

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

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**March 23, 2017**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 23, 2017 in The Loft. Present Board of Trustee members were presiding, Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Henry Nelson, Dolyce Johnson, Nancy Mannchen, and Chris Campe. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Librarian Susan Durant, Board of Trustee members absent: Alderperson Rosemarie Trestor, Dave Hoffman and Kevin Anderson.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:51 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 February 23, 2017 meeting; Nelson **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Deb Voss, Public Services Librarian, will be retiring June 30, 2017.

**2. COMMITTEE REPORTS:**

- 2.1 FINANCE COMMITTEE – DIRK ZYLMAN, CHAIR. REPORT OF 3/23/2017 MEETING
- 2.2 FINANCE REPORT. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (including payroll) and special revenues (including grants) 2. RECEIVE MONTHLY 2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED. 25% target in reserves has been met with an additional \$76k. Admin coming back next month with suggestions for use. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses. Johnson **seconded** the motion. The motion **passed**.
- 2.3 MARKETING COMMITTEE – DIRK ZYLMAN, ACTING CHAIR, REPORT OF 3/9/17 MEETING Committee voted to approve funding the market research study and Josh reported that social media has had a significant impact on program attendance recently.

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

- 3.1 **DISCUSSION AND POSSIBLE ACTION TO APPROVE MARKET RESEARCH STUDY** Zylman **moved** to approve funding the market research study up to \$10k from the Everhard funds. Nelson **seconded**. The motion **passed**.

3.2 **DISCUSSION AND POSSIBLE ACTION TO GIVE DIRECTOR GUIDANCE ON POTENTIAL VOTES ON MONARCH CIRCULATION POLICIES**  
Disagreement amongst libraries in system in regards to local holds first vs. moratoriums. General consensus directed Erickson to vote for a moratorium but with shorter terms (60 days).

3.3 **DISCUSSION AND POSSIBLE ACTION ON FUNDING ELECTRICAL WORK**  
Engineering study was just completed this week. No report back yet. Will update next month. No action needed at this time.

3.4 **DISCUSSION AND POSSIBLE ACTION TO APPROVE 2016 ANNUAL DPI REPORT**

Nelson moved to approve the report. Zylman seconded. The motion passed.

3.5 **DISCUSSION AND POSSIBLE ACTION TO APPROVE 2018-2022 CIP FOR MEAD PUBLIC LIBRARY**

Zylman moved to approve 2018-2022 CIP. Campe seconded. The motion passed.

#### 4. DIRECTORS REPORT

4.1 **UPDATE ON RFID PROJECT**

Kallas reports that retro-tagging/new security is being placed on all materials. New gates and new self-check-out stations expected this summer.

4.2 **UPDATE ON SERVICES AND PROGRAMING** Wintergreen was a success. Large crowds all day long. Reader's Theater began in February. Summer Reading Program theme is "Build a Better World".

4.3 **FEBRUARY STATISTICS**

Teen materials are now reported separately from Adult materials for more accurate comparison.

#### 5. LIAISON REPORTS

5.1 **MONARCH LIBRARY SYSTEM – KATHIE NORMAN** Norman reported that the social aspect of Polaris is being worked on and is expected to be up and running soon.

5.2 **MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN** Quinn reported that the Development Committee is actively working on and producing materials. Three separate mailings are also scheduled to go out this year including a survey of all members.

5.3 **FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND** Richmond reported that the Annual Meeting will be held on April 23<sup>rd</sup> and will feature a local author presentation.

#### 6. UPCOMING MEETINGS

6.1 **LIBRARY BOARD FINANCE COMMITTEE:** April 27, 2017 @ TBD.

6.2 **FULL LIBRARY BOARD MEETING:** April 27, 2017 @ 3:45 PM.

#### 7. ADJOURN

7.1 Quinn adjourned the meeting at 5:21 PM.

MPL Visa Credit Card Purchases  
 2/4/2017 - 3/6/2017

Account #	Amount	Description
25551110-525155	\$ (112.50)	UWEX course paid for by grant funds
25551150-642200	\$ 1,145.12	IT department expense
25551110-521800	\$ 35.00	Programming Expense (Subway \$35.00)
25551150-530222	\$ 55.70	Janitorial supplies expense
25551150-524110	\$ 646.97	Building maintenance expense
25551100-538001	\$ 521.47	Facebook & Constant Contact advertising expense - Paid for by Friends Donation
25551150-530210	\$ 303.23	Technical support supplies expense
25551150-521700	\$ 10.00	Security camera expense
25551150-523122	\$ 52.74	Norton Software - Reimbursement from the Friends
25551100-530100	\$ 212.62	Office Supplies
Total Charges for billing period	\$ 2,870.35	

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

April 2017

Account Balances as of:

March 11, 2022

8:55 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		253,802.00	87,143.20	166,658.80	34.34
	<b>SUB TOTAL</b>		<b>253,802.00</b>	<b>87,143.20</b>	<b>166,658.80</b>	<b>34.34</b>
510310	FICA		15,736.00	5,286.14	10,449.86	33.59
510311	MEDICARE		3,680.00	1,236.33	2,443.67	33.60
510320	WI RETIREMENT FUND		16,751.00	5,533.40	11,217.60	33.03
510340	HEALTH INSURANCE	0.00	40,332.00	10,179.72	30,152.28	25.24
510341	RETIREE HEALTH INS		3,408.00	3,336.92	71.08	97.91
510350	DENTAL INSURANCE		4,397.00	1,386.57	3,010.43	31.53
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		392.00	104.20	287.80	26.58
510400	WORKERS COMP		118.00	29.52	88.48	25.02
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>34,505.29</b>	<b>81,958.71</b>	<b>29.63</b>
521100	BANKING FEES		1,200.00	323.01	876.99	26.92
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,850.00	600.00	75.51
521400	ADVERTISING & MARKETING	3,250.00	9,400.00		6,150.00	34.57
521900	CONTRACTED SERVICES		20,200.00	3,856.08	16,343.92	19.09
	<b>SUB TOTAL</b>	<b>3,250.00</b>	<b>33,250.00</b>	<b>6,029.09</b>	<b>23,970.91</b>	<b>27.91</b>
525155	PROFESSIONAL DEVELOPMENT		4,520.00	1,920.55	2,599.45	42.49
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL	0.00	2,000.00	299.07	1,700.93	14.95
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,520.00</b>	<b>12,402.53</b>	<b>5,117.47</b>	<b>70.79</b>
530100	OFFICE SUPPLIES	0.00	9,500.00	2,196.61	7,303.39	23.12
530130	POSTAGE & DELIVERY	0.00	4,500.00	1,581.54	2,918.46	35.15
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,000.00</b>	<b>3,778.15</b>	<b>10,221.85</b>	<b>26.99</b>
538001	DONATION PURCHASES	0.00	5,000.00	232.01	4,767.99	4.64
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>0.00</b>	<b>5,100.00</b>	<b>232.01</b>	<b>4,867.99</b>	<b>4.55</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		3,000.00	0.00
	<b>SUB TOTAL</b>	<b>201 0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</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>3,250.00</b>	<b>446,252.00</b>	<b>144,090.27</b>	<b>298,911.73</b>	<b>33.02</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		723,367.00	230,542.74	492,824.26	31.87
	<b>SUB TOTAL</b>		<b>723,367.00</b>	<b>230,542.74</b>	<b>492,824.26</b>	<b>31.87</b>
510310	FICA	0.00	44,849.00	13,884.02	30,964.98	30.96
510311	MEDICARE		10,489.00	3,247.05	7,241.95	30.96
510320	WI RETIREMENT FUND	0.00	45,053.00	15,173.85	29,879.15	33.68
510340	HEALTH INSURANCE		132,303.00	41,582.77	90,720.23	31.43
510350	DENTAL INSURANCE		9,399.00	3,190.40	6,208.60	33.94
510360	LIFE INSURANCE		1,017.00	457.60	559.40	45.00
510400	WORKERS COMP	0.00	313.00	78.27	234.73	25.01
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>243,423.00</b>	<b>77,613.96</b>	<b>165,809.04</b>	<b>31.88</b>
521800	PROGRAM SERVICES		10,000.00	5,287.38	4,712.62	52.87
521900	CONTRACTED SERVICES	0.00	37,300.00	20,086.64	17,213.36	53.85
525155	PROFESSIONAL DEVELOPMENT		9,000.00	183.52	8,816.48	2.04
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00	61,000.00	3,017.97	57,982.03	4.95
538001-10067	DONATION PURCHASES	0.00	0.00	173.23	-173.23	
538001-10097	DONATION PURCHASES		0.00	185.00	-185.00	
538001-10099	DONATION PURCHASES	0.00	0.00		0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>118,400.00</b>	<b>28,933.74</b>	<b>89,466.26</b>	<b>24.44</b>
538002	MATERIALS - ALL CATAGORIES	17,436.13	364,234.00	85,655.59	261,142.28	28.30
538100	OTHER CONTENT	0.00	53,600.00	2,840.00	50,760.00	5.30
649200	EQUIPMENT REPLACEMENT	0.00	22,200.00	22,130.01	69.99	99.68
	<b>SUB TOTAL</b>	<b>17,436.13</b>	<b>440,034.00</b>	<b>110,625.60</b>	<b>311,972.27</b>	<b>25.14</b>
538000	TOTAL MATRL'S ACCTS	20 17,436.13	<b>558,434.00</b>	<b>139,559.34</b>	<b>401,438.53</b>	<b>24.99</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>17,436.13</b>	<b>1,525,224.00</b>	<b>447,716.04</b>	<b>1,060,071.83</b>	<b>30.50</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		639,305.00	194,074.43	445,230.57	30.36
	<b>SUB TOTAL</b>		<b>639,305.00</b>	<b>194,074.43</b>	<b>445,230.57</b>	<b>30.36</b>
510310	FICA	0.00	39,311.00	11,715.31	27,595.69	29.80
510311	MEDICARE		13,980.00	2,739.71	11,240.29	19.60
510320	WI RETIREMENT FUND	0.00	32,660.00	10,975.76	21,684.24	33.61
510340	HEALTH INSURANCE		97,822.00	28,440.87	69,381.13	29.07
510350	DENTAL INSURANCE		6,243.00	2,023.48	4,219.52	32.41
510360	LIFE INSURANCE		653.00	248.96	404.04	38.13
510400	WORKERS COMP		291.00	72.75	218.25	25.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>190,960.00</b>	<b>56,216.84</b>	<b>134,743.16</b>	<b>29.44</b>
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	10,232.00	15,768.00	39.35
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,000.00</b>	<b>10,232.00</b>	<b>15,768.00</b>	<b>39.35</b>
521900	CONTRACTED SERVICES	0.00	16,163.00	2,950.50	13,212.50	18.25
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	4,932.04	25,067.96	16.44
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	4,360.40	15,639.60	21.80
524124	HVAC MAINT & BOILER INS	1,028.77	3,000.00	100.00	1,871.23	37.63
524126	ELEVATOR MAINTENANCE	0.00	500.00	200.00	300.00	40.00
	<b>SUB TOTAL</b>	<b>1,028.77</b>	<b>69,663.00</b>	<b>12,542.94</b>	<b>56,091.29</b>	<b>19.48</b>
525100	ELECTRICITY	0.00	93,800.00	12,576.36	81,223.64	13.41
525105	WATER	0.00	1,350.00	267.00	1,083.00	19.78
525110	SEWER	0.00	1,350.00	248.04	1,101.96	18.37
525120	TELEPHONE	0.00	4,000.00	605.14	3,394.86	15.13
525140	GAS - UTILITY	1,201.18	31,000.00	13,757.64	16,041.18	48.25
	<b>SUB TOTAL</b>	<b>1,201.18</b>	<b>131,500.00</b>	<b>27,454.18</b>	<b>102,844.64</b>	<b>21.79</b>
	PROG SUPP (CAT & CIRC SUPPLIES)	95.75	20,000.00	7,351.76	12,552.49	37.24
530210	OPERATING SUPPLIES	0.00	1,100.00	25.04	1,074.96	2.28
530222	JANITORIAL SUPPLIES		5,000.00	1,415.22	3,584.78	28.30
	<b>SUB TOTAL</b>	<b>95.75</b>	<b>26,100.00</b>	<b>8,792.02</b>	<b>17,212.23</b>	<b>34.05</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	2,945.40	2,054.60	58.91
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>5,000.00</b>	<b>2,945.40</b>	<b>2,054.60</b>	<b>58.91</b>
642200	IT EQUIPMENT	0.00	19,500.00	4,653.05	14,846.95	23.86
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>4,653.05</b>	<b>14,846.95</b>	<b>23.86</b>
	<b>SUPPORT SERVICES COST CENTER TOTAL</b>	<b>2,325.70</b>	<b>1,108,178.00</b>	<b>316,910.86</b>	<b>788,941.44</b>	<b>28.60</b>
	<b>LIBRARY TOTAL</b>	<b>23,011.83</b>	<b>3,079,654.00</b>	<b>908,717.17</b>	<b>2,147,925.00</b>	<b>29.51</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	3,250.00	446,252.00	144,090.27	298,911.73	33.02
25551110	PUBLIC SERVICES	17,436.13	1,525,224.00	447,716.04	1,060,071.83	30.50
25551150	SUPPORT SERVICES	2,325.70	1,108,178.00	316,910.86	788,941.44	28.60
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>23,011.83</b>	<b>3,079,654.00</b>	<b>908,717.17</b>	<b>2,147,925.00</b>	<b>29.51</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	35,850.36	-1,601.64	95.72
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	1,883.93	-8,116.07	18.84
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	10,322.44	-39,677.56	20.64
447641	LOST BOOKS	5,000.00	2,106.53	-2,893.47	42.13
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	302.90	-197.10	60.58
467101	CONTRIBUTIONS	66,000.00	15,433.46	-50,566.54	23.38
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>3,023,487.83</b>	<b>-56,166.17</b>	<b>98.18</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	511,760.37	1,104,713.63	31.66
510310	FICA		99,896.00	30,885.47	69,010.53	30.92
510311	MEDICARE		28,149.00	7,223.09	20,925.91	25.66
510320	WI RETIREMENT FUND		94,464.00	31,683.01	62,780.99	33.54
510340	HEALTH INSURANCE		270,457.00	80,203.36	190,253.64	29.65
510341	RETIREE HEALTH INS		3,408.00	3,336.92	71.08	97.91
510350	DENTAL INSURANCE		20,039.00	6,600.45	13,438.55	32.94
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		2,062.00	810.76	1,251.24	39.32
510400	WORKERS COMP		722.00	180.54	541.46	25.01
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	323.01	876.99	26.92
521110	FINANCIAL SERVICES FEES		2,450.00	1,850.00	600.00	75.51
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521700	SECURITY SERVICES		26,000.00	10,232.00	15,768.00	39.35
521800	PROGRAM SERVICES		10,000.00	5,287.38	4,712.62	52.87
521900	CONTRACTED SERVICES		73,663.00	26,893.22	46,769.78	36.51
523122	SOFTWARE MAINTENANCE		30,000.00	4,932.04	25,067.96	16.44
524110	BUILDING EXT MAINT		20,000.00	4,360.40	15,639.60	21.80
524124	HVAC MAINT + BOILER INS		3,000.00	100.00	2,900.00	3.33
524126	ELEVATOR MAINTENANCE		500.00	200.00	300.00	40.00
525100	ELECTRICITY		93,800.00	12,576.36	81,223.64	13.41
525105	WATER		1,350.00	267.00	1,083.00	19.78
525110	SEWER		1,350.00	248.04	1,101.96	18.37
525120	TELEPHONE		4,000.00	605.14	3,394.86	15.13
525140	GAS - UTILITY		31,000.00	13,757.64	17,242.36	44.38
525155	PROFESSIONAL DEVELOPMENT		13,520.00	2,104.07	11,415.93	15.56
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL		2,000.00	299.07	1,700.93	14.95
530100	OFFICE SUPPLIES	0.00	9,500.00	2,196.61	7,303.39	23.12
530130	POSTAGE AND DELIVERY		4,500.00	1,581.54	2,918.46	35.15
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	7,351.76	12,648.24	36.76
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	25.04	1,074.96	2.28
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	1,415.22	3,584.78	28.30
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		66,000.00	3,608.21	4,767.99	5.47
538002	ADULT PRINT		364,234.00	85,655.59	261,142.28	23.52
538100	OTHER CONTENT		53,600.00	2,840.00	50,760.00	5.30
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	2,945.40	2,054.60	58.91
540215	GEN PUB OFFICIAL		3,116.00	0.00	3,116.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
642200	IT EQUIPMENT		19,500.00	4,653.05	14,846.95	23.86
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>23,011.83</b>	<b>3,079,654.00</b>	<b>908,717.17</b>	<b>2,147,925.00</b>	<b>29.51</b>

