



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

February 19, 2025 at 5:00 PM

Mead Public Library, The Loft, 710 N 8th Street

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Wednesday, February 19, 2025 at Mead Public Library, Loft 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
5. Correspondence, Announcements, and Common Council Reports

CONSENT AGENDA

- [6.](#) Facilities Report
- [7.](#) Security Update
- [8.](#) Monthly Statistics
- [9.](#) Monarch Library System - Maeve Quinn
- [10.](#) Mead Foundation - Kathie Norman
- [11.](#) Friends of Mead - Pattie Pilz

COMMITTEE REPORTS

- [12.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

13. Trustee Communication Preference Update
- [14.](#) Shift Premium
- [15.](#) Department of Public Instruction Annual Report
- [16.](#) Wireless Network Upgrade (Administered by Monarch Library System)
- [17.](#) Exclusion & Appeals Policy

DIRECTOR'S REPORT

- [18.](#) Services and Programming

UPCOMING MEETINGS

19. Library Board of Trustees (April 16, 2025, at 5:00 p.m.)

CLOSED SESSION

20. Motion to convene in closed session under the exemption provided in Wis.Stat.s.19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit, Mead Public Library personnel.
21. Motion to Reconvene in Open Session

RECONVENE IN OPEN SESSION

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

ADJOURN

23. 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

January 15, 2025 at 5:00 PM

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

Members in-person: Erin Bremser, Jim Hollister, Kathie Norman, Jeanne Pfeifer, Maeve Quinn, Angela Ramey, and Andre Walton. Members virtual: Meg Albrinck, Melissa Prentice, and Sherry Speth
Staff: Garrett Erickson, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments – None

4. Approval of Minutes

a. Quinn moved to approve the November 20, 2024, minutes. Walton seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Reports

a. Ramey filed non-candidacy papers for her alderperson position

i. A new alderperson will be appointed by the mayor

b. Jeannie Gartman retired.

i. Jeannie Pfeiffer to send a card of congratulations

c. \$16K maintenance support contract for AMH to be paid out of operating budget

6. Consent Agenda

Pfeifer moved to adopt the consent agenda items listed below.

a. Securities Update

b. Monthly Statistics

c. Mead Library Foundation

d. Friends of Mead

e. Facilities Report – Discussion on this line item is detailed below.

Facilities Report

i. Erickson reported that the tuckpoint vendor's supervisor thought the tuckpointing was completed. Mike Wilmas called vendor to ask them to return to complete job. Vendor returned and is working on completing the job.

ii. Bernie Rammer is working with the carpet vendor and carpet manufacturer to get carpet on the second floor fixed.

iii. Quinn asked if we have received any report on the new department. Erickson replied that there has not been a formal resolution, but the new facilities department was formed as part of the budget. Wilmas to implement a help desk ticket system to track requests for all

departments. This will take several months to get setup. All Mead maintenance employees are still officially directed by the Library Director.

7. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues
 - a. Grossen still unable to run financial reports.
 - b. Norman made a motion to approve the Friends/Foundation restricted grants and a Packers Foundation grant. Walton seconded. Motion passed.
 - c. Prentice clarified that the quote for the aquarium includes maintenance and children's education
8. Trustee Communication Preference
 - a. Discussion on preference of official email accounts to be used by BOT members for official trustees' business
 - i. Some members did not want to manage another email account
 - ii. Other members did want an official email account for official trustees' business only
 - iii. Erickson to consult with IT Specialist about setting up a portal which would notify board members when they have an email from Mead.
9. Roof Replacement Project

Erickson reported that in August 2023, the Board of Trustees passed a motion to spend \$250,000 towards a new roof. The roof replacement was delayed. Today, Mead's share for the new roof increased to \$334,375. The City will pay their 50% portion of this new cost of \$334,375. Quinn moved to approve paying \$334,375 for the new roof using funds from the fund balance. Norman seconded. Motion passed.
10. Services and Programming
 - a. Librarian Vacancy - Prentice
 - i. There is currently a librarian vacancy.
 - ii. Internal applicants have applied for this position.
 - iii. We anticipate filling this role by the end of January.
 - b. Tax-Aide Program - Prentice
 - i. AAPR funding tax aid program has resumed.
 - ii. Additional appointment slots have been added.
 - iii. We anticipate approximately 600 appointments this tax season.
 - c. Youth Wellness Navigator – Prentice
 - i. Katie Trakel, a Youth Wellness Navigator, started last week.
 - ii. She will be stationed at Mead for three years.
 - iii. Position is funded through ARPA and administered by Elevate.
 - iv. The social worker is an employee of Elevate.
 - v. The scope of the position and tracking work is being discussed.
 - vi. Trakel will attend February's board meeting.
 - d. New York Times – Erickson
 - i. Mead now offers full access to the New York Times.

