department which include but are not limited to:
  - a. Sort & re-shelve materials
  - b. Shelf read read collection
  - c. Assists patrons with basic informational questions
  - d. Performs miscellaneous clerical duties
2. Reports Library safety and security matters to Library Management or Maintenance staff
3. Performs duties independently without direct supervision
4. Offers ideas for improving operational effectiveness or efficiency to management team
5. Performs other related work as assigned by the Director, Manager, or Page Supervisor

## Education & Experience:

Some high school

## Qualifications & Skills:

1. Ability to sort items alpha-numerically
2. Ability to employ appropriate techniques to meet service needs
3. Ability to adapt to changes in the library profession
4. Ability to utilize technology as required
5. The ability to communicate effectively ideas and information both in written and oral form.
6. Strong interpersonal, communication and organizational skills
7. Ability to work independently in a fast-paced environment with frequent interruptions

## Post Job Offer Requirements:

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

## Work Environment:

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

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects on wheels weighing 60-100 pounds
6. Handling: processing, picking up and shelving library materials
7. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing

## Acknowledgement:

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

Employee Name:\_\_\_\_\_ Employee Number:\_\_\_\_\_

Employee Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# Wisconsin Public Library Staff Compensation Survey Report

July 2023

Produced by Carlson Dettmann Consulting

Click on the link below to view the report:

<https://srlaaw.org/wp-content/uploads/sites/23/2023/10/2023-WI-Libraries-Survey-Summary-Report.pdf>

**CITY OF SHEBOYGAN  
RESOLUTION \_\_\_\_-24-25**

**BY ALDERPERSONS MITCHELL AND PERRELLA.**

**JULY 15, 2024.**

A RESOLUTION authorizing an amendment to the 2024 budget reflecting a table of organization change for the Finance Department and Mead Public Library.

WHEREAS, the Administrative Services Manager for Mead Public Library retired as of December 31, 2023; and

WHEREAS, the Finance Department hired a part-time limited-term employee to fulfill receipting and accounts payable duties to assist the Library due to this vacancy; and

WHEREAS, the Finance Director and Library Director have reviewed the functionality resulting from the reallocation of duties from the Administrative Services Manager role and the addition of the part-time employee; and

WHEREAS, the Finance Director and Library Director believe it is in the best interest of the City to change the limited-term position to a permanent position in the table of organization; and

WHEREAS, the City Administrator and Human Resources Director were consulted and agree with this change.

NOW, THEREFORE, BE IT RESOLVED: That the table of organization be updated to reflect the removal of the Administrative Services Manager position at Mead Public Library and the addition of a part-time Accounting Clerk position in the Finance Department.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized amend the 2024 budget via the following transfers to move the costs associated with the part-time clerk from the Mead Public Library budget to the General Fund budget:

**INCREASE:**

General Fund – Finance – Part Time Salaries (Acct. No. 101150-510111)	\$23,212
General Fund – Finance – FICA (Acct. No. 101150-520310)	\$ 1,440
General Fund – Finance – Medicare (Acct. No. 101150-520311)	\$ 337

DECREASE:

Mead Library Fund - Library – Full Time Salaries (Acct. No. 255511-510110)	\$23,212
Mead Library Fund – Library – FICA (Acct. No. 255511-520310)	\$ 1,440
Mead Library Fund – Library – Medicare (Acct. No. 255511-520311)	\$ 337

BE IT FURTHER RESOLVED: That the Finance Department will assume the following tasks on behalf of the Library: accounts payable, receipting and financial reporting.

BE IT FURTHER RESOLVED: That the Common Council approval of this Resolution is contingent upon the Mead Public Library Board of Trustees' approval of an appropriate parallel resolution.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

\_\_\_\_\_  
Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of  
Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of  
Sheboygan

**Mead Public Library Table of Organization (Proposed)**

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees

Item 9.

<b>1.00</b>	<b>Library Director</b>
<b>0.00</b>	
<b>1.00</b>	<b>Administrative Services Manager</b>
<b>1.00</b>	Communications Specialist
<b>1.00</b>	Administrative Assistant
<b>1.00</b>	Information Technology Specialist
<b>1.00</b>	Maintenance Supervisor
<b>1.00</b>	Building Maintenance Worker Maintenance Technician
<b>1.50</b>	Janitorial Cleaner Cleaner
	<b>Deputy Director</b>
<b>1.00</b>	<b>Public Services Manager</b>
<b>8.00</b>	Librarian
<b>2.00</b>	Associate Librarian
<b>3.00</b>	Library Assistant
<b>1.00</b>	Public Safety Specialist
<b>0.50</b>	Library Security Monitor
<b>1.00</b>	<b>Support Services Manager</b>
<b>2.00</b>	Associate Librarian
<b>5.25</b>	Library Assistant
<b>3.00</b>	Cataloger
<b>7.75</b>	Library Clerk Pages

**FTE BY TEAM**

<b>7.50</b>	Administration
15.50	Public Services
19.00	Support Services
<b>42.00</b>	<b>Total</b>

**HEAD COUNT OF MPL STAFF**

<b>29</b>	Full-time Employees
19	Part-time Employees
<b>48</b>	<b>2024 Total MPL HEAD COUNT</b>

Revised Date: 7/12/2024

Board Approved Date: 7/17/2024

<b>Title: Code of Conduct</b> <b>Chapter: Miscellaneous</b> <b>Approved By: Library Board of Trustees</b>	<b>Document Type: Policy</b> <b>Document Number: 14.01</b> <b>Original Effective Date:</b> <b>Date of Last Revision: 09/22/2022</b>
---	--

## Code of Conduct

### **Mead Public Library Vision**

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

### **Mead Public Library Mission**

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

### **Mead Public Library Values**

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

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

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

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

<b>Title: Food and Beverage</b> <b>Chapter: Services</b> <b>Approved By: Library Board of Trustees</b>	<b>Document Type: Policy</b> <b>Document Number: 10.17</b> <b>Original Effective Date: 10/27/16</b> <b>Date of Last Revision: 4/26/2019</b>
--	--

### **Food and Beverage Policy**

Covered drinks are allowed in all areas of the library; food is allowed everywhere except in the following designated areas

- Quiet Study Room on the 2nd floor
- Children's Library on the 3rd floor

In the event that equipment or materials are damaged because of food or drink, customers may be subject to repair or replacement charges. If the food or drink being consumed is disturbing other customers because of mess or odor, staff will ask the customer to take their food or drink out of the Library. Customers are expected to clean up after themselves and immediately report accidents to staff. Group meals and food delivery are not allowed in public areas except for prearranged and approved meetings in public meeting spaces.

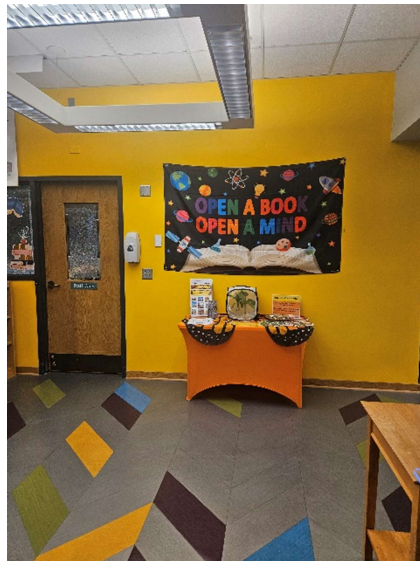


**Electrical Work Proposal – Library Board (7/17/2024)**

First proposal – Install quad receptacles and data cables to the East and West side of main floor column. The column would be used as a backstop for self-checkout units or catalog computers. Cost **\$2200**



Second proposal – Add poke thru floor box and cut in wall receptacle to predetermined third floor locations. Cost **\$3,000**



Funding for both projects would be charged back to building maintenance account.



### ZS LLC

10501 W Research  
Drive, Suite 207  
Milwaukee, WI 53226

- Building Enclosure Consulting
- BIM Consulting
- Structural Engineering
- Forensic Engineering

## Mead Public Library

710 N 8<sup>th</sup> Street, Sheboygan, WI 53081

### Property Condition Assessment Report



### IBC Engineering Services

N8 W22195 Johnson  
Drive, Suite 180  
Waukesha, WI 53186

- Mechanical
- Electrical
- Plumbing Engineering

December 2, 2022

ZS Project No.: 228273

*Prepared for:*

#### City of Sheboygan Public Works

2026 New Jersey Avenue  
Sheboygan, WI 53081



*Prepared by:*

#### ZS LLC

10501 West Research Drive, Suite 207  
Milwaukee, Wisconsin 53226  
Phone: 414-727-5000  
Fax: 414-727-6666  
[www.zsllc-us.com](http://www.zsllc-us.com)

## Appendix B

10 Year Estimated Forecast of Costs  
Mead Public Library Property Condition Assessment  
Sheboygan, WI

Work Item Recommendations	Approximate Quantity	Unit of Measurement	Estimated Unit Cost	0-1 Year (2022 / 2023)	1-3 Years (2023 - 2025)	3-5 Years (2025-2027)	5-10 Years (2027-2032)
<b>Site Systems</b>							
Replace building perimeter expansion joint	750'	LF	\$10		\$7,500		
Replace damaged drain basin fencing	5'	SF	\$300		\$1,500		
Rehabilitate site retaining walls	650'	SF	\$150		\$97,500		
Soil erosion stabilization	135'	SF	\$200		\$27,000		
Clean and paint corroded window well grates	80'	SF	\$150		\$12,000		
Rehabilitate masonry equipment enclosure walls	310'	SF	\$150		\$46,500		
<b>Building Envelope Systems</b>							
Seal concrete cracks	35'	LF	\$10		\$350		
Replace cracked bricks and mortar	10	EA	\$100		\$1,000		
Replace failed sealant	7,400'	LF	\$10		\$74,000		
Install new rope weeps	5	EA	\$10		\$50		
Replace flat roof systems	13,400	SF	\$45		\$603,000		
OSHA compliant fall protection study and design	1	EA	\$3,000	\$3,000			
<b>Architectural Systems</b>							
Hallway crack monitor	1	EA	\$1,000	\$1,000			
Tuckpoint book drop room wall cracks	25'	LF	\$12		\$300		
Investigate book drop room plumbing leak	1	EA	\$1,500	\$1,500			
Lobby floor cracking	70'	LF	\$25		\$1,750		
Basement floor crack	10'	LF	\$150		\$1,500		
<b>Mechanical, Plumbing, Electrical Systems</b>							
Domestic water heater replacement				\$5,000			
Sump pump and controls replacement with new alternating controls and alarm					\$15,000		
Sewage ejector and controls replacement with alarm					\$7,000		
Plumbing Fixture Valves & Faucets Replacement						\$30,000	
Boiler room combustion air fan replacement					\$8,000		
Investigate and rectify excessive water loss from cooling towers				\$15,000 (if not under warranty)			
Refurbish basement, 1 <sup>st</sup> & 2 <sup>nd</sup> floor air handling unit						\$90,000	
Refurbish meeting room air handling unit						\$40,000	
Replace all ductboard ductwork with galvanized steel and new HW booster coils					\$150,000		
Refurbish third floor penthouse air handling unit and terminal units							\$80,000
Replacement of Hot Water Heating Units						\$50,000	
Replace radiant floor heat exchanger and circulating pump						\$5,000	
Replacement of exhaust fans							\$20,000
Replace main electrical service						\$80,000	
Replace panel boards						\$60,000	
LED tube replacement lamps				\$125 (per lamp)			
Replace existing lighting fixtures with new LED lighting fixtures							\$867,600 (\$9 per sq./ft.)
Replacement of paging amplifier							\$2,500
Phone system headend							\$10,000
Security system headend							\$7,000
Clock system headend							\$5,000
<b>TOTAL</b>				<b>\$10,500</b>	<b>\$1,053,950</b>	<b>\$355,000</b>	<b>\$124,500</b>
<b>Potential Logistical Costs (not included in 10 Year Forecast of Costs estimate)</b>							
Mobilization and General Conditions				\$5,000	\$200,000	\$170,000	\$30,000
Contingency 20%				\$6,000	\$330,000	\$426,000	\$54,000
Architect/Engineer Fees				\$5,000	\$140,000	\$125,000	\$30,000
<b>Potential Budget</b>				<b>\$26,500</b>	<b>\$1,723,950</b>	<b>\$1,076,000</b>	<b>\$238,500</b>

# Projects Update – June 2024

- Lockers – Lockers are set in place, sealing of bottom of opening, paint and awning to be installed. Intergration with Polaris in test environment.
- Floor cracking in front entrance area - Have a PO out, did preliminary choosing of materials, awaiting requested samples.
- Drinking fountains - PO out to replace 3 drinking fountains, vendor has fountains on hand, awaiting scheduling for work to be done.
- Exterior caulking and tuckpointing – contract signed, PO sent, scheduling work
- Community Resources Specialist office/telephone booths – architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be put out to bid
- Sensory Room on the third floor – architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be put out to bid
- Warschau Collection display(s) - a staff committee has been formed to create a list of requirements and potential vendors
- Automated Material Handling System (AMH) - We had had visits from our current vendor as well as one additional vendor based in Minneapolis. We are currently determining a list of desired functionality requirements
- Second floor carpet issue - Carpet is not adhering properly. We are working with the city procurement specialist to get the issue fixed via a warranty claim
- Third floor tile issue – Tile is failing in some spots. We are working with the installation vendor. Replacement is scheduled for late August on a warranty claim

# iCurate<sup>®</sup> *inClusive*

MEAD PUBLIC LIBRARY

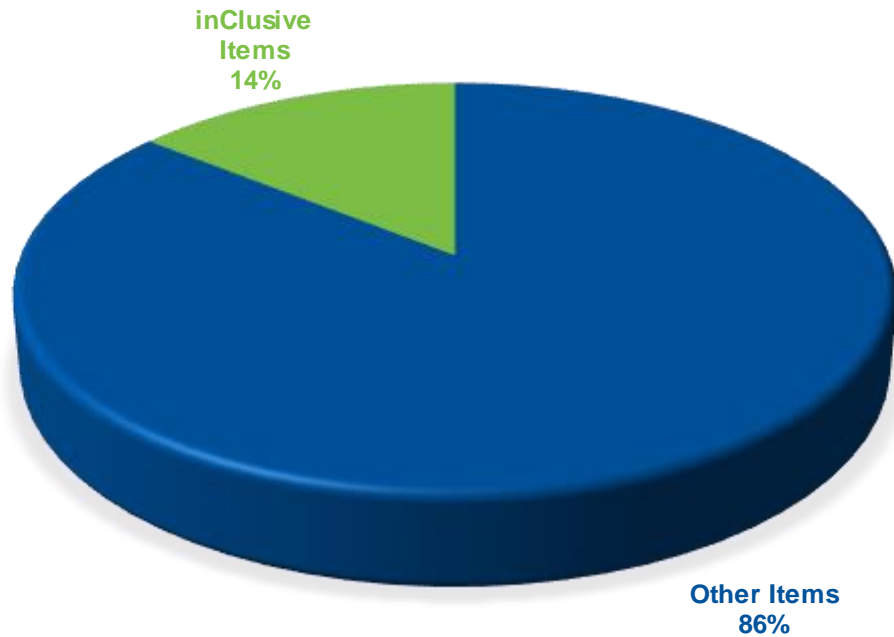
# inClusive Titles in Your Collection

Item 15.

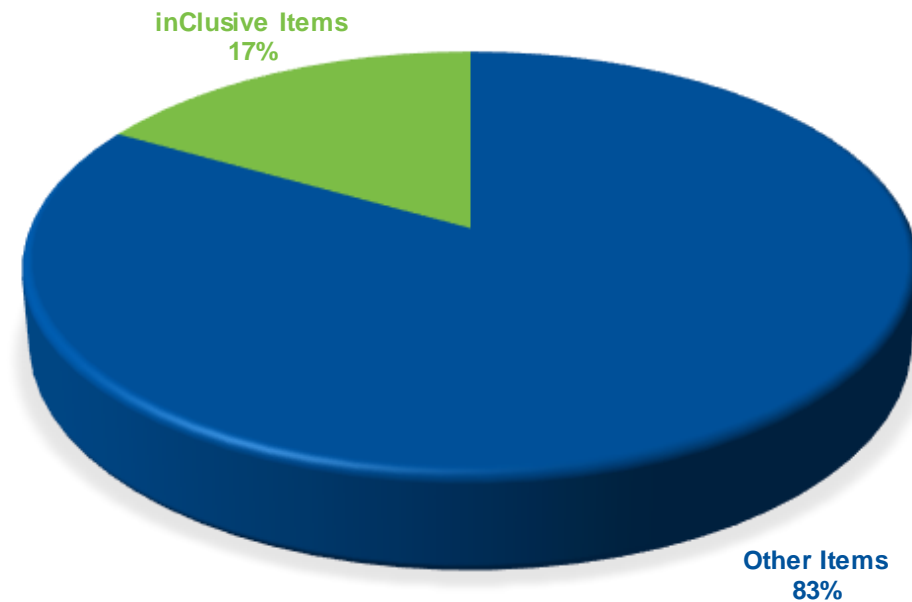
Collection	Asian Interest	Black Interest	Indigenous Interest	Jewish Interest	Latine Interest	LGBTQIA+ Interest	Mental Health	Middle Eastern Interest	Multicultural	Muslim Interest	Neuro and Physical Diversity	Other Items	inClusive Items	Total Items
Adult	2,348	3,385	621	928	886	1,441	921	814	292	314	412	68,229	10,811	79,040
Adult Fiction	948	1,312	230	356	327	865	224	209	139	58	159	26,343	4,217	30,560
Adult Graphic Novels	114	46	3	18	13	90	24	9	55	9	4	2,293	338	2,631
Adult Nonfiction	1,286	2,027	388	554	546	486	673	596	98	247	249	39,593	6,256	45,849
Adult 00s	0	6	1	1	0	0	0	2	0	0	1	498	11	509
Adult 100s	57	57	6	6	11	12	152	3	1	0	10	2,250	295	2,545
Adult 200s	73	107	24	87	17	18	29	22	5	52	6	2,128	387	2,515
Adult 300s	140	387	36	45	70	83	101	51	41	21	23	5,458	885	6,343
Adult 400s	61	12	2	4	31	0	0	11	0	0	16	346	133	479
Adult 500s	9	16	3	1	2	2	2	1	0	0	0	1,554	33	1,587
Adult 600s	279	163	20	26	100	23	194	67	15	9	95	9,752	909	10,661
Adult 700s	139	129	23	14	16	29	0	9	7	2	3	6,213	355	6,568
Adult 800s	78	177	29	17	49	105	7	28	11	16	4	1,504	437	1,941
Adult 900s	228	296	178	152	139	7	1	264	5	74	0	4,288	1,105	5,393
Adult Biographies	222	677	66	201	111	207	187	138	13	73	91	5,602	1,706	7,308
Children's	1,592	2,702	546	506	982	362	256	252	2,116	180	526	38,253	8,869	47,122
Board Books	15	45	4	11	8	5	0	0	103	1	1	984	185	1,169
Children's Graphic Novels	98	146	15	19	63	48	10	6	273	6	25	2,181	522	2,703
Children's Fiction	1,202	1,702	222	327	728	263	225	154	1,380	135	413	23,452	5,957	29,409
Easy Reader Fiction	70	94	6	0	57	0	0	6	95	21	23	2,070	326	2,396
Juvenile Fiction	593	739	100	161	381	153	185	84	369	67	283	8,951	2,632	11,583
Picture Books	539	869	116	166	290	110	40	64	916	47	107	12,431	2,999	15,430
Children's Nonfiction	277	809	305	149	183	46	21	92	360	38	87	11,636	2,205	13,841
Juvenile Nonfiction	178	471	245	79	109	24	9	68	184	22	38	6,632	1,326	7,958
Easy Nonfiction	92	313	58	68	71	22	12	24	154	16	48	4,189	818	5,007
Easy Reader Nonfiction	7	25	2	2	3	0	0	0	22	0	1	815	61	876
Teen	470	624	66	142	280	984	349	87	363	78	175	5,308	2,778	8,086
Teen Fiction	330	355	33	101	223	736	296	71	158	52	116	2,700	1,867	4,567
Teen Graphic Novels	111	141	8	6	39	201	16	5	156	19	37	1,628	551	2,179
Teen Nonfiction	29	128	25	35	18	47	37	11	49	7	22	980	360	1,340
Grand Total	4,410	6,711	1,233	1,576	2,148	2,787	1,526	1,153	2,771	572	1,113	111,790	22,458	134,248

