

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
June 25, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 25, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman and Nancy Mannchen. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, 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 Public Services Manager Melissa Prentice. Board members absent:

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3:03 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the May 28, 2020 meeting, Donohue **seconded** the motion. The motion **passed.**
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS
There were none.

2. COMMITTEE REPORTS

- 2.1 FINANCE COMMITTEE - KYLE WHELTON, CHAIR. REPORT OF 6/22/20 MEETING Whelton reported on the Finance Committee meeting of 6/22/20 noting that everything was in good order.
- 2.2 FINANCE REPORT: 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS). 2). RECEIVE MONTHLY 2020 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED - KYLE WHELTON Whelton moved, Donohue seconded
- 2.3 HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 6/16/20 MEETING Norman reported on the Human Resources Committee meeting. She deferred the discussion until item 3.4.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 DISCUSSION OF LATE FINES FOR YOUTH Erickson discussed proposal to eliminate late fees for patrons 18 and under. This policy would not be true for lost material, only for late material. He also discussed the question of retroactively removing fine. Albrinck inquired and Erickson confirmed that materials were going to be youth materials in addition to the cardholder being youths. Norman inquired about removing fines all together as had once been discussed. Erickson confirmed that the goal is to remove fines

all together, however it is a financial strain. Donohue noted that the low-income patrons would especially benefit, particularly during Covid pandemic. Whelton **moved** to approve removal of fines moving forward as well as retroactively. Donohue **seconded**. The motion **passed**.

- 3.2 MEAD PUBLIC LIBRARY FUND Erickson reported on the 850 funds, and the potential to gift the monies to the Foundation for investing and monitoring. Whelton **moved** to approve gifting the balance of the funds to the Foundation and to fund the hiring of a lawyer to draft the documents from these funds. Albrinck **seconded**. The motion **passed**. Whelton **moved** to approve authorization of the MPL president to sign documents drawn up by the lawyer to initiate transfer of funds. Donohue **seconded**. Motion **passed**.
- 3.3 UPDATE OF GIFT POLICY Erickson discussed the policy updates, noting the language changes. Donohue moved to approve the policy change as presented. Whelton **seconded**. The motion **passed**.
- 3.4 UPDATE TO TABLE OF ORGANIZATION Norman talked about the position structure and the shifting that had occurred. Erickson next discussed two separate scenarios and the differences. Whelton **moved** to approve option 2, which would move IT and Maintenance from Support Services to Administration. In addition, the Maintenance Supervisor position would be re-filled. Lastly, the Public Safety Specialist position would be shifted from pay grade J to pay grade K. Norman **seconded**. Motion **passed**.
- 3.5 DISCUSSION OF MARKETING STRATEGIES Erickson discussed the marketing plan and the lack of social media or public relations/media policy. With the current world events, Erickson sought guidance for what the library's stance should be on current events and hot button issues. It was decided that the creation of a policy regarding public relations and media should be created and brought to the next board meeting for review.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the current status of library services, noting that there was disappointment over the fact that the library's children's room is closed. She further discussed some of the programs upcoming for summer. A story walk will take place outside, as well as kits being sent home with STEM related activities. Dial-a-story is also being implemented. The makerspace will begin opening by appointment soon. Guevara asked about the ratio of mask wearers, and indicated support of mask requirements. The item will be added to a future agenda.
- 4.2 UPDATE ON BUILDING PROJECTS Nessman spoke regarding the building projects. She reported that the returns room is set to be complete by next week. The contractor who planted trees and seeded the lawn last year is back and are doing touch-ups. A contractor was out to fix the piping in the cooling towers. Contractor will be out next week to fix leaks in roof and check out the potential for tuck pointing in the future. She also discussed the upcoming election and what we are going to be doing about accommodating that. Finally, she is looking at a gate for a section by the book drops that is a blind spot and prone to trespass and potentially dangerous situations.

- 4.3 MONTHLY STATISTICS Erickson reported on the statistics, noting that the entire month of May the library was closed. Prentice and Nessmann also updated the group on the traffic flow and materials

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN Mannchen reported on the Monarch meeting. She noted that the bookmobile is now out and open. She reported that the search continues for a director and hoping to have a hire within 2 weeks.
- 5.2 FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends had met this past Wednesday in the home of Sharon Quicker. Business was conducted as usual, with lots of cancellations of future plans. The Friends did vote and approved to donate funding to the mask making group that had donated masks to the library.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES – (7/23/20 @ 3:00pm)

7. ADJOURN

- 7.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Albrinck **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 4:27 p.m.

Generated by Sydney Mehn on Thursday, June 25, 2020.

MEAD PUBLIC LIBRARY - 2021 BUDGET ESTIMATES BEFORE BOARD APPROVAL - Board of Trustee Copy - July 22, 2020

ORG	OBJ	DESCRIPTION	2019 AMENDED	2019 ESTIMATED	2020 BUDGET	2021 ESTIMATED	INCREASE/DECREASE FROM 2020 BUDGET	COMMENTS
25551100	411100	PROPERTY TAX LEVY	2,399,321	2,399,321	2,423,314	2,693,243	269,929	\$230,299 additional 2020 vs. 2021 - In 2020 MPL had to reduce it's Board approved budget by 1% which was a decrease of \$96,000 by the City Administrator. ALL OTHER CITY DEPARTMENTS HAD RECEIVED A 2% INCREASE. Increase and decrease in budget explanations are listed below.
		TOTAL TAXES	2,399,321	2,399,321	2,423,314	2,693,243	269,929	
25551100	431709	MONARCH - SHEBOYGAN COUNTY	639,728	639,728	669,835	669,835	0	0 Flat County Reimbursement 2021
25551100	431710	MONARCH - OZAUKEE COUNTY	10,459	10,459	11,872	12,531	659	Slight increase in Ozaukee County reimbursement
25551100	431711	MONARCH - RESOURCE	100,000	100,000	100,000	100,000	0	
25551100	431712	MONARCH - ADJACENT COUNTIES	36,406	36,406	39,961	42,173	2,212	Slight increase in adjacent counties reimbursement
		TOTAL INTERGOVERNMENTAL REVENUE	786,593	786,593	821,668	824,539	2,871	
25551100	447606	PHOTOCOPIES	10,000	10,000	10,000	5,000	-5,000	Reduced by \$5,000 because photocopy sales have been down.
25551100	447636	LATE BOOK CHARGES	30,000	30,000	30,000	14,000	-16,000	Reduced fines & fees because no longer charging for children under the age of 18.
25551100	447641	LOST BOOK PENALTIES	6,500	6,500	6,500	5,000	-1,500	Decreased to better match the actual received
25551100	449901	VENDING MACHINE COMMISSION	1,300	1,300	1,301	1,300	-1	
		TOTAL PUBLIC CHARGES FOR SERVICES	47,800	47,800	47,801	25,300	-22,501	
25551100	467101	CONTRIBUTIONS	80,000	150,000	150,000	130,000	-20,000	Based on investment earnings from previous earnings & Acuity
		TOTAL MISCELLANEOUS REVENUE	80,000	150,000	150,000	130,000	-20,000	
		TOTAL REVENUE	3,313,714	3,383,714	3,442,783	3,673,082	230,299	Total additional revenue need to have a balanced budget for 2021
25551100	510110	FULL TIME SALARIES - REGULAR	299,126	299,126	311,661	505,658	193,997	Admin wages increased because of changes in the TO, reducing Support services wages and includes the 2% wage increase and merit raises.
25551110	510110	FULL TIME SALARIES - REGULAR	895,235	895,235	941,182	996,720	55,538	Increase due to moving public safety specialist to a new pay grade, and promotions of staff. Includes the 2% increase in wages and merit raise increases.
25551150	510110	FULL TIME SALARIES - REGULAR	578,809	578,809	523,883	429,141	-94,742	Decrease due to TO change. Wages moved to Adm. Wage account. Includes the 2% increase in wages and merit raise increases
25551100	510310	FICA	18,546	18,546	18,973	31,351	12,378	No change in %, increase due to higher wages.
25551110	510310	FICA	55,505	55,505	56,788	61,797	5,009	No change in %, increase due to higher wages.
25551150	510310	FICA	35,886	35,886	31,565	25,920	-5,645	No change in %, increase due to higher wages.

