



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

November 20, 2024 at 5:00 PM

Mead Public Library, Rocca Conference Room, 710 N 8th Street

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, November 20 at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Pattie Pilz at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes - October 16
5. Correspondence, Announcements, and Common Council Reports

COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
7. HR Committee - Meeting on October 30, 2024

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [8.](#) Bulletin Board Policy
- [9.](#) Food and Beverage Policy
- [10.](#) 2025 Resource Library Agreement
- [11.](#) 2025 Budget
- [12.](#) Consent Agenda

DIRECTOR'S REPORT

[13.](#) Building Projects

14. Services and Programming

[15.](#) Security Update

[16.](#) Monthly Statistics

LIAISON REPORTS

17. Monarch Library System - Maeve Quinn

18. Mead Library Foundation - Kathie Norman

19. Friends of Mead - Pattie Pilz

UPCOMING MEETINGS

20. Library Board of Trustees - January 15, 2025, at 5:00 p.m.

CLOSED SESSION

21. Motion to Convene in Closed Session for Performance Evaluation of the Library Director 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.

22. Motion to Reconvene in Open Session

RECONVENE IN OPEN SESSION

23. Possible Action on Item(s) Discussed in Closed Session

ADJOURN

24. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 16, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

Members (in-person): Erin Bremser, Julia Hart, Jim Hollister, Jeanne Pfeifer, Maeve Quinn, and Angela Ramey

Members (virtual): Meg Albrinck, Sherry Speth, and Andre Walton

Staff: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Pfeiffer called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments
None
4. Introduction of New Board Member Erin Bremser
Board members introduced themselves to new board member Bremser.
5. Approval of Minutes
Quinn moved to approve the amended September 18, 2024, minutes. Hollister seconded. Motion passed.
6. Correspondence, Announcements, and Common Council Reports
None.

COMMITTEE REPORTS

7. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues
Grossen reviewed the September accounts payable and budget reports. Wages and benefits are on target. The \$100,000, received from Monarch, will be receipted this month. Hart moved to approve payment of current expenditures, payroll, and special revenues. Speth seconded. Motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. 2025 Mead Holiday Schedule
Quinn moved to approve the Mead 2025 holiday schedule. Albrinck seconded. Motion passed.
9. Code of Conduct Policy
Modifications to the draft Code of Conduct policy were reviewed. Hollister moved to approve the Code of Conduct Policy as revised. Quinn seconded. Motion passed.
10. Consent Agenda
Norman to draft a consent agenda policy for Mead utilizing language already in use by the Common Council.

11. 2025 Budget

Erickson shared that the Committee of the Whole will review the proposed 2025 budget on October 21, followed by a public hearing. At this meeting, department heads will be present to answer questions from alders. The Common Council is scheduled to vote on approving the 2025 budget on November 4.

DIRECTOR'S REPORT

12. Building Projects

- Erickson reported that the front foyer flooring is being worked on. The vendor agreed to complete the project prior to election day.
- The Foundation agreed to pay for architectural drawings of several upcoming projects. The architect will begin work upon receipt of the payment.
- A new Automated Materials Handling (AMH) system has been selected. We are working with Bernie Rammer, city purchasing agent, to acquire it.
- The holds lockers have reached capacity multiple times this month. We are now marketing this service on social media. In the first two weeks of October, over 10% of patrons are using this for picking up their holds. We are considering the addition of a new column of lockers to extend the capacity's system by about 15 lockers. Hart asked if the new lockers will be ADA accessible via a car. Erickson stated we cannot make it ADA accessible without endangering the safety of patrons, employees and volunteers because the road to access the lockers is where people walk. Prentice shared that Mead still offers curbside pickup for patrons with disabilities. She added that materials in the lockers remain there for three days.

13. Services and Programming

- Nessman's report was reviewed.
- Prentice shared that the Great Decisions program has wrapped up for 2024. It averaged around 30 people per session.
- In 2024, we had 272 entries in the Scary Story Contest as compared to approximately 90 last year.
- The MilliporeSigma cube will be parked outside of Mead. Its focus is on teaching science to children. Free little educational backpacks will be distributed to youth.
- In partnership with Elevate, which recently wrote an ARPA grant, a youth social worker is likely to be stationed at Mead for the next two years, starting in November 2024. Elevate will provide the employment support for this position. The library will provide office space for the position in order to discuss private matters with patrons needing assistance.