# Share of *inClusive* Titles in Your Collection

PUBLIC LIBRARY AVERAGE

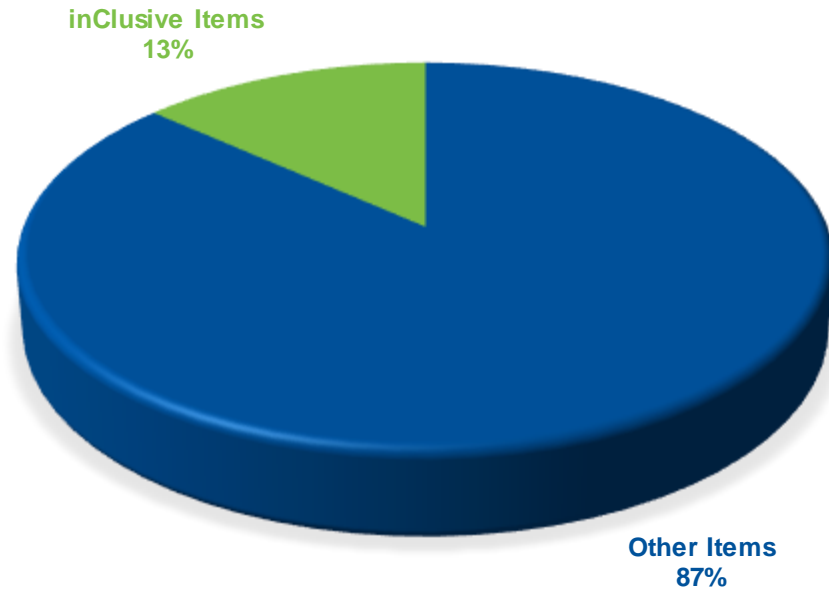


YOUR LIBRARY

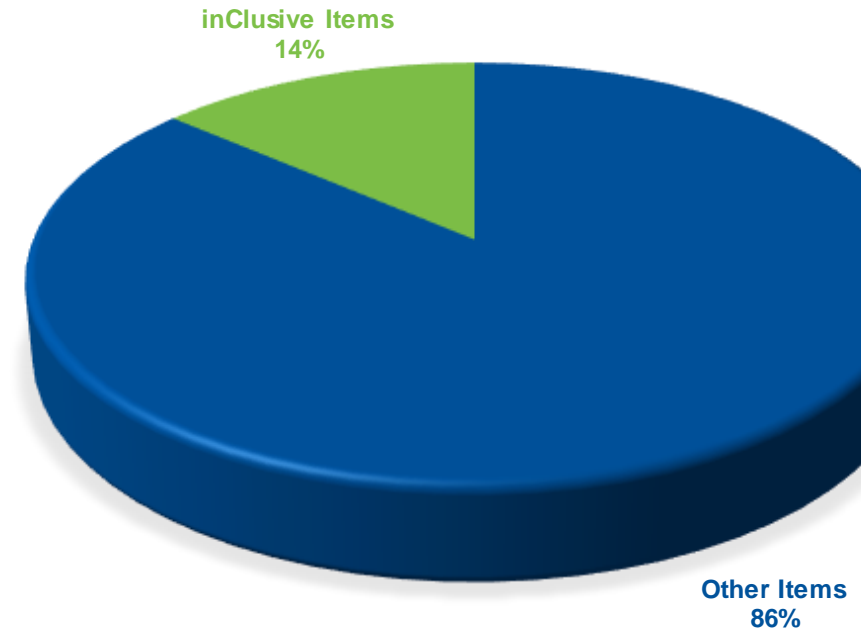


# Share of *inClusive* Titles in Your Collection

PUBLIC LIBRARY AVERAGE ADULT



YOUR ADULT COLLECTION

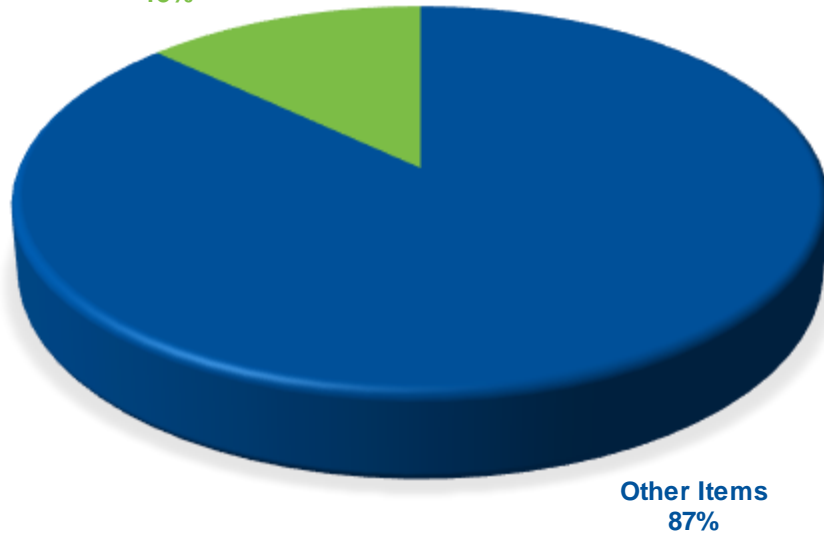




# Share of *inClusive* Titles in Your Collection

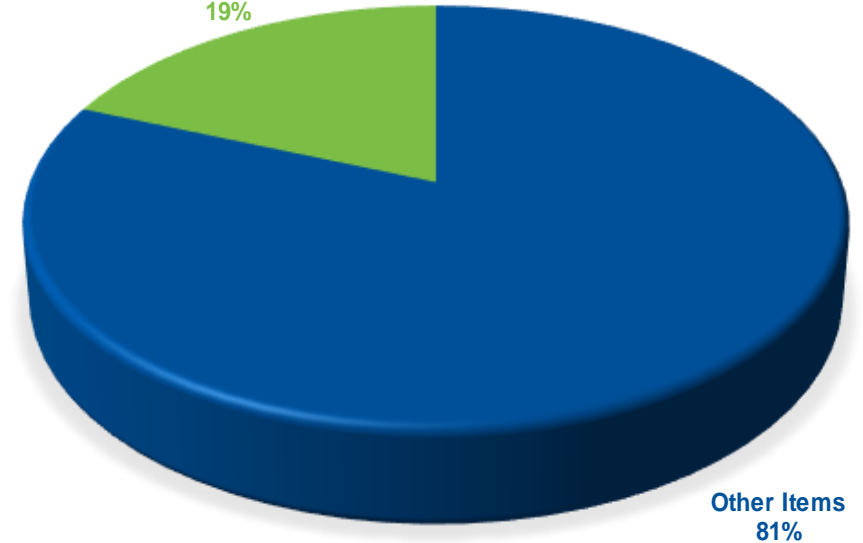
PUBLIC LIBRARY AVERAGE  
CHILDREN'S

*inClusive* Items  
13%



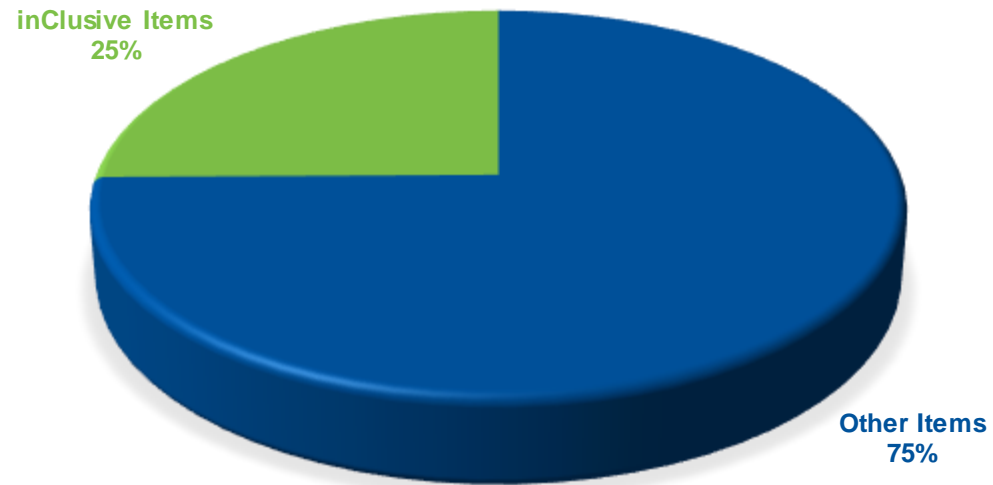
YOUR CHILDREN'S COLLECTION

*inClusive* Items  
19%

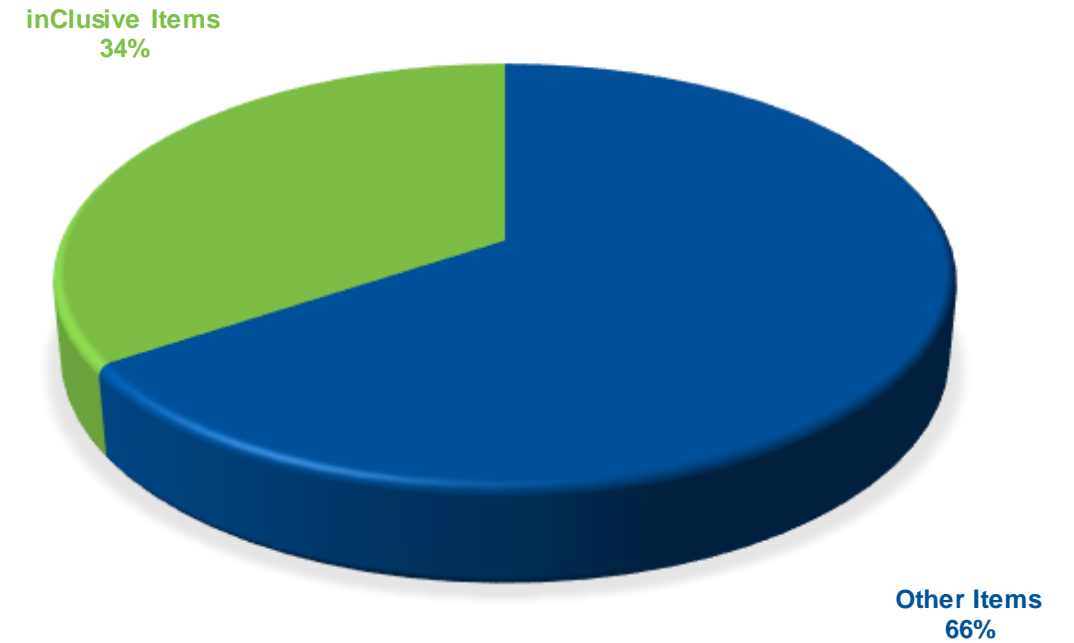


# Share of *inClusive* Titles in Your Collection

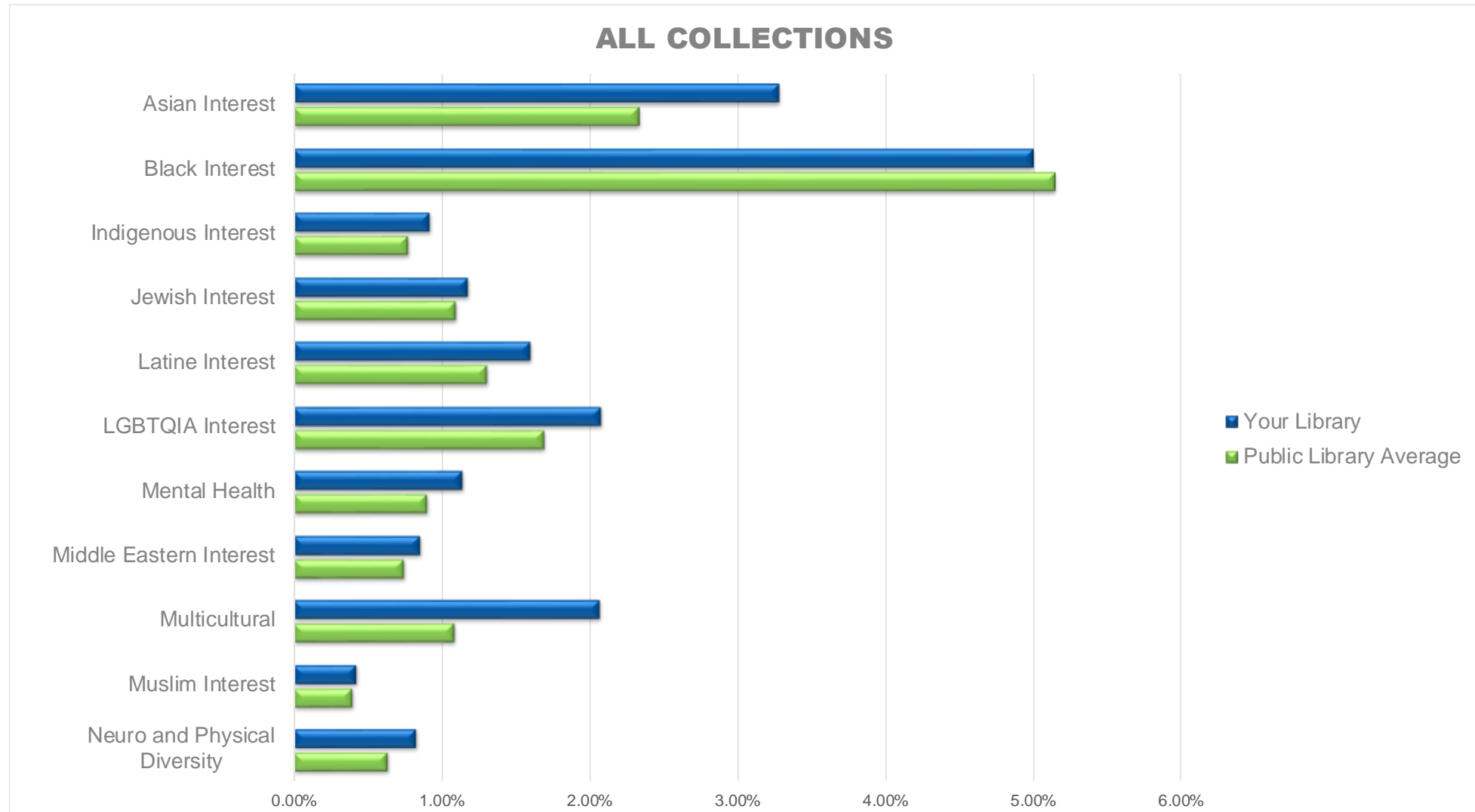
PUBLIC LIBRARY AVERAGE TEEN



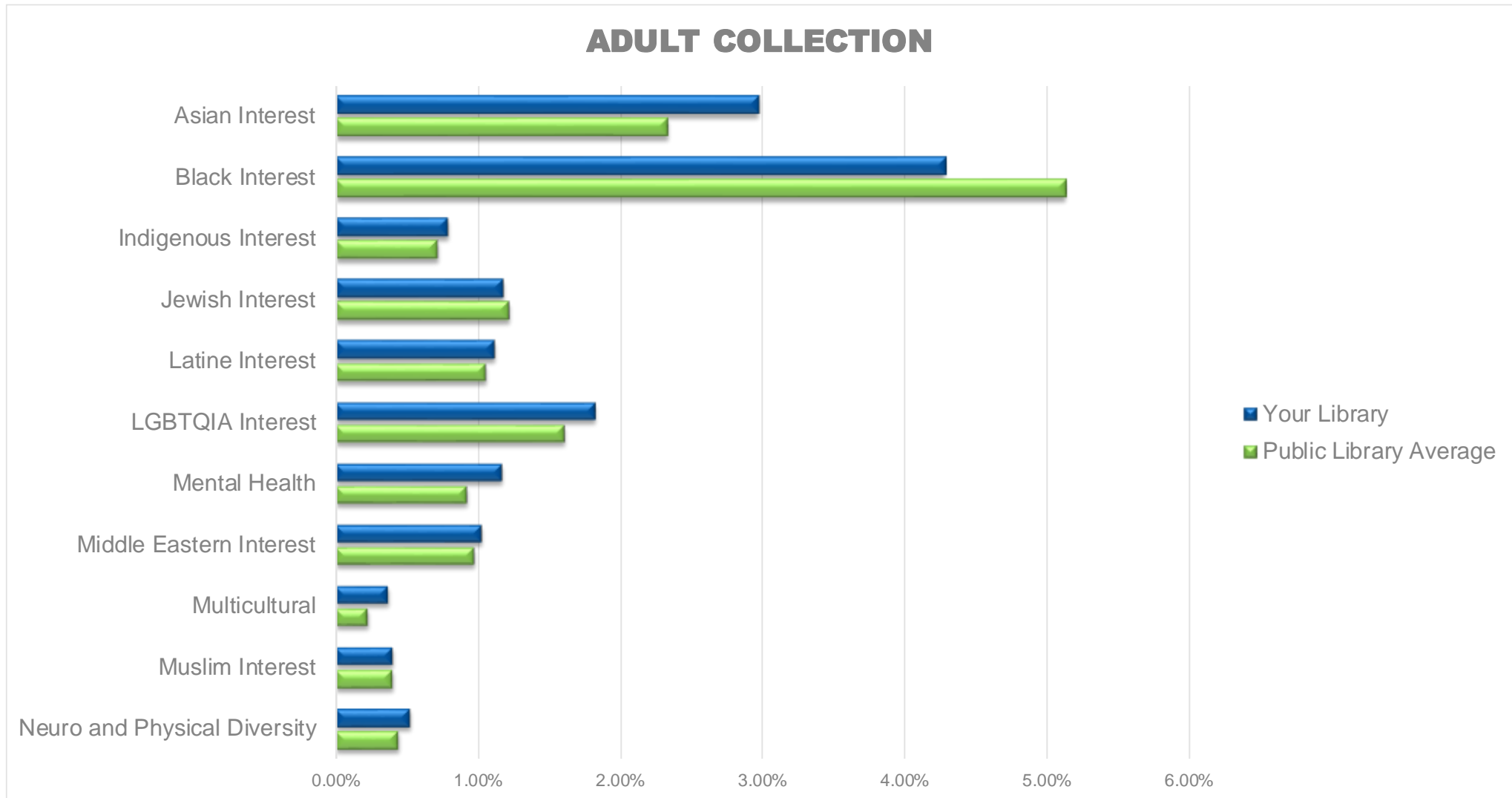
YOUR TEEN COLLECTION



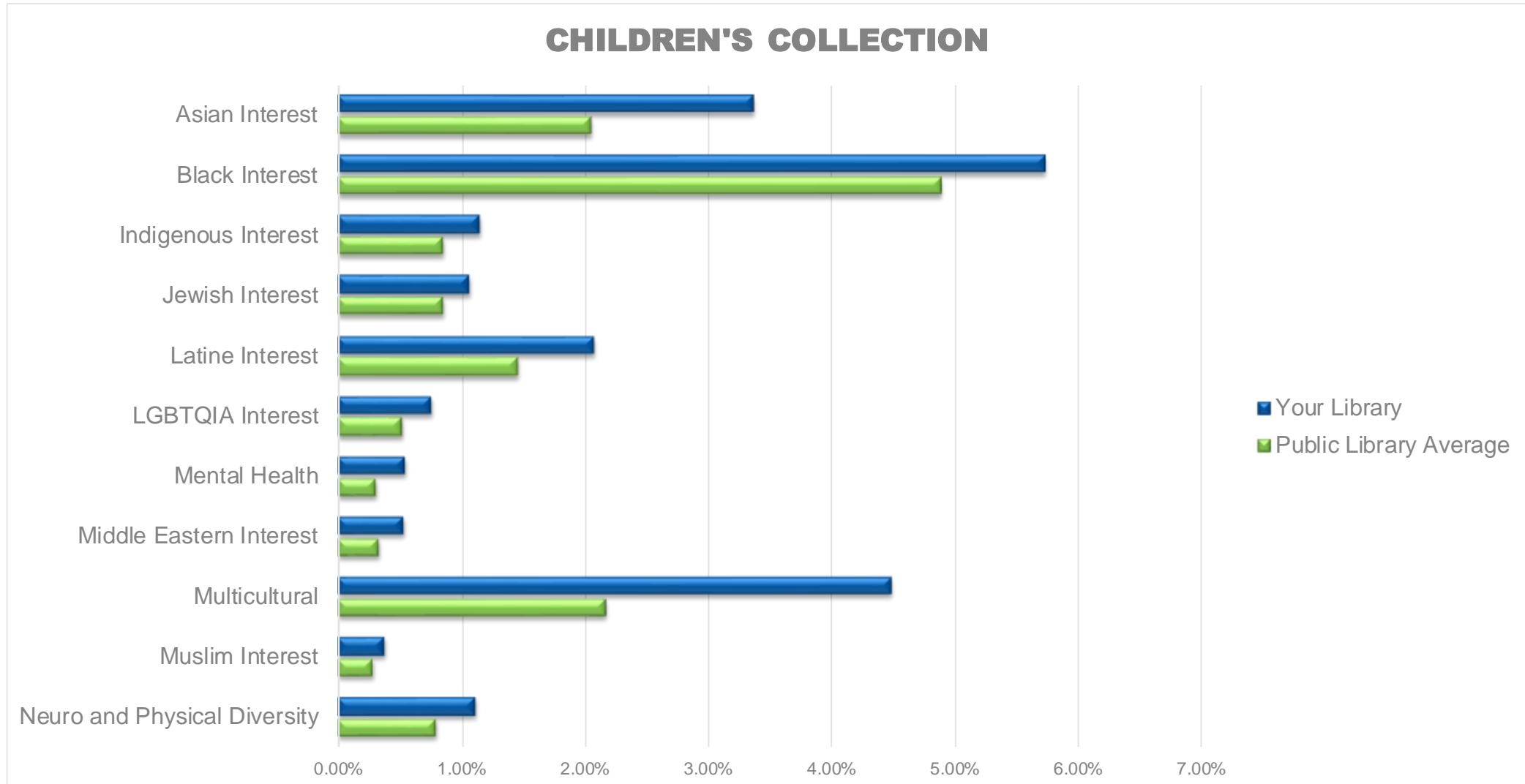
# *inClusive* Titles Share by *inClusive* Category



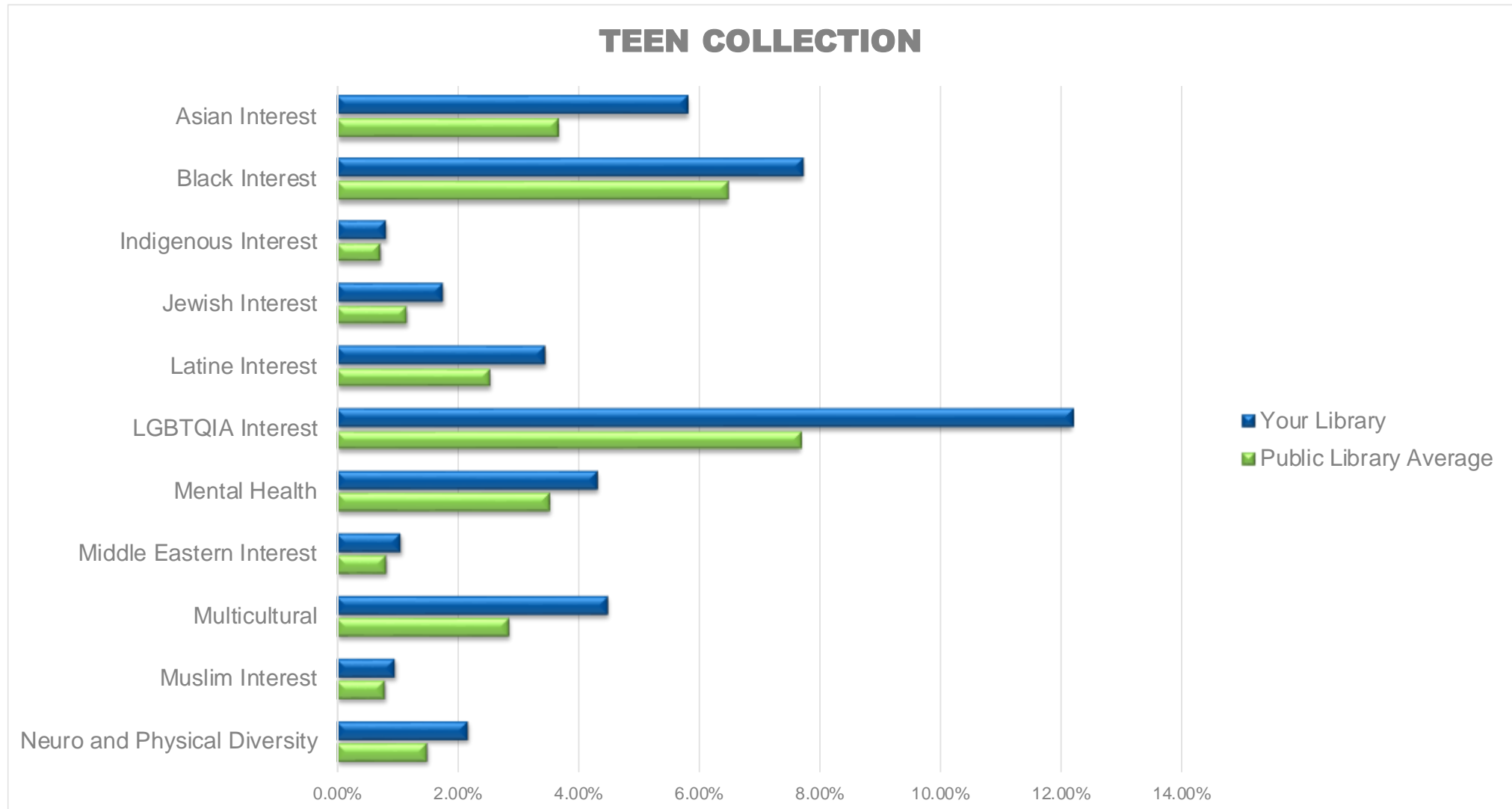
# *inClusive* Titles Share by *inClusive* Category



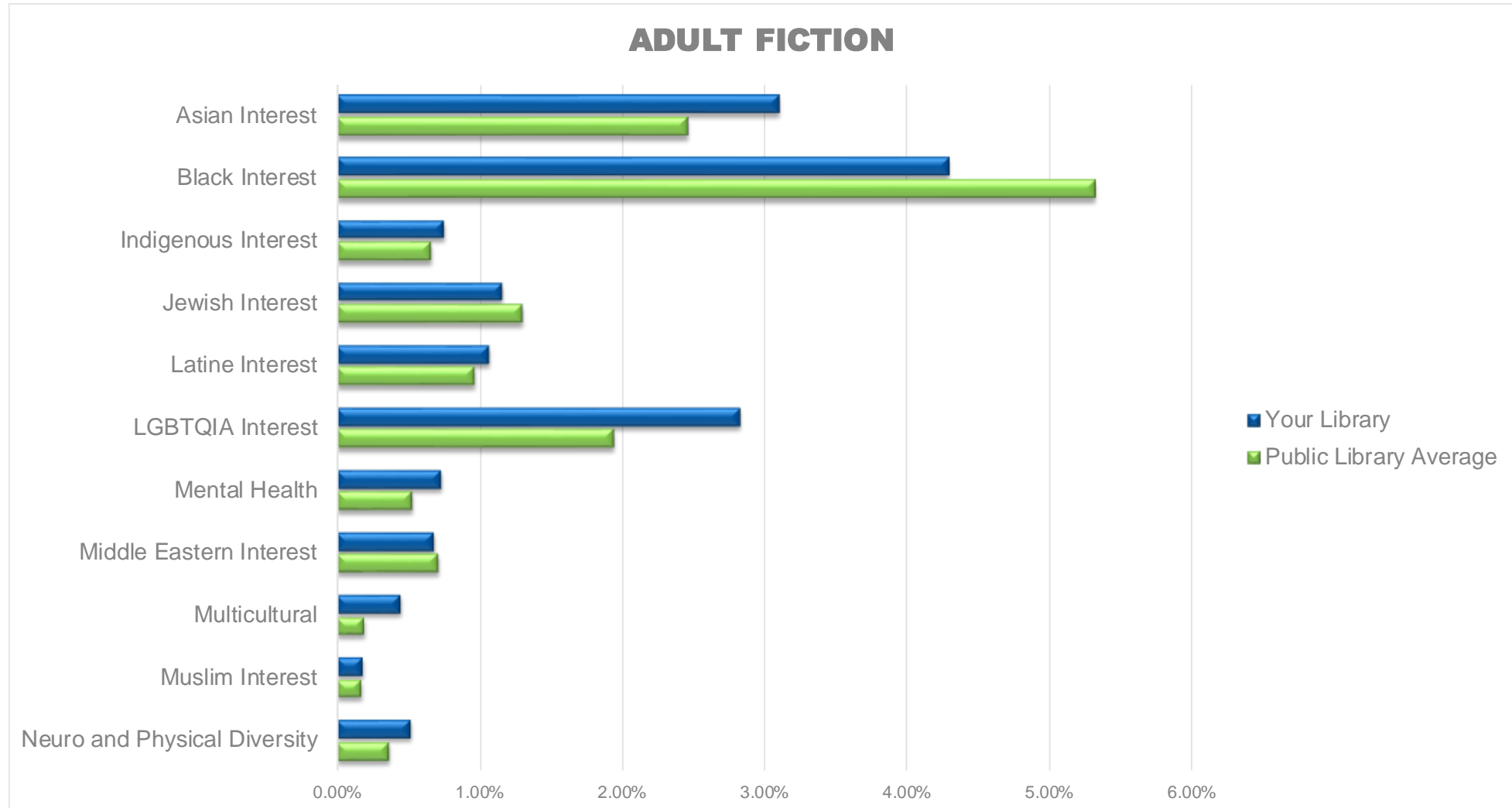
# *inClusive* Titles Share by *inClusive* Category



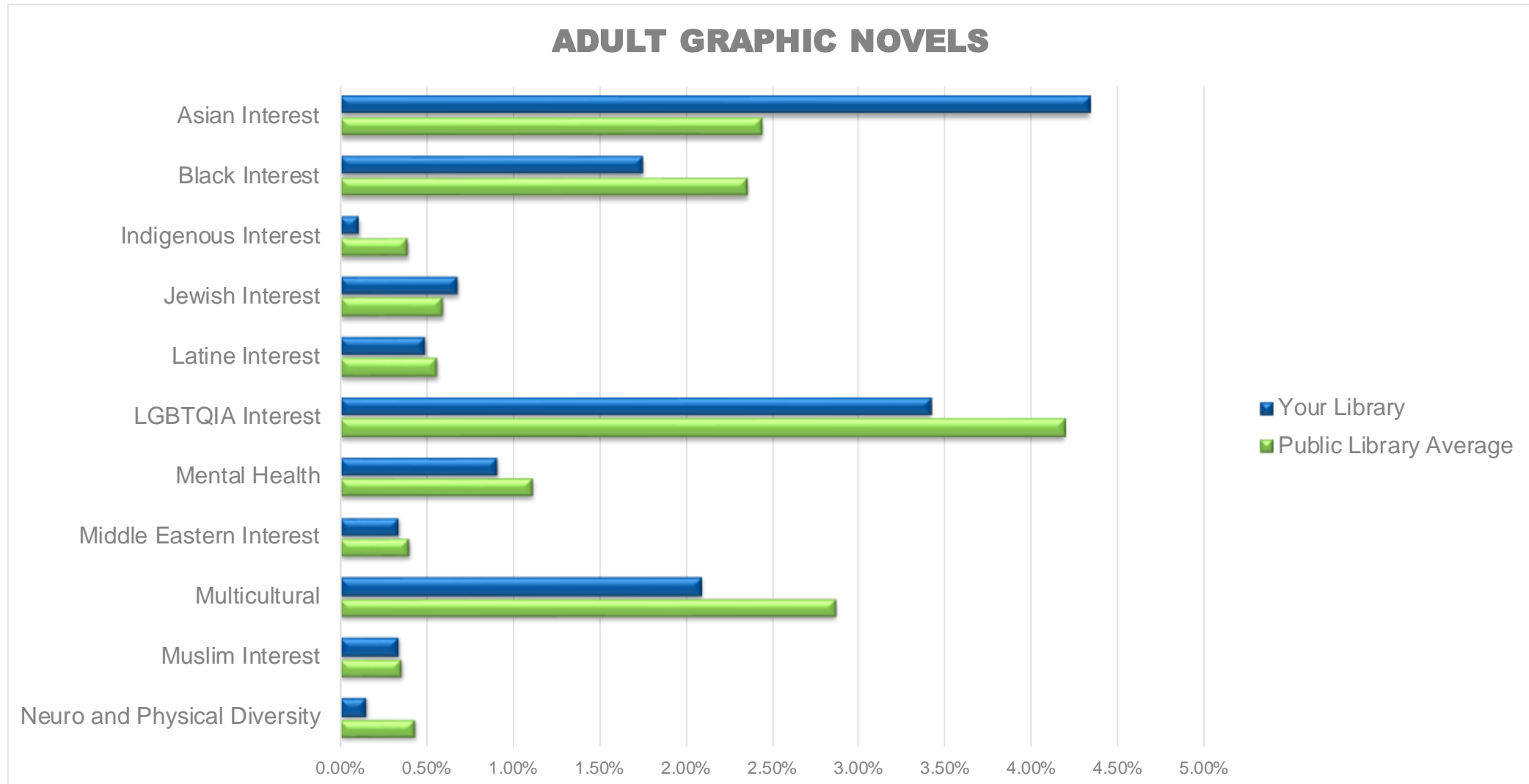
# *inClusive* Titles Share by *inClusive* Category



# *inClusive* Titles Share by *inClusive* Category

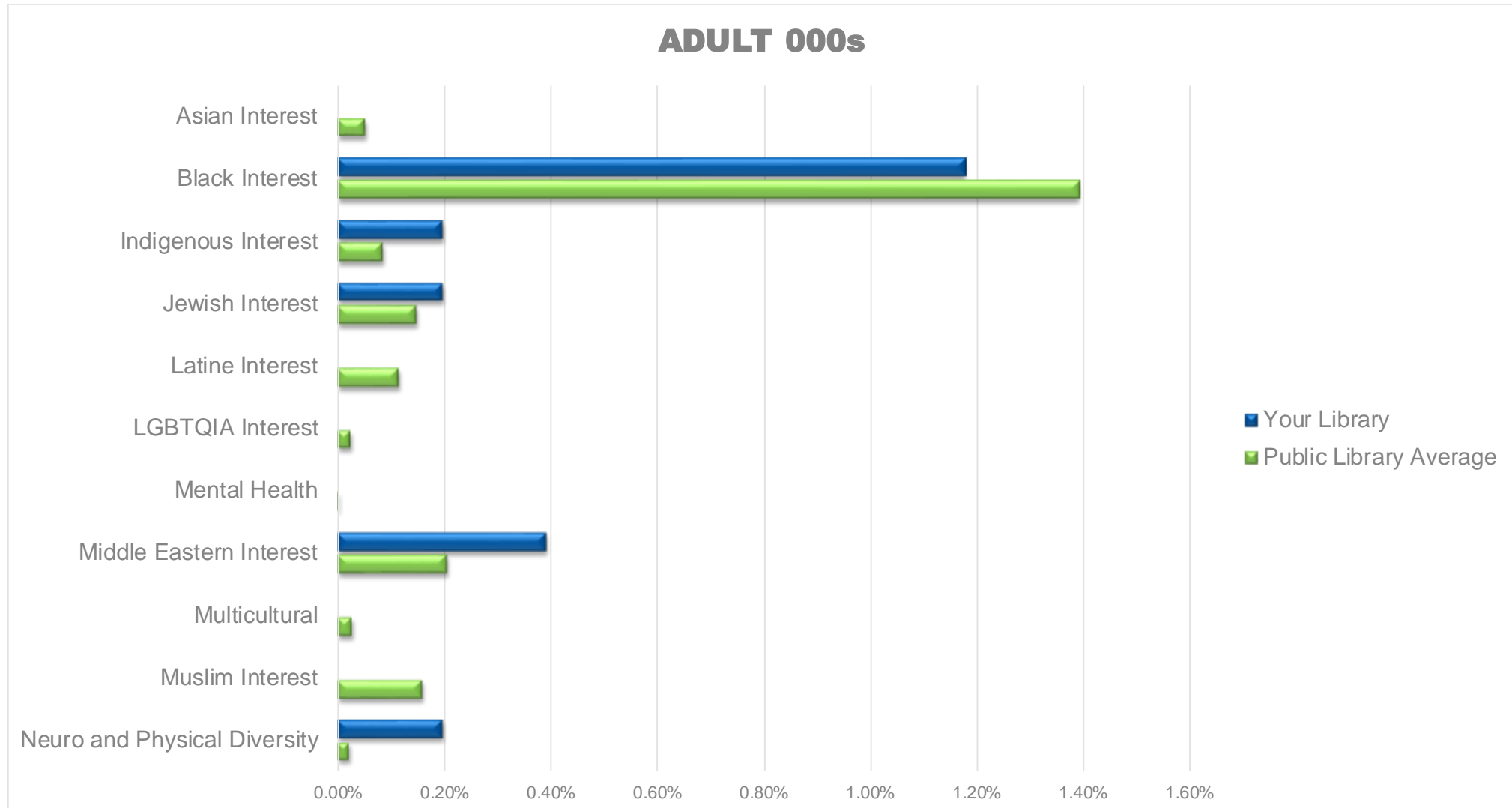


# *inClusive* Titles Share by *inClusive* Category

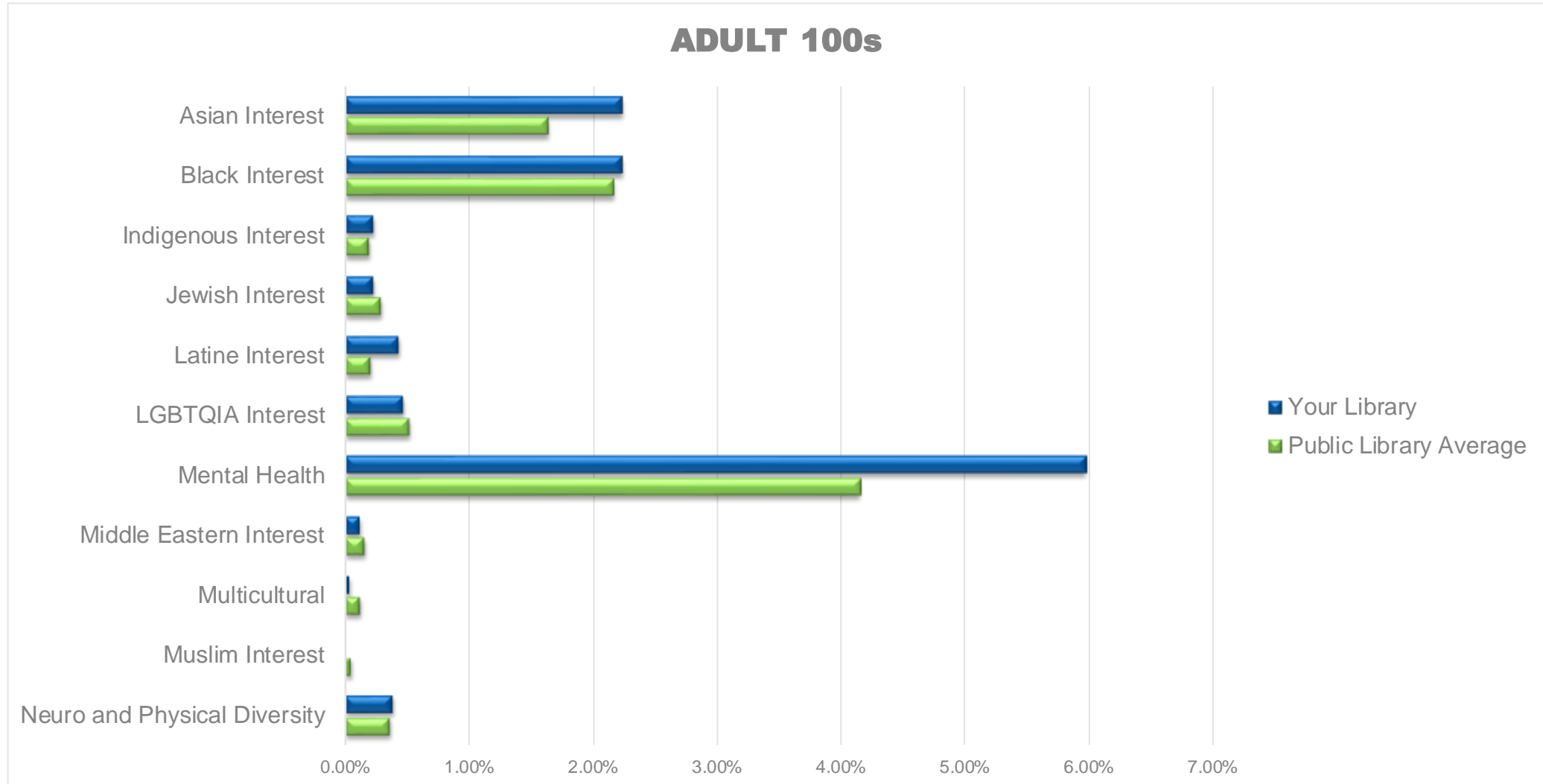




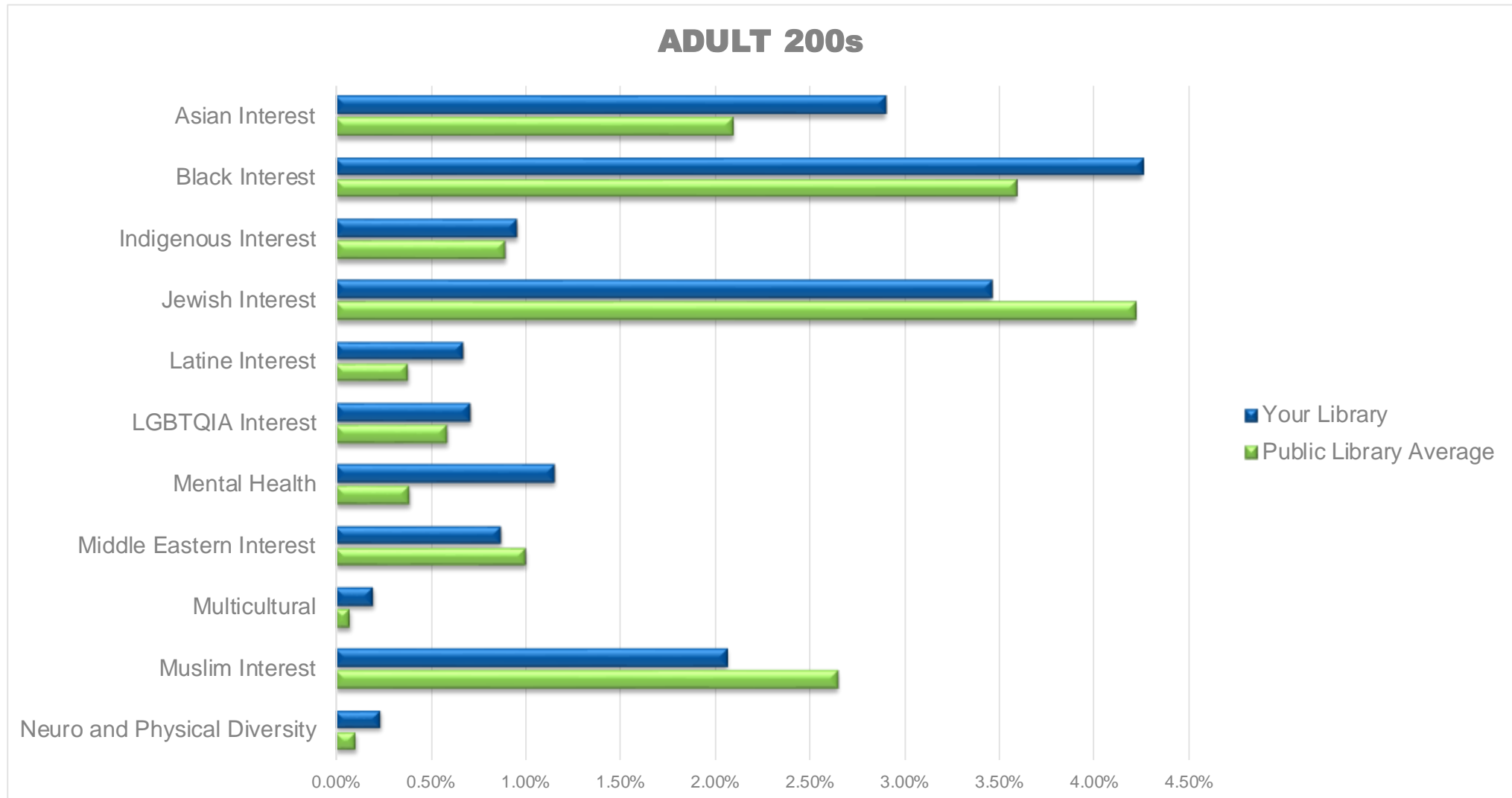
# *inClusive* Titles Share by *inClusive* Category



