

Exclusion Policy

Mead Public Library Vision

We aspire to create a vibrant, informed and cohesive community.

Mead Public Library Mission

We connect people with ideas, resources and technology to educate, entertain and empower.

Mead Public Library Values

Service, Inclusiveness, Innovation and Enrichment

The Library Board authorizes the Director, and other staff members as designated by the Director, to deny use of the library and its services on either a comprehensive or selective basis to any individual who violates the Code of Conduct or other library policies established by the board. Exclusions of 10 days or more will be reported to the Library Board.

In the event that an individual is excluded from the library for more than ten consecutive days, a written statement containing the reasons for and length of the exclusion will be provided; anyone receiving such an exclusion may appeal using the following guidelines:

- The hearing must be requested by the individual within three (3) weekdays of the receiving the exclusion letter
- Hearings will be held within fourteen (14) weekdays of the receipt of the request by the Library Director or designee;
- The President of the Board will appoint three members of the Board as the hearing committee. The person shall be informed of the date, time, and place of the hearing in writing.
- If the person fails to attend the hearing without prior notification to the Library Director, the original exclusion will stand, with no further option to appeal.

**Friends of Mead Public Library
Board Minutes
February 16, 2022**

The meeting of the Friends of Mead Public Library Board was held at 9:30 a.m. on Wednesday, February 16, 2022 in the Rocca Room at Mead Public Library. Present were: Giesen, King, Loth, Mahlendorf, Mitch, Nelson, Olson, Quicker, Shirk, Wiese, Zimmermann, DeAmico and Mehn.

1. Call to Order- Shirk, Vice President

- Meeting called to order at 9:30 a.m. with a quorum present.
- Shirk introduced new board members Samantha Olson and Barb Wiese. Friends tote bags were presented to them.

2. Friends Member Comments- None

3. Minutes of the November 2021 and December 2021 Meeting-Giesen

- Minutes from the November and December 2021 meetings were distributed electronically.
- Motion made and seconded to accept the November and December minutes as distributed. No discussion. Motion passed.

4. Treasurer's Report- Giesen/ DeAmico

- The treasurer's reports for November and December 2021 and January 2022 were distributed electronically. No questions were asked. The reports will be filed for audit.

5. Bookstore Report- Giesen

- Giesen reported that January had been a good month for the Bookstore with sales at \$679.44. Sell Back Your Books bought in \$58.61 and eBay sales were \$484.98. Better World Books was sent 21 cartons in January containing 469 books.
- Mitch passed around an informational sheet that showed the items sold on eBay and the amount.

6. Liaison Report- Mehn

- Mehn reported that she is now using Mead's new email management system for patrons and has also integrated the Friends, volunteers and Foundation emails into this system as well.
- Mehn reported that there is also new software, Savannah, being used to produce Mead's newsletter and she will be using it for the Friends newsletter as well. Format will look a bit different. The Friends newsletter should be out by the end of the month.
- Mehn reported that raffle tickets sales are going well. It has been determined that only one person needs to staff the sales table in the breezeway. To date 50 tickets for the Kohler golf package have been sold

Liaison Report- Cont'd

or taken to sell, 18 tickets for the print have been sold or taken to sell and 68 tickets for the quilt have been sold or taken to sell.

- Mehn reported that the Board of Trustees would be meeting this afternoon regarding event(s) for celebrating Mead's 125th Anniversary this year.

7. Foundation Report- Loth

- Loth reported that the Foundation board met in January and shared the following information: a) Maeve Quinn continued to express budget concerns for Mead and the salaries for Mead staff, b) Mead staff continues to have concerns about behavioral problems with patrons and that an invitation has been issued to Mayor Sorenson to talk about the issue and c) continued concerns expressed about capital improvements for the library building and that the library's capital improvements are not part of the city budget e.g. new fire panel, tuck pointing on the brick exterior, caulking of the windows.
- Next Foundation meeting will be in March.

8. Unfinished Business

- **Annual Meeting Review- Giesen**
 - Giesen reported that there were 8 board members and 13 Friends members in attendance.
 - Many favorable comments received about the program presented by Lil 'Rev.
- **50th Anniversary Celebration- Mehn**
 - Mehn reported that preparations continue to go well. Next event is the open house on May 14. The need continues to sell raffle tickets for the drawing to be held. **(Ongoing Action Item for 2022)**
- **CRM Software Update- Shirk**
 - Shirk inquired as to how the board wished to proceed with CRM software and the options presented which were Wild Apricot and Club Express. CRM software will offer an opportunity for patrons to join the Friends, pay dues on line, make donations on line. Mehn stated that she had hoped the new email system being used by Mead might meet some of the needs of the Friends, but stated that it will not and felt further review of the two options was needed. Further discussion was held about the two options.
 - The board has two new members who were not present at the initial discussions of the software. Shirk will email all information on both options, Wild Apricot and Club Express, to the new board members to review. Information will be resent to current board members as well. Further discussion will be tabled until next board meeting. **(Action Item)**

- **Art- O-Mat Contract- Giesen**
 - Giesen reported that she is still awaiting paperwork from Artists in Cellophane. **(Action Item)**
- **Community Read Update- Shirk**
 - Shirk reported that Generations in Plymouth is willing to partner with the Friends to sponsor a community “Big Read” in 2023-2024. Generations has a grant writer. The writing of the grant is a huge undertaking and quite time consuming to do. DeAmico stated that former staff member Deb Foss wrote the grant for the last community read and would perhaps be someone to reach out to for help. Concern expressed regarding the amount of work and the relatively short time frame to prepare for 2023-2024. Shirk stated that 2024-2025 is also an option.
 - Board expressed interest in moving forward and Shirk will proceed to get a core work group put together. **(Action Item)**

9. Correspondence and Announcements- Giesen

- Giesen stated that a thank you note had been received from Dodie Kolb expressing her thanks for her recognition on the service award plaque.
- Mitch also stated that she had received a call of thanks from Jan Zimmerer for the service recognition for her late husband Fred.

