



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

August 27, 2024 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m. on Wednesday, August 27, 2024, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, 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 before the meeting.)
- [4.](#) Approval of Minutes - July 17, 2024
5. Correspondence, Announcements, and Common Council Reports

COMMITTEE REPORTS

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [7.](#) 2025 Budget

DIRECTOR'S REPORT

- [8.](#) Code of Conduct
9. Consent Agenda
- [10.](#) Building Projects
11. Services and Programming

UPCOMING MEETINGS

12. LIBRARY BOARD OF TRUSTEES (09/18/2024 @ 5 p.m.)

ADJOURN

13. Motion to Adjourn

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

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



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 17, 2024 at 5:00 PM

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

Members (in-person): Julia Hart, Jim Hollister, Kathie Norman, Jeanne Pfeiffer, and Angela Ramey

Members (virtual): Meg Albrinck, Maeve Quinn, and Sherry Speth

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President.
Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments
None.
4. Approval of Minutes
Hollister **moved** to accept the June 19, 2024, minutes. **Seconded** by Norman. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports
None.

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
Grossen reviewed the May and June financial statements. In May, we received a Monarch Library System payment of \$894,000 for service to Sheboygan County residents of non-library communities and adjacent county services. Additionally, we received nearly \$5,000 in donations from the Friends for the Gift of Reading Program two 3D printers and one laser printer. Expenses to date are about \$2 million, leaving a variance of \$1,260,063. The Building Improvements account is under budget. Hart **moved** to approve the payment of current expenditures, including payroll and special revenues. Norman **seconded**. Motion **passed**.
7. HR Committee – Erickson
At the Common Council meeting scheduled for August 5, a resolution sponsored by Alders Mitchell and Perrella will be voted on to add a part-time accounting clerk to City Finance. This part-time accounting clerk will perform accounts payable duties for Mead. Norman made a motion to endorse this resolution to have the City's Finance Department perform accounts payable services for Mead via a Limited Term employee. Hart **seconded**. Motion **passed**.

A 2023 Department of Public Instruction study was conducted to standardize library positions across the state. Job titles, salary grades and job descriptions were reviewed. It would cost \$41,800 to upgrade the positions outlined below. Funds from the Administrative Services Manager's position would be used to fund these increases.

Albrinck made a motion to change the Table of Organization to reflect the title changes as outlined below and to strike through the Administrative Services Manager's position. Hollister seconded. Motion passed.

Maintenance Worker Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Albrinck made a motion to approve the recommendation to change the Maintenance Worker's job title and salary grade. Hart seconded. Motion passed.

- Renamed to Building Maintenance Worker
- Salary grade bumped from 7 to 8
- Cost to move the grade is about \$1,000

Public Services Manager Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and job description be modified as outlined below. Albrinck made a motion to approve the recommendation to change the Public Services Manager's job title and job description. Norman seconded. Motion passed.

- Renamed to Deputy Director
- Job duties changed
- No change in salary grade

Cleaner Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Quinn made a motion to approve the recommendation to change the Cleaner's job title and salary grade. Albrinck seconded. Motion passed.

- Renamed to Janitorial Cleaner
- Salary grade bumped from 2 to 5
- Cost to move the grade is \$9,589

Page Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Quinn made a motion to approve the recommendation to change the job title, and salary grade. Speth seconded. Motion passed.

- Renamed to Library Clerk
- Salary grade bumped from 1 to 4
- Cost to move the grade is \$31,211

Library Page Position

It is recommended that this position become a seasonal position. Currently, this position is not listed in our Table of Organization since no employee is presently assigned to these duties which are primarily shelving books. There are no benefits associated with this position. Quinn made a motion to accept these changes. Speth seconded. Motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Job Description Updates - Quinn recommended that the Library Director's job description be updated to reflect additional Administrative Services Manager's duties assumed by Erickson.

