

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
July 23, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 23, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and. Board members absent: Staff absent: Public Services Manager Melissa Prentice

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3:17 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). Dolcye Johnson expressed opinion regarding the last board meeting discussion of creating a diversity statement.
- 1.4 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the June 25, 2020 meeting, Norman **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS
There were none.

2. COMMITTEE REPORTS

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 2021 OPERATING BUDGET Erickson discussed the proposed budget. Quinn pointed out a 2%, \$96,000 increase due to staff alignment with other City departments. Erickson reflected on the TO changes Donohue **moved** to approve the proposed preliminary operating budget for 2021 as presented today. Whelton **seconded**. The motion **passed**.
- 3.2 COVID-19 SERVICE RESPONSES Erickson reported on the decision that was made to require masks in the library per CDC recommendation. Code of conduct also was updated to reflect this change. City attorney was consulted and it was pointed out that there may need to be a stipulation about medical conditions and what response we would have regarding that. Albrinck brought up the question of HIPPA with requesting doctor notes. She suggested that we work with anyone with a medical condition to avoid further spread. She also suggested to separate the bullet points so that they were distinct. Donohue **moved** to support the revised code of conduct policy with the understanding that staff can make changes as needed. Whelton **seconded**. Motion **withdrawn** when board pointed out that policies are always approved at the board level. Norman **moved** to approve the revised code of conduct policy with proposed changes. Whelton **seconded**. Motion **passed**. Next Erickson discussed the guidelines or suggestions associated with

levels of service. Lastly, Erickson brought up the library hours, with the suggestion that we remain with our current hours.

- 3.3 DIVERSITY STATEMENT Erickson discussed the written policy that had been put together in response to the topic that had been discussed at the last meeting. Whelton **moved** to approve the statement as presented. Guevara **seconded**. The motion **passed**.
- 3.4 DIGITAL MEDIA POLICY Erickson next discussed the digital media policy. The policy is for guidance on our social media presence and the decision making that goes into comments, questions and responses. Whelton questioned the abilities of the library to restrict any sort of 1st amendment rights. He asked that the policy be run through the city attorney and be brought back to the next meeting. The Digital Media Policy was tabled until the September 24, 2020 Board of Trustees meeting.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON SERVICES AND PROGRAMMING A written report was attached in Prentice's absence. Erickson noted the addition of Support Services Specialist Santino Laster.
- 4.2 UPDATE FROM SUPPORT SERVICES Nessman reported on the removal of magazines from circulation due to new testing. She also reported that quarantined materials have now been moved to the basement in anticipation of the August vote in the Rocca Room. Nessman further reported on the new materials room, which has the ability to be operated from outside the room.
- 4.3 UPDATE ON BUILDING PROJECTS Erickson reported on the attached project list from Gregg Herr. He also informed the board regarding sneeze guards being installed on 3rd floor. Lastly, Erickson reported on the plan to bring forth a proposal to add a gate to the generator area.
- 4.4 MONTHLY STATISTICS Erickson reported on the statistics, which have stayed fairly consistent at 50% of normal rates.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN Mannchen reported on the Monarch meeting. She reported that the new director, Kimberly Young has started. She also reported that there will be a trustee training week upcoming August 24-28th with lots of webinars, including a DEI session directed at library board members. Monarch approved a provisional budget. In September, Monarch will be sponsoring a “Get your library” campaign which will include billboards in each of the counties. Erickson discussed that Lintereur has agreed to work with Monarch on perhaps additional billboards with help from his marketing budget.
- 5.2 FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends had not met this month due to a lack of actionable agenda items. Quinn requested

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES – (9/24/20 @ 3:00pm)

7. ADJOURN

7.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Norman **seconded**.
The motion **passed**. Being no further business, the meeting adjourned at 4:40 p.m.

Generated by Sydney Mehn on Thursday, July 23, 2020.

