

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
June 25, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 25 in The Loft. Present Board of Trustee members were Henry Nelson, presiding, Chris Campe, Ald. Darryl Carlson, Dolcye Johnson, Nancy Mannchen, Kathie Norman, and Dirk Zylman. Unable were Maeve Quinn and Dave Hoffman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

1. Opening of Meeting

- 1.1 Nelson called the meeting to order at 3:45 p.m. He determined there was a quorum present.
- 1.2 Nelson led the Pledge of Allegiance
- 1.3 There were no public comments at this meeting.

1.4 Approval of Minutes

Johnson moved to approve the minutes from May 28, 2015; Campe seconded the motion. The motion passed.

1.5 Correspondence, Announcements, and Common Council Reports

Erickson distributed and invited the Board to our Summer Social scheduled for Thursday, July 23 in conjunction with the summer concert series.

2. Committee Reports

2.1 Finance Committee – Zylman, Chair

Zylman reviewed the following:

- Zylman reviewed 2015 budget and said it is on target.
- Interest from the 850 Funds is up to nearly \$4,000
- He said he discussed with James Testwuide domestic and international investing portfolios pertinent to the 850 Funds
- 2016 budget was deferred to later in the agenda

2.2 Review and approve payment of expenditures, including payroll, and donations received

Carlson moved to approve payment of expenditures including payroll, reoccurring expenses, and donations. Johnson seconded the motion. The motion carried.

Zylman reported on donations received, and he noted a \$6,000 grant was awarded to MPL from Focus on Energy.

3. Items for Discussion and Possible Action

3.1 Discussion and possible action to approve 2016 operating budget

Erickson reviewed the 2016 budget report stating the 2.3 million allocation from the City of Sheboygan remains flat for the library in 2016. He indicated the Wisconsin Retirement Service and health care is still being reviewed. MPL's budget is 70% human resources, 14% materials, and 16% other operations. DeAmico said we anticipate less fee revenues from the Eastern Shores Library System, and the elimination of \$1 new book rentals resulted in an \$8,000 loss.

Norman moved to accept the draft 2016 budget as presented. Carlson seconded the motion. The motion passed.

4. Director's Report - Erickson

4.1 First floor redesign

Erickson updated the Board on the favorable response to the first floor social gathering area. He said large-print books are temporarily stored alongside the fiction collection. The new circulation desk should arrive during July, and it will be moved to the new space which will be more visible and patron accessible. The Friend's Book Store will be relocated to the present circulation services area. The James Michael artwork will be extended along the east wall.

4.2 Customer survey results

Members of the Friends conducted surveys on behalf of MPL. Erickson said the customer comments had good information to act on. He said the main complaint of disruptive teens outside and inside the library would be discussed by the management staff for possible solutions. Also the library board will discuss the cost of increasing hours for the customers' benefit at a future meeting.

4.3 Update on programming

Prentice discussed the first concert in a series at the Kohler Arts Center scheduled June 25. Because the green space was not ready MPL's activities of garden games including Chess, Jenga, and Connect Four, these games will be held in the Sculpture Garden at the Arts Center.

A performer who travels nationally to present a one-woman play on Jane Austen is scheduled for Tuesday, July 21.

4.4 Monthly Statistics

Erickson reviewed the monthly statistics; he said children's checkout of materials has stabilized. He complimented Prentice for her efforts to increase adult services programming. We are reaching out to many community organizations to teach hands-on programs.

Johnson noted that reference statistics seemed skewed. DeAmico and Erickson will review these statistics.

Kallas noted that she is working with ESLS staff regarding statistics on wireless internet and interlibrary loan monthly statistics.

5. Liaison Reports

5.1 Eastern Shores Library System - Nelson

Nelson will follow up at ESLS Board meeting during July with the question of statistics being provided by ESLS to MPL in a timely manner.

The director and board are finalizing the ESLS budget for 2016.

The performance review of the ESLS director is being done by the Human Resources Committee.

