

*****ATTACHMENTS*****

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM - The Loft Meeting Room (Thursday, July 25, 2019)

Generated by Sydney Mehn on Friday, July 26, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 26, 2019, in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, John Motiska, and Sherry Speth. 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: Chris Campe and Kyle Whelton.

1. OPENING OF MEETING.

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT 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 COMMENTS (5 PEOPLE AT 5 MINUTES EACH) (PLEASE SIGN IN PRIOR TO MEETING) There was no public comment.

1.4 APPROVAL OF MINUTES Albrinck **moved** to approve the minutes from the June 27, 2019 meeting, Norman **seconded** the motion. The motion **passed**.

1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS Quinn congratulated and reported that DeAmico had completed her 3 year coursework to become a certified municipal treasurer and had also been voted the class speaker.

2. **COMMITTEE REPORTS.** No committee reports.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION.

3.1 DPI STATE LIBRARY STANDARDS. Erickson reported on the DPI state library standards noting our progress in some areas, and improvement needed in others. Our budget and collections/materials were noted as being in good shape, with our service hours and audio recordings content needing work. It was noted that hours increase would mean more staff. It was also noted that audio content is no longer as popular as e-content.

3.2 WIRELESS EQUIPMENT. Erickson reported that Monarch is working on updating their network service, and moving towards standardized IT support of wireless hardware. The new system would allow Mead additional access points to get better coverage throughout the library. DeAmico reported that we would be able to comfortably afford the expense; that the monthly service fee has already been worked into the 2020 budget, and the timing is good with the construction of Chase's new office. Mannchen stated that all libraries within Monarch had approved the upgrade except for the Lowell library. A question was brought up regarding tiers of wireless service, like an airport would have. Is it possible to offer higher speed wireless to library card-holders? Erickson will look in to this. Norman **moved** to approve the wireless equipment upgrade. Guevara **seconded**. The motion **passed**.

3.3 PRIVACY POLICY UPDATE Erickson and Prentice reported on the update to the privacy policy, noting cleaned up wording, and changes based on the ALA standards toolkit. Donohue **moved** to approve the updated privacy policy as presented. Mannchen **seconded**. The motion **passed**.

4. DIRECTOR'S REPORT.

4.1 UPDATE ON SERVICES AND PROGRAMMING. Prentice reported on the June programming. She noted that the first Family Night on the City Green had seen 250 people in attendance, with 75 people each night after. The Adult Spelling bee had been another popular program with approximately 75 people in attendance. The Late @ the Library event will take place tomorrow on 7/26/19 and will be space themed, with Spaceport Sheboygan presenting. Upcoming programs include the Great Decisions series in the fall, as well as a Repair Cafe with the Re-Store where the programs will consist of various projects that will focus on a different theme each time. The first program will be rewiring broken lamps.

4.2 UPDATE ON OUTSIDE/BUILDING PROJECTS. Kallas reported on all the various projects. The outside updates include: the driveway is set to be paved tomorrow, trees have been delivered and are being placed, the bronze plates are being cleaned and lights are being added. Within the library projects include: 2nd floor carpeting is about halfway done, the server room is currently being built/worked on, the Makerspace wall project is out for bid and will include the removal of the spiral staircase and the emergency lights are being put onto a timer to eliminate wasted electricity. A question arose about whether the city would be hosting any sort of celebration once the plaza is completed. We will look into it and plan something if they are not.

4.3 MONTHLY STATISTICS. Erickson reported that the June statistics were down in general. Causes for this include the construction outside, closings and incidents that have happened here.

5. LIAISON REPORTS.

5.1 MONARCH LIBRARY SYSTEM - NANCY MANNCHEN. Mannchen reported on the July 11th meeting of the Monarch board. The 2020 budget was accepted but will be reviewed in the fall. It is anticipated to be flat. There will be a Polaris upgrade on August 13th. Lastly, there is a data backup system being put in place, with data being stored in either Madison or Oshkosh, a membership agreement will be coming out soon.

5.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN/KATHIE NORMAN. Norman and Erickson reported on the committee meetings of the Foundation as the full board will not meet again until September. They reported on the special events committee formation in order to organize the Mini Golf Tournament in August of 2020 and the David Sheff author visit in 2020.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - SYDNY MEHN. Mehn reported that the Friends were actively looking for ways to increase presence in the community and were experimenting with promotional items for sale.