**Minutes
Mead Public Library
Art Committee
September 3, 2020**

A meeting of the Mead Public Library (MPL) Art Committee was held on Thursday, September 3, 2020. Present committee members: Nancy Mannchen, chair, Chris Campe and Sherry Speth. Board members present: Maeve Quinn and Marcos Guevara. Staff present: Garrett Erickson and Sydney Mehn.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Mannchen called the meeting to order at 1:01 p.m. She determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES. Campe **moved** to approve the minutes of the December 5th, 2016 meeting. Speth **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 DISCUSSION AND POSSIBLE ACTION ON CAMERON MURALS IN QUIET STUDY ROOM

The committee began by hearing from board member Guevara. He expressed concern over the images not representing our library's vision to create a vibrant, informed and cohesive community. The mural in question depicts a scene of the first contact of Sheboygan Native Americans and settlers. A point was also raised about the accuracy of the painting, noting that the style of the Native American's was indicative of plains Indians versus what would have been a local tribe at the time, the Menominee. The group discussed various art policies from different public libraries as well as the current Mead challenged materials policy and donation policy. After some discussion, it was decided that the group would research more policies in the hopes of compiling one of our own which would include donations of art and potential deacquisition for future use. The group was also tasked with coming up with different scenarios on how this issue might be resolved to bring back to the next meeting.

3. UPCOMING MEETINGS

- 3.1 NEXT MEETING TBD

4. ADJOURN

- 4.1 ADJOURN. Campe **moved** to adjourn; Speth **seconded**. The motion **passed**. Mannchen concluded the meeting at 1:47 p.m.

MEAD PUBLIC LIBRARY - 2021 BUDGET ESTIMATES BOARD OF TRUSTEES JULY 22, 2020 - REVISED SEPTEMBER 14, 2020

ACCOUNT #	DESCRIPTION	2020 BUDGET	2021 ESTIMATED PRESENTED 7-22-20	2021 BUDGET AFTER CITY H/R & CITY ADMINISTRATOR REVIEW	BUDGET CHANGES	EXPLANATION OF CHANGE
REVENUES						
25551100 411100	PROPERTY TAX LEVY	2,423,314.00	2,693,243.00	2,681,362.00	(11,881.00)	To match total changes in expenses
25551100 431709	MONARCH - SHEBOYGAN COUNTY	669,835.00	669,835.00	669,835.00		
25551100 431710	MONARCH - OZAUKEE COUNTY	11,872.00	12,530.88	12,531.00		
25551100 431711	MONARCH - RESOURCE	100,000.00	100,000.00	100,000.00		
25551100 431712	MONARCH - ADJACENT COUNTIES	39,961.00	42,173.00	42,173.00		
25551100 447606	PHOTOCOPIES	10,000.00	5,000.00	5,000.00		
25551100 447636	LATE BOOK CHARGES	30,000.00	14,000.00	10,000.00	(4,000.00)	Less fees collect due to COVID-19
25551100 447641	LOST BOOK PENALTIES	6,500.00	5,000.00	5,000.00		
25551100 449901	VENDING MACHINE COMMISSION	1,301.00	1,300.00	500.00	(800.00)	Less income with Vending Machines and less Patrons in the Library
25551100 467101	CONTRIBUTIONS	150,000.00	130,000.00	130,000.00		
	TOTAL REVENUE	3,442,783.00	3,673,081.88	3,656,401.00	(16,681.00)	TOTAL CHG IN BUDGET - LESS REVENUE
EXPENSES						
25551100 510110	FULL TIME SALARIES - REGULAR	311,661.00	505,657.78	507,366.00	1,708.22	City H/R figured differently
25551100 510310	FICA	18,973.00	31,350.78	30,629.00	(721.78)	Change due to using pre-tax dollars
25551100 510311	MEDICARE	4,437.00	7,332.04	7,162.00	(170.04)	Change due to using pre-tax dollars
25551100 510320	WI RETIREMENT FUND	20,959.00	33,383.64	33,334.00	(49.64)	Change due to using pre-tax dollars
25551100 510340	HEALTH INSURANCE	52,233.00	126,869.76	124,050.00	(2,819.76)	City H/R figured differently
25551100 510350	DENTAL INSURANCE	5,796.00	9,405.95	10,121.00	715.05	City H/R figured differently
25551100 510351	UNFUNDED PENSION LIABILITY	29,650.00	29,649.96	29,650.00		City H/R figured differently
25551100 510360	LIFE INSURANCE	606.00	1,141.52	649.00	(492.52)	City H/R figured differently
25551100 510400	WORKERS COMPENSATION	140.00	235.13	140.00	(95.13)	City H/R figured differently
25551100 521100	BANKING FEES	1,350.00	1,350.00	1,350.00		
25551100 521110	FINANCIAL SERVICES FEES	2,800.00	2,800.00	2,800.00		
25551100 521400	ADVERTISING & MARKETING	9,400.00	9,400.00	9,400.00		
25551100 521900	CONTRACTED SERVICES	23,400.00	23,400.00	23,400.00		
25551100 526125	TRAINING & CONFERENCES	4,000.00	4,000.00	4,000.00		
25551100 527100	CAR ALLOWANCE	11,000.00	11,000.00	11,000.00		
25551100 530100	OFFICE SUPPLIES	9,500.00	9,500.00	9,500.00		
25551100 530130	POSTAGE & DELIVERY	5,000.00	5,000.00	5,000.00		
25551100 538001	DONATION PURCHASES	2,000.00	2,000.00	2,000.00		
25551100 540215	GEN. PUB. OFFICIALS & AUTO	3,000.00	3,000.00	0.00	(3,000.00)	Moved to Material Purchase
25551100 590255	SPECIAL ASSESSMENTS	4,050.00	6,800.00	6,800.00		
25551110 510110	FULL TIME SALARIES - REGULAR	941,182.00	996,720.00	984,044.00	(12,676.00)	City H/R figured differently