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ORG	OBU	DESCRIPTION	2019 AMENDED	2019 ESTIMATED	2020 BUDGET	2021 ESTIMATED	INCREASE/DECREASE FROM 2020 BUDGET	COMMENTS
25551100	510311	MEDICARE	4,337	4,337	4,437	7,332	2,895	No change in %, increase due to higher wages.
25551110	510311	MEDICARE	12,980	12,980	27,621	14,452	-13,169	No change in %, increase due to higher wages.
25551150	510311	MEDICARE	8,392	8,392	7,392	6,062	-1,330	No change in %, increase due to higher wages.
25551100	510320	WI RETIREMENT FUND	19,593	19,593	20,959	33,384	12,425	No change in %, increase due to higher wages.
25551130	510320	WI RETIREMENT FUND	56,395	56,395	60,280	67,083	6,803	No change in %, increase due to higher wages.
25551150	510320	WI RETIREMENT FUND	27,836	27,836	28,325	23,195	-5,130	No change in %, increase due to higher wages.
25551100	510340	HEALTH INSURANCE	35,087	35,087	52,233	126,870	74,637	Estimated 5.5% increase in premium and additional employees going on the City Health Insurance Plan
25551110	510340	HEALTH INSURANCE	160,095	160,095	157,640	167,469	9,829	Estimated 5.5% increase in premium and additional employees going on the City Health Insurance Plan
25551150	510340	HEALTH INSURANCE	138,810	138,810	127,842	90,898	-36,944	Estimated 5.5% increase in premium and additional employees going on the City Health Insurance Plan
25551100	510350	DENTAL INSURANCE	3,589	3,589	5,796	9,406	3,610	Based on no change in dental insurance premium from 2020 to 2021 info not available at time of 2021 budget creation.
25551130	510350	DENTAL INSURANCE	9,597	9,597	9,239	8,748	-491	Based on no change in dental insurance premium from 2020 to 2021 info not available at time of 2021 budget creation.
25551150	510350	DENTAL INSURANCE	7,874	7,874	7,680	6,270	-1,410	Based on no change in dental insurance premium from 2020 to 2021 info not available at time of 2021 budget creation.
25551100	510351	UNFUNDED PENSION LIABILITY	29,650	29,650	29,650	29,650	0	
25551100	510360	LIFE INSURANCE	720	720	606	1,142	536	Based on current payroll records.
25551110	510360	LIFE INSURANCE	1,330	1,330	848	1,427	579	Based on current payroll records.
25551150	510360	LIFE INSURANCE	1,230	1,230	432	917	485	Based on current payroll records.
25551100	510400	WORKERS COMPENSATION	139	139	140	235	95	Based on no change in WC assessed %
25551110	510400	WORKERS COMPENSATION	416	416	460	463	3	Based on no change in WC assessed %
25551150	510400	WORKERS COMPENSATION	269	269	247	194	-53	Based on no change in WC assessed %
		TOTAL PERSONAL SERVICES	2,401,446	2,401,446	2,425,879	2,645,782	219,903	\$221,769 increase in employee wages & benefits - largest % is the Health Insurance cost increase & number of employee's on health plan increased.
25551100	521100	BANKING FEES	1,200	1,300	1,350	1,350	0	
25551100	521110	FINANCIAL SERVICES FEES	3,900	3,900	2,800	2,800	0	
25551100	521400	ADVERTISING & MARKETING	9,400	9,400	9,400	9,400	0	
25551150	521700	SECURITY SERVICES	0	0	0	0	0	
25551110	521800	PROGRAM SERVICES	10,000	10,000	10,000	10,000	0	Possible savings if MPL Foundation & Friends of MPL contribute more to programming and this amount is not used.
25551100	521900	CONTRACTED SERVICES	22,720	172,970	23,400	23,400	0	

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25551110	521900	CONTRACTED SERVICES	30,375	30,375	36,400	38,000	1,600	Monarch charges to MPL including IT charges
25551150	521900	CONTRACTED SERVICES	48,813	51,096	58,102	58,000	-102	
25551150	523122	SOFTWARE MAINTENANCE	30,000	30,000	31,500	33,000	1,500	Based on software increase in pricing
								Based on normal maintenance to the bldg. with items such as window washing not done in 7 yrs., carpet cleaning & other COVID 19 sanitizing, and other necessary building maintenance projects.
25551150	524110	BUILDING EXTERIOR MAINTENANCE	20,000	20,000	21,000	31,500	10,500	
25551150	524124	HEATING & VENTILATION MAINTENANCE	3,000	3,000	3,000	3,000	0	
25551150	524126	ELEVATOR MAINTENANCE & REPAIR	1,000	1,000	2,000	2,000	0	
25551150	525100	ELECTRIC	94,000	94,000	94,600	94,600	0	
25551150	525105	WATER	1,400	1,400	1,600	1,600	0	
25551150	525110	SEWER	1,400	1,400	1,400	1,400	0	
25551150	525120	TELEPHONE	4,000	4,000	4,000	4,000	0	
25551150	525140	GAS - UTILITY	33,000	33,000	33,750	33,750	0	
25551100	526125	TRAINING & CONFERENCES	0	0	4,000	4,000	0	
25551110	526125	TRAINING & CONFERENCES	0	0	5,800	6,000	200	Additional virtual training offerings
25551150	526125	TRAINING & CONFERENCES	0	0	320	500	180	Additional virtual training offerings
25551100	527100	CAR ALLOWANCE	11,000	11,000	11,000	11,000	0	Parking lot & on street parking
25551100	530100	OFFICE SUPPLIES	9,500	9,500	9,500	9,500	0	
25551100	530130	POSTAGE & DELIVERY	4,500	4,500	5,000	5,000	0	
25551150	530200	PROGRAM SUPPLIES	12,076	12,076	12,000	24,000	12,000	Pre-Processing cost are doubled.
25551130	530205	DISPLAYS	1,100	1,100	1,000	1,000	0	
								Increase because of COVID-19supplies - some supplies are being received at no cost from the State of Wisconsin pool in 2020 which is building up MPL's inventory of COVID-19 supplies.
25551150	530222	JANITORIAL SUPPLIES	5,000	5,000	7,898	9,000	1,102	
25551150	530255	TOOLS & SMALL EQUIPMENT	150	150	200	200	0	
25551100	538001	DONATION PURCHASES	2,000	2,000	2,000	2,000	0	
25551110	538001	DONATION PURCHASES	64,000	64,000	70,000	78,000	8,000	Expense to match total donated funds received
25551150	538001	DONATION PURCHASES	0	0	78,000	50,000	-28,000	Expense to match total donated funds received
								slight increase in Materials based on previous years spending & increase in materials costs
25551110	538002	MATERIALS - ALL CATEGORIES	364,234	364,234	364,234	365,000	766	
25551110	538100	OTHER CONTENT	68,450	68,450	69,000	69,000	0	
25551150	540200	INSURANCE	10,000	10,000	10,000	10,000	0	Expense based on previous years expenses
25551100	540235	GEN. PUB. OFFICIALS & AUTO	3,000	3,000	3,000	3,000	0	
25551100	590255	SPECIAL ASSESSMENTS	4,050	4,050	4,050	6,800	2,750	Increased based on 2020 amount charged by the City of Sheboygan
		TOTAL NON-PERSONAL SERVICES	886,768	1,039,401	991,404	1,001,800	10,396	\$10,396 Increase in expenses
25551150	642200	IT EQUIPMENT	19,500	19,500	19,500	19,500	0	
25551110	649200	EQUIPMENT REPLACEMENT	6,000	5,991	6,000	6,000	0	
		TOTAL CAPITAL OUTLAY	25,500	25,491	25,500	25,500	0	No change in budget amount

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25599990	811101	INTERFUND EXP-GENERAL FUND	0	0	0	0	0	
		TOTAL INTERFUND TRANSFERS	0	0	0	0	0	
		TOTAL EXPENDITURES	3,313,714	3,466,338	3,442,783	3,673,082	230,299	\$230,299 additional needed over 2020 budget to achieve a balanced budget
		TOTAL REVENUES LESS EXPENDITURES	0	-82,624	0	0		

CDC calls on Americans to wear masks to prevent COVID-19 spread

JAMA editorial reviews latest science, while case study shows masks prevented COVID spread

Press Release

For Immediate Release: Tuesday, July 14, 2020

Contact: [Media Relations](#)

(404) 639-3286

Americans are increasingly adopting the use of cloth face masks to slow the spread of COVID-19, and the latest science may convince even more to do so.

