



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

November 19, 2025 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., on Wednesday, November 19, 2025, at Mead Public Library Rocca Conference Room, 710 N 8th Street, Sheboygan, Wisconsin.

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Pattie Pilz at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
5. Correspondence, Announcements, and Common Council Reports

CONSENT AGENDA

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

COMMITTEE REPORTS

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [14.](#) Update Policies
- [15.](#) Table of Organization
- [16.](#) Job Descriptions
- [17.](#) Monarch Resource Library Agreement
- 18. Planning for Performance Evaluation of the Library Director

DIRECTOR'S REPORT

- [19.](#) Services and Programming
- 20. 2026 Budget - Approved November 3

UPCOMING MEETINGS

- 21. Library Board of Trustees January 21, 2026

ADJOURN

- 22. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 15, 2025 at 5:00 PM

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

In-person: Erin Bremser, Michael Close, Jim Hollister, Susan Kuck, Jeanne Pfeifer, and Maeve Quinn

Virtual: Julia Hart

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

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

2. Pledge of Allegiance

3. Public Comments - none

4. Approval of Minutes

a. Quinn moved to approve the September 17, 2025, minutes. Close seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

- a. Thank you note from Former Deputy Director was shared
- b. Wisconsin Library Association named Alison Loewen Librarian of the Year
- c. Common Council passed resolution transferring library maintenance staff to Facilities Team
- d. City's preliminary budget review was passed
- e. Ordinance granting encroachment due to Weill Center's renovation may impact traffic around Mead
- f. October 20 is next Common Council meeting

6. 6-11. Consent Agenda

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

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

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

- a. Accounts payable and YTD budget reports were reviewed
- b. County property tax levy will fund the majority of the remaining revenue for the library
- c. Purchase order was issued for the construction of the Security Specialist's office and two phone booths
- d. Automatic Material Handling machine budget adjustment will be completed soon
- e. Roof is being partially funded via ARPA funds
- f. Spent \$3.3 million of our \$4.7 million budget

- g. Programming, special equipment, and specific building projects will be funded via restricted grants from the Mead Foundation (\$233K) and Friends (\$15K)
 - i. Sensory room
 - ii. Two additional study rooms
- h. Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck seconded. Motion passed.

13. Monarch Membership Agreement

- a. To be signed by Board President Jeanne Pfeiffer and Library Director, Garrett Erickson
- b. Agreement outlines Mead Library and Monarch Library System expectations
- c. Quinn moved to approve signing the Monarch Library System Membership Agreement. Close seconded. Motion passed.

14. 2026 Mead Schedule

- a. Hollister moved to accept the 2026 Mead Schedule. Close seconded. Motion passed.

15. Review Draft Policy – Use of the Library

- a. Draft gives staff authority to deny parents from using their child's library card if their card was denied
- b. Family cards have the ability to be linked
- c. Quinn moved to approve the recommended changes to the Use of the Library Policy. Bremser seconded. Motion passed.

16. Review Draft Policy – Meeting Room

- a. Draft prevents patrons from leaving their personal items in a room they reserved and then abandoning the room
- b. The modification would give staff the ability to give the room to another patron if the initial patron abandoned the room
- c. Hollister made a motion to approve the recommended changes to the Meeting Room Policy. Quinn seconded. Motion passed.

17. Review Draft Policy – Photography and Recordings

- a. Strikes through original language regarding public information requests
- b. Wisconsin statute 43.30 provides strong confidentiality protection for library records, creating a specific exemption to public records access. Information was advice given to Erickson by Department of Public Instruction staff
- c. Quinn moved to approve the recommended changes to the Photography and Recordings Policy. Bremser seconded. Motion passed.

18. Services and Programming

- a. Holds locker extension expected to be completed by October 16
- b. Recommendation to review and/or revise the Art Policy to streamline acceptance of art

19. Staffing Updates

- a. Deputy Director Vacancy
 - i. Melissa Prentice's last day was October 3
 - ii. Eleven candidates applied for the position
 - iii. Interviews will likely be held the week of October 20
- b. Security Monitor Vacancy

- i. Interviews have been completed
- ii. Offer to candidate will be made pending background check and drug screen
- iii. Hope to have position filled in the next couple of weeks

c. Middle Management Supervision

- i. Discussed need for additional middle management supervision for staff

20. Other

- a. Mead's Great Decisions talks have been well-received
- b. WSCS records a majority of these talks and after a period of time posts them on YouTube
- c. Erickson to talk with Communications Specialist to advertise these YouTube recordings of Great Decisions talks

21. Motion to Adjourn

- a. Hart moved to adjourn the meeting. Close seconded. Motion passed. Meeting was adjourned at 5:37 p.m.

