



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

October 27, 2022 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Thursday, October 27, 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 - 09/22/2022
- [5.](#) Resolution in honor of Mead Library's 125th Anniversary
6. Correspondence, Announcements, and Common Council Reports

COMMITTEE REPORTS

- [7.](#) 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

8. Approve City of Sheboygan General Ordinance No. 11-22-23 to provide for a minimum wage of \$15.00 per hour for all library employees.
- [9.](#) 2023 Operating Budget
- [10.](#) Update to Meeting Room Policy
- [11.](#) 2023 Resource Library Agreement
12. 125th Anniversary Staff Appreciation Library Closure - 11/16/22

DIRECTOR'S REPORT

- [13.](#) Building Projects
- 14. Services and Programming
- [15.](#) Support Services Report
- [16.](#) Security Update
- [17.](#) Monthly Statistics

LIAISON REPORTS

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

UPCOMING MEETINGS

- 21. Library Strategic Plan Committee Meeting (10/28/2022 @11am)
- 22. Library Board of Trustees (11/17/2022 @5pm)

ADJOURN

- 23. 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*

CITY OF SHEBOYGAN

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, September 22, 2022

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Maeve Quinn, President.** All trustees may attend the meeting remotely. Quinn called the meeting to order at 5:00 p.m. and determined a quorum.
Members present: Albrinck, Alvarez, Guevara, Norman, Quinn, Salazar, Speth, and Walton
Members absent: Bulson, Campe
Staff present: DeAmico, Erickson, Mehn, and Prentice
2. **Pledge of Allegiance** Quinn led the group in the 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)** There was no public comment.
4. **Approval of Minutes - 9/9/22** Albrinck moved to approve the minutes from the September 9, 2022 meeting. Speth seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports.** There were no common council reports or announcements. Quinn read a thank you card from the library pages.
6. **Adopt Resolution in honor of the 50th Anniversary of the Friends of Mead Library** Norman moved to approve the resolution as presented. Guevara seconded. The motion passed.

COMMITTEE REPORTS

7. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Albrinck moved to approve the report, and payment of current expenditures including payroll, and special revenues. Walton seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **2023 City of Sheboygan Budget** Erickson discussed the funding constraints and the options that we have, and presented the recommendation from the library. Because not everything has been entered into Munis yet, the budget is an estimation. Norman moved to approve the preliminary budget. Salazar seconded. The motion passed.
9. **City Job Description Questionnaire (JDQ) Study** Erickson discussed the latest updates to the JDQ study, including the 2022 budget amendment and the next steps that include the staff letters being handed out with the new pay and grades.
10. **125th Anniversary** Quinn discussed the anniversary party for staff, noting that board members will hear in the next few days on the date. Additionally, she noted that the 125th celebration panels are up, and are on display on the 1st floor.

11. **Patron Grievance Policy** Walton moved to approve the policy as presented with the corrections note the section referencing materials should be removed, and a note should be added that any grievance that goes to the director will be reported to the board. Salazar seconded. The motion passed.
12. **Exclusions and Appeals Policy** Albrinck moved to approve the policy as presented. Speth seconded. The motion passed.
13. **Code of Conduct Policy** Walton moved to approve the policy as presented. Norman seconded. The motion passed.
14. **Excessive Demands Policy** Guevara moved to deprecate the the policy as requested. Norman seconded. The motion passed.
15. **Security Update** Erickson presented the security statistics. He further discussed a letter received from Leslie Laster regarding concerns of safety for Security Specialist Santino Laster. Her letter expressed a number of concerns, and requested that Santino be deputized, as well as asked the board to consider allowing him to be able to carry some sort of weapon. The board had a lengthy discussion and asked that Erickson and Prentice go back and do some research on what other libraries are doing with this type of concern and present back to the group the different options.

Alvarez left at 5:57

DIRECTOR'S REPORT

16. **SRLAAW Report** Erickson discussed the quarterly meeting of System Resource Library Directors, noting that there will be a new merger in the state from the system standpoint, Janesville and Racine. Additionally, there was a warning put out that one political candidate is already crafting laws for censorship of materials in schools and libraries, so to potentially be prepared for that in 2023.
17. **Staff In-Service** In-service will take place next week Friday, 9/30, which will include ALICE training with the Sheboygan Police Department, as well as some scenario-based situations, and an emotional intelligence workshop by CVMIC.
18. **Disc Repair Machine** Erickson showcased the disc repair machine, noting its uses and highlighting its benefits post complaints from patrons.

Salazar left at 6:31

19. **Building Projects** Erickson reported that the fire panel project will start on Monday, which will bring the Library up to code.
20. **Services and Programming** Prentice reported that 1,330 participants from SLP, which is slightly lower than last year, but still great numbers and in line with pre-pandemic numbers. Additionally, the Great decisions program will be upcoming, also a few very popular gardening programs, and girls STEM day in conjunction with Ada Lovelace Day.
21. **Monthly Statistics** Erickson reported on the monthly statistics, noting the uptick in the gate count and programming numbers.

LIAISON REPORTS

22. **Monarch Library System - Maeve Quinn** Quinn reported that she will be sharing the minutes from the MLS when she has them, as she was not able to attend virtually.

