



***** AMENDED *** MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA**

October 15, 2025 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, October 15, 2025, at Mead Public Library in the Loft, 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 Library Foundation - No Report
11. Friends of Mead - No Report

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.](#) Monarch Membership Agreement
- [14.](#) 2026 Mead Schedule
- [15.](#) Review Draft Policy - Use of the Library
- [16.](#) Review Draft Policy - Meeting Room
- [17.](#) Review Draft Policy - Photography and Recordings

DIRECTOR'S REPORT

- [18.](#) Services and Programming
- 19. Staffing Updates

UPCOMING MEETINGS

- 20. Library Board of Trustees (November 19, 2025, at 5:00 p.m.)

ADJOURN

- 21. 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

September 17, 2025 at 5:00 PM

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

In-person: Julia Hart, Jim Hollister, Susan Kuck, Jeanne Pfeifer, and Maeve Quinn

Virtual: Meg Albrinck, and Kathie Norman

Staff: Garrett Erickson, Evan Grossen, 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. Hart moved to approve the August 20, 2025, minutes. Quinn seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report - Close

- a. Mead will be closed on September 19 for staff in-service training
- b. Sharon Winkel, former Mead Library Director passed away

6. 6-11. Consent Agenda

Hollister moved to adopt the consent agenda. Quinn seconded. Motion passed.

- a. Monthly Statistics
- b. Monarch Library System
- c. Mead Library Foundation
- d. Friends of Mead
- e. Support Services

12. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues

- a. Accounts payable and YTD budget reports were reviewed
- b. Second installment of the property tax levy from the County were finalized
- c. Wages/benefits slightly under budget
- d. Insurance premiums are under budget
- e. Purchase of Orange Boy software will be funded via the software budget
- f. Contracted Services budget has \$46K remaining which is available for upcoming projects
- g. Hart moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck seconded. Motion passed.

13. Human Resources Committee – Norman

- a. Committee met on September 16
- b. Prentice resigned from her Deputy Director position effective date October 3
- c. Position will be posted with no changes to the job description

14. Arts and Facilities Committee – Hart

- a. Acceptance of art piece was discussed
- b. Discussion on action/costs if piece is accepted
 - i. UWGB possible pedestal donation
 - ii. Mead maintenance can build pedestal for an estimated \$350-450
 - iii. Possible locations within library were discussed
 - iv. Acceptance of piece would be contingent upon artist signing donation form

15. Job Descriptions - Erickson

- a. No changes to Deputy Director's job description at this time

16. Table of Organization

- a. After Deputy Director's position has been filled, we will revisit possible changes to our Table of Organization

17. Maintenance Resolution – Erickson

- a. City Administrator Bradley and Deputy City Attorney Majerus approved the resolution
- b. City Finance Committee to review resolution
- c. Upon approval by City Finance, Common Council will review resolution
- d. Quinn recommended Mead assess the success of the resolution in June 2026, prior to the 2027 budget
- e. Albrinck asked for performance metrics. Erickson stated performance metrics can be difficult to measure since they are subjective. Norman suggested we document any issues and/or concerns as they arise.
- f. A ticketing system has been purchased which will be implemented
- g. Norman moved to accept the Maintenance Resolution. Albrinck seconded. Quinn abstained. Motion passed.

18. Policy Updates

- a. Hart moved to accept the recommended modification to the Digital Media Policy 6.05 as presented. Quinn seconded. Motion passed.
- b. Hollister moved to accept the recommended changes to the Photography and Recordings Policy 6.04. Quinn seconded. Motion passed.

19. Arts and Facilities Committee Recommendation

- a. Hart moved to accept the donation of the statue by Rick Ponzio. Hollister seconded. Motion passed.
- b. Pilz to ask artist to complete the donation form

20. Nominations from the Floor and Election of Vice President to complete the remainder of the 2025 - 2026 term

- a. Walton stepping down as Vice President but will remain a board member
- b. Quinn moved to nominate Bremser as Vice President. Hollister seconded. Motion passed.
- c. Hollister moved to close nominations for Vice President. The motion unanimously passed.
- d. Bremser will serve as Vice President through April 2026

21. Appoint Committee Chairs and Members as Set Forth in the Bylaws

- a. As Vice President, Bremser will serve as Human Resources Committee Chair
- b. Pfeiffer will assume Walton's position on the Building Committee
- c. Hart will assume Walton's position as the Arts and Facilities Committee Chair

- d. Pfeiffer to provide Pilz with roster updates
- e. Pilz to distribute updated roster to committee members

22. Services and Programming

- a. Summer Reading Program was a success with adult participants outnumbering teens

23. 2026 Budget Update – Erickson

- a. Budget was presented by City Administrator Bradley to the Committee of the Whole
- b. Evans stated that the budget should not change much other than insurance costs
- c. There are currently no 2026-2030 library capital projects
- d. Wilmas will be submitting facility costs based off of the facilities review performed earlier this year
- e. September 30 - Budget will be printed and published
- f. November 3 - Final budget reviewed

24. Motion to Adjourn

- a. Hart moved to adjourn the meeting. Albrinck seconded. Motion passed. Meeting was adjourned at 5:57 p.m.

Next Meeting October 15, 2025, at 5:00 p.m. in the **LOFT** Room.

Mead's Alison Loewen Named Wisconsin Librarian of the Year

SHEBOYGAN — Alison Loewen, a youth services librarian at Sheboygan's Mead Public Library, has been named the state's Librarian of the Year by the Wisconsin Library Association.

Loewen, who joined Mead Library in 2017, was chosen for her work as an innovative and collaborative leader whose joyful approach to early literacy has transformed how families and communities engage with learning.

"Alison's work reflects the best of Wisconsin librarianship: innovative, inclusive and rooted in collaboration," WLA officials said. "Her joyful energy, generosity of spirit and unwavering dedication to children and families have made a lasting impact on Sheboygan and across the state."

WLA officials highlighted Loewen's research-based practice and authentic community listening, along with her leadership in early literacy programming, from statewide training to local engagement that's matched only by her deep care for the families she serves.

This past year, Loewen launched the Ready, Set, 4K initiative—funded by a Kohler Foundation grant—where she distributed over 500 school readiness backpacks, each thoughtfully designed to build caregiver confidence and close opportunity gaps for young learners.

She also helped launch a Born Learning Trail with United Way, created a Farmers Market Booklet to inspire literacy-rich family adventures and was part of the team recognized with the Sheboygan County Chamber of Commerce Working Together Award in 2023 for their commitment to youth wellness and community partnerships.

"We are extremely proud of the work Alison has done at the library and the valuable contributions she continues to make in our community that extend beyond the library's walls," said Mead Public Library Director Garrett Erickson.

