



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**November 15, 2023 at 5:00 PM**

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, November 15, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Garrett Erickson at the Mead Public Library, (920) 459-3400 extension 2041 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Garrett Erickson at the Mead Public Library at 920-459-3400 extension 2041 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## OPENING OF MEETING

1. Call to Order and Determination of Quorum - Barbara Alvarez, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
- [5.](#) Correspondence, Announcements, and Common Council Reports
- [6.](#) PBS Award Winner - Alison Loewen
7. Introduce Casey Bradley as the New City Administrator

## COMMITTEE REPORTS

- [8.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations).

Receive Budget Status Report to Date.

9. Human Resources Committee - Andre Walton, Chair report on November 13, 2023 meeting

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [10.](#) Job Description Update
- [11.](#) 2024 Budget
- [12.](#) 2024 Holiday Schedule - Debbie DeAmico

[13.](#) In-Service Dates - Debbie DeAmico

[14.](#) Monarch - Approval of 2024 System Resource Library Agreement

[15.](#) Approval of the 2024 restricted grants from the Friends of Mead Public Library & Mead Public Library Foundation - Debbie DeAmico

[16.](#) Discussion and possible donor gift. - Garrett Erickson

#### **DIRECTOR'S REPORT**

17. Library Board of Trustees Meeting Schedule

18. Renovation Planning

[19.](#) Services and Programming

[20.](#) Security Update

[21.](#) Monthly Statistics

#### **LIAISON REPORTS**

22. Monarch Library System - Maeve Quinn

23. Mead Library Foundation - Kathie Norman

24. Friends of Mead - Debbie DeAmico

#### **UPCOMING MEETINGS**

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

#### **ADJOURN**

26. 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*

Holiday Schedule

Building Projects

## CITY OF SHEBOYGAN

## MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Wednesday, September 27, 2023

## OPENING OF MEETING

**1. Call to Order and Determination of Quorum - Barbara Alvarez, President**

Alvarez called the meeting to order at 5:04 p.m. and determined a quorum.

Members present (in-person): Barbara Alvarez, Kathie Norman, Jeannie Pfeiffer, Maeve Quinn, Angela Ramey, and Sherry Speth

Members present (virtual): Meg Albrinck, and Andre Walton

Members absent: William Bulson, and Marcos Guevara

Staff present: Debbie DeAmico, Garrett Erickson, Pattie Pilz, and Melissa Prentice

Staff absent: Cheryl Nessman

**2. Pledge of Allegiance**

Alvarez led the group in the Pledge of Allegiance.

**3. Public Comments**

There were no public comments.

**4. Approval of Minutes**

Quinn made a motion to approve the August 9, 2023, minutes. Norman seconded. Motion passed.

**5. Correspondence, Announcements, and Common Council Reports**

Ramey reported that the Common Council is in the middle of reviewing budgets.

## COMMITTEE REPORTS

**6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations)**

Speth reported that a \$4,125 estate memorial gift was donated to Mead and placed in the endowment fund.

**7. Receive 2023 Budget Status Report to Date**

Speth reported that the budget looks good.

**8. Patron Services Committee Meeting**

Alvarez reported on the newly formed Patron Services Committee meeting held on September 15, 2023. The committee will meet monthly for the foreseeable future. The new library hours have been well-received. Staff can work on programs and projects prior to the library opening. Alvarez added that the new Little Free Library has been very popular. There was discussion on opportunities for community connections/partnerships, home delivery, and advertising.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

**9. 2024 Operating Budget and 2024-2028 CIP Plan Update**

Erickson reported that the operating budget was submitted to the Finance Department. The Common Council will review and prioritize submissions. The CIP projects in 2024 exterior work total about

\$150,000 which includes tuckpointing to prevent flooding during strong rains. The roof also needs to be repaired. Erickson has contacted Mike Wilmas, City Engineer, regarding these issues. The roof is scheduled to be repaired in 2025. Wilmas is investigating the addition of solar panels when we get a new roof. The total cost of adding solar panels is projected to be \$500,000. We are hoping for a portion of this cost to be covered by a grant.

## DIRECTOR'S REPORT

### 10. Holds Locker Update

Erickson shared that Nessman is working with the locker vendor to answer specific questions. Funding for the first phase has been approved by the Foundation Board. We hope to have the installation started by April 2024. The city inspector will review blueprints from the consulting firm to make sure we are code-compliant. Erickson added that Josh Lintereur is working with an artist to design a vinyl wrap for the lockers.

### 11. Rotary Presentation

Erickson gave a presentation to the Sheboygan Rotary Club on September 25, 2023. Anyone interested in advocating for Mead is welcome to use this presentation.

### 12. Services and Programming

Prentice stated that the new Little Free Library is very popular, but has had some negative reactions as some of the books deal with inclusion and diversity. The Bookworm Gardens' grant package included talking points to address concerns that the public may have. There is a reading challenge with Bookworm Gardens for kids to read books associated with their displays. Prizes will be awarded.

Mead's 2023 Summer Reading Program participant stats include: 12,000 children, 450 adults, and 750 teens. Beanstalk shows a larger reading completion rate than in past years.

The Great Decisions Series will have six programs. There have been over 50 attendees at each event.

Staff in-service is scheduled for September 29.

The Summer Math Program hit the maximum attendees of 207.

Erickson added that the book kits are easy-to-use and have been very popular.

### 13. Support Services

Erickson shared Nessman's report. We are looking at institution cards which are for organizations to checkout books on behalf of their service population, rather than having an employee use their personal Mead Library card. The partnership with Meals on Wheels homebound delivery is doing well. Pfeiffer offered to setup a tour of Meals on Wheels if we are interested.

### 14. Security Update

Erickson pointed out in the statistics that adults have been more disruptive than teens for the past couple of years. This has been a long-term trend. Prentice will look into refining how we collect data.

### 15. Monthly Statistics

Prentice added that the number of card holders has been reduced due to a recent purge of inactive accounts. Walton asked if we can determine the cause of the inactivity. For example, did they move away? Erickson to investigate.

There have been excessive demands of staff from patrons with possible mental health issues. Alvarez

asked if we can breakdown the reporting to track patron's excessive comments and inappropriate demands.

## LIAISON REPORTS

### 16. Monarch Library System

Quinn reported that the Monarch Library System is also working on the budget for next year. Further discussion and clarification will need to take place at the next meeting. They will be evaluating the Monarch Executive Director and continue developing a strategic plan for 2024.

### 17. Mead Library Foundation

Norman reported that the Foundation is considering a capital campaign feasibility study to identify if a campaign should be pursued. The Ad Hoc Renovation Planning Committee will determine priorities and phases of renovation. The annual donor gala will be held December 1, 2023.

### 18. Friends of Mead

Pilz shared that the Friends Book Sale will be held October 19, 20, and 21. Friends members and staff were invited to a pre-sale scheduled for October 18.

## UPCOMING MEETINGS

### 19. LIBRARY BOARD OF TRUSTEES

The date for the next Board of Trustees' meeting is unknown at this time. A Doodle Poll will be issued with date options.

## ADJOURN

### 20. Motion to Adjourn

Alvarez adjourned the meeting at 5:50 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*

Re: Institution  
Cards & Home  
Delivery services  
for nursing homes

Cheryl & Team,  
The Shores of  
Sheboygan wants  
to THANK YOU for  
working on this  
new system for our  
& other future residents!  
We are so excited  
to continue this  
process/partnership!  
- Alycia & the  
Shores of Sheboygan!

# PBS KIDS Announces 2023 Early Learning Champions



by **PBS Publicity** • Published on October 4, 2023



PRESS RELEASES

## *Program Celebrates 14 Early Childhood Educators and Service Providers*

**Arlington, VA, October 4, 2023** – Today, [PBS KIDS](#) named 14 early education professionals as the [2023 honorees](#) of the PBS KIDS Early Learning Champions program. The awards, established in 2018, recognize and celebrate passionate educators who work with the nation's youngest students, from infants to second graders. Through the Early Learning Champions program, PBS KIDS and local PBS stations surround educators with professional learning and networking opportunities.

The PBS KIDS Early Learning Champions program, which has recognized 52 passionate educators of young children since its inception, including this year's honorees, includes various early learning educators, including Pre-K and special education teachers; childcare center owners and directors; librarians and family literacy specialists; community and parent educators; and school counselors. The program represents the diverse community impacting young learners today. Supported by the CPB-PBS Ready To Learn Initiative, this year's cohort will work on national co-design projects, such as professional development resources for educators, and everyday learning resources for families while also supporting Learning Neighborhood work across the country.

