

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**August 24, 2017**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 24, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Alderman Henry Nelson, Kevin Anderson, Dolyce Johnson, Nancy Mannchen, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydney Mehn, and Public Services Manager Melissa Prentice. Board of Trustee members absent: Chris Campe, Meg Albrinck. Staff members absent: Support Services Manager Diane Kallas

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:46 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. Johnson **moved** to approve the minutes from the June 22, 2017 meeting; Mannchen **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that there has been a long anticipated upgrade to the Polaris catalog system as of that morning, and that the catalog is now easier to use on smartphones.

**2. COMMITTEE REPORTS:**

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, ACTING CHAIR. REPORT OF 8/24/17 MEETING. Johnson reported for Zylman. Johnson informed the Board of Trustees that the Y-T-D budget and accounts payables were in good order.
- 2.2 FINANCE REPORT. 1. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (including payroll) and special revenues (including grants) 2. RECEIVE MONTHLY 2017 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED. Johnson informed the board that several restricted donations from the Friends were received to help fund the Summer Reading Program, and to purchase resource books for the Imaginarium. The Foundation donated money to help with the cost of programming expenses and the Summer Reading Club. Piggly Wiggly and Home Depot also donated items for our Eclipse Program. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Anderson **seconded** the motion. The motion **passed**.
- 2.3 HUMAN RESOURCES COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 6/29/17 MEETING. Report of Human Resources Committee to be discussed during closed session.

### **3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

- 3.1 DISCUSSION AND POSSIBLE ACTION ON UPDATING MEETING ROOM POLICY  
The determination was that there were several different interpretations of the meeting room policy. Prentice is going to examine the policy and make suggestions for change, which will be presented at the September meeting.
- 3.2 UPDATE ON 2018 BUDGET PROCESS. Budget was passed by the Board in June, DeAmico is now working through amendments required by the City Administrator.

### **4. DIRECTORS REPORT**

- 4.1 2017 HOLIDAY SCHEDULE. Erickson reported on the remaining holiday closure schedule as an FYI for the Board.
- 4.2 COMMUNITY SERVICES SURVEY RESULTS. Erickson reported that the Library was had favorable ratings in the survey, and that our patron satisfaction has increased.
- 4.3 EMPLOYEE SURVEY RESULTS. The employee survey was also very favorable, with the Library performing well in most categories. The two area's that were unclear to staff were "How the City is doing financially", and "What the City's strategic plan was and how they fit into that plan".
- 4.4 UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT.  
Erickson reported that the Marketing Committee was unable to meet. Josh Lintereur and Kevin Anderson did meet to discuss the results, and Lintereur has been working on a strategic marketing plan based off of the results. Anderson noted that there appears to be a gap in library interest in the adult male population.
- 4.5 UPDATE ON CITY CAPITAL IMPROVEMENTS PROJECT (CIP)  
Erickson reported that there was concern over the bike racks now with the new emergency generator removing one set. The boiler replacement should be completed by the September meeting. There was also discussion of some leaking during storms and it was determined after a consultation with DPW that the Library's roof will likely need to be replaced.
- 4.6 UPDATE ON RFID PROJECT.  
Erickson reported that we are approximately 66% (or 2/3) of the way through tagging library materials. New self-checkout units and security gates have arrived and are installed. Automated Materials Handlers (AMH's) and new book drops are to be installed the first week in October. Lastly, e-commerce is being added to the website as an additional way that people can pay their fines. There will be a celebration for the completion of the project on November 8<sup>th</sup> from 5 p.m.-6 p.m. in the Rocca Room.
- 4.7 UPDATE ON SERVICES AND PROGRAMMING.  
Public Services Manager Melissa Prentice reported on the summer programs. Prentice reported that the Summer Reading Program has not been totaled yet, however everyone agrees that it was a successful year. In addition, the Maker Party was a huge success with approximately 100 people in attendance. We are planning another Maker Party for fall. A last minute solar eclipse party attracted 260 people, with Piggly Wiggly donated cookies to decorate, Home Depot donated paint for the art project, and the NASA feed was streamed live. Prentice further reported that Banned Books Week is planned for fall with several

events for all ages. Finally, the Wisconsin Academy speaker series will be back on September 27<sup>th</sup>, which has been very well received in the past.

4.8 JUNE & JULY STATISTICS.

Erickson reported on the June and July statistics, noting the addition of volunteer statistics.

**5. CLOSED SESSION**

5.1 MOTION TO CONVENE IN CLOSED SESSION UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85(1)© FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY FOR. Johnson **moved** to enter closed session. Anderson **seconded**. The motion **passed** with the roll call vote being unanimous.

5.2 DISCUSSION REGARDING CURRENT AND PLANNED VACANCIES AT MEAD PUBLIC LIBRARY

**6. RECONVENE IN OPEN SESSION**

6.1 Whelton **moved** to reconvene in open session. Anderson **seconded** the motion. The motion **passed** with the roll call vote being unanimous.

**7. LIAISON REPORTS**

7.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN

Norman reported on the Monarch Library System. The Monarch Board debated hiring a mediator, however the vote did not pass. It also was reported that Amy Birtell praised the MPL Friends for suggesting and implementing a summit of the Friends groups at MPL.

7.2 MEAD PUBLIC LIBRARY FOUNDATION – KATHIE NORMAN

Norman reported that the Foundation is looking at new ideas for fundraising, with joining on with United Way's fundraising program as one option.

7.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN

Mehn absent from this portion of the meeting, however report was posted to board docs.

**8. UPCOMING MEETINGS**

8.1 LIBRARY BOARD FINANCE COMMITTEE: September 28, 2017 @ 2:45 p.m.

8.2 FULL LIBRARY BOARD MEETING: September 28, 2017 @ 3:45 p.m.

**9. ADJOURN**

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

Being no further business the meeting adjourned at 6:00 p.m.

