



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

June 28, 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, June 28, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Barbara Alvarez, President. Kathie Norman 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.](#) Correspondence, Announcements, and Common Council Reports
- [5.](#) Approval of Minutes

COMMITTEE REPORTS

- [6.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations). Receive Budget Status Report to Date
7. Human Resources Committee Meeting (June 27, 2023) - Andre Walton, Chair

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Security Update and Strategies Discussion
- [9.](#) Job Descriptions
- [10.](#) Table of Organization
- [11.](#) Review Card Registration Requirements Procedures for Young Adults
- [12.](#) Adopt the 2023-2024 Schedule of Meetings

DIRECTOR'S REPORT

- 13. Update on Services and Programming
- 14. Update on Support Services
- [15.](#) Monthly Statistics
- [16.](#) Memorandum of Understanding - LTC

LIAISON REPORTS

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

UPCOMING MEETINGS

- 20. LIBRARY BOARD OF TRUSTEES (07/26/2023 @ 5 p.m.)

ADJOURN

- 21. Motion to Adjourn

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

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



MEAD LIBRARY

CUSTOMER
SURVEY

Item 4.

1.) Rate the following services (check one for each):

	Excellent	Good	Fair	Poor	NA
Customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection (books, movies, music, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Events (classes, storytimes, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online services (website, catalog, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interlibrary loans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers & printers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the library overall?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.) Other comments:

Feel like home. Staff are like family.
 But some people don't understand
 misuse place. Sometime early morning we get
 to use computer table get dirty people leave chip
 crum on table. Hope they understand it public

3.) Contact information (optional):

Liberry

Please return this form to any service desk or use the drop box near the lobby
 Or mail to: Library Director, Mead Public Library, 710 N. Eighth St.,
 Sheboygan WI, 53081

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
Wednesday, May 24, 2023

1. OPENING OF MEETING

a. Call to Order and Determination of Quorum

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

- i. Members present: Albrinck, Norman, Pfeiffer, Quinn, Ramey, and Walton
- ii. Members virtual: Speth and Alvarez
- iii. Members absent: Bulson, Guevara
- iv. Staff present: DeAmico, Erickson and Pilz

b. Welcome New Board Members

Quinn swore in new board members Pfeiffer and Ramey in person. Quinn also swore in Albrinck in-person and Speth and Alvarez virtually.

c. Pledge of Allegiance

Quinn led the group in the pledge of allegiance.

d. Public Comments (5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County)
 None.

e. Correspondence, Announcements, and Common Council Reports

Quinn shared a letter written by a senior that was excited about our new Meals on Wheels home delivery partnership. Quinn shared that former board member Campe's memorial is planned for June 18, 2023.

f. Approval of Minutes

Albrinck moved to approve the minutes from the April 27, 2023, meetings. Walton seconded. Speth requested corrections to the minutes. Albrinck moved to add a friendly amendment to approve the correction of the minutes. Speth seconded. Motion passed.

g. Adopt Resolution in Honor of the Service of Amanda Salazar

Quinn read the resolution honoring the service of Salazar. Norman moved to adopt the resolution. Walton seconded. Motion passed. Books were given as a token of appreciation for her service.

h. Adopt Resolution in Honor of the Service of the late Chris Campe

Quinn read the resolution honoring the service of the late Campe. Albrinck moved to adopt the resolution. Speth seconded. Motion passed. Books were given to the family as a token of appreciation for Campe's service.

2. COMMITTEE REPORTS

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

Speth reported that current expenses are in order. There have not been any new donations, grants or gifts. Questions on the budget should be directed to DeAmico.

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

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. **Discussion and Possible Action for Fall In-Service Date of September 29, 2023**

Erickson reported that Mead will be closed for in-service staff training. Walton made a motion to approve the in-service training. Pfeiffer seconded. Motion passed.

b. **Prioritize Projects on Architectural Conceptual Plan**

Quinn reported that an ad hoc committee will be created to prioritize the projects on the Architectural Conceptual Plan. The committee will be composed of 2-3 Board of Trustee members, 2-3 Foundation Board members and 2-3 Mead staff members. Quinn reported that we are looking into a 24-hour locker pickup system to enhance community services for those who cannot come to Mead during open hours. Quinn shared that Erickson would like to explore this locker as a stand-alone project to happen later this fall. Norman made a motion for Erickson to pursue the locker system with the intention of getting project launched by end of 2023. Albrinck seconded. Motion passed.

c. **Memo of Understanding for Capital Improvement Projects with the City**

Norman created Memo of Understanding. City attorney Chuck Adams is reviewing.

d. **Security Update and Strategies Discussion**

Discussion on safety strategies for patrons and library staff. Erickson and Quinn met with Mead's Safety Specialist to discuss options to improve and support building safety. Erickson attended two court hearings in support of the Safety Specialist. Quinn directed Erickson to pay for all future restraining order fees. Erickson and Quinn met with the City Attorney and the HR Director to discuss strategies. Erickson reported on non-lethal self-defense options available for staff. Prentice collected information from other libraries regarding their policies and procedures for library safety. Discussion on exploring more timely and precise communication tools with the police department. Quinn made a motion to approve the purchase of pepper spray for the use by Safety Specialist who has had training in its use. Walton seconded. Motion passed. Safety Specialist job description will be reviewed at June meeting for possible inclusion of verbiage citing pepper spray usage and training required.

e. **Review Card Registration Requirements Procedure for Young Adults**

Tabled for June meeting.