6. UPCOMING MEETINGS.

6.1 LIBRARY BOARD OF TRUSTEES (9/26/19 @ 3:45PM)

7. ADJOURN.

7.1 MOTION TO ADJOURN Norman **moved** to adjourn the meeting. Guevara **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 4:39 pm.

MEAD PUBLIC LIBRARY - 2019 FINANCIAL REPORT

September 201

Account Balances as of:

September 24, 2019

9:24 AM

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>ADMINISTRATIVE SERVICES</u>						
510110	FULL TIME SALARIES - REG		299,126.00	159,916.72	139,209.28	53.46
	SUB TOTAL		299,126.00	159,916.72	139,209.28	53.46
510310	FICA		18,546.00	9,971.23	8,574.77	53.76
510311	MEDICARE		4,337.00	2,331.79	2,005.21	53.77
510320	WI RETIREMENT FUND		19,593.00	10,474.56	9,118.44	53.46
510340	HEALTH INSURANCE		35,087.00	19,077.96	16,009.04	54.37
510350	DENTAL INSURANCE		3,589.00	3,357.15	231.85	93.54
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		720.00	284.46	435.54	39.51
510400	WORKERS COMP		139.00	92.64	46.36	66.65
510410	UNEMPLOYMENT		0.00		0.00	
	SUB TOTAL	0.00	111,661.00	65,356.43	46,304.57	58.53
521100	BANKING FEES		1,200.00	1,003.66	196.34	83.64
521110	FINANCIAL SERVICE FEES		3,900.00		3,900.00	0.00
521400	ADVERTISING & MARKETING	3,685.00	9,400.00	4,157.12	1,557.88	83.43
521900	CONTRACTED SERVICES		22,720.00	125,549.10	-195,529.10	960.60
	SUB TOTAL	3,685.00	37,220.00	130,709.88	-189,874.88	610.14
525155	PROFESSIONAL DEVELOPMENT		6,000.00	1,507.07	4,492.93	25.12
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,378.45	621.55	94.35
	SUB TOTAL	0.00	17,000.00	11,885.52	5,114.48	69.91
530100	OFFICE SUPPLIES		9,500.00	6,650.14	2,849.86	70.00
530130	POSTAGE & DELIVERY		4,500.00	2,716.12	1,783.88	60.36
	SUB TOTAL	0.00	14,000.00	9,366.26	4,633.74	66.90
538001	DONATION PURCHASES		2,000.00	997.40	-42,397.40	2219.87
539999	MISC EXP (LATE FEES)		100.00		100.00	0.00
	SUB TOTAL	0.00	2,100.00	997.40	-42,297.40	2114.16
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	0.00
590255	PARKING/SPECIAL ASSESSMENT		4,050.00		4,050.00	0.00
	SUB TOTAL	0.00	4,050.00	0.00	4,050.00	
ADMINISTRATIVE COST CENTER TOTAL		3,685.00	488,157.00	378,232.21	-29,860.21	77.48

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<u>PUBLIC SERVICES</u>						
ACCT	DESCRIPTION	R ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		895,235.00	478,388.31	416,846.69	53.44
	SUB TOTAL		895,235.00	478,388.31	416,846.69	53.44
510310	FICA		55,505.00	28,821.97	26,683.03	51.93
510311	MEDICARE		12,980.00	6,740.78	6,239.22	51.93
510320	WI RETIREMENT FUND		56,395.00	30,166.50	26,228.50	53.49
510340	HEALTH INSURANCE		160,095.00	86,812.74	73,282.26	54.23
510350	DENTAL INSURANCE		9,597.00	4,934.38	4,662.62	51.42
510360	LIFE INSURANCE		1,330.00	394.48	935.52	29.66
510400	WORKERS COMP		416.00	277.36	138.64	66.67
	SUB TOTAL	0.00	296,318.00	158,148.21	138,169.79	53.37
521800	PROGRAM SERVICES		10,000.00	6,143.35	3,856.65	61.43
521900	CONTRACTED SERVICES		30,375.00	25,100.84	5,274.16	82.64
525155	PROFESSIONAL DEVELOPMENT		7,000.00	2,331.93	4,668.07	33.31
530205	DISPLAYS		1,100.00	144.99	955.01	13.18
538001	DONATION PURCHASES		64,000.00	93,369.03	-29,369.03	145.89
	SUB TOTAL	0.00	112,475.00	127,090.14	-14,615.14	112.99
538002	MATERIALS - ALL CATAGORIES	0.00	364,234.00	219,219.89	145,014.11	60.19
538100	OTHER CONTENT	0.00	68,450.00	51,210.51	17,239.49	74.81
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	5,991.02	8.98	99.85
	SUB TOTAL	0.00	438,684.00	276,421.42	162,262.58	63.01
538000	TOTAL MATRL'S ACCTS	0.00	551,159.00	403,511.56	147,647.44	73.21
	PUBLIC SERVICE COST CENTER TOTAL	0.00	1,742,712.00	1,040,048.08	702,663.92	59.68