Norman moved to adjourn the meeting. Walton seconded. Motion passed. The meeting was adjourned at 5:55 p.m.

Next Meeting February 19, 2025 at 5:00 p.m. in the Rocca Room

Projects Update – Updated 2/12/25

Building Security

- Securing sensitive areas of the building (main electrical room, server room, etc.) - mostly completed, looking into usage of FOB system for this
- Changing exterior door locks – working with Mike Willmas on getting a contractor
- Completing a key audit – work in progress

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

- Adding charging stations on 2nd floor teen center – materials ordered
- Tuck pointing/expansion joint caulking – contractor to return (weather dependent)
- Roof replacement - awaiting weather/contractors to schedule work, anticipate April
- Second floor carpet is not adhering. Working to get the issue fixed via a warranty claim
- Replacement of paper towel holders to new vendor for savings – awaiting delivery of holders

Completed

- Lockers – exterior lights completed

Disruptive Patron Interaction Report January 2025

Item 7.

		Monthly			Year To Date		
	Age	January 2024	January 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	43	31	-28%	40	30	-25%
	Teen	8	17	113%	7	17	143%
	Senior (65+)	0	4	0%	0	4	Cannot Divide by Zero
	Total	51	52	2%	47	51	9%
Exclusions Over 10 Days		1	9	800%	1	9	800%
Emergency Services Called		0	3	0%	0	3	Cannot Divide by Zero

		Monthly			Year To Date		
Type	Name	*January 2024	*January 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
Circulation Transactions	Adult Materials	19,935	18,324	-8%	19,935	18,324	-8%
	Teen Materials	808	1,404	74%	808	1,404	74%
	Children's Materials	11,857	10,617	-10%	11,857	10,617	-10%
	Total Adult/Teen/Children's Materials	32,600	30,345	-7%	32,600	30,345	-7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,694	12,252	15%	10,694	12,252	15%
	Items received for Mead patrons from other libraries	5,777	5,686	-2%	5,777	5,686	-2%
	Total Interlibrary Loans (Transits)	16,471	17,938	9%	16,471	17,938	9%
E-Content Checkouts	Total E-Content Checkouts	10,199	10,863	7%	10,199	10,863	7%
Library Visits	Gate count	17,839	19,262	8%	17,839	19,262	8%
Research Inquiries	Research Inquiries	5,935	2,984	-50%	4,706	1,698	-64%
Internet Usage Provided	Library Workstation Sessions	2,236	2,400	7%	2,236	2,400	7%
	Wireless Sessions	7,284	7,637	5%	7,284	7,637	5%
Number of Library Card Holders	Sheboygan Residents				28,107	28,924	3%
	Non-Sheboygan Residents				6,372	6,511	2%
	Total Number of Library Card Holders				34,479	35,435	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	35	39	11%	5	39	680%
	Children (0-11) Participants	924	959	4%	191	959	402%
	Teen (12-18) Quantity	3	3	0%	3	3	0%
	Teen (12-18) Participants	49	117	139%	49	117	139%
	Adult (18+) Quantity	24	33	38%	24	33	38%
	Adult (18+) Participants	234	382	63%	234	382	63%
	Total number of Classes, Seminars, Workshops, Events	62	75	21%	32	75	134%
	Total number of Participants	1,207	1,458	21%	474	1,458	208%
Conference Room Utilization	Rocca Meeting Room	19%	31%	11%	19%	31%	11%
	Loft Meeting Room	23%	30%	8%	23%	30%	8%
	Public Conference Room #1	38%	43%	5%	38%	43%	5%
	Public Conference Room #2	38%	36%	-2%	38%	36%	-2%
Study Rooms Utilization	Study Rooms Hours Used	812.5	1000	23%	812.5	1000	23%
	Percent Utilization	60%	74%	14%	60%	74%	14%

10% or higher

-10% or lower

Volunteer Report - January 2025

Type	Hours	Volunteer Count
Adult	83	21
Teen	1	1
Grand total	84	22

Books on Wheels

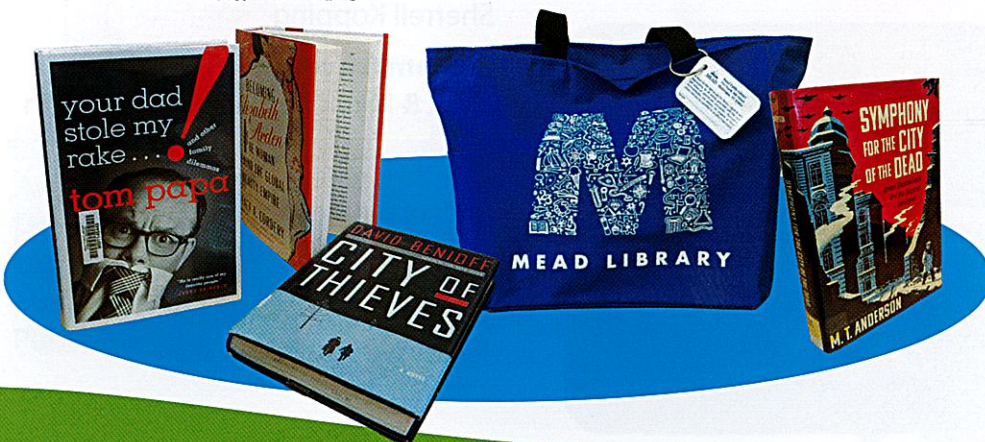
In 2023, Fresh Meals On Wheels (FMOW) began an impactful partnership with the Mead Public Library to bring the joy of reading directly to the homes of meal recipients. This program was created by Mead Public Library for those with significant short- or long-term barriers that prevent them from visiting the library, ensuring that a love for books could still flourish despite physical limitations. FMOW Sheboygan residents automatically qualify for this home delivery service.

