

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
March 22, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 22, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Financial Officer Dolcye Johnson, Alderman Henry Nelson, Meg Albrinck, Kyle Whelton, and Dirk Zylman. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Public Services Manager Melissa Prentice, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Board Vice-President Kathie Norman, Chris Campe, Nancy Mannchen

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:47 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Nelson **moved** to approve the minutes from the January 22, 2018 meeting; Albrinck **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. There was no correspondence, announcements, or common council reports.
- 1.6 PRESIDENT – APPOINTMENT OF CHAIR OF MARKETING AND SERVICES COMMITTEE FOR REMAINDER OF 2017-2018 TERM Quinn reported that Anderson had taken a new job in Cleveland. In his absence, Quinn appointed Norman as chair of the Services and Marketing Committee until May.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 3/12/18 MEETING. Johnson reported on the joint meeting of the city of Sheboygan and the Mead Public Library Finance committee. It was noted as a good meeting, with discussions on all the wonderful things the library is doing. It was asked during this meeting what the cost would be to get the library up to the required amount of open hours. Johnson reported that the cost would be \$55,000 per year.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

4. DIRECTORS REPORT

- 4.1 UPDATE ON COLLABORATION WITH SCHOOL DISTRICT. Erickson reported on the virtual library card program that SASD and MPL will likely be implementing in the fall. Erickson, Prentice, and Beinemann met with SASD to work through the details of this merger. There are approximately 10,000 students in the district who will be receiving this service. The database will be updated every few weeks to keep it current. Erickson discussed the possible next steps for this program being shared resources and delivery services.

- 4.2 UPDATE ON LOGO DESIGN/RE-BRANDING EFFORT Erickson reported that we continue to work with Ideaworks. We are hopeful for an early April Marketing meeting and will possibly be ready to present concepts at the next full board meeting.
- 4.3 UPDATE ON BUILDING INTERIOR CHANGES Erickson reported in Kallas' absence. The painting project on 3rd floor is being finished, with just a little bit of ceiling work to do yet. The desk on 1st floor has now been moved and is working really well with the proximity of staff to the gates, check-in, and self-service check-outs. The check-outs are now utilizing a service that suggest what to read next based on your checking out.
- 4.4 DISCUSSION OF OPTIONS FOR FIRST FLOOR CARPETING UPDATE Erickson brought up the option to utilize a service based out of Fond du Lac that uses equipment to move book shelves with the books still on them. The cost associated would likely be around \$15,000. The process would only take 7-10 days as opposed to the approximate 4 months that it took staff to complete the 3rd floor. The board is interested in this approach and would like Erickson to pursue quotes.
- 4.5 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. The Sheridan school family night brought in about 180 people and was a huge success. Wintergreen numbers were still being collected, however the gate count for the day was between 600 and 800 people. With spring break upcoming, there will be many programs, including movies, craft-o-rama, and a mad hatter tea party. National library week is coming up on April 8-14, which the library will celebrate. Mead will also participate in a Food for fines program, in collaboration with the Sheboygan Food Pantry. Lakeland's Community book read will also be going on that week, with a panel, a screen showing, and a book discussion. Lastly, the experience passes purchased by the Friends are ready to be checked out.
- 4.6 FEBRUARY STATISTICS Erickson reported on the February statistics. Check-outs are up, visits will probably be down as we install and adjust to a new camera counter. It was noted that MPL is just about even between lending and borrowing to and from other libraries. Nelson commented that programming vs participants seems to be in a sweet spot, with a good mix of both. Finally, the study room utilization is up as well.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN. Erickson reported in Norman's absence. There were two letters attached to the meeting, one from Horicon library, the other from Monarch, detailing Horicon's frustration with the lending system, and requesting a moratorium system instead. Other libraries feel the same, however we feel that the current system is working. More information to come.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN
Quinn reported that the Foundation development committee's annual letter will be going out soon. In addition the upcoming Wisconsin Academy talk will take place on April 19th. Lastly, the foundation will be asked to support national library week with lunch and cookies.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN

Mehn reported that the Friends annual meeting will be April 18th. They currently have six artists that repurpose books and will be presenting as part of the meeting. The Friends will also be hosting a fundraiser later in the year entitled “Art 4 Books”.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE: April 19, 2018 @ TBD

6.2 FULL LIBRARY BOARD MEETING: April 19, 2018 @ 3:45 p.m.

7. ADJOURN

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

Being no further business the meeting adjourned at 4:50 p.m.
Generated by Sydney Mehn on Monday, March 26, 2018

Minutes
Mead Public Library
Finance Committee Meeting
Thursday, April 19, 2018
2:45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, April 19, 2018 in The Loft meeting room. Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 2:47 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, February 22, 2018 meeting and Joint Finance Committee meeting minutes for Monday, March 12, 2018. Quinn moved to approve both the Finance Committee minutes and the Joint Finance Committee meeting minutes. Johnson **seconded**, the motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Quinn **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Johnson **seconded** the motion. The motion **passed**.
- 2.2. RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported that the 2018 budget status has been reviewed and found to be in good order.
- 2.3. CITY ANNUAL REPORT – REVIEW AND POSSIBLE ACTION. It was determined that this item had already been completed at the February meeting.
- 2.4. DISCUSSION AND POSSIBLE ACTION ON MEAD PUBLIC LIBRARY CITY OF SHEBOYGAN 2019 – 2023 CIP PROJECT REQUESTS. After review, Zylman **moved** to accept the request for the HVAC and re-carpeting budget. Quinn **seconded**. The motion **passed**.
- 2.5. CIP CARPET PROJECT – MATERIAL MOVING COMPANY. After some discussion, it was determined that the Finance committee will recommend this request to the full board for approval.
- 2.6. DISCUSSION AND POSSIBLE ACTION TO ACCEPT QUOTE FROM ARCHITECT DESIGN FOR THE POTENTIAL LIBRARY REMODEL PROJECT. Erickson presented the two quotes for the architect design for the potential library remodel project. Quinn **moved** to accept the design from the company that already had the CAD drawings. Zylman **seconded**. The motion **passed**.

2.7. POSSIBLE CHANGE IN TABLE OF ORGANIZATION (TO). The TO was discussed and approved to recommend to the full board.

2.8. DISCUSSION AND POSSIBLE ACTION ON FORMAL PROCESS FOR WITHDRAWING FUNDS FROM THE MEAD LIBRARY INVESTMENT FUND. DeAmico did some research and determined that we already have a process in place.

3. ITEMS FOR FUTURE DISCUSSION

3.1. 2019 LIBRARY BUDGET REVIEW. This item will be saved for the June 28, 2018 meeting.

4. ITEMS FOR FUTURE DISCUSSION

4.1. ESTABLISH TIME AND DATE FOR NEXT MEETING. May 24, 2018 at TBD

5. ADJOURN

5.1. MOTION TO ADJOURN Zylman **moved** to adjourn the meeting, Johnson **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 3:25 p.m.

Generated by Sydney Mehn on Wednesday April 25, 2018

Good Afternoon,

Please find attached are the items for Thursday, April 9th Finance Committee Meeting.

April 2018 YTD Budget:

#510341 – Retiree Health Insurance @ \$172.33 this will remain at a high percentage as unexpected retirements were made after the 2018 budget was created and approved. This overage will be covered within the 2018 YTD Budget, or funds to cover the expenses will be transferred from the frozen sick leave reserve. I will not comment on this account again until year end.

#510350 – Dental Insurance includes the retiree's dental insurance so this percentage will be higher than normal throughout the year and will be covered the same as in account #510341. I will not comment on this account again until year end.

#527100 – Staff parking – Car Allowance – At 96.68% because the billing for this is paid in full at the beginning of the year. It will only change if we give up some parking stalls, or on street parking, or if we have to add any parking spots.

#521800 - Program Services – The percentage is at 70.71% because some programs and program supplies are paid for in advance.

#521900 – Contracted Services – The percentage is at 63.83% because some of the contracted services are for a full year's payment and the percent should come in line as the fiscal year is completed.

#530210 – Operating Supplies – The percentage is at 64.55% because some of the supplies are purchased and used over time.

#538100 – Other Content – The percentage is at 72.67% because some of the other content is purchased, or are renewal services that are used over time.

#540200 – Insurance (Fire) – The percentage is at 64.52% because premiums went up after the 2018 budget was completed. This expense is billed by the City Finance Department and MPL is under the cities insurance policy.

March & April 2018 Accounts Payables:

Bibliotheca LLC - \$13,365.12 is a partial renewal contract ending 12/31/2018 for the RFID and Self check system.

The Ideaworks - \$2,400.00 is for the initial payment for the MPL new logo design

Camera Corner - \$2,260.51 was the purchase of the new People Counter to give a more accurate account of the libraries gate count

Sheboygan County Reads - \$5,000.00 is for the 2018 Children's/Teen Festival – Funds for this was donated by the FMPL

All other expenses are within line with the YTD Budget. If you would have any questions please let me know.

Have a great evening!

Debbie

Debra L. DeAmico, CNAP

Business ManagerEmail: debbie.deamico@meadpl.org

MEAD PUBLIC LIBRARY

710 North 8th Street

Sheboygan, WI 53081-4563

(920) 459-3400 ext. 3410

Website: www.meadpubliclibrary.org

Mission: The Mead Public Library provides quality services, resources and lifelong learning opportunities to meet the needs and interests of our diverse community.

