



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

April 28, 2022 at 7:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 7:00 PM, Thursday, April 28, 2022 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 Sydney Mehn 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 Sydney Mehn at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Maeve Quinn, President. All trustees may attend the meeting remotely.
2. 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. Finance Committee - Sherry Speth, Chair. Report of 4/28/22 Meeting
7. Review and Possible Action on Payment of Current Expenditures, Including Payroll and Special Revenues (Grants, Gifts, and Donations)
- [8.](#) Receive 2022 Budget Status Report To Date

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. Discussion and Possible Action: Proposed CIP Projects for 2022
- [10.](#) Discussion and Possible Action: Patron Privacy Policy

DIRECTOR'S REPORT

11. Discussion of Assigned Reading - Whole Person Librarianship
12. Security Update

- 13. Update on Architect Space Planning Project
- 14. Update on Services and Programming
- [15.](#) Update on Building Projects
- [16.](#) Monthly Statistics

LIAISON REPORTS

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

UPCOMING MEETINGS

- 20. Library Board of Trustees (05/26/22 @ 7 pm)

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*

**Minutes
Mead Public Library
Board of Trustees
February 24, 2022**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 24, 2022 in the Rocca Room. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, and Alderperson Andre Walton. Board members virtual: Rev. William Bulson, Chris Campe, Marcos Guevara, Board Vice President Kathie Norman, Alderperson Amanda Salazar, and Finance Officer Sherry Speth. Staff members present: Administrative Services Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, and Public Services Manager Melissa Prentice. Board members absent: Barbara Alvarez. Staff absent: Director Garrett Erickson, and Support Services Manager Cheryl Nessman. Public present: Mayor Ryan Sorenson

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order at 7:00 p.m. and determined a quorum
- 1.2 PLEDGE OF ALLEGIANCE Quinn led the group in the pledge of allegiance.
- 1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING) There was no public comment.
- 1.4 APPROVAL OF MINUTES Albrinck **moved** to approve the minutes from the January 27, 2022 meeting. Walton **seconded**. Motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn introduced the board and staff to our guest, Mayor Ryan Sorenson.

2. COMMITTEE REPORTS

- 2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Quinn **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Speth **seconded**. The motion **passed**.
- 2.2 RECEIVE 2021 BUDGET STATUS REPORT TO DATE The 2022 budget report was received and found to be in good order.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 3.1 DISCUSSION ON COMMUNITY RESOURCE/SECURITY ISSUES Prentice began the discussion by presenting the statistics that had been compiled based on Security Specialist Santino Laster's report from last month. She noted that the stats were from the last 2 weeks. She noted the increased cases of community members in crisis at the library. The data underscores why there is additional stress for our library employees as they attempt to safely manage security incidents while they simultaneously provide library services for our city residents. It explains why more library employees need to work together at the front desk and/or public areas which does not allow them enough time to complete other essential library tasks. The increase in the variety of the security incidents also provides clear evidence that there is a strong need for additional trained

staff members to address the real pressing needs of some of our city residents. Due to the number of hours we are open, our library is not able to safely address all of these security issues with our current number of employees. The increase of security incidents are having a negative impact on the safety of library employees and city residents.

Mayor Sorenson shared that these types of security issues have increased across all city services, including police department, transit, and the school district. He then discussed the opportunity that the city has had to make some changes and tackle some of the key areas of concern. He explained that the city was given \$22.8 million dollars in American Rescue Plan funds (ARPA), and behavioral health and crisis response is one of the key topics the city can use the funds for. This week the ARPA community response task force has submitted their recommendations to the city as well as county leadership for suggestions and key issues in the community. Some of the primary recommendations included police co-partnerships with crisis response and social work pilot programs to work with key stakeholders in the area – such as the library – to connect, fill in gaps, identify areas of improvement with our current social service agencies, and develop mindfulness educator initiative trainings to help support local schools as well as staff, for their mental health and sustainable well-being. The next goal will be for this information to be disseminated to county board members, alders, and leadership to discuss over the next few days/weeks and develop full recommendations so that there is an awareness of how the city can fully utilize the funds. Additionally, the ARPA funds will be used for water resource projects, and housing.

Prentice then reminded the board that Mead is part of the statewide ARPA grant that is specifically focused on bringing social work approaches to patron services in libraries, and part of that funding can be earmarked for local projects for individual libraries.

Prentice also mentioned to Mayor Sorenson the possibility of using some of the money for a position at the library, a social work position that would be funded with those resources, as a proof of concept for us to then permanently fund that in the future. Mayor Sorenson commented that he would like to charge the board and library leadership with creating a list of recommendations, price ranges, and concepts for city leadership to consider. The board requested Mayor Sorenson's notes regarding the ARPA community task force be sent out to the trustees for review. There was also a request to share a timeline from city leadership on what the plan is for these ARPA funds. Additionally, it was shared that it would be helpful to timestamp the statistics in order to note any trends in that capacity. Finally, it was suggested that it would be a good idea to reach out to our county representatives and city alders to inform them of some of the security challenges we are having at the library and share some of our solutions for them.

Campe left at 7:25 p.m.