"This program has allowed us to connect with people who may have struggled getting to the library otherwise," said Corrina, a librarian at the Mead Public Library. "It's a way to extend our reach and ensure everyone in our community has access to the library."

One such example came when the library received a handwritten letter from a client expressing her gratitude for the program. The woman, who could no longer visit the library, was deeply moved by the opportunity to begin reading again and thanked the library for making it possible for her to continue enjoying books despite her circumstances.

The delivery process is simple. The library drops off the requested books at the FMOW office, then FMOW sends the books out with the regular meal delivery. Once someone has finished reading, FMOW volunteers collect the books during their next meal delivery and the library volunteers pick up the returned books from the FMOW office.

This partnership is a testament to how collaboration between community organizations can bring meaningful services to those in need.



Baked with Love

Every day volunteers are greeted with cookies as a way to say thank you and meal recipients often gush about the sweet treats in their meals. This holiday season, Fresh Meals On Wheels bakers, Laurie and Mike were tasked with baking holiday cookies for each meal recipient.

For many meal recipients who may no longer bake their own holiday treats or have someone to make cookies with them, this thoughtful gesture is especially meaningful. "It's a nice, special treat for them and it's an easy way for us to show we care," Laurie said.

The delectable boxes included cookies such as peanut butter blossoms, molasses, cinnamon crackles, chocolate truffle tarts, date pinwheels, cherry chews and holiday cutouts. Each of the 350 cookie boxes were lovingly assembled by 50 kind-hearted volunteers from Sargento at FMOW.

"This would not have been possible without their help. We hope that this tasty and beautiful treat brought holiday cheer," said Laurie.



If you would like to sign up or get involved with home delivered library materials, please contact Corrina at Mead Public Library, 920-459-3400, ext. 2013, or email meadcirc@monarchlibraries.org.

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES
Minutes

Kewaskum Community Hall
9019 Kettle Morane Drive
Kewaskum, WI 530404

Date: November 14, 2024

Call to Order: 6:00 pm

Adjourned: 7:15 pm

1. **Call to Order:** The meeting was Properly Noticed in accordance with Wisconsin Open Meetings Law. At 6 pm Doane called the meeting to order.
2. **Roll Call:** – Tom Doane, Jeff Caine, Marietta Bailey, Kay Marose, Deana Neis, Joyce Nelson, Barb Olsen, Wendy Sprenger, Justin Strom, Daniel Lamb, and Craig Westfall were present.

Also Present: Riti Grover – MLS, Alison Hoffman – MLS, and Trish Federer – MLS

Absent: John Katzka, Bill Goehring, Maeve Quinn

3. **Public Comment or Correspondence:** None
4. **Motion to Approve the November 14, 2024, Agenda:**
 - a. *Marose moved to change the order of the Agenda to place the Operations Committee as the first Committee Report before the Executive Committee. Westfall seconded the motion. Motion passed.*
 - b. *Westfall moved to approve the agenda as modified. Caine seconded the motion. Motion passed.*
5. **Motion to Approve the Minutes of the September 12, 2024, meeting:**
 - a. *Caine moved to approve the minutes for the meeting on September 12, 2024. Marose seconded the motion. Motion passed.*
6. **Approval of the Expenditures for September and October 2024:**
 - a. *Westfall motioned to approve the Expenditures for September 2024 - \$119,932.54, and October 2024 - \$90,188.09 as presented. Sprenger seconded the motion. Motion carried.*
7. **Monarch Library System updates:**
 - a. The 2025 Monarch Library System Annual Plan was approved by the Executive Committee on October 28, 2024. It was submitted and accepted by DPI.
 - b. The 2025-2029 Monarch Library System Technology and Resource Plan was approved by the Executive Committee on October 28, 2024. The following 5 goals are in the report
 - i. Maximize ILS usability and accessibility and AI enhancements
 - ii. Strengthen and improve IT infrastructure and develop a disaster recovery plan