23. **Mead Library Foundation - Kathie Norman** Norman noted that the Foundation will be meeting next week, and that there are a few different programs that they will be sponsoring this year, including the Great Decisions, and the Advisory Committee meeting.
24. **Friends of Mead - Sydney Mehn** Friends minutes were attached and noted.

UPCOMING MEETINGS

25. Joint Meeting with City Finance and Personnel Committee (9/29/22 @ 5pm)
26. Library Board of Trustees (10/27/22 @ 5pm)

ADJOURN

27. **Motion to Adjourn** Norman moved to adjourn the meeting. Walton seconded. The motion passed. Being no further business, the meeting adjourned at 6:43 pm.

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*



A RESOLUTION in recognition of the 125th anniversary of Mead Public Library.

WHEREAS, the Sheboygan Common Council voted to establish a public library 125 years ago following a \$20,000 donation from James Mead, who sought to provide a place “for the amusement and literacy culture” of residents; and

WHEREAS, Mead Public Library first opened its doors on Nov. 1, 1897 with the Rev. James Churm, of the Methodist Episcopal Church, becoming the first person to check out a book, selecting “Jack and Jill,” by Louisa May Alcott; and

WHEREAS, the library has undergone multiple expansions over the years and continuously evolved its services to meet the changing needs of the community; and

WHEREAS, the library today serves as a vital community hub connecting people with ideas, resources and technology and is an accessible and inclusive local institution that fosters a sense of belonging and community for all; and

WHEREAS, today cardholders have access to over 1 million items and an array of technological and multimedia resources, along with meeting rooms, dedicated spaces for kids and teens, and diverse educational programs that together offer the opportunity for everyone to explore new worlds and become their best selves;

WHEREAS, the library aspires to create a vibrant, cohesive and informed community;

NOW, THEREFORE BE IT RESOLVED THAT the Mead Public Library Board of Trustees commends Mead Library for 125 years of outstanding service and commitment to our community.

Dated this 27nd day of October, 2022

Garrett Erickson Library Director

Maeve Quinn Board President

Mead Public Library Financial Statement - As of October 20, 2022

ORG	OBI	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	-2,557,264	-114,761	-2,672,025	-2,557,264.00	0.00	-114,761	95.70
255	437200	MONARCH - SHEBOYGAN COUNTY	-776,391	0	-776,391	-809,988.92	0.00	33,598	104.30
255	437210	MONARCH - OZAUKEE COUNTY	-10,174	0	-10,174	-10,174.32	0.00	0	100.00
255	437220	MONARCH - RESOURCE	-100,000	0	-100,000	-100,000.00	0.00	0	100.00
255	437230	MONARCH - ADJACENT COUNTIES	-40,093	0	-40,093	-40,092.88	0.00	0	100.00
255	451915	PATRON FEES	-4,000	0	-4,000	-4,999.21	0.00	999	125.00
255	461000	PHOTOCOPIES	-5,000	0	-5,000	-5,849.54	0.00	850	117.00
255	469100	VENDING/CONCESSION SALES	-500	0	-500	-608.06	0.00	108	121.60
255	485000	CONTRIBUTIONS/DONATIONS	-112,000	0	-112,000	-324,832.06	0.00	212,832	290.00
255	489000	MISCELLANEOUS REVENUE	-1,000	0	-1,000	-2,689.25	0.00	1,689	268.90
TOTAL REVENUE			-3,606,422	-114,761	-3,721,183	-3,856,498.24	0.00	135,315	103.60
255511	510110	FULL TIME SALARIES - REGULAR	1,922,812	100,535	2,023,347	1,460,439.84	0.00	562,907	72.20
255511	520310	FICA	117,020	6,233	123,253	86,197.93	0.00	37,055	69.90
255511	520311	MEDICARE	27,386	1,458	28,844	20,159.20	0.00	8,685	69.90
255511	520320	WI RETIREMENT FUND	119,905	6,535	126,440	91,660.87	0.00	34,779	72.50
255511	520340	HEALTH INSURANCE	390,060	0	390,060	312,055.35	0.00	78,005	80.00
255511	520350	DENTAL INSURANCE	25,577	0	25,577	20,426.21	0.00	5,151	79.90
255511	520360	LIFE INSURANCE	1,997	0	1,997	1,497.73	0.00	499	75.00
255511	520400	WORKERS COMPENSATION	847	0	847	847.00	0.00	0	100.00
255511	531100	CONTRACTED SERVICES	123,600	0	123,600	79,896.15	0.00	43,704	64.60
255511	531110	FINANCIAL SERVICE FEES	7,300	0	7,300	2,956.05	0.00	4,344	40.50
255511	531206	INSURANCE PREMIUMS	20,100	0	20,100	21,035.94	0.00	-936	104.70
255511	531400	ADVERTISING & MARKETING	9,400	0	9,400	0.00	0.00	9,400	0.00
255511	531800	PROGRAM SERVICES	10,000	0	10,000	0.00	0.00	10,000	0.00
255511	533105	IT SERVICE FUND CHARGES	11,274	0	11,274	11,274.00	0.00	0	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223	0	23,223	18,022.16	0.00	5,201	77.60
255511	536125	EMPLOYEE DEVELOPMENT	10,500	0	10,500	0.00	0.00	10,500	0.00
255511	537100	VEHICLE & PARKING EXPENSES	18,836	0	18,836	12,350.12	0.00	6,486	65.60
255511	540100	OFFICE SUPPLIES	10,500	0	10,500	9,525.60	0.00	974	90.70
255511	540130	POSTAGE & DELIVERY	5,000	0	5,000	5,555.23	0.00	-555	111.10
255511	540205	DISPLAYS	1,000	0	1,000	39.76	0.00	960	4.00
255511	540222	JANITORIAL SUPPLIES	7,798	0	7,798	10,562.24	0.00	-2,764	135.40
255511	548001	DONATION PURCHASES	112,000	106,705	218,705	248,488.78	35,971.58	-65,755	130.10
255511	548002	MATERIALS - ALL CATEGORIES	377,000	0	377,000	322,209.64	0.00	54,790	85.50
255511	548003	OTHER CONTENT	82,000	0	82,000	71,617.83	0.00	10,382	87.30
255511	550110	BUILDING MAINT & REPAIR	52,000	0	52,000	51,398.44	23,340.40	-22,739	143.70