10. New Business

- **Election of Board Officers**
 - Election of new board officers was held. Results are as follows:
Joan King, President
Hayley Shirk, Vice President
Marge Giesen, Secretary
Barb Wiese, Treasurer
- **Financial Review Committee**
 - Giesen stated that a financial review committee of three was needed per current by-laws. Review needs to be completed by March 1. Volunteers for the committee are: Loth, Nelson and Wiese. Date of review to determined by the financial review committee. **(Action Item)**
- **By-Laws Review Committee**
 - Giesen stated that per the Friends policy sheet, by-laws are to be reviewed every three years. The last review was in 2019 with approval and adoption of the revised by-laws occurring at the annual meeting January 2020. Volunteers for the by-laws review committee are King, Mahlendorf, Olson and Quicker. Final review of the current by-laws to be done by years end so they can be voted on at the annual meeting January 2023. **(Action Item)**

New Business- Cont'd

- **Release of Budgeted Wish List Money**
 - Giesen asked for approval to release half of the approved budgeted Mead Wish List money now and the other half in July as has been the practice for the past two years. Board was in agreement to follow standard practice. Half of budgeted amount will be released. **(Action Item)**
- **Gift of Reading**
 - Shirk stated that she is willing to continue as project manager for Gift of Reading. Olson volunteered to assist. Shirk to share letter sent out last year with Olson. Letters went out in March last year. **(Action Item)**
 - DeAmico stated that Amy, in the children's department, was asking for additional \$2000 for the Summer Reading program. The Friends budget currently has \$2000 for Summer Reading. The additional funds would be used for purchase of incentives to keep the young people engaged throughout the entire time of the Summer Reading program. A motion was made and seconded to approve the additional \$2000. Discussion followed. It was noted that an additional \$4400 received from the Gift of Reading campaign had also been given to Mead as well. DeAmico will clarify what seems to be some confusion about funds for the Summer Reading program. Wiese and DeAmico will clarify cost centers for Friends financials and budget for 2023. **(Action Item)** The motion for the additional funds was voted on and motion passed.

11. Good of the Order

- Friends Odds and Ends sale is on Saturday, February 19 from 10-3.
- Now that new officers have been elected, Mehn will prepare a new board member roster.

12. Next Meeting- Wednesday, March 16, 2022 at 9:30 a.m. Rocca Room

13. Meeting Adjourned at 10:45 a.m. by Shirk

Submitted by,

Marge Giesen, Secretary

Actions Items

- ✓ **FMPL 50th Anniversary Celebration/ MPL 125th Anniversary- Mehn**
- ✓ **CRM Software- Shirk**
- ✓ **Art-O-Mat Contract- Giesen**
- ✓ **Community Read- Shirk**
- ✓ **Financial Review Update- Committee**
- ✓ **By-Laws Committee Update- Committee**
- ✓ **Budgeted Wish List Funds- Wiese**
- ✓ **Gift of Reading Update- Shirk and Olson**
- ✓ **Clarification Cost Centers Summer Reading/Gift of Reading- DeAmico/Wiese**

MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT
Account Balances as of: January 31, 2022

February 22, 2022 11:58 AM

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>ADMINISTRATIVE SERVICES</u>						
510110	FULL TIME SALARIES - REG		511,174.00	37,879.55	473,294.45	7.41
	SUB TOTAL		511,174.00	37,879.55	473,294.45	7.41
510310	FICA		30,890.00	2,233.61	28,656.39	7.23
510311	MEDICARE		7,226.00	522.38	6,703.62	7.23
510320	WI RETIREMENT FUND		32,540.00	2,409.91	30,130.09	7.41
510340	HEALTH INSURANCE		141,704.00	10,367.15	131,336.85	7.32
510350	DENTAL INSURANCE		10,121.00	774.27	9,346.73	7.65
510360	LIFE INSURANCE		696.00	55.73	640.27	8.01
510400	WORKERS COMP		140.00	140.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	223,317.00	16,503.05	206,813.95	7.39
521100	BANKING FEES		1,350.00	361.89	988.11	26.81
521110	FINANCIAL SERVICE FEES		5,950.00	0.00	5,950.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521900	CONTRACTED SERVICES		23,400.00	1,425.72	21,974.28	6.09
	SUB TOTAL	0.00	40,100.00	1,787.61	38,312.39	4.46
525155	PROFESSIONAL DEVELOPMENT		4,000.00	0.00	4,000.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		12,036.00	8,758.29	3,277.71	72.77
	SUB TOTAL	0.00	16,036.00	8,758.29	7,277.71	54.62
530100	OFFICE SUPPLIES		9,500.00	763.24	8,736.76	8.03
530130	POSTAGE & DELIVERY		5,000.00	500.00	4,500.00	10.00
	SUB TOTAL	0.00	14,500.00	1,263.24	13,236.76	8.71
538001	DONATION PURCHASES		2,000.00	0.00	-4,332.73	316.64
642500	OFFICE FURNITURE/FURNISHINGS		0.00	0.00	0.00	
	SUB TOTAL	0.00	2,000.00	0.00	-4,332.73	316.64
539997	MISC EXPENSE		1,000.00	0.00	1,000.00	0.00
	SUB TOTAL	0.00	1,000.00	0.00	1,000.00	0.00
590255	PARKING/SPECIAL ASSESSMENT		6,800.00	0.00	6,800.00	0.00
	SUB TOTAL	0.00	6,800.00	0.00	6,800.00	
ADMINISTRATIVE COST CENTER TOTAL		6,332.73	814,927.00	66,191.74	742,402.53	8.12

