



***** AMENDED*****
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

April 17, 2024 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Wednesday, April 17, 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 - Barbara Alvarez, President. Trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Welcome New Board Member - Julia Hart
4. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [5.](#) Approval of Minutes - February 21, 2024
6. Correspondence, Announcements, and Common Council Reports
- [7.](#) Adopt Resolution in Honor of the Service of Barbara Alvarez
8. Trustee Roster

COMMITTEE REPORTS

- [9.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date - Evan Grossen and Sherry Speth
10. Ad Hoc Library of the Future - Kathie Norman

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [11.](#) Building Projects
- [12.](#) Employee Handbook Update - Garrett Erickson
13. SASD Busing Project Update - Jeanne Pfeifer

DIRECTOR'S REPORT

- 14. Personnel Update
- [15.](#) Services and Programming
- [16.](#) Security Update
- [17.](#) Monthly Statistics

LIAISON REPORTS

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

UPCOMING MEETINGS

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

ADJOURN

- 22. 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

February 21, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

OPENING OF MEETING

1. **Call to Order and Determination of Quorum**

Barbara Alvarez, President called the meeting to order at 5:01 p.m.

Members present (in-person): Barbara Alvarez, Jim Hollister, Kathie Norman, Jeanie Pfeiffer, Maeve Quinn, and Angela Ramey

Members present (virtual): Meg Albrinck, Sherry Speth and Andre Walton

Member excused: Jim Hollister

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

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 the meeting)
No public comments.

4. **Approval of Minutes**

Quinn asked that section 4 of the January 24, 2024, minutes be updated to include the following language: "In lieu of Debbie DeAmico's retirement, Garrett Erickson will work closely with Evan Grossen on preparing our financial reports." A **motion** was made by Quinn to approve the amended minutes from the January 24, 2024 meeting. Speth **seconded**. Motion **passed**.

5. **Correspondence, Announcements, and Common Council Reports**

Julia Hart was recently appointed by the mayor as a new Board of Trustees member. She will be attending the April meeting.

COMMITTEE REPORTS

6. **Finance** - Evan Grossen

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

Grossen has not received the Monarch payment. Property tax levy is being allocated to the library by City Finance. The accounts payable report now includes account numbers. A **motion** was made by Quinn to approve payment of current expenditures, payroll, special revenues, grants, gifts and donations.

Seconded by Speth. Motion **passed**.

7. **HR Committee** - Andre Walton, Chair

Walton reported on the Human Resources Committee held February 14, 2024. The employee handbook was discussed. HR Director Kelly Hendee was present to answer questions. Goal is to maintain one employee handbook for the City of Sheboygan.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. DPI Annual Report

Erickson reported that we are still working with Monarch staff to finalize a report which is due at the end of February. Quinn made a **motion** to authorize Board President Alvarez sign once Monarch staff have approved the report. Albrinck **seconded**. Motion **passed**.

9. Staff Handbook

Kelly Hendee will create an addendum to the City of Sheboygan handbook identifying any exceptions to the handbook for Mead Public Library employees. Norman made a motion to include a statement in the handbook stating that the Library Board of Trustees governs the library based on Wisconsin Statutes. Pfeifer **seconded**. Motion **passed**.

10. Job Descriptions

A library security monitor will be hired at 20 hours per week to work evenings and weekends. The job description is being reviewed by Carlson Dettmann. This is a part-time position would be primarily responsible for code enforcement. Quinn made a **motion** to approve the library security monitor position. Norman **seconded**. Motion **passed**.

The associate librarian position has more responsibilities than a library assistant but doesn't have an Master of Library Science. Prentice added that the job description study from Wisconsin Department of Public Instruction was used to align titles with positions. The associate librarian job description will also be submitted to Carlson Dettmann. Quinn made a **motion** to approve the new title of Assistant Librarian and new job description. Pfeifer **seconded**. Motion **passed**.

11. Table of Organization

Erickson shared the current Table of Organization along with the proposed Table of Organization. Supporting documents for the change were reviewed. Positions were moved around based on tasks. Norman made a **motion** to approve the proposed Table of Organization. Albrinck **seconded**. Motion **passed**.

12. Building Projects

A meeting will be scheduled with the City Finance Committee. Ramey to meet in early March with City Administrator Casey Bradley to discuss the library's facility costs. Erickson stated that a facility study was done in 2022.

DIRECTOR'S REPORT

13. Staffing Updates

Reporting for Nessman, Erickson stated two new pages were hired in our Support Services Department.