9. Table of Organization Updates - Quinn made a motion to approve the Table of Organization as presented. Hollister seconded. Motion passed.
10. Consent Agenda - Tabled until next month.
11. Code of Conduct – Discussion took place on the current Code of Conduct and the Food Policy. Our goal is to have an updated policy prepared for review at the August meeting. Quinn stated that the code should be enforceable by staff, and should have an end goal of keeping patrons safe and our library clean. Prentice recommended that the Food Policy be incorporated into the Code of Conduct. She added that staff need to focus on behaviors rather than identifiers. Enforcement must be equitable. Erickson stated that unstaffed lockers may be a solution to provide patrons a place to store their personal items. Sleeping patrons poses a safety risk for staff as we do not know why they are asleep. If it is drug or alcohol induced, they could be violent if woken up. Staff do a safety check on sleeping patrons to make sure they are OK. Generally, if someone nods off and are not being disruptive, we leave them alone.
12. Electrical Work Approval – Erickson proposed adding quad receptacles and data cables to the east and west side of the main floor column. These would be used for self-checkout or catalog computers. On the third floor, Erickson proposed installing additional electrical floor outlets by the staff door. Quinn made a motion to approve the first and second electrical work proposal totally \$5,200. Hart seconded. Motion passed.
13. 2025 Budget – The budget is due August 21. Office supplies moved \$2,000 to contracted services to help cover higher costs. The City will get an additional \$450,000 in 2024. Utilities increased by 4%. The City's IT Department increased cost by 2.5%. A draft budget will be reviewed at our August meeting. Erickson noted that we only control the operating part of the budget. County reimbursements will increase to about \$43,493. Total revenues for 2024 are expected to increase by about \$49,000. The office supplies' budget was reduced to increase money in other areas. Janitorial supplies continue to increase in cost. Quinn asked Erickson to send out the complete study to board members so they may review the 2024-2025 schedule.

Discussion was held on the benefits of hiring a part-time grant writer to help secure grants that our staff do not have time to apply for. Hart recommended we consider a contracted position rather than hiring a part-time staff person, as it would be difficult to find the right person in time to complete 2024 grant applications. Speth commented that the Monarch Board writes grants. She proposed we look into the possibility of sharing the cost of a grant writer. Quinn to follow-up with Monarch regarding Monarch and Mead sharing the cost to hire a grant writer.

DIRECTOR'S REPORT

14. Building Projects - Erickson reported that three drinking fountains have been replaced. The flooring has been selected for the foyer. We have met with vendors and are now waiting on materials to repair the floor.
15. Services and Programming - Nessman reported that she and Chase DeVrou are reviewing what other libraries are using for Automated Materials Handling (AMH). Nessman also consulted with the Central Library Consortium on best practices on this topic.
16. Security Update - Prentice discussed hiring an additional part-time security monitor. If we go in this direction, we could use the remaining funds in the Administrative Service Manager's position to fund this position.

17. Monthly Statistics – Prentice reported:

- We are now fully promoting Mead Library’s radio program. We had 716 unique listeners in June, an increase from 268 unique listeners in 2023.
- Jim Gill performed an educational workshop for 65 educators from across Wisconsin. Additionally, Gill held a public concert with approximately 125 people.
- Roughly 100 patrons attended a live reptile presentation.
- Over 100 stuffed animals were brought to the library for the stuffy sleepover.
- Attendance at the Acuity kickoff was nearly double compared to last year.

LIAISON REPORTS

18. Monarch Library System - Quinn shared the June 2024 Monarch Library System Report. She mentioned how 31 Monarch libraries are able to share their resources.
19. Mead Library Foundation – Norman had nothing to report.
20. Friends of Mead – Pilz reported that the Friends approved the purchase of 14 experience passes as outlined below for a total cost of \$1,085.
- Children’s Museum of Green Bay = 4 family passes for the one-time cost of \$100
 - The Building for Kids (Appleton) = 5 family membership cards = \$825/year
 - Green Bay Packers Hall of Fame = 4 family membership cards = \$100/year
 - International Crane Foundation = 1 family pass = \$60

UPCOMING MEETINGS

21. Next Meeting
Library Board of Trustees will meet on August 21, 2024, at 5:00 p.m.

ADJOURN

22. Motion to Adjourn
Norman made a motion to adjourn the meeting. Hollister seconded. Motion passed. The meeting was adjourned at 6:45 p.m.