14. Security Update

Erickson was granted permission by the Board of Trustees to simplify this report by replacing some of the reporting details with information that the Board would like to see such as the number of incidents/exclusions that occurred since last meeting. Erickson stated that we can modify this report to track referrals.

15. Monthly Statistics

We can also add data on the number of patrons who have used the holds locker. Both recommended changes were positively received by the Board.

LIAISON REPORTS

16. Monarch Library System

Quinn reported that their next meeting is scheduled for October 24.

17. Mead Library Foundation

Norman was absent. Nothing to report.

18. Friends of Mead

Pilz reported that the Friends did not meet this month due to prepping for the book sale scheduled for October 17, 18, and 19.

UPCOMING MEETINGS

19. Library Board of Trustees

Our next meeting will be on November 20, 2024 at 5:00 p.m. in the Rocca Room.

ADJOURN

20. Motion to Adjourn

Hart moved to adjourn the meeting. Quinn seconded. Motion passed.

Title: **Community Bulletin Boards**
 Chapter: **Service**
 Approved By: **Library Board of Trustees**

Document Type: **Policy**
 Document Number: **10.06**
 Original Effective Date: **5/5/2015**
 Date of Last Revision: **4/23/2020**

Community Bulletin Board Policy

Display and Distribution of Materials from Other Agencies, Organizations, and Individuals

Purpose

The Community Bulletin Board shall be used to display notices of events co-sponsored by the Library and as a source of community information. Community notices of a cultural, recreational, educational or community service nature will be posted at Mead Public Library subject to the following priorities and guidelines:

Policy

- All postings must be approved by the Library and should be submitted at the 1st-floor service desk
- Only Library staff may post notices
- Only Library staff may remove notices
- Posting dimensions should be no greater than 11" x 17" Display items should be no greater in size than 11"x17". The appearance and content of the notice must be suitable for the Library's general public service area
- The following content will be considered for posting:
 - 1.— Events co-sponsored by the Library Programs co-sponsored by the Library.
 - 2.— Events sponsored by the City of Sheboygan or other tax-supported organizations Programs sponsored by the City of Sheboygan or other tax-supported agencies.
 - 3.— Local events of a cultural, recreational, informational, or community-service nature Programs of a cultural, recreational, educational or community service nature sponsored by non-profit organizations.
- The Library will not display posters, petitions or notices for political parties, candidates, or those advocating a position on a public issue. The Library also will not display product advertisements, legal notices or notice of fund-raising drives.
- The following content will *not* be posted
 - Fundraisers
 - Political campaign materials or anything promoting a political party or candidate
 - Support or disapproval of social or religious convictions
 - Discriminatory or harassing language based on a protected class
 - Commercial (business cards, retail advertising, personal notices of items for sale)
 - Legal notices
- The Library assumes no responsibility for the return, preservation, protection, or possible damage to or theft of any item presented for posting or posted on the Community Bulletin Boards.

~~4. Programs of a cultural, recreational, educational or community service nature sponsored by for-profit organizations.~~

~~The Library may distribute multiple copies of ongoing publications, informational brochures, pamphlets, etc. of a cultural, recreational or educational nature. Consideration of distribution of non-library materials is subject to distribution guidelines with library materials distributed first.~~

~~This policy also applies to the Library's acceptance of literature from local governmental and community organizations for distribution to the public.~~

Title: Food and Beverage Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: Original Effective Date: 10/27/16 Date of Last Revision:
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Food and Beverage Policy

Covered, **non-alcoholic**, drinks are allowed in all areas of the library; food is **only permitted in the cafe on the Library's first floor and the Maas Teen Center on the 3rd floor**. ~~allowed everywhere except in the following designated areas~~

- ~~● Quiet Study Room on the 2nd floor~~
- ~~● Children's Library on the 3rd floor~~

In the event that equipment or materials are damaged because of food or drink, customers may be subject to repair or replacement charges. If the food or drink being consumed is disturbing other customers because of mess or odor, staff will ask the customer to take their food or drink out of the Library. Customers are expected to clean up after themselves and immediately report accidents to staff. Group meals and food delivery are not allowed in public areas except for prearranged and approved meetings in public meeting spaces, **as detailed in our Meeting Room Policy <https://www.meadpl.org/policies>**.



