

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
September 26, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 26, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Board of Trustees members absent: John Motiska.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:47 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Norman **moved** to approve the minutes from the June 27, 2019 meeting, Mannchen **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that a ribbon cutting would take place in the plaza on Monday, October 7, 2019 at 4:30 p.m. Quinn passed around Mead bags as a gift to all trustee members.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – KYLE WHELTON, CHAIR, REPORT OF 6/27/19 MEETING Whelton reported on the Mead Public Library Finance committee meeting. The accounts payables were reviewed and determined to be in good order.
- 2.2 FINANCE REPORT: 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS). 2). RECEIVE MONTHLY 2019 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED - KYLE WHELTON Whelton **moved** to approve payment of expenditures, including payroll, and recurring expenses, gifts and special revenues. Donohue **seconded** the motion. The motion **passed**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 FUND BALANCE POLICY. Erickson reported on the Fund Balance Policy. After some discussion, it was recommended that the last sentence be removed. Whelton **moved** to revise the Fund Balance Policy as presented. Campe **seconded**. The motion **passed**.
- 3.2 2020 OPERATING BUDGET Erickson presented on the change to the budget the library had submitted. Due to state levy, the budget had to be re-calculated to cut 1% out of the original budget. Much discussion took place. DeAmico had brainstormed several ways to

make the reduced amount work and presented 3 options to Erickson. DeAmico and Erickson presented an option that would allow the library to still give merit increases, while holding back on new staff and lowering starting wages of retiring positions. Whelton **moved** to approve option 3 as presented. Norman **seconded**. The motion **passed**.

- 3.3 RESTRICTING LIBRARY RESERVE FUND DeAmico presented the 2018 fiscal year end reserve funds. DeAmico stated that the Library has a healthy reserve after the \$25,000 restricted Insurance reserve, and 25% of the reserve as the Rainy Day Fund, which leaves a balance for 2018 of \$74,306.67 as the unreserved fund balance. DeAmico proposed to take \$15,000.00 from the unreserved fund balance and create a “Restricted Roof Replacement Reserve” account, which would leave \$59,306.67 in the Library reserve account as an unreserved fund balance. Whelton **moved** to allocate the funds noted to a restricted reserve account for roof repair. Mannchen **seconded**. The motion **passed**.
- 3.4 FOUNDATION FUNDRAISER IN AUGUST 22 & 23, 2020 Erickson informed the board about the Foundations plans to host a mini golf fundraiser at the library on 8/22/2020 and 8/23/2020. He noted that the library would need to close early on Saturday 8/22/2020 in order to accommodate set-up. Donohue **moved** to close the library at 12 p.m. on 8/22/2020. Whelton **seconded**. The motion **passed**.
- 3.5 STAFF SURVEY BY CITY HR DEPARTMENT Erickson reported on the completed staff survey by city HR department. The library had great results from staff with a few key areas to work on. He noted that the city strategic plan will be posted for staff. In addition, communication is an area to be worked on between departments/management.

4. DIRECTORS REPORT

- 4.1 UPDATE ON SERVICES AND PROGRAMMING Prentice began by reporting that the ALA Lynda program would be changing soon to become part of LinkedIn Learning. This would require people to have a LinkedIn account, which is against our privacy policy. She noted that we are looking at Knowledge City instead, which would also be a cost savings for us, so there may be other platforms added as well. She next reported on the latest programs at Mead: 500 Books Before Middle School is a new program aimed at continuing literacy into middle school. The first in the Great Decisions series drew 50 people. The Repair Café with Habitat for Humanity was a success with about 12 people participating, all who brought their own lamps. The library will be having another scientist in residence, this time an animal specialist, and the program will run for 4-6 weeks. Ada Lovelace day is coming up which will be paired with our Girls STEM Day. The Sheboygan Children & Teens Book Festival is also upcoming on October 12 & 13. Late @ The Library Zombie Prom is also upcoming on October 18, which will be an adult themed Halloween party. Lastly, Prentice advised that a future meeting room policy would be coming. The current policy is still causing some issues.
- 4.2 MERCHANDISE SALES Erickson highlighted the new promotional material that the library is selling: Men’s, Women’s and Children’s tee shirts, as well as coffee mugs. He also talked about the upcoming project on the Ruben Vega paintings being reprinted into cards, calendars, etc.