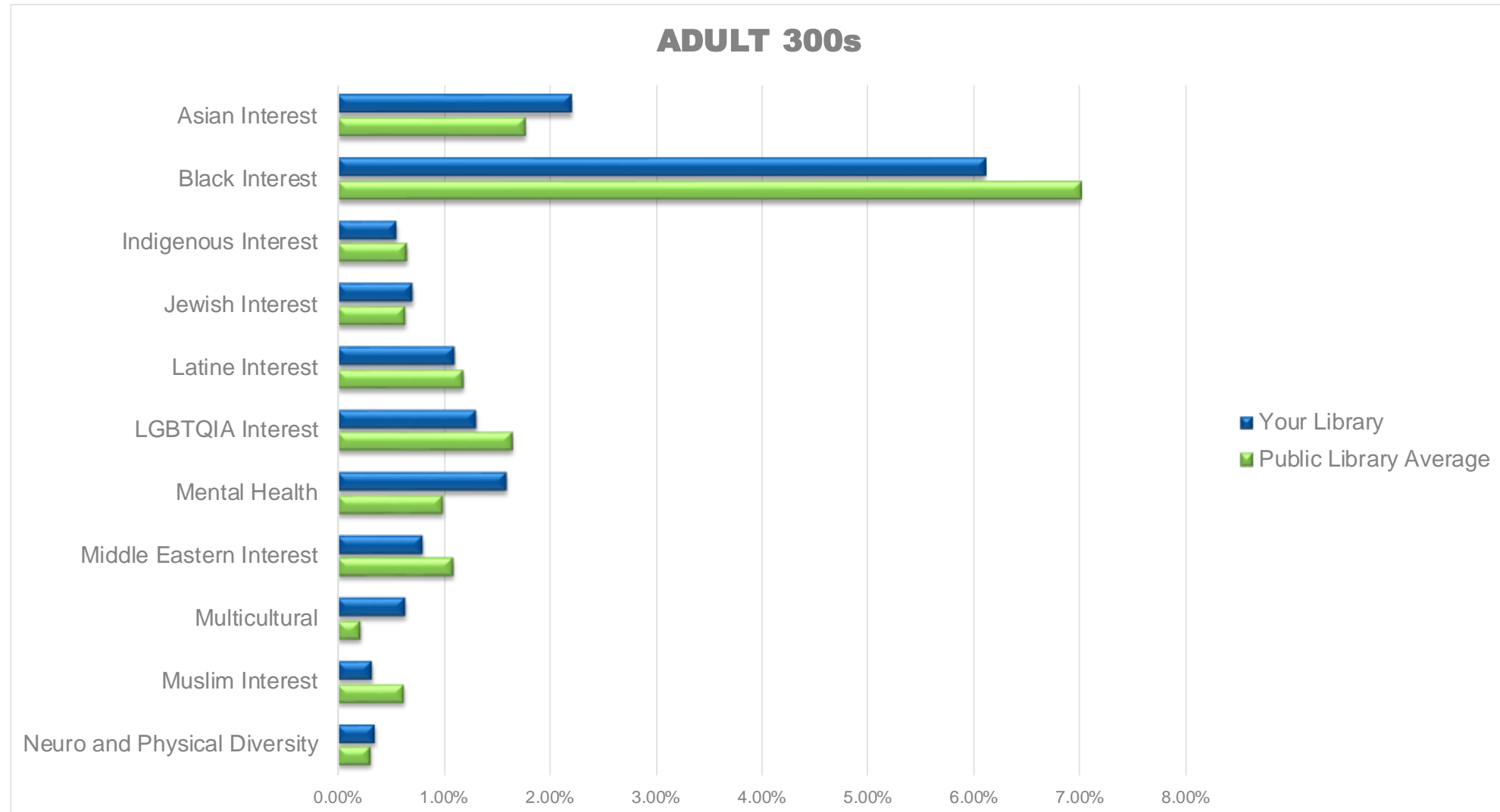
# *inClusive* Titles Share by *inClusive* Category



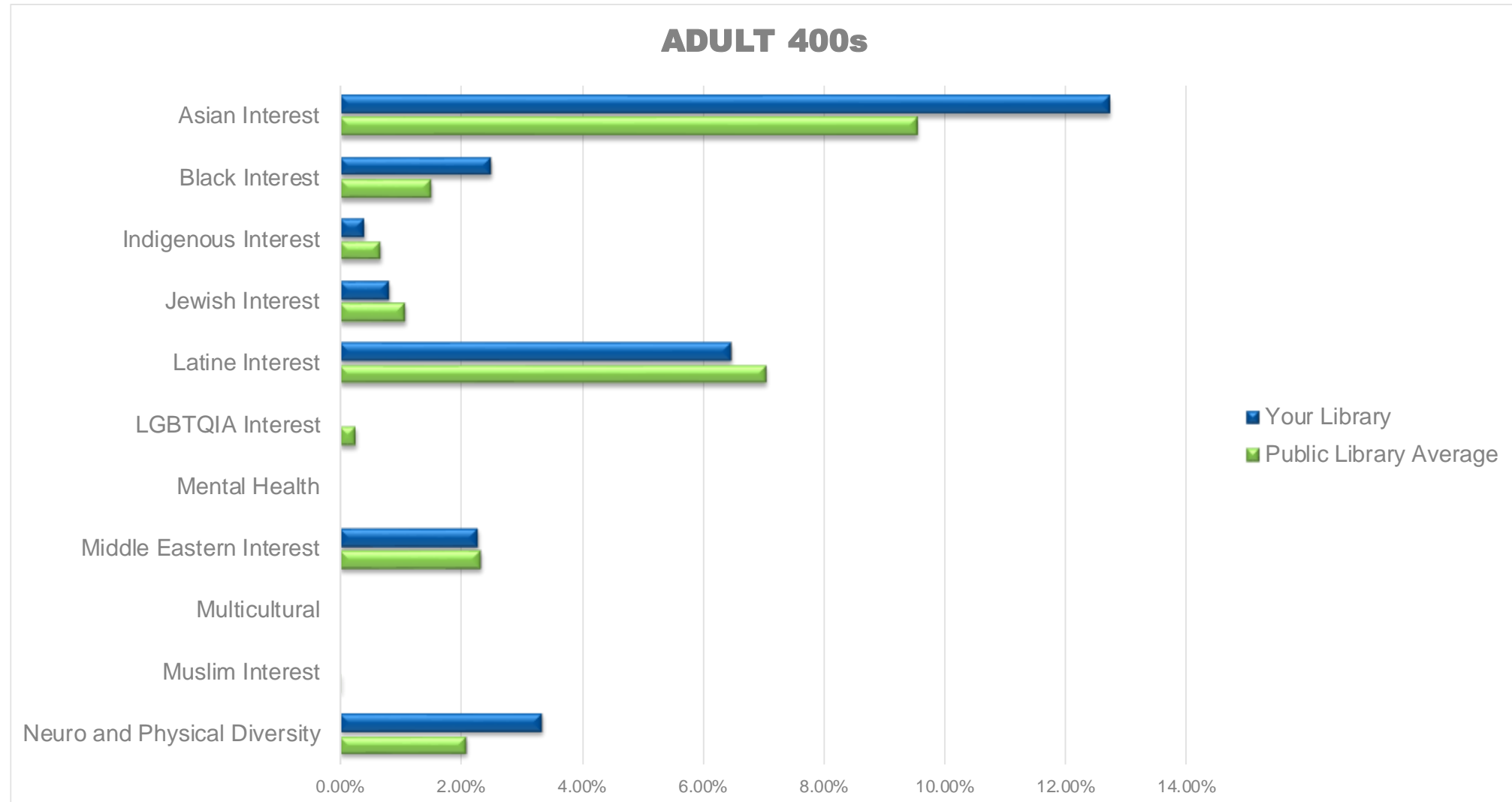
# *inClusive* Titles Share by *inClusive* Category



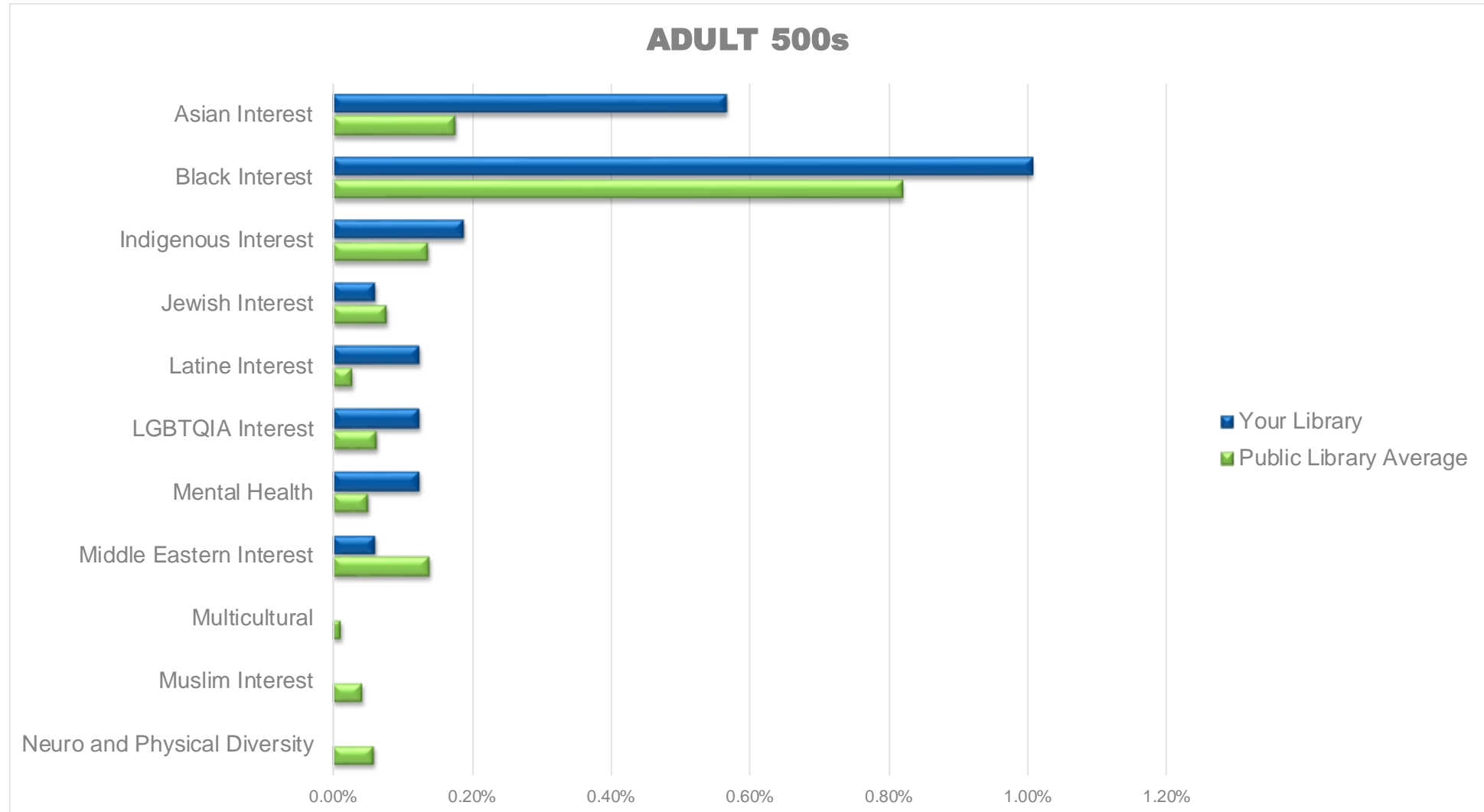
# *inClusive* Titles Share by *inClusive* Category



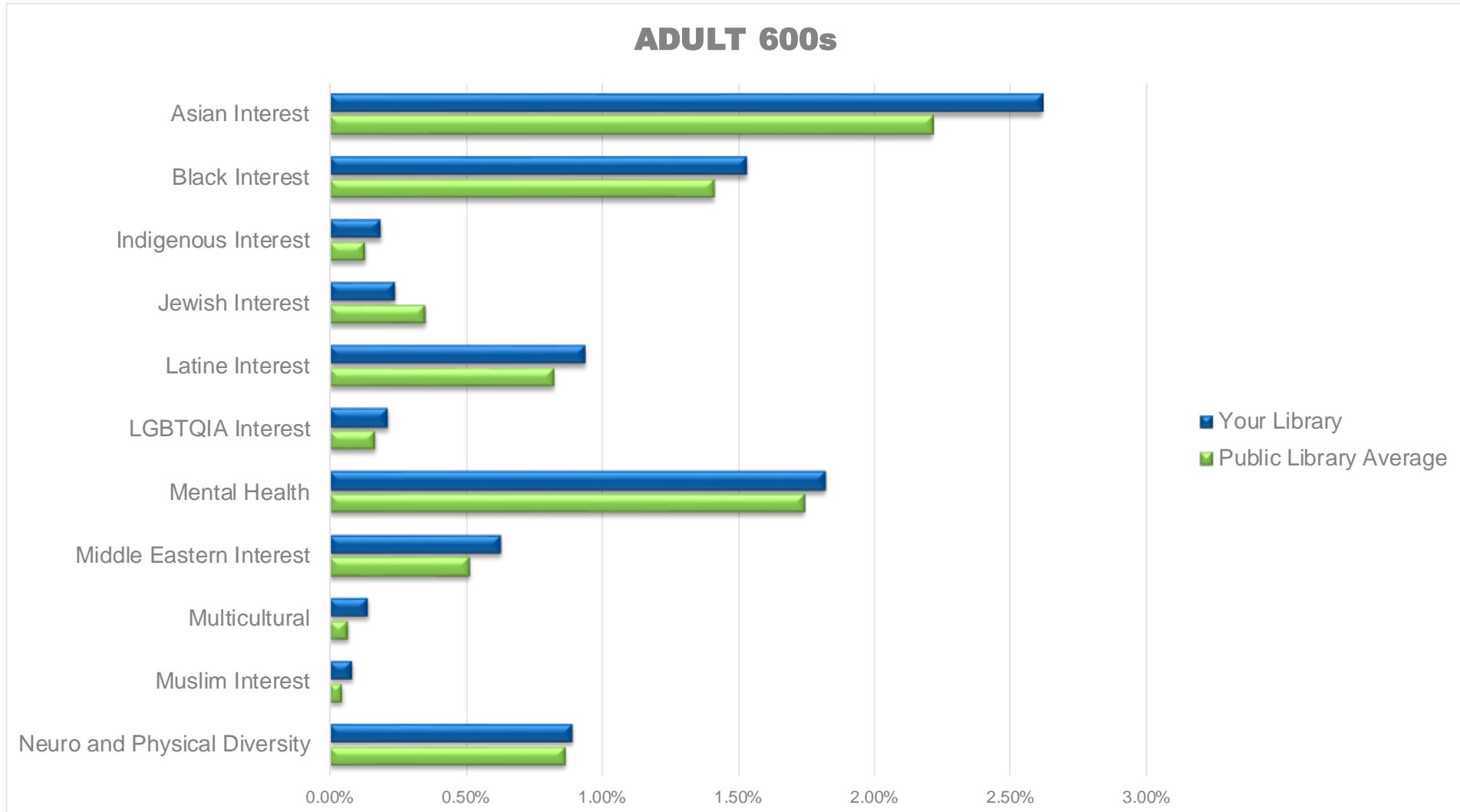
# *inClusive* Titles Share by *inClusive* Category



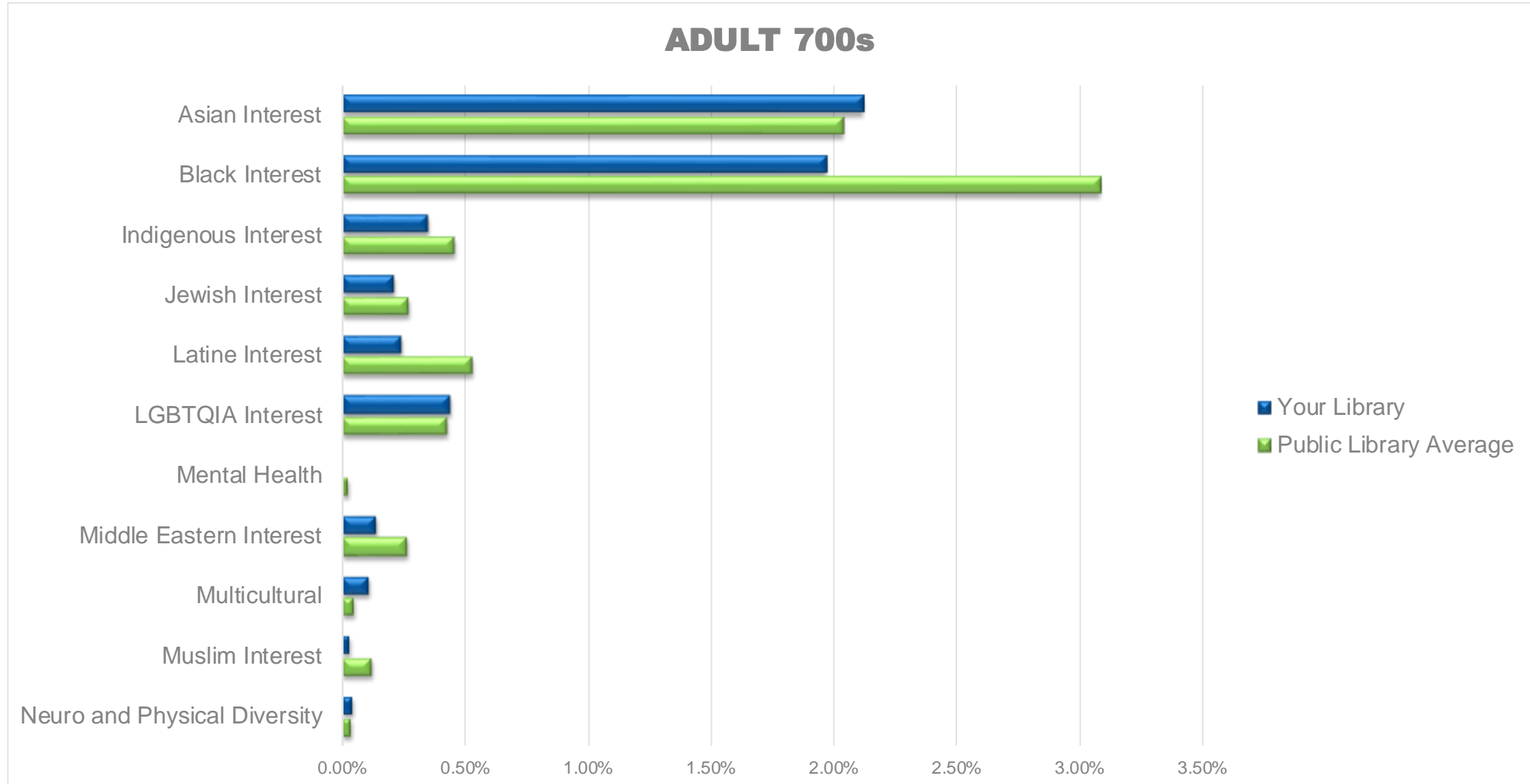
# *inClusive* Titles Share by *inClusive* Category



