



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

May 15, 2024 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Wednesday, May 15, 2024, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Andre Walton, Vice President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
5. Correspondence, Announcements, and Common Council Reports

COMMITTEE REPORTS

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Consent Agenda

ELECTION OF OFFICERS

- [8.](#) Nominations from the Floor and Election of Officers for 2024 - 2025 (Closed Ballot Permitted) - President and Vice President
9. Remarks from Outgoing and Incoming Officers
- [10.](#) Adopt Schedule of Meetings for 2024-2025
11. Appoint Finance Officer for 2024-2025

12. Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation
13. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board - President
- [14.](#) Appoint Standing Committee Chairs and Members as Set Forth in the Bylaws - President
15. Appoint Ad Hoc Committee Chairs and Members as Set Forth in the Bylaws - President

DIRECTOR'S REPORT

16. Project Updates
- [17.](#) Services and Programming
- [18.](#) Security Update
- [19.](#) Monthly Statistics

LIAISON REPORTS

20. Monarch Library System - Maeve Quinn
21. Mead Library Foundation - Kathie Norman
22. Friends of Mead - Pattie Pilz

UPCOMING MEETINGS

23. LIBRARY BOARD OF TRUSTEES (06/19/2024 at 5:00 p.m.)

ADJOURN

24. Motion to Adjourn

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

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



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

April 17, 2024

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum

Members present (in-person): Barbara Alvarez, Julia Hart, Jim Hollister, Kathie Norman, Maeve Quinn, and Sherry Speth

Members present (virtual): Meg Albrinck

Members excused: Jeanne Pfeiffer, and Angela Ramey

Staff present: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

2. Pledge of Allegiance

3. Welcome New Board Member - Julia Hart

New Board of Trustees member Julia Hart was welcomed to the Board.

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)

None.

5. Approval of Minutes - February 21, 2024

Hollister asked that the minutes be amended to show he was excused. Speth **moved** to approve the amended February 21, 2024, minutes. Quinn **seconded**. Motion **passed**.

6. Correspondence, Announcements, and Common Council Reports

Alvarez stated it was an honor to have the opportunity to serve on the Board.

7. Adopt Resolution in Honor of the Service of Barbara Alvarez

Resolution was read by Norman commending service performed by Alvarez. Norman **moved** to adopt the resolution. Quinn **seconded**. Motion **passed**. A bouquet and gift card were presented to Barbara in recognition of her service.

8. Trustee Roster

An updated Board of Trustee roster was distributed.

COMMITTEE REPORTS

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

Grossen presented February financial statements. Erickson feels finances are being handled well. City Finance LTE is tracking her time to determine how long she works on library invoices. We will revisit this mid-year. We hope to have sub-accounts in Munis next year in order to better track projects and grants. Quinn **moved** to approve payment of current expenditures, payroll, special revenues, grants, gifts and donations. **Seconded** by Speth. Motion **passed**.

10. Ad Hoc Library of the Future

Norman stated that the full renovation has been put on hold until we determine what the library is financially responsible for.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

11. Building Projects

Automated Materials Handling (AMH)

Erickson reported that the 7-year old Automated Materials Handling (AMH) machine has been consistently failing. Tech support is poor. Parts are shipped from Europe. The public interface has been down over 1/3 of the time. Even with it being down, over 400K items were checked in using AMH last year. Quinn **moved** to replaced the Automated Materials Handling System since it has not consistently worked efficiently these last few years and it has not worked for four months this past year, putting into jeopardy the access of our collection of which our patrons rely on and utilize. In light of the fact that more than 300,000 items of our collection go through this machine every year, this necessary expenditure will come from our Mead Public Library reserve fund. **Seconded** by Norman. Motion **passed**.

Warschau Holocaust Collection

The Foundation Board approved having a mobile unit built for the Warschau Holocaust Collection and to remodel the aforementioned Warschau Holocaust Collection room into a sound-proof podcast room. Norman **moved** that we direct our Library Director Garrett Erickson to being the process of accepting bids for the enhancement of our treasured Warschau Collection which will allow this collection to be more visible and accessible to the public. The moveable storage display units will allow more flexibility and accessibility for the collection. The funding for this enchantment project will be covered by the Mead Public Library Foundation. Quinn **seconded**. Motion **passed**. Hart commented that we need to make sure it is lockable and secure.

