

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**November 21, 2019**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 26, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Nancy Mannchen, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Marcos Guevara and John Motiska.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:50 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the September 26, 2019 meeting, Mannchen **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reminded the board that the Yuletide reception is on December 6<sup>th</sup> and extended an invitation to all board members as her guest.

**2. COMMITTEE REPORTS:**

- 2.1 HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 11/6/19 MEETING Norman discussed the HR Meeting. The meeting will be described in more detailed during closed session.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

- 3.1 WI DPI YOUTH SERVICES DEVELOPMENT INSTITUTE Erickson introduced Alison Loewen, Children's Services Librarian. She spoke on the projects that she has been working on and has accomplished during her time here at Mead. She further reported back on her completion of the program she was taking through the Youth Services Development Institute.
- 3.2 2020 HOLIDAY SCHEDULE Mehn noted two areas on the schedule. Donohue **moved** to approve the 2020 holiday schedule as presented. Campe **seconded**. The motion **passed**.
- 3.3 MEETING ROOM POLICY Prentice discussed the changes to the meeting room policy, noting the changes to the private parties and to the successive meetings. Whelton **moved** to accept the updated policy as presented. Donohue **seconded**. The motion **passed**.

**4. DIRECTORS REPORT**

- 4.1 **UPDATE ON RECRUITMENT OF SUPPORT SERVICES MANAGER POSITION**  
Erickson reported on the updated hire for the Support Services Manager position: Cheryl Nessman has accepted the position and will begin on December 2<sup>nd</sup>.
- 4.2 **UPDATE ON OPERATIONAL PLAN** Prentice reported on the updated operating plan. The focus was becoming a change agent within the community. The plan also focuses the staff on diversity, equity, and inclusion. The document also outlines how to measure these changes. Prentice advised the group to read the documentation and the topic will be brought back to the next board meeting.
- 4.3 **UPDATE ON SERVICES AND PROGRAMMING** Prentice reported on services and programming. Dia de los Muertos brought in approximately 220 people, The Great Decisions sessions consistently brought in 40+ per session, the Book Festival saw 1400 participants, Ada Lovelace Tea & Tech brought in 50 girls and the Academy talk brought in 50 participants. Upcoming projects will include mass marketing through Idea Works, marketing merchandise such as the Vega calendar, and possibly sending footnotes to all city residents.
- 4.4 **UPDATE ON BUILDING PROJECTS** Kallas reported on the Makerspace project. The spiral staircase has been removed and is going to be filled in next week. The walls have gone up in the Makerspace. DeAmico reported that the roof would probably not happen this year as the crew needs at least two 45 degree days to finish.
- 4.5 **MONTHLY STATISTICS** Erickson reviewed the August statistics noting that Mead has become a net borrower, primarily of older items and movies from other libraries. Otherwise the statistics were found to be in good order.

## **5. LIAISON REPORTS**

- 5.1 **MONARCH LIBRARY SYSTEM – NANCY MANNCHEN.** Mannchen reported on the 11/19 meeting. She passed around the DPI annual report statistics from Monarch. Discussion took place regarding fines and fees. The question was raised whether member libraries would be able to make their own policies. The group also discussed some route changes to the bookmobile. Erickson discussed the director meeting and talked about how the group has been improving communication and working together on a number of trending issues.
- 5.2 **MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN.** Quinn reported on the Foundation Yuletide Gala on 12/6. She also discussed the author visit by David Sheff, to be held on April 22, 2020. The group will now be attempting to bring in Nic Sheff as well to speak about his experiences firsthand. The group will be partnering with the SASD to have Nic speak to the 8<sup>th</sup> graders in Sheboygan. Lastly, she spoke on the mini golf event coming on August 22 and 23, 2020. Norman spoke of the three new members voted into office: Liz Braden, John Donovan and Mary Liz Towne.
- 5.3 **FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN.** Mehn reported on the Friends group and their happenings, including the book sale total, the 50-50-50 fundraiser total, and the budget approval. All was found to be in good order.

## **6. UPCOMING MEETINGS**

- 6.1 **LIBRARY FINANCE COMMITTEE (1/23/20 @ 3:00PM)**

6.2 LIBRARY BOARD OF TRUSTEES (1/23/20 @ 3:45PM)

**7. CLOSED SESSION**

- 7.1 MOTION TO CONVENE IN CLOSED SESSION UNDER THE EXEMPTION PROVIDED IN WISCONSIN STATE STATUTE §19.85(1)(c), WIS. STATS. FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. At 4:47 Whelton **moved** to go into closed session for the performance evaluation of the Library Director. Donohue **seconded**. The motion **passed**. The roll call vote was as follows: Ayes- Albrinck, Campe, Donohue, Mannchen, Norman, Quinn, Speth and Whelton. Absent- Guevara and Motiska. At 5:37 p.m. Mannchen moved to reconvene into open session. Whelton seconded. The motion passed.

**8. ADJOURN**

- 8.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Norman **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 5:40 p.m.  
Generated by Sydney Mehn on Monday September 30, 2019.

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R. C. No. 200 - 19 - 20. By LICENSING, HEARINGS, AND PUBLIC SAFETY COMMITTEE. December 2, 2019.