In an editorial published today in the Journal of the American Medical Association (JAMA), CDC reviewed the latest science and affirms that cloth face coverings are a critical tool in the fight against COVID-19 that could reduce the spread of the disease, particularly when used universally within communities. There is increasing evidence that cloth face coverings help prevent people who have COVID-19 from spreading the virus to others.

“We are not defenseless against COVID-19,” said CDC Director Dr. Robert R. Redfield. “Cloth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus – particularly when used universally within a community setting. All Americans have a responsibility to protect themselves, their families, and their communities.”

This review included two case studies out today, one from JAMA, showing that adherence to universal masking policies reduced SARS-CoV-2 transmission within a Boston hospital system, and one from CDC’s Morbidity and Mortality Weekly Report (MMWR), showing that wearing a mask prevented the spread of infection from two hair stylists to their customers in Missouri.

Additional data in today’s MMWR showed that immediately after the White House Coronavirus Task Force and CDC advised Americans to wear cloth face coverings when leaving home, the proportion of U.S. adults who chose to do so increased, with 3 in 4 reporting they had adopted the recommendation in a national internet survey.

The results of the Missouri case study provide further evidence on the benefits of wearing a cloth face covering. The investigation focused on two hair stylists — infected with and having symptoms of COVID-19 — whose salon policy followed a local ordinance requiring cloth face coverings for all employees and patrons. The investigators found that none of the stylists’ 139 clients or secondary contacts became ill, and all 67 clients who volunteered to be tested showed no sign of infection.

The finding adds to a growing body of evidence that cloth face coverings provide source control – that is, they help prevent the person wearing the mask from spreading COVID-19 to others. The main protection individuals gain from masking occurs when others in their communities also wear face coverings.

COVID-19 prevention in a Missouri hair salon

When two stylists at a Missouri hair salon tested positive for the virus that causes COVID-19, researchers from CoxHealth hospitals, Washington University, the University of Kansas, and the Springfield-Greene County Health Department worked together to trace contacts, investigate the cases, and publish their findings in the MMWR.

One of the stylists developed respiratory symptoms but continued to see clients for eight days. The other, who apparently became infected from her co-worker, also developed respiratory symptoms and continued to see clients for four days.

The salon in which they worked had a policy requiring both stylists and their clients to wear face coverings, consistent with the local government ordinance. Both stylists wore double-layered cloth face coverings or surgical masks when seeing clients. The median appointment time was 15 minutes and ranged from 15 to 45 minutes. More than 98% of clients wore a face covering—47% wore cloth face coverings, 46% wore surgical masks, and about 5% wore N-95 respirators.

When customers were asked whether they had been ill with any respiratory symptoms in the 90 days preceding their appointment, 87 (84%) reported that they had not. None of the interviewed customers developed symptoms of illness. Among 67 (48%) customers who volunteered to be tested, all 67 tested negative for the virus that causes COVID-19. Several family members of one of the stylist's subsequently developed symptoms and received a diagnosis of COVID-19.


Survey: Acceptance of face-mask guidance increased

CDC analyzed data from an internet survey of a national sample of 503 adults during April 7–9 and found that about 62% said they would follow the newly announced recommendations to wear a face mask when outside the home. A repeat survey during May 11–13 showed that the percentage of adults endorsing face mask wearing increased to more than 76%.

The increase was driven largely by a significant jump in approval by white, non-Hispanic adults, from 54% to 75%. Approval among Black, non-Hispanic adults went up from 74% to 82%, and remained stable among Hispanic/Latino adults at 76% and 77%.

There was also a large increase in face-mask approval among respondents in the Midwest, from 44% to 74%. Approval was greatest in the Northeast, going from 77% to 87%.

Resources:

- CDC's Information on Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Editorial in JAMA: Brooks JT, Butler JC, Redfield RR. Time for universal masking and prevention of transmission of SARS-CoV-2. JAMA. Published online July 14, 2020. doi:10.1001/jama.2020.13107 <https://jamanetwork.com/journals/jama/fullarticle/10.1001/jama.2020.13107> 
- MMWR Article: No Transmission of Symptomatic SARS-CoV-2 After Significant Exposure With Universal Face Mask Use at a Hair Salon – Springfield, Missouri, May 2020 https://www.cdc.gov/mmwr/volumes/69/wr/mm6928e2.htm?s_cid=mm6928e2_w

MMWR Article: Factors Associated with Cloth Face Coverings Use during the COVID-19 Pandemic — United States, April and May 2020 https://www.cdc.gov/mmwr/volumes/69/wr/mm6928e3.htm?s_cid=mm6928e3_w

###

[U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES](#) 

CDC works 24/7 protecting America's health, safety and security. Whether disease start at home or abroad, are curable or preventable, chronic or acute, or from human activity or deliberate attack, CDC responds to America's most pressing health threats. CDC is headquartered in Atlanta and has experts located throughout the United States and the world.

Code of Conduct

Mead Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of the library spaces and resources. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library materials, equipment, and property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly manner
- Refusal to wear a face covering when required by the library and/or displaying obvious signs of infectious disease during a pandemic or epidemic.
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices in the library building and within 25 ft. of the main entrance outside the building
- Loitering or interfering with free passage
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing animals into the library except for persons with disabilities as defined by the Americans with Disabilities Act (ADA).
- Refusing to provide library card or other identification to library staff when requested.
- Leaving children under the age of 10 unattended by a responsible person
- Trespassing on library property during a banning period.

Members of the public shall not enter the building unless fully clothed including, but not limited to, a shirt or other covering of their upper bodies and shoes or other footwear. Persons whose bodily hygiene is so lacking as to constitute a nuisance or health hazard to other members of the

public or to the staff and create an impediment to the use and/or the provision of Library services and so shall be required to leave the building.

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

July 17, 2020 8:00 AM

Sheboygan County Benchmark Criteria

Indicator	Metric	Status
Cases	Downward trajectory of positive cases of COVID-19 as a percentage of total tests in Wisconsin	●
Activity Level	WI DHS reporting of Sheboygan County's Activity Level (calculated combination of burden and trajectory)	●
Testing	Testing availability for all residents with COVID-19 like symptoms, with priority toward vulnerable populations	●
Care	Hospitals have ability to treat all patients requiring hospitalization without resorting to crisis standards	●
PPE	Adequate PPE available to health care personnel	●
Tracing	Every resident who tests positive for COVID-19 is interviewed within 24 hours of test results, COVID-19 positive contacts are interviewed within 48 hours of test results	●



Excellent

Proceed with Caution

Of Concern





SHEBOYGAN COUNTY

*Division of Public Health
Health and Human Services Department*



Date: May 15, 2020

DPH Issued Memo: 2020-4 V2

*Updated June 29, 2020

Sheboygan County Safe Restart Guidelines and Recommendations for Action

Introduction

This document provides recommendations to Sheboygan County community members and local businesses to help keep people safe as the community opens up. Sheboygan County uses the federal [Guidelines for Opening Up America Again](#) and the [Wisconsin Badger Bounce Back](#) plan to build the metrics and phases in this plan that will slowly and cautiously reopen businesses and activities in our communities to slow the spread of COVID-19.