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

Facilities Report– Updated 11/19/25

In Process

- Snow removal coordination with Facilities and Operations perform in-house
- Sensory Room initial discussions with architect on rooms physical needs
- 3D printers on third floor working with team to provide needed space/materials
- Charging stations on second floor
 - Installed six addition
 - More to install
- Roof replacement
- Fish Tank Installation
 - Tank is filled and in process of getting set up
- Second floor carpet issue (not adhering properly)
 - Working with the city procurement to get issue fixed via a warranty claim
 - Last test is underway
- Third floor entrance doors working with contractor to update entrance
- Community Services office and phone booths construction began

Upcoming

- Contractor needs to patch brick on book drop that was removed

Completed

- Automated Material Handling System (AMH)
- 24/7 Holds Lockers expansion
- Replacement of paper towel holders and toilet paper holders

Disruptive Patron Interaction Report October 2025

		Monthly			Year To Date		
	Age	October 2024	October 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	24	38	58%	363	338	-7%
	Teen	22	8	-64%	132	72	-45%
	Senior (65+)	3	8	167%	12	31	Cannot Divide by Zero
	Total	49	54	10%	507	441	-13%

Exclusions Over 10 Days		13	17	31%	77	64	-17%
Emergency Services Called		3	3	0%	31	28	-10%

—

Volunteer Report - October 2025

Type	Volunteer Count	Total Hours
Adult	32	342
Teen	3	20
Grand total	35	362

		Monthly			Year To Date		
Type	Name	*October 2024	*October 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
Circulation Transactions	Adult Materials	16,982	16,781	-1%	182,194	171,408	-6%
	Teen Materials	801	721	-10%	10,952	9,783	-11%
	Children's Materials	12,257	11,327	-8%	131,068	120,420	-8%
	Total Adult/Teen/Children's Materials	30,040	28,829	-4%	324,214	301,611	-7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,690	11,173	5%	102,370	106,894	4%
	Items received for Mead patrons from other libraries	5,316	4,826	-9%	49,243	46,902	-5%
	Total Interlibrary Loans (Transits)	16,006	15,999	0%	151,613	153,796	1%
E-Content Checkouts	Total E-Content Checkouts	9,414	9,707	3%	96,203	100,323	4%
Library Visits	Gate count	21,402	21,661	1%	201,293	208,350	4%
Research Inquiries	Research Inquiries	7,032	3,730	-47%	58,972	33,687	-43%
Internet Usage Provided	Library Workstation Sessions	2,639	2,246	-15%	24,146	22,642	-6%
	Wireless Sessions	8,646	6,533	-24%	86,845	56,751	-35%
Number of Library Card Holders	Sheboygan Residents				28,550	29,630	4%
	Non-Sheboygan Residents				6,415	6,404	0%
	Total Number of Library Card Holders				34,965	36,034	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	44	51	16%	297	319	7%
	Children (0-11) Participants	1,192	1,376	15%	9,607	10,204	6%
	Teen (12-18) Quantity	3	4	33%	51	43	-16%
	Teen (12-18) Participants	90	58	-36%	2,067	1,034	-50%
	Adult (18+) Quantity	33	53	61%	236	249	6%
	Adult (18+) Participants	300	1,541	414%	2,756	3,843	39%
	Total number of Classes, Seminars, Workshops, Events	80	108	35%	584	611	5%
	Total number of Participants	1,582	2,975	88%	14,430	15,081	5%
Conference Room Utilization	Rocca Meeting Room	56%	66%	10%	38%	45%	7%
	Loft Meeting Room	38%	60%	23%	27%	36%	10%
	Public Conference Room #1	41%	41%	0%	43%	36%	-7%
	Public Conference Room #2	30%	43%	12%	34%	41%	8%
Study Rooms Utilization	Study Rooms Hours Used	741	859	16%	6957.75	7825.5	12%
	Percent Utilization	54%	65%	11%	53%	60%	7%

10% or higher

-10% or lower

Friends of Mead Report
November 2025

- Arranged for a coordinated marketing effort of the Weill Center's *The Snowman*
- Bookstore Book Sale held Oct 16, 17, and 18 = \$4,200
- Pop-up Puzzle Sale held on November 8 = \$593
- Pop-Up DVD/Music CD sale scheduled for January 10, 2026
- Memorial planned for Sharon Winkle
- Annual meeting scheduled for January 21, 2026

Mead Public Library - Accounts Payable October 1st, 2025 through October 31st, 2025