Your Committee to whom was referred Gen. Ord. No. 33-19-20 by Alderpersons Donohue, Ackley, Felde, Savaglio, and Sorenson amending Section 70-251 of the Municipal Code so as to ban the carry, possession, or control of any firearm, facsimile firearm, or concealed weapon in City buildings upon which such ban is posted and to provide certain definitions of terms contained in the ordinance; recommends adopting the Ordinance.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

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Gen. Ord. No. 33-19-20. By Alderpersons Donohue, Ackley, Felde, Savaglio, and Sorenson.  
November 4, 2019.

AN ORDINANCE amending Section 70-251 of the Municipal Code so as to ban the carry, possession, or control of any firearm, facsimile firearm, or concealed weapon in City buildings upon which such ban is posted and to provide certain definitions of terms contained in the ordinance.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Division 2 of Article VII of Chapter 70 of the Municipal Code entitled "Weapons" is hereby repealed and recreated so as to read as follows:

"Sec. 70-251. - Discharging and Carrying Weapons.

(a) *Definitions.*

- (1) *Firearm* means a weapon that acts by force of gunpowder.
- (2) *Facsimile firearm* means any replica, toy, starter pistol, or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm, but is not an actual firearm.
- (3) *Law enforcement officer* means a person who is employed by a law enforcement agency as defined in §175.49(1)(f), Wis. Stats., for the purpose of engaging in, or supervising others engaging in, the prevention, detection, investigation or prosecution of, or the incarceration of any person for, any violation of law and who has statutory powers of arrest.
- (4) *Weapon* means a handgun, an electronic weapon as defined in §941.295 (1c)(a), Wis. Stats., a knife, or a billy club.

(b) *Prohibited.* No person, except an authorized police officer, shall discharge any firearm, spring gun, or air gun within the City. This prohibition shall not apply to a shotgun, muzzle loader, bow, crossbow, or other like weapons or instruments, air rifle, pellet gun, or like instruments, provided the use thereof complies with the requirements of subsections (e)(1) through (3) below.

(c) *Permitted.* Any person may possess, carry, or bear any weapon, firearm or facsimile firearm, or have under his or her control

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any weapon, firearm or facsimile firearm, on any public street, sidewalk, boulevard, boardwalk, alley, public parking lot, or park if he or she complies with this section or the Wisconsin Statutes and Administrative Code sections specifically adopted under this section, with the exception of the following:

- (1) In addition to the provisions of §175.60(16), Wis. Stats., enumerating places where the carrying of a weapon or firearm is prohibited, including exceptions thereto, no person other than a law enforcement officer may possess, carry, or have under his or her control any firearm, facsimile firearm, or concealed weapon within any posted building or portion of a posted building owned, occupied, or controlled by the City. Signs meeting the requirements of §943.13(2)(bm)1, Wis. Stats., shall be posted in prominent places near all entrances of such buildings regarding such restriction.
- (2) The City Administrator shall cause all buildings or portions of buildings owned, occupied, or controlled by the City to be posted pursuant to this subsection; except that he or she may determine that particular buildings or portions of building should not be posted. The City Administrator shall maintain a list of all non-posted buildings or portions of buildings, and shall report to the common council his or her determination that a building or portion of a building not be posted.
- (3) Any person who enters or remains in any City building contrary to subsection (1) above shall be considered a trespasser, subject to penalty as proscribed under sec. 70-183 of this Code. If the individual refuses to leave the building, the individual may be removed against his or her will.
- (4) No person may possess, carry, or bear any weapon, firearm, or facsimile firearm, or have under his or her control any weapon, knife, firearm, or facsimile firearm within any public building or athletic field owned by the Sheboygan Area School District, unless such person is permitted to do so pursuant to the provisions and exceptions contained in §948.605, Wis. Stats., and §948.61, Wis. Stats.
- (5) No person may possess, carry, or bear any weapon, firearm, or facsimile firearm, or have under his or her control any weapon, firearm, or facsimile firearm within any premises for which a Class "B" or "Class B" license or permit has

been issued by the City pursuant to Ch. 125, Wis. Stats. This subsection shall not apply to a peace officer, a Wisconsin CCW licensee, a qualified out-of-state licensee, a qualified out-of-state law enforcement officer, or other person specifically excepted by the provisions of §941.237(3), Wis. Stats., so long as said person does not consume alcohol on the Class "B" or "Class B" premises. Active and former officers may consume alcohol on Class "B" or "Class B" premises if they are not under the influence and if the premise is not posted otherwise.

- (6) No person may possess, carry, or bear any weapon, firearm, or facsimile firearm, or have under his or her control any weapon, firearm, or facsimile firearm in or on school grounds or within 1,000 feet from the grounds of a school, if doing so is a violation of §948.605, Wis. Stats.
  - (7) No person may possess, carry, or bear any weapon, firearm, or facsimile firearm, or have under his or her control any weapon, firearm, or facsimile firearm while any such person is under the influence of an intoxicant or a detectable amount of a restricted controlled substance.
  - (8) If the firearm is a facsimile firearm, no person may openly possess, carry, or display any facsimile firearm under circumstances that could reasonably be expected to alarm, intimidate, threaten or terrify another person.
  - (9) Notwithstanding the provisions of this section, no person may possess, carry, or bear any weapon, firearm, or facsimile firearm, or have under his or her control any weapon, firearm, or facsimile firearm in violation of any state statute.
- (d) *Removal from Property.* If a property owner or tenant objects to any individual carrying a weapon, firearm, or facsimile firearm and does not wish to allow individuals to exercise the right to carry weapons, firearms, or facsimile firearms within his or her establishment, said individual shall be considered a trespasser, subject to penalty as proscribed under sec. 70-183 of this Code. If the property owner or tenant makes a complaint to the Police Department to remove the individual from the property and the individual refuses, the individual may be removed against his or her will.
- (e) *Conditions of Discharge Within the Boundaries of the City.* A shotgun, muzzle loader, bow or crossbow, or other like weapon or

instrument may be discharged within the boundaries of the City, but only under the following conditions and regulations:

- (1) Shotguns, muzzle loaders, or like weapons or instruments designed and used to propel a single slug, multiple pellets or "shot" may only be discharged in the City where not prohibited by this ordinance, and then according to the following regulations. No such weapons or instruments shall be discharged on or onto lands less than 200 yards from the boundary of an adjacent platted subdivision. In addition, no such weapons or instruments shall be discharged within 100 yards from a habitable building on any other adjacent property, unless the owner of such adjacent property or habitable building has given written permission to be closer. In no case shall such weapons or instruments be discharged in a direction that could result in the projectile landing on or flying over any adjacent properties unless the owner(s) of such adjacent properties have given written permission to do so.
  - (2) Bows, crossbows, or other like weapons or instruments designed and used to propel an arrow, dart or other similar missiles may only be discharged in the City where not prohibited by this section, and then only within the following regulations. No such weapons or instruments shall be discharged on or onto land less than 100 yards from the boundary of an adjacent platted subdivision. In addition, no such weapons or instruments shall be discharged within 100 yards from a habitable building on any other adjacent property, unless the owner of such adjacent property or habitable building has given written permission to be closer. In no case shall such weapons or instruments be discharged in a direction that could result in the projectile landing on or flying over any adjacent properties unless the owner(s) of such adjacent properties have given written permission to do so.
  - (3) Prohibited Areas. No instrument referred to in subsections (1) and (2) above shall be discharged on parkland, or on land not owned by the person unless written permission has been obtained.
- (f) *Possession of Firearms and Weapons by Minors Prohibited.* No parent, guardian, or other adult person having legal custody of a child under the age of 16 years shall permit such minor to have in his/her possession and control for use within the City

any firearm or other dangerous weapon as enumerated in subsection (b).

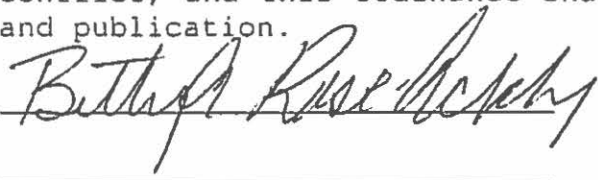
(g) *Sale of Firearms and Weapons.*

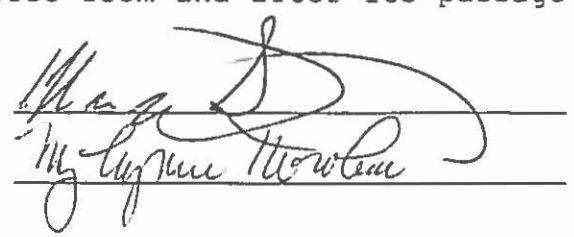
(1) *Sale to Minors.* No person shall sell or give away to any child under the age of 16 any sling shot, blow gun, bean shooter, air gun, pellet gun, dart gun, or bow and arrow.

(2) *Records.* Any person selling firearms or other deadly weapons shall keep a record of the sale thereof, and such list shall be open to inspection by the Police Department. Such record shall include the name, address, age and birth date of the purchaser and the article purchased.

(h) *State Provisions Adopted.* The City adopts those provisions of the Wisconsin Statutes and the Administrative Code related to dangerous weapons and concealed weapons, as well as such provisions of the Wisconsin Statutes and the Administrative Code enumerated under and within subsection (b) above, as from time to time amended by the Wisconsin Legislature, together with all definitions of relevant terms and all exceptions contained in such provisions, as if fully set forth at length in this section."

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

  
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I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_, Mayor



**MEAD LIBRARY**

A RESOLUTION in recognition of the service of **Diane Kallas** to Mead Public Library.

WHEREAS, **Diane Kallas** was a dedicated employee of Mead Public Library for 38 years, beginning her career as a Page in 1981 and later working as a Library Assistant, Page Supervisor, Circulation Manager and most recently serving as the library's Support Services Manager, and

WHEREAS, **Diane Kallas** oversaw the remodeling of all three floors of the library to create a more vibrant and welcoming atmosphere for the public, and

WHEREAS, **Diane Kallas** served as a liaison to the Eastern Shores and Monarch Library systems, and

WHEREAS, **Diane Kallas** was Mead Library's go-to person for Polaris and circulation procedures, and

WHEREAS, **Diane Kallas** was a valuable member of the library's PIT Crew and helped identify and carry out projects aimed at improving the library experience, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Diane Kallas** on her service to the community as a staff member at Mead Public Library. Her hard work, leadership and dedication to her craft contributed to the excellent reputation that Mead Public Library enjoys in the community.