Background Information

In Wisconsin, Governor Tony Evers declared a public health emergency on March 12, 2020 to respond to and contain COVID-19 in Wisconsin. At a national level, President Donald Trump proclaimed a National Emergency concerning COVID-19 on March 13, 2020.

The prior Wisconsin Safer at Home Order worked to flatten the curve of infections of COVID-19 in Wisconsin, and Wisconsin saw meaningful gains from this proactive step. **As of June 29, 2020**, there have been over 27,000 people in the state diagnosed with COVID-19 and 3% of those illnesses resulted in loss of life. Since March 13, 2020 Sheboygan County's active case numbers have ranged **from 3 to 54** county residents diagnosed as actively ill at any given time. The known rate of infection within Sheboygan County is **currently 171.9 cases per 100,000**. On June 29, 2020 there were 207 confirmed cases, as of today there are 27 people who are actively ill. This is a crucial time for Sheboygan County to continue to be vigilant and take actions that will halt further spread of the disease. This requires all Sheboygan County residents and business owners take responsibility, to work together and to support best practices.

****New to Updated Safe Restart as of June 29th ****

- **Addition of Activity Level to Cases Benchmark Criteria Section**
- **Addition of Notation of Universal Recommended Actions for All Phases and Beyond**
- **Correction of prior misprint in Phase 3 specifics to indicate the recommendation of social gatherings being 50 or less, not 25.**
- **Addition of Process to Address and Respond to Potential Surge of COVID19**

Moving through the Phases

A measured, phased-in approach that utilizes data-driven benchmark criteria and aligns with federal and state metrics has been developed to guide Sheboygan County decision making. Effective May 15th, Sheboygan County began *Phase One* of the Sheboygan County Safe Restart. The specifics of each phase are detailed below. Guidance on how Sheboygan County will determine movement through the phases is also included. The guidelines and information contained within this plan are subject to change based on the spread of disease within Sheboygan County and will be superseded by any local, state or federal level legislation passed to curb the spread of COVID-19.

Reviewing Phase Specifics

<i>Phase One</i>	<ul style="list-style-type: none">• Businesses that choose to open should use best practice guidelines from the Wisconsin Economic Development Corporation (WEDC) and any sector specific recommendations that apply to the work being done or use the CDC has sector resources.• Limit capacity within non-essential businesses, bars, restaurants and organizations to 25%.• Outdoor events should allow people to stay 6 feet physical distance (36 square feet per person) from others.• Those 65 or older or medically vulnerable should limit travel and remain at home as much as possible.• Support online education/remote work options as able.• Encourage curbside pick-up to reduce in-store traffic and long lines.• If community members choose to gather socially, private indoor social gatherings should be limited to 10 people or less with physical distancing.• Encourage masking for both staff and consumers.
<i>Phase Two</i>	<ul style="list-style-type: none">• Continue to follow WEDC and CDC Best Practice Guidelines.• Limit capacity within non-essential businesses, bars, restaurants and organizations to 50%.• Those 65 or older or medically vulnerable should limit travel and remain at home as much as possible.• Outdoor events should allow all people to maintain 6 feet physical distance from others.• Support online education/remote work options as able.• If community members choose to gather socially, private indoor social gatherings should be limited to 25 people or less with physical distancing.• Encourage masking for both staff and consumers.
<i>Phase Three</i>	<ul style="list-style-type: none">• Continue to follow WEDC and CDC Best Practice Guidelines.• Limit capacity within non-essential businesses, bars, restaurants and organizations to 75%.• Those 65 or older or medically vulnerable should limit travel and remain at home as much as possible.• Outdoor events should allow people to maintain 6 feet physical distance from others• Maintain current CDC and DHS mitigation strategies until those strategies are lifted.• If community members choose to gather socially, private indoor social gatherings should be limited to 50 people or less with physical distancing.• Encourage masking for both staff and consumers.

Actions to Occur through All Phases and Beyond

<i>Community Member Actions:</i>	<i>Business and Organization Actions:</i>
<ul style="list-style-type: none"> ● Avoid going to places where safety measures are not in place. ● Practice good hand hygiene. ● Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. ● Avoid touching your face. ● Sneeze or cough into a tissue or the inside of your elbow. ● Disinfect frequently used items and surfaces as much as possible. ● Strongly consider using cloth face coverings while in public, particularly when using mass transit. ● If you are sick, stay home- Do NOT go to work, school, or any other public place and follow the advice of your medical provider. ● Know where to find local information on COVID-19. ● Know the signs and symptoms of COVID-19 and what to do if symptomatic. ● Create a household plan of action in case of illness in the household or disruption of daily activities due to COVID-19. ● Follow public health quarantine/isolation orders when ill or when you are a close contact of someone with COVID-19. ● Follow Sheboygan County’s current guidance regarding hosting and attending Mass Gatherings. 	<ul style="list-style-type: none"> ● When businesses choose to open, they should implement the WEDC General Guidelines to protect staff and consumers. ● The WEDC issued guidance for businesses by sector, businesses should review and follow sector specific guidance that applies to the work being done, if your sector is not included, the CDC has additional resources for sectors. ● Do NOT allow symptomatic people to work. Send them home if they arrive at work. Follow CDC guidelines related to return to work. ● Monitoring for symptoms, temperature checks and exposure in staff through an active monitoring program that is designed to quickly identify and remove exposure risks from the workplace. ● Work with local public health staff to develop and implement policies and procedures for workforce contact tracing following an employee COVID-19 positive test result. ● Train employees on COVID-19 Health and Safety measures. ● Develop sick leave policies that facilitate an environment in which ill or exposed individuals will actually stay home, thereby decreasing risk to the workplace. ● Protect the health and safety of customers by: <ul style="list-style-type: none"> ○ Implementing infection control policies, such as frequent cleaning of all high-touch surfaces and preventing large congregations of people in close quarters. ○ Advising the public about recommendations to continue social distancing and to utilize cloth face coverings. ● Message to management, staff, and customers the importance of following prevention measures to prevent future waves that could shut down businesses again. ● Post and abide by the Sheboygan County Business Promise ● Follow Sheboygan County’s current guidance regarding the hosting of Mass Gatherings.

Note: The above recommendations will be in place even as we exit Phase 3 and enter our new normal. The recommendations above will remain in place until further notice - based on what we learn about the virus, community risk level and availability of vaccine.

Criteria for Phases

A key component of the Sheboygan County Safe Restart plan is the ability to monitor key criteria to determine the burden of COVID-19 in Sheboygan County and to assist health officials in determining when Sheboygan County is ready to move to the next phase. The Benchmark Criteria outlined in the Safe Restart Plan align with the Wisconsin *Badger Bounce Back Plan* and the federal *Guidelines for Opening up America Again*.

Benchmark Criteria Phase Evaluation Plan

- Phase One— Assess Benchmark Criteria after 14 days, which is the COVID-19 incubation period. If Benchmark Criteria are at least yellow in all categories of Cases, Testing, Care, PPE, and Tracing, Sheboygan County will plan to move to Phase Two.
- Phase Two— Sheboygan County will remain in Phase Two for a minimum of 14 days, which is one incubation cycle of COVID-19. This will allow public health to assess the impact of the increased activity on the spread of the disease in Sheboygan County. If Benchmark Criteria continue to be at least yellow in all categories, Sheboygan County will move to Phase Three. If any Benchmark Criteria have changed to red during Phase Two, local public health will continue to reassess Benchmark Criteria every 7 days. After each seven-day assessment, if all Benchmark Criteria are at least yellow, Sheboygan County will move to Phase Three.
- Phase Three— Sheboygan County will remain in Phase Three for a minimum of 14 days, which is one incubation cycle of COVID-19. This will allow public health to assess the impact of the increased activity on the spread of the disease in Sheboygan County. If any Benchmark Criteria have changed to red during Phase Three, local health will continue to reassess Benchmark Criteria every 7 days. After each seven-day assessment, if all Benchmark Criteria are at least yellow, Sheboygan County will remove the limitations on capacity limits.