Mead Public Library - Accounts Payable through July 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
ALLIANT ENERGY	6/26/24	JUNE BILLING-ACCT #5498700000	9,143.10	7/18/24	364861	255511	555100	UTILITIES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	569.11	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	111.64	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	109.76	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	35.96	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WISCONSIN PUBLIC SER	6/28/24	JUNE BILLING-ACCT #0403257315-00031	1,427.28	7/22/24	364868	255511	555100	UTILITIES
ADRIENNE ALLEN	7/3/24	HERRINGBONE LAP QUILT PROGRAM - SEPT 14 & SEPT 28	600.00	7/24/24	364710	255511	548001	DONATION PURCHASES
ADRIENNE ALLEN	6/17/24	PROGRAM EXP-QUILTED STRAWBERRY COASTERS 7/13/24	400.00	7/10/24	364584	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/24/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	316.21	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/28/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	250.49	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/2/24	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES	242.04	7/24/24	4685	255511	540222	JANITORIAL SUPPLIES
AMAZON CAPITAL SERVI	7/1/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	131.92	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	6/21/24	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	111.18	7/10/24	4622	255511	550110	BUILDING MAINT & REPAIR
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	87.98	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/20/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	84.59	7/10/24	4622	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	7/2/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	83.86	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/2/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	80.92	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/8/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	74.97	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/10/24	ACCT# A2JXVCVZU4S49M FRAMES	59.99	7/24/24	4685	255511	548003	OTHER CONTENT
AMAZON CAPITAL SERVI	7/11/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	51.07	7/24/24	4685	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	6/26/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	50.38	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	40.43	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/11/24	ACCT# A2JXVCVZU4S49M DONATIONS	33.68	7/10/24	4622	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/27/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	32.80	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/15/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	23.98	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/18/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	20.88	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/3/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	16.99	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/30/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	14.99	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/22/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	14.17	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/27/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	13.99	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/9/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	11.79	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/3/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	9.99	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/24/24	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	9.49	7/10/24	4622	255511	550110	BUILDING MAINT & REPAIR
AMAZON CAPITAL SERVI	6/27/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	7.99	7/24/24	4685	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	7.65	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	6/18/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	5.87	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/27/24	CREDIT MEMO FOR INVOICE 1RT3-7WKG-G9CK	(3.87)	7/24/24	4685	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/27/24	CREDIT MEMO FOR INVOICE 1RT3-7WKG-G9CK	(4.24)	7/24/24	4685	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/27/24	CREDIT MEMO FOR INVOICE 1RT3-7WKG-G9CK	(9.59)	7/24/24	4685	255511	548001	DONATION PURCHASES
AT&T	6/25/24	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE	150.70	7/24/24	364715	255511	555120	PHONES
ATIS ELEVATOR INSPEC	6/13/24	MAINTENANCE CONTRACT - ELEVATORS	128.63	7/24/24	364720	255511	531100	CONTRACTED SERVICES
AURORA EMPLOYEE ASST	6/24/24	CUST ID #1535 EAP SEMI-ANNUAL FEE JULY-DEC 2024	220.50	7/24/24	364721	255511	531100	CONTRACTED SERVICES
BERTELSMANN PUBLISH	6/23/24	SALES ORDER #430302 MATERIAL PURCHASE	1,363.76	7/10/24	364597	255511	548002	MATERIALS - ALL CATEGORIES
CHARTER COMMUNICATIO	7/1/24	ACCT #121113701 INTERNET EXPENSE	159.98	7/24/24	364729	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
DAKOTA SUPPLY	3/5/24	CUST #48063 BUILDING MAINTENANCE	159.00	7/10/24	364611	255511	550110	BUILDING MAINT & REPAIR
DAKOTA SUPPLY	5/25/24	CUST #48063 SERVICE CHARGE	2.39	7/10/24	364611	255511	550110	BUILDING MAINT & REPAIR