Vision: Enrich, Educate, Connect, Create, Inspire

Mead Public Library - March & April 2018 - Account Payables

Vendor Name	Invoice	Check #	Invoice Amt
2716 BAKER & TAYLOR, LLC	B595483DM	332861	\$22,503.60
2716 BAKER & TAYLOR, LLC	2033503367	332861	\$1,366.60
206 LIL REV MUSIC	FEBRUARY 26, 2018	332889	\$200.00
206 LIL REV MUSIC	MARCH 5, 2018	332889	\$200.00
900124 MORNINGSTAR	3/17/18 - 3/17/19	332894	\$3,535.00
900104 ALLIANT ENERGY	1/26/2018-2/7/2018	333065	\$6,421.24
900201 AMAZON.COM	994589497856	333066	\$45.51
900201 AMAZON.COM	4579899888363	333066	\$73.98
900201 AMAZON.COM	585544977864	333066	\$119.76
900201 AMAZON.COM	P934200DMEHMECH6	333066	\$39.88
900201 AMAZON.COM	P934200DWEHMDT31	333066	\$119.92
900201 AMAZON.COM	SH180207KR	333066	\$22.75
900201 AMAZON.COM	P934200D6EHM7942S	333066	\$80.46
900201 AMAZON.COM	SH180119ZM	333066	\$53.96
900201 AMAZON.COM	P934200D5EHMDR425	333066	\$51.67
900201 AMAZON.COM	P934200DFEMEG3B4	333066	\$77.87
900201 AMAZON.COM	111-4945713-3340238	333066	\$11.11
900201 AMAZON.COM	112-8710176-7351428	333066	\$70.79
900201 AMAZON.COM	114-1802321-1465833	333066	\$199.99
900201 AMAZON.COM	114-8237042-2774626	333066	\$70.91
900201 AMAZON.COM	112-4229122-6379457	333066	\$228.11
900201 AMAZON.COM	114-9776503-7346626	333066	\$282.96
900201 AMAZON.COM	114-9196565-3035446	333066	\$26.00
1418 ART IN A SUITCASE	4/18/2018 PROGRAM	333067	\$185.00
900009 AT&T	1/26/18 - 2/25/18	333068	\$124.11
2716 BAKER & TAYLOR, LLC	5014906152	333069	\$15.99
2716 BAKER & TAYLOR, LLC	5014902152	333069	\$35.76
2716 BAKER & TAYLOR, LLC	3022079377	333069	\$26.41
2716 BAKER & TAYLOR, LLC	3022068334	333069	\$78.95
2716 BAKER & TAYLOR, LLC	5014882670	333069	\$81.18
2716 BAKER & TAYLOR, LLC	3022057772	333069	\$55.96
2716 BAKER & TAYLOR, LLC	2033514113	333069	\$745.54
2716 BAKER & TAYLOR, LLC	3022057775	333069	\$94.29
2716 BAKER & TAYLOR, LLC	2033487715	333069	\$2,531.33
2716 BAKER & TAYLOR, LLC	3022068325	333069	\$146.08
2716 BAKER & TAYLOR, LLC	3022079386	333069	\$178.24
2716 BAKER & TAYLOR, LLC	2033514209	333069	\$2,043.40
2716 BAKER & TAYLOR, LLC	2033547389	333069	\$3,213.64
2716 BAKER & TAYLOR, LLC	2033547356	333069	\$1,075.10
2716 BAKER & TAYLOR, LLC	2033534911	333069	\$1,983.61
2716 BAKER & TAYLOR, LLC	2033529775	333069	\$1,958.98
2716 BAKER & TAYLOR, LLC	3022080285	333069	\$155.40
2716 BAKER & TAYLOR, LLC	2033547964	333069	\$228.57
3644 BIBLIOTHECA, LLC	QUO-83988-W1F4	333070	\$13,365.12

1856 BURKEY, DANIEL PAUL	4/12/18 PROGRAM	333071	\$50.00
6400 C.A. FLIPSE SONS CO.	88577	333072	\$208.16
3200 CDWG	LSS7780	333073	\$83.17
3200 CDWG	LST5721	333073	\$295.65
4404 CHARTER COMMUNICATIO	0206811022318	333074	\$282.99
900036 COMPUTYPE INC	629995	333075	\$824.12
4938 CONTO, CASSY	9000926705	333076	\$13.79
3296 DARE TO DREAM	3/29/2018	333077	\$200.00
4081 DAUN'S PROFESSIONAL	86664	333078	\$740.00
900081 DEMCO, INC.	6324863	333079	\$868.15
900081 DEMCO, INC.	6321721	333079	\$1,598.83
900081 DEMCO, INC.	6329478	333079	\$99.72
900230 EBSCO SUBSCRIPTION	INV #1800737	333080	\$155.19
900230 EBSCO SUBSCRIPTION	1000073947-1	333080	\$3,049.00
239 ELDER, KARL	4/4/2018	333081	\$150.00
154 ELLA'S	030918MEAD	333082	\$442.78
4557 ELM USA, INC.	9143	333083	\$168.95
1251 HENKE, ANGELIKA	4/11/2018 PROGRAM	333084	\$250.00
4934 IDEAWORKS, THE	1037	333085	\$2,400.00
2903 KOEHLER, KARL G.	9008603451	333086	\$12.75
21770 KOHLER, VILLAGE OF	34277000401798	333087	\$23.00
3775 LAKELAND UNIVERSITY	34309001093231	333088	\$25.00
4960 LICHT, ELIZABETH RAE	3/17/2018	333089	\$25.00
206 LIL REV MUSIC	4/9/2018 & 4/16/2018	333090	\$400.00
206 LIL REV MUSIC	3/12 & 3/19/201	333091	\$400.00
206 LIL REV MUSIC	4/23/18 & 4/30/18	333092	\$400.00
900376 MARTENS TRILLING TRU	B868335	333093	\$11.69
900376 MARTENS TRILLING TRU	B868391	333093	\$32.38
900376 MARTENS TRILLING TRU	B868162	333093	\$14.43
900376 MARTENS TRILLING TRU	C887749	333093	\$25.15
12374 MBM	IN268823	333094	\$689.02
900181 MENARDS	52405	333095	\$37.29
900181 MENARDS	52102	333095	\$99.48
231 MIDWEST TAPE	95864690	333096	\$482.01
231 MIDWEST TAPE	95869022	333096	\$122.95
231 MIDWEST TAPE	95855675	333096	\$228.06
231 MIDWEST TAPE	95850836	333096	\$274.04
231 MIDWEST TAPE	95830455	333096	\$179.68
231 MIDWEST TAPE	95825963	333096	\$100.45
231 MIDWEST TAPE	95831279	333096	\$207.25
231 MIDWEST TAPE	95842960	333096	\$662.59
231 MIDWEST TAPE	95868039	333096	\$635.23
231 MIDWEST TAPE	95874475	333096	\$222.43
231 MIDWEST TAPE	95874520	333096	\$658.52
231 MIDWEST TAPE	95863695	333096	\$914.33
900137 NADAGUIDES	R1-3371-533572	333097	\$468.00

4958 OUT OF MY MIND, LLC	1/24 - 2/2/18	333098	\$300.00
4953 PANOSH, ANGELA O.	9000918183	333099	\$16.00
900304 PITNEY BOWES PURCHAS	1020.99	333100	\$1,020.99
2248 PLATINUM TECHNOLOGIE	2344	333101	\$138.00
4962 ROZGA, MARGARET	4/14/2018	333102	\$500.00
3837 SCHMEISER, POLLY	264366	333103	\$14.95
4190 SEWING MACHINE SHOP	03242018	333104	\$50.00
4956 SHERWAN, VICTORIA A.	9007546108	333106	\$9.79
900107 SHOWCASES	304948	333107	\$693.36
2364 SHRED-IT USA, LLC	8124134446	333108	\$82.29
20008 SPECIAL OPERATIONS D	17292	333109	\$2,653.00
491 STAPLES ADVANTAGE	7191493219-0-2	333110	\$27.99
491 STAPLES ADVANTAGE	7191947303-0-1	333110	\$15.49
491 STAPLES ADVANTAGE	7192038845-0-1	333110	\$185.98
491 STAPLES ADVANTAGE	7191947303-0-2	333110	\$38.98
491 STAPLES ADVANTAGE	7192200588-0-1	333110	\$204.64
491 STAPLES ADVANTAGE	7192518670-0-1	333110	\$69.43
491 STAPLES ADVANTAGE	7192919154-0-1	333110	\$130.39
491 STAPLES ADVANTAGE	7193020608-0-1	333110	\$83.75
491 STAPLES ADVANTAGE	7193182448-0-1	333110	\$58.02
20551 SUPERIOR CHEMICAL CO	186359	333111	\$154.83
2762 TELEVEND SERVICES	9722	333112	\$349.15
21462 UNIVERSITY OF WISCON	EXT0247278	333113	\$4.82
2046 VEOLIA ES TECHNICAL	EW1442411	333114	\$70.00
900103 WAL-MART COMMUNITY	805700494237	333115	\$34.09
900103 WAL-MART COMMUNITY	805900864286	333115	\$23.72
900103 WAL-MART COMMUNITY	805800430526	333115	\$24.47
900103 WAL-MART COMMUNITY	805900870308	333115	\$32.14
900103 WAL-MART COMMUNITY	806200609534	333115	\$30.67
1710 WELLS FARGO FINANCIA	5004626372	333116	\$726.19
166 WISCONSIN MEDIA	SUBSCREPTION RENEWAL	333117	\$609.83
900044 WISCONSIN PUBLIC SER	1/19/2018 - 2/7/2018	333118	\$2,945.54
2716 BAKER & TAYLOR, LLC	2033563633	333328	\$293.40
2716 BAKER & TAYLOR, LLC	3022089494	333328	\$30.58
2716 BAKER & TAYLOR, LLC	2033579883	333328	\$108.78
2716 BAKER & TAYLOR, LLC	5014921841	333328	\$252.91
2716 BAKER & TAYLOR, LLC	3022089488	333328	\$212.74
4979 BOOKLIST PUBLICATION	SUBSCRIPTION RENEWAL	333329	\$167.50
2930 CAMERA CORNER	0492502	333330	\$565.99
3200 CDWG	LVS3245	333331	\$45.45
3200 CDWG	LVH5348	333331	\$513.54
900081 DEMCO, INC.	6337151	333332	\$362.90
4811 ELLIS-STEINBERG, S	9001057448	333333	\$11.96
4981 GOODMAN, MATHEW J.	9000863478	333334	\$15.00
4980 KUCK, SUSAN K.	9001054540	333335	\$9.74
900181 MENARDS	53525	333337	\$49.73
231 MIDWEST TAPE	95908926	333338	\$391.00