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<u>PUBLIC SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,028,725.00	75,497.76	953,227.24	7.34
	SUB TOTAL		1,028,725.00	75,497.76	953,227.24	7.34
510310	FICA		62,975.00	4,475.35	58,499.65	7.11
510311	MEDICARE		14,737.00	1,046.67	13,690.33	7.10
510320	WI RETIREMENT FUND		65,172.00	4,907.34	60,264.66	7.53
510340	HEALTH INSURANCE		165,625.00	14,636.30	150,988.70	8.84
510350	DENTAL INSURANCE		10,988.00	915.30	10,072.70	8.33
510360	LIFE INSURANCE		979.00	79.08	899.92	8.08
510400	WORKERS COMP		460.00	460.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION		0.00	0.00	0.00	0.00
	SUB TOTAL	0.00	320,936.00	26,520.04	294,415.96	8.26
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		40,200.00	134.04	40,065.96	0.33
525155	PROFESSIONAL DEVELOPMENT		6,000.00	0.00	6,000.00	0.00
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
538001	DONATION PURCHASES		60,000.00	1,350.00	58,650.00	2.25
	SUB TOTAL	0.00	117,200.00	1,484.04	115,715.96	1.27
538002	MATERIALS - ALL CATAGORIES	0.00	377,000.00	25,092.67	351,907.33	6.66
538100	OTHER CONTENT	0.00	82,000.00	6,305.09	75,694.91	7.69
542100	PATRON REFUNDS		500.00	0.00	500.00	1.00
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	0.00	6,000.00	0.00
	SUB TOTAL	0.00	465,500.00	31,397.76	434,102.24	6.74
538000	TOTAL MATRL'S ACCTS	0.00	465,500.00	32,881.80	549,818.20	7.06
PUBLIC SERVICE COST CENTER TOTAL		0.00	1,932,361.00	134,899.60	1,797,461.40	6.98

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February 22, 2022 11:58 AM

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>SUPPORT SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		382,913.00	28,331.03	354,581.97	7.40
	SUB TOTAL	0.00	382,913.00	28,331.03	354,581.97	7.40
510310	FICA	0.00	23,155.00	1,600.17	21,554.83	6.91
510311	MEDICARE		5,423.00	374.24	5,048.76	6.90
510320	WI RETIREMENT FUND	0.00	22,193.00	1,673.02	20,519.98	7.54
510340	HEALTH INSURANCE		82,731.00	8,563.79	74,167.21	10.35
510350	DENTAL INSURANCE		4,468.00	452.92	4,015.08	10.14
510360	LIFE INSURANCE		322.00	26.38	295.62	8.19
510400	WORKERS COMP		247.00	247.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION		0.00	0.00	0.00	-100.00
	SUB TOTAL	0.00	138,539.00	12,937.52	125,601.48	9.34
	SUB TOTAL	0.00	521,452.00	41,268.55	480,183.45	7.91
521900	CONTRACTED SERVICES		60,000.00	1,061.50	58,938.50	1.77
523122	SOFTWARE MAINTENANCE	0.00	23,223.00	9,294.46	13,928.54	40.02
523125	IT SERVICES (City of Sheboygan)	0.00	11,274.00	11,274.00	0.00	100.00
524110	BUILDING EXTERIOR MAINT	0.00	47,000.00	27,948.86	19,051.14	59.47
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE	0.00	2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	146,497.00	49,578.82	96,918.18	33.84
525100	ELECTRICITY	0.00	94,600.00	6,081.64	88,518.36	6.43
525105	WATER	0.00	1,600.00	605.84	994.16	37.87
525110	SEWER	0.00	1,400.00	0.00	1,400.00	0.00
525120	TELEPHONE	0.00	4,000.00	146.86	3,853.14	3.67
525140	GAS - UTILITY	0.00	33,567.00	5,033.43	28,533.57	15.00
525155	PROFESSIONAL DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
	SUB TOTAL	0.00	135,667.00	11,867.77	123,799.23	8.75
530222	JANITORIAL SUPPLIES	0.00	7,798.00	3,549.62	4,248.38	45.52
	SUB TOTAL	0.00	7,798.00	3,549.62	4,248.38	45.52
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	0.00	200.00	0.00
	SUB TOTAL	0.00	200.00	0.00	200.00	0.00
538001	DONATED PURCHASES	0.00	50,000.00	0.00	50,000.00	0.00
	SUB TOTAL	0.00	50,000.00	0.00	50,000.00	0.00
540200	INSURANCE (FIRE)	0.00	20,100.00	7,967.75	12,132.25	39.64
	SUB TOTAL	0.00	20,100.00	7,967.75	12,132.25	39.64
642200	IT EQUIPMENT	0.00	19,500.00	0.00	19,500.00	0.00
	SUB TOTAL	0.00	19,500.00	0.00	19,500.00	0.00
SUPPORT SERVICES COST CENTER TOTAL		0.00	901,214.00	114,232.51	786,981.49	12.68
LIBRARY TOTAL		6,332.73	3,648,502.00	315,323.85	3,326,845.42	8.64