Mead Public Library - Accounts Payable through July 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
EBSCO SUBSCRIPTION	7/13/24	ACCT #CG-F-98112-00 RATE ADJUSTMENT INV 172658	143.53	7/24/24	4698	255511	548002	MATERIALS - ALL CATEGORIES
EDGEWATER PLUMBING	7/15/24	COMPLETE REPLACEMENT OF THREE DRINKING FOUNTAINS A	6,100.00	7/24/24	4699	255511	550110	BUILDING MAINT & REPAIR
GAMING GENERATIONS	6/27/24	SH2407162M MATERIAL PURCHASES	943.00	7/24/24	364743	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/15/24	CUST #20W8082 MATERIAL PURCHASE	2,629.57	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/5/24	CUST #20W8082 MATERIAL PURCHASE	1,780.86	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20W8082 MATERIAL PURCHASE	1,688.03	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/24/24	CUST #20W8082 MATERIAL PURCHASE	1,186.31	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20W8082 MATERIAL PURCHASE	1,139.90	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/27/24	CUST #20W8082 MATERIAL PURCHASE	935.51	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/25/24	CUST #20W8082 MATERIAL PURCHASE	690.85	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/21/24	CUST #20W8082 MATERIAL PURCHASE	517.40	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/21/24	CUST #20X7192 MATERIAL PURCHASE	505.68	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20X7192 MATERIAL PURCHASE	424.55	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/11/24	CUST #20W8082 MATERIAL PURCHASE	351.22	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/10/24	CUST #20W8082 MATERIAL PURCHASE	310.33	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/10/24	CUST #20X7192 MATERIAL PURCHASE	196.72	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/10/24	CUST #20W8082 MATERIAL PURCHASE	152.84	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/27/24	CUST #20X7192 MATERIAL PURCHASE	142.54	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/15/24	CUST #20X7192 MATERIAL PURCHASE	135.80	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/30/24	CUST #20W8082 MATERIAL PURCHASE	87.97	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20W1532 MATERIAL PURCHASE	86.90	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/9/24	CUST #20W8082 MATERIAL PURCHASE	77.29	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/26/24	CUST #20X7192 MATERIAL PURCHASE	67.64	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/30/24	CUST #20W8082 MATERIAL PURCHASE	64.26	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/9/24	CUST #20W8082 MATERIAL PURCHASE	37.93	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
KRISS PREMIUM PROD	7/11/24	BUILDING MAINTENANCE	1,164.47	7/24/24	364758	255511	550110	BUILDING MAINT & REPAIR
KRISS PREMIUM PROD	6/26/24	BUILDING MAINT	85.89	7/24/24	364758	255511	550110	BUILDING MAINT & REPAIR
LIL REV MUSIC	7/8/24	INTRO TO UKULELE WITH LIL' REV - NOV 12, 13, 14	600.00	7/24/24	364765	255511	548001	DONATION PURCHASES
MARCIA ZINK	7/9/24	SOUL COLLAGE SEPT, OCT, NOV 2024	300.00	7/24/24	364766	255511	548001	DONATION PURCHASES
MBM/MODERN BUSINESS	6/21/24	ACCT #MP01-B JUNE COPIER EXPENSE	888.31	7/10/24	364644	255511	531100	CONTRACTED SERVICES
MBM/MODERN BUSINESS	6/18/24	MP01-B MAY/JUNE COPIER EXPENSE	860.98	7/10/24	364644	255511	531100	CONTRACTED SERVICES
MIDWEST TAPE	6/26/24	CUST #2000015656 MATERIAL PURCHASE	716.30	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/10/24	CUST #2000015656 MATERIAL PURCHASE	602.86	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/2/24	CUST #2000015656 MATERIAL PURCHASE	484.57	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	6/19/24	CUST #2000015656 MATERIAL PURCHASE	450.94	7/10/24	4654	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	6/19/24	CUST #2000016317 MATERIAL PURCHASE	167.83	7/10/24	4654	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	6/26/24	CUST #2000016317 MATERIAL PURCHASE	120.32	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/2/24	CUST #2000016317 MATERIAL PURCHASE	27.17	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/15/24	CUST #2000021962 MATERIAL PURCHASE	19.48	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/8/24	CUST #2000021962 MATERIAL PURCHASE	9.74	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIND, SOUL AND SELF	6/24/24	GOTHIC, SHADE & MOON GARDENS JUNE, JULY, AUG 2024	900.00	7/10/24	4655	255511	548001	DONATION PURCHASES
OCLC, INC.	7/1/24	CUST #27400 - IT EXPENSE	762.84	7/10/24	364649	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
ONE TIME VENDOR	7/6/24	PATRON REFUND	13.59	7/24/24	364789	255	451915	PATRON FEES
PRECISION GRAPHICS	6/11/24	SERVICE TICKET #12073 CONTRACTED SERVICES	392.58	7/10/24	364672	255511	531100	CONTRACTED SERVICES
PROQUEST LC	7/1/24	ACCT #153838 - MATERIAL PURCHASE	2,518.06	7/10/24	364673	255511	548003	OTHER CONTENT
SHEBOYGAN AREA SCHOO	6/13/24	REFUND OF SOUTH HIGH SOUTH-REDWING GYM 6/15/24	(440.00)	7/10/24	4670	255511	548001	DONATION PURCHASES

