

Wisconsin Public Library Annual Report	2023	Verify	Submit/Lock
MEAD PUBLIC LIBRARY			

I. GENERAL INFORMATION

The General Information section requests basic information about the library’s public service outlets. Some fields are pre-filled with last year’s information. In other cases, last year’s response is displayed to the right of the data entry field. Please revise as needed.

1. Name of Library.✔	Mead Public Library
2. Public Library System.✔	Monarch Library System
3a. Salutation	Mr.
3b. Head Librarian First Name	Garrett
3c. Head Librarian Last Name	Erickson
4a. Certification Grade	Grade 1
4b. Certification Grade Type	Regular
5. Certification Expiration Date	07/31/2028

Address(es)

Enter the complete street address of the main library. This should be the location where the principal collections are kept. The current address is displayed. Do not make any changes or edits unless the location of the library has changed during the report year, in which case you must also provide an explanation in the notes () for the address field. Use standard postal abbreviations, such as “St.” instead of “Street” and “W.” instead of “West.”

Street address is required. If mailing and street address are the same, then leave mailing address, city, and ZIP blank.

	a. Street Address	b. Mailing Address
6. Address or PO Box #	✔ 710 N. 8th St.	✔ 710 N. 8th St.
7. City/Village/Town	✔ Sheboygan	✔ Sheboygan
8. ZIP Code	✔ 53081	53081
8 (part 2). ZIP+4 Code	4563	4563

9. County.✔	Sheboygan
10. Library Phone No.✔	(920) 459-3400
11. Fax No.	(920) 459-0204
12. Director's Library E-mail Address	garrett.erickson@meadpl.org
13. Library Website URL	http:// www.meadpl.org

Service Outlets

14. Number of Branches (only if applicable).✔	0
15. No. of Bookmobiles Owned.✔	0
16. No. of Other Public Service Outlets	0
Total # of Service Outlets	1
17. Does your library operate a Books-by-mail program?	Yes No

18. Is your library formally established as a Joint Library under s.43.53.✔	Yes No
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Hours of Operation

All libraries complete items 19a through 19d. If your library has a bookmobile or branches, complete 19a through 19d for the main / central library only. Service hours for bookmobiles and branches are entered in Section Ib. Outlet Information.

Report the number of hours opened per week and the number of weeks operating in a modified Hours of Operation table. The table includes three different service levels to report hours opened with no restrictions on building access, limited public access, and staff only access to the building. These service levels are defined in the Annual Report Instructions PDF. The standard breakout of “winter hours” and “summer hours” still applies. Libraries with branch locations will complete this breakout for the central library in Section I Item 19 and each branch location in Section Ib.

Values entered for 19a-d are used to calculate the number of weeks operating at each service level and the number of hours operating during the calendar year. Those values are calculated as 19e Total Weeks and 19f Total Hours.

	Standard Service with No Restrictions on Building Access		Limited Service	Staff Only (no interior service for the public).	
19a. Winter hours open per week	✔ 64	67	0	50	0 25
19b. Number of Winter Weeks	✔ 37	37	0	14	0 14
19c. Summer hours open per week	✔ 57	57	0	43	0 21
19d. Number of Summer Weeks	15	15	0	12	0 0
19e. Total Weeks per Year	✔ 52	52	✔ 0	26	✔ 0 14
19f. Total Hours per year for this location	3,223	3,334	0	1,216	0 350

20. Square Footage of Public Library (this location only).✔	88,000
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21a. Did your library or a branch move to a new facility during the report year?	Yes No
21b. Did your library or a branch renovate or expand an existing facility during the report year?	Yes No
22. UEI Number	JJ7BCGBDMBN5

Population

Additional and Extended County Population are not available during the collection period and may not be entered. These values calculated following the close of the Annual Report collection. NOTE: 1/24/2024 - The Municipal Population shows the most recent DPI calculation for 2023. Additional County Population is left blank because it will be calculated after all Annual Reports are submitted. The values to the right of the data entry field show the 2022 final population calculations.




Municipal Population	49,748	50,139
Additional County Population		14,826
Extended County Population ✓	49,748	64,965

Ib. OUTLET INFORMATION

This section permits libraries with multiple outlets to easily report location and other information for all branches or bookmobiles. If you need to report branches not listed, email libraryreport@dpi.wi.gov

II. LIBRARY COLLECTION

This section of the report collects data about selected types of materials. It does not cover all types of material. Libraries may include other materials owned in item 7 of this section. Report only ...[more](#)

1b. Books in Print Added During Year	12,533	13,294
1a. Books in Print (end of year total) ✓	210,006	208,877
2. Electronic Books (E-books) ¹ ✓ 	169,984	174,774
3a. Audio Materials (end-of-year total) ✓	11,911	12,453
3b. Audio Added During Year	532	565
4. Electronic Audio Materials (downloadable) ² ✓ 	77,944	74,776
5a. Video Materials ✓	20,400	22,462
5b. Video Added During Year	1,992	2,066
6. Electronic Video Materials (downloadable) ³ ✓ 	3,957	7,061
7a. Other Materials Owned ✓	2,327	2,312
7b. Other Material Description	Toys, Kits, Experience Passes, Microfilm, Realia Toys, games, DVD's and video games	
8a. Electronic Collections (Locally owned or leased).	16	19
8b. Other Electronic Collections (purchased by library system or consortia).	3	3
8c. Statewide Electronic Collections (provided through BadgerLink) ✓	62	63
9. Total Electronic Collections (local, system, and statewide) ✓	81	85
10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format) ✓	164	194
11. Total Physical Items in Collection ✓	244,644	246,104