- 3.2 EXCLUSION POLICY Prentice presented the updated exclusion policy, noting the changes that included removing charging patrons for a hearing, and simplified language. Albrinck moved to approve the updated exclusion policy as presented. Norman seconded. The motion passed.

Salazar left at 7:30 p.m.

- 3.3 READING FOR NEXT MEETING – WHOLE PERSON LIBRARIANSHIP Prentice discussed the assigned reading for trustees for the next meeting. She assigned the group the introduction, chapter 1, chapter 5, and chapter 6.

- 3.4 MEAD LIBRARY ANNUAL REPORT TO THE DEPARTMENT OF PUBLIC INSTRUCTION. Walton **moved** to approve the annual report submission as presented. Speth **seconded**. The motion **passed**.
- 3.5 APPOINT BUILDING USE COMMITTEE – PRESIDENT Quinn appointed Norman, Walton, and Speth to the Building Use Committee.
- 3.6 APPOINT AD HOC 125TH ANNIVERSARY COMMITTEE – PRESIDENT Quinn appointed herself, Walton, Alvarez, and Mayor Sorenson to the 125th Anniversary Committee.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON JOB DESCRIPTION QUESTIONNAIRE STUDY Item tabled as there is no update. This will stay as a standing agenda item until an update is received.
- 4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice discussed the programs upcoming at Mead, including Storytimes, Lil' Rev, and Winter Green upcoming.
- 4.3 UPDATE ON BUILDING PROJECTS DeAmico presented the project list. She discussed the Warschau room, which will be utilizing in-house displays for the update. She also noted that the SE fence will happen in spring once the ground melts. The Rocca Room kitchen project has been put on the back burner for now, and will be revisited down the road. DeAmico further noted that the new library roof, the Fire panel replacement, and the tuckpointing project was submitted to CIP Commission. DeAmico also discussed the issues of Media/Radio rooms, the Imaginarium heating, and the entryway tile cracking. These items will be further discussed at the April board meeting.
- 4.4 MONTHLY STATISTICS Prentice presented the January statistics, which were found to be in good order.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – MAEVE QUINN reported that she has been added to the Operations Committee, and that their next board meeting will be in April.
- 5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation had met in January, and she noted that the primary conversation had been about the tuition reimbursement/scholarship project and the enthusiasm that the group had toward the idea. She has formed an ad hoc committee, who had met and will be compiling a purpose statement and criteria.
- 5.3 FRIENDS OF MEAD - SYDNY MEHN reported that the Friends continue to work towards their 50th anniversary events, they also elected their board of officers; Joan King – President, Hayley Shirk – Vice President, Barb Wiese – Treasurer, and Marge Giesen – Secretary. The Friends also had a rummage sale the week prior which brought in a total of \$257.35. Mehn further reported on the raffle items the Friends are currently offering, with tickets at \$5/each.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES (4/28/22 @ 7PM) Mayor Sorenson informed the group that this year is the 55-year anniversary of our partnership with our sister city of

Esslingen, and he encouraged the library to be a part of that, in whatever capacity that might work for staff (book display, program, etc.).

7. ADJOURN

- 7.1 MOTION TO ADJOURN Walton **moved** to adjourn the meeting, Albrinck **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 8:07 p.m.

Generated by Sydney Mehn on Wednesday, March 2, 2022

MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT
Account Balances as of: January 1, 2022 - April 17, 2022

April 18, 2022 2 Item 8.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>ADMINISTRATIVE SERVICES</u>						
510110	FULL TIME SALARIES - REG		511,174.00	105,618.36	405,555.64	20.66
	SUB TOTAL		511,174.00	105,618.36	405,555.64	20.66
510310	FICA		30,890.00	6,235.41	24,654.59	20.19
510311	MEDICARE		7,226.00	1,458.28	5,767.72	20.18
510320	WI RETIREMENT FUND		32,540.00	6,719.35	25,820.65	20.65
510340	HEALTH INSURANCE		141,704.00	36,285.00	105,419.00	25.61
510350	DENTAL INSURANCE		10,121.00	2,709.92	7,411.08	26.78
510360	LIFE INSURANCE		696.00	195.08	500.92	28.03
510400	WORKERS COMP		140.00	140.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	223,317.00	53,743.04	169,573.96	24.07
521100	BANKING FEES		1,350.00	769.79	580.21	57.02
521110	FINANCIAL SERVICE FEES		5,950.00	0.00	5,950.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521900	CONTRACTED SERVICES		23,400.00	5,026.60	18,373.40	21.48
	SUB TOTAL	0.00	40,100.00	5,796.39	34,303.61	14.45
525155	PROFESSIONAL DEVELOPMENT		4,000.00	0.00	4,000.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		12,036.00	8,758.29	3,277.71	72.77
	SUB TOTAL	0.00	16,036.00	8,758.29	7,277.71	54.62
530100	OFFICE SUPPLIES		9,500.00	4,039.23	5,460.77	42.52
530130	POSTAGE & DELIVERY		5,000.00	1,598.32	3,401.68	31.97
	SUB TOTAL	0.00	14,500.00	5,637.55	8,862.45	38.88
538001	DONATION PURCHASES		2,000.00	1,452.06	547.94	72.60
642500	OFFICE FURNITURE/FURNISHINGS		0.00	0.00	0.00	
	SUB TOTAL	0.00	2,000.00	1,452.06	547.94	72.60
539997	MISC EXP FOR PARTNERS		1,000.00	0.00	1,000.00	0.00
	SUB TOTAL	6,332.73	1,000.00	0.00	1,000.00	0.00
590255	PARKING/SPECIAL ASSESSMENT		6,800.00	0.00	6,800.00	0.00
	SUB TOTAL	0.00	6,800.00	0.00	6,800.00	
ADMINISTRATIVE COST CENTER TOTAL		6,332.73	814,927.00	181,005.69	633,921.31	22.21

MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT
Account Balances as of: January 1, 2022 - April 17, 2022

April 18, 2022 2 Item 8.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>PUBLIC SERVICES</u>						
510110	FULL TIME SALARIES - REG		1,028,725.00	212,058.00	816,667.00	20.61
	SUB TOTAL		1,028,725.00	212,058.00	816,667.00	20.61
510310	FICA		62,975.00	12,583.20	50,391.80	19.98
510311	MEDICARE		14,737.00	2,942.85	11,794.15	19.97
510320	WI RETIREMENT FUND		65,172.00	13,783.75	51,388.25	21.15
510340	HEALTH INSURANCE		165,625.00	51,226.70	114,398.30	30.93
510350	DENTAL INSURANCE		10,988.00	3,203.20	7,784.80	29.15
510360	LIFE INSURANCE		979.00	276.68	702.32	28.26
510400	WORKERS COMP		460.00	460.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION			0.00		0.00
	SUB TOTAL	0.00	320,936.00	84,476.38	236,459.62	26.32
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		40,200.00	41,109.07	-909.07	102.26
525155	PROFESSIONAL DEVELOPMENT		6,000.00	0.00	6,000.00	0.00
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
538001	DONATION PURCHASES		60,000.00	30,126.54	29,873.46	50.21
	SUB TOTAL	0.00	117,200.00	71,235.61	45,964.39	60.78
538002	MATERIALS - ALL CATAGORIES	-2,100.00	377,000.00	126,593.11	252,506.89	33.02
538100	OTHER CONTENT	0.00	82,000.00	52,722.19	29,277.81	64.30
542100	PATRON REFUNDS		500.00	0.00	500.00	1.00
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	0.00	6,000.00	0.00
	SUB TOTAL	-2,100.00	465,500.00	179,315.30	288,284.70	38.52
538000	TOTAL MATRL'S ACCTS	-2,100.00	465,500.00	250,550.91	334,249.09	53.82
PUBLIC SERVICE COST CENTER TOTAL		-2,100.00	1,932,361.00	547,085.29	1,387,375.71	28.20

MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT
Account Balances as of: January 1, 2022 - April 17, 2022

April 18, 2022 2 Item 8.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>SUPPORT SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		382,913.00	79,388.92	303,524.08	20.73
	SUB TOTAL	0.00	382,913.00	79,388.92	303,524.08	20.73
510310	FICA	0.00	23,155.00	4,548.41	18,606.59	19.64
510311	MEDICARE		5,423.00	1,063.76	4,359.24	19.62
510320	WI RETIREMENT FUND	0.00	22,193.00	4,665.10	17,527.90	21.02
510340	HEALTH INSURANCE		82,731.00	29,973.14	52,757.86	36.23
510350	DENTAL INSURANCE		4,468.00	1,585.12	2,882.88	35.48
510360	LIFE INSURANCE		322.00	92.28	229.72	28.66
510400	WORKERS COMP		247.00	247.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION		0.00	0.00	0.00	-100.00
	SUB TOTAL	0.00	138,539.00	42,174.81	96,364.19	30.44
	SUB TOTAL	0.00	521,452.00	121,563.73	399,888.27	23.31
521900	CONTRACTED SERVICES		60,000.00	2,558.50	57,441.50	4.26
523122	SOFTWARE MAINTENANCE	0.00	23,223.00	13,843.97	9,379.03	59.61
523125	IT SERVICES (CITY OF SHEBOYGAN)		11,274.00	11,274.00	0.00	100.00
524110	BUILDING EXTERIOR MAINT	0.00	47,000.00	33,689.18	13,310.82	71.68
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	1,823.71	1,176.29	60.79
524126	ELEVATOR MAINTENANCE	0.00	2,000.00	2,562.18	-562.18	128.11
	SUB TOTAL	0.00	146,497.00	65,751.54	80,745.46	44.88
525100	ELECTRICITY	0.00	94,600.00	12,606.78	81,993.22	13.33
525105	WATER	0.00	1,600.00	626.84	973.16	39.18
525110	SEWER	0.00	1,400.00	0.00	1,400.00	0.00
525120	TELEPHONE	0.00	4,000.00	441.06	3,558.94	11.03
525140	GAS - UTILITY	0.00	33,567.00	11,268.78	22,298.22	33.57
525155	PROFESSIONAL DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
	SUB TOTAL	0.00	135,667.00	24,943.46	110,723.54	18.39
530222	JANITORIAL SUPPLIES		7,798.00	5,616.52	2,181.48	72.03
	SUB TOTAL	0.00	7,798.00	5,616.52	2,181.48	72.03
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	811.04	-611.04	405.52
	SUB TOTAL	0.00	200.00	811.04	-611.04	405.52
538001	DONATED PURCHASES	-32,555.47	50,000.00	37,259.49	45,295.98	9.41
	SUB TOTAL	-32,555.47	50,000.00	37,259.49	45,295.98	9.41
540200	INSURANCE (FIRE)	0.00	20,100.00	9,426.79	10,673.21	46.90
	SUB TOTAL	0.00	20,100.00	9,426.79	10,673.21	46.90
642200	IT EQUIPMENT	0.00	19,500.00	5,622.61	13,877.39	28.83
	SUB TOTAL	0.00	19,500.00	5,622.61	13,877.39	28.83
SUPPORT SERVICES COST CENTER TOTAL		-32,555.47	901,214.00	270,995.18	662,774.29	30.07
LIBRARY TOTAL		-28,322.74	3,648,502.00	999,086.16	2,684,071.31	27.38

MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT
Account Balances as of: January 1, 2022 - April 17, 2022

April 18, 2022 2 Item 8.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
APPROPRIATIONS AND EXPENDITURES BY COST CENTER						
ACCOUNT	DESCRIPTION	ENCMB 19	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	6,332.73	814,927.00	181,005.69	633,921.31	22.21
25551110	PUBLIC SERVICES	-2,100.00	1,932,361.00	547,085.29	1,387,375.71	28.20
25551150	SUPPORT SERVICES	-32,555.47	901,214.00	270,995.18	662,774.29	30.07
	FUND EQUITY INCREASE					
	Total All Cost Centers	-28,322.74	3,648,502.00	999,086.16	2,677,738.58	27.38

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 19	RECEIVED 15	BALANCE 19	% REC
411100	REAL ESTATE TAXES	2,557,264.00	2,557,264.00	0.00	100.00
441116	JURY & WITNESS FEES		26.63	-26.63	
431251	COVID-19 ROAD TO RECOVERY		0.00	0.00	
431709	MONARCH SHEBOYGAN COUNTY	776,391.03	809,988.92	33,597.89	104.33
431710	MONARCH OZAUKEE COUNTY	10,174.32	10,174.32	0.00	100.00
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	40,093.00	40,092.88	-0.12	100.00
441116	JURY & WITNESS FEES		0.00	0.00	
431722	MONARCH - LSTA GRANT	0.00	0.00	0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	5,000.00	1,921.92	-3,078.08	38.44
447636	LATE BOOK CHARGES	0.00	0.00	0.00	
447641	LOST BOOKS	4,500.00	1,862.16	-2,637.84	41.38
447699	MISCELLANEOUS	1,000.00	603.71	-396.29	60.37
449901	VENDING COMMISSIONS	500.00	306.50	-193.50	61.30
467101	CONTRIBUTIONS	112,000.00	129,368.24	17,368.24	115.51
467101	10099 CONTRIBUTION		0.00		
461101	INTEREST ON INVESTMENTS		0.00		
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
492850	INTERFRUND FROM 850 ACCT	0.00		0.00	100.00
	Total Revenues	3,606,922.35	3,651,609.28	44,686.93	101.24

MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT
Account Balances as of: January 1, 2022 - April 17, 2022

April 18, 2022 2 Item 8.