Mead Public Library - Accounts Payable through July 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
SHEBOYGAN WATER UTIL	7/19/24	750-896-00-00-07202024 MPL WATER BILL	21.00	7/24/24	364808	255511	555100	UTILITIES
SHERWIN-WILLIAMS CO.	6/20/24	ACCT #6656-8832-1 BUILDING MAINT	196.15	7/24/24	364809	255511	550110	BUILDING MAINT & REPAIR
TOTAL ENERGY SYSTEMS	7/9/24	CUST #1426 - BUILDING MAINTENANCE	3,433.38	7/24/24	4747	255511	550110	BUILDING MAINT & REPAIR
WILS	7/11/24	CUST ID #MEADP010 OTHER CONTENT 7/1/24-12/31/24	3,675.00	7/24/24	364827	255511	548003	OTHER CONTENT

Mead Public Library - Financial Statement For July 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(8,763.82)	-	3,763.82
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(6,279.38)	-	779.38
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(461.46)	-	(38.54)
255	481100	INTEREST INCOME	-	-	-	(23,855.75)	-	23,855.75
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(10,330.57)	-	(59,669.43)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,537.56)	-	1,537.56
TOTAL REVENUE			(4,249,214.00)	-	(4,249,214.00)	(3,228,960.21)	-	(1,020,253.79)
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	1,157,207.61	-	1,240,868.39
255511	520310	FICA	142,230.00	-	142,230.00	68,643.96	-	73,586.04
255511	520311	MEDICARE	33,268.00	-	33,268.00	16,053.88	-	17,214.12
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	74,425.68	-	77,874.32
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	239,041.84	-	192,989.16
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	14,923.86	-	13,134.14
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	2,258.72	-	2,595.28
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	89,867.09	894.00	37,838.91
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	2,090.51	-	4,734.49
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	5,949.25	-	3,450.75
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	6,492.27	-	3,507.73
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	18,934.70	-	1,065.30
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	3,730.46	-	4,769.54
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	5,611.47	-	8,088.53
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	2,544.17	-	2,455.83
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	8,322.56	-	1,877.44
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	33,783.51	-	36,216.49
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	(91,300.00)	313,900.00	163,139.04	-	150,760.96
255511	548003	OTHER CONTENT	82,000.00	91,300.00	173,300.00	151,434.23	-	21,865.77
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	24,899.42	31,287.94	(30,187.36)
255511	555100	UTILITIES	135,167.00	-	135,167.00	58,455.80	-	76,711.20

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555120	PHONES	4,000.00	-	4,000.00	905.93	-	3,094.07
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,327.37	-	772.63
255511	631200	BUILDING IMPROVEMENTS	-	-	-	7,943.25	54,800.00	(62,743.25)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	8,349.95	-	10,150.05
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
TOTAL EXPENSES			4,249,214.00	-	4,249,214.00	2,253,115.87	86,981.94	1,909,116.19
TOTAL REVENUE LESS EXPENSES			-	-	-	(975,844.34)	86,981.94	888,862.40