# *inClusive* Titles Share by *inClusive* Category

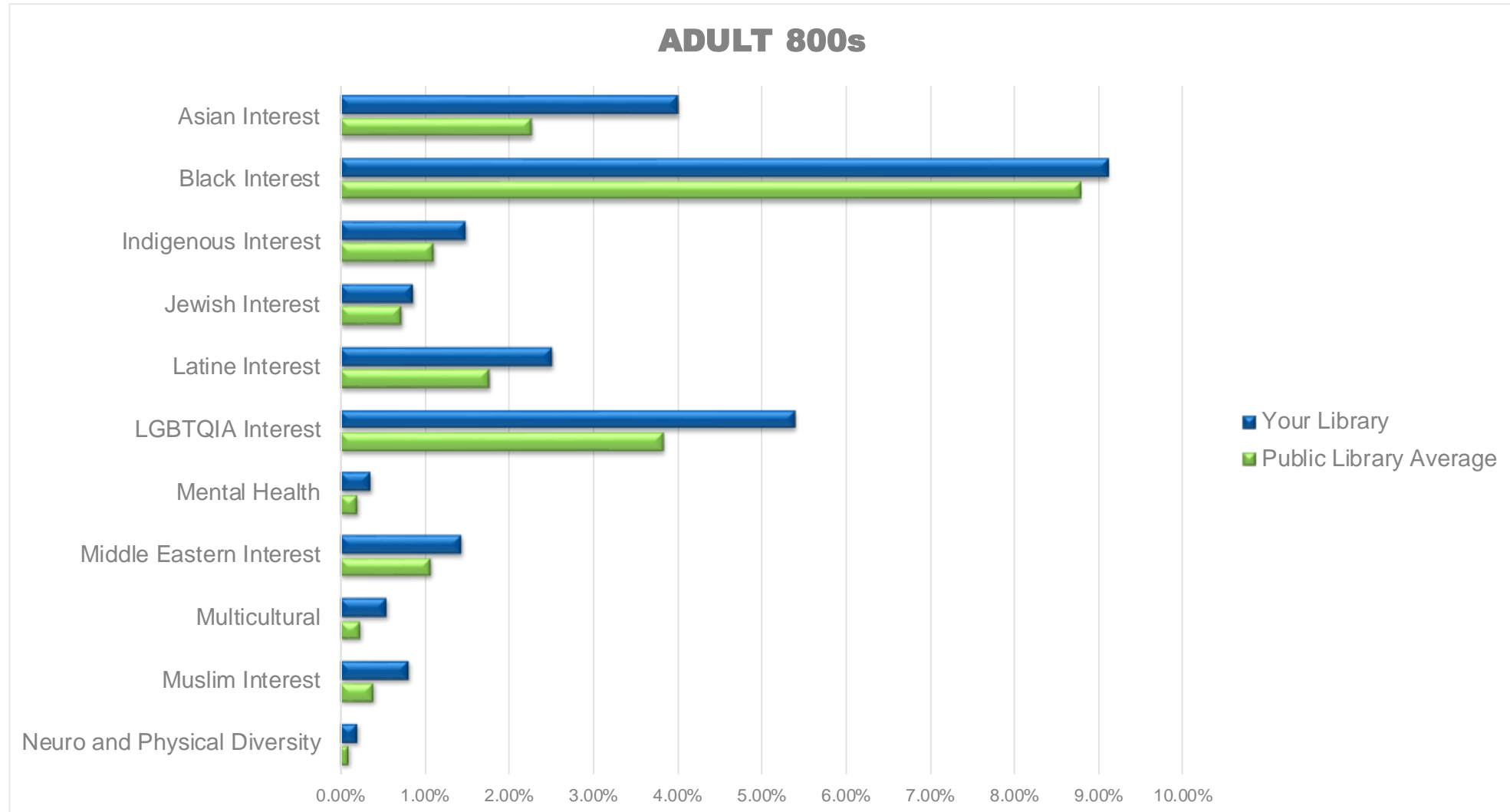


# *inClusive* Titles Share by *inClusive* Category

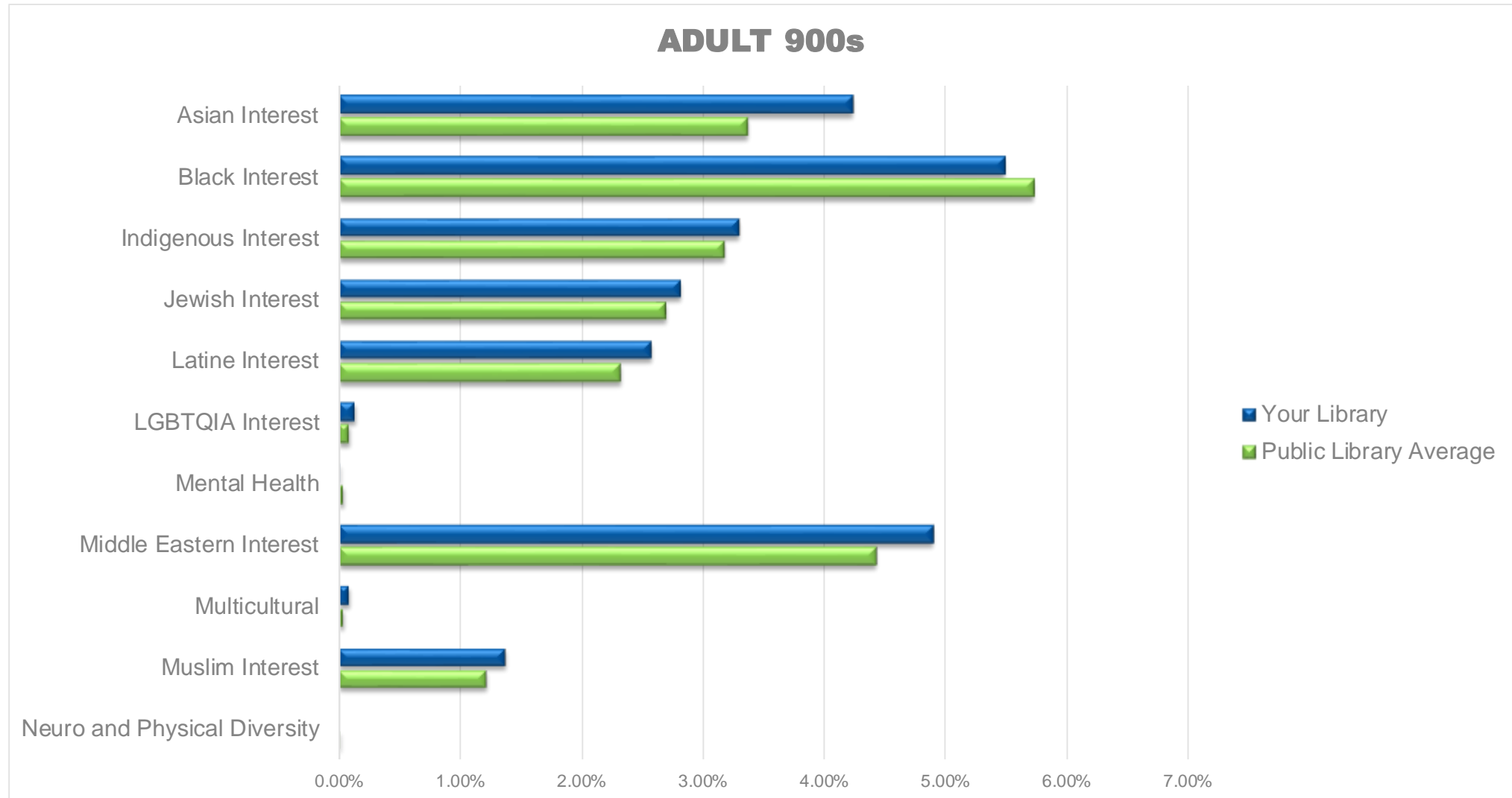




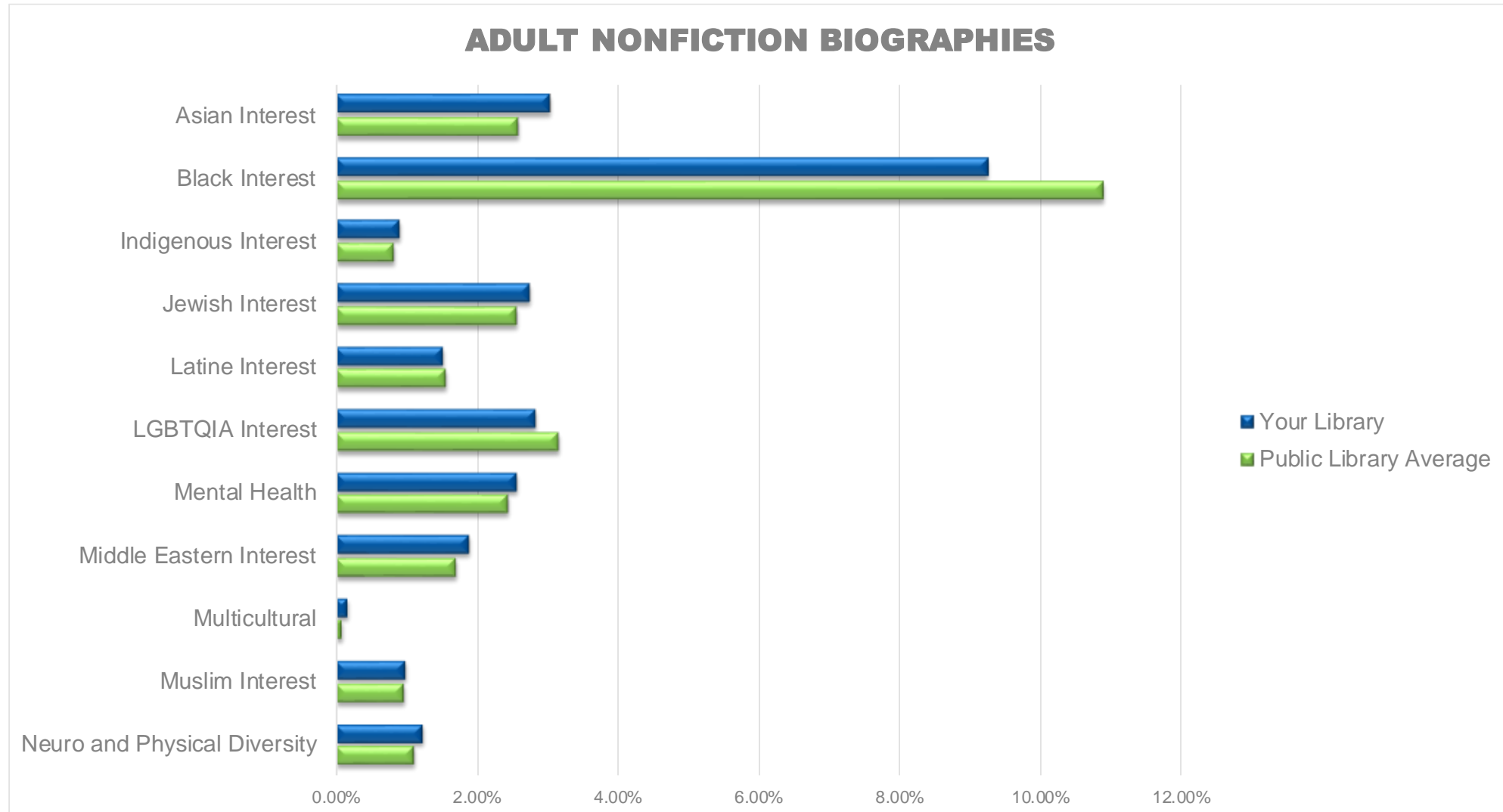
# *inClusive* Titles Share by *inClusive* Category



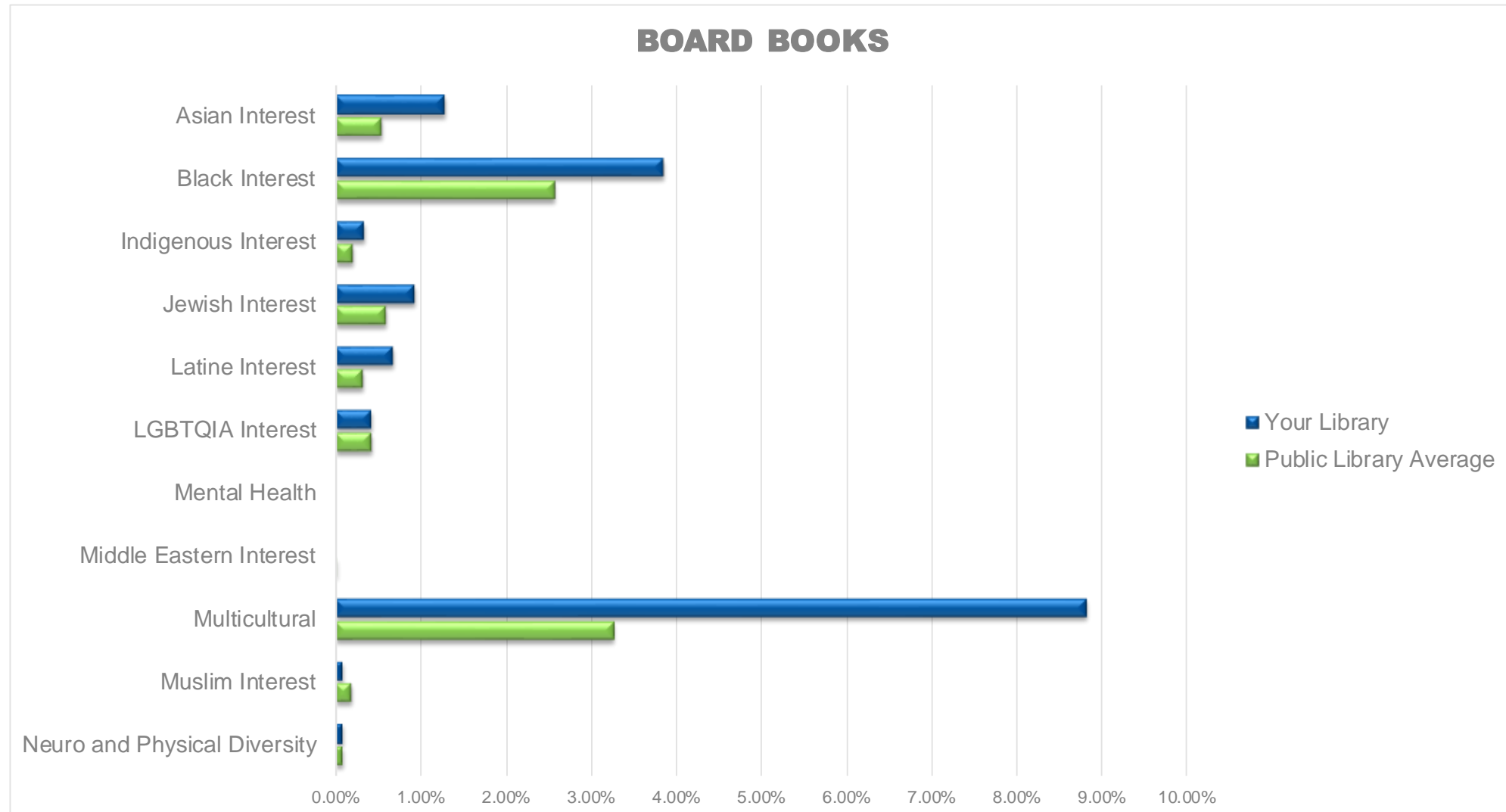
# *inClusive* Titles Share by *inClusive* Category



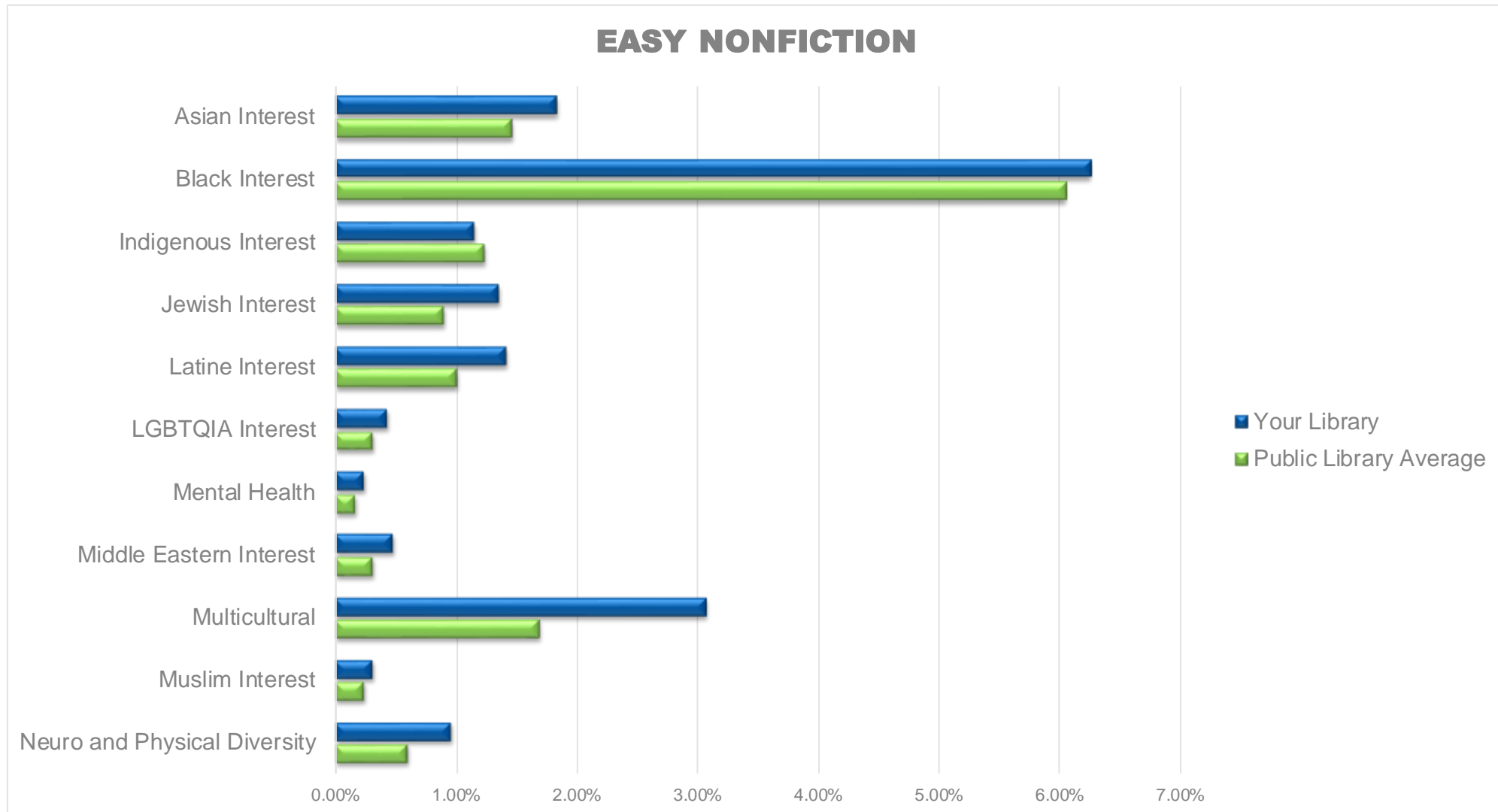
# *inClusive* Titles Share by *inClusive* Category



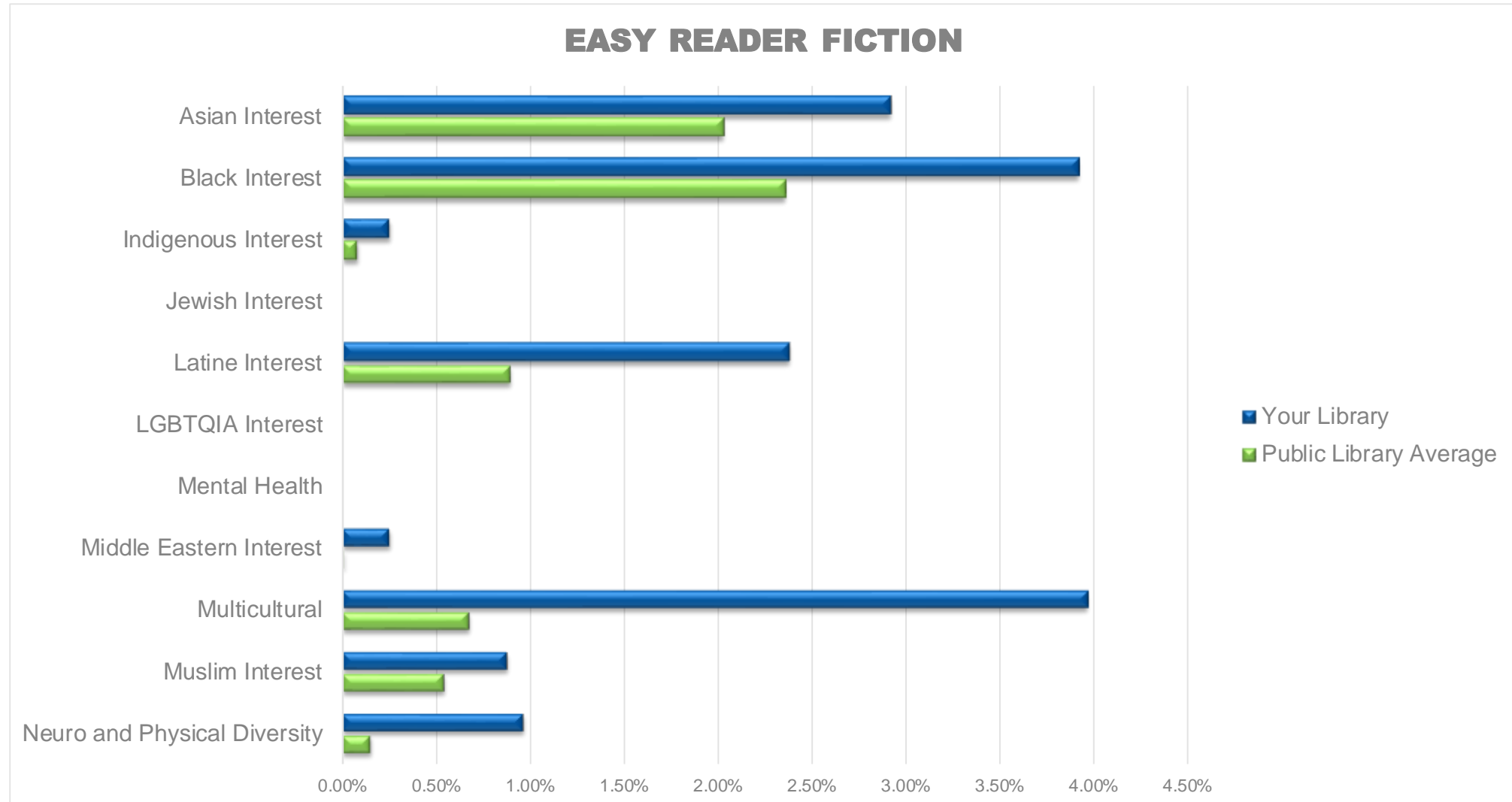
# *inClusive* Titles Share by *inClusive* Category



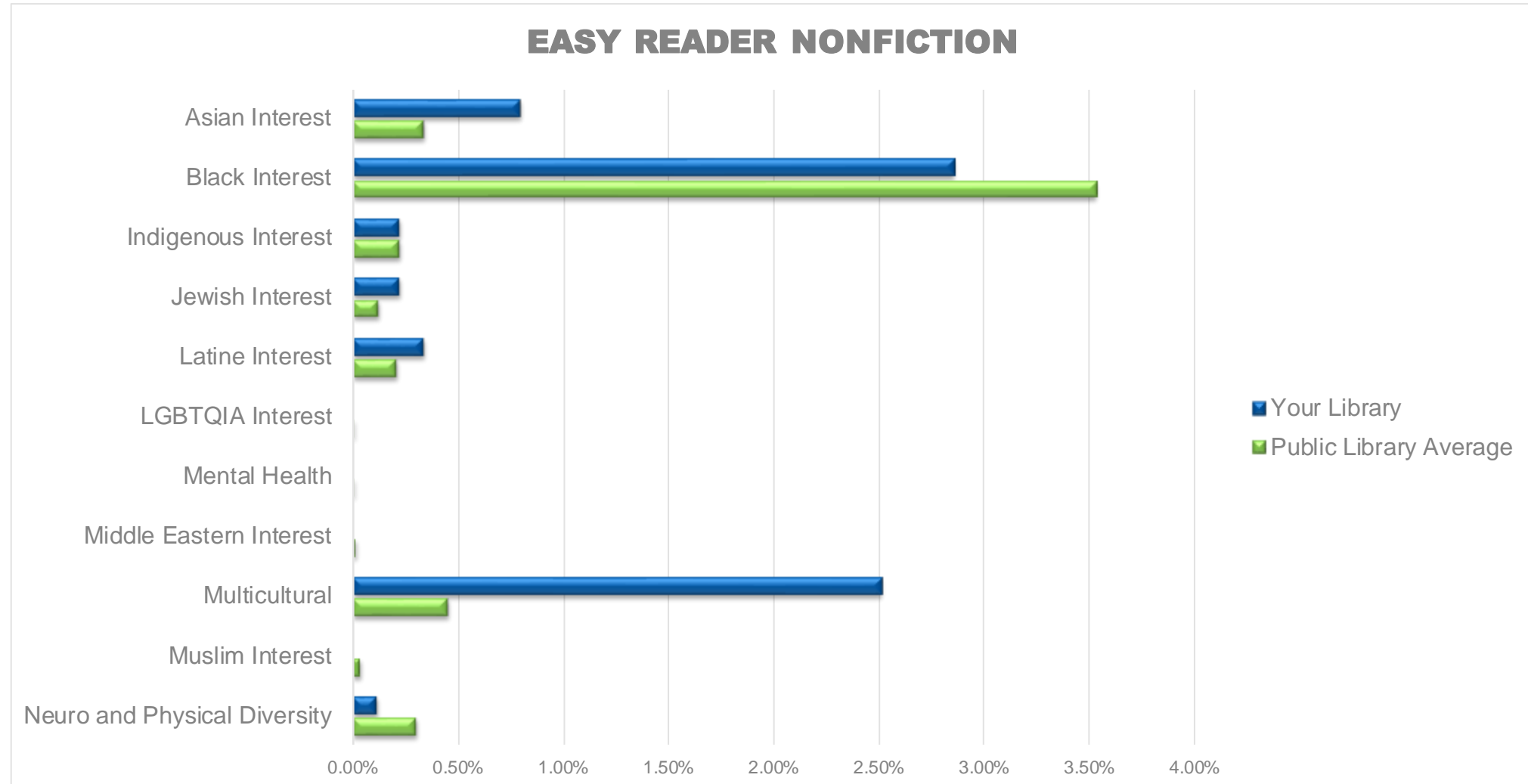
# *inClusive* Titles Share by *inClusive* Category



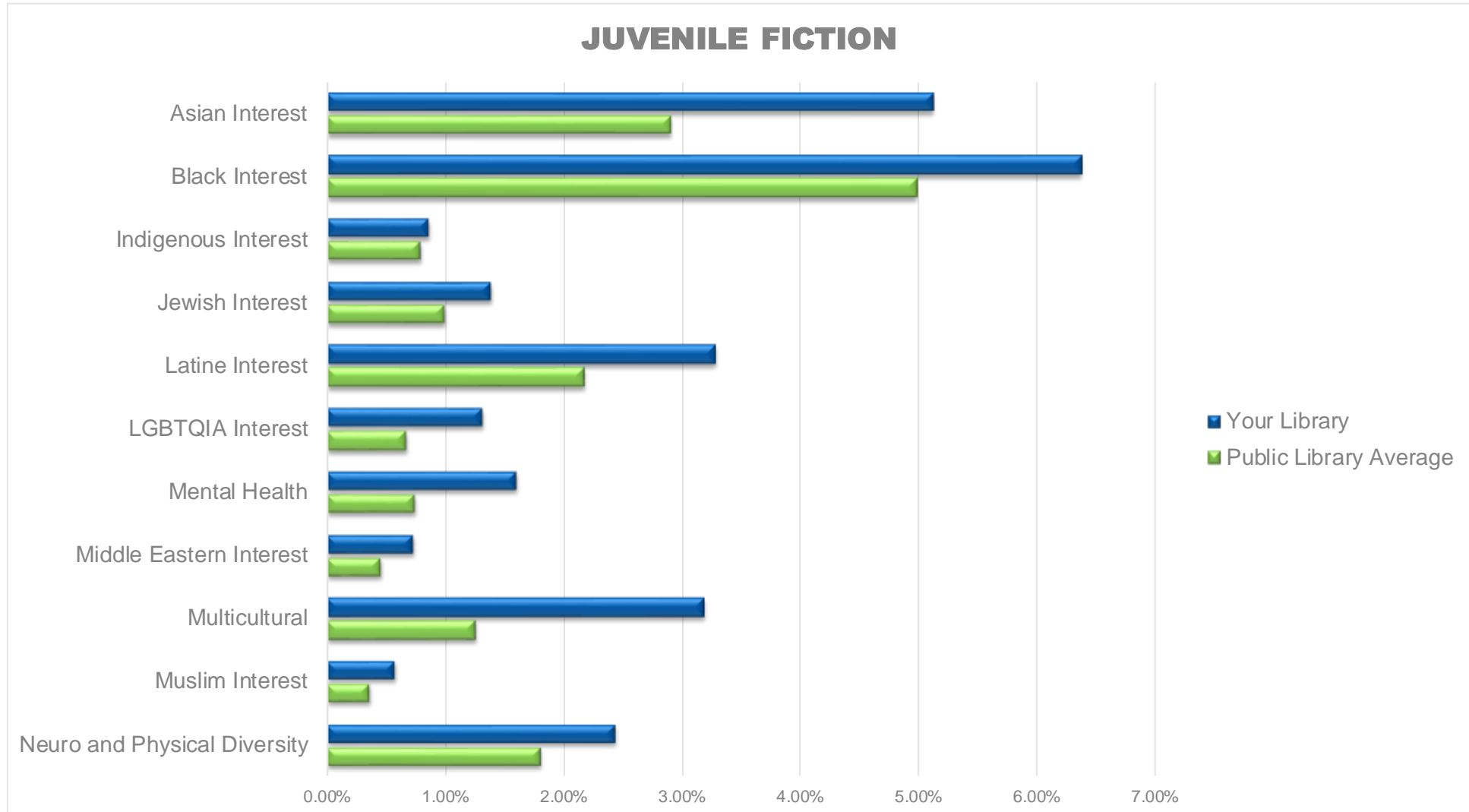
# *inClusive* Titles Share by *inClusive* Category