III. LIBRARY SERVICES

1a. Total Physical Circulation ✓	389,573	399,263
1b. Circulation of Children's Physical Materials (subset of 1a.) ✓	153,491	159,050
1c. Circulation of Other Physical Items (subset of 1a.) ✓	8,019	7,402

Interlibrary Loan (ILL) Transactions

Please choose *either* "Categorized ILL Transactions" *or* "Total ILL Transactions" and fill in the details requested. Do not report values for both. To change the Method for Counting ILL, all responses in the section must be removed first to avoid duplication of counts.

Method for Counting Interlibrary Loan (ILL) Transactions	Categorized ILL Transactions	
Total Items Loaned (provided to) ✓	118,769	106,672
Total Items Received (borrowed from) ✓	61,123	59,800

Categorized Interlibrary Loan (ILL) Transactions

	Items Loaned To Other Libraries		Items Borrowed From Other Libraries	
Integrated Library System (ILS).	113,916	101,782	58,738	57,836
WISCAT	4,853	4,890	2,385	1,964
Other (Includes OCLC, manual tracking, or other methods).	0		0	

Users / Use






3a. Registered Users Resident	28,444	33,531
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<u>3b. Registered Users Nonresident</u>	5,394	6,895
<u>3c. Registered Users</u> ✓	33,838	40,426
<u>3d. Overdue Fine Policy</u> ✓	No	No
<u>4a. Method Used to Count Reference Transactions</u> ✓	Actual Count	Actual Count
<u>4b. Reference Transactions</u> ✓	46,544	
<u>5a. Method Used to Count Library Visits</u> ✓	Actual Count	Actual Count
<u>5b. Library Visits</u> ✓	227,333	210,285

Use of Digital Resources

Report the number of uses of the following electronic resources for your library. System-wide electronic resources may be reported if the use can be authenticated to your library’s patrons (for remote access) and for sessions conducted on library public-access computers. If the use count information is unavailable for your library, mark the “not available” checkbox to the right of the data field. Do not report estimates. Fields are prefilled if your system has provided data to the Division for Libraries and Technology.

See the [Use of Digital Resources and Library Collection flowchart](#) for more information.

<u>6a. Number of Public Use Computers</u>	70	70
<u>6b. Number of Public Use Computers with Internet Access</u> ✓	70	70
<u>6c. Method for Counting Uses of Public Internet Computers</u>	Actual Count	Actual Count
<u>6d. Number of Uses (sessions) of Public Internet Computers</u> ✓	24,114	26,182
<u>7a. Method for Counting Wireless Internet Uses</u>	Actual Count	Actual Count
<u>7b. Wireless Internet Uses</u> ✓	105,080	74,720
<u>8. Number of Website Visits</u> ✓	395,653	474,503
<u>9a. Local Electronic Collection Retrievals (locally owned or leased)</u> ⁴ 	48,542	48,987
<u>9b. Other Electronic Collection Retrievals (purchased by library system or consortia)</u>	10,712	3,299
<u>9c. Statewide Electronic Collection Retrievals (provided through BadgerLink)</u>	3,265	1,163
<u>9d. Total Electronic Collection Retrievals (local, system, and statewide)</u> ✓	62,519	53,449
<u>10a. Uses of E-Books By Users of Your Library</u> ⁵ 	47,897	48,071
<u>10b. Uses of E-Audio by Users of Your Library</u> ⁶ 	40,835	35,261
<u>10c. Uses of E-Video by Users of Your Library</u> ⁷ 	9,377	8,387
<u>10d. Total Uses of Electronic Materials</u> ✓	98,109	91,719
<u>10e. Total Uses of Children's Electronic Materials</u> ⁸ 	7,244	4,720

Library Programs and Attendance


Libraries report programming data for the number of in-person programs and attendance as well as the number of live, virtual programs and attendance and views of pre recorded programs.

Resources are available for details on how to report in-person, live virtual, and pre recorded programs: [2020 Wisconsin Public Library Annual Report: Virtual Programming and Recording Views Google Slideshow with speaker notes](#) and the corresponding [2020 Wisconsin Public Library Annual Report Virtual Programming and Recording Views video](#).

Use the [Platform Metrics Guide for Live, Virtual Programming and Pre-recorded Views](#) to determine the appropriate reporting metric for some of the most commonly used virtual programming platforms.

In-Person Programs and Program Attendance Annual Count

An in-person library program is a planned event which introduces the in-person group attending to any of the broad range of library services or activities or which directly provides information to ...[more](#)

	<u>11a. In-Person Programs</u>		<u>11a. In-Person Program Attendance</u>	
<u>a. Children 0-5</u>	158	119	4,267	4,624
<u>b. Children 6-11</u>	310	368	10,820	13,873
<u>c. Young Adult</u>	59	48	1,157	1,208
<u>d. Adult 19+</u>	225	371	4,568	8,186
<u>e. General Interest</u>	62	0	2,920	0
<u>f. In-person Onsite</u>	 ⁹ ✓ 779	906	✓ 22,037	27,891
<u>g. In-person Offsite</u>	✓ 35	0	✓ 1,695	0
<u>h. Total In-Person</u>	814	906	23,732	27,891
<u>11i. Describe the library's in-person programs:</u>	Storybook programs, Maker Space programs, Stem programs, Adult Book Clubs, Make it at Mead, Sunday Make & Take, Radio Podcasts.			
	Storybook programs, Maker Space programs, Stem programs, Adult Book Clubs, Make it at Mead, Sunday Make & Take, Radio Podcasts.			