231 MIDWEST TAPE	95914460	333338	\$364.98
231 MIDWEST TAPE	95905626	333338	\$451.46
231 MIDWEST TAPE	95891082	333338	\$289.12
231 MIDWEST TAPE	95889427	333338	\$711.41
900035 O & W COMMUNICATIONS	39965	333339	\$95.00
900141 SALEM PRESS PRODUCT	932083	333340	\$233.05
1451 SHEBOYGAN MAIL HOUSE	1957	333341	\$124.86
19450 SHERWIN-WILLIAMS CO.	OE0179290Q3197	333343	\$301.59
19450 SHERWIN-WILLIAMS CO.	3890-5	333343	\$45.17
491 STAPLES ADVANTAGE	7193858827-0-2	333344	\$48.36
491 STAPLES ADVANTAGE	7193858827-0-1	333344	\$11.99
491 STAPLES ADVANTAGE	7194188226-0-1	333344	\$128.88
491 STAPLES ADVANTAGE	71940663096-0-1	333344	\$61.54
900301 STATE BAR OF WISCONS	5039679	333345	\$65.53
1176 USS LIBERTY MEMORIAL	34273001358681	333346	\$24.00
900103 WAL-MART COMMUNITY	807300737298	333347	\$41.60
166 WISCONSIN MEDIA	SUB RENEWAL	333348	\$609.83
900201 AMAZON.COM	FEES CHARGED	333421	\$35.00
900201 AMAZON.COM	114-1102499-5399427	333421	\$41.61
900201 AMAZON.COM	114-0541667-4662662	333421	\$52.22
900201 AMAZON.COM	113-8892442-5531426	333421	\$39.10
900201 AMAZON.COM	113-4771818-3237866	333421	\$19.64
900201 AMAZON.COM	113-8476793-8640248	333421	\$12.55
900201 AMAZON.COM	114-9009648-3121001	333421	\$144.41
900201 AMAZON.COM	113-1006554-6429022	333421	\$148.08
900201 AMAZON.COM	114-1269443-8070651	333421	\$88.20
900201 AMAZON.COM	114-7193372-3783469	333421	\$93.35
900201 AMAZON.COM	114-1369739-9284235	333421	\$188.10
900201 AMAZON.COM	114-8004245-7967449	333421	\$49.52
900201 AMAZON.COM	SH180302MB	333421	\$23.99
900201 AMAZON.COM	SH180226AW	333421	\$47.89
900201 AMAZON.COM	111-2462961-9361009	333421	\$158.29
900201 AMAZON.COM	113-3728089-0449036	333421	\$30.97
900201 AMAZON.COM	113-4692735-1488231	333421	\$106.73
900201 AMAZON.COM	114-3860383-0391435	333421	\$185.24
900201 AMAZON.COM	468877343533	333421	\$10.99
2716 BAKER & TAYLOR, LLC	3022100879	333422	\$13.31
2716 BAKER & TAYLOR, LLC	2033584646	333422	\$1,613.95
2716 BAKER & TAYLOR, LLC	2033562058	333422	\$859.68
2716 BAKER & TAYLOR, LLC	2033563450	333422	\$4,324.96
2716 BAKER & TAYLOR, LLC	2033596755	333422	\$59.35
2716 BAKER & TAYLOR, LLC	2033587772	333422	\$2,171.81
2716 BAKER & TAYLOR, LLC	2033596745	333422	\$644.88
2930 CAMERA CORNER	3D PEOPLE COUNTING	333423	\$2,260.51
3836 CEDAR GROVE LIBRARY	34275000440261	333424	\$12.99
4404 CHARTER COMMUNICATIO	0206811032318	333425	\$282.99
4334 DEARREADER.COM LLC	32737	333426	\$2,300.00

3314 DESMOULIN, DEBRA A.	735492	333427	\$75.00
4557 ELM USA, INC.	9810	333428	\$107.75
4997 JIM FROST, PHOTOGRAP	3/31/2015 PROGRAM	333430	\$100.00
766 KONZ ELECTRIC, LLC	13847	333432	\$247.79
900376 MARTENS TRILLING TRU	B874052	333433	\$29.49
12374 MBM	IN276607	333434	\$737.54
231 MIDWEST TAPE	95929996	333435	\$126.70
231 MIDWEST TAPE	95929978	333435	\$397.99
231 MIDWEST TAPE	95935507	333435	\$94.66
231 MIDWEST TAPE	95936112	333435	\$526.46
231 MIDWEST TAPE	95904659	333435	\$797.69
231 MIDWEST TAPE	95891049	333435	\$1,017.19
231 MIDWEST TAPE	95937872	333435	\$159.87
4139 MONARCH LIBRARY SYS	MOVIE LICENSE RENEWA	333436	\$1,331.00
2617 SHEBOYGAN COUNTY REA	10/12-14/2018 BOOK	333437	\$5,000.00
20008 SPECIAL OPERATIONS D	17293	333438	\$2,503.00
491 STAPLES ADVANTAGE	7194474826-0-1	333439	\$66.02
2046 VEOLIA ES TECHNICAL	EW1448413	333440	\$40.00
2046 VEOLIA ES TECHNICAL	EW1449116	333440	\$40.00
900103 WAL-MART COMMUNITY	806700274863	333441	\$59.18
4262 WEST BEND COMMUNITY	33357004461740	333442	\$25.00
900044 WISCONSIN PUBLIC SER	2/19/18-3/18/18	333443	\$1,969.46
900104 ALLIANT ENERGY	2/23/18 - 3/27/18	333491	6,423.23
900009 AT&T	920Z283020003	333493	124.11
1293 AURORA EMPLOYEE ASST	IN17815	333496	67.50
2716 BAKER & TAYLOR, LLC	2033596890	333497	291.62
2716 BAKER & TAYLOR, LLC	5014942645	333497	101.27
2716 BAKER & TAYLOR, LLC	3022122260	333497	227.16
2716 BAKER & TAYLOR, LLC	2033613988	333497	181.32
2716 BAKER & TAYLOR, LLC	2033613790	333497	2,686.68
4081 DAUN'S PROFESSIONAL	86745	333498	250.00
6570 FOX VALLEY TECHNICAL	EC63795	333500	1,085.50
766 KONZ ELECTRIC, LLC	13843	333505	1,860.00
900376 MARTENS TRILLING TRU	B875499	333506	12.06
900181 MENARDS	54931	333508	73.74
231 MIDWEST TAPE	95942056	333509	416.69
231 MIDWEST TAPE	95949484	333509	401.08
231 MIDWEST TAPE	95954696	333509	49.38
231 MIDWEST TAPE	95961887	333509	131.88
900118 SHEBOYGAN WATER UTIL	12/31/17 - 3/31/19	333514	16.20
19450 SHERWIN-WILLIAMS CO.	4270-9	333515	224.24
20551 SUPERIOR CHEMICAL CO	189368	333517	240.52
2107 VALUE LINE PUBLISHIN	KF-785625-183	333518	6,425.00
900103 WAL-MART COMMUNITY	808700654282	333519	17.82
1710 WELLS FARGO FINANCIAL	5004698190	333520	726.19

Program expense
Patron refund
Postage meter refill
Building maintenance expense
Program expense
Patron refund
Program expense
Patron refund
Technical Services cost
Janitorial expense
Security expense
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Janitorial expense
Technical Services cost
Patron refund
Janitorial expense
Program expense
Program expense
Program expense
Program expense
Program expense
Program expense
Photo/Copier lease payments
Material purchase
Gas utility expense
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
IT Dept. expense
IT Dept. expense
IT Dept. expense
Technical Services cost
Patron refund
Patron refund
Patron refund
Building maintenance expense
Material purchase

Material purchase
Material purchase
Material purchase
Material purchase
Telephone expense
Material purchase
Mailing/Postage expense
Building maintenance expense
Building maintenance expense
Office supplies
Office supplies
Office supplies
Office supplies
Material purchase
Lost or Damaged Item Refund
Program expense
Material purchase
Program expense
IT Dept. expense
Janitorial expense
Program expense
Program expense
Program expense
Program expense
Janitorial expense
Program expense
Janitorial expense
Janitorial expense
Circulation Desk Item - Paid by FMPL
Building maintenance expense
Material purchase
Material purchase
Material purchase
Program expense
Material purchase
IT Dept. expense
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
People Counter Equipment
Lost or Damaged Item Refund
Internet expense
Material purchase

Program expense
Technical Services cost
Program expense
Electrical work - 3rd floor Childrens Room
Building maintenance expense
Photo/Copier payment
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Movie License
Donation from FMPL to Childrens Festival
Security expense
Office supplies
Janitorial expense
Janitorial expense
Program expense
Lost or Damaged Item Refund
Gas utility expense
Electric utility expense
Telephone expense
Employee assisat program expense
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Snow removal expense
Staff development - In service day
Electrical cost to move 1st floor desk
Building maintenance expense
Building maintenance expense
Material purchase
Material purchase
Material purchase
Material purchase
Fire protection expense
Paint for 3rd Floor - Building maintenance
Janitorial expense
Material purchase
Program expense
Copier/Printer expense

Minutes
Mead Public Library
Finance Committee Meeting
Thursday, February 22, 2018
2:45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 22, 2018 in The Loft meeting room. Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, Alderman Henry Nelson, and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 2:48 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, January 25th meeting. Quinn moved to approve the Finance Committee minutes for the January 25, 2017 meeting, Nelson **seconded**, the motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Nelson **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn **seconded** the motion. The motion **passed**.
- 2.2. RECEIVE 2017 BUDGET STATUS REPORT TO DATE. DeAmico reported not much changed on the 2017 Y-T-D Financials since the December 2017 Finance Committee meeting. The year-end report did reflect a surplus in the budget, where it was initially thought there would not be one.
- 2.3. RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported that the 2018 numbers thus far looked good. It was noted that the program budget and the supplies budget were a bit high for annual monthly estimate, however it was also noted that some areas are costly up front and would then taper off through the rest of the year.
- 2.4. CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES Funds were reviewed and determined to be in good order. It was decided at the January meeting that there should be a policy check/modification to determine what the process should be by which funds are moved or withdrawn. DeAmico will be reviewing and determining a policy and will present that at the April finance meeting.
- 2.5. WI DEPARTMENT OF PUBLIC INSTRUCTION ANNUAL REPORT – REVIEW AND POSSIBLE ACTION Committee reviewed and will bring to the full board for consideration.
- 2.6. CITY ANNUAL REPORT – REVIEW AND POSSIBLE ACTION Committee reviewed and will bring to the full board for consideration.