PBS KIDS and local PBS stations will also provide support in skill-building within the classroom, in-person and at-home, while encouraging these professionals to seek out their own personal and professional trajectories. These Early Learning Champions will also connect with education networks across the nation, and further their commitments to their community's families, education officials, and administrators through the utilization of PBS KIDS and local PBS stations tools and resources.

This year's honorees were chosen for their passion and devotion to early education, strengthening the ecosystem in which children learn and innovating the teaching experience as we know it.

The 2023 PBS KIDS Early Learning Champions and their local PBS stations include:

- Jennifer Sullivan (Arizona PBS)
- Wendy LaMarr (DPTV)
- Christina Harris (GBH)
- Marla Howard (GPB)
- Molly Clark (Idaho PBS)
- Gabi Barragan (KBTC)
- Dagmar Morales (KET)
- Sharna Johnson (Lakeland PBS)
- Crystal Music (Montana PBS)
- Nancy Duran (PBS SoCal)
- Pamela Hamlin (WETA)
- Alison Loewen (Wisconsin PBS)
- Jennifer Ramos (WFSU)
- Jennifer Ford (WQED)

### **About PBS KIDS**

PBS KIDS believes the world is full of possibilities, and so is every child. As the number one educational media brand for kids, PBS KIDS helps children ages 2-8 learn lessons that last a lifetime. Through media and community-based programs, PBS KIDS wants children to see themselves uniquely reflected and celebrated in lovable, diverse characters who serve as positive role models, and to explore their feelings and discover new adventures along the way. Families can stream PBS KIDS for free anytime, no subscription required. A large collection of mobile apps and [pbskids.org](https://pbskids.org) provide accessible content that spark kids' curiosity. PBS KIDS and local stations across the country support the entire ecosystem in which children learn and grow – including their teachers and caregivers, parents, and community – providing resources accessible anytime and anywhere. For more information, visit [pbs.org/pressroom](https://pbs.org/pressroom), or follow PBS KIDS on Twitter, Facebook, and Instagram.

### **Contact:**

Lubna Abuulbah, PBS KIDS; 703-739-8463; [pbskidspr@pbs.org](mailto:pbskidspr@pbs.org)



However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. The project is funded by a Ready to Learn grant (PR/Award No. S295A200004, CFDA No. 84.295A) provided by the Department of Education to the Corporation for Public Broadcasting.

Item 6.



## OUR SITES

[PBS KIDS](#)

[Parents](#)

[Food](#)

[Arts](#)

[Digital Studios](#)

[PBS.org Lite Site](#)

[PBS LearningMedia](#)

[Black Culture Connection](#)

[Shop PBS](#)

[PBS KIDS Shop](#)

[PBS Digital Partners](#)

## LEARN MORE

[PBS Foundation](#)

[The Value of PBS](#)

[Press Releases](#)

[Careers](#)

[PBS Standards](#)

[Support PBS](#)

[Producing for PBS](#)

[Newsletters](#)

[Public Editor](#)

[News & Updates](#)

[Help & FAQ](#)

[Contact Us](#)

## CONNECT WITH US





**MEAD LIBRARY**

<https://www.pbs.org/about/about-pbs/blogs/news/pbs-kids-announces-2023-early-learning-champions/>

# Mead Public Library

Financial Statement as of October 31, 2023

Item 8.

Department	Account #	ACCOUNT DESCRIPTION	2023 BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	-2,969,198.00	-2,969,198.00	0.00	0.00	100.00
255	437200	MONARCH - SHEBOYGAN COUNTY	-816,604.00	-816,603.84	0.00	-0.16	100.00
255	437210	MONARCH - OZAUKEE COUNTY	-8,611.00	-8,611.20	0.00	0.20	100.00
255	437220	MONARCH - RESOURCE	-100,000.00	-100,000.00	0.00	0.00	100.00
255	437230	MONARCH - ADJACENT COUNTIES	-41,693.00	-46,538.62	0.00	4,845.62	111.60
255	451915	PATRON FEES	-4,500.00	-6,868.24	0.00	2,368.24	152.60
255	461000	PHOTOCOPIES	-5,000.00	-7,129.28	0.00	2,129.28	142.60
255	469100	VENDING/CONCESSION SALES	-500.00	-903.42	0.00	403.42	180.70
255	485000	CONTRIBUTIONS/DONATIONS	-70,000.00	-140,621.06	0.00	70,621.06	200.90
255	489000	MISCELLANEOUS REVENUE	-1,000.00	-2,398.93	0.00	1,398.93	239.90
<b>TOTAL REVENUE</b>			<b>-4,017,106.00</b>	<b>-4,098,872.59</b>	<b>0.00</b>	<b>81,766.59</b>	<b>102.00</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,236,414.00	1,700,193.18	0.00	536,220.82	76.00
255511	520310	FICA	133,119.00	100,835.53	0.00	32,283.47	75.70
255511	520311	MEDICARE	31,134.00	23,582.52	0.00	7,551.48	75.70
255511	520320	WI RETIREMENT FUND	144,484.00	110,134.04	0.00	34,349.96	76.20
255511	520340	HEALTH INSURANCE	469,191.00	351,064.11	0.00	118,126.89	74.80
255511	520350	DENTAL INSURANCE	26,595.00	21,762.03	0.00	4,832.97	81.80
255511	520360	LIFE INSURANCE	1,858.00	1,583.01	0.00	274.99	85.20
255511	520400	WORKERS COMPENSATION	847.00	847.00	0.00	0.00	100.00
255511	531100	CONTRACTED SERVICES	123,600.00	128,579.71	0.00	-4,979.71	104.00
255511	531110	FINANCIAL SERVICE FEES	6,300.00	5,793.58	0.00	506.42	92.00
255511	531206	INSURANCE PREMIUMS	20,100.00	22,761.54	0.00	-2,661.54	113.20
255511	531400	ADVERTISING & MARKETING	9,400.00	3,340.82	0.00	6,059.18	35.50
255511	531800	PROGRAM SERVICES	10,000.00	14.07	0.00	9,985.93	0.10
255511	533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	0.00	0.00	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	22,274.82	0.00	948.18	95.90
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	934.96	0.00	7,565.04	11.00
255511	537100	VEHICLE & PARKING EXPENSES	17,500.00	12,220.49	0.00	5,279.51	69.80
255511	540100	OFFICE SUPPLIES	10,500.00	10,434.60	0.00	65.40	99.40
255511	540130	POSTAGE & DELIVERY	5,000.00	5,394.05	0.00	-394.05	107.90
255511	540205	DISPLAYS	1,000.00	60.55	0.00	939.45	6.10
255511	540222	JANITORIAL SUPPLIES	8,500.00	11,986.51	0.00	-3,486.51	141.00
255511	548001	DONATION PURCHASES	101,179.08	190,413.80	8,230.00	-97,464.72	196.30
255511	548002	MATERIALS - ALL CATEGORIES	380,200.00	341,660.41	0.00	38,539.59	89.90

## ***Mead Public Library***

Financial Statement as of October 31, 2023

Item 8.