# *inClusive* Titles Share by *inClusive* Category

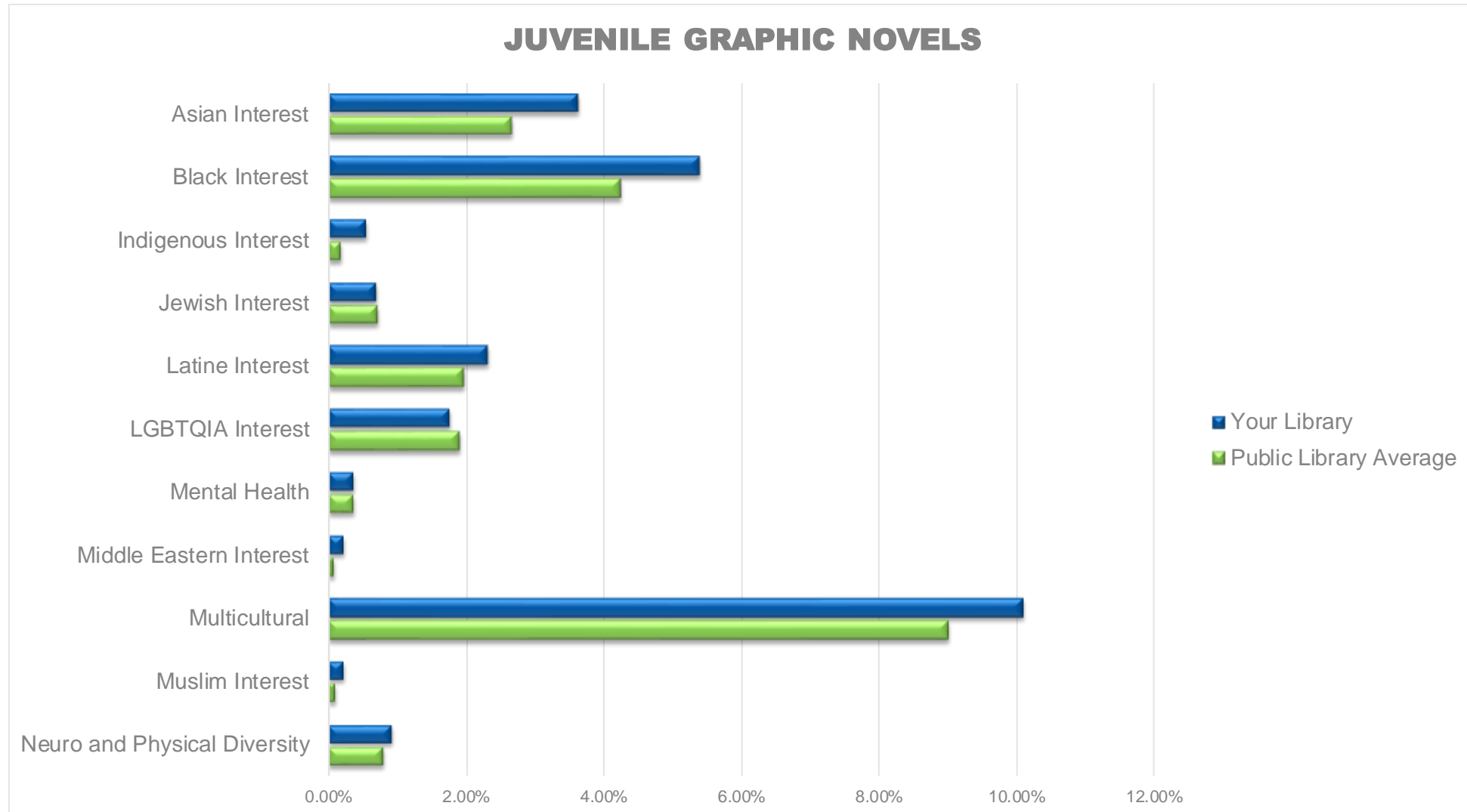


# *inClusive* Titles Share by *inClusive* Category

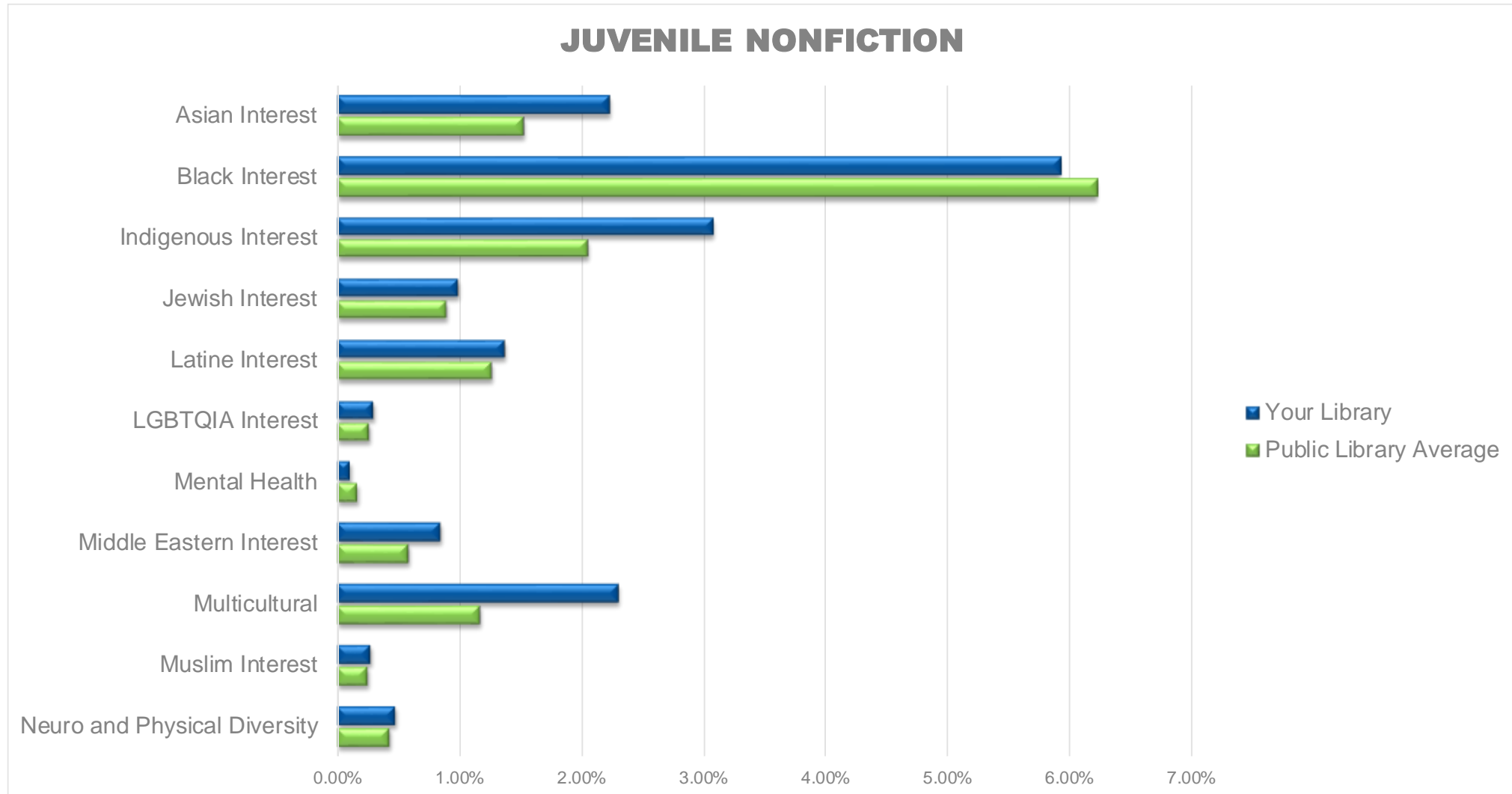




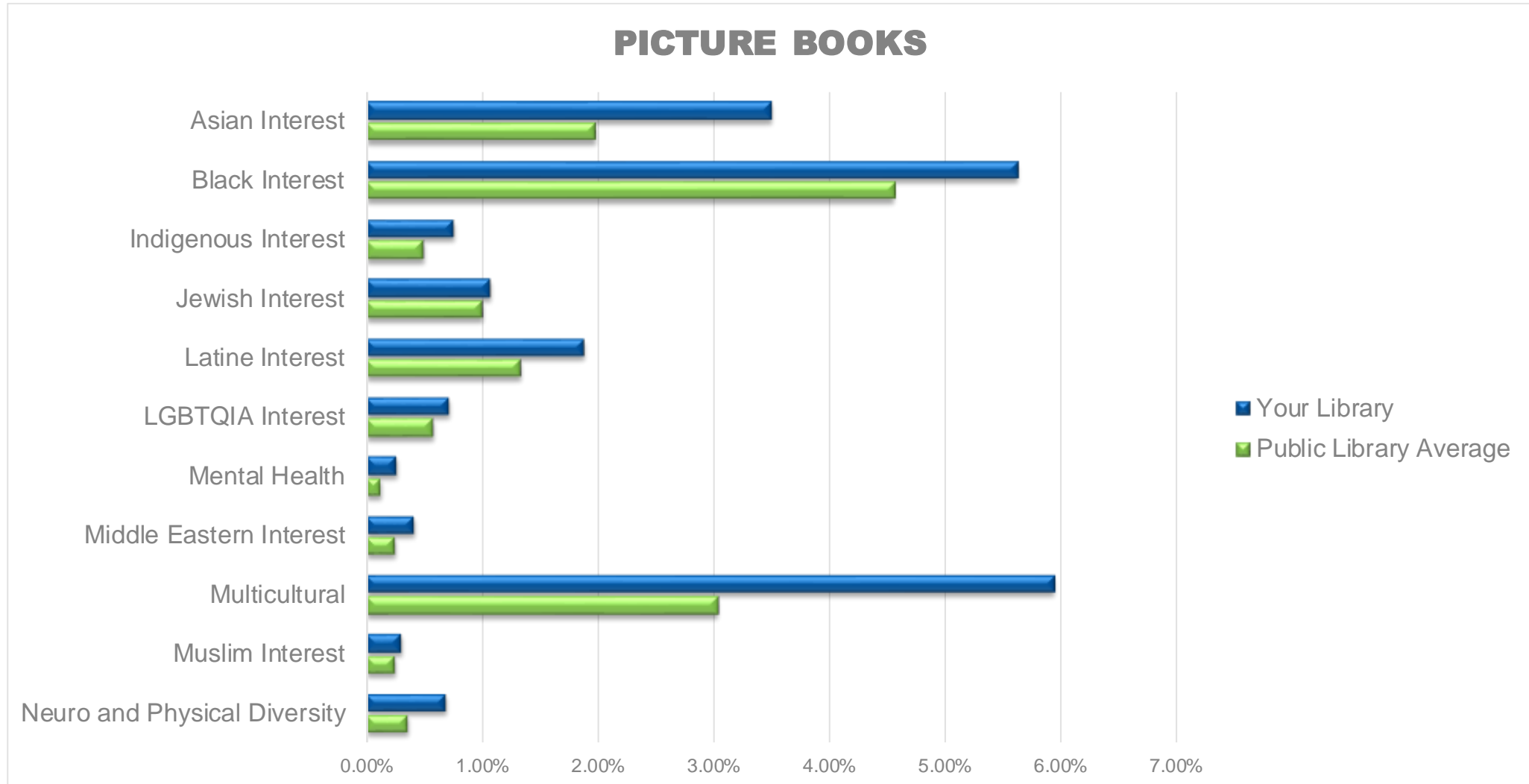
# *inClusive* Titles Share by *inClusive* Category



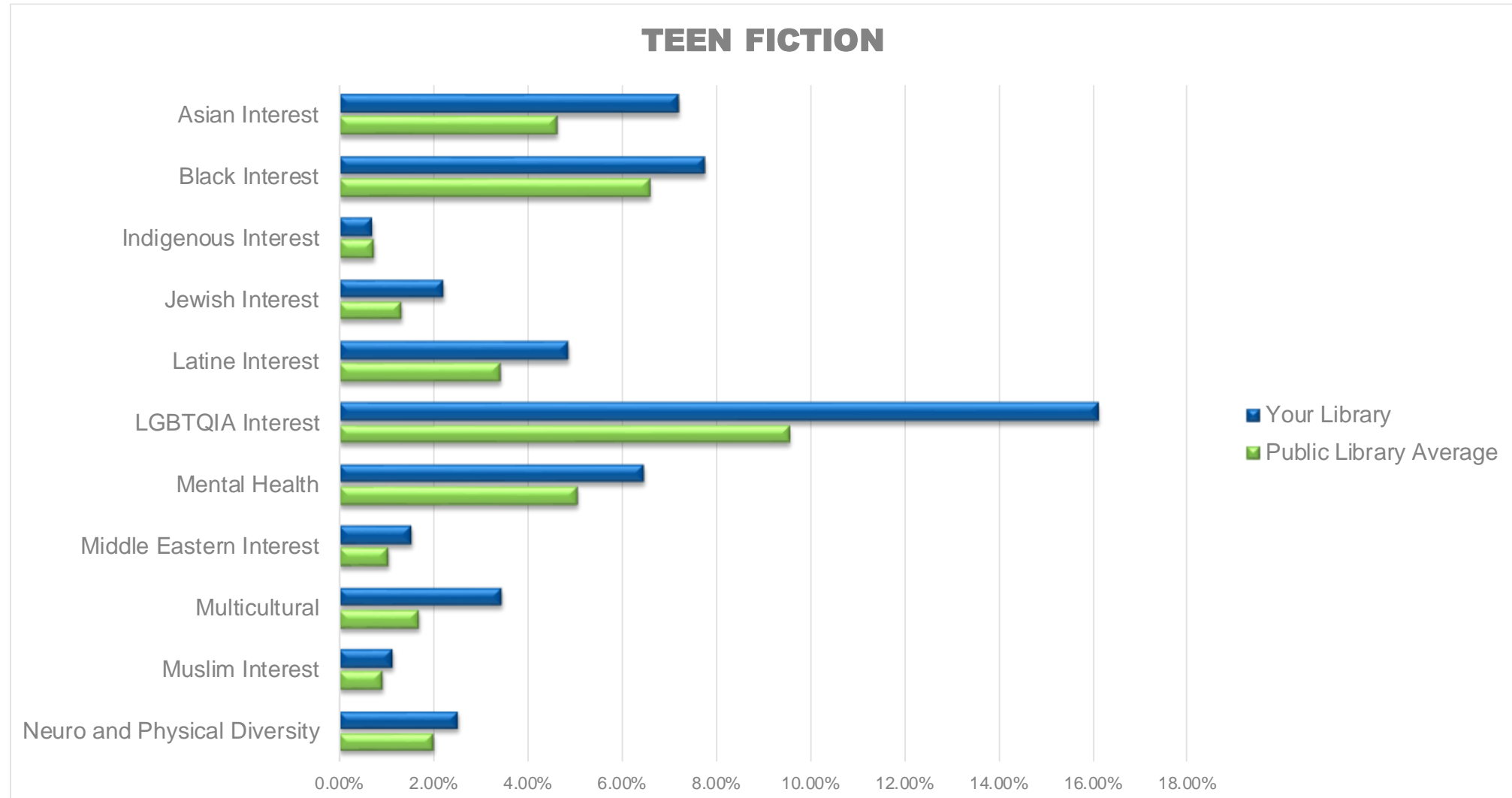
# *inClusive* Titles Share by *inClusive* Category



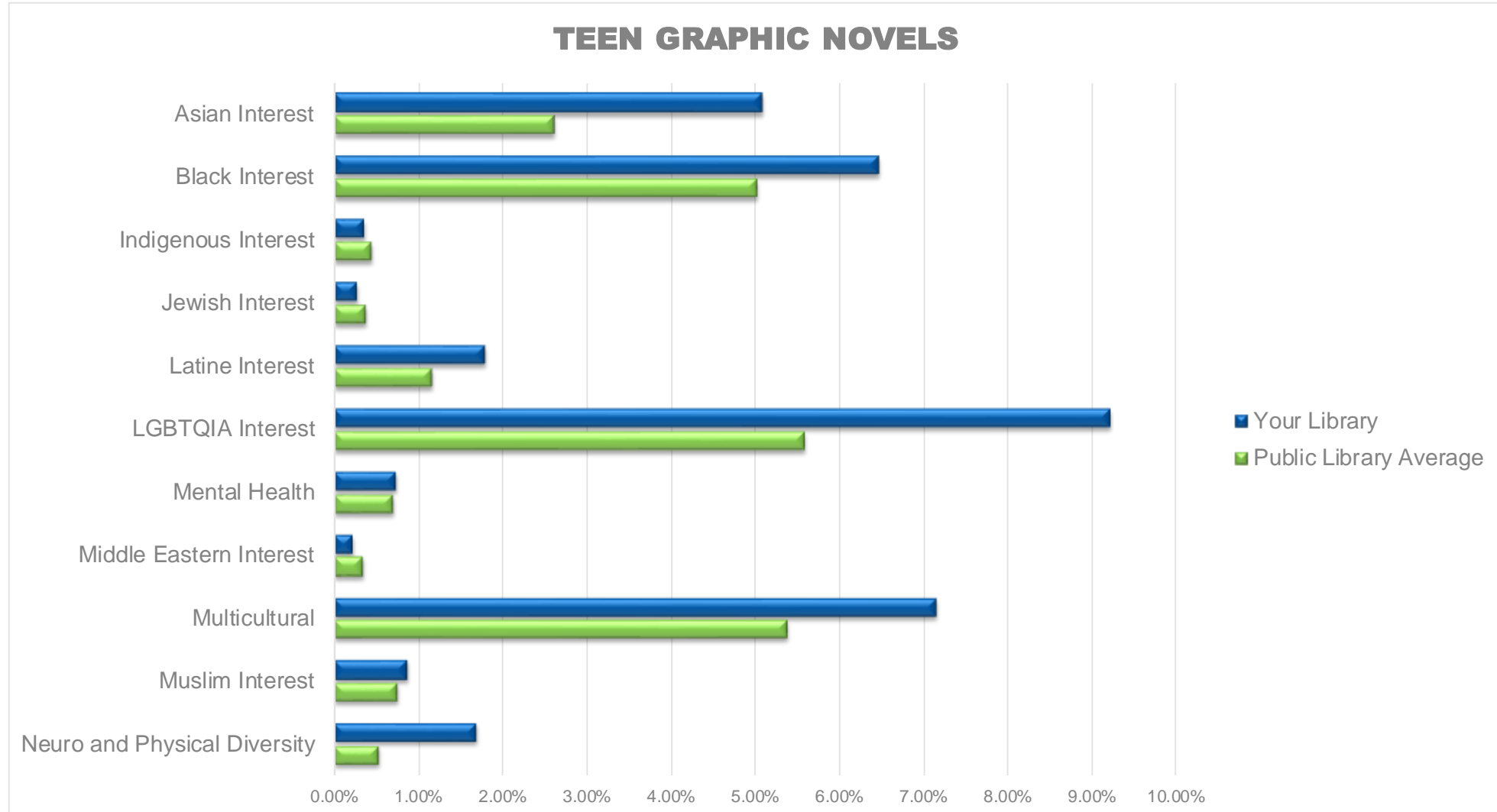
# *inClusive* Titles Share by *inClusive* Category



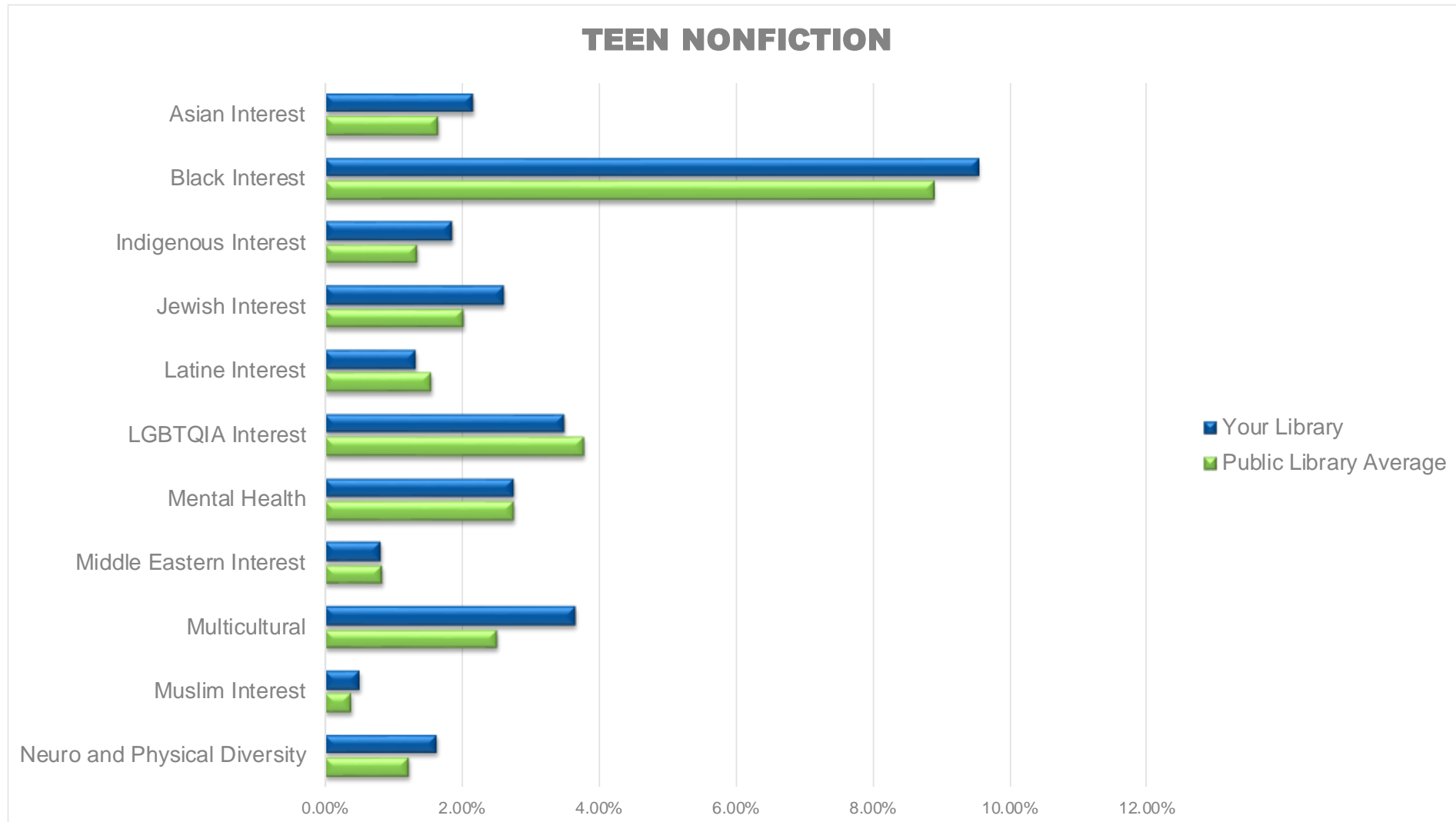
# *inClusive* Titles Share by *inClusive* Category



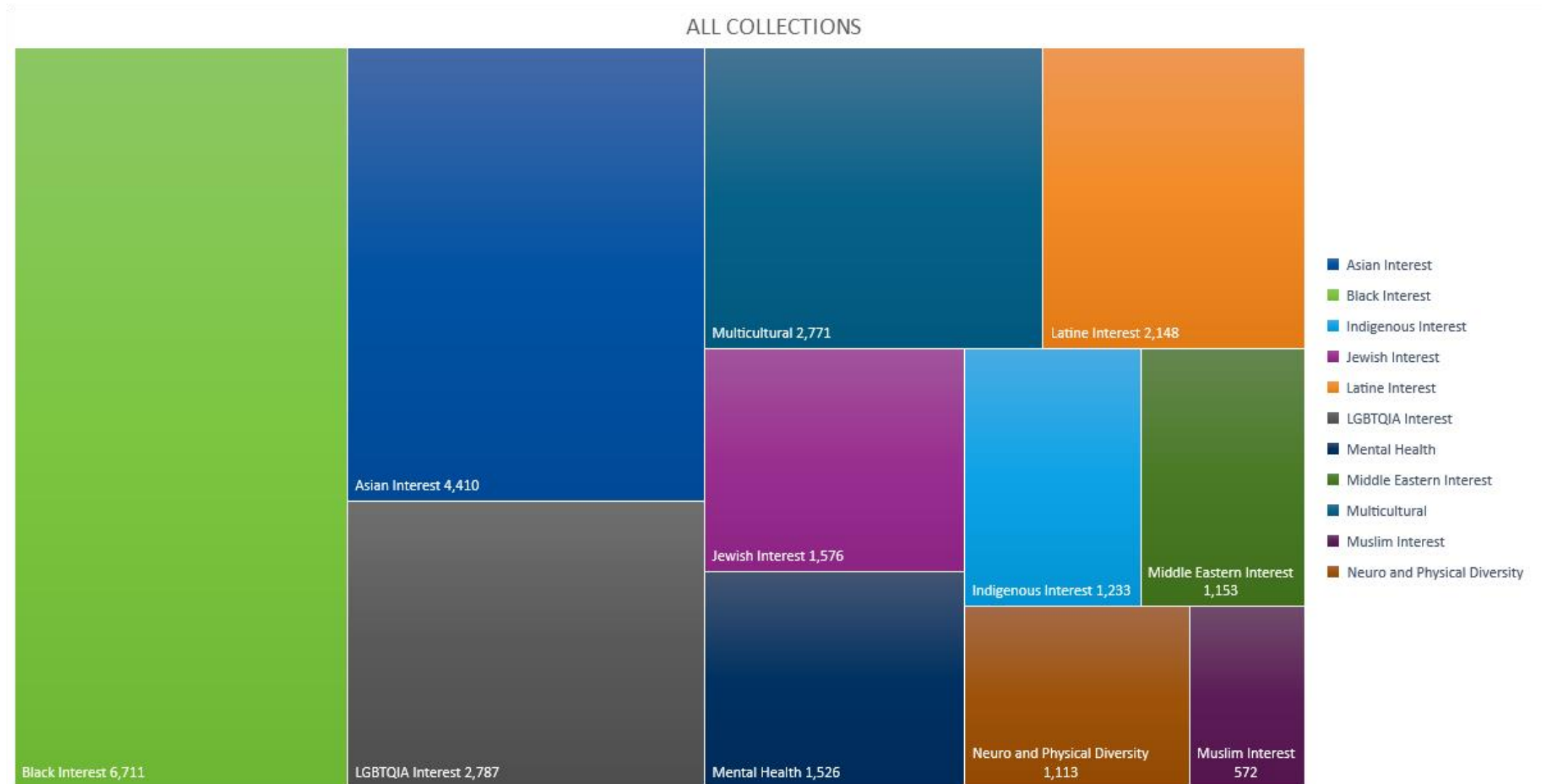
# *inClusive* Titles Share by *inClusive* Category



# *inClusive* Titles Share by *inClusive* Category

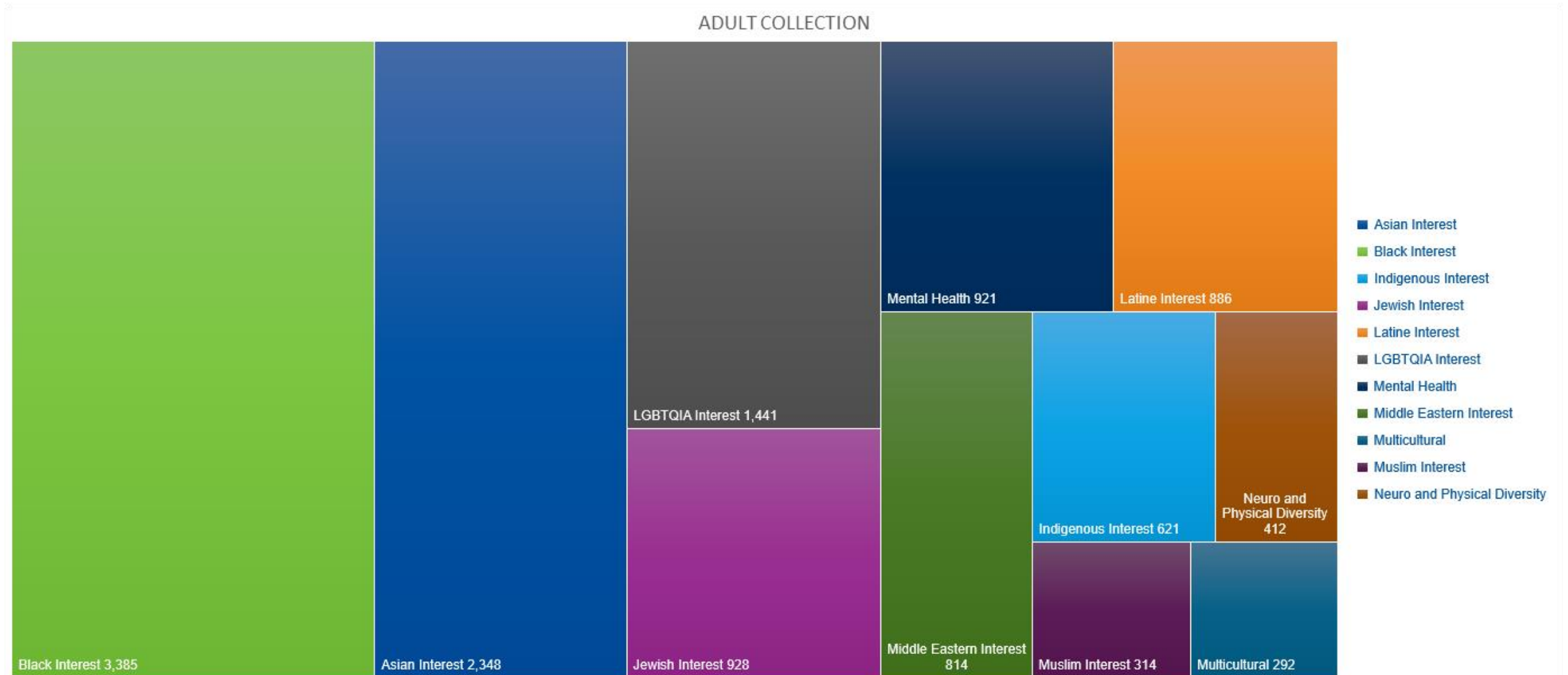


# *inClusive* Category Distribution



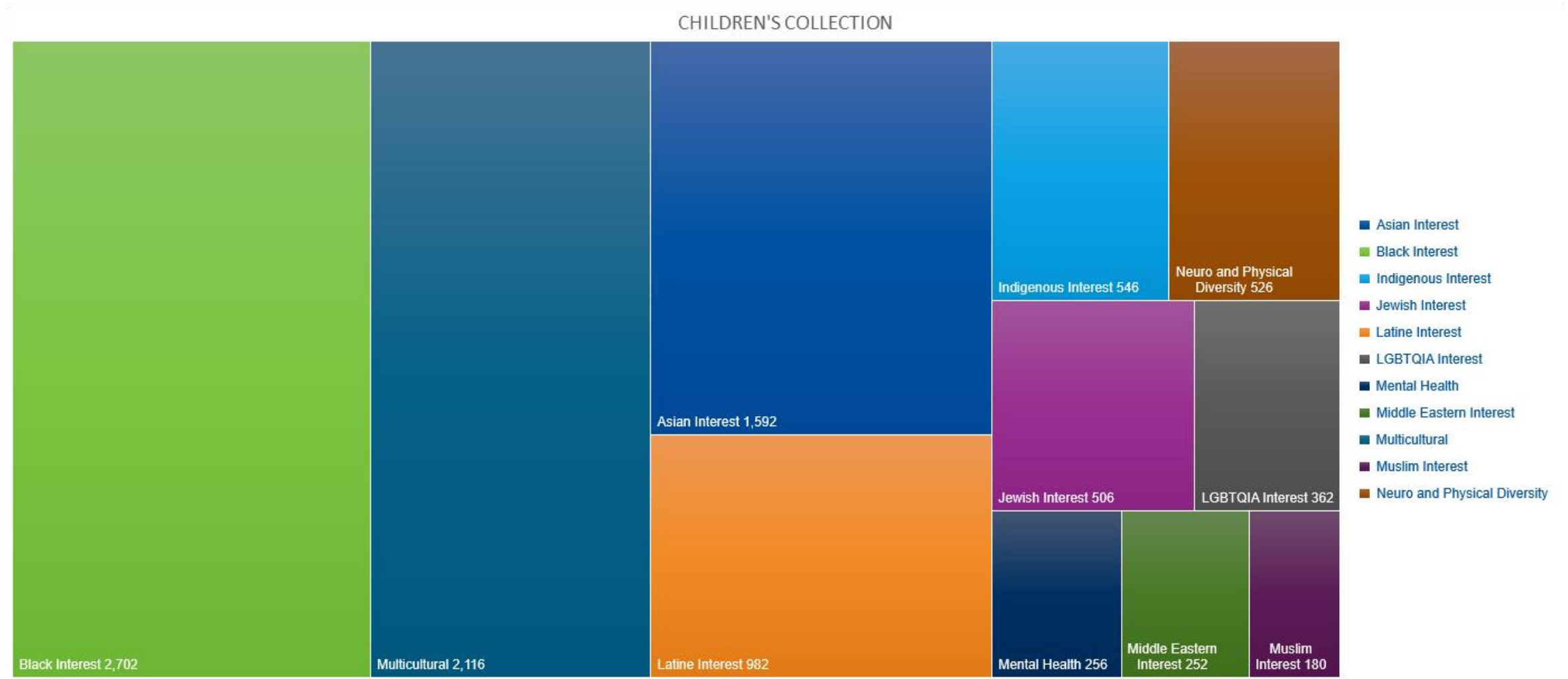
# *inClusive* Category Distribution

Item 15.