14. Services and Programming

Prentice stated that the puzzle tournament this past Saturday was wildly successful. We are contemplating hosting this event quarterly.

Tax prep services are being offered via AARP to low income seniors. Four hundred appointments have been made.

Peeps diorama submissions will be accepted March 1 – March 15.

WinterGreen event will be on March 16. Open to all ages.

Staff in-service will be held March 15.

Mead radio had 4,300 active sessions, 2,200 hours listened, and 1,500 podcast plays last year.

Pfeifer added that the American Association of University Women (AAUW) will host a presentation on handling book challenges, and book selection on March 4 at First Congregational Church.

15. **Security Update**

The majority of security issues at Mead have shifted from teens to adults over the past several years, per Erickson.

16. **Monthly Statistics**

Reports were reviewed.

LIAISON REPORTS

17. **Monarch Library System**

Quinn reported that, by the end of the year, the Monarch system library will be migrating to a new software interface called Vega. Erickson added that half of Mead to be converted to Vega by end of May. The remaining half to be converted by fall. March 17 is the next Polaris update.

18. **Mead Library Foundation**

Norman gave update on Ad Hoc Library of the Future Committee meeting. The locker project was funded by the Foundation. John Perronne is managing Foundation finances as of January 2024.

19. **Friends of Mead**

Pilz gave update on Friends of Mead.

UPCOMING MEETINGS - April 17, 2024, at 5:00 p.m.

ADJOURN - Meeting was adjourned at 6:05 p.m.



A RESOLUTION in recognition of the service of **Barbara Alvarez** to Mead Public Library.

WHEREAS, **Barbara Alvarez** was appointed to the Mead Public Library Board of Trustees in May 2021 and was elected Board President in May 2023, and

WHEREAS, **Barbara Alvarez** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and drew upon her professional experience as a librarian and as a university instructor in library and information science, and

WHEREAS, **Barbara Alvarez** participated diligently as a member of the Library Board’s Finance Committee and served as Chairperson of the Patron Services and Arts/Facility Committees, and

WHEREAS, **Barbara Alvarez** was an advocate for Mead Public Library’s vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Barbara Alvarez** strived to uphold Mead Public Library’s core value of inclusiveness, and

WHEREAS, **Barbara Alvarez** took seriously her responsibilities as a board member, member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Barbara Alvarez** for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service. The Mead Public Library wishes her all the best following her service to Sheboygan residents as a Library Trustee.