4. ELECTION OF OFFICERS

a. **Nominations from the Floor and Election of Officers for 2023-2024 (Closed Ballot Permitted)**

Quinn moved to nominate Alvarez for president. Norman seconded. Motion passed. No further nominations. Walton moved to close nominations for president. Albrinck seconded. Motion passed. Quinn made a motion to nominate Walton for vice president. Norman seconded. Motion passed. No further nominations. Albrinck moved to close nominations. Speth seconded. Motion passed.

b. **Remarks from Outgoing and Incoming Officers**

Norman thrilled to turn over role to younger generation. Walton shared he has big shoes to fill and looks forward to serving as second-in-command. Alvarez honored to be new Board of

Trustees president and is excited to serve in this capacity.

- c. **Adopt Schedule of Meetings for 2023-2024**
Item tabled until June meeting.
- d. **Appoint Finance Officer for 2023-2024**
Speth appointed Finance Chair.
- e. **Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation**
Norman and Quinn were appointed as trustees.
- f. **Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board - President**
Quinn appointed as Monarch Board President.
- g. **Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws - President**
Sign-up sheet was passed. Board members were asked to sign up and to speak with Alvarez regarding serving on a committee.

5. DIRECTOR'S REPORT

- a. **Services and Programming**
Erickson reported the Summer Reading and Math Program has kicked off. It is for all ages.
- b. **Support Services Update**
Erickson reviewed report submitted by Prentice. Pilz spoke on the Memory Care Kits and brought one to pass around.

6. LIAISON REPORTS

- a. **Monarch Library System**
Quinn had nothing to report.
- b. **Mead Library Foundation**
Norman reported that they met with the architects and they will be asked to fund a part of the plan.
- c. **Friends of Mead**
Pilz reported that the Friends Dance Party will be held next year based on the 2023 success. Odds and Ends Sale will be June 3 from 9:00 to 4:00 p.m. in the Rocca Room.

7. UPCOMING MEETINGS

- a. Library Board of Trustees (June 28 at 5:00 p.m.)

8. ADJOURN

- a. **Motion to Adjourn**
Quinn moved to adjourn the meeting. Norman seconded. The motion passed. Being no further business, the meeting adjourned at 6:24 pm.

Mead Public Library

Y-T-D Budget Report as of June 27, 2023

ACCOUNT #	ACCOUNT DESCRIPTION	ORIGINAL APPROP	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
411100	PROPERTY TAX LEVY	(2,969,198.00)	(2,252,905.68)	0.00	(716,292.32)	75.90
437200	MONARCH - SHEBOYGAN COUNTY	(816,604.00)	(816,603.84)	0.00	(0.16)	100.00
437210	MONARCH - OZAUKEE COUNTY	(8,611.00)	(8,611.20)	0.00	0.20	100.00
437220	MONARCH - RESOURCE	(100,000.00)	(100,000.00)	0.00	0.00	100.00
437230	MONARCH - ADJACENT COUNTIES	(41,693.00)	(46,533.00)	0.00	4,840.00	111.60
451915	PATRON FEES	(4,500.00)	(4,261.93)	0.00	(238.07)	94.70
461000	PHOTOCOPIES	(5,000.00)	(4,069.33)	0.00	(930.67)	81.40
469100	VENDING/CONCESSION SALES	(500.00)	0.00	0.00	(500.00)	0.00
485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	(24,164.77)	0.00	(45,835.23)	34.50
489000	MISCELLANEOUS REVENUE	(1,000.00)	(1,862.07)	0.00	862.07	186.20
	TOTAL REVENUE	(4,017,106.00)	(3,259,011.82)	0.00	(758,094.18)	81.10
510110	FULL TIME SALARIES - REGULAR	2,236,414.00	944,698.16	0.00	1,291,715.84	42.20
520310	FICA	133,119.00	55,942.51	0.00	77,176.49	42.00
520311	MEDICARE	31,134.00	13,083.35	0.00	18,050.65	42.00
520320	WI RETIREMENT FUND	144,484.00	61,521.62	0.00	82,962.38	42.60
520340	HEALTH INSURANCE	469,191.00	211,140.00	0.00	258,051.00	45.00
520350	DENTAL INSURANCE	26,595.00	13,032.46	0.00	13,562.54	49.00
520360	LIFE INSURANCE	1,858.00	898.93	0.00	959.07	48.40
520400	WORKERS COMPENSATION	847.00	847.00	0.00	0.00	100.00
531100	CONTRACTED SERVICES	123,600.00	89,877.48	0.00	33,722.52	72.70
531110	FINANCIAL SERVICE FEES	6,300.00	1,090.60	0.00	5,209.40	17.30
531206	INSURANCE PREMIUMS	20,100.00	8,292.25	0.00	11,807.75	41.30
531400	ADVERTISING & MARKETING	9,400.00	946.83	0.00	8,453.17	10.10
531800	PROGRAM SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	0.00	0.00	100.00
533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	19,706.96	0.00	3,516.04	84.90
536125	EMPLOYEE DEVELOPMENT	8,500.00	0.00	0.00	8,500.00	0.00
537100	VEHICLE & PARKING EXPENSES	17,500.00	480.00	0.00	17,020.00	2.70
540100	OFFICE SUPPLIES	10,500.00	7,108.45	0.00	3,391.55	67.70
540130	POSTAGE & DELIVERY	5,000.00	2,523.15	0.00	2,476.85	50.50