Department	Account #	ACCOUNT DESCRIPTION	2023 BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	548003	OTHER CONTENT	82,000.00	50,770.50	0.00	31,229.50	61.90
255511	550110	BUILDING MAINT & REPAIR	32,540.40	42,574.26	0.00	-10,033.86	130.80
255511	555100	UTILITIES	128,667.00	107,061.99	0.00	21,605.01	83.20
255511	555120	PHONES	4,000.00	1,376.78	0.00	2,623.22	34.40
255511	560255	TOOLS & SMALL EQUIPMENT	2,200.00	2,350.66	0.00	-150.66	106.80
255511	652200	IT EQUIPMENT	19,500.00	13,249.37	0.00	6,250.63	67.90
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	5,935.27	0.00	64.73	98.90
TOTAL EXPENSES			<b>4,054,825.48</b>	<b>3,300,464.16</b>	<b>8,230.00</b>	<b>746,131.32</b>	<b>81.60</b>
TOTAL REVENUE LESS EXPENSES			<b>4,054,825.48</b>	<b>3,300,464.16</b>	<b>8,230.00</b>	<b>746,131.32</b>	<b>81.60</b>

## Mead Public Library Accounts Payables - September 22, 2023 - October 2, 2023

Dept.	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	ACH # or Check #
MEAD LIBRARY	2743	AIRGAS, USA, LLC	9142060342	9/14/2023	PAYER #2090461 BUILDING MAINTENANCE	\$92.12	10/4/2023	361707
MEAD LIBRARY	448	ALAAAR TOOLING & AUT	3798	9/29/2023	SALES ORDER #3465 BLDG MAINTENANCE	\$234.90	10/4/2023	3393
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14P9-MTRX-131V	9/25/2023	ACCT #A2JXVCVZU4S49M PROGRAMMING EXPENSE	\$201.17	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	197V-HRLJ-JVD6	9/28/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$157.29	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PR4-CW6Y-MQPV	9/22/2023	ACCT #A2JXVCVZU4S49M FRIENDS OF MPL	\$89.99	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11FF-3RM9-4PNN	9/25/2023	ACCT #A2JXVCVZU4S49M -PROGRAMMING EXP	\$84.17	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	17QC-KV3M-NGNN	9/22/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$47.32	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MKJ-T7J7-99XL	9/20/2023	ACCT #1MKJ-T7J7-99XL	\$45.16	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QPK-J4K7-7DWW	9/25/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$41.43	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VRK-XMQT-PFV1	9/29/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$35.20	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13J4-HJQX-GKQM	9/28/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$33.92	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MWM-JT9-P671	9/22/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$30.90	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	19X6-J4VV-4131	9/18/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$23.11	10/4/2023	3396

Dept.	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	ACH # or Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CNW-YX3R-HMTV	9/28/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$17.74	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13Y9-P4DP-W1WK	9/22/2023	ACCT #A2JXVCVZU4S49M MATERIALS	\$13.99	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1Y1J-QGQX-WL4W	9/24/2023	ACCT #A2JXVCVZU4S49M MATERIALS	\$13.98	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1437-HPJM-4F41	9/25/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$13.03	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1DWT-LNFH-7F6G	9/25/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$9.99	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1WM9-L4XD-6QKF	9/20/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$8.79	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1TVV-W4QV-69DJ	9/21/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$7.99	10/4/2023	3396
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MMW-JTG9-R9K3	9/23/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$6.95	10/4/2023	3396
MEAD LIBRARY	900009	AT&T	920Z83020009-923	9/25/2023	ACCT #920 Z83 0200 109.8 TELEPHONE EXP	\$148.25	10/4/2023	361709
MEAD LIBRARY	1293	AURORA EMPLOYEE ASST	505-CI0003331	9/30/2023	CUST ID #1535 (2) PRE- EMPLOYMENT DRUG TEST	\$101.25	10/4/2023	361714
MEAD LIBRARY	873	CENGAGE LEARNING	81499986	7/2/2023	ACCT #152334 MATERIAL PURCHASE	\$100.00	10/4/2023	3402
MEAD LIBRARY	2665	COMPLETE OFFICE OF	219123	9/25/2023	CLIENT #20133 - PROPOSAL 213654	\$5,995.74	10/4/2023	3404
MEAD LIBRARY	7458	D-TECH INTERNATIONAL	2592	9/28/2023	24 HOUR OUT SIDE BOOK HOLD LOCKERS	\$46,810.00	10/4/2023	361722
MEAD LIBRARY	900081	DEMCO, INC.	7368806	9/21/2023	CUST #480136750 MATERIAL SUPPLIES	\$1,162.59	10/4/2023	361725
MEAD LIBRARY	4572	DOLL, JON W. TAI CHI WORKSHOP		9/18/2023	PROGRAMMING	\$700.00	10/4/2023	361726

Dept.	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	ACH # or Check #
MEAD LIBRARY	5231	DOUGHERTY BETH	9/19/2023	4/26/2023	GREAT DECISIONS: IRAN AT A CROSSROADS PROGRAM EXP	\$424.23	10/4/2023	361728
MEAD LIBRARY	7155	ENGBERG ANDERSON INC	21339600-11	6/30/2023	ACCT #213396-00 COST ESTIMATES	\$3,230.00	10/4/2023	361729
MEAD LIBRARY	5228	FARRELL, MARTIN	9/25/2023	3/14/2023	GREAT DECISIONS PROGRAM EXPENSE	\$323.36	10/4/2023	361732
MEAD LIBRARY	1776	GAMING GENERATIONS	003	9/20/2023	SH230920ZM MATERIAL PURCHASES	\$641.00	10/4/2023	361737
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	41529	9/21/2023	OFFICE SUPPLIES - BUSINESS CARDS	\$164.00	10/4/2023	3416
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78000868	9/21/2023	ACCT #20W1532 MATERIAL PURCHASE	\$2,424.96	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77953325	9/19/2023	ACCT #20W1532 MATERIAL PURCHASE	\$650.72	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78082551	9/26/2023	CUST #20W1532 MATERIAL PURCHASE	\$521.68	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78023120	9/22/2023	ACCT #20W1532 MATERIAL PURCHASE	\$444.89	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78133492	9/29/2023	ACCT #20W1532 MATERIAL PURCHASE	\$394.49	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77926628	9/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$361.83	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78068921	9/26/2023	CUST #20W1532 MATERIAL PURCHASE	\$313.24	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78049711	9/25/2023	CUST #20W1532 MATERIAL PURCHASE	\$306.14	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78101642	9/27/2023	ACCT #20W1532 MATERIAL PURCHASE	\$278.93	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77987053	9/20/2023	ACCT #20W1532 MATERIAL PURCHASE	\$262.17	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78000869	9/21/2023	ACCT #20W1532 MATERIAL PURCHASE	\$254.86	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	77987054	9/20/2023	MATERIAL PURCHASE	\$152.50	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78113433	9/28/2023	ACCT #20W1532 MATERIAL PURCHASE	\$118.16	10/4/2023	3419

Dept.	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	ACH # or Check #
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78082552	9/26/2023	CUST #20W1532 MATERIAL PURCHASE	\$78.52	10/4/2023	3419
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78119285	9/28/2023	ACCT #20W1532 MATERIAL PURCHASE	\$51.91	10/4/2023	3419
MEAD LIBRARY	7466	KEVIN MICHAEL KELLY	10/10/2023	4/28/2023	GREAT DECISIONS: WAR CRIMES PROGRAM EXPENSE	\$381.00	10/4/2023	361748
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4719757	9/18/2023	ACCT #MP01-B PHOTO COPIER LEASE	\$630.47	10/4/2023	361756
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4729126	9/21/2023	MP01-B COPIER/LEASE MACHINE EXPENSE	\$481.07	10/4/2023	361756
MEAD LIBRARY	231	MIDWEST TAPE	504379408	9/20/2023	CUST #200015656 MATERIAL PURCHASE	\$1,821.66	10/4/2023	3424
MEAD LIBRARY	231	MIDWEST TAPE	504412406	9/27/2023	CUST #2000015656 MATERIAL PURCHASE	\$1,810.38	10/4/2023	3424
MEAD LIBRARY	231	MIDWEST TAPE	504379801	9/20/2023	ACCT #20W1532 MATERIAL PURCHASE	\$202.48	10/4/2023	3424
MEAD LIBRARY	231	MIDWEST TAPE	504407001	9/26/2023	CUST #2000015656 MATERIAL PURCHASE	\$44.99	10/4/2023	3424
MEAD LIBRARY	6912	ONE TIME VENDOR ELLA'S DELI	092923MEAD-Q	9/29/2023	MPL IN-SERVICE LUNCH	\$531.80	10/4/2023	361766
MEAD LIBRARY	15450	OTIS ELEVATOR CO	CM17014001	9/24/2023	REPL SAFETY CODE PART FOR ELEVATOR #2	\$5,681.94	10/4/2023	361773
MEAD LIBRARY	1587	PITNEY BOWES GLOBAL	3318126363	9/29/2023	ACCTG #0013152143 INV #3318126363	\$416.31	10/4/2023	361777
MEAD LIBRARY	900118	SHEBOYGAN WATER UTIL	7/1/23 FIRE	9/30/2023	ACCT #750-896-00-00 UNMETERED PRIVATE FIRE PROTECT	\$21.00	10/4/2023	361793
MEAD LIBRARY	17980	ST. NICHOLAS HOSPITA	25420	9/29/2023	ACCT #MEAD PUBLIC LIBRARY - DRUG8-23	\$76.00	10/4/2023	361797
MEAD LIBRARY	5296	STAPLES BUSINESS AD	761488961-0-1	9/11/2023	CR ACCT #264388/STAPLES #1669297DET OFFICE SUPPLYS	\$49.56	10/4/2023	361799
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7615512408-0-1	9/21/2023	CR #264388/STAPLES #1669297DET OFFICE SUPPLIES	\$25.58	10/4/2023	361799
MEAD LIBRARY	22667	STATE BAR OF WISCONS	5127267	9/19/2023	ACCT #12587 MATERIAL PURCHASE	\$81.29	10/4/2023	361800