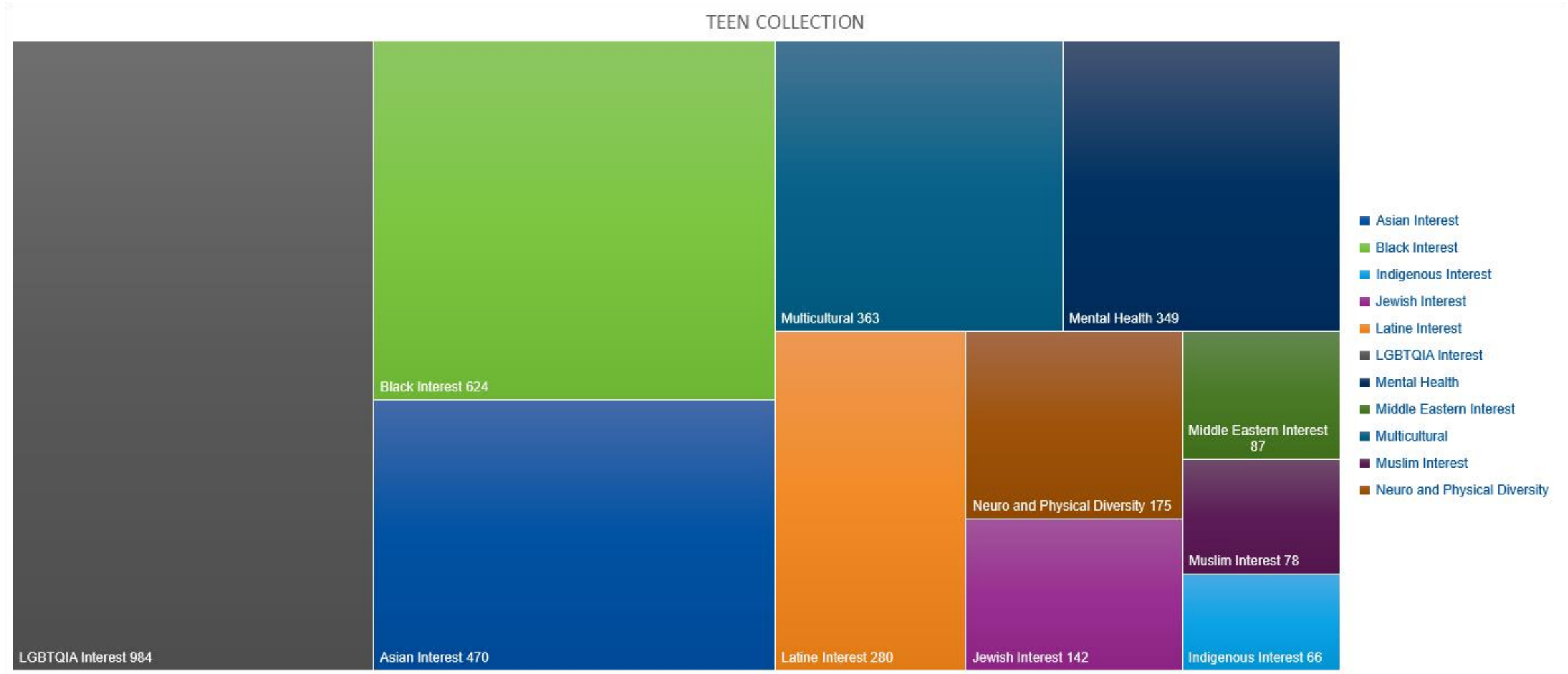




# *inClusive* Category Distribution

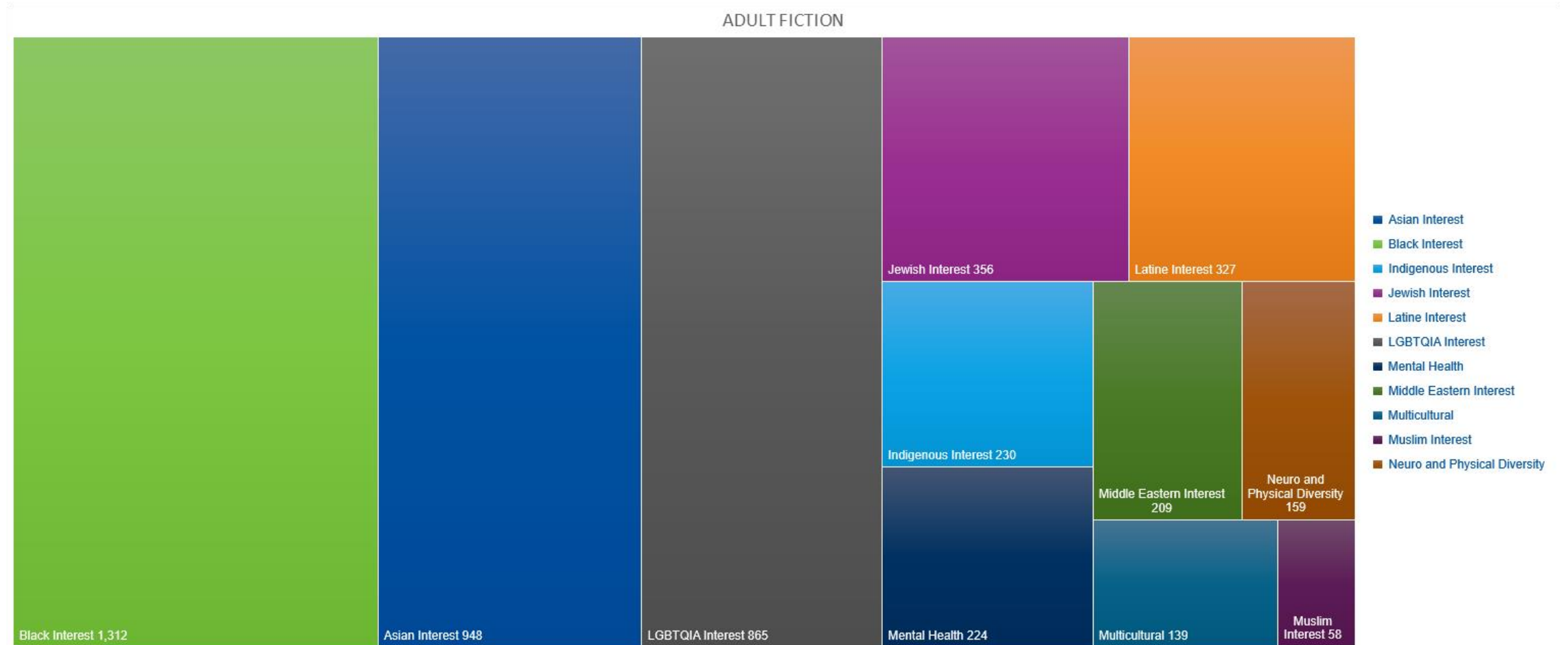


# *inClusive* Category Distribution



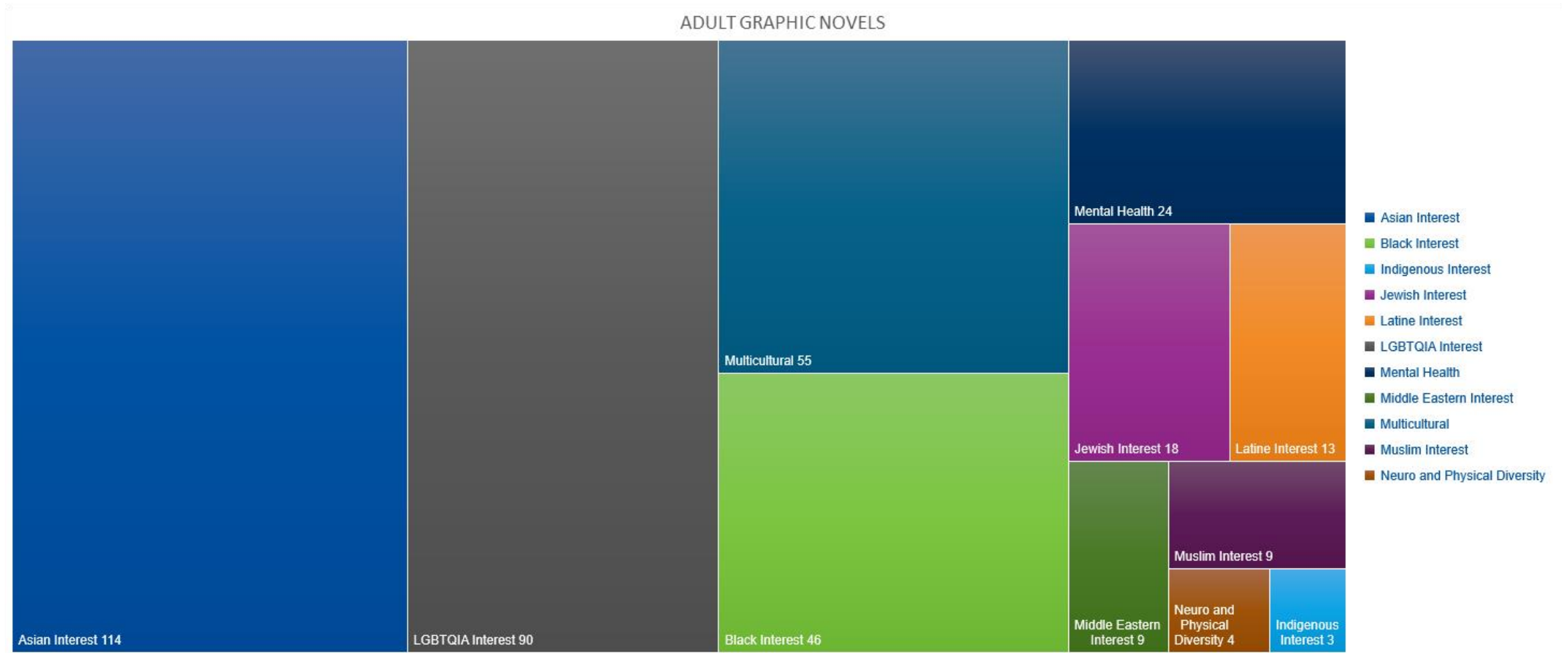
# *inClusive* Category Distribution

Item 15.

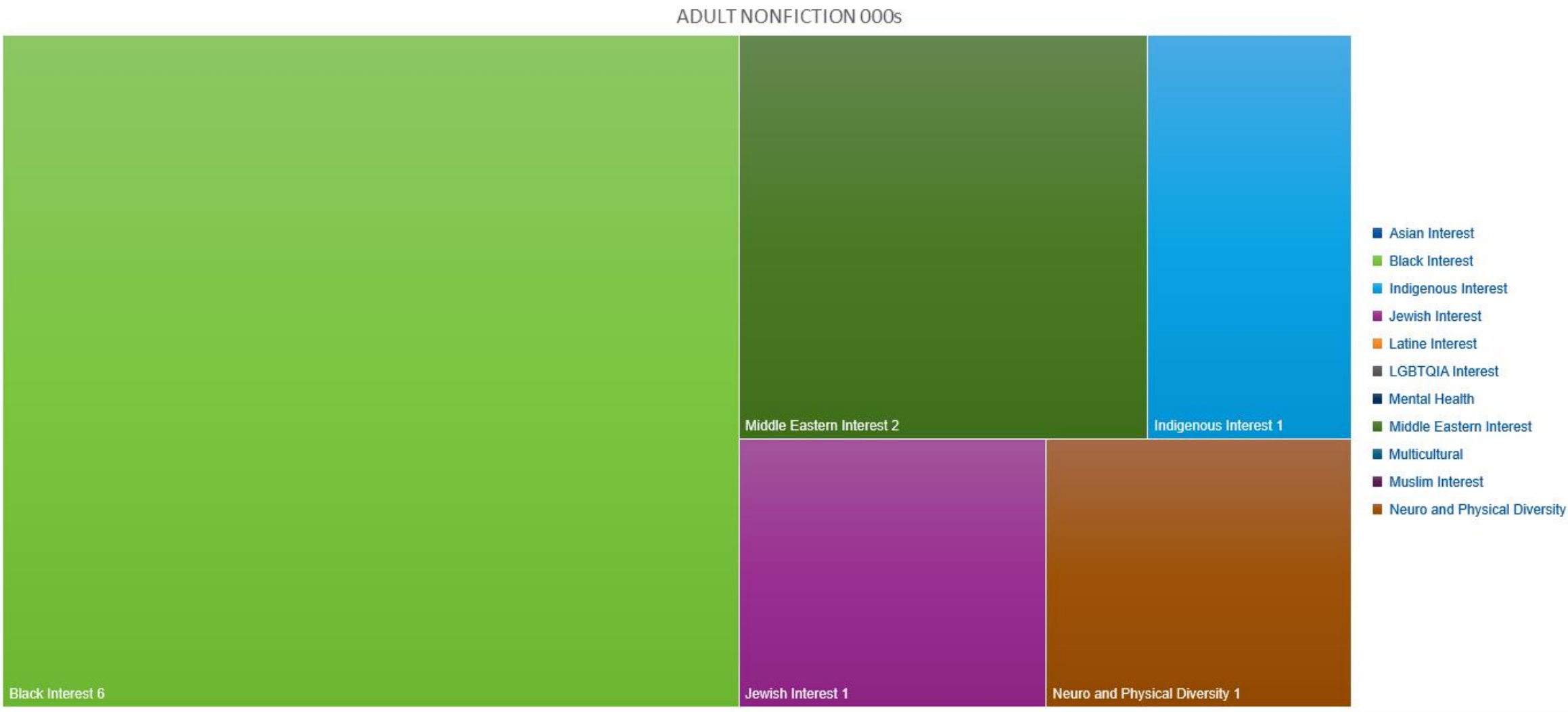


# *inClusive* Category Distribution

Item 15.

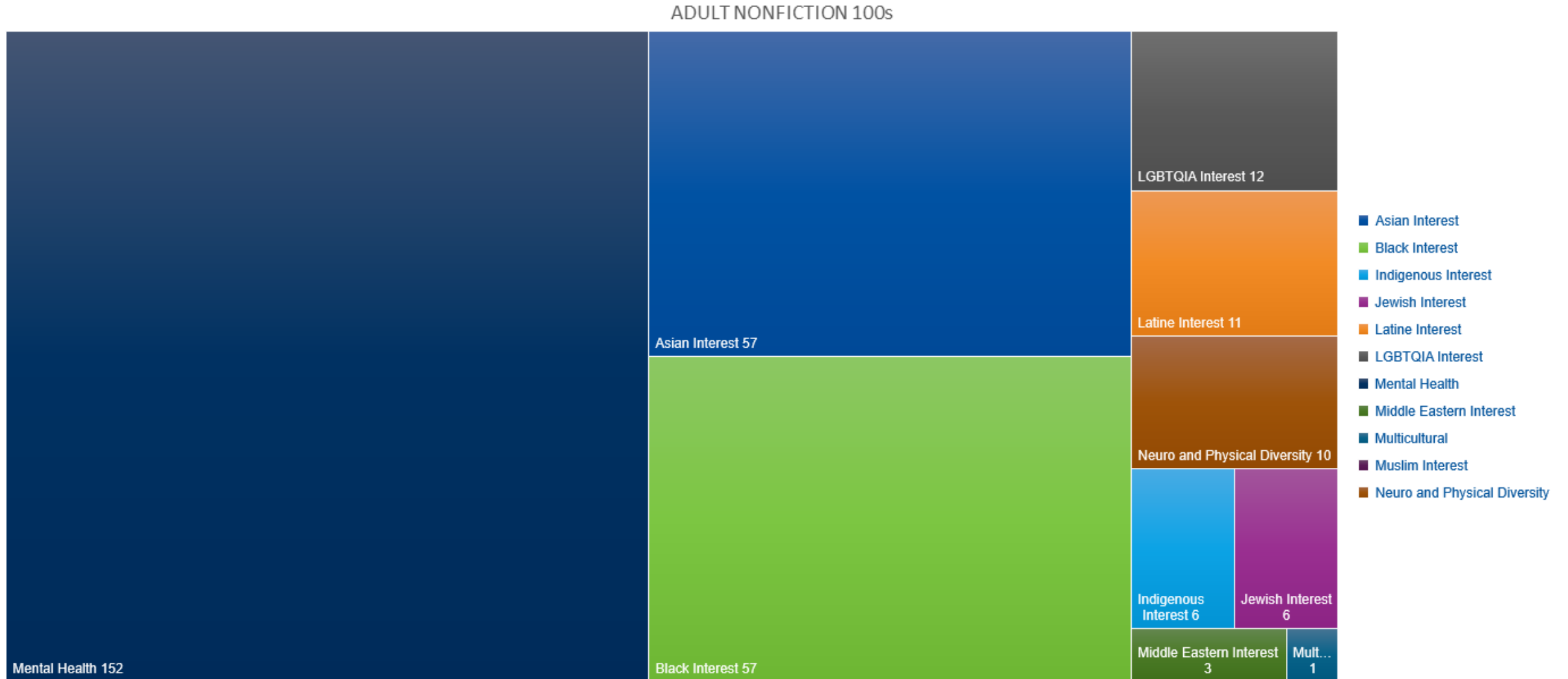


# inClusive Category Distribution



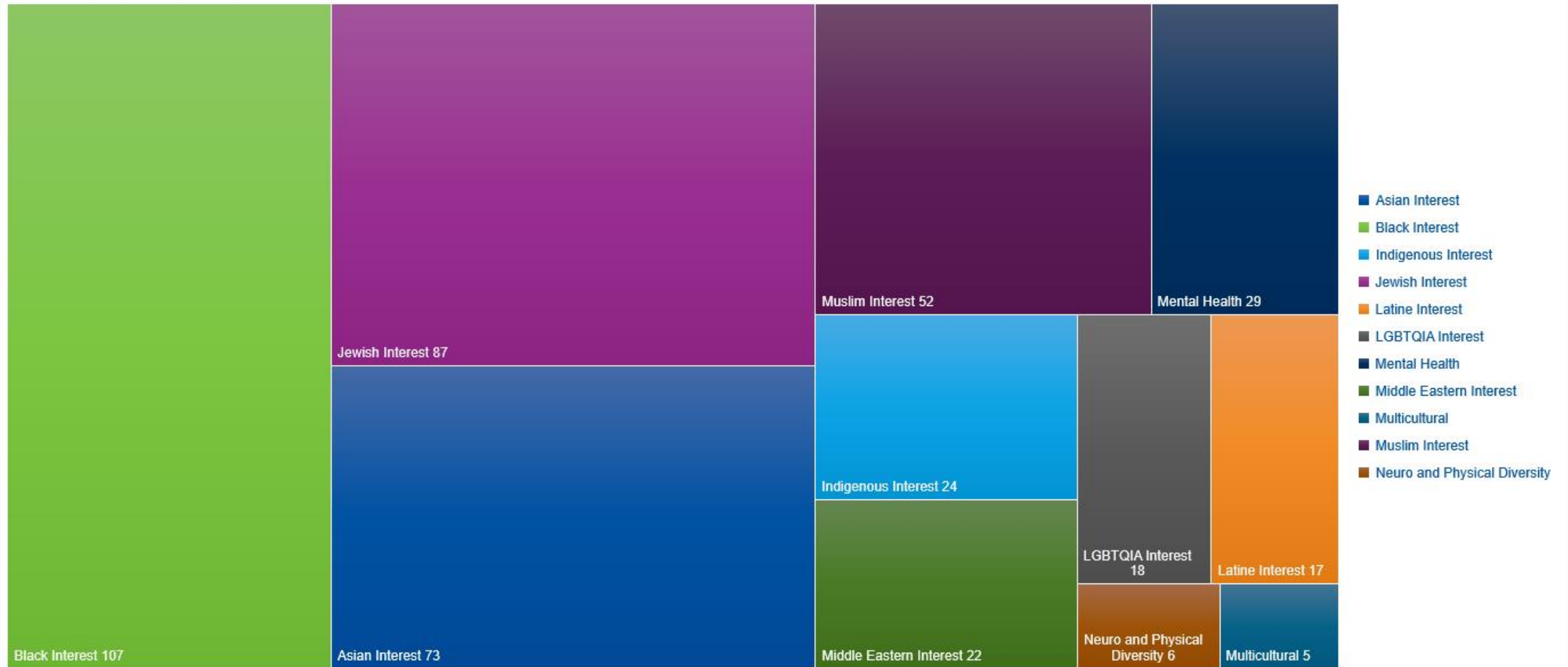
# *inClusive* Category Distribution

Item 15.



# *inClusive* Category Distribution

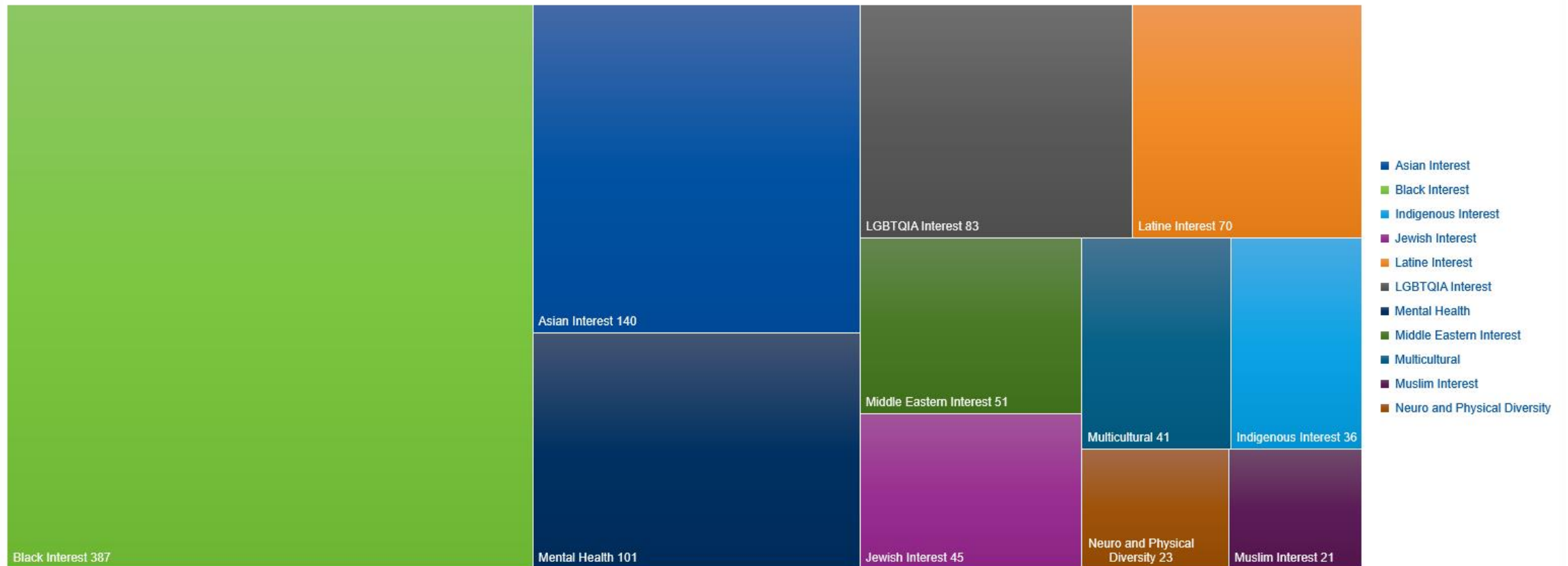
ADULT NONFICTION 200s



# *inClusive* Category Distribution

Item 15.

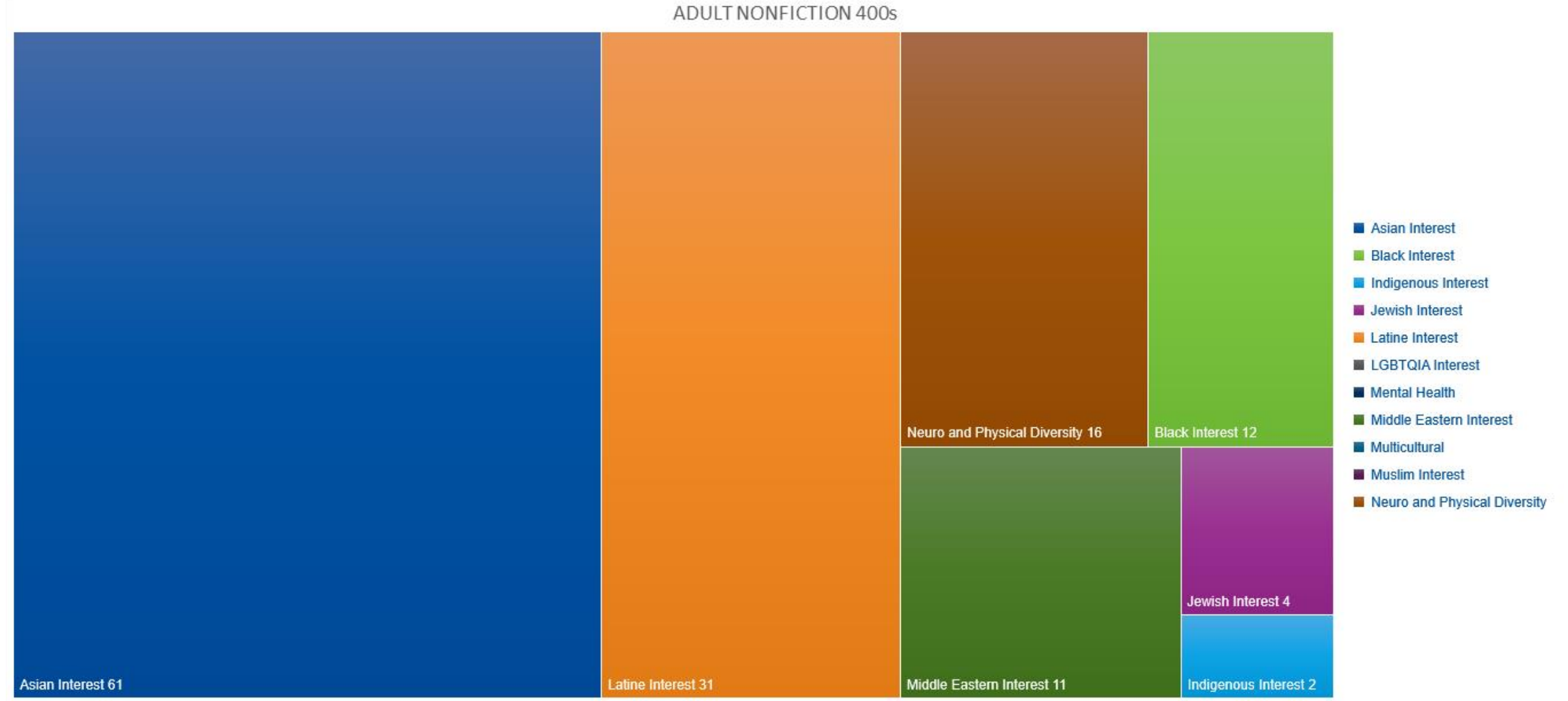
ADULT NONFICTION 300s





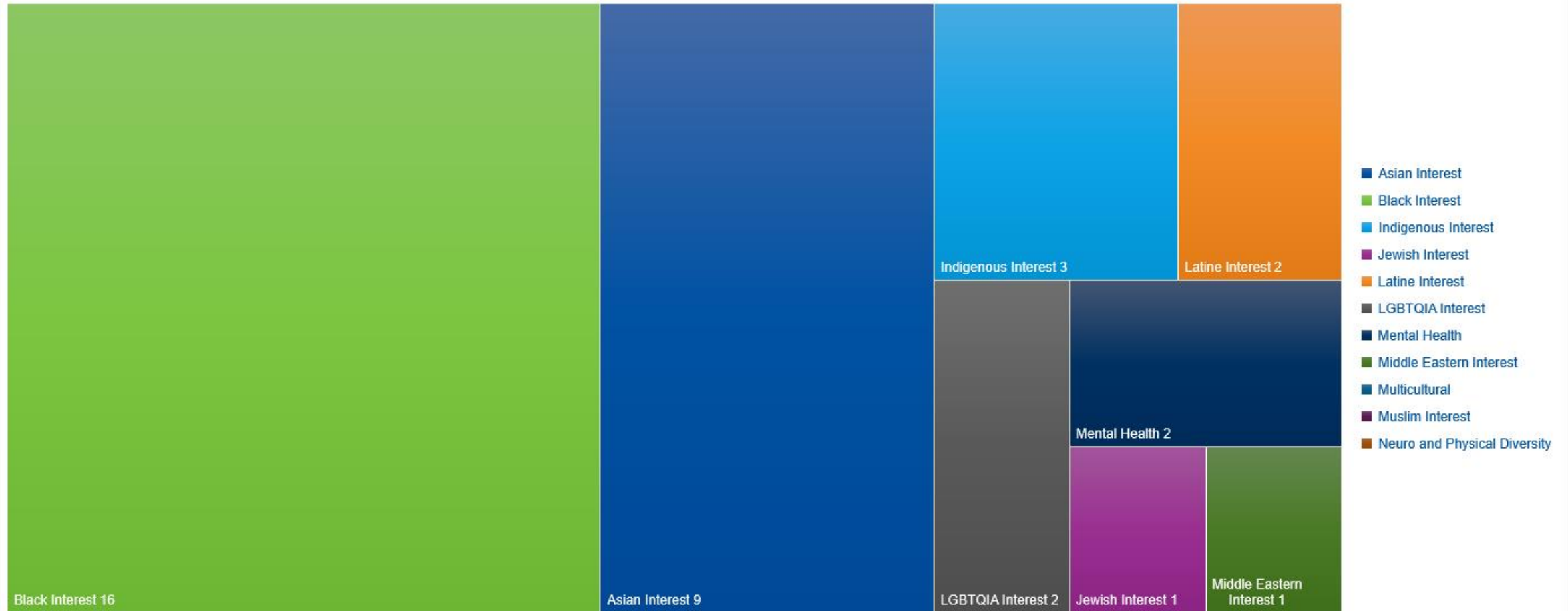
# *inClusive* Category Distribution

Item 15.