Live, Virtual Programs, Program Attendance, and Views Annual Count

A live, virtual library program is any planned library program that is live-streamed virtually and viewed live as it progresses (called “synchronous live-streaming”). Regardless of the number of ...[more](#)

	<u>12a. Live, Virtual Programs</u>	<u>12a. Live, Virtual Program Attendance</u>	<u>12a. Views of Recorded Live, Virtual Programs</u>
<u>a. Children 0-5</u>	00	00	00

b. Children 6-11	00	00	00	00
c. Young Adult	00	00	00	00
d. Adult 19+	012	033	00	00
e. General Interest	435240	13,1472,739	4,3810	00
f. Total Live Virtual	✔ 435252	✔ 13,1472,772	4,3810	00
12g. Which platforms does the library use to host the library's live, virtual programs:	You tube, Facebook, Live 365, SpotifyYou 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, ukulele lessons			
	Book reviews, poetry readings and interviews, book discussions conducted by Librarians, Library Assistants and outside presenters,			

Total Synchronous Program Statistics

	Programs	Program Attendance
Children 0-5	✔ 158119	✔ 4,2674,624
Children 6-11	✔ 310368	✔ 10,82013,873
Young Adult	✔ 5948	✔ 1,1571,208
Adult 19+	✔ 225383	✔ 4,5688,219
General Interest	✔ 497240	✔ 16,0672,739
Total Synchronous	✔ 1,2491,158	✔ 36,87930,663

Pre-recorded Programs and Views Annual Count

A pre-recorded library program is any planned event that is recorded by the library for asynchronous streaming (for later, on-demand viewing). Only include views of program sessions posted during the ...[more](#)

	13a. Pre-recorded programs	13a. Pre-recorded program attendance
a. Children 0-5	00	00
b. Children 6-11	00	00
c. Young Adult	00	00
d. Adult 19+	00	00
e. General Interest	120	1,0830
f. Total Pre-recorded	✔ 120	✔ 1,0830
13g. Which platforms does the library use to host the library's pre-recorded programs:	You tube, Facebook, Live 365, Spotify (Podcasts)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.	
	Mead produced podcasts including book reviews, poetry readings and community interviews conducted by Librarians, Library Assistants, and outside presenters.	

IV. LIBRARY GOVERNANCE

Provide a complete list of all voting board members and officers as of the date of this report. Enter "Vacant" in the first and last name fields of any positions that are unfilled at the time of this report. Be sure to report the current Library Board President in the first line. If you cannot provide an email address for the President, please provide email addresses for other members when possible for official library system communications.

Library Board President

List the Library Board President as of the date of this report. Please provide an email address as well. If this trustee does not have an email address, please provide an email address for at least one other board member who can be contacted if necessary by the library system or DPI.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
President	1.Ms.	Barbara	Alvarez	1907 N 4th St	Sheboygan	53081	Barbara.ann.alvarez@gmail.com

Library Board Members

List other voting members of the library board as of the date of this report. Please be sure to indicate vacancies last.

	Salutation	First Name	Last Name	Street Address	City	Zip Code	Email Address
2.	Mr.	Marcos	Guevara	4020 Lakeshore Road	Sheboygan	53082	me.guevara@gmail.com
3.	Ms.	Angela	Ramey	514 North 26th Street	Sheboygan	53081	angela.ramey@sheboyganwi.go
4.	Ms.	Kathie	Norman	3217 North Sixth Street	Sheboygan	53083	kathienorman@outlook.com
5.	Mr.	Father William	Bulson	630 Ontario Ave	Sheboygan	53081	wbulson@gracesheboygan.com
6.	Ms.	Amanda	Salazar	610 Broughton Drive	Sheboygan	53081	Amanda.Salazar@sheboyganwi
7.	Ms.	Christine	Campe	714 Spring Avenue	Sheboygan	53083	woleaiyap@hotmail.com
8.	Ms.	Margaret	Albrinck	522 Erie Ave	Sheboygan	53081	albrinckm@gmail.com
9.	Ms.	Sherry	Speth	N3596 E. County Road A	Sheboygan	53085	sspeth@excel.net
10.	Mr.	Andre	Walton	4415 Primrose Ct R203	Sheboygan	53081	andrewalton56@gmail.com
11.	Ms.	Maeve	Quinn	310 St. Clair Avenue	Sheboygan	53081	maeve.quinn@meadpubliclibran
12.	Ms.	Jeanne	Pfeiffer	2710 Mill Road	Sheboygan	53083	jpfeiffer53@att.net
13.							
14.							
15.							

16.						
17.						

Number of Library Board Members

Report the total number of voting library board members, including vacancies that are authorized but not filled.

