



***** AMENDED*** MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA**

May 24, 2023 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Wednesday, May 24, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact 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 - Maeve Quinn, President. All trustees may attend the meeting remotely.
- [2.](#) Welcome New Board Members
3. Pledge of Allegiance
4. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [5.](#) Correspondence, Announcements, and Common Council Reports
- [6.](#) Approval of Minutes
- [7.](#) Adopt Resolution in Honor of the Service of Amanda Salazar
- [8.](#) Adopt Resolution in Honor of the Service of the late Chris Campe

COMMITTEE REPORTS

- [9.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive 2023 Budget Status Report to Date.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

10. Discussion and Possible Action on Fall Inservice Date
- [11.](#) Prioritize Projects on Architectural Conceptual Plan
12. Memo of Understanding for the Capitol Improvement Projects

13. Security Update and Strategies Discussion

[14.](#) Review Card Registration Requirements Procedure for Young Adults

ELECTION OF OFFICERS

15. Nominations from the Floor and Election of Officers for 2023 - 2024 (Closed Ballot Permitted) - President and Vice President

16. Remarks from Outgoing and Incoming Officers

[17.](#) Adopt Schedule of Meetings for 2023-2024

18. Appoint Finance Officer for 2023-2024

19. Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation

20. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board - President

21. Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws - President

22. Appoint Ad Hoc Committee Chairs and Members as Set Forth in The Bylaws – President

DIRECTOR'S REPORT

[23.](#) Services and Programming

[24.](#) Support Services

[25.](#) Monthly Statistics

[26.](#) Security Update

LIAISON REPORTS

27. Monarch Library System - Maeve Quinn

28. Mead Library Foundation - Kathie Norman

[29.](#) Friends of Mead - Pattie Pilz

UPCOMING MEETINGS

30. LIBRARY BOARD OF TRUSTEES (06/28/23 @ 5 PM)

ADJOURN

31. 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 LIBRARY
Board of Trustees 2023 - 2024

Ms. Meg Albrinck
 522 Erie Avenue, 53081
 920-226-6034
 920-208-3811
albrinckm@gmail.com
(Term expires 4/30/2023)
(Term began 4/2017)

Ms. Barbara Alvarez
 1907 N. 4th Street, 53081
 630-209-6859
Barbara.ann.alvarez@gmail.com
(Term expires 4/30/2023)
(Term began 5/2021)

Father William Bulson
 630 Ontario Avenue, 53081
 920-740-2308
wbulson@gracesheboygan.com
(Term expires 4/30/2024)
(Term began 5/2021)

Ms. Jeanne Pfeiffer, School District Liaison
 2710 Mill Road, 53083
 920-457-4633 (H)
 920-207-3334 (C)
jpfeiffer53@att.net
(Term expires 4/30/2026)
(Term began 5/2023)

Mr. Marcos Guevara
 4020 Lakeshore Road, 53083
 920-550-1551 (C)
me.guevara@gmail.com
(Term expires 4/21/2025)
(Term began 5/2019)

Mrs. Kathie Norman, Vice President
 3217 North 6th Street, 53083
 920-946-4783
kathienorman@outlook.com
(Term expires 4-30-2024)
(Term began 5/2012)

Ms. Maeve Quinn, President,
Monarch Liaison
 310 St. Clair Avenue, 53081
 920-457-9426 (H and fax)
 920-946-7929 (C)
Maeve.quinn@earthlink.net
(Term expires 4-30-2023)
(Term began 5/2008)

Alderpersion Angela Ramey
 514 North 26th Street, 53081
 920-453-0605
Angela.Ramey@sheboyganwi.gov
(Term expires 5/2024)
(Term began 5/2023)

Ms. Sherry Speth, County Representative
 N3596 E County Road A, 53085
 920-889-1297
sspeth@excel.net
(Term expires 4-30-2023)
(Term began 4/2019)

Mr. Andre Walton
 4415 Primrose Ct. R203, 53081
 (414) 517-2338
andrewalton56@gmail.com
(Term expires 4/21/2025)
(Original Term began 4/2019, Mr. Walton is fulfilling a vacant term as of 6/2021)

Mr. Garrett Erickson, Secretary
Mead Public Library Director
 710 North 8th Street, 53081
 920-459-3400 ext. 2041 (W)
 920-912-1986
 920-459-0204 (F)
Garrett.erickson@meadpl.org

May 20, 2023

Item 5.

Corrina,

I am a 79 year old female, living in a Senior Apartment in Sheboygan. I don't want to bother you with a phone call, but I thought you should know how great I think it is that your branch of the library offers to send various material to disabled people.

I no longer drive or even have a car or driver's license. I grew up in Milwaukee and enjoyed using various library branches for both pleasure, reading material and necessary material for school or work projects.

Your offer to provide material to those who can't come to you is great! Once more, on their behalf, THANK YOU!

I know that my disabilities: no car, no driver's license, no familiarity with the streets in Sheboygan, are not included in your offer.

However if there is ever question about the services you provide, I would be happy to defend it and encourage that it be continued. Sometimes we don't know how great things are until they are gone.

Questions? Comments? Feel free to call or write.

***** AMENDED *******CITY OF SHEBOYGAN****MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES****Thursday, April 27, 2023****OPENING OF MEETING****1. Call to Order and Determination of Quorum - Maeve Quinn, President**

Quinn called the meeting to order at 5:03 p.m. and determined a quorum.

Members present: Albrinck, Norman, Quinn, Speth, and Walton

Members absent: Alvarez, Bulson, Guevara and Salazar

Staff present: DeAmico, Erickson and Pilz

2. Pledge of Allegiance

Quinn led the group in the pledge of allegiance.

3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)

Ase Athan spoke regarding her concern about the lack of diversity in our collections regarding COVID. Quinn confirmed someone will get back to Athan.

4. Sheboygan Community Gardeners Presentation

Joanne Friedman, Sam Lund and Sam Tilton gave a presentation on a proposed project to add native plants near the sculpture outside Mead. Erickson agreed it was a good idea but directed them to consult with DPW for project approval. The garden would be used as an educational tool and to benefit our ecosystem.

5. Approval of Minutes 1/26/23 and 2/23/23

Albrinck **moved** to approve the minutes from the January 26, 2023, and February 23, 2023, meetings. Walton **seconded**. The motion **passed**.

6. Correspondence, Announcements, and Common Council Reports

Alderperson Angela Ramey will succeed Amanda Salazar as council liaison and will be sworn in prior to our May meeting. Board elections will be held in May. Quinn will send out an email regarding open positions and job duties. Jeanne Pfeiffer was appointed by SASD Superintendent as Chris Campe's successor, and the MPL board is waiting for the City of Sheboygan mayoral appointment, and city council confirmation of Pfeiffer's SASD appointment.

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**

Speth reported the Sheboygan Area Retired Teachers' Association made a \$200 donation for library books. Speth reported that all accounts payables and financials are in order. DeAmico reported the security project and fire alarm panel project are now completed after being delayed because of backordered parts. Mead Public Library had around \$15,000 in unexpected repairs for the HVAC system which were funded from the building maintenance fund. Janitorial supplies are about 66% over budget.