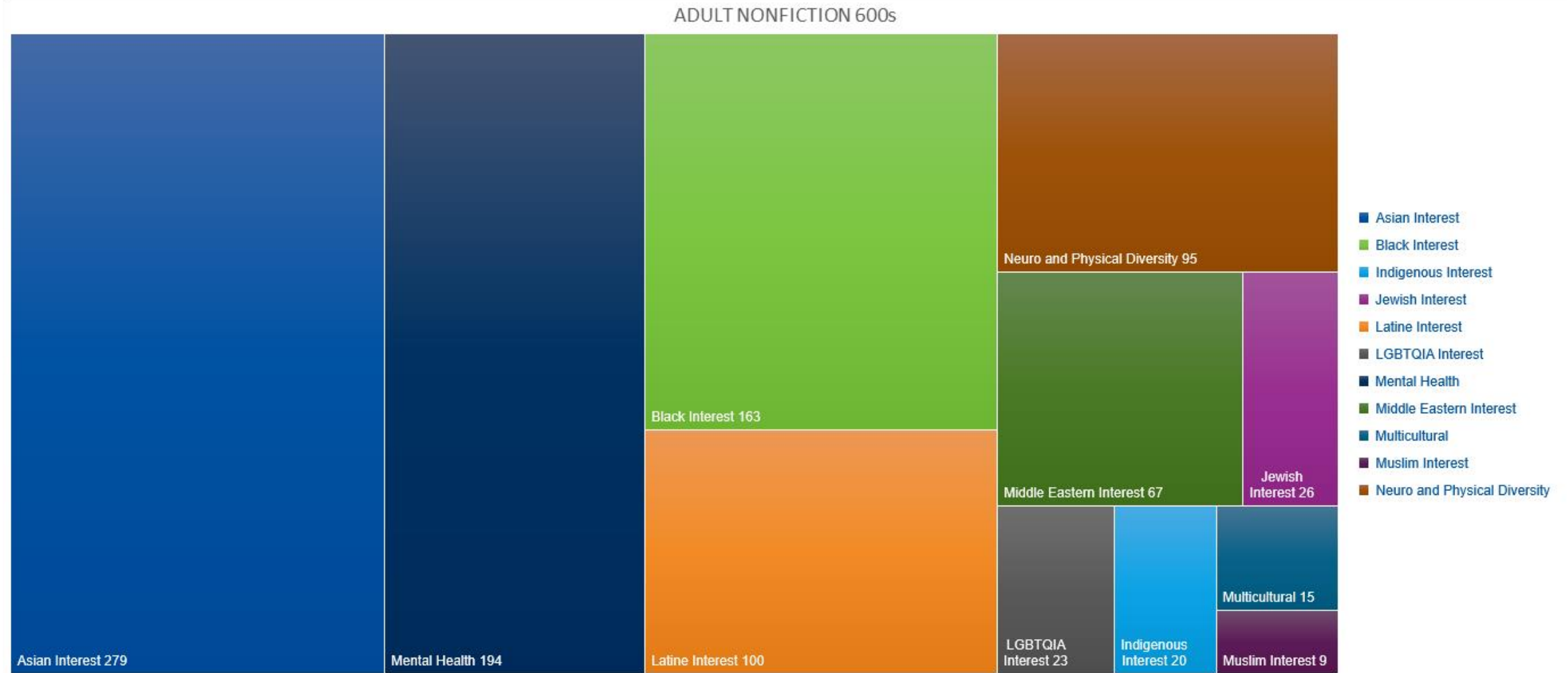


# *inClusive* Category Distribution

ADULT NONFICTION 500s

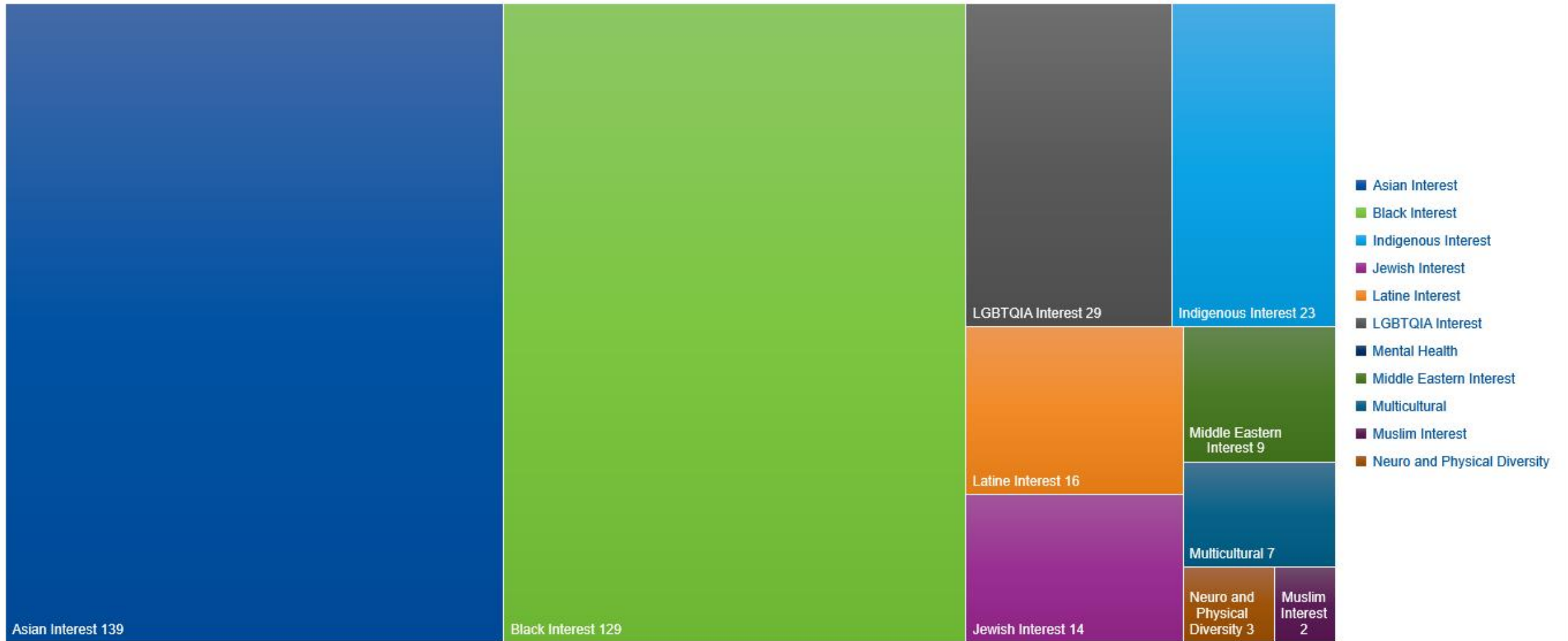


# *inClusive* Category Distribution



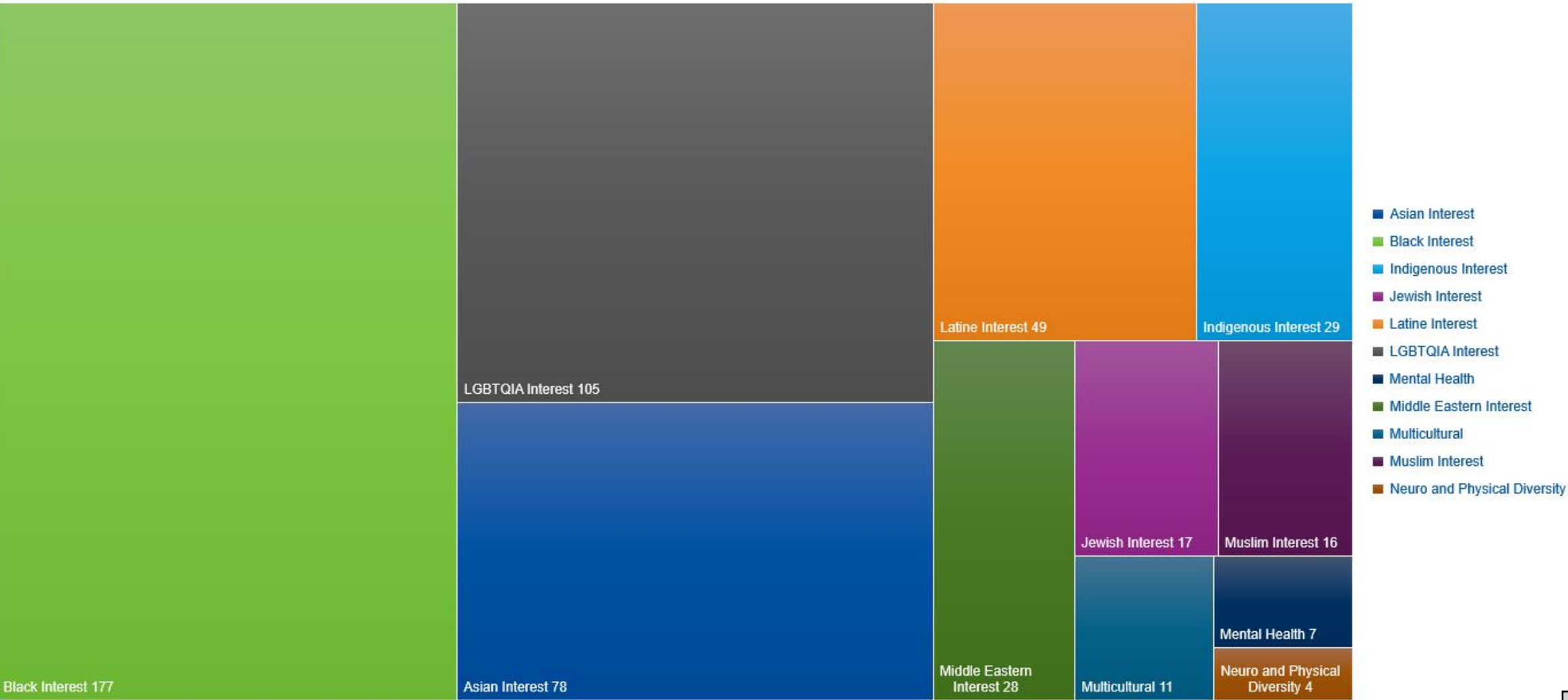
# *inClusive* Category Distribution

ADULT NONFICTION 700s

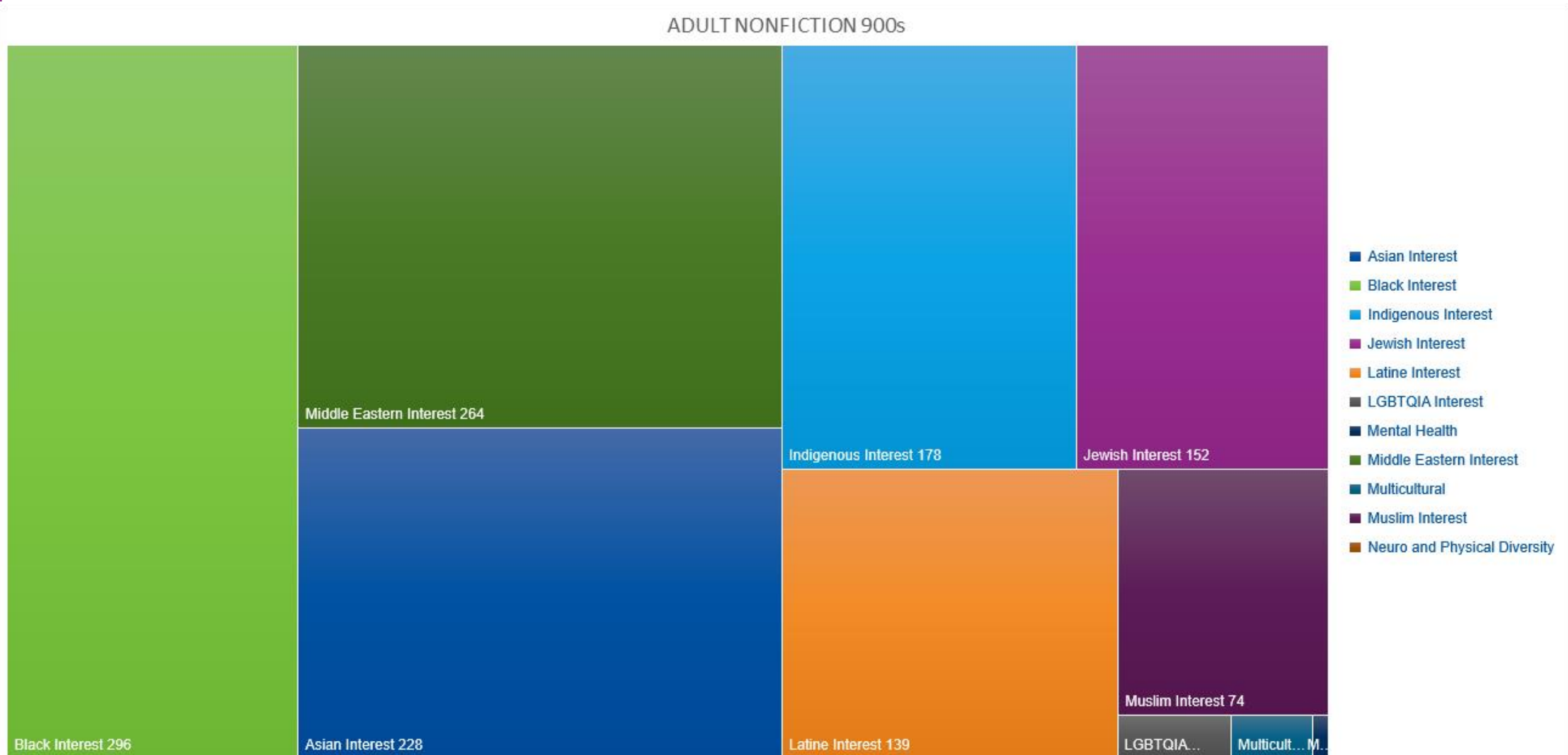


# inClusive Category Distribution

ADULT NONFICTION 800s



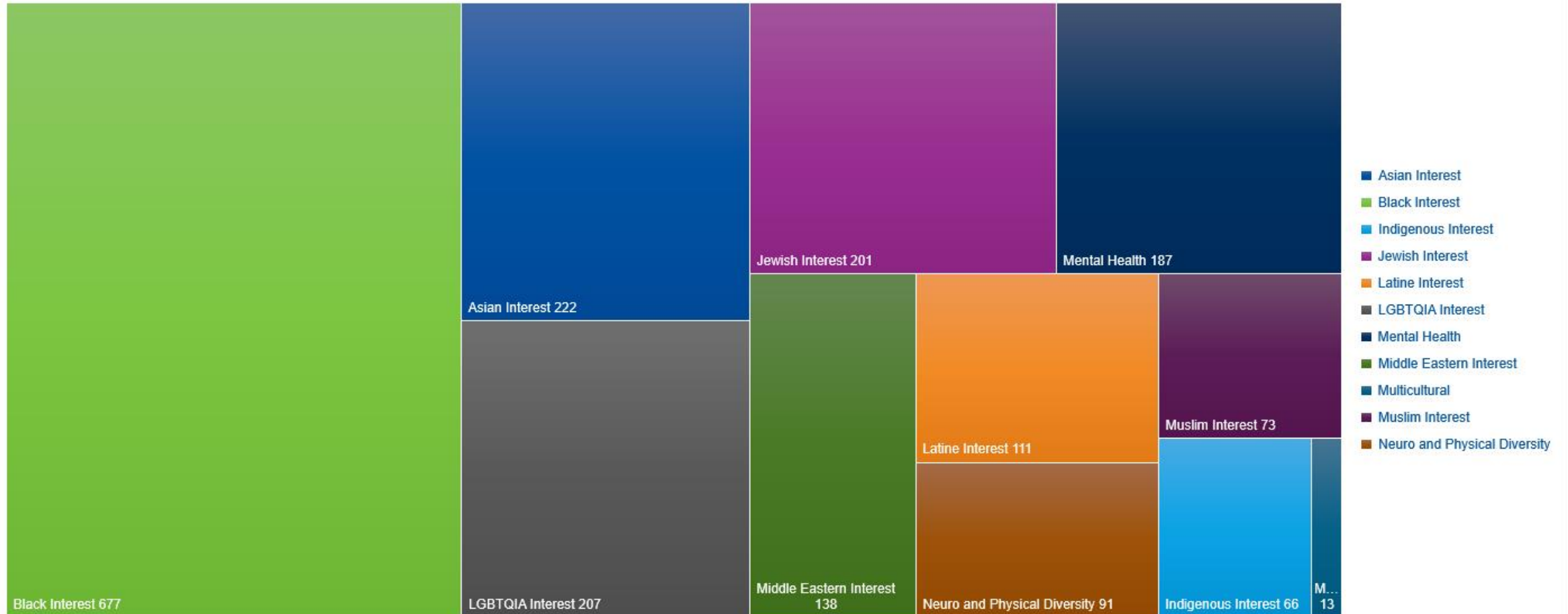
# *inClusive* Category Distribution



# *inClusive* Category Distribution

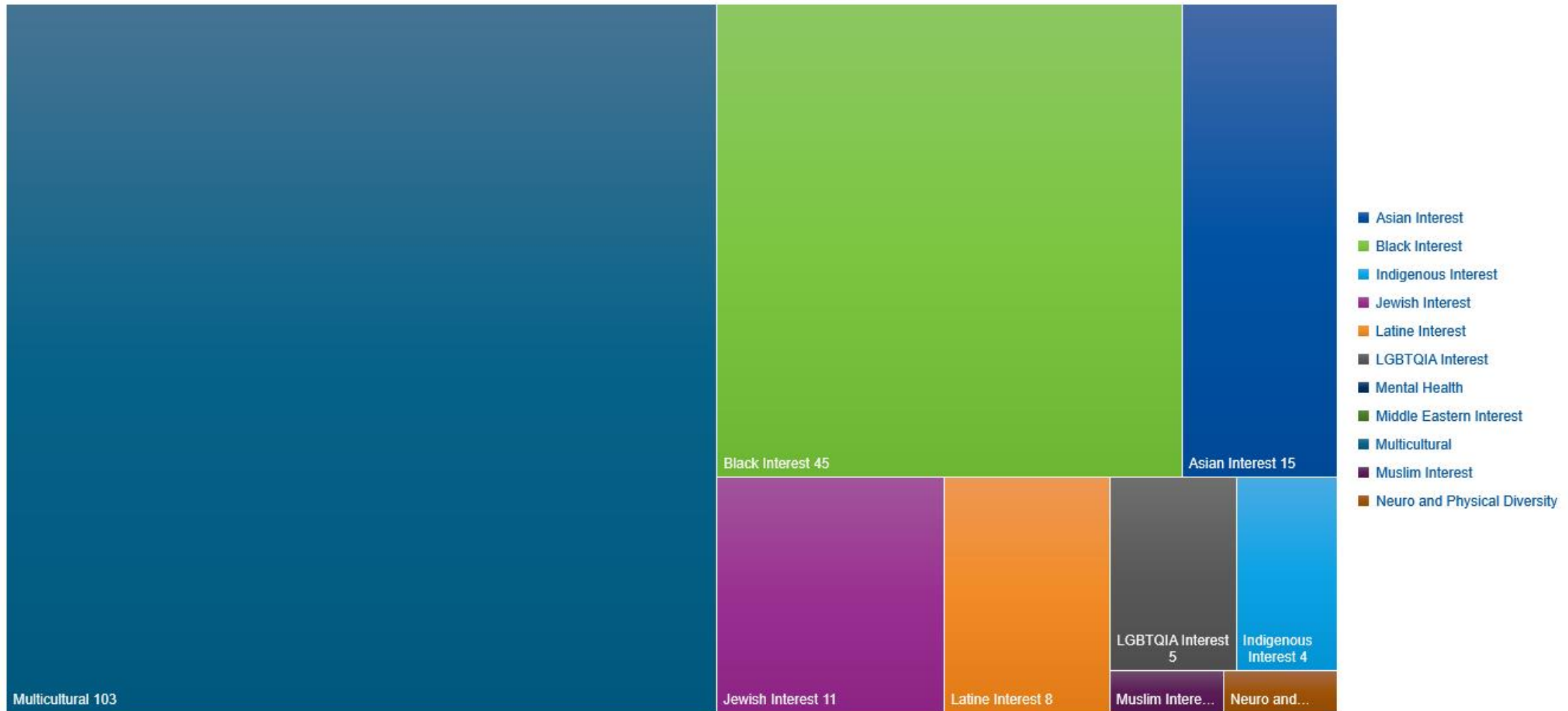
Item 15.

ADULT NONFICTION BIOGRAPHIES



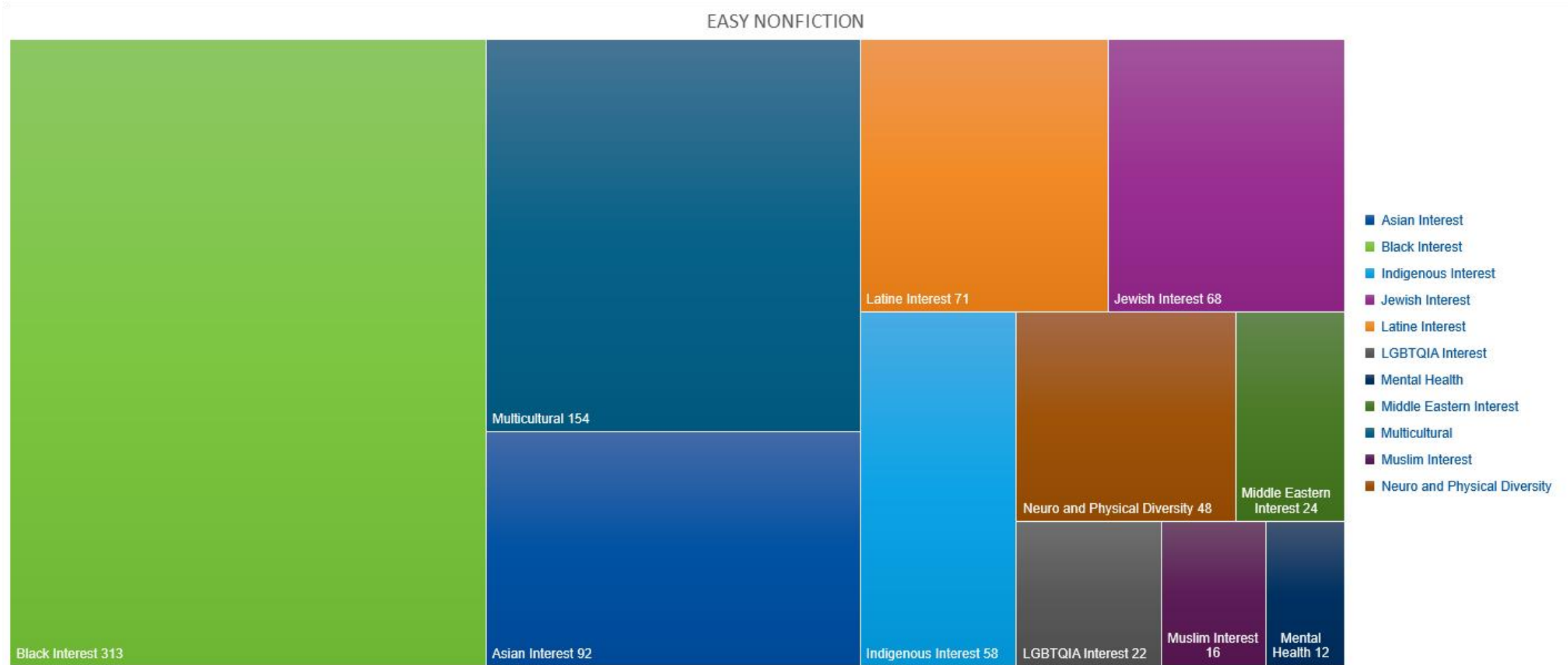
# *inClusive* Category Distribution

BOARD BOOKS

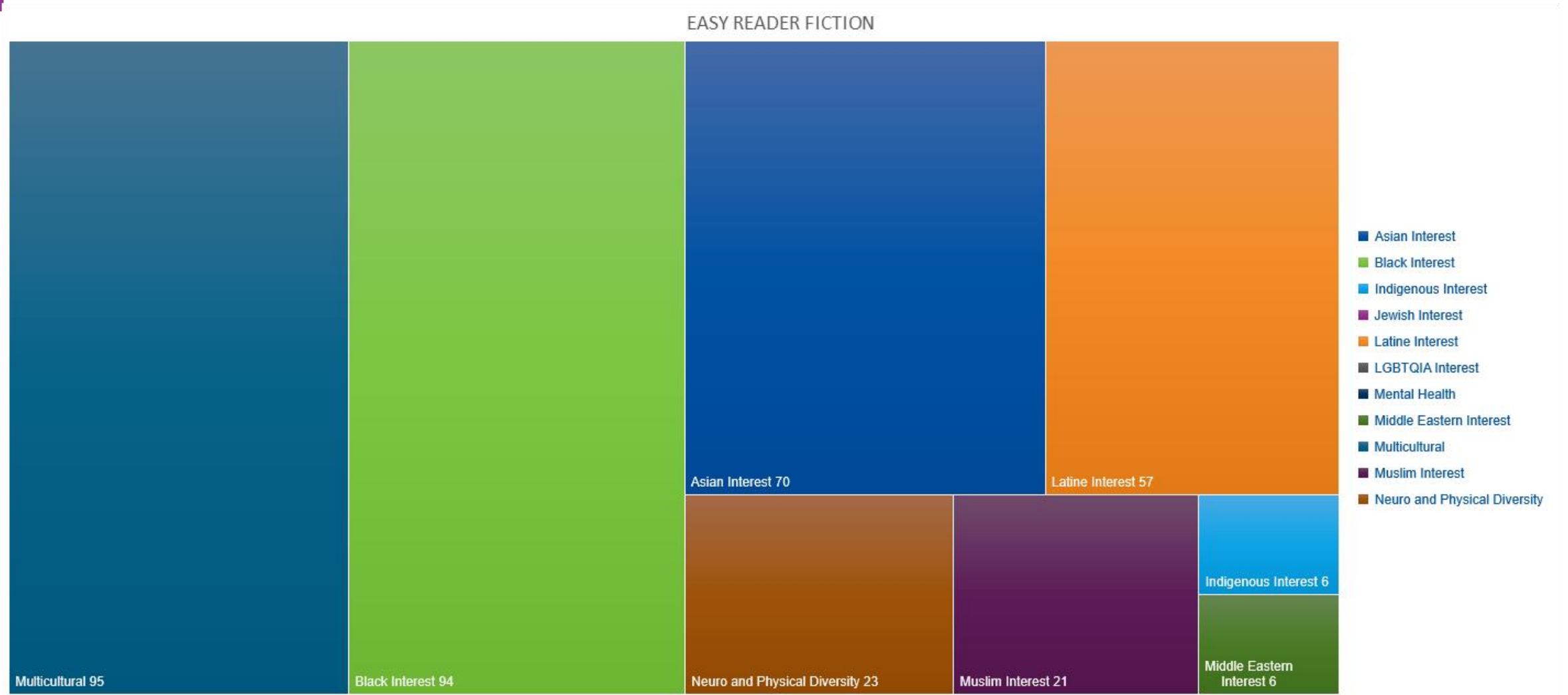




# *inClusive* Category Distribution

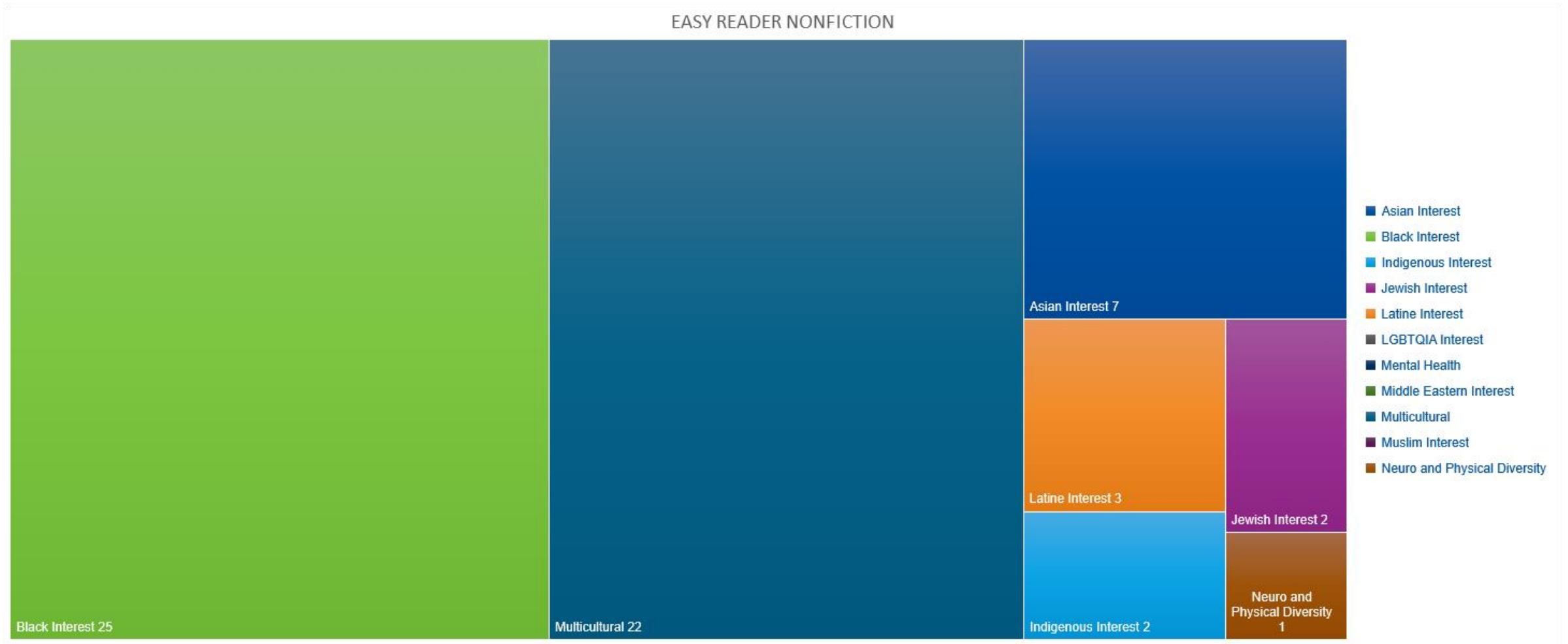


# *inClusive* Category Distribution

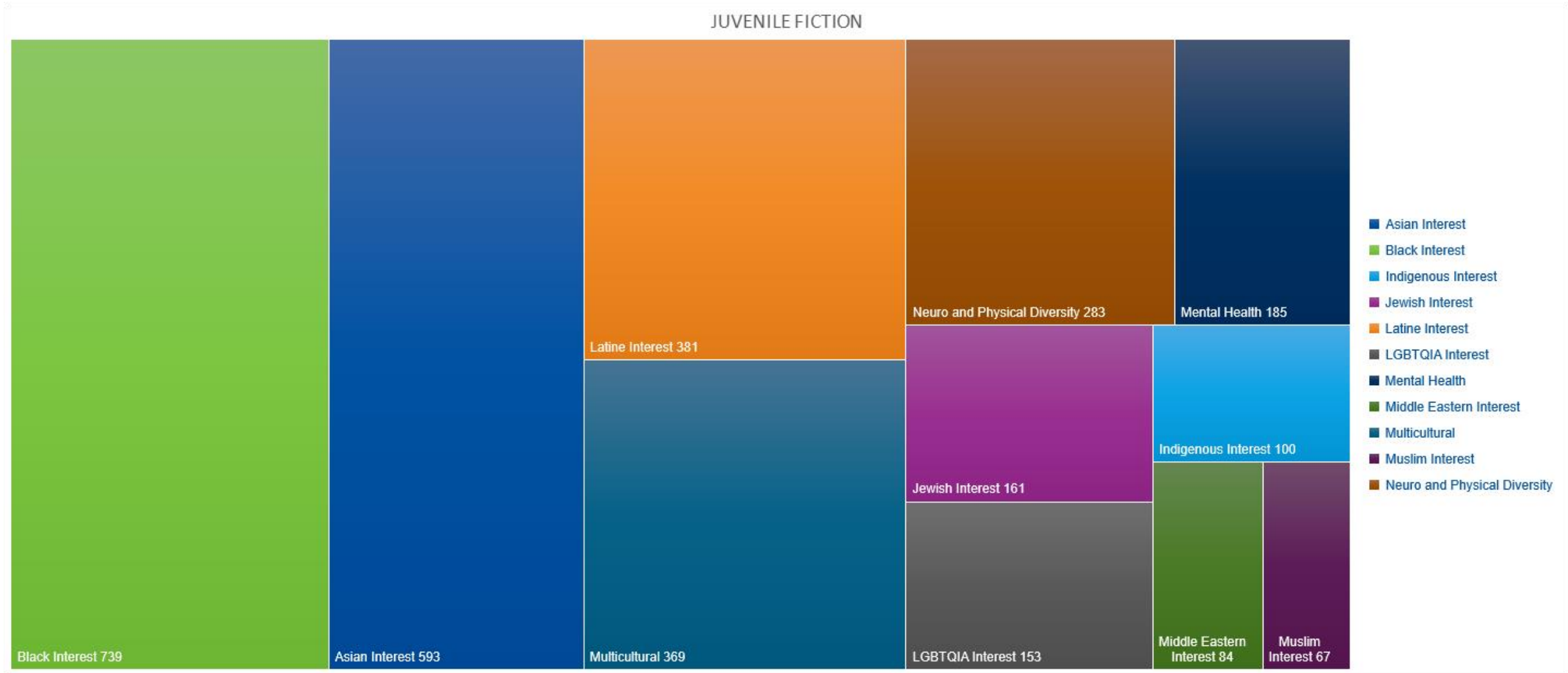


# *inClusive* Category Distribution

Item 15.