Dept.	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	ACH # or Check #
MEAD LIBRARY	6107	TIETZ'S PIGGLY WIGGL	9498	9/28/2023	ACCT #3020 MEAD PUBLIC LIBRARY - INSERVICE	\$97.16	10/4/2023	361802
MEAD LIBRARY	5230	WHEAT, ELIZABETH	10/3/2023 PROGRAM	4/29/2023	GREAT DECISIONS PROGRAM EXPENSE	\$337.77	10/4/2023	361813
<b>Total</b>						\$80,315.02		

[illegible]

Wisconsin Bank  
a. Trust P-Card

Vendor : Multiple

Statement Date: September 2023

Garrett Erickson

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/Reference #	Receipt Attached (X)
8/26/2023	Live365	79.00	255511-548002	MPL Radio Station Fees	029AF6E-0014	X
9/1/2023	ETSY	5.80	255511-540100	Employee Photo Directory	2996196053	X
9/1/2023	Sticker You	482.70	255511-548002	Sticker You	230901195817169*2801	X
9/15/2023	AGASERVICE CO	13.50	255511-560255	Technical Help Line Charges	819328 - Missing	
9/15/2023	AGASERVICE CO	21.30	255511-560255	Technical Help Line Charges	4022497 - Missing	X
9/15/2023	WALA	425.00	255511-536125	WLA Conference Fees	18630 - Erickson	X
9/18/2023	Sticker You	51.27	255511-548001	Removable Temporary Tattoo Strickers	Programs	X
9/24/2023	Zoom	33.74	255511-533106	Zoom meeting expense	220431590	X

GRAND TOTAL \$1,112.31

Row Labels	Sum of Amount
255511-533106	\$33.74
255511-536125	\$425.00
255511-540100	\$5.80
255511-548001	\$51.27
255511-548002	\$961.70
255511-560255	\$94.80
Grand Total	\$1,112.31

Wisconsin Bank  
Vendor Name: & Trust P-Card

Vendor : Multiple

Statement Date

September 2023

Alison Loewen

Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
8/31/2023	Interstate Books	\$ 75.00	255511-548002	Material Purchase	9780152206-7043	X
9/7/2023	American Science	\$16.40	255511-548002	Material Purchase	S8041592	X
9/10/2023	Ebay	\$ 52.95	255511-548001	Program Expense	11-10514-78557	X
9/8/2023	Hobby Lobby	\$ 25.26	255511-548001	Program Expense	T-6274	X
9/7/2023	Pepperell Brading	\$ 7.58	255511-548001	Program Expense	64589782941	X
9/8/2023	St. Vincent Thrift	\$ 10.54	255511-548001	Program Expense	051	X
9/12/2023	Aldi	\$ 22.09	255511-548001	Program Expense	074583	X
GRAND TOTAL		\$ 209.82				

Row/Labels	Sum of Amount
255511-548001	\$118.42
255511-548002	\$91.40
Grand Total	\$209.82

Item 8.						
Dr Name: Wisconsin Bank & Trust P-Card		Vendor : Multiple		Statement Date: September 2023		
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
8/31/2023	Menards	\$31.97	255511-550110	Bldg Maintenance	665736	X
9/8/2023	Sherwin Williams	\$122.34	255511-550110	Bldg Maintenance	2034-1	X
9/8/2023	Sherwin Williams	\$19.11	255511-550110	Bldg Maintenance	2035-8	X
9/14/2023	Airgas	\$92.12	255511-550110	Bldg Maintenance	9142060342	X
9/20/2023	Menards	\$123.31	255511-550110	Bldg Maintenance	643162	X
GRAND TOTAL		\$ 388.85				
Row Labels		Sum of Amount				
255511-550110		388.85				
Grand Total		388.85				

VISA Virtual  
Credit Card  
Vendor Name: Invoices Vendor : Multiple Statement Date September 2023

Advertising						Receipt Attached (X)
Date	Description	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	
8/31/2023	Facebook	\$ 25.00	255511-548001	Advertising	6495988967183159-13036236	X

Row Labels	Sum of Amount
255511-548001	\$25.00
Grand Total	\$25.00

## Mead Public Library Accounts Payables - October 3, 2023 - October 16, 2023

Department	Vendor #	Vendor	Invoice #	Date of Invoice	Description	Amount of Invoice	Date Paid	ACH or Check #
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CR4-WYFC-6Q77	10/5/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	89.82	10/18/2023	3442
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XKG-KJD7-6PXN	10/5/2023	ACCT #A2JXVCVZU4S49M BUILDING MAINTENANCE	63.65	10/18/2023	3442
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GLL-CWMD-W1KC	10/4/2023	ACCT #A2JXVCVZU4S9M MATERIAL PURCHASE	39.99	10/18/2023	3442
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KV1-6N67-JR1V	10/3/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	35.70	10/18/2023	3442
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1RNC-Q4XT-GW66	10/7/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	31.90	10/18/2023	3442
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1HFL-QJCN-RTKY	10/9/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	25.98	10/18/2023	3442
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	121113701100123 OCT	10/1/2023	ACCT #121113701	159.98	10/18/2023	361837
MEAD LIBRARY	900230	EBSCO SUBSCRIPTION	2401331	10/13/2023	ACCT #CG-F-98112-00 LESS CREDITS OWED	18.63	10/18/2023	3462
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78176249	10/3/2023	ACCT #20W1532 MATERIAL PURCHASE	3,112.42	10/18/2023	3474
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78211516	10/4/2023	ACCT #20W1532 MATERIAL PURCHASE	430.15	10/18/2023	3474
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78202158	10/4/2023	ACCT #20W1532 MATERIAL PURCHASE	195.51	10/18/2023	3474
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78160040	10/20/2023 4:01:28 PM 10/2/2023	ACCT #20W1532 MATERIAL PURCHASE	166.23	10/18/2023	3474

## Mead Public Library Accounts Payables - October 3, 2023 - October 16, 2023

Department	Vendor #	Vendor	Invoice #	Date of Invoice	Description	Amount of Invoice	Date Paid	ACH or Check #
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78133493	9/29/2023	ACCT #20W1532 MATERIAL PURCHASE	141.99	10/18/2023	3474
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78113434	9/28/2023	ACCT #20W1532 MATERIAL PURCHASE	130.18	10/18/2023	3474
MEAD LIBRARY	5499	KANOPY, INC.	KDEP-21512	10/9/2023	MATERIAL PURCHASE	800.00	10/18/2023	3480
MEAD LIBRARY	4810	MIND, SOUL AND SELF	11/20/2023 TERRARIUM	10/4/2023	PROGRAMMING EXP - 3 CLASSES	900.00	10/18/2023	3488
MEAD LIBRARY	3899	MONTEMAYOR, MARILYN	10042023-TEEN	10/4/2023	PROGRAMMING - TEEN COOKIE DECORATING	161.84	10/18/2023	361881
MEAD LIBRARY	6209	MORALES, WHITNEY N.	9001196779	10/4/2023	PATRON REFUND	20.70	10/18/2023	361882
MEAD LIBRARY	900035	O & W COMMUNICATIONS	68431	10/9/2023	CUST ID #10854 CONTRACTED SERVICE	1,702.00	10/18/2023	361886
MEAD LIBRARY	6912	ONE TIME VENDOR	9/14 - 12/2 GRIEF Dorothy McDroy	9/14/2023	PROGRAMMING EXPENSE	100.00	10/18/2023	361890
MEAD LIBRARY	6912	ONE TIME VENDOR	9001218684 Jo Ann L. Gadick	10/9/2023	PATRON REFUND	29.96	10/18/2023	361895
MEAD LIBRARY	6912	ONE TIME VENDOR	NIGHT SOUNDS Fox Lake Public	10/2/2023	PAYMENT OF STOLEN BOOK	10.00	10/18/2023	361891
MEAD LIBRARY	1587	PITNEY BOWES GLOBAL	3318126363 - 3RD QTR	9/29/2023	ACCT #0013152143 POSTAGE METER LEASE	416.31	10/18/2023	361903
Total						\$8,782.94		