		P/Y APPROP - CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,922,812.00	397,065.28	1,525,746.72	20.65
510310	FICA		117,020.00	23,367.02	93,652.98	19.97
510311	MEDICARE		27,386.00	5,464.89	21,921.11	19.96
510320	WI RETIREMENT FUND		119,905.00	25,168.20	94,736.80	20.99
510340	HEALTH INSURANCE		390,060.00	117,484.84	272,575.16	30.12
510350	DENTAL INSURANCE		25,577.00	7,498.24	18,078.76	29.32
510351	UNFUNDED PENSION LIABILITY		0.00	0.00	0.00	
510360	LIFE INSURANCE		1,997.00	564.04	1,432.96	28.24
510400	WORKERS COMP		847.00	847.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,350.00	769.79	580.21	57.02
521110	FINANCIAL SERVICES FEES		5,950.00	0.00	5,950.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		123,600.00	48,694.17	74,905.83	39.40
523122	SOFTWARE MAINTENANCE		23,223.00	13,843.97	9,379.03	59.61
523125	IT SERVICES (CITY OF SHEBOYGAN)		11,274.00	11,274.00	0.00	100.00
524110	BUILDING EXT MAINT		47,000.00	33,689.18	13,310.82	71.68
524124	HVAC MAINT + BOILER INS		3,000.00	1,823.71	1,176.29	60.79
524126	ELEVATOR MAINTENANCE		2,000.00	2,562.18	-562.18	128.11
525100	ELECTRICITY		94,600.00	12,606.78	81,993.22	13.33
525105	WATER		1,600.00	626.84	973.16	39.18
525110	SEWER		1,400.00	0.00	1,400.00	0.00
525120	TELEPHONE		4,000.00	441.06	3,558.94	11.03
525140	GAS - UTILITY		33,567.00	11,268.78	22,298.22	33.57
525155	PROFESSIONAL DEVELOPMENT		10,500.00	0.00	10,500.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		12,036.00	8,758.29	3,277.71	72.77
530100	OFFICE SUPPLIES		9,500.00	4,039.23	5,460.77	42.52
530130	POSTAGE AND DELIVERY		5,000.00	1,598.32	3,401.68	31.97
530200	PROG SUPP (CAT & CIRC SUPPLIES)		0.00	0.00	0.00	
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
530222	JANITORIAL SUPPLIES/SERVICES		7,798.00	5,616.52	2,181.48	72.03
530255	TOOLS & SMALL EQUIPMENT		200.00	811.04	-611.04	405.52
538001	DONATION PURCHASES		112,000.00	68,838.09	43,161.91	61.46
538002	ADULT PRINT		377,000.00	126,593.11	250,406.89	33.58
538100	OTHER CONTENT		82,000.00	52,722.19	29,277.81	64.30
642500	OFFICE FURNITURE/FURNISHINGS		0.00	0.00	0.00	
540200	INSURANCE (FIRE)		20,100.00	9,426.79	10,673.21	46.90
540215	GEN PUB OFFICIAL		1,000.00	0.00	1,000.00	0.00
542100	REFUNDS		500.00	0.00	500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		6,800.00	0.00	6,800.00	0.00
642200	IT EQUIPMENT		19,500.00	5,622.61	13,877.39	28.83
649200	EQUIPMENT REPLACEMENT		6,000.00	0.00	6,000.00	0.00
	TOTAL MEAD PUBLIC LIBRARY EXP	-28,322.74	3,648,502.00	999,086.16	2,677,738.58	27.38

Title: Privacy of Library Service Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.08 Original Effective Date: Date of Last Revision: 7/25/2019
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Patron Privacy Policy

Mead Public Library Vision

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

Mead Public Library Mission

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

Mead Public Library Values

Service, Inclusiveness, Innovation and Enrichment

Mead Public Library is committed to user confidentiality. The confidentiality of library records is a core part of the Code of Ethics of the American Library Association.

Personally identifiable information (PII) and Library Usage

Mead Public Library circulation and other records which indicate the identity of library users, especially as they connect library users with material or services used, are confidential. This confidentiality extends to information sought or received, including library materials consulted or borrowed, database search records, reference interviews, circulation records, registration records and all other personally identifiable uses of library materials, facilities or services. The following PII is required to open and maintain a library user account: full name, address, date of birth, phone number OR email address.

Such information may not be accessed or disclosed, except to:

- Staff members acting within the scope of their duties in the administration of the library or library system.
- An agency or individual or any local, state or federal government, pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
- Persons authorized by the individual to inspect the individual's record.
- A custodial parent or guardian who requests library records relating to the use of the library documents or other materials, resources, or services of a child under the age of 16.

The Library occasionally conducts promotional campaigns to inform the community of our services. The Library uses patron email or postal addresses for the mailing lists, ~~which are voluntary and opt-in only~~ **which patrons can opt out of at any time.**

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other PII to outside parties.

Video Surveillance in the Library:

- Only authorized library personnel shall actively review video recordings made for security purposes and then only when it is reasonable for them to assume that personal, collection or building security has been adversely affected by actions that are likely to have been recorded.
- The Library shall retain such items in the manner set forth in WI Department of Public Instruction's "Records Retention Schedule for Wisconsin Public Libraries and Public Library Systems."
- Security cameras used for video recording or live monitoring shall be installed in such a manner that their presence is readily evident to Library personnel and the general public.

Release of Information

- It is Library policy not to yield any information about individual library use to any agency of government, whether local, state or federal without a valid order from a court of competent jurisdiction, including court orders brought by agents of the Federal Bureau of Investigation (FBI) in the form of search warrants issued under the Foreign Intelligence Surveillance Act (FISA). It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the FBI has sought or obtained records or other items under the FISA.
- Pursuant to the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80) it is the responsibility of all Library employees to safeguard from public view records that contain personal information, including segregation of such materials for shredding or redaction prior to their leaving the custody of the Library.

See below: Wisconsin Statute 43.30, Public Library Records, and statement from the American Library Association on release of records.

Wisconsin Statute 43.30. Public library records.

(1) 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 or to libraries as authorized under subs. (2) and (3).

(2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:

- (a) The library is supported in whole or in part by public funds.
- (b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).
- (c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

(3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub (2) (a) to (c).

History: 1981 c. 335; 1991 a. 269.

From the American Library Association:

"Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records."

