

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
November 15, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 15, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Meg Albrinck, Alderperson Mary Lynne Donohue, Nancy Mannchen and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Public Attendees: Mary Mitch. Board of Trustee members absent: Chris Campe, Amanda Salazar. Staff members absent: Support Services Manager Diane Kallas.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:48 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. Donohue **moved** to approve the minutes from the October 25, 2018 meeting; Johnson **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that there had been an inquiry into Mead's committee agendas and a request for the pledge to be performed at all committee meetings. Quinn is looking into this and will report back with more info. Quinn also announced that due to schedules, agenda item 5 and 6 would be moved up to the next item on the agenda.

5. CLOSED SESSION

- 5.1 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXEPTION SET FORTH IN WISCONSIN STATE STATUES 19.85(1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY. At 3:52 Donohue **moved** to go into closed session for the performance evaluation of the Library Director. Albrinck **seconded**. The motion **passed**. The roll call vote was as follows: Ayes-, Albrinck, Quinn, Norman, Whelton, Mannchen, and Johnson. Absent- Campe and Salazar.

6. RECONVENE IN OPEN SESSION

- 6.1 MOTION TO RECONVENE IN OPEN SESSION. At 4:25 p.m. Norman moved to reconvene into open session. Johnson seconded. The motion passed.
- 6.2 POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION. Quinn stated Erickson had a positive review. Quinn **moved** to renew the contract with Erickson and to

increase his salary by two and a quarter percent (2.25%) for the 2019 year. Whelton **seconded**. The motion **passed**.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 8/23/18 MEETING. Johnson reported on the Mead Public Library Finance committee. The Y-T-D budget and 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 2018 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED – DOLCYE JOHNSON. Johnson reported on the November 2018 Financials. Albrinck **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Mannchen **seconded** the motion. The motion **passed**.
- 2.3 HUMAN RESOURCES COMMITTEE-KATHIE NORMAN, CHAIR. REPORT OF 11/9/18 MEETING. Norman reported that the HR committee items had been covered during closed session, with the exception of the update to the library addendum which would be covered in item 3.1.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK Whelton **moved** to approve the addendum as presented pending noted changes. Donohue **seconded** the motion. The motion **passed**.
- 3.2 2019 HOLIDAY SCHEDULE Norman **moved** to approve the 2019 holiday schedule as presented with one error correction. Mannchen **seconded** the motion. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 UPDATE ON CAPITAL PROJECTS Erickson reported in Kallas' absence. We are acquiring updated bids for the 2nd floor carpet replacement, as well as looking at options for the staircases. The cooling towers are currently being worked on, awaiting a part needed. The HVAC controls will be replaced next. Lastly, the phone system will be replaced in January.
- 4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on services and programming. Dia de los Muertos on Nov. 3rd brought in approximately 400 people, The final Great Decisions session will be this evening. Upcoming programs include the Li-Brewery Takeover event with 8th St. Ale House (who will donate 5% of all profits from the event to the Foundation), and the Movie madness film club which will feature western films during the winter.
- 4.3 MONTHLY STATISTICS Erickson reviewed the statistics and they were found to be in good order. The physical checkout numbers continue to be flat. It was also noted that Fregal and Zinio will be cut at the end of their contracts, as there don't seem to be as many people utilizing them as there used to be. They will be replaced with a service called Kanopy.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN/NANCY MANNCHEN.
Norman reported that there had been a meeting last week, and much of the discussion focused on an interim director while Amy Birtell is out on medical leave.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN.
Quinn reported on the Foundation meeting, noting the upcoming Yuletide event on Dec. 7th, as well as the new Advisory Committee made up of former board members. Lastly she noted that they were beginning to reach out to Foundations in the area in order to secure future funding.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Big Book sale had a record sale, generating \$4,426.35. The friends also received Mead's 2019 and 5 year wish lists, and presented the proposed 2019 budget.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: (12/20/18 @ TBD)
- 6.2 LIBRARY BOARD OF TRUSTEES (12/20/18 @ 3:45PM)

7. ADJOURN

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

Being no further business the meeting adjourned at 4:53 p.m.
Generated by Sydney Mehn on Friday, November 16, 2018

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

October 2018

Account Balances as of:

March 11, 2022

9:54 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	256,702.40	25,172.60	91.07
	SUB TOTAL		281,875.00	256,702.40	25,172.60	91.07
510310	FICA		17,476.00	15,502.17	1,973.83	88.71
510311	MEDICARE		4,087.00	3,625.51	461.49	88.71
510320	WI RETIREMENT FUND		18,886.00	22,449.38	-3,563.38	118.87
510340	HEALTH INSURANCE		42,968.00	36,234.26	6,733.74	84.33
510341	RETIREE HEALTH INS		4,000.00	21,320.18	-17,320.18	533.00
510350	DENTAL INSURANCE		4,587.00	6,702.52	-2,115.52	146.12
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		399.00	359.47	39.53	90.09
510400	WORKERS COMP		131.00	120.12	10.88	91.69
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	122,184.00	133,492.74	-11,308.74	109.26
521100	BANKING FEES		1,200.00	840.24	359.76	70.02
521110	FINANCIAL SERVICE FEES		3,700.00	1,950.00	1,750.00	52.70
521400	ADVERTISING & MARKETING	0.00	10,600.00	9,482.74	1,117.26	89.46
521900	CONTRACTED SERVICES		20,200.00	16,313.46	3,886.54	80.76
	SUB TOTAL	0.00	35,700.00	28,586.44	7,113.56	80.07
525155	PROFESSIONAL DEVELOPMENT		3,820.00	2,378.29	1,441.71	62.26
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,718.59	281.41	97.44
527110	TRAVEL		2,000.00	147.67	1,852.33	7.38
	SUB TOTAL	0.00	16,820.00	13,244.55	3,575.45	78.74
530100	OFFICE SUPPLIES		9,500.00	9,963.09	-463.09	104.87
530130	POSTAGE & DELIVERY		4,500.00	4,269.29	230.71	94.87
	SUB TOTAL	0.00	14,000.00	14,232.38	-232.38	101.66
538001	DONATION PURCHASES		1,000.00	8,357.39	-7,357.39	835.74
538001-10099	DONATION PURCHASES		10,121.39	10,121.39	0.00	100.00
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	11,221.39	18,478.78	-7,257.39	164.67
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		3,000.00	4,020.00	-1,020.00	134.00
	SUB TOTAL	0.00	3,000.00	4,020.00	-1,020.00	
ADMINISTRATIVE COST CENTER TOTAL		0.00	487,800.39	468,757.29	19,043.10	96.10

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

0.00

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		788,573.00	734,618.78	53,954.22	93.16
	SUB TOTAL		788,573.00	734,618.78	53,954.22	93.16
510310	FICA		48,892.00	44,225.05	4,666.95	90.45
510311	MEDICARE		11,434.00	10,342.91	1,091.09	90.46
510320	WI RETIREMENT FUND		50,894.00	45,464.00	5,430.00	89.33
510340	HEALTH INSURANCE		154,988.00	115,769.64	39,218.36	74.70
510350	DENTAL INSURANCE		10,731.00	7,305.81	3,425.19	68.08
510360	LIFE INSURANCE		700.00	655.26	44.74	93.61
510400	WORKERS COMP		367.00	336.38	30.62	91.66
	SUB TOTAL	0.00	278,006.00	224,099.05	53,906.95	80.61
521800	PROGRAM SERVICES		10,000.00	10,708.66	-708.66	107.09
521900	CONTRACTED SERVICES		30,000.00	36,705.43	-6,705.43	122.35
525155	PROFESSIONAL DEVELOPMENT		5,000.00	7,394.18	-2,394.18	147.88
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	61,283.79	-11,283.79	111.43
	SUB TOTAL	5,000.00	101,100.00	116,092.06	-19,992.06	114.83
538002	MATERIALS - ALL CATAGORIES	0.00	364,234.00	319,640.25	44,593.75	87.76
538100	OTHER CONTENT	0.00	53,600.00	63,559.50	-9,959.50	118.58
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	SUB TOTAL	0.00	417,834.00	383,199.75	34,634.25	91.71
538000	TOTAL MATRL'S ACCTS	5,000.00	518,934.00	499,291.81	14,642.19	96.21
PUBLIC SERVICE COST CENTER TOTAL		5,000.00	1,585,513.00	1,458,009.64	122,503.36	92.27