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
KASCHAK ROOFING	255511 631200	BUILDING IMPROVEMENTS	103,500.00	10292025	369419	MEAD PUBLIC LIBRARY ROOF REPLACEMENT
AT&T CORP	255511 531100	CONTRACTED SERVICES	91.37	10152025	369200	ACCT #831-001-4630 820 SEPT BILLING MPL BROADBAND
PSAB ENTERPRISES	255511 531100	CONTRACTED SERVICES	490.00	10152025	6672	CUST #5148 SPECIAL SERVICE 9/2-9/5 - MPL
ENGBERG ANDERSON INC	255511 531100	CONTRACTED SERVICES	165.00	10152025	369218	INTERIOR & AMH RENO 213396.02 - PROJ: 213396.02
O & W COMMUNICATIONS	255511 531100	CONTRACTED SERVICES	1,702.00	10292025	6722	CUST #10854 FIRE ALARM TEST & INSPECTION
ANDRE FIRE EQUIPMENT	255511 548001	DONATION PURCHASES	401.00	10142025	6625	CUST #10180 USED SPARES FOR DEMO - MPL
RACHEL THUERMER	255511 548001	DONATION PURCHASES	150.00	10152025	369268	CREATIVE PLAYDATES OCT-DEC 2025 & FEB-MAY 2026
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	1,295.46	10152025	6626	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	137.88	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	284.27	10152025	6626	ACCT #A2JXVCVZU4S49M LOCK/ENCLOSURE 3D PRINTER
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	256.65	10152025	6626	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	173.83	10152025	6626	ACCT #A2JXVCVZU4S49M FILAMENT FOR 3D PRINTING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	19.89	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	19.99	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	36.44	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	271.83	10152025	6626	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	420.13	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	4.99	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
LINDSEY JOCHMAN	255511 548001	DONATION PURCHASES	658.05	10152025	369242	AQUARIUM PURCHASE & 9/15/25 SERVICES - MPL
LIL REV MUSIC	255511 548001	DONATION PURCHASES	600.00	10292025	369432	UKULELE CLASSES - 11/6/25 - 11/13/25 - 11/20/25
SEWING MACHINE SHOP	255511 548001	DONATION PURCHASES	200.00	10292025	369465	MEET YOUR SEWING MACHINE - 11/8/25 - MEAD
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	29.99	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	192.76	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	7.95	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	9.65	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	55.59	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	41.04	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	16.13	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	74.97	10292025	6688	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES/YOUTH PROG.
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	10.44	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	264.10	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS FOR YOUTH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	(128.57)	10292025	6688	CREDIT MEMO FOR INVOICE 14FK-H7W1-4YT9
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	(128.58)	10292025	6688	CREDIT MEMO FOR INVOICE 14FK-H7W1-4YT9
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	125.00	10292025	6688	ACCT #A2JXVCVZU4S49M PROGRAMS - DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	139.99	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	33.25	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	24.49	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	87.43	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS

Mead Public Library - Accounts Payable October 1st, 2025 through October 31st, 2025

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	472.72	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	52.98	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	119.58	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	88.26	10292025	6688	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	(27.12)	10292025	6688	CREDIT MEMO FOR INVOICE #14FK-H7W1-4YT9
ELIZABETH HELD	255511 548001	DONATION PURCHASES	500.00	10292025	369401	OPEN ART STUDIO - 5 SESSIONS - SUMMER/FALL/WINTER
MILWAUKEE BALLET CO	255511 548001	DONATION PURCHASES	165.00	10292025	369438	BALLET STORYTIME WORKSHOP 11/1/25 - MPL
JO SCHRAMER	255511 548001	DONATION PURCHASES	300.00	10292025	369418	JUNK ZINE & TIME FOR GIANT ZINE WORKSHOP 11/1/25
PLATEN PLACE	255511 548001	DONATION PURCHASES	250.00	10292025	369459	TYPEWRITER DROP IN - SHEBOYZINE FEST 11/1/25
LESLIE PERRINE	255511 548001	DONATION PURCHASES	755.00	10292025	369430	WHO'S THAT WORKSHOP @ SHEBOYZINE FEST 11/1/25
MADELEINE LYON	255511 548001	DONATION PURCHASES	450.00	10292025	369434	WORKSHOP - 11/1/25 - DISCOVERING CRYPTIDS
LUKE GEDDES	255511 548001	DONATION PURCHASES	400.00	10292025	369433	WORKSHOP - 11/1/25 - TWIN PEAKS ON AIR
FRESHWATER WORDS LLC	255511 548001	DONATION PURCHASES	600.00	10292025	369407	WORKSHOP AT MEAD PUBLIC LIBRARY - 11/1/25
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	34.58	10152025	6664	ACCT #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,045.80	10152025	6664	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	290.79	10152025	6664	ACCT #2000016317 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	524.52	10152025	6650	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$62.28
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	33.16	10152025	6650	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	21.17	10152025	6650	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	47.46	10152025	6650	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,939.94	10152025	6650	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$96.22
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	51.54	10152025	6650	ACCT #20W8082 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	94.44	10152025	6650	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$15.94
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	119.86	10152025	6650	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	10.49	10152025	6650	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,350.35	10152025	6650	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$354.92
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	11.88	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	47.41	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	29.30	10152025	6626	ACCT #A2JXVCVZU4S49M COLL. SUPPLIES
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	16.95	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	498.93	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	384.87	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	595.41	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	193.87	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	40.87	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	38.98	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	301.58	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	183.02	10152025	6626	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE

Mead Public Library - Accounts Payable October 1st, 2025 through October 31st, 2025

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
STATE BAR OF WISCONS	255511 548002	MATERIALS - ALL CATEGORIES	96.50	10152025	369284	WI JUDICIAL BENCHBOOK ACCT #12587
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	635.67	10292025	6717	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	408.03	10292025	6717	CUST #2000015656 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	55.80	10292025	6711	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	121.23	10292025	6711	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$22.00
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	239.58	10292025	6711	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	99.21	10292025	6711	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	38.56	10292025	6711	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,245.13	10292025	6711	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$97.77
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	143.08	10292025	6711	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	4,452.79	10292025	6711	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$419.54
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	491.08	10292025	6711	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	71.96	10292025	6711	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$18.15
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	3.46	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	281.64	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	40.35	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	18.99	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	360.07	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	12.99	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	37.67	10292025	6688	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	198.97	10292025	369389	MATERIAL PURCHASE - MEAD PUBLIC LIBRARY
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	40.73	10152025	6626	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	7.19	10292025	6688	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	16.56	10292025	6688	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES/YOUTH PROG.
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	158.48	10292025	6688	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	(26.99)	10292025	6688	CREDIT MEMO FOR INVOICE 1DK6-DC7L-LL17
SUPERIOR CHEMICAL CO	255511 540100	OFFICE SUPPLIES	80.00	10292025	6735	CUST #3996800 - COPY PAPER - MEAD PUBLIC LIBRARY
MIDWEST TAPE	255511 548003	OTHER CONTENT	421.93	10152025	6664	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	87.50	10292025	6717	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	17.32	10292025	6717	CUST # 2000014274 OTHER CONTENT
RCS EMPOWERS INC	255 451915	PATRON FEES	48.98	10292025	369455	PATRON REFUND
TERA L SHAPIRO	255 451915	PATRON FEES	10.57	10292025	369457	PATRON REFUND
JULIA SIMPSON	255 451915	PATRON FEES	6.26	10292025	369451	PATRON REFUND - TREVOR TIBERIUS WILSON
JAMES N GENNRICH	255 451915	PATRON FEES	17.57	10292025	369448	PATRON REFUND
PITNEY BOWES GLOBAL	255511 540130	POSTAGE & DELIVERY	2,000.00	10012025	369113	POSTAGE PURCHASE-MPL RESERVE ACCT #3009743
RACHEL THUERMER	255 162000	PREPAID EXPENSES	200.00	10152025	369268	CREATIVE PLAYDATES OCT-DEC 2025 & FEB-MAY 2026
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	38.73	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	63.16	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	42.72	10152025	6626	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE

Mead Public Library - Financial Statement for October 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,150,004.00)	-	(3,150,004.00)	(2,333,947.26)	-	(816,056.74)
255	437200	MONARCH - SHEBOYGAN COUNTY	(929,860.00)	-	(929,860.00)	(929,859.48)	-	(0.52)
255	437210	MONARCH - OZAUKEE COUNTY	(13,113.00)	-	(13,113.00)	(13,112.64)	-	(0.36)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(100,000.00)	-	-
255	437230	MONARCH - ADJACENT COUNTIES	(53,708.00)	-	(53,708.00)	(52,151.00)	-	(1,557.00)
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(4,452.01)	-	(2,547.99)
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(19,963.82)	-	11,963.82
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(779.41)	-	179.41
255	481100	INTEREST INCOME	(40,000.00)	-	(40,000.00)	(75,037.60)	-	35,037.60
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(129,927.62)	-	59,927.62
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(2,521.92)	-	521.92
TOTAL REVENUE			(4,374,285.00)	-	(4,374,285.00)	(3,661,752.76)	-	(712,532.24)
255511	510110	FULL TIME SALARIES - REGULAR	2,463,039.00	-	2,463,039.00	1,837,657.70	-	625,381.30
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	2,402.60	-	(2,402.60)
255511	520310	FICA	146,355.00	-	146,355.00	108,426.65	-	37,928.35
255511	520311	MEDICARE	34,229.00	-	34,229.00	25,357.91	-	8,871.09
255511	520320	WI RETIREMENT FUND	157,838.00	-	157,838.00	122,319.07	-	35,518.93
255511	520340	HEALTH INSURANCE	449,803.00	-	449,803.00	407,717.35	-	42,085.65
255511	520350	DENTAL INSURANCE	26,374.00	-	26,374.00	23,915.03	-	2,458.97
255511	520360	LIFE INSURANCE	5,141.00	-	5,141.00	3,642.52	-	1,498.48
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	173,027.00	-	173,027.00	119,983.02	17,957.40	35,086.58
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	5,806.54	-	628.46
255511	531206	INSURANCE PREMIUMS	24,366.00	-	24,366.00	2,195.58	-	22,170.42
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	6,353.86	-	3,046.14
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	10,335.31	-	(335.31)
255511	533105	IT SERVICE FUND CHARGES	51,944.00	-	51,944.00	51,944.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	15,773.69	13,000.00	(8,773.69)
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	11,715.34	-	(3,215.34)
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	10,361.73	-	9,078.27
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	8,470.40	-	5,229.60
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	8,848.02	-	(3,848.02)
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	-
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	102,819.54	127,290.00	(160,109.54)
255511	548002	MATERIALS - ALL CATEGORIES	361,019.00	-	361,019.00	237,457.97	-	123,561.03
255511	548003	OTHER CONTENT	146,156.00	-	146,156.00	169,846.18	-	(23,690.18)
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	-
255511	555100	UTILITIES	139,072.00	-	139,072.00	93,343.49	-	45,728.51

Mead Public Library - Financial Statement for October 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555120	PHONES	4,000.00	-	4,000.00	646.88	-	3,353.12
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	840.90	-	2,259.10
255511	631200	BUILDING IMPROVEMENTS	-	334,375.00	334,375.00	212,011.20	270,072.50	(147,708.70)
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	21,705.38	-	2,794.62
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	196,908.06	72,096.24	(269,004.30)
TOTAL EXPENSES			4,374,285.00	334,375.00	4,708,660.00	3,819,652.92	500,416.14	388,590.94
TOTAL REVENUE LESS EXPENSES			-	334,375.00	334,375.00	157,900.16	500,416.14	(323,941.30)

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

Title: Smoke Free Building Chapter: Facility and Equipment Management Approved By: Library Board of Trustees	Document Type: Policy Document Number: 07.01 Original Effective Date: Date of Last Revision: 12/19/13
---	---

Smoke Free Building

In order to provide a healthful environment for all members of the public and the Library staff there shall be no smoking by anyone at any time in any enclosed portion of the Library building. Smoking is defined as carrying a lighted cigar, e-cigar, cigarette, e-cigarette, pipe or any other lighted smoking equipment. Smoking is also prohibited at any time outside the building within 25 ft. of its main entrance.

Library employees who wish to smoke may leave the Library building during paid break periods in order to do so unless requested to remain in the Library building by their supervisor or other authorized staff member. Library employees who smoke or use other tobacco products while on Library property shall not litter and must properly dispose of trash, e.g. cigarette butts, matches, cigarette packages.

Title: Expense Reimbursement Policy Chapter: Budget and Finance Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 13.07 Original Effective Date: Date of Last Revision: 11/6/2018
--	--

Expense Reimbursement Policy

Employees may receive reimbursement for Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. Employees will be compensated at the current IRS mileage reimbursement rate.

Reimbursement is made through the employee's payroll check, and is paid on the next payroll period after receipt of the completed "Employee expense reimbursement form" is submitted to the Business Manager, who administers the Library's continuing education/staff training programs.

Title: Paid Time Off Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision: 7/31/24
--	--

Paid Time Off

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for paid time off (PTO). Mead Public Library follows the City of Sheboygan's current PTO schedules located in the City of Sheboygan employee handbook.
- B. The library director may authorize PTO up to 200 hours in any calendar year.
- C. Payment in lieu of PTO shall not be made except at termination of employment.
- D. PTO payout upon separation of employment:
- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all current year unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Termination for Cause – Employees who are terminated for cause are not entitled to payment of their current unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Death – In the event of death of a current employee, survivors shall receive payment for all current unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Employees with less than one year of experience – If a new employee was offered additional (unearned) PTO upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved PTO will not be paid out upon employment termination.
- E. The Director (or designee) shall resolve any conflicts in the use of PTO.