5.2 Mead Public Library Foundation - Norman

Norman reported that Konrad Testwuide, Carol Kolzow, Erickson, and she are developing a plan for marketing and soliciting donations for the RFID project at MPL.

5.3 Friends of Mead Public Library – Mueller

- A plaque honoring Nancy Lewis will be placed in the Friends' BookStore.
- \$938 collected during May from BookStore and Special Book Sales
- \$300 donation to purchase promotional pencils; \$250 for "Read to Me Club"
- \$500 check presented to Friends from Sheboygan Rotary West for the "Gift of Reading" program
- Festival Foods has agreed to take donated children's books for their in-store children's play area for children to take home and keep.
- Ideas to give away children's books: Farmers' Market at Fountain Park; barber shops; food pantries; Bookworm Gardens (Little Library)

6. Upcoming Meetings

6.1 Finance Committee 7-23-15, 3:00 p.m.

6.2 Board of Trustees, 7-23-15, 3:45 p.m.

7. **Information Items** – May statistics; Johnson suggested that Mueller report on volunteer services at MPL during the July Board of Trustees meeting.

8. **Adjourn**

Norman **moved** to adjourn the meeting; Carlson **seconded** the motion. The motion **passed.** Nelson concluded the meeting at 4:30 p.m.

A RESOLUTION in recognition of the service of **Martha Wortche** to Mead Public Library.

WHEREAS, **Martha Wortche** was first appointed to the Library Board by Sheboygan Mayor Juan Perez for a term beginning in May 2007, and subsequently reappointed for two additional terms, and

WHEREAS, **Martha Wortche** served as a valued member of the Human Resources Committee, and

WHEREAS, **Martha Wortche** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Martha Wortche** was a frequent library user and an advocate for the vision of Mead Public Library providing quality services, resources and lifelong learning opportunities to meet the needs and interests of our diverse community, and

WHEREAS, **Martha Wortche** supported efforts to benefit children's literacy befitting her experience as a teacher, and as someone who wrote in the library's newsletter of her first library experience as a child, "I was in heaven!" and

WHEREAS, **Martha Wortche** took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board do hereby publicly commend Martha Wortche for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service through designation of appropriate book titles for purchase in her honor. The Mead Public Library wishes her all the best as she retires from eight years of service to Sheboygan residents as a Library Trustee.

Dated this twenty-third day of July, 2015

Library Director

President

2016 AGREEMENT BETWEEN
MEAD PUBLIC LIBRARY AS THE RESOURCE LIBRARY
AND
EASTERN SHORES LIBRARY SYSTEM

1 This agreement is entered into by and between the **Mead Public Library** (LIBRARY) and the
2 **Eastern Shores Library System** (SYSTEM) under the authority of Chapter 43 and Section
3 66.30 of the Wisconsin Statutes as amended.
4

5 WHEREAS, the LIBRARY is a public library legally established under Wisconsin Statutes Ch.
6 43, lies within a participating county of the SYSTEM, and is a member of the SYSTEM, and
7

8 WHEREAS the LIBRARY meets the statutory requirements to serve and to be compensated for
9 its services as the resource library in the SYSTEM as set forth in Wis. Stats. 43.16, and
10

11 WHEREAS, the SYSTEM is organized as a federated library system to provide improved library
12 services to libraries and residents of Sheboygan and Ozaukee counties, and
13

14 WHEREAS, the SYSTEM reviewed Resource Library Services with its member libraries in 2003
15 based on information collected by the shared library automation system, and
16

17 WHEREAS, this review showed that the development of the Resource Library's collection and
18 the Reference Service Liaison are of greatest benefit to the libraries, now
19

20 IT IS THEREFORE AGREED, by the LIBRARY and the SYSTEM:
21

22 That the LIBRARY shall serve as the resource library of the SYSTEM, and
23

24 That, as the resource library, the LIBRARY shall provide staff, space and support to meet the
25 library system service requirement for backup reference, information, and interlibrary loan
26 services as required in Wisconsin Statute 43.24(2)(b) and in the SYSTEM Annual Plan for 2016
27 under the Resource Library Services Program, and
28