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		610,729.00	487,334.01	123,394.99	79.80
	SUB TOTAL		610,729.00	487,334.01	123,394.99	79.80
510310	FICA	0.00	37,865.00	29,029.85	8,835.15	76.67
510311	MEDICARE		8,856.00	6,789.25	2,066.75	76.66
510320	WI RETIREMENT FUND	0.00	26,134.00	27,063.91	-929.91	103.56
510340	HEALTH INSURANCE		105,685.00	106,199.89	-514.89	100.49
510350	DENTAL INSURANCE		12,405.00	7,228.01	5,176.99	58.27
510360	LIFE INSURANCE		1,875.00	527.43	1,347.57	28.13
510400	WORKERS COMP		284.00	260.37	23.63	91.68
	SUB TOTAL	0.00	193,104.00	177,098.71	16,005.29	91.71
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	33,000.00	12,468.00	20,532.00	37.78
	SUB TOTAL	0.00	33,000.00	12,468.00	20,532.00	37.78
521900	CONTRACTED SERVICES	8,033.25	17,203.00	23,398.28	12,300.00	182.71
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	30,412.46	-412.46	101.37
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	66,232.63	-46,232.63	331.16
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	805.04	2,194.96	26.83
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	834.00	166.00	83.40
	SUB TOTAL	8,033.25	71,203.00	121,682.41	-58,512.66	182.18
525100	ELECTRICITY	0.00	93,800.00	88,400.57	5,399.43	94.24
525105	WATER	0.00	1,400.00	929.45	470.55	66.39
525110	SEWER	0.00	1,400.00	1,033.32	366.68	73.81
525120	TELEPHONE	0.00	4,000.00	1,664.11	2,335.89	41.60
525140	GAS - UTILITY	0.00	32,550.00	17,424.97	15,125.03	53.53
	SUB TOTAL	0.00	133,150.00	109,452.42	23,697.58	82.20
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	17,454.15	2,545.85	87.27
530210	OPERATING SUPPLIES	0.00	1,100.00	1,165.38	-65.38	105.94
530222	JANITORIAL SUPPLIES		5,000.00	5,844.35	-844.35	116.89
	SUB TOTAL	0.00	26,100.00	24,463.88	1,636.12	93.73
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	46.98	103.02	31.32
	SUB TOTAL	0.00	150.00	46.98	103.02	31.32
540200	INSURANCE (FIRE)	0.00	5,000.00	6,712.44	-1,712.44	134.25
	SUB TOTAL	0.00	5,000.00	6,712.44	-1,712.44	134.25
642200	IT EQUIPMENT	0.00	19,500.00	19,471.10	28.90	99.85
	SUB TOTAL	0.00	19,500.00	19,471.10	28.90	99.85
	SUPPORT SERVICES COST CENTER TOTAL	8,033.25	1,091,936.00	958,729.95	125,172.80	87.80
	LIBRARY TOTAL	13,033.25	3,165,249.39	2,885,496.88	266,719.26	91.16

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 11, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 18	SPENT 18	BALANCE 18	% SPENT
25551100	ADMINISTRATION	0.00	487,800.39	468,757.29	19,043.10	96.10
25551110	PUBLIC SERVICES	5,000.00	1,585,513.00	1,458,009.64	122,503.36	92.27
25551150	SUPPORT SERVICES	8,033.25	1,091,936.00	958,729.95	125,172.80	87.80
	FUND EQUITY INCREASE					
	Total All Cost Centers	13,033.25	3,165,249.39	2,885,496.88	266,719.26	91.16

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 18	RECEIVED 15	BALANCE 18	% REC
411100	REAL ESTATE TAXES	2,335,829.00	2,335,829.00	0.00	100.00
431216-10083	FEDERAL GRANT	0.00	0.00	0.00	
431709	MONARCH SHEBOYGAN COUNTY	540,666.00	545,157.57	4,491.57	100.83
431710	MONARCH OZAUKEE COUNTY	11,181.00	10,458.97	-722.03	93.54
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	37,452.00	36,405.51	-1,046.49	97.21
431722	MONARCH - LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	8,017.55	-1,982.45	80.18
447636	LATE BOOK CHARGES	45,000.00	24,922.31	-20,077.69	55.38
447641	LOST BOOKS	6,500.00	5,211.83	-1,288.17	80.18
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	1,483.32	183.32	114.10
467101	CONTRIBUTIONS	66,000.00	65,942.45	-57.55	99.91
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	-1.78	-1.78	100.00
	Total Revenues	3,153,928.00	3,133,426.73	-20,501.27	99.35

MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS

Account Balances as of:

March 11, 2022

	DESCRIPTION		APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		1,681,177.00	1,478,655.19	202,521.81	87.95
510310	FICA		104,233.00	88,757.07	15,475.93	85.15
510311	MEDICARE		24,377.00	20,757.67	3,619.33	85.15
510320	WI RETIREMENT FUND		95,914.00	94,977.29	936.71	99.02
510340	HEALTH INSURANCE		303,641.00	258,203.79	45,437.21	85.04
510341	RETIREE HEALTH INS		4,000.00	21,320.18	-17,320.18	533.00
510350	DENTAL INSURANCE		27,723.00	21,236.34	6,486.66	76.60
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		2,974.00	1,542.16	1,431.84	51.85
510400	WORKERS COMP		782.00	716.87	65.13	91.67
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	840.24	359.76	70.02
521110	FINANCIAL SERVICES FEES		3,700.00	1,950.00	1,750.00	52.70
521400	ADVERTISING & MARKETING		10,600.00	9,482.74	1,117.26	89.46
521700	SECURITY SERVICES		33,000.00	12,468.00	20,532.00	37.78
521800	PROGRAM SERVICES		10,000.00	10,708.66	-708.66	107.09
521900	CONTRACTED SERVICES		67,403.00	76,417.17	-9,014.17	113.37
523122	SOFTWARE MAINTENANCE		30,000.00	30,412.46	-412.46	101.37
524110	BUILDING EXT MAINT		20,000.00	66,232.63	-46,232.63	331.16
524124	HVAC MAINT + BOILER INS		3,000.00	805.04	2,194.96	26.83
524126	ELEVATOR MAINTENANCE		1,000.00	834.00	166.00	83.40
525100	ELECTRICITY		93,800.00	88,400.57	5,399.43	94.24
525105	WATER		1,400.00	929.45	470.55	66.39
525110	SEWER		1,400.00	1,033.32	366.68	73.81
525120	TELEPHONE		4,000.00	1,664.11	2,335.89	41.60
525140	GAS - UTILITY		32,550.00	17,424.97	15,125.03	53.53
525155	PROFESSIONAL DEVELOPMENT		8,820.00	9,772.47	-952.47	110.80
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,718.59	281.41	97.44
527110	TRAVEL		2,000.00	147.67	1,852.33	7.38
530100	OFFICE SUPPLIES	0.00	9,500.00	9,963.09	-463.09	104.87
530130	POSTAGE AND DELIVERY		4,500.00	4,269.29	230.71	94.87
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	17,454.15	2,545.85	87.27
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	1,165.38	-65.38	105.94
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	5,844.35	-844.35	116.89
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		66,121.39	79,762.57	-7,357.39	120.63
538002	ADULT PRINT		364,234.00	319,640.25	44,593.75	87.76
538100	OTHER CONTENT		53,600.00	63,559.50	-9,959.50	118.58
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	6,712.44	-1,712.44	134.25
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	4,020.00	-1,020.00	134.00
642200	IT EQUIPMENT		19,500.00	19,471.10	28.90	99.85
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	13,033.25	3,165,249.39	2,885,496.88	266,719.26	91.16