Title: Health, Dental, and Other Health-Related Insurance Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.38 Original Effective Date: Date of Last Revision: 11/6/2018
---	---

Health, Dental, and Other Health-Related Insurance

- a) The Library, via the City of Sheboygan, shall provide for all eligible employees the current group health, dental, and all other health related benefits. Changes to the City of Sheboygan employee health-related benefits are approved by the Mead Public Library Board of Trustees.
- b) Eligibility
 - i. Full-time employees are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 are eligible to participate in the health insurance benefit at 50% of the total cost.
 - ii. A full-time employee who chooses to drop or waive participation in the City of Sheboygan health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. The per year payment is subject to change from year-to-year as decided by the Sheboygan Common Council. The change in the amount that is paid out to Mead Public Library employees would be subject to Library Board Approval.
 - iii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.
 - ~~iv.~~ Full-time and part-time employees may opt to participate in all other health related programs/plans/benefits the City of Sheboygan has to offer at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers.
- c) Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the City of Sheboygan Common Council, and approved by the Mead Public Library Board of Trustees.
- d) Health and dental insurance plan coverage continues as long as the eligible employee continues in the employment of the Library.

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, ~~or~~ quits, or retires except that health and dental insurance benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Title: Code of Ethics Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.49 Original Effective Date: Date of Last Revision:
--	---

Code of Ethics

The "Code of Ethics" as adopted and amended by the City's Common Council applies to all Library officials and employees. It is their responsibility to review the "Code of Ethics" and act in accordance with it. The Director shall answer employees' questions regarding the application of the "Code of Ethics" and may refer such questions to the Board, which may refer them to the Ethics Board for resolution.

Title: Firearms, Open or Concealed Carry Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.51 Original Effective Date: Date of Last Revision:
---	---

Firearms, Open or Concealed Carry

1. State law (Wis. Stats. 941.235) prohibits the open carrying of weapons in public buildings such as the library by other than those authorized by the law to do so. Thus, no employee shall open carry a firearm while in the Library building.
2. Although the State of Wisconsin allows concealed carrying of weapons, including handguns, no employee is permitted to carry a handgun while on duty.

DRAFT -2025 MEAD PUBLIC LIBRARY TABLE OF ORGANIZATION

Citizens of the City of Sheboygan
Mayor and Common Council
Library Board of Trustees

ADMINISTRATION**FTE**

Library Director	1.00
Marketing Specialist	1.00
Administrative Assistant	1.00
Information Technology Specialist	1.00
Public Safety Specialist	1.00
Library Security Monitor	0.50
Total	5.50

FTE BY TEAM

Administration	5.5
Public & Support Services	32.5
Total	38

MPL HEAD COUNT

Full-time Employees	30
Part-time Employees	15
Total	45

PUBLIC & SUPPORT SERVICES**FTE**

Deputy Director	1.00
Librarian	8.00
Associate Librarian	3.00
Library Assistant	2.00
Cataloger	3.00
Circulation Supervisor	1.00
-----Associate Librarian	1.00
-----Library Assistant	6.00
-----Library Clerk	7.50
Total	32.50

Direct Supervisor: Deputy Director
Department: Mead Public Library
Version Date: September, 2025
Salary Grade: ?
FLSA Status: Non-Exempt



Position Summary:

The Circulation Supervisor oversees Circulation staff, coordinates the day-to-day operations of the Circulation department, and oversees patron account services. The position participates in the Management Team, including planning, decision making, leadership, and mentoring of employees, and is responsible for maintaining safety and service standards as established by the Library Director and Board of Trustees. All duties are performed in a patron-centered environment, making certain that services are delivered effectively, efficiently, and professionally to all users of the Mead Public Library. Work is performed under the direction of the Deputy Director.

Essential Responsibilities:

1. Supervises and schedules circulation staff.
2. Interviews, selects, and trains new circulation staff.
3. Fosters a cooperative work environment and ensures that staff provide the highest quality assistance to library users.
4. Oversees the collection of circulation statistics and prepares regular written reports on activities.
5. Handles problems and patron complaints and assists staff handling difficult situations.
6. Monitors patron behavior and conduct, ensuring the safety of staff and the public.
7. Provides information to patrons on Library policies, services, activities, facilities, and regulations.
8. Performs all aspects of circulation services, including registering library users; charging, discharging and renewing library materials; placing and filling user holds; collecting fees and fines; explaining policies and procedures; processing reports and notices, etc.
9. Monitors and recommends changes in work procedures to improve service to library patrons and informs/retrains staff.
10. Creates and maintains procedures, manuals, and documentation for training.
11. Attends library conferences and workshops and keeps informed of new and emerging technologies, public library service trends, and innovations
12. Provides input to library administration on the improvement of library policies, plans, and goals
13. Leads ad hoc teams or projects; participates in and leads staff committees
14. Reports building malfunctions, safety, and security matters to the safety specialist and/or maintenance staff
15. Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
16. Performs other related work as assigned

