

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
May 28, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 28, 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, 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: Vice-President Kathie Norman

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3:08 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 April 23, 2020 meeting, Speth **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS
Erickson reported that the City would be sending out a PPE policy including mask requirements. Quinn reported that long-time Foundation member and Friend Judy Biederwolf had passed away.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 CODE OF CONDUCT POLICY Erickson discussed the updated code of conduct policy, noting that the changes included a statement regarding the ability to ask someone to leave if they are visibly sick. Donohue **moved** to approve the updated code of conduct policy. Whelton **seconded**. The motion **passed**.
- 2.2 APPROVE 2021 MONARCH RESOURCE LIBRARY AGREEMENT Erickson reported on the updated contract as the resource library for MLS. It was found to be in good order. Whelton **moved** to approve the updated contract. Albrinck **seconded**. The motion **passed**.

Mannchen arrived at 3:18
- 2.3 DISCUSSION OF TIMELINE OF SERVICES BEING OFFERED AND PHASED IN
Erickson discussed the plan for resuming services, noting the limited hours. His purpose in doing this was to look for guidance from the trustees for steps or triggers for either opening further or closing down. After some discussion, it was determined that the board will trust Erickson and managers to do what's best for the library if/when the time comes.

- 2.4 2021 OPERATING BUDGET Erickson next discussed the 2021 city budget, noting the potentially very large deficit that could impact the library's budget. Erickson posed the question to the trustees, if the library is asked to make cuts, what would we do? Whelton suggested that rather than an annual analysis of finances, perhaps there should be a quarterly review in order to stay most current. Albrinck suggested that if we do not have a business continuity plan, this is definitely the time to make one. Nessmann suggested bringing key points to legislature regarding crisis situations and the library's impact on community bounce back. Erickson ended the conversation by asking trustees to think on this topic.

3. DIRECTOR'S REPORT

- 3.1 DISCUSSION OF STAFF SPACES Erickson discussed the changes to the plan for staff spaces, including the now rejected plan to bring staff workstations to the basement. He discussed the measures that have been taken to limit staff exposure to one another and to patrons. He noted that there would potentially be need for funds for updated furniture as the items we have are very old. Quinn noted the need for the furniture to be movable, as some pieces purchased have been, especially noting the number of times they have been reconfigured already.
- 3.2 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the first few days of being back open, noting that the majority of services being utilized were for materials and access to computers. She indicated that some services have been removed, such as newspapers, due to their high rate of contact. Once challenge has been the requests for computer assistance. The public services team is brainstorming ways that they can effectively help patrons while remaining safe. The 3rd floor children's room remains closed for the time being as it is one of the most social areas of the building and challenging to maintain control of distances. This will impact the Summer Reading Program, which has begun, as staff are needing to get creative in the ways that the program is handled. Public Services is looking primarily at offering alternative delivery methods. Lastly, the Virtually Maker Faire had taken place the weekend prior and brought in 93 virtual participants.
- 3.3 UPDATE ON BUILDING PROJECTS Nessman next spoke regarding the building projects. She reported that the carpet was set to be redone in the Admin office, and that painting throughout the building was just about done. The circulation desk and the bookstore have been swapped in order to provide adequate spacing. The bookstore is closed for now and will remain closed until an electrician can get in to remove the upraised wiring. The materials return room is close to completion, and the light conversion to LED project is under way as well. She noted that the 1st floor bathroom had been converted to touchless, and the 2nd/3rd floor bathrooms would follow soon. Lastly, she reported that there had been a leak on 2nd floor from the exterior fascia. She would be getting a quote on tuck pointing the exterior and that would be added to maintenance's tasks.
- 3.4 MONTHLY STATISTICS Erickson reported on the statistics, noting how low they were as expected due to COVID-19. He asked if it was helpful for board members to even see this right now. The board agreed that they would still like to see them as it provides a reference point for the library's recovery from being shut down. It was suggested to add

“Corona Virus” to the stats so that we can remember why they looked this way in the future.

4. LIAISON REPORTS

- 4.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN Mannchen reported on the Monarch meeting of May 14th. She noted that there had been a financial audit performed and that it had been received and reviewed in good order. She reported that their primary goal at the moment was to find a replacement for executive director Jennifer Chamberlain, who would be finishing out this week. They are hoping to have a hire within 2 weeks. She lastly reported that Monarch received a grant for a program called Beanstalk for summer reading.
- 4.2 FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends have not met since closure. The bookstore had moved and the Friends had been very gracious about being moved and had filled in all the shelves again.

5. ELECTION OF OFFICERS

- 5.1 NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2020-2021 (CLOSED BALLOT PERMITTED) – PRESIDENT – VICE PRESIDENT
Whelton **moved** to nominate Quinn for President. Albrinck **seconded**. The motion unanimously **passed**. Whelton **moved** to close the nominations for President. Guevara **seconded**. The motion unanimously **passed**. Quinn **moved** to nominate Norman for Vice President. Whelton **seconded**. The motion unanimously **passed**. Whelton **moved** to close the nominations for Vice President. Guevara **seconded**. The motion unanimously **passed**. Whelton then **moved** for the elections to be closed with a unanimous ballot. Donohue **seconded**. The motion **passed**.
- 5.2 REMARKS FROM OUTGOING AND INCOMING OFFICERS Quinn thanked the board and expressed her excitement at continuing on with such a great group.
- 5.3 ADOPT SCHEDULE OF MEETINGS FOR 2020 – 2021 Albrinck **moved** to adopt the proposed 2020/2021 meeting schedule. Whelton **seconded**. The motion **passed**.
- 5.4 APPOINT FINANCE OFFICER FOR 2020-2021 – PRESIDENT Quinn appointed Kyle Whelton as the finance officer for the 2020-2021 term.
- 5.5 CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION – PRESIDENT Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.
- 5.6 CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MOARCH BOARD – PRESIDENT Quinn appointed Mannchen to serve on the Monarch board as a liaison for Mead.
- 5.7 APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Committees will remain the same as this past year.
- 5.8 APPOINT AD HOC COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Committees will remain the same as this past year.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD OF TRUSTEES – (6/25/20 @ 3:00pm)

7. ADJOURN

7.1 MOTION TO ADJOURN Campe **moved** to adjourn the meeting, Whelton **seconded**.
The motion **passed**.

Being no further business, the meeting adjourned at 4:26 p.m.
Generated by Sydney Mehn on Tuesday, June 2, 2020.

Account Summary

Credit Limit		\$10,000.00
Billing Cycle		04/27/2020
Days In Billing Cycle		29
Purchases and Other Charges	+	\$3,249.29
Cash	+	\$0.00
Balance Transfer	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
TOTAL ACTIVITY		\$3,249.29

Account Inquiries



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Lost or Stolen Card: (866) 839-3485



Write us at PO BOX 31535, TAMPA, FL 33631-3535

Cardholder Account Summary

Trans Date	Post Date	Reference Number	Description	Amount
03/30	03/31	24906410090091190532448	DNH*GODADDY.COM 480-5058855 AZ	739.98
03/31	04/01	24204290091000295817259	FACEBK LVQ6ESECP2 650-5434800 CA	25.41
04/02	04/05	24431050094207003244185	VOLGISTICS INC 616-458-5388 MI	636.00
04/16	04/17	24013390107001600165120	JOHNSTONS BAKERY INC SHEBOYGAN WI	745.00
04/22	04/23	24717050114121145932949	LOCAL GOVERNMENT EDUCATIO 800-8212313 WI	489.00
04/22	04/23	24493980113206127600120	LIBRARY JUICE ACADEMY 218-260-8115 CA	175.00
04/24	04/24	24692160115100548830111	WALMART.COM 800-968-6548 AR	207.27
04/23	04/24	24492150114637676428329	MUNICIPAL T* MUNICIPAL MTAW.ORG WI	55.00
04/24	04/26	24492150115717402670698	POSPAPER.COM 904-737-9989 FL	142.80
04/26	04/27	24492150117637902385290	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	33.83



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PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

HEARTLAND FINANCIAL USA
6740 ANTIOCH RD
MERRIAM KS 66204-1499



Account Number
7658

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date
04/27/20

Total Activity
\$0.00

Memo Statement No Payment Required

\$

GARRETT ERICKSON
CITY OF SHEBOYGAN
828 CENTER AVE STE 1
SHEBOYGAN WI 53081-4442



MAKE CHECK PAYABLE TO:



VISA
PO BOX 4517
CAROL STREAM IL 60197-4517



Account Summary

Credit Limit \$10,000.00
Billing Cycle 05/28/2020
Days In Billing Cycle 31
Purchases and Other Charges + \$3,423.06
Cash + \$0.00
Balance Transfer + \$0.00
Credits - \$280.26
Payments - \$0.00

