



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-23)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Mead Public Library		2. Public Library System Monarch Library System			
3a. Head Librarian First Name Garrett	3b. Head Librarian Last Name Erickson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 07/31/2023	
6a. Street Address 710 N. 8th St.	6b. Mailing Address or PO Box 710 N. 8th St.	7. City / Village / Town Sheboygan	8a. ZIP 53081	8b. ZIP4 4563	9. County Sheboygan
10. Library Phone Number 9204593400	11. Fax Number (920)459-0204	12. Library E-mail Address of Director garrett.erickson@meadpl.org			
13. Library Website URL www.meadpl.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 88,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number JJ7BCGBDMBN5	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	67		
19b. Number of winter weeks	37		
19c. Summer hours open per week	57		
19d. Number of summer weeks	15		
19e. Total weeks per year	52		
19f. Total hours per year for this location	3,334		

PUBLIC SERVICES COVID-19	
Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES	
Initial date closed due to COVID-19 3-3-2020	First date reopened following initial COVID-19 closure 1-4-2021

Additional building closure and reopening dates, please describe
Additional hours resumed 1-2-2022

II. LIBRARY COLLECTION									
					a. Number Owned / Leased		b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>					208,877		13,294		
2. Electronic Books <i>E-books</i>					174,774				
3. Audio Materials					12,453		565		
4. Electronic Audio Materials <i>Downloadable</i>					74,776				
5. Video Materials					22,462		2,066		
6. Electronic Video Materials <i>Downloadable</i>					7,061				
7. Other Materials Owned <i>Describe</i> Toys, games, DVD's and video games					2,312				
8a. Electronic Collections <i>Locally Owned or Leased</i>					19				
8b. Electronic Collections <i>Purchased by library system or consortia</i>					3				
8c. Electronic Collections <i>Provided through BadgerLink</i>					63				
9. Total Electronic Collections <i>Local, regional, and state</i>					85				
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					194				
III. LIBRARY SERVICES									
1. Circulation Transactions			c. Circulation of Other Physical Items		2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials		(subset of 1a.)		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
399,263	159,050		7,402		106,672	59,800			
					Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			101,782			57,836			
WISCAT			4,890			1,964			
Other (includes OCLC, manual tracking or other methods)									
3. Number of Registered Users		d. Overdue Fines		4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. TOTAL			a. Method	b. Annual Count	a. Method	b. Annual Count	
33,531	6,895	40,426	No		Actual Count	46,488	Actual Count	210,285	
6. Uses of Public Internet Computers					7. Uses of Public Wireless Internet				
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet access		c. Method	d. Annual Count	a. Method	b. Annual Count			
70	70		Actual Count	26,182	Actual Count	74,720			
8. Website Visits		9. Electronic Collection Retrieval							
474,503		a. Local	b. Other	c. Statewide	d. Total				
		48,987	3,299	1,163	53,449				
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials			e. Uses of Children's Electronic Materials			
48,071	35,261	8,387	91,719			4,720			

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	119	368	48	383	240	1,158
Total Attendance	4,624	13,873	1,208	8,219	2,739	30,663

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	119	368	48	371	
Total Attendance	4,624	13,873	1,208	8,186	2,739
Number of Programs	906			906	
Total Attendance	27,891	0		27,891	

11i. Describe the library's in-person programs: Storybook programs, Maker Space programs, Stem programs, Adult Book Clubs, Make it at Mead, Sunday Make & Take, Radio Podcasts.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	12	240	252
Total Live Virtual Attendance	0	0	0	33	2,739	2,772
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs: You tube, Facebook & Live 365

12h. Describe the library's live, virtual programs: Book reviews, poetry readings and interviews, book discussions conducted by Librarians, Library Assistants and outside presenters,

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs: You tube, Facebook & Live 365 (Podcasts)

13h. Describe the library's pre-recorded programs: Mead produced podcasts including book reviews, poetry readings and community interviews conducted by Librarians, Library Assistants, and outside presenters.

IV. LIBRARY GOVERNANCE

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Maeve	Quinn	310 St. Clair Avenue	Sheboygan	53081	maeve.quinn@meadpublic
2. Marcos	Guevara	4020 Lakeshore Road	Sheboygan	53082	me.guevara@gmail.com
3. Barbara	Alvarez	1907 N 4th St	Sheboygan	53081	Barbara.ann.alvarez@gm
4. Kathie	Norman	3217 North Sixth Street	Sheboygan	53083	kathienorman@outlook.c
5. Father William	Bulson	630 Ontario Ave	Sheboygan	53081	wbulson@gracesheboyga
6. Amanda	Salazar	610 Broughton Drive	Sheboygan	53081	Amanda.Salazar@sheboy
7. Christine	Campe	714 Spring Avenue	Sheboygan	53083	woleaiyap@hotmail.com
8. Margaret	Albrinck	522 Erie Ave	Sheboygan	53081	albrinckm@gmail.com
9. Sherry	Speth	N3596 E. County Road A	Sheboygan	53085	sspeth@excel.net
10. Andre	Walton	4415 Primrose Ct R203	Sheboygan	53081	andrewalton56@gmail.co
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

10

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

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

Municipality Type	Name	Amount
City	Sheboygan	\$2,672,025
Subtotal 1		\$2,672,025

2. County

a. Home County Appropriation for Library Services

Subtotal 2a **\$809,989**

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Ozaukee	\$10,174		
Washington	\$1,058		
Fond du Lac	\$1,134		
Manitowoc	\$36,691		
Calumet	\$1,210		
Subtotal 2b			\$50,267