MEAD PUBLIC LIBRARY - 2021 BUDGET ESTIMATES BOARD OF TRUSTEES JULY 22, 2020 - REVISED SEPTEMBER 14, 2020

ACCOUNT #	DESCRIPTION	2020 BUDGET	2021 ESTIMATED PRESENTED 7-22-20	2021 BUDGET AFTER CITY H/R & CITY ADMINISTRATOR REVIEW	BUDGET CHANGES	EXPLANATION OF CHANGE
25551110 510310	FICA	56,788.00	61,796.62	60,044.00	(1,752.62)	Change due to using pre-tax dollars
25551110 510311	MEDICARE	27,621.00	14,452.44	14,044.00	(408.44)	Change due to using pre-tax dollars
25551110 510320	WI RETIREMENT FUND	60,280.00	67,082.62	66,098.00	(984.62)	Change due to using pre-tax dollars
25551110 510340	HEALTH INSURANCE	157,640.00	167,468.64	146,401.00	(21,067.64)	City H/R figured differently
25551110 510350	DENTAL INSURANCE	9,239.00	8,748.03	9,875.00	1,126.97	City H/R figured differently
25551110 510360	LIFE INSURANCE	848.00	1,427.46	867.00	(560.46)	City H/R figured differently
25551110 510400	WORKERS COMPENSATION	460.00	463.00	460.00	(3.00)	City H/R figured differently
25551110 521800	PROGRAM SERVICES	10,000.00	10,000.00	10,000.00		
25551110 521900	CONTRACTED SERVICES	36,400.00	38,000.00	40,200.00	2,200.00	Contract renewal came in higher
25551110 526125	TRAINING & CONFERENCES	5,800.00	6,000.00	6,000.00		
25551110 530205	DISPLAYS	1,000.00	1,000.00	1,000.00		
25551110 538001	DONATION PURCHASES	70,000.00	78,000.00	78,000.00		
25551110 538002	MATERIALS - ALL CATEGORIES	364,234.00	365,000.00	368,000.00	3,000.00	Transferred from Gen. Pub.
25551110 538100	OTHER CONTENT	69,000.00	69,000.00	69,000.00		
25551110 649200	EQUIPMENT REPLACEMENT	6,000.00	6,000.00	6,000.00		
25551150 510110	FULL TIME SALARIES - REGULAR	523,883.00	429,140.55	427,236.00	(1,904.55)	City H/R figured differently
25551150 510310	FICA	31,565.00	25,919.61	25,796.00	(123.61)	Change due to using pre-tax dollars
25551150 510311	MEDICARE	7,392.00	6,061.84	6,034.00	(27.84)	Change due to using pre-tax dollars
25551150 510320	WI RETIREMENT FUND	28,325.00	23,194.68	25,286.00	2,091.32	City H/R figured differently
25551150 510340	HEALTH INSURANCE	127,842.00	90,898.08	97,986.00	7,087.92	City H/R figured differently
25551150 510350	DENTAL INSURANCE	7,680.00	6,270.19	6,073.00	(197.19)	City H/R figured differently
25551150 510360	LIFE INSURANCE	432.00	917.16	309.00	(608.16)	City H/R figured differently
25551150 510400	WORKERS COMPENSATION	247.00	194.40	247.00	52.60	City H/R figured differently
25551150 521900	CONTRACTED SERVICES	58,102.00	58,000.00	58,000.00		
25551150 523122	SOFTWARE MAINTENANCE	31,500.00	33,000.00	33,000.00		
25551150 524110	BUILDING EXTERIOR MAINTENANCE	21,000.00	31,500.00	44,500.00	13,000.00	Increased to cover some needed repairs to the building
25551150 524124	HEATING & VENTILATION MAINTENA	3,000.00	3,000.00	3,000.00		
25551150 524126	ELEVATOR MAINTENANCE & REPAIR	2,000.00	2,000.00	2,000.00		
25551150 525100	ELECTRIC	94,600.00	94,600.00	94,600.00		
25551150 525105	WATER	1,600.00	1,600.00	1,600.00		
25551150 525110	SEWER	1,400.00	1,400.00	1,400.00		
25551150 525120	TELEPHONE	4,000.00	4,000.00	4,000.00		
25551150 525140	GAS - UTILITY	33,750.00	33,750.00	33,750.00		
25551150 526125	TRAINING & CONFERENCES	420.00	500.00	500.00		
25551150 530200	PROGRAM SUPPLIES	12,000.00	24,000.00	24,000.00		