System Resource Library Agreement between Monarch Library System and Mead Public Library January 2025 – December 2025

This agreement is entered into by the Board of Trustees, Mead Public Library (LIBRARY) and the Board of Trustees, Monarch Library System (SYSTEM) under the authority of Wisconsin Statutes Section 43.16 and 66.0301 as amended.

WHEREAS, the Mead Public Library is legally established, lies within a participating county of, and is a member of the Monarch Library System, and

WHEREAS the Mead Public Library meets the statutory requirements to serve and to be compensated for its services as the resource library in the Monarch Library System, and

WHEREAS the Monarch Library System is organized as a federated library system to provide improved services to libraries and residents of Dodge, Ozaukee, Sheboygan, and Washington counties, and

WHEREAS the Monarch Library System reviewed Resource Library Services with its member libraries based on information collected by the shared library automation system, now.

IT IS THEREFORE AGREES, by the Mead Public Library and the Monarch Library System:

That the Mead Public Library shall serve as the Resource Library of the Monarch Library System and the provisions contained in the contract shall cover the period of January 1, 2025, through December 31, 2025.

That the Mead Public Library agrees to provide staff, space, and support to meet the library system service requirement [Wis. Stat. 43.2412Mb], as well as additional mutually agreed upon services including:

- Sharing expertise, training, and documentation of traditional library functions such as collection development and acquisitions, readers advisory, reference and information literacy, youth and adult services, and shared electronic collection such as Overdrive, RB Digital, and online courses.
- Selecting and purchasing for shared collections: acquiring a physical in-demand collection to reduce system hold times, building specialized nonfiction collections to enhance breath, and supporting a shared e-book and e-audio collection by selecting additional copies for the adult and JV e/e-audiobook collections per guidelines, providing technical support, and fiscal management.

- Testing or trialing new products or services beyond the current scope of the consortium that provides innovative solutions to member libraries. Sharing training documentation and workflows for new resources acquired by the system.
- Offering subject experts to consult with member library staff in areas such as marketing/public relations, strategic planning and board relations, human resources, financial services, technology, volunteer management, and facility security. Participating as active contributors in system-wide communications including committees, meetups or forums, and other methods.
- Reporting semi-annually on services provided to the system and an accounting of funds expended.
- Serving member libraries by remaining in the 2nd position on the holds queue (behind the In-Demand Library), while other member libraries' positions continue to be adjusted regularly.

That the Monarch Library System agrees to:

- Communicate member library needs to the resource library on an annual basis and take the lead in renewing or modifying this agreement annually in March of each year.
- Compensate Mead Public Library for collection development of popular materials to offset demand throughout the system.
- Tap into expertise at Mead and help connect member libraries with subject experts.
- Compensate Mead Public Library for selected professional and clerical services.
- Provide payment in the amount of \$100,000, and

That the Mead Public Library and the Monarch Library System will mutually exchange expertise in providing library services to member libraries, and

That the public records of the Mead Public Library and the Monarch Library System will be freely available to each other when requested, and

That the board of the Mead Public Library and the board of the Monarch Library System may jointly amend this agreement through formal resolution, and

That failure of the contracting parties to reach agreement for these services for the following year will be Wisconsin State Statute cause this agreement to automatically be extended, provided the Mead Public Library is a member of the Monarch Library System, and that both parties may ask the Division for Libraries and Community Learning to mediate the process pursuant to the aforementioned Wisconsin Statutes if an agreed upon resolution is not reached.