- 4.3 UPDATE ON OUTSIDE/BUILDING PROJECTS Kallas reported on all the projects around the library: The carpeting is completed, with only a little bit left to do in the Imaginarium. HVAC control work is being done currently with the basement first, then 3rd floor and so on. Final work is being completed on the cooling towers as well. We are awaiting work on the makerspace until after some upcoming events. IT room progress is also on hold awaiting parts. The Wi-Fi has been updated throughout the building. The outside fence is down and there will be a ribbon cutting ceremony upcoming.
- 4.4 MONTHLY STATISTICS Erickson reviewed the August statistics noting that Mead has become a net borrower, primarily of older items and movies from other libraries. Otherwise the statistics were found to be in good order.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN. Mannchen reported on the 9/12 meeting. Amy Birtell has submitted her resignation due to her health concerns and the group accepted with sadness. With that, the budget is being looked at in order to hire another director. Lowell library will be closing it's doors, unsure of where the inventory will go to or what will remain. An ad hoc committee is looking at keeping Monarch in compliance with state regulations and such. Lastly, Mannchen mentioned that she is involved in a Book Mobile Committee that is looking at working with/on the wrap on the book mobile.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Norman reported on the Foundation meeting of 9/25. She informed the group that Schenk had presented their review of tax documents for the year and that all was in good order. She further presented that the Foundation would be hosting the mini golf fundraising event, as well as an author visit by David Sheff. Lastly, she reported that the Foundation had approved the 2020 wish list for \$51,000.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn attached the report and it was found to be in good order.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES (10/24/19 @ 3:45PM)

7. ADJOURN

- 7.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Guevara **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 5:04 p.m.
Generated by Sydney Mehn on Monday September 30, 2019.

Meeting Room Policy

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. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. Private parties or meetings requiring exclusive access; it should be understood that both the public and library staff may access meeting rooms at any time. Users needing privacy should book a private study room at the second floor service desk.

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

MEETINGS IN SEQUENCE:

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

1. Meetings may be booked up to 90 days in advance. Approval of recurring bookings is at the discretion of library staff.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.

ROOM RESERVATIONS:

Reservations will be confirmed during the library's open hours. They must be received at least 7 days 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.

Use of the meeting room is restricted to the hours reserved.

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:

Room	Floor	Intended Age	Minimum number of users	Maximum capacity (with chairs)
Josephine A. Rocca	1 st	All ages	10	100
Public Conference	2 nd	Adult	1	15
Jerome M. Maas Teen Learning Center*	3 rd	Teen	10	100
Mead	3 rd	Children	10	40
Loft	3 rd	Adult	10	100

In special circumstances, rooms may be reserved for groups outside of the intended age range with prior permission of the library director or designee.

* The Jerome M. Maas Teen Learning Center is available for booking on school days only; the room must be vacated prior to 2:00 p.m. The room is not available for booking when the Sheboygan Area School District is out of session.

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

Room Arrangement and Maintenance. 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 checkout any reserved equipment to

the contact person or his/her representative. Any borrowed equipment must be returned to the service desk it was checked out at.

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 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 name and contact information to the public.

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.

A Monarch Library System library card or state issued identification such as a driver's license is required in order to reserve meeting rooms. Other groups will be reviewed on a case by case basis.

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.

Liability for Damages. The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.