Loewen currently serves as a WLA Youth Services Section Board Chair, a national PBS KIDS Early Learning Champion and a trusted thought partner in state and national library networks.

She also co-leads PBS Wisconsin Education's statewide library cohort, training more than 115 librarians to integrate playful learning strategies into their programs, reaching nearly 3,000 families statewide.

Colleagues and partners praise her unique ability to bring people together around a shared vision.

Kathryn McKillip, principal of Sheboygan’s Early Learning Center, credits Alison with helping launch a new Maker’s Space, designing collaborative family learning events like Work It Out Wombats, and leading meaningful field trips for 4K students that made many children’s first library visit “welcoming, educational, and memorable.”

Facilities Report– Updated 10/10/25

In Process

- Fish Tank Installation
 - Assist with fish tank installation
 - Pedestal is completed
 - Awaiting fish
- Roof Replacement
 - Work continues on east sidewalk around roof, metal roofing and main roof
- Community Services Office and Phone Booths
 - Construction is starting the third week of October
- 24/7 Locker Expansion
 - Maintenance will assist with locker installation on October 15
- Replacement of Paper Towel and Toilet Paper Holders to New Vendor for Savings
 - Down to one old paper towel dispenser and two old toilet paper holders
 - Using up old supplies before converting to new dispensers

Upcoming

- Automatic Material Handling (AMH) Machine
 - Contractor needs to patch brick on book drop that was removed
- Carpeting
 - Second floor carpet is not adhering properly
 - Working with the city procurement to get the issue fixed via a warranty claim
 - Some tile was swapped out for testing
- Youth Services Entrance Doors
 - Working with contractor to update entrance

Completed

- Key audit
- Automatic Material Handling (AMH) installed indication light for alarms
- Book drop open/closed lights installed

| Disruptive Patron Interaction Report September 2025 | | | | | | | |
|---|--------------|----------------|----------------|----------------------|-------------------|-------------------|-----------------------|
| | | Monthly | | | Year To Date | | |
| | Age | September 2024 | September 2025 | Monthly 2024 vs 2025 | Year-to-date 2024 | Year-to-date 2025 | YTD 2023 vs 2024 |
| Reported Incidents | Adult | 29 | 34 | 17% | 340 | 300 | -12% |
| | Teen | 7 | 3 | -57% | 111 | 64 | -42% |
| | Senior (65+) | 3 | 0 | -100% | 9 | 23 | Cannot Divide by Zero |
| | Total | 39 | 37 | -5% | 460 | 387 | -16% |
| Exclusions Over 10 Days | | 13 | 7 | -46% | 64 | 47 | -27% |
| Emergency Services Called | | 4 | 0 | -100% | 28 | 25 | -11% |

Volunteer Report - September 2025

| Type | Volunteer Count | Total Hours |
|-------------|-----------------|-------------|
| Adult | 22 | 91 |
| Teen | 4 | 16 |
| Grand total | 26 | 107 |

| | | Monthly | | | Year To Date | | |
|---------------------------------------|--|-----------------|-----------------|-----------------------|--------------------|--------------------|-------------------|
| Type | Name | *September 2024 | *September 2025 | *Monthly 2024 vs 2025 | *Year-to-date 2024 | *Year-to-date 2025 | *YTD 2024 vs 2025 |
| Circulation Transactions | Adult Materials | 16,351 | 15,836 | -3% | 165,212 | 154,627 | -6% |
| | Teen Materials | 674 | 717 | 6% | 10,151 | 9,062 | -11% |
| | Children's Materials | 10,776 | 10,459 | -3% | 118,811 | 109,093 | -8% |
| | Total Adult/Teen/Children's Materials | 27,801 | 27,012 | -3% | 294,174 | 272,782 | -7% |
| Materials Shared With Other Libraries | Items provided to other libraries from Mead | 10,025 | 10,249 | 2% | 91,680 | 95,721 | 4% |
| | Items received for Mead patrons from other libraries | 4,493 | 4,573 | 2% | 43,927 | 42,076 | -4% |
| | Total Interlibrary Loans (Transits) | 14,518 | 14,822 | 2% | 135,607 | 137,797 | 2% |
| E-Content Checkouts | Total E-Content Checkouts | 9,364 | 9,662 | 3% | 86,789 | 90,616 | 4% |
| Library Visits | Gate count | 17,347 | 18,732 | 8% | 179,891 | 186,689 | 4% |
| Research Inquiries | Research Inquiries | 6,605 | 3,297 | -50% | 52,741 | 30,878 | -41% |
| Internet Usage Provided | Library Workstation Sessions | 2,329 | 2,045 | -12% | 21,507 | 20,396 | -5% |
| | Wireless Sessions | 9,818 | 5,896 | -40% | 78,199 | 50,218 | -36% |
| Number of Library Card Holders | Sheboygan Residents | | | | 28,509 | 29,564 | 4% |
| | Non-Sheboygan Residents | | | | 6,398 | 6,379 | 0% |
| | Total Number of Library Card Holders | | | | 34,907 | 35,943 | 3% |
| Classes, Seminars, Workshops, Events | Children (0-11) Quantity | 35 | 31 | -11% | 67 | 268 | 300% |
| | Children (0-11) Participants | 892 | 861 | -3% | 3,358 | 8,828 | 163% |
| | Teen (12-18) Quantity | 1 | 3 | 200% | 48 | 39 | -19% |
| | Teen (12-18) Participants | 29 | 27 | -7% | 1,977 | 976 | -51% |
| | Adult (18+) Quantity | 34 | 23 | -32% | 203 | 196 | -3% |
| | Adult (18+) Participants | 362 | 337 | -7% | 2,456 | 2,302 | -6% |
| | Total number of Classes, Seminars, Workshops, Events | 70 | 57 | -19% | 318 | 503 | 58% |
| | Total number of Participants | 1,283 | 1,225 | -5% | 7,791 | 12,106 | 55% |
| Conference Room Utilization | Rocca Meeting Room | 32% | 33% | 2% | 36% | 43% | 7% |
| | Loft Meeting Room | 21% | 36% | 15% | 25% | 34% | 8% |
| | Public Conference Room #1 | 46% | 38% | -8% | 43% | 36% | -7% |
| | Public Conference Room #2 | 32% | 42% | 11% | 34% | 41% | 7% |
| Study Rooms Utilization | Study Rooms Hours Used | 693 | 889 | 28% | 6216.75 | 6966.5 | 12% |
| | Percent Utilization | 55% | 68% | 13% | 53% | 59% | 6% |

10% or higher

-10% or lower

Monarch Library System Membership Agreement

**Between the Monarch Library System
And _____ Library**

Article I General

1. This agreement is entered into by and between the Board of the _____ Library and the Monarch Library System Board of Trustees.