2025 Mead Public Library Budget (Draft Rev. 8/27/2024)**REVENUES**

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD (7-15-24)</u>	<u>2025 Proposed</u>	
411100	PROPERTY TAX LEVY	-2,672,024.97	-2,969,198.00	-3,114,027.00	-2,220,563.09	3,144,724.00	Updated by Finance Department
437200	MONARCH - SHEBOYGAN COUNTY	-809,988.92	-816,603.84	-894,726.00	-894,725.88	929,860.00	Monarch calculation
437210	MONARCH - OZAUKEE COUNTY	-10,174.32	-8,611.20	-7,364.00	-7,364.70	13,113.00	Monarch calculation
437220	MONARCH - RESOURCE	-100,000.00	-100,000.00	-100,000.00	0.00	100,000.00	Left as 2024 Budget
437230	MONARCH - ADJACENT COUNTIES	-42,379.04	-47,871.48	-51,097.00	-54,078.00	53,708.00	Monarch calculation
451915	PATRON FEES	-6,378.35	-7,272.01	-5,000.00	-8,825.58	7,000.00	Updated based on trends
461000	PHOTOCOPIES	-7,480.77	-8,480.67	-5,500.00	-6,279.38	8,000.00	Updated based on trends
469100	VENDING/CONCESSION SALES	-608.06	-984.41	-500.00	-461.46	600.00	Updated based on trends
481100	INTEREST INCOME	39,718.39	-72,191.12	0.00	-23,855.75	40,000.00	Updated by Finance Department
485000	CONTRIBUTIONS/DONATIONS	-377,207.54	-212,756.79	-70,000.00	-10,330.57	70,000.00	Left as 2024 Budget (Matches Expense 255511-548001)
489000	MISCELLANEOUS REVENUE	-3,098.13	-3,040.10	-1,000.00	-2,537.56	2,000.00	Updated based on trends
		-3,989,621.71	-4,247,009.62	-4,249,214.00	-3,229,021.97	4,369,005.00	

EXPENSES

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD (7-15-24)</u>	<u>2025 Proposed Budget</u>	
510110	FULL TIME SALARIES - REGULAR	1,989,784.95	2,199,459.43	2,398,076.00	1,069,648.61	2,458,239.00	Updated by Finance Department (2.51%)
520310	FICA	117,773.72	130,506.94	142,230.00	63,458.34	146,355.00	Updated by Finance Department (2.9%)
520311	MEDICARE	27,543.89	30,521.84	33,268.00	14,841.13	34,229.00	Updated by Finance Department (2.89%)
520320	WI RETIREMENT FUND	124,387.38	141,898.94	152,300.00	68,735.16	157,838.00	Updated by Finance Department (3.64%)
520340	HEALTH INSURANCE	394,502.88	421,423.23	432,031.00	221,756.09	449,803.00	Updated by Finance Department (4.11%)
520350	DENTAL INSURANCE	25,758.75	26,182.83	28,058.00	13,845.62	26,374.00	Updated by Finance Department (-6%)
520360	LIFE INSURANCE	1,871.06	1,928.77	4,854.00	2,069.88	4,661.00	Updated by Finance Department (-3.98%)
520400	WORKERS COMPENSATION	847.00	847.00	847.00	847.00	847.00	Updated by Finance Department
531100	CONTRACTED SERVICES	87,860.83	137,356.98	128,600.00	87,829.46	173,027.00	Increased by \$44,427 from personnel budget
531110	FINANCIAL SERVICE FEES	6,545.12	7,258.92	6,825.00	2,585.77	6,435.00	Updated by Finance Department (-5.71%)
531206	INSURANCE PREMIUMS	21,035.94	22,761.54	23,993.00	11,190.48	24,366.00	Updated by Finance Department (1.55%)
531400	ADVERTISING & MARKETING	3,002.70	3,833.07	9,400.00	5,949.25	9,400.00	
531800	PROGRAM SERVICES	0.00	144.05	10,000.00	5,873.08	10,000.00	
533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	50,925.00	50,925.00	51,944.00	Increased by 2%
533106	SOFTWARE MAINT & SUBSCRIPTIONS	21,767.11	25,874.84	20,000.00	18,774.72	20,000.00	
536125	EMPLOYEE DEVELOPMENT	0.00	5,302.03	8,500.00	3,730.46	8,500.00	
537100	VEHICLE & PARKING EXPENSES	12,350.12	12,220.49	19,440.00	12,816.86	19,440.00	