Maintenance Project list 2022

Updated 4/19/22

Holocaust & Local History Room – 2nd floor team to utilize in house displays, display should be up 1st week of May, with more coming in the future

Fire Panel replacement – engineer almost complete, then scope creating and quoting process

Entryway tile cracking – quoted for replacement of flooring, awaiting approval process

Media & Radio Rooms – Media room on hold, radio room basically complete for now

Jerry Black Furniture – awaiting quotes

Window Treatments for workrooms – awaiting installation that should occur soon

Hot Water Heater Replacement – quoted

Additional Security Camera's – all received in have been installed, awaiting a few that were backordered

Additional Concrete by generator – working with city, awaiting response

Rocca Room kitchen update – on hold

HVAC Controls upgrades Phase III – complete

SE fence – completed

Donor Wall – completed

Furniture replacement – completed

Imaginarium heating – completed

Type	Name	*March 2021	*March 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation Transactions	Adult Materials	20333	19520	-4%	57520	56933	-1%
	Teen Materials	1119	1151	3%	2518	3078	22%
	Children's Materials	11205	14574	30%	24564	39701	62%
	Total Adult/Teen/Children's Materials	32657	35245	8%	84602	99712	18%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10025	10219	2%	29543	21978	-26%
	Items received for Mead patrons from other libraries	5867	5641	-4%	17678	15590	-12%
	Total Interlibrary Loans (Transits)	15892	15860	0%	47221	37568	-20%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla)	7203	5753	-20%	20998	19334	-8%
	Music (Hoopla)	81	0	-100%	162	155	-4%
	Video (Hoopla, Kanopy)	807	7	-99%	1491	1355	-9%
	Magazines (Libby)	244	219	-10%	884	669	-24%
	Total E-Content Checkouts	8335	5979	-28%	23535	21513	-9%
Library Visits	Gate count	11309	19688	74%	29113	49203	69%
Research Inquiries	Research Inquiries	3634	3574	-2%	7250	10900	50%
Internet Usage Provided	Library Workstation Sessions	11446	2535	-78%	13755	6880	-50%
	Wireless Sessions	4046	7041	74%	9850	17934	82%
Number of Library Card Holders	Sheboygan Residents				31710	32774	3%
	Non-Sheboygan Residents				8492	8134	-4%
	Total Number of Library Card Holders				40202	40908	2%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	11	49	345%	27	142	426%
	Children (0-11) Participants	517	1976	282%	900	3930	337%
	Teen (12-18) Quantity	0	458	No Previous Year Data	0	466	#DIV/0!
	Teen (12-18) Participants	0	94	No Previous Year Data	0	281	#DIV/0!
	Adult (18+) Quantity	10	47	370%	32	112	250%
	Adult (18+) Participants	776	1028	32%	1246	1768	42%
	Total number of Classes, Seminars, Workshops, Events	21	554	2538%	59	720	1120%
	Total number of Participants	1293	3098	140%	2146	5979	179%
Conference Room Utilization	Rocca Meeting Room	25%	28%	3%	17%	28%	11%
	Loft Meeting Room	0%	33%	33%	0%	24%	24%
	Public Conference Room #1	4%	24%	20%	2%	23%	21%
	Public Conference Room #2	0%	21%	21%	0%	12%	12%
Study Rooms Utilization	Study Rooms Hours Used	232	595	156%	232	1303.5	462%
	Percent Utilization	58%	39%	-19%	19%	30%	11%
Volunteer Hours	Volunteer Hours	191.3	316.43	65%	332.75	713.18	114%

*Stats effected by the COVID-19 Pandemic

Minutes
Mead Public Library Foundation
Board of Directors
March 23, 2022

Present: Norman (presiding), Donovan, Holbrook, Kolzow, Loth, Peneski, Perronne, Quinn, and Williams. Virtual: Braden and Towne. Absent: Bartelt, Montemayor, Nelson, Stauber, and Testwuide. MPL Staff: DeAmico, Erickson and Mehn.

1. President Norman called the meeting to order at 12:00 p.m. and determined a quorum.
2. Perronne **moved** and Donovan **seconded** approval of the January 26, 2022 minutes. The motion **passed**.
3. Norman acknowledged Fred Tyszka's stepping down off the board and praised his work with the Foundation. She further passed along the board connection with the Academy and Jeannie Gartman to Tom Peneski to liaison in Fred's place.
4. Committee Reports
 1. Development Committee – Carol Kolzow, Chair. Kolzow updated the group on the donor wall installation. She noted that there were some areas that they would like to change the next time it gets reprinted. Williams mentioned the donor levels get a little lost, and suggested they either be increased in size or perhaps changed to another color. Kolzow next discussed the planned giving brochure, noting that we will be distributing them at local funeral homes and estate attorneys. Peneski suggested distributing them to the Senior center, and anywhere estate planning services are offered. Lastly, Kolzow discussed the spring mailing letter, which will be the kick off for the 125th anniversary campaign. She also discussed board members each getting a number of blank letters that they can personally sign and hand off to non-donors. Board members should get names and addresses to Mehn by mid-April.
 2. Finance Committee – John Perronne, Chair. Perronne discussed the finance committee meeting, noting the 4th quarter results report. He showed the strong results from the end of the year last year, as well as the 5-year and the 10-year. He further noted that the market has trended down as of late, so we should expect to see that change in the next quarter report. He also discussed the potential funding of the scholarship committee.
 3. Scholarship Committee – Kathie Norman, Chair. Norman gave the board a recap of the scholarship committee, noting that they are putting together a first draft of a purpose statement. The group noted a few ideas and suggestions, including the suggestion of requiring recipients to stay on with the library for another year. Additionally, noting in the purpose statement that the college or school needs to be accredited, and that degree achievement does not imply a job or salary with that title.
5. Norman discussed the fall events for the Foundation (Academy, Advisory, Yuletide). The group decided that it is best to plan for the events and be prepared to cancel them if need be.
6. Quinn discussed the 125th anniversary planning process, noting the ideas that have been thought about. She discussed some of the estimated costs associated with these ideas, and asked that the Foundation support this campaign. Quinn **moved** to provide the 125th anniversary committee with \$3,000 to start, with the option to ask for more if needed. Kolzow **seconded**. The motion **passed**.