Dated this 23rd day of January, 2020

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Garrett Erickson      Library Director

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Maeve Quinn      Board President

# Monarch Library System Membership Agreement

Between the Monarch Library System  
And Mead Public Library

## Article I | General

1. This agreement is entered into by and between the Board of the Mead Public 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 Mead Public Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the Mead Public Library as an agency established by the City of Sheboygan 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 January 1, 2020 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 MEAD PUBLIC 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 instruction/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 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. 43.17\(10\)](#) and [43.17\(11\)](#)].
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 C and D.
  - 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 providing written notice to the system board prior to June 1<sup>st</sup> of a given calendar year. Said termination shall be effective January 1<sup>st</sup> 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 1<sup>st</sup>.
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, replacements, 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

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Board President

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Board President

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System Director

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Library Director

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Date

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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 ESLS/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of that 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 librarian 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 votes.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 votes.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 vote.

A threshold of 67% 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.

## **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 1<sup>st</sup> 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 1<sup>st</sup> 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 Library Operational Plan 2020

## Overview

Conversations were grounded in readings from *Palaces for the People* by Eric Klinenberg:

“According to recent reports from the Pew Research Center, more than 90 percent of Americans see their library as “very” or “somewhat” important to their community, and in the past decade “every other major institution (government, churches, banks, corporations) has fallen in public esteem except libraries, the military, and first responders.”

How do we leverage this public trust to revitalize civic life and create the vibrant, cohesive, and resilient community we need and desire?

## Broad themes and concepts emerge

- Mead as a **change agent** in the community
  - Both through outreach efforts and our unique position of interacting with a wide range of the community daily, staff see the potential for Mead to lead conversations on a variety of community issues, such as: the opioid crisis, environmental sustainability, affordable housing, health and human services needs, workforce development, services for youth, food and economic insecurity.
- Many of the initiatives identified by staff focus on **diversity, equity, and inclusion (DEI)** efforts; what segments of our community are not using the library and why? how do we serve the needs of all? what are the barriers to access and how do we remove them?
- **Outreach**; maintaining and growing our existing partnerships and establishing new ones.

## How we measure success

First, we will prioritize the suggested initiatives by using evaluation criteria in [Implementing for Results: Your Strategic Plan in Action](#) by Sandra Nelson (criteria include: 1. Number of people served, 2. Results produced, 3. Audience reaction) as well as mapping our initiatives for each objective into an [impact/effort matrix](#). This may result in some initiatives falling off this list and others being pushed beyond 2020.

Much of the data we collect in libraries reflects inputs and outputs (program attendance, circulation numbers, gate count, staff time, cost, etc.) and we will continue to measure these things, but we also want to collect data that measures outcomes and impacts. This is the best way to determine the success of our efforts and will also help inform and prioritize future

initiatives. Measuring outcomes and impacts means conducting surveys and community conversations. PLA has several survey tools that we can use to evaluate the success of each initiative.

### Project Outcome

Project Outcome helps libraries measure four key patron outcomes—knowledge, confidence, application, and awareness—in seven key library service areas: Civic/Community Engagement; Digital Learning; Economic Development; Education/Lifelong Learning; Early Childhood Literacy; Job Skills; Summer Reading. We are able to compare our data with all other participating libraries across the U.S.

We have been using Project Outcome for program surveys for two years, but have yet to leverage its full potential. In 2020, we will start using the follow-up surveys and Outcome Measurement Guidelines, which are designed to conduct advanced methods of outcome measurement and demonstrate long-term, collaborative impact on the community.

### **Impact Survey**

PLA is now home to Impact Survey, which was originally developed and administered by the University of Washington's Information School. The Impact Survey asks patrons about how they use library technology services like public computers, wireless networks and online resources, as well as outcome-oriented use in the following areas: Education; Employment; Entrepreneurship; Health & wellness; Government; Civic engagement; eCommerce; and Social inclusion. These survey tools will be folded into the Project Outcome dashboard. One of the main drawbacks to Project Outcome is its focus exclusively on programs; Impact Survey will fill a much needed gap in our service measurement. Like Project Outcome, Impact Survey will also allow us to measure our results alongside other participating libraries.

## Strategic Objective: Lifelong Education

### 1. Foster a culture of reading for all ages

#### **What we're already doing:**

For youth:

- Weekly Early Literacy enhanced storytimes (baby, toddler, family, outreach) and Early Literacy Calendar distribution
- Incentive programs: 1000 Books Before Kindergarten; 500 Books Before Middle School; Summer Library Program
- Host site and partner for Sheboygan Children's and Teen Book Festival
- Weekly Creative Play Date
- Readers Theater (Outreach)
- Growing Early WI readers collaboration with Aurora Sheboygan Clinic

For adults:

- Book discussion groups for adults; 8 library-sponsored in addition to providing books for several community-led book clubs
- Poetry programs including monthly Poetry Circle; 100K Poets for Change; Poetic Pairings

**Proposed tasks, initiatives, programs for 2020 and beyond:**

For youth:

- Read to Therapy Animals
- Home school outreach
- Youth Services Early Literacy program standards development
- Bring book baskets to local businesses; grow outreach storytimes (i.e. laundromats, barber shops, food pantries)

For Adults:

- Grow the Adult Summer Reading Program through outreach
- Grow Homebound services by offering more offsite programs at Senior Care facilities
- Grow readers advisory services through customized book recommendations using “Your Next Five Books” web form and staff blog to promote library materials
- Off site/outreach Friends book sales