540100	OFFICE SUPPLIES	11,237.67	12,269.09	13,700.00	5,109.80	13,700.00	
540130	POSTAGE & DELIVERY	7,617.53	7,160.55	5,000.00	1,323.95	5,000.00	
540205	DISPLAYS	161.22	60.55	1,000.00	0.00	1,000.00	
540222	JANITORIAL SUPPLIES	11,219.31	12,377.74	10,200.00	7,471.05	0.00	We are piloting a shared purchasing account with the city
548001	DONATION PURCHASES	280,534.93	208,047.11	70,000.00	32,871.21	70,000.00	
548002	MATERIALS - ALL CATEGORIES	407,662.55	392,646.48	313,900.00	150,754.49	361,019.00	Added \$32,900 from Other Content + 4.1% inflationary rate
548003	OTHER CONTENT	76,626.33	60,784.41	173,300.00	144,526.24	146,156.00	Moved \$32,900 to Materials + 4.1% inflationary rate
550110	BUILDING MAINT & REPAIR	140,500.98	46,192.37	26,000.00	13,919.53	0.00	We are piloting a shared maintenance account with the city
555100	UTILITIES	127,252.71	147,400.17	135,167.00	57,276.48	139,072.00	4% increase for electricity incorporated
555120	PHONES	1,949.41	1,824.70	4,000.00	905.93	4,000.00	
560255	TOOLS & SMALL EQUIPMENT	2,094.66	4,589.63	3,100.00	2,327.37	3,100.00	
631200	BUILDING IMPROVEMENTS	0.00	1,493.71	0.00	9,436.96	0.00	
652200	IT EQUIPMENT	18,872.67	17,671.48	18,500.00	6,277.00	24,500.00	Added \$6,000 from Equipment Replacement
659200	EQUIPMENT REPLACEMENT	5,465.30	5,935.27	6,000.00	10,000.00	0.00	Combined with IT Equipment
		3,937,500.72	4,097,248.16	4,249,214.00	2,097,076.92	4,369,005.00	
Net (Revenue)/Loss		-52,120.99	-149,761.46	0.00	-1,131,945.05	0.00	

Mead Public Library Code of Conduct

Introduction

This code of conduct will help you understand which behaviors are acceptable at the Library and which behaviors are unacceptable.

The Library's Values

We welcome and serve everyone who comes to the Library, and we hold ourselves to the highest standards as we provide our community with resources and experiences that encourage curiosity, discovery, and lifelong learning.

Acceptable Behaviors at the Library:

- Ask questions: our staff are here to help you.
- Show respect to others: be kind to those around you and give people their space.
- Keep noise levels low: use your inside voice when talking and use headphones while using cellphones and computers.
- Take care of the Library and all that's in it: handle books and other materials with care, return borrowed materials on time, eat only in the Library Café, and always clean up after yourself.
- Follow library rules: The Library has policies that explain what is and is not allowed at the library. The policies also explain your rights at the library. You can read our policies online or ask for copies of our policies at any service desk.

Unacceptable Behaviors at the Library:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Smoking or vaping in the Library or within 25 ft. of the Library's doors
- Being rude or abusive to people in the Library
- Stealing or damaging property that does not belong to you
- Asking people for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended by a responsible person
- Bringing pets into the library
- Not following Library rules

We want you to feel safe and welcome at the Library, and we depend on you to follow Library rules so others can feel safe and welcome at the Library too.

Those who do not follow the Library's rules may be asked to leave.

Projects Update – updated 8/09/24

- Lockers – Lockers are set in place, needs some paint and awning to be installed. Currently being utilize in a soft opening fashion.
 - Floor cracking in front entrance area - Have a PO out, chose materials, waiting for installation
 - Community Resources Specialist office/telephone booths – architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be put out to bid
 - Warschau Collection display(s) - staff committee met and have identified items of priority for the mobile unit. Melissa to contact the two cabinet makers that were recommended to schedule a time for them to come in to meet with the committee.
 - Automated Material Handling System (AMH) - We had had visits from our current vendor as well as one additional vendor based in Minneapolis. We are currently determining a list of desired functionality requirements
 - Second floor carpet issue - Carpet is not adhering properly. We are working with the city procurement specialist to get the issue fixed via a warranty claim
 - Third floor tile issue – Tile is failing in some spots. We are working with the installation vendor. Replacement is scheduled for late August on a warranty claim
 - Sensory Room on the third floor – architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be put out to bid
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- Electrical additions on 1st and 2nd – installed and completed
 - Drinking fountains – installed and complete