540205	DISPLAYS	1,000.00	0.00	0.00	1,000.00	0.00
540222	JANITORIAL SUPPLIES	8,500.00	8,056.79	0.00	443.21	94.80
548001	DONATION PURCHASES	70,000.00	96,188.31	(31,179.08)	4,990.77	92.90
548002	MATERIALS - ALL CATEGORIES	380,200.00	221,244.80	2,751.12	156,204.08	58.90
548003	OTHER CONTENT	82,000.00	32,868.22	0.00	49,131.78	40.10
550110	BUILDING MAINT & REPAIR	26,000.00	25,555.25	(3,715.40)	4,160.15	84.00
555100	UTILITIES	128,667.00	61,661.15	0.00	67,005.85	47.90
555120	PHONES	4,000.00	783.80	0.00	3,216.20	19.60
560255	TOOLS & SMALL EQUIPMENT	2,200.00	1,081.71	0.00	1,118.29	49.20
631200	BUILDING IMPROVEMENTS	0.00	688.60	0.00	(688.60)	100.00
652200	IT EQUIPMENT	19,500.00	5,063.57	0.00	14,436.43	26.00
659200	EQUIPMENT REPLACEMENT	6,000.00	5,935.27	0.00	64.73	98.90

TOTAL EXPENSES		4,017,106.00	1,901,591.22	(32,143.36)	2,147,658.14	46.50
Revenue Total		(4,017,106.00)	(3,259,011.82)	0.00	(758,094.18)	81.10
Expense Total		4,017,106.00	1,901,591.22	(32,143.36)	2,147,658.14	46.50
Grand Total		0.00	(1,357,420.60)	(32,143.36)	1,389,563.96	100.00

Mead Public Library - Accounts Payables 5/16/2023 - 5/31/2023

Department	Vendor #	Vendor	Inv #	Inv Date	Description	Amount Paid	Date Paid	Check or ACH
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1W17-74JT-W9NL	5/21/2023	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSES	\$209.59	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11C3-X67H-13F1	5/22/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$107.29	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1CTL-91XJ-GMGR	5/26/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$92.07	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1MDY-133J-J7NX	5/18/2023	ACCT #A2JXVCVZU4S49M - PROGRAMMING EXPENSE	\$87.12	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1XWG-JTFV-MQXX	5/19/2023	ACCT #A2JXVCVZU4S49M - BLDG MAINTENANCE	\$45.38	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VVF-J4QQ-MY9R	5/19/2023	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$38.47	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PCD-999P-4HDP	5/25/2023	Acct #A2JXVCVZU4S49M PROGRAM EXPENSE	\$19.99	5/31/2023	2853
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1FP4-PQ9M-1C6N	5/8/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$18.29	5/31/2023	2853
MEAD LIBRARY	4572	DOLL, JON W.	6/17/23-7/22/23 PROG	5/17/2023	SHEBOYGAN MAKES & TAI CHI PROGRAMMING	\$750.00	5/31/2023	360550
MEAD LIBRARY	7390	EVEN'S PEST CONTROL	38020	5/26/2023	ACCT #5514 CONTRACTED SERVICE	\$110.00	5/31/2023	360552
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	40293	5/17/2023	MEAD PUBLIC LIBRARY - SUMMER READING PROGRAM	\$157.35	5/31/2023	2880
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	40355	5/24/2023	BUSINESS CARDS - OFFICE SUPPLIES	\$86.00	5/31/2023	2880
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75966802	5/15/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,790.47	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75958698	5/14/2023	CUST #20W1532 MATERIAL PURCHASE	\$663.70	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75940978	5/12/2023	ACCT #20W1532 MATERIAL PURCHASE	\$617.82	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76047425	5/19/2023	ACCT #20W1532 MATERIAL PURCHASE	\$527.11	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75984789	5/16/2023	ACCT #20W1532 MATERIAL PURCHASE	\$227.82	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	75984788	5/16/2023	ACCT #20W1532 MATERIAL PURCHASE	\$202.84	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76015499	5/17/2023	ACCT #20W1532 MATERIAL PURCHASE	\$142.49	5/31/2023	2884
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	74073221	1/25/2023	CUST #20W1532 MATERIAL PURCHASE	\$125.66	5/31/2023	2884
MEAD LIBRARY	11899	LANGUAGE LINE SERVIC	11005031	4/30/2023	ACCT #9020531055 - MMATERIAL PURCHASE	\$36.75	5/31/2023	360572
MEAD LIBRARY	2682	LIBRARY IDEAS, LLC	99240	5/25/2023	ORDER #3512 MATERIAL PURCHASE	\$1,993.08	5/31/2023	360574
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4465028	5/17/2023		\$1,074.42	5/31/2023	360576
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	IN4467437	5/18/2023	ACCT #MP01-B COPIER/PRINTER EXPENSE	\$269.89	5/31/2023	360576
MEAD LIBRARY	231	MIDWEST TAPE	503766163	5/10/2023	CUST #2000015656 MATERIAL PURCHASE	\$472.75	5/31/2023	2896