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February 22, 2022 11:58 AM

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
APPROPRIATIONS AND EXPENDITURES BY COST CENTER						
ACCOUNT	DESCRIPTION	ENCMB 19	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	6,332.73	814,927.00	66,191.74	742,402.53	8.12
25551110	PUBLIC SERVICES	0.00	1,932,361.00	134,899.60	1,797,461.40	6.98
25551150	SUPPORT SERVICES	0.00	901,214.00	114,232.51	786,981.49	12.68
	FUND EQUITY INCREASE					
	Total All Cost Centers	6,332.73	3,648,502.00	315,323.85	3,326,845.42	8.64

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 19	RECEIVED 15	BALANCE 19	% REC
411100	REAL ESTATE TAXES	2,557,264.00	0.00	-2,557,264.00	0.00
441116	JURY & WITNESS FEES		0.00	0.00	
431251	COVID-19 ROAD TO RECOVERY		0.00	0.00	
431709	MONARCH SHEBOYGAN COUNTY	776,391.03	0.00	-776,391.03	0.00
431710	MONARCH OZAUKEE COUNTY	10,174.32	0.00	-10,174.32	0.00
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	40,093.00	0.00	-40,093.00	0.00
441116	JURY & WITNESS FEES		0.00	0.00	
431722	MONARCH - LSTA GRANT	0.00	0.00	0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	5,000.00	414.32	-4,585.68	8.29
447641	LOST BOOKS	4,500.00	259.47	-4,240.53	5.77
447699	MISCELLANEOUS	1,000.00	104.78	-895.22	10.48
449901	VENDING COMMISSIONS	500.00	306.50	-193.50	61.30
467101	CONTRIBUTIONS	112,000.00	119,866.82	7,866.82	107.02
467101	10099 CONTRIBUTION		0.00		
	Total Revenues	3,606,922.35	220,951.89	-3,385,970.46	6.13

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		P/Y APPROP - CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,922,812.00	141,708.34	1,781,103.66	7.37
510310	FICA		117,020.00	8,309.13	108,710.87	7.10
510311	MEDICARE		27,386.00	1,943.29	25,442.71	7.10
510320	WI RETIREMENT FUND		119,905.00	8,990.27	110,914.73	7.50
510340	HEALTH INSURANCE		390,060.00	33,567.24	356,492.76	8.61
510350	DENTAL INSURANCE		25,577.00	2,142.49	23,434.51	8.38
510351	UNFUNDED PENSION LIABILITY		0.00	0.00	0.00	
510360	LIFE INSURANCE		1,997.00	161.19	1,835.81	8.07
510400	WORKERS COMP		847.00	847.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,350.00	361.89	988.11	26.81
521110	FINANCIAL SERVICES FEES		5,950.00	0.00	5,950.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		123,600.00	2,621.26	120,978.74	2.12
523122	SOFTWARE MAINTENANCE		23,223.00	9,294.46	13,928.54	40.02
523125	IT SERVICES (CITY OF SHEBOYGAN)		11,274.00	11,274.00	0.00	100.00
524110	BUILDING EXT MAINT		47,000.00	27,948.86	19,051.14	59.47
524124	HVAC MAINT + BOILER INS		3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE		2,000.00	0.00	2,000.00	0.00
525100	ELECTRICITY		94,600.00	6,081.64	88,518.36	6.43
525105	WATER		1,600.00	605.84	994.16	37.87
525110	SEWER		1,400.00	0.00	1,400.00	0.00
525120	TELEPHONE		4,000.00	146.86	3,853.14	3.67
525140	GAS - UTILITY		33,567.00	5,033.43	28,533.57	15.00
525155	PROFESSIONAL DEVELOPMENT		10,500.00	0.00	10,500.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		12,036.00	8,758.29	3,277.71	72.77
530100	OFFICE SUPPLIES		9,500.00	763.24	8,736.76	8.03
530130	POSTAGE AND DELIVERY		5,000.00	500.00	4,500.00	10.00
530200	PROG SUPP (CAT & CIRC SUPPLIES)		0.00	0.00	0.00	
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
530222	JANITORIAL SUPPLIES/SERVICES		7,798.00	3,549.62	4,248.38	45.52
530255	TOOLS & SMALL EQUIPMENT		200.00	0.00	200.00	0.00
538001	DONATION PURCHASES		112,000.00	1,350.00	110,650.00	1.21
538002	ADULT PRINT		377,000.00	25,092.67	351,907.33	6.66
538100	OTHER CONTENT		82,000.00	6,305.09	75,694.91	7.69
642500	OFFICE FURNITURE/FURNISHINGS		0.00	0.00	0.00	
540200	INSURANCE (FIRE)		20,100.00	7,967.75	12,132.25	39.64
540215	GEN PUB OFFICIAL		1,000.00	0.00	1,000.00	0.00
542100	REFUNDS		500.00	0.00	500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		6,800.00	0.00	6,800.00	0.00
642200	IT EQUIPMENT		19,500.00	0.00	19,500.00	0.00
649200	EQUIPMENT REPLACEMENT		6,000.00	0.00	6,000.00	0.00
	TOTAL MEAD PUBLIC LIBRARY EXPI	6,332.73	3,648,502.00	315,323.85	3,326,845.42	8.64