7. Quinn updated the group on the library board, noting the current challenges associated with building project funding, and budgetary constraints. She further noted that the conversation has come to a halt a little bit as the city awaits election results.
8. Loth updated the board on the Friends meeting. She discussed the Friends interest in the staff scholarship program, and noted their desire to create their own version. She also talked about the Friends looking at membership management software, which is currently being demoed. Additionally, she mentioned the Friends raffle currently going on, and noted that she has tickets if anyone is interested in purchasing. Finally, she mentioned the Friends Gift of Reading campaign that is currently underway.
9. Erickson updated the group on the latest library happenings. He shared that the capital improvement process is currently ongoing. He also talked about the new CDC masking guidelines for staff, discussing that masking is no longer required for staff. Lastly, he discussed the increase in program planning again from staff.

The next meeting of the Foundation is scheduled for May 25, 2022 @ 12:00 p.m. Being no further business, Norman **adjourned the meeting at 1:07 p.m.**

**Friends of Mead Public Library
Board Minutes
April 20, 2022**

The meeting of the Friends of Mead Public Library Board was held at 9:30 a.m. on Wednesday, April 20, 2022 in the Rocca Room at Mead Public Library. Present were: Giesen, King, Loth, Mahlendorf, Mitch, Nelson, Olson, Quicker, Schoenenberger, Shirk, Wiese, Zimmermann, DeAmico and Mehn. Excused: Van Calligan

1. Call to Order- King

- Meeting called to order at 9:30 a.m. with a quorum present.

2. Friends Member Comments- None

3. Minutes of the March 2022 Meeting-Giesen

- Giesen thanked Wiese for taking the minutes at the March meeting.
- March minutes were distributed electronically.
- Motion made and seconded to accept the March minutes as distributed. No discussion. Motion passed.

4. Treasurer's Report- Wiese/ DeAmico

- The treasurer's report for March 2022 was distributed electronically.
- Wiese reported that a memorial from the Robert Vogt family had been received in the amount of \$300 and that an acknowledgement had been sent.
- Wiese reported that Gift of Reading campaign has received \$2735 so far.
- No questions were asked. The report will be filed for audit.

5. Bookstore Report- Giesen/Mitch

- Mitch reported that eBay sales over the last few months had been slow but sales have picked up in April. She shared an informational sheet that showed the items sold on eBay and the amount.
- Giesen reported that March bookstore sales were \$645.85, volunteer sales \$77, eBay \$163.33 and Sell Back Your Books \$119.73. Better World Books has been sent to date 21 boxes (331 items) of books.
- Giesen announced that the Big Booksale will be held on Th 10/20, Fr 10/21 and Sa 10/22. Set up will be Wed 10/19 and take down on Mo 10/24. It was also announced that the October board meeting will be held in the Loft due to set up for the book sale.

6. Liaison Report- Mehn

- Mehn reported that she had received an email from SCIO stating that the Night Market event will be held this year. Dates are June 24, July 29 and August 26. All are Fridays. Cost is \$75 for 1 night, \$ 125 for 2 nights and \$165 for 3 nights. A question was asked if there is still no fee for a non-profit. Mehn will investigate and forward information that she receives.
(Action Item)

Liaison Report- Cont'd

- Mehn reported that gold 50th anniversary name badges for board members will be used at the May 14 open house.
- Mehn stated that her report of the CRM trial will be given under unfinished business.

7. Foundation Report- Loth/ DeAmico

- Loth reported that the Foundation board met on March 22. Donor letters are being sent out for Mead's 125th anniversary. Letter asking for \$125 in honor of the 125th anniversary. The Foundation is looking to have a banner made to display across 8th street and also is looking for stories about how the library has impacted the community. These will be shared in an audio/visual presentation.
- Loth also reported that the Foundation is moving forward with its' scholarship proposal. Reimbursement in the amount of \$2500 dollars will be awarded after the course work is completed.
- DeAmico reported that two capital improvement projects have been moved from 2023 to 2022. They are updating of the fire alarm (City to pay 50% and Foundation to pay 50%) and tuck pointing of the brick (City to pay 100%). Roof project has been moved to 2025.