Article II Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [Wis. Stat. 43.15 & Wis. Stat. 43.19].
2. The _____ Library Board is the body, established under Wisconsin Statutes [Wis. Stat. 43.54] which administers the _____ Library as an agency established by the _____ to provide public library service. [Wis. Stat. 43.52 & 43.53]
 - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective _____ 20__ and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a 67% majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.

Article III Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE _____ LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under Wis. Stats. Ch. 43.
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the Division for Libraries and Technology, and approved by the System Board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries' municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, Department of Public Instructions/Division for Libraries and Technology Information Bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [Wis. Stat. 43.15(4)(c)6].
8. Annually be open to the public an average of at least twenty (20) hours each week. [Wis. Stat. 43.15(4)(c)7].
9. Annually spend at least \$2,500.00 on library materials. [Wis. Stat. 43.15(4)(c)8].
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [Wis. Stat. 43.14(10) and 43.27(11)].
12. File an annual report as specified by the Division for Libraries and Technology [Wis. Stat. 43.17(5)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librarians residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

Article IV Library System Responsibilities

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

Article V Member Library Committee Responsibilities

1. The system member directors, or if applicable, designated representatives, will participate in various councils and committees and shall attend all meetings to which they are appointed.
2. Standing library committees of the member libraries are the following:
 - a. Directors Council. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. Decisions may be appealed using the process outlined in appendix D and E.
 - b. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS.
 - c. Governance Committee. The governance committee shall set policies and standards, and oversee the development, implementation, and planning of all other non-ILS related areas.
 - d. Circulation Committee. Create procedures for consistency throughout the ILS with circulation of materials and patron records.
 - e. *Ad Hoc Advisory Committees*: Ad hoc committees shall consider appropriate matters, make reports to the Directors Council, and fulfill such other advisory functions as may be designated.

Article VI Termination of Membership by the Library

1. Any member may terminate its system membership by providing written notice to the system board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1st.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on, or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacement, or improvements thereto provided that the property described above shall remain the property of the system.

Article VII Termination of Membership by the System

1. Membership in the system may be terminated for cause and will require the approval of the system board and a 67% majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the system or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.
4. In all other respects the termination of membership by the System Board and the Directors Council shall be handled according to the provisions listed above.

Representing the Monarch Library System

Board President

System Director

Date

Representing the Library

Board President

Library Director

Date

Appendix A System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ELSL/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of the document.

Appendix B System Member Voting Structure

The Directors Council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the Directors Council will use a weighted voting model based on a reverse of the state libraries certification levels, which are based on population.

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

A threshold of 75% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

- **Note:** The voting structure is taken from the ELSL/MWFLS merger committee final recommendation report and can be found in appendix D of that document.

Appendix C Technology Responsibilities

Monarch Library System staff may recommend technology purchases to standardize library system services. System-wide technology purchases may be funded by the Monarch Library System, by the libraries, or by a combination of both the Monarch Library System and the libraries. Any recommendations that include member library costs will be voted on by the Directors Council.

On or before July 1st of each year, member libraries will be informed of costs associated with any Monarch Library System technology-related purchases for the following year. The purchases may be made by the Monarch Library System before the following year; however the member libraries will not be invoiced until January 1st of the following year, with total payment due from the member library within sixty {60} days.

Member libraries are expected to respond to requests and participate in technology-related upgrades to hardware and software by the deadlines stated in Monarch Library System office communication about such work. Libraries opting out of recommended upgrades to hardware and software may experience a reduced level of technology support.

Member libraries will designate a staff member to communicate with Monarch Library System staff in regards to technology-related purchases and upgrades. This library staff member will be the library director or his/her designee.

Appendix D Appeal Process

The appeal process begins when the appeal form (appendix E) is completed and submitted to the Directors Council. The Directors Council shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty {30} days of receiving the notice. If the appellant is still dissatisfied with the decision after the appeal has been heard by the Directors Council, the matter can be referred to the system director to be heard by the System Board for a final decision.

Appendix E Appeal Form

Member Library(s); _____

Address: _____

Telephone: _____

Name of person(s) filing the appeal: _____

1. To what decision of the Directors Council do you object?

- *Be specific: Cite the motion, action, and date (attach additional pages or documentation as needed).*

2. What is the reason you are appealing this decision?

- *Be specific: How does the decision affect your library? How does it affect other libraries?*