TOTAL ACTIVITY \$3,142.80

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Cardholder Account Summary

Trans Date	Post Date	Reference Number	Description	Amount
04/27	04/28	24692160118100714375039	WALMART.COM 800-968-6546 AR	31.98
04/29	04/29	24055230120083703889723	WALMART.COM 800-968-6546 AR	36.89
04/30	05/01	24692160121100289290410	WALMART.COM 800-968-6546 AR	39.76
04/30	05/01	24204290121000398477247	FACEBK PJULCT8CP2 650-5434800 CA	45.00
05/04	05/05	74492150125717949889788	POSPAPER.COM 9047379989 FL	142.80 -
04/29	05/05	74492150125837647780578	2XL CORP 7083444090 IL	137.46 -
05/04	05/05	24327430125674800352483	THE SIGN SHOP OF SHEBOYGAN 920-6940242 WI	370.00
05/05	05/06	24492150126637732097858	SP * RUBBERSTAMPS.COM HTTPSRUBBERST WI	119.88
05/07	05/08	24492150128637885401285	KEH CAMERA HTTPSWWW.KEH. GA	137.10
05/07	05/08	24692160129100322037309	DULMES DECOR INC SHEBOYGAN WI	1,433.69
05/07	05/08	24906410128093606653069	B&H PHOTO 800-808-6969 800-2215743 NY	45.49
05/08	05/10	24247600130500651424527	GAMING GENERATIONS SHEBOYGAN WI	75.00
05/10	05/11	24445000132600057692494	Dollar Tree, Inc. 877-530-8733 VA	81.92
05/09	05/12	24327430132716200494521	VICTORY GAMES 800-4498012 WI	60.00
05/19	05/21	24906410140094386552004	B&H PHOTO 800-808-6969 800-2215743 NY	78.07
05/21	05/22	24435650143081076549935	DAHLE USA 800-995-1379 NH	93.90
05/22	05/24	24692160143100635108138	J2 *MYFAX SERVICES 877-437-3607 CA	110.00
05/24	05/25	24492150145637307978257	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	33.83
05/26	05/27	24492150147637424474600	MILW ART MUSEUM HTTPSMAM.ORG WI	600.00
05/27	05/28	24055220148083747544952	ENERGY CONTROL.COM 954-739-8400 FL	30.55



PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

HEARTLAND FINANCIAL USA
6740 ANTIOCH RD
MERRIAM KS 66204-1499



Account Number
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AMOUNT OF PAYMENT ENCLOSED

Closing Date
05/28/20

Total Activity
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Memo Statement No Payment Required

\$

GARRETT ERICKSON
CITY OF SHEBOYGAN
828 CENTER AVE STE 1
SHEBOYGAN WI 53081-4442



MAKE CHECK PAYABLE TO:



VISA
PO BOX 4517
CAROL STREAM IL 60197-4517

Mead Public Library - Accounts Payables May 2020 - June 2020

Vendor	Name	Invoice	Check #	Check Date	Invoice Amt	Description
5644	FALLS GLASS SERVICE	29857	346220	4/24/2020	1,126.00	Fireplace repair final cost
6056	INGRAM LIBRARY SERV	MULTI PER 4/24/20	346221	4/24/2020	259.13	Book processing fees
6056	INGRAM LIBRARY SERV	4/25/2020 MULTIPLE	346221	4/24/2020	5,513.73	Materials purchase
766	KONZ ELECTRIC, LLC	15787	346222	4/24/2020	536.49	Fireplace electrical repair final cost
206	LIL REV MUSIC	MAY 2020 PROGRAMS	346223	4/24/2020	1,050.00	Program expense
900376	MARTENS TRILLING TRU	B1055581	346224	4/24/2020	29.07	Building maintenance expense
12374	MBM/MODERN BUSINESS	IN485650	346225	4/24/2020	175.48	Photocopier/printer expense
6410	O'CONNELL, COOPER	9008620411	346226	4/24/2020	10.00	Patron Refund
900127	SCHOLASTIC LIBRARY	21610955	346227	4/24/2020	146.16	Summer reading program
19450	SHERWIN-WILLIAMS CO.	5096-4	346228	4/24/2020	234.85	Painting project expense
900044	WISCONSIN PUBLIC SER	03/17/20 - 04/16/20	346229	4/24/2020	1,975.19	Gas Utility
900201	AMAZON.COM	MULTIPLE 5-1-20	346346	5/1/2020	1,508.81	Programming-Materials-Bldg-Janitorial- IT
900009	AT&T	920283-0200 109 8 4	346347	5/2/2020	57.30	Telephone Expense
6400	C.A. FLIPSE & SONS	93012	346348	5/3/2020	100.28	Bags for Curbside Delivery
6400	C.A. FLIPSE & SONS	93022	346348	5/4/2020	186.68	Bags for Curbside Delivery
2665	COMPLETE OFFICE OF	4/27/20 1/2 DOWN	346349	5/5/2020	9,454.50	1/2 down on Admin Office Furniture
900104	ALLIANT ENERGY	3/26/20 - 4/28/20	346350	5/8/2020	4,962.16	Materials purchase
2716	BAKER & TAYLOR, LLC	2035217978	346351	5/8/2020	71.33	Materials purchase
2716	BAKER & TAYLOR, LLC	5/8/20 L571406	346353	5/8/2020	790.23	Materials purchase
2716	BAKER & TAYLOR, LLC	5/8/20 C019208	346352	5/8/2020	122.29	Materials purchase
4404	CHARTER COMMUNICATIO	0206811050120	346355	5/8/2020	292.98	Internet expense
3200	CDW	XQL0463	346354	5/8/2020	1,629.41	Laptop for Business Mgr
6056	INGRAM LIBRARY SERV	MULTIPLE 5-8-20	346356	5/8/2020	6,823.55	Materials purchase
6056	INGRAM LIBRARY SERV	5/8/20 MULTIPLE INV	346356	5/8/2020	289.87	Materials purchase
206	LIL REV MUSIC	5-4-2020	346357	5/8/2020	1,240.00	Program expense
12691	MARSHALL SIGN LLC	292088	346358	5/8/2020	35.00	Advertising
900376	MARTENS TRILLING TRU	B1058864	346359	5/8/2020	12.05	Building maintenance expense
900181	MENARD, INC.	08152	346360	5/8/2020	194.56	Building maintenance expense
900181	MENARD, INC.	07898	346360	5/8/2020	48.99	Building maintenance expense
231	MIDWEST TAPE	98851980	346361	5/8/2020	112.45	Materials purchase
231	MIDWEST TAPE	98835718	346361	5/8/2020	712.42	Materials purchase
900127	SCHOLASTIC LIBRARY	21637434	346363	5/8/2020	304.65	Gift of Reading Materials
6383	SCHWALLER'S PAINTING	11031	346364	5/8/2020	20,795.00	Interior/Exterior Paint Project
1451	SHEBOYGAN MAIL HOUSE	2547	346365	5/8/2020	134.82	Postage expense
900118	SHEBOYGAN WATER UTIL	1/2/2020 - 4/2/2020	346366	5/8/2020	530.00	Water & Sewer expense
19450	SHERWIN-WILLIAMS CO.	2538-1	346367	5/8/2020	143.91	Interior/Exterior Paint Project

5296 STAPLES BUSINESS AD	7306633080-0-1	346368	5/8/2020	79.00 Office supplies
5296 STAPLES BUSINESS AD	7306842939-0-2	346368	5/8/2020	10.29 Office supplies
5296 STAPLES BUSINESS AD	73066842939-0-1	346368	5/8/2020	175.78 Office supplies
5296 STAPLES BUSINESS AD	7307413090-0-1	346368	5/8/2020	12.99 Office supplies
22667 STATE BAR OF WISCONS	5076677	346369	5/8/2020	68.15 Materials purchase
1710 WELLS FARGO FINANCIA	5010178233	346370	5/8/2020	836.44 Copier/printer lease expense
15191 ADVANCED DISPOSAL	B10000482378	346481	5/15/2020	478.35 Dumpsters for major library cleaning
2716 BAKER & TAYLOR, LLC	5016143159	346482	5/15/2020	13.20 Materials purchase
900081 DEMCO, INC.	6797137	346483	5/15/2020	488.47 Technical Services supplies
900230 EBSCO SUBSCRIPTION	1595266	346484	5/15/2020	12,364.11 Materials purchase
6056 INGRAM LIBRARY SERV	45422592	346485	5/15/2020	2,100.00 Materials purchase
6056 INGRAM LIBRARY SERV	MULTIPLE 5/15/2020	346485	5/15/2020	2,719.58 Materials purchase
900376 MARTENS TRILLING TRU	B1062267	346486	5/15/2020	23.81 Building maintenance expense
231 MIDWEST TAPE	MULTIPLE 5/15/20	346487	5/15/2020	1,839.10 Materials purchase
4139 MONARCH LIBRARY SYS	415079	346488	5/15/2020	1,905.00 Counter face shields purchase
13886 MOUNTAIN PROMOTIONS	1009583	346489	5/15/2020	1,395.00 Technical Services supplies
19450 SHERWIN-WILLIAMS CO.	5751-4	346490	5/15/2020	95.94 Interior/Exterior Paint Project
900107 SHOWCASES	316533	346491	5/15/2020	269.57 Technical Services supplies
6329 SUMMIT COMPANIES	SM1510054	346492	5/15/2020	796.52 Fire sprinkler inspection
20551 SUPERIOR CHEMICAL CO	263932	346493	5/15/2020	853.99 Janitorial supplies
2716 BAKER & TAYLOR, LLC	2035227500	346740	5/22/2020	199.75 Materials purchase
6056 INGRAM LIBRARY SERV	MULTIPLE 5/22/2020	346741	5/22/2020	143.75 Technical Services supplies
6056 INGRAM LIBRARY SERV	MULTIPLE 5-22-2020	346741	5/22/2020	4,099.90 Materials purchase
900181 MENARD, INC.	08966	346742	5/22/2020	170.93 Building maintenance expense
231 MIDWEST TAPE	98874256	346743	5/22/2020	341.10 Materials purchase
13886 MOUNTAIN PROMOTIONS	1006122	346744	5/22/2020	1,788.00 Library book bags
16722 PROFESSIONAL SUPPLY	997901	346745	5/22/2020	417.69 Janitorial supplies
16722 PROFESSIONAL SUPPLY	997298	346745	5/22/2020	52.36 Janitorial supplies
5296 STAPLES BUSINESS AD	7307413090-0-2	346746	5/22/2020	104.38 Office supplies
5296 STAPLES BUSINESS AD	7307802914-0-1	346746	5/22/2020	104.40 Office supplies
				Materials purchase/Bldg
				Maintenance/Office Supplies /Programing
900201 AMAZON.COM	5/29/2020 MULTIPLE	346828	5/29/2020	681.43 Supplies
2716 BAKER & TAYLOR, LLC	5016175564	346829	5/29/2020	18.33 Materials purchase
900081 DEMCO, INC.	6800520	346830	5/29/2020	37.65 Technical Services supplies
900121 HONOLD & LA PAGE INC	19035693995	346832	5/29/2020	81.38 Building maintenance expense
900121 HONOLD & LA PAGE INC	1903563994	346832	5/29/2020	6.90 Building maintenance expense
2524 MANNENBACH MECHANICA	11828	346833	5/29/2020	922.25 Building maintenance expense
900376 MARTENS TRILLING TRU	B1067148	346834	5/29/2020	32.39 Building maintenance expense