10/20/2023 4:01:28 PM



## Mead Public Library Accounts Payables - October 20, 2023 - October 30, 2023

Department	Vendor #	Vendor Name	Invoice #	Date of Invoice	Description	Amount Paid	Date Paid	Check # or ACH #
MEAD LIBRARY	635	ALLDATA LLC	INVC03437443	10/19/2023	ACCT #101417176 MATERIAL PURCHASE	\$1,500.00	11/1/2023	361984
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14YC-TXDW-X1XY	10/9/2023	ACCT #A2JXVCVZU4S49M MATERIALS	\$734.72	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1M4N-VN3R-TWTF	10/11/2023	ACCT #A2JXVCVZU4S49M PROGRAMMING	\$161.99	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1F34-3FK3-MGOY	10/11/2023	ACCT #ACCT #A2JXVCVZU4S49M MATERIALS	\$153.95	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1KHJ-TJWJ-37YP	10/16/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$116.38	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VXQ-NGK3-R7GG	10/11/2023	ACCT #A2JXVCVZU4S49M MATERIALS	\$97.92	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14FV-FHFF-9J93	10/10/2023	ACCT #A2JXVCVZU4S49M MATERIALS	\$81.34	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NCL-9FJH-363Y	10/16/2023	ACCT #A2JXVCVZU4S49M BUILDING MAINTENANCE	\$59.99	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11F4-DCDX-7LK1	10/12/2023	ACCT #A2JXVCVZU4S49M MATERIALS/BLDG MAINTENANCE	\$58.18	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13QW-TTJX-VPD1	10/9/2023	ACCT #A2JXVCVZU4S49M BLDG MATERIALS	\$46.36	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MQ9-1HFD-6R1G	10/10/2023	ACCT #A2JXVCVZU4S49M MATERIALS	\$41.06	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1TPX-QJPR-M6FW	10/11/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$31.34	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1P6V-MDVN-VWJP	10/9/2023	CUST #A2JXVCVZU4S49M MATERIAL PURCHASE	\$30.00	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	14T1-YK6X-GXVD		ACCT #A2JXVCVZU4S49M MILLIPORE GRANT - TECH SUPPLI	\$26.97	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11F4-DCDX-7LK1	10/12/2023	ACCT #A2JXVCVZU4S49M MATERIALS/BLDG MAINTENANCE	\$22.99	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1HNK-6MDV-9CNM		ACCT #A2JXVCVZU4S49M PROGRAM EXPE	\$22.39	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1HNP-DVGO-9QHT	10/26/2023	ACCT #A2JXVCVZU4S49M FDN/DONATION	\$21.49	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1JCM-XDDF-GXKP		A2JXVCVZU4S49M - MATERIAL PURCHASE	\$19.33	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QHJ-CG4T-LNUK	10/13/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$14.29	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1311-KRMT-KD4P		ACCT #A2JXVCVZU4S49M MATERIALS	\$13.99	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	13TM-N6L-444J	10/19/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$13.99	11/1/2023	3517

MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1TMP-3XLC-NRKR	ACCT #A2JXVCVZU4S49M MATERIALS	\$12.50	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1137-RNM9-RDKD	ACCT #A2JXVCVZU2S49M MATERIAL PURCHASE	\$12.46	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VVW-FHLY-1KKN	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$11.00	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1YRD-4MV4-9XKD	ACCT #A2JXVCVZU4S49M MATERIALS	\$9.99	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PJ9-GTR9-11PL	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$8.80	11/1/2023	3517
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1DGM-NRFP-1OPX	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$8.23	11/1/2023	3517
MEAD LIBRARY	900081	DEMCO, INC.	7387180	CUST #811712612 MATERIAL PURCHASE	\$82.29	11/1/2023	362009
MEAD LIBRARY	7390	EVEN'S PEST CONTROL	42807	ACCT #5514 CONTRACT BLDG MAINTENANCE	\$110.00	11/1/2023	362011
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	41781	ADVERTISING EXPENSE	\$121.00	11/1/2023	3539
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78480088	ACCT #20W1532 MATERIAL PURCHASE	\$2,399.64	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78306557	CUST #20W1532 MATERIAL PURCHASE	\$1,833.17	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78545913	ACCT #20W1532 MATERIAL PURCHASE	\$1,025.15	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78435770	ACCT #20W1532 MATERIAL PURCHASE	\$842.05	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78265921	CUST #20W1532 MATERIAL PURCHASE	\$658.77	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78365170	CUST #20W1532 MATERIAL PURCHASE	\$636.18	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78372563	CUST #20W1532 MATERIAL PURCHASE	\$454.97	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78521909	ACCT #20W1532 MATERIAL PURCHASE	\$404.86	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78551989	ACCT #20W1532 MATERIAL PURCHASE	\$321.74	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78551990	ACCT #20W1532 MATERIAL PURCHASE	\$313.17	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78497475	ACCT #20W1532 MATERIAL PURCHASE	\$244.36	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78327314	CUST #20W1532 MATERIAL PURCHASE	\$207.28	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78497476	ACCT #20W1532 MATERIAL PURCHASE	\$155.08	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78265922	ACCT #20W1532 MATERIAL PURCHASE	\$146.22	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78265920	CUST #20W1532 MATERIAL PURCHASE	\$130.98	11/1/2023	3543

MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78249271	CUST #20W1532 MATERIAL PURCHASE	\$118.27	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78463259	ACCT #20W1532 MATERIAL PURCHASE	\$115.90	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78372564	CUST #20W1532 MATERIAL PURCHASE	\$50.61	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78337050	CUST #20W1532 MATERIAL PURCHASE	\$37.54	11/1/2023	3543
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	78306556	CUST #20W1532 MATERIAL PURCHASE	\$11.94	11/1/2023	3543
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4790053	ACCT #MP01-B COPIER/PRINTER MAINTENANCE	\$1,060.54	11/1/2023	362036
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4799839	ACCT #MP01-B	\$323.91	11/1/2023	362036
MEAD LIBRARY	231	MIDWEST TAPE	504480227	CUST #2000015656 MATERIAL PURCHASE	\$2,651.66	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504443146	CUST #2000015656 MATERIAL PURCHASE	\$2,143.48	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504512914	CUST #2000015656 MATERIAL PURCHASE	\$1,337.08	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504541764	CUST #2000015656 MATERIAL PURCHASE	\$1,201.08	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504443164	ACCT #2000016317 MATERIAL PURCHASE	\$138.40	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504437588	CUST #2000015656 MATERIAL PURCHASE	\$86.24	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504442547	ACCT #2000020291 MATERIAL PURCHASE	\$37.17	11/1/2023	3550
MEAD LIBRARY	231	MIDWEST TAPE	504512883	CUST #2000016317 MATERIAL PURCHASE	\$34.66	11/1/2023	3550
MEAD LIBRARY	900035	O & W COMMUNICATIONS	68543	CUST ID #10854 BLDG MAINTENANCE	\$376.58	11/1/2023	362044
MEAD LIBRARY	6912	ONE TIME VENDOR	9/14 - 12/2 GRIEF	PROGRAMMING EXPENSE	\$100.00	11/1/2023	362047
MEAD LIBRARY	6912	ONE TIME VENDOR	9001174840	PATRON REFUND	\$22.21	11/1/2023	362045
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1076359	CUST ACCT #MEADP100 JANITORIAL SUPPLIES	\$154.88	11/1/2023	3557
MEAD LIBRARY	7479	SAN-A-CARE INC	100-A	CUST ID#10MEAT100 BLDG MAINTENANCE	\$4,853.14	11/1/2023	362057
MEAD LIBRARY	7479	SAN-A-CARE INC	100-B	CUST ID#10MEAT100 BLDG MAINTENANCE	\$2,293.39	11/1/2023	362057
MEAD LIBRARY	6107	TIETZ'S PIGGLY WIGGL	0587	ACADEMY PRESENTATION - PROGRAM EXPENSE	\$6.78	11/1/2023	362072
MEAD LIBRARY	900210	WISCONSIN LIBRARY SE	499704	CUST ID #MEADP010 - OTHER MATERIALS	\$2,282.28	11/1/2023	362092
Total					\$32,856.30		

**Direct Supervisor:** Library Director  
**Department:** Mead Public Library  
**Version Date:** November 15, 2023  
**Salary Grade:** 15  
**FLSA Status:** Exempt



## Position Summary:

The primary purpose of the position is to work with the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy and improving internal processes and efficiency. and performing general human resource tasks.