Process to Address and Respond to Potential Surge of COVID19:

- If Sheboygan County sees a **RED** in one or both of the metrics under Care, (% of SCH indicating they are NOT in crisis care AND % of SCH beds utilized for COVID-19+ patients), it will trigger an automatic emergency convening of the County Board to discuss actions needing to be taken.
- If Sheboygan County sees a combination of **RED** metrics in quantities that bring concern for our communities' safety, or ability to respond, it will trigger an emergency convening of the County Board to discuss actions needing to be taken.
- Actions needing to be taken by the County Board may include but are not limited to increased staffing, moving backwards into a previous phase of the Safe Restart Plan, purchasing of additional PPE, issuance of orders, etc.

Adherence to these guidelines is important to keep our community safe. This requires all Sheboygan County residents and business owners to take responsibility, work together and implement best

Benchmark Criteria

Benchmark Criteria will be monitored daily. The Sheboygan County Division of Public Health will use a combination of state and local level data while considering guidance from the Wisconsin DHS related to restart of activities. To see the most current status please visit [the Sheboygan County Safe Restart webpage](#). The following measures serve as the Benchmark Criteria:

Benchmark Criteria Status Report

Color Key

Excellent	Proceed with Caution	Of Concern
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	Metric	Thresholds		
Cases	Downward trajectory of positive cases of COVID-19 in Wisconsin as a percentage of total tests	Trajectory of positive cases as percentage Will use state level data from DHS website		
		Statistically significant downward trajectory over a 14-day period	No statistically significant downward trajectory over a 14-day period	
	WI DHS reporting of Sheboygan County's Activity Level* <i>*Activity Level is the calculated combination of Burden and Trajectory</i>	Activity Level State DHS Published Metric from DHS Data Dashboard		
		Low Activity Level	Medium Activity Level	High Activity Level
Testing	Testing availability for all residents with COVID-19-like symptoms, with priority toward vulnerable populations (Aurora, St. Nicholas, Prevea, Lakeshore Community Health Center, Ascension)	Health Systems Report of testing capacity		
		100% of Systems are able to test anyone with symptoms	>50% of Systems able to test critical infrastructure and other priority groups	Does not meet green/yellow criteria
		Positive Tests as % of All Tests (rolling average over last 7 days)		
	<5% positive	5-10% positive	10%+ positive	

Care	Sheboygan County Hospitals (SCH) have ability to treat all patients requiring hospitalization without resorting to crisis standards	% of SCH indicating they are NOT in crisis care		
		100%	50%	0%
		% of SCH beds utilized for COVID-19+ patients (# of Hospitalized COVID-19 Positive Patients) / (Total ICU Bed Usage + Total Floor Bed Usage)		
		<10% of patients are COVID-19+	10-20% of patients are COVID-19+	20% of patients are COVID-19+
PPE	Adequate PPE available to health care personnel (Aurora Memorial Medical Center and St. Nicholas Hospital)	PPE for Hospital (Measure of PPE for Sheboygan County hospital systems; PPE measured includes N95 masks, gloves, gowns, sanitizer)		
		29+ days of all PPE supply for hospital systems	8-28 days of all PPE supply for hospital systems	0-7 days of all PPE supply for hospital systems
TRACING	Every resident who tests positive for COVID-19 is interviewed within 24 hours of test results, contacts to COVID-19 positive individuals are interviewed within 48 hours of test results	Interview within 24 hrs. (% of all positive cases interviewed within 24 hours of test result)		
		90% - 100% of cases interviewed within 24 hr.	50% - 90% of cases interviewed within 24 hr.	<50% of cases interviewed within 24 hr.
		Contacts within 48 hrs. (% of all tracing contacts that were interviewed within 48 hours of test result)		
		90% - 100% of contacts interviewed within 48 hr.	50% - 90% of contacts interviewed within 48 hr.	<50% of contacts interviewed within 48 hr.

Note about the data for cases: In Sheboygan County, we have added an additional metric of “Activity Level”. Overall activity status is a summary indicator based on two data points; the burden of cases and the trajectory of cases.

Incorporation of WI DHS Local Dataset

To better assist local communities with the tools they need to respond to COVID-19, WI DHS has released a new dataset that assesses the COVID-19 activity level by county. Counties are classified as high, medium, or low activity for disease spread by combining the case burden and trajectory indicators.

For instance, if the Sheboygan County Burden is *Moderate* and the Trajectory is *Shrinking* then the Activity Level for Sheboygan County would be considered Medium (See chart below). This would put the Sheboygan County benchmark criteria for this measure at Yellow or “Proceed with Caution” in relation to our Safe Restart Plan.

Burden	Trajectory Status		
	Shrinking	No Significant Change	Growing
Low	Activity Low	Activity Low	Activity Medium
Moderate	Activity Medium	Activity Medium	Activity High
Moderately High	Activity Medium	Activity High	Activity High
High	Activity High	Activity High	Activity High

Definitions of Indicators:

- The metrics of Burden and Trajectory are combined into a county overall Activity Status indicator (LOW, MEDIUM, HIGH).
 - *Burden* (case rate) means the total number of cases per 100,000 Sheboygan County residents in the past 2 weeks.
 - Low = Case rate is less than or equal to 10 per 100,000 residents
 - Moderate = Case rate is greater than 10, but less than or equal to 50 per 100,000 residents
 - Moderately High = Case rate is greater than 50, but less than or equal to 100 per 100,000 residents
 - High = Case rate is greater than 100 per 100,000 residents
 - *Trajectory* (case change) means the percentage change in new cases in Sheboygan County over the past 2 weeks (shrinking, growing, no significant change).
 - Shrinking = Percent change in cases is less than or equal to negative 10 percent, and p-value is less than 0.025.
 - Growing = Percent change in cases is greater than or equal to 10 percent, and p-value is less than 0.025.
 - No Significant Change = Any other conditions besides those that meet the "shrinking" or "growing" statuses described above.

Why are we including both Statewide Case Trajectory and Local Activity Level?

Our benchmark criteria will include both the statewide trajectory of cases and local activity level for multiple reasons:

1. Sheboygan County is within a 60-mile radius of multiple counties who are seeing large numbers of cases and outbreaks. We have individuals who travel across the county lines for employment and other reasons and need to take this into account when looking at our country's risk of the virus spreading.
2. WI DHS utilizes the expertise of Epidemiologists who implement statistical analysis to calculate trends based on statistical linear regression that analyze the trending of cases over a set period of time. If the downward trend is considered statistically significant we consider the metric to be met. Data can fluctuate over time, and using linear regression helps determine if the trend is believable or if it is due to chance and random fluctuations. While a graph can show daily peaks and valleys in the data, the linear regression looks at the trend over a set period of time. For more details about the Wisconsin DHS data analysis process please see the "About the Data" section under "Cases" on the [Wisconsin DHS website](#).
3. The Activity Level considers both the Sheboygan County disease *Burden* and *Trajectory* to determine the overall activity of COVID-19 cases within the community. By using a combination of these two data sets we are able to get a better understanding of how COVID-19 is impacting this community overall. By using case rates to determine the Burden and the percent change in cases from week to week to determine the Trajectory it is easier to compare Sheboygan County data to other counties within the state and our region. This is because the measure doesn't fluctuate depending on if you live in a more populous county or a more rural county and allows for a standardized, more accurate measure of the growth and impact of cases on a county or region. For more details about how the [Activity Level](#) is determined, and to see how Sheboygan County compares to other counties check out the Wisconsin DHS dashboard.