Type	Name	*January 2021	*January 2022	*Monthly 2021 vs 2022	*Year-to-date 2021	*Year-to-date 2022	*YTD 2021 vs 2022
Circulation Transactions	Adult Materials	19273	19677	2%	19273	19677	2%
	Teen Materials	739	876	19%	739	876	19%
	Children's Materials	6598	12739	93%	6598	12739	93%
	Total Adult/Teen/Children's Materials	26610	33292	25%	26610	33292	25%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10038	5018	-50%	10038	5018	-50%
	Items received for Mead patrons from other libraries	6371	5263	-17%	6371	5263	-17%
	Total Interlibrary Loans (Transits)	16409	10281	-37%	16409	10281	-37%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	7911	5830	-26%	7911	5830	-26%
	Music (Hoopla)	81	0	-100%	81	0	-100%
	Video (Hoopla, Kanopy)	678	0	-100%	678	0	-100%
	Magazines (RB Digital)	327	230	-30%	327	230	-30%
	Total E-Content Checkouts	8997	6060	-33%	8997	6060	-33%
Library Visits	Gate count	8676	14656	69%	8676	14656	69%
Research Inquiries	Research Inquiries	3594	4532	26%	2535	3575	41%
Internet Usage Provided	Library Workstation Sessions	1166	2156	85%	1166	2156	85%
	Wireless Sessions	2961	5604	89%	2961	5604	89%
Number of Library Card Holders	Sheboygan Residents				32290	32914	2%
	Non-Sheboygan Residents				8742	8218	-6%
	Total Number of Library Card Holders				41032	41132	0%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	6	47	683%	6	47	683%
	Children (0-11) Participants	129	1045	710%	129	1045	710%
	Teen (12-18) Quantity	0	2	No Previous Year Data	0	2	#DIV/0!
	Teen (12-18) Participants	0	58	No Previous Year Data	0	58	#DIV/0!
	Adult (18+) Quantity	10	39	290%	10	39	290%
	Adult (18+) Participants	178	475	167%	178	475	167%
	Total number of Classes, Seminars, Workshops, Events	16	88	450%	16	88	450%
	Total number of Participants	307	1578	414%	307	1578	414%
Conference Room Utilization	Rocca Meeting Room	2%	24%	22%	2%	24%	22%
	Loft Meeting Room	0%	16%	16%	0%	16%	16%
	Public Conference Room #1	0%	24%	24%	0%	24%	24%
	Public Conference Room #2	0%	0%	0%	0%	0%	0%
Study Rooms Utilization	Study Rooms Hours Used	0	330.5	No Previous Year Data	0	330.5	#DIV/0!
	Percent Utilization	0%	23%	23%	0%	23%	23%
Volunteer Hours	Volunteer Hours	82	226.5	176%	82	226.5	176%

*Stats effected by the COVID-19 Pandemic

Maintenance Project list 2022

Updated 2/22/22

Holocaust & Local History Room – 2nd floor team to utilize in house displays, will start in spring after they use entryway display

SE fence – PO sent out awaiting materials and installation

Rocca Room kitchen update – quoted awaiting direction

Fire Panel replacement – handed off to city purchasing agent, hiring of engineer to set scope

Donor Wall – work in progress, internal work complete, awaiting vendor

Furniture replacement – “Sample” chairs are in place near fireplaces on 1st and 2nd, plastic chairs to replace wooden ones are onsite, awaiting managers to decide to have full capacity seating to put on floor

Media & Radio Rooms – Media room on hold, radio room basically complete for now

Imaginarium heating – quotes received awaiting direction

Entryway tile cracking – engineer suggested new flooring, quotes coming in

HVAC Controls upgrades Phase III – complete



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2021

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Mead Public Library		2. Public Library System Monarch Library System			
3a. Head Librarian First Name Garrett	3b. Head Librarian Last Name Erickson	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 07/31/2023
6a. Street Address 710 N. 8th St.	6b. Mailing Address or PO Box 710 N. 8th St.	7. City / Village / Town Sheboygan	8a. ZIP 53081	8b. ZIP4 4563	9. County Sheboygan
10. Library Phone Number 9204593400	11. Fax Number (920)459-0204	12. Library E-mail Address of Director garrett.erickson@meadpl.org			
13. Library Website URL www.meadpl.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 88,000	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No			22. DUNS Number <i>Nine digits</i> 179196944	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	67		
19b. Number of Winter Weeks	37		
19c. Summer Hours Open per Week	57		
19d. Number of Summer Weeks	15		
19e. Total Weeks per Year	52		
19f. Total Hours per year for this location	3,334		

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	38,675
1bi. reference service provided via email	Yes	-1
1bii. reference service provided via chat	Yes	-1
1biii. reference service provided via text message	No	0
1biv. reference service provided via telephone	Yes	0
1bv. reference service provided via another method (e.g., online service or form)	No	0
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	Yes	219
1d. offering curbside pickup	Yes	309
1e. offering drive-thru circulation of physical materials	No	0
1f. offering vestibule/porch pickups	No	0
1g. offering delivery of materials (mail or drop-off)	Yes	12
1h. managing IT services for external Wi-Fi access	No	0
1i. providing other types of online and electronic services	No	0
1ii. describe "other services":		