Herr to look into lower cost supplies. Equipment replacement is at 98.9% which covers our patron computers for the year.

Norman moved to approve the report, and payment of current expenditures including payroll, and special revenues. Speth seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Engberg Anderson Architects Plan

An annotated 10-20-year floor plan was discussed along with a plan to prioritize work moving forward. Walton moved to approve the plan concept. Albrinck seconded. The motion passed.

9. Gift Policy Draft

Erickson presented Gift Policy draft which was updated by Nessman. Norman moved to approve the Gift Policy draft. Walton seconded. The motion passed.

10. Collection Policy

Erickson presented Collection Policy draft which was updated by Nessman. Albrinck moved to approve the Collection Policy draft. Speth seconded. The motion passed.

DIRECTOR'S REPORT

11. Building Projects

Erickson discussed the successful replacement of the HVAC fan shaft.

12. Services and Programming

Prentice wished everyone a happy National Library Week and thanked the Foundation Board for the staff treats. The American Libraries Report was reviewed. Censorship challenges across America are breaking records. Wintergreen was a huge success with over 750 people. This was the first year we had individuals and community groups approaching us to be a part of the event. The Warschau program held at the Beth El synagogue with live music had 300 people attend. The Wisconsin Academy Program had about 50 people attend in person and another 45 virtually attended. ComicCon will be held May 6. The 2023 summer reading program begins May 30. Pre-registration opens on May 1 to allow for youth services librarians to go into schools before the school year ends to register kids.

13. Security Update

Erickson stated that Exclusion report will only include minimal details and will only be reported for those who have been excluded for 10+ days.

14. Support Services Update

Erickson reported a new Page was hired out of about 30 applicants. Prentice reported on Memory Care Kits which can be checked out by care providers. Eleven kits were purchased via ADRC funding.

15. Monthly Statistics

Erickson submitted the monthly statistics for review. He discussed the difficulty in getting long-term volunteers. Volunteer statistics will be removed from the large chart. However, a brief overview of the month's number of volunteers and volunteer hours will be included as part of future monthly reports.

16. Above & Beyond MOU

Prentice reported that Loewen is working with Above & Beyond, Sheboygan County YMCA, and Sheboygan Community Recreation Department to form a partnership called Play is Healing.

LIAISON REPORTS

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

Quinn had nothing to report.

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

Norman had nothing to report.

19. **Friends of Mead – Pattie Pilz**

Friends Dance Party held on April 21 was a huge success with over 70 attendees. Haley Shirk to step down from Monarch Friends Liaison Committee. Odds and Ends Sale will be June 3 from 9:00 to 4:00 p.m. in the Rocca Room. Year-to-date Gift of Reading donation was at \$1,200.

UPCOMING MEETINGS

20. **LIBRARY BOARD OF TRUSTEES (May 25 at 5:00 p.m.)**

ADJOURN

21. **Motion to Adjourn**

Walton **moved** to adjourn the meeting. Norman **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 6:48 pm.



A RESOLUTION in recognition of the service of **Amanda Salazar** to Mead Public Library.

WHEREAS, **Amanda Salazar** was first appointed to the Library Board in July 2021, and

WHEREAS, **Amanda Salazar** helped maintain positive relationships with city officials on behalf of the library while serving as the liaison to the Sheboygan Common Council, and

WHEREAS, **Amanda Salazar** participated diligently as a member of the Finance Committee and Marketing/Services Committee, and

WHEREAS, **Amanda Salazar** helped secure pay increases for city workers, which in turn had a positive impact on library staff, and

WHEREAS, **Amanda Salazar** was an advocate for Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

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

WHEREAS, **Amanda Salazar** took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Amanda Salazar** for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service through designation of appropriate book titles for purchase in her honor. The Mead Public Library wishes her all the best following her service to Sheboygan residents as a Library Trustee.

Dated this 25th day of May, 2023

Garrett Erickson

Library Director

Maeve Quinn

Board President



A RESOLUTION in memory of the late **Chris Campe** and her 10 years of service to Mead Public Library.

WHEREAS, **Chris Campe** was first appointed to the Mead Public Library Board of Trustees in May 2013 and served in that role until May 2023, and

WHEREAS, **Chris Campe** helped maintain positive relationships with Sheboygan Area School District officials on behalf of the library while serving as the liaison between the school district and library, and

WHEREAS, **Chris Campe** participated diligently as a member of multiple standing committees, including mostly recently serving as chair of the Marketing/Services Committee, along with numerous ad hoc committees, and

WHEREAS, **Chris Campe** was an advocate for Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

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

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

WHEREAS, **Chris Campe** took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Chris Campe** for the time and attention she so generously devoted to her responsibilities as a Trustee. Her hard work, leadership and dedication contributed to the excellent reputation that Mead Public Library enjoys in the community.

Dated this 25th day of May, 2023

Garrett Erickson

Library Director

Maeve Quinn

Board President

Mead Public Library Y-T-D Budget as of 5/18/2023

ORG	OBU	ACCOUNT DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(2,969,198.00)	(2,969,198.00)	0.00	(2,969,198.00)
255	437200	MONARCH - SHEBOYGAN COUNTY	(816,604.00)	(816,603.84)	0.00	(0.16)
255	437210	MONARCH - OZAUKEE COUNTY	(8,611.00)	(8,611.20)	0.00	0.20
255	437220	MONARCH - RESOURCE	(100,000.00)	(100,000.00)	0.00	0.00
255	437230	MONARCH - ADJACENT COUNTIES	(41,693.00)	(48,819.16)	0.00	7,126.16
255	451915	PATRON FEES	(4,500.00)	(3,277.42)	0.00	(1,222.58)
255	461000	PHOTOCOPIES	(5,000.00)	(3,033.93)	0.00	(1,966.07)
255	469100	VENDING/CONCESSION SALES	(500.00)	0.00	0.00	(500.00)
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	(20,035.01)	0.00	(49,964.99)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	(1,469.86)	0.00	469.86
		Total Revenue	(4,017,106.00)	(3,971,048.42)	0.00	(3,015,255.58)
255511	510110	FULL TIME SALARIES - REGULAR	2,236,414.00	744,261.30	0.00	1,492,152.70
255511	520310	FICA	133,119.00	44,046.72	0.00	89,072.28
255511	520311	MEDICARE	31,134.00	10,301.24	0.00	20,832.76
255511	520320	WI RETIREMENT FUND	144,484.00	48,552.21	0.00	95,931.79
255511	520340	HEALTH INSURANCE	469,191.00	143,957.40	0.00	325,233.60
255511	520350	DENTAL INSURANCE	26,595.00	8,822.18	0.00	17,772.82
255511	520360	LIFE INSURANCE	1,858.00	584.93	0.00	1,273.07
255511	520400	WORKERS COMPENSATION	847.00	0.00	0.00	847.00
255511	531100	CONTRACTED SERVICES	123,600.00	81,510.01	0.00	42,089.99
255511	531110	FINANCIAL SERVICE FEES	6,300.00	900.97	0.00	5,399.03
255511	531206	INSURANCE PREMIUMS	20,100.00	8,292.25	0.00	11,807.75
255511	531400	ADVERTISING & MARKETING	9,400.00	0.00	0.00	9,400.00
255511	531800	PROGRAM SERVICES	10,000.00	0.00	0.00	10,000.00
255511	533105	IT SERVICE FUND CHARGES	11,274.00	0.00	0.00	11,274.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	10,619.62	0.00	12,603.38
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	0.00	0.00	8,500.00
255511	537100	VEHICLE & PARKING EXPENSES	17,500.00	480.00	0.00	17,020.00
255511	540100	OFFICE SUPPLIES	10,500.00	5,838.88	0.00	4,661.12
255511	540130	POSTAGE & DELIVERY	5,000.00	1,640.22	0.00	3,359.78
255511	540205	DISPLAYS	1,000.00	0.00	0.00	1,000.00