Adherence to these guidelines is important to keep our community safe. This requires all Sheboygan County residents and business owners to take responsibility, work together and implement best practices. If this does not occur and concerning trends develop related COVID-19 cases or health system capacity, the municipality, county, state, or federal government will need to issue stronger restrictions. If you have questions about how to implement these recommendations, please call (920) 459- 0321 or refer to our [Public Health website](#).

Resources:

- [Sheboygan County Chamber of Commerce](#)
- [Sheboygan County COVID-19 Page](#)

References:

- [WI DHS Badger Bounce Back Plan](#)
- [MKE ReOpen Order](#)
- [WEDC Guidelines for Businesses](#)
- [CDC Guidelines by Sector](#)

Below is a copy of our 2020-2022 Strategic Plan; highlights from our 2020 Operation Plan and a copy of our Diversity and Inclusion Policy.

STRATEGIC PLAN

I. Our Mission: What we do

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

II. Our Vision: Where we are headed

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

III. Our Values: What we believe

- a. **Service:** We hold ourselves to the highest standards and deliver exceptional experiences.
- b. **Inclusiveness:** We welcome and serve everyone.
- c. **Innovation:** We embrace Mead's role as a community leader and empower staff to adapt to emerging needs.
- d. **Enrichment:** We provide resources and experiences that cultivate curiosity, discovery and lifelong learning.

IV. Our Goals: How we get there

a. Lifelong Education

- i. We provide public education for all that is social, interest-driven, experiential and timely so that individuals can learn, grow and make a difference in their community.
- ii. Foster a culture of reading for all ages
- iii. Promote financial, civic, information, health, and digital literacy
- iv. Partner with educators to ensure student success
- v. Provide opportunities for social and cultural enrichment

b. Community Hub

- i. We see the library as a community hub that connects people and offers a safe and welcoming place to relax, socialize and pursue personal enrichment
- ii. Create safe, welcoming and vibrant spaces
- iii. Engage under-served audiences and reflect the diversity of our community
- iv. Support positive community conversations and civic engagement

- v. Develop easily accessible places for people to meet, study and learn
- c. **Leadership**
 - i. We act as a catalyst for community enhancement and a key partner in efforts that improve quality of life.
 - ii. Increase staff engagement in the community
 - iii. Embrace innovation and risk-taking
 - iv. Serve as a key partner and advocate for literacy and critical community issues
 - v. Collaborate with businesses, nonprofits, educators and other community partners

OPERATIONAL PLAN HIGHLIGHTS

- Mead as site for free lunch in the summer months
- Identify communities/stories that are missing from our local history collection
- Free or nominal cost storage lockers for the public
- Research current adaptive technology and other resources to add to Library of Things
- Events and displays for: Pride month, Juneteenth, Indigenous Peoples Day, Hmong New Year
- International Festival (w/food, dance, art); similar to Mead's 2017 program for El Día de los Niños/Children's Day.
- Incorporate direct community feedback from listening sessions into program, service, and collection decisions
- Increase diversity in hiring
- Increase non-English language materials, programs, and resource lists
- Remembering that books are both mirrors and windows, we will make sure diverse titles/selections are integrated into everything that we do, year-round; including all book displays, storytimes, and book groups.
- Additional staff training in diversity, equity, and inclusion
- Pronoun specification on all staff badges
- Complete the DPI Inclusive Services Assessment
- Decolonize the Library; in addition to the above initiatives, work at system level to address bias in subject headings and classification systems and/or consider alternative to DDC. Further reading: <http://library.ifla.org/2221/1/207-white-en.pdf>
- Civic Lab or similar series of passive and active programs
- Consider becoming a fine-free library. Library fines are disproportionately burdensome for the working poor, children, vulnerable and marginalized communities. There is quite a bit of data and research to support this as a positive for libraries and the communities they serve. Colorado State Library; City of San Francisco; ALA Resolution; Urban Libraries Council. Fine-free WI libraries of comparable size to Mead include Racine, La Crosse, Eau Claire, and Waukesha. Madison PL is expected to go fine-free soon.
- Partner with Transit to have free bus voucher program.
- Work with Transit to eliminate parking meters from library lot.
- Partner with schools in Mead's neighborhood for afterschool programming; work with SASD to provide volunteer, internship, and employment opportunities for students; apply to participate in PLA's Inclusive Internship Initiative; consider library Foundation and/or Friends sponsored scholarships for local students.

2017 POLICY ON DIVERSITY AND INCLUSION

The Mead Public Library plays a crucial role in supporting and enriching our diverse community through library materials, services, and programs. The Library aspires to reflect the traditions and values of Sheboygan and exemplify how to embrace change while still respecting and preserving the best of the past.

The Mead Public Library is committed to nurturing and maintaining a supportive and inclusive environment in which diversity and fairness are valued and respected. The Library works to build, foster, and maintain a climate that respects: equal access and participation of all groups and individuals, regardless of their culture, race, ethnicity, national or geographic origin, citizenship status, religion, age, sex, sexual orientation, gender identity or expression, mental or physical impairment or disability, military status, economic status, political affiliation, or any of the other distinguishing characteristics that often divide people.

Library actions in support of diversity & inclusion:

- Creating opportunities and venues for community learning and discussion of diversity and equity issues within the Library.
- Forming partnerships and sharing information and best practices with relevant groups in the Sheboygan community.
- Developing Library programs, displays, and collections that support diversity and inclusion.
- Articulating the Library's expectations of its staff for cultural competence and providing diversity-related educational opportunities for staff.
- Providing a supportive and safe working and learning environment for all members of our community.

DRAFT - **Social Justice Policy**

Inclusiveness is one of our core values, and we strive each day to offer a safe and welcoming space for people of all backgrounds to relax, socialize and pursue personal enrichment. We are also committed to improving the quality of life in our community and being a catalyst for community enhancement.

Part of living up to these ideals requires the library to be a vocal leader on equality and to actively commit resources to programs and services that eliminate institutional racism that perpetuates social inequities.

The library must also ensure that barriers to access are eliminated and support broader public access of library services.

Going forward we commit to the following:

- Completing the DPI inclusive services assessment:
<https://dpi.wi.gov/pld/inclusive-services>
- Completing a diversity audit of our collection
- Examining our hiring and recruiting practices for staff and boards
- Providing on-going training/staff development in racial literacy and cultural competencies

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 is subject to the Freedom of Information Act 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 can lead to a warning and then a ban on posting.

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

Public Service Update for Board of Trustees Meeting: July 23, 2020

Programs:

Lil Rev virtual sessions continue to draw large numbers; 385 for eight sessions in June

StoryWalk & Obstacle Course:

- We are now working with the BID to install a storywalk outside the library featuring “Cats Colors,” by Airlie Anderson. Families can explore this innovative and delightful way to enjoy reading and the outdoors while exploring downtown Sheboygan. The storywalk combines family fun, exercise, and literacy into one great community activity. In addition, families can jump, clap, and spin their way through the library’s sidewalk chalk obstacle course that’s soon to be installed along Eighth Street, between Wisconsin and New York Avenues. Take turns hopping on lily pads, making up silly walks and singing your ABCs. The obstacle course is weather dependent and will be maintained throughout the summer.

Dial-a-story:

- Call the library (459-3400) and press # to hear a short story (Aesop’s fables are currently being featured as they are in the public domain)

Summer Library Program Activity Kits:

- Kids Activity Kits, featuring word games, coloring pages, stories and materials for 12 small craft projects, are now available FREE with your library card! Separate kits are available for preschool and elementary-age kids. The kits are available inside the library or by using our curbside pickup service.

Upcoming:

- Mead is developing on-going, regular content for WSHS radio station out of North High School. Staff member John Tully has extensive experience in community radio and is working with staff at North HS, additional library staff, and community partners to develop content for the radio. Look for more details soon; our first shows are planned for the fall.

