



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

September 17, 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., Wednesday, September 17, 2025, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, in 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

14. Arts and Facility Committee

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [15.](#) Job Descriptions
- [16.](#) Table of Organization
- [17.](#) Maintenance Resolution
- [18.](#) Policy Updates
19. Arts and Facilities Committee Recommendation

ELECTION OF OFFICIERS

20. Nominations from the Floor and Election of Vice President to complete the remainder of the 2025 - 2026 term (Closed Ballot Permitted)
21. Appoint Committee Chairs and Members as Set Forth in the Bylaws - President

DIRECTOR'S REPORT

- [22.](#) Services and Programming
- [23.](#) 2026 Budget Process Update

UPCOMING MEETINGS

24. Library Board of Trustees (October 15, 2025 at 5:00 p.m.)

ADJOURN

25. 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

August 20, 2025 at 5:00 PM

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

In-person: Erin Bremser, Michael Close, Jim Hollister, Kathie Norman, 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. Norman moved to approve the July 16, 2025, minutes. Hollister seconded. Motion passed.

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

a. City Administration is working on each department's budget as they are submitted

6. 6-10. Consent Agenda

Quinn moved to adopt the consent agenda items listed below. Close seconded. Motion passed.

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

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

- a. Accounts Payable and YTD Budget reports were reviewed
- b. Waiting for second installment of the property tax levy from the County
- c. Wages/Benefits slightly under budget
- d. Building Maintenance/Repair \$718 will move to Building line item
- e. Roof PO was entered
- f. Roof funded through Federal ARPA grant to the City along with library fund balance
- g. Automatic Material Handler and roof replacement will pull from the library fund balance
- h. Equipment Replacement account budget adjustment will be done later in the year
- i. Norman moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Close seconded. Motion passed.

12. Finance Committee - Close

- a. Quinn moved to accept recommended Finance policy 13.01 changes. Close seconded. Motion passed.
- b. Two 2026 budgets were reviewed (with and without Mead maintenance team)

- i. Close moved to recommend to the Board of Trustees to accept the *Budget without Maintenance Team*. Discussion commenced. Motion failed. Erickson stated that both versions of the budget would be brought forth to the full library board for discussion and approval.

13. Human Resources Committee – Norman

- a. Mead Human Resources policies were compared to similar policies in place with the City
- b. Committee recommended the following policies be rescinded
 - i. 15.04 Hiring, Disciplining and Discharge of Library Staff
 - ii. 15.09 Personnel Records
 - iii. 15.11 Position Classification and Specification
 - iv. 15.12 Interpretation of Position Specifications
 - v. 15.13 Establishment and Maintenance of Classification and Compensation Plans
 - vi. 15.14 Classification Schedule
 - vii. 15.15 Classification Plan
 - viii. 15.16 Definition of Orientation Period, Trial Period and Pay Period
 - ix. 15.17 Definition of Employees
 - x. 15.19 Cessation of Employment
 - xi. 15.20 Compensation – Entrance Pay Rates
 - xii. 15.21 Employee Performance Reviews
 - xiii. 15.22 Compensation – Merit Increase Plan
 - xiv. 15.23 Employee Promotion and Demotion
 - xv. 15.24 Progressive Employee Discipline, Discharge and Grievance Process
 - xvi. 15.25 Immediate Discharge
 - xvii. 15.26 Continuity of Service
 - xviii. 15.35 Special Leave

14. Arts and Facilities Committee – Hart

- a. Acceptance of art piece was discussed
 - i. Art Policy guidelines were reviewed
- b. Action/costs if piece is accepted
 - i. Erickson to get input from staff on possible location to display piece
 - ii. Erickson to reach out to Foundation and Friends to pay for pedestal costs
 - 1. Buy or build pedestal/stand
 - iii. Move heavy piece to the library
 - iv. Purchase name plate with artist's name
- c. Decision to accept artwork was tabled to September meeting when we will have information on costs associated with accepting piece

15. Policies

- a. Norman moved to accept the recommended modification to the Art Policy 12.05 as presented. Bremser seconded. Motion passed.
- b. Quinn moved to rescind policies recommend by the Human Resources Committee listed above (item 13b i-xviii). Hollister seconded. Motion passed.
- c. Quinn moved accept the recommended changes to the Finance Policy 13.01 by the Finance Committee. Norman seconded. Motion passed.

16. 2026 Budget – Erickson

- a. Described changes to the proposed 2026 operating budget include moving \$10,100 from Contracted Services to Software Subscriptions

- i. \$3K for holds locker expansion
 - ii. \$3K Beanstalk software (Summer Reading Program)
 - iii. \$2,100 Orange Boy (security reporting program)
 - iv. \$2,000 Orange Boy (library card online registration)
- b. Discussion on Mead maintenance staff moving over to centralized facilities team
 - i. Resolution
 - 1. It may be rescinded if metrics are not met
 - a. If rescinded, personnel and funds revert back to Mead
 - 2. Will need to be signed by Mead Library Board of Trustees and the Common Council before January 2026
 - 3. One-year pilot plan was discussed
 - ii. A budget with and without the maintenance staff was reviewed
 - iii. Mead staff would work onsite most of the time unless they are needed at another facility
 - iv. Staff will be cross-trained at other locations
- c. Cross moved to approve the 2026 budget without maintenance team, contingent upon successful passage of resolution. Hollister seconded. Quinn offered a friendly amendment to the original motion that the Board of Trustees review the maintenance team metrics in one year of implementation. Hollister seconded friendly amendment. Motion to accept the friendly amendment passed.

17. Table of Organization

- a. Quinn moved to table discussion to change the Table of Organization pending acceptance of the resolution by the Common Council. Norman seconded. Motion passed.

18. Mead vs. Private Email

- a. Board members having problems with the Mead email
- b. Pilz to follow up with Mead IT Specialist on workaround

19. Services and Programming – No report

20. Security Update – Erickson

- a. Freedom of Information Act (FOIA) requests increasing
- b. City camping resolution being challenged by some of the unhoused population
- c. Security Monitor position closes August 20
 - i. Lack of applicants concerning
 - ii. Researching what other libraries do for security of a similar size

21. Facilities Report – Erickson

- a. 24/7 Holds Locker will be expanded by one vertical unit of small lockers
 - i. Waiting for delivery of extension column
 - ii. Some installation work will be done in-house
- b. Community Resource Officer/Phone Booths Construction
 - i. Out for bid
 - ii. Completion goal is December 2025
- c. Youth Services Entrance
 - i. Modification to original quote is needed to adjust door direction
 - ii. Estimate will be increased as more information is collected
- d. Roof
 - i. Project is anticipated to begin on September 3 – weather dependent
 - ii. 6-8 weeks to complete

- iii. Access to outdoor book drop off and holds locker will be limited in the morning hours due to staging area needed for roofer's equipment

Item 4.

22. Motion to Adjourn

- a. Norman moved to adjourn the meeting. Close seconded. Motion passed. Meeting was adjourned at 6:38 p.m.

Next Meeting September 17, 2025, at 5:00 p.m. in the Rocca Room.

Facilities Report– Updated 9/12/25**In Process**

- Roof Replacement
 - Work started on September 3
 - May take up to 6-8 weeks (weather dependent)
- Community Services Office and Phone Booths
 - Pre-bid contractor walk-thru held on September 11
 - Bids due September 18 at 1:00 p.m.
- 24/7 Locker Expansion
 - Maintenance will assist with locker installation after new locker is delivered
- Replacement of Paper Towel and Toilet Paper Holders to New Vendor for Savings
 - Nearly complete
 - Using up old supplies before converting to new dispensers
- Building Security
 - Key audit nearing completion

Upcoming

- Material Handling System (AMH) Machine
 - Contractor needs to patch brick on book drop that was removed
- Carpeting
 - Second floor carpet is not adhering
 - Staff met with City Procurement Specialist on September 11, regarding this issue
- Youth Services Entrance
 - On hold

Completed

- Installed new charging stations in Jerry Black tables
- Added another intercom/door release station in Clerk workroom

Disruptive Patron Interaction Report August 2025							
		Monthly			Year To Date		
	Age	August 2024	August 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	38	24	-37%	310	266	-14%
	Teen	16	8	-50%	104	61	-41%
	Senior (65+)	4	2	-50%	6	23	Cannot Divide by Zero
	Total	58	34	-41%	420	350	-17%
Exclusions Over 10 Days		6	8	33%	51	40	-22%
Emergency Services Called		7	2	-71%	24	25	4%

Volunteer Report - September 2025

Type	Volunteer Count	Total Hours
Adult	16	99
Teen	9	82
Grand total	25	181

		Monthly			Year To Date		
Type	Name	*August 2024	*August 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
Circulation Transactions	Adult Materials	18,621	16,932	-9%	148,861	138,791	-7%
	Teen Materials	1,065	859	-19%	9,477	8,345	-12%
	Children's Materials	14,688	12,444	-15%	108,035	98,634	-9%
	Total Adult/Teen/Children's Materials	34,374	30,235	-12%	266,373	245,770	-8%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,147	9,889	-3%	81,655	85,472	5%
	Items received for Mead patrons from other libraries	5,221	4,143	-21%	39,434	37,503	-5%
	Total Interlibrary Loans (Transits)	15,368	14,032	-9%	121,089	122,975	2%
E-Content Checkouts	Total E-Content Checkouts	9,372	9,732	4%	77,425	80,954	5%
Library Visits	Gate count	22,530	21,725	-4%	162,544	167,957	3%
Research Inquiries	Research Inquiries	7,495	4,913	-34%	46,917	28,382	-40%
Internet Usage Provided	Library Workstation Sessions	2,979	2,538	-15%	19,178	18,351	-4%
	Wireless Sessions	9,185	0	-100%	68,381	44,322	-35%
Number of Library Card Holders	Sheboygan Residents				28,713	#N/A	#N/A
	Non-Sheboygan Residents				6,456	#N/A	#N/A
	Total Number of Library Card Holders				35,169	#N/A	#N/A
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	8	9	13%	60	237	295%
	Children (0-11) Participants	306	257	-16%	3,108	7,967	156%
	Teen (12-18) Quantity	1	5	400%	47	36	-23%
	Teen (12-18) Participants	18	143	694%	1,948	949	-51%
	Adult (18+) Quantity	15	7	-53%	169	173	2%
	Adult (18+) Participants	303	72	-76%	2,094	1,965	-6%
	Total number of Classes, Seminars, Workshops, Events	24	21	-13%	276	446	62%
	Total number of Participants	627	472	-25%	7,150	10,881	52%
Conference Room Utilization	Rocca Meeting Room	24%	50%	27%	36%	44%	8%
	Loft Meeting Room	20%	39%	19%	26%	33%	7%
	Public Conference Room #1	39%	44%	5%	43%	35%	-7%
	Public Conference Room #2	29%	43%	14%	34%	41%	7%
Study Rooms Utilization	Study Rooms Hours Used	719	803	12%	5523.75	6077.5	10%
	Percent Utilization	54%	63%	9%	53%	58%	5%

10% or higher

-10% or lower

Monarch Library System Board of Trustees

Minutes

Kewaskum Town Hall 9019 Kettle Moraine Drive Kewasukum, WI 53040

July 10, 2025

1. Call to Order; Doane called the meeting to order at 5:00 pm. The meeting was properly noticed in accordance with Wisconsin Open Meetings Law.
2. Roll Call: Doane, Katzka, Sprenger, Goehring, Nelson, Neis, Quinn, and Lamb were present.
Online: Marose
Absent: Bailey, Caine, Olsen, Strom, Westfall,
Also Present: Grover, Federer, MLS Staff.
3. Public Comment or Correspondence: (Attachments)
 1. There were three donations totaling \$300.00 made to the Bookmobile from the family of Joy Zweig. The family suggested the purchase of mystery books.
 2. Quinn donated her reimbursement of expenses check to the Bookmobile for general purchases.
4. Approval of the Agenda for July 10, 2025:
 - a. Goehring motioned to approve the Agenda for July 10, 2025. Sprenger seconded the motion. Motion carried.
5. Approval of the Minutes for May 8, 2025:
 - a. Goehring motioned to approve the minutes. Motion seconded by Katzka. Motion carried.
6. Monarch Audit 2024: Presentation by Bryan Grunewald, CPA, Principal, CliftonLarsonAllen and vote of Approval by Board (Action)
 1. Grunewald presented the draft of the audit including Financial Statements and Supplementary Information, and our Representation Letter.
 2. There were no significant deficiencies identified
 3. Adjustments found to be necessary were disclosed to Grover and Geelan (Winnefox)

and carried out.

4. CLA has initiated discussions of best practices with Winnefox which will continue in 2025. These practices will help Winnefox in their procedures and controls of our accounts and reports.
5. A discussion was held regarding the systems excess funds and the development of a plan to allocate those funds to the LGIP investment funds. This will be further discussed at the Finance Committee meeting in August.
 - i. ILS and IT
 - ii. Vehicle Replacement

f.

iii. Contingencies iv. Personnel

v. Grunewald suggested that 20% of the current budget amount, ~\$800,00.00 be assigned to LGIP funds.

vi. Grunewald further mentioned that the Board has the right to assign excess funds to any reserve category and change any time in the future.

vii. The possibility of a Financial Strategic Plan was mentioned by Doane and Grunewald.

Katzka motioned to approve the Monarch Library System 2024 Audit. Sprenger seconded the motion. Motion carried.

7. Approval of Expenditures for May and June 2025:
 1. Sprenger motioned to approve the Expenditure totals for May as \$101,759.36. Katzka seconded the motion. Motion passed.
 2. Sprenger motioned to approve the Expenditures total for June as \$137,127.15. Goehring seconded the motion. Motion passed.
8. Monarch Library System Update:
 - a. Cross County Reimbursements were sent out in May.
 - b. The Resource Library Report was presented to the Directors Council.
 - i. We will be examining each line item in the report to find funds to reallocate to the system's OverDrive Advantage account for purchases. This provides content over and above that purchased by WPLC for the use by the system's libraries.
 - ii. The Directors Council had a presentation today from OverDrive representatives to explain the benefits of Advantage Accounts and three purchase options available.
 - c. MOUs were sent to the libraries to update the Network Equipment Fund Agreement after the replacement of access points in all the libraries.
 - d. The statewide awareness campaign, Speak Up for Libraries, that was created and spearheaded by SRRLAW is in progress.

- i. A website was created.
- ii. Flyers and talking points have been provided.

iii. Postcards were sent out to the libraries in May, and the first batch returned to Monarch has been forwarded to Milwaukee Federated for postage.

e. Our Summer Reading program has 42,000+ coupons from 12 organizations. Samples of vendor coupons were shared with the Board.

f. The Sheboygan-Ozaukee Joint Library Agreement Committee's first meeting was held Wednesday, July 9th. We had eight of the 12 committee members present. The meeting included a presentation by Grover showcasing an overview of the Monarch System services, including circulation of physical and digital collections with a special focus on the Sheboygan and Ozaukee County libraries.

- iii. Sprenger was elected chair of the committee. Goehring was elected vice- chair.
- iv. The next meeting will be in August and will include presentations by 4 of our library directors.
- v. The third meeting will be held in September and will include a presentation about the Bookmobile.

iv. A new agreement will be drafted with the recommendations of the committee members and presented to the County Boards for public hearings.

g. The Strategic Plan process has been completed and was presented to the Board.. i. We asked that a Mission and a Vision statement be included.

ii. The Mission statement prepared is: Through collaborative leadership, technology, advocacy, and resource sharing the Monarch Library System enables its member libraries to successfully provide enhanced services to their communities.

iii. The Vision statement prepared is Innovating and transforming library services.

iv. Three priorities emerged: Integrated Library System, IT services, and Delivery Service.

v. Goals were set to be achieved over the life of this plan. 1. Collections and Access

2. Technology Strategy and Support 3. Information Hub

4. Effective Communications

vi. Quinn felt there should be an explanation of why only Sheboygan and Ozaukee counties have the bookmobile service.

1. It was suggested that whenever the bookmobile is mentioned (Ozaukee and Sheboygan Counties) be inserted.
2. A sentence or two could be added at the beginning of the plan, or a footnote, explaining historic funding by Ozaukee and Sheboygan Counties for bookmobile services.

vii. Katzka motioned the Strategic Plan to be approved with the addition of minor editing making the Bookmobile history and continuation clearer. Quinn seconded the motion. Motion carried.

9. Committee Reports

1. Doane reported the Executive Committee has no report.
2. Katzka reported that the Operations Committee has no report and will meet in

August.

3. The Finance Committee did not meet. They plan to meet in August and September to discuss and approve Budget 2026.

4. The Bookmobile Committee will meet in August or September to discuss and approve the Bookmobile Budget 2026.

10. New Business

a. Presentation of Appendix F- New IT& ILS Projects Agreement

- i. This revised version was presented to the Directors Council in June.
- ii. The Directors Council will be required to approve the agreement in the August meeting.
- iii. The directors will then present the agreement to their boards for approval.
- iv. Once approved the agreements will be returned to Monarch's board and with the board's approval signed by Doane and Grover.

11. Unfinished Business

a. Kewaskum Community Center gratuity (Discussion and Action)

1. Katzka motioned Monarch Library System issue a check to the

Kewaskum Community Center in the amount of \$300.00.

Goehring supported the motion. Motion carried.

12. Next meeting will be held on September 11, 2025, at 6:00 pm at the Kewaskum Community Center.

13. Adjourn. Katzka motioned to adjourn with Sprenger, seconding the motion. Meeting was adjourned at 6:45 pm

Mead Library Foundation Report**September 2025**

Prepared by Kathie Norman

The Foundation Board has not met since the last Library Board meeting, but I do want to share one thing which came out of the Finance Committee.

The Mead Foundation Finance Committee met on August 21, and in light of very favorable dividends and earnings from the investment funds, will be recommending that the Foundation Board make a gift to Mead Library in the range of \$150K to \$200K for 2026.

As a reminder, annual gifts from the Foundation Board usually cover the majority of programming that happens at the library, along with improvements, such as furnishings, or items such as equipment for the Imaginarium's Makerspace and Experience Passes.

The Foundation Board will have to formally approve this gift recommendation, but it asked Library staff to create a few categories of wish list items. One category would be "musts," one category would be "would be really great to have," and one category would be "aspirational."

Mead Public Library - Financial Statement for August 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)	(2,260,824.85)	-	(889,179.15)
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)	(3,590.21)	-	(3,409.79)
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(15,421.02)	-	7,421.02
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(639.77)	-	39.77
255	481100	INTEREST INCOME	(40,000.00)	-	(40,000.00)	(35,814.99)	-	(4,185.01)
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(128,639.55)	-	58,639.55
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(2,355.75)	-	355.75
TOTAL REVENUE			(4,374,285.00)	-	(4,374,285.00)	(3,542,409.26)	-	(831,875.74)
255511	510110	FULL TIME SALARIES - REGULAR	2,463,039.00	-	2,463,039.00	1,480,034.92	-	983,004.08
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	1,393.86	-	(1,393.86)
255511	520310	FICA	146,355.00	-	146,355.00	87,331.00	-	59,024.00
255511	520311	MEDICARE	34,229.00	-	34,229.00	20,424.20	-	13,804.80
255511	520320	WI RETIREMENT FUND	157,838.00	-	157,838.00	98,322.18	-	59,515.82
255511	520340	HEALTH INSURANCE	449,803.00	-	449,803.00	318,697.16	-	131,105.84
255511	520350	DENTAL INSURANCE	26,374.00	-	26,374.00	18,781.16	-	7,592.84
255511	520360	LIFE INSURANCE	5,141.00	-	5,141.00	2,877.56	-	2,263.44
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	173,027.00	-	173,027.00	108,583.80	17,957.40	46,485.80
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	1,592.65	-	4,842.35
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	2,988.68	-	6,411.32
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	8,643.10	-	1,356.90
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	14,440.71	-	5,559.29
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	8,044.00	-	456.00
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	10,310.73	-	9,129.27
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	6,717.93	-	6,982.07
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	6,431.71	-	(1,431.71)
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	61,561.73	-	8,438.27
255511	548002	MATERIALS - ALL CATEGORIES	361,019.00	-	361,019.00	186,869.53	-	174,149.47
255511	548003	OTHER CONTENT	146,156.00	-	146,156.00	164,677.42	-	(18,521.42)
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	-

Mead Public Library - Financial Statement for August 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555100	UTILITIES	139,072.00	-	139,072.00	54,704.01	-	84,367.99
255511	555120	PHONES	4,000.00	-	4,000.00	646.88	-	3,353.12
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	720.63	-	2,379.37
255511	631200	BUILDING IMPROVEMENTS	-	334,375.00	334,375.00	2,708.70	346,220.00	(14,553.70)
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	9,539.53	-	14,960.47
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	195,065.20	73,898.24	(268,963.44)
TOTAL EXPENSES			4,374,285.00	334,375.00	4,708,660.00	2,927,095.56	438,075.64	1,343,488.80
TOTAL REVENUE LESS EXPENSES			-	334,375.00	334