Mead Public Library Y-T-D Budget as of 5/18/2023

ORG	OBI	ACCOUNT DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	540222	JANITORIAL SUPPLIES	8,500.00	6,267.87	0.00	2,232.13
255511	548001	DONATION PURCHASES	70,000.00	80,097.43	(31,179.08)	21,081.65
255511	548002	MATERIALS - ALL CATEGORIES	380,200.00	193,111.72	0.00	187,088.28
255511	548003	OTHER CONTENT	82,000.00	32,868.22	0.00	49,131.78
255511	550110	BUILDING MAINT & REPAIR	26,000.00	24,607.14	(3,715.40)	5,108.26
255511	555100	UTILITIES	128,667.00	51,838.04	0.00	76,828.96
255511	555120	PHONES	4,000.00	633.35	0.00	3,366.65
255511	560255	TOOLS & SMALL EQUIPMENT	2,200.00	1,081.71	0.00	1,118.29
255511	631200	BUILDING IMPROVEMENTS	0.00	688.60	0.00	(688.60)
255511	652200	IT EQUIPMENT	19,500.00	5,063.57	0.00	14,436.43
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	5,935.27	0.00	64.73
		Total Expense	4,017,106.00	1,512,000.85	(34,894.48)	
		Balance to date Revenue (less) Expense	(2,493,942.05)			

Mead Public Library - Accounts Payable April 21, 2023 - May 1, 2023

ENTERED

Department	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Check #	Date Paid
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XKY-HM7K-4WT7	4/28/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$276.40	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1H1K-Y1T4-CWGD	4/29/2023	ACCT #A2JXVCVZU4S49M ADRC KITS	\$217.05	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VKK-XRNH-6AC3	4/20/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$104.84	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11GY-OXWN-9FCG	4/21/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$100.25	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CFQ-LJNQ-1LDP	4/17/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	\$94.43	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1F1T-N6XF-1W3D	4/20/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$73.09	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1791-3HMF-DMRW	4/22/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$69.98	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	17CX-TQCP-JV6X	4/30/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$42.83	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LPT-7NG1-KC7Y	4/23/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$35.97	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1HH1-7VVF-1X3L	4/20/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$28.97	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KXX-LHR7-1TKN	4/19/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$19.98	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LNT-DGMG-JHGR	4/30/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$16.85	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11PR-CKYJ-6DW6	4/18/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$15.49	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XDC-WV3L-WXTP	4/25/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$13.89	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16PG-VYF6-CTXC	4/22/2023	CR #114-1185010-9409027	(\$2.50)	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1HFL-CV9D-DEXV	4/22/2023	#114-3461933-9581862 CR MAT PURCHASE	(\$31.98)	2731	5/3/2023
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1K7W-XDTC-CRRJ	4/22/2023	#112-2756504-5701836 IT EXPENSE	(\$129.99)	2731	5/3/2023
MEAD LIBRARY	900009	AT&T	920283020004 APR - 23	4/25/2023	PHONE EXPENSE	\$147.91	360148	5/3/2023
MEAD LIBRARY	900009	AT&T	MARCH/APRIL	4/13/2023	PHONE EXPENSE	\$19.84	360149	5/3/2023
MEAD LIBRARY	4557	ELM USA, INC.	57654	4/18/2023	1 YEAR EXTENDED WARRANTY - ECO DISK CLEANER	\$990.00	360164	5/3/2023
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	40048	4/24/2023	FDN DONOR POSTCARD	\$50.10	2746	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75653623	4/25/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,476.62	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75590338	4/20/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,366.33	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75528295	4/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,279.71	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75635443	4/24/2023	ACCT #20W1532 MATERIAL PURCHASE	\$717.85	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75557831	4/18/2023	ACCT #20W1532 MATERIAL PURCHASE	\$456.33	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75635444	4/24/2023	Account #20W1532 MATERIAL PURCHASE	\$396.88	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75662458	4/25/2023	ACCT #20W1532 MATERIAL PURCHASE	\$393.78	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75576116	4/19/2023	ACCT #20W1532 MATERIAL PURCHASE	\$142.49	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75528296	4/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$106.74	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75545571	4/18/2023	ACCT #20W1532 MATERIAL PURCHASE	\$31.34	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	CR75478767	4/12/2022	ACCT #20W1532 MATERIAL PURCHASE	(\$0.99)	2749	5/3/2023
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	CR75478768	4/12/2023	ACCT #20W1532 MATERIAL PURCHASE CREDIT	(\$7.22)	2749	5/3/2023
MEAD LIBRARY	766	KONZ ELECTRIC, LLC	18382	4/19/2023	REPLACEMENT OF FIRE ALARM DETECTION SYSTEM TO INCL	\$22,180.00	360182	5/3/2023
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4396813	4/18/2023	ACCT #MPO1-B	\$705.14	360189	5/3/2023
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4402028	4/20/2023	PHOTO COPIER/PRINTER LEASE	\$195.67	360189	5/3/2023
MEAD LIBRARY	231	MIDWEST TAPE	503665882	4/19/2023	CUST #2000015656 MATERIAL PURCHASE	\$1,089.03	2758	5/3/2023
MEAD LIBRARY	231	MIDWEST TAPE	503697247	4/25/2023	CUST #2000015656 MATERIAL PURCHASE	\$884.75	2758	5/3/2023
MEAD LIBRARY	231	MIDWEST TAPE	503633726	4/12/2023	CUST #2000016317 MATERIAL PURCHASE	\$294.58	2758	5/3/2023