Services:

Mask requirement went into effect this week with success. Most people are coming into the building already masked and those that need to be reminded are doing so with minimal complaint.

The Imaginarium Makerspace is now open for limited use by appointment.

Preparations to open the 3rd floor children's library are progressing nicely. Furniture, toys, and computers have been removed or disabled and plexiglass sneeze guards, distancing markers, and extra hand sanitizer stations have been added. We plan to open in early August.

Staffing:

New Public Safety Specialist:

- Santino Laster has accepted the position of Public Safety Specialist and will start August 10. He and his family have lived in Sheboygan for 17 years. He currently works for Froedtert Hospital Security in Milwaukee and has also worked as security personnel for Lakeland University and MillerCoors. In addition, he has extensive experience in mentoring youth and has worked for the Milwaukee Academy of Science as both a Social Studies teacher and as a Student Behavior & Parent Engagement Specialist. He has a BA in Criminal Justice and an MS in Executive Leadership and is well-versed in trauma-informed concepts. He is already engaged with the community as part of the leadership of the recently formed Black-American Community Outreach group. We are thrilled to add him to the library team.

Test 2: Natural attenuation as a decontamination approach for SARS-CoV-2 on five paper-based library and archives materials

In response to the COVID-19 pandemic, the Institute of Museum and Library Services (IMLS) and OCLC are working in partnership with Battelle to create and distribute science-based information designed to reduce the risk of transmission of COVID-19 to staff and visitors who are engaging in the delivery or use of museum, library, and archival services. This [REopening Archives, Libraries, and Museums \(REALM\)](#) project is studying how long the SARS CoV-2 virus (the virus that causes COVID-19) survives on common materials and methods to mitigate exposure.

As part of the project's Phase 1 research, Battelle has conducted two natural attenuation studies to provide information on how long some commonly handled library materials would generally need to be considered for quarantine in order for the virus to be undetectable. The [results of Test 1](#) were released on June 22, 2020; Test 2 began on June 23, 2020. The studies were conducted by applying the virulent SARS-CoV-2 virus on five materials held at standard room temperature and humidity conditions. The materials in Test 2 included the following five items, which were provided by the National Library Service for the Blind and Print Disabled, Library of Congress*; Columbus Metropolitan Library**; and the National Archives and Records Administration***:

1. Braille paper pages*
2. Glossy book pages**
3. Magazine pages**
4. Children's board book**
5. Archival folders***

Samples from each item were inoculated and placed inside the closed book or magazine. The items were then configured to mimic common storage conditions such as stacked or shelved books, or a pile of folders or magazines. (In Test 1, the items were not stacked.)

Results show that after two days of quarantine in a stacked configuration, the SARS-CoV-2 virus was not detectable on the archival folders.

After four days of quarantine in their stacked configuration, the virus was not detectable on the braille pages, glossy book pages, and board book.

The magazine pages showed a trace amount of virus at four days. Day four was the final timepoint tested.

This evaluation indicated that standard office temperature (68°F to 75°F) and relative humidity conditions (30 to 50 percent) may provide an environment that allows for the natural attenuation of

SARS-CoV-2 present on these materials after two days of quarantine for archival folders and **four days of quarantine for the book pages**. Compared to the results of Test 1, the results of Test 2 indicate that a longer quarantine time for these types of cellulose-based paper materials may be required to render SARS-CoV-2 undetectable.

Test Methods

The items studied in Test 2 were not sterilized before testing. Battelle propagated the clinical isolate of the SARS-CoV-2 virus in-house, followed by characterization and testing to establish a certified titer. All testing was conducted within a [biosafety level](#) (BSL)-3 laboratory.

Test coupons (N=5) and blank (N=1), per timepoint, were excised from each of the five library materials in 1.9 cm × 7.6 cm–sized coupons. Stock SARS-CoV-2 was applied as 10 10-μL droplets (100 μL total) on each coupon and allowed to dry at ambient laboratory conditions in a Class II biosafety cabinet (BSCII), as shown in Figure 1. Once dry, a set of test coupons were collected and processed (T0 samples) and the remainder of test coupons were moved to a Class III biosafety cabinet to maintain the desired ambient environmental conditions of 22 ± 2°C and relative humidity (RH) of 40 ± 10%. Actual conditions achieved were 21.8 ± 0.48°C and 42.8 ± 1.89% RH. All material coupons, after inoculation and subsequent drying, were placed back into the item from which they were collected, and the entire book or stack of material was placed into the environmentally controlled chamber for testing.



Figure 1. Inoculation of SARS-CoV-2 onto test materials (magazine–left; children’s board book–right). After the inoculation, the extracted test coupons were placed back inside the closed item.

At the specified time points, the test coupons were removed from the environmental chamber and placed in 50-mL conical tubes (Fisher Scientific Cat. No. 14-959-49A, Waltham, MA, USA) and extracted with 10-mL complete cell culture media (Dulbecco’s Modified Eagle Medium, Corning Cat. No. 10-010-CV, Corning, NY, USA) supplemented with 2% fetal bovine serum (Gibco Cat. No. 10082147, Carlsbad, CA, USA) and penicillin-streptomycin (Gibco Cat. No. 15140122) agitated on a platform shaker at 200 rotations per minute for 15 minutes.

During extraction process there was a potential for chemicals from the test materials, or adhesives contained within those materials, to leach into the extract liquid. Those chemicals could have had a deleterious cytopathic effects (CPE) on the cell culture monolayer. Since cell culture monolayers are needed for the median tissue culture infectious dose [TCID₅₀] assay to quantitatively determine infectious virus, it is important that the extractant does not have components other than the SARS-CoV-2 that will cause CPE, since this will result in false positives (i.e., presence of infectious virus).

To mitigate the potential for chemically induced cytopathic effect, the extracts were transferred to a concentrator (Spin-X UF Concentrator, Corning Cat. No. CLS431491) and centrifuged until the approximately 10 mL starting volume was concentrated to approximately 0.5 mL. Approximately 10 mL fresh complete cell culture media was added to the concentrated sample (i.e., extracts) for the purpose of washing and removing any residual chemicals. Media was added to equilibrate all washed extracts to approximately 2 mL.

The limit of quantitation (LOQ) of this assay is 13.1 TCID₅₀ units. Once below this threshold, the assay can no longer assign a quantitative value output; however, a qualitative assessment of the presence of infection can be observed through microscopic examination. Therefore, any values below LOQ, but positive for presence of virus, are assigned a value of 10 (indicating positive) to allow it to be resolved from 0 (indicating negative) presence of viral infection in the Vero cells.

The test sample extracts were assayed in Vero E6 cells (ATCC CRL-1586, Manassas, VA, USA), and after a 72-hour incubation at 37°C with 5% CO₂, the TCID₅₀ assay plates were observed for CPE. The test matrix covered five time (T, or day) points: T0, T1, T2, T3, and T4. As shown in Figures 2 and 3, at T0 a 2 to 4 log reduction (LR) was observed on all materials. Once dry, the rate of attenuation slowed and by day 4, all but magazine pages had attenuated below the level of detection for the assay, meaning no CPE was observed in the undiluted extract placed onto the Vero cells. While undetectable at day 3, trace amounts of SARS-CoV-2 were still observable on magazine test material at day 4. The reemergence of detectability on magazine pages at day 4 was the result of positive detection of virus (below LOQ) on only one of the five test coupons, which indicates low levels of persistence.