Donations -Gifts-Grants for July & August 2018

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
6/20/2018	Pat Malendorf - Memory of				
	Nancy Screiber	X		\$20.00	
7/12/2018	Estate of Barbara J. Pelkin		X	\$5,000.00	
7/12/2018	Ethel Everhard/J. Fiar		X	\$291.67	
8/5/2018	Elijah Stuart Bintzler	X		\$1,100.00	
Total Donations received				\$6,411.67	

Donations -Gifts-Grants for March 2018

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
3/7/2018	Automation Products	X		\$50.00	
4/5/2018	Everhardt Interest Earning		X	\$300.00	
4/7/2018	Friends of MPL	X		\$3,000.00	
4/12/2018	John M. Dionne	X		\$60.00	
4/16/2018	Brenda Potter	X		\$600.00	
Total Donations received				\$4,010.00	

Mead Public Library - Accounts Payables				
November - December 2018				
Vendor	Name	Invoice	Check #	Invoice Amt
900104	ALLIANT ENERGY	9/25/18 - 10/26/18	337127	\$8,613.00
900104	ALLIANT ENERGY	10/26 - 11/27	337268	6,608.31
900201	AMAZON.COM	111-7008961-5580219	337288	12.97
900201	AMAZON.COM	111-3089729-0918629	337288	391.81
900201	AMAZON.COM	111-1643872-4079422	337288	68.98
900201	AMAZON.COM	111-5794471-7863464	337288	53.15
900201	AMAZON.COM	113-69388691872265-A	337288	55.76
900201	AMAZON.COM	113-77242542995461-a	337288	222.59
900201	AMAZON.COM	11377242542995461-B	337288	478.74
900201	AMAZON.COM	11377242542995461-c	337288	79.79
900201	AMAZON.COM	4478386687443457-a	337288	184.08
900201	AMAZON.COM	1138834978445008	337288	91.36
900201	AMAZON.COM	11155183311733805	337288	28.65
900201	AMAZON.COM	11179519895925057	337288	214.87
900201	AMAZON.COM	11119426780617036	337288	7.27
900201	AMAZON.COM	11198421223634639	337288	5.49
900201	AMAZON.COM	11177799113130610	337288	16.30
900201	AMAZON.COM	11153498269776236	337288	20.98
900201	AMAZON.COM	11123532773631414	337288	7.90
900201	AMAZON.COM	11369388691872265	337288	119.92
900201	AMAZON.COM	11115044105116239	337288	4.99
900201	AMAZON.COM	11149836495416259A	337288	14.00
900201	AMAZON.COM	11190624515833831	337288	23.60
900201	AMAZON.COM	11190624515833831-B	337288	23.12
900201	AMAZON.COM	11359346739882605	337288	29.98
900201	AMAZON.COM	11171119284613016B	337288	199.74
900201	AMAZON.COM	1131226831433013-C	337288	25.46
900201	AMAZON.COM	11312226831433013-A	337288	29.99
900201	AMAZON.COM	11312226831433013-B	337288	23.99
1418	ART IN A SUITCASE	12/19/2018 PROGRAM	336927	\$185.00
900009	AT&T	920 Z83 0200 109 8	336917	\$130.71
900009	AT&T	10/26 - 11/25	337269	130.71
2716	BAKER & TAYLOR, LLC	3022451453	337270	\$180.30
2716	BAKER & TAYLOR, LLC	2034094888	337270	\$2,535.75
2716	BAKER & TAYLOR, LLC	2034112536	337270	\$6,082.45
2716	BAKER & TAYLOR, LLC	2034146732	337270	4,965.08
2716	BAKER & TAYLOR, LLC	2034146718	337270	3,418.45
2716	BAKER & TAYLOR, LLC	2034129988	337270	1,044.08
2716	BAKER & TAYLOR, LLC	2034077352	337270	783.02
2716	BAKER & TAYLOR, LLC	2034094821	337270	1,385.08
2716	BAKER & TAYLOR, LLC	2034130009	337270	1,557.09
2716	BAKER & TAYLOR, LLC	2034170886	337270	3,337.68
2930	CAMERA CORNER	27132	337882	\$38,788.26
3200	CDWG	PZJ3779	337271	93.81

Mead Public Library - Accounts Payables				
November - December 2018				
3200	CDWG	1BX14BP	337271	394.72
3200	CDWG	PZF2162	337271	1,161.11
4404	CHARTER COMMUNICATIO	0206811112318	336713	\$282.99
900189	COUNCIL OF STATE GOV	94934	337130	\$89.10
5417	CROW, ELLEN	12/6/18 STORYTIME	337272	50.00
5243	DANCE ACADEMY OF MEX	11/3/2018 PROGRAM	337131	\$50.00
900081	DEMCO, INC.	6490321	337132	\$259.59
900081	DEMCO, INC.	8715	337273	1,909.95
5064	DISTINCTIVE DESIGN	1136	336920	\$3,557.50
239	ELDER, KARL	12/5/2018 POETRY	336921	\$150.00
1341	EMBURY, LTD.	125904	337274	1,984.38
5228	FARRELL, MARTIN	10-18-18 GREAT DICIS	337133	\$315.40
6573	FRANZEN GRAPHICS, IN	72738	337275	3,154.00
1251	HENKE, ANGELIKA	12/12/2018 SCIENCE 4	336921	\$250.00
5403	HUBER, BLAINE	12-13-18 PROGRAM	337134	\$50.00
4934	IDEAWORKS, THE	1083	337276	62.75
4934	IDEAWORKS, THE	1079	337276	800.00
2657	JSM BEAD COOP	11/11/2018	337135	\$79.13
2657	JSM BEAD COOP	NOVEMBER 7 2018	337135	\$101.28
5383	KIEFFER, HEATHER	9001060973	337136	\$14.95
900376	MARTENS TRILLING TRU	B933629	337135	\$15.95
900376	MARTENS TRILLING TRU	B932247	337135	\$19.98
900376	MARTENS TRILLING TRU	B935027	337135	\$21.19
900376	MARTENS TRILLING TRU	C926988	337135	\$29.94
900376	MARTENS TRILLING TRU	B936481	337135	\$19.96
900376	MARTENS TRILLING TRU	B936983	337277	17.26
12374	MBM	CN1443-01	337278	920.62
900181	MENARDS	70449	337279	\$191.86
900181	MENARDS	72346	337279	\$79.27
900181	MENARDS	72914	337279	\$39.96
900181	MENARDS	73556	337279	8.06
231	MIDWEST TAPE	96575207	336925	\$773.98
900304	PITNEY BOWES PURCHAS	30097430 11-28-18	336070	\$520.99
2248	PLATINUM TECHNOLOGIE	2563	337280	144.00
5382	RAMAKER, FRANCIS	9007539737	337140	\$19.98
619	RICHMOND ADVANTAGE	091756	337141	\$660.00
900007	SHEBOYGAN COUNTY CHA	23432	337281	460.48
900107	SHOWCASES	308812	336926	\$366.12
900107	SHOWCASES	309026	336926	\$128.52
5296	STAPLES BUSINESS AD	7207167658-0-1	337143	\$84.56
5296	STAPLES BUSINESS AD	7207423334-0-1	337143	\$70.52
5296	STAPLES BUSINESS AD	7207499430-0-2	337143	\$76.77
5296	STAPLES BUSINESS AD	7207423334-0-2	337143	\$32.38
5296	STAPLES BUSINESS AD	7207851542-0-1	337143	\$245.78
5296	STAPLES BUSINESS AD	7208022732-0-1	337143	\$269.60