Mead Public Library - April 2017 Accounts Payables				
Vendor	Name	Invoice	Check #	Invoice Amt
2716	BAKER & TAYLOR, LLC	5014481622	327351	\$278.46
2716	BAKER & TAYLOR, LLC	3021506929	327351	\$62.24
2716	BAKER & TAYLOR, LLC	2032713392	327351	\$929.87
2716	BAKER & TAYLOR, LLC	2032718408	327351	\$3,955.47
2716	BAKER & TAYLOR, LLC	3021506927	327351	\$21.36
4307	BEILKE, BIANCA D.	255335	327352	\$24.95
154	ELLA'S	031017MEAD	327353	\$460.49
231	MIDWEST TAPE	94861802	327355	\$1,328.03
3728	MILLER, ANN	Walmart #63965221385829979737	327356	\$20.32
2758	QUALITY BOOKS, INC	199753	327358	\$91.51
20008	SPECIAL OPERATIONS D	16012	327360	\$2,653.00
4305	SPIELMAN, BRIDGET	247981	327361	\$14.26
166	WISCONSIN MEDIA	4/1/17 - 3/31/18	327362	\$539.04
900104	ALLIANT ENERGY	2/23/17 - 3/28/17	327593	6,398.29
900201	AMAZON.COM	ORDER AIMEE SLP	327595	56.65
900201	AMAZON.COM	CARD ENDING 1964	327595	154.96
900201	AMAZON.COM	239681605270	327594	17.49
900201	AMAZON.COM	271848769517	327595	391.46
900201	AMAZON.COM	041368212436	327595	159.98
900201	AMAZON.COM	081855673906	327595	195.02
900201	AMAZON.COM	089801607277	327595	18.73
900201	AMAZON.COM	108266338785	327595	43.98
900201	AMAZON.COM	287324003833	327595	219.06
900201	AMAZON.COM	268531132681	327595	119.96
900201	AMAZON.COM	116681315984	327595	219.00
900201	AMAZON.COM	049252277989	327595	11.14
900201	AMAZON.COM	269698141017	327595	18.94
900201	AMAZON.COM	151501666394	327595	37.19
900201	AMAZON.COM	113378895960	327595	13.98
900201	AMAZON.COM	01712014731	327595	877.83
900	ANDRE FIRE EQUIPMENT	17533	327596	507.00
1418	ART IN A SUITCASE	5/17/17 ART FOR FUN	327597	185.00
900009	AT&T	2/26/17 - 3/25/17	327598	103.51
1902	AUGUST TARNOWSKI	257078	327599	20.99
2716	BAKER & TAYLOR, LLC	2032747932	327600	562.65
2716	BAKER & TAYLOR, LLC	3021519156	327600	38.25
2716	BAKER & TAYLOR, LLC	5014499860	327600	81.84
2716	BAKER & TAYLOR, LLC	2032753396	327600	1,108.11
2716	BAKER & TAYLOR, LLC	3021531311	327600	173.67
2716	BAKER & TAYLOR, LLC	3021531312	327600	121.58
3252	CHARTER COMMUNICAT	3232017	327601	282.99
900036	COMPUTYPE INC	617936	327602	2,042.98
2448	DALHAIMER, MARY M.	735492	327603	83.78
4081	DAUN'S PROFESSIONAL	85556	327604	390.00
4334	DEARREADER.COM LLC	317915	327605	2,300.00
239	ELDER, KARL	5/17/2017	327606	150.00
4328	GUTIERREZ, MICHELE	735492	327607	200.00
1251	HENKE, ANGELIKA	5/10/2017 PROGRAM	327609	250.00