Public Community Resource Specialist Office

Erickson expressed a need for a private area for our patrons to discuss personal issues with our Public Community Resource Specialist. The proposed office would be located near the current work station. The office would have windows to allow for monitoring floor activity while maintaining patron privacy. Quinn **moved** that we direct our Library Director Garrett Erickson to being the process of accepting bids for the enhancement of the Public Community Resource Specialist area in our library. Creating a space that focuses on public safety as well as providing information about community resources will have a positive impact on the quality of our library services. The funding for this enhancement project will be covered by the Mead Public Library Foundation. Albrinck **seconded**. Motion **passed**.

Phone Booths

Erickson reported that patrons using cell phones - especially speakerphones - have become disruptive to other patrons and caused disturbances. He proposed two phone booths be built with locations on first and second floors. There was discussion on phone booth time limits. It was decided that we would address this if/when it becomes an issue. Norman **moved** that we direct our Library Director Garrett Erickson to begin the process of accepting bids for the enhancement of adding two telephone booths to Mead Public Library. They will have a positive impact on the environment of the library that requires a quiet atmosphere for people to read, write, and work. The funding for this enhancement project will be covered by the Mead Public Library Foundation. Quinn **seconded**. Motion **passed**.

Rocca Room

Discussion on updates to the Rocca Room that may include: adding a flexible wall to divide the space into two meeting rooms, remodeling the kitchenette, and adding windows on the north wall. Engberg

Anderson was asked to itemize each of the prior stated updates determining cost versus use. Norman **moved** that we direct our Library Director Garrett Erickson to begin the process of accepting bids for the enhancement of making the Rocca Room space more flexible for smaller groups. This enhancement is due to the high demand by our citizens for meeting spaces in our library. Funding for this enhancement will be covered by the Mead Public Library Foundation. Hollister **seconded**. Motion **passed**.

12. Employee Handbook Update

Erickson stated that HR Director Kelly Hendee added language to the City employee handbook citing statutory rights with regard to the Board of Trustees as it relates to overseeing the library. Mead policies supersede City handbook policies. Hollister **moved** to approve the update to the employee handbook. Hart **seconded**. Motion **passed**.

13. SASD Busing Project Update

Erickson reported that a donation of \$5K was received for Sheboygan Area School District grade school students to be bused to Mead. Participating first grade students and their teachers who attend schools on city bus routes, would board a Shoreline Metro bus at their school and be transported to Mead Library. Participating first graders attending schools outside of the Shoreline Metro service area, would board a chartered school bus to come to Mead Library using above referenced donated funds. The goal is to have the entire first grade tour Mead in May to get kids excited about our Summer Reading Program with the possibility of winning prizes for reading.

DIRECTOR'S REPORT

14. Personnel Update

Two staff were recently promoted to Associate Librarian positions.

15. Services and Programming

Prentice shared that patron stats might be low because Wintergreen attendance has not been cumulated. ComicCon will be held May 4. All ages are welcome. The Bugle - Comics & Collectibles made a huge donation of books for this event. A cosplay costume workshop was held in anticipation of ComicCon.

16. Security Update

Our part-time library security monitor starts April 23. He will be working evenings and Saturdays. Albrinck requested we run a comparison report showing trend data around the hire of this person.

17. Monthly Statistics

Erickson reported we are getting numerous requests for meeting space needs.

LIAISON REPORTS

18. Monarch Library System

Erickson shared the Vega system will be implemented soon. Monarch will be hiring an employee to help with the rollout. Quinn stated that there was no meeting.

19. Mead Library Foundation

Norman reported the Foundation recently received a couple of large donations.

20. Friends of Mead

Pilz presented report on Friend's activities.

UPCOMING MEETINGS

21. **Library Board of Trustees** - May 15, 2024, at 5:00 p.m.

Item 4.

ADJOURN

22. **Motion to Adjourn**
Meeting adjourned at 6:10 p.m.