3. UPCOMING MEETINGS

- 3.1. ESTABLISH TIME AND DATE FOR NEXT MEETING Mead Public Library Finance Committee next meeting March 12, 2018, at 4:00 p.m. in the Rocca Room. This will be a joint finance meeting with the city. It was also noted that the April meeting will be on April 19th at 2:45 in the Board Room.

4. ADJOURN

- 4.1. MOTION TO ADJOURN Nelson **moved** to adjourn the meeting, Quinn **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 3:35 p.m.

Generated by Sydney Mehn on Tuesday February 27, 2018

Minutes
Mead Public Library
Joint Meeting Finance and Personnel Committee
& Mead Public Library Board of Trustees Meeting
Monday, March 12, 2018
4:00 p.m.

The meeting of the Joint Finance and Personnel Committee and Mead Public Library (MPL) Board of Trustees was held on Monday, March 12, 2018 in the Lower level training room of City Hall. Present Board members: MPL Board President Maeve Quinn, MPL Board Vice President Kathie Norman, MPL Finance Officer Chair Dolcye Johnson, Alderman Henry Nelson, Kevin Anderson, Kyle Whelton, and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. City Finance Committee members present: Chair Mary Lynne Donohue, Vice Chair Jim Bohren, Alderperson Ron Rindfleisch, Andy Ross and Todd Wolf. City staff / officials present: Mayor Michael Vandersteen, Alderpersons Henry Nelson and Ryan Sorenson, City Administrator Darrell Hofland, Director of Public Works David Biebel, Finance Director Nancy Buss, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick, Director of Information Technology Greg Vertelka, Assistant City Attorney Thomas Cameron, Budget Analyst Carrie Arenz, Management Intern David DeTroye.

1. OPENING OF MEETING

- 1.1. ROLL CALL – FINANCE AND PERSONNEL COMMITTEE: Chair Mary Lynne Donohue and determined there was a quorum present.
- 1.2. ROLL CALL – MEAD PUBLIC LIBRARY BOARD OF TRUSTEES: Board president Quinn called the meeting to order at 4:00 p.m. and determined there was a quorum present.
- 1.3. CALL TO ORDER
- 1.4. PLEDGE OF ALLEGIANCE

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1. REVIEW MEAD PUBLIC LIBRARY 2017 ANNUAL REPORT. Quinn reported on the 2017 annual report, noting the combination of the Eastern Shores Library System with the Mid-Wisconsin Library System to create the Monarch Library System. In addition, she highlighted the accomplishments of MPL in 2017, including the RFID project, the 3rd floor Children's Room re-carpet, and the new boiler installation.
- 2.2. REVIEW 2019 FUNDING. Quinn spoke about future projects at MPL. Short term projects will include the 1st floor re-carpet, replacement of the cooling towers, and a collaboration with the City for a new phone system.
- 2.3. REVIEW 2015-2020 STRATEGIC PLAN. Quinn spoke highly of the BID plan for downtown, praising their efforts to increase traffic and revamp the area. The Library has been changing programming and hours to accommodate this shift. The future for MPL will include more community collaborations, and a possible increase of business hours to comply with state regulations. MPL will also be working on a new strategic plan for the upcoming years.

3. ADJOURN – JOINT MEETING

3.1. MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Anderson **seconded**.
The motion **passed**.

Being no further business the meeting of the Joint Finance and Personnel Committee and the Mead Public Library Board of Trustees adjourned at 4:23 p.m.

Generated by Sydney Mehn on Thursday, March 15, 2018

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 - 2018 FINANCIAL REPORT - Administrative Services 25551100

April 2018

Account Balances as of:

March 11, 2022

9:35 AM

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	83,316.00	198,559.00	29.56
	SUB TOTAL		281,875.00	83,316.00	198,559.00	29.56
510310	FICA		17,476.00	4,969.87	12,506.13	28.44
510311	MEDICARE		4,087.00	1,162.29	2,924.71	28.44
510320	WI RETIREMENT FUND		18,886.00	5,582.19	13,303.81	29.56
510340	HEALTH INSURANCE		42,968.00	14,959.37	28,008.63	34.82
510341	RETIREE HEALTH INS		4,000.00	6,893.03	-2,893.03	172.33
510350	DENTAL INSURANCE		4,587.00	2,437.28	2,149.72	53.13
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		399.00	83.13	315.87	20.83
510400	WORKERS COMP		131.00	32.76	98.24	25.01
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	122,184.00	43,532.41	78,651.59	35.63
521100	BANKING FEES		1,200.00	246.88	953.12	20.57
521110	FINANCIAL SERVICE FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	2,400.00	7,000.00	25.53
521900	CONTRACTED SERVICES		20,200.00	5,016.72	15,183.28	24.84
	SUB TOTAL	0.00	34,500.00	7,663.60	26,836.40	22.21
525155	PROFESSIONAL DEVELOPMENT		3,820.00	785.02	3,034.98	20.55
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	83.47	1,916.53	4.17
	SUB TOTAL	0.00	16,820.00	11,503.67	5,316.33	68.39
530100	OFFICE SUPPLIES		9,500.00	2,741.97	6,758.03	28.86
530130	POSTAGE & DELIVERY		4,500.00	1,517.50	2,982.50	33.72
	SUB TOTAL	0.00	14,000.00	4,259.47	9,740.53	30.42
538001	DONATION PURCHASES		1,000.00	992.83	7.17	99.28
538001-10099	DONATION PURCHASES		0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	1,100.00	992.83	107.17	90.26
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 ASSESSMENT		3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	
ADMINISTRATIVE COST CENTER TOTAL		0.00	476,479.00	151,267.98	325,211.02	31.75

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

0.00

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		788,573.00	224,434.75	564,138.25	28.46
	SUB TOTAL		788,573.00	224,434.75	564,138.25	28.46
510310	FICA		48,892.00	13,413.42	35,478.58	27.43
510311	MEDICARE		11,434.00	3,136.96	8,297.04	27.44
510320	WI RETIREMENT FUND		50,894.00	14,677.33	36,216.67	28.84
510340	HEALTH INSURANCE		154,988.00	40,108.75	114,879.25	25.88
510350	DENTAL INSURANCE		10,731.00	3,024.52	7,706.48	28.18
510360	LIFE INSURANCE		700.00	224.31	475.69	32.04
510400	WORKERS COMP		367.00	91.74	275.26	25.00
	SUB TOTAL	0.00	278,006.00	74,677.03	203,328.97	26.86
521800	PROGRAM SERVICES		10,000.00	7,070.65	2,929.35	70.71
521900	CONTRACTED SERVICES		30,000.00	34,504.52	-4,504.52	115.02
525155	PROFESSIONAL DEVELOPMENT		5,000.00	2,212.47	2,787.53	44.25
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	17,943.38	37,056.62	32.62
	SUB TOTAL	0.00	101,100.00	61,731.02	39,368.98	61.06
538002	MATERIALS - ALL CATAGORIES	5,000.00	364,234.00	107,382.38	251,851.62	30.85
538100	OTHER CONTENT	4,896.66	53,600.00	38,952.75	9,750.59	72.67
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	SUB TOTAL	9,896.66	417,834.00	146,335.13	261,602.21	35.02
538000	TOTAL MATRL'S ACCTS	9,896.66	518,934.00	208,066.15	300,971.19	40.09
	PUBLIC SERVICE COST CENTER TOTAL	9,896.66	1,585,513.00	507,177.93	1,068,438.41	32.61

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		610,729.00	164,884.73	445,844.27	27.00
	SUB TOTAL		610,729.00	164,884.73	445,844.27	27.00
510310	FICA	0.00	37,865.00	9,800.80	28,064.20	25.88
510311	MEDICARE		8,856.00	2,292.15	6,563.85	25.88
510320	WI RETIREMENT FUND	0.00	26,134.00	9,024.90	17,109.10	34.53
510340	HEALTH INSURANCE		105,685.00	32,971.06	72,713.94	31.20
510350	DENTAL INSURANCE		12,405.00	2,545.28	9,859.72	20.52
510360	LIFE INSURANCE		1,875.00	141.18	1,733.82	7.53
510400	WORKERS COMP		284.00	71.01	212.99	25.00
	SUB TOTAL	0.00	193,104.00	56,846.38	136,257.62	29.44
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	33,000.00	10,212.00	22,788.00	30.95
	SUB TOTAL	0.00	33,000.00	10,212.00	22,788.00	30.95
521900	CONTRACTED SERVICES	5,800.00	17,203.00	3,502.84	7,900.16	54.08
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	14,405.57	15,594.43	48.02
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	6,973.96	13,026.04	34.87
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	490.00	510.00	49.00
	SUB TOTAL	5,800.00	71,203.00	25,372.37	40,030.63	43.78
525100	ELECTRICITY	0.00	93,800.00	19,515.40	74,284.60	20.81
525105	WATER	0.00	1,400.00	274.00	1,126.00	19.57
525110	SEWER	0.00	1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE	0.00	4,000.00	447.46	3,552.54	11.19
525140	GAS - UTILITY	0.00	32,550.00	8,472.47	24,077.53	26.03
	SUB TOTAL	0.00	133,150.00	28,988.11	104,161.89	21.77
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	5,723.88	14,276.12	28.62
530210	OPERATING SUPPLIES	0.00	1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES		5,000.00	2,016.60	2,983.40	40.33
	SUB TOTAL	0.00	26,100.00	8,450.52	17,649.48	32.38
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	3,226.08	1,773.92	64.52
	SUB TOTAL	0.00	5,000.00	3,226.08	1,773.92	64.52
642200	IT EQUIPMENT	0.00	19,500.00	11,912.39	7,587.61	61.09
	SUB TOTAL	0.00	19,500.00	11,912.39	7,587.61	61.09
SUPPORT SERVICES COST CENTER TOTAL		5,800.00	1,091,936.00	309,939.56	776,196.44	28.38
LIBRARY TOTAL		15,696.66	3,153,928.00	968,385.47	2,169,845.87	30.70