3. Did you attend the meeting at which the decision under appeal was made?

4. If not, did you assign a proxy and instruct the proxy how to vote on your behalf?

5. What would you recommend as a resolution to the disagreement to this decision?

Signature(s); _____

Date: _____

Date Received by Directors Council: _____

Mead Public Library - Financial Statement for September 30, 2025

| ORG | OBJ | ACCOUNT DESCRIPTION | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET |
|----------------------|--------|--------------------------------|-----------------------|-----------------|-----------------------|-----------------------|--------------|---------------------|
| 255 | 411100 | PROPERTY TAX LEVY | (3,150,004.00) | - | (3,150,004.00) | (2,333,947.26) | - | (816,056.74) |
| 255 | 437200 | MONARCH - SHEBOYGAN COUNTY | (929,860.00) | - | (929,860.00) | (929,859.48) | - | (0.52) |
| 255 | 437210 | MONARCH - OZAUKEE COUNTY | (13,113.00) | - | (13,113.00) | (13,112.64) | - | (0.36) |
| 255 | 437220 | MONARCH - RESOURCE | (100,000.00) | - | (100,000.00) | (100,000.00) | - | - |
| 255 | 437230 | MONARCH - ADJACENT COUNTIES | (53,708.00) | - | (53,708.00) | (52,151.00) | - | (1,557.00) |
| 255 | 451915 | PATRON FEES | (7,000.00) | - | (7,000.00) | (4,000.15) | - | (2,999.85) |
| 255 | 461000 | PHOTOCOPIES | (8,000.00) | - | (8,000.00) | (17,254.90) | - | 9,254.90 |
| 255 | 469100 | VENDING/CONCESSION SALES | (600.00) | - | (600.00) | (716.42) | - | 116.42 |
| 255 | 481100 | INTEREST INCOME | (40,000.00) | - | (40,000.00) | (64,715.35) | - | 24,715.35 |
| 255 | 485000 | CONTRIBUTIONS/DONATIONS | (70,000.00) | - | (70,000.00) | (129,414.44) | - | 59,414.44 |
| 255 | 489000 | MISCELLANEOUS REVENUE | (2,000.00) | - | (2,000.00) | (2,429.72) | - | 429.72 |
| TOTAL REVENUE | | | (4,374,285.00) | - | (4,374,285.00) | (3,647,601.36) | - | (726,683.64) |
| 255511 | 510110 | FULL TIME SALARIES - REGULAR | 2,463,039.00 | - | 2,463,039.00 | 1,660,090.84 | - | 802,948.16 |
| 255511 | 510111 | FULL TIME SALARIES - OVERTIME | - | - | - | 2,091.38 | - | (2,091.38) |
| 255511 | 520310 | FICA | 146,355.00 | - | 146,355.00 | 97,969.39 | - | 48,385.61 |
| 255511 | 520311 | MEDICARE | 34,229.00 | - | 34,229.00 | 22,912.23 | - | 11,316.77 |
| 255511 | 520320 | WI RETIREMENT FUND | 157,838.00 | - | 157,838.00 | 110,431.79 | - | 47,406.21 |
| 255511 | 520340 | HEALTH INSURANCE | 449,803.00 | - | 449,803.00 | 363,870.96 | - | 85,932.04 |
| 255511 | 520341 | RETIREE BENEFITS | - | - | - | - | - | - |
| 255511 | 520350 | DENTAL INSURANCE | 26,374.00 | - | 26,374.00 | 21,380.12 | - | 4,993.88 |
| 255511 | 520360 | LIFE INSURANCE | 5,141.00 | - | 5,141.00 | 3,261.88 | - | 1,879.12 |
| 255511 | 520400 | WORKERS COMPENSATION | 847.00 | - | 847.00 | 847.00 | - | - |
| 255511 | 531100 | CONTRACTED SERVICES | 173,027.00 | - | 173,027.00 | 114,543.33 | 17,957.40 | 40,526.27 |
| 255511 | 531110 | FINANCIAL SERVICE FEES | 6,435.00 | - | 6,435.00 | 5,249.64 | - | 1,185.36 |
| 255511 | 531206 | INSURANCE PREMIUMS | 24,366.00 | - | 24,366.00 | 2,195.58 | - | 22,170.42 |
| 255511 | 531400 | ADVERTISING & MARKETING | 9,400.00 | - | 9,400.00 | 6,353.86 | - | 3,046.14 |
| 255511 | 531800 | PROGRAM SERVICES | 10,000.00 | - | 10,000.00 | 10,190.70 | - | (190.70) |
| 255511 | 533105 | IT SERVICE FUND CHARGES | 51,944.00 | - | 51,944.00 | 51,944.00 | - | - |
| 255511 | 533106 | SOFTWARE MAINT & SUBSCRIPTIONS | 20,000.00 | - | 20,000.00 | 15,773.69 | 13,000.00 | (8,773.69) |
| 255511 | 536125 | EMPLOYEE DEVELOPMENT | 8,500.00 | - | 8,500.00 | 11,715.34 | - | (3,215.34) |
| 255511 | 537100 | VEHICLE & PARKING EXPENSES | 19,440.00 | - | 19,440.00 | 10,310.73 | - | 9,129.27 |
| 255511 | 540100 | OFFICE SUPPLIES | 13,700.00 | - | 13,700.00 | 7,874.43 | - | 5,825.57 |
| 255511 | 540130 | POSTAGE & DELIVERY | 5,000.00 | - | 5,000.00 | 6,848.02 | - | (1,848.02) |
| 255511 | 540205 | DISPLAYS | 1,000.00 | - | 1,000.00 | - | - | 1,000.00 |
| 255511 | 540222 | JANITORIAL SUPPLIES | - | - | - | - | - | - |
| 255511 | 548001 | DONATION PURCHASES | 70,000.00 | - | 70,000.00 | 79,108.05 | 127,290.00 | (136,398.05) |
| 255511 | 548002 | MATERIALS - ALL CATEGORIES | 361,019.00 | - | 361,019.00 | 217,805.48 | - | 143,213.52 |
| 255511 | 548003 | OTHER CONTENT | 146,156.00 | - | 146,156.00 | 169,099.70 | - | (22,943.70) |

Mead Public Library - Financial Statement for September 30, 2025

| ORG | OBJ | ACCOUNT DESCRIPTION | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET |
|------------------------------------|--------|-------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|-------------------|
| 255511 | 550110 | BUILDING MAINT & REPAIR | - | - | - | - | - | - |
| 255511 | 555100 | UTILITIES | 139,072.00 | - | 139,072.00 | 54,704.01 | - | 84,367.99 |
| 255511 | 555120 | PHONES | 4,000.00 | - | 4,000.00 | 646.88 | - | 3,353.12 |
| 255511 | 560255 | TOOLS & SMALL EQUIPMENT | 3,100.00 | - | 3,100.00 | 840.90 | - | 2,259.10 |
| 255511 | 631200 | BUILDING IMPROVEMENTS | - | 334,375.00 | 334,375.00 | 108,511.20 | 246,282.50 | (20,418.70) |
| 255511 | 652200 | IT EQUIPMENT | 24,500.00 | - | 24,500.00 | 10,646.23 | - | 13,853.77 |
| 255511 | 659200 | EQUIPMENT REPLACEMENT | - | - | - | 196,908.06 | 72,096.24 | (269,004.30) |
| TOTAL EXPENSES | | | 4,374,285.00 | 334,375.00 | 4,708,660.00 | 3,364,125.42 | 476,626.14 | 867,908.44 |
| TOTAL REVENUE LESS EXPENSES | | | - | 334,375.00 | 334,375.00 | (283,475.94) | 476,626.14 | 141,224.80 |

* Janitorial Supplies and Building Maintenance & Repair expense budgets and actuals now covered by Buildings & Grounds Department starting in 2025