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ACCOUNT #	DESCRIPTION	2020 BUDGET	2021 ESTIMATED PRESENTED 7-22-20	2021 BUDGET AFTER CITY H/R & CITY ADMINISTRATOR REVIEW	BUDGET CHANGES	EXPLANATION OF CHANGE
25551150 530222	JANITORIAL SUPPLIES	7,898.00	9,000.00	9,000.00		
25551150 530255	TOOLS & SMALL EQUIPMENT	200.00	200.00	200.00		
25551150 538001	DONATION PURCHASES	78,000.00	50,000.00	50,000.00		
25551150 540200	INSURANCE	10,000.00	10,000.00	10,000.00		
25551150 642200	IT EQUIPMENT	19,500.00	19,500.00	19,500.00		
	TOTAL EXPENSES	3,442,783.00	3,673,081.88	3,656,401.00	(16,680.92)	TOTAL CHANGE IN EXPENSES

2020 Mead Public Library CIP Projects Funded with Budgeted - 850 - MPL Foundation Funds
 (Yellow is completed project)

			Project	8/18/2020	
Project #	CIP Project	Vendor	#850 Mead Public Library Portion	Total Cost of Project	Total Cost on Completed Projects
9.	Staff Lounge - Renovation & Furniture Replacement **Carpet/Vinyl flooring covered under 2020 CIP Flooring project. Carpet and Vinyl are in stock at MPL and paid for by City of Sheboygan CIP**	Quasius Conctruction Quote 3/26/2020 New Refrigerator/Stove/Microwave New Furniture - Board Approved 2019	\$31,348.00 \$5,000.00 \$5,000.00	\$41,348.00	
19	Automatic Entrances on Front (North) Lobby entrance Doors Do to COVID-19 Virus no touch door handles are being requested	Automatic Entrances of Wisconsin Inc. Estimate for West Door - \$1,225.00 Estimate for East Door - \$8,780.00	\$9,390.00	\$9,390.00	
#20.	Steel Gate & Fence - North Side of Library Entrance Steel Gate and Fence to keep out patrons from housing and illegal activities in the hidden employee entrance on the north side of the Library	Quasius Est # 7/10/2020	\$5,262.00	\$5,262.00	
#21	Update Staff Furniture Technical Services, 1st - 2nd - 3rd Floors Upgrade is for staff safety from COVID-19 & other virus's/sicknesses Upgrade out dated operating assets	EBI Emmons Business Interiors Est. received subject to change with minor revisions 8/27/2020	\$110,000.00	\$110,000.00	

Balance Total Est
of 2020 Projects \$166,000.00

DRAFT - Digital Media Policy

1. Mead Public Library's digital media outlets support our mission of connecting people with ideas, resources and technology to educate, entertain and empower and are among the library's primary means of communicating with the public about our services.
2. Digital media is defined as websites, social media accounts, newsletters, blogs and other digital communication tools utilized by the library. Content that is posted on Library-sponsored social media sites may be subject to state and federal public records statutes and records retention requirements.
3. Mead's digital media accounts are maintained by the library's Communications Specialist, who is responsible for ensuring brand standards are met and appropriately tailored to all platforms. The Library Director and IT Specialist also have access to these accounts to serve as a backup to the Communications Specialist.
4. The Library's digital media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials. The Library does not make its digital media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.