Generated by Sydney Mehn on Friday August 25, 2017

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

September 201

Account Balances as of:

March 11, 2022

9:07 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		260,506.19	179,423.86	81,082.33	68.88
	<b>SUB TOTAL</b>		<b>260,506.19</b>	<b>179,423.86</b>	<b>81,082.33</b>	<b>68.88</b>
510310	FICA		15,736.00	10,863.10	4,872.90	69.03
510311	MEDICARE		3,680.00	2,540.66	1,139.34	69.04
510320	WI RETIREMENT FUND		16,751.00	11,734.80	5,016.20	70.05
510340	HEALTH INSURANCE	0.00	40,332.00	19,701.45	20,630.55	48.85
510341	RETIREE HEALTH INS		3,408.00	9,535.51	-6,127.51	279.80
510350	DENTAL INSURANCE		4,397.00	3,487.27	909.73	79.31
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		392.00	212.18	179.82	54.13
510400	WORKERS COMP		118.00	78.72	39.28	66.71
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>116,464.00</b>	<b>77,920.33</b>	<b>38,543.67</b>	<b>66.91</b>
521100	BANKING FEES		1,200.00	802.16	397.84	66.85
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,796.00	654.00	73.31
521400	ADVERTISING & MARKETING	0.00	9,400.00	8,997.92	402.08	95.72
521900	CONTRACTED SERVICES		20,200.00	13,784.33	6,415.67	68.24
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>33,250.00</b>	<b>25,380.41</b>	<b>7,869.59</b>	<b>76.33</b>
525155	PROFESSIONAL DEVELOPMENT		4,520.00	4,461.61	58.39	98.71
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,256.84	743.16	93.24
527110	TRAVEL	0.00	2,000.00	1,801.65	198.35	90.08
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,520.00</b>	<b>16,520.10</b>	<b>999.90</b>	<b>94.29</b>
530100	OFFICE SUPPLIES	0.00	9,500.00	6,691.25	2,808.75	70.43
530130	POSTAGE & DELIVERY	0.00	4,500.00	3,836.62	663.38	85.26
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,000.00</b>	<b>10,527.87</b>	<b>3,472.13</b>	<b>75.20</b>
538001	DONATION PURCHASES	1,020.99	5,000.00	2,683.68	1,295.33	74.09
538001-10094	DONATION PURCHASES		0.00		0.00	
538001-10096	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES	0.00	0.00		0.00	
538001-10099	DONATION PURCHASES	0.00	0.00		0.00	
539999	MISC EXP (LATE FEES)	0.00	100.00		100.00	0.00
	<b>SUB TOTAL</b>	<b>1,020.99</b>	<b>5,100.00</b>	<b>2,683.68</b>	<b>1,395.33</b>	<b>72.64</b>
540215	GEN PUB OFFICIAL	0.00	3,116.00	0.00	3,116.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>3,116.00</b>	<b>0.00</b>	<b>3,116.00</b>	<b>0.00</b>
590255	PARKING ASSESSMENT	0.00	3,000.00	1,782.30	1,217.70	59.41
	<b>SUB TOTAL</b>	<b>201 0.00</b>	<b>3,000.00</b>	<b>1,782.30</b>	<b>1,217.70</b>	
<b>810101</b>	<b>FUND EQUITY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>810111</b>	<b>SALARY &amp; FRINGE TRUST RESERV</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>1,020.99</b>	<b>452,956.19</b>	<b>314,238.55</b>	<b>137,696.65</b>	<b>69.60</b>

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110**

*Account Balances as of: March 11, 2022*

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		726,347.81	521,322.55	205,025.26	71.77
	<b>SUB TOTAL</b>		<b>726,347.81</b>	<b>521,322.55</b>	<b>205,025.26</b>	<b>71.77</b>
510310	FICA	0.00	44,849.00	31,175.75	13,673.25	69.51
510311	MEDICARE		10,489.00	7,291.05	3,197.95	69.51
510320	WI RETIREMENT FUND	0.00	45,053.00	32,843.47	12,209.53	72.90
510340	HEALTH INSURANCE		132,303.00	86,825.43	45,477.57	65.63
510350	DENTAL INSURANCE		9,399.00	6,699.77	2,699.23	71.28
510360	LIFE INSURANCE		1,017.00	792.79	224.21	77.95
510400	WORKERS COMP	0.00	313.00	208.72	104.28	66.68
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>243,423.00</b>	<b>165,836.98</b>	<b>77,586.02</b>	<b>68.13</b>
521800	PROGRAM SERVICES		10,000.00	9,349.56	650.44	93.50
521900	CONTRACTED SERVICES	0.00	37,300.00	20,802.85	16,497.15	55.77
525155	PROFESSIONAL DEVELOPMENT		9,000.00	5,476.40	3,523.60	60.85
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	1,600.00	61,000.00	23,073.99	36,326.01	40.45
538001-10067	DONATION PURCHASES	0.00	0.00	173.23	-173.23	
538001-10097	DONATION PURCHASES		0.00	759.50	-759.50	
538001-10098	DONATION PURCHASES	0.00	639.06	552.60	86.46	86.47
538001-10099	DONATION PURCHASES		21,031.56	199.81	20,831.75	0.95
	<b>SUB TOTAL</b>	<b>1,600.00</b>	<b>140,070.62</b>	<b>60,387.94</b>	<b>78,082.68</b>	<b>43.11</b>
538002	MATERIALS - ALL CATAGORIES	9,862.43	364,234.00	283,167.71	71,203.86	80.45
538100	OTHER CONTENT	0.00	53,600.00	22,681.63	30,918.37	42.32
649200	EQUIPMENT REPLACEMENT	0.00	22,200.00	22,130.01	69.99	99.68
	<b>SUB TOTAL</b>	<b>9,862.43</b>	<b>440,034.00</b>	<b>327,979.35</b>	<b>102,192.22</b>	<b>74.54</b>
538000	TOTAL MATRL'S ACCTS	20 11,462.43	<b>580,104.62</b>	<b>388,367.29</b>	<b>180,274.90</b>	<b>66.95</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>11,462.43</b>	<b>1,549,875.43</b>	<b>1,075,526.82</b>	<b>462,886.18</b>	<b>70.13</b>