Mead Public Library - Accounts Payable September 1st, 2025 through September 30th, 2025

| VENDOR NAME | ACCOUNT | ACCOUNT DESC | AMOUNT | DATE PAID | CHECK NO | FULL DESC |
|----------------------|---------------|----------------------------|----------|-----------|----------|--|
| AT&T CORP | 255511 531100 | CONTRACTED SERVICES | 90.03 | 09172025 | 368887 | ACCT #831-001-4630 820 AUG BILLING MPL BROADBAND |
| CHARTER COMMUNICATIO | 255511 531100 | CONTRACTED SERVICES | 159.98 | 09172025 | 368900 | ACCT #121113701 SEPT 2025 INTERNET EXPENSE MPL |
| PSAB ENTERPRISES | 255511 531100 | CONTRACTED SERVICES | 1,930.00 | 09182025 | 6562 | CUST #5148 SPECIAL SERVICE TEMP STAFFING |
| EVEN'S PEST CONTROL | 255511 531100 | CONTRACTED SERVICES | 140.00 | 09172025 | 368907 | PEST CONTROL SERVICES-MPL ACCT #5514 |
| AT&T | 255511 531100 | CONTRACTED SERVICES | 413.34 | 09172025 | 368886 | ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE |
| AMAZON CAPITAL SERVI | 255511 531800 | PROGRAM SERVICES | 83.87 | 09172025 | 6506 | ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE |
| AMAZON CAPITAL SERVI | 255511 531800 | PROGRAM SERVICES | 19.93 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE |
| AMAZON CAPITAL SERVI | 255511 531800 | PROGRAM SERVICES | 72.67 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE |
| AMAZON CAPITAL SERVI | 255511 531800 | PROGRAM SERVICES | 62.83 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE |
| AMAZON CAPITAL SERVI | 255511 531800 | PROGRAM SERVICES | -7.49 | 09172025 | 6506 | CREDIT MEMO INVOICE #163X-P3N7-NXW1 |
| AMAZON CAPITAL SERVI | 255511 531800 | PROGRAM SERVICES | -7.49 | 09172025 | 6506 | CREDIT MEMO FOR INVOICE # 169X-YY49-RM7T |
| AMAZON CAPITAL SERVI | 255511 540100 | OFFICE SUPPLIES | 13.06 | 09032025 | 6452 | ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES |
| AMAZON CAPITAL SERVI | 255511 540100 | OFFICE SUPPLIES | 78.79 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES |
| BRODART CO | 255511 548001 | DONATION PURCHASES | 375.41 | 09172025 | 368899 | CUST #480039 FOUNDATION WISH LIST |
| KATHY ALBY | 255511 548001 | DONATION PURCHASES | 300.00 | 09172025 | 368925 | PROGRAM: LAUGHTER WELLNESS - OCT 8,15,22,29 2025 |
| MARTIN FARRELL | 255511 548001 | DONATION PURCHASES | 332.60 | 09172025 | 368932 | GREAT DECISIONS: AMERICAN FOREIGN POLICY-10/14/25 |
| BETH DOUGHERTY | 255511 548001 | DONATION PURCHASES | 436.20 | 09172025 | 368895 | PROGRAM GREAT DECISIONS: AFTER GAZA - 10/7/25 |
| PABLO TORAL | 255511 548001 | DONATION PURCHASES | 433.40 | 09172025 | 368943 | GREAT DECISIONS: U.S. CHANGING LEADERSHIP 10/21/25 |
| AMAZON CAPITAL SERVI | 255511 548001 | DONATION PURCHASES | 175.16 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M DONATIONS |
| ELAINE JACKS | 255511 548001 | DONATION PURCHASES | 900.00 | 09032025 | 368786 | LEARN TO SEW - OCT & ADVANCED SEWING - NOV |
| HUBER CREATIVE LLC | 255511 548001 | DONATION PURCHASES | 853.98 | 09032025 | 368802 | DESIGN & PRODUCTION FOR BOOK LOCKER - MEAD |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 21.08 | 09032025 | 6479 | ACCT #2000016317 MONARCH GRANT/PROJECT |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 45.73 | 09032025 | 6479 | CUST #2000021962 MATERIAL PURCHASE |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 519.94 | 09172025 | 6522 | CUST #2000015656 MATERIAL PURCHASE |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 62.48 | 09172025 | 6522 | CUST #2000016317 MONARCH GRANT |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 38.23 | 09182025 | 6556 | CUST #2000021962 MATERIAL PURCHASE |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 1,215.84 | 09182025 | 6556 | CUST #2000015656 MATERIAL PURCHASE |
| MIDWEST TAPE | 255511 548002 | MATERIALS - ALL CATEGORIES | 351.69 | 09182025 | 6556 | CUST #2000016317 MONARCH GRANT/PROJECT |
| CAVENDISH SQUARE | 255511 548002 | MATERIALS - ALL CATEGORIES | 186.03 | 09032025 | 368778 | CUST #1000136576 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 513.24 | 09172025 | 6517 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$29.40 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 592.20 | 09032025 | 6473 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 186.58 | 09172025 | 6517 | ACCT #20X7192 MONARCH GRANT/PROJECT |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 169.13 | 09032025 | 6473 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$32.99 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 795.32 | 09032025 | 6473 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 121.91 | 09032025 | 6473 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 299.99 | 09032025 | 6473 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$62.88 |

Mead Public Library - Accounts Payable September 1st, 2025 through September 30th, 2025

| VENDOR NAME | ACCOUNT | ACCOUNT DESC | AMOUNT | DATE PAID | CHECK NO | FULL DESC |
|----------------------|---------------|----------------------------|------------|-----------|----------|--|
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 480.27 | 09032025 | 6473 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 11.96 | 09032025 | 6473 | ACCT #20W1532 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 1,565.24 | 09032025 | 6473 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 254.74 | 09032025 | 6473 | ACCT #20X7192 MONARCH GRANT/PROJECT |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 569.38 | 09032025 | 6473 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | -16.96 | 09032025 | 6473 | CREDIT MEMO FOR INVOICE #89486143 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 28.46 | 09172025 | 6517 | ACCT #20W1532 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 300.72 | 09172025 | 6517 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$33.29 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 648.87 | 09172025 | 6517 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 218.31 | 09172025 | 6517 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$33.29 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 1,685.45 | 09182025 | 6550 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$31.06 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 189.75 | 09182025 | 6550 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 1,193.90 | 09182025 | 6550 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$27.00 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 386.38 | 09182025 | 6550 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 423.79 | 09182025 | 6550 | ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$121.66 |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 415.93 | 09182025 | 6550 | ACCT #20X7192 MONARCH GRANT/PROJECT FUND |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 224.41 | 09182025 | 6550 | ACCT #20W8082 MATERIAL PURCHASE |
| INGRAM LIBRARY SERV | 255511 548002 | MATERIALS - ALL CATEGORIES | 114.58 | 09182025 | 6550 | CUST #20W8082 MAT. PURCH & MONARCH GRANT \$30.60 |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 39.36 | 09172025 | 6506 | ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 77.00 | 09172025 | 6506 | ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 8.99 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M COLL. SUPPLIES |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 281.97 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 7.49 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE |
| COX SUBSCRIPTIONS | 255511 548002 | MATERIALS - ALL CATEGORIES | 719.00 | 09182025 | 368972 | ACCT #2033144 9/1/25-8/31/26 - SERIALS - 88261677 |
| MANUFACTURERS NEWS I | 255511 548002 | MATERIALS - ALL CATEGORIES | 283.90 | 09172025 | 6521 | CUST #78512 STANDING ORDER - WI MFG REGISTER |
| MIDWEST TAPE | 255511 548003 | OTHER CONTENT | 43.99 | 09182025 | 6556 | CUST #2000014274 OTHER CONTENT |
| MIDWEST TAPE | 255511 548003 | OTHER CONTENT | 585.19 | 09182025 | 6556 | CUST #2000014274 OTHER CONTENT |
| IXL LEARNING, INC. | 255511 548003 | OTHER CONTENT | 3,172.00 | 09172025 | 368920 | IXL SITE LICENSE YEAR 3 OF 3 - MEAD PUBLIC LIBRARY |
| AMAZON CAPITAL SERVI | 255511 560255 | TOOLS & SMALL EQUIPMENT | 100.53 | 09032025 | 6452 | ACCT #A2JXVCVZU4S49M EMPLOYEE DEVELOPMENT |
| KASCHAK ROOFING | 255511 631200 | BUILDING IMPROVEMENTS | 105,802.50 | 09182025 | 368985 | MEAD PUBLIC LIBRARY ROOF REPLACEMENT |
| AMAZON CAPITAL SERVI | 255511 659200 | EQUIPMENT REPLACEMENT | 40.86 | 09182025 | 6536 | ACCT #A2JXVCVZU4S49M EQUIPMENT REPLACEMENT |
| QUASIUS CONSTRUCTION | 255511 659200 | EQUIPMENT REPLACEMENT | 1,802.00 | 09182025 | 369007 | INTERIOR LIBRARY IMPROVEMENTS ASSOCIATED WITH THE |