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>SUPPORT SERVICES</u>						
ACCT	DESCRIPTION	R ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		578,809.00	305,094.70	273,714.30	52.71
	SUB TOTAL	0.00	578,809.00	305,094.70	273,714.30	52.71
510310	FICA	0.00	35,886.00	17,945.33	17,940.67	50.01
510311	MEDICARE		8,392.00	4,196.57	4,195.43	50.01
510320	WI RETIREMENT FUND	0.00	27,836.00	16,319.02	11,516.98	58.63
510340	HEALTH INSURANCE		138,810.00	70,711.08	68,098.92	50.94
510350	DENTAL INSURANCE		7,874.00	5,038.73	2,835.27	63.99
510360	LIFE INSURANCE		1,230.00	306.52	923.48	24.92
510400	WORKERS COMP		269.00	179.36	89.64	66.68
	SUB TOTAL	0.00	220,297.00	114,696.61	105,600.39	52.06
	SUB TOTAL	0.00	799,106.00	419,791.31	379,314.69	52.53
521900	CONTRACTED SERVICES		48,813.00	62,983.45	12,300.00	129.03
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	14,791.85	15,208.15	49.31
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	24,972.25	-4,972.25	124.86
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	5,756.53	-2,756.53	191.88
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	1,377.80	-377.80	137.78
	SUB TOTAL	0.00	102,813.00	109,881.88	-7,068.88	106.88
525100	ELECTRICITY	0.00	94,000.00	71,647.31	22,352.69	76.22
525105	WATER	0.00	1,400.00	1,001.40	398.60	71.53
525110	SEWER	0.00	1,400.00	1,075.19	324.81	76.80
525120	TELEPHONE	0.00	4,000.00	515.69	3,484.31	12.89
525140	GAS - UTILITY	0.00	33,000.00	16,826.74	16,173.26	50.99
525155	PROFESSIONAL DEVELOPMENT	0.00	400.00	93.00	307.00	23.25
	SUB TOTAL	0.00	134,200.00	91,159.33	43,040.67	67.93
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	12,076.00	7,882.29	4,193.71	65.27
530222	JANITORIAL SUPPLIES		5,000.00	7,099.33	-2,099.33	141.99
	SUB TOTAL	0.00	17,076.00	14,981.62	2,094.38	87.73
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	101.40	48.60	67.60
	SUB TOTAL	0.00	150.00	101.40	48.60	67.60
540200	INSURANCE (FIRE)	0.00	10,000.00	763.97	9,236.03	7.64
	SUB TOTAL	0.00	10,000.00	763.97	9,236.03	7.64
642200	IT EQUIPMENT	1,380.00	19,500.00	14,619.24	3,500.76	82.05
	SUB TOTAL	1,380.00	19,500.00	14,619.24	3,500.76	82.05
SUPPORT SERVICES COST CENTER TOTAL		1,380.00	1,082,845.00	651,298.75	430,166.25	60.15
LIBRARY TOTAL		141,165.00	3,313,714.00	2,069,579.04	1,102,969.96	62.45

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
APPROPRIATIONS AND EXPENDITURES BY COST CENTER						
ACCOUNT	DESCRIPTION	ENCMB 15	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	139,785.00	488,157.00	378,232.21	-29,860.21	77.48
25551110	PUBLIC SERVICES	0.00	1,742,712.00	1,040,048.08	702,663.92	59.68
25551150	SUPPORT SERVICES	1,380.00	1,082,845.00	651,298.75	430,166.25	60.15
	FUND EQUITY INCREASE					
	Total All Cost Centers	141,165.00	3,313,714.00	2,069,579.04	1,102,969.96	62.45