Mead Public Library - Accounts Payable April 21, 2023 - May 1, 2023

Department	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Check #	Date Paid
MEAD LIBRARY	231	MIDWEST TAPE	503660765	4/19/2023	CUST #2000016317 MATERIAL PURCHASE	\$74.49	2758	5/3/2023
MEAD LIBRARY	982	MOTION PICTURE LICEN	504418881	4/11/2023	MOVIE LICENSING - MATERIAL PURCHASE	\$244.17	360195	5/3/2023
MEAD LIBRARY	900118	SHEBOYGAN WATER UTIL	1ST QTR 2023	5/2/2023	WATER UTILITY EXPENSE - 1ST QTR 2023	\$613.13	360219	5/3/2023
MEAD LIBRARY	3295	SIGN SHOP OF SHEB	20230822	4/17/2023	ADVERTISING	\$195.00	360220	5/3/2023
MEAD LIBRARY	17980	ST. NICHOLAS HOSPITA	24409	4/21/2023	PRE-EMPLOYMENT DRUG SCREEN	\$38.00	360223	5/3/2023
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7608448062-0-1	4/20/2023	CR#264388 STAPLES #1669297DET OFFICE SUPPLIES	\$52.32	360224	5/3/2023
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7608159002-0-1	4/18/2023	CR ACCT# 264388 STAPLES #1669297DET OFFICE SUPPLIE	\$32.19	360224	5/3/2023
MEAD LIBRARY	900237	STEEN MACEK PAPER CO	896959	4/20/2023	CUST #56390 OFFICE SUPPLIES	\$145.32	360225	5/3/2023
MEAD LIBRARY	4834	WILSON, DEBORAH	9001072626	4/27/2023	PATRON REFUND Deborah K. Wilson	\$40.33	360245	5/3/2023
MEAD LIBRARY	900210	WISCONSIN LIBRARY SE	498494	4/26/2023	CUST ID: MEADP010 MATERIAL PURCHASE	\$697.25	360246	5/3/2023
MEAD LIBRARY	2428	XELLO	INV40376	4/25/2023	OTHER CONTENT	\$825.00	360250	5/3/2023
Total						\$36,821.63		

Mead Public Library - Accounts Payable May 2, 2023 - May 15, 2023

Department	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Check or ACH #	Date paid
MEAD LIBRARY	6739	AMAZON CAPITAL	1199-9Q6W-G7QR	5/9/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$946.52	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1KPT-YQLM-NVC9	5/7/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$139.87	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	19DQ-16K9-CHVK	5/4/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$118.33	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1TWC-NWVJ-1LX7	5/1/2023	ACCT #A2JXVCVZU4S49M PROGRAM	\$111.85	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1199-9Q6W-9RTF	5/9/2023	ACCT #A2JXVCVZU4S49M OFFICE	\$69.19	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	11V3-WCRC-1H6R	5/8/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$46.25	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1LGH-P4KW-446H	5/2/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$34.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1RT1-7DTW-CPVN	5/9/2023	ACCT #A2JXVCVZU4S49M PROGRAM	\$32.26	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1FR6-X3HX-34HF	5/3/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$28.42	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1VLQ-M7PT-3TRG	5/2/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$20.75	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	14RG-TDVT-1CLY	5/1/2023	ACCT #A2JXVCVZU4S49M PROGRAM	\$19.98	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	16Y4-J366-CRM3	5/9/2023	ACCT #A2JXVCVZU4S49M PROGRAM	\$16.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	11FG-H33D-3WPG	5/2/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$13.95	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	17W1-1RX6-1XM7	5/3/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$12.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1VGF-HWQH-1P7K	5/8/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$11.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	11MJ-W6XV-1FVP	5/8/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$10.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1LPM-1MMQ-V9GF	5/8/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$7.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1WKG-W1CK-9THN	5/9/2023	ACCT #A2JXVCVZU4S49M PROGRAM	\$7.99	2779	5/17/2023
MEAD LIBRARY	6739	AMAZON CAPITAL	1PLN-WVMV-MH39	5/15/2023	ACCT #A2JXVCVZU4S49M APPLIED TO	(\$5.99)	2779	5/17/2023
MEAD LIBRARY	2146	CAVENDISH SQUARE	CAL3421131	5/8/2023	BILLING ACCT #1000136576 MATERIAL	\$204.44	360365	5/17/2023
MEAD LIBRARY	4404	CHARTER	121113701050123-5	5/1/2023	ACCT #121113701 PATRON INTERNET	\$159.98	360369	5/17/2023
MEAD LIBRARY	900230	EBSCO	P1695359	4/17/2022	ACCT #CG-F98112-00 MATERIAL	\$11,187.23	2793	5/17/2023
MEAD LIBRARY	3192	FIFTHCOLOR	31783	5/5/2023	MEAD PUBLIC LIBRARY-SUMMER	\$1,911.18	2799	5/17/2023
MEAD LIBRARY	1776	GAMING	SH230509ZM	5/9/2023	INV #001 MATERIAL PURCHASE	\$706.00	360386	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75812830	5/4/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,719.48	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75788301	5/3/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,218.13	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75878022	5/9/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,091.32	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75685369	4/26/2023	CUST #20W1532 MATERIAL PURCHASE	\$1,065.19	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75888371	5/9/2023	ACCT #20W1532 MATERIAL PURCHASE	\$609.40	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75707438	4/27/2023	ACCT #20W1532 MATERIAL PURCHASE	\$519.20	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75722249	4/28/2023	ACCT #20W1532 MATERIAL PURCHASE	\$463.10	2805	5/17/2023

MEAD LIBRARY	6056	INGRAM LIBRARY	75878023	5/9/2023	ACCT #20W1532 MATERIAL PURCHASE	\$149.68	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75766530	5/2/2023	ACCT #20W1532 MATERIAL PURCHASE	\$108.41	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75748674	5/1/2023	ACCT #20W1532 MATERIAL PURCHASE	\$105.36	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75732357	4/28/2023	ACCT #20W1532 MATERIAL PURCHASE	\$99.23	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75748673	5/1/2023	ACCT #20W1532 MATERIAL PURCHASE	\$96.76	2805	5/17/2023
MEAD LIBRARY	6056	INGRAM LIBRARY	75797734	5/3/2023	ACCT #20W1532 MATERIAL PURCHASE	\$50.90	2805	5/17/2023
MEAD LIBRARY	7335	LIBRARY FURNITURE	8464	5/9/2023	JOB #2023-211 50% DEPOSIT	\$3,781.15	360404	5/17/2023
MEAD LIBRARY	231	MIDWEST TAPE	503737381	5/4/2023	CUST #2000015656 MATERIAL	\$1,014.82	2817	5/17/2023
MEAD LIBRARY	231	MIDWEST TAPE	503737340	5/4/2023	CUST #2000016317	\$417.32	2817	5/17/2023
MEAD LIBRARY	231	MIDWEST TAPE	503742369	5/8/2023	CUST #2000020291 MATERIAL	\$318.07	2817	5/17/2023
MEAD LIBRARY	231	MIDWEST TAPE	503697251	4/25/2023	CUST #2000016317	\$76.74	2817	5/17/2023
MEAD LIBRARY	231	MIDWEST TAPE	503697249	4/25/2023	CUST #2000016317	\$64.66	2817	5/17/2023
MEAD LIBRARY	13389	MILWAUKEE	MJ0086055	5/9/2023	ACCT #MJ0086055 MATERIAL	\$770.04	360412	5/17/2023
MEAD LIBRARY	13389	MILWAUKEE	MJ2606211	5/9/2023	ACCT #MJ2606211 MATERIAL	\$770.03	360412	5/17/2023
MEAD LIBRARY	4139	MONARCH LIBRARY	415912	5/3/2023	2023 MONARCH CONTRACTED	\$38,325.62	2818	5/17/2023
MEAD LIBRARY	900304	PITNEY BOWES	30097430APR23	5/9/2023	ACCT #8000-9000-1102-0652 POSTAGE	\$520.99	360435	5/17/2023
MEAD LIBRARY	900141	SALEM PRESS	979716	4/18/2023	CUST #1011364 MATERIAL PURCHASE	\$462.05	2830	5/17/2023
MEAD LIBRARY	5296	STAPLES BUSINESS	7376149097-0-1	5/3/2023	CR #264388/1669297DET	\$75.56	360459	5/17/2023
MEAD LIBRARY	5296	STAPLES BUSINESS	7376321698-0-1	5/5/2023	CR#264388/STAPLES #1669297DET	\$19.64	360459	5/17/2023
MEAD LIBRARY	6729	ZASTROW, TIMOTHY	1FP4-PQ9M-1C6N	5/8/2023	ACCT #A2JXVCVZU4S49M MATERIAL	\$18.29	360479	5/17/2023
					Total	\$69,745.28		