ELECTRONIC MATERIALS ADDED DUE TO COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally		
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia		
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

PUBLIC SERVICES COVID-19

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	No
4. External Wi-Fi Access Added During COVID-19	No
5. External Wi-Fi Access Increased During COVID-19	No
6. Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	3-3-2020
First date reopened following initial COVID-19 closure	2021-01-04
Additional building closure and reopening dates, please describe	None

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	212,723	12,780
2. Electronic Books <i>E-books</i>	168,232	
3. Audio Materials	14,341	746
4. Electronic Audio Materials <i>Downloadable</i>	65,313	
5. Video Materials	23,951	1,838
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned 1456	2,194	
8a. Electronic Collections <i>Locally owned or leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	4	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	263	

III. LIBRARY SERVICES									
1. Circulation Transactions									
a. Total Circulation		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)					
381,163		138,086		5,391					
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Total ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries Provided to			Items Borrowed from Other Libraries Received from		
Integrated Library System (ILS)				103,628			60,653		
WISCAT									
Other (includes OCLC, manual tracking, or other methods)									
Total				103,628			60,653		
3. Number of Registered Users			4. Reference Transactions			5. Library Visits			
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count			
32,940	6,931	39,871	Actual Count	37,999	Actual Count	158,800			
6. Uses of Public Internet Computers						7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access	c. Method	d. Annual Count	a. Method	b. Annual Count				
75	75	Actual Count	30,528	Actual Count	59,729				
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals					
221,743	0	2,399	3,304	5,703					
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials					
44,257	24,431	38	68,726	5,296					

LIBRARY PROGRAMS AND ATTENDANCE

11. Programs and Program Attendance Annual Count
Method for Counting Number of Programs and Attendance

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	346	17	288	20	671
Total Program Attendance	8,797	329	6,036	0	15,162
Describe the library's programs					

In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs a. Children (0-11)	d Program Attendance b. Young Adult (12-18)	Count c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	281	17	181	0	479
Total Program Attendance	8,797	329	6,036	0	15,162
Describe the library's in-person programs:	Storybook programs, Maker Space programs, Stem programs, Adult Book Club, Make it at Mead, Sunday Make & Take.				

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	65	0	107	20	192
Total Live Virtual Program Attendance	0	-1	-1	-1	0
Total Views of Live Programs Recorded for Asynchronous Viewing	-1	-1	-1	-1	0
Which platforms does the library use to host the library's live, virtual programs:					
Describe the library's live, virtual programs:	Storybook time and book discussions				

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	0	0	0	0
Total Pre-recorded Program Views	0	0	0	0
Which platforms does the library use to host the library's pre-recorded programs:				
Describe the library's pre-recorded programs:				

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Maeve	Quinn	310 St. Clair Avenue	Sheboygan	53081	maeve.quinn@meadpubliclibrary.org
2. Marcos	Guevara	4020 Lakeshore Road	Sheboygan	53082	mguevara@aclu-wi.org
3. Barbara	Alvarez	1907 N 4th St	Sheboygan	53081	Barbara.ann.alvarez@gmail.com
4. Kathie	Norman	3217 North Sixth Street	Sheboygan	53083	knorman@charter.net
5. Father William	Bulson	630 Ontario Ave	Sheboygan	53081	wbulson@gracesheboygan.com
6. Amanda	Salazar	610 Broughton Drive	Sheboygan	53081	Amanda.Salazar@sheboyganwi.gov
7. Christine	Campe	714 Spring Avenue	Sheboygan	53083	woleaiyap@hotmail.com
8. Margaret	Albrinck	522 Eric Ave	Sheboygan	53081	albrinckm@gmail.com
9. Sherry	Speth	N3596 E. County Road A	Sheboygan	53085	sspeth@excel.net
10. Andre	Walton	4415 Primrose Ct R203	Sheboygan	53081	andrewalton56@gmail.com
11.					
12.					

Number of Library Board Members
Include vacancies in this count

10

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
City	Sheboygan	\$2,499,313
Subtotal 1		\$2,499,313

2. County

a. Home County Appropriation for Library Service

Subtotal 2a **\$776,391**

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Ozaukee	\$12,531		
Calumet	\$1,178		
Manitowoc	\$39,530		
Fond du Lac	\$1,465		
Washington	\$809		
Subtotal 2b		\$55,513	

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3		\$0	

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
Read Aft ⁺ US Dept of Education Title VI National Resource Center Program	\$1,000
Subtotal 4	\$1,000

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Monarch Library Systems	\$100,000		
Subtotal 5		\$100,000	

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

\$0

7. All Other Operating Income

\$216,319

8. Total Operating Income
Add 1 through 7

\$3,648,536

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$2,557,264

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

Report operating expenditures from all sources. Do not report capital expenditures here.