900376	MARTENS TRILLING TRU	B1065299	346834	5/29/2020	21.57	Building maintenance expense
12374	MBM/MODERN BUSINESS	IN491857	346835	5/29/2020	320.23	Photocopier/printer expense
231	MIDWEST TAPE	98894413	346836	5/29/2020	419.99	Materials purchase
231	MIDWEST TAPE	98895737	346836	5/29/2020	150.96	Materials purchase
231	MIDWEST TAPE	98919024	346836	5/29/2020	1,038.32	Materials purchase
900304	PITNEY BOWES PURCHAS	5-20 POSTAGE REFILL	346837	5/29/2020	520.99	Postage expense
900180	PROQUEST LC	70629370	346838	5/29/2020	2,282.18	Materials purchase
5296	STAPLES BUSINESS AD	7307912757-0-1	346839	5/29/2020	110.99	Office supplies
5296	STAPLES BUSINESS AD	7307947878-0-1	346839	5/29/2020	221.07	Office supplies
900103	WAL-MART COMMUNITY	MAY 2020 STMT	346842	5/29/2020	197.25	Program supplies
900044	WISCONSIN PUBLIC SER	4/18/20 - 5/4/20	346843	5/29/2020	1,257.94	Gas Utility
900104	ALLIANT ENERGY	4/28/20 - 5/27/20	346942	6/5/2020	6,616.74	Electric expense
900009	AT&T	4/26/20 - 5/25/20	346943	6/5/2020	57.30	Telephone Expense
1293	AURORA EMPLOYEE ASST	IN 21946	346944	6/5/2020	45.00	Employee Benefit
2716	BAKER & TAYLOR, LLC	2035253859	346945	6/5/2020	160.80	Material purchase
2716	BAKER & TAYLOR, LLC	2035242330	346945	6/5/2020	119.73	Material purchase
2146	CAVENDISH SQUARE	CAL3239481	346946	6/5/2020	195.54	Material purchase
3200	CDWG	XZM9822	346947	6/5/2020	21.85	IT/Software expense
3200	CDWG	XTF7270	346947	6/5/2020	150.46	IT/Software expense
3200	CDWG	XSB4843	346947	6/5/2020	166.45	IT/Software expense
3200	CDWG	XND3603	346947	6/5/2020	402.60	IT/Software expense
3200	CDWG	XFM5605	346947	6/5/2020	1,117.54	IT/Software expense
3200	CDWG	XMW2635	346947	6/5/2020	497.40	IT/Software expense
3200	CDWG	XLG0732	346947	6/5/2020	1,962.46	IT/Software expense
3200	CDWG	XRT5555	346947	6/5/2020	1,018.48	IT/Software expense
3200	CDWG	XDH2542	346947	6/5/2020	1,161.67	IT/Software expense
5878	DEMMON, SARA	9001059759	346948	6/5/2020	12.99	Patron Refund
900230	EBSCO SUBSCRIPTION	1000127815-1	346949	6/5/2020	10,523.00	Material purchase
6056	INGRAM LIBRARY SERV	MULTIPLE PROCESS	346950	6/5/2020	170.80	Technical Services supplies
6056	INGRAM LIBRARY SERV	6/5/20 MULTIPLE INVS	346950	6/5/2020	4,140.12	Material purchase
4827	IXL LEARNING, INC.	1933252-0420-2	346951	6/5/2020	5,295.00	Material purchase
5499	KANOPY, INC.	KDEP-6392	346952	6/5/2020	7,500.00	Material purchase
766	KONZ ELECTRIC, LLC	15801	346953	6/5/2020	376.62	Building maintenance expense
11899	LANGUAGE LINE SERVIC	041301 4/30/20	346954	6/5/2020	23.73	Material purchase
900376	MARTENS TRILLING TRU	C1001204	346955	6/5/2020	26.92	Building maintenance expense
231	MIDWEST TAPE	98965712	346956	6/5/2020	515.75	Material purchase
1710	WELLS FARGO FINANCIA	5010550987	346957	6/5/2020	836.44	Copier/printer lease expense
2716	BAKER & TAYLOR, LLC	2035258537	346958	6/12/2020	83.20	Material purchase
4750	DULMES DECOR INC	CG002859	346959	6/12/2020	482.40	Building maintenance expense

6056 INGRAM LIBRARY SERV	6-12-2020 MULTIPLE	346960	6/12/2020	114.66	Technical Services supplies
6056 INGRAM LIBRARY SERV	6/12/2020 MULTIPLE	346960	6/12/2020	4,189.00	Material purchase
318 KRISS PREMIUM PROD	167158	346961	6/12/2020	961.70	Material purchase
2727 LIBRARY MARKET	1536	346962	6/12/2020	600.00	Software expense
206 LIL REV MUSIC	JULY 2020 PROGRAMS	346963	6/12/2020	450.00	Programming Expense
900376 MARTENS TRILLING TRU	B1069792	346964	6/12/2020	8.98	Building maintenance expense
900181 MENARD, INC.	10675	346965	6/12/2020	55.39	Building maintenance expense
231 MIDWEST TAPE	98972771	346966	6/12/2020	22.49	Material purchase
231 MIDWEST TAPE	98972069	346966	6/12/2020	859.51	Material purchase
900304 PITNEY BOWES PURCHAS	0007466352	346967	6/12/2020	118.99	Postage expense
6383 SCHWALLER'S PAINTING	11085	346969	6/12/2020	4,500.00	Building maintenance expense
5296 STAPLES BUSINESS AD	7308368273-0-1	346970	6/12/2020	134.09	Office supplies
5296 STAPLES BUSINESS AD	7308515783-0-1	346970	6/12/2020	84.79	Office supplies
2428 XELLO	INV29519	346971	6/12/2020	825.00	Material purchase
17005 QUASIUS CONSTRUCTION	7868	346968	6/12/2020	24,000.00	Return Materials Handling project
17005 QUASIUS CONSTRUCTION	7869	346968	6/12/2020	8,280.00	Toilet particians project

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>ADMINISTRATIVE SERVICES</u>						
510110	FULL TIME SALARIES - REG		311,661.00	128,615.04	183,045.96	41.27
	SUB TOTAL		311,661.00	128,615.04	183,045.96	41.27
510310	FICA		18,973.00	7,826.46	11,146.54	41.25
510311	MEDICARE		4,437.00	1,830.39	2,606.61	41.25
510320	WI RETIREMENT FUND		20,959.00	8,681.52	12,277.48	41.42
510340	HEALTH INSURANCE		52,233.00	15,730.44	36,502.56	30.12
510350	DENTAL INSURANCE		5,796.00	2,207.70	3,588.30	38.09
510351	UNFUNDED PENSION LIABILITY		29,650.00	12,354.15	17,295.85	41.67
510360	LIFE INSURANCE		606.00	276.83	329.17	45.68
510400	WORKERS COMP		140.00	58.35	81.65	41.68
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	132,794.00	48,965.84	83,828.16	36.87
521100	BANKING FEES		1,350.00	484.47	865.53	35.89
521110	FINANCIAL SERVICE FEES		2,800.00	0.00	2,800.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521900	CONTRACTED SERVICES		23,400.00	10,051.33	27,748.67	-18.58
	SUB TOTAL	0.00	36,950.00	10,535.80	40,814.20	-10.46
525155	PROFESSIONAL DEVELOPMENT		4,000.00	188.00	3,812.00	4.70
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	9,343.30	1,656.70	84.94
	SUB TOTAL	0.00	15,000.00	9,531.30	5,468.70	63.54
530100	OFFICE SUPPLIES		9,500.00	1,991.64	7,508.36	20.96
530130	POSTAGE & DELIVERY		5,000.00	2,112.27	2,887.73	42.25
	SUB TOTAL	0.00	14,500.00	4,103.91	10,396.09	28.30
538001	DONATION PURCHASES		2,000.00	0.00	2,000.00	0.00
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	2,100.00	0.00	2,100.00	0.00
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	0.00
590255	PARKING/SPECIAL ASSESSMENT		4,050.00	6,424.79	-2,374.79	158.64
	SUB TOTAL	0.00	4,050.00	6,424.79	-2,374.79	
ADMINISTRATIVE COST CENTER TOTAL		-14,400.00	520,055.00	208,176.68	326,278.32	40.03