Dated this 17th day of April, 2024

Garrett Erickson Library Director

Andre Walton Vice-President

Mead Public Library - Accounts Payable through February 29, 2024

Vendor Name	Date of Invoice	Date of Invoice	Amount	Date Paid	Check #	Org	Obj	Acct Description	Item 9.
ONE TIME VENDOR	2/5/2024	2/5/2024	26.24	2/21/2024	363149	255	451915	PATRON FEES	
ONE TIME VENDOR	1/31/2024	1/31/2024	14.95	2/21/2024	363150	255	451915	PATRON FEES	
ONE TIME VENDOR	1/22/2024	1/22/2024	13.99	2/7/2024	363002	255	451915	PATRON FEES	
ONE TIME VENDOR	2/7/2024	2/7/2024	10.70	2/21/2024	363155	255	451915	PATRON FEES	
BIBLIOTHECA, LLC	1/11/2024	1/11/2024	22,761.90	2/7/2024	3924	255511	531100	CONTRACTED SERVICES	
MBM/MODERN BUSINESS	1/18/2024	1/18/2024	797.37	2/7/2024	362993	255511	531100	CONTRACTED SERVICES	
MBM/MODERN BUSINESS	1/22/2024	1/22/2024	103.72	2/7/2024	362993	255511	531100	CONTRACTED SERVICES	
MONARCH LIBRARY SYS	12/23/2023	12/23/2023	128.26	2/7/2024	3949	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	2/3/2024	2/3/2024	569.11	2/21/2024	4034	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	2/3/2024	2/3/2024	111.64	2/21/2024	4034	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	2/3/2024	2/3/2024	109.76	2/21/2024	4034	255511	531100	CONTRACTED SERVICES	
WELLS FARGO FINANCIA	2/3/2024	2/3/2024	35.96	2/21/2024	4034	255511	531100	CONTRACTED SERVICES	
WISCONSIN LIBRARY SE	1/30/2024	1/30/2024	1,800.00	2/21/2024	363197	255511	531100	CONTRACTED SERVICES	
MONITORING SERVICES	2/1/2024	2/1/2024	520.00	2/21/2024	363142	255511	531100	CONTRACTED SERVICES	
GT GRAPHICS OF SHEB	2/8/2024	2/8/2024	202.35	2/21/2024	3999	255511	531400	ADVERTISING & MARKETING	
AMAZON CAPITAL SERVI	1/8/2024	1/8/2024	272.28	2/21/2024	3971	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	1/9/2024	1/9/2024	58.86	2/21/2024	3971	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	1/5/2024	1/5/2024	27.33	2/21/2024	3971	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	1/8/2024	1/8/2024	21.89	2/21/2024	3971	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	1/26/2024	1/26/2024	15.96	2/7/2024	3920	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	1/9/2024	1/9/2024	8.88	2/21/2024	3971	255511	531800	PROGRAM SERVICES	
AMAZON CAPITAL SERVI	2/8/2024	2/8/2024	25.99	2/21/2024	3971	255511	531800	PROGRAM SERVICES	
CHARTER COMMUNICATIO	2/1/2024	2/1/2024	159.98	2/21/2024	363102	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	
AMAZON CAPITAL SERVI	1/3/2024	1/3/2024	401.25	2/7/2024	3920	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	2/4/2024	2/4/2024	140.91	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/8/2024	1/8/2024	107.18	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/8/2024	1/8/2024	52.39	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/18/2024	1/18/2024	46.38	2/7/2024	3920	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/25/2024	1/25/2024	36.33	2/7/2024	3920	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/22/2024	1/22/2024	35.99	2/7/2024	3920	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/1/2024	1/1/2024	32.63	2/7/2024	3920	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/8/2024	1/8/2024	30.11	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/7/2024	1/7/2024	29.25	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/23/2024	1/23/2024	10.99	2/7/2024	3920	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/8/2024	1/8/2024	10.99	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
GT GRAPHICS OF SHEB	1/25/2024	1/25/2024	143.65	2/7/2024	3938	255511	540100	OFFICE SUPPLIES	
STEEN MACEK PAPER CO	1/29/2024	1/29/2024	200.28	2/7/2024	363020	255511	540100	OFFICE SUPPLIES	
STEEN MACEK PAPER CO	1/29/2024	1/29/2024	146.92	2/7/2024	363020	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	2/6/2024	2/6/2024	23.90	2/21/2024	3971	255511	540100	OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	1/19/2024	1/19/2024	32.00	2/7/2024	3920	255511	540222	JANITORIAL SUPPLIES	
SUPERIOR CHEMICAL CO	1/16/2024	1/16/2024	413.12	2/7/2024	3962	255511	540222	JANITORIAL SUPPLIES	
SUPERIOR CHEMICAL CO	10/31/2023	10/31/2023	217.20	2/7/2024	3962	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	2/6/2024	2/6/2024	165.68	2/21/2024	3971	255511	540222	JANITORIAL SUPPLIES	

Mead Public Library - Accounts Payable through February 29, 2024

Vendor Name	Date of Invoice	Date of Invoice	Amount	Date Paid	Check #	Org	Obj	Acct Description	Item 9.
AMAZON CAPITAL SERVI	2/6/2024	2/6/2024	82.84	2/21/2024	3971	255511	540222	JANITORIAL SUPPLIES	
AMAZON CAPITAL SERVI	2/2/2024	2/2/2024	108.57	2/21/2024	3971	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	1/29/2024	1/29/2024	23.17	2/21/2024	3971	255511	548001	DONATION PURCHASES	
ERICA HUNTZINGER	1/24/2024	1/24/2024	200.00	2/7/2024	362968	255511	548001	DONATION PURCHASES	
LIL REV MUSIC	1/8/2024	1/8/2024	1,200.00	2/7/2024	362988	255511	548001	DONATION PURCHASES	
MARCIA ZINK	1/30/2024	1/30/2024	400.00	2/21/2024	363139	255511	548001	DONATION PURCHASES	
TIETZ'S PIGGLY WIGGL	1/24/2024	1/24/2024	26.47	2/7/2024	363023	255511	548001	DONATION PURCHASES	
WORLDWIDE DRAGON	2/7/2023	2/7/2023	100.00	2/21/2024	363200	255511	548001	DONATION PURCHASES	
AMAZON CAPITAL SERVI	1/30/2024	1/30/2024	208.98	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/2/2024	2/2/2024	94.49	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/18/2024	1/18/2024	79.95	2/7/2024	3920	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/17/2024	1/17/2024	59.99	2/7/2024	3920	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/31/2024	1/31/2024	54.10	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/23/2024	1/23/2024	49.94	2/7/2024	3920	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/11/2024	1/11/2024	32.96	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/25/2024	1/25/2024	13.37	2/7/2024	3920	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/6/2024	2/6/2024	3,169.70	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/1/2024	2/1/2024	1,952.89	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/18/2024	1/18/2024	1,890.93	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/1/2024	2/1/2024	1,348.54	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/29/2024	1/29/2024	1,266.84	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/26/2024	1/26/2024	496.08	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/24/2024	1/24/2024	400.27	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/29/2024	1/29/2024	363.44	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/1/2024	2/1/2024	338.41	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/30/2024	1/30/2024	213.68	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/18/2024	1/18/2024	209.69	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/29/2024	1/29/2024	204.22	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/16/2024	1/16/2024	125.42	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/2/2024	2/2/2024	82.15	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/29/2024	1/29/2024	75.64	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/19/2024	1/19/2024	71.99	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/2/2024	2/2/2024	67.78	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/29/2024	1/29/2024	38.34	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/19/2024	1/19/2024	35.22	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	1/26/2024	1/26/2024	24.56	2/7/2024	3939	255511	548002	MATERIALS - ALL CATEGORIES	
LIBRARY IDEAS, LLC	1/25/2024	1/25/2024	43.08	2/21/2024	363137	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	1/17/2024	1/17/2024	931.85	2/7/2024	3948	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	1/24/2024	1/24/2024	408.14	2/7/2024	3948	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	1/31/2024	1/31/2024	301.43	2/21/2024	4013	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	1/24/2024	1/24/2024	237.38	2/7/2024	3948	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	1/31/2024	1/31/2024	72.33	2/21/2024	4013	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/29/2024	1/29/2024	95.64	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	