## 2. Promote financial, civic, information, health, and digital literacy

**What we’re already doing:**

- Money Smart Week
- Great Decisions Program Series
- Computer classes
- Movement and fitness programs
- Voter Registration station

**Proposed tasks, initiatives, programs for 2020 and beyond:**

- Passive and active financial programs to build on Money Smart Week
- Citizenship resources/classes; partner with Family Resource Center
- Tough and trending topics displays and guides/finding aids for the collection
- Patient advocacy programs; navigating healthcare at any stage of life
- E-Reader and tablet circulation; tech petting zoo
- Ongoing information literacy tips and programs (navigating online media; identifying credible sources; how to fact check, etc)

## 3. Partner with educators to ensure student success

**What we’re already doing:**

- Virtual library cards partnership with SASD
- Class visits with area schools and childcare centers; students birth-5th grade
- Outreach to middle and high schools
- Children’s Library Open House event at the start of the school year

- Honor Society volunteer hours
- Exam proctoring

**Proposed tasks, initiatives, programs for 2020 and beyond:**

- Identify protocol to regularly distribute info about library events and educator opportunities through SASD
- Library presence at family resource fairs
- Letter to educators offering our services, notifications on special projects
- Mead as site for free lunch in the summer months
- Follow up on virtual library card program: stats, system in place for working with SASD librarians for promo of VLC and resource discussion
- Partnerships with homeschool groups
- Informal educators collaborations, library representation
- Explore partnership opportunities with higher education facilities in the area

## 4. Provide opportunities for social and cultural enrichment

**What we're already doing:**

- Full-day, all ages, hands-on programs/celebrations: ComicCon; WinterGreen; Mini Maker Faire; Day of the Dead; Late @ the Library programs
- Experience passes for area museums
- African Drum and Dance for Families (monthly)
- Host site and partner for Sheboygan Children's and Teen Book Festival
- Film programs
- Book groups and literary programs; Let's Dish cookbook club
- Digital resources (Kanopy, Rosetta Stone, etc)
- Lil Rev Ukulele Club
- Academy Talks; Great Decisions Programs
- Makerspace programming

**Proposed tasks, initiatives, programs for 2020 and beyond:**

- Identify communities/stories that are missing from our local history collection; use [StoryCorps](#) resources to collect oral histories
- Explore collection reorganization to enhance findability; in particular poetry, drama, travel, and film genres
- Book displays tied to programs, community events, current topics
- Expand gaming program offerings (table top and video games) for all ages
- Continued development of [Library of Things](#)
- Continued improvements/enhancements to the Makerspace, including enclosing the space and developing residency programs.

# Strategic Objective: Community Hub

## 1. Create safe, welcoming, and vibrant spaces

### What we're already doing:

- Jerry Blacks Cafe social area
- Public Safety/Community Resource position: improved process for handling behavioral issues; connecting patrons experiencing hardship and/or crisis with community resources.
- Refresh of public spaces and furniture including new flooring, paint, service desks, public computer stations, etc.
- New logo, colors, fresh design for print posters, promos, etc.
- SVA partnership: stair landing gallery

### Proposed tasks, initiatives, programs for 2020 and beyond:

- ADA compliant doors to Children's Library on the third floor
- Advanced customer service training for staff; scripting for difficult situations; trauma informed care, etc
- Free or nominal cost storage lockers for the public
- Make the lobby more welcoming; new decor, banners/art, or displays promoting events
- Exterior beautification (west side in particular) and more comfortable seating throughout the library
- Research current adaptive technology and other resources to add to Library of Things for check out or use in the library. For example: [Sensory Backpacks](#); [memory care kits](#)
- Bathroom upgrades: modernize/beautify, ADA updates, hands-free updates, gender neutral options, changing tables in all bathrooms

## 2. Engage underserved audiences and reflect the diversity of our community

### What we're already doing:

- Purchasing of Spanish-language materials
- Audience mapping, community interviews and listening sessions with the Idea Works

### Proposed tasks, initiatives, programs for 2020 and beyond:

- Events and displays for: Pride month, Juneteenth, Indigenous Peoples Day, Hmong New Year
- International Festival (w/food, dance, art); similar to Mead's 2017 program for [El Día de los Niños](#)/Children's Day.
- Incorporate direct community feedback from listening sessions into program, service, and collection decisions
- Establish teen advisory group
- Increase diversity in hiring (see: Appleton Public Library model from WLA 2018)
- Increase non-English language materials, programs, and resource lists

- Remembering that [books are both mirrors and windows](#), we will make sure [diverse titles/selections](#) are integrated into everything that we do, year-round; including all book displays, storytimes, and book groups.
- Additional staff training in diversity, equity, and inclusion
- Pronoun specification on all staff badges
- Community/crisis resources in restroom stalls
- Complete the [DPI Inclusive Services Assessment](#)
- [Decolonize the Library](#); in addition to the above initiatives, work at system level to address [bias in subject headings](#) and classification systems and/or consider alternative to DDC. Further reading: <http://library.ifla.org/2221/1/207-white-en.pdf>

### 3. Support positive community conversations and civic engagement

#### What we're already doing:

- Great Decisions program series
- Voter registration station / participation in National Voter Registration Day
- Current event/hot topic book displays
- [ALA's grant-funded Truth, Racial Healing & Transformation \(TRHT\) Great Stories Club](#)