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 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	0.00	476,479.00	151,267.98	325,211.02	31.75
25551110	PUBLIC SERVICES	9,896.66	1,585,513.00	507,177.93	1,068,438.41	32.61
25551150	SUPPORT SERVICES	5,800.00	1,091,936.00	309,939.56	776,196.44	28.38
	FUND EQUITY INCREASE					
	Total All Cost Centers	15,696.66	3,153,928.00	968,385.47	2,169,845.87	30.70

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 17	RECEIVED 15	BALANCE 17	% 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	2,484.24	-7,515.76	24.84
447636	LATE BOOK CHARGES	45,000.00	7,297.07	-37,702.93	16.22
447641	LOST BOOKS	6,500.00	1,147.15	-5,352.85	17.65
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	427.22	-872.78	32.86
467101	CONTRIBUTIONS	66,000.00	8,112.47	-57,887.53	12.29
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	Total Revenues	3,153,928.00	3,047,319.20	-106,608.80	96.62

MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS

Account Balances as of:

March 11, 2022

	DESCRIPTION		APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		1,681,177.00	472,635.48	1,208,541.52	28.11
510310	FICA		104,233.00	28,184.09	76,048.91	27.04
510311	MEDICARE		24,377.00	6,591.40	17,785.60	27.04
510320	WI RETIREMENT FUND		95,914.00	29,284.42	66,629.58	30.53
510340	HEALTH INSURANCE		303,641.00	88,039.18	215,601.82	28.99
510341	RETIREE HEALTH INS		4,000.00	6,893.03	-2,893.03	172.33
510350	DENTAL INSURANCE		27,723.00	8,007.08	19,715.92	28.88
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		2,974.00	448.62	2,525.38	15.08
510400	WORKERS COMP		782.00	195.51	586.49	25.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	246.88	953.12	20.57
521110	FINANCIAL SERVICES FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	2,400.00	7,000.00	25.53
521700	SECURITY SERVICES		33,000.00	10,212.00	22,788.00	30.95
521800	PROGRAM SERVICES		10,000.00	7,070.65	2,929.35	70.71
521900	CONTRACTED SERVICES		67,403.00	43,024.08	24,378.92	63.83
523122	SOFTWARE MAINTENANCE		30,000.00	14,405.57	15,594.43	48.02
524110	BUILDING EXT MAINT		20,000.00	6,973.96	13,026.04	34.87
524124	HVAC MAINT + BOILER INS		3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE		1,000.00	490.00	510.00	49.00
525100	ELECTRICITY		93,800.00	19,515.40	74,284.60	20.81
525105	WATER		1,400.00	274.00	1,126.00	19.57
525110	SEWER		1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE		4,000.00	447.46	3,552.54	11.19
525140	GAS - UTILITY		32,550.00	8,472.47	24,077.53	26.03
525155	PROFESSIONAL DEVELOPMENT		8,820.00	2,997.49	5,822.51	33.99
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	83.47	1,916.53	4.17
530100	OFFICE SUPPLIES	0.00	9,500.00	2,741.97	6,758.03	28.86
530130	POSTAGE AND DELIVERY		4,500.00	1,517.50	2,982.50	33.72
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	5,723.88	14,276.12	28.62
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	2,016.60	2,983.40	40.33
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		56,000.00	18,936.21	7.17	33.81
538002	ADULT PRINT		364,234.00	107,382.38	251,851.62	29.48
538100	OTHER CONTENT		53,600.00	38,952.75	14,647.25	72.67
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	3,226.08	1,773.92	64.52
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
642200	IT EQUIPMENT		19,500.00	11,912.39	7,587.61	61.09
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	15,696.66	3,153,928.00	968,385.47	2,169,845.87	30.70

Minutes
Mead Public Library
Human Resources Committee
Thursday, April 19, 2018

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, April 19, 2018 in The Public Conference Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Board members Nancy Mannchen and Meg Albrinck. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 9:06 a.m.; she determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Albrinck **moved** to approve the minutes from 12/7/17. Mannchen **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 UPDATE TO JOB DESCRIPTIONS

Erickson presented a pending change to the Support Services department. They would be eliminating the position of Library Technical Services Assistant and transferring those staff members to the position of “Cataloger” instead. DeAmico gave an analysis explaining the differences in this position. Albrinck **moved** to accept and adopt the title change and pay differential, effective next pay period, and pending full board approval. Mannchen **seconded**. The motion **passed**.

Erickson then proposed a new position to the committee. This position would be titled Public Safety Specialist, and would be in replacement of our current security guard service. This person would be responsible for the day to day patron issues, serving as a resolution liaison, and a trainer/teacher for staff. The ideal person would have either a social work background, or a criminal justice background (or both.) DeAmico explained how she had moved and pulled funds and FTE’s to be able to accommodate another staff member. Albrinck brought up the possibility of future internships with students from social work and criminal justice majors from local colleges. It was suggested that the description include wording on developing relationships with patrons, as well as a preference for a bilingual candidate. Norman **moved** to approve the Public Safety Specialist job description as presented, pending changes noted above. Albrinck **seconded**. The motion **passed**.

2.2 UPDATE TO TABLE OF ORGANIZATION

With the previous line items being approved, Erickson submitted a draft revised table of organization for approval. Mannchen **moved** to approve the new table of organization. Albrinck **seconded**. The motion **passed**.

3. UPCOMING MEETINGS

3.1 FUTURE MEAD PUBLIC LIBRARY – HUMAN RESOURCES AGENDA ITEMS

3.2 NEXT MEETING DATE – AS NEEDED

4. ADJOURN

4.1 Norman **moved** to adjourn the meeting. Albrinck **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 9:56 a.m.

Generated by Sydney Mehn on Thursday, April 19, 2018

Minutes
Mead Public Library
Library Services and Marketing Committee
April 23, 2018

A meeting of the Mead Public Library (MPL) Library Services and Marketing Committee was held on Monday, April 23, 2018. Present committee members: Committee Chair Kathie Norman, Chris Campe, Maeve Quinn, and Dirk Zylman. Staff present: Library director Garrett Erickson, Communications Specialist Josh Lintereur, and Administrative Assistant Sydney Mehn. Non staff present: Alexandra Guevara, Blaine Huber

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 4:01 p.m. She determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Zylman **moved** to approve the 2/12/18 minutes. Campe **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 DISCUSSION AND POSSIBLE ACTION ON MEAD PUBLIC LIBRARY BRANDING

Alexandra Guevara, of The Idea Works, led the group through the presentation of the proposed branding platform. She explained the process and approach used, and then turned the presentation over to Blaine Huber to present on the proposed logo. Blaine walked the committee through his ideas and process, finally concluding with the logo that he had come up with. Zylman **moved** to provisionally approve the branding and logo and bring them to the full board for approval. Campe **seconded**. The motion **passed**.

3. UPCOMING MEETINGS

3.1 FUTURE MEAD PUBLIC LIBRARY-SERVICES AND MARKETING COMMITTEE AGENDA ITEMS

None at this time

3.2 NEXT MEETING DATE – AS NEEDED

4. ADJOURN

4.1 MOTION TO ADJOURN

Zylman **moved** to adjourn the meeting, Campe **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 4:58 p.m.

Generated by Sydney Mehn on Wednesday April 25, 2018

Explanation of the City RO/RC Document:

1. Library Director assigns Business Manager to create the City Clerks RO.
2. Business Manager submits City Clerks RO to be placed on the Council Agenda under "Report of Officers"
3. Common Council sends RO back to "Library Board of Trustees" for "Approval/Revisions/Denied"
4. Business Manager sends RO back to City Clerk with Library Board of Trustees minutes of decisions.
5. City Clerk then writes up the RC and puts on next common council agenda for consent agenda to "ACCEPT and FILE"

Purpose of the RO's and RC's is for future reference and historical purpose and the ease of finding the action that was taken. The RO basically is used to record that a request was sent to the Library Board (like any other City department) for action on the item, and then the decision is sent back to the Clerk to record the decision that the Library Board took.

Right now only CIP request and Budget request are required of the Library to have an RO and RC.

II

R. O. No. _____ - 17 - 18. By MEAD PUBLIC LIBRARY DIRECTOR. April 16, 2018.

Submitting Capital Improvement Projects (CIP) for the years 2019-2023.

*Library Board
Trustees*

GARRETT ERICKSON, LIBRARY DIRECTOR

5 YEAR CAPITAL IMPROVEMENTS PROGRAM

	2019 Requested	2020 Requested	2021 Requested	2022 Requested	2023 Requested	Total
REVENUES						
Property Tax Levy: Capital Project Fund						
Police	\$0	\$0	\$0	\$0	\$0	\$0
Street Improvement and Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0
General Government Projects	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$0	\$0	\$0	\$0	\$0	\$0
Park, Forestry and Open Space Fund	\$0	\$0	\$0	\$0	\$0	\$0
Parks and Forestry	\$0	\$0	\$0	\$0	\$0	\$0
Impact Fees / Room Tax	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle / Land Sales	\$0	\$0	\$0	\$0	\$0	\$0
County / State / Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Municipality Contributions	\$0	\$0	\$0	\$0	\$0	\$0
G. O. Borrowed Funds	\$108,770	\$108,770	\$86,278	\$86,278	\$0	\$348,098
Other Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
User Fees	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other/CDBG	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$108,770	\$108,770	\$86,278	\$86,278	\$0	\$348,098
Mead Library						
Carpet Replacement	\$40,482	\$0	\$0	\$0	\$0	\$40,482
HVAC Control Replacement	\$86,278	\$0	\$0	\$0	\$0	\$86,278
Carpet Replacement	\$0	\$40,482	\$0	\$0	\$0	\$40,482
HVAC Control Replacement	\$0	\$86,278	\$0	\$0	\$0	\$86,278
HVAC Control Replacement	\$0	\$0	\$86,278	\$0	\$0	\$86,278
Carpet Replacement	\$0	\$0	\$0	\$86,278	\$0	\$86,278
Total - Mead Library	\$108,770	\$108,770	\$86,278	\$86,278	\$0	\$348,098

CAPITAL IMPROVEMENTS REQUESTS 2019

Project Title:	HVAC Control Replacement
Department:	Mead Public Library
Budgetary Fund:	Capital Improvements Fund

JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase one of four.