Mead Public Library - Accounts Payable through February 29, 2024

Vendor Name	Date of Invoice	Date of Invoice	Amount	Date Paid	Check #	Org	Obj	Acct Description	Item 9.
AMAZON CAPITAL SERVI	2/5/2024	2/5/2024	88.87	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/5/2024	2/5/2024	44.00	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	2/9/2024	2/9/2024	19.99	2/21/2024	3971	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/6/2024	2/6/2024	269.21	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
INGRAM LIBRARY SERV	2/7/2024	2/7/2024	170.97	2/21/2024	4000	255511	548002	MATERIALS - ALL CATEGORIES	
LIBRARY SUPPLY	2/3/2024	2/3/2024	479.14	2/21/2024	4011	255511	548002	MATERIALS - ALL CATEGORIES	
MIDWEST TAPE	2/7/2024	2/7/2024	452.46	2/21/2024	4013	255511	548002	MATERIALS - ALL CATEGORIES	
AMAZON CAPITAL SERVI	1/20/2024	1/20/2024	95.96	2/7/2024	3920	255511	548003	OTHER CONTENT	
AMAZON CAPITAL SERVI	1/18/2024	1/18/2024	33.83	2/7/2024	3920	255511	548003	OTHER CONTENT	
AMAZON CAPITAL SERVI	1/19/2024	1/19/2024	19.99	2/7/2024	3920	255511	548003	OTHER CONTENT	
INGRAM LIBRARY SERV	1/25/2024	1/25/2024	364.00	2/21/2024	4000	255511	548003	OTHER CONTENT	
AMAZON CAPITAL SERVI	1/7/2024	1/7/2024	599.00	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	1/9/2024	1/9/2024	306.78	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	1/31/2024	1/31/2024	259.98	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	1/7/2024	1/7/2024	217.53	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	1/19/2024	1/19/2024	176.88	2/7/2024	3920	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	1/11/2024	1/11/2024	126.00	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	1/7/2024	1/7/2024	47.32	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
DAKOTA SUPPLY	1/3/2024	1/3/2024	1,020.19	2/21/2024	363109	255511	550110	BUILDING MAINT & REPAIRS	
DAKOTA SUPPLY	1/23/2024	1/23/2024	448.56	2/7/2024	362960	255511	550110	BUILDING MAINT & REPAIRS	
DAKOTA SUPPLY	1/3/2024	1/3/2024	285.10	2/21/2024	363109	255511	550110	BUILDING MAINT & REPAIRS	
DAKOTA SUPPLY	1/5/2024	1/5/2024	60.20	2/21/2024	363109	255511	550110	BUILDING MAINT & REPAIRS	
TREMPE LAWN SERVICE	1/7/2024	1/7/2024	280.00	2/7/2024	363025	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	2/11/2024	2/11/2024	79.90	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
AMAZON CAPITAL SERVI	2/7/2024	2/7/2024	67.49	2/21/2024	3971	255511	550110	BUILDING MAINT & REPAIRS	
WISCONSIN PUBLIC SER	1/29/2024	1/29/2024	3,718.89	2/20/2024	363402	255511	555100	UTILITIES	
SHEBOYGAN WATER UTIL	2/10/2024	2/10/2024	582.76	2/21/2024	363175	255511	555100	UTILITIES	
AT&T	1/25/2024	1/25/2024	152.25	2/21/2024	363088	255511	555120	PHONES	
CDWG	1/11/2024	1/11/2024	651.37	2/21/2024	363098	255511	560255	TOOLS & SMALL EQUIPMENT	
CDWG	1/10/2024	1/10/2024	437.17	2/21/2024	363098	255511	560255	TOOLS & SMALL EQUIPMENT	
CDWG	1/24/2024	1/24/2024	415.05	2/21/2024	363098	255511	560255	TOOLS & SMALL EQUIPMENT	
CDWG	1/30/2024	1/30/2024	299.74	2/21/2024	363098	255511	560255	TOOLS & SMALL EQUIPMENT	
D-TECH INTERNATIONAL	1/16/2024	1/16/2024	3,250.00	2/21/2024	363108	255511	631200	BUILDING IMPROVEMENTS	
ENGBERG ANDERSON INC	1/31/2024	1/31/2024	1,593.75	2/21/2024	363112	255511	631200	BUILDING IMPROVEMENTS	
ENGBERG ANDERSON INC	12/31/2023	12/31/2023	1,493.71	2/7/2024	362966	255511	631200	BUILDING IMPROVEMENTS	
CDWG	1/25/2024	1/25/2024	1,954.11	2/21/2024	363098	255511	652200	IT EQUIPMENT	
CDWG	1/25/2024	1/25/2024	663.04	2/21/2024	363098	255511	652200	IT EQUIPMENT	
ALDAG/HONOLD MECH	1/30/2024	1/30/2024	10,000.00	2/21/2024	3968	255511	659200	EQUIPMENT REPLACEMENT	
			78,499.93						