2026 Restricted Grant From Mead Foundation

| Category/Fund | Description | |
|-------------------------------|--|------------------|
| <i>Furnishings</i> | 2 nd floor Study Room Furnishings, plus additional floor-wide tables (with integrated power) and comfy seating (find comparable alternative to discontinued Nemschoff chairs) | \$20,000 |
| | Sensory Room furnishings and manipulatives (Maas funds) | \$15,000 |
| | Subtotal | \$35,000 |
| <i>Programming</i> | Adult & all ages programs including: <ul style="list-style-type: none"> - Lil Rev - Literature & Poetry programs, including sidewalk poetry - Great Decisions - WinterGreen, ComicCon, etc. - Radio programming | \$20,000 |
| | Youth programs (children and teens) including (Maas funds): <ul style="list-style-type: none"> - Family storytimes - After school educational programs - Summer library program (programs and prizes) | \$15,000 |
| | Subtotal | \$35,000 |
| <i>Equipment and Supplies</i> | Tablet workstations for Imaginarium | \$2,500 |
| | Public Recording Studio equipment updates and furnishings | \$2,000 |
| | Subtotal | \$5,500 |
| <i>Other</i> | Professional Development (PLA in Minneapolis; ALA in Chicago) | \$15,000 |
| | Staff and Volunteer appreciation | \$1,000 |
| | Promotion, Advertising, and Outside Printing | \$2,000 |
| | Subtotal | \$18,000 |
| <i>Building projects</i> | Sensory Room Construction, Children's Library | \$20,000 |
| | Construction of two additional Study Rooms, 2 nd floor | \$120,000 |
| | Subtotal | \$140,000 |
| | Total | \$233,500 |

2026 Restricted Grant from Friends of Mead

| Category/Fund | Description | | Date |
|----------------------|--|-----------------|-------------|
| <i>Collections</i> | On-going funding for cultural passes; additional funding to expand the experience collection | \$10,000 | Ongoing |
| | Gift of Reading (Summer Reading Program giveaways) | \$5,000 | |
| | Total | \$15,000 | |

Monarch Library System Membership Agreement

**Between the Monarch Library System
And _____ Library**

Article I General

1. This agreement is entered into by and between the Board of the _____ Library and the Monarch Library System Board of Trustees.

Article II Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [Wis. Stat. 43.15 & Wis. Stat. 43.19].
2. The _____ Library Board is the body, established under Wisconsin Statutes [Wis. Stat. 43.54] which administers the _____ Library as an agency established by the _____ to provide public library service. [Wis. Stat. 43.52 & 43.53]
 - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective _____ 20__ and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a 67% majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.

Article III Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE _____ LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under Wis. Stats. Ch. 43.
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the Division for Libraries and Technology, and approved by the System Board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries' municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, Department of Public Instructions/Division for Libraries and Technology Information Bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [Wis. Stat. 43.15(4)(c)6].
8. Annually be open to the public an average of at least twenty (20) hours each week. [Wis. Stat. 43.15(4)(c)7].
9. Annually spend at least \$2,500.00 on library materials. [Wis. Stat. 43.15(4)(c)8].
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [Wis. Stat. 43.14(10) and 43.27(11)].
12. File an annual report as specified by the Division for Libraries and Technology [Wis. Stat. 43.17(5)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librarians residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

Article IV Library System Responsibilities

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

Article V Member Library Committee Responsibilities

1. The system member directors, or if applicable, designated representatives, will participate in various councils and committees and shall attend all meetings to which they are appointed.
2. Standing library committees of the member libraries are the following:
 - a. Directors Council. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. Decisions may be appealed using the process outlined in appendix D and E.
 - b. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS.
 - c. Governance Committee. The governance committee shall set policies and standards, and oversee the development, implementation, and planning of all other non-ILS related areas.
 - d. Circulation Committee. Create procedures for consistency throughout the ILS with circulation of materials and patron records.
 - e. *Ad Hoc* Advisory Committees: Ad hoc committees shall consider appropriate matters, make reports to the Directors Council, and fulfill such other advisory functions as may be designated.

Article VI Termination of Membership by the Library

1. Any member may terminate its system membership by providing written notice to the system board prior to June 1st of a given calendar year. Said termination shall be effective January 1st of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1st.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on, or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacement, or improvements thereto provided that the property described above shall remain the property of the system.

Article VII Termination of Membership by the System

1. Membership in the system may be terminated for cause and will require the approval of the system board and a 67% majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the system or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.
4. In all other respects the termination of membership by the System Board and the Directors Council shall be handled according to the provisions listed above.

Representing the Monarch Library System

Representing the Library

Board President

Board President

System Director

Library Director

Date

Date

Appendix A System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ELSL/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of the document.

Appendix B System Member Voting Structure

The Directors Council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the Directors Council will use a weighted voting model based on a reverse of the state libraries certification levels, which are based on population.

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

A threshold of 75% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

- **Note:** The voting structure is taken from the ELSL/MWFLS merger committee final recommendation report and can be found in appendix D of that document.