- iii. Enhance cost efficiency
- iv. Foster communication, collaboration, and continuing education development
- v. Develop the local digital collection
- c. The Monarch Strategic Plan update
 - i. We are in the information collection phase. There has been a meeting with the Library Directors, System staff, and this evening the Board of Trustees.
 - ii. There will also be a Survey going to every stakeholder including Library Staff and our four County Boards.
 - iii. The information gathering should be completed by the end of 2024.
- d. 2026-2030 Ozaukee-Sheboygan Joint County Library Plan update
 - i. Meetings will start in early 2025 with the focus being services and funding for the Bookmobile.
 - ii. There will be 12 members, 6 from each of Ozaukee and Sheboygan counties
- e. Bound copies of the 2023 Monarch Library System Audit were provided for the Board to peruse.
- f. New Catalog by VEGA Discover is receiving good input.
- g. VEGA Program has been implemented in 20+ member libraries. The Aggregate Roll-up Calendar is showcasing their programs on the Monarch website and the Innovative Service Users Group have asked for our input since we are the first in the nation to provide a system wide aggregate calendar. We have been showcased in the Innovate Newsletter for the Development Partners for a consortia version of this software.
- h. Transition of historic digital collections from Rescarta to a cloud server on ContentDM is progressing well.
- i. A draft of a system informational brochure and a new bookmark showing all libraries were presented to the board.
- j. The first installment of the 2025 State Aid should be deposited by December 15th.

8. Committee Reports:

a. Operations Committee:

- i. Marose presented the nominations for the 2025 Slate of Officers: Doane - President, Katzka - Vice President, Sprenger - Treasurer, and Goehring - Bookmobile.
 - 1. *Marose motioned to approve the slate as presented. Westfall seconded the motion. Motion passed.*
- ii. 2025 Resource Library Agreement update:
 - 1. Grover will be meeting with Erickson – SH in March 2025.
 - 2. More granular accountability will be requested, as well as an evaluation of the digital collection.
 - 3. *Marose motioned the 2025 Resource Library Agreement with Mead Public Library be approved. Olsen seconded the motion. Motion passed.*
- iii. *Westfall motioned to enter Closed Session to discuss personnel matters at 6:30 pm. Caine seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*

1. Recommendations for salary ranges, wages adjustment, and bonuses and other relevant recommendations were discussed.
- iv. *Westfall motioned to enter Open Session at 7:03 pm. Caine seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*
- v. *Marose motioned to approve the Operations Committee recommendations made in the closed session for the wages, to be effective 1/1/2025. Lamb seconded the motion. Motion passed.*
- vi. *Marose motioned to adopt a 5 year wage scale for regular Monarch staff employees who have been employed for 5 years or less as recommended by the Operations Committee in closed session. This wage scale to be effective 1/1/2025. Caine seconded. Motion passed.*

b. Executive Committee:

- i. *Sprenger motioned to enter Closed Session to discuss the Director's performance review at 7:06 pm. Marose seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*
- ii. *Caine motioned to enter Open Session at 7:11 pm. Westfall seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*
- iii. The full Board appreciated the System Director's performance with a huge round of standing applause. Grover thanked them profusely for their support and encouragement.
- iv. *Casine motioned to approve the amended 2025 Winnefox Library System/Monarch Library System Accounting Service Agreement. Westfall seconded the motion. Motion carried.*

c. : Finance Committee:

- i. Westfall reported that the Finance Committee did not meet.

d. Bookmobile Committee:

- i. Goehring reported the Bookmobile Committee did not meet.

e. New Business: None

f. Unfinished Business: None

g. Next Meeting: The next meeting will be February 13, 2025, at 6:00 pm at the Kewaskum Community Center.

h. Adjourn: Caine motioned to adjourn the meeting. Sprenger seconded the motion. The meeting was adjourned.

Mead Foundation Report

February 2025

Holds Locker grand opening scheduled for March 26 at noon.

Friends Report

February 2025

Wish List

Friends donated \$12,000 for our 2025 Wish List (check #1420). They decided to give one check each year rather than 2 checks for half the amount each year.

Appraisal Event

The Friends will be hosting an antique appraisal event on April 30 in the Loft. Mark Moran, formerly with Antiques Road Show, will conduct appraisals on up to 40 events. One item per person. Reservations required.