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>PUBLIC SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		941,182.00	381,797.90	559,384.10	40.57
	SUB TOTAL		941,182.00	381,797.90	559,384.10	40.57
510310	FICA		56,788.00	22,991.51	33,796.49	40.49
510311	MEDICARE		27,621.00	5,377.06	22,243.94	19.47
510320	WI RETIREMENT FUND		60,280.00	24,925.69	35,354.31	41.35
510340	HEALTH INSURANCE		157,640.00	47,958.75	109,681.25	30.42
510350	DENTAL INSURANCE		9,239.00	3,077.02	6,161.98	33.30
510360	LIFE INSURANCE		848.00	315.79	532.21	37.24
510400	WORKERS COMP		460.00	191.50	268.50	41.63
	SUB TOTAL	0.00	312,876.00	104,837.32	208,038.68	33.51
521800	PROGRAM SERVICES		10,000.00	8.98	9,991.02	0.09
521900	CONTRACTED SERVICES		36,400.00	36,374.00	26.00	99.93
525155	PROFESSIONAL DEVELOPMENT		5,800.00	33.35	5,766.65	0.58
530205	DISPLAYS		1,000.00	96.99	903.01	9.70
538001	DONATION PURCHASES		70,000.00	36,216.04	33,783.96	51.74
	SUB TOTAL	0.00	123,200.00	72,729.36	50,470.64	59.03
538002	MATERIALS - ALL CATAGORIES	0.00	364,234.00	156,063.98	208,170.02	42.85
538100	OTHER CONTENT	0.00	69,000.00	27,615.00	41,385.00	40.02
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	5,999.91	0.09	100.00
	SUB TOTAL	0.00	439,234.00	189,678.89	249,555.11	43.18
538000	TOTAL MATRL'S ACCTS	0.00	439,234.00	262,408.25	300,025.75	59.74
PUBLIC SERVICE COST CENTER TOTAL		0.00	1,816,492.00	749,043.47	1,067,448.53	41.24

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>SUPPORT SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		523,883.00	223,672.26	300,210.74	42.70
	SUB TOTAL	0.00	523,883.00	223,672.26	300,210.74	42.70
510310	FICA	0.00	31,565.00	13,040.44	18,524.56	41.31
510311	MEDICARE		7,392.00	3,049.81	4,342.19	41.26
510320	WI RETIREMENT FUND	0.00	28,325.00	12,547.47	15,777.53	44.30
510340	HEALTH INSURANCE		127,842.00	67,632.52	60,209.48	52.90
510350	DENTAL INSURANCE		7,680.00	4,402.83	3,277.17	57.33
510360	LIFE INSURANCE		432.00	146.35	285.65	33.88
510400	WORKERS COMP		247.00	102.90	144.10	41.66
510410	UNEMPLOYMENT COMPENSATION		0.00	1,190.00	-1,190.00	-100.00
	SUB TOTAL	0.00	203,483.00	102,112.32	101,370.68	50.18
	SUB TOTAL	0.00	727,366.00	325,784.58	401,581.42	44.79
521900	CONTRACTED SERVICES		58,102.00	22,756.47	35,345.53	39.17
523122	SOFTWARE MAINTENANCE	0.00	31,500.00	14,446.55	17,053.45	45.86
524110	BUILDING EXTERIOR MAINT	0.00	21,000.00	10,242.59	10,757.41	48.77
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	990.00	2,010.00	33.00
524126	ELEVATOR MAINTENANCE	0.00	2,000.00	654.80	1,345.20	32.74
	SUB TOTAL	0.00	115,602.00	49,090.41	66,511.59	42.47
525100	ELECTRICITY	0.00	94,600.00	37,156.02	57,443.98	39.28
525105	WATER	0.00	1,600.00	525.75	1,074.25	32.86
525110	SEWER	0.00	1,400.00	592.99	807.01	42.36
525120	TELEPHONE	0.00	4,000.00	407.13	3,592.87	10.18
525140	GAS - UTILITY	0.00	33,750.00	7,048.54	26,701.46	20.88
525155	PROFESSIONAL DEVELOPMENT	0.00	320.00	0.00	320.00	0.00
	SUB TOTAL	0.00	135,670.00	45,730.43	89,939.57	33.71
530200	PROG SUPP (CAT & CIRC SUPPLIES	0.00	12,000.00	10,597.21	1,402.79	88.31
530222	JANITORIAL SUPPLIES		7,898.00	8,114.96	-216.96	102.75
	SUB TOTAL	0.00	19,898.00	18,712.17	1,185.83	94.04
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	100.00	100.00	50.00
	SUB TOTAL	0.00	200.00	100.00	100.00	50.00
538001	DONATED PURCHASES	0.00	78,000.00	76,745.10	-52,268.56	167.01
	SUB TOTAL	0.00	78,000.00	76,745.10	-52,268.56	167.01
540200	INSURANCE (FIRE)	0.00	10,000.00	5,079.14	4,920.86	50.79
	SUB TOTAL	0.00	10,000.00	5,079.14	4,920.86	50.79
642200	IT EQUIPMENT	0.00	19,500.00	18,873.77	626.23	96.79
	SUB TOTAL	0.00	19,500.00	18,873.77	626.23	96.79
SUPPORT SERVICES COST CENTER TOTAL		0.00	1,106,236.00	540,115.60	512,596.94	48.82
LIBRARY TOTAL		39,123.46	3,442,783.00	1,497,335.75	1,906,323.79	43.49

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
APPROPRIATIONS AND EXPENDITURES BY COST CENTER						
ACCOUNT	DESCRIPTION	ENCMB 19	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	-14,400.00	520,055.00	208,176.68	326,278.32	40.03
25551110	PUBLIC SERVICES	0.00	1,816,492.00	749,043.47	1,067,448.53	41.24
25551150	SUPPORT SERVICES	53,523.46	1,106,236.00	540,115.60	512,596.94	48.82
	FUND EQUITY INCREASE					
	Total All Cost Centers	39,123.46	3,442,783.00	1,497,335.75	1,906,323.79	43.49

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 19	RECEIVED 15	BALANCE 19	% REC
411100	REAL ESTATE TAXES	2,423,314.00		-2,423,314.00	0.00
431709	MONARCH SHEBOYGAN COUNTY	669,835.00	669,835.06	0.06	100.00
431710	MONARCH OZAUKEE COUNTY	11,872.00	12,358.55	486.55	104.10
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	39,961.00	39,961.04	0.04	100.00
441116	JURY & WITNESS FEES		41.60	41.60	
431722	MONARCH - LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	1,611.16	-8,388.84	16.11
447636	LATE BOOK CHARGES	30,000.00	7,135.87	-22,864.13	23.79
447641	LOST BOOKS	6,500.00	1,344.05	-5,155.95	20.68
447699	MISCELLANEOUS	0.00	33.20	33.20	
449901	VENDING COMMISSIONS	1,301.00	160,243.27	158,942.27	12316.93
467101	CONTRIBUTIONS	150,000.00	31,901.97	-118,098.03	21.27
461101	INTEREST ON 850 INTERFUND ACCT				
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00
492850	INTERFRUND FROM 850 ACCT	0.00		0.00	100.00
	Total Revenues	3,442,783.00	1,024,465.77	-2,418,317.23	29.76

MEAD PUBLIC LIBRARY - 2020 FINANCIAL REPORT

June 2020

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**P/Y APPROP -
CURRENT YEAR**

ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,776,726.00	734,085.20	1,042,640.80	41.32
510310	FICA		107,326.00	43,858.41	63,467.59	40.86
510311	MEDICARE		39,450.00	10,257.26	29,192.74	26.00
510320	WI RETIREMENT FUND		109,564.00	46,154.68	63,409.32	42.13
510340	HEALTH INSURANCE		337,715.00	131,321.71	206,393.29	38.89
510350	DENTAL INSURANCE		22,715.00	9,687.55	13,027.45	42.65
510351	UNFUNDED PENSION LIABILITY		29,650.00	12,354.15	17,295.85	41.67
510360	LIFE INSURANCE		1,886.00	738.97	1,147.03	39.18
510400	WORKERS COMP		847.00	352.75	494.25	41.65
510410	UNEMPLOYMENT		0.00	1,190.00	-1,190.00	
521100	BANKING FEES		1,350.00	484.47	865.53	35.89
521110	FINANCIAL SERVICES FEES		2,800.00	0.00	2,800.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521800	PROGRAM SERVICES		10,000.00	8.98	9,991.02	0.09
521900	CONTRACTED SERVICES		117,902.00	69,181.80	48,720.20	58.68
523122	SOFTWARE MAINTENANCE		31,500.00	14,446.55	17,053.45	45.86
524110	BUILDING EXT MAINT		21,000.00	10,242.59	10,757.41	48.77
524124	HVAC MAINT + BOILER INS		3,000.00	990.00	2,010.00	33.00
524126	ELEVATOR MAINTENANCE		2,000.00	654.80	1,345.20	32.74
525100	ELECTRICITY		94,600.00	37,156.02	57,443.98	39.28
525105	WATER		1,600.00	525.75	1,074.25	32.86
525110	SEWER		1,400.00	592.99	807.01	42.36
525120	TELEPHONE		4,000.00	407.13	3,592.87	10.18
525140	GAS - UTILITY		33,750.00	7,048.54	26,701.46	20.88
525155	PROFESSIONAL DEVELOPMENT		10,120.00	221.35	9,898.65	2.19
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	9,343.30	1,656.70	84.94
530100	OFFICE SUPPLIES		9,500.00	1,991.64	7,508.36	20.96
530130	POSTAGE AND DELIVERY		5,000.00	2,112.27	2,887.73	42.25
530200	PROG SUPP (CAT & CIRC SUPPLIES)		12,000.00	10,597.21	1,402.79	88.31
530205	DISPLAYS		1,000.00	96.99	903.01	9.70
530222	JANITORIAL SUPPLIES/SERVICES		7,898.00	8,114.96	-216.96	102.75
530255	TOOLS & SMALL EQUIPMENT		200.00	100.00	100.00	50.00
538001	DONATION PURCHASES		150,000.00	112,961.14	37,038.86	75.31
538002	ADULT PRINT		364,234.00	156,063.98	208,170.02	42.85
538100	OTHER CONTENT		69,000.00	27,615.00	41,385.00	40.02
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		10,000.00	5,079.14	4,920.86	50.79
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		4,050.00	6,424.79	-2,374.79	158.64
642200	IT EQUIPMENT		19,500.00	18,873.77	626.23	96.79
649200	EQUIPMENT REPLACEMENT		6,000.00	5,999.91	0.09	100.00
	TOTAL MEAD PUBLIC LIBRARY EXP!	39,123.46	3,442,783.00	1,497,335.75	1,906,323.79	43.49