Mead Public Library - Financial Statement for February 29, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	-	-	(894,726.00)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	-	-	(7,364.00)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	-	-	(51,097.00)
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(1,387.45)	-	(3,612.55)
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(765.59)	-	(4,734.41)
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(118.21)	-	(381.79)
255	481100	INTEREST INCOME	-	-	-	(6,727.90)	-	6,727.90
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(3,504.19)	-	(66,495.81)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(1,675.66)	-	675.66
TOTAL REVENUE			(4,249,214.00)	-	(4,249,214.00)	(2,234,742.09)	-	(2,014,471.91)
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	213,123.14	-	2,184,952.86
255511	520310	FICA	142,230.00	-	142,230.00	12,628.84	-	129,601.16
255511	520311	MEDICARE	33,268.00	-	33,268.00	2,953.49	-	30,314.51
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	13,730.22	-	138,569.78
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	67,097.94	-	364,933.06
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	4,174.54	-	23,883.46
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	628.81	-	4,225.19
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	30,510.93	894.00	97,195.07
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	992.09	-	5,832.91
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	250.35	-	9,149.65
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	1,002.86	-	8,997.14
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	319.96	-	19,680.04
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	-	-	8,500.00
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	8,872.04	-	10,567.96
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	1,935.30	-	11,764.70
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	10,200.00	-	10,200.00	2,681.59	-	7,518.41
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	8,783.14	-	61,216.86
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	-	405,200.00	45,592.95	-	359,607.05
255511	548003	OTHER CONTENT	82,000.00	-	82,000.00	70,285.83	-	11,714.17
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	5,114.73	10,000.00	10,885.27
255511	555100	UTILITIES	135,167.00	-	135,167.00	19,756.71	-	115,410.29
255511	555120	PHONES	4,000.00	-	4,000.00	152.25	-	3,847.75
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	1,803.33	-	1,296.67
255511	631200	BUILDING IMPROVEMENTS	-	-	-	6,337.46	-	(6,337.46)

255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	2,617.15	-	15,882.85
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
255511		TOTAL EXPENSES	<u>4,249,214.00</u>	<u>-</u>	<u>4,249,214.00</u>	<u>594,308.13</u>	<u>10,894.00</u>	<u>3,644,011.87</u>
		<i>TOTAL REVENUE LESS EXPENSES</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,640,433.96)</u>	<u>10,894.00</u>	<u>1,629,539.96</u>

Additional Project for Funding Consideration

Replacement - Automated Materials Handling System (aka check-in/sorting machine)

Justification – In 2017, the Mead Public Library implemented RFID technology as a more efficient method of circulating physical items. RFID equipment can read RFID tags within a certain proximity, as opposed to barcode technology, which requires precise, line-of-sight alignment. This makes the library staff more efficient when checking in or checking out materials in our high-volume environment. It also makes it easier for patrons to use self-service technology. As a part of an RFID-enabled system, many larger libraries use an AMH system to allow patrons to check in their own materials. The benefit to patrons checking in their own materials is clearing those borrowed items off of their record.