Mead Public Library - Financial Statement for December 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(3,121,649.00)	-	7,622.00
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(100,000.00)	-	-
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(11,589.17)	-	6,589.17
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(13,005.84)	-	7,505.84
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(908.75)	-	408.75
255	481100	INTEREST INCOME	-	-	-	(81,478.65)	-	81,478.65
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(126,016.76)	-	56,016.76
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,936.00)	-	1,936.00
255	493000	FUND EQUITY APPLIED	-	(334,375.00)	(334,375.00)	-	-	(334,375.00)
TOTAL REVENUE			(4,249,214.00)	(334,375.00)	(4,583,589.00)	(4,413,752.75)	-	(169,836.25)
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	(23,212.00)	2,374,864.00	2,291,663.34	-	83,200.66
255511	520310	FICA	142,230.00	(1,440.00)	140,790.00	135,946.81	-	4,843.19
255511	520311	MEDICARE	33,268.00	(337.00)	32,931.00	31,794.07	-	1,136.93
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	147,490.49	-	4,809.51
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	418,578.22	-	13,452.78
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	25,948.54	-	2,109.46
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	4,204.77	-	649.23
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	123,507.25	894.00	4,198.75
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	7,811.35	-	(986.35)
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	25,599.91	-	(1,606.91)
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	10,850.01	-	(1,450.01)
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	9,946.66	-	53.34
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	20,660.66	-	(660.66)
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	7,063.74	-	1,436.26
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,823.56	-	6,616.44
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	13,686.87	-	13.13
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	5,754.90	-	(754.90)
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	12,340.61	-	(2,140.61)
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	59,156.92	-	10,843.08
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	(91,300.00)	313,900.00	313,467.02	-	432.98
255511	548003	OTHER CONTENT	82,000.00	91,300.00	173,300.00	172,742.58	-	557.42

255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	47,390.74	26,097.94	(47,488.68)
255511	555100	UTILITIES	135,167.00	-	135,167.00	104,841.35	-	30,325.65
255511	555120	PHONES	4,000.00	-	4,000.00	1,904.25	-	2,095.75
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,887.30	-	212.70
255511	631200	BUILDING IMPROVEMENTS	-	334,375.00	334,375.00	62,860.25	334,375.00	(62,860.25)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	24,013.23	-	(5,513.23)
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	64,999.12	-	(58,999.12)
TOTAL EXPENSES			4,249,214.00	309,386.00	4,558,600.00	4,211,706.52	361,366.94	(14,473.46)
<i>TOTAL REVENUE LESS EXPENSES</i>			<i>-</i>	<i>(24,989.00)</i>	<i>(24,989.00)</i>	<i>(202,046.23)</i>	<i>361,366.94</i>	<i>(184,309.71)</i>

Language in Draft Employee Handbook

POLICY 4.5 SHIFT PREMIUM

Non-exempt, non-represented City employees will receive shift premium pay issued for hours worked from the hours of 6:00 p.m. – 5:59 a.m. at a rate of \$.40 per hour. Employees who are on a 24-hour shift schedule do not qualify for shift premium.

The Finance Department has estimated the cost of this change to be approximately \$3,000 annually.

Current Language in Employee Handbook

Shift Premium: Non-exempt and non-represented City employees (excluding Transit or Library employees) will be issued for hours worked outside of traditional office hours. Shift premiums apply as follow: 6:00 p.m. –5:59 a.m. - \$0.40/hour



I. GENERAL INFORMATION

1. Name of Library Mead Public Library		2. Public Library System Monarch Library System			
3b. Head Librarian First Name Garrett	3c. Head Librarian Last Name Erickson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 07/31/2028	
6a. Street Address 710 N. 8th St.	6b. Mailing Address or PO Box 710 N. 8th St.	7. City / Village / Town Sheboygan	8a. ZIP 53081	8b. ZIP4 4563	9. County Sheboygan
10. Library Phone Number 9204593400	11. Fax Number (920)459-0204	12. Library E-mail Address of Director garrett.erickson@meadpl.org			
13. Library Website URL www.meadpl.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 88,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number JJ7BCGBDMBN5	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	60	0	0
19b. Number of winter weeks	37	0	0
19c. Summer hours open per week	60	0	0
19d. Number of summer weeks	15	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,120	0	0

II. LIBRARY COLLECTIONS							
				a. Number Owned / Leased	b. Number Added		
1. Books in Print				196,968	11,796		
2. Physical Subscriptions				150			
3. Physical Audio Materials				11,321	510		
4. Physical Video Materials				20,420	1,553		
5. Other Physical Materials				2,210			
6. Total Physical Items in Collection				230,919			
				Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books				Yes	Yes	No	
8. E-serials				Yes	Yes	No	
9. E-audio				Yes	Yes	No	
10. E-video				Yes	No	No	
11. Research Databases				Yes	Yes	Yes	
12. Online Learning Platforms				Yes	Yes	Yes	
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
379,643	148,579	8,912	124,881		60,364		
Method for Counting ILL Transactions Categorized ILL Transactions							
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library Systems (ILS)			120,830		57,725		
WISCAT			4,047		2,639		
Other (includes OCLC, manual tracking or other methods)			4		0		
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
44,143	36,261	46,348	11,567	7,030	138,319		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
28,589	5,314	33,903	No	Actual Count	61,987	Actual Count	234,879
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
70	70	Actual Count	28,147	Actual Count	102,551		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	269	83	56	272	119
Total Attendance	7,385	3,919	2,188	3,189	8,919