Mead Public Library - Accounts Payables 5/16/2023 - 5/31/2023

Department	Vendor #	Vendor	Inv #	Inv Date	Description	Amount Paid	Date Paid	Check or ACH
MEAD LIBRARY	231	MIDWEST TAPE	503801968	5/17/2023	CUST #2000015656 MATERIAL PURCHASE	\$282.49	5/31/2023	2896
MEAD LIBRARY	231	MIDWEST TAPE	503801856	5/17/2023	CUST #2000016317 MATERIAL PURCHASE	\$104.01	5/31/2023	2896
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	5/17/2023 STMT	5/17/2023	ACCT #8000-9000-1102-0652 POSTAGE	\$572.04	5/31/2023	360610
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	1068053	5/24/2023	CUST ACCT #MEADP100	\$1,448.15	5/31/2023	2901
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7376637382-0-1	5/19/2023	CR ACCT #264388 STAPLES ACCT #1669297DET	\$77.63	5/31/2023	360622
MEAD LIBRARY	5296	STAPLES BUSINESS AD	7609868965-0-1	5/19/2023	CR ACCT #264388/STAPLES # 1669297DET	\$28.59	5/31/2023	360622
MEAD LIBRARY	20551	SUPERIOR CHEMICAL CO	364181	5/24/2023	ACCT #3996800 JANITORIAL SUPPLIES	\$325.80	5/31/2023	2909
MEAD LIBRARY	21451	UNITED PARCEL SERVIC	0000576799203	5/20/2023	SHIPPEER #57679/CONTROL- POSTAGE	\$310.89	5/31/2023	360630
Total						\$13,015.95		

Mead Public Library

Accounts Payable - May 5/30/20203 - 6/12/2023

DEPARTMENT	VENDOR #	VENDOR	INVOICE #	DATE	DESCRIPTION	AMOUNT PAID	DATE PAID	CHECK # OR ACH#
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16D6-NTDW-7NPD	6/9/2023	ACCT #A2JXVCVZU4S49M PROGRAMMING EXPENSE	\$349.12	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	17MV-CYN1-7CCY	6/6/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$161.00	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	11KD-79NJ-CXKX	5/31/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$95.98	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1NY9-PC9P-D1V9	6/3/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$89.97	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1P1P-NQCD-4LPT	5/30/2023	ACCT #A2JXCZU4S49M PROGRAM EXPENSE	\$82.94	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1WVD-VLD9-GWGO	6/4/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$55.28	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PMT-NY76-1KK4	6/1/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$54.71	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1PCK-R4DM-GG3F	6/10/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$39.98	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1F6Q-LFNO-633W	6/2/2023	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	\$38.16	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1QVT-RP9W-1VMC	6/5/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$31.26	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1R6F-W9MJ-D1P3	5/31/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$29.99	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	16V6-3X3D-7VYL	5/30/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$29.96	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1VYH-LKG4-7D9D	6/6/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$24.99	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1LWT-KC91-1PYL	6/7/2023	ACCT #20W1532 MATERIAL PURCHASE	\$24.28	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1DCD-4GVV-1GQ1	6/7/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$21.85	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1D3N-LDVL-19HD	6/1/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	\$21.77	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1GTQ-7V1T-1FCK	6/5/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$21.55	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1HJG-X7XK-341Q	6/5/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$17.58	6/14/2023	2917

Mead Public Library

Accounts Payable - May 5/30/20203 - 6/12/2023

DEPARTMENT	VENDOR #	VENDOR	INVOICE #	DATE	DESCRIPTION	AMOUNT PAID	DATE PAID	CHECK # OR ACH#
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	133D-GWG4-4QYD	5/30/2023	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$14.99	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	1P3P-C1C9-1364	6/5/2023	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$5.15	6/14/2023	2917
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	CM# 1P7H-VTFM-CWGO	5/31/2023	ACCT #A2JXVCVZU4S49M BLDG MAINTENANCE	(\$47.16)	6/14/2023	2917
MEAD LIBRARY	900009	AT&T	92028302005	5/25/2023	ACCT #920 Z83-0200 109 B PHONE EXPENSE	\$150.45	6/14/2023	360657
MEAD LIBRARY	379	BERNAN	12260721	6/5/2023	ACCT #0000225392 MATERIAL PURCHASE	\$60.87	6/14/2023	360665
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	121113701060123	6/1/2023	ACCT #121113701	\$159.98	6/14/2023	360670
MEAD LIBRARY	900230	EBSCO SUBSCRIPTION	1695359-A	5/10/2023	ACCT #CG-F-98112 SHORT PAY ON ORIGINAL PYMNT	\$240.00	6/14/2023	2935
MEAD LIBRARY	900230	EBSCO SUBSCRIPTION	1695936	5/12/2023	ACCT #CG-F-98112-00 MATERIAL PURCHASE	\$72.99	6/14/2023	2935
MEAD LIBRARY	900230	EBSCO SUBSCRIPTION	2306638	5/13/2023	CREDIT MEMO #2306638 ACCT #CG-F-98112-00 MATL	(\$274.17)	6/14/2023	2935
MEAD LIBRARY	3192	FIFTHCOLOR	31295	2/28/2023	WARSCHAU COLLECTION SIGNS - FDN	\$473.15	6/14/2023	2944
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	40459	6/6/2023	DONOR POSTCARDS - FDN	\$44.22	6/14/2023	2949
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76250206	6/2/2023	ACCT #20W1532 MATERIAL PURCHASE	\$2,219.19	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76166593	5/26/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,272.62	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76250205	6/2/2023	ACCT #20W1532 MATERIAL PURCHASE	\$1,079.17	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76204444	5/31/2023	ACCT #20W1532 MATERIAL PURCHASE	\$928.54	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	503868240	5/31/2023	ACCT #20W1532 MATERIAL PURCHASE	\$543.18	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76229352	6/1/2023	ACCT #20W1532 MATERIAL PURCHASE	\$536.95	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76093013	5/23/2023	ACCT #20W1522 MATERIAL PURCHASE	\$384.72	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76138316	5/25/2023	ACCT #20W1532 MATERIAL PURCHASES	\$382.79	6/14/2023	2951