Mead Public Library - April 2017 Accounts Payables				
Vendor	Name	Invoice	Check #	Invoice Amt
8932	HOME DEPOT CREDIT	49245862735	327610	21.20
200	JAN WAY COMPANY USA	125160	327611	414.94
900376	MARTENS TRILLING TRU	B782438	327612	6.25
900376	MARTENS TRILLING TRU	C834682	327613	0.61
12374	MBM	IN178096	327614	460.89
900181	MENARDS	25709	327614	12.60
900181	MENARDS	26198	327615	33.94
231	MIDWEST TAPE	94868564	327615	12.99
231	MIDWEST TAPE	94884476	327615	299.21
231	MIDWEST TAPE	94901283	327615	253.04
231	MIDWEST TAPE	94901792	327615	602.56
231	MIDWEST TAPE	94901448	327615	179.92
231	MIDWEST TAPE	94908285	327615	285.37
231	MIDWEST TAPE	94888140	327615	1,730.18
231	MIDWEST TAPE	94883010	327615	1,381.06
231	MIDWEST TAPE	94887940	327615	859.92
231	MIDWEST TAPE	94914938	327615	382.33
231	MIDWEST TAPE	94908149	327615	803.54
231	MIDWEST TAPE	94921204	327615	157.78
900035	O & W COMMUNICATIONS	37881	327616	90.00
900304	PITNEY BOWES PURCHAS	2/21/17 POSTAGE	327617	1,020.99
900118	SHEBOYGAN WATER UTIL	12/31/16 - 3/31/17	327620	16.20
2364	SHRED-IT USA, LLC	8121953342	327621	73.46
491	STAPLES ADVANTAGE	8043671996	327622	174.67
900301	STATE BAR OF WISCONS	5021387	327623	65.53
900103	WAL-MART COMMUNITY	706200744833	327625	42.65
900103	WAL-MART COMMUNITY	7046004925849	327625	47.29
1710	WELLS FARGO FINANCIA	5003835315	327626	726.19
900044	WISCONSIN PUBLIC SER	2/17/17 - 3/7/17	327627	2,267.49

<b>Description</b>
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Patron Refund
Staff in service day (Lunch) expense
Materials purchase
Programming expense reimbursement
Materials purchase
Security services expense
Patron Refund
Newspaper subscription renewal - Materials purchase
Electric utility expense
Programming expense reimbursement
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Programming expense reimbursement
Programming expense reimbursement
Materials purchase
Materials purchase
Programming expense reimbursement
Programming expense reimbursement
Programming expense reimbursement
Programming expense reimbursement
Programming expense reimbursement
Materials purchase
Fire extenguisher training staff training
Programming expense reimbursement
Telephone expense
Patron Refund
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Internet expense
Technical Supplies
Programming expense reimbursement
Snow & Salting expense
Materials purchase
Programming expense reimbursement
Programming expense reimbursement
Programming expense reimbursement

<b>Description</b>
Building repair expense
Library tote bags for sale to patrons
Building repair expense
Building repair expense
Printer/Photo copier expense
Building repair expense
Building repair 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
Materials purchase
Materials purchase
Materials purchase
Telephone repair expense
Postage meter postage refill
Water utility expense
Confidential document shredding service
Office supplies
Materials purchase
Programming expense reimbursement
Programming expense reimbursement
Printer/Photo copier lease payment
Gas utility expense

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**Tuesday, April 18, 2017**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, April 18, 2017 in the Administrative Board Room.

**STAFF/OFFICIALS PRESENT:** Library Board of Trustees Vice President Kathie Norman, presiding; Library Board President Maeve Quinn and Library Board Trustee Henry Nelson. Staff: Library Director Garrett Erickson.

**1. Opening of Meeting**

**1.1 Call to Order and Determination of Quorum**

Norman called the meeting to order at 12:08 p.m.; she determined there was a quorum present.

**1.2 Approval of Minutes**

Nelson **moved**; Quinn **seconded** to approve the minutes of November 1, 2016. The motion **passed**.

**2. Items for Discussion and Possible Action**

**2.1 Discussion and Possible Action to Update Job Descriptions**

Erickson distributed a draft update to Maintenance Technician I job description. Quinn **moved** to adopt updated job description with new title for the position as Maintenance Technician. Nelson **seconded**. The motion **passed**.

Erickson distributed a draft update to Librarian I, II job description. Norman **moved** to adopt updated job description with new title for these positions as Librarian. Quinn **seconded**. The motion **passed**.

Erickson distributed a draft update to Library Assistant I, II, III job description. Nelson **moved** to adopt updated job description with new title for these positions as Library Assistant. Norman **seconded**. The motion **passed**.

Erickson distributed a draft for the newly created job title of Support Services Library Assistant job description. After deliberation, the job title was changed to Technical Services Library Assistant. Norman **moved** to adopt the new job description with the title for the position as Technical Support Library Assistant. Nelson **seconded**. The motion **passed**.

**2.2 Discussion and Possible Action to Update Table of Organization**

Erickson distributed a draft update of the Library's Table of Organization. After discussion, Norman **moved** to approve the draft document with a change in one

of the job titles from “Support Services Library Assistant” to “Technical Services Library Assistant.” Nelson **Seconded**. The motion **passed**.