Mead Public Library - Accounts Payable through March 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Acct Description	Item 6.
ADRIANA URIBE	2/27/2024	TRANSLATION SERVICES - MEAD BROCHURE	100.00	3/20/2024	363419	255511	531400	ADVERTISING & MARKET	
AMAZON CAPITAL SERVI	3/5/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	137.52	3/20/2024	4108	255511	510110	FULL TIME SALARIES - REGULAR	
AMAZON CAPITAL SERVI	2/28/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	13.57	3/20/2024	4108	255511	510110	FULL TIME SALARIES - REGULAR	
AMAZON CAPITAL SERVI	2/29/2024	ACCOUNT #A2JXVCVZU4S49M PROGRAM SUPPLIES	217.50	3/20/2024	4108	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/4/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	39.64	3/20/2024	4108	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/4/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	38.24	3/20/2024	4108	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	2/26/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	32.53	3/20/2024	4108	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	3/3/2024	ACCT# A2JXVCVZU4S49M PROGRAM SUPPLIES	10.95	3/20/2024	4108	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	2/26/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	314.61	3/6/2024	4040	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	2/12/2024	ACCOUNT #A2JXVCVZU4S49M PROGRAM SUPPLIES	41.14	3/6/2024	4040	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	2/24/2024	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	13.56	3/6/2024	4040	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	2/18/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	79.96	3/6/2024	4040	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	2/27/2024	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	35.66	3/20/2024	4108	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	2/15/2024	ACCOUNT #A2JXVCVZU4S49M PROGRAM EXPENSES	34.97	3/6/2024	4040	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	2/2/2024	ACCT #A2JXVCVZU4S49M DONATIONS	23.14	3/20/2024	4108	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	3/7/2024	CREDIT MEMO FOR INVOICE 1QX7-79G6-39XP	(14.93)	3/20/2024	4108	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	2/29/2024	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	69.99	3/20/2024	4108	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/9/2024	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	64.95	3/6/2024	4040	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/24/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	42.08	3/20/2024	4108	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/19/2024	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	20.19	3/6/2024	4040	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/19/2024	ACCT# A2JXVCVZU4S49M MAINTENANCE	20.15	3/6/2024	4040	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/12/2024	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	16.88	3/6/2024	4040	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/19/2024	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	15.66	3/6/2024	4040	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/14/2024	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	9.99	3/6/2024	4040	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/22/2024	CREDIT MEMO FOR INVOICE 1VFH-KCKN-4P39	(9.99)	3/20/2024	4108	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/19/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	161.57	3/6/2024	4040	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	2/29/2024	ACCOUNT #A2JXVCVZU4S49M BUILDING MAINT	54.36	3/20/2024	4108	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	3/1/2024	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	27.68	3/20/2024	4108	255511	550110	BUILDING MAINT & REPAIR	
AMAZON CAPITAL SERVI	2/19/2024	ACCT #A2JXVCVZU4S49M - IT EXPENSE	109.85	3/6/2024	4040	255511	560255	TOOLS & SMALL EQUIPMENT	
AMAZON CAPITAL SERVI	2/19/2024	ACCT #A2JXVCVZU4S49M - IT EXPENSE	849.00	3/6/2024	4040	255511	652200	IT EQUIPMENT	
AMAZON CAPITAL SERVI	2/26/2024	ACCT# A2JXVCVZU4S49M IT EXPENSE	9.98	3/20/2024	4108	255511	652200	IT EQUIPMENT	
AT&T	2/25/2024	ACCT#920Z83-0200 109 8 TELEPHONE EXPENSE	150.85	3/20/2024	363426	255511	555120	PHONES	
ATIS ELEVATOR INSPEC	2/9/2024	MAINTENANCE CONTRACT - ELEVATORS/DUMBWAITER	500.00	3/6/2024	363259	255511	531100	CONTRACTED SERVICES	
CALEB STRUTZ	2/27/2024	DRAGON TRAINING ACADEMY	790.00	3/20/2024	363435	255511	548001	DONATION PURCHASES	
CDWG	2/22/2024	CUST #3162682 IT EXPENSE	98.00	3/6/2024	363267	255511	560255	TOOLS & SMALL EQUIPMENT	
CDWG	2/27/2024	CUST #3162682 IT EXPENSE	64.95	3/20/2024	363436	255511	560255	TOOLS & SMALL EQUIPMENT	
CDWG	2/19/2024	CUST #3162682 IT EXPENSE	1,453.42	3/6/2024	363267	255511	652200	IT EQUIPMENT	
CENGAGE LEARNING	3/1/2024	CHILTON LIBRARY - SUBSCRIP START 3/1/24 - 2/28/25	5,150.00	3/20/2024	4117	255511	548003	OTHER CONTENT	
CHARTER COMMUNICATIO	3/1/2024	ACCT #121113701 INTERNET EXPENSE	159.98	3/20/2024	363438	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
DAKOTA SUPPLY	2/12/2024	ACCOUNT 48063 BLDG MAINT	187.08	3/6/2024	363272	255511	550110	BUILDING MAINT & REPAIR	
DAKOTA SUPPLY	3/7/2024	CUST #48063 CREDIT MEMO ORDER DATE 02/22/24	(159.00)	3/20/2024	363443	255511	550110	BUILDING MAINT & REPAIR	
DOLL, JON W.	2/6/2024	PROGRAMMING WINTERGREEN	200.00	3/6/2024	363274	255511	548001	DONATION PURCHASES	
ELAINE JACKS	2/16/2024	LEARN TO SEW W/ELAINE JACKS 4 CLASS & WINTERGREEN	900.00	3/6/2024	363275	255511	548001	DONATION PURCHASES	
ELAINE JACKS	2/6/2024	PROGRAM EXPENSE WKSHPS ON CROCHET	600.00	3/6/2024	363275	255511	548001	DONATION PURCHASES	
ELLA'S	3/15/2024	INSERVICE BOX LUNCHES	579.87	3/20/2024	363447	255511	536125	EMPLOYEE DEVELOPMENT	
ENGBERG ANDERSON INC	2/29/2024	ACCT #213396.01 LOCKER CONSTRUCTION	2,982.50	3/20/2024	363448	255511	631200	BUILDING IMPROVEMENTS	
ERICA HUNTZINGER	1/24/2024	PROGRAMMING 3 OF 4 PYMTS - MARCH 2024	200.00	3/20/2024	363450	255511	548001	DONATION PURCHASES	
ERICA HUNTZINGER	1/24/2024	PROGRAMMING 2 OF 4 PYMTS - FEBRUARY 2024	200.00	3/6/2024	363278	255511	548001	DONATION PURCHASES	
EVEN'S PEST CONTROL	2/13/2024	ACCT #5514 PEST CONTROL	110.00	3/6/2024	363279	255511	531100	CONTRACTED SERVICES	