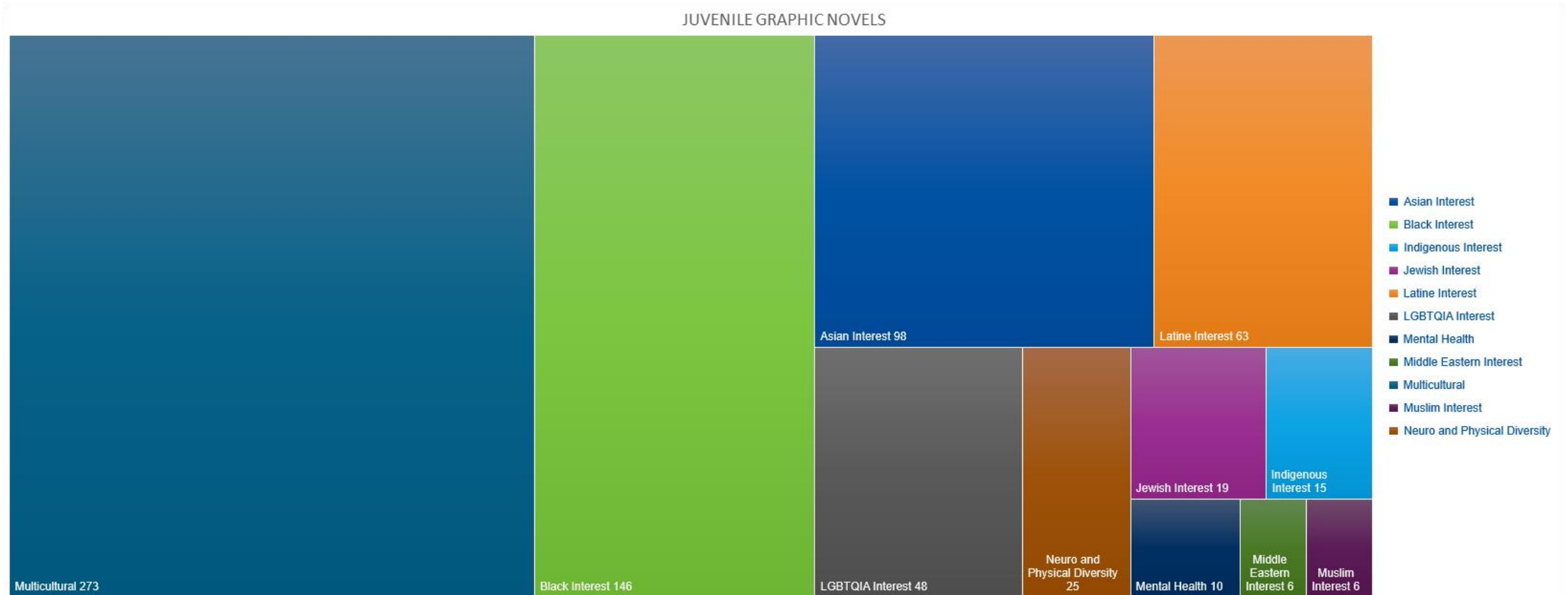


# *inClusive* Category Distribution



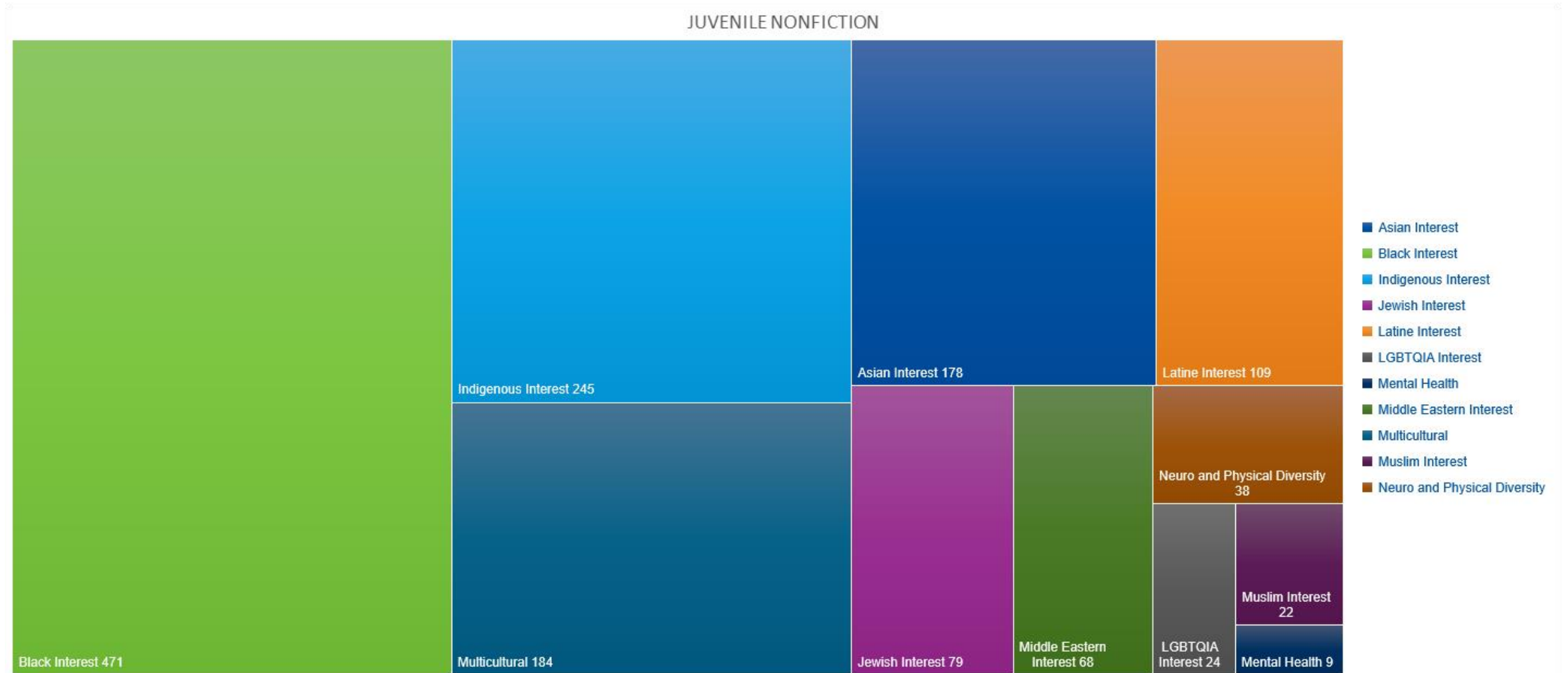
# *inClusive* Category Distribution

Item 15.



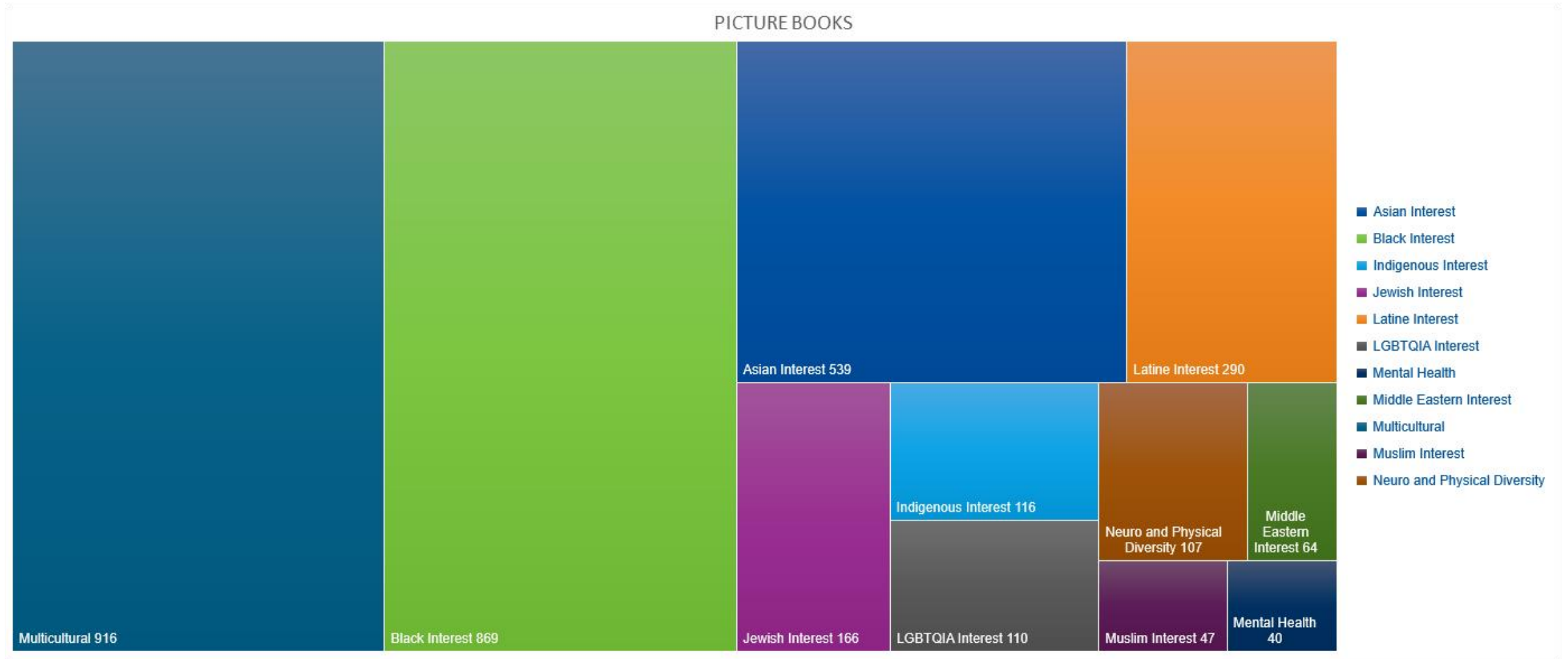
# *inClusive* Category Distribution

Item 15.



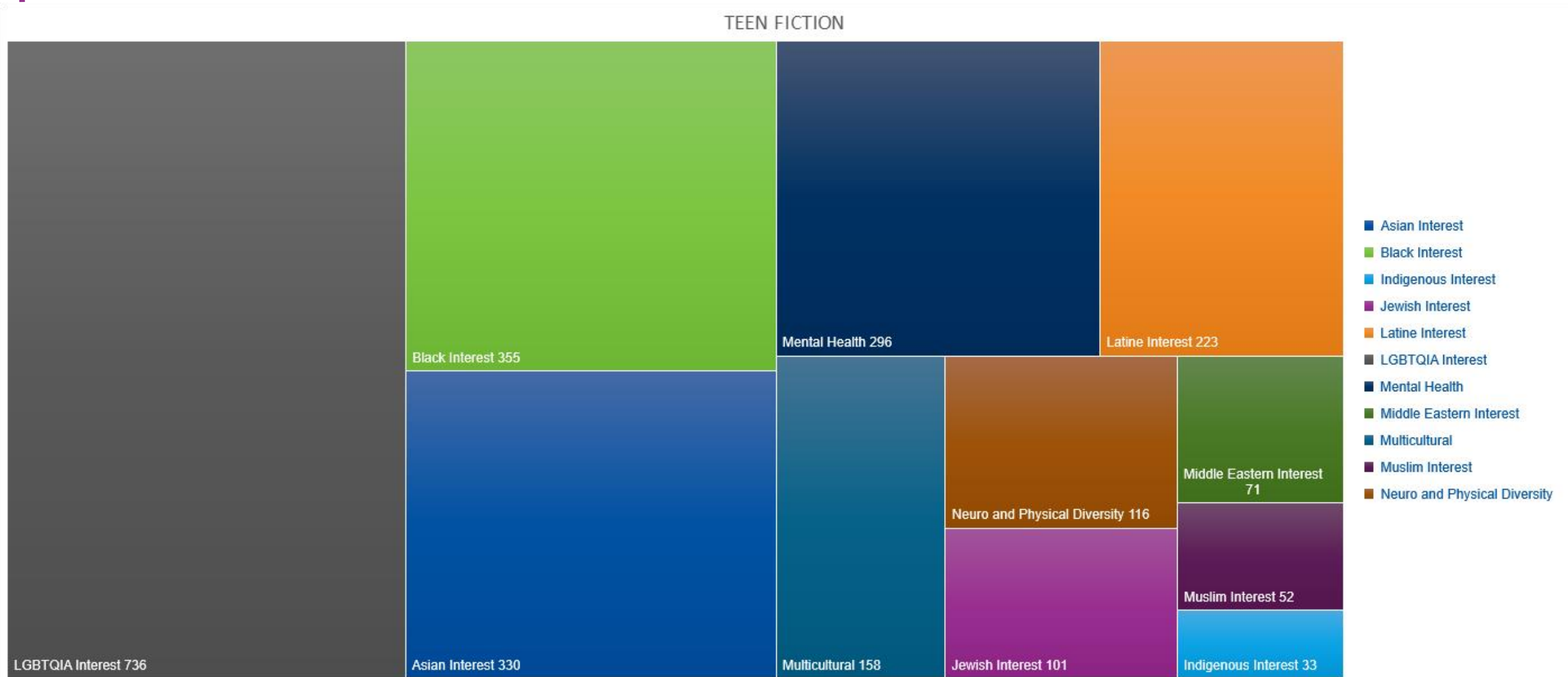
# *inClusive* Category Distribution

Item 15.



# *inClusive* Category Distribution

Item 15.

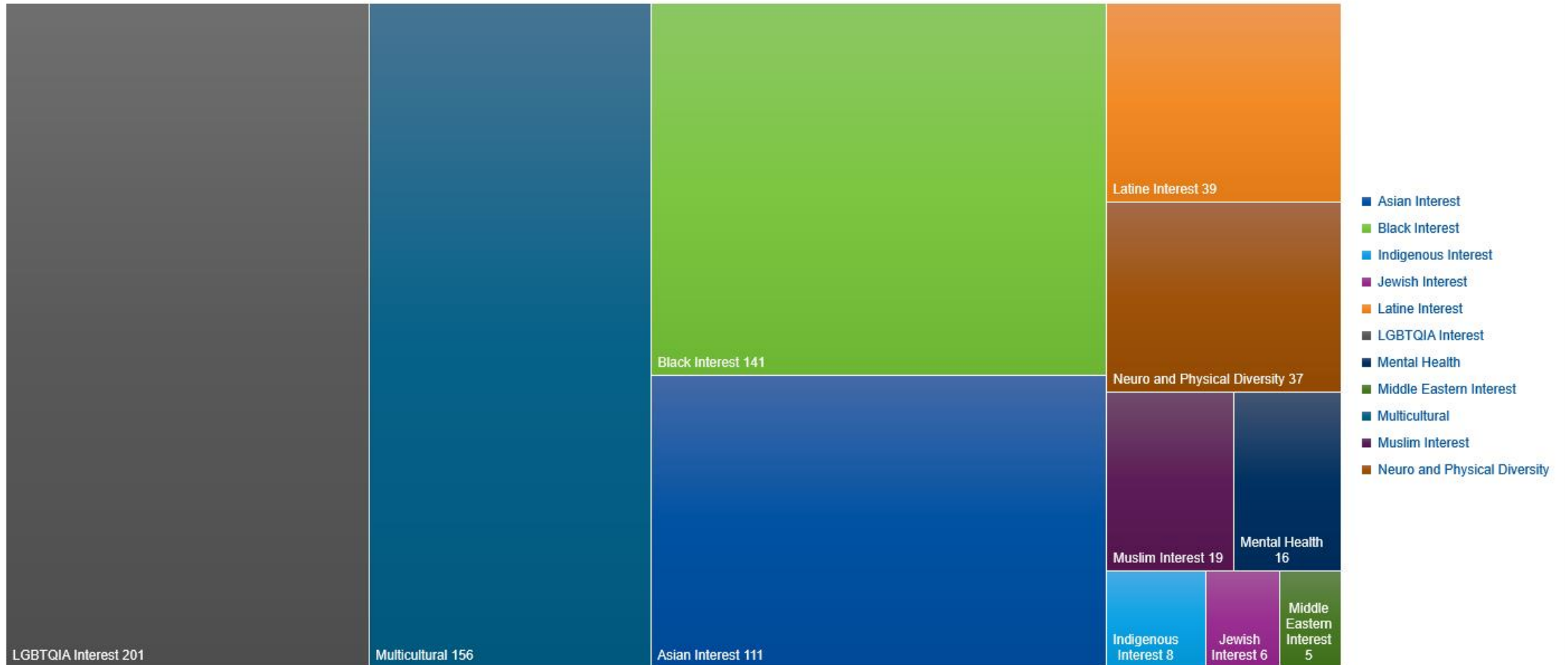




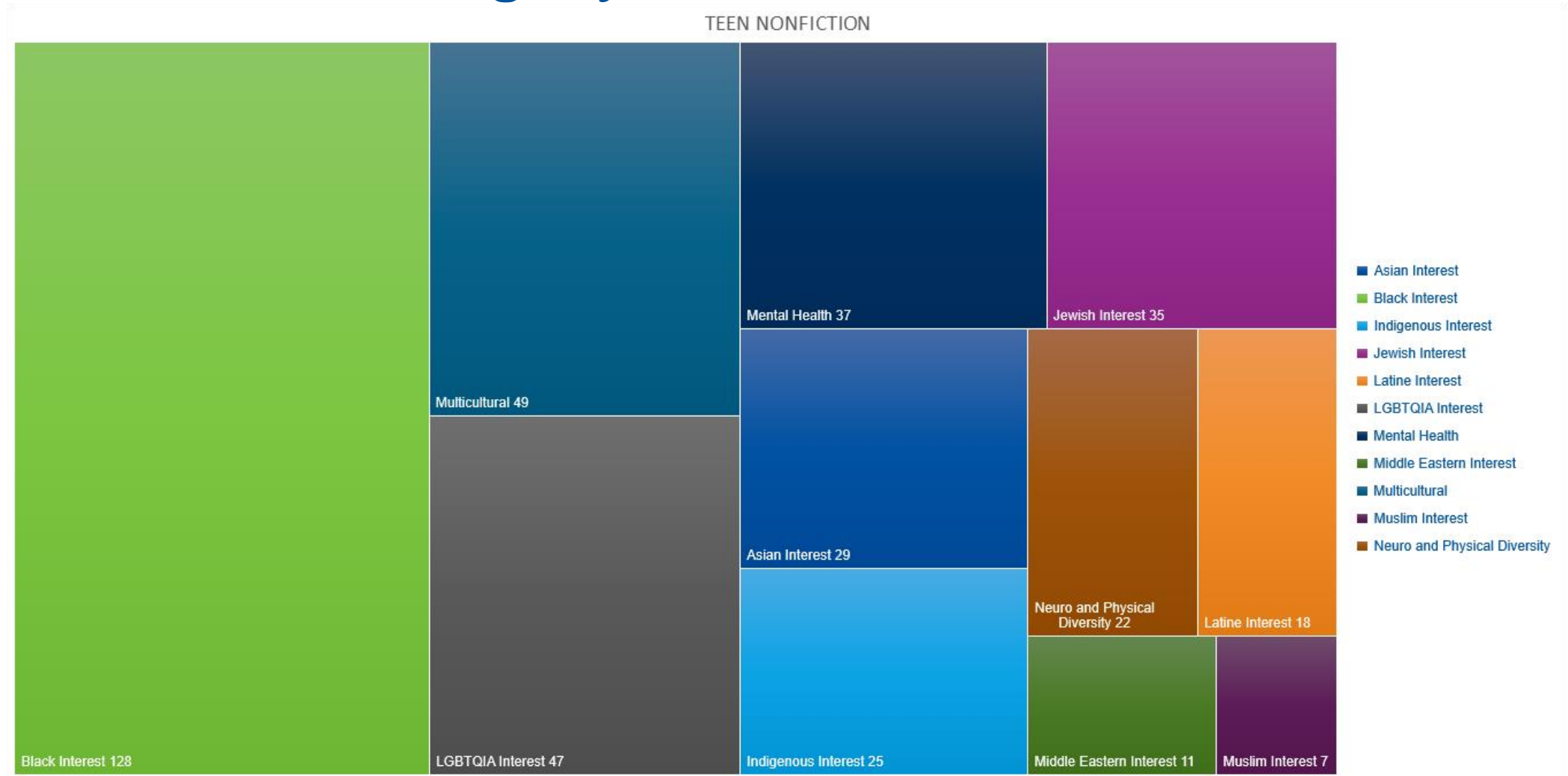
# *inClusive* Category Distribution

Item 15.

TEEN GRAPHIC NOVELS



# *inClusive* Category Distribution



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

### Staffing

- Library Page, Linnea Oty, will be leaving us on July 16th. She is returning to full-time work at the UW's.
- We're posting a 30 hour page position and hope to hire someone soon.

### Collections

- *With the database, Learning Express Library, due to expire from the Badgerlink collection at the end of June, we are looking into our own subscription to this resource or to another, similar database. We mainly recommend Learning Express to patrons who are working on their GED and on other test preparation. **Update: We have subscribed to LearningExpress and are waiting for access to be restored to our patrons.***
- *We have a working group looking at how our e-resources are marketed and represented on the library's website and hope to make some helpful changes. **Update: The group has completed work on changes to the main "bucket" labels for e-resources on the website and is now going through all e-resources listed on our website and Badgerlink and will be updating what's listed on our website and how those are categorized.***
- *We have purchased Ingram's, one-time, iCurate inClusive assessment service which will perform a diversity audit on our adult and children's book collections. **Update: we received our reports and it is easy to see that our Selectors are doing a wonderful job at offering a diverse collection to the community. That said, we're still coming through some of the detailed reports to see where we can do even better. The inClusive Presentation, which gives a broad overview of Mead's results, is included with this report.***
- We will not be renewing the database, IXL, this year and will likely not renew Career Cruising in 2025. We are working closely with the SASD libraries as we make these decisions, following their lead as they move away from these resources. We are hoping to meet with SASD library leaders soon so we can coordinate which e-resources we're offering to better meet the needs of students in the Sheboygan area.

### Patron Services

- As of July 11th, we are waiting on 1 small part from the holds locker vendor which will enable us to turn on the receipt printer, and then we believe we will be able to go live with our 24/7 holds pickup service. Other work that still needs to be done but which will not affect our go-live date: painting of crosswalk and bollards, installation of canopy over lockers, cleaning up blacktop following asphalt speed table was put in.
- We will be relocating our self-checkout machines and a PAC on 1st floor as soon as electricity is installed on the column to the east of the service desk.
- We will soon be moving the Monarch In-Demand collection out of my office and onto the 1st floor so our patrons can browse titles that do not have active holds on them. The In Demand collection is owned by Monarch, managed by Mead, and is designed to reduce hold list wait times on high demand books and movies. The move was approved by the Monarch ILS committee.

# Disruptive Patron Interaction Report June 2024

Item 16.

2024

2023

## Reported Incidents

Adult	16	29
Teen	9	13
Senior (65+)	0	1
Kids	0	0

## Exclusions Over 10 Days

0 3

## Emergency Services Called

4 4

## Encounter Type

Trespass after exclusion	2	5
Dispute/argument/altercation between patrons (not physical)	0	2
Fighting/Physical Altercations	0	0
Harassment/Threating Language	0	2
Homeless or Runaway (Youth Only)	2	0
Horseplay and/or excessive noise	6	6
Inappropriate comments and/or excessive demands	2	3
Intoxicated/Addiction	1	1
Medical or mobility issue	0	1
Mental Health	1	1
Mess (Food waste, spills)	1	1
Theft/Vandalism	1	3
Trouble getting patron to leave after closing	0	1
Truancy	0	0
Used in the building: Vaping, Drugs, Alcohol, or Tobacco	4	3
Weapons	0	0
Other (Specify in Description)	7	18

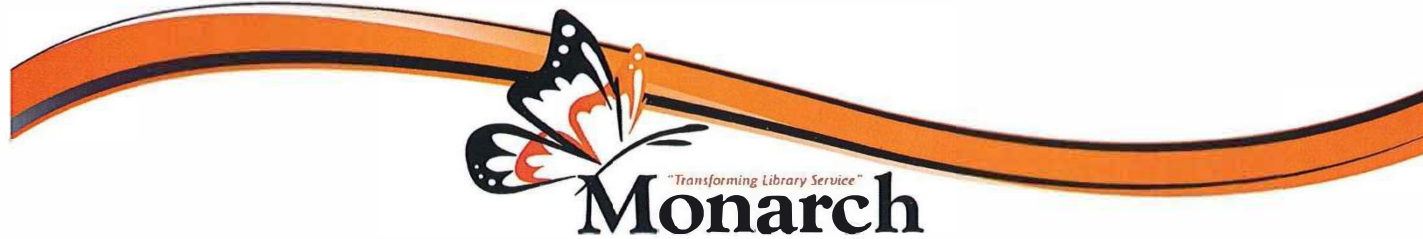
## Location

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

## Volunteer Report - June 2024

Type	Jun 2024 Hours	Jun 2024 Volunteer Count
Adult	175.73	28
Teen	7.67	3
Grand total	183.40	31

Type	Name	*June 2023	*June 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
<b>Circulation Transactions</b>	Adult Materials	17,799	17,837	0%	111,635	111,832
	Teen Materials	1,082	1,193	10%	5,803	6,066
	Children's Materials	16,515	16,663	1%	84,205	77,448
	Total Adult/Teen/Children's Materials	35,396	35,693	1%	201,643	195,346
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Me	10,042	9,261	-8%	55,930	61,347
	Items received for Mead patrons from oth	5,384	4,640	-14%	30,922	29,182
	Total Interlibrary Loans (Transits)	15,426	13,901	-10%	86,852	90,529
<b>E-Content Checkouts</b>	Total E-Content Checkouts	8,388	9,385	12%	52,299	58,604
<b>Library Visits</b>	Gate count	19,722	20,386	3%	119,265	117,439
<b>Research Inquiries</b>	Research Inquiries	5,266	3,033	-42%	26,144	12,284
<b>Internet Usage Provided</b>	Library Workstation Sessions	2,377	2,298	-3%	13,504	13,382
	Wireless Sessions	16,257	8,148	-50%	48,025	57,201
<b>Number of Library Card Holders</b>	Sheboygan Residents				27,362	27,428
	Non-Sheboygan Residents				6,466	6,441
	Total Number of Library Card Holders				33,828	33,869
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	27	16	-41%	280	191
	Children (0-11) Participants	1,549	941	-39%	9,559	6,299
	Teen (12-18) Quantity	9	8	-11%	27	30
	Teen (12-18) Participants	103	283	175%	550	1,573
	Adult (18+) Quantity	8	7	-13%	120	140
	Adult (18+) Participants	187	134	-28%	3,039	1,678
	Total number of Classes, Seminars, Work	44	31	-30%	427	361
	Total number of Participants	1,839	1,358	-26%	13,148	9,550
<b>Conference Room Utilization</b>	Rocca Meeting Room	33%	36%	2%	35%	35%
	Loft Meeting Room	29%	25%	-4%	26%	24%
	Public Conference Room #1	34%	46%	12%	28%	44%
	Public Conference Room #2	30%	24%	-6%	25%	36%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	451	500.25	11%	3694	4128.75
	Percent Utilization	37%	40%	3%	45%	53%



## Monarch Library System Report

June 2024

### Annual Audit Updates

Auditors worked with the system office and Winnefox to gather information from June 3<sup>rd</sup> through the 7<sup>th</sup>. We expect to present their report to the respectable Monarch Board of Trustees for approval in September before submitting it to DPI.

### Strategic Plan Proposal Updates

Per discussion in the last Board Meeting, additional samples of system plans facilitated by WILS were shared with the full Board via email. A revised proposal, survey, and formalized mission statement will be presented to the Operations Committee and full Board for approval in upcoming meetings.

### WPLC Board Meeting Highlights

As a member of the WPLC Executive Board and their Budget Committee, I would like to share highlights of the Meeting held on June 10, 2024:

- WPLC Strategic Planning is underway. Focus Groups will be held, and stakeholders will be surveyed.
- The Board capped the Reserves Budget at \$50,000 and the R&D Budget at \$80,000; to allow rollover between R&D and Reserves after they are fully funded and to allow excess funds to be used for digital collection purchasing.
- The Strategic Planning process will include discussions of future buying pool amounts.
- The Board approved the Delivery Workgroup Budget resulting in substantially higher systems' contribution. Monarch's payment increased from \$17,955 to \$24,218.

### IMLS LSTA Funding

Dennis Nangle, Senior Program Officer from IMLS, working at the federal level to support funding and grants to the states, met with the Wisconsin DPI Team and System Directors on June 25<sup>th</sup>. I believe his visit helped validate the enormous impact and improvisation brought about in system and library services due to the IMLS LSTA funding. We hope it will steer more funds to Wisconsin libraries!

### Accounting Updates

- The 2025 library charges forecast was compiled.
- Information for the 2023 audit was provided and work began on the 2023 account reconciliation.

### Staff Updates

- Monarch welcomed Rachael Fealy-Layer as Cataloging and Database Assistant on June 10<sup>th</sup>. She will assist with cataloging cleanup and related bibliographic database projects. We are happy to have her on the team.
- The search continued for a Route 3 driver.

### Statewide Participation and Other Collaboration

- The WPLC Digital Archives Backup Workgroup reviewed onboarding library systems and handling abandoned files. Monarch will be a beta tester.
- The Statewide ILS Administrators' meeting included preparation for the 2024 annual reports and reviewed projects underway at each System.
- The WI/IL Innovative User Group included a company update, a Polaris Forum, and an introduction to LX Starter, the new tool to design and send emails.

### Vega Promote

- The new Vega marketing communications module will be ready for use by consortia in 2-3 months barring issues with LX Starter.

### Polaris Resources

- [New Pickup Area functionality](#)
- [Monarch2Go mobile app enhancements](#)
- [Resources for managing Monarch2Go \(especially open hours\)](#)
- [Patron message functionality in Polaris and the Monarch Catalog](#)

### Summer Reading Updates

- The Summer Reading Program is in full swing. 72 young readers are enrolled and earning reading incentives!
- The Bookmobile continues to visit 9 area nursing homes and assisted living facilities each month.

### Monarch Swag Orders – Summer 2024

- Monarch Mousepads will be outdated by the new catalog URL. An order for new mousepads will be placed on July 12<sup>th</sup> to get them by mid-August.
- Other swag items include pens, pencils, canvas bags, magnetic clips, and more! If you have an idea for a new item please notify Heather via email by July 11<sup>th</sup>, or in person at the Director's Council Meeting so she can order samples. An order for other items will be opened by the end of July.

### Youth Services Memos on Monarch Connect & Share

- The [2024 Summer Coupon Status](#) memo contains all the information on summer coupons. The latest revision includes an update on the Bucks, an ETA on Wendy's bookmarks, information about an opportunity to have Andy Armadillo from Texas Roadhouse come to your library for a story time with a copy of an Andy Armadillo themed children's book, and info about Monarch BONUS prizes!

### Network Infrastructure Update

- The TEACH Network is upgrading all 50 Mbps broadband circuits to 100 Mbps. Two Monarch libraries have already been converted.