Discussion of Operating Cost Impact:

Improved energy efficiency generating annual savings of \$5,239.
Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.

Disposition (Check one box)

Trade-In	<input type="checkbox"/>
Sale/Auction	<input type="checkbox"/>
Transfer	<input type="checkbox"/>
Salvage	<input checked="" type="checkbox"/>

Item Replace: Model Johnson Controls Make/Model _____ Age 44 years

DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Personal Services						0
Supplies						0
Services						0
Utilities						0
Other						0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
GO Debt	66,278					66,278
Grant - County						0
County - Grant						0
_____						0
_____						0
Total	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66,278

DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Planning						0
Land Acquisition						0
Purchase						0
Construction						0
Other	66,278					66,278
Total	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66,278

CAPITAL IMPROVEMENTS REQUESTS 2020

Project Title:	HVAC Control Replacement
Department:	Mead Public Library
Budgetary Fund:	Capital Improvements Fund

JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase two of four.

Discussion of Operating Cost Impact:

Improved energy efficiency generating annual savings of \$5,239.
Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.

Item Replace: Model Johnson Controls Make/Model _____ Age 44 years

Disposition (Check one box)

Trade-In

Sale/Auction

Transfer

Salvage

DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Personal Services						0
Supplies						0
Services						0
Utilities						0
Other						0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
G O Debt	-	66,278				66,278
Grant - County						0
County - Grant						0
-----						0
-----						0
Total	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 66,278

DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Planning						0
Land Acquisition						0
Purchase						0
Construction						0
Other		66,278				66,278
Total	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 66,278

CAPITAL IMPROVEMENTS REQUESTS 2021

Project Title:	HVAC Control Replacement
Department:	Mead Public Library
Budgetary Fund:	Capital Improvements Fund

JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase three of four.

Discussion of Operating Cost Impact:

Improved energy efficiency generating annual savings of \$5,239.
Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.

Item Replace: Model Johnson Controls Make/Model _____ Age 44 years

Disposition (Check one box)

Trade-In	<input type="checkbox"/>
Sale/Auction	<input type="checkbox"/>
Transfer	<input type="checkbox"/>
Salvage	<input checked="" type="checkbox"/>

DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Personal Services						0
Supplies						0
Services						0
Utilities						0
Other						0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
GO Debt			66,278			66,278
Grant - County						0
County - Grant						0
.....						0
.....						0
Total	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 66,278

DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Planning						0
Land Acquisition						0
Purchase						0
Construction						0
Other			66,278			66,278
Total	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 66,278

CAPITAL IMPROVEMENTS REQUESTS 2022

Project Title:	HVAC Control Replacement
Department:	Mead Public Library
Budgetary Fund:	Capital Improvements Fund

JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase four of four.

<p>Discussion of Operating Cost Impact: Improved energy efficiency generating annual savings of \$5,239. Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.</p> <p>Item Replace: Model <u>Johnson Controls</u> Make/Model _____ Age <u>44</u> years</p>	<p>Disposition (Check one box)</p> <p>Trade-In <input type="checkbox"/></p> <p>Sale/Auction <input type="checkbox"/></p> <p>Transfer <input type="checkbox"/></p> <p>Salvage <input checked="" type="checkbox"/></p>
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DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Personal Services						0
Supplies						0
Services						0
Utilities						0
Other						0
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
G O Debt	-			66,278		66,278
Grant - County						0
County - Grant						0
						0
						0
Total	\$ 0	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 66,278

DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
Planning						0
Land Acquisition						0
Purchase						0
Construction						0
Other				66,278		66,278
Total	\$ 0	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 66,278

**Mead Public Library
2019 – 2023 CIP
HVAC Controls Project**

Justification:

To replace current Johnson pneumatic HVAC controls with (non-proprietary) digital controls. The current controls located in each room of the library are based on 1950s (compressed air) technology that does not have the capacity to monitor and report issues to the central controller. With a digital control system, troubleshooting and adjusting of individual zone temperatures are handled by a server connected to the various HVAC central devices.

Currently, each of the library's existing controllers requires annual maintenance and since the controllers are proprietary through Johnson Controls, the library does not have the ability to contract with competing vendors to reduce our annual service contract fee.

Digital control systems are much more efficient than pneumatic systems, with a typical energy savings of 5-25% (Source: US Department of Energy, <http://www.eere.energy.gov>). Library administration also expects to reduce annual maintenance agreement costs once this service can be put out for bid.

If funded, the library administration would explore energy grant rebates, such as Focus on Energy.

In recent years, the city has funded multiple upgrades to Mead Public Library's aging HVAC system and, if approved, the controls replacement project would complete the entire update of the library's HVAC system:

- In 2018, the two chiller cooling towers will be replaced due to corrosion (budgeted amount \$100,000)
- In 2017, aging Kewaunee boilers were replaced with new high efficiency boilers (budgeted amount \$280,000)
- In 2015, the chiller system was replaced with a redundant, modular chiller system, along with corresponding controls (budgeted amount \$280,000)
- In 2011, variable frequency drives/motors and controls were added to the air handling system. A lower capacity boiler was also installed for use in the spring and fall (budgeted amount \$138,000).

Discussion of Operating Cost Impact:

According to US Department of Energy estimates (<http://www.eere.energy.gov>), digital control systems are 5-25% or \$.10-\$1.00 per square foot more energy efficient compared to pneumatic controls. On the conservative end, that would be a savings of \$5,239 per year in energy costs.

Library administration also expects to reduce annual maintenance agreement costs once this service can be put out for bid. Current cost of Johnson Control maintenance contract is \$3,450 per year.



Monday, April 16, 2018

AMENDED TWENTY-SIXTH REGULAR COMMON COUNCIL MEETING AGENDA - 6:00 P.M.

"THOUGH NO ONE CAN GO BACK AND MAKE A BRAND NEW START, ANYONE CAN START FROM NOW AND MAKE A BRAND NEW ENDING"

Notice of the 26th Regular Meeting of the 2017-2018 Common Council at 6:00 p.m., MONDAY, APRIL 16, 2018, in City Hall, 3rd Floor Council Chambers, 828 Center Avenue, Sheboygan, WI. Persons with disabilities who need accommodations to attend the meeting should contact the City Clerk's Office at 828 Center Avenue, Meredith DeBruin at (920) 459-3361 as soon as possible.

This meeting may be viewed LIVE on Charter Spectrum Channel 990, AT&T U-Verse Channel 99 and www.wcsssheboygan.com/programming/live-tv/

1. OPENING OF MEETING

- 1.1 ROLL CALL - ALDERPERSON LEWANDOSKE AND SCHNEIDER MAY BE ATTENDING THE MEETING REMOTELY
- 1.2 PLEDGE OF ALLEGIANCE
- 1.3 APPROVAL OF MINUTES
- 1.4 PUBLIC FORUM - Limit of five people having five minutes each with comments limited to items on this agenda.
- 1.5 CONFIRMATION OF MAYOR'S APPOINTMENTS - Andy Ross to the Board of Review
- 1.6 PRESENTATION - Scott Crawford, Inc. (15 minute limit)
- 1.7 PRESENTATION - The Armory Community Project, Inc. (15 minute limit)
- 1.8 MAYOR'S ANNOUNCEMENTS - UPCOMING COMMUNITY EVENTS, PROCLAMATIONS, EMPLOYEE RECOGNITIONS

2. HEARINGS

2.1 Hearing No. 17-17-18 for proposed assessments for water lateral replacements in South 13th Street and Henry Street from Broadway to Mead Avenue.

3. CONSENT

3.1 MOTION TO ACCEPT AND FILE ALL RO'S, ACCEPT AND ADOPT ALL RC'S AND PASS ALL RESOLUTIONS AND ORDINANCES

3.2 R. O. No. 336-17-18 by Board of Contractors Examiners submitting application for Building Contractor License already granted. ACCEPT AND FILE

3.3 R. O. No. 341-17-18 by City Clerk submitting various license applications. ACCEPT AND FILE

3.4 Res. No. 178-17-18 by Alderpersons Donohue and Bohren confirming the exercise of police power in making an assessment for those benefited properties against which assessments are proposed for the water lateral replacements in South 13th Street and Henry Street from Broadway to Mead Avenue. PASS RESOLUTION

3.5 R. C. No. 312-17-18 by Finance and Personnel Committee to whom was referred Res. No. 164-17-18 by Alderpersons Donohue and Bohren authorizing executing a lease for the former County Highway Department building on North 23rd Street for use by certain City Hall departments during construction at City Hall; recommends passing the Resolution. ACCEPT AND ADOPT AND PASS RESOLUTION

3.6 R. C. No. 305-17-18 by Finance and Personnel Committee to whom was referred R. O. No. 156-17-18 by Board of Water Commissioners submitting the Sheboygan Water Utility's Budget for the year 2018; recommends filing the document. ACCEPT AND FILE

3.7 R. C. No. 307-17-18 by Finance and Personnel Committee to whom was referred R. O. No. 328-17-18 submitting a communication from Harbor Centre Business Improvement District requesting that the City of Sheboygan release all funds collected on their behalf and those funds allocated to them for the fiscal year 2018; recommends filing the R. O. and passing Res. No. 177-17-18 authorizing the release of the funds. ACCEPT AND ADOPT AND PASS RESOLUTION

3.8 R. C. No. 311-17-18 by Law and Licensing Committee to whom was referred, pursuant to R. O. No. 335-17-18 by the City Clerk submitting various license applications; recommends granting the licenses. ACCEPT AND FILE