## Essential Responsibilities:

1. Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
2. Closely works with the director in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares monthly and fiscal year-end financial statements; verifies fund balances; assists works with city finance department in preparing Mead Public Library (MPL) for the library portion of the outside audit, and coordinating and completes the MPL annual and special audits state library reports. Closely works in the identification of Capital Projects and the preparation of Capital Improvement process requests, and documents, executes project from start of project to completion of project and payment schedules of project contractor's payments for both city funded Capital Improvement projects and donor funded projects
3. Processes all library accounting including accounts payable, bank deposits, and maintains accurate records and control reports
4. Assists city officials with accounts payable vendor files
5. Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation. Administrative Services Finance Manager is the first contact with Donors from the initial ask to the final gift given. Monitors and tracks all expenditures to maintain spending within the gift amount, and compliance on restricted gifts.
6. Assist library staff in using the city payroll system, library and city staff handbooks and library and city policies. Assists library staff with the city payroll system, including, but not limited to, annual or hourly compensation, health care benefits, and vacation days.
7. Assists library staff with policies and procedures in the city handbook.
8. Works with the Library Administration and City Finance Department in preparing for financial audits
9. Works with the director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
10. Gathers data and monitors progress and trends related to organizational strategic measures and indicators
11. Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
12. Works on various Library and City of Sheboygan committees or teams to solve problems and facilitate communication across the organization as assign by the Library Director
13. Makes library purchases
14. Maintains positive relationships with municipal officers and various other community stakeholders
15. May attend local and state-wide related conferences, workshops and trainings

16. Participates in outside organizations, i.e. Wisconsin Municipal Treasures Association, CVMIC
17. Attends the City Council, Committee of the Whole, and City Finance meetings
18. Performs other related work and special projects as assigned by the Director
19. Handles emergency situations in the absence of the Director and works with appropriate parties to resolve situations
20. Is the Treasurer liaison for the Mead Public Library Foundation, Inc, and Friends of Mead Public Library

## Education & Experience:

~~Associates degree in accounting required, Bachelor's degree in accounting or finance preferred. 5 years of pertinent experience.~~ Bachelor's degree in accounting or finance required. 5 years of pertinent experience.

## Qualifications & Skills:

1. Ability to understand financial, information technology and space resources
2. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
3. Ability to partner, work within teams, build alliances and relationships
4. Ability to analyze data and make decisions based on that data within an organizational framework
5. Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
6. Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
7. Ability to develop and maintain constructive relationships with staff and public
8. Ability to demonstrate accountability, integrity, and a positive influence on others
9. The ability to communicate effectively ideas and information both in written and oral form
10. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
11. 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. 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:

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
9. 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: \_\_\_\_\_



		2022 Budget	2023 Budget	2024 MPL Ask	2024 City Admin	2024 COMMITTEE	2024 COUNCIL	2024 Council
Item 11.	Account Number	DESCRIPTION						Approved Budget
	411100	PROPERTY TAX LEVY	-2,672,024.97	-2,969,198.00	-3,121,649.00	-3,143,304.00	-3,114,027.00	-3,114,027.00
5	437200	MONARCH - SHEBOYGAN COUNTY	-809,988.92	-816,603.84	-894,726.00	-894,726.00	-894,726.00	-894,726.00
5	437210	MONARCH - OZAUKEE COUNTY	-10,174.32	-8,611.20	-7,364.00	-7,364.00	-7,364.00	-7,364.00
5	437220	MONARCH - RESOURCE	-100,000.00	-100,000.00	-100,000.00	-100,000.00	-100,000.00	-100,000.00
255	437230	MONARCH - ADJACENT COUNTIES	-42,379.04	-46,538.62	-51,097.00	-51,097.00	-51,097.00	-51,097.00
255	451915	PATRON FEES	-6,378.35	-6,928.98	-5,000.00	-5,000.00	-5,000.00	-5,000.00
255	461000	PHOTOCOPIES	-7,480.77	-7,337.94	-5,500.00	-5,500.00	-5,500.00	-5,500.00
255	469100	VENDING/CONCESSION SALES	-608.06	-903.42	-500.00	-500.00	-500.00	-500.00
255	485000	CONTRIBUTIONS/DONATIONS	-377,207.54	-140,663.84	-70,000.00	-70,000.00	-70,000.00	-70,000.00
255	489000	MISCELLANEOUS REVENUE	-3,098.13	-2,412.40	-1,000.00	-1,000.00	-1,000.00	-1,000.00
		TOTAL REVENUE	-4,029,340.10	-4,099,198.24	-4,256,836.00	-4,278,491.00	-4,249,214.00	-4,249,214.00

255511	510110	FULL TIME SALARIES - REGULAR	1,989,784.95	1,786,900.78	2,407,381.00	2,425,273.00	2,398,076.00	2,398,076.00
255511	520310	FICA	117,773.72	105,981.16	142,807.00	143,916.00	142,230.00	142,230.00
255511	520311	MEDICARE	27,543.89	24,785.96	33,403.00	33,662.00	33,268.00	33,268.00
255511	520320	WI RETIREMENT FUND	124,387.38	115,750.86	152,300.00	152,300.00	152,300.00	152,300.00
255511	520340	HEALTH INSURANCE	394,502.88	368,653.89	432,031.00	432,031.00	432,031.00	432,031.00
255511	520350	DENTAL INSURANCE	25,758.75	22,867.23	28,058.00	28,058.00	28,058.00	28,058.00
255511	520360	LIFE INSURANCE	1,871.06	1,669.45	2,459.00	4,854.00	4,854.00	4,854.00
255511	520400	WORKERS COMPENSATION	847.00	847.00	847.00	847.00	847.00	847.00
255511	531100	CONTRACTED SERVICES	87,860.83	129,406.18	128,600.00	128,600.00	128,600.00	128,600.00
255511	531110	FINANCIAL SERVICE FEES	6,545.12	5,793.58	6,825.00	6,825.00	6,825.00	6,825.00
255511	531206	INSURANCE PREMIUMS	21,035.94	22,761.54	23,993.00	23,993.00	23,993.00	23,993.00
255511	531400	ADVERTISING & MARKETING	3,002.70	3,340.82	9,400.00	9,400.00	9,400.00	9,400.00
255511	531800	PROGRAM SERVICES	0.00	144.05	10,000.00	10,000.00	10,000.00	10,000.00
255511	533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	50,925.00	50,925.00	50,925.00	50,925.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	21,767.11	22,274.82	20,000.00	20,000.00	20,000.00	20,000.00
255511	536125	EMPLOYEE DEVELOPMENT	0.00	1,516.45	8,500.00	8,500.00	8,500.00	8,500.00
255511	537100	VEHICLE & PARKING EXPENSES	12,350.12	12,220.49	19,440.00	19,440.00	19,440.00	19,440.00
255511	540100	OFFICE SUPPLIES	11,237.67	10,467.21	13,700.00	13,700.00	13,700.00	13,700.00
255511	540130	POSTAGE & DELIVERY	7,617.53	5,394.05	5,000.00	5,000.00	5,000.00	5,000.00
255511	540205	DISPLAYS	161.22	60.55	1,000.00	1,000.00	1,000.00	1,000.00
255511	540222	JANITORIAL SUPPLIES	11,219.31	11,986.51	10,200.00	10,200.00	10,200.00	10,200.00
255511	548001	DONATION PURCHASES	280,534.93	190,906.71	70,000.00	70,000.00	70,000.00	70,000.00
255511	548002	MATERIALS - ALL CATEGORIES	407,662.55	344,796.12	405,200.00	405,200.00	405,200.00	405,200.00
255511	548003	OTHER CONTENT	76,626.33	50,770.50	82,000.00	82,000.00	82,000.00	82,000.00
255511	550110	BUILDING MAINT & REPAIR	140,500.98	42,789.37	26,000.00	26,000.00	26,000.00	26,000.00
255511	555100	UTILITIES	127,252.71	119,295.96	135,167.00	135,167.00	135,167.00	135,167.00
255511	555120	PHONES	1,949.41	1,526.50	4,000.00	4,000.00	4,000.00	4,000.00
255511	560255	TOOLS & SMALL EQUIPMENT	2,094.66	2,350.66	3,100.00	3,100.00	3,100.00	3,100.00
255511	652200	IT EQUIPMENT	18,872.67	13,249.37	18,500.00	18,500.00	18,500.00	18,500.00
255511	659200	EQUIPMENT REPLACEMENT	5,465.30	5,935.27	6,000.00	6,000.00	6,000.00	6,000.00
		TOTAL EXPENSES	3,937,500.72	3,435,717.04	4,256,836.00	4,278,491.00	4,249,214.00	4,249,214.00
		BALANCED BUDGET						0