- Our AMH machine was purchased in 2017, meaning it is aging rapidly in the technology world. New vendors and technology are available in 2024 to provide this service
- The current RFID tags used by Mead are standard for the industry and could be used with any new AMH machine, meaning there is no need to re-tag library materials
- In 2023, our AHM machine checked in **389,573** items, so it is a key piece of our operations
- The public facing check in station on our AMH machine has had an unacceptable amount of downtime over the past several years. We estimate that it was **unavailable** for the public **4.5 months in 2023 (37.5%)** and has been unavailable to the public for one month in 2024
- The main problem is obtaining replacement parts, since the company is now located in Germany
- After our staff formally complained to our current vendor regarding our support costs, the vendor reduced our annual support fee for this unit in 2024 from \$16,845 to \$8,843
- We have quotes for a new AHM machine and would use **\$250,000** as a replacement budgetary figure
- This piece of equipment was submitted as a CIP request around 10 years ago, and was not approved several years in a row

Budgetary Cost Estimates from Engberg Anderson Architects - February 2024

	SF	\$/SF	BASE	ADDS	2024
LIFELONG EDUCATION					
1. Warschau Display	400	\$ 200	\$ 80,000	\$ 32,000	\$ 112,000
2. Local History Room	1435	\$ 200	\$ 287,000	\$ 114,800	\$ 401,800
3. Children's Activity Center	4000	\$ 250	\$ 1,000,000	\$ 400,000	\$ 1,400,000
ACCESS & USER EXPERIENCE					
1. Holds Lockers			\$ 119,695	\$ 47,878	\$ 167,573
2. CR Office & Phone Booths	282	\$ 562	\$ 158,347	\$ 63,339	\$ 221,686
3. Public Restrooms - 1st Floor	CG		\$ 373,278	\$ 149,311	\$ 522,589
4. Add security grille & move gates	CG		\$ 135,105	\$ 54,042	\$ 189,147
5. Public Restrooms - 2nd Floor	400	\$ 694	\$ 277,523	\$ 111,009	\$ 388,532
6. Mother's Room	89	\$ 700	\$ 62,300	\$ 24,920	\$ 87,220
7. Sensory Room / PS Office	401	\$ 250	\$ 100,250	\$ 40,100	\$ 140,350
8. Friends Bookstore	No construction required			\$ -	\$ -
HANDS ON LEARNING & MEETING SPACES					
1. Rocca Room Redesign	1705	\$ 501	\$ 854,874	\$ 341,950	\$ 1,196,824
2. Flexible Meeting Room	1804	\$ 200	\$ 360,800	\$ 144,320	\$ 505,120
3. New Study Rooms (10)	1024	\$ 250	\$ 256,000	\$ 102,400	\$ 358,400
4. Tech Classrooms	1040	\$ 250	\$ 260,000	\$ 104,000	\$ 364,000
5. Teen Center	2013	\$ 250	\$ 503,250	\$ 201,300	\$ 704,550
6. Move Fiction, LP and Poetry	No construction required			\$ -	\$ -
ADDRESS THE DIGITAL DIVIDE					
1. Content Creation Room	639	\$ 250	\$ 159,750	\$ 63,900	\$ 223,650
2. Relocated Imaginarium on 3.	1443	\$ 250	\$ 360,750	\$ 144,300	\$ 505,050
EXPANDED PUBLIC SERVICES					
1. Basement Renovation	12,270	\$ 212	\$ 2,602,000	\$ 1,040,800	\$ 3,642,800
OTHER ITEMS					
1. Staff Restroom	68		\$ 70,098	\$ 28,039	\$ 98,137
TOTALS			\$8,021,020	\$3,208,408	\$11,229,428
SOFT COST MULTIPLIER	0.4				
4% INFLATION MULTIPLIER	1.4				

STUDY ROOM CALCULATIONS

	SF	QTY	TOTAL
2P	60	3	180
4P	115	6	690
6P	154	1	154
			<u>1024</u>

Erickson, Garrett

From: Alexandra Ramsey <alexr@engberganderson.com>
Sent: Wednesday, February 14, 2024 8:29 AM
To: Erickson, Garrett
Cc: Eric Blowers
Subject: RE: Project cost estimates
Attachments: Mead Project - Comparative Scale Cost Model.xlsx

Good Morning,

I have attached my spreadsheet that has cost projections per project per your request. While these look like very precise costs, this is not an accurate cost estimate but rather a cost model so you can weigh the relative cost of different parts of the project.