Mead Public Library - Accounts Payables				
November - December 2018				
5296	STAPLES BUSINESS AD	7207499430-0-1	337143	\$13.69
5296	STAPLES BUSINESS AD	7209050633-0-1	337282	38.96
5296	STAPLES BUSINESS AD	7209050633-0-2	337282	185.01
900301	STATE BAR OF WISCONS	5051977	337144	\$73.40
20551	SUPERIOR CHEMICAL CO	212454	337145	\$72.00
900158	VOSS, DEBBRA L.	SICK LEAVE PAYOUT	337083	5,330.72
900103	WAL-MART COMMUNITY	830900714098	337146	\$21.96
900103	WAL-MART COMMUNITY	831600869593	337146	\$21.96
900103	WAL-MART COMMUNITY	832800234730	337146	73.52
900103	WAL-MART COMMUNITY	832300060091	337146	23.66
1710	WELLS FARGO FINANCIA	5005438258	336928	\$726.19
1710	WELLS FARGO FINANCIA	5005569338	337285	726.19
1005	WILDFLOWER/WEAVER	10-30-18 PROGRAM	337147	\$75.00
900044	WISCONSIN PUBLIC SER	0403257315-0001612	337286	2,838.36
900187	WORLD BOOK INC	000534601	337287	999.00

Office supplies
Office supplies
Office supplies
Material purchase
Building maintenance
Balance of Frozen Sick Leave payout
Program expense
Program expense
Program expense
Program expense
Photo copier/printer lease expense
Photo copier/printer lease expense
Program expense
Gas utility expense
Material purchase

2020–2024 Capital Improvements Program Schedule

February 4, 2019	City Administrator communicates to Management Team the parameters for 2020 Capital Improvements Program submittals.
February 18, 2019	City Administrator presents 2019 Long Term Financial Plan to Common Council
February 22, 2019	Departments submit Capital Improvements Program requests to City Administrator.
March, 2019	City Administrator review of Capital Improvements Program requests and issue a Report of Officer to the Common Council referring CIP requests to their appropriate Standing Committees.
April 2 – 12, 2019	Management Team presents Capital Improvements Program requests to appropriate Standing Committees.
April 30, 2019	Capital Improvements Commission review of projects with Management Team and are provided rating sheets for 2020 items. <i>Meeting time and location: 4:00 p.m. at the Mead Public Library, Rocca Room.</i>
May 3, 2019	Capital Improvements Commission rating sheets due to City Administrator.
May 7, 2019	Capital Improvements Commission review of rating and finalize recommendations for 2020-2024 Capital Improvement Program to Common Council. <i>Meeting time and location: 4:00 p.m. at the Mead Public Library, Rocca Room.</i>
May 20, 2019	Capital Improvements Program recommendations referred to the City Plan Commission by the Common Council.
May 28, 2019	City Plan Commission review of Capital Improvements Program recommendations.
June 3, 2019	Common Council to adopt the 2020–2024 Capital Improvements Program Resolution.

Monarch Library System ILS Membership Agreement

Between Monarch Library System
and the _____ Library

Article I | General

1. This agreement regarding the Monarch Library System (MLS) shared Integrated Library System (ILS), is entered into by the System Board of Trustees and Board of the _____ Library.
2. The purpose of this agreement is to allow _____ Library to participate in the shared ILS provided by the Monarch Library System which will include, but is not limited to: circulation, database management, resource sharing, access to the online catalog, and maintenance of ILS software and hardware. All libraries agreeing to participate in the shared online catalog, as a consortial ILS service provided by the Monarch Library System, will pay annual fees reflected in appendix A.

Article II | Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [[Wis. Stat. 43.15](#) & [Wis. Stat. 43.19](#)]
2. The _____ Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the _____ Library as an agency established by the [City, Village, Township] of _____ to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
 - a. The term public library shall include municipal or joint libraries.
3. The Monarch Library System has legal authority for the establishment, administration, and hosting of this shared ILS.
4. The Monarch Library System shall retain ownership and authority for updating, operation, and maintenance of the shared ILS. Participating members own the database and have the right to use the shared system and extract their records upon termination of ILS membership.
5. This agreement shall become effective January 1, 2019 and shall continue in force until superseded by a new agreement or until terminated.
6. This agreement may be altered or amended by approval of the System Board and a two-thirds (2/3) majority vote of the libraries participating in the ILS, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided

7. Members will abide by the terms specified in the appendices as they are binding parts of this agreement.
8. The shared ILS service, provided by the system, for participating libraries is done on a fee basis.
9. The ILS administrator shall oversee the operation of the ILS and maintain the integrity of the software, and the IT system administrator shall oversee and maintain the integrity of any system hardware associated with the use and provision of the ILS under the supervision of the system director.
10. Bibliographic cataloging records and patron records are machine-readable standardized records structured in accordance with national library and Monarch Library System ILS standards.
11. A member of the ILS provided by the system is a library that has signed the system membership agreement, this ILS membership agreement, and paid all associated fees.
12. The fees collected from member libraries annually in accordance with this document are understood to fund the following items: SaaS (Software as a Service), ILS hardware/software, future ILS upgrades, and ILS staff support costs.

Article III | ILS Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE _____ LIBRARY BOARD THAT THE LIBRARY SHALL:

1. Be a member of the Monarch Library System, having met all the requirements required by signing the System Membership Agreement.
2. Acquire, maintain, repair, and upgrade all local equipment and software necessary to participate in the ILS.
3. Adopt and abide by the ILS standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the ILS system as set forth by the member libraries ILS Committee. (See Monarch Library System ILS Standards)
4. Pay the annual ILS fees based on the rubric in appendix A each year.
5. Require library staff to acquire training on all appropriate system software and functions.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.

Article IV | Library System Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL:

1. Invoice the ILS member libraries for the annual ILS fees each year.
2. Maintain the contractual and financial records for the ILS to be included in the system audit.
3. Be the custodian of all ILS documents including, but not limited to, committee agendas, minutes, contract documents, and financial documents.
4. Acquire, maintain and upgrade licenses and software associated with the effective operation of the ILS.

5. Manage and maintain a network that adequately supports the ILS.
6. Provide ongoing training to ILS members in the use of the ILS.
7. Provide for an ILS administrator and an IT system administrator, whether it be provided by system staff, and/or other contractual services, to assist the member in areas including, but not limited to, system installation, operation, training, cataloging, database creation and maintenance, and system hardware and software maintenance.
8. Hold title to all ILS host site equipment.
9. Expect Monarch System staff to maintain a 98% availability, 24/7 hours for 12 months of the year, related to ILS services. Failure to maintain acceptable levels will result in an audit of IT services by a 3rd party vendor at the expense of the system. This does not include acts of God and planned downtime for maintenance which are determined by the ILS administrator, the IT administrator, and the system director, presented with demonstrable proof to the ILS committee.
10. Ensure the accurate monthly and yearly statistics are provided by Monarch System staff.
11. Require that the ILS administrator report to the ILS committee and system board regularly as it relates to ongoing ILS activities.