MEAD LIBRARY

## 2024 Holiday Schedule

To: Mead Public Library Employees

Subject: 2024 Holiday Schedule

NOTE: 2023

New Year's Eve: Friday, December 29, 2023

**The following are the dates the holidays for the year 2024 will be recognized:**

- 1) New Year's Day: Monday, January 1, 2024
- 2) Friday Before Easter: Friday, March 29, 2024
- 3) Memorial Day: Monday, May 27, 2024
- 4) Independence Day: Thursday, July 4, 2024
- 5) Labor Day: Monday, September 2, 2024
- 6) Thanksgiving Day: Thursday, November 28, 2024
- 7) Day After Thanksgiving: Friday, November 29, 2024
- 8) Christmas Eve: Tuesday, December 24, 2024
- 9) Christmas Day: Wednesday, December 25, 2024
- 10) New Year's Eve: Tuesday, December 31, 2024

NOTE: 2025

New Year's Day: Wednesday, January 1, 2025





2024 Proposed In-Service Dates:  
(Close Library For the Day)

March 15<sup>th</sup> 2024  
September 27, 2024



*Serving public libraries in Dodge, Ozaukee, Sheboygan, and Washington Counties*

## **System Resource Library Agreement between Monarch Library System and Mead Public Library January 2024 – December 2024**

This agreement is entered into by the Board of Trustees, Mead Public Library (LIBRARY) and the Board of Trustees, Monarch Library System (SYSTEM) under the authority of Wisconsin Statutes Section 43.16 and 66.0301 as amended.

WHEREAS, the Mead Public Library is legally established, lies within a participating county of, and is a member of the Monarch Library System, and

WHEREAS the Mead Public Library meets the statutory requirements to serve and to be compensated for its services as the resource library in the Monarch Library System, and

WHEREAS the Monarch Library System is organized as a federated library system to provide improved services to libraries and residents of Dodge, Ozaukee, Sheboygan, and Washington counties, and

WHEREAS the Monarch Library System reviewed Resource Library Services with its member libraries based on information collected by the shared library automation system, now.

IT IS THEREFORE AGREES, by the Mead Public Library and the Monarch Library System:

That the Mead Public Library shall serve as the Resource Library of the Monarch Library System and the provisions contained in the contract shall cover the period of January 1, 2024, through December 31, 2024.

That the Mead Public Library agrees to provide staff, space, and support to meet the library system service requirement [Wis. Stat. 43.2412Mb], as well as additional mutually agreed upon services including:

- Sharing expertise, training, and documentation of traditional library functions such as collection development and acquisitions, readers advisory, reference and information literacy, youth and adult services, and shared electronic collection such as Overdrive, RB Digital, and online courses.
- Selecting and purchasing for shared collections: acquiring a physical in-demand collection to reduce system hold times, building specialized nonfiction collections to enhance breath, and supporting a shared e-book and e-audio collection by selecting additional copies for the adult and JV e/e-audiobook collections per guidelines, providing technical support, and fiscal management.

- Testing or trialing new products or services beyond the current scope of the consortium that provides innovative solutions to member libraries. Sharing training documentation and workflows for new resources acquired by the system.
- Offering subject experts to consult with member library staff in areas such as marketing/public relations, strategic planning and board relations, human resources, financial services, technology, volunteer management, and facility security. Participating as active contributors in system-wide communications including committees, meetups or forums, and other methods.
- Reporting semi-annually on services provided to the system and an accounting of funds expended.
- Serving member libraries by remaining in the 2<sup>nd</sup> position on the holds queue (behind the In-Demand Library), while other member libraries' positions continue to be adjusted regularly.

That the Monarch Library System agrees to:

- Communicate member library needs to the resource library on an annual basis and take the lead in renewing or modifying this agreement annually in March of each year.
- Compensate Mead Public Library for collection development of popular materials to offset demand throughout the system.
- Tap into expertise at Mead and help connect member libraries with subject experts.
- Compensate Mead Public Library for selected professional and clerical services.
- Provide payment in the amount of \$100,000, and

That the Mead Public Library and the Monarch Library System will mutually exchange expertise in providing library services to member libraries, and

That the public records of the Mead Public Library and the Monarch Library System will be freely available to each other when requested, and

That the board of the Mead Public Library and the board of the Monarch Library System may jointly amend this agreement through formal resolution, and

That failure of the contracting parties to reach agreement for these services for the following year will be Wisconsin State Statute cause this agreement to automatically be extended, provided the Mead Public Library is a member of the Monarch Library System, and that both parties may ask the Division for Libraries and Community Learning to mediate the process pursuant to the aforementioned Wisconsin Statutes if an agreed upon resolution is not reached.

## Compensation summary:

(System and Resource Library may mutually agree to redistribute funds from one line to another as needed)

Item/Service	2024 Compensation
In-Demand collection (books, DVDs, etc.)	\$20,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive)	\$40,000
Specialized collections (non-fiction & reference)	\$20,000
Marketing or other professional consultation	\$5,000
Support staff (paying invoices, reporting, processing of materials)	\$5,000
Special projects (RFID, technology, etc.)	\$10,000
TOTAL	\$100,000

Representing Mead Public Library

Representing Monarch Library System

---

 Board President/Date Signed


  
 Board President/Date Signed

---

 Library Director/Date Signed


  
 System Director/Date Signed



**Restricted Grants:**

**Mead Public Library Foundation, Inc. - \$50,000.00**

**Friends of Mead Public Library - \$12,000.00**

# 2024 Wish list

<b>Category/Fund</b>	<b>Description</b>	
<i>Furnishings</i>	New furniture for Children's Library: 2 settees, 2 adult lounge chairs, 4 child lounge chairs	\$10,000
	<b>Subtotal</b>	<b>\$10,000</b>
<i>Programming</i>	Adult & all ages programs including: <ul style="list-style-type: none"> <li>- Lil Rev</li> <li>- Literature &amp; Poetry programs, including sidewalk poetry</li> <li>- Great Decisions</li> <li>- WinterGreen, ComicCon, etc.</li> <li>- Radio programming</li> </ul>	\$15,000
	Youth programs (children and teens) including (Maas funds): <ul style="list-style-type: none"> <li>- Family storytimes</li> <li>- After school educational programs</li> <li>- Summer library program</li> </ul>	\$5,000
	<b>Subtotal</b>	<b>\$20,000</b>
<i>Equipment and Supplies</i>	Updates and additions to Mead Radio Studio and Imaginarium Makerspace	\$7,000
	<b>Subtotal</b>	<b>\$7,000</b>
<i>Other</i>	Professional Development – Webinars and online courses, Conferences (PLA in 2024)	\$10,000
	Staff appreciation	\$500
	Volunteer appreciation	\$500
	Promotion, Advertising, and Outside Printing	\$2,000
	<b>Subtotal</b>	<b>\$13,000</b>
	<b>Total</b>	<b>\$50,000</b>

# 2024 Friends Funding request

Category/Fund	Description	
	All ages programs including: <ul style="list-style-type: none"><li>- Lil Rev</li><li>- Literature &amp; Poetry programs</li><li>- Great Decisions</li><li>- Family storytimes</li><li>- After school educational programs</li><li>- Summer library program</li></ul>	\$5,000
	On-going funding for cultural passes; additional funding to expand the experience collection	\$7,000
	<b>Total</b>	<b>\$12,000</b>

# Additional Funding Needs through 2026

<i>Category/Fund</i>	<i>Description</i>	<i>Cost Estimate</i>	<i>Date</i>
<i>Furniture</i>	Children's library furniture (Nemschoff and Embury)	\$25,000	2025
	- 6 tables, 36 chairs (kid size) - 3 tables; 12 chairs (toddler size)		
<i>Shelving and Collections</i>	In-stack Lighting: better lighting in dark portions of our shelving areas	\$112,000	2026
	- 226, 36" lighting units, brackets for attaching the lights to shelving units, electrical work		
	Slat shelving dividers	\$20,000	2024
<i>Equipment</i>	One-time boost to Read Aloud Collection (Vox/Wonderbook) (Maas funds)	\$2,000	2024
	Glowforge 3D laser printer with air filter	\$3,000	2024
	Table-top toys and games for Children's play area (Maas funds)	\$1,000	2026
	Additional power outlets on 1 <sup>st</sup> and 3 <sup>rd</sup> floors	\$2,500	2024
	Floor cleaner	\$7,000	2024
	<b>Total</b>	<b>172,500</b>	





**DeAmico, Debbie**

**From:** Erickson, Garrett  
**Sent:** Friday, November 10, 2023 4:13 PM  
**To:** DeAmico, Debbie  
**Subject:** Fw: Musical Programming Donation - Comes with Piano  
**Attachments:** Piano Donation.jpg

---

**From:** Bruce Timm <abcprogramminginc@yahoo.com>  
**Sent:** Friday, November 10, 2023 11:28 AM  
**To:** Erickson, Garrett  
**Subject:** Musical Programming Donation - Comes with Piano

Hi Garrett,

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

There are libraries that willingly have pianos to enhance their programming.