Mead Public Library Financial Statement - As of October 20, 2022

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	555100	UTILITIES	131,167	0	131,167	92,524.40	0.00	38,643	70.50
255511	555120	PHONES	4,000	0	4,000	1,461.67	0.00	2,538	36.50
255511	560255	TOOLS & SMALL EQUIPMENT	200	0	200	1,507.65	0.00	-1,308	753.80
255511	652200	IT EQUIPMENT	19,500	0	19,500	12,336.77	0.00	7,163	63.30
255511	659200	EQUIPMENT REPLACEMENT	6,000	0	6,000	3,967.30	0.00	2,033	66.10
TOTAL EXPENSES			3,648,002	221,466	3,869,468	2,970,013.86	59,311.98	840,143	78.30
Revenue Total			-3,606,422	-114,761	-3,721,183	-3,856,498.24	0.00	135,315	103.60
Expense Total			3,648,002	221,466	3,869,468	2,970,013.86	59,311.98	840,143	78.30
Grand Total			41,580	106,705	148,285	-886,484.38	59,311.98	975,458	-557.80

Mead Public Library - AP Invoices

Invoice's from 10/1/2022 - 10/3/2022

Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388 - STAPLES #1669297DET	\$59.97	10/5/2022	357861
MEAD LIBRARY	5296	STAPLES BUSINESS AD	CR ACCT #264388/STAPLES ACCT #1669297DET	\$53.88	10/5/2022	357861
MEAD LIBRARY	22667	STATE BAR OF WISCONS	ACCT #12587 MATERIAL PURCHASE	\$110.03	10/5/2022	357862
MEAD LIBRARY	20551	SUPERIOR CHEMICAL CO	ACCT #8249 JANITORIAL SUPPLIES	\$386.22	10/5/2022	1826
Total				\$24,018.58		

Mead Public Library AP Invoices Paid

10/19/2022 to 10/20/2022

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Department	Vendor Number	Vendor	Line Item Descr	Line Item amount	Check date	Check Number
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	162.90	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	97.94	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	90.17	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	74.24	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	61.96	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	51.23	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	46.59	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	44.98	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	39.99	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	24.99	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	24.89	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	21.98	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M IT SUPPLIES	21.98	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAM EXPENSE	14.99	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	12.75	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSES	5.99	10/19/2022	1834
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	(23.77)	10/19/2022	1834
MEAD LIBRARY	900	ANDRE FIRE EQUIPMENT	INV #1HM7-19J9-K3M6 ORDER#11-9594466-6372216	526.00	10/19/2022	1835
MEAD LIBRARY	1418	ART IN A SUITCASE	CUST #101870 FIRE PROTECTION	1,715.00	10/19/2022	1836
MEAD LIBRARY	4404	CHARTER COMMUNICATIO	ART-IN-A-SUITCASE DEC 2022 - DEC 2023	159.98	10/19/2022	357905
MEAD LIBRARY	7155	ENGBERG ANDERSON INC	MPL SPACE USAGE STUDY	6,987.50	10/19/2022	357911
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	OFFICE SUPPLIES - ENVELOPES	227.85	10/19/2022	1859
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	OFFICE SUPPLIES - ENVELOPES	84.70	10/19/2022	1859
MEAD LIBRARY	4995	GT GRAPHICS OF SHEB	OFFICE SUPPLIES - ENVELOPES	58.65	10/19/2022	1859
MEAD LIBRARY	16227	INFOUSA MARKETING IN	ACCT #997161 MATERIAL PURCHASE	936.00	10/19/2022	357926
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	2,222.49	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	1,796.42	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	1,738.15	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	1,573.85	10/19/2022	1863