Article V | Member Library ILS Committee Responsibilities

1. The member library ILS committee shall be made up of directors, or their designated staff, from member libraries participating in the shared ILS. The size and makeup of the committee will be described in the Directors Council By-laws.
2. Administer and enforce ILS standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the ILS. Issues concerning standards will be presented to the designated ILS committee. The ILS committee will present unresolved issues with corresponding evidence to the Directors Council.
3. This ILS committee shall recommend policies, standards, and plans for the shared ILS. All decisions made by the committee will be reviewed by the Directors Council. All decisions made by the Directors Council are final and binding to the members.

Article VI | Termination of ILS Membership by the Library

1. Any member may terminate its membership in the shared ILS by providing written notice to the System Board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership in the shared ILS shall do so according to a schedule mutually agreed upon by the member library and the ILS administrator such that all required data is extracted from the system prior to the following January 1st.
3. Members terminating their participation in the shared ILS shall pay the Monarch Library System the cost of:
 - a. extraction of a copy of its records from the database, and
 - b. purging the library's data from the remaining database

4. A member terminating its participation in the ILS shall not cast votes during their remaining time of membership on issues having future budget impact.
5. The member terminating its participation in the ILS shall be liable for all fees pertaining to being an ILS member as of the beginning of the year and all payments made towards the ILS by the member terminating its participation in the ILS will not be refunded and shall remain the property of the system.
6. A library that has terminated its membership in the ILS shall have no claim on, or rights or obligations with respect to the components of the automated system, or any substitutions, replacements, improvements, or additions thereto provided that the property described above shall remain the property of the withdrawing library.
7. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership in the ILS or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.
8. Members that terminate their membership in the ILS forego all monetary interest in ILS assets, including hardware and software at the time of withdrawal, notwithstanding any provision for general dissolution of the ILS, as provided by this document or the bylaws. No payback of equity will be made to any library that terminates its membership in the ILS.

Article VII | Termination of ILS Membership by the System

1. Membership in the ILS may be terminated for cause and will require the approval of the system board and a two-thirds (2/3) majority vote of the member libraries participating in the ILS. Such cause is limited to failure to pay related debts owed to the system or failure to adhere to the terms of this agreement or other stated ILS policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. A library having its ILS membership so terminated shall do so according to a schedule agreed upon by the ILS administrator such that all required data is extracted from the system by the date of termination.
4. The system shall have claim on any debts or fees owed it by the member so terminated.
5. In all other respects the termination of membership by the system board and the Directors Council shall be handled according to the provisions of listed above.

Article VIII | Dissolution of ILS System Services

1. Dissolution of ILS will require the approval of the system board and a two-thirds (2/3) majority vote of the member libraries participating in the ILS.
2. A minimum of one (1) year notice must be given to all members that the shared ILS will be dissolved. Notice must be given in writing by the system board to the board of each member library. Failure to give proper notice will postpone the dissolution of the ILS by one year.
3. Dissolution of the ILS shall be carried out on a schedule mutually agreed upon by the system board and the Directors Council, such that dissolution is complete by the date of dissolution specified in the

required notice. The ILS and IT administrators shall be expected to make recommendations as to this schedule.

4. In the event of dissolution, each ILS member shall pay the system for:
 - a. cost of extraction of a copy of its records from the database, and
 - b. a proportionate share of the cost of closing down the database itself based on the annual ILS fee formulas.
 - c. All members shall be responsible for their annual fees relating to the ILS for the remaining time of existence.
5. A library shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.
7. At the time of dissolution, members shall retain a monetary interest in the ILS replacement fund assets. Assets will be distributed between the members based on the formula in appendix A.

For Monarch Library System

For _____ Library

Board President

Board President

System Director

Library Director

Date

Date

Appendix A | Fees and Voting

The system membership agreement, which is prerequisite to participating in the ILS, in appendices A, B, C, and D, contains the relevant information as it relates to associated fees, voting, and the appeals process. The same procedures will be applied as it relates to ILS issues.

Monarch Library System Membership Agreement

Between the Monarch Library System
and _____ Library

Article I | General

1. This agreement is entered into by and between the Board of the _____ Library and the Monarch Library System Board of Trustees.

Article II | Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [[Wis. Stat. 43.15](#) & [Wis. Stat. 43.19](#)]
2. The _____ Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the _____ Library as an agency established by the [City, Village, Township] of _____ to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
 - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective August 1st, 2018 and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a 67% majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.

Article III | Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE _____ LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under [Wis. Stats. Ch. 43](#).
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the division for libraries and technology, and approved by the system board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, department of public instruction/division for libraries and technology information bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [[Wis. Stat. 43.15\(4\)\(c\)6](#)]
8. Annually be open to the public an average of at least twenty (20) hours each week. [[Wis. Stat. 43.15\(4\)\(c\)7](#)]
9. Annually spend at least \$2,500 on library materials. [[Wis. Stat. 43.15\(4\)\(c\)8](#)]
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [[Wis. Stat. 43.17\(10\)](#) and [43.17\(11\)](#)].
12. File an annual report as specified by the Division for Libraries and Technology [[Wis. Stat. 43.17\(5\)](#)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librarians residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

Article III | Library System Responsibilities

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

Article IV | Member Library Committee Responsibilities

1. The system member directors, or if applicable, designated representatives, will participate in various councils and committees and shall attend all meetings to which they are appointed.
2. Standing library committees of the member libraries are the following:
 - a. Directors Council. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. Decisions may be appealed using the process outlined in appendix C and D.
 - b. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS.
 - c. Governance Committee. The governance committee shall set policies and standards, and oversee the development, implementation, and planning of all other non-ILS related areas.
 - d. Circulation Committee: Create procedures for consistency throughout the ILS with circulation of materials and patron records.
 - e. Ad Hoc Advisory Committees: Ad hoc committees shall consider appropriate matters, make reports to the directors council, and fulfill such other advisory functions as may be designated.

Article V | Termination of Membership by the Library

1. Any member may terminate its system membership providing written notice to the system board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1st.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.

Article VI | Termination of Membership by the System

1. Membership in the system may be terminated for cause and will require the approval of the system board and a 67% majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the System or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.
4. In all other respects the termination of membership by the system board and the directors council shall be handled according to the provisions listed above.

Representing the Monarch Library System

Representing _____ Library

Board President

Board President

System Director

Library Director

Date

Date

Appendix A | System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ESLS/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of that document.

Appendix B | System Member Voting Structure

The directors council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the directors council will use a weighted voting model based on a reverse of the state librarian certification levels, which are based on population.

4. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 votes.
5. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 votes.
6. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 vote.

A threshold of 67% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

Appendix C | Appeal Process

The appeal process begins when the appeal form (appendix D) is completed and submitted to the directors council. The directors council shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty (30) days of receiving the notice. If the appellant is still dissatisfied with the decision after the appeal has been heard by the directors council, the matter can be referred to the system director to be heard by the system board for a final decision.

Appendix D | Appeal Form

Member Library(s): _____

Address: _____

Telephone: _____

Name of person(s) filing the appeal: _____

1. To what decision of the directors council do you object?

- Be specific: cite the motion, action, and date (attach additional pages or documentation as needed)

2. What is the reason you are appealing this decision?

- Be specific: How does the decision affect your library? How does it affect other libraries?