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150**

*Account Balances as of:*

*March 11, 2022*

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		629,620.00	414,202.75	215,417.25	65.79
	<b>SUB TOTAL</b>		<b>629,620.00</b>	<b>414,202.75</b>	<b>215,417.25</b>	<b>65.79</b>
510310	FICA	0.00	39,311.00	24,893.55	14,417.45	63.32
510311	MEDICARE		13,980.00	5,821.62	8,158.38	41.64
510320	WI RETIREMENT FUND	0.00	32,660.00	23,123.87	9,536.13	70.80
510340	HEALTH INSURANCE		97,822.00	61,776.06	36,045.94	63.15
510350	DENTAL INSURANCE		6,243.00	4,760.18	1,482.82	76.25
510360	LIFE INSURANCE		653.00	498.40	154.60	76.32
510400	WORKERS COMP		291.00	194.00	97.00	66.67
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>190,960.00</b>	<b>121,067.68</b>	<b>69,892.32</b>	<b>63.40</b>
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	12,628.00	13,372.00	48.57
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,000.00</b>	<b>12,628.00</b>	<b>13,372.00</b>	<b>48.57</b>
521900	CONTRACTED SERVICES	0.00	16,163.00	17,970.74	-1,807.74	111.18
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	16,362.68	13,637.32	54.54
524110	BUILDING EXTERIOR MAINT	50,628.85	29,840.00	22,659.47	-43,448.32	245.60
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	1,128.77	1,871.23	37.63
524126	ELEVATOR MAINTENANCE	0.00	500.00	200.00	300.00	40.00
	<b>SUB TOTAL</b>	<b>50,628.85</b>	<b>79,503.00</b>	<b>58,321.66</b>	<b>-29,447.51</b>	<b>137.04</b>
525100	ELECTRICITY	0.00	93,800.00	54,761.14	39,038.86	58.38
525105	WATER	0.00	1,350.00	852.95	497.05	63.18
525110	SEWER	0.00	1,350.00	851.41	498.59	63.07
525120	TELEPHONE	0.00	4,000.00	1,408.76	2,591.24	35.22
525140	GAS - UTILITY	0.00	31,000.00	16,761.97	14,238.03	54.07
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>131,500.00</b>	<b>74,636.23</b>	<b>56,863.77</b>	<b>56.76</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	17,247.83	2,752.17	86.24
530210	OPERATING SUPPLIES	0.00	1,100.00	575.78	524.22	52.34
530222	JANITORIAL SUPPLIES		5,000.00	3,755.98	1,244.02	75.12
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,100.00</b>	<b>21,579.59</b>	<b>4,520.41</b>	<b>82.68</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00		150.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>
540200	INSURANCE (FIRE)	0.00	5,000.00	6,953.10	-1,953.10	139.06
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>5,000.00</b>	<b>6,953.10</b>	<b>-1,953.10</b>	<b>139.06</b>
642200	IT EQUIPMENT	3,302.17	19,500.00	10,315.93	5,881.90	69.84
	<b>SUB TOTAL</b>	<b>3,302.17</b>	<b>19,500.00</b>	<b>10,315.93</b>	<b>5,881.90</b>	<b>69.84</b>
	<b>SUPPORT SERVICES COST CENTER TOTAL</b>	<b>53,931.02</b>	<b>1,108,333.00</b>	<b>719,704.94</b>	<b>334,697.04</b>	<b>64.94</b>
	<b>LIBRARY TOTAL</b>	<b>66,414.44</b>	<b>3,111,164.62</b>	<b>2,109,470.31</b>	<b>935,279.87</b>	<b>67.80</b>

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	1,020.99	452,956.19	314,238.55	137,696.65	69.60
25551110	PUBLIC SERVICES	11,462.43	1,549,875.43	1,075,526.82	462,886.18	70.13
25551150	SUPPORT SERVICES	53,931.02	1,108,333.00	719,704.94	334,697.04	64.94
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>66,414.44</b>	<b>3,111,164.62</b>	<b>2,109,470.31</b>	<b>935,279.87</b>	<b>67.80</b>

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 17	RECEIVED 15	BALANCE 17	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431216-10083	FEDERAL GRANT	0.00	0.00	0.00	
431709	ESLS SHEBOYGAN COUNTY	540,666.00	540,666.21	0.21	100.00
431710	ESLS OZAUKEE COUNTY	11,181.00	11,181.00	0.00	100.00
431711	ESLS BACK UP REF	53,114.00	100,000.00	46,886.00	188.27
431712	ADJ COUNTY RMBRSMNT	37,452.00	37,479.02	27.02	100.07
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00	552.60	552.60	
447606	PHOTOCOPIES	10,000.00	4,759.28	-5,240.72	47.59
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	22,468.13	-27,531.87	44.94
447641	LOST BOOKS	5,000.00	3,848.92	-1,151.08	76.98
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	959.19	459.19	191.84
467101	CONTRIBUTIONS	66,000.00	25,103.81	-40,896.19	38.04
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00		0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	<b>Total Revenues</b>	<b>3,079,654.00</b>	<b>3,052,759.16</b>	<b>-26,894.84</b>	<b>99.13</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS**