2. Employee Benefits *Include maintenance, security, plant operations*

\$700,882

e. Subtotal 3

\$394,386

Amount

\$1,833

\$39,291

\$581,637

\$3,567,934

\$1,000

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Expenditure

\$0

\$0

\$0

60

\$0

Total Expenditure

\$0

IX. TRUST FUNDS

\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$123,011	40.00				
Public Services Manager	MLS (ALA)	\$87,443	40.00				
Support Services Manager	MLS (ALA)	\$85,114	40.00				
Administrative Services Manager	Other	\$87,443	40.00				
Librarian	MLS (ALA)	\$351,458	240.00				
Librarian	Librn. no-MLS	\$169,458	120.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
IT Specialist	Other	\$66,830	40.00	Maintenance Technician	Other	\$39,624	40.00
Communications Specialist	Other	\$58,240	40.00	Cleaners	Other	\$32,240	60.00
Public Safety Specialist	Other	\$64,272	40.00	Library Assistants	Other	\$320,185	340.00
Administrative Assistant	Other	\$47,112	40.00	Catalogers	Other	\$146,869	120.00
Maintenance Supervisor	Other	\$46,654	40.00	Pages	Other	\$125,785	270.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

9.00

Other Persons Holding the Title of Librarian (FTE)

3.00

Subtotal 2a

12.00

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

26.75

c. Total Library Staff (FTE)

38.75

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, Item 1, what was the total circulation to nonresidents
See instructions for definition of nonresident

121,901

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	19,720	87,244	106,964
3. Circulation to Nonresidents Living in Another County in the Library System	2,629	1,286	3,915
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2,403	7,102	9,505
5. Circulation to All Other Wisconsin Residents 1,321	6. Circulation to Persons from Out of the State 196		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Calumet	206	f.	
b. Fond du Lac	101	g.	
c. Manitowoc	6,795	h.	
d. Ozaukee	920	i.	
e. Washington	349	j.	

XII. TECHNOLOGY

- | | | |
|---|---|---|
| <p>1. Does the library provide wireless Internet access?</p> <p style="text-align: center;">Yes</p> | <p>2. Library type of Internet connection
Mark all that apply</p> <p><input checked="" type="checkbox"/> a. State TEACH line</p> <p><input checked="" type="checkbox"/> b. Other broadband connection Local cable, telco, community network, etc.</p> | <p>3. Library use of Internet filtering software or service</p> <p><input checked="" type="checkbox"/> a. Yes, on all Internet workstations</p> <p><input type="checkbox"/> b. Yes, on some Internet workstations</p> <p><input type="checkbox"/> c. No filtering on any Internet workstation</p> |
|---|---|---|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Self-directed Activities	21	0	5	26
Total Self-directed Activity Participation	2,159	0	700	2,859

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name Melissa	b. Last Name Prentice	c. Email Address melissa.prentice@meadpl.org
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3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name Melissa	b. Last Name Prentice	c. Email Address melissa.prentice@meadpl.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤	Maeve Quinn	
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤	Garrett Erickson	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Sheboygan

The Mead Public Library Board of Trustees hereby states that in 2021 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee *Print or type*

Date Signed

➤

Maeve

Quinn

COMMENTS

DRAFT

**Minutes
Mead Public Library
Board of Trustees
January 27, 2022**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 27, 2022 in the Rocca Room. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice President Kathie Norman, Finance Officer Sherry Speth, and Alderperson Andre Walton. Board members virtual: Meg Albrinck, Chris Campe, and Marcos Guevara. Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Security Specialist Santino Laster, Administrative Assistant Sydney Mehn, and Public Services Manager Melissa Prentice. Board members absent: Barbara Alvarez, Rev. William Bulson, and Alderperson Amanda Salazar.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order at 7:00 p.m. and determined a quorum
- 1.2 PLEDGE OF ALLEGIANCE Quinn led the group in the pledge of allegiance.
- 1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING) There was no public comment.
- 1.4 APPROVAL OF MINUTES Norman **moved** to approve the minutes from the December 2, 2021 meeting. Walton **seconded**. Motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS There was no correspondence, announcements, or common council reports.

2. COMMITTEE REPORTS

- 2.1 FINANCE COMMITTEE - SHERRY SPETH, CHAIR. REPORT OF 1/27/2022 MEETING Quinn noted that the Finance Committee was not able to meet due to quorum, however the items on the agenda were very standard and could be approved at the full board level.
- 2.2 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Walton **seconded**. The motion **passed**.
- 2.3 RECEIVE 2021 BUDGET STATUS REPORT TO DATE The 2022 budget report was received and found to be in good order.
- 2.4 AD HOC EQUITY COMMITTEE - MARCOS GUEVARA, CHAIR. REPORT OF 1/27/2022 MEETING Quinn noted that the Equity Committee was not able to meet due to quorum, but that it would be rescheduled in the coming weeks.
- 2.5 HR COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 1/12/2022 MEETING Norman reported the process that the committee had gone through to analyze the