10/20/2022 9:32:42 AM

Mead Public Library

AP Invoices Paid

10/19/2022 to 10/20/2022

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Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	1,307.78	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	659.45	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	444.48	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	324.84	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	297.31	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	249.58	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	245.67	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	239.27	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	108.95	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W8082	84.27	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	76.30	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	66.17	10/19/2022	1863
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	39.23	10/19/2022	1863
MEAD LIBRARY	766	KONZ ELECTRIC, LLC	ELEVATOR/ALARM/ANNUAL MONITORING EXPENSE	576.00	10/19/2022	357934
MEAD LIBRARY	7244	MARCIA ZINK	DEC/JAN/FEB PROGRAM EXPENSE	200.00	10/19/2022	357942
MEAD LIBRARY	2695	METTER-JENSEN, L	PROGRAM EXPENSE DEC 22/JAN & FEB 23	150.00	10/19/2022	357945
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 MATERIAL PURCHASE	1,270.93	10/19/2022	1874
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	1,117.93	10/19/2022	1874
MEAD LIBRARY	231	MIDWEST TAPE	CUST #2000015656 MATERIAL PURCHASE	598.13	10/19/2022	1874
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000016317	216.99	10/19/2022	1874
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 MATERIAL PURCHASE	18.74	10/19/2022	1874
MEAD LIBRARY	4810	MIND, SOUL AND SELF	PROGRAM EXPENSE	900.00	10/19/2022	1875
MEAD LIBRARY	13762	MOTION INDUSTRIES IN	ACCT #W109-00976315 BUILDING MAINTENANCE	628.42	10/19/2022	1877
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	21.86	10/19/2022	357953
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	18.00	10/19/2022	357954
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	17.98	10/19/2022	357963
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	17.95	10/19/2022	357965
MEAD LIBRARY	1587	PITNEY BOWES GLOBAL	ACCT #0013152143 MAIL MACHINE LEASE PAYMENT	408.24	10/19/2022	357971
MEAD LIBRARY	900304	PITNEY BOWES PURCHAS	ACCT #8000-9000-1102-0652 POSTAGE REFILL	577.64	10/19/2022	357972
MEAD LIBRARY	22667	STATE BAR OF WISCONS	ACCT #12587	78.39	10/19/2022	357993

10/20/2022 9:32:42 AM

Mead Public Library						
AP Invoices Paid						
10/19/2022 to 10/20/2022 P 1						
Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	1772	WEATHERPROOFING TECH	ACCT #6132097	950.00	10/19/2022	358015
Total				\$30,715.88		

Mead Public Library - AP Invoices

Invoices from 10/1/2022 - 10/3/2022

Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	635	ALLDATA LLC	acct #920-459-3400/SHEBOD	\$1,500.00	10/5/2022	357779
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM SUPPLIES	\$755.65	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM SUPPLIES	\$739.19	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAMMING EXPENSE	\$695.62	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$616.44	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$281.96	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$210.27	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M BUILDING MAINTENANCE	\$117.96	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$114.28	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M	\$94.59	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM SUPPLIES	\$74.75	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$54.99	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM SUPPLIES	\$40.39	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$39.99	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM SUPPLIES	\$21.94	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE	\$17.80	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$16.99	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - PROGRAMMING	\$15.99	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$15.05	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - MATERIAL PURCHASE	\$14.79	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT /3A2JXVCVZU4S49M - MATERIAL PURCHASE	\$13.95	10/5/2022	1781

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Mead Public Library - AP Invoices

Invoices from 10/1/2022 - 10/3/2022

Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M PROGRAM SUPPLIES	\$12.99	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$9.78	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES	\$7.98	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	INV #1WH3-C1GL-6T1H - ACCT #A2JXVCVZU4S49M	-\$16.95	10/5/2022	1781
MEAD LIBRARY	6739	AMAZON CAPITAL SERVI	ACCT #A2JXVCVZU4S49M - OFFICE SUPPLIES CREDIT	-\$107.93	10/5/2022	1781
MEAD LIBRARY	900009	AT&T	ACCT #920 283-0200 109 8 PHONE EXP	\$147.95	10/5/2022	357782
MEAD LIBRARY	1293	AURORA EMPLOYEE ASST	CUST #1535 EAP FEES	\$105.75	10/5/2022	357785
MEAD LIBRARY	9100	DAKOTA SUPPLY	ACCT #48063 MATERIAL PURCHASE	\$306.25	10/5/2022	357800
MEAD LIBRARY	9100	DAKOTA SUPPLY	ACCT #48063 MATERIALS	\$61.25	10/5/2022	357800
MEAD LIBRARY	4572	DOLL, JON W.	FEB-MARCH 22 TAI CHI	\$700.00	10/5/2022	357803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 - MATERIAL PURCHASE	\$1,573.04	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	CUST #20W1532 MATERIAL PURCHASE	\$1,119.54	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$1,071.26	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$654.76	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$556.13	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$490.98	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$441.50	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 - MATERIALS	\$423.83	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 - MATERIALS	\$354.64	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #71554733 MATERIAL PURCHASE	\$237.21	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$206.93	10/5/2022	1803

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Mead Public Library - AP Invoices