#### Proposed tasks, initiatives, programs for 2020 and beyond:

- Bring in more traveling exhibits and displays; in the past, Mead has hosted [Great Lakes, Small Streams](#) and [Crossing the Line: The Milwaukee Fair Housing Marches of 1967-1968](#) from WI Historical Society and is currently hosting "Jewish composers of the American songbook" from Lakeland University, on loan from the [Great American Songbook Foundation](#)
- Foundation author visit; [David Sheff](#) is a prominent author and advocate for opioid addiction awareness
- [Civic Lab](#) or similar series of passive and active programs
- Room build-out for Local History/Warschau Collection; reclassify and reorganizing as needed; display items of interest; identify gaps in the collection; plan programs to utilize space and resources.

### 4. Develop easily accessible places for people to meet study and learn

#### What we're already doing:

- Meeting rooms and study rooms available for individuals and groups
- Refresh Jerry Black's furniture to support collaboration and socializing (in progress)
- Add games, puzzles, book displays to Jerry Black's

#### Proposed tasks, initiatives, programs for 2020 and beyond:

- Add new seating on third floor to encourage healthy family social time.
- Update Public Conference Room to include projector; consider adding room divider to allow for the option of two smaller rooms

- Move recording studio to 2nd floor/ AV equipment update for video conferencing (possibly current location of Warschau room)
- Equipment upgrades: risers in large meeting rooms, update projectors and screens, add hearing loop to the Loft; research grants for funding

## Strategic Objective: Leadership

### 1. Increase staff engagement in the community

#### What we're already doing:

- Staff serving on community boards, committees, NPOs, etc.
- Outreach efforts; library presence at community events
- School visits for summer reading program
- Partner with other community organizations and business for programs

#### Proposed tasks, initiatives, programs for 2020 and beyond:

- Identify appropriate boards, committees, community groups, where library does not have representation.
- Increase Public Services staffing to enable more community work while also providing adequate staffing in the building.

### 2. Embrace innovation and risk-taking

#### What we're already doing:

- Sending staff members to professional development opportunities/conferences

#### Proposed tasks, initiatives, programs for 2020 and beyond:

- Consider becoming a fine-free library. Library fines are disproportionately burdensome for the working poor, children, vulnerable and marginalized communities. There is quite a bit of data and research to support this as a positive for libraries and the communities they serve. [Colorado State Library](#); [City of San Francisco](#); [ALA Resolution](#); [Urban Libraries Council](#). Fine-free WI libraries of comparable size to Mead include Racine, La Crosse, Eau Claire, and Waukesha. Madison PL is expected to go fine-free soon.
- Partner with Transit to have free bus voucher program.
- Work with Transit to eliminate parking meters from library lot.
- [Revitalize local reporting and news media](#). There are [several models](#) for local public libraries being the catalyst for launching local news outlets.
- Staff having an increased presence in state and national library conferences, committees, and task forces; present at conferences and nominate ourselves for awards

### 3. Serve as a key partner and advocate for literacy and critical community issues

#### **What we're already doing:**

- Addressing the opioid crisis with author talks, programs and education.
- Part of Complete Count Committee for 2020 Census

#### **Proposed tasks, initiatives, programs for 2020 and beyond:**

- Offer Early Literacy classes for new parents in-house and at partner organization sites
- Collaborating with the Friends to distribute discarded books around town
- Partner with schools in Mead's neighborhood for afterschool programming; work with SASD to provide volunteer, internship, and employment opportunities for students; apply to participate in [PLA's Inclusive Internship Initiative](#); consider library Foundation and/or Friends sponsored scholarships for local students.
- Lead sustainability/ green efforts within the community and City departments by implementing rooftop garden, exploring green energy options, and educational gardens on library premises; go completely paperless for card registration by having PACs or tablets nearby desks
- Partnership with local/regional elected officials; host community "office hours" and/or town halls at the library.
- Serve as a conduit for feedback to the City through surveys, feedback forums, etc.

### 4. Collaborate with businesses, nonprofits, educators, and other community partners

#### **What we're already doing:**

- Experience Passes for local museums
- Maker/Scientist/Artist-in -Residence programs
- Saturday Family Storytimes w/community partners
- Staff serving on community boards, committees, NPOs, etc.
- Community partners involved in many program offerings
- Outreach with Chamber of Commerce

#### **Proposed tasks, initiatives, programs for 2020 and beyond:**

- Discount at BID businesses after showing library checkout receipt and/or new library card registration
- Through our connections with the Chamber, making sure area businesses know about our services and resources, such as business research expertise and meeting rooms.
- Collaborate with Job Center and SCEDC to fill service gaps (we are open more hours)

**Mead Public Library  
Board of Trustees  
Schedule of Meetings**

**2020**

January 23	July 23
February 27	NO AUGUST MEETING
NO MARCH MEETING	September 24
April 23	October 22
May 28	November 19*
June 25	NO DECEMBER MEETING