Mead Public Library

Accounts Payable - May 5/30/20203 - 6/12/2023

DEPARTMENT	VENDOR #	VENDOR	INVOICE #	DATE	DESCRIPTION	AMOUNT PAID	DATE PAID	CHECK # OR ACH#
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76229351	6/1/2023	ACCT #20W1532 MATERIAL PURCHASE	\$335.62	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76165594	5/26/2023	ACCT #20W1532 MATERIAL PURCHASE	\$275.96	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76127608	5/24/2023	ACCT #20W1532 MATERIAL PURCHASE	\$230.83	6/14/2023	2951
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	76258206	6/2/2023	ACCT #20W1532 MATERIAL PURCHASE	\$37.80	6/14/2023	2951
MEAD LIBRARY	231	MIDWEST TAPE	503868242	5/31/2023	CUST #2000015656 MATERIAL PURCHASE	\$489.85	6/14/2023	2963
MEAD LIBRARY	231	MIDWEST TAPE	503830659	5/23/2023	CUST #2000015656 MATERIAL PURCHASE	\$450.59	6/14/2023	2963
MEAD LIBRARY	7033	MM MECHANICAL	195	5/30/2023	ADDITIONAL COST OF SHEAVE	\$450.12	6/14/2023	2964
MEAD LIBRARY	6912	ONE TIME VENDOR Desiree J. Schmidt	9001185484	6/8/2023	PATRON REFUND	\$15.30	6/14/2023	360713
MEAD LIBRARY	7077	ORANGEBOY	4312	6/9/2023	ANNUAL SAVANNAH SUBSCRIPTION RENEWAL	\$4,053.17	6/14/2023	2969
MEAD LIBRARY	7077	ORANGEBOY	4312	6/9/2023	ANNUAL SAVANNAH SUBSCRIPTION RENEWAL	\$946.83	6/14/2023	2969
MEAD LIBRARY	5874	QUALITY CONTROL SERV	13249	5/30/2023	MAINTENANCE SERVICE AGREEMENT - CONTRACTED SVS	\$862.00	6/14/2023	2976
MEAD LIBRARY	17980	ST. NICHOLAS HOSPITA	24711	5/31/2023	MEAD PUBLIC LIBRARY DRUG 5-23 INV #24711	\$38.00	6/14/2023	360742
MEAD LIBRARY	900237	STEEN MACEK PAPER CO	898160	5/25/2023	CUST #56390 - ORDER #842228 OFFICE SUPPLIES	\$200.68	6/14/2023	360745
Total						\$17,824.75		

Trust P-Card

Statement Date

& Trust P-Card

Vendor: Multiple

Statement Date

May 2023

[illegible]

Row Labels	Sum of Amount
255511-548001	\$433.31
Grand Total	\$433.31

Vendor Name: <div>Item 6.</div>		Wisconsin Bank & Trust P-Card	Vendor : Multiple	Statement Date: May 2023		
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
4/27/2023	Martens - Trillings	\$26.93	255511-540222	Janitorial Supplies	81299923	X
5/4/2023	The Home Depo	\$65.97	255511-550110	Bldg Maintenance	4856	X
5/8/2023	Heat & Power Pro	\$285.55	255511-550110	Bldg Maintenance	45000	X
5/11/2023	Wal-Mart	\$14.64	255511-540110	Office Supplies	583131634431158	X
5/22/2023	Marten-Trilling	\$11.45	255511-550110	Bldg Maintenance	C1146794	X
5/22/2023	Menards	\$16.76	255511-550110	Bldg Maintenance	661720	X