3.9 R. C. No. 313-17-18 by Public Safety Committee to whom was referred Res. No. 165-17-18 by Alderperson Holzschuh creating a task group to study the opioid epidemic in our community and to recommend meaningful, evidence-based solutions to this problem; recommends passing the Resolution. ACCEPT AND ADOPT AND PASS RESOLUTION

3.10 R. C. No. 308-17-18 by Public Safety Committee to whom was referred R. O. No. 332-17-18 by City Clerk submitting a communication from Visit Sheboygan making various requests for the Sheboygan Concerts and 4th of July Events; recommends filing the document. ACCEPT AND FILE

3.11 R. C. No. 309-17-18 by Public Works Committee to whom was referred a copy of R. O. No. 332-17-18 by City Clerk submitting a communication from Visit Sheboygan making various requests for Sheboygan Concerts and 4th of July Events; recommends filing the document. ACCEPT AND FILE

3.12 R. C. No. 306-17-18 by Public Works Committee to whom was referred R. O. No. 283-17-18 by City Clerk submitting a communication from Nic Collins, Assistant Principal Horace Mann Middle School, regarding any of the "No Left Turn" signs on Georgia Avenue behind Horace Mann Middle School; recommends filing the document. ACCEPT AND FILE

3.13 R. C. No. 315-17-18 by Public Works Committee to whom was referred Gen. Ord. No. 42-17-18 by Alderperson Wolf creating a no parking zone from 2:00 A.M. to 6:00 A.M. on the east and west sides of North 9th Street north of Pershing Avenue; recommends passing the Ordinance. ACCEPT AND ADOPT AND PASS ORDINANCE

3.14 R. C. No. 316-17-18 by Public Works Committee to whom was referred Gen. Ord. No. 43-17-18 by Alderperson Nelson placing a stop sign at the northeast corner of Settlement Trail and Broadway Avenue; recommends passing the Ordinance. ACCEPT AND ADOPT AND PASS ORDINANCE

3.15 R. C. No. 317-17-18 by Public Works Committee to whom was referred Gen. Ord. No. 44-17-18 by Alderperson Wolf placing stop signs at the northeast and southwest corners of North 6th Street and Highland Terrace; recommends passing the Ordinance. ACCEPT AND ADOPT AND PASS ORDINANCE

3.16 R. C. No. 314-17-18 by Public Works Committee to whom was referred Res. No. 168-17-18 by Alderperson Wolf authorizing the Purchasing Agent to enter into contract for the purchase of a gas powered brush chipper for the Department of Public Works; recommends passing the Resolution. ACCEPT AND ADOPT AND PASS RESOLUTION

3.17 R. C. No. 310-17-18 by Public Works Committee to whom was referred R. O. No. 333-17-18 by City Clerk submitting a communication from Andrew Lindsay regarding City lighting midway between David Avenue and Broadway Avenue on South 21st Street; recommends filing the document. ACCEPT AND FILE

4. REPORT OF OFFICERS

4.1 R. O. No. 337-17-18 by City Clerk submitting a claim from Scott Stoelb for alleged damages to the gutters of his house when a neighbor's tree fell on it during a windstorm. REFER TO FINANCE AND PERSONNEL COMMITTEE OF THE NEW COUNCIL

4.2 R. O. No. 338-17-18 by Mead Public Library Director submitting Capital Improvement Projects (CIP) for the years 2019-2023. REFER TO LIBRARY BOARD OF TRUSTEES

4.3 R. O. No. 340-17-18 by City Clerk submitting a communication from Wisconsin Department of Corrections submitting a waiver on behalf of Christopher Gable from the Sex Offender Residency requirements in order to be placed at a TLP located at 1123/1125 North 14th Street or 930A Michigan Avenue based on availability. REFER TO LICENSING, HEARINGS AND PUBLIC SAFETY COMMITTEE OF THE NEW COUNCIL

4.4 R. O. No. 339-17-18 by City Clerk submitting a communication from Benjamin F. Heyman submitting a waiver from the Sex Offender Residency requirements in order to reside at 2219 Henry Street. REFER TO LICENSING, HEARINGS AND PUBLIC SAFETY COMMITTEE OF THE NEW COUNCIL

5. RESOLUTIONS

5.1 Res. No. 180-17-18 by Alderperson Wolf authorizing the Purchasing Agent to enter into contract for the purchase of a front end loader including attachments and trade in, for the Motor Vehicle Division of the Department of Public Works. REFER TO PUBLIC WORKS OF THE NEW COUNCIL

5.2 Res. No. 179-17-18 by Alderperson Wolf authorizing the Purchasing Agent to enter into contract for the purchase, delivery and installation of a new 112,800# capacity portable vehicle lift for the Motor Vehicle Division of the Department of Public Works. REFER TO PUBLIC WORKS OF THE NEW COUNCIL

6. REPORT OF COMMITTEE

6.1 R. C. No. 318-17-18 by Public Works Committee to whom was referred Res. No. 166-17-18 by Alderperson Wolf submitting a Preliminary Resolution declaring intent to exercise the police power to levy special assessments for the construction of sidewalk on Washington Avenue from S. Business Drive to 960 feet to the west; recommends passing the Resolution. ACCEPT AND ADOPT AND PASS RESOLUTION

6.2 R. C. No. 319-17-18 by Public Works Committee to whom was referred Res. No. 167-17-18 by Alderperson Wolf authorizing the appropriate City Officials to enter into a contract with Klunk Masonry, LLC for the 2018 Sidewalk Program and the Washington Avenue Sidewalk for \$142,639.50; recommends passing the Resolution. ACCEPT AND ADOPT AND PASS RESOLUTION

Job Description

Job Title:	Library Cataloger	Department:	Library		
Date Issue:	April 2018	Reports To:	Support Services Manager		
FLSA Classification:	Non-Exempt	Wage:	Salary Grade F		
			Minimum	Midpoint	Maximum
			\$18.80	\$22.12	\$25.44

Position Summary

The purpose of this position is to work as part of a team to update and maintain the library's bibliographic and item records in the System-shared database. This position may also provide direct Interlibrary Loan customer service. Work is performed under the direction of the Support Services Manager.

Essential Duties & Responsibilities

- Performs general day to day duties associated with various services which include but are not limited to:
 - Bibliographic database entry and maintenance
 - Collection ordering, receiving, processing and mending
 - Contacts vendors
 - Prepares invoices for payment
 - Interlibrary loan and collection distribution systems
 - Processes and distributes mail and other deliveries
 - Generates, compiles and distributes a variety of reports and statistics
 - Performs or directs routine inventory duties
- Conducts service interviews to link customer needs with services and resources
- Provides input to managers in the improvement of library policies, plans and goals
- May make library purchases and/or assist in the weeding process
- May offer technology training to others
- Attends library related conferences and workshops-at or away from work location
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- Performs other related work as assigned by the Director or Manager
- Performs duties independently with minimum supervision

Qualification Requirements:

Knowledge of the library services and procedures with the ability to employ appropriate techniques to meet service needs, and resilience to changes in the library profession. Must have the ability to develop and maintain constructive relationships with staff and public, as well as the ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction. Computer literacy including e-mail, basic software and hardware proficiency, and navigating the internet. Three to five years minimum experience using current Integrate Library System (ILS) software.

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication skills to effectively communicate ideas and information both in written and oral form. Ability to effectively read and understand written information. Perform work in response to general, outcome based directives. Effective time management skills and ability to set priorities in order to meet assignment deadlines.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Must have the ability to switch between Sitting, standing, walking, climbing and stooping, as well as bending, twisting and reaching. Talk to and listen to patrons in person and on the telephone. Far vision at 20 feet or further; near vision at 20 inches or less. Must be able to lift and carry 50 pounds or less and push or pull objects on wheels weighing 60-100 pounds. Handle processing, picking up and shelving library materials as well as typing, keyboarding, writing, filing, sorting, shelving and processing. Must be willing to travel to meetings outside the library.

Employee Signature: _____ Date Signed: _____

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
Position created as of May 1, 2018

Job Description

Job Title:	Public Safety Specialist	Department:	Mead Public Library		
Date Issue:	April 16, 2018	Reports To:	Public Services Manager		
FLSA Classification:	Exempt (Full Time) Non Exempt (Part Time)	Wage:	Salary Grade J		
		Minimum	Control Point	Maximum	
		\$48,048.00	\$56,534.40	\$65,020.80	

Position Summary

Under the direction of the Public Services Manager, oversees daily safety operations of the library. Takes steps to promote the safety of staff and patrons, securing the library facility and exterior property, implementing security-related policies and procedures, training staff, supervising safety guards, responding to requests for security assistance, investigating incidents, and assisting with emergency response and disaster planning. Models effective techniques for working with patrons experiencing mental health, substance abuse, unstable housing, or other behavioral issues. Actively connects with patrons to build productive relationships. Represents Mead in interactions with area social service agencies, governmental entities, police and first responders, and other relevant organizations. Serves as a resource and model to library staff to work effectively with customers.

Essential Duties & Responsibilities

1. Effectively listen to patrons and other employees as part of understanding concerns of those involved.
2. Establish and develop relationships with patrons and staff in order to best serve the community.
3. Serves as a resource and model to library staff to work effectively with challenging patron behaviors.
4. Crisis intervention as required.
5. Oversees overall safety operations, under the direction of the team manager.
6. Works with library staff to respond to incidents occurring on library property.
7. Issues and manages suspensions of individuals as needed based on library policy.
8. Proactively works with library staff and outside agencies, such as social services, law enforcement and emergency responders, to anticipate, prevent, and respond to serious or emergency situations.
9. Recommends policies, practices, and services for daily operation and special events which maximize a safe and secure environment for people and library property.
10. Prepares and ensures presentation of safety and security related training to all library staff, including emergency preparedness and response.
11. Instructs public services staff in appropriate work methods for efficiency and safety.

Qualification Requirements

1. Broad cultural competency knowledge and skills, and ability to work effectively with a culturally diverse community.
2. Ability to problem solve and make sound judgments.
3. Ability to fairly and consistently apply library's policy on appropriate library use.
4. General knowledge of standard safety practices.
5. Ability to motivate, inspire, and lead colleagues.
6. Considerable knowledge of diverse communication styles and skills.
7. Considerable knowledge using workplace technology, including various computer software and hardware.
8. Outstanding interpersonal and communication skills; communicating effectively with a wide variety of audiences, both verbally and in writing.