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

\*Denotes a 3<sup>rd</sup> Thursday

Mead Public Library ▼ All Libraries

IMMEDIATE SURVEY FOLLOW UP SURVEY SORT BY: TOPIC SCORE FILTER BY: PROG. NAME DATE

AVERAGE SCORE MATRIX



Outcome

Topic	Increased Knowledge	Increased Confidence	Application New Skills	Awareness of Resources	
Civil/Community Engagement					4.6
Digital Learning					4.3
Education/Lifelong Learning					4.3
	4.5	4.4	4.4	4.5	Averages

SURVEY RESPONSES BY PERCENT

Search: Responses by Count

IMMEDIATE SURVEY FOLLOW UP SURVEY SORT BY: TOPIC SCORE FILTER BY: PROG. NAME DATE

Filter & Export Open-ended Responses

Outcome	Score	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Topic Outcome Average	Library Average	Professional	Control
Civil/Community Engagement	4.7	0%	0%	0%	0%	100%	4.2	4.2	4.1	4.1
	4.6	0%	0%	0%	0%	100%	4.1	4.2	4.2	4.2
	4.7	0%	0%	0%	0%	100%	4.1	4.1	4.1	4.1
	4.7	0%	0%	0%	0%	100%	4.1	4.1	4.2	4.2
Digital Learning	4.3	0%	0%	0%	10%	90%	4.3	4.3	4.3	4.3
	4.2	12%	0%	0%	77%	11%	4.4	4.4	4.4	4.4
	4.3	0%	0%	0%	74%	26%	4.3	4.3	4.3	4.3
	4.5	0%	0%	12%	0%	88%	4.2	4.3	4.3	4.3
Education/Lifelong Learning	4.4	0%	0%	0%	2%	98%	4.3	4.3	4.3	4.3
	4.5	0%	0%	0%	3%	97%	4.3	4.3	4.3	4.3
	4.2	0%	0%	0%	4%	96%	4.4	4.4	4.4	4.4
	4.5	0%	0%	0%	3%	97%	4.4	4.4	4.4	4.4

IMMEDIATE SURVEY

FOLLOW UP SURVEY

Scoring 1.0



5.0

Average Score is calculated by assigning a 1- 5 value to each Likert Scale answer (Strongly Disagree to Strongly Agree). Aggregated responses are then averaged by weighting to these categories to come up with an aggregate score for each question, which can also be aggregated further to larger groups of libraries.

TOPIC



Civic/Community Engagement

4.1

Total Survey Responses for System: 264  
State/Prov. Average: 4.1 (Total Survey Responses: 324)  
National Average: 4.1 (Total Survey Responses: 9,260)  
Total Average: 4.2 (Total Survey Responses: 10,239)



Digital Learning

4.6

Total Survey Responses for System: 45  
State/Prov. Average: 4.5 (Total Survey Responses: 92)  
National Average: 4.5 (Total Survey Responses: 24,671)  
Total Average: 4.5 (Total Survey Responses: 27,802)



Early Childhood Literacy

4.4

Total Survey Responses for System: 226  
State/Prov. Average: 4.5 (Total Survey Responses: 367)  
National Average: 4.5 (Total Survey Responses: 44,724)  
Total Average: 4.5 (Total Survey Responses: 50,372)



Education/Lifelong Learning

4.5

Total Survey Responses for System: 1,044  
State/Prov. Average: 4.5 (Total Survey Responses: 1,468)  
National Average: 4.5 (Total Survey Responses: 94,364)  
Total Average: 4.5 (Total Survey Responses: 100,768)



Job Skills

1.0

Total Survey Responses for System: 1  
State/Prov. Average: 3.8 (Total Survey Responses: 6)  
National Average: 4.5 (Total Survey Responses: 5,383)  
Total Average: 4.5 (Total Survey Responses: 5,564)



Summer Reading Caregiver

4.3

Total Survey Responses for System: 28  
State/Prov. Average: 4.2 (Total Survey Responses: 496)  
National Average: 4.3 (Total Survey Responses: 32,459)  
Total Average: 4.3 (Total Survey Responses: 37,344)



Summer Reading Teen/Child

4.6

Total Survey Responses for System: 2  
State/Prov. Average: 4.1 (Total Survey Responses: 181)  
National Average: 4.3 (Total Survey Responses: 27,454)  
Total Average: 4.3 (Total Survey Responses: 30,850)

OUTCOME



Knowledge

4.4

Total Responses for System: 1,564  
State/Prov. Average: 4.4  
National Average: 4.4  
Total Average: 4.4



Confidence

4.4

Total Responses for System: 1,544  
State/Prov. Average: 4.3  
National Average: 4.3  
Total Average: 4.3



Application / New Skills

4.3

Total Responses for System: 1,535  
State/Prov. Average: 4.3  
National Average: 4.3  
Total Average: 4.3



Awareness of Resources

3.9

Total Responses for System: 1,522  
State/Prov. Average: 4.3  
National Average: 4.4  
Total Average: 4.4