**2.3 Discussion and Possible Action on 2017 Wage Scale Update**

The group discussed a variety of ways to get employee salaries to the mid-point. This topic will be discussed further at the next Library Board Finance Committee meeting.

**3. Upcoming Meetings**

- 3.1 Future HR Committee agenda items-TBD
- 3.2 The next HR Committee meeting is TBD.

**4. Adjourn**

Norman adjourned the meeting at 1:04 p.m.

# 2016 Year In Review



Mead Public Library had a busy and productive year in 2016 that focused on re-purposing spaces and expanding the range of services offered to the Sheboygan community.

Library staff completed the redesign of the first floor with the purchase of upholstered furniture for Jerry Black's Cafe, funded by the Friends of Mead Public Library in memory of Nancy Lewis, an active board member of the Friends of the Library, the Eastern Shores Library System board, and a charter member of the Mead Public Library Foundation Board of Directors.



The second floor was redesigned to make way for the library's new makerspace. Other changes included adding more working space for individuals and groups, consolidating the public computer area, and installing a new service desk with funding from the Mead Public Library Foundation — all to better serve patrons.

The makerspace opened to the public in fall and, through a public contest, was named the Imaginarium. It offers a range of opportunities to learn and create, from complex technology projects using a 3D printer to traditional crafts like knitting and beading. It is used for group programs and also for individual use and is open at all times the library is open.



Work also began in late 2016 to rearrange the second-floor staff workroom to free up space to add two more public study rooms and to offer better access to the Anshel and Fela Warschau Room, which houses Mead's Jewish Holocaust Collection. Both projects wrapped up in early 2017.

Late 2016 also saw the launch of the newly created Monarch Library System catalog, which was formed after the Eastern Shores and Mid-Wisconsin library systems merged.

Mead Public Library is now one of 33 libraries participating in the Monarch system. The new system features more than 1.1 million items for checkout and reduced waiting times for reserved items.

Mead Public Library also launched a new website earlier in the year with an updated, mobile-friendly design. The project was funded by a donation from the Mead Public Library Foundation.



Mead Public Library was once again a venue for the Sheboygan Children's Book Festival, which brings more than 1,000 visitors to the library each year.

Hands-on learning remained a focus of Mead Public Library's programs, with popular offerings such as Art4Fun, Science-4-Fun, LEGO Club, Curiosity Labs and Make It @ Mead.

Among other noteworthy programs in 2016 were the Sheboygan premiere of "Cheeseheads: The Documentary" at the Weill Center, children's entertainer Jim Gill at the Levitt AMP concert series, and a "Stars in Our Eyes" movie/activity night at Vollrath Park for the summer reading program.

The library is grateful to the organizations that offer financial support for programming: the Mead Public Library Foundation, the Friends of Mead Public Library, and the Kohler Foundation.

Mead Public Library also received two federal grants for special programs in 2016. Partnering with Sheboygan schools, the Sheboygan Theatre Company, the John Michael Kohler Arts Center and the Eastern Shores Library System, the Big Read featured the book "True Grit" with book discussions, movies, music, drama and other programs. The major funder was the National Endowment for the Arts.

A "Common Heritage" grant from the National Endowment for the Humanities funded local history programs and the City of Sheboygan Scan Days in partnership with the Sheboygan Historical Research Center, the Sheboygan County Museum and the Wade House.

Use of the library's digital services continued to increase in 2016, particularly with new offerings like Lynda.com, an online education site. The number of library visitors also increased during the year, as did the number of cardholders.

Obtaining a library card became easier following the introduction in December of online card registration at [www.meadpl.org](http://www.meadpl.org) for residents in the 53081 and 53083 zip codes. The service brings immediate access to Mead's online offerings. Cards can then be picked up at the library or mailed out.



# 2016 By the Numbers

## Facts and Figures

City of Sheboygan population	48,653
Items in collection	286,913
Mead Library cardholders	43,571
Items checked out	570,709
Reference questions asked	24,932
Library visits	335,999
Program attendance	192,285
Website average daily page views	1,123

## Main Revenue Sources

City of Sheboygan	\$2,305,741
Sheboygan County	523,580
Ozaukee County	8,304
Other	248,480

## Main Expenditures

Personnel	\$1,977,300
Library materials	413,413
Information technology	57,261
All other expenditures	477,755

## 850 Investment Funds

Invested through MPL Foundation, Inc.	\$1,306,132
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**Mead Public Library**  
710 North 8th Street  
Sheboygan, WI 53081

920-459-3400  
[www.meadpl.org](http://www.meadpl.org)

## Mead Public Library Board of Trustees

Kevin Anderson  
Chris Campe  
Dave Hoffman  
Dolcye Johnson  
Nancy Mannchen  
Henry Nelson  
Kathie Norman, Vice President  
Maeve Quinn, President  
Rosemarie Trester  
Dirk Zylman  
Garrett Erickson (ex-officio), Library Director

## Friends of Mead Public Library Board

Judy Biederwolf, President  
Barbara Cole  
Marge Giesen  
Joan King, Secretary  
Darlene Kolb, Treasurer  
Audrey Kruger, Vice President  
Pat Mahlendorf  
Mary Mitch  
Sharon R. Quicker  
Donna Mae Ringel  
Cheryl Schoenenberger  
Nancy Stephani  
Judy Van Calligan  
Judy Zimmermann  
Lauren Richmond (ex-officio)

## Mead Public Library Foundation Inc. Board

Judy Biederwolf  
Eldon L. Bohrofen  
William H. Holbrook  
Carol Kolzow  
Pat Mahlendorf  
Bernard J. Markevitch, President  
Marilyn Montemayor  
Sheri Murphy  
Kathie Norman, Vice President  
Thomas Peneski  
Maeve Quinn  
John Schroeder  
Konrad Testwuide, Treasurer  
Frederic Tyszka, Asst. Treasurer  
Garrett Erickson, Secretary

*Current as of Dec. 31, 2016*



**2016  
Annual  
Report**

**Mead Public Library**

**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>
-------------	-------------------------

1.00	Business Manager
1.00	Communications Specialist
1.00	Administrative Assistant

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

6.75	Librarian
8.75	Library Assistant

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

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	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: 4/18/2017
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Board Approved Date:
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**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>
-------------	-------------------------

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

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

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

**FTE BY TEAM**

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

**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

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

<b>4.75</b>	Librarian I
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<b>2.00</b>	Librarian II
-------------	--------------