director's annual review. The committee noted that the strategic plan is due to be updated. After that is updated, the director's review will be tied closely to the strategic plan. She further noted that the committee began the discussion on a tuition reimbursement program or scholarship that would be funded through the Foundation.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 3.1 CIP PROJECTS Erickson discussed the upcoming CIP projects, noting what had been submitted to the City. The projects included a fire panel, roof replacement, and tuck pointing/window re-caulking done on the exterior walls. Walton **moved** to approve the CIP submitted to the city. Campe **seconded**. The motion **passed**. He further discussed one additional project that he requested funding through private donations. The project would fund additional cameras and equipment inside and outside of the library. Albrinck **moved** to accept the project as requested. Campe **seconded**. The motion **passed**.
- 3.2 APPOINT AD HOC COMMITTEE FOR LIBRARY 125TH ANNIVERSARY – PRESIDENT Quinn will be forming an ad hoc committee, which she will present next month.
- 3.3 APPOINT AD HOC COMMITTEE FOR STRATEGIC PLANNING – PRESIDENT Quinn noted that the chairs of each of the standing committees would be included in this committee.
- 3.4 MEAD LIBRARY ANNUAL REPORT TO THE CITY Erickson presented the report. Norman **moved** to approve the submission of the report to the city. Walton **seconded**. The motion **passed**.
- 3.5 RESOURCE LIBRARY AGREEMENT Erickson presented the 2022 resource library agreement between Mead and Monarch Library Systems. Campe **moved** to approve the agreement. Albrinck **seconded**. The motion **passed**.
- 3.6 PROFESSIONAL DEVELOPMENT Erickson discussed the possibility of creating a tuition reimbursement or scholarship program, which would be funded through the Foundation. Quinn **moved** to approve the concept being brought to the Foundation for consideration. Norman **seconded**. The motion **passed**.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON COMMUNITY RESOURCES/SECURITY - SANTINO LASTER Community Resource Specialist Laster presented to the group his report since last quarter. He discussed some of the behavior challenges the staff have been experiencing with some patrons. Suggestions from the trustees included tracking some of the interactions with regards to times of day, months of the year, etc. to drill down into the detail associated with these incidents. The other suggestion was to rank the threat level so that the case can be made to others who don't experience the same things, and the kinds of support the library would need.
- 4.2 UPDATE ON JOB DESCRIPTION QUESTIONNAIRE STUDY Erickson updated the trustees on the current status of the job description study, noting that we are still waiting on the results. Quinn asked Walton to verify at the common council level whether any salary increases would be retroactive to January as the study was designed to be completed and released before the new year.

- 4.3 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the city library collective project, noting that she would be getting books for all the board members by the February meeting. She further discussed the programs, noting that while programs are lighter since the pandemic, the hope is to provide more robust programs.
- 4.4 UPDATE FROM SUPPORT SERVICES Erickson noted that there was no report from Support Services this month.
- 4.5 UPDATE ON BUILDING PROJECTS Erickson discussed the current building projects, which were attached for trustees to look at. Erickson noted the donor wall replacement which will be finalized in the coming weeks.
- 4.6 MONTHLY STATISTICS Erickson reviewed the December end-of-year statistics, which were found to be in good order. Quinn requested that the statistics note that the pandemic is a continued factor.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – MAEVE QUINN reported that the next Monarch meeting is set to meet in February, which will be her first official meeting.
- 5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation had met the day before. She noted that the primary conversation had been about the tuition reimbursement/scholarship project and the enthusiasm that the group had toward the idea. She further noted that she will be forming an ad hoc committee to work on creating the project.
- 5.3 FRIENDS OF MEAD - SYDNY MEHN reported that the Friends had just had their annual meeting the week prior, which was the first of four events they will be hosting this year to celebrate their 50th anniversary. She also noted that the Friends 2021 revenue was \$19,190.63.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES (2/24/22 @ 7PM)

7. ADJOURN

- 7.1 MOTION TO ADJOURN Walton **moved** to adjourn the meeting, Norman **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 8:25 p.m.

Minutes
Mead Public Library Foundation
Board of Directors
January 26, 2022

Present: Norman (presiding), Bartelt, Braden, Donovan, Holbrook, Kolzow, Loth, Montemayor, Nelson, Peneski, Perronne, Quinn, Stauber, and Testwuide. Absent: Towne, Tyszka and Williams. MPL Staff: DeAmico, Erickson and Mehn.

1. President Norman called the meeting to order at 12:01 p.m.
2. President Norman determined a quorum
3. Perronne **moved** and Quinn **seconded** approval of the November 17, 2021 minutes. The motion **passed.**
4. Committee Reports
 1. Development Committee – Carol Kolzow, Chair. Kolzow updated the group on the Development Committee meeting. She discussed the results of the December ask letter, noting the graph and charts put together to show the results. She also discussed the donor wall progress and the estimated timeline for completion.
5. Norman updated the group as to the appointments and committee members/chairs. A roster and committee list were distributed.
6. The schedule of meetings was distributed and approved as presented.
7. Norman reminded the group to complete their 2022 Conflict of Interest forms and turn in to Mehn.
8. The board next discussed the possibility of a tuition reimbursement program for Mead employees, funded through the Foundation. The group agreed that it was a good idea, and consensus was that a scholarship type program would be established. Norman will form an ad hoc committee to discuss the specifics of forming this program.
9. Quinn discussed the updates at the library, noting the challenges associated with building project funding, and budgetary constraints. She further discussed the Library's 125th anniversary, reminding the group that she would be calling on Foundation support and participation.
10. Loth updated the board on the Friends annual meeting, noting the successful turnout of the first of four events being held this year for the Friends 50th anniversary. At that meeting the Friends were able to honor 5 past and current members in a recognition ceremony complete with an engraved plaque which will be mounted in the bookstore. She also announced that the Friends efforts in 2021 produced \$19,190 via the bookstore, sales, in-person events, and online auctions. Finally, she discussed the raffle the Friends will be having in May.
11. Erickson updated the group on the latest library happenings. He shared the increasing concerns of behavioral issues with patrons, and the toll it has been taking on the staff. He noted the growing requests for a second security specialist in order to accommodate the library's open hours.

The next meeting of the Foundation is scheduled for March 23, 2022 @ 12:00 p.m. Being no further business, Norman **adjourned the meeting at 12:50 p.m.**