Here is some more information on what is included:

Column B: The area of the project. Sometimes this includes adjacent areas that will need work to complete the project (Children's Activity Room)

Column C: If grey, it's Concor's number, if not, it is my best guess based on extent of walls, millwork, plumbing, etc.

Column D: This would be the base cost for construction.

Column E: This includes contractor fees, design fees, and a contingency.

Column F: This is the anticipated cost for 2024 implementation. It does not include any FFE or moving expenses.

Column G-I: This is the cost for delays in one year increments with an assumed inflation rate of 4%.

Let me know if this makes sense or if you have any questions.

Kind Regards,
 Alex

Alexandra Ramsey AIA | NCARB | Principal
ENGBERG ANDERSON ARCHITECTS
 D: (414) 944-9161 | O: (414) 944-9000

From: Erickson, Garrett <garrett.erickson@meadpl.org>
Sent: Tuesday, February 13, 2024 7:52 PM
To: Alexandra Ramsey <alexr@engberganderson.com>
Subject: Re: Project cost estimates

Alex,

Sorry, I am reading this from home and I don't have access to any of the plans. Off the top of my head, one of the versions had the history room where the Makerspace is currently. At least, I think that is where we had it..

Garrett

From: Alexandra Ramsey <alexr@engberganderson.com>

Mead Public Library

(Addendum to City of Sheboygan Employee Handbook)

Powers of the Library Board of Trustees

The Mead Public Library is governed by an autonomous board of trustees whose members are appointed by the Mayor of Sheboygan, the Sheboygan County Board Supervisors and the Sheboygan Area School District Superintendent (WI. Statute 43.54(1)(a)). It is the responsibility of the library board of trustees to approve personnel policy for the library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. (WI. Statute 43.58(4)). While the Mead Public Library Board of Trustees strives to align library personnel policy with the City of Sheboygan personnel policy, there are sometimes variances. If you have questions about any of these policies, please contact staff in the library administration office or Human Resources.

Support Services Report to the Mead Library Board of Trustees
Submitted by Cheryl Nessman
April 6, 2024

Staffing

- We welcomed Abbie Bouelle as our newest library assistant in March. Abbie came to us from Farnsworth Middle School where she served as an assistant librarian and she's already proving to be a valuable Circulation team member.
- Aleah Hill was promoted to one of our new associate librarian positions in April. Aleah has been with Mead since 2015, serving as a library assistant in the Circulation area, and will now be taking over 1st floor desk scheduling, documentation management, and she will assist the Support Services Manager with training new employees in our area.

Collections

- The Harley-Davidson Museum was added to our Experience Pass Collection.
- We also added an additional Discovery World pass to the Experience Pass Collection.
- Through another donation from Sheboygan County's ADRC, we have added six dementia-friendly music players to the Experience Collection. Staff will preload the music players with mp3 playlists based on patrons' preferences and then patrons will be able to check the players out for 90 days + 1 renewal.
- The Gale Legal Forms database was added to our collection in March. This database provides Wisconsin-specific legal forms to meet the needs of the Sheboygan community and includes fillable forms for wills & estates, power of attorney, tenant/landlord, bankruptcy, divorce, real estate, & more.

Patron Services

- Pages are being trained to perform an ongoing inventory of the collections while shelf-reading. This is done by taking a laptop and barcode scanner out into the stacks and scanning the barcodes of each item on the shelf in order to assign them an inventory date. We then run a report that shows us which items did not get an inventory date (ignoring items with a status other than "in"), and then pages look for those items and mark any that can't be found as missing. While performing inventory, we also find items on the shelves that have been marked as lost, missing, claimed returned, or that are no longer in our ILS. This is all in an effort to maintain an organized collection and provide top-notch customer service.
- Implementation of the new discovery layer, Vega Discover, will likely be postponed until fall of 2024 while Monarch libraries wait for the vendor to improve a piece of crucial functionality. However, we will likely move ahead with an upgrade to the Monarch2Go app before then which will enable us to take advantage of Discover's "rollup" functionality when it is finally implemented.
- The City required that we send the installation of the Holds Lockers out for bid which will result in a slight delay in installing those at the library.