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 19	RECEIVED 15	BALANCE 19	% REC
411100	REAL ESTATE TAXES	2,399,321.00	2,399,321.00	0.00	100.00
431709	MONARCH SHEBOYGAN COUNTY	639,728.00	639,257.82	-470.18	99.93
431710	MONARCH OZAUKEE COUNTY	10,459.00	12,966.83	2,507.83	123.98
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	36,406.00	34,842.23	-1,563.77	95.70
431722	MONARCH - LSTA GRANT	0.00	0.00	0.00	
434211	STATE GRANT	0.00	0.00	0.00	
447606	PHOTOCOPIES	10,000.00	3,676.82	-6,323.18	36.77
447636	LATE BOOK CHARGES	30,000.00	12,717.36	-17,282.64	42.39
447641	LOST BOOKS	6,500.00	1,881.34	-4,618.66	28.94
447699	MISCELLANEOUS	0.00	121.98	121.98	
449901	VENDING COMMISSIONS	1,300.00	814.92	-485.08	62.69
467101	CONTRIBUTIONS	80,000.00	115,058.75	35,058.75	143.82
469101	SALE OF EQUIPMENT	0.00	0.00	0.00	
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00
	Total Revenues	3,313,714.00	3,320,659.05	6,945.05	100.21

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		P/Y APPROP - CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,773,170.00	943,399.73	829,770.27	53.20
510310	FICA		109,937.00	56,738.53	53,198.47	51.61
510311	MEDICARE		25,709.00	13,269.14	12,439.86	51.61
510320	WI RETIREMENT FUND		103,824.00	56,960.08	46,863.92	54.86
510340	HEALTH INSURANCE		333,992.00	176,601.78	157,390.22	52.88
510350	DENTAL INSURANCE		21,060.00	13,330.26	7,729.74	63.30
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		3,280.00	985.46	2,294.54	30.04
510400	WORKERS COMP		824.00	549.36	274.64	66.67
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	1,003.66	196.34	83.64
521110	FINANCIAL SERVICES FEES		3,900.00	0.00	3,900.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	4,157.12	5,242.88	44.22
521800	PROGRAM SERVICES		10,000.00	6,143.35	3,856.65	61.43
521900	CONTRACTED SERVICES		101,908.00	213,633.39	-111,725.39	209.63
523122	SOFTWARE MAINTENANCE		30,000.00	14,791.85	15,208.15	49.31
524110	BUILDING EXT MAINT		20,000.00	24,972.25	-4,972.25	124.86
524124	HVAC MAINT + BOILER INS		3,000.00	5,756.53	-2,756.53	191.88
524126	ELEVATOR MAINTENANCE		1,000.00	1,377.80	-377.80	137.78
525100	ELECTRICITY		94,000.00	71,647.31	22,352.69	76.22
525105	WATER		1,400.00	1,001.40	398.60	71.53
525110	SEWER		1,400.00	1,075.19	324.81	76.80
525120	TELEPHONE		4,000.00	515.69	3,484.31	12.89
525140	GAS - UTILITY		33,000.00	16,826.74	16,173.26	50.99
525155	PROFESSIONAL DEVELOPMENT		13,400.00	3,932.00	9,468.00	29.34
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,378.45	621.55	94.35
530100	OFFICE SUPPLIES	0.00	9,500.00	6,650.14	2,849.86	70.00
530130	POSTAGE AND DELIVERY		4,500.00	2,716.12	1,783.88	60.36
530200	PROG SUPP (CAT & CIRC SUPPLIES)		12,076.00	7,882.29	4,193.71	65.27
530205	DISPLAYS		1,100.00	144.99	955.01	13.18
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	7,099.33	-2,099.33	141.99
530255	TOOLS & SMALL EQUIPMENT		150.00	101.40	48.60	67.60
538001	DONATION PURCHASES		66,000.00	94,366.43	-28,366.43	142.98
538002	ADULT PRINT		364,234.00	219,219.89	145,014.11	60.19
538100	OTHER CONTENT		68,450.00	51,210.51	17,239.49	74.81
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		10,000.00	763.97	9,236.03	7.64
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		4,050.00	0.00	4,050.00	0.00
642200	IT EQUIPMENT		19,500.00	14,619.24	4,880.76	74.97
649200	EQUIPMENT REPLACEMENT		6,000.00	5,991.02	8.98	99.85
	TOTAL MEAD PUBLIC LIBRARY EXPEI	141,165.00	3,313,714.00	2,069,579.04	1,102,969.96	62.45

Title: Fund Balance Policy Chapter: Budgets and Finance Approved By: Library Board of Trustees	Document Type: Policy Document Number: 13.02 Original Effective Date: 8/22/13 Date of Last Revision: 8/22/13
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Fund Balance Policy

The Mead Public Library Board of Trustees believes that all public funding received should be expended on providing library services to the community and that every reasonable effort will be made to use all funds as budgeted. Fund balance is defined as the difference between the assets and liabilities of the library fund. Excess funds for any given fiscal year are determined by the following formula: total revenue minus total expenditures. Any year-end excess funds will be transferred into the library's reserve fund. The reserve fund will be used as a contingency or to fund capital projects.