3. Did you attend the meeting at which the decision under appeal was made?

4. If not, did you assign a proxy and instruct the proxy how to vote on your behalf?

5. What would you recommend as a resolution to the disagreement to this decision?

Signature(s): _____

Date: _____

Date Received by Directors Council: _____

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2019

January 24	July 25
February 28	August 22
March 21*	September 26
April 25	October 24
May 23	November 21*
June 27	December 19*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

**Mead Public Library
Board of Trustees Finance Committee
Schedule of Meetings**

2019

January 24	July 25
February 28	August 22
March 21*	September 26
April 25	October 24
May 23	November 21*
June 27	December 19*

Meetings are held at 3:00 p.m. on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

BROOKINGS

Up Front

How public libraries help build healthy communities

Marcela Cabello and Stuart M. Butler Thursday, March 30, 2017

They say you can't judge a book by its cover. Increasingly in the United States, you also can't judge a library's value to its community by simply its books. Let us explain.

In a previous blog post, we've noted the importance of "third places" in strengthening communities – meaning those places that are neither one's home (first place) nor workspace (second place). A range of such third places, from churches to beauty salons, play an important role in community building. They are the informal spaces that are often mainstays in a neighborhood, places where both random and intentional in-person relationships are made.

Several things are necessary for a particular place to play this role. Location and accessibility are important, of course. But so are trust and a sense of neutrality; they are usually the keys to success, whether the place is a house of worship, a family-owned diner, or a barbershop.

As the earlier piece explained, public spaces and buildings can become important and successful third places. And one particularly interesting, emerging and important example is the public library.

Public libraries exist in urban, suburban, and rural neighborhoods, and typically they have a long history in their community. According to a 2015 Pew survey, almost two-thirds of adult Americans say that closing their local library would have a major impact on their community. As Pew found, over 90 percent of adults think of public libraries as "welcoming and friendly places," and about half have visited or otherwise used a public library in the last 12 months.

A reason public libraries are seen as such important third-place institutions is that they and their librarians have gradually taken on other functions well beyond lending out books. In many communities, librarians are also ad hoc social workers and navigators. They help local people figure out the complexities of life, from navigating the health system to helping those with housing needs. This “go-to” role has influenced library programming and events, with libraries providing advice and connections to health, housing, literacy, and other areas.

Other sectors, such as health care, increasingly see public libraries as a critical link to a community. For instance, the National Library of Medicine is helping local librarians to be more effective local navigators by regularly hosting webinars and training sessions for local librarians on how to navigate social services, aging, mental health, welfare and public assistance, housing resources, health care, and education and employment resources.

A reason public libraries are seen as such important third-place institutions is that they and their librarians have gradually taken on other functions well beyond lending out books.

Of course, most librarians were not trained to handle many of the issues and requests they now encounter, such as providing guidance on resources for substance abuse and mental health issues. In response, some libraries have hired in-house social workers to help address the needs of visitors. San Francisco Public Library, where an estimated 15 percent of the library’s visitors are homeless, was one of the first. A case worker is able to do a full assessment, and help arrange case management and housing assistance, in a respectful and neutral safe space.

Other cities have followed suit. A recent study from researchers at the University of Pennsylvania explains how Philadelphia’s libraries, as a trusted local institution, have partnered with the University to address population health and social determinants of health. With librarians now trained as “community health specialists,” the libraries offer programs and assistance for people of all ages and socio-economic backgrounds. In 2015, almost 10 percent of the libraries’ 5.8 million in-person visitors accessed specialized programs and assistance in such areas as nutrition, trauma and mental health resources, youth leadership and healthy behaviors. As the researchers conclude, “Libraries and librarians contribute two particular strengths to advance a culture of health: accessibility and trustworthiness.”

Many libraries have become front-line institutions in addressing the needs of the homeless. For instance, the Dallas Public Library in 2013 launched a Homeless Engagement Initiative. The emphasis is on making all library visitors feel welcome. The library runs a Homeless Engagement and Leadership Program (HELP) Desk where customers can obtain one-on-one assistance with job applications and resumes, food and housing referrals, legal aid, and library music and arts programs.

Libraries focus on a wide range of populations with particular needs, including seniors, veterans, and immigrants. The Hartford Public Library in Connecticut, for instance, has created The American Place (TAP), a free program that supports and assists new immigrants acclimate to their new city. TAP partners with community leaders and organizations to provide employment services, English as a new language classes, legal orientation programs, Know-Your-Rights forums, and referrals to other services, in five different languages. Meanwhile the Queens Borough Public Library in New York, has partnered with the Queens Health Network, the largest healthcare provider in the area, to design health-related and community-centered programming targeting the needs of its immigrant populations.

In health care and other areas, libraries are combining the access and trust characteristics of a third place with a hub role in the community – using partnerships with other institutions to connect people with services and help. There are plenty of challenges with this role. Community needs and the requests of visitors are increasingly straining or overwhelming library funds; and although many libraries are retraining staff, achieving the appropriate mix of skills is difficult. But as the University of Pennsylvania study found, “public libraries are dynamic, socially responsive institutions, a nexus of diversity, and a lifeline for the most vulnerable among us.” More policymakers and government officials need to recognize this, and incorporate libraries into budgets and plans to build a culture of health and upwardly mobile communities.

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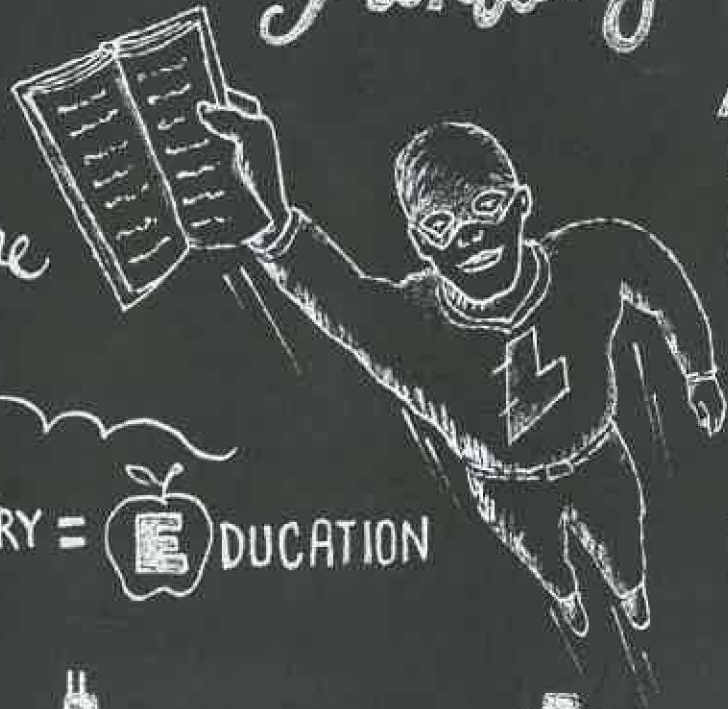
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Using
**Superhero
Comics**
to Teach
Intellectual Property
Concepts

ADVOCACY
and
SUSTAINABLE
Funding

the
teen
EXPERIENCE
IN THE
Library

PLA's
Project
Outcome



TECH TRENDS
AND TENSIONS

Don't Call
THEM **LAZY**
call them
CONNECTED

LIBRARY = EDUCATION



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0218842 MEN NOV-15 VALERIE J. GROSS
10935 SWANSFIELD RD COLUMBIA MD 21044-2728



Trending features brief essays on current issues or new ideas in public librarianship.

Guest contributor **VALERIE J. GROSS** is President and CEO of Howard County (Md.) Library System and author of *Transforming Our Image, Building Our Brand: The Education Advantage*.