Number of Library Board Members 	10	10
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V. LIBRARY OPERATING REVENUE

Report revenue used for operating expenditures as defined at the beginning of Section VI. Report revenue by original source of income (federal, state, county, or other). This may require the library ...[more](#)

1. Local Municipal Appropriations for Library Service

Report appropriations from the library’s local municipality as applicable. Do not include county appropriations, contract income, or donations here.

Legally established joint public libraries may use subsequent lines of the report as appropriate to report revenue from participating municipalities.

Using the Municipality Type dropdown list, indicate whether the municipality that established the library is a city, village, town, or tribe. In the Name column, enter the name of the city, village, town, or tribe that established the library. Do not include phrases such as City of, Town of, etc. In the Amount column, report the actual appropriation for the report year received from the city, village, town, or tribe that established the library.

Municipality Type	Name	Amount
City	Sheboygan	\$ \$2,969,198 \$2,672,025
		\$
		\$
		\$
		\$
		\$
		\$

Subtotal

Local Government Revenue	\$ \$2,969,198 \$2,672,025
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2a. Home County Appropriation for Library Service

Each public library is affiliated with a home county for library system purposes under s.43.15(3). Report reimbursements from the home county here. This includes home county funds transferred to the library through the system or a county library service. Consolidated county libraries report county revenues for library operations.

Home County Subtotal	\$ \$816,604 \$809,989
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2b. Other County Payments for Library Service

Report other county payments for library services from other counties under s. 43.12. in this section. This includes other county funds transferred to the library, including those transferred through the system. Use the dropdown list to select the name of the county. These are county payments other than the home county appropriation reported in 2a.

County Name	Amount
Ozaukee	\$ \$8,611
Washington	\$ \$2,286
Fond du Lac	\$ \$662
Manitowoc	\$ \$44,521
Calumet	\$ \$1,350
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal

Other County Payments	\$ \$57,430 \$50,267
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3. State Funds

Report state funds received from your public library system or from another Wisconsin state program and deposited in your library fund. Funds from TEACH grants are reported here as it is funded by the state Universal Service Fund (USF) which is comprised (almost entirely) of state funds.

a. Public Library System State Funds

Your system should verify the amount of state aid to public library systems funds paid to your library (if any). If your library received more than four individual grants, you may combine grants from the same source on one line, then list the individual projects in the notes. Revenue reported here should not be reported as contract income or as funds not expended in the previous year.

Payments or reimbursements for system LSTA Grants should only be reported in Section V. 4. Federal Funds.

If state funds were expended or budgeted for capital outlays such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

Description	Amount
Resource Library	\$ \$0
	\$
	\$
	\$

b. State Funds Carried Forward from Previous Year

Report any State Funds received in a prior year and carried forward for expenditure in the reporting year.

State Funds Carried Forward	\$ \$0
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c. Other State Funded Program

Enter a brief description of other state-funded programs and enter the total amount. Note: programs like Youth Aid Funds are reported here although the state funds are blended with federal funds. State statutes and federal regulations authorize state agencies to blend state aid with federal funds to focus on outcomes and simplify accounting. When the funds get blended, the funds are combined under a single set of reporting requirements and lose their original award-specific identity.

Description	Amount
	\$ 0

Subtotal

State Government Revenue ✓	\$ \$0 \$0
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4. Federal Funds - Name of program and, if LSTA, enter DPI Grant Number number

Federal funds are any federal government funds distributed to the library for expenditure by the public library, including federal funds distributed by the state. Enter the name of the federal program(s) and the amount(s) received.

Report Library Services and Technology Act (LSTA) grant awards to your library here. For each award, enter the “DPI Grant Number” including Grant Year as the Project Number and “DPI Grant Name” as the Program Name. LSTA grant awards to systems that are used to reimburse your library for expenses or are otherwise passed through to your library should also be reported here. Report Community Development Block Grants here.

If federal funds were expended or budgeted for capital outlays, such as major equipment purchases, the funds should only be reported in Section VII. Library Capital Income, Expenditures, Debt Retirement, and Rent.

Program Name	Project Number	Amount
		\$ \$0
		\$
		\$
		\$

Subtotal

Federal Government Revenue ✓	\$ \$0 \$0
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5. Contract Income from Other Governmental Units, Libraries, Library Agencies, Library Systems, etc.

Contract income is income received from government units, libraries, and library systems other than your system for services provided by the library. State and federal funds received from your system should be reported as state or federal income above. Report funds received from adjacent towns or municipalities which are not part of a formal joint library operating agreement.

If the contract funds are not paid directly to the library board, but are instead paid to the library's municipality, and are not available as revenue to the library in addition to the municipal appropriation for library service, do not report those revenues here. Do not report reimbursement payments from counties here. Do not report federal Library Service and Technology Act (LSTA) grants received from the state or system, or state funds from your public library system as contract income here.

Name	Amount
Monarch Library Systems - Resource	\$ \$100,000 \$100,000
	\$
	\$
	\$ \$0

Subtotal

Contract Income	\$ \$100,000 \$100,000
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6. Funds Carried Forward from Prior Year

Include funds carried forward from the previous year and made available for library operating expenditures, except for state aid funds reported in 3b. above.

Do not report fund balances designated to capital projects here. Donation and endowment fund balances should not be reported here but instead should be reported as part of VIII. Other Funds Held by the Library Board and IX. Trust Fund Report.