Mead Public Library - Accounts Payable through March 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Acct Description	Item 6.
GAMING GENERATIONS	2/22/2024	SH240312ZM MATERIAL PURCHASES	731.00	3/20/2024	363458	255511	548002	MATERIALS - ALL CATEG	
GANNETT WI LOCALIQ	3/8/2024	ACCT #SH1453242 4/1/24-3/31/25 SUBSCRIP SERVICES	1,230.06	3/20/2024	363459	255511	548002	MATERIALS - ALL CATEGORIES	
GT GRAPHICS OF SHEB	3/4/2024	OVERSIZE POSTERS	55.80	3/20/2024	4130	255511	531400	ADVERTISING & MARKETING	
HUBER CREATIVE LLC	2/20/2024	OUTDOOR BOOK LOCKER DESIGN	1,250.00	3/20/2024	363467	255511	531400	ADVERTISING & MARKETING	
INGRAM LIBRARY SERV	3/8/2024	CUST #20W8082 MATERIAL PURCHASE	2,087.81	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/15/2024	ACCT #20W8082 MATERIAL PURCHASE	1,374.80	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/7/2024	CUST #20W8082 MATERIAL PURCHASE	1,268.01	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/20/2024	ACCT #20W8082 MATERIAL PURCHASE	1,184.21	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/5/2024	ACCT #20W8082 MATERIAL PURCHASE	853.68	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/7/2024	CUST #20W8082 MATERIAL PURCHASE	775.79	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/14/2024	ACCT #20W8082 MATERIAL PURCHASE	530.99	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/27/2024	CUST #20W8082 MATERIAL PURCHASE	526.47	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/19/2024	ACCT #20W8082 MATERIAL PURCHASE	424.46	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/26/2024	CUST #20W8082 MATERIAL PURCHASE	399.15	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/6/2024	CUST #20W8082 MATERIAL PURCHASE	357.40	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/27/2024	CUST #20W8082 MATERIAL PURCHASE	331.46	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/22/2024	CUST #20W8082 MATERIAL PURCHASE	314.40	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/11/2024	CUST #20W8082 MATERIAL PURCHASES	310.80	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/29/2024	ACCT #20W8082 MATERIAL PURCHASE	298.65	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/21/2024	CUST #20W8082 MATERIAL PURCHASE	271.72	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/13/2024	ACCT #20W8082 MATERIAL PURCHASE	203.73	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/8/2024	ACCT #20W8082 MATERIAL PURCHASE	200.76	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/9/2024	ACCT #20W7192 MATERIAL PURCHASE	166.52	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/13/2024	ACCT #20W8082 MATERIAL PURCHASE	165.69	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/9/2024	ACCT #20W8082 MATERIAL PURCHASE	141.52	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/5/2024	ACCT #20X7192 MATERIAL PURCHASE	122.80	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/19/2024	ACCT #20X7192 MATERIAL PURCHASE	111.72	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/29/2024	ACCT #20W8082 MATERIAL PURCHASE	89.58	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/16/2024	ACCT #20X7192 MATERIAL PURCHASE	79.84	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/12/2024	ACCT #20W7192 MATERIAL PURCHASE	79.84	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/23/2024	CUST #20X7192 MATERIAL PURCHASE	77.48	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/19/2024	ACCT #20W8082 MATERIAL PURCHASE	74.31	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/27/2024	CUST #20X7192 MATERIAL PURCHASE	55.68	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	3/8/2024	CUST #20W8082 MATERIAL PURCHASE	40.86	3/20/2024	4132	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/15/2024	ACCT #20W8082 MATERIAL PURCHASE	39.57	3/6/2024	4072	255511	548002	MATERIALS - ALL CATEGORIES	
J.F. AHERN COMPANYH	1/5/2024	CUST# 107461 710 NORTH 8TH STREET	478.00	3/6/2024	4074	255511	531100	CONTRACTED SERVICES	
JANE RABUCK	3/8/2024	LEGO DISCOVERY - 10 SESSIONS MONDAYS 6/10-8/12	500.00	3/20/2024	363472	255511	548001	DONATION PURCHASES	
JIM GILL INC.	2/11/2024	MEAD PUB LIBRARY/ 6-15-24 PROG	2,750.00	3/6/2024	363293	255511	548001	DONATION PURCHASES	
MARCIA ZINK	2/15/2024	PROGRAM EXPENSE YOGA NIDRA AUGUST CLASSES	400.00	3/6/2024	363304	255511	548001	DONATION PURCHASES	
MARCIA ZINK	2/27/2024	ADJUST DUE TO MATH ERROR ON CONTRACT SOUL COLLAGE	200.00	3/20/2024	363485	255511	548001	DONATION PURCHASES	