*Account Balances as of:*

*March 11, 2022*

	<b>DESCRIPTION</b>		<b>APPROP 17</b>	<b>SPENT 17</b>	<b>BALANCE 17</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,616,474.00	1,114,949.16	501,524.84	68.97
510310	FICA		99,896.00	66,932.40	32,963.60	67.00
510311	MEDICARE		28,149.00	15,653.33	12,495.67	55.61
510320	WI RETIREMENT FUND		94,464.00	67,702.14	26,761.86	71.67
510340	HEALTH INSURANCE		270,457.00	168,302.94	102,154.06	62.23
510341	RETIREE HEALTH INS		3,408.00	9,535.51	-6,127.51	279.80
510350	DENTAL INSURANCE		20,039.00	14,947.22	5,091.78	74.59
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		2,062.00	1,503.37	558.63	72.91
510400	WORKERS COMP		722.00	481.44	240.56	66.68
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	802.16	397.84	66.85
521110	FINANCIAL SERVICES FEES		2,450.00	1,796.00	654.00	73.31
521400	ADVERTISING & MARKETING		9,400.00	8,997.92	402.08	95.72
521700	SECURITY SERVICES		26,000.00	12,628.00	13,372.00	48.57
521800	PROGRAM SERVICES		10,000.00	9,349.56	650.44	93.50
521900	CONTRACTED SERVICES		73,663.00	52,557.92	21,105.08	71.35
523122	SOFTWARE MAINTENANCE		30,000.00	16,362.68	13,637.32	54.54
524110	BUILDING EXT MAINT		29,840.00	22,659.47	7,180.53	75.94
524124	HVAC MAINT + BOILER INS		3,000.00	1,128.77	1,871.23	37.63
524126	ELEVATOR MAINTENANCE		500.00	200.00	300.00	40.00
525100	ELECTRICITY		93,800.00	54,761.14	39,038.86	58.38
525105	WATER		1,350.00	852.95	497.05	63.18
525110	SEWER		1,350.00	851.41	498.59	63.07
525120	TELEPHONE		4,000.00	1,408.76	2,591.24	35.22
525140	GAS - UTILITY		31,000.00	16,761.97	14,238.03	54.07
525155	PROFESSIONAL DEVELOPMENT		13,520.00	9,938.01	3,581.99	73.51
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,256.84	743.16	93.24
527110	TRAVEL		2,000.00	1,801.65	198.35	90.08
530100	OFFICE SUPPLIES	0.00	9,500.00	6,691.25	2,808.75	70.43
530130	POSTAGE AND DELIVERY		4,500.00	3,836.62	663.38	85.26
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	17,247.83	2,752.17	86.24
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	575.78	524.22	52.34
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	3,755.98	1,244.02	75.12
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		87,670.62	27,442.81	1,295.33	31.30
538002	ADULT PRINT		364,234.00	283,167.71	71,203.86	77.74
538100	OTHER CONTENT		53,600.00	22,681.63	30,918.37	42.32
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	6,953.10	-1,953.10	139.06
540215	GEN PUB OFFICIAL		3,116.00	0.00	3,116.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	1,782.30	1,217.70	59.41
642200	IT EQUIPMENT		19,500.00	10,315.93	9,184.07	52.90
649200	EQUIPMENT REPLACEMENT		22,200.00	22,130.01	69.99	99.68
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	<b>TOTAL MEAD PUBLIC LIBRARY EX</b>	<b>66,414.44</b>	<b>3,111,164.62</b>	<b>2,109,470.31</b>	<b>935,279.87</b>	<b>67.80</b>

Mead Public Library Accounts Payable Expense				
Accounts Payables - EOM August - September 22, 2017				
Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	258972812393	329699	\$305.13
900201	AMAZON.COM	114-4334480-7597020	329699	\$14.81
900201	AMAZON.COM	111-7418554-4367401	329699	\$101.22
900201	AMAZON.COM	112-1615000-7569840	329699	\$149.99
900201	AMAZON.COM	900201	329699	\$58.86
900201	AMAZON.COM	112-1876811-8043421	329699	\$4.88
900201	AMAZON.COM	004372572447	329699	\$35.18
900201	AMAZON.COM	112-4876422-6717044	329699	\$165.93
900201	AMAZON.COM	113-9360210-4456260	329699	\$147.72
900201	AMAZON.COM	114-5312351-6349043	329699	\$296.78
900201	AMAZON.COM	114-0345091-07922254	329699	\$52.24
900201	AMAZON.COM	113-362571-0381045	329699	\$48.18
900201	AMAZON.COM	114-1406429-0465802	329699	\$105.84
900201	AMAZON.COM	112-1905923-8974610	329699	\$608.62
900201	AMAZON.COM	112-7393852-7743433	329699	\$197.47
4559	ARCINIEGA, KARINA	193849	329700	\$34.99
2716	BAKER & TAYLOR, LLC	2033066965	329701	\$1,191.95
2716	BAKER & TAYLOR, LLC	3021742168	329701	\$121.45
2716	BAKER & TAYLOR, LLC	2033066988	329701	\$2,210.92
2716	BAKER & TAYLOR, LLC	2033082416	329701	\$59.07
2716	BAKER & TAYLOR, LLC	5014661669	329701	\$16.77
2716	BAKER & TAYLOR, LLC	3021752837	329701	\$63.43
2716	BAKER & TAYLOR, LLC	5014663237	329701	\$5.03
2716	BAKER & TAYLOR, LLC	2033086773	329701	\$2,244.96
2716	BAKER & TAYLOR, LLC	5014668653	329701	\$240.44
2716	BAKER & TAYLOR, LLC	3021764358	329701	\$41.38
2716	BAKER & TAYLOR, LLC	2716	329701	\$15.10
4514	BAUER, DEBORAH	SOLAR ECLIPSE	329702	\$43.49
6400	C.A. FLIPSE SONS CO.	16894	329703	\$51.20
4589	COOPMAN, DANA J.	253083	329704	\$19.41
900189	COUNCIL OF STATE GOV	89094	329705	\$58.50
900081	DEMCO, INC.	6183593	329706	\$88.95
900081	DEMCO, INC.	6190402	329706	\$82.55
239	ELDER, KARL	9/13/2017	329707	\$150.00
4557	ELM USA, INC.	4568 AAA	329708	\$923.56
6761	GT GRAPHICS LLC	21314	329709	\$205.50
4584	J.D. POWER	000637854	329710	\$115.00
900359	KIM DALHAIMER	067791	329711	\$60.00
318	KRISS PREMIUM PROD	152194	329712	\$477.74
2715	LAKEVIEW COMMUNITY	34278000506867	329713	\$10.00
12374	MBM	IN21847	329714	\$691.94
900181	MENARDS	36411	329715	\$10.08
231	MIDWEST TAPE	95281426	329716	\$225.87
231	MIDWEST TAPE	95283506	329716	\$92.95
231	MIDWEST TAPE	95300979	329716	\$112.45
231	MIDWEST TAPE	95306111	329716	\$154.49
231	MIDWEST TAPE	95291647	329716	\$549.15
231	MIDWEST TAPE	95298643	329716	\$447.35