Invoices from 10/1/2022 - 10/3/2022

Department	Vendor Number	Vendor	Line Item Descr	Line item amount	Check date	Check Number
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$182.82	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$117.11	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$100.68	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$90.50	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$53.74	10/5/2022	1803
MEAD LIBRARY	6056	INGRAM LIBRARY SERV	ACCT #20W1532 MATERIAL PURCHASE	\$10.06	10/5/2022	1803
MEAD LIBRARY	206	LIL REV MUSIC	PROGRAMMING EXPENSE	\$1,800.00	10/5/2022	357825
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	ACCT #MP01-B COPIER/PRINTER LEASE PYMT	\$588.31	10/5/2022	357828
MEAD LIBRARY	12374	MBM/MODERN BUSINESS	ACCT #MP01-B COPIER/PRINTERS LEASE	\$368.02	10/5/2022	357828
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 MATERIAL PURCHASE	\$1,105.51	10/5/2022	1810
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 - MATERIAL PURCHASE	\$922.55	10/5/2022	1810
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000016317 MATERIAL PURCHASE	\$255.13	10/5/2022	1810
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000016317 MATERIAL PURCHASE	\$106.81	10/5/2022	1810
MEAD LIBRARY	231	MIDWEST TAPE	ACCT #2000015656 - MATERIAL PURCHASE	\$99.72	10/5/2022	1810
MEAD LIBRARY	13762	MOTION INDUSTRIES IN	ACCT #64035301 - BUILDING MAINTENANCE	\$1,513.07	10/5/2022	1811
MEAD LIBRARY	13762	MOTION INDUSTRIES IN	ACCT #64035301 BUILDING MAINTENANCE	\$621.89	10/5/2022	1811
MEAD LIBRARY	6912	ONE TIME VENDOR	PATRON REFUND	\$20.12	10/5/2022	357838
MEAD LIBRARY	7309	ORA JOHN EDWARD KEUT	GREAT DECISIONS RUSSIA AND THE US	\$325.00	10/5/2022	357841
MEAD LIBRARY	7328	PATRICIA D AKER	PROGRAM 12/3 & 12/10/2022	\$450.00	10/5/2022	357843
MEAD LIBRARY	16722	PROFESSIONAL SUPPLY	ACCT #MEADP100 - JANITORIAL SUPPLIES	\$846.96	10/5/2022	1819
MEAD LIBRARY	900118	SHEBOYGAN WATER UTIL	CUST #750-896-00-00 FIRE PROTECTION	\$21.00	10/5/2022	357856

Samantha Daniel

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[illegible]

Vendor Name: & Trust P-Card

Vendor : Multiple

September 2022

Row Labels	Sum of Amount
255511-548001	57.25
Grand Total	57.25

Garrett Erickson						Purchase Order #/Invoice #/Reference #	Receipt Attached (X)
Date	Vendor	Amount	Account	Comment			
9/1/2022	StickerYou Inc.	\$383.54	255511-548001	Removable Vinyl Stickers	220901139524128537		X
Gaming Gen							
9/6/2022	Sheboygan	\$60.00	255511-548001	Material Purchase	71341564		X
8/1/2022	WLA	\$255.00	255511-548001	Membership Renewal	15092		X
9/21/2022	CA Flipse	\$55.35	255511-548001	supplies for Friends 50th Celebration	22702		X
9/21/2022	StickerYou Inc.	\$138.44	255511-548002	White Vinyl Stickers	2209211353195503212		X
9/24/2022	ClickSend	\$20.00	255511-533106	Public Fax Service	4124769089		X
9/24/2022	Zoom	\$31.63	255511-533106	Zoom meeting expense	168113494		X
GRAND TOTAL		\$943.96					

Row Labels	Sum of Amount
255511-533106	\$51.63
255511-548001	\$753.89
255511-548002	\$138.44
Grand Total	\$943.96