Type	Name	December 2018	December 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
<b>Circulation Transactions</b>	Adult Materials	26866	25222	-6%	356200	332971	-7%
	Teen Materials	878	1026	17%	13981	13231	-5%
	Children's Materials	11998	12391	3%	187643	182183	-3%
	Total Adult/Teen/Children's Materials	39742	38639	-3%	557824	528385	-5%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	4439	4489	1%	61326	62672	2%
	Items received for Mead patrons from other libraries	4807	5030	5%	63889	70615	11%
	Total Interlibrary Loans (Transits)	9246	9519	3%	125215	133287	6%
<b>E-Content Checkouts</b>	Books and audiobooks (Libby, Hoopla, RB Digital)	5476	6165	13%	61074	74310	22%
	Music (Hoopla)	207	115	-44%	1595	1525	-4%
	Video (Hoopla, Kanopy)	621	668	8%	3325	8740	163%
	Magazines (RB Digital)	154	123	-20%	1493	1845	24%
	Total E-Content Checkouts	6458	7071	9%	67487	86420	28%
<b>Library Visits</b>	Gate count	20391	17704	-13%	297231	261981	-12%
<b>Research Inquiries</b>	Research Inquiries	2825	2652	-6%	28704	35432	23%
<b>Internet Usage Provided</b>	Library Workstation Sessions	3946	2838	-28%	52478	46058	-12%
	Wireless Sessions	12852	7720	-40%	174727	149658	-14%
<b>Number of Library Card Holders</b>	Sheboygan Residents				33003	34578	5%
	Non-Sheboygan Residents				9235	9146	-1%
	Total Number of Library Card Holders				42238	43724	4%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	48	49	2%	708	697	-2%
	Children (0-11) Participants	1119	1081	-3%	25835	20695	-20%
	Teen (12-18) Quantity	3	4	33%	77	86	12%
	Teen (12-18) Participants	108	186	72%	2674	2947	10%
	Adult (18+) Quantity	29	28	-3%	431	514	19%
	Adult (18+) Participants	639	366	-43%	8796	10608	21%
	Total number of Classes, Seminars, Workshops, Events	80	81	1%	1216	1297	7%
	Total number of Participants	1866	1633	-12%	37305	34250	-8%
<b>Conference Room Utilization</b>	Rocca Meeting Room	13%	15%	2%	33%	28%	-5%
	Loft Meeting Room	22%	21%	-1%	32%	29%	-3%
	2nd Floor Small Meeting Room	26%	21%	-5%	29%	26%	-3%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	488	391.5	-20%	5004.5	5735	15%
	Percent Utilization	33%	27%	-6%	32%	35%	3%
<b>Volunteer Hours</b>	Volunteer Hours	426.1	436.23	2%	6231.49	6275.37	1%

Type	Name	November 2018	November 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
<b>Circulation Transactions</b>	Adult Materials	27983	25601	-9%	329334	307749	-7%
	Teen Materials	1026	918	-11%	13103	12205	-7%
	Children's Materials	14407	14417	0%	175645	169792	-3%
	Total Adult/Teen/Children's Materials	43416	40936	-6%	518082	489746	-5%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	4991	4729	-5%	56887	58183	2%
	Items received for Mead patrons from other libraries	6124	5713	-7%	59082	65585	11%
	Total Interlibrary Loans (Transits)	11115	10442	-6%	115969	123768	7%
<b>E-Content Checkouts</b>	Books and audiobooks (Libby, Hoopla, RB Digital)	5211	6045	16%	55598	68145	23%
	Music (Hoopla)	201	101	-50%	1388	1410	2%
	Video (Hoopla, Kanopy)	402	582	45%	2704	8072	199%
	Magazines (RB Digital)	233	153	-34%	1339	1722	29%
	Total E-Content Checkouts	6047	6881	14%	61029	79349	30%
<b>Library Visits</b>	Gate count	23513	19647	-16%	276840	244277	-12%
<b>Research Inquiries</b>	Research Inquiries	3400	3395	0%	25879	32780	27%
<b>Internet Usage Provided</b>	Library Workstation Sessions	4254	3248	-24%	48532	43220	-11%
	Wireless Sessions	14901	9871	-34%	161875	141938	-12%
<b>Number of Library Card Holders</b>	Sheboygan Residents				32989	34590	5%
	Non-Sheboygan Residents				9244	9117	-1%
	Total Number of Library Card Holders				42233	43707	3%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	54	57	6%	660	648	-2%
	Children (0-11) Participants	1511	1219	-19%	24716	19614	-21%
	Teen (12-18) Quantity	3	3	0%	74	82	11%
	Teen (12-18) Participants	71	79	11%	2566	2761	8%
	Adult (18+) Quantity	34	34	0%	402	486	21%
	Adult (18+) Participants	416	449	8%	8157	10242	26%
	Total number of Classes, Seminars, Workshops, Events	91	94	3%	1136	1216	7%
	Total number of Participants	1998	1747	-13%	35439	32617	-8%
<b>Conference Room Utilization</b>	Rocca Meeting Room	42%	30%	-12%	35%	29%	-6%
	Loft Meeting Room	32%	30%	-2%	33%	30%	-3%
	2nd Floor Small Meeting Room	26%	20%	-7%	30%	27%	-3%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	490.5	416	-15%	4516.5	5343.5	18%
	Percent Utilization	34%	29%	-5%	31%	35%	4%
<b>Volunteer Hours</b>	Volunteer Hours	542.29	436.18	-20%	5805.39	5839.14	1%

### **Friends of the Mead Public Library Meeting Report-10/16/19**

- Friends had their annual meeting on 1/15/20 which was attended by about 30 people.
- Bylaws updates were voted on and changed
- Friends will be helping with the raffle portion of the Mini Golf event, raffle baskets will be titled:
  - Experience Sheboygan
  - A Taste of Wisconsin
  - Destination Kohler