MBM/MODERN BUSINESS	2/19/2024	ACCT #MP01-B FEBRUARY COPIER EXPENSE	975.80	3/6/2024	363306	255511	531100	CONTRACTED SERVICES	
MBM/MODERN BUSINESS	2/21/2024	ACCT #MPO1-B	529.84	3/6/2024	363306	255511	531100	CONTRACTED SERVICES	
MEAD PUBLIC LIBRARY	2/26/2024	REIMBURSE MEAD PUBLIC LIBRARY FOUNDATION	100.00	3/6/2024	363307	255	485000	CONTRIBUTIONS/DONATIONS	
MIDWEST TAPE	3/6/2024	CUST #2000015656 MATERIAL PURCHASE	989.20	3/20/2024	4142	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	2/28/2024	CUST #2000015656 MATERIAL PURCHASE	891.90	3/20/2024	4142	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	2/21/2024	CUST #2000015656 MATERIAL PURCHASE	870.55	3/6/2024	4083	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	2/14/2024	CUST #2000015656 MATERIAL PURCHASE	404.26	3/6/2024	4083	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	2/7/2024	CUST #2000016317 MATERIAL PURCHASE	156.75	3/6/2024	4083	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	2/12/2024	CUST #2000021962 MATERIAL PURCHASE	84.69	3/6/2024	4083	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through March 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Acct Description	Item 6.
MIDWEST TAPE	2/27/2024	CUST #2000021962 MATERIALS PURCHASE	74.95	3/20/2024	4142	255511	548002	MATERIALS - ALL CATEG	
MONARCH LIBRARY SYS	12/4/2023	CONNECT GATEWAY SUPPORT 10/1/23-9/30/24	185.22	3/20/2024	4144	255511	531100	CONTRACTED SERVICES	
MONARCH LIBRARY SYS	2/20/2024	E-COMMERCE SERICE CHARGES	28.61	3/6/2024	4084	255511	531100	CONTRACTED SERVICES	
NANCY TESELLE	2/27/2024	MAYWOOD NATURE-BASED BOOK CLUB 4/6 5/4 6/6	150.00	3/20/2024	363494	255511	548001	DONATION PURCHASES	
ONE TIME VENDOR	3/6/2024	PATRON REFUND	39.99	3/20/2024	363515	255	451915	PATRON FEES	
ONE TIME VENDOR	2/27/2024	PATRON REFUND	20.00	3/20/2024	363504	255	451915	PATRON FEES	
ONE TIME VENDOR	3/4/2024	DAMAGED ILL ITEM	16.00	3/20/2024	363510	255	451915	PATRON FEES	
ONE TIME VENDOR	2/28/2024	PATRON REFUND	12.35	3/20/2024	363519	255	451915	PATRON FEES	
ONE TIME VENDOR	3/1/2024	PATRON REFUND	11.34	3/20/2024	363516	255	451915	PATRON FEES	
OVERDRIVE, INC.	1/4/2024	CUST ID #0669-1028 MATERIAL PURCHASE	30,000.00	3/6/2024	363327	255511	548003	OTHER CONTENT	
OVERDRIVE, INC.	2/28/2024	CUST ID #0669-1028 MATERIAL PURCHASE	10,000.00	3/20/2024	363521	255511	548003	OTHER CONTENT	
PITNEY BOWES PURCHAS	2/18/2024	ACCT #8000-9000-1102-0652 POSTAGE METER REFILL	500.00	3/20/2024	363522	255511	540130	POSTAGE & DELIVERY	
PROQUEST LC	3/1/2024	ACCT #153838 - MATERIAL PURCHASE	4,554.00	3/20/2024	363524	255511	548003	OTHER CONTENT	
SHEBOYGAN AREA SCHOO	2/27/2024	PERMIT #2767 FAMILY CONCERT REDWING GYM	225.00	3/20/2024	4157	255511	548001	DONATION PURCHASES	
SHEBOYGAN AREA SCHOO	3/7/2024	STAFF/EQUIP/CLEANER FEES PERMIT #2767 FOR 6/15/24	215.00	3/20/2024	4157	255511	548001	DONATION PURCHASES	
SHOWCASES	3/4/2024	PROCESSING SUPPLIES	450.36	3/20/2024	4158	255511	548002	MATERIALS - ALL CATEGORIES	
STATE BAR OF WISCONS	2/21/2024	ACCT #12587 MATERIAL PURCHASE	88.94	3/6/2024	363348	255511	548002	MATERIALS - ALL CATEGORIES	
STATE BAR OF WISCONS	2/20/2024	ACCT #12587 MATERIAL PURCHASE	81.29	3/6/2024	363348	255511	548002	MATERIALS - ALL CATEGORIES	
TREMPE LAWN SERVICE	2/2/2024	MPL SNOW REMOVAL - 2/2 & 2/15 BLD MAINTENANCE	140.00	3/6/2024	363354	255511	550110	BUILDING MAINT & REPAIR	
ULINE, INC.	2/9/2024	CUST# 14614203 ORDER# 12999683 PROTECTIVE INSERT	48.00	3/6/2024	4101	255511	531400	ADVERTISING & MARKETING	
UNITED PARCEL SERVIC	3/2/2024	ACCT #576799 UPS CAMPUS SHIP	8.40	3/20/2024	363549	255511	540130	POSTAGE & DELIVERY	
UNIVERSITY OF MINN.	2/19/2024	CUST #5059519 - MEAD PUBLIC LIBRARY	2,404.00	3/6/2024	363359	255511	548002	MATERIALS - ALL CATEGORIES	
VALUE LINE PUBLISHIN	2/16/2024	OTHER MATERIAL PURCHASES	6,850.00	3/6/2024	363360	255511	548003	OTHER CONTENT	
VIHOS, LISA B.	2/22/2024	PROGRAM EXP - SIDEWALK POETRY MID FEB-MAR 2024	100.00	3/6/2024	4103	255511	548001	DONATION PURCHASES	
WISCONSIN LIBRARY SE	3/5/2024	CUST ID #MEADP010 - SUPPLIES	2,975.00	3/20/2024	363564	255511	548003	OTHER CONTENT	
WISCONSIN PUBLIC SER	2/27/2024	FEBRUARY BILLING- GRP ACCT #0403257315-00031	3,584.72	3/20/2024	363605	255511	555100	UTILITIES	
WORDHAVEN	2/27/2024	PROGRAMMING SIDEWALK POETRY JUDGING	100.00	3/20/2024	363570	255511	548001	DONATION PURCHASES	
			105,168.77						