V Item 6.		Wisconsin Bank Name: & Trust P-Card	Vendor : Multiple	Statement Date	May 2023	
		Melissa Prentice				
Date	Vendor	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
4/24/2023	UWCC	(\$300.00)	255511-548001	Refund on conference fees	577815 CR	X
4/28/2023	Live 365	\$79.00	255511-548002	Monthly Broadcasting fees	029AFF6E-0010	X
4/30/2023	Braywood Inn	\$296.70	255511-548001	Hotel cost poetry conference	2W4K95P6	X
5/3/2023	The Bugle-Comics	\$25.00	255511-548001	Programming expense	#600788	X
5/3/2023	JoAnn Fabrics	\$51.32	255511-548001	Programming expense	#47525	
5/3/2023	The Gameboard	\$25.00	255511-548001	Programming expense	#303123764512364	X
5/3/2023	Gaming Generations	\$25.00	255511-548001	Programming expense	71345647	X
5/4/2023	Interstate Book St	\$234.90	255511-548001	Programming expense	#8953	X
5/11/2023	Costume Specialis	\$160.00	255511-548001	Summer Reading Party	SH12629	X
5/11/2023	Teachers	\$11.10	255511-548001	Programming expense	#1166941	X
5/12/2023	Betty Brinn	\$500.00	255511-548001	Experience Passes	POS-99714	X
5/12/2023	Discovery World	\$825.00	255511-548001	Experience Passes	12900593	X
5/12/2023	Milwaukee Art Mu	\$600.00	255511-548001	Experience Passes	4045515	X
5/16/2023	Schlitz Audubon N	\$65.00	255511-548001	Experience Passes	7684620	X
5/17/2023	Above & Beyond C	\$160.00	255511-548001	Experience Passes	5/17/2023	X
5/17/2023	WI Historical FND	\$500.00	255511-548001	Experience Passes	11000169	X
	GRAND TOTAL	\$3,258.02				
Row labels		Sum of Amount				
255511-548001		\$3,179.02				
255511-548002		\$79.00				
Grand Total		\$3,258.02				

VISA Virtual
Credit Card

Vendor Name: Invoices

Vendor : Multiple

Statement Date

May 2023

Advertising

Date	Description	Amount	Account	Comment	Purchase Order #/Invoice #/ Reference #	Receipt Attached (X)
5/1/2023	Meta/Facebook	\$ 118.61	255511-548001	Advertising	Trans ID #6079464538835612- 12160349	X

Row Labels	Sum of Amount
255511-548001	118.61
Grand Total	118.61

Direct Supervisor: Public Services Manager
Department: Mead Public Library
Version Date: June 28, 2023
Salary Grade: 7
FLSA Status: Non-Exempt, Not Represented



Position Summary:

The primary purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. Library assistants may be asked to perform multiple, distinct roles and share tasks with their team, so individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Public Services Manager or the Support Services Manager.

Essential Responsibilities:

- ~~1. Performs general day to day duties associated with various services which include but are not limited to:~~
 - 1) Provides excellent customer service by linking patron needs to library and community resources in a Friendly, inclusive, and respectful manner.
 - ~~a. Material ordering, receiving, processing and mending~~
 - ~~b. Circulation of library collections~~
 - ~~c. Bibliographic and customer database entry and maintenance~~
 - ~~d. Reader's advisory, reference, and limited research services~~
 - ~~e. Routine indexing and bibliography compilation~~
 - ~~f. Assist in administering library related programs, events and Storytime~~
 - ~~g. Interprets, explains and applies library policy and procedures to respond to customer concerns.~~
 - ~~h. Interlibrary loan collection and distribution systems~~
 - ~~i. Handles/counts cash and performs cash transactions~~
 - ~~j. Processes and distributes mail and other deliveries~~
 - ~~k. Prepares invoices for payment~~
 - ~~l. Handles bookings for the meeting rooms~~
 - ~~m. Coordinates Homebound Delivery services~~
- ~~2. Conduct service interviews to link customer needs with services and resources~~
- 2) Interprets, explains, and applies library policy and procedures to respond to customer concerns
- ~~3. Provides input to managers in the improvement of library policies, plans and goals and participates in staff committees~~
- 3) Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers And Public Safety/Community Resource Specialist.
- 4) Using the library's integrated library system (ILS), manages patron accounts and the circulation of library materials while maintaining patron confidentiality. ~~May offer technology assistance to others~~
- 5) Handles/counts cash and performs cash transactions
- 6) Offers technology assistance to patrons
- 7) Provides input to managers in the improvement of library policies, plans and goals and participates in staff committees
- 8) Upholds the American Library Association's Library Bill of Rights and Freedom to Read Statement
- 9) Attends library trainings, conferences, and workshops

- 10) Reports building malfunctions, safety, and security matters to management, safety specialist and/or Maintenance staff
 - 11) Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
 - 12) Performs other related work as assigned by the Director or Manager
- ~~4. Directly addresses Code of Conduct enforcement and behavioral issues in the library alongside Managers and Public Safety/Community Resource Specialist (Moved to Item #3)~~
- ~~5. Reports building malfunctions, safety, and security matters to management, safety specialist and/or maintenance staff (Moved to item #10)~~
- ~~6. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan (Moved to Item #11)~~
- ~~7. Performs other related work as assigned by the Director or Manager~~

Education & Experience:

1. High School Diploma or GED
2. Three years library or related experience

Qualifications & Skills:

1. Basic knowledge of library services and procedures, ALA Professional Code of Ethics
2. Ability to work collaboratively and develop and maintain effective relationships with staff, library users and community partners.
3. Ability to work independently in a fast-paced environment with frequent interruptions, be self-directed, Problem-solve, and set priorities in order to meet assignment deadlines.
4. The ability to communicate effectively ideas and information both in written and oral form, effectively read and understand written information.
5. Ability to remain professional and courteous while interacting with library patrons.
6. Resilient and adaptable with a willingness to learn and remain flexible when faced with changing situations and an ambiguous work environment.
7. Proficiency with computers and other technology is required, including, but not limited to:
 - Mastering the library's integrated library system (ILS)
 - Using a Web browser and conducting basic web searches
 - Navigating a Windows environment and use of standard Microsoft software, email and calendars
 - Using a variety of web-based resources such as Google Suite, Monarch Catalog, Libby, Hoopla, Kanopy, and more
 - Monitoring and responding to multiple communications streams concurrently (e.g. email, Slack, phone calls)
 - Assisting library users with the use of technology including performing common troubleshooting for computers, laptops, printers, fax, meeting room tech (sound and projection), and more.