6. Funds Carried Forward	\$ \$0
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7. All Other Operating Income

All other operating income is any operating income other than that reported in items 1 through 6 above. Report monetary gifts, donations, interest, fines, and fees received during the reporting year here if the funds were available for library use. Do not include the value of any contributed services or the value of in-kind gifts and donations. Do not include endowment and trust funds that were not available to the library for expenditure during the report year. Those funds should be reported in an attachment (see Section IX. Other Funds Held by the Library Board and Trust Fund Report).

Other Revenue ✓	\$ 232,534	\$394,773
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8. Total Operating Income

Total Operating Income is the sum of items 1 through 7 and is automatically calculated and displayed.

Total Revenue ✓	\$ 4,175,766
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9. Current Year Appropriation

Enter the current year appropriation provided by your governing body/bodies for public library service. This is the amount you anticipate reporting next year on line 1 above if yours is a municipal library, or on line 2 if yours is a county library. Joint libraries should enter their total and use the annotation field to report a listing of appropriations from each participating municipality.

Current Year Appropriation ✓	\$ 2,929,198	\$2,672,025
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10. Exempt from County Library Tax? [Wis. Stat. s.43.64 (2)]

Indicate whether your library's municipality was exempt from the county library tax for the reporting year. Wisconsin Statutes 43.64(2).

Exempt from County Library Tax ✓	Yes
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VI. LIBRARY OPERATING EXPENDITURES

Operating expenditures are current and recurrent costs necessary to the provision of library service. Library operating costs paid directly by the municipality may be included as income and expenditures; however, the library must be able to document the expenditure of these funds for library purposes. (For example, employee fringe benefits or library heating and electrical expenses in a shared facility may be paid directly by the municipality. If documented, these expenditures may be included.) Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donation, or rent paid by the library to library's municipality for public library space. Do not include capital expenditures under this category (see instructions for the immediately following section).

1. Salaries and Wages ✓	\$ 2,199,459	\$1,989,785
2. Employee Benefits ✓	\$ 753,310	\$692,685
Total Staff Expenditures ✓	\$2,952,769	\$2,682,470

3. Library Collection Expenditures

Enter all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

a. Print Materials ✓	\$ 292,658	\$348,307
b. Electronic Materials ¹⁰ ✓	📁 \$ 87,109	\$10,110
c. Audiovisual Materials	\$ 35,029	\$49,246
d. All Other Library Materials	\$ 8,000	\$76,626
Subtotal 3: Total Collection Expenditures ¹¹ ✓	📁 \$ 422,796	\$484,289

4. Fees and Contracts for Services from Other Libraries, Municipalities, and Systems

Report here any expenditure for contract arrangements with other libraries, municipalities, or public library systems or fees imposed by a municipality. Funds reported here are the funds paid out by your library. Indicate the service provider receiving the funds, description of service, amount, and type as contract or fee. A contract is a negotiated agreement while a fee is a monetary amount imposed upon the library.

Provider	Description	Amount	Type
Monarch Library Systems	Monarch Library Systems	\$ 38,326	\$39,611
Bibliotheca	Aurora Heatth	\$ 31,328	\$315
Checkout/Checkin equipment			
Otis Elevator	Andre Fire Equipment	\$ 10,655	\$1,588
Other small contracts	Library Solutions	\$ 57,049	\$3,200
	Merizon Group	\$	\$11,577
	Otis Elevator	\$	\$12,513
	Quaity Control	\$	\$2,429
	Rentokil Control Service	\$	\$1,400
	Wells Fargo Financial - Copier Leases	\$	\$9,091
	Other small contracts	\$	\$6,137
		\$	
		\$	
		\$	

Subtotal 4: Total Contracted	\$ 137,358
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5. Other Operating Expenditures

Report all operating expenditures not included in 1 through 4 above. Other operating expenditures include operation and maintenance of the physical facility, heating, lighting, postage, telephone, telecommunication charges, binding, supplies, repair or replacement of existing

furnishings, fees paid to a consultant, auditor, architect, or attorney, and equipment and cost of computer hardware and software used to support library operation or to link to external networks, including the Internet.

5. Other Operating Expenditures	\$ \$604,502	\$746,601
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6. Total Operating Expenditures

Total Operating Expenditures✔	\$ \$4,117,425
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7. Operating Expenditures from Federal Sources

Report the amount expended from federal program sources. If the library is reimbursed for operating expenditures by a federal program such as E-rate. LSTA Grants to States, expenditures from federal sources must not be zero. The criteria for reporting the LSTA grant amount is the year in which the funds were expended and not the year in which reimbursement was received. The number is a subset of the total reported in 6.

7. Of the expenditures reported on line 6, report the amount expended from federal program sources.	\$ \$0	\$0
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VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income & Expenditures

Enter capital revenues and capital expenditures by source of revenue for the year just ended. Report all revenue to be used for major capital expenditures and all capital expenditures. Include funds received for (a)Site acquisition, (b) New buildings, (c) Additions to or renovation of library buildings, (d) Furnishings, equipment, and initial collection (print, non-print, and electronic) for new buildings, building additions, or building renovations, (e) Computer hardware and software used to support library operations, to link to networks, or to run information products, (f) New vehicles, and (g) Other one-time major projects.