Mead Public Library - Financial Statement for March 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	-	-	(894,726.00)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	-	-	(7,364.00)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	-	-	(51,097.00)
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(2,377.59)	-	(2,622.41)
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(1,588.35)	-	(3,911.65)
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(118.21)	-	(381.79)
255	481100	INTEREST INCOME	-	-	-	(12,341.62)	-	12,341.62
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(5,432.30)	-	(64,567.70)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(1,946.63)	-	946.63
TOTAL REVENUE			(4,249,214.00)	-	(4,249,214.00)	(2,244,367.79)	-	(2,004,846.21)
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	463,781.88	-	1,934,294.12
255511	520310	FICA	142,230.00	-	142,230.00	27,569.58	-	114,660.42
255511	520311	MEDICARE	33,268.00	-	33,268.00	6,447.74	-	26,820.26
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	29,928.97	-	122,371.03
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	100,606.18	-	331,424.82
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	6,262.18	-	21,795.82
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	952.43	-	3,901.57
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	31,522.62	894.00	96,183.38
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	1,323.36	-	5,501.64
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	1,656.15	-	7,743.85
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	1,420.72	-	8,579.28
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	1,586.55	-	18,413.45
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	586.61	-	7,913.39
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	8,872.04	-	10,567.96
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	1,953.18	-	11,746.82
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	508.40	-	4,491.60
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	3,150.30	-	7,049.70
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	13,468.98	-	56,531.02
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	-	405,200.00	57,522.17	-	347,677.83
255511	548003	OTHER CONTENT	82,000.00	-	82,000.00	122,964.83	-	(40,964.83)
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	6,518.94	10,000.00	9,481.06
255511	555100	UTILITIES	135,167.00	-	135,167.00	29,824.34	-	105,342.66
255511	555120	PHONES	4,000.00	-	4,000.00	303.10	-	3,696.90
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,076.13	-	1,023.87
255511	631200	BUILDING IMPROVEMENTS	-	-	-	9,319.96	-	(9,319.96)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	4,929.55	-	13,570.45