Mead Public Library Accounts Payable Expense				
Accounts Payables - EOM August - September 22, 2017				
Vendor	Name	Invoice	Check #	Invoice Amt
231	MIDWEST TAPE	95259043REV	329716	\$36.50
231	MIDWEST TAPE	95311972	329716	\$272.44
231	MIDWEST TAPE	95314370	329716	\$432.68
231	MIDWEST TAPE	95328118	329716	\$427.21
231	MIDWEST TAPE	95333317	329716	\$183.71
4588	NOE, DAVID F.	252945	329717	\$31.95
900038	OTIS ELEVATOR CO	CM65334P917	329718	\$735.60
900304	PITNEY BOWES PURCHAS	PBP 30097430	329719	\$520.99
900141	SALEM PRESS PRODUCT	926006	329720	\$233.05
4567	SCHMITT, ALICE E.	216396	329721	\$31.00
4587	SCHROEDER, ANNALIESE	260365	329722	\$21.00
900107	SHOWCASES	301226	329724	\$660.96
2364	SHRED-IT USA, LLC	8122933774	329725	\$80.07
491	STAPLES ADVANTAGE	8045591422	329726	\$320.28
491	STAPLES ADVANTAGE	8045933909	329726	\$243.98
4586	STEIGER, BETTY W.	256989	329727	\$58.85
21462	UNIVERSITY OF WISCON	EXT0242924	329728	\$5.14
900103	WAL-MART COMMUNITY	3639/9657/1801	329729	\$247.77
900044	WISCONSIN PUBLIC SER	7/20/17 - 8/1/17	329730	\$272.28
3200	CDWG	JVN6046	329787	497.35
4592	CFRA	INV103058	329835	\$408.00
4404	CHARTER COMMUNICATIO	0206811082317	329836	\$282.99
900164	JOHNSON CONTROLS INC	1-53328736818	329847	\$1,725.00
3197	LANDGRAF, DIONNE	9/16/2017 PROGRAM	329848	\$50.00
4602	LOEWEN, ALISON	7004 06643 02 021 21	329850	\$14.81
900006	MILICIA, JOSEPH	9/12/2017 PROGRAM	329852	\$100.00
900038	OTIS ELEVATOR CO	CM05518917	329855	\$8,599.44
491	STAPLES ADVANTAGE	8046038442	329857	\$248.32
1710	WELLS FARGO FINANCIA	50041943315	329859	\$726.19
900104	ALLIANT ENERGY	7/26/17- 8/28/17 MPI	329949	\$9,676.41
1767	ARNST ZIPPER STUDIO	10/7/2017 PROGRAM	329950	\$80.00
1418	ART IN A SUITCASE	10/18/2017 PROGRAM	329951	\$185.00
2716	BAKER & TAYLOR, LLC	2033114218	329952	\$901.79
2716	BAKER & TAYLOR, LLC	3021786555	329952	\$43.20
2716	BAKER & TAYLOR, LLC	5014683857	329952	\$146.72
2716	BAKER & TAYLOR, LLC	2033129567	329952	\$717.99
2716	BAKER & TAYLOR, LLC	3021786556	329952	\$31.32
2716	BAKER & TAYLOR, LLC	2033098230	329952	\$1,573.10
2716	BAKER & TAYLOR, LLC	2033103033	329952	\$1,603.95
2716	BAKER & TAYLOR, LLC	2033114162	329952	\$203.45
2716	BAKER & TAYLOR, LLC	2033129565	329952	\$4,392.23
2735	BRIDGEALL LIBRARIES	SIN003024	329953	\$6,250.00
6400	C.A. FLIPSE SONS CO.	16911	329954	\$30.25
3836	CEDAR GROVE LIBRARY	34275000623767	329955	\$32.00
4568	COEN, ALISE	10/3/2017 PROGRAM	329956	\$200.00
4572	DOLL, JON W.	9/30/17	329957	\$150.00
1572	DYNAMIC, INC.	7222	329958	\$6,500.00
239	ELDER, KARL	10/11/2017 PROGRAM	329959	\$150.00

Mead Public Library Accounts Payable Expense				
Accounts Payables - EOM August - September 22, 2017				
Vendor	Name	Invoice	Check #	Invoice Amt
1341	EMBURY, LTD.	125746	329960	\$6,107.28
1341	EMBURY, LTD.	125748	329960	\$1,654.40
1341	EMBURY, LTD.	125747	329960	\$3,251.28
4605	ENSLow PUBLISHING	ENL4004611	329961	\$195.54
3403	FIELDS, SAMUEL S.	157853 8/25/2017	329962	\$14.05
4571	HARRISON, ROBERT A.	9/30/17 PROGRAM	329963	\$150.00
1251	HENKE, ANGELIKA	10/11/2017 PROGRAM	329964	\$250.00
900045	KALLAS, DIANE	9/7/17 MONARCH MTG	329965	\$49.76
12691	MARSHALL SIGN LLC	38496	329966	\$105.00
231	MIDWEST TAPE	95370340	329967	\$553.66
231	MIDWEST TAPE	95351445	329967	\$5,000.00
231	MIDWEST TAPE	95343260	329967	\$941.29
231	MIDWEST TAPE	95346556	329967	\$52.53
231	MIDWEST TAPE	95354236	329967	\$249.11
231	MIDWEST TAPE	95351838	329967	\$112.94
231	MIDWEST TAPE	95337389	329967	\$160.18
231	MIDWEST TAPE	95334621	329967	\$133.36
231	MIDWEST TAPE	95378436	329967	\$101.56
4139	MONARCH LIBRARY SYS	413918	329968	\$8.50
900127	SCHOLASTIC LIBRARY	15591298	329970	\$25.35
900127	SCHOLASTIC LIBRARY	15592630	329970	\$126.75
4190	SEWING MACHINE SHOP	10/28/17 PROGRAM	329971	\$50.00
491	STAPLES ADVANTAGE	8046167464	329973	\$99.06
900301	STATE BAR OF WISCONS	5029818	329974	\$73.40
900237	STEEN MACEK PAPER CO	801505	329975	\$60.76
4570	STROBEL, LEAH	10/24/2017	329976	\$200.00
1987	VALERIE MURRENUS PILMAIER	10/10/2017 PROGRAM	329977	\$200.00
2997	VIHOS, LISA B.	9/30/17 PROGRAM	329978	\$250.00
2654	W.J. NIEDERKORN LIB	34274000844952	329979	\$10.99
22686	WOLFS CYCLING AND FI	9-12-17 GC	329980	\$25.00
3200	CDWG	JVN6046	329787	497.35
		<b>Total Accounts Payables</b>		<b>84,152.59</b>