Education & Experience:

1. Bachelor's Degree and two years of library or related experience
2. Or equivalent combination of education and relevant experience

Qualifications & Skills:

1. Basic knowledge of library services and procedures and ALA Professional Code of Ethics
2. Ability to work collaboratively and develop and maintain effective relationships with staff, library users and community partners.
3. Ability to work independently in a fast-paced environment with frequent interruptions, be self-directed, problem-solve, and set priorities in order to meet assignment deadlines.
4. The ability to communicate ideas and information effectively both in written and oral form; effectively read and understand written information.
5. Ability to remain professional and courteous while interacting with library patrons.

6. Resilient and adaptable with a willingness to learn and remain flexible when faced with changing situations and an ambiguous work environment.
7. Proficiency with computers and other technology is required, including, but not limited to:
 - Mastering the library's integrated library system (ILS)
 - Using a Web browser and conducting basic web searches
 - Navigating a Windows environment and use of standard Microsoft software, email and calendars
 - Using a variety of web-based resources such as Google Suite, Monarch Catalog, Libby, Hoopla, Kanopy, and more
 - Monitoring and responding to multiple communications streams concurrently (e.g. email, Slack, phone calls)
 - Assisting library users with the use of technology including performing common troubleshooting for computers, laptops, printers, fax, meeting room tech (sound and projection), and more.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Sitting, standing, walking, climbing and stooping
2. Bending, twisting and reaching
3. Frequent communication; use of the telephone, reacting to alarms and call buttons navigating multiple distractions
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects on wheels weighing 60-100 pounds
6. Handling: processing, picking up and shelving library materials
7. Travel to meetings outside the library

Department Summary:

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

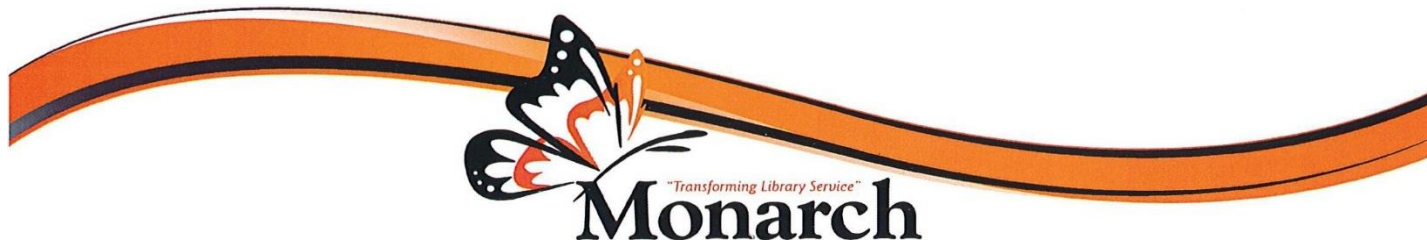
My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Circulation Supervisor

Item 16.

Employee Name: _____ Employee Number:

Employee Signature: _____ Date:



System Resource Library Agreement between Monarch Library System and Mead Public Library January 2026 – December 2026

This agreement is entered into by the Board of Trustees, Mead Public Library (LIBRARY) and the Board of Trustees, Monarch Library System (SYSTEM) under the authority of Wisconsin Statutes Section 43.16 and 66.0301 as amended.

WHEREAS, the Mead Public Library is legally established, lies within a participating county of, and is a member of the Monarch Library System, and

WHEREAS the Mead Public Library meets the statutory requirements to serve and to be compensated for its services as the resource library in the Monarch Library System, and

WHEREAS the Monarch Library System is organized as a federated library system to provide improved services to libraries and residents of Dodge, Ozaukee, Sheboygan, and Washington counties, and

WHEREAS the Monarch Library System reviewed Resource Library Services with its member libraries based on information collected by the shared library automation system, now.

IT IS THEREFORE AGREES, by the Mead Public Library and the Monarch Library System:

That the Mead Public Library shall serve as the Resource Library of the Monarch Library System and the provisions contained in the contract shall cover the period of January 1, 2026, through December 31, 2026.

That the Mead Public Library agrees to provide staff, space, and support to meet the library system service requirement [Wis. Stat. 43.2412Mb], as well as additional mutually agreed upon services including:

- Sharing expertise, training, and documentation of traditional library functions such as collection development and acquisitions, readers advisory, reference and information literacy, youth and adult services, and shared electronic collection such as Overdrive, RB Digital, and online courses.
- Selecting and purchasing for shared collections: acquiring a physical in-demand collection to reduce system hold times, building specialized nonfiction collections to enhance breath, and supporting a shared e-book and e-audio collection by selecting additional copies for the adult and JV e/e-audiobook collections per guidelines, providing technical support, and fiscal management.