Compensation summary:

(System and Resource Library may mutually agree to redistribute funds from one line to another as needed)

Item/Service	2025 Compensation
In-Demand collection (books, DVDs, etc.)	\$20,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive)	\$40,000
Specialized collections (non-fiction & reference)	\$20,000
Marketing or other professional consultation	\$5,000
Support staff (paying invoices, reporting, processing of materials)	\$5,000
Special projects (RFID, technology, etc.)	\$10,000
TOTAL	\$100,000

Representing Mead Public Library


Representing Monarch Library System

Board President/Date Signed

 Nov 14, 2024

Board President/Date Signed

Library Director/Date Signed

 Nov 14, 2024

System Director/Date Signed

2025 Mead Public Library Budget (Approved 11/04/2024)

REVENUES

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD</u>	<u>2025 Proposed</u>	
411100	PROPERTY TAX LEVY	-2,672,024.97	-2,969,198.00	-3,114,027.00	-2,220,563.09	3,150,004.00	Finance Department increased by \$5,280
437200	MONARCH - SHEBOYGAN COUNTY	-809,988.92	-816,603.84	-894,726.00	-894,725.88	929,860.00	
437210	MONARCH - OZAUKEE COUNTY	-10,174.32	-8,611.20	-7,364.00	-7,364.70	13,113.00	
437220	MONARCH - RESOURCE	-100,000.00	-100,000.00	-100,000.00	0.00	100,000.00	
437230	MONARCH - ADJACENT COUNTIES	-42,379.04	-47,871.48	-51,097.00	-54,078.00	53,708.00	
451915	PATRON FEES	-6,378.35	-7,272.01	-5,000.00	-8,825.58	7,000.00	
461000	PHOTOCOPIES	-7,480.77	-8,480.67	-5,500.00	-6,279.38	8,000.00	
469100	VENDING/CONCESSION SALES	-608.06	-984.41	-500.00	-461.46	600.00	
481100	INTEREST INCOME	39,718.39	-72,191.12	0.00	-23,855.75	40,000.00	
485000	CONTRIBUTIONS/DONATIONS	-377,207.54	-212,756.79	-70,000.00	-10,330.57	70,000.00	
489000	MISCELLANEOUS REVENUE	-3,098.13	-3,040.10	-1,000.00	-2,537.56	2,000.00	
		-3,989,621.71	-4,247,009.62	-4,249,214.00	-3,229,021.97	4,374,285.00	

EXPENSES

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD</u>	<u>2025 Proposed Budget</u>	
510110	FULL TIME SALARIES - REGULAR	1,989,784.95	2,199,459.43	2,398,076.00	1,069,648.61	2,463,039.00	Finance Department increased by \$4,800
520310	FICA	117,773.72	130,506.94	142,230.00	63,458.34	146,355.00	
520311	MEDICARE	27,543.89	30,521.84	33,268.00	14,841.13	34,229.00	
520320	WI RETIREMENT FUND	124,387.38	141,898.94	152,300.00	68,735.16	157,838.00	
520340	HEALTH INSURANCE	394,502.88	421,423.23	432,031.00	221,756.09	449,803.00	
520350	DENTAL INSURANCE	25,758.75	26,182.83	28,058.00	13,845.62	26,374.00	
520360	LIFE INSURANCE	1,871.06	1,928.77	4,854.00	2,069.88	5,141.00	Finance Department increased by \$480
520400	WORKERS COMPENSATION	847.00	847.00	847.00	847.00	847.00	
531100	CONTRACTED SERVICES	87,860.83	137,356.98	128,600.00	87,829.46	173,027.00	
531110	FINANCIAL SERVICE FEES	6,545.12	7,258.92	6,825.00	2,585.77	6,435.00	
531206	INSURANCE PREMIUMS	21,035.94	22,761.54	23,993.00	11,190.48	24,366.00	
531400	ADVERTISING & MARKETING	3,002.70	3,833.07	9,400.00	5,949.25	9,400.00	
531800	PROGRAM SERVICES	0.00	144.05	10,000.00	5,873.08	10,000.00	
533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	50,925.00	50,925.00	51,944.00	
533106	SOFTWARE MAINT & SUBSCRIPTIONS	21,767.11	25,874.84	20,000.00	18,774.72	20,000.00	
536125	EMPLOYEE DEVELOPMENT	0.00	5,302.03	8,500.00	3,730.46	8,500.00	
537100	VEHICLE & PARKING EXPENSES	12,350.12	12,220.49	19,440.00	12,816.86	19,440.00	
540100	OFFICE SUPPLIES	11,237.67	12,269.09	13,700.00	5,109.80	13,700.00	
540130	POSTAGE & DELIVERY	7,617.53	7,160.55	5,000.00	1,323.95	5,000.00	
540205	DISPLAYS	161.22	60.55	1,000.00	0.00	1,000.00	
540222	JANITORIAL SUPPLIES	11,219.31	12,377.74	10,200.00	7,471.05	0.00	
548001	DONATION PURCHASES	280,534.93	208,047.11	70,000.00	32,871.21	70,000.00	