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	730	66	3	0	
Total Attendance	21,775	3,737	88		
Total Program Views				0	

Describe the library's in-person programs:

Storybook programs, Maker Space programs, Stem programs, Adult Book Clubs, Make it at Mead, Sunday Make & Take, Radio Programming and podcasts

Which platforms does the library use to host the library's live, virtual programs:

You tube, Facebook, Live 365, Spotify

Describe the library's live, virtual programs:

Book reviews, poetry readings and interviews, book discussions conducted by Librarians, Library Assistants and outside presenters, ukulele lessons, radio

Which platforms does the library use to host the library's pre-recorded programs:

You tube, Facebook, Live 365, Spotify (Podcasts), FM radio

Describe the library's pre-recorded programs:

Mead produced podcasts including book reviews, poetry readings, radio programming, and community interviews conducted by Librarians, Library Assistants, and outside presenters.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Jeanne	Pfeiffer	2710 Mill Road	Sheboygan	53083	jeanepfeiffer75@gmail.co
2. Erin	Bremser	2040 North 6th Street	Sheboygan	53081	ebremser@mac.com
3. Angela	Ramey	514 North 26th Street	Sheboygan	53081	angela.ramey@sheboyganw
4. Kathie	Norman	3217 North 6th Street	Sheboygan	53083	kathienorman@outlook.com
5. Jim	Hollister	2802 North 6th Street	Sheboygan	53083	4hollisters@gmail.com
6. Julia	Hart	622 Pennsylvania Ave, Unit 30	Sheboygan	53081	toddhart7750@gmail.com
7. Maeve	Quinn	310 St. Clair Avenue	Sheboygan	53081	maeve.quinn@meadpl.org
8. Margaret	Albrinck	522 Erie Ave	Sheboygan	53081	albrinckm@gmail.com
9. Sherry	Speth	N3596 E. County Road A	Sheboygan	53085	sspeth@excel.net
10. Andre	Walton	4415 Primrose Ct R203	Sheboygan	53081	andrewalton56@gmail.com
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members <i>Include vacancies in this count</i>	
10	

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

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

Municipality Type	Name	Amount
City	Sheboygan	\$3,114,027
Subtotal 1		\$3,114,027

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$894,726
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$1,557		
Fond du Lac	\$1,424		
Manitowoc	\$51,097		
Ozaukee	\$7,365		
Washington	\$0		
Subtotal 2b			\$61,443

3. State Funds

a. Public Library System State Funds

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

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

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

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

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

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

\$0

7. All Other Operating Income

\$235,936

8. Total Operating Income Add 1 through 7

\$4,406,132

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

\$3,150,004

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

Yes

VI. LIBRARY OPERATING EXPENDITURES				
Report operating expenditures from all sources. Do not report capital expenditures here.				
1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations		
\$2,374,864		\$791,811		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$217,841	\$172,743	\$47,918	\$1,350	\$439,852
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider	Description		Type	Amount
Monarch Library Systems	Delivery and resource sharing		Fee	\$45,792
Bibliotheca	Checkout/Checkin equipment			\$22,762
Otis Elevator	Elevator repair and maintenance			\$12,185
Other small contracts	Facilities repair			\$45,239
Subtotal 4				\$125,978
5. Other Operating Expenditures				\$467,609
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$4,200,114
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$0
VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT				
1. Capital Income and Expenditures by Source of Income				
<i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure		Revenue	Expenditure
a. Federal			\$0	\$0
b. State			\$0	\$0
c. Municipal			\$0	\$0
d. County			\$0	\$0
e. Other	Holds locker system funded by donations		\$0	\$113,561
2. Debt Retirement	3. Rent Paid to Municipality/County		Total Revenue	Total Expenditure
\$0	\$0		\$0	\$113,561
VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD				
1. Total Amount of Other Funds at the End of Year				\$0
IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY				
1. Total Amount of Section IX Funds at End of Year				\$0

X. STAFF

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

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

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$141,690	40.00
Deputy Library Director	Deputy / Associate / Assistant Library Director	MLS (ALA)	\$99,674	40.00
Support Services Manager	Manager/Supervisor of Support Staff	MLS (ALA)	\$98,488	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$579,197	320.00
Librarian	Librarian (MLS)	Librn. no-MLS	\$73,507	40.00
Associate Librarian	Associate Librarian (non-MLS)	Other	\$232,669	160.00
Library Assistant	Library Assistant - Public Services	Other	\$344,188	290.00
Cataloger	Cataloger	Other	\$164,923	120.00
Library Assistant	Library Assistant - Technical Services	Other	\$25,542	20.00