Please read this article: <https://blog.library.in.gov/pianos-in-the-library/>

You can also Google 'Pianos in Public Libraries' as I did and read several other articles.

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

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

I've attached a picture of the piano. It is a Wurlitzer spinet model with bench. Its dimensions are 37" high, 56" wide and 24" inches deep. I looked in the Rocca room earlier this week and I think this would fit nicely in the north closets when you want to store the piano out of the way. While I was there on Wednesday, I heard music in the Rocca room and apparently a dance troupe using the room for practice. Rocca room seems like ideal placement for piano in library since it is away from other quiet parts of library. I purchased the Wurlitzer at Horvat Piano Gallery on S. 12th Street about 30 years ago and instrument is in excellent shape with excellent tuning and sound. I will purchase a piano dolly <https://www.vandaking.com/schaff-spinet-console-piano-dolly.html> so that piano can easily be moved by anyone. I'll also arrange for piano tuning as soon as piano arrives.

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

What can I do to make this a positive experience for Mead Public Library and its patrons? I'm happy to pay for all the initial costs associated with the move, dolly, tuning, management and scheduling system. I would also pledge \$1000 per year for 5 years to start a broader musical education and performance at the library. I finally have the means at this stage of my life to give more for community needs and wants. If the music program at the library becomes broader, my donations can become larger. I would like to

see electric keyboards available with composition software as an example of ideas I have been thinking about. I also have an large collection of sheet music that I would donate if accepted. I checked the library's collection and I could really add to it with all sorts of musical genres.

Item 16.

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

Bruce Timm  
(920) 458-5291  
abcprogramminginc@yahoo.com

**Support Services Manager Report to the Library Board****11/7/23****1. Collections**

- a. We are moving the baking collection up to the second floor. Cake pans, decorating tools, specialty baking tins, dessert displays: all will be shelved in the stacks next to our cookbooks on baking. This project will be completed in the next few days.
- b. New experience items are being added to the collection: vacuum sealer, metal detector, metric tool set, mini party light, foldable soccer net, walker with seat, sunoculars, pre-loaded Atari game console, tripod w/ cellphone clip. Processing should be completed in the next couple of weeks and items will be ready to go out.
- c. I've been working with collection management staff to review current databases and evaluate new e-resources to meet patron needs while being mindful of the increasing costs of these resources. This year we added Proquest's Historical Newspapers - WI Collection to provide our patrons with better access to local obituaries. We will not be renewing the following databases in 2023/24:
  - i. AllData (Access ended in Oct. 2023. We are pointing patrons to Morningstar & DataAxle)
  - ii. Culturegrams (Access will end in December 2023. We are pointing patrons to Britannica & other Badgerlink resources)
  - iii. Knowledge City (Access will end in January 2024. We are pointing patrons to Gale Courses and Universal Class)

**2. Patron Services**

- a. We met with D-Tech and Engberg Anderson to discuss the outdoor holds locker project. Marketing is continuing work on a graphic wrap that will be applied to the face of the lockers.
- b. I joined Chase in a meeting with Bibliotheca to discuss the poor customer service we've experienced in regards to the automated sorting machine (book return) and security gates. Chase was able to negotiate a hefty discount to our maintenance service plan renewal and we've already seen an improvement in service.

# Disruptive Patron Interaction Report October 2023

Item 20.

<b>Reported Incidents</b>	Adult	33
	Teen	14
	Senior (65+)	0
	Kids	0
<b>Exclusions Over 10 Days</b>		0
<b>Emergency Services Called</b>		1
<b>Encounter Type</b>	Trespass after exclusion	3
	Dispute/argument/altercation between patrons (not physical)	4
	Fighting/Physical Altercations	1
	Harassment/Threatening Language	0
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	10
	Inappropriate comments and/or excessive demands	7
	Intoxicated/Addiction	5
	Medical or mobility issue	0
	Mental Health	1
	Mess (Food waste, spills)	3
	Theft/Vandalism	2
	Trouble getting patron to leave after closing	1
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	3
	Weapons	0
	Other (Specify in Description)	7
<b>Location</b>	1st Café	4
	1st Desk	4
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	5
	1st Lobby/Foyer	6
	1st Restrooms	5
	2nd Computers	4
	2nd Desk	3
	2nd Hansen Teen	1
	2nd Imaginarium	0
	2nd Quiet Study	1
	2nd Restrooms	0
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	4
	Outside (Specify in Description)	0
	Other (Specify in Description)	6

**Volunteer Report - October 2023**

<b>Type</b>	<b>Hours</b>	<b>Volunteer Count</b>	<b>Total Hours</b>	<b>Total Count</b>
Adult	117.55	26	117.55	26
Teen	0	0	0	0
Total	117.57	27	117.57	27

Type	Name	*October 2022	*October 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
<b>Circulation Transactions</b>	Adult Materials	18,528	18,661	1%	186,831	185,463	-1%
	Teen Materials	1,085	774	-29%	10,900	9,607	-12%
	Children's Materials	14,341	12,128	-15%	141,294	137,640	-3%
	Total Adult/Teen/Children's Materials	33,954	31,563	-7%	339,025	332,710	-2%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	8,451	9,544	13%	85,802	95,064	11%
	Items received for Mead patrons from other libraries	4,947	4,683	-5%	49,104	50,242	2%
	Total Interlibrary Loans (Transits)	13,398	14,227	6%	134,906	145,306	8%
<b>E-Content Checkouts</b>	Total E-Content Checkouts	7,685	9,233	20%	79,805	87,517	10%
<b>Library Visits</b>	Gate count	20,541	19,366	-6%	176,858	195,048	10%
<b>Research Inquiries</b>	Research Inquiries	5,570	2,579	-54%	40,041	38,174	-5%
<b>Internet Usage Provided</b>	Library Workstation Sessions	2,430	1,897	-22%	22,062	20,381	-8%
	Wireless Sessions	7,314	8,532	17%	62,761	80,239	28%
<b>Number of Library Card Holders</b>	Sheboygan Residents				33,111	28,233	-15%
	Non-Sheboygan Residents				8,075	6,400	-21%
	Total Number of Library Card Holders				41,186	34,633	-16%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	56	35	-38%	419	356	-15%
	Children (0-11) Participants	1,291	891	-31%	16,731	12,135	-27%
	Teen (12-18) Quantity	4	4	0%	42	51	21%
	Teen (12-18) Participants	125	92	-26%	1,078	1,017	-6%
	Adult (18+) Quantity	68	28	-59%	323	187	-42%
	Adult (18+) Participants	628	481	-23%	7,602	3,952	-48%
	Total number of Classes, Seminars, Workshops, Events	128	67	-48%	784	594	-24%
	Total number of Participants	2,044	1,464	-28%	25,411	17,104	-33%
<b>Conference Room Utilization</b>	Rocca Meeting Room	62%	38%	-24%	37%	33%	-3%
	Loft Meeting Room	36%	27%	-9%	28%	25%	-4%
	Public Conference Room #1	23%	31%	7%	19%	31%	12%
	Public Conference Room #2	21%	29%	8%	18%	27%	8%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	473	471	0%	3933	5766	47%
	Percent Utilization	32%	36%	4%	30%	43%	13%

\*Stats effected by the COVID-19 Pandemic