29 That Resource Library Services are defined to be the receipt and response to reference questions
30 from SYSTEM member libraries, interlibrary loan requests from SYSTEM member libraries or
31 other libraries outside the SYSTEM, and interlibrary loan requests from libraries through the
32 SYSTEM's interlibrary loan clearinghouse, as well as the development of and access to
33 specialized collections, such as e-content, and
34

35 That the 12 month change (expressed as a percentage) in the Consumer Price Index - Urban,
36 US City Average, All Items from July 2014 to June 2015 (released in July 2015) shall be used as
37 the index for this agreement, and
38

39 That the SYSTEM shall reimburse the LIBRARY in 2016 an amount equal to 102.0% of the
40 amount paid to the LIBRARY in 2015 for the following services: collection development,
41 reference services liaison, reference requests, interlibrary loan requests, and net interloans.
42 This amount for 2016 shall be \$53,114. This amount shall be paid in one installment, upon
43 the receipt of an itemized invoice from the LIBRARY in the first half of the calendar year, and
44

45 That the LIBRARY shall assign a reference services liaison to the SYSTEM's member libraries
46 who is qualified to provide professional level of reference services. The liaison shall consult with
47 member library reference staff reference services. The liaison shall convene two meetings with
48 ESLS member library reference staff - one or both of the meetings may be a workshop on a
49 reference services topic or discussion of reference service issues and trends, moderated by the
50 liaison. The liaison shall make arrangements for the reference workshops/meetings.

51
52 That the LIBRARY will create and provide educational documents on services available from the
53 LIBRARY to System Libraries through the Resource Library Funding.

54
55 That the LIBRARY and the SYSTEM will mutually exchange expertise in providing library
56 services to member libraries, and

57
58 That the public records of the LIBRARY and the SYSTEM will be available free to each other
59 when requested, and

60
61 That this agreement becomes effective on January 1, 2016 and shall remain in effect until
62 December 31, 2016 when it may be renewed by formal resolution by each of the parties, and

63
64 That the LIBRARY and SYSTEM Boards may jointly amend this agreement through formal
65 resolution, and

66
67 That failure of the contracting parties to reach agreement for these services for 2017 will by
68 State Statute cause this agreement to automatically be extended through 2017, provided the
69 LIBRARY is a member of the SYSTEM, and that both parties will ask the Division for Libraries
70 and Community Learning to mediate the process as described in Wisconsin Statutes 43.16.

71

For **Mead Public Library:**

For **Eastern Shores Library System:**

President _____

President _____

Director _____

Director _____

Date _____

Date _____

Volunteer Services at Mead Public Library Report to Board of Trustees – July 23, 2015

A meaningful definition of volunteering: *Doing more than you have to because you want to in a cause you consider important.*

At the library we have 47 people who volunteer to give their time and talents on our behalf and the community. An additional 25 men and women volunteer with the Friends of Mead Public Library to accomplish the planning and sponsoring of our BookStore and special book sales held in the Rocca Meeting room.

Volunteer assignments include the following:

- Book Discussion facilitators
- Teen Center monitors
- Spanish-English conversation facilitators
- Mead Seed Library volunteers
- Volunteers who accomplish clerical assignments
- Books, DVDs, and audio books selectors for homebound customers
- Drivers for delivery to homebound customers
- Classes for E-Book set up and questions
- Basic computer training classes
- Assisting with processing new books
- Sanitize computers used by the public
- Pull books, replenish, and straighten displays
- Shelf Reading: verifying order, straightening collections, dusting
- Computer inputting of historical research
- DVD resurfacing
- Toy sanitizing
- Represent and assist at our many programs and special events

Teen Volunteer Program

Our teen volunteer program is supervised by Matt Beinemann, youth services librarian. Assignments given to students between the ages of 14-17 are shelf reading, sanitizing computers, and helping with Maas Teen Learning Center programs and special events. This summer we had 15 teenagers volunteering at the library.