X. STAFF (cont'd.)

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
IT Specialist	Information Technology Manager	Other	\$79,102	40.00
Public Safety Specialist	Social Worker	Other	\$73,507	40.00
Marketing Specialist	Marketing Specialist	Other	\$68,328	40.00
Maintenance Supervisor	Facility Engineering Manager (Maintenance)	Other	\$68,328	40.00
Building Maintenance Worker	Building Maintenance Worker	Other	\$51,626	40.00
Administrative Assistant	Executive Assistant	Other	\$54,933	40.00
Cleaner	Janitorial Cleaner	Other	\$59,561	60.00
Clerk	Clerk - Public Services	Other	\$263,151	290.00
Library Security Monitor	Security (Discipline Monitor)	Other	\$23,390	20.00

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

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
11.00	1.00	12.00	30.00	42.00

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			118,893
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	19,532	84,309	103,841
3. Circulation to Nonresidents Living in Another County in the Library System	1,701	3,232	4,933
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2,271	5,822	8,093
5. Circulation to All Other Wisconsin Residents	1,597	6. Circulation to Persons from Out of the State	429
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	119	f.	
b. Fond du Lac	234	g.	
c. Manitowoc	5,469	h.	
d. Ozaukee	2,965	i.	
e. Washington	92	j.	

XII. TECHNOLOGY (Not included in 2024 Report)

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

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	86	18	12
Total Self-Directed Activity Participation	4,347	914	1,063
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	6	122
Total Self-Directed Activity Participation	0	427	6,751

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

a. First Name	b. Last Name	c. Email Address
Susan	Durant	susan.durant@meadpl.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Kelly	Rohde	kelly.rohde@meadpl.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

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

XV. CERTIFICATION

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Jeanne Pfeiffer	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Garrett Erickson	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Sheboygan

The Mead Public Library Board of Trustees hereby states that in 2024 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

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

Indicate with an X one of the above statements

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


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

DRAFT

XV. CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Jeanne Pfeiffer	Date Signed
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COMMENTS

SECTION_III
3a., E-book Circulation
40477 (Monarch) + 3666 (Mead)--2025-01-24
3b., E-serial Circulation
12251 (Monarch) + 24010 (Mead)--2025-01-24
3c., E-audio Circulation
33491 (Monarch) + 12857 (Mead)--2025-01-24
3e., Circulation of Children's Electronic Materials
6506 (Monarch) + 524 (Mead)--2025-01-24
9b., Wireless Internet Uses
Monarch count was 101,855, Mead's count was 109,836--2025-01-24

DRAFT

Wi-Fi Access Point Replacement Request

As of 2/12/2025 Monarch has only provided a tentative cost for replacement. This is based on the unofficial cost breakdown I received from Carl. So, this is subject to change but likely to not exceed this cost.

Current AP's were installed in Spring of 2019 and cost \$15,755.00

Cost Breakdown

Total cost for replacement - \$16,000 (\$800 per device, 20 devices to replace)

Per device cost information

- \$450 – Access Point (Model: AP4000-WW)
- \$217 – Cloud management and statistic's 5-year license. This is required to manage the device and collect session count information.
- \$133 – Extended Warranty next business day replacement

Advantages of Upgrading

- **Less Congestion and Interference** – Support for Wifi 6E which adds the 6GHz band. This is great as the 2.4 and 5 GHz bands tend to have a lot of interference especially in the middle of a city.
- **Lower latency** – As an effect of less inference, less data is lost in transmission and this provides a smoother and more reliable connection. Example: Video conference or anything live streamed will be more reliable and perform better.
- **More Device Capacity** – With the addition of the extra band and protocol improvements Wi-Fi 6E AP's can handle more devices with less congestion.
- **Improved Security** – Wi-Fi 6 introduced WPA3 which provides better encryption on password protected networks such as the Staff Wi-Fi and other hidden Wi-Fi networks used with our devices.

Title: **Exclusions & Appeals**
 Chapter: **Services**
 Approved By: **Library Board of Trustees**

Document Type: **Policy**
 Document Number: **10.03**
 Original Effective Date: 5/1/2020
 Date of Last Revision: 9/22/2022

Exclusions & Appeals

Mead Public Library Vision

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

Mead Public Library Mission

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

Mead Public Library Values

Service, Inclusiveness, Innovation and Enrichment

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

Exclusion 10+ Consecutive Days

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

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

Exclusion 90+ Consecutive Days

If you have received an exclusion from the library that is 90 days or longer, you may request an appeal by completing this form. The form must be filled out completely and must be received within 14 days of the initial exclusion to be considered. A decision will be made within 14 days of receiving the appeal form. You are still banned from the library until you are contacted with a

decision. You may be required to meet with library staff and/or Board members before library privileges are restored.

Request to Shorten a Library Exclusion

If you have received an exclusion from the library that is 90 days or longer, you may request an appeal by completing this form (Email? Online form?).

The form must be filled out completely and must be received within 14 days of the initial exclusion to be considered. A decision will be made within 14 days of receiving the appeal form. You are still banned from the library until you are contacted with a decision. You may be required to meet with library staff and/or Board members before library privileges are restored.