<b>4.50</b>	Library Assistant I
-------------	---------------------

<b>1.75</b>	Library Assistant II
-------------	----------------------

<b>1.00</b>	Library Assistant III
-------------	-----------------------

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

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

<b>8.44</b>	Page - Part time
-------------	------------------



**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
-------------	---------------------------

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

<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>

**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
<b>53.00</b>	<b>2017 Total</b>

Revised Date: 8/8/2016
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Board Approved Date: 8/25/2016
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## 2016 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>	Public Information Specialist II
-------------	----------------------------------

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

<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
-------------	---------------------

<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 Part-Time
-------------	-------------------

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

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

- 1.00** Business Manager
- 1.00** Public Information Specialist II
- 1.00** Administrative Assistant

**FTE BY TEAM**

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

**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

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

- 4.75** Librarian I
- 2.00** Librarian II
- 4.50** Library Assistant I
- 1.75** Library Assistant II
- 1.00** Library Assistant III

Revised Date:	3/20/15
Board Approved Date:	3/19/2015

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

- 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



# Mead Public Library

## Position Description

April 2017

### POSITION INFORMATION

Title: Technical Services Library Assistant

Reports to: Support Services Manager

Pay Grade: 3

FLSA Status: Non-Exempt

### PURPOSE OF POSITION

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 FUNCTIONS

- 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
- 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

## **KNOWLEDGE AND ABILITIES**

- Basic knowledge of library services and procedures
- Ability to employ appropriate techniques to meet service needs
- Resilient to changes in the library profession
- Ability to develop and maintain constructive relationships with staff and public
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

## **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: 50 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 perform work in response to general, outcome based directives
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

## **ENVIRONMENTAL WORKING CONDITIONS**

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations may exist

## **EQUIPMENT USED**



# Mead Public Library

## Position Description

July 2014 April 2017

### POSITION INFORMATION

Title: Librarian I, II

Reports to: Public Services Manager

City Pay Grade: 9-10-6

FLSA Status: Exempt (full-time)

Non-Exempt (part-time)

### PURPOSE OF POSITION

The purpose of this position is to lead and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act often work as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

### ESSENTIAL FUNCTIONS

- Mentors other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
- Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
- Leads ad hoc teams or projects
- Researches trends and innovation in library services
- Monitors local library statistics and makes recommendations to management for improvements
- Provides customer service and assistance in the use of library services, including reader's advisory and reference services
- Plans, coordinates and presents programs and events
- Serves as library representative on various community committees
- Assists manager in the development of library policies, plans and goals

- Coordinates, develops and presents library training to staff and public
- Reports safety and security matters to management or maintenance staff
- Oversee library collections procurement and weeding process
- Attends library related conferences and workshops
- 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
- Librarian I - Performs duties independently with general supervision
- Librarian II - Performs duties independently with minimum supervision

### **KNOWLEDGE AND ABILITIES**

- Basic knowledge of library services and procedures
- Ability to employ appropriate techniques to meet service needs
- Resilient to changes in the library profession
- Ability to develop and maintain constructive relationships with staff and public
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

### **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: 50 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 perform work in response to general, outcome based directives

- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

### **ENVIRONMENTAL WORKING CONDITIONS**

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations may exist

### **EQUIPMENT USED**

- Standard general office machines
- Materials processing, handling and repair tools
- Personal computers, laptops, tablets and peripherals
- Library automation equipment

### **EDUCATION AND EXPERIENCE**

- Master of Library Science from an American Library Association accredited library school or equivalent
- Two years of experience in a public library or equivalent relevant experience

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# Mead Public Library

## Position Description

July 2014 April 2017

### POSITION INFORMATION

Title: Library Assistant I, II, III

Reports to: Public Service Manager/Support Services Manager

City Pay Grade: 3-5 2

FLSA Status: Non-Exempt

### PURPOSE OF POSITION

The purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. Libraries Assistants may be asked to perform multiple, distinct roles and share tasks within their teams, so individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Public Services Manager or the Support Services Manager.

### ESSENTIAL FUNCTIONS

- Performs general day to day duties associated with various services which include but are not limited to:
  - Collection ordering, receiving, processing and mending
  - Circulation of library collections
  - Bibliographic and customer database entry and maintenance
  - Reader's advisory, reference, and limited research services
  - Routine indexing and bibliography compilation
  - Library related reading programs, events and story telling
  - Interlibrary loan and collection distribution systems
  - Handles/counts cash and performs cash transactions
  - Processes and distributes mail and other deliveries
  - Prepares invoices for payment
  - Handles bookings for the meeting rooms
- 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

- 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
- Library Assistant I - Performs duties with supervision
- Library Assistant II - Performs duties independently with general supervision
- Library Assistant III - Performs duties independently with minimum supervision

### **KNOWLEDGE AND ABILITIES**

- Basic knowledge of library services and procedures
- Ability to employ appropriate techniques to meet service needs
- Resilient to changes in the library profession
- Ability to develop and maintain constructive relationships with staff and public
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

### **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: 50 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 perform work in response to general, outcome based directives
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

## ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations may exist

## EQUIPMENT USED

- Standard general office machines
- Materials processing, handling and repair tools
- Personal computers, laptops, tablets and peripherals
- Library automation equipment