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3

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

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

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

Name	Amount	Name	Amount
Monarch Library Systems - Resource	\$100,000		
Subtotal 5			\$100,000

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

7. All Other Operating Income

\$394,773

8. Total Operating Income Add 1 through 7

\$4,027,054

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

\$2,672,025

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

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$1,989,785

2. Employee Benefits Include maintenance, security, plant operations

\$692,685

3. Library Collection Expenditures

a. Print Materials

\$348,307

b. Electronic Materials

\$10,110

c. Audiovisual Materials

\$49,246

d. All Other Library Materials

\$76,626

Subtotal 3

\$484,289

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
Monarch Library Systems	\$39,611	Quaity Control	\$2,429
Aurora Heatth	\$315	Rentokil Control Service	\$1,400
Andre Fire Equipment	\$1,588	Wells Fargo Financial - Copier Leases	\$9,091
Library Solutions	\$3,200	Other small contracts	\$6,137
Merizon Group	\$11,577		
Otis Elevator	\$12,513		

Subtotal 4 \$87,861

5. Other Operating Expenditures

\$746,601

6. Total Operating Expenditures Add 1 through 5

\$4,001,221

7. Of the expenditures reported in Item 6, what were operating expenditures from federal program sources?

\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$0

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$0

X. STAFF

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

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

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$127,443	40.00				
Public Services Manager	MLS (ALA)	\$90,627	40.00				
Support Services Manager	MLS (ALA)	\$87,467	40.00				
Administrative Services Manager	Other	\$90,606	40.00				
Librarian	MLS (ALA)	\$371,046	240.00				
Librarian	Librn. no-MLS	\$165,142	120.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
IT Specialist	Other	\$69,125	40.00	Maintenance Technician	Other	\$40,335	40.00
Communications Specialist	Other	\$60,176	40.00	Cleaners	Other	\$24,739	60.00
Public Service Specialist	Other	\$65,647	40.00	Library Assistants	Other	\$397,180	440.00
Administrative Assistant	Other	\$48,517	40.00	Catalogers	Other	\$150,484	120.00
Maintenance Supervisor	Other	\$52,768	40.00	Pages	Other	\$148,483	200.00

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

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
9.00	3.00	12.00	27.50	39.50

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			128,182
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		c. Subtotal	
2. Circulation to Nonresidents Living in the Library's County		23,102	89,294
3. Circulation to Nonresidents Living in Another County in the Library System		2,638	945
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		2,946	7,710
5. Circulation to All Other Wisconsin Residents		1,302	245
6. Circulation to Persons from Out of the State			
7. Are the answers to items 1 through 6 based on actual count or survey/sample?		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)?	
Actual		No	
8b. If yes, does the library allow residents in adjacent systems to purchase library cards?			
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	Name of County
			Circulation
a. Calumet	222	f.	
b. Fond du Lac	203	g.	
c. Manitowoc	7,285	h.	
d. Ozaukee	735	i.	
e. Washington	190	j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? <div style="text-align: center;">Yes</div>		2. Library type of Internet Connection <i>Mark all that apply</i>		3. Is the library CIPA compliant?	
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? <div style="text-align: center;">Yes</div>		Yes a. State TEACH line Yes b. Other broadband connection Local, cable, telco, community network, etc.		Yes	

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

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	0	0
Total Self-Directed Activity Participation	0	0	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	0	0
Total Self-Directed Activity Participation	0	0	0
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Melissa	Prentice	melissa.prentice@meadpl.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Melissa	Prentice	melissa.prentice@meadpl.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

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

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

XV. CERTIFICATION

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

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

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Sheboygan

The Mead Public Library Board of Trustees hereby states that in 2022 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

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

Indicate with an X one of the above statements

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

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

XV. CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Maeve

Quinn

COMMENTS

Public Services During COVID-19

Public services included curbside pickup during the COVID19 period.--2023-02-17

Outside Service During COVID-19

The outside service that was provided was curbside pickup.--2023-02-17

External Wi-Fi Access Added During COVID-19

Additional external Wi-Fi accesses were added to the outside for patron access.--2023-02-17

Additional building closure and reopening dates, please describe:

The Mead Public Library resumed it's normal hours to the amount of hours open before the COVID19 pandemic hit.--2023-02-17

SECTION II

2. Electronic Books (E-books)

3,548 was added for Hoopla E-books, Comic books and Hoopla--2023-02-23

4. Electronic Audio Materials (downloadable)

5,859 additional count is from

Hoopla music and audio books--2023-02-23

6. Electronic Video Materials (downloadable)

7,061 added for hoopla and kanopy--2023-02-23

8a. Electronic Collections (Locally owned or leased)

This line includes 19 database collections--2023-02-22

SECTION III

3d. Overdue Fine Policy

The Mead Public Library doesn't charge for overdue books therefore there is no policy in place. The Mead Public Library however does charge for lost materials.--2023-02-17

Uses of E-Books By Users of Your Library

4,889 added for hoopla and kanopy--2023-02-23

Uses of E-Audio by Users of Your Library

9,588 added for hoopla and kanopy--2023-02-23

Uses of E-Video by Users of Your Library

8,351 added for hoopla and kanopy--2023-02-23