255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
		TOTAL EXPENSES	<u>4,249,214.00</u>	<u>-</u>	<u>4,249,214.00</u>	<u>1,008,019.37</u>	<u>10,894.00</u>	<u>3,230,300.63</u>
		<i>TOTAL REVENUE LESS EXPENSES</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,236,348.42)</u>	<u>10,894.00</u>	<u>1,225,454.42</u>

**MEAD LIBRARY****Board of Trustees' Terms**

Ms. Meg Albrinck

Term began 4/2017

Term expires 4/20/2026

Ms. Julia Hart

Council approved/term began 3/4/2024

Term expires 4/21/2025

Mr. Jim Hollister

Council approved/term began 12/18/23

Term expires 4/20/2027

Ms. Jeanne Pfeiffer, School District Liaison

Term began 6/5/2023

Term expires 4/20/2026

Mrs. Kathie Norman

Term began 5/2012

Term expires 4/20/2027

Ms. Maeve Quinn, Monarch Liaison

Term began 5/2008

Term expires 4/20/2026

Aldersperson Angela Ramey

Term began 5/2023

Term expires 4/21/2025

Ms. Sherry Speth, County Representative

Term began 4/2019

Term expires 4/20/2026

Mr. Andre Walton, Vice President

Term Began 5/2022

Term expires 4/21/2025

Mead Public Library Board of Trustees Schedule of Meetings, 2024 – 2025

2024

June 19

July 17

August 21

September 18

October 16 -Meeting held in the Loft

November 20

December – No Meeting

2025

January 15

February 19

March – No Meeting

April 16

May 21

Date: Meetings take place on the 3rd Wednesday of each month.

Time: 5:00 p.m.

Location: Rocca Room or (virtual) unless otherwise noted.

**Mead Public Library
Board of Trustees Committees 2023/2024**

Standing Committees

Finance

Sherry Speth, Finance Officer/Chair

Vacant

Maeve Quinn

Human Resources

Andre Walton, Chair

Meg Albrinck

Kathie Norman

Patron Services

Vacant, Chair

Andre Walton

Jeanne Pfeiffer

Representatives

Monarch Library System Board

Maeve Quinn

Mead Public Library Foundation Board

Kathie Norman

Maeve Quinn

Public Service Update for Board of Trustees Meeting: May 15, 2024

Program Update

Recent Programs:

ComicCon

Another great event with strong attendance - approx 300 throughout the day.

New & Upcoming Programs:

Summer Reading Program

Registration officially launches on May 15; many outreach events with schools are upcoming to boost registration. Programs begin in June , including a family concert with Jim Gil on June 15 and the Acuity Kick-off Carnival for teens on June 18.