Contact Valerie at valerie.gross@hclibrary.org.



Valerie is currently reading *Disney U: How Disney University Develops the World's Most Engaged, Loyal, and Customer-Centric Employees* by Doug Lipp.

Moving Up to First Class: Libraries = Education

Reclaiming Our Purpose for the Twenty-First Century

You may have heard about Libraries = Education. Introduced in 2009, the simple, powerful strategy is ushering in a new era for libraries everywhere.¹ Why might you wish to consider joining in? Because when the economy is good, we don't always receive the funding we deserve. When times are bad, library budgets may be cut severely and never restored. As a profession, we know why we are important, but many outside the field do not. We're often treated as second class. Well, we're first class. We're better than first class. And this game-changing vision takes us there.

In August 2014, I had the privilege of presenting a seminar on a new vision for libraries during Indiana's statewide Library Camp, hosted by the Allen County Public Library.² Toward the end of the session, a hand in the audience shot up. Alexandra-Monroe Public Library Director Montie L. Manning had learned about Libraries = Education earlier in the year, and he wanted to describe how he had struck gold applying the concepts.

Having been somewhat anxious about needing to convince his library's governing body to approve \$360,000 for a branch renovation, Manning explained, "I had been to Madison County Council meetings before. I knew how challenging the council members could be. They demanded thorough justification before approving even a few thousand dollars."

So Manning prepared. He armed himself with not only the usual facts and figures, but also with something new: Libraries = Education. When called to testify, Manning highlighted the marked increases in visits to his library, as well as items borrowed, and attendance at classes and events. What else did he highlight? A new angle. He emphasized that, as the statistics proved, township residents of all ages rely on the Alexandria-Monroe Public Library for *quality education*. He asserted that an investment in the proposed renovation was *an investment in education*.

Animated, Manning continued, "One of the council members immediately seized upon the 'E' word. He spoke about the importance of education and how it should be supported. It didn't take long for the other members to show their support for education."

Reliving the remarkable experience, Manning said, "Before I knew it, our request passed unanimously without me being raked over the coals!" He concluded, "I was simply stunned by the power of the 'E' word . . . Education."³

Moving Up to 100 Percent

Like many others who have joined the growing movement, Manning experienced the potency of Libraries = Education, which *Library Journal* hails as "a 21st Century model worthy of study and consideration by every library in American if not the world."⁴

Use it and you may never again have to face puzzled people who say, “Tell me again what you do?” Why do so many people ask this question? It’s because, according to a recent Pew Research Center study, fully one-third of Americans do not know what we do (and, I would wager, that most of the two-thirds who think they know what we do, really don’t either).⁵

What percent of America’s population would you say know what schools do? Your answer is likely 100 percent, which is precisely where Libraries = Education can take us—to a time when all Americans know what we do. This means we will never again hear “I get everything I need off the Internet—why do we need libraries?”

Indeed, your inherent value will never again be questioned and most importantly you will receive top funding priority—in any economy. This is because Libraries = Education permanently dispels misperceptions. And the best part? It does not require changing anything we do—only what we say.

It’s Simple

Implementing Libraries = Education is simple. The strategy repositions libraries as educational institutions and library staff as educators. It further categorizes all that libraries do under three easy-to-remember “pillars.”⁶

1. Self-Directed Education—using our diverse collections;
2. Research Assistance and Instruction—this includes classes, seminars, and workshops for all ages, taught by library instructors; and
3. Instructive and Enlightening Experiences—through cultural and community center concepts, events, and partnerships.

Finally, the strategy replaces traditional terminology and jargon with strategic language that people outside of the field will understand. Examples include:

- education, instruction, or research replace words like information and reference;
- class takes the place of storytime and program; and
- curriculum replaces “programs and services.”

From the very words you use, everyone will understand that you are the provider of what the world values most, education.

Think Big—We Are Education

It is important to first understand what this vision is not. It is not “we support education,” or “we play a role in education,” or that we are an “educational resource.” This statement implies that all we do is support the schools—which we obviously must, as kindergarten through college students comprise a significant segment of our customer base. But this vision is way too small. Libraries = Education is much, much bigger. We are education. We are an educational institution in our own right, on equal footing with all other educational institutions.

The Definition of Education

It is important to understand that the complete definition of the word education includes not only formal education that leads to a degree, but also:

- information about a subject matter;
- knowledge acquired by learning;
- activities of educating, instructing, or teaching;
- the process of acquiring knowledge; and
- an enlightening experience.

Everything we do is education, what the world values most. We have always been education. It is just this idea is not understood outside of the library world. We can easily correct this misperception through the language we use.

Suggested Phrases

We can use the following phrases to immediately convey our true value:

- We are a major component of (your county’s/city’s/state’s) strong education system.
- We deliver equal opportunity in education for everyone.
- We deliver public education for all.
- We deliver excellence in education.

- We are partners in education.
- We are education.
- Line of work? Education.

Any of these phrases can be continued with a version of “. . . through a curriculum that comprises Three Pillars: Self-Directed Education, Research Assistance and Instruction, and Instructive and Enlightening Experiences.” In addition, we can describe our staff as *a team of educators and support staff that delivers on our educational mission.*

The Highest Priority

It is high time that we teach America that we are education, one of the country’s highest values. Although recovering somewhat from the recent recession, disproportionate cuts to our budgets at the local, state, and federal levels continue. For instance, state funding decision-makers recently proposed nearly 80 percent in cuts for Missouri’s libraries,⁷ and the federal government again tried to eliminate the Institute of Museum and Library Services, which channels millions of dollars annually.⁸

Would such misguided, short-sighted proposals ever occur for state funding for Missouri’s schools or the US Department of Education? These examples demonstrate how beneficial it would be for our profession to teach people, through the very words we use, that like the schools, we are their highest priority.

Alan Pakaln, a biomedical engineer with a real concern for the future of libraries recently opined that our profession seems to have “no real direction, no comprehensive plan” and “what is required for libraries to survive is a unifying message.”⁹ His assessment is correct. When Pakaln learned about Libraries = Education, he said, “Looks extraordinary to me!”¹⁰

Success! A Report from the Field

Here is a snapshot of where the Libraries = Education movement has already taken us. At Howard County (MD) Library System, we have seen our visits, and also attendance at classes and events, triple since implementing the strategy. Items borrowed and research assistance

interactions have doubled. Most notably, our operating budget has doubled, and our capital budget, which had been non-existent, built us three new branches (all paid using public funding), with a fourth underway.²¹ Other jurisdictions have experienced success as well:

- Doreen Hannon, director of Salem-South Lyon District Library (MI), is quick to say that everything libraries do is about education. According to Hannon, applying the strategy was a precursor to her library's successful millage request that passed by a margin of 3 to 1 in February 2014. A frequent presenter, Hannon writes: "Any time I speak . . . I am excited to let audiences know how much this new vision helped us to transform our image and portray what we really do: education. To be firmly established as such is imperative well before asking for additional millage."²²
- Delane James, director of Buckingham Memorial Library (MN), attributes Libraries = Education to a recent feat. She wrote, "Applying the vision's words and attitudes resulted in our receiving budget increases when every other library in our area continued to see dramatic funding cuts."²³