Education / Experience / Certifications / License Requirements

1. Associate's or Bachelor's degree in social work, behavioral sciences, criminal justice, law enforcement or related field
2. CPI certified or equivalent crisis prevention and verbal de-escalation training
3. Minimum of three years of recent experience in security/law enforcement and/or in providing direct service to at-risk, marginalized populations.

Knowledge, Skills & Abilities

1. Problem solving, negotiating and handling stressful situations positively.
2. Utilizing independent judgement and taking independent action within scope of responsibilities.
3. Awareness of and experience working in or with public libraries.
4. Experience and understanding of working with a diverse population.
5. Experience working with youth and families.
6. A passion for developing relationships.
7. A sincere desire to improve our community.
8. Bilingual preferred, but not required.

Work Environment/Essential Functions

1. Reasonable accommodations to these job functions will be made as needed.
2. Scheduling may require availability during any library operating hours, including days, evenings, weekends, and occasionally when the library is closed. Although a weekly schedule is established, the needs of the library may require scheduling changes and flexibility.
3. Constant navigation of library property and computer use are required.
4. Manual dexterity, clear speech, hearing acuity, and correctable vision are required.

Employee Signature: _____ Date Signed: _____

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
7.75	Librarian
9.25	Library Assistant
1.00	Public Safety Specialist
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Cataloger
2.00	Maintenance Technician
1.00	Cleaner
1.00	Page Supervisor
6.00	Page

FTE BY TEAM

4.00	Administration
19.00	Public Services
15.00	Support Services
38.00	Total

FTE BY YEAR

38.00	2018
39.50	2017
38.00	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
16.00	Full-time Public Services
6.50	Part-time Public Services
8.00	Full-time Support Services
15.00	Part-time Support Services
49.50	2018 Total

Revised Date: 4/17/2018

Board Approved Date: 4/26/2018

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	8.75 Library Assistant
1.00	Support Services Manager
	1.00 Information Technology Specialist
	3.00 Technical Services Library Assistant
	2.00 Maintenance Technician
	1.50 Cleaner
	1.00 Page Supervisor
	9.50 Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2018 Total

Revised Date: 8/24/2017

Board Approved Date: 8/28/2017

2018 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
	6.75 Librarian
	10.25 Library Assistant
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Technical Services Library Assistant
1.00	Maintenance Technician
2.00	Cleaner
1.00	Page Supervisor
	8.50 Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	2017 Total

Revised Date: 7/28/2017

Board Approved Date: 7/28/2017

2017 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00	Library Director
1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant
1.00	Public Services Manager
6.75	Librarian
8.75	Library Assistant
1.00	Support Services Manager
1.00	Information Technology Specialist
3.00	Technical Services Library Assistant
1.00	Maintenance Supervisor
1.00	Maintenance Technician
1.50	Cleaner
1.00	Page Supervisor
9.50	Page

FTE BY TEAM

4.00	Administr
16.50	Public Se
19.00	Support S
39.50	Total

FTE BY YEAR

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 20
45.35	2010 - 20

TOTAL NUMBER OF EMPL

4.00	Full-time
13.00	Full-time
6.00	Part-time
8.00	Full-time
22.00	Part-time
53.00	2017 Tot

Revised Date: 4/18/2017

Board Approved Date:

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EMPLOYEES

- Administration
- Public Services
- Public Services
- Support Services
- Support Services

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4/27/2017

2016 Mead Public Library Table of Organization
Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees (10)

1.00 Library Director

1.00	Business Manager
1.00	Public Information Specialist II
1.00	Administrative Assistant

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

1.00 Public Services Manager

4.75	Librarian I
2.00	Librarian II
5.75	Library Assistant I
1.00	Library Assistant II
2.00	Library Assistant III

FTE BY YEAR

41.00	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013

Revised Date: 6/30/2016
Board Approved Date:

1.00 Support Services Manager

1.00	Information Technology Specialist
3.00	Library Assistant III
1.00	Maintenance Supervisor
1.00	Maintenance Technician I
1.50	Cleaner Part-Time
1.00	Page Supervisor
9.50	Page - Part time

2015 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director	
	1.00 Business Manager	FTE BY TEAM
	1.00 Public Information Specialist	4.00 Administration
	1.00 Administrative Assistant	15.00 Public Services
		16.44 Support Services
		35.44 Total
		FTE BY YEAR
		35.44 2015 Projected
		37.63 2014
		43.19 2013
1.00	Public Services Manager	
	4.75 Librarian I	
	2.00 Librarian II	Revised Date: 3/20/15
	4.50 Library Assistant I	Board Approved Dat #####
	1.75 Library Assistant II	
	1.00 Library Assistant III	
1.00	Support Services Manager	
	1.00 Information Technology Specialist	
	3.00 Library Assistant III	
	1.00 Maintenance Supervisor	
	1.00 Maintenance Technician I	
	1.00 Page Supervisor	
	8.44 Page - Part time	

<p>Title: Meeting Room Policy Chapter: Services Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 10.07 Original Effective Date: 2/27/2014 Date of Last Revision: 9/28/2017</p>
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Meeting Room Policy

Library Bill of Rights

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

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

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

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

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

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. Private parties (rooms must be open to the public and library staff at all times). The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

MEETINGS IN SEQUENCE:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its

meeting room by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may reserve three (3) consecutive meetings at a time up to 3 months in advance, as available. In special circumstances, groups may reserve meeting spaces for more than three consecutive meetings or beyond the three months listed, with prior approval of the library director.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.

ROOM RESERVATIONS:

Reservations will be confirmed during the library's open hours. They must be received at least 7 days prior to the meeting date to allow sufficient time for processing.

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

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

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

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

EQUIPMENT RESERVATIONS:

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

ADMISSION:

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

ROOM SPECIFICS:

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

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

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

HOURS:

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

REFRESHMENTS:

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

GENERAL RULES OF USE

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

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

service desk it was checked out at.

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

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

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

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

Erickson, Garrett

From: robin voils <jonvoils@icloud.com>
Sent: Wednesday, April 25, 2018 8:12 AM
To: Erickson, Garrett
Subject: Support for Directory Project

Hello Garrett,

Robin and I would like to provide additional support for the Board's review of the directory project. Please share the following information if you feel it is appropriate.

Thank you,

Jon Voils
Celebrate Libraries®
262-278-8300

WISCONSIN LIBRARIAN TESTIMONIALS ABOUT CELEBRATE LIBRARIES®

https://issuu.com/93462/docs/spring_testimonials_2018

CELEBRATE LIBRARIES® VIDEO SUPPORTERS

<http://celebratelibraries.com/supporters/>

SEPTEMBER 9, 2016 ARTICLE FROM *THE KOHLER VILLAGER*

<https://kohlervillager.com/new-kohler-public-library-video-is-published/>

MARCH 6, 2017 ARTICLE FROM *MY WALWORTH COUNTY*

<http://mywalworthcounty.com/?p=23070>

BELOIT PUBLIC LIBRARY VIDEOS

<http://celebratelibraries.com/beloit-public-library-wisconsin/>

NEW BERLIN PUBLIC LIBRARY VIDEOS

<http://celebratelibraries.com/new-berlin-public-library-new-berlin-wisconsin/>

NASHOTAH HOUSE SEMINARY VIDEOS

<http://celebratelibraries.com/frances-donaldson-library-nashotah-house-theological-seminary/>

Type	Name	March 2017	March 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
Circulation Transactions	Adult Materials	33912	32658	-4%	96584	96032	-1%
	Teen Materials	1224	1321	8%	3299	3684	12%
	Children's Materials	15968	16005	0%	44342	44587	1%
	Total Adult/Teen/Children's Materials	51104	49984	-2%	144225	144303	0%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	6213	5451	-12%	18257	16792	-8%
	Items received for Mead patrons from other libraries	5145	5692	11%	14059	16075	14%
	Total Interlibrary Loans (Transits)	11358	11143	-2%	32316	32867	2%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	4170	4942	19%	11744	14301	22%
	E-Audio (Freegal)	1727	1771	3%	5151	4590	-11%
	E-Video (Hoopla)	219	289	32%	672	841	25%
	E-Magazines (Zinio) (Overdrive)	145	117	-19%	428	337	-21%
	Total E-Content Checkouts	6261	7119	14%	17995	20069	12%
Library Visits	Gate count	31751	32548	3%	90736	78789	-13%
Research Inquiries	Research Inquiries	3048	2366	-22%	7142	7302	2%
Internet Usage Provided	Library Workstation Sessions	4081	4588	12%	11316	12631	12%
	Wireless Sessions	12210	15084	24%	37928	41955	11%
Number of Library Card Holders	Sheboygan Residents				25806	23572	-9%
	Non-Sheboygan Residents				9992	9298	-7%
	Total Number of Library Card Holders				35798	32870	-8%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	64	61	-5%	161	178	11%
	Children (0-11) Participants	2266	2227	-2%	4286	5078	18%
	Teen (12-18) Quantity	3	7	133%	11	16	45%
	Teen (12-18) Participants	52	147	183%	243	374	54%
	Adult (18+) Quantity	31	41	32%	84	119	42%
	Adult (18+) Participants	309	1120	262%	840	2110	151%
	Total number of Classes, Seminars, Workshops, Events	98	109	11%	256	313	22%
	Total number of Participants	2627	3494	33%	5369	7562	41%
Conference Room Utilization	Rocca Meeting Room	18%	38%	19%	24%	37%	13%
	Loft Meeting Room	27%	38%	11%	20%	30%	10%
	2nd Floor Small Meeting Room	36%	30%	-5%	29%	29%	0%
Study Rooms Utilization	Study Rooms Hours Used	290	505	74%	843	1364	62%
	Percent Utilization	20%	35%	15%	20%	33%	12%
Volunteer Hours	Volunteer Hours	228	686.06	201%	653	1422.75	118%