Exclude funds received for (a) Replacement and repair of existing furnishings and equipment, (b) Regular purchase of library materials, (c) Investments for capital appreciation, (d) Capital projects in the previous year but unspent in the report year.

	Brief Description of Expenditure(s)	Revenue(s)	Expenditure(s)
a. Federal		✔ \$ \$0	\$ \$0
b. State		✔ \$ \$0	\$ \$0
c. Municipal		\$ \$0	\$ \$0
d. County		\$ \$0	\$ \$0
e. Other		✔ \$ \$0	\$ \$0

Totals

Total Income and Total Expenditure are the sum of the revenue column and expenditure column, respectively. The two amounts are automatically calculated and displayed.

Total Income✔	\$ \$0	\$0
Total Expenditure✔	\$ \$0	\$0

2. Debt Retirement

Enter debt retirement payments, if any, paid by the library board. Include annual payments and interest. Also Include additional debt retirement fees, if any, incurred in the year of final payoff of the debt. If available, please add a note with a breakdown of amounts and corresponding sources.

Debt Retirement	\$0
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3. Rent paid to Municipality/County

Enter rent paid to the library’s municipality by the library, or to the county if a county library, for public library space provided by the municipality or county.

Rent Paid to Municipality/County	\$0
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VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD (include donations except Trust Fund)

All funds under the library board’s control must be reported as required by Wis. Stat. s.43.58 (6) (a). Report in this section any funds held by the library board that have not been reported in a ...[more](#)

Beginning Balance of Other Funds Under Library Board Control	\$0
Additions	\$0 \$0
Subtractions	\$0 \$0
Total Amount of Other Funds at End of Year	\$0

IX. TRUST FUNDS

Report the total amount of other funds and trust funds held at end of year in the space provided. A “Trust Fund” indicates that a library trustee has been appointed as financial secretary and ...[more](#)

Beginning Balance of Trust Funds Controlled by the Library Board	\$0
Additions	\$0

<u>Subtractions</u>	\$0
<u>Total Amount of Trust Funds Held by the Library Board</u>	\$0

X. STAFF (FTE)

Report as of the last day of the year just ended. Indicate all positions funded in the library’s budget whether those positions were filled or not. Do not list volunteers or staff paid from funds not administered by the library. Libraries with 20 or fewer employees must include all employees under 1a and 1b. Libraries with more than 20 employees should list the head librarian / director, chief assistants, branch librarians, division heads and other supervisory personnel in 1a., and see the instructions for 1b below.

Libraries must complete section 2. as well to provide an accurate FTE total for all library staff. Include maintenance, plant operation and security staff paid by the library.

For each personnel listing select the Job Title from Appendix A of the Wisconsin Annual Report Instructions PDF which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

1. Personnel Listing

a. Directors, department heads, branch heads, and full-time or permanent staff, as space allows.

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

List the Library Director on the first line. Libraries with more than 15 employees, report individual positions with the title of “librarian” in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

For each personnel listing select the Job Title from Appendix A which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

<u>Position</u>	<u>Type of Staff</u>	<u>Job Title</u>	<u>Annual Salary</u>	<u>Hours Worked/Week</u>
Director	MLS (ALA)	Library Director / Chief Officer	\$ \$131,106	40.00
Public Services Manager	MLS (ALA)	Deputy / Associate / Assistant Library Director	\$ \$92,248	40.00
Support Services Manager	MLS (ALA)	Manager/Supervisor of Support Staff	\$ \$91,124	40.00
Administrative Services Manager	Other	Office Manager	\$ \$92,040	40.00
Librarian	MLS (ALA)	Librarian (MLS)	\$ \$328,285	240.00
Librarian	Librn. no-MLS	Librarian (MLS)	\$ \$198,140	120.00
Program Specialist	Other	Associate Librarian (non-MLS)	\$ \$113,318	80.00
Library Assistant	Other	Library Assistant - Public Services	\$ \$342,219	310.00
Cataloger	Other	Cataloger	\$ \$155,210	120.00
Library Assistant	Other	Library Assistant - Technical Services	\$ \$23,628	20.00
			\$	
			\$	
			\$	
			\$	
			\$	

b. Other Paid Staff

Librarians are persons who do paid work that usually requires professional training and skills in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. The usual education requirement is a master's degree from programs of library and informational studies accredited by the American Library Association (ALA). However, other persons may hold the title of Librarian.

Libraries with more than 15 employees, report individual positions with the title of “librarian” in 1a, with assistant directors and department heads listed first. Include others by title below in 1b. Other full-time positions may be reported here if space allows; otherwise, list positions, total wages and total hours in 1b below. Use the Type of Staff dropdown list to indicate whether person in a position of librarian has an ALA/MLS.

For each personnel listing select the Job Title from Appendix A of the Wisconsin Annual Report Instructions PDF which most closely describes duties of the position. The job titles in Appendix A represent a set of 46 standard classifications. Review the job descriptions to identify the closest match based on duties and responsibilities. If no match can be identified, supply an explanation in the notes.