Partnering with the community

As a community service, through Volunteer Services, we have been working with organizations such as Alaris Specialists, New Curative, and Forward Services to place people in volunteer positions as a work observing, learning experience, and community-service opportunity. As a new partnership Alaris Specialists place people who are on workman's compensation in temporary volunteer positions.

We have had the special privilege of working with staff and clients from RCS Empowers and the Department of Vocational Rehabilitation to place people through a program that pays the client for working temporarily at the library. Additionally, Lakeshore Technical College students worked on a public relations project on our behalf, and we have partnered with North High School to provide job shadowing opportunities at Mead Public Library.

Library staff is involved

As a way to introduce new volunteers and keep staff informed of volunteer activities and accomplishments a quarterly email memo is produced for staff review.

Sheboygan Volunteer Center Partner

We continue our partnership with the Sheboygan Volunteer Center now operated through the United Way. Through the Volunteer Center we post our volunteer opportunities on their website and recruit volunteers through the *Sheboygan Press*. The organization also offers free continuing education regarding volunteer management through Volunteer Coordinators Network meetings.

Volunteering provides new opportunities and challenges, and can produce altruistic feelings to reinforce a sense that one's life has purpose. Our goal is to maintain and increase interesting and challenging volunteer assignments at the library. We appreciate our volunteers' dedication and time volunteered to Mead Public Library to assist our staff and help the customers from Sheboygan and surrounding counties.

Mead Public Library Statistics - June 2015

Circulation Transactions	June 2014	June 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014
Adult Materials	36,181	39,007	8%	228,729
Children's Materials	20,276	16,943	-16%	99,642
Total Circulation Transactions	56457	55950	-1%	328,371
In House Use	8,746	6,957	-20%	51,349
Interlibrary Loans (Transits)				
Items provided to libraries	7,669	0	-100%	50,157
Items received from Libraries	4,005	0	-100%	25,527
Total Interlibrary Loans (Transits)	11,674	0	-100%	75684
Number of Registered Users				
Resident				31,109
Non-Resident				10,320
Total Number of Registered Users				41429
Library Visits				
Gate count	25,983	25,828	-1%	153,800
Reference Inquiries				
Reference Inquiries	2,425	2,586	7%	13,991
Users of Public Internet PCs				
Library workstations	5,950	5,923	0%	32,018
Wireless Sessions	0	0	0%	0
Uses of E-Content				
E-Books (Overdrive)	2,597	2,632	1%	15,264
E-Audio (Overdrive)	501	582	16%	2,911
E-Video (Overdrive)	19	9	-53%	35
E-Magazines (Zinio)	198	100	-49%	1,413
Total Uses of E-Content	3315	3323	0%	19623
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	41	46	12%	248
Children (0-11) Attendance	1,463	1,716	17%	5,602
Teen (12-18) Number of Programs	12	12	0%	26
Teen (12-18) Attendance	673	512	-24%	960
Adult (18+) Number of Programs	11	9	-18%	92
Adult (18+) Attendance	106	345	225%	1,078
Total number of Programs	64	67	5%	366
Total number of Attendance	2,242	2573	15%	7,640
Conference Room Utilization by % of Utilization				
Rocca Meeting Room	43%	28%	-16%	40%
Loft Meeting Room	30%	21%	-8%	5%
2nd Floor Small Meeting Room	28%	31%	2%	6%

Year-to-date 2015	YTD % Change 2014 vs. 2015
214,281	-6%
96,374	-3%
310,655	-5%
40,381	-21%
0	-100.0%
0	-100.0%
0	-100.0%
29,784	-4%
10,257	-1%
40041	-3%
165,307	7%
14,291	2%
32,165	0%
12,679	0%
16,584	9%
3,387	16%
73	109%
771	-45%
20815	6%
167	-33%
5,166	-8%
30	15%
838	-13%
145	58%
2,135	98%
342	-7%
8139	7%
40%	-1%
30%	24%
31%	25%