Comments and posts from the public are encouraged on these platforms but those that fall within any of the following categories will be deleted or hidden by library staff and will lead to a warning being issued to the user as to why the action was taken.

Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria defined below, shall be retained pursuant to the records retention schedule. Content and comments on the Library's digital media accounts containing any of the following forms of content and postings shall not be allowed:

- Obscenity or child pornography
- Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category.
- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to Library business, programs, events, resources and materials.
- Advertising or sale of merchandise or services; or

- Charitable solicitations or political campaigning

Egregious or repeated violations will be grounds for the user to be banned from posting on the Library's digital media accounts. Any user that is banned from posting or commenting will be notified and given the opportunity to appeal the decision. Appeals must be submitted in writing and will be considered by the Communications Specialist, whose recommendation will be sent to the Director, who will then notify the individual of the decision.

If the individual is not satisfied with the response, they may submit a written request within 30 days of the library's decision for a review by the Library Board.

September Board Meeting

Building Projects Report

Carpet Project Phase III– completed except staff room which will occur at a later date

HVAC Controls upgrades Phase II – Quality Controls pulled most of the control wiring on the 3rd floor, Mannenbach is currently replacing the control valves and VAV boxes, should be a few more weeks

Roof Repairs – completed, along with repairing leak on 2nd floor near quiet study area

Fireplaces – completed

Replacement of Cooling Tower – completed

LED Lighting Project – completed, this was on top of the main stairwell and outside lights

Update Office Furniture – I completed for Admin, in progress for other floors

Holocaust & Local History Room – not sure where we are on this

Renovation of Staff Lounge – not sure where we are on this

Interior/Exterior Painting – this is completed, this was a contractor doing stairwells and doors (internally we have also completed lots of painting, Rocca & Loft, basement areas, 1st floor areas, etc...)

Sound dampening of Rocca – I believe this project has been at least temporarily halted due to the desk being moved

Sound dampening of 2nd floor study rooms - not sure where we are on this

Tinting of Windows - not sure where we are on this

Update on main floor bathrooms – don't think we are pursuing this anymore

Bed Bug Cook room – completed and being used

Solar Panels – on hold

Emergency generator enclosure – project cancelled

Bathroom stall replacement – completed

Automatic Entrances on Front (North) lobby entrance doors – quote is in, unsure of status

Steel Gate & Fence – got one quote on gate, getting another on gate and one fence option