<u>Position</u>	<u>Type of Staff</u>	<u>Job Title</u>	<u>Total Annual Wages Paid</u>	<u>Hours Worked/Week</u>
IT Specialist	Other	Information Technology Manager	\$ \$73,174	40.00
Public Safety Specialist	Other	Social Worker	\$ \$67,995	40.00
Communications Specialist	Other	Marketing Specialist	\$ \$63,211	40.00
Maintenance Supervisor	Other	Facility Engineering Manager (Maintenance)	\$ \$63,211	40.00
Maintenance Technician	Other	Building Maintenance Worker	\$ \$43,180	40.00
Administrative Assistant	Other	Executive Assistant	\$ \$50,856	40.00
Cleaner	Other	Janitorial Cleaner	\$ \$46,800	60.00
Page	Other	Page/Shelver	\$ \$241,800	310.00
			\$	
			\$	

2. Library Staff Full-Time Equivalents (FTEs)

Compiling information for all library staff is particularly important for large libraries that did not report all employees in 1a. and 1b. above. The full time equivalent (FTE) for any staff category is determined by summing the total hours worked per week by all category employees and dividing by 40. To ensure comparable data, 40 hours per week is the measure of full-time employment. For example, if a library has 15 employees working 37.5 hours per week each, then the FTE calculation is 15 x 37.5 / 40 or 14.06 FTEs. Round to two decimal places.

Do not include any employee in more than one category.

a. Persons Holding the Title of Librarian

For all employees with Master’s degrees from programs accredited by ALA, divide the total hours worked per week by 40. For all other persons holding the title of Librarian, divide the total hours worked per week by 40.

The FTE subtotal for persons holding the title of librarian is the sum of the two calculations above. The number is automatically calculated and displayed.

Masters Degree from an ALA Accredited Program✔	9.00	9.00
Other Persons Holding the Title of Librarian	3.00	3.00
Subtotal✔	12.00	12.00

b. All Other Paid Staff

Determine the total hours worked per week by all other staff paid from the library budget. Include plant operation, security, and maintenance staff. Divide this number by 40 and enter the all other paid staff full time equivalent in the space provided.

All Other Paid Employees✔	29.50	27.50
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c. Total Library Staff Full-Time Equivalents

The total library staff full time equivalent is the sum of the FTEs reported in 2a and 2b and is automatically calculated and displayed.

Total Paid Employees✔	41.50	39.50
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XI. LOANS TO NONRESIDENTS

Nonresidents are library users who live outside the library’s legal service jurisdiction (the governmental unit(s) establishing the public library). For consolidated county libraries, it means outside the county. For joint libraries, it means outside the municipalities that established the joint library. Circulation is defined at the beginning of Section III. Library Services.

Provide the requested information for items 1 through 9. The information provided in 2b. Circulation to Nonresidents Living in Your County – Those Without a Library is needed to calculate county payments for nonresident use of the library. For those libraries in communities with territory in more than one county, report nonresident use for your home county only in 2b. Report other county nonresident use in item 3 or 4 and 9, as appropriate.

For more information, see [Guidelines for Collection of Public Library Nonresident Usage Statistics](#).

1. Total Nonresident Circulation✔	125,252	128,182
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2. Circulation to Nonresidents Living in Your County

a. Home County Circulation to Those with a Library	21,481	23,102
b. Home County Circulation to Those without a Library	89,067	89,294
c. Home County Total	110,548	112,396

3. Circulation to Nonresidents Living in Another County in Your System

a. Other System Counties Circulation to Those with a Library	1,647	2,638
b. Other System Counties Circulation to Those without a Library	1,677	945
c. Other System Counties Total	3,324	3,583

4. Circulation to Nonresidents Living in an Adjacent County Not in Your System

a. Nonsystem Adjacent County Circulation to Those with a Library	2,642	2,946
b. Nonsystem Adjacent County Circulation to Those without a Library	7,136	7,710
c. Nonsystem Adjacent County Total	9,778	10,656

Other

5. Other Circulation to All Other State Residents	1,294	1,302
6. Other Circulation to Users from Out of State	308	245
7. Method for Determining Circulation Allocation	Actual	
8a. Access Denied under s. 43.17 (11) (b).	No	
8b. If Access Denied, Are Cards Sold		

9. Circulation to Nonresidents

Report the circulation to nonresidents from any adjacent counties who do not have a local public library and the name of the county. Information provided on lines 9a. through 9j. is needed to calculate adjacent county payments for nonresident use of the library where applicable.

Use the dropdown lists to indicate the county reported and enter the total number of circulations to qualifying non-residents from that county who used your library throughout the report year. County names may be prefilled with those listed in the annual report.

	Name of County	Circulation
	Calumet Calumet	154 222

Fond du Lac	Fond du Lac	540	203
Manitowoc	Manitowoc	6,442	7,285
Ozaukee	Ozaukee	1,256	735
Washington	Washington	213	190

XII. TECHNOLOGY

Wireless Internet Access and Broadband

1. What is the speed of your connection to the internet? Choose the closest value.	1GB
2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?	Yes No
3a. How many hotspots does your library have in the collection for patron checkout? Do not include lost devices.	0
3b. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.	0
4. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?	Yes No Yes
5a. Does your library filter every library-owned computer for obscene content (including staff computers) and have a board-approved internet safety policy?	Yes No Yes
5b. If your library answered no for 5a, provide a comment.	

Digital Literacy

The American Library Association defines “Digital Literacy” as: The ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills.