<b>Description</b>
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Patron refund of lost or damaged item
Elevator contract renewal
Postage and shipping expense
Material purchase
Patron refund of lost or damaged item
Patron refund of lost or damaged item
Technical supplies expense
Janitorial expense
Office supplies
Office supplies
Patron refund of lost or damaged item
Material purchase
Program expense
Gas utility expense
IT Supplies expense
Material purchase
Internet service expense
HVAC Service contract (controls only)
Program expense
Program expense
Program expense
Elevator contract renewal
Office supplies
Copy/Printer Expense
Electric Expense
Program expense
Program expense
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Program expense
Refund of lost or damage item
Program expense
Program expense
Patron Survey Expense - Pd with 850 MPL Funds
Program expense

Description
Library Furniture - Paid for by MPL Foundation
Library Furniture - Paid for by MPL Foundation
Library Furniture - Paid for by MPL Foundation
Materials Purchase
Patron refund of lost or damaged item
Program expense
Program expense
Travel Expense - Monarch Library Circulation Meeting
Building maintenance expense
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Advertising expense
Materials Purchase
Materials Purchase
Program expense
Office supplies
Materials Purchase
Office supplies
Program expense
Program expense
Program expense
Patron refund of lost or damaged item
Program expense - Summer Reading Club
IT expense





<p>Title: <b>Meeting Room Policy</b>  Chapter: <b>Services</b>  Approved By: <b>Library Board of Trustees</b></p>	<p>Document Type: <b>Policy</b>  Document Number: <b>10.07</b>  Original Effective Date:  Date of Last Revision: <b>2/27/2014</b>  <b>9/28/2017</b></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 have the meeting room on reserve for meetings in sequence, such as every third Tuesday, up to a maximum of six (6) meetings, and for a maximum of two (2) meetings per month, and for a maximum of three months in advance.~~

1. A group or individual may reserve three (3) consecutive meetings at a time on a rolling basis up to 6 months in advance, as available.

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:

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

An Eastern Shores 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.

## 2018 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees ( 10 )

<b>1.00</b>	<b>Library Director</b>
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1.00	Business Manager
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1.00	Communications Specialist
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1.00	Administrative Assistant
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<b>1.00</b>	<b>Public Services Manager</b>
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	6.75 Librarian
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	8.75 Library Assistant
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<b>1.00</b>	<b>Support Services Manager</b>
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	1.00 Information Technology Specialist
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	3.00 Technical Services Library Assistant
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	2.00 Maintenance Technician
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	1.50 Cleaner
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	1.00 Page Supervisor
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	9.50 Page
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### **FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

### **FTE BY YEAR**

<b>39.50</b>	<b>2017</b>
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
<b>53.00</b>	<b>2017 Total</b>

Revised Date: 8/24/2017
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Board Approved Date: 8/24/2017
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**2017 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
-------------	-------------------------

<b>1.00</b>	Business Manager
-------------	------------------

<b>1.00</b>	Communications Specialist
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<b>1.00</b>	Administrative Assistant
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<b>1.00</b>	<b>Public Services Manager</b>
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	<b>6.75</b> Librarian
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	<b>8.75</b> Library Assistant
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<b>1.00</b>	<b>Support Services Manager</b>
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	<b>1.00</b> Information Technology Specialist
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	<b>3.00</b> Technical Services Library Assistant
--	--

	<b>1.00</b> Maintenance Supervisor
--	------------------------------------

	<b>1.00</b> Maintenance Technician
--	------------------------------------

	<b>1.50</b> Cleaner
--	---------------------

	<b>1.00</b> Page Supervisor
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	<b>9.50</b> Page
--	------------------

**FTE BY TEAM**

4.00	Administr
16.50	Public Se
19.00	Support S
<b>39.50</b>	<b>Total</b>

**FTE BY YEAR**

<b>39.50</b>	<b>2017</b>
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
<b>53.00</b>	<b>2017 Tot</b>

Revised Date: 4/18/2017
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Board Approved Date:
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ation
ervices
Services

112  
107

**EMPLOYEES**

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

**al**

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

**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

**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

**FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

**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:

**2015 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
-------------	-------------------------

**FTE BY TEAM**

4.00	Administration
15.00	Public Services
16.44	Support Services
<b>35.44</b>	<b>Total</b>

<b>1.00</b>	Business Manager
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<b>1.00</b>	Public Information Specialist
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<b>1.00</b>	Administrative Assistant
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**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

<b>1.00</b>	<b>Public Services Manager</b>
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<b>4.75</b>	Librarian I
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<b>2.00</b>	Librarian II
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<b>4.50</b>	Library Assistant I
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<b>1.75</b>	Library Assistant II
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<b>1.00</b>	Library Assistant III
-------------	-----------------------

Revised Date:	3/20/15
Board Approved Dat	#####

<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
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<b>3.00</b>	Library Assistant III
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<b>1.00</b>	Maintenance Supervisor
-------------	------------------------

<b>1.00</b>	Maintenance Technician I
-------------	--------------------------

<b>1.00</b>	Page Supervisor
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<b>8.44</b>	Page - Part time
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**2017 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
-------------	-------------------------

<b>1.00</b>	Business Manager
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<b>1.00</b>	Cummunications Specialist
-------------	---------------------------

<b>1.00</b>	Administrative Assistant
-------------	--------------------------

<b>1.00</b>	Public Services Manager
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<b>1.00</b>	<b>Public Services Manager</b>
-------------	--------------------------------

<b>4.75</b>	Librarian I
-------------	-------------

<b>2.00</b>	Librarian II
-------------	--------------

<b>5.75</b>	Library Assistant I
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<b>1.00</b>	Library Assistant II
-------------	----------------------

<b>2.00</b>	Library Assistant III
-------------	-----------------------

<b>1.00</b>	<b>Support Services Manager</b>
-------------	---------------------------------

<b>1.00</b>	Information Technology Specialist
-------------	-----------------------------------

<b>3.00</b>	Library Assistant III
-------------	-----------------------

<b>1.00</b>	Maintenance Supervisor
-------------	------------------------

<b>1.00</b>	Maintenance Technician I
<b>1.50</b>	Cleaner

<b>1.00</b>	Page Supervisor
-------------	-----------------

<b>9.50</b>	Page
-------------	------

**FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

**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
<b>53.00</b>	<b>Total</b>

Revised Date: 8/8/2016
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Board Approved Date: 8/25/2016
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## Job Description