**Minutes
Mead Public Library
Finance Committee Meeting
Monday, June 22, 2020
12:00 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Monday, June 22, 2020 in the City Hall Common Council Chambers. Present Committee Members: MPL Board President Maeve Quinn Committee members attending remotely: Finance Officer Kyle Whelton, Alderperson Mary Lynne Donohue and Sherry Speth. Present staff members: Director Garrett Erickson Staff attending remotely: Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Whelton called the meeting to order at 12:00 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Speth **moved** to approve the minutes from the April 23, 2020 meeting. Donohue **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Donohue **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn **seconded** the motion. The motion **passed**.
- 2.2. RECEIVE 2020 BUDGET STATUS REPORT TO DATE. DeAmico reported that the levy was still not posted, so it is not included in the financials.
- 2.3. DISCUSSION AND POSSIBLE ACTION - LATE FEE'S WAIVED FOR PATRONS UNDER THE AGE OF 18. Erickson began by discussing the 2019 reports on fines charged versus paid. Quinn commented on the fee structure and the challenges associated with underserved population. She further noted the changes to school structures and income levels due to Covid-19. Whelton asked what the financial impact would look like for the library, noting that the fee schedule will be down this year as the library was closed for almost a full quarter. Donohue suggested being more proactive with the education process of late returns and the impact that it has on others. Donohue **moved** to recommend approval of eliminating late fees for patrons under the age of 18. Speth **seconded**. The motion passed.
- 2.4. DISCUSSION AND POSSIBLE ACTION - MEAD PUBLIC LIBRARY INVESTMENT FUNDS Erickson spoke on the history of the fund and how it came about. He then discussed the current management of those funds by the Mead Public Library Foundation, with any disbursements controlled by the Library board of trustees. Erickson questioned whether the funds should be given to the Foundation instead of just investing the funds. Quinn discussed the challenge of these monies being on the City's balance sheet under the MPL trust account 850, and the confusion that arises over the fact that it is private money donated and not city funding. It seemed a better option to have the funds gifted to the Foundation. Donohue questioned what the fund amount was. DeAmico reported that the estimated current library investment account fund balance is at about \$1,400,000. Quinn requested funds to pay for a lawyer to draw up the agreement of funds being gifted to the Foundation. Donohue **moved** to recommend approval to the full board that we gift the balance of the Mead account to the Foundation and that funds are

approved to engage a lawyer to draw up the paperwork for the ownership transfer of the funds. Speth **seconded**. Motion **passed**.

2.5. DISCUSSION AND POSSIBLE ACTION - REVISIONS TO THE MEAD PUBLIC LIBRARY GIFT POLICY #13.05 Erickson discussed the change of the gift policy for all donations to go right to the Foundation. Donohue **moved** to recommend approval of revisions to the gift policy. Quinn **seconded**. The motion **passed**.

3. ITEMS FOR FUTURE DISCUSSION

3.1. FUTURE ITEMS FOR DISCUSSION No items were noted.

3.2. 2021 BUDGET DISCUSSION AND POSSIBLE ACTION DeAmico reported that they are awaiting the final discussion on what the new administrator will implement with the 2021 budget.

4. UPCOMING MEETINGS

4.1. MEAD PUBLIC LIBRARY FINANCE COMMITTEE MEETING ON THURSDAY, JULY 23, 2020 @ 3:00 p.m.

5. ADJOURN

5.1. MOTION TO ADJOURN Donohue **moved** to adjourn the meeting, Speth **seconded**. The motion **passed**.

Being no further business, the meeting adjourned at 12:37 p.m.

Generated by Sydney Mehn on Monday, June 22, 2020

Minutes
Mead Public Library
Human Resources Committee
Tuesday, June 16, 2020

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, June 16, 2020 in The Administrative Conference Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Meg Albrinck and Nancy Mannchen. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 1:05 p.m.; she determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES Quinn **moved** to approve the minutes from 11/6/19. Mannchen **seconded**. The motion **passed**.

2. CLOSED SESSION

- 2.1 MOTION TO CONVENE IN CLOSED SESSION UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85(1)(C) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY FOR Norman **moved** to go in to closed session. Quinn **seconded**. The motion **passed**.

3. RECONVENE IN OPEN SESSION

4. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 4.1 UPDATE TO TABLE OF ORGANIZATION Norman **moved** to approve and recommend to the full board the change to the table of organization, which includes IT, maintenance and cleaning staff being placed under the director. Mannchen **seconded**. The motion **passed**.
- 4.2 STAFFING ISSUE DUE TO COVID-19 Per discussion in closed session, Norman confirmed that the director will continue to work with the City and HR to do everything possible to ensure that the library keeps running smoothly. At this time, no action is needed from this committee.

5. ADJOURN

- 5.1 MOTION TO ADJOURN Quinn **moved** to adjourn the meeting. Mannchen **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 2:02 p.m.

Generated by Sydney Mehn on Tuesday, June 16, 2020

2020 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

REVISION #1

1.00	Library Director												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">1.00</td> <td>Business Manager</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Communications Specialist</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Administrative Assistant</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Information Technology Specialist</td> </tr> <tr> <td style="text-align: center;">2.00</td> <td>Maintenance Technician's</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Cleaner's</td> </tr> </table>	1.00	Business Manager	1.00	Communications Specialist	1.00	Administrative Assistant	1.00	Information Technology Specialist	2.00	Maintenance Technician's	1.00	Cleaner's
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1.00	Communications Specialist												
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3.00	Cataloger												
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FTE BY TEAM

8.00	Administration
20.25	Public Services
11.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
4.00	Full-time Support Services
13.00	Part-time Support Services
48.00	2020 Total

Revised Date: 6/17/2020

Board Approved Date: 6/25/2020

2021 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director
	1.00 Business Manager
	1.00 Communications Specialist
	1.00 Administrative Assistant
	1.00 Information Technology Specialist
	1.00 Maintenance Supervisor
	1.00 Maintenance Technician
	1.00 Cleaner's
	1.00 Public Services Manager
	9.00 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
	1.00 Support Services Manager
	3.00 Cataloger
	8.00 Page's

FTE BY TEAM

8.00	Administration
20.25	Public Services
12.00	Support Services
40.25	Total

FTE BY YEAR

40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
4.00	Full-time Support Services
13.00	Part-time Support Services
48.00	2020 Total

Revised Date: 6/17/2020

Board Approved Date: 6/25/2020

2019 Charged Amounts

Overdue Fines Charged to Patron Accounts* Statistical History Report

**NOTE: this report only includes overdue fines added to patron accounts by the organization. It does not reflect overdue fines paid at the organization.
From 1/1/2019 To 12/31/2019*

Mead Public Library (Sheboygan)			
Fee Description	Collection Code	Number Of Transactions	Total Overdue Amount
Overdue Item		416	\$491.30
Overdue Item	AD Adult Literacy	2	\$1.40
Overdue Item	AD Biography	141	\$180.20
Overdue Item	AD Biography LT	1	\$0.60
Overdue Item	AD Blu-Ray Video	388	\$390.70
Overdue Item	AD Blu-Ray Video New	1	\$1.50
Overdue Item	AD Career	1	\$1.50
Overdue Item	AD CD Book	3	\$3.70
Overdue Item	AD CD Book Fiction	294	\$328.80
Overdue Item	AD CD Book Fiction MP3	5	\$4.70
Overdue Item	AD CD Book New	6	\$5.90
Overdue Item	AD CD Book Non Fiction	127	\$156.90
Overdue Item	AD CD Music	694	\$761.75
Overdue Item	AD DVD Hallmark	3	\$5.20
Overdue Item	AD DVD TV Series	487	\$527.80
Overdue Item	AD DVD Video	379	\$370.60
Overdue Item	AD DVD Video \$	7	\$22.00
Overdue Item	AD DVD Video Fiction	3246	\$3660.15
Overdue Item	AD DVD Video New	23	\$27.60
Overdue Item	AD DVD Video Non Fiction	355	\$346.45
Overdue Item	AD Fiction	1159	\$1419.85
Overdue Item	AD Fiction Fantasy	107	\$139.80
Overdue Item	AD Fiction Graphic Novels	4	\$3.60
Overdue Item	AD Fiction Large Type	163	\$162.90
Overdue Item	AD Fiction Large Type New	4	\$3.00
Overdue Item	AD Fiction Mystery	280	\$305.10
Overdue Item	AD Fiction Mystery LT	65	\$62.10
Overdue Item	AD Fiction New	23	\$22.10
Overdue Item	AD Fiction Romance	126	\$142.70
Overdue Item	AD Fiction Romance LT	32	\$33.50
Overdue Item	AD Fiction Sci Fi	110	\$149.20
Overdue Item	AD Fiction Sci Fi LT	1	\$2.00
Overdue Item	AD Fiction Western	10	\$9.50
Overdue Item	AD Garner Guides	40	\$61.20
Overdue Item	AD Graphic Novel	300	\$469.65
Overdue Item	AD Holiday Christmas	5	\$3.20
Overdue Item	AD ILL Incoming	126	\$61.10
Overdue Item	AD In-Demand DVD	5	\$4.60
Overdue Item	AD In-Demand Fiction	15	\$12.60
Overdue Item	AD In-Demand Nonfiction	8	\$11.30