Type	Name	September 2018	September 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
Circulation Transactions	Adult Materials	27545	26403	-4%	271264	254440	-6%
	Teen Materials	1219	884	-27%	11034	10319	-6%
	Children's Materials	14654	15054	3%	144675	139064	-4%
	Total Adult/Teen/Children's Materials	43418	42341	-2%	426973	403823	-5%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	4600	5144	12%	46033	47872	4%
	Items received for Mead patrons from other libraries	4914	5627	15%	47017	53261	13%
	Total Interlibrary Loans (Transits)	9514	10771	13%	93050	101133	9%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	5060	6455	28%	45180	56026	24%
	Music (Hoopla)	147	99	-33%	1096	1236	13%
	Video (Hoopla, Kanopy)	245	608	148%	2059	6832	232%
	Magazines (RB Digital)	106	207	95%	966	1412	46%
	Total E-Content Checkouts	5558	7369	33%	49301	65506	33%
Library Visits	Gate count	22440	20939	-7%	226661	200096	-12%
Research Inquiries	Research Inquiries	2713	2924	8%	19699	25954	32%
Internet Usage Provided	Library Workstation Sessions	4198	3881	-8%	39459	36163	-8%
	Wireless Sessions	14683	13046	-11%	129253	122007	-6%
Number of Library Card Holders	Sheboygan Residents				32986	34360	4%
	Non-Sheboygan Residents				9244	9143	-1%
	Total Number of Library Card Holders				42230	43503	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	38	41	8%	504	478	-5%
	Children (0-11) Participants	1093	1280	17%	17886	14474	-19%
	Teen (12-18) Quantity	1	2	100%	62	72	16%
	Teen (12-18) Participants	62	181	192%	2148	2342	9%
	Adult (18+) Quantity	46	55	20%	318	398	25%
	Adult (18+) Participants	567	916	62%	6966	8741	25%
	Total number of Classes, Seminars, Workshops, Events	85	98	15%	884	948	7%
	Total number of Participants	1722	2377	38%	27000	25557	-5%
Conference Room Utilization	Rocca Meeting Room	23%	20%	-3%	35%	28%	-7%
	Loft Meeting Room	29%	29%	0%	33%	30%	-3%
	2nd Floor Small Meeting Room	22%	22%	0%	31%	28%	-3%
Study Rooms Utilization	Study Rooms Hours Used	387	640	65%	3609	4426	23%
	Percent Utilization	27%	45%	18%	32%	36%	5%
Volunteer Hours	Volunteer Hours	425.05	356.33	-16%	4549.1	4743.75	4%

Mead Public Library ▼ All Libraries

SORT BY:
 FILTER BY:



Outcome					
Topic	Increased Knowledge	Increased Confidence	Application New Skills	Awareness of Resources	
Civic/Community Engagement					4.3
Digital Learning					4.9
Early Childhood Literacy					4.0
Education/Lifelong Learning					4.6
	4.6	4.4	4.4	4.4	Averages

Service or Survey Topic by Area of Greatest Impact

IMMEDIATE SURVEY

FOLLOW UP SURVEY

Scoring 1.0



5.0

Average Score is calculated by assigning a 1- 5 value to each Likert Scale answer (Strongly Disagree to Strongly Agree). Aggregated responses are then averaged by weighting to these categories to come up with an aggregate score for each question, which can also be aggregated further to larger groups of libraries.

TOPIC



Civic/Community Engagement

4.1

Total Survey Responses for System: 255
State/Prov. Average: 4.1 (Total Survey Responses: 315)
National Average: 4.1 (Total Survey Responses: 8,511)
Total Average: 4.2 (Total Survey Responses: 9,331)



Digital Learning

4.7

Total Survey Responses for System: 27
State/Prov. Average: 4.5 (Total Survey Responses: 74)
National Average: 4.5 (Total Survey Responses: 23,509)
Total Average: 4.5 (Total Survey Responses: 26,319)



Early Childhood Literacy

4.4

Total Survey Responses for System: 210
State/Prov. Average: 4.5 (Total Survey Responses: 351)
National Average: 4.5 (Total Survey Responses: 42,918)
Total Average: 4.5 (Total Survey Responses: 47,829)



Education/Lifelong Learning

4.5

Total Survey Responses for System: 888
State/Prov. Average: 4.5 (Total Survey Responses: 1,293)
National Average: 4.5 (Total Survey Responses: 87,575)
Total Average: 4.5 (Total Survey Responses: 93,457)



Job Skills

1.0

Total Survey Responses for System: 1
State/Prov. Average: 3.8 (Total Survey Responses: 6)
National Average: 4.5 (Total Survey Responses: 4,988)
Total Average: 4.5 (Total Survey Responses: 5,143)