Mead Public Library

2019 SCORECARD					Average Score
59 Employees Surveyed 33 Responded					
Overall Employment Citizen Satisfaction Ratings (Survey Year Number of Employees Completing Survey)					
	2019(33)	2018 (28)	2017(16)		
How satisfied are you with the city as your employer?	7.6	7.5	6.2	3 - Agree	
How do you feel citizens would rate their satisfaction?	8.3	7.5	6.8	2 - Disagree	
Section I:					
1	Do you know the city's mission, vision and core values?			3.0	
2	Do you know how your job/position works towards accomplishing the city's mission, vision and values?			3.1	
3	Do you feel the city communicates the mission, vision and values to the employees?			2.7	
4	I have the opportunity to do what I do best every day (I am utilized for my best skills.)			3.3	
5	The city encourages new ideas (innovation)			2.7	
6	I know the parts of the city's plans that will affect me and my work			3.4	
7	My department works well together as a team.			3.2	
8	My department does quality work.			3.6	
Section II:					
9	My opinions matter at work.			3.2	
10	I know the parts of the City of Sheboygan's strategic plan that affect my work.			2.9	
11	I feel my department communicates effectively (comments or suggestions are listed below).			3.2	
12	Over the past twelve months, I have had the opportunity to grow as an employee.			3.3	
13	Please share any ideas to improve your job performance or that of your department (listed below).				
14	How satisfied are you with your job/current position?			7.6	
15	How satisfied do you believe residents are with the services your department provides?			8.3	

COMMENTS

What would you change about communication within your department:
More respect within the department, planning together vs. competing with each other
Increased direct communication with/from supervisor (in-person or email)
Job Performance Ideas
A more positive work environment
The city's strategic plan can be vague making it difficult to know where Mead Library fits into the city's plans.
Some employees seems to be valued more than others, especially new employees
Several commented that they feel they are covering for others too often, making it difficult.
Provide more promotions and/or raises to recognize hard work
A suggestion was made to identify standardized policies and procedures, train everyone the same, and then hold all accountable to follow directions. This would provide greater consistency.



(/news/)

ALA urges LinkedIn Learning to reconsider changes to terms of service that impair library users' privacy rights

For Immediate Release

Mon, 07/22/2019

Contact:

Deborah Caldwell-Stone

Interim Director

Office for Intellectual Freedom

American Library Association

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CHICAGO - LinkedIn Learning — formerly Lynda.com, a platform used by libraries to provide online learning opportunities to library users — plans to make substantial changes to its terms of service that would significantly impair library users' privacy rights.

Under LinkedIn Learning's new terms of service, a library cardholder will need to create a LinkedIn profile in order to access LinkedIn Learning. In addition to providing their library card number and PIN, users will have to disclose their full name and email address to create a new LinkedIn profile or connect to their existing profile. New users will have their LinkedIn profile set to public by default, allowing their full name to be searched on Google and LinkedIn.

ALA has long affirmed that the protection of library users' privacy and confidentiality rights are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. ALA's Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and its interpretations (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>) maintain that all library users have the right to access library resources without disclosing their personally identifiable information (PII) to third parties, and to be free from unreasonable intrusion into, or surveillance of, their lawful library use.

"The requirement for users of LinkedIn Learning to disclose personally identifiable information is completely contrary to ALA policies addressing library users' privacy, and it may violate some states' library confidentiality laws," said ALA President Wanda Kay Brown. "It also violates the librarian's ethical obligation to keep a person's use of library resources confidential. We are deeply concerned about these changes to the terms of service and urge LinkedIn and its owner, Microsoft, to reconsider their position on this."

ALA has long encouraged library vendors to respect the privacy and confidentiality of library users, observe the law, and conform to the professional statements of ethics that protect library users' privacy, including the ALA Code of Ethics (<http://www.ala.org/tools/ethics>) and the NISO Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems. (<https://www.niso.org/publications/privacy-principles>)

Libraries and librarians who wish to share their concerns about the proposed changes in to LinkedIn Learning's terms of service and to voice their support for protecting library users' privacy rights should communicate with Farhan Syed, Vice President of Client Solutions at fsyed@linkedin.com (<mailto:fsyed@linkedin.com>).