- ~~1. Ability to employ appropriate techniques to meet service needs~~

- ~~2. Resilient to changes in the library profession~~
- ~~3. Ability to develop and maintain constructive relationships with staff and public~~
- ~~4. Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment~~
- ~~5. The ability to communicate effectively ideas and information both in written and oral form, effectively read and understand written information. (Moved to item #4~~
- ~~6. Ability to comprehend and follow instructions from supervisor, verbally and in written form.~~
- ~~7. Must set priorities in order to meet assignment deadlines. (Moved to item #3)~~
- ~~8. The ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator~~
- ~~9. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.~~
- ~~10. Work closely with the Supervisor and coworkers in performing a variety of tasks.~~
- ~~11. Ability to work independently in a fast-paced environment with frequent interruptions.~~
- ~~12. 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~~ Frequent communication; use of the telephone, reacting to alarms and call buttons navigating multiple distractions
- ~~4. Lifting and carrying: 50 pounds or less~~
- ~~5. Pushing and pulling: objects on wheels weighing 60-100 pounds~~
- ~~6. Handling: processing, picking up and shelving library materials~~
- ~~7. Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing~~ Travel to meetings outside the library
- ~~8. 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~~

Library Assistant

Item 9.

~~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: _____

Revision Dates:

May 2, 2022

June 28, 2023

2024 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

Revised as of 6/27/2023, Effective 1/1/2024

1.00	Library Director	
	1.00	Administrative Services Manager
	1.00	Communications Specialist
	1.00	Administrative Assistant
	1.00	Information Technology Specialist
	1.00	Maintenance Supervisor
		1.00 Maintenance Technician
		1.50 Cleaners
1.00	Public Services Manager	
	9.00	Librarian
	2.00	Library Program Specialist
	3.00	Library Assistant
	1.00	Public Safety Specialist
1.00	Support Services Manager	
	1.00	Librarian
	5.25	Library Assistant
	3.00	Cataloger
	7.75	Pages

FTE BY TEAM

8.50	Administration
16.00	Public Services
18.00	Support Services
42.50	Total

HEAD COUNT OF MPL STAFF

30.00	Full-time Administration
20.00	Part-time Administration
50.00	2024 Total MPL HEAD COUNT

Revised Date: 6/27/2023

Board Approved Date:

Card Registration Requirements for YA cards 16 - 18 years old

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

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

2023

June 28

July 26

August 23

September 27

October 25

November 15*

December – No Meeting

2024

January 24

February 28

March – No Meeting

April 24

May 22

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

Time: 5:00 p.m.

Location: Rocca Room or (virtual)

*Denotes a 3rd Wednesday

Type	Name	*May 2022	*May 2023	*Monthly 2022 vs 2023	*Year-to-date 2022	*Year-to-date 2023	*YTD 2022 vs 2023
Circulation Transactions	Adult Materials	18646	17699	-5%	94545	93836	-1%
	Teen Materials	893	959	7%	5035	4721	-6%
	Children's Materials	12022	12764	6%	64905	67690	4%
	Total Adult/Teen/Children's Materials	31561	31422	0%	164485	166247	1%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8588	8434	-2%	39691	45888	16%
	Items received for Mead patrons from other libraries	4747	5015	6%	25239	25538	1%
	Total Interlibrary Loans (Transits)	13335	13449	1%	64930	71426	10%
E-Content Checkouts	Total E-Content Checkouts	8118	9003	11%	39413	43911	11%
Library Visits	Gate count	16699	0	-100%	83299	79497	-5%
Research Inquiries	Research Inquiries	4795	4629	-3%	18302	20042	10%
Internet Usage Provided	Library Workstation Sessions	1792	2322	30%	10686	11127	4%
	Wireless Sessions	6213	0	-100%	29471	31768	8%
Number of Library Card Holders	Sheboygan Residents				32778	29080	-11%
	Non-Sheboygan Residents				8132	6395	-21%
	Total Number of Library Card Holders				40910	35475	-13%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	49	45	-8%	263	253	-4%
	Children (0-11) Participants	1170	1518	30%	6875	8010	17%
	Teen (12-18) Quantity	2	1	-50%	18	18	0%
	Teen (12-18) Participants	47	35	-26%	397	447	13%
	Adult (18+) Quantity	25	7	-72%	174	112	-36%
	Adult (18+) Participants	576	611	6%	2731	2852	4%
	Total number of Classes, Seminars, Workshops, Events	76	53	-30%	455	383	-16%
	Total number of Participants	1793	2164	21%	10003	11309	13%
	Rocca Meeting Room	36%	31%	-5%	30%	35%	5%
	Loft Meeting Room	28%	25%	-3%	26%	25%	0%
Conference Room Utilization	Public Conference Room #1	12%	28%	16%	19%	27%	8%
	Public Conference Room #2	20%	25%	5%	14%	23%	9%
Study Rooms Utilization	Study Rooms Hours Used	363	560	54%	1996	3243	62%
	Percent Utilization	36%	43%	7%	32%	46%	14%

*Stats effected by the COVID-19 Pandemic

Disruptive Patron Interaction Report May 2023

Item 15.