Overdue Item	AD Inspirational	2	\$0.75
Overdue Item	AD Job Info Center	60	\$96.60
Overdue Item	AD Kits Book Discussion	4	\$6.90
Overdue Item	AD Large Print	7	\$8.60
Overdue Item	AD Magazines Circulating	169	\$167.90
Overdue Item	AD Non Fiction	3586	\$4561.25
Overdue Item	AD Non Fiction Graphic Books	1	\$2.00
Overdue Item	AD Non Fiction LT	69	\$69.00
Overdue Item	AD Non Fiction LT New	2	\$1.30
Overdue Item	AD Non Fiction New	21	\$22.90
Overdue Item	AD Outreach	4	\$4.20
Overdue Item	AD Oversize	1	\$0.40
Overdue Item	AD Oversize Media	1	\$0.70
Overdue Item	AD Oversize Non Fiction	3	\$3.30
Overdue Item	AD Paperback Oversize	1	\$1.00
Overdue Item	AD Playaway	2	\$1.20
Overdue Item	AD Prbk	16	\$17.30
Overdue Item	AD Prbk Fiction	6	\$5.00
Overdue Item	AD Prbk Mystery	1	\$2.00
Overdue Item	AD Prbk Romance	1	\$1.20
Overdue Item	AD Rare Books	1	\$1.30
Overdue Item	AD Ref Storage	1	\$1.00
Overdue Item	AD Spanish Collection	63	\$89.30
Overdue Item	AD Study Guide	1	\$1.40
Overdue Item	AD Video	1	\$0.60
Overdue Item	AD Video Game	151	\$218.70
Overdue Item	AD Video Non Fiction	1	\$0.60
Overdue Item	AD Wisconsin Non Fiction	1	\$0.90
Overdue Item	Circulation Desk	69	\$127.30
	Subtotal Adult Materials	\$15,782.35	
Overdue Item	JV Awards	31	\$38.90
Overdue Item	JV Awards Caldecott Fiction	1	\$2.00
Overdue Item	JV Awards Newbery Fiction	1	\$0.90
Overdue Item	JV Bags	2	\$2.00
Overdue Item	JV Biography	160	\$211.60
Overdue Item	JV Blu-Ray Video	139	\$161.55
Overdue Item	JV Blu-Ray Video Fiction	2	\$2.70
Overdue Item	JV CD Book	2	\$1.60
Overdue Item	JV CD Book Fiction	65	\$71.80
Overdue Item	JV CD Book Non Fiction	1	\$1.10
Overdue Item	JV CD Music	149	\$173.50
Overdue Item	JV CD Set (CD + Book Set)	1	\$1.20
Overdue Item	JV CD Set Fiction (CD & Book Set)	1	\$1.00
Overdue Item	JV Concept	1	\$2.00
Overdue Item	JV DVD New	2	\$2.00
Overdue Item	JV DVD Video	99	\$94.85
Overdue Item	JV DVD Video Fiction	1809	\$2247.30
Overdue Item	JV DVD Video Non Fiction	2	\$1.60
Overdue Item	JV E	4	\$3.35

Overdue Item	JV E Beginning Easy Readers	1	\$0.60
Overdue Item	JV E Beginning Readers	577	\$739.20
Overdue Item	JV E Beginning Readers Non Fiction	1	\$2.00
Overdue Item	JV E Board Books	300	\$374.80
Overdue Item	JV E Chapter Books	10	\$11.40
Overdue Item	JV E Holiday	6	\$5.40
Overdue Item	JV E Holiday Picture Books	4	\$3.15
Overdue Item	JV E Non Fiction	317	\$373.55
Overdue Item	JV E Picture Books	1398	\$1704.10
Overdue Item	JV E Prbk Fiction	4	\$3.00
Overdue Item	JV E Readers	21	\$16.10
Overdue Item	JV Early Literacy Center	163	\$218.50
Overdue Item	JV Easy Reader Level 1	1	\$2.00
Overdue Item	JV ER Easy Readers Fic	1	\$0.30
Overdue Item	JV ER Easy Readers Non-Fic	2	\$1.40
Overdue Item	JV Fiction	1721	\$2298.00
Overdue Item	JV Fiction Graphic Novels	458	\$653.80
Overdue Item	JV Fiction Mystery	1	\$0.35
Overdue Item	JV Fiction New	1	\$0.60
Overdue Item	JV Graphic Novels	3	\$2.50
Overdue Item	JV Graphic Novels New	2	\$2.30
Overdue Item	JV Holiday	6	\$7.10
Overdue Item	JV Holiday Christmas	91	\$128.45
Overdue Item	JV Holiday Easter	9	\$11.30
Overdue Item	JV Holiday Fiction	4	\$4.75
Overdue Item	JV Holiday Halloween	33	\$40.80
Overdue Item	JV Holiday Jewish	2	\$1.80
Overdue Item	JV Holiday Miscellaneous	2	\$2.90
Overdue Item	JV Holiday Thanksgiving Day	15	\$16.40
Overdue Item	JV Holiday Valentine's Day	1	\$0.70
Overdue Item	JV Intermediate Fiction	9	\$12.40
Overdue Item	JV Intermediate Non Fiction	7	\$6.40
Overdue Item	JV Kids' Favorites	114	\$148.60
Overdue Item	JV Magazines	40	\$43.50
Overdue Item	JV New AV	1	\$0.90
Overdue Item	JV New Books	1	\$2.00
Overdue Item	JV Non Fiction	1042	\$1297.45
Overdue Item	JV Non Fiction Graphic Novels	1	\$1.10
Overdue Item	JV Oversize	2	\$2.70
Overdue Item	JV Paperback Series	1	\$0.70
Overdue Item	JV Parenting	53	\$68.90
Overdue Item	JV Picture Books	7	\$7.00
Overdue Item	JV Playaway	3	\$3.30
Overdue Item	JV Popular Characters	361	\$443.90
Overdue Item	JV Prbk	12	\$12.90
Overdue Item	JV Series	17	\$12.20
Overdue Item	JV Spanish	67	\$97.60
Overdue Item	JV Toys	87	\$117.00
Overdue Item	JV Video Game	27	\$38.40

Overdue Item	JV Wisconsin	3	\$5.00
Overdue Item	JV Young Fiction	1	\$2.00
Overdue Item	On Order Adult	90	\$164.10
Overdue Item	YA Awards Printz	15	\$24.20
Overdue Item	YA Biography	1	\$0.70
Overdue Item	YA CD Book Fiction	7	\$6.30
Overdue Item	YA Fiction	625	\$862.35
Overdue Item	YA Fiction Graphic Novels	164	\$210.95
Overdue Item	YA Fiction New	2	\$3.10
Overdue Item	YA Graphic Novels	2	\$3.70
Overdue Item	YA Non Fiction	112	\$157.90
Overdue Item	YA Prbk	3	\$1.80
Overdue Item	YA Zone	14	\$14.20
	Subtotal Youth Materials	\$13,421.45	
	Total All Materials	\$29,203.80	

Adult
54%

46%

2019 Paid Amounts

Overdue Fines Paid* Statistical History Report

**NOTE: this report only includes overdue fines paid at the organization (regardless of which organization originally assigned the charges). It does not reflect overdue fines charged by the organization.*