## EDUCATION AND EXPERIENCE

- High School diploma or GED
- Three to five years library or related experience

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

# Mead Public Library

## Position Description

Rev. May 2014 April 2017

### POSITION INFORMATION

Title: Maintenance Technician-4

Reports to: Chief Maintenance Technician Maintenance Supervisor

City Pay Grade: 3 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



## SH Collection Count TAGGING DONE

### Circulating Collections--high priority

ItemBranchAbbr	CollectionName	NumberOfItems	
SH	AD Adult Learner	199	
SH	AD AV Equipment 7 Day	2	
SH	AD Biography	6517	
SH	AD Blu-Ray Video	142	
SH	AD CD Book Fiction	3886	
SH	AD CD Book Fiction MP3	226	
SH	AD CD Book Non Fiction	2298	
SH	AD CD Book Non Fiction MP3	106	
SH	AD CD Music	6629	
SH	AD CD ROM Software	19	
SH	AD DVD TV Series	1189	Done
SH	AD DVD Video Fiction	13168	Done
SH	AD DVD Video Non Fiction	3972	
SH	AD Energy Center	2	
SH	AD Fiction	19573	
SH	AD Fiction Fantasy	1848	Done
SH	AD Fiction Fantasy LT	8	Done
SH	AD Fiction Large Type	3053	Done
SH	AD Fiction Mystery	10200	
SH	AD Fiction Mystery LT	1017	Done
SH	AD Fiction Romance	3844	
SH	AD Fiction Romance LT	184	Done
SH	AD Fiction Sci Fi	1650	
SH	AD Fiction Sci Fi LT	15	Done
SH	AD Fiction Western	818	Done
SH	AD Fiction Western LT	352	Done
SH	AD Foreign Language	833	
SH	AD Gamer Guides	140	
SH	AD Graphic Novel	1683	Done
SH	AD Holiday Christmas	614	
SH	AD Job Info Center	246	
SH	AD Kindle	2	
SH	AD Magazines Circulating	5269	
SH	AD Non Fiction	77942	
SH	AD Non Fiction LT	625	Done
SH	AD Oversize	161	
SH	AD Ref Vertical File	2	
SH	AD Ref Vertical File Maps	18	
SH	AD Sheb Circ	18	
SH	JV Awards	395	
SH	JV Blu-Ray Video	23	
SH	JV CD Book Fiction	794	
SH	JV CD Book Fiction MP3	3	
SH	JV CD Book Non Fiction	1	
SH	JV CD Music	967	
SH	JV DVD Video Fiction	3488	
SH	JV DVD Video Non Fiction	592	
SH	JV E Beginning Readers	2477	
SH	JV E Board Books	543	
SH	JV E Non Fiction	6791	
SH	JV E Picture Books	13612	
SH	JV E Readers	32	
SH	JV Early Literacy Center	399	

SH Collection Count TAGGING DONE		
SH	JV Fiction	12053
SH	JV Fiction Graphic Novels	1491
SH	JV Fiction Large Type	27
SH	JV Foreign Language	1163
SH	JV Holiday Christmas	1537
SH	JV Holiday Easter	230
SH	JV Holiday Halloween	595
SH	JV Holiday Jewish	278
SH	JV Holiday Miscellaneous	493
SH	JV Holiday Thanksgiving Day	294
SH	JV Holiday Valentine's Day	220
SH	JV Kids' Favorites	455
SH	JV Magazines	524
SH	JV Non Fiction	24257
SH	JV Oversize	44
SH	JV Parenting	474
SH	JV Popular Characters	665
SH	JV Professional Reading	429
SH	JV Sheboygan	14
SH	JV Toys	34
SH	JV Wisconsin	221
SH	YA Awards Printz	88
SH	YA CD Book Fiction	263
SH	YA CD Book MP3	50
SH	YA CD Book Non Fiction	8
SH	YA Fiction	6743
SH	YA Fiction Graphic Novels	1246
SH	YA Non Fiction	3633
	High priority items	256116
Non-Circulating Collections--low priority		
SH	AD Holocaust	279
SH	AD Job Info Center Ref	28
SH	AD Kits Book Discussion	66
SH	AD Local History Collection	3080
SH	AD Magazines Non Circulating	2
SH	AD Makerspace Ref	66
SH	AD NewStand	262
SH	AD Prof Coll	87
SH	AD Ref	2618
SH	AD Ref Ready Reference	269
SH	AD Ref Storage	2570
SH	AD Sheb Ref	42
SH	AD Sheb Ref Storage	2264
SH	AD Wisconsin Ref	5
SH	AD Wisconsin Ref Storage	8
SH	JV Awards Reference	164
SH	JV Magazines Non Circulating	59
SH	JV Ref	406
SH	JV Sheboygan Ref	7
SH	JV Story Collections	1119
SH	JV Wisconsin Ref	130
	Low priority items	13531

Collection Tagging progress April 2017

**Circulating Collections--high priority/1st floor ONLY**

SH	AD DVD TV Series	1189 Done
SH	AD DVD Video Fiction	13168 Done
SH	AD Fiction Fantasy	1848 Done
SH	AD Fiction Fantasy LT	8 Done
SH	AD Fiction Large Type	3053 Done
SH	AD Fiction Mystery LT	1017 Done
SH	AD Fiction Romance LT	184 Done
SH	AD Fiction Sci Fi LT	15 Done
SH	AD Fiction Western	818 Done
SH	AD Fiction Western LT	352 Done
SH	AD Graphic Novel	1683 Done
SH	AD Non Fiction LT	625 Done

**Completed 23960**

Approximately 10% of the *entire* circulating collection has been tagged

Also, all new items added since March 1 have been tagged, including adult nonfiction, juvenile, and young adult materials as well as all magazines--**approx. 7500 additional items.**

SH	AD Blu-Ray Video	142 In progress
SH	AD CD Book Fiction	3886 In progress
SH	AD CD Book Fiction MP3	226 In progress
SH	AD CD Book Non Fiction	2298
SH	AD CD Book Non Fiction MP3	106
SH	AD CD Music	6629 In progress
SH	AD DVD Video Non Fiction	3972 In progress
SH	AD Fiction	19573
SH	AD Fiction Mystery	10200
SH	AD Fiction Romance	3844
SH	AD Fiction Sci Fi	1650 In progress

52526

## Mead Public Library Statistics - March 2017

	Mar-16	March 2017	Monthly % Change 2016 vs. 2017	Year-to-date 2016
<b>Circulation Transactions</b>				
Adult Materials	33,567	33,912	1%	101,252
Teen Materials	1,162	1,224	5%	3,239
Children's Materials	15,543	15,968	3%	45,546
<b>Total Circulation Transactions</b>	<b>50272</b>	<b>51104</b>	<b>2%</b>	<b>150,037</b>
<b>Interlibrary Loans (Transits)</b>				
Items provided to libraries	8,145	6,213	-24%	23,831
Items received from Libraries	4,825	5,145	7%	13,871
<b>Total Interlibrary Loans (Transits)</b>	<b>12,970</b>	<b>11358</b>	<b>-12%</b>	<b>37702</b>
<b>Uses of E-Content</b>				
E-Books (Overdrive)	4,432	4,170	-6%	10,733
E-Audio (Overdrive) - Freegal	2,249	1,727	-23%	7,265
E-Video (Overdrive) - Hoopla	122	219	80%	359
E-Magazines (Zinio)	137	145	6%	392
<b>Total Uses of E-Content</b>	<b>6940</b>	<b>6261</b>	<b>-10%</b>	<b>18749</b>
<b>Library Visits</b>				
Gate count	26,178	31,751	21%	80,216
<b>Reference Inquiries</b>				
Reference Inquiries	2,407	1,769	-27%	6,400
<b>Users of Public Internet PCs</b>				
Library workstations	4,242	4,081	-4%	13,478
Wireless Sessions	8,096	12,210	66%	22,659
<b>Number of Registered Users</b>				
Resident				28,478
Non-Resident				10,307
<b>Total Number of Registered Users</b>				<b>38785</b>
<b>Programs (Number of Programs, Attendance)</b>				
Children (0-11) Number of Programs	50	68	36%	140
Children (0-11) Attendance	1,100	2,406	119%	3,156
Teen (12-18) Number of Programs	6	6	0%	10
Teen (12-18) Attendance	87	87	0%	163
Adult (18+) Number of Programs	21	31	48%	61
Adult (18+) Attendance	385	626	63%	1,626
<b>Total number of Programs</b>	<b>77</b>	<b>105</b>	<b>36%</b>	<b>211</b>
<b>Total number of Attendance</b>	<b>1,572</b>	<b>3119</b>	<b>98%</b>	<b>4945</b>
<b>Conference Room Utilization by % of Utilization</b>				
Rocca Meeting Room	29%	18%	11%	30%
Loft Meeting Room	41%	27%	-14%	36%
2nd Floor Small Meeting Room	31%	36%	5%	30%