<b>Job Title:</b>	<b>Maintenance Technician</b>	<b>Department:</b>	Library
<b>Date Issue:</b>	09/19/2017	<b>Reports To:</b>	Support Services Manager
<b>Classification:</b>	Non-Exempt	<b>City Pay Grade:</b>	2 (\$13.65 - \$20.48 per hour)

## Position Summary

The primary purpose of this position is to assist with the upkeep and repair of the library building, equipment and grounds; and the cleaning of the library

## Essential Duties & Responsibilities

- Perform various duties in the construction, repair and maintenance of the building and infrastructure
- Maintain the cleanliness of the interior and exterior areas of the library
- Set up meeting room equipment for programs and activities
- Monitor security, HVAC and other systems as needed and contact vendors if necessary
- Load and unload delivery of packages
- Dispose of trash and recycle applicable materials
- Monitor and purchase supplies as needed
- Oversee or assist with snow removal
- Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
- May provide direct customer service to citizens in the use of library services
- Report library safety and security matters to management
- Act as resource for administration in regards to facilities management
- Perform duties independently with minimum supervision
- Perform other related work as assigned by the Director or Manager

## Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

## Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

## 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 and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

## **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.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

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.

# Mead Public Library

## Position Description

Rev. April 2017

### POSITION INFORMATION

Title: Maintenance Technician  
Reports to: Chief Maintenance Supervisor  
City Pay Grade: 2  
FLSA Status: Non-Exempt

### PURPOSE OF POSITION

- The primary purpose of this position is to assist the Maintenance Supervisor with the upkeep and repair of the library building, equipment and grounds; and the cleaning of the library

### ESSENTIAL JOB DUTIES

- Performs duties independently with minimum supervision
- Performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
  - Wash, dust, vacuum and clean Library facility and furniture
  - Clean restrooms and maintain supplies
  - Maintain interior and exterior plants, shrubbery and holiday decorations
  - Dispose of trash and recycle applicable materials
  - Set up meeting rooms for programs and activities
  - Oversee or assist with snow removal
  - Receive and retrieve Library materials and supplies
  - Operate and maintain Library security systems and HVAC systems
  - Handle and transport cash
- May contact vendors as needed to ensure robust library services
- May make purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Acts as resource for administration in regards to facilities management
- Provides input to Support Services Manager and Director in the development of Library policies, plans, and goals
- Reports Library safety and security matters to Library Management
- 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 the City's emergency plan
- Performs other related work as assigned by the Director or Manager

### **KNOWLEDGE AND ABILITIES**

- Considerable knowledge of modern library maintenance services and procedures
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 75 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

### **ENVIRONMENTAL WORKING CONDITIONS**



# Mead Public Library Marketing Plan - Draft

## Overview

The following plan charts a new course for marketing Mead Public Library as part of a larger effort to increase library usage and to demonstrate our value to the community.

Our research shows that the Mead Public Library brand is strong overall, and we are seen as having evolved with the times while remaining a vibrant community hub that's about more than just books.

However, drilling down, we've found numerous gaps between the services and resources we offer, and the public's awareness of those offerings, which has been triggered in part by trends that have seen established marketing channels upended by social media and other digital technology.

Closing the gap requires us to reach people where they are today by balancing our use of traditional marketing methods, such as mailings and print media, with digital efforts on our website, social media and beyond.

Most of these initiatives are already underway but will see increased emphasis going forward.

## Strategic Objectives

### ***Raise overall community awareness of library events, classes and resources***

- Use content marketing, including website blogs, e-newsletters and photos/videos created for social media, along with targeted printed materials, to create a stronger awareness of library events, classes and resources among different demographics beyond what is possible with in-house posters and flyers, which only reach active library users.
- **Create separate, segmented marketing materials for different audiences that we're trying to reach.**
- **Work with programming staff to ensure our program offerings reflect our diverse community and that our marketing efforts reach our different minority populations.**
- Use paid and organic social media campaigns, our website and in-house displays to promote existing library resources that are not tied to events or classes and have not traditionally been the focus on advertising campaigns.
- Ensure that our website is regularly updated and maintained and that our e-newsletter is continually promoted, as our research shows those are primary tools for reaching our most engaged library users, who tend to seek out information on their own.
- Work with programming staff to leverage and build on the library's status as a community hub and social outlet using relevant programming and create marketing materials that reflects this concept.

## ***Strengthen brand connection and awareness with 25-35 demographic, and adults of all ages without kids***

- Use content marketing tailored for social media platforms popular with younger users, such as Instagram.
- Work with programming staff to create more social events for people without kids or parents needing a social outlet, with marketing messaging to reflect that. Our research shows that we are seen as exceling at serving young families while neglecting those outside that demographic.
- Use partnerships with local businesses and cultural amenities to engage with younger library users.

## ***Increase community outreach & partnerships***

- Ensure professional staff are engaged in outreach where appropriate to help promote the library, **including with organizations and individuals representing minority groups.**
- Collaborate and further develop programming partnerships with local experts and organizations with strong followings in order to draw new people to the library.

## ***Establish a more contemporary visual brand***

- Develop and maintain a more consistent and contemporary visual appearance and voice with printed materials, including posters, book display signs and newsletters
- Explore developing an updated or completely new logo.

## **Marketing Channels**

We will use the following channels to reach current and new patrons, though we must continually review the mediums and platforms where we market to stay ahead of evolving marketing trends, while also avoiding chasing users from platform to platform and trying to do it all.

- Facebook
- Instagram
- Twitter
- Pinterest
- YouTube
- Snapchat
- eNewsletter
- Printed newsletter
- meadpl.org
- Press releases
- Flyers
- Posters
- NextDoor.com



Please take a few minutes for this brief survey and let us know if, as a result of participating in the Civic/Community Engagement program...

**1. You are more aware of some issues in your community**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
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**2. You feel more confident about becoming involved in your community**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
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**3. You intend on becoming more engaged in your community**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
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**4. You are more aware of applicable resources and services provided by the library**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
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**5. What did you like most about the program?**

**6. What could the library do to better assist you with your involvement in the community?**

Date: 05/10/2017

Location:

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This survey is part of the Public Library Association's Project Outcome, a national initiative to help public libraries measure the impact of their programs and services, with funding from the Bill & Melinda Gates Foundation. For more information about this effort, please visit [www.projectoutcome.org](http://www.projectoutcome.org).