Disruptive Patron Interaction Report March 2024

Item 16.

Reported Incidents	Adult	59
	Teen	9
	Senior (65+)	0
	Kids	0
Exclusions Over 10 Days		4
Emergency Services Called		1
Encounter Type	Trespass after exclusion	6
	Dispute/argument/altercation between patrons (not physical)	2
	Fighting/Physical Altercations	0
	Harassment/Threatening Language	1
	Homeless or Runaway (Youth Only)	1
	Horseplay and/or excessive noise	10
	Inappropriate comments and/or excessive demands	5
	Intoxicated/Addiction	5
	Medical or mobility issue	3
	Mental Health	6
	Mess (Food waste, spills)	0
	Theft/Vandalism	3
	Trouble getting patron to leave after closing	0
	Truancy	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	12
	Weapons	1
	Other (Specify in Description)	14
Location	1st Café	2
	1st Desk	6
	1st DVD's/Music	0
	1st Fiction	0
	1st Fireplace	1
	1st Lobby/Foyer	10
	1st Restrooms	1
	2nd Computers	5
	2nd Desk	4
	2nd Hansen Teen	0
	2nd Imaginarium	0
	2nd Quiet Study	4
	2nd Restrooms	1
	3rd Desk	2
	3rd Children's (North)	0
	3rd Children's (South)	0
	3rd Restrooms	0
3rd Teen Center	1	
Outside (Specify in Description)	0	
Other (Specify in Description)	13	

Type	Name	*March 2023	*March 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
Circulation Transactions	Adult Materials	19,503	18,878	-3%	58,363	57,082
	Teen Materials	1,044	850	-19%	2,910	2,353
	Children's Materials	15,724	13,865	-12%	41,941	37,276
	Total Adult/Teen/Children's Materials	36,271	33,593	-7%	103,214	96,711
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,032	10,130	1%	28,995	30,889
	Items received for Mead patrons from other libraries	5,579	4,638	-17%	16,095	15,076
	Total Interlibrary Loans (Transits)	15,611	14,768	-5%	45,090	45,965
E-Content Checkouts	Total E-Content Checkouts	8,808	10,327	17%	25,994	30,072
Library Visits	Gate count	21,686	20,329	-6%	60,088	57,925
Research Inquiries	Research Inquiries	5,542	2,397	-57%	14,167	6,094
Internet Usage Provided	Library Workstation Sessions	2,413	2,198	-9%	6,700	6,722
	Wireless Sessions	8,332	8,448	1%	23,714	31,377
Number of Library Card Holders	Sheboygan Residents				28,632	28,044
	Non-Sheboygan Residents				6,279	6,357
	Total Number of Library Card Holders				34,911	34,401
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	62	31	-50%	151	106
	Children (0-11) Participants	1,951	900	-54%	4,694	2,876
	Teen (12-18) Quantity	5	2	-60%	12	9
	Teen (12-18) Participants	111	47	-58%	302	151
	Adult (18+) Quantity	27	24	-11%	96	76
	Adult (18+) Participants	1,019	177	-83%	1,872	674
	Total number of Classes, Seminars, Workshops, Events	94	57	-39%	259	191
	Total number of Participants	3,081	1,124	-64%	6,868	3,701
Conference Room Utilization	Rocca Meeting Room	27%	49%	22%	32%	36%
	Loft Meeting Room	18%	30%	12%	26%	28%
	Public Conference Room #1	21%	38%	17%	27%	41%
	Public Conference Room #2	10%	41%	31%	22%	43%
Study Rooms Utilization	Study Rooms Hours Used	707.5	746	5%	2197	2384.5
	Percent Utilization	47%	58%	11%	51%	61%

*Stats effected by the COVID-19 Pandemic

Volunteer Report - March 2024

Type	Hours	Volunteer Count	Total Hours	Total Volunteer Count
Adult	148.73	33	148.73	33
Teen	2.00	1	2.00	1
Grand total	150.73	34	150.73	34

Friends Report – April 2024

1. April 12 dance
 - a. For Friends members and their guests
 - b. Service awards

2. Donations
 - a. \$300 to purchase comic books for Mead Comic Con
 - b. \$500 to purchase craft supplies for events
 - c. \$1,118 to purchase two new 3D printers
 - d. \$1,000 to purchase two annual Milwaukee County Zoo Experience Passes

3. Spring Sale
 - a. April 20 in the Rocca Room from 10-4 pm

4. Gift of Reading Campaign
 - a. \$1,410 donations to date