VISA Virtual
Credit Card

Vendor Name: Invoices

Vendor : Multiple

Statement Date

April 2023

Advertising

Date	Description	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
4/5/2023	Meta (Facebook)	\$ 162.17	255511-548001	Advertising	6064790755436321-11971755	X

Row Labels	Sum of Amount
255511-548001	162.17
Grand Total	162.17

Vendor Name:

Vendor : Multiple

April 2023

[illegible]

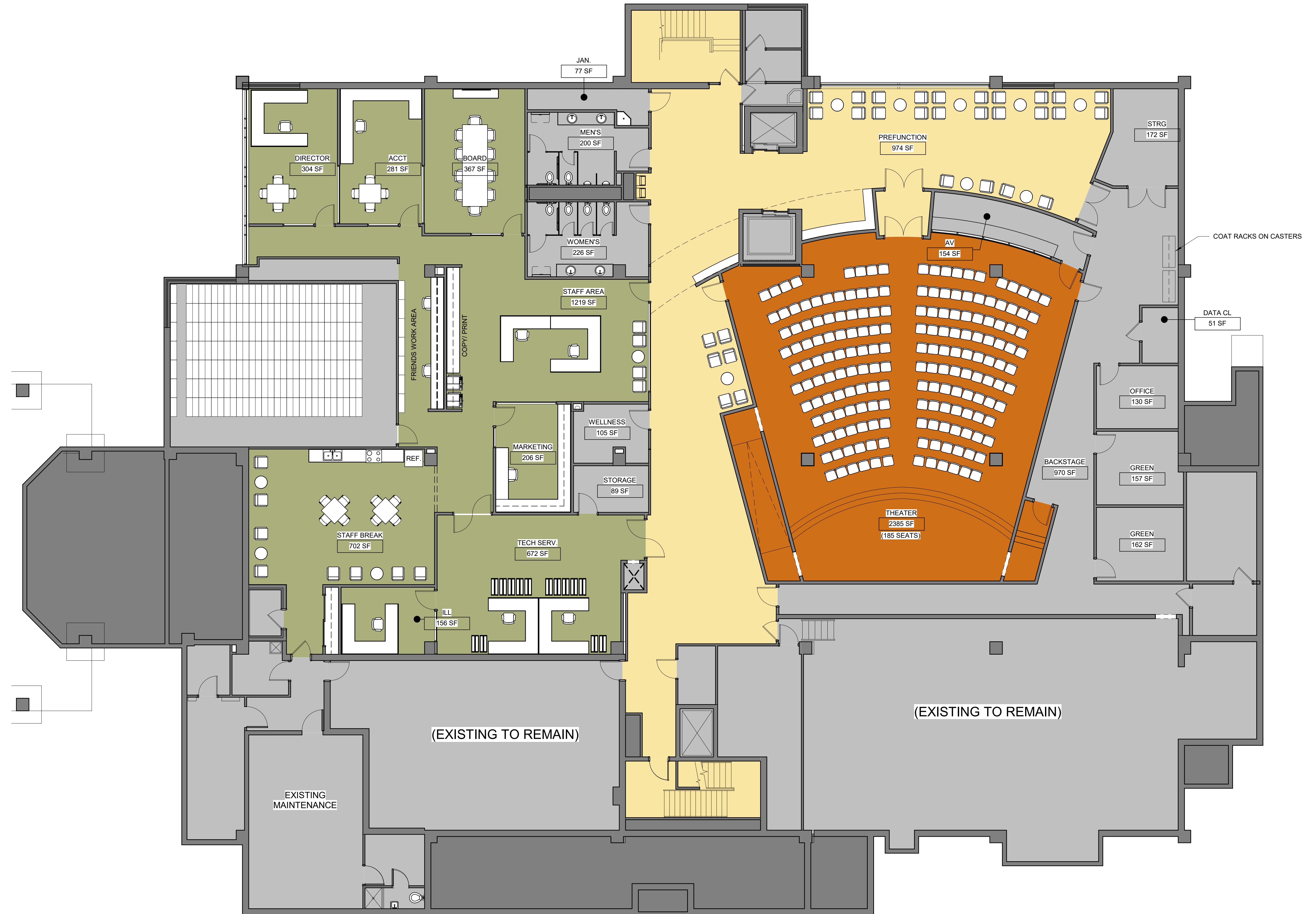
Row Labels	Sum of Amount
255511-548001	92.19
Grand Total	92.19

Garrett Erickson
@110317.com

Statement Date: April 2023

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice # / Reference #	Receipt Attached (X)
3/29/2023	ClickSend	20.00	255511-533106	IT Expense	4124881621	X
3/30/2023	Dept of Justice	7.00	255511-531100	DOJ Records check on a Volunteer	WINWOR022432730	X
4/4/2023	StickerYou Inc.	537.14	255511-548002	Removeable Stickers	2304041939141853235	X
4/11/2023	SquareSpace	248.40	255511-538001	FDN Website Upgrade	97603886	X
4/12/2023	Positive Promotion	252.95	255511-538001	Volunteer appreciation week	28584465	X
4/18/2023	Festival Foods	25.11	255511-538001	Fdn Academy Presentation	840583	X
4/21/2023	ClickSend	100.00	255511-533106	IT Expense	4124895993	X
4/20/2023	Books4School	3,181.89	255511-548001	Gift of Reading Books	38392	X
4/24/2023	Zoom	33.74	255511-533106	Zoom meeting expense	INV199151360	X
4/25/2023	Jimmy Johns	173.47	255511-548001	National Library Week - Staff Appreciation	17827618058960800	X
GRAND TOTAL \$4,579.70						

[illegible]