<b>Year-to-date 2017</b>	<b>YTD % Change 2016 vs. 2017</b>
96,584	-5%
3,299	2%
44,342	-3%
<b>144,225</b>	<b>-4%</b>
18,257	-23%
14,059	1%
<b>32316</b>	<b>-14%</b>
11,744	9%
5,151	-29%
672	87%
428	9%
<b>17995</b>	<b>-4%</b>
90,736	13%
5,863	-8%
11,316	-16%
37,928	67%
25,806	-9%
9,992	-3%
<b>35798</b>	<b>-8%</b>
169	21%
4,445	41%
21	110%
322	98%
84	38%
1,198	-26%
<b>274</b>	<b>30%</b>
<b>5965</b>	<b>21%</b>
24%	-6%
20%	-16%
30%	0%



“For many years I have watched the growth of Mead Public Library—how it has increased its collections and its services to Sheboygan area residents. It is truly the cornerstone of the community. I believe the Mead Public Library Foundation is part of the reason for the success of Mead Library and the Foundation will continue to help the library grow.

I have children and grandchildren and I want younger generations to have the same opportunity for education and knowledge as we had. Everyone should have the chance to continue learning. Mead Public Library is an important part of lifelong learning for all members of the community.

I encourage you to consider donating to the Mead Public Library Foundation to help continue the growth of the library and the resulting benefits to the Sheboygan area and its residents.”

*-Konrad Testwuide, Foundation Board Member*



1897-1904



1904-1974



1974-Present



Mead Public Library Foundation, Inc.  
 710 North 8th Street  
 Sheboygan, WI 53081-4563  
 (920) 459-3400  
[www.supportmeadpl.org](http://www.supportmeadpl.org)

CREATE  
 A  
 LEGACY



MEAD  
 PUBLIC LIBRARY  
 FOUNDATION  
 INCORPORATED

TO THOSE WITH EARS, LIBRARIES ARE REALLY VERY NOISY PLACES.  
ON THEIR SHELVES WE HEAR THE CAPTURED VOICES OF THE  
CENTURIES OLD CONVERSATION THAT MAKES UP OUR CIVILIZATIONS.  
-TIMOTHY HEALY

## CREATE A LEGACY:

Gifts to the Endowment for the Foundation assure long-term innovations and excellence in library services for our community. Since its incorporation in 1989 the Mead Public Library Foundation has raised, managed and distributed funds to enhance Mead Public Library's services, facilities and collections for the citizens of Sheboygan. The library is a source of information, recreation and life-long learning.

Your financial support ensures that the library will continue to be responsive to the changing needs of the Sheboygan residents. Making a planned gift to the Mead Public Library Foundation will provide a brighter tomorrow for our citizens.

To ensure continual growth, just a portion of the Foundation's Endowment will be spent each year.



## PLANNED GIVING BENEFITS:

A planned gift to the Mead Public Library Foundation, Inc. helps ensure that Mead Public Library remains an integral part of life in Sheboygan. Through your planned gift you will directly:

- Enhance educational programs
- Build and maintain collections
- Enhance and increase technology services and equipment
- Improve facilities
- Grow the Foundation's endowment to ensure Mead Public Library continues to service the community
- Become a member in the Renaissance Society
- Leave a legacy for future generations

## PLANNED GIVING OPTIONS:

- Requests through a will or trust. One can create a lasting, meaningful legacy through bequests. Simply include this language in your will or trust:

"I (your name), of (city, state, zip) give, devise and bequeath to the Mead Public Library Foundation, Inc. (a percentage of the estate, a dollar amount, or a description of the property) for its unrestricted use and purpose."

- Cash
- Marketable Securities
- Life Insurance
- IRA

Before making a contribution to the Mead Public Library Foundation, Inc. we recommend that you consult with your attorney or accountant.

The Foundation is a 501(c)(3) organization. All contributions are deductible to the extent allowable by law.

For more information please contact:  
Garrett Erickson, Library Director  
(920) 459-3400, ext. 3414  
garrett.erickson@meadpl.org

**From:** Judy Biederwolf [mailto:judyabiederwolf@gmail.com]  
**Sent:** Friday, April 21, 2017 12:11 AM  
**To:** Erickson, Garrett <garrett.erickson@meadpl.org>  
**Subject:** RE: Friend's report at Trustee meeting next week

At our annual meeting on April 26<sup>th</sup>, we will elect 6 officers to the Friends Board of Directors. They are current members that are up for reelection. They are Barbara Cole, Darlene Kolb, Mary Mitch, Sharon Quicker, Judy Van Calligan and myself.

At our regular meeting on May 17<sup>th</sup>, we will elect new officers. This year, it will be for president and vice president. The secretary and treasurer positions both have a year left in their terms. We decided to wait until the Friends liaison (administrative assistant) position is filled before we proceed with starting to build our own Facebook page, thinking he or she may be able to help us with the project.

Since January 1 we have donated \$9705.00 to Mead and an additional \$600.00 to the Sheboygan Children's Book Festival.

Please extend an invitation to the Board to attend the meeting on April 26<sup>th</sup>. In fact please let them know they are welcome at any of our meetings on the 3<sup>rd</sup> Wednesday of the month—9:30 Am in the Loft.