Mead Public Library
Attn Deputy Director
710 N 8th Street
Sheboygan WI 53083

- Date
- Name
- Address
- City
- State/Zip
- Phone
- Email

You must read the library's Code of Conduct for your request to be considered.

Have you read the Code of Conduct? Yes No

In your own words, please explain why you were excluded from the library:

Please explain why the library should consider shortening your exclusion:

Exclusion Indefinite

Indefinite exclusion periods may be issued for serious infractions involving violent or illegal behaviors (e.g. brandishing weapons, serious threats of violence, and/or egregious harassment of library staff or patrons). In these instances, the individual may request an administrative review in writing no sooner than one year after the exclusion is issued to determine whether library privileges may be reinstated.

Support Services Report to the Mead Library Board of Trustees

Submitted by Cheryl Nessman

February, 2025

Staffing

- Annual reviews have been completed for all Support Services staff.

Collections

- We have made the switch to the [All Access NY Times digital subscription](#), giving our patrons access to NYT news, games, food, Wire Cutter, and more.
- We will soon be acquiring Mango Languages and discontinuing Rosetta Stone. Rosetta Stone has consistently had a high cost/use and it can be difficult to access. For a little over half of what we were paying for Rosetta Stone, we will get Mango Languages plus their [American Sign Language Inside](#) and [Little Pim](#) add-ons, and we are hopeful that their highly rated app will be much easier for our patrons to access.
- We are shifting Adult Biographies to make room for the Adult Spanish and Adult Literacy collection on the wall shelving on our second floor. We will then shift the Adult 800s and 700s towards Travel to give them a little breathing room.
- We have replaced the old newspaper kiosk with [Newspaper Magboxes](#) and moved everything onto the Newspaper shelves.

Patron Services

- Vega Discover update: In mid-December, Innovative rolled out an update that was supposed to allow users to choose the 24/7 Holds Locker pickup location from within the new discovery layer. The update caused a number of unforeseen problems and was rolled back. To date, Innovative has been unable to resolve the issues and we are still waiting for 24/7 Holds Locker location functionality that will allow our users to choose the lockers as a pickup location from within the new discovery layer (Vega Discover).
- 24/7 Locker Updates:
 - We did not run out of 24/7 Holds Locker space during the month of January.
 - The locker vendor, D-Tech, has done a [case study of our lockers](#) which highlights our innovation in seeking interior back access to the locker system while providing customers with 24/7 external access.
 - Exterior lights have been added to the awning over the lockers, making them safer to access during evening hours.
- Installation of the new Automated Material Handling machine (AMH) is tentatively scheduled for April 21st.
- Clerks are continuing to perform ongoing inventories of all of our collections utilizing LEAP (the web version of Polaris). During this process, we catch items

that have been marked as missing and lost, as well as items that have been deleted from our system. This helps us keep our collections healthy and provides a great service to our patrons.

- Circ staff are continuing to expand the Library's Home Delivery service. They are reaching out to local assisted living and nursing home facilities to promote our [Institutional Card](#) + [Home Delivery services](#). Shores of Sheboygan is the only facility taking advantage of these two programs. If you know anyone who is staying or working at any of the other facilities in the area, please share that we are interested in providing library services to their facility. They can contact us at: meadcirc@monarchlibraries.org or call the library and ask for Corrina for more information.



Mead Public Library's Expanded Access with D-Tech SMART lockers

CHALLENGES

Deliver 24/7 library access

To increase lending and accommodate patrons unable to visit during regular hours, such as shift workers.

Protect staff from the elements

With daily temperatures below 38°F, MPL needed an external locker solution that could be loaded from inside the library walls.

Integrate seamlessly with existing ILS

To ensure a smooth and efficient patron.



BENEFITS

Customization – When librarians speak, D-Tech listens!

Being manufacturers of its own locker and proprietary software made D-Tech was the only company capable of delivering this solution. This level of control enabled D-Tech to collaborate closely with MPL's architects, seamlessly integrating the unit into the building's wall and redesigning the locker system to include rear-loading doors.

Staff Experience

With some training and workflow adjustments, the Mead Public Library team found the system easy to operate and manage. The rear-loading design allowed staff to load lockers while staying comfortably warm inside the library, avoiding exposure to Wisconsin's freezing winter temperatures. This innovative yet practical design not only enhanced patron services but also ensured long-term comfort for team members.experience.

SOLUTIONS

D-Tech customized its SMART lockers to add a unique rear-loading feature, providing the ideal solution.



Indoor/Outdoor
Access



24/7
Accessibility



Seamless
Integration

“The lockers integrate smoothly with Polaris, are easy to maintain, and are the only solution offering internal loading and external access - a feature that has made a real difference for us. Yes, we'd recommend D-Tech!”



Cheryl Nessman
Support Services Manager
Mead Public Library



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