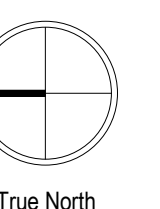
MEAD PUBLIC LIBRARY

SELECTED OPTION- BASEMENT FLOOR PLAN

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

04/20/2023

Engberg Anderson Project No. 213396





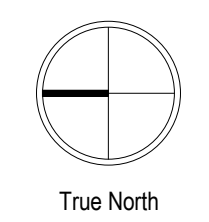
MEAD PUBLIC LIBRARY

SELECTED OPTION - FIRST FLOOR PLAN

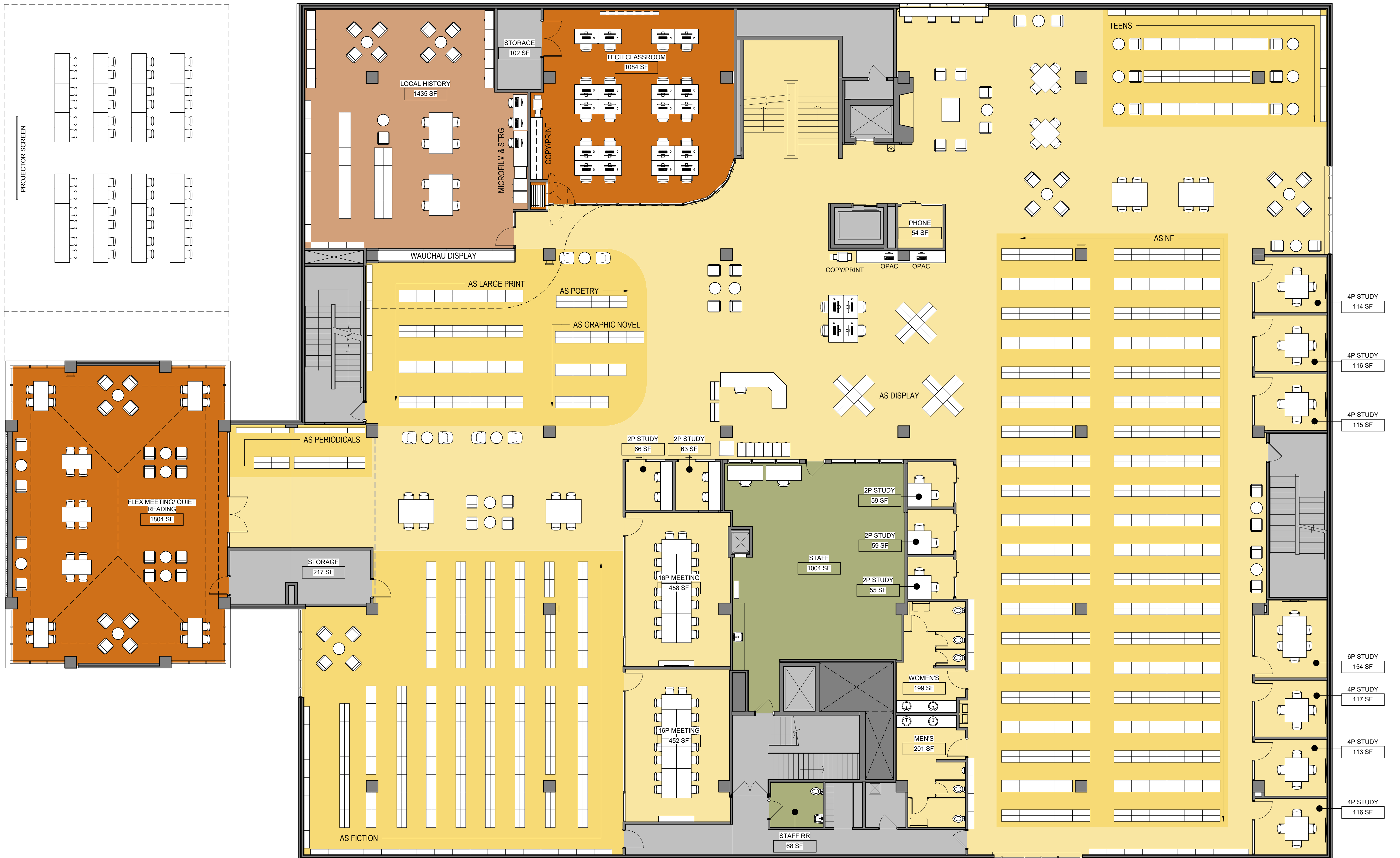
SCALE: 1/8" = 1'-0"