From 1/1/2019 To 12/31/2019

Mead Public Library (Sheboygan)			
Fee Description	Collection Code	Number Of Transactions	Total Overdue Amount
Overdue Item		1107	\$1,408.44
Overdue Item	AD Biography	97	\$128.10
Overdue Item	AD Biography LT	2	\$0.65
Overdue Item	AD Blu-Ray Video	255	\$213.57
Overdue Item	AD Blu-Ray Video New	1	\$1.50
Overdue Item	AD CD Book	1	\$1.20
Overdue Item	AD CD Book Fiction	277	\$301.20
Overdue Item	AD CD Book Fiction MP3	3	\$2.10
Overdue Item	AD CD Book New	3	\$2.30
Overdue Item	AD CD Book Non Fiction	105	\$124.90
Overdue Item	AD CD Music	556	\$534.16
Overdue Item	AD DVD Hallmark	3	\$4.90
Overdue Item	AD DVD TV Series	331	\$315.36
Overdue Item	AD DVD Video	352	\$340.59
Overdue Item	AD DVD Video \$	7	\$4.00
Overdue Item	AD DVD Video Fiction	2075	\$1,923.07
Overdue Item	AD DVD Video New	18	\$20.75
Overdue Item	AD DVD Video Non Fiction	272	\$232.21
Overdue Item	AD Fiction	890	\$1,016.36
Overdue Item	AD Fiction Fantasy	69	\$82.60
Overdue Item	AD Fiction Graphic Novels	3	\$1.80
Overdue Item	AD Fiction Large Type	136	\$129.50
Overdue Item	AD Fiction Large Type New	2	\$1.20
Overdue Item	AD Fiction Mystery	262	\$268.11
Overdue Item	AD Fiction Mystery LT	72	\$66.60
Overdue Item	AD Fiction New	15	\$11.60
Overdue Item	AD Fiction Romance	97	\$103.29
Overdue Item	AD Fiction Romance LT	29	\$34.10
Overdue Item	AD Fiction Sci Fi	83	\$111.60
Overdue Item	AD Fiction Western	6	\$7.10
Overdue Item	AD Gamer Guides	28	\$32.90
Overdue Item	AD Graphic Novel	169	\$233.85
Overdue Item	AD Holiday Christmas	6	\$7.60
Overdue Item	AD ILL Incoming	85	\$43.60
Overdue Item	AD In-Demand DVD	6	\$4.60
Overdue Item	AD In-Demand Fiction	11	\$9.60
Overdue Item	AD In-Demand Nonfiction	2	\$4.00
Overdue Item	AD Job Info Center	43	\$63.20
Overdue Item	AD Kits Book Discussion	5	\$2.40
Overdue Item	AD Large Print	5	\$5.30

Overdue Item	AD Magazines Circulating	99	\$91.79
Overdue Item	AD Non Fiction	2533	\$2,985.90
Overdue Item	AD Non Fiction Graphic Books	1	\$2.00
Overdue Item	AD Non Fiction LT	58	\$57.50
Overdue Item	AD Non Fiction LT New	1	\$0.60
Overdue Item	AD Non Fiction New	12	\$12.00
Overdue Item	AD Outreach	1	\$0.30
Overdue Item	AD Oversize Media	2	\$1.10
Overdue Item	AD Oversize Non Fiction	3	\$3.30
Overdue Item	AD Paperback Oversize	1	\$1.00
Overdue Item	AD Playaway	2	\$1.20
Overdue Item	AD Prbk	7	\$8.30
Overdue Item	AD Prbk Fiction	6	\$4.05
Overdue Item	AD Prbk Romance	1	\$1.20
Overdue Item	AD Rare Books	2	\$2.60
Overdue Item	AD Spanish Collection	41	\$51.41
Overdue Item	AD Study Guide	2	\$3.40
Overdue Item	AD Video Game	63	\$64.60
Overdue Item	AD Video Non Fiction	1	\$0.60
Overdue Item	AD Wisconsin Fiction	1	\$0.90
Overdue Item	AD Wisconsin Non Fiction	1	\$0.90
Overdue Item	Circulation Desk	45	\$74.10
	Total Adult Material	\$11,168.66	
Overdue Item	JV Awards	16	\$19.80
Overdue Item	JV Awards Newbery Fiction	1	\$0.90
Overdue Item	JV Bags	2	\$2.00
Overdue Item	JV Biography	107	\$122.26
Overdue Item	JV Blu-Ray Video	77	\$77.60
Overdue Item	JV Blu-Ray Video Fiction	1	\$0.70
Overdue Item	JV CD Book	3	\$2.10
Overdue Item	JV CD Book Fiction	56	\$58.10
Overdue Item	JV CD Book Pack Fiction	1	\$0.80
Overdue Item	JV CD Music	109	\$119.80
Overdue Item	JV CD Set (CD + Book Set)	1	\$0.30
Overdue Item	JV CD Set Fiction (CD & Book Set)	1	\$1.00
Overdue Item	JV DVD New	1	\$1.10
Overdue Item	JV DVD TV Series	4	\$10.00
Overdue Item	JV DVD Video	95	\$97.60
Overdue Item	JV DVD Video Fiction	953	\$933.62
Overdue Item	JV DVD Video Non Fiction	2	\$1.40
Overdue Item	JV E	6	\$0.85
Overdue Item	JV E Beginning Easy Readers	1	\$1.50
Overdue Item	JV E Beginning Readers	338	\$392.50
Overdue Item	JV E Board Books	159	\$177.89
Overdue Item	JV E Chapter Books	6	\$7.20
Overdue Item	JV E Holiday	1	\$2.70
Overdue Item	JV E Holiday Picture Books	2	\$1.70
Overdue Item	JV E Non Fiction	198	\$215.67
Overdue Item	JV E Picture Books	1017	\$1,053.33

Overdue Item	JV E Prbk Fiction	2	\$1.70
Overdue Item	JV E Readers	20	\$12.20
Overdue Item	JV Early Literacy Center	95	\$109.42
Overdue Item	JV Easy Reader Level 1	1	\$0.35
Overdue Item	JV ER Easy Readers Non-Fic	2	\$1.40
Overdue Item	JV Fiction	1131	\$1,287.56
Overdue Item	JV Fiction Graphic Novels	308	\$387.96
Overdue Item	JV Fiction New	1	\$0.60
Overdue Item	JV Graphic Novels	2	\$2.30
Overdue Item	JV Graphic Novels New	1	\$1.00
Overdue Item	JV Holiday	11	\$4.60
Overdue Item	JV Holiday Christmas	66	\$65.60
Overdue Item	JV Holiday Easter	8	\$8.20
Overdue Item	JV Holiday Fiction	1	\$0.30
Overdue Item	JV Holiday Halloween	15	\$19.00
Overdue Item	JV Holiday Jewish	3	\$2.80
Overdue Item	JV Holiday Miscellaneous	1	\$0.90
Overdue Item	JV Holiday Thanksgiving Day	7	\$3.50
Overdue Item	JV Intermediate Fiction	1	\$0.70
Overdue Item	JV Intermediate Non Fiction	9	\$7.70
Overdue Item	JV Kids' Favorites	77	\$95.95
Overdue Item	JV Magazines	33	\$32.10
Overdue Item	JV Non Fiction	720	\$802.38
Overdue Item	JV Non Fiction Graphic Novels	1	\$1.10
Overdue Item	JV Oversize	4	\$5.60
Overdue Item	JV Parenting	30	\$32.70
Overdue Item	JV Picture Books	4	\$4.30
Overdue Item	JV Playaway	2	\$2.70
Overdue Item	JV Popular Characters	195	\$215.80
Overdue Item	JV Prbk	10	\$14.85
Overdue Item	JV Series	18	\$17.60
Overdue Item	JV Spanish	40	\$51.30
Overdue Item	JV Toys	44	\$50.91
Overdue Item	JV Video Game	16	\$19.50
Overdue Item	On Order Adult	14	\$13.10
Overdue Item	YA Awards Printz	8	\$9.00
Overdue Item	YA CD Book Fiction	9	\$6.70
Overdue Item	YA Fiction	385	\$469.40
Overdue Item	YA Fiction Graphic Novels	132	\$161.50
Overdue Item	YA Fiction New	2	\$3.10
Overdue Item	YA Graphic Novels	3	\$2.60
Overdue Item	YA Non Fiction	85	\$117.30
Overdue Item	YA Zone	15	\$14.50
	Total Youth Material		\$7,364.20
	Totals All Materials		\$18,532.86

adult
71%
59%
63%

Statute
Language

- (b) No compensation shall be paid to the members of a board under sub. (4) (a) to (bm) for their services, except as follows:
 - 1. Members may be reimbursed for their actual and necessary expenses incurred in performing their duties if so authorized by the board.
 - 2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the board and the county board.
- (c) A majority of the membership of a board under sub. (4) (a) to (bm) constitutes a quorum, but any such board may, by resolution, provide that 3 or more members constitute a quorum.
- (d) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter within 30 days after the beginning of terms, the members of the board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.
- (e) Section 43.52 (2) applies to consolidated county libraries and county library services.
- (f) A library organized under this section may participate in a public library system subject to s. 43.15.
- (6) GIFTS AND GRANTS. Any county may receive, by bequest or gift, property for the purpose of establishing a public library for the county and may enter into an agreement to maintain a public library in consideration thereof, and shall be bound to faithfully perform such agreement. In such case the library board appointed under sub. (4) or, in the absence of a library board, the county board may properly administer the same.

History: 1971 c. 152 s. 25; Stats. 1971 s. 43.57; 1981 c. 282 s. 47; 1985 a. 177 ss. 35 to 41, 51; 1989 a. 286; 1993 a. 241; 1995 a. 354; 2015 a. 306; s. 35.17 correction in (6).