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project | **OUTCOME**  
MEASURING THE TRUE IMPACT  
OF PUBLIC LIBRARIES



Project Outcome  
measures the  
following library  
service areas:



CIVIC/COMMUNITY  
ENGAGEMENT



DIGITAL LEARNING



EARLY CHILDHOOD  
LITERACY



ECONOMIC  
DEVELOPMENT



EDUCATION/LIFELONG  
LEARNING



JOB SKILLS








SUMMER READING

### About Project Outcome

Wherever public libraries are working, possibility lives. Project Outcome is a **FREE** toolkit designed to help public libraries understand and share the impact of essential library programs and services by providing simple surveys and an easy-to-use process for measuring and analyzing outcomes. Project Outcome also provides libraries with the resources and training support needed to apply their results and confidently advocate for their library's future, helping them turn better data into better libraries.

### What It Measures

Project Outcome helps libraries easily measure their patron outcomes, which is just one piece of the evaluation puzzle. An outcome is a specific benefit that results from a library service or program. Outcomes can be quantitative or qualitative, and are often expressed as changes that individuals perceive in themselves. Measuring outcomes helps libraries answer the question, "What **GOOD** did we do?"

What Good Did We Do?	Helping Libraries Measure Four Key Outcomes			
	 Knowledge	 Confidence	 Application	 Awareness

### How It Works

The Project Outcome toolkit provides libraries with **FREE** access to quick and simple patron surveys, an easy-to-use survey management tool to collect their outcomes, custom reports and interactive data dashboards for analyzing the data, and various resources to help move libraries from implementing surveys to taking action using the results. Project Outcome provides three tools for libraries to measure their outcomes:



Learn more at [www.projectoutcome.org](http://www.projectoutcome.org)! Join the conversation on Project Outcome's Peer Discussion Board, Facebook, and Twitter [@ProjectOutcome](https://twitter.com/ProjectOutcome)! Project Outcome is managed by the Public Library Association (PLA), funded by the Bill & Melinda Gates Foundation, and builds upon the work of PLA's Performance Measurement Task Force.

## Mead Public Library Statistics - August 2017

<b>Circulation Transactions</b>	<b>August 2016</b>	<b>August 2017</b>	<b>Monthly % Change 2016 vs. 2017</b>	<b>Year-to-date 2016</b>
Adult Materials	32,479	33,309	3%	258,505
Teen Materials	1,557	1,380	-11%	10,053
Children's Materials	16,657	17,820	7%	123,861
<b>Total Ciculation Transactions</b>	<b>50693</b>	<b>52509</b>	<b>4%</b>	<b>392,419</b>
<b>Interlibrary Loans (Transits)</b>				
Items provided to libraries	7,200	5,856	-19%	57,488
Items received from Libraries	4,687	4,847	3%	35,965
<b>Total Interlibrary Loans (Transits)</b>	<b>11,887</b>	<b>10703</b>	<b>-10%</b>	<b>93453</b>
<b>Uses of E-Content</b>				
E-Books (Overdrive)	3,335	4,717	41%	26,366
E-Audio (Overdrive) - Freegal	2,794	1,571	-44%	19,463
E-Video (Overdrive) - Hoopla	108	244	126%	947
E-Magazines (Zinio)	385	126	-67%	1,831
<b>Total Uses of E-Content</b>	<b>6622</b>	<b>6658</b>	<b>1%</b>	<b>48607</b>
<b>Library Visits</b>				
Gate count	29,746	28,713	-3%	229,569
<b>Reference Inquiries</b>				
Reference Inquiries	2,654	2,107	-21%	17,968
<b>Users of Public Internet PCs</b>				
Library workstations	5,034	5,083	1%	36,018
Wireless Sessions	12,431	14,014		81,463
<b>Number of Registered Users</b>				
Resident				29,597
Non-Resident				10,177
<b>Total Number of Registered Users</b>				<b>39774</b>
<b>Programs (Number of Programs, Attendance)</b>				
Children (0-11) Number of Programs	8	23	188%	281
Children (0-11) Attendance	474	1,054	122%	7,895
Teen (12-18) Number of Programs	10	10	0%	57
Teen (12-18) Attendance	340	249	-27%	1,453
Adult (18+) Number of Programs	8	11	38%	135
Adult (18+) Attendance	48	109	127%	2,843
<b>Total number of Programs</b>	<b>26</b>	<b>44</b>	<b>69%</b>	<b>473</b>
<b>Total number of Attendance</b>	<b>862</b>	<b>1412</b>	<b>64%</b>	<b>12,191</b>
<b>Conference Room Utilization by % of Utilization</b>				
Rocca Meeting Room	17%	13%	-4%	21%
Loft Meeting Room	17%	12%	-5%	23%
2nd Floor Small Meeting Room	40%	31%	-9%	34%
Volunteer Hours	30	385	1183%	1503

<b>Year-to-date 2017</b>	<b>YTD % Change 2016 vs. 2017</b>
251,373	-3%
10,502	4%
122,115	-1%
<b>383,990</b>	<b>-2%</b>
45,813	-20%
36,294	1%
<b>82107</b>	<b>-12%</b>
33,586	27%
13,190	-32%
1,807	91%
1,097	-40%
<b>49680</b>	<b>2%</b>
233,810	2%
16,826	-6%
31,742	-12%
103,290	27%
24,940	-16%
9,890	-3%
<b>34830</b>	<b>-12%</b>
428	52%
13,622	73%
69	21%
1,560	7%
213	58%
3,056	7%
<b>710</b>	<b>50%</b>
<b>18238</b>	<b>50%</b>
19%	-3%
16%	-7%
25%	-9%
2266	51%

### **Friends of the Mead Public Library Meeting Report-9/20/17**

- Donation of additional monies was made by the Friends to cover the remaining cost of the sink. Total amount of sink donation came to \$2,852.42
- Friends hosted a rummage sale at Mead on September 16<sup>th</sup> which brought in approximately \$1,100.00
- Consistent donations of books to lessen inventory-Little free libraries and laundromats.
- Meeting of all the Friend's groups in the Monarch Library System took place the same day as Board meeting. All in all, it was a huge success with a lot of great brainstorming and ideas.
- Friends have agreed to purchase book bags for Mead with the Mead logo on one side and the Friends logo on the other side.