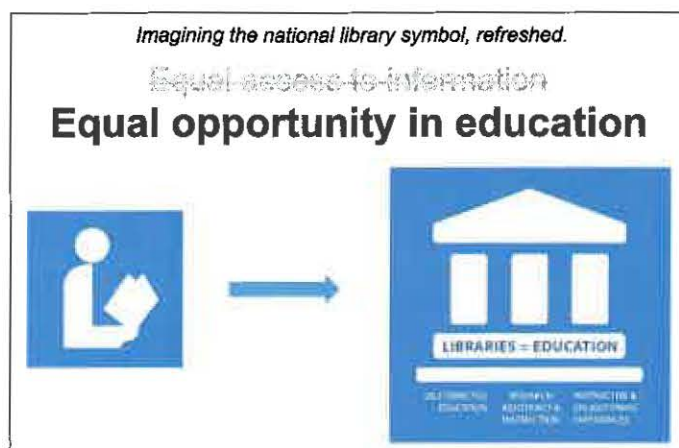
Using Strategic Terms in the Library World

On library websites across the country, and around the world, the terms education, instruction, research, and customer service are replacing the traditional terms, information and reference. Strategic words like classes, seminars, and workshops have also replaced the traditional nondescript terms like storytime and programs. Check out these examples:

- The Libraries = Education approach is incorporated into HCLS's website.²⁴ Also in Maryland, Cecil County Public Library aptly proclaims itself an "award-winning educational institution."²⁵ Yet another example from the East Coast, Chesapeake Public Library

in Virginia now uses the value-enhanced descriptor "classes & events."²⁶

- Among the first library systems to join the movement, the website of the Citrus County Library System in Florida includes the powerful words education, classes, and research throughout its website.²⁷
- The Lewisville Public Library in Texas trumpets its status as an educational institution through its tagline, "Educate, Engage, Enrich."²⁸ Further, "storytime" has been replaced with "children's classes."
- Brown County Library in Wisconsin has switched from "programs" to "classes and events" as has the Toledo-Lucas County Public Library in Ohio.²⁹
- Alan Chabot-Stahls from a library in Haiti wrote, "As of right now, we no longer have a reference section—tomorrow up goes "Research Department."³⁰
- Recently, as the Urban Library Council (ULC) effectively lobbied the FCC to fund E-rate, ULC President and CEO Susan Benton used Libraries = Education as the first point in her letter to FCC Chairman Wheeler. She concluded with "Libraries are key to our country's education infrastructure and must be seen as equal in importance to schools for receiving their share of E-rate."³¹
- In October of 2014, ULC held a conference "Libraries as Education Leaders," which focused on positioning libraries as educational institutions within their communities.³²



- ULC added the e-discussion group ULC-EducationLeaders@mail-list.com for "Education Leaders." Susan Benton explains the listserv intends to connect "leading libraries across the US and Canada that are focused on the role public libraries play in education."³³
- A final example, ALA president-elect Julie Todaro asserts, "The fact that libraries are not designated educational institutions by the federal government, is a huge loss for us."³⁴

Education vs. Learning

As a profession, we seem a bit reluctant to use the word education, preferring the term learning as in we are "learning leaders" and "learning institutions." (We might not realize it, but these phrases imply that we have room for improvement!) We would benefit from using the word "education" more often. Consider that elected officials often say that their highest priority is education (as opposed to learning).

In addition, the word learning places the emphasis on the student, while education assigns the credit to the educational institution and educators designing and delivering the curriculum that enables learning. Perhaps the best rationale for invoking education is iterated in a cover letter for the ULC brief, "Partners in Education:"³⁵ "Education is perceived as a critical necessity for a strong economy and future" while "learning is perceived as nice, but not essential."³⁶

Using Strategic Titles

Our job titles present a golden opportunity to harness the power of language to achieve the optimal respect and assigned worth we seek.

At many libraries, the term for the top staff leadership role is now a version of “president and CEO” (many were previously labeled director or executive director, which are middle-management positions in most business and academic realms). Check out this episode of Comcast Newsmakers (bit.ly/1Hhpw6j). Note the powerful effect on the audience when Mary Hastler is introduced as CEO.²⁷

Next Step

Across the country, visionary leaders are working to implement Libraries = Education. In May, I was invited to present in Florida for the state’s 120 library directors.²⁸ The all-day event concluded with participants noting how they would begin to implement Libraries = Education. Feedback included:

- This was a significant event—a distinct transition for libraries. The exchange of words (e.g., learning versus teaching) and the emphasis on education is something we will implement.
- I loved how changing vocabulary can be used right away. We have a new quarterly events guide and we can change vocabulary based on what we learned.
- The State Library should take the lead in adopting the vision, to influence libraries throughout the state to also implement. I will implement this terminology in my communications with city administrators, articles, and press releases, as well as in every aspect of communication with coworkers and the public to educate and inform them about the role of libraries.

The comments also revealed that other libraries are planning to:

- Change storytimes to children’s classes, programs to classes, and register to enroll.
- Implement academic competi-

tions with the schools, such as spelling bees.

- Integrate the Three Pillars into strategic planning.

Ready to Move Up?

Consider joining the growing Libraries = Education movement. Through the very words we use, all of America will understand that we are what the world values most. Just like schools, colleges, and universities, libraries are education—a timeless, economic imperative that merits immense respect and maximized funding.

We have the power to revolutionize our great profession. Let’s work together to implement Libraries = Education. 📖

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Type	Name	November 2017	November 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
Circulation Transactions	Adult Materials	30255	28191	-7%	342320	330977	-3%
	Teen Materials	1236	1027	-17%	13971	13573	-3%
	Children's Materials	15385	14278	-7%	165675	173927	5%
	Total Adult/Teen/Children's Materials	46876	43496	-7%	521966	518477	-1%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5230	4991	-5%	61343	56887	-7%
	Items received for Mead patrons from other libraries	4877	6124	26%	50247	59082	18%
	Total Interlibrary Loans (Transits)	10107	11115	10%	111590	115969	4%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	3819	5211	36%	46207	55598	20%
	E-Audio (Freegal)	1128	1779	58%	18627	15931	-14%
	E-Video (Hoopla)	174	402	131%	2548	2704	6%
	E-Magazines (Zinio) (Overdrive)	79	233	195%	1363	1339	-2%
	Total E-Content Checkouts	5200	7625	47%	68745	75572	10%
Library Visits	Gate count	20420	23513	15%	303782	276840	-9%
Research Inquiries	Research Inquiries	2007	3400	69%	24404	25879	6%
Internet Usage Provided	Library Workstation Sessions	4174	4254	2%	44464	48532	9%
	Wireless Sessions	12580	14901	18%	145131	161875	12%
Number of Library Card Holders	Sheboygan Residents				24449	32989	35%
	Non-Sheboygan Residents				9672	9244	-4%
	Total Number of Library Card Holders				34121	42233	24%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	58	54	-7%	607	661	9%
	Children (0-11) Participants	1478	1511	2%	18965	24716	30%
	Teen (12-18) Quantity	50	3	-94%	129	74	-43%
	Teen (12-18) Participants	94	71	-24%	2160	2566	19%
	Adult (18+) Quantity	37	34	-8%	349	402	15%
	Adult (18+) Participants	399	416	4%	4810	8157	70%
	Total number of Classes, Seminars, Workshops, Events	145	91	-37%	1085	1137	5%
	Total number of Participants	1971	1998	1%	25935	35439	37%
Conference Room Utilization	Rocca Meeting Room	17%	42%	25%	22%	39%	17%
	Loft Meeting Room	20%	32%	12%	19%	36%	17%
	2nd Floor Small Meeting Room	21%	26%	5%	23%	34%	11%
Study Rooms Utilization	Study Rooms Hours Used	319	490.5	54%	3256	4516.5	39%
	Percent Utilization	38%	36%	-2%	24%	32%	7%
Volunteer Hours	Volunteer Hours	353.5	542.29	53%	3709.04	5805.39	57%