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Intellectual Freedom (</news/taxonomy/term/786>), Professional Resources (</news/taxonomy/term/1966>), Public Awareness (</news/taxonomy/term/861>), Intellectual Freedom Round Table (</news/taxonomy/term/640>), American Library Association (</news/taxonomy/term/532>), Office for Intellectual Freedom (</news/taxonomy/term/618>)

Type	Name	August 2018	August 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
Circulation Transactions	Adult Materials	29982	28174	-6%	243719	228037	-6%
	Teen Materials	1439	1311	-9%	9815	9435	-4%
	Children's Materials	17339	16435	-5%	130021	124010	-5%
	Total Adult/Teen/Children's Materials	48760	45920	-6%	383555	361482	-6%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5108	5072	-1%	41433	42728	3%
	Items received for Mead patrons from other libraries	5564	5530	-1%	42103	47634	13%
	Total Interlibrary Loans (Transits)	10672	10602	-1%	83536	90362	8%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	5534	6128	11%	40120	49571	24%
	Music (Hoopla)	134	72	-46%	949	1137	20%
	Video (Hoopla, Kanopy)	202	634	214%	1814	6224	243%
	Magazines (RB Digital)	122	219	80%	860	1205	40%
	Total E-Content Checkouts	5992	7053	18%	43743	58137	33%
Library Visits	Gate count	26028	21593	-17%	204221	179157	-12%
Research Inquiries	Research Inquiries	2434	2878	18%	16986	23030	36%
Internet Usage Provided	Library Workstation Sessions	5200	4364	-16%	35261	32282	-8%
	Wireless Sessions	14820	15526	5%	114570	108961	-5%
Number of Library Card Holders	Sheboygan Residents				32987	34278	4%
	Non-Sheboygan Residents				9322	9321	0%
	Total Number of Library Card Holders				42309	43599	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	25	14	-44%	466	437	-6%
	Children (0-11) Participants	1955	448	-77%	16793	13194	-21%
	Teen (12-18) Quantity	8	16	100%	61	70	15%
	Teen (12-18) Participants	236	450	91%	2086	2161	4%
	Adult (18+) Quantity	22	38	73%	272	343	26%
	Adult (18+) Participants	208	646	211%	6399	7825	22%
	Total number of Classes, Seminars, Workshops, Events	55	68	24%	799	850	6%
	Total number of Participants	2399	1544	-36%	25278	23180	-8%
Conference Room Utilization	Rocca Meeting Room	40%	24%	-15%	36%	29%	-7%
	Loft Meeting Room	26%	26%	0%	33%	30%	-3%
	2nd Floor Small Meeting Room	29%	27%	-2%	33%	29%	-4%
Study Rooms Utilization	Study Rooms Hours Used	349	413	18%	3222	3786	18%
	Percent Utilization	33%	32%	-1%	32%	35%	3%
Volunteer Hours	Volunteer Hours	498.5	479.03	-4%	4124.05	4387.42	6%



The Mead Public Library Foundation *Strategic Plan*

Mission Statement – The Library Foundation strengthens the community by supporting Mead Public Library through philanthropy, advocacy and collaboration.

Strategic Priorities

1. Increase Visibility and Recognition of the Foundation.

Increase visibility and recognition of the Foundation’s role in the success of the library to enhance advocacy, communication, and fundraising efforts.

2. Maximize Funding Opportunities and Sources.

Research, develop and implement a diversified fundraising effort that ensures the Foundation’s long-term ability to enhance the excellence of the library.

3. Collaborate with Major Stakeholders.

Foster collaborative relationships with major stakeholders to support the mission and work of the library and to enhance the library’s outreach.

Mead Public Library Foundation Inc.
710 North 8th Street
Sheboygan WI 53081
920-459-3400, ext. 2041
www.meadpl.org/support/foundation

Friends of the Mead Public Library Meeting Report-9/17/19

- Friends are running a 50-50-50 fundraiser to raise money for ukuleles for the Lil' Rev classes.
- The Strategy Committee has been busy with brainstorming outreach ideas, promotional material creation, and brand awareness strategies. It will also be updating the Friend's Strategic Plan, in order to compliment the Library and the Foundation's recently updated plans.
- Night Market on August 16 was a huge success, and a lot of fun!
- Carol Kolzow (Foundation) attended in order to present the golf fundraiser to the Friends and ask for their participation.