Appendix C Technology Responsibilities

Monarch Library System staff may recommend technology purchases to standardize library system services. System-wide technology purchases may be funded by the Monarch Library System, by the libraries, or by a combination of both the Monarch Library System and the libraries. Any recommendations that include member library costs will be voted on by the Directors Council.

On or before July 1st of each year, member libraries will be informed of costs associated with any Monarch Library System technology-related purchases for the following year. The purchases may be made by the Monarch Library System before the following year; however the member libraries will not be invoiced until January 1st of the following year, with total payment due from the member library within sixty {60} days.

Member libraries are expected to respond to requests and participate in technology-related upgrades to hardware and software by the deadlines stated in Monarch Library System office communication about such work. Libraries opting out of recommended upgrades to hardware and software may experience a reduced level of technology support.

Member libraries will designate a staff member to communicate with Monarch Library System staff in regards to technology-related purchases and upgrades. This library staff member will be the library director or his/her designee.

Appendix D Appeal Process

The appeal process begins when the appeal form (appendix E) is completed and submitted to the Directors Council. The Directors Council shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty {30} days of receiving the notice. If the appellant is still dissatisfied with the decision after the appeal has been heard by the Directors Council, the matter can be referred to the system director to be heard by the System Board for a final decision.

Appendix E Appeal Form

Member Library(s); _____

Address: _____

Telephone: _____

Name of person(s) filing the appeal: _____

1. To what decision of the Directors Council do you object?

- *Be specific: Cite the motion, action, and date (attach additional pages or documentation as needed).*

2. *What is the reason you are appealing this decision?*

- *Be specific: How does the decision affect your library? How does it affect other libraries?*

3. *Did you attend the meeting at which the decision under appeal was made?*

4. *If not, did you assign a proxy and instruct the proxy how to vote on your behalf?*

5. *What would you recommend as a resolution to the disagreement to this decision?*

Signature(s); _____

Date: _____

Date Received by Directors Council: _____

2026 Mead Library Holiday Schedule

| Holiday | Hours Paid | Date Observed |
|------------------------|-------------------------|-----------------------------|
| New Year's Day | 8 hours | Thursday, January 1, 2026 |
| In-Service Half Day | Library closed from 9-1 | Friday, April 11, 2026 |
| Good Friday | 8 hours | Friday, April 3, 2026 |
| Memorial Day | 8 hours | Monday, May 25, 2026 |
| Independence Day | 8 hours | Friday, July 3, 2026 |
| Labor Day | 8 hours | Monday, September 7, 2026 |
| In-Service Day | 8 hours | Friday, September 25, 2026 |
| Thanksgiving Day | 8 hours | Thursday, November 26, 2026 |
| Day after Thanksgiving | 8 hours | Friday, November 27, 2026 |
| Christmas Eve | 8 hours | Thursday, December 24, 2026 |
| Christmas Day | 8 hours | Friday, December 25, 2026 |
| New Year's Eve | 8 hours | Thursday, December 31, 2026 |

- Employees should follow the guidelines below during holiday weeks:
- 1. All holidays are paid out at 8 hours per holiday (pro-rated for part-time employees).
 - 2. If you work over 8 hours per day you will need to work additional hours to meet the 40-hour work week minimum, or use PTO.
 - 3. If you work an alternative work schedule, consult with your supervisor to flex hours during holiday weeks.

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| Title: Use of the Library Chapter: Services Approved By: Library Board of Trustees | Document Type: Policy Document Number: 10.01 Original Effective Date: Date of Last Revision: 5/21/25 |
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Use of the Library

- I. The Library will serve all residents of the City of Sheboygan. The Library will not deny or abridge service on the basis of sex, religion, race, age, or social, economic, or political status.
- II. The Library Board will extend its service area beyond the limits of the City of Sheboygan only through agreements with other libraries or units of government, or as a member of a library system, provided that the Library is reasonably compensated for such services. No library cards will be sold to individuals. The Library Board reserves to itself the right to make the final decision in each case as it arises except that as a matter of law the City of Sheboygan shall have the authority to enter into and to withdraw from membership in a library service system.
- III. The Library is authorized to issue a free card to those persons entitled to receive one from any public library in Wisconsin who reside outside the boundaries of the Monarch Library System and other geographic areas receiving service pursuant to Section II upon their applying for a Library card and presenting a generally accepted form of photo identification showing their current address.
- IV. Free use of the Library, subject to various late-return charges, fees, and service charges as may be enacted by the Library Board, may be made by all persons to whom a free card is issued. Issuance of a Library card to a minor requires the signature of that child's parent(s) or legal guardian(s) on the application card. Library cards issued by the Mead Public Library remain the property of the Library. A charge may be made for the provision of replacement cards.
- V. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who present a generally accepted form of photo identification showing their current address will be allowed free use of the Library as visitors, which may include service or checkout limitations.
- VI. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who do not present a generally accepted form of photo identification showing their current address will be allowed free use of the Library on a temporary basis, which may include service or checkout limitations.
- VII. Library cards are nontransferable except when a parent or legal guardian of a minor

child uses that child's library card to check out materials for that child's use. Persons who allow others, including ineligible family members, to use their library cards will be informed that such usage is against regulations prescribed by the Library Board. If the practice is continued, the Director may exclude them from using all or selected Library services or their library card may be revoked by the Director (or designee) until such time as the person can make suitable assurances that such prohibited use will not reoccur.

VIII. Library staff may deny borrowing to cardholders:

- a. not presenting their card or other identification.
- b. with a significant number of overdue materials not yet returned.
- c. with bills for unreturned or damaged material.
- d. when a linked cardholder account has been denied borrowing privileges.

IX. Library cardholders & their households will not prevent other patrons from utilizing library materials by monopolizing those resources.

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| Title: Meeting Room Policy Chapter: Services Approved By: Library Board of Trustees | Document Type: Policy Document Number: 10.07 Original Effective Date: 2/27/2014 Date of Last Revision: 10/27/2022 |
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Meeting Room Policy

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

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

Priority 1: **LIBRARY SPONSORED:** A program in which the Library is a sponsor or is a co-sponsor, such as: staff and board meetings, story hours and programs, or events sponsored by the Mead Public Library Foundation or Friends of the Mead Public Library.

Priority 2: **GOVERNMENT:** Use by the City of Sheboygan and other governmental units.

Priority 3: **OTHERS:** Use by service agencies, non-profit agencies, local businesses and the general public.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. The sale, advertising, or promotion of products or services with the exception of those provided by the Library, the Library Foundation, or the Friends of the Library.
4. Meetings that are closed to the public (rooms must be open to the public and library staff at all times).