09-09-2022

Engberg Anderson Project No. 213396



ALTERNATE FURNITURE LAYOUT



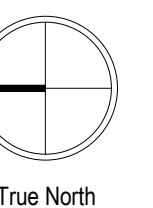
MEAD PUBLIC LIBRARY

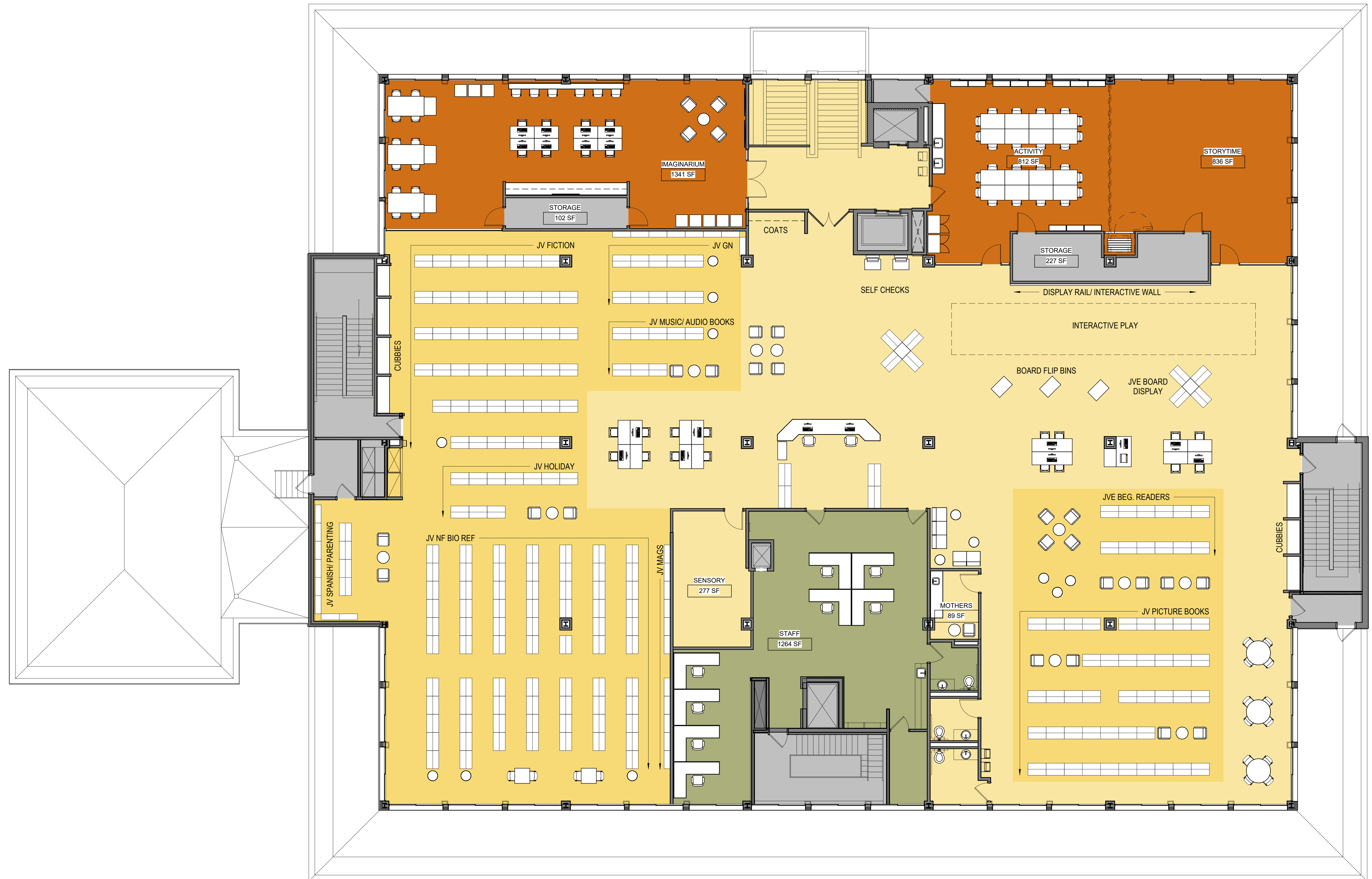
SELECTED OPTION - SECOND FLOOR PLAN

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

04/20/2023

Engberg Anderson Project No. 213396





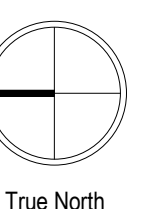
MEAD PUBLIC LIBRARY

SELECTED OPTION - THIRD FLOOR PLAN

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

04/20/2023

Engberg Anderson Project No. 213396



Card Registration Requirements for YA cards 16 - 18 years old

- We do **not** require parents to register for library cards on behalf of teens aged 16-18 (this is a requirement for minors under 16 years old)
- This is currently part of Mead's Circulation Procedures and is not a Policy, nor is it published on our web site, though it IS included in our online and paper card applications:
<https://docs.google.com/document/d/1-FlqCehs0Oh5sgplTUSGD9dJG5zhh4R-jQbXzdV06zg/edit?usp=sharing>
- This is standard practice in the state of WI due to statute 43.30(1m):
 - Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).
<https://docs.legis.wisconsin.gov/statutes/statutes/43/30>
- Several of our peer libraries, like us, do not include this info on their web site, but instead list the requirements on the card application (Kenosha, Racine, Madison). A quick search of other WI libraries indicates that IF this information is shared on their web sites, it is included in the card sign up requirements/application and not in policy. A few examples:
 - https://www.mpl.org/library/library_card/
 - <https://www.waunakeepubliclibrary.org/apply-library-card>
 - <https://www.monroepubliclibrary.org/get-a-card.html>
 - <https://www.fdlpl.org/get-library-card>
 - <https://www.oshkoshpubliclibrary.org/usingthelibrary/librarycard>

**Mead Public Library
Board of Trustees
Schedule of Meetings, 2023 – 2024**

2023

June 28

July 26

August 23

September 27

October 25

November 15*

December – No Meeting

2024

January 24

February 28

March – No Meeting

April 24

May 22

Date: 4th Wednesday of each month (with the exception of the November 15 meeting which will be held on the 3rd Wednesday due to the Thanksgiving holiday)

Time: 5:00 p.m.

Location: Rocca Room or (virtual)

*Denotes a 3rd Wednesday

Public Services Updates

Recent and Up-coming:

- Comic Con on May 6 brought in 405 people
- Sheboygan Makes (previously Maker Faire Sheboygan): June 17 11 am - 3pm

Summer Reading Program and Summer Math Adventure

- Acuity Cool Picks Kick-off Carnival for Teen Summer Reading: June 13 5:30-7:30 pm
- Summer Reading Party: June 14 10 am - 2pm
- Summer Math Adventure is a new program this summer that begins May 30; kids stay engaged with math all summer long with fun take-home math challenges and prizes. Open to kids entering preschool-fifth grade. Co-Sponsored by Lakeshore Technical College and the Wisconsin Mathematics Council

Other News

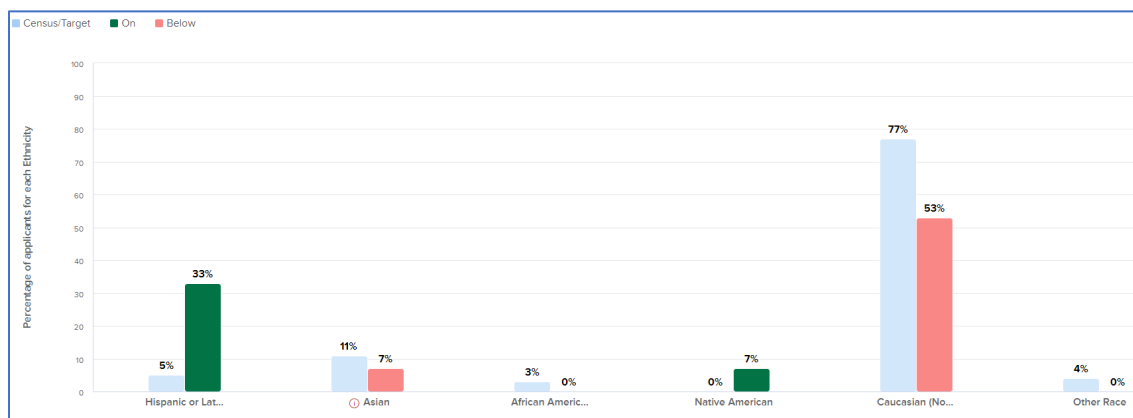
- Six staff members from Public Services will be attending the ALA Annual Conference in Chicago June 23-26 (Melissa, 2 adult services librarians, 3 youth services librarians)
- Library staff will be out in the community with our Outreach tent at several events in June: Juneteenth Festival, June 18th; United Way Family Festival, June 24th; and Pride Picnic, June 24th
- In the Act podcast: the most recent guest is Shawna Silberzahn the owner of Whisk (the gluten-free bakery/café across from the library) and in the interview she explains that she developed the concept and entire business plan for the bakery/cafe through an 8-week course here at Mead in late 2018.

Support Services Report to the Mead Public Library Board of Trustees

Respectfully submitted by Cheryl Nessman

May. 19, 2023

Library Assistant Position: We are conducting interviews this week for a new, part time, Library Assistant. We had 15 people apply for the position but fell below the NeoGov Applicant Diversity standard. Maintenance mentioned that they didn't get a lot of applicants for their open position and we discussed the possibility of physically posting open positions at locations within the community in the future so we can possibly reach those who are not actively searching for a new job but might be interested. (Uptown Social, LTC, UWGB-Sheboygan, Lakeland, etc.)



Department of Workforce Development Division of Vocational Rehabilitation (DVR) partnership: We are providing training and work experience to one of DVR's clients in the Page workroom for 30 days with the possibility of extending that to an additional 30 days if we think the client can take on additional tasks. The client is paid through DWD and a DVR specialist accompanies the client to offer on-the-job assistance. This partnership began on May 17th with the client working 3, 4-hour days/week until July 7th, 2023.