Library Board
of Trustees

43.58 Powers and duties.

- (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.
- (2)
 - (a) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure, and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.
 - (b) Notwithstanding par. (a), regular wages or salary or other recurring payments, authorized by the library board and verified by the appropriate library official, may be paid by the appropriate municipal, county, or school district official by the date due or, in the case of salaries, by the regular pay day. The library board shall audit and approve any such payment at its next regular meeting.
- (3) Any person having a claim or demand against the municipality or county growing out of any act or omission of the library board shall file with the library board a written statement thereof. If the claim or demand or any part thereof is disallowed, the claimant may bring an action against the municipality or county.
- (4) Notwithstanding ss. 59.17 (2) (br) and 59.18 (2) (b), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.
- (5) The library board may employ competent persons to deliver lectures upon scientific, literary, historical or educational subjects; and may cooperate with the University of Wisconsin System, technical college district boards, the historical society, the department, cooperative educational service agencies, school boards and other educational institutions to secure such lectures or to foster and encourage by other means the wider use of books and other resource, reference and educational materials upon scientific, historical, economic, literary, educational and other useful subjects.
- (6)
 - (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board, including a library board under s. 43.57 (4) (bm), shall make a

report to the division and to its governing body or, for a library board under s. 49.57 (4) (b)m, the county board of the county in which the library is located. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

- (b) The report to the division shall include data concerning library materials, facilities, personnel, operations and such other information as the division requests.
 - (c) The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system.
- (7) The library board may receive, manage and dispose of gifts and donations as follows:**
- (a) All persons wishing to make donations of property for the benefit of a public library may vest the title thereto in the library board, to be held and controlled by the board, when accepted, according to the terms of the deed of gift, devise or bequest. As to such property the board shall be deemed special trustees.
 - (b)
 1. In this paragraph, "community foundation" means a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, dedicated to encouraging and assisting charitable activities and enterprises in a designated community in this state and having expertise in finance, fund development, and grantmaking.
 2. If a gift, bequest, or endowment is made to any public library, the library board may pay or transfer the gift, bequest, or endowment, or its proceeds, to the treasurer of the municipality or county in which the public library is situated; may entrust the gift, bequest, or endowment to a public depository under ch. 34; may pay or transfer the gift, bequest, or endowment to the library board's financial secretary; or may, subject to subd. 3., pay or transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, the purpose of which is providing financial or material support to the public library or to a community foundation. A payment or transfer of a gift, bequest, or endowment by a library board to a charitable organization described in this paragraph made prior to March 19, 2008, is not invalid as lacking statutory authority to make the payment or transfer. If the library board pays or transfers the gift, bequest, or endowment to the financial secretary, the financial secretary may invest the gift, bequest, or endowment as permitted under s. 66.0603 (1m) or 112.11 (3); or may delegate investment authority for the gift, bequest, or endowment as permitted under s. 66.0603 (2) or 112.11 (5). The financial secretary shall hold office only during membership on the library board and shall be elected annually at the same time and in the same manner as the other officers of the library board.
 3. A library board may pay or transfer a gift, bequest, or endowment to a charitable organization described in subd. 2. or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to each of the following:
 - a. The charitable organization or the community foundation agrees to make disbursements from and of the gift, bequest, or endowment to the library board upon the written request of the library board.
 - b. Subject to subd. 3. bm., the library board retains control over the manner in which any disbursement made under subd. 3. a. is used.
 - bm. The library board's use of any disbursement made under subd. 3. a. shall be consistent with the intent of the donor of the gift, bequest, or endowment and with the agreement between the library board and the charitable organization or community foundation.
 - c. The library board exercises its rights over the use of each disbursement made under subd. 3. a. in accordance with the law applicable to trust investments and the provisions of this chapter.
 - (c) If any such treasurer or financial secretary holds any property belonging to the public library, the

Library Foundation →

Title: **Gifts Policy**
Chapter: **Budget and Finance**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **13.05**
Original Effective Date:
Date of Last Revision: **11/24/2014**

Gifts Policy

Within the provision of the state laws, the Library Board adopts the following policies:

Mead Public Library (the “Library”) is pleased to accept gifts and donations. Gifts and donations may be accepted by the Director, a member of the administrative staff, or the Library Board, provided that they are in accord with the criteria set forth in this policy.

Books and other Periodical Materials:

- A. The Library has the right to determine suitability for inclusion of gifts and donations, and is not obligated to accept or retain any gifts or donations.
- B. Suggestions for specific donations of materials are welcomed by the Library but the final decision, based on Library holdings and the Library mission, rests with the Library.
- C. If a gift or donation is received which, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:
 - a. Gifts and donations not added to library collections may be given to the Friends of Mead Public Library for their used book sales, proceeds of which are used by the Friends to support the Library.
 - b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
 - c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Board.

Monetary Gifts and Gifts of Securities:

- A. The Library gratefully accepts gifts, donations, endowments, bequests, and trusts.
- B. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the Library can reasonably use the gift for the donor’s specified purpose.
- C. Any monetary gift, and gifts of securities amounting to One Hundred Dollars (\$100) or more and for which a donor has not specified a purpose or restriction shall be transferred to the Mead Public Library Foundation as a donation, or gift from the Mead Public Library.
- ~~D. Marketable securities may be transferred electronically to an account maintained at a brokerage firm specified by Mead Public Library. All marketable securities will be sold unless otherwise directed by the Finance Committee of Mead Public Library, which shall consider whether unusual circumstances dictate retention of the securities for a longer period.~~

~~E. Financial gifts, and donations to the Library shall be viewed as an addition or supplement to, not a reduction of, the operating budget of the Library.~~

Art and Other Objects or Collections

- A. Proposed gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.
- B. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearance of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
- C. The Library Directors may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.
- D. The President of the Library Board shall establish a Gift Review Committee, as needed on an ad hoc basis, to recommend whether or not the Library should accept proposed gifts. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on the Library, now and in the future.
- E. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose.

2021 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director														
	<table border="1"> <tr> <td style="text-align: center;">1.00</td> <td>Business Manager</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Communications Specialist</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Administrative Assistant</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Information Technology Specialist</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Maintenance Supervisor</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Maintenance Technician</td> </tr> <tr> <td style="text-align: center;">1.00</td> <td>Cleaner's</td> </tr> </table>	1.00	Business Manager	1.00	Communications Specialist	1.00	Administrative Assistant	1.00	Information Technology Specialist	1.00	Maintenance Supervisor	1.00	Maintenance Technician	1.00	Cleaner's
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FTE BY TEAM

8.00	Administration
20.25	Public Services
12.00	Support Services
40.25	Total

FTE BY YEAR

40.25	2021
39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
4.00	Full-time Support Services
13.00	Part-time Support Services
48.00	2020 Total

Revised Date: 6/17/2020

Board Approved Date: 6/25/2020

2020 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

REVISION #1

1.00	Library Director
	1.00 Business Manager
	1.00 Communications Specialist
	1.00 Administrative Assistant
	1.00 Information Technology Specialist
	2.00 Maintenance Technician's
	1.00 Cleaner's
	1.00 Public Services Manager
	9.00 Librarian
	9.25 Library Assistant
	1.00 Public Safety Specialist
	1.00 Support Services Manager
	3.00 Cataloger
	7.50 Page's

FTE BY TEAM

8.00	Administration
20.25	Public Services
11.50	Support Services
39.75	Total

FTE BY YEAR

39.75	2020
39.75	2019
38.00	2018
39.50	2017
39.75	2016
35.44	2015
37.63	2014
43.19	2013

TOTAL NUMBER OF EMPLOYEES

7.00	Full-time Administration
2.00	Part-time Administration
18.00	Full-time Public Services
4.00	Part-time Public Services
4.00	Full-time Support Services
13.00	Part-time Support Services
48.00	2020 Total

Revised Date: 6/17/2020

Board Approved Date: 6/25/2020

Type	Name	May 2019	May 2020	Monthly 2019 vs 2020	Year-to-date 2019	Year-to-date 2020	YTD 2019 vs 2020
Circulation Transactions	Adult Materials	27869	6541	-77%	144143	82138	-43%
	Teen Materials	1015	311	-69%	5224	3548	-32%
	Children's Materials	12984	2205	-83%	71220	41788	-41%
	Total Adult/Teen/Children's Materials	41868	9057	-78%	220587	127474	-42%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5185	1096	-79%	27179	15213	-44%
	Items received for Mead patrons from other libraries	6112	1701	-72%	30913	19000	-39%
	Total Interlibrary Loans (Transits)	11297	2797	-75%	58092	34213	-41%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	6694	7520	12%	31347	35422	13%
	Music (Hoopla)	182	81	-55%	925	575	-38%
	Video (Hoopla, Kanopy)	794	835	5%	4361	4155	-5%
	Magazines (RB Digital)	191	318	66%	672	1092	63%
	Total E-Content Checkouts	7861	8754	11%	37305	41244	11%
Library Visits	Gate count	20556	1895	-91%	113646	59422	-48%
Research Inquiries	Research Inquiries	2494	2962	19%	14858	11966	-19%
Internet Usage Provided	Library Workstation Sessions	3492	211	-94%	19626	8543	-56%
	Wireless Sessions	13993	1940	-86%	65074	19876	-69%
Number of Library Card Holders	Sheboygan Residents				33108	33093	0%
	Non-Sheboygan Residents				9133	8626	-6%
	Total Number of Library Card Holders				42241	41719	-1%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	40	0	-100%	356	148	-58%
	Children (0-11) Participants	1334	0	-100%	9543	3041	-68%
	Teen (12-18) Quantity	1	0	-100%	23	8	-65%
	Teen (12-18) Participants	1	0	-100%	650	286	-56%
	Adult (18+) Quantity	29	11	-62%	230	147	-36%
	Adult (18+) Participants	649	593	-9%	4606	3109	-33%
	Total number of Classes, Seminars, Workshops, Events	70	11	-84%	609	303	-50%
	Total number of Participants	1984	593	-70%	14799	6436	-57%
Conference Room Utilization	Rocca Meeting Room	30%	0%	-30%	32%	12%	-20%
	Loft Meeting Room	27%	0%	-27%	32%	16%	-16%
	2nd Floor Small Meeting Room	19%	0%	-19%	32%	16%	-16%
Study Rooms Utilization	Study Rooms Hours Used	465	7.5	-98%	2374	1163.5	-51%
	Percent Utilization	31%	17%	-14%	33%	19%	-14%
Volunteer Hours	Volunteer Hours	513.49	0	-100%	3069.83	1725	-44%