Reported Incidents	Adult	0
	Teen	0
	Senior (65+)	0
	Kids	0
Exclusions Over 10 Days		#N/A
Encounter Type	Trespass after exclusion	0
	Dispute/argument/altercation between patrons (not physical)	0
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	0
	Homeless or Runaway (Youth Only)	0
	Horseplay and/or excessive noise	0
	Inappropriate comments and/or excessive demands	0
	Intoxicated/Addiction	0
	Medical or mobility issue	0
	Mental Health	0
	Mess (Food waste, spills)	0
	Theft/Vandalism	0
	Trouble getting patron to leave after closing	0
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	0
	Weapons	0
	Other (Specify in Description)	0
Location	1st Café	6
	1st Desk	3
	1st DVD's/Music	3
	1st Fiction	0
	1st Fireplace	2
	1st Lobby/Foyer	7
	1st Restrooms	9
	2nd Computers	3
	2nd Desk	2
	2nd Hansen Teen	4
	2nd Imaginarium	0
	2nd Quiet Study	1
	2nd Restrooms	0
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	1
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	0
	Other (Specify in Description)	23

Monthly Service By Type

May 2023



Type	May 2023 Hours	May 2023 Volunteer Count	Total Hours	Total Volunteer Count
Adult	185:58	28	185:58	28
Teen	14:10	1	14:10	1
(None)	0:00	0	0:00	0
Grand total	200:08	29	200:08	29



MEMORANDUM OF UNDERSTANDING

This agreement is between the following:

LAKESHORE TECHNICAL COLLEGE ("LTC") 1290 North Avenue Cleveland, WI 53015	Mead Public Library ("Mead") 710 North 8 th St. Sheboygan, WI 53081-4563
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Recitals

The purpose of this working agreement is to formalize a working relationship between Lakeshore Technical College and Mead Public Library. Responsibilities are outlined as they relate to a comprehensive partnership for implementing and maintaining a variety of math program offerings for youth. Confirmed program offerings include: Crazy 8's Math Club (weekly after school) and Summer Math Adventure (DPI/WI Math Council initiative). Additional math programs may be added as staff capacity and scheduling allow. The programs are designed and facilitated by educators and librarians and are hosted by Mead Public Library. This agreement will maximize the benefits to our mutual clients by joining our efforts and programs.

- Term.** The initial term will begin May 1, 2023 and will continue through the 2023/24 school year. The agreement shall automatically renew on an annual basis upon agreement of both parties. This agreement and all terms and conditions shall remain in effect unless cancelled by either party, at will in its sole discretion, with or without cause, by notice given in writing at least (90) days in advance of the cancellation date. Changes to this MOU resulting from reviews called by either party or at scheduled intervals will be documented. Quarterly meetings will be scheduled by both parties if necessary to review the continuation of this agreement or any variation of it.
- Description/Purpose.**

Mead Public Library Responsibilities:
 - Select, purchase, and distribute supplies and/or incentive prizes which support each program offering.
 - Mead bookplates will list LTC sponsorship in each book offered as an incentive prize.
 - Promote the program in your marketing material as appropriate, including Lakeshore as a sponsor on all promotions.
 - Allow LTC to have a rack of brochures promoting the college.
 - On occasion allow the LTC admissions team to attend events and set up a table during the program.
- Compensation.** Provider will invoice Lakeshore Technical College \$2,000 prior to June 30. Send invoice to ap@gotoltc.edu.
- Non-Discrimination.** Contractor/vendor agrees to not discriminate with respect to on the basis of race, color, creed, national origin, ancestry, religion, sex, handicap, age, marital status, sexual orientation, or political affiliation and furthermore, agree to comply with LTC's Sexual Misconduct Policy, including the Title IX of Higher Education Act of 1972 while performing services on LTC's campuses. Further explanation can be found at the following link.
[Title IX Sexual Harassment Policies and Resources | gotolTC](#)

Paul Carlsen, Ph.D., President



11. **Notice.** Any notice given under this agreement must be in writing and may be delivered in person, by certified mail, delivery service, or email addressed as follows:

If to LTC	If to Provider
Heidi Soodsma Vice President of Strategic Development LAKESHORE TECHNICAL COLLEGE 1290 North Avenue Cleveland, WI 53015 Heidi.soodsma@gotoltc.edu 920.693.1631	Melissa Prentice Public Services Manager Mead Public Library 710 North 8th Street Sheboygan, WI 53081-4563 Melissa.prentice@meadpl.org 920.459.3400

12. **Signature Authority.** The people signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

For Lakeshore Technical College

For Provider

Paul Carlsen, President

Provider Signature

Date

Date

Internal Use Only

____ Manager ____ VP ____ Finance

9.2022

Paul Carlsen, Ph.D., President

gotoltc.edu | 1290 North Avenue, Cleveland, WI 53015 | 1.888.GO TO LTC | HLC Accredited hlcommission.org

Mead Public Library Friends' Report – May 2023

Reported by Pattie Pilz

Book Sale dates for the public are October 19, 20, and 21 from 9:00 – 4:00 p.m. Note, there will be additional sale hours on October 19 from 5:00 – 8:00 p.m.

\$1,000 scholarships were awarded to Ann Miller and Aubrey Laux.

A social is being planned for either July or August.