New Memory Caregiver Kit Collection: A sample kit is available at the meeting for trustees to examine before the collection goes live at the end of the month. Kits were funded through a generous donation from Sheboygan County's ADRC.

Meals on Wheels Partnership: We are partnering with Meals on Wheels to expand our existing [Home Delivery Service](#). Meals on Wheels has been gracious enough to distribute 200 of our Home Delivery Service Flyers to their Sheboygan clients and have also offered to assist with distributing library materials to the clients who sign up. This free service is available to Sheboygan residence who are unable to visit the library, long-term, and it allows customers to choose up to 12 library items per month (magazines, DVDs, books, audiobooks) which will be delivered to their house on a designated day and then picked up for return. The library relies on volunteer drivers, as well as our Meals on Wheels partner, and is looking to expand our volunteer driver pool so please let us know of anyone who might be interested in helping out.

Disruptive Patron Interaction Report April 2023

Item 25.

Reported Incidents	Adult	40
	Teen	10
	Senior (65+)	0
	Kids	0

Exclusions Over 10 Days #N/A

Encounter Type	Trespass after exclusion	5
	Dispute/argument/altercation between patrons (not physical)	1
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	1
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	4
	Inappropriate comments and/or excessive demands	9
	Intoxicated/Addiction	3
	Medical or mobility issue	1
	Mental Health	5
	Mess (Food waste, spills)	1
	Theft/Vandalism	3
	Trouble getting patron to leave after closing	0
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	0
	Weapons	0
	Other (Specify in Description)	19

Location	1st Café	1
	1st Desk	7
	1st DVD's/Music	1
	1st Fiction	0
	1st Fireplace	1
	1st Lobby/Foyer	4
	1st Restrooms	6
	2nd Computers	4
	2nd Desk	1
	2nd Hansen Teen	1
	2nd Imaginarium	0
	2nd Quiet Study	1
	2nd Restrooms	5
	3rd Desk	1
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	2
	Other (Specify in Description)	12

Type	Name	*April 2022	*April 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
Circulation Transactions	Adult Materials	18966	17774	-6%	75899	76137	0%
	Teen Materials	1064	852	-20%	4142	3762	-9%
	Children's Materials	13182	12985	-1%	52883	54926	4%
	Total Adult/Teen/Children's Materials	33212	31611	-5%	132924	134825	1%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	9125	8459	-7%	31103	37454	20%
	Items received for Mead patrons from other libraries	4902	4428	-10%	20492	20523	0%
	Total Interlibrary Loans (Transits)	14027	12887	-8%	51595	57977	12%
E-Content Checkouts	Total E-Content Checkouts	7797	6758	-13%	31295	28764	-8%
Library Visits	Gate count	17397	19409	12%	66600	79497	19%
Research Inquiries	Research Inquiries	4180	4357	4%	14347	16180	13%
Internet Usage Provided	Library Workstation Sessions	2014	2105	5%	8894	8805	-1%
	Wireless Sessions	5324	8054	51%	23258	31768	37%
Number of Library Card Holders	Sheboygan Residents				32695	28940	-11%
	Non-Sheboygan Residents				8106	6349	-22%
	Total Number of Library Card Holders				40801	35289	-14%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	58	57	-2%	214	208	-3%
	Children (0-11) Participants	1335	1798	35%	5705	6492	14%
	Teen (12-18) Quantity	4	5	25%	16	17	6%
	Teen (12-18) Participants	69	110	59%	350	412	18%
	Adult (18+) Quantity	37	9	-76%	149	105	-30%
	Adult (18+) Participants	387	369	-5%	2155	2241	4%
	Total number of Classes, Seminars, Workshops, Events	99	71	-28%	379	330	-13%
Conference Room Utilization	Total number of Participants	1791	2277	27%	8210	9145	11%
	Rocca Meeting Room	28%	48%	20%	28%	36%	8%
	Loft Meeting Room	27%	24%	-3%	25%	25%	0%
	Public Conference Room #1	17%	25%	8%	21%	27%	6%
Study Rooms Utilization	Public Conference Room #2	16%	26%	10%	13%	23%	10%
	Study Rooms Hours Used	329.5	486	47%	1633	2683	64%
	Percent Utilization	33%	35%	2%	31%	47%	16%

*Stats effected by the COVID-19 Pandemic

Volunteer Report - April 2023

Type	April 2023 Hours	April 2023 Volunteer Count	Total Hours	Total Volunteer Count
Adult	91.08	23	785.85	51
Teen	4.00	1	4.00	1
Grand total	95.08	24	789.85	52

Responses from City Library Collective libraries on security concerns and weapons

- **Eau Claire:** added part-time security monitors through an outside firm in 2023 in addition to the full-time social worker they've had on staff since 2015 (the first library in WI to add a social worker) due to the frequency of behavioral issues and burden on staff. Currently, their City is funding this using ARPA money while they work on a more permanent funding model, preferably with guards that are library employees. Guards do not carry weapons per City policy.
- **Appleton:** added part-time security monitors using an outside firm in 2019 (after a shooting that occurred at transit station and shooter fled to the library) in addition to their full-time Safety Supervisor. The supervisor trains and manages the guards, ensuring consistency in response and record retention, and serves as the liaison between the security firm and library staff. Guards do not wear uniforms and they do carry restraints, batons, and pepper spray after completing necessary training. The City's Risk Management specialist has allowed this because the security company takes on responsibility for training and liability. No firearms allowed per City policy.
- **Beloit:** used to have a full-time security monitor on staff but was replaced with a security company in 2018. They have been happy with the service with a few caveats (primarily the amount of turnover). No firearms allowed per City policy
- **Kenosha:** social work/community resource approach along with intensive and constant training of front-line staff is working for them. Their police department also does periodic walk-throughs during high-traffic/low staffing times of day. No firearms allowed per City policy.
- **Manitowoc:** in the process of bringing in an outside security firm. They have utilized a Manager-on-duty model, alongside training of front-line staff, for many years, but recent changes in staffing and the amount of security/enforcement issues has caused them to reevaluate. Additionally, after completing active shooter training, they have made the decision to provide pepper spray at each service desk as a "nuclear" option for staff facing a serious threat while at a desk and unable to retreat. No firearms allowed per City policy.

Friends of Mead Report – May 2023

Prepared by Pattie Pilz

In an effort to improve efficiency and save money, the names on the quarterly Friends newsletter mailing list will be reviewed to see if we can obtain an email to send newsletters via email rather than US Postal mail.

The dance held on April 21 was a huge success. Friends anticipate having a dance again next year. Attendees included members from the Foundation, Trustees, Friends and their guests.

A scholarship for Ashley Kapellen was approved at \$1,000. She will use this for her summer classes to get her Masters in Library Science and Youth Services.

The Odds and Ends sale will be held on June 3 from 9-4 pm

In lieu of a July and August meeting, Friends will hold a social. The date is to be determined.