MEAD PUBLIC LIBRARY 2023 Proposed Budget - Includes \$15.00 Minimum Wage					
As of 10/21/2022 - Needs City Council Approval November 7, 2022					
ORG	OBJ	DESCRIPTION	2022 Budget	2023 Proposed Budget	2023 City Administrators Budget
255	411100	PROPERTY TAX LEVY	(2,557,264.00)	(2,969,198.00)	(2,969,198.00)
255	437200	MONARCH - SHEBOYGAN COUNTY	(776,391.03)	(816,604.00)	(816,604.00)
255	437210	MONARCH - OZAUKEE COUNTY	(10,174.32)	(8,611.00)	(8,611.00)
255	437220	MONARCH - RESOURCE	(100,000.00)	(100,000.00)	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(40,093.00)	(41,693.00)	(41,693.00)
255	451915	PATRON FEES	(4,000.00)	(4,500.00)	(4,500.00)
255	461000	PHOTOCOPIES	(5,000.00)	(5,000.00)	(5,000.00)
255	469100	VENDING/CONCESSION SALES	(500.00)	(500.00)	(500.00)
255	485000	CONTRIBUTIONS/DONATIONS	(112,000.00)	(70,000.00)	(70,000.00)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	(1,000.00)	(1,000.00)
TOTAL REVENUE			(3,606,422.35)	(4,017,106.00)	(4,017,106.00)
255511	510110	FULL TIME SALARIES - REGULAR	1,922,812.00	2,236,414.00	2,236,414.00
255511	520310	FICA	117,020.00	133,119.00	133,119.00
255511	520311	MEDICARE	27,386.00	31,134.00	31,134.00
255511	520320	WI RETIREMENT FUND	119,905.00	144,484.00	144,484.00
255511	520340	HEALTH INSURANCE	390,060.00	469,191.00	469,191.00
255511	520350	DENTAL INSURANCE	25,577.00	26,595.00	26,595.00
255511	520360	LIFE INSURANCE	1,997.00	1,858.00	1,858.00
255511	520400	WORKERS COMPENSATION	847.00	847.00	847.00
255511	520410	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00
255511	531100	CONTRACTED SERVICES	123,600.00	123,600.00	123,600.00
255511	531110	FINANCIAL SERVICE FEES	7,300.00	6,300.00	6,300.00
255511	531206	INSURANCE PREMIUMS	20,100.00	20,100.00	20,100.00
255511	531400	ADVERTISING & MARKETING	9,400.00	9,400.00	9,400.00
255511	531800	PROGRAM SERVICES	10,000.00	10,000.00	10,000.00
255511	533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	11,274.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	23,223.00	23,223.00	23,223.00
255511	536125	EMPLOYEE DEVELOPMENT	10,500.00	8,500.00	8,500.00
255511	537100	VEHICLE & PARKING EXPENSES	18,836.00	17,500.00	17,500.00
255511	540100	OFFICE SUPPLIES	10,500.00	10,500.00	10,500.00
255511	540130	POSTAGE & DELIVERY	5,000.00	5,000.00	5,000.00
255511	540205	DISPLAYS	1,000.00	1,000.00	1,000.00
255511	540222	JANITORIAL SUPPLIES	7,798.00	8,500.00	8,500.00
255511	548001	DONATION PURCHASES	218,705.00	70,000.00	70,000.00
255511	548002	MATERIALS - ALL CATEGORIES	377,000.00	380,200.00	380,200.00
255511	548003	OTHER CONTENT	82,000.00	82,000.00	82,000.00
255511	550110	BUILDING MAINT & REPAIR	52,000.00	26,000.00	26,000.00
255511	555100	UTILITIES	131,167.00	128,667.00	128,667.00
255511	555120	PHONES	4,000.00	4,000.00	4,000.00
255511	560255	TOOLS & SMALL EQUIPMENT	200.00	2,200.00	2,200.00
255511	652200	IT EQUIPMENT	19,500.00	19,500.00	19,500.00
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	6,000.00	6,000.00
TOTAL EXPENSE			3,754,707.00	4,017,106.00	4,017,106.00
TOTAL REVENUE LESS EXPENSES			148,284.65	0	0

Title: Meeting Room Policy Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.07 Original Effective Date: 2/27/2014 Date of Last Revision: 12/2/2021
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Meeting Room 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

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

Priority 1: **LIBRARY SPONSORED:** A program in which the Library is a sponsor or is a co-sponsor, such as: staff and board meetings, story hours and programs, or events sponsored by the Mead Public Library Foundation or Friends of the Mead Public Library.

Priority 2: **GOVERNMENT:** Use by the City of Sheboygan and other governmental units.

Priority 3: **OTHERS:** Use by service agencies, non-profit agencies, local businesses and the general public.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. The sale, advertising, or promotion of products or services with the exception of those provided by the Library, the Library Foundation, or the Friends of the Library.
4. Meetings that are closed to the public (rooms must be open to the public and library staff at all times).

The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

RECURRING MEETINGS:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting rooms by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have a meeting room on reserve for recurring meetings, but can only reserve rooms for a maximum of three months in advance.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a recurring basis will be contacted and asked to meet in another location.
3. The Library reserves the right to refuse meeting room bookings for groups whose recurring use of a room monopolizes that space and interferes with the ability of other groups to meet.

ROOM RESERVATIONS:

Meeting rooms must be reserved for hours when the library is open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time. Reservations for all meeting rooms, with the exception of the two Public Conference rooms, must be received at least 24 hours prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own equipment or reserve the basic presentation equipment provided by the library. Primary setup of the equipment is expected to be performed by the individual or group that reserved the equipment. Library staff may assist with technical support based on availability. No charge will be made for use of the library-provided equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

ROOM SPECIFICS:

Please visit the Library website or contact the Library directly for up-to-date information on room specifications, including intended ages, a/v equipment availability, and capacity limits.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms. No alcoholic beverages will be permitted, unless granted prior permission by the Library Director. All City of Sheboygan buildings are smoke-free.

GENERAL RULES OF USE:

Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and cleanup is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with staff at the nearest service desk immediately prior to obtaining access to the meeting room. Staff will unlock the room and check out any reserved equipment to the contact person or his/her representative. Any borrowed equipment must be returned to the service desk at which it was checked out.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is responsible for maintaining safety regulations, including room capacity. The library reserves the right to charge the contact person for cleaning, maintenance, and other costs due to any damages caused by participants at the meeting. The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out their name and contact information to the

public upon request and that it may be posted on the events calendar if the reservation is publicly viewable.

Failure to observe the policy may result in loss of meeting room privileges.

The library director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meetings are not sponsored by the Mead Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the library staff may be removed from the walls.

Parents or caregivers who bring children to meetings in the library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended elsewhere in the building.

The library does not provide assistance or equipment for carrying supplies or equipment in or out of meetings.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The library retains the

right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing

DRAFT



System Resource Library Agreement between Monarch Library System and Mead Public Library January 2023 - December 2023

Revised October 20, 2022

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

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

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

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

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

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

That the Mead Public Library shall serve as the Resource Library of the Monarch Library System and the provisions contained in this contract shall cover the period of January 1, 2022, December 31, 2022.