6a. Does your library offer courses, training, or other kinds of assistance to support your patrons’ digital literacy?	Yes No
6b. If your library answered yes for 6a, provide a list of your offerings.	Basic computer literacy

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

For a complete description of self-directed activities information in the annual report, see the WI Libraries for Everyone post “Important Updates: Annual Report and Record Keeping Resources.” ...[more](#)

1. Self-Directed Activities

A Self-Directed Activity is a planned, independent activity available for a definite time period which introduces participating individuals to any of the broad range of library services or activities which directly provide information to participants. Activities differ from programs in that activities are unstructured and depend on the participation of the attendee to create the experience, rather than a structured presentation offered by librarian to a group at a set time. Examples of these types of passive activities include DIY stations, 1,000 Books Before Kindergarten, and Frequent Reader Club. This does not include informal services such as homework help. Count all activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities.

	Number of Self-directed Activities	Participation in Self-directed Activities
Children 0-5	0	✓0
Children 6-11	0	✓0
Young Adult	0	✓0
Adult 19+	0	✓0
General Interest	0	✓0
Total Self-directed		

2. Staff Serving Youth

Please indicate the name(s) and e-mail addresses of staff who serve as the children, youth, or teen librarian(s). If the director serves as the youth librarian, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff serves children, youth, or teens, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

4	4	4	
First Name	Last Name	Email Address	
Susan	Durant	susan.durant@meadpl.org	✗
Alison	Loewen	alison.loewen@meadpl.org	✗
Ashley	Kapellen	ashley.kapellen@meadpl.org	✗
Matt	Beinemann	matt.beinemann@meadpl.org	✗
			✗

3. Staff Serving Adults

Please indicate the name(s) and e-mail addresses of staff who serve as the adult librarian(s), focusing on providing services and programs to people aged 18 and up. If the director serves in this capacity, only that name is needed. Please list only paid staff, do not include volunteers. If more than one of your staff provides services and programs to adults, list the primary staff member on the first line.

Note that only information for the primary staff person is included on the printed annual report. Information for additional staff is collected to be used by DPI for correspondence.

4	4	4	
First Name	Last Name	Email Address	
Kelly1	Rohde1	kelly.rohde@meadpl.org1	✗
Jeannie1	Gartman1	jeannie.gartman@meadpl.org1	✗
Carol1	Munroe1	carol.munroe@meadpl.org1	✗
Molly1	Goltry1	molly.goltry@meadpl.org1	✗
1	1	1	✗

XIV. ASSURANCE OF COMPLIANCE (select Yes to indicate compliance)

[Note to user: You may click on each question below to view the entire statement of assurance as it will appear on the printed document.]

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.

Selecting "Yes" from the dropdown list next to each statement of assurance indicates compliance with the requirement.

Is the library established under s. 43.52,3, or 7? ✓	Yes No
Is the library free for the use of inhabitants? ✓	Yes No
Does the library's board membership comply with statutory requirements? ✓	Yes No
Does the library board have exclusive control of funds? ✓	Yes No
Is the library director present at least 10 hours per week while the library is open? ✓	Yes No
Does the library board supervise the administration of the library? ✓	Yes No
Is the library authorized to participate in your library system? ✓	Yes No
Has the library maintained a written agreement to participate in the library system, interlibrary loan (ILL), and provide "same services"? ✓	Yes No
Is the head librarian certified at the appropriate grade level? ✓	Yes No
Is the library open to the public an average of at least 20 hours per week? ✓	Yes No
Does the library spend at least \$2,500 on library materials? ✓	Yes No

STATEMENT CONCERNING SYSTEM EFFECTIVENESS

[NOTE: The system effectiveness statement can be submitted online as part of the Annual Report. The system effectiveness statement does not need to be sent separately to DPI.]

The statutory ...[more](#)

Did the library system provide effective leadership and adequately meet the needs of the library? ✓	Yes, we agree with the statement
Comments or explanation of library board's response	

ATTACHMENTS

Report Attachments - Library	
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¹, (Hoopla: 2,682 ebooks + 512 comics) + 166,790 prefill (0-2024-02-19)

², (Hoopla: 5,342 audiobook + 576 Music CD) + 72,026 prefill (0-2024-01-24)

³, (Hoopla: 622 movie + 576 TV) + (Kanopy: 2,759) (0-2024-01-24)

⁴, 9a. (Hoopla: 189 binge) + 48,353 prefill (0-2024-01-24)

⁵, 10a. (Hoopla: 662 comics + 3,536 ebooks) + 43,699 prefill (0-2024-01-24)

⁶, 10b. (Hoopla: 8,984 audiobook + 933 music) + 30,918 prefill (0-2024-01-24)

⁷, 10c. (Hoopla: 947 movie + 602 TV) + (Kanopy: 7,828 videos) (0-2024-01-24)

⁸, 10e. Hoopla: 1,633 + Kanopy 445 + 5,166 prefill (0-2024-01-24)

⁹, 11f. total in-person programs (814) minus off-site programs (35) = 779 (0-2024-02-16)

¹⁰, Reporting of this data has changed hands and now includes actual numbers taken from FY23 invoices (0-2024-01-29)

¹¹, Pulled processing materials and fees (\$23,658) out of collections expenditures (based on DPI FAQ from 4/2023). In the past, we had added these costs to materials budget (0-2024-02-20)