8. Unfinished Business-

- **50th Anniversary Celebration- Mehn**
 - Mehn reported that preparations are well in hand for the May 14 open house. There has been an uptick in raffle ticket sales.
 - The 50th anniversary FMPL banner will be going up outside on May 1.
 - There will be a proclamation from the mayor about the FMPL 50th anniversary.
 - **(Ongoing Action Item for 2022)**
- **CRM Software Update- Shirk/Mehn**
 - Shirk reported that a trial version of both Wild Apricot and Club Express had been used by Mehn.
 - Mehn reported that Club Express was not particularly user friendly and she was not in favor of pursuing it any further. Mehn also reported that she had extended the trial period for Wild Apricot. Though there are parts of the programming that will be beneficial for the Friends, Mehn stated, there are also many parts of the program that we really will not be using. Mehn also reported that there are some additional costs associated with the use of Wild Apricot above the initial cost. These include a cost for the payment portal and a cost for a merchant service which must be able to connect with FMPL current bank which is the Kohler Credit Union.

- Mehn talked with Chase DeVrou, IT specialist for Mead, about other options. Several were offered such as PayPal, the non-profit version of Stripe and Donor Box, which is used by the Manitowoc Library. Giesen reported that she and DeAmico had explored in 2021 the use of MCCS- Merchants' Choice. This company works with Kohler Credit Union. Informational material still on file
- Mehn stated that the initial investment, no matter the choice, will be expensive to do but will provide payback over time. Olson asked about exploring what other Friends groups are using.
(Action Item)
- Issue tabled as further information is gathered and explored.
(Action Item)
- **Community Read Update- Shirk**
 - Shirk reported that Generations in Plymouth is still willing to partner with the Friends to sponsor a Community Read in 2024-2025.
 - DeAmico stated that this could be a positive as the Children and Teen Book Festival will most likely not be happening any more.
 - Committee was formed to begin organizing and moving the project forward. Members of the committee are: Olson and Shirk, co-chairs, Loth, Giesen and Wiese. Chairpersons will work with DeAmico and also ascertain from her what library staff needs to be included. Shirk will act as liaison with Generations and Sheboygan Falls Library. **(Action Item)**
- **By-Laws Committee Update- King**
 - King reported that the committee had met prior to today's meeting. The by-laws, policy sheet and duties/responsibilities documents are all being worked on concurrently. King reported that only the by-laws need to be voted on by the entire membership and that will be at the next annual meeting in January 2023. The other two documents are approved only by the board. **(Action Item)**
- **Gift of Reading Update- Mehn/Wiese**
 - Mehn reported that Brenda Potter from Potter's House made a donation of \$1000 to Gift of Reading in recognition of the Friends donation of children's books to Potter's House. Potter's House is transitional housing for homeless families located on Erie Avenue in Sheboygan.
 - Mehn proposed giving a lifetime Friends membership to Brenda in recognition of that donation. Motion made and seconded to give a lifetime Friends membership to Brenda Potter. Discussion followed. Motion carried unanimously.

9. Correspondence and Announcements- Giesen

- Note from Robert Vogt family acknowledged under treasurer's report.

10. New Business

- **Friends Scholarship- Mitch**

- Motion made and seconded to have hand-out regarding the scholarship program and the application be part of the minutes. No further discussion. Motion carried unanimously.
- Mitch presented the Friends scholarship document and application form as prepared by the committee consisting of Mitch, Wiese, Zimmermann, DeAmico and Mehn. Motion made and seconded to approve the scholarship document and application as presented. Discussion followed. Questions raised during the discussion:
 - 1) Does item #1 under Employee Responsibility align with the Friends Strategic Plan approved January 2020?
 - 2) Should there be clarification as to the award amount available in item #1 under Scholarship terms? What if an amount less than \$1000 is needed?
 - 3) Should the application form also include an additional line for the applicant to request the amount of financial support needed?
 - 4) No vote was taken on the above motion.
- A second motion was made and seconded to have: a) item #1 under Employee Responsibility read as “Must be already accepted or enrolled in a library science program or a program that supports the services of the library either part-time or full-time.”, b) item #1 under Scholarship Terms to read as “Award would be up to \$1000 based on available funds and approved by the Friends of Mead Public Library Board. Applicant will receive scholarship funds directly upon approval. Depending on funds available, more than one applicant can receive up to a \$1000 scholarship.” and c) an additional line to be included on the application form that will indicate the amount of financial support being requested.
- Second motion carried unanimously.
- Mitch will make the approved corrections to both documents and redistribute. **(Action Item)**
- It was determined that the Scholarship Committee will receive the applications as they are received and review them prior to bringing to the board for approval. Scholarship committee will be added to Standing Projects on the Duties and Responsibilities document. **(Action Item)**

- **Summer Social- King**

- Reservations will be made at The Bull for Wednesday, June 15 at 11:30

11. Good of the Order- None

12. Next Meeting- Wednesday, May 18, 2022 at 9:30 a.m. Rocca Room

13. Meeting Adjourned at 11:00 a.m. by King

Submitted by,
Marge Giesen, Secretary

Actions Items

- ✓ **Night Market Information- Mehn**
- ✓ **50th Anniversary Celebration- Anniversary Committee**
- ✓ **CRM software used by other library Friends groups- Board**
- ✓ **CRM software project- Board**
- ✓ **Community Read- Olson/Shirk**
- ✓ **By-laws and other FMPL documents update- King**
- ✓ **Distribution revised scholarship documents- Mitch**
- ✓ **Summer Social- King**