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

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

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

That the Monarch Library System agrees to:

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

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

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

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

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

Compensation summary:

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

Item/Service	2022 Compensation
In Demand collection (books, DVDs, etc.)	\$20,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive)	\$40,000
Specialized collections (nonfiction & reference)	\$20,000
Marketing or other professional consultation	\$5,000
Support staff (paying invoices, reporting, processing of materials)	\$5,000
Special projects (RFID, technology, etc.)	\$10,000
TOTAL	\$100,000

Representing Mead Public Library

Representing Monarch Library System

Board President/Date Signed

Board President/Date Signed

Library Director/Date signed

System Director/Date signed

Maintenance Project list 2022

Updated 9/20/22

Holocaust Room displays– physical display is up, images have to be re-scanned; and awaiting data entry along with some website work

Fire Panel replacement – contractors on site performing installation

Additional Concrete by generator – concrete installed, need dirt fill around area

Entryway tile cracking – repaired flooring under recessed carpet, unsure how to proceed with tile repairs at the moment

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

Rocca Room kitchen update – on hold

Hot Water Heater Replacement – quoted, moved to future plan

Slat wall 3rd floor - installed

Quiet Study Room Tables – completed

Air Handler 1 Bearings – completed

Air Handler 1 Drive and Driven Sheave Replacement – completed

Penthouse paint exterior – Completed

Air Handler 3 winterization improvements - completed

Additional Security Camera's – Completed

Anniversary pillar displays – completed

South Emergency Steps – repairs are completed

Jerry Black Furniture – completed

Window Treatments for workrooms – completed

HVAC Controls upgrades Phase III – complete

SE fence – completed

Donor Wall – completed

Furniture replacement – completed

Imaginarium heating – completed

Support Services Report to the Mead Public Library Board of Trustees
Sept. 22, 2022

MONARCH RFID PROJECT: Cheryl and Chase are wrapping up their roles as project managers in the Monarch Library System RFID Implementation Project. This project, funded by a 2021 ARPA Grant, was aimed at implementing RFID technologies at additional Monarch libraries in order to increase efficiencies and patron privacy across all participating libraries. As project managers, Cheryl and Chase were responsible for:

- Defining the scope of the project and ensuring that all member libraries had the information that they needed to make informed decisions,
- creating an implementation plan and timeline,
- coordinating training for all participating Monarch libraries,
- ensuring all implementation equipment and materials were purchased and accounted for,
- visiting participating libraries in order to make hardware recommendations, install software, and provide individualized implementation reports and recommendations,
- coordinating the distribution of RFID tags to participating libraries and those libraries who have agreed to tag other member libraries' items as they pass through to fill holds,
- Assisting Monarch in coordinating the movement of implementation equipment between libraries,
- providing RFID tag bulk purchase quotes from multiple vendors to Monarch System

Mead will see increased efficiencies with its automated materials handling machine (AMH) as more items from member libraries are tagged as untagged items must be checked in manually by scanning barcodes.

[VEGA DISCOVER](#), PROGRAM & PROMOTE: The Monarch Directors' Council, with the support of the Monarch Circulation and ILS committees, voted to pursue the early adoption of Innovative's new discover layer, [Vega Discover](#), as well as the Program & Promote modules. As early adopters, the Monarch Library System will help move the products in a direction that will benefit our consortia and its users, and member libraries will benefit from an up-front discount. Monarch will begin implementation during the first quarter of 2023.

- [Vega Discover](#): a discovery layer that will provide a sleek alternative to the current online catalog. The discovery layer will make it easier to discover alternate formats of titles (large print, e-book, audiobook, etc.) by rolling them up into one search result (a), and will provide tools (b) such as "read-a-likes," reading levels, series information, and title "showcases" for discovering additional items of interest. Vega will also enable libraries to more fully integrate their e-content (Hoopla, Overdrive, etc.) into search results. You can see Vega Discover in action by visiting the online catalogs of [St. Louis County](#) and [Mason Public](#) libraries.



(a)



- Program: provides tools to manage room reservations, events, calendar planning, events pages where patrons can register to attend programs, brochure generation, and the ability to embed events in a library's website.
- Promote: tools for marketing library services and collections including emails (coming soon: scheduled and triggered email functionality), newsletters, "landing pages," and, coming soon, "read-a-like" messaging.

Disruptive Patron Interaction Report September 2022

Item 16.

Reported Incidents	Adult	5
	Teen	6
	Senior (65+)	0
	Kids	0

Encounter Type	Trespass after exclusion	1
	Dispute/argument/altercation between patrons (not physical)	2
	Fighting/Physical Altercations	1
	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	1
	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	2
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	0
	Weapons	0
	Other (Specify in Description)	4

Location	1st Café	1
	1st Desk	1
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	0
	1st Lobby/Foyer	4
	1st Restrooms	0
	2nd Computers	2
	2nd Desk	1
	2nd Hansen Teen	3
	2nd Imaginarium	0
	2nd Quiet Study	0
	2nd Restrooms	1
	3rd Desk	0
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
	3rd Teen Center	0
	Outside (Specify in Description)	5
	Other (Specify in Description)	6