Total Log ₁₀ SARS-CoV-2 Recovered						
Description	Inoculum ¹	T0 ²	1 Day	2 Day	3 Day	4 Day
Children's Board Book	5.26	2.55	1.30	1.06	0.78	< LOD
Archival Folder	5.26	1.30	0.87	< LOD	< LOD	< LOD
Braille Paper Page	5.26	1.82	0.82	0.78	0.26	< LOD
Glossy Book Page	5.26	3.16	2.45	0.87	0.57	< LOD
Magazine Page	5.26	2.13	1.31	0.26	< LOD	0.26
¹ Total number of virus applied to each material						
² Total number of virus recovered after ~1hr dry period						

Figure 2: Total Log₁₀ SARS-CoV-2 Recovered at days 1, 2, 3 and 4

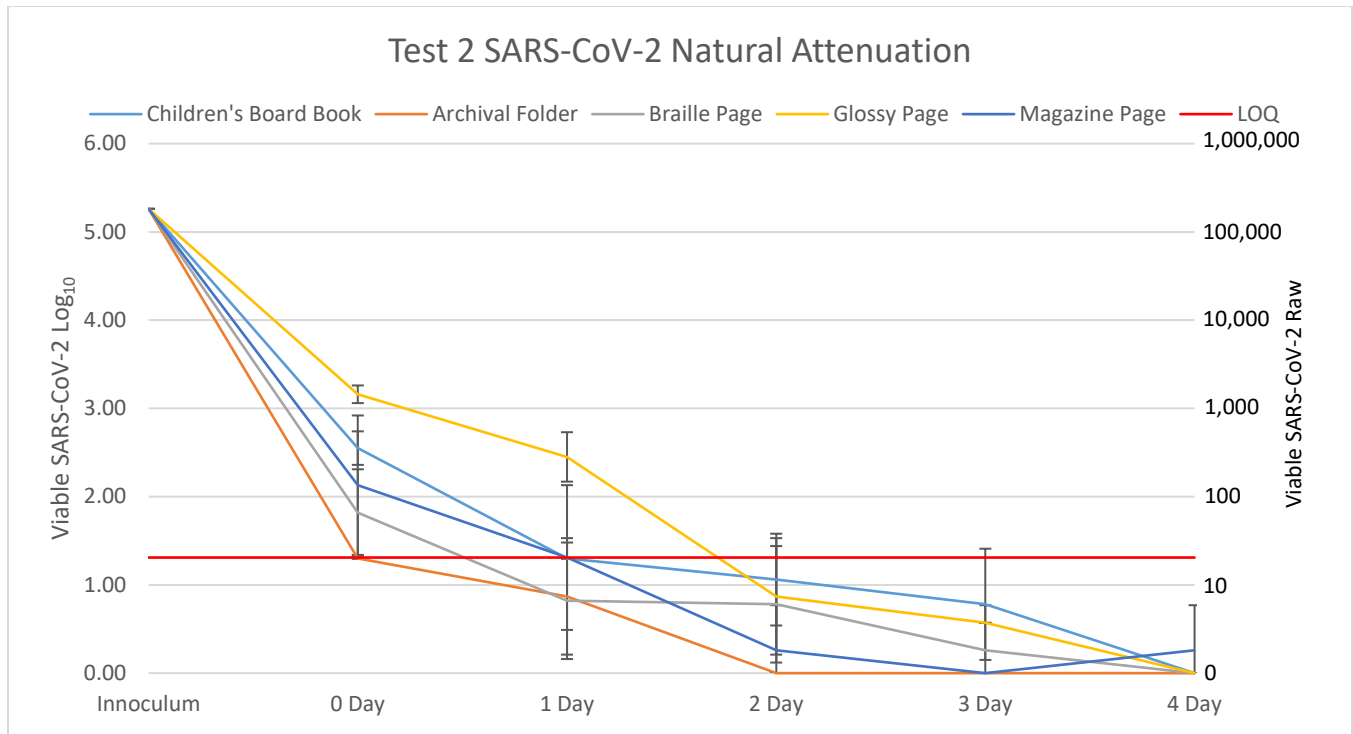


Figure 3. Test 2 attenuation of SARS-CoV-2 at days 1, 2, 3, and 4 ± 95% confidence interval. The [confidence intervals](#) are indicated by the black vertical bars for each test date and item.

From: Herr, Gregg
Sent: Friday, July 17, 2020 8:04 AM
To: Erickson, Garrett <garrett.erickson@meadpl.org>
Subject: project list for board meeting

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, awaiting the mechanical contractor (Mannenbach) to install the valves and VAV boxes, should occur in next couple of weeks
Roof Repairs – completed
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 –completed for Admin, except for a few additions, in progress for other floors
Interior/Exterior Painting – this is completed, this was a contractor doing stairwells and doors
Sound dampening of Rocca - not sure where we are on this
Sound dampening of 2nd floor study rooms - not sure where we are on this
Materials return room – mostly complete need to alter a couple of things, electrical controls and make-up air dampener
Emergency generator enclosure - not sure where we are on this
Bathroom stall replacement – completed
3rd floor restroom auto flush valves – have the product, just got in the new grab bars, need to install
3rd floor sneeze guards – completed at main desk
1st & 2nd floor restroom auto flush valves – completed
Cooling Tower plumbing alterations – completed, much easier to balance
2nd floor leak repaired - completed
1st floor desk movement - completed as is the bookstore electrical
New LED lighting in the Storygarden - completed

Gregg Herr

MAINTENANCE TECHNICIAN
Mead Library
710 North 8th Street
Sheboygan, WI 53081
Phone: 920 459-3400 x 2044
Fax: 920-459-0204
Website: www.meadpl.org

Type	Name	June 2019	June 2020	Monthly 2019 vs 2020	Year-to-date 2019	Year-to-date 2020	YTD 2019 vs 2020
Circulation Transactions	Adult Materials	26481	21796	-18%	170624	103934	-39%
	Teen Materials	1419	1338	-6%	6643	4886	-26%
	Children's Materials	17277	7396	-57%	88497	49184	-44%
	Total Adult/Teen/Children's Materials	45177	30530	-32%	265764	158004	-41%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5075	6781	34%	32254	21994	-32%
	Items received for Mead patrons from other libraries	5084	6844	35%	35997	25844	-28%
	Total Interlibrary Loans (Transits)	10159	13625	34%	68251	47838	-30%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	5995	7240	21%	37342	42662	14%
	Music (Hoopla)	87	51	-41%	1012	626	-38%
	Video (Hoopla, Kanopy)	618	678	10%	4979	4833	-3%
	Magazines (RB Digital)	151	244	62%	823	1336	62%
	Total E-Content Checkouts	6851	8213	20%	44156	49457	12%
Library Visits	Gate count	21440	12857	-40%	135086	72279	-46%
Research Inquiries	Research Inquiries	2691	3985	48%	17549	15951	-9%
Internet Usage Provided	Library Workstation Sessions	3896	1537	-61%	23522	10080	-57%
	Wireless Sessions	13033	3545	-73%	78107	23421	-70%
Number of Library Card Holders	Sheboygan Residents				22114	33083	50%
	Non-Sheboygan Residents				9108	8634	-5%
	Total Number of Library Card Holders				31222	41717	34%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	37	1	-97%	393	167	-58%
	Children (0-11) Participants	1887	35	-98%	11430	3974	-65%
	Teen (12-18) Quantity	11	4	-64%	34	12	-65%
	Teen (12-18) Participants	433	6	-99%	1083	292	-73%
	Adult (18+) Quantity	29	11	-62%	259	158	-39%
	Adult (18+) Participants	1745	387	-78%	6351	3496	-45%
	Total number of Classes, Seminars, Workshops, Events	77	16	-79%	686	337	-51%
	Total number of Participants	4065	428	-89%	18864	7762	-59%
Conference Room Utilization	Rocca Meeting Room	31%	0%	-31%	31%	10%	-21%
	Loft Meeting Room	30%	0%	-30%	32%	14%	-18%
	2nd Floor Small Meeting Room	27%	0%	-27%	31%	13%	-18%
Study Rooms Utilization	Study Rooms Hours Used	465	179.5	-61%	2839	1343	-53%
	Percent Utilization	39%	15%	-24%	34%	19%	-16%
Volunteer Hours	Volunteer Hours	367.03	0	-100%	3436.86	1725	-50%