Summer Reading Caregiver

4.3

Total Survey Responses for System: 28
State/Prov. Average: 4.2 (Total Survey Responses: 496)
National Average: 4.3 (Total Survey Responses: 32,061)
Total Average: 4.3 (Total Survey Responses: 36,856)



Summer Reading Teen/Child

4.6

Total Survey Responses for System: 2
State/Prov. Average: 4.1 (Total Survey Responses: 181)
National Average: 4.3 (Total Survey Responses: 27,363)
Total Average: 4.3 (Total Survey Responses: 30,715)

OUTCOME



Knowledge

4.5

Total Responses for System: 1,369
State/Prov. Average: 4.4
National Average: 4.4
Total Average: 4.4



Confidence

4.5

Total Responses for System: 1,351
State/Prov. Average: 4.3
National Average: 4.3
Total Average: 4.3



Application / New Skills

4.4

Total Responses for System: 1,341
State/Prov. Average: 4.3
National Average: 4.3
Total Average: 4.3



Awareness of Resources

3.9

Total Responses for System: 1,331
State/Prov. Average: 4.3
National Average: 4.4
Total Average: 4.4

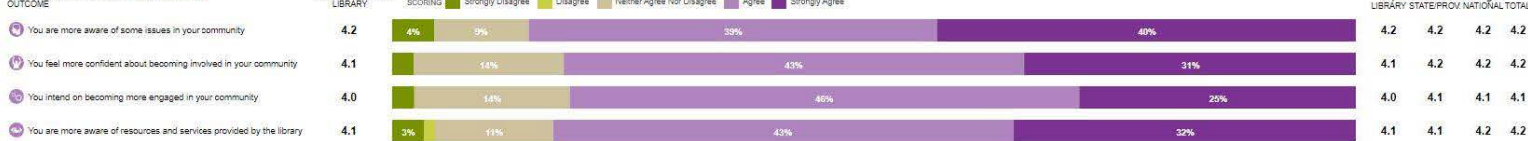
SURVEY RESPONSES BY PERCENT

JUMP TO Responses by Count

*N/A responses are not included in charts or percentage calculations. Note that due to rounding, percentages may not add up to 100%.

[Filter & Export Open-Ended Responses](#)

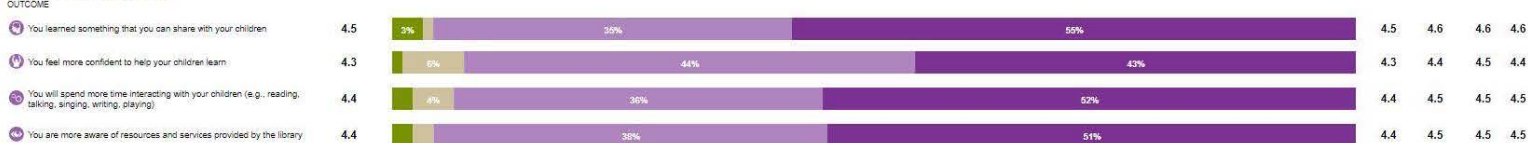
Civic/Community Engagement



Digital Learning



Early Childhood Literacy



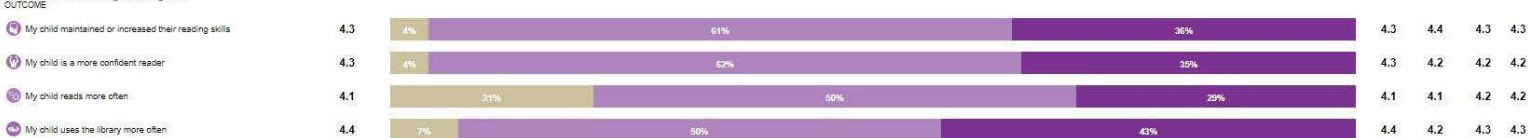
Education/Lifelong Learning



Job Skills



Summer Reading Caregiver



Summer Reading Teen/Child



Friends of the Mead Public Library Meeting Report-10/16/19

- Friends are running a 50-50-50 fundraiser to raise money for ukuleles for the Lil' Rev classes.
- Budget process has begun
- Book sale begins 10/24 and goes through 10/26