The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

RECURRING MEETINGS:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting rooms by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have a meeting room on reserve for recurring meetings, but can only reserve rooms for a maximum of three months in advance.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a recurring basis will be contacted and asked to meet in another location.
3. The Library reserves the right to refuse meeting room bookings for groups whose recurring use of a room monopolizes that space and interferes with the ability of other groups to meet.

ROOM RESERVATIONS:

Meeting rooms must be reserved for hours when the library is open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time. Reservations for all meeting rooms, with the exception of the two Public Conference rooms, must be received at least 24 hours prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own equipment or reserve the basic presentation equipment provided by the library. Primary setup of the equipment is expected to be performed by the individual or group that reserved the equipment. Library staff may assist with technical support based on availability. No charge will be made for use of the library-provided equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

ROOM SPECIFICS:

Please visit the Library website or contact the Library directly for up-to-date information on room specifications, including intended ages, a/v equipment availability, and capacity limits.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms. No alcoholic beverages will be permitted, unless granted prior permission by the Library Director. All City of Sheboygan buildings are smoke-free.

GENERAL RULES OF USE:

Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and cleanup is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with staff at the nearest service desk immediately prior to obtaining access to the meeting room. Staff will unlock the room and check out any reserved equipment to the contact person or his/her representative. Any borrowed equipment must be returned to the service desk at which it was checked out.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is responsible for maintaining safety regulations, including room capacity. The library reserves the right to charge the contact person for cleaning, maintenance, and other costs due to any damages caused by participants at the meeting. The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out their name and contact information to the public upon request and that it may be posted on the events calendar if the reservation is publicly viewable.

Failure to observe the policy may result in loss of meeting room privileges.

The library director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

A meeting room left unattended for 1 hour, without prior notification of library staff, will be considered abandoned and the reservation forfeited for the remainder of the day.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meetings are not sponsored by the Mead Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the library staff may be removed from the walls.

Parents or caregivers who bring children to meetings in the library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended elsewhere in the building.

The library does not provide assistance or equipment for carrying supplies or equipment in or out of meetings.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing

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| Title: Photography and Recordings Policy | Document Type: Policy |
| Chapter: Administrative Management | Document Number: 06.04 |
| Approved By: Library Board of Trustees | Original Effective Date: 7/28/2022 |
| | Date of Last Revision: 9/17/2025 |

Photography and Recordings Policy

Purpose

The purpose of this policy is to set guidelines that balance the privacy rights of library staff and patrons with the reasonable use of cameras for photography and recording on library property. For the purposes of this policy, “recordings” includes video, audio, and live streaming. “Specialized equipment” refers to larger equipment that could impede foot traffic or create a similar disturbance to library operations. “Photography” includes still images.

Photography and Recordings by Library

While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library’s mission.

Subject to the preceding paragraph, permission is not required to take photographs or recordings in the public areas of the library for personal, non-commercial use if non-specialized equipment is used. If specialized equipment is to be used, requests must be approved by a member of the management team. Photographs and recordings are not allowed in non-public areas (restrooms and staff only areas) unless consent is given by the Library Director. Permission to photograph or record any person under 18 years of age must be obtained from a parent/guardian on behalf of said minor child. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member’s right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways, doors, or stairways. Taking photographs and recordings of the exterior building and grounds does not require permission but the activity may not impede the ingress or egress to or from the library building or property.

Public Meeting Spaces

As stated in the “Photography and Recordings by Library Patrons” section of this policy, photographing and video recording is permitted in public spaces, including in meeting rooms, so long as it does not result in the disruption of the meeting. This includes the recording of library board meetings.

Photography and Recordings by Library Staff

Staff of the Mead Public Library District routinely takes pictures, audio recordings or video recordings of events at the Library to use for news stories or publicity, in either print or online. These photographs and/or audio or video recordings may appear in future publications without the permission of the person being photographed and/or audio or video recorded. The images may also be posted on the Library's website, in marketing materials, and on social media networks such as Facebook. All Library patrons consent to the use of their photo or audio or video recording taken at the Library or during Library events, unless they specifically inform a librarian or the staff member in charge of the program attended of an objection to such use. This policy extends to photographs and recordings by library staff at any of the library's outreach events in the community.

Library Security Use of Video Recordings (addressed further in Patron Privacy Policy)

The Mead Public Library strives to maintain a safe and secure environment for its staff and patrons and as such, selected public areas of the library premises are under continuous video surveillance and recording. Signs disclosing video surveillance will be posted at the library entrance. ~~It is the intent of the library to retain all recorded images for approximately 120 days, based on server storage capacity. Staff will follow record retention guidelines when disposing of video recordings. Access to the recordings are only available to staff members on the Person-in-Charge list and the Library Board President. Video recordings from the library's surveillance system are subject to Freedom of Information Act requests.~~

Library Security Video General Guidelines

- Video recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director or a designated delegate.
- Images may be shared with other library staff to identify person(s) banned from library property and to maintain a safe and secure environment.

Liability and Enforcement

Members of the public who take photographs or recordings are solely liable for any injuries to persons or property that result from their activities on library property. They are responsible for obtaining necessary releases and permissions required by law and obtaining consent or other permission when taking photographs or recordings of copyrighted material. Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on library property.

Support & Public Services Report to the Mead Library Board of Trustees

Submitted by Cheryl Nessman

October, 2025

Staffing:

- Melissa's last day was Friday, Oct. 3rd.
- Alison Loewen has been selected as the [Wisconsin Library Association's Librarian of the Year](#). The award will be presented at the upcoming WLA Conference in Madison.

Upcoming Programming Highlights:

- [Tech Help @ Uptown Social Oct. 16th](#) (ongoing program for adults)
- [Myths & Mistakes in Estate Planning Oct. 20th](#) (adults)
- [Great Decisions: US Changing Leadership of the World Economy Oct. 21st](#) (adults)
- [Learning Locomotive with the National Railroad Museum Oct. 25](#) (kids)
- [Monster Mash Oct. 27th](#) (kids)
- [Sheboyzine Fest Nov. 1](#) (all ages)
- [Craft-Tea Nov. 8th](#) (adults)

Collections

- *Reminder:* Hmong language titles have been purchased for the new Children's World Languages collection. Alison Loewen, with her partners from the Hmong community, will host a celebration on the 3rd floor to introduce the collection to our patrons. There will be dancing, storytelling and eggrolls. *We hope you will consider attending!* **When: Nov. 10th at 5:30pm. Where: Children's Floor at the Mead Public Library.**

Patron Services

- New column of 24/7 Holds lockers are scheduled to be installed on Oct. 15
- Implementation of our new Cardholder Management System is underway.