548002	MATERIALS - ALL CATEGORIES	407,662.55	392,646.48	313,900.00	150,754.49	361,019.00
548003	OTHER CONTENT	76,626.33	60,784.41	173,300.00	144,526.24	146,156.00
550110	BUILDING MAINT & REPAIR	140,500.98	46,192.37	26,000.00	13,919.53	0.00
555100	UTILITIES	127,252.71	147,400.17	135,167.00	57,276.48	139,072.00
555120	PHONES	1,949.41	1,824.70	4,000.00	905.93	4,000.00
560255	TOOLS & SMALL EQUIPMENT	2,094.66	4,589.63	3,100.00	2,327.37	3,100.00
631200	BUILDING IMPROVEMENTS	0.00	1,493.71	0.00	9,436.96	0.00
652200	IT EQUIPMENT	18,872.67	17,671.48	18,500.00	6,277.00	24,500.00
659200	EQUIPMENT REPLACEMENT	5,465.30	5,935.27	6,000.00	10,000.00	0.00
		3,937,500.72	4,097,248.16	4,249,214.00	2,097,076.92	4,374,285.00
	Net (Revenue)/Loss	-52,120.99	-149,761.46	0.00	-1,131,945.05	0.00

Consent Agenda Policy

Purpose

- To ensure the efficiency and effectiveness of board meetings.
- To provide an efficient process for approval of regular or routine issues that come before the board, or matters where no debate is anticipated.

Items requiring a decision that are expected to require no discussion or debate may, at the Chair's option, be placed on the agenda under the heading "Consent Agenda".

Materials and motions proposed to be dealt with under the Consent Agenda portion of the agenda shall be clearly identified as falling under the Consent Agenda in the meeting packages. Board members should review the Consent Agenda items prior to the meeting on the expectation that no discussion will take place during the board meeting.

The Board Chair and the Library Director will prepare an agenda before each Board meeting, including what items are in the Consent Agenda. Items may be moved out of the Consent Agenda section at the request of any member of the board. No motion or vote of the board is required with respect to a request to move an item out of the Consent Agenda. When a member of the board requests that an item be moved out of the Consent Agenda section, the Chair shall decide where to place that item on the overall agenda.

Typical Library Board agenda items that may be included in the Consent Agenda include, but are not limited to:

- Meeting Minutes from prior meeting
- Monthly Statistics
- Security Update
- Mead Library Foundation liaison report
- Friends of Mead Library liaison report
- Monarch Library System liaison report

Projects Update – updated 11/18/24

Waiting for Architectural Plans to be Completed

- Community Resources Specialist office/telephone booths
- Automated Material Handling System (AMH)
- Sensory Room on the third floor

Looking for Vendor

- Warschau Collection display(s)

In Process

- Tuck pointing and expansion joint caulking – work currently being performed
- Lockers – being utilized, need some finishing touches, which includes lights
- Second floor carpet is not adhering. Working to get the issue fixed via a warranty claim

Completed

- Electrical additions on 1st and 2nd – installed and completed
- Drinking fountains – installed and complete
- Third floor tile issue – completed
- Floor cracking in front entrance area – new flooring installed

Vendor Selected

- Roof Replacement – work to begin at the end of March at the earliest. Start date is weather dependent.

Disruptive Patron Interaction Report October 2024

Item 15.