Other:

A Joyous Way to Learn with Jim Gill: Professional Development Workshop for Early Childhood Educators

Mead is hosting Jim Gill for a professional development workshop for early childhood educators **June 14 9:30 - 12:30**; currently nearly 60 teachers and librarians from all over Wisconsin are registered to attend.

In this energizing session Jim shares examples of his award-winning songs and musical books that combine opportunities for active movement with word play and rhymes. He also discusses:

- How music play inspires young children not only to move, but to regulate their movements.....not only to sing, but to make connections between the words they sing and the printed word and world of numbers.
- How music play can help create an inclusive environment for children with special needs and from all different backgrounds.

SASD Grade Class Visits:

- We have 17 SASD classes booked for library field trips May 14- Jun 6, 2024 ; approx 700 total students.

Disruptive Patron Interaction Report April 2024

Item 18.

Reported Incidents	Adult	16
	Teen	9
	Senior (65+)	0
	Kids	0
Exclusions Over 10 Days		11
Emergency Services Called		2
Encounter Type	Trespass after exclusion	2
	Dispute/argument/altercation between patrons (not physical)	1
	Fighting/Physical Altercations	1
	Harassment/Threatening Language	0
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	8
	Inappropriate comments and/or excessive demands	4
	Intoxicated/Addiction	3
	Medical or mobility issue	0
	Mental Health	0
	Mess (Food waste, spills)	1
	Theft/Vandalism	0
	Trouble getting patron to leave after closing	0
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	2
	Weapons	0
	Other (Specify in Description)	8
Location	1st Café	6
	1st Desk	8
	1st DVD's/Music	2
	1st Fiction	0
	1st Fireplace	1
	1st Lobby/Foyer	5
	1st Restrooms	0
	2nd Computers	1
	2nd Desk	2
	2nd Hansen Teen	4
	2nd Imaginarium	0
	2nd Quiet Study	2
	2nd Restrooms	2
	3rd Desk	5
	3rd Children's (North)	3
	3rd Children's (South)	1
	3rd Restrooms	1
	3rd Teen Center	0
	Outside (Specify in Description)	0
Other (Specify in Description)	21	

Type	Name	*April 2023	*April 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
Circulation Transactions	Adult Materials	17,774	18,332	3%	76,137	75,414
	Teen Materials	852	1,559	83%	3,762	3,912
	Children's Materials	12,985	11,116	-14%	54,926	48,392
	Total Adult/Teen/Children's Material	31,611	31,007	-2%	134,825	127,718
Materials Shared With Other Libraries	Items provided to other libraries from	8,459	10,618	26%	37,454	41,507
	Items received for Mead patrons from	4,428	4,664	5%	20,523	19,740
	Total Interlibrary Loans (Transits)	12,887	15,282	19%	57,977	61,247
E-Content	Total E-Content Checkouts	8,914	9,731	9%	34,908	39,803
Library Visits	Gate count	19,409	20,236	4%	79,497	78,161
Research Inquiries						
	Research Inquiries	4,357	2,625	-40%	17,790	7,575
Internet Usage Provided	Library Workstation Sessions	2,105	2,357	12%	8,805	9,079
	Wireless Sessions	8,054	8,906	11%	31,768	40,283
Number of Library Card Holders	Sheboygan Residents				28,940	28,254
	Non-Sheboygan Residents				6,349	6,380
	Total Number of Library Card Holders				35,289	34,634
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	57	37	-35%	208	143
	Children (0-11) Participants	1,798	1,151	-36%	6,492	4,027
	Teen (12-18) Quantity	5	3	-40%	17	12
	Teen (12-18) Participants	110	48	-56%	412	199
	Adult (18+) Quantity	9	1	-89%	105	77
	Adult (18+) Participants	369	85	-77%	2,241	759
	Total number of Classes, Seminars, V	71	41	-42%	330	232
	Total number of Participants	2,277	1,284	-44%	9,145	4,985
Conference Room Utilization	Rocca Meeting Room	48%	50%	2%	36%	39%
	Loft Meeting Room	24%	21%	-3%	25%	26%
	Public Conference Room #1	25%	56%	31%	27%	45%
	Public Conference Room #2	26%	37%	11%	23%	41%
Study Rooms Utilization	Study Rooms Hours Used	486	627	29%	2683	3011.5
	Percent Utilization	35%	48%	13%	47%	58%

Volunteer Report - April 2024

Type	Hours	Volunteer Count	Total Hours
Adult	134.27	27	134.27
Teen	0.00	0	0.00
Grand total	134.28	28	134.28