Type	Name	*September 2021	*September 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation Transactions	Adult Materials	18040	17592	-2%	169799	168303	-1%
	Teen Materials	1077	1076	0%	9841	9815	0%
	Children's Materials	13082	13168	1%	105998	126953	20%
	Total Adult/Teen/Children's Materials	32199	31836	-1%	285638	305071	7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8892	9134	3%	81763	77351	-5%
	Items received for Mead patrons from other libraries	5251	4738	-10%	46554	44157	-5%
	Total Interlibrary Loans (Transits)	14143	13872	-2%	128317	121508	-5%
E-Content Checkouts	Total E-Content Checkouts	7514	7747	3%	69530	72120	4%
Library Visits	Gate count	15002	34620	131%	112173	173627	55%
Research Inquiries	Research Inquiries	4528	4293	-5%	27040	35071	30%
Internet Usage Provided	Library Workstation Sessions	2140	2098	-2%	14542	19632	35%
	Wireless Sessions	5891	6309	7%	42125	55447	32%
Number of Library Card Holders	Sheboygan Residents				32257	32899	2%
	Non-Sheboygan Residents				8348	8018	-4%
	Total Number of Library Card Holders				40605	40917	1%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	39	41	5%	134	363	171%
	Children (0-11) Participants	1110	982	-12%	5286	15440	192%
	Teen (12-18) Quantity	0	0	No Previous Year Data	5	38	660%
	Teen (12-18) Participants	0	0	No Previous Year Data	99	953	863%
	Adult (18+) Quantity	27	30	11%	112	255	128%
	Adult (18+) Participants	356	488	37%	4814	6974	45%
	Total number of Classes, Seminars, Workshops, Events	66	71	8%	251	656	161%
	Total number of Participants	1466	1470	0%	10199	23367	129%
Conference Room Utilization	Rocca Meeting Room	21%	44%	23%	23%	34%	11%
	Loft Meeting Room	18%	33%	16%	8%	27%	19%
	Public Conference Room #1	9%	12%	3%	7%	19%	12%
	Public Conference Room #2	0%	25%	25%	0%	18%	18%
Study Rooms Utilization	Study Rooms Hours Used	212	495	133%	1777	3460	95%
	Percent Utilization	15%	34%	19%	23%	30%	7%
Volunteer Hours	Volunteer Hours	194.15	215	11%	1128.95	2268.68	101%

*Stats effected by the COVID-19 Pandemic

Minutes
Mead Public Library Foundation
Board of Directors
September 28, 2022

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

1. President Norman called the meeting to order at 12:00 p.m. and determined a quorum.
2. Donovan **moved** and Perronne **seconded** approval of the May 25, 2022 minutes. The motion **passed**.
3. Committee Reports
 1. Development Committee – Carol Kolzow, Chair. Kolzow reported that the last meeting was July 7th, and the process of working with the 125th was the main agenda item. Kolzow discussed the donation report results and noted the successful advisory committee meeting from the week prior. Lastly, she discussed the concept of a name change for the Yuletide gala that the committee is discussing.
 2. Finance Committee – John Perronne, Chair. Perronne discussed the finance committee meeting, noting the 2nd quarter results report. He discussed the continued downward trend and reminded the group that the committee has decided to continue to accumulate cash rather than doing any investing at this time. He further reminded the group that you don't lose money unless you redeem, and that we will continue to hold our stance.
4. Mehn updated the group on the Foundation Scholarship status, noting that there had been 2 applications submitted so far, with one more possibly coming in. Additionally, a meeting of the Gift Committee is in the process of being scheduled.
5. Erickson updated the group on a potential donor who has some programming interests and is working through language with an attorney for a large donation in the future.
6. Norman discussed the Sheboygan symphony coming to do performances for Holocaust Remembrance Day, as well as a number of speaking events and displays. The date for this event is April 16th (Sunday afternoon)
 Quinn discussed the updates to the 125th anniversary process. She discussed the wonderful historical panels that are now up on the first floor, and how they can be more of a static display in the library. Quinn will be meeting with Stefanos today to discuss the specifics of an event for staff in November, after which she will send out information on costs via email to the board for financial approval.
7. Quinn updated the Foundation board on the Board of Trustees and the recent happenings at Mead Library. She first notified the group that we are close to pre-pandemic numbers in terms of active library users and circulation numbers. She further discussed the latest continued conversations on the process of vying for equitable funding for library staff members amongst other city employees. She also noted that there has been a substantial delay in budget submissions this year due to this salary study, and the library budget was just submitted 10 days ago. Norman added to the report by commenting on the brainstorming discussion that took place regarding a request made for carrying firearms.

8. Loth reported on the Friends group. She discussed the three Night Markets of the summer. She also discussed the 50th anniversary events over the summer as well as the continued plan for the 50th anniversary reception, after hours, from 6:30-8:30. She also discussed the upcoming book sale.
9. Erickson noted the listing of projects for the November meeting and that it would be a busy meeting. He further noted that the number of programs has increased, and offered the latest Footnotes for Board members to take.

The next meeting of the Foundation is scheduled for November 16, 2022 @ 12:00 p.m. Being no further business, Norman **adjourned the meeting at 12:53 p.m.**

Friends of the Mead Public Library Meeting Report - 10-27-2022

- 50th Anniversary Celebration recap:
 - Friends members event: October 6th: 42 attendees, excellent engagement
- Friends BIG book sale recap:
 - 3-day sale total of \$6,875.33