	2024	2023
Reported Incidents		
Adult	23	33
Teen	21	14
Senior (65+)	3	0
Kids	0	0
Exclusions Over 10 Days	13	4
Emergency Services Called	3	1
Encounter Type		
Trespass after exclusion	4	3
Dispute/argument/altercation between patrons (not physical)	2	4
Fighting/Physical Altercations	7	1
Harassment/Threatening Language	2	0
Homeless or Runaway (Youth Only)	0	0
Horseplay and/or excessive noise	6	10
Inappropriate comments and/or excessive demands	9	7
Intoxicated/Addiction	1	5
Medical or mobility issue	0	0
Mental Health	2	1
Mess (Food waste, spills)	2	3
Theft/Vandalism	2	2
Trouble getting patron to leave after closing	1	1
Truancy	0	0
Used in the building: Vaping, Drugs, Alcohol, or Tobacco	1	3
Weapons	0	0
Other (Specify in Description)	10	7
Location		
1st Café	1	4
1st Desk	7	4
1st DVD's/Music	1	0
1st Fiction	0	0
1st Fireplace	2	5
1st Lobby/Foyer	4	6
1st Restrooms	2	5
2nd Computers	1	4
2nd Desk	4	3
2nd Hansen Teen	1	1
2nd Imaginarium	0	0
2nd Quiet Study	2	1
2nd Restrooms	0	0
3rd Desk	0	0
3rd Children's (North)	0	0
3rd Children's (South)	0	0
3rd Restrooms	0	0
3rd Teen Center	1	4
Outside (Specify in Description)	0	0
Other (Specify in Description)	16	6

Volunteer Report - October 2024

Type	Hours	Volunteer Count
Adult	160	21
Teen	0	0
Grand total	160	21

		Monthly			Year To Date		
Type	Name	*October 2023	*October 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024	*YTD 2023 vs 2024
Circulation Transactions	Adult Materials	18,661	16,982	-9%	185,463	182,194	-2%
	Teen Materials	774	801	3%	9,607	10,952	14%
	Children's Materials	12,128	12,257	1%	137,640	131,068	-5%
	Total Adult/Teen/Children's Materials	31,563	30,040	-5%	332,710	324,214	-3%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	9,544	10,690	12%	95,064	102,370	8%
	Items received for Mead patrons from other libraries	4,683	5,316	14%	50,242	49,243	-2%
	Total Interlibrary Loans (Transits)	14,227	16,006	13%	145,306	151,613	4%
E-Content Checkouts	Total E-Content Checkouts	9,233	9,414	2%	87,517	96,203	10%
Library Visits	Gate count	19,366	21,402	11%	195,048	201,293	3%
Research Inquiries	Research Inquiries	4,999	5,283	6%	40,594	47,057	16%
Internet Usage Provided	Library Workstation Sessions	1,897	2,639	39%	20,381	24,146	18%
	Wireless Sessions	8,532	9,091	7%	80,239	94,575	18%
Number of Library Card Holders	Sheboygan Residents				28,233	28,550	1%
	Non-Sheboygan Residents				6,400	6,415	0%
	Total Number of Library Card Holders				34,633	34,965	1%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	35	44	26%	288	297	3%
	Children (0-11) Participants	891	1,192	34%	10,114	9,607	-5%
	Teen (12-18) Quantity	4	3	-25%	51	51	0%
	Teen (12-18) Participants	92	90	-2%	1,017	2,067	103%
	Adult (18+) Quantity	28	33	18%	187	236	26%
	Adult (18+) Participants	481	300	-38%	3,952	2,756	-30%
	Total number of Classes, Seminars, Workshops, Events	67	80	19%	526	584	11%
	Total number of Participants	1,464	1,582	8%	15,083	14,430	-4%
Conference Room Utilization	Rocca Meeting Room	38%	56%	17%	33%	38%	5%
	Loft Meeting Room	27%	38%	11%	25%	27%	2%
	Public Conference Room #1	31%	41%	10%	31%	43%	12%
	Public Conference Room #2	29%	30%	1%	27%	34%	7%
Study Rooms Utilization	Study Rooms Hours Used	471	741	57%	5766	6957.75	21%
	Percent Utilization	36%	54%	18%	43%	53%	10%

10% or higher
-10% or lower