- Testing or trialing new products or services beyond the current scope of the consortium that provides innovative solutions to member libraries. Sharing training documentation and workflows for new resources acquired by the system.
- Offering subject experts to consult with member library staff in areas such as marketing/public relations, strategic planning and board relations, human resources, financial services, technology, volunteer management, and facility security. Participating as active contributors in system-wide communications including committees, meetups or forums, and other methods.
- Reporting semi-annually on services provided to the system and an accounting of funds expended.
- Serving member libraries by remaining in the 2nd position on the holds queue (behind the In-Demand Library), while other member libraries' positions continue to be adjusted regularly.

That the Monarch Library System agrees to:

- Communicate member library needs to the resource library on an annual basis and take the lead in renewing or modifying this agreement annually in March of each year.
- Compensate Mead Public Library for collection development of popular materials to offset demand throughout the system.
- Tap into expertise at Mead and help connect member libraries with subject experts.
- Compensate Mead Public Library for selected professional and clerical services.
- Provide payment in the amount of \$100,000, and

That the Mead Public Library and the Monarch Library System will mutually exchange expertise in providing library services to member libraries, and

That the public records of the Mead Public Library and the Monarch Library System will be freely available to each other when requested, and

That the board of the Mead Public Library and the board of the Monarch Library System may jointly amend this agreement through formal resolution, and

That failure of the contracting parties to reach agreement for these services for the following year will be Wisconsin State Statute cause this agreement to automatically be extended, provided the Mead Public Library is a member of the Monarch Library System, and that both parties may ask the Division for Libraries and Community Learning to mediate the process pursuant to the aforementioned Wisconsin Statutes if an agreed upon resolution is not reached.

Compensation summary:

(System and Resource Library may mutually agree to redistribute funds from one line to another as needed)

Item/Service	2026 Compensation
In-Demand collection (books, DVDs, etc.)	\$15,000
System Advantage e-book & e-audio holds reduction account (WPLC/Overdrive)	\$75,000
Specialized collections (non-fiction & reference)	n/a effective 1/1/2026
Support staff (paying invoices, reporting, processing of materials or any specialized expertise)	\$10,000.
Special projects (RFID, technology, etc.)	n/a effective 1/1/2026
TOTAL	\$100,000

Representing Mead Public Library

Representing Monarch Library System

Board President/Date Signed

Board President/Date Signed

Library Director/Date Signed

System Director/Date Signed

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

Submitted by Cheryl Nessman

November, 2025

Staffing:

- Cheryl accepted the Deputy Director Position
- Staff are beginning to work on their Annual Self-Evaluations

Upcoming Programming Highlights:

- [Li'l Rev's: Learn to play, Sitting on Top of the World Nov. 20th](#) (adults)
- [Visit with the Pawsitism Dogs Nov. 26th](#) (kids)
- [Drop-In Card Making Dec. 1](#) (adults)
- [Creative Playdate with Dare to Dream Theatre Dec. 2](#) (kids)
- [Tween Book to Art Club Dec. 2](#) (tweens)
- International 3-D Printing Day program Dec. 3 ([adults](#)) & ([kids](#))
- [Make It @ Mead: Bath Bombs Dec. 4th](#) (all ages)
- [Quilting: Winter Stardust Wall Hanging](#) Dec. 6 (teen & adult)
- [Catch Me if You Can! Dec. 6](#) at 10, 11 & 1:30 (Story + gingerbread obstacle course) (kids)
- [National Hot Cocoa Day program Dec. 13](#) (all ages)
- [And much, much more.](#)

Collections

- About 150 people visited the Children's room on Nov. 10th to celebrate the addition of the Hmong children's book collection. Festivities included traditional Hmong treats, read-alouds, as well as traditional music and dancers.

Patron Services

- The new column of 24/7 holds lockers was installed on 10/15/25, and all lockers were filled the same day that they went live. This service continues to be a big success. Here's an interesting stat comparison showing how usage has grown in 2025:

Month	Total unique patrons using the 24/7 Holds Lockers	Total Items that were loaned out via the 24/7 Holds Lockers
Jan. 2025	132	439
October 2025	250	1,213

- We have a temporary book-drop placed on the main walkway into the library as our drive-through is closed during the roof replacement project. This should last

only a couple of weeks, until later in the project when we will again need to block off access to the drive-through.

- Implementation of our new Cardholder Management System is underway—we are currently in the testing phase and will soon be moving on to embedding this service into our website.