Story Garden LED lighting – this is completed

1st floor desk movement – this is completed

3rd floor sneeze guards – completed at main desk

1st, 2nd & 3rd floor restroom auto flush valves – completed

Cooling Tower plumbing alterations – completed, much easier to balance

1st & 2nd sneeze guards – work in progress, plexi-glass just came in

Fencing off loading dock area – getting quote

Type	Name	July 2019	July 2020	Monthly 2019 vs 2020	Year-to-date 2019	Year-to-date 2020	YTD 2019 vs 2020
Circulation Transactions	Adult Materials	29239	21611	-26%	199863	125545	-37%
	Teen Materials	1481	1470	-1%	8124	6356	-22%
	Children's Materials	19078	6874	-64%	107575	56058	-48%
	Total Adult/Teen/Children's Materials	49798	29955	-40%	315562	187959	-40%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5402	8012	48%	37656	30006	-20%
	Items received for Mead patrons from other libraries	6107	5610	-8%	42104	31454	-25%
	Total Interlibrary Loans (Transits)	11509	13622	18%	79760	61460	-23%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	6101	7097	16%	43443	49759	15%
	Music (Hoopla)	53	67	26%	1065	693	-35%
	Video (Hoopla, Kanopy)	611	726	19%	5590	5559	-1%
	Magazines (RB Digital)	163	234	44%	986	1570	59%
	Total E-Content Checkouts	6928	8124	17%	51084	57581	13%
Library Visits	Gate count	22478	11744	-48%	157564	84023	-47%
Research Inquiries	Research Inquiries	2603	3386	30%	20152	19387	-4%
Internet Usage Provided	Library Workstation Sessions	4396	1664	-62%	27918	11744	-58%
	Wireless Sessions	15328	4201	-73%	93435	27622	-70%
Number of Library Card Holders	Sheboygan Residents				33346	32829	-2%
	Non-Sheboygan Residents				9336	8600	-8%
	Total Number of Library Card Holders				42682	41429	-3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	30	4	-87%	423	172	-59%
	Children (0-11) Participants	1316	95	-93%	12746	4094	-68%
	Teen (12-18) Quantity	21	1	-95%	55	13	-76%
	Teen (12-18) Participants	629	2	-100%	1712	294	-83%
	Adult (18+) Quantity	46	6	-87%	305	165	-46%
	Adult (18+) Participants	828	139	-83%	7179	3638	-49%
	Total number of Classes, Seminars, Workshops, Events	97	11	-89%	783	350	-55%
Total number of Participants	2773	236	-91%	21637	8026	-63%	
Conference Room Utilization	Rocca Meeting Room	19%	0%	-19%	30%	9%	-21%
	Loft Meeting Room	24%	0%	-24%	31%	12%	-19%
	2nd Floor Small Meeting Room	20%	0%	-20%	29%	11%	-18%
Study Rooms Utilization	Study Rooms Hours Used	534	762	43%	3373	2058	-39%
	Percent Utilization	43%	44%	1%	36%	25%	-10%
Volunteer Hours	Volunteer Hours	475.03	61	-87%	3911.89	2078.99	-47%

Type	Name	August 2019	August 2020	Monthly 2019 vs 2020	Year-to-date 2019	Year-to-date 2020	YTD 2019 vs 2020
Circulation Transactions	Adult Materials	28174	19054	-32%	228037	144599	-37%
	Teen Materials	1311	1192	-9%	9435	7548	-20%
	Children's Materials	16435	7879	-52%	124010	63937	-48%
	Total Adult/Teen/Children's Materials	45920	28125	-39%	361482	216084	-40%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5072	9048	78%	42728	39054	-9%
	Items received for Mead patrons from other libraries	5530	5470	-1%	47634	36924	-22%
	Total Interlibrary Loans (Transits)	10602	14518	37%	90362	75978	-16%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	6128	7151	17%	49571	56910	15%
	Music (Hoopla)	72	73	1%	1137	766	-33%
	Video (Hoopla, Kanopy)	634	680	7%	6224	6239	0%
	Magazines (RB Digital)	219	286	31%	1205	1856	54%
	Total E-Content Checkouts	7053	8190	16%	58137	65771	13%
Library Visits	Gate count	21593	11013	-49%	179157	95036	-47%
Research Inquiries	Research Inquiries	2878	4385	52%	23030	23772	3%
Internet Usage Provided	Library Workstation Sessions	4364	1472	-66%	32282	13216	-59%
	Wireless Sessions	15526	4241	-73%	108961	31863	-71%
Number of Library Card Holders	Sheboygan Residents				34278	32921	-4%
	Non-Sheboygan Residents				9321	8633	-7%
	Total Number of Library Card Holders				43599	41554	-5%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	14	4	-71%	437	176	-60%
	Children (0-11) Participants	448	81	-82%	13194	4175	-68%
	Teen (12-18) Quantity	16	0	-100%	71	13	-82%
	Teen (12-18) Participants	450	0	-100%	2162	294	-86%
	Adult (18+) Quantity	38	1	-97%	343	166	-52%
	Adult (18+) Participants	646	5	-99%	7825	3643	-53%
	Total number of Classes, Seminars, Workshops, Events	68	5	-93%	851	355	-58%
	Total number of Participants	1544	86	-94%	23181	8112	-65%
Conference Room Utilization	Rocca Meeting Room	24%	15%	-9%	29%	9%	-20%
	Loft Meeting Room	26%	0%	-26%	30%	10%	-20%
	2nd Floor Small Meeting Room	27%	0%	-27%	29%	10%	-19%
Study Rooms Utilization	Study Rooms Hours Used	413	123	-70%	3786	2181	-42%
	Percent Utilization	32%	15%	-17%	35%	24%	-11%
Volunteer Hours	Volunteer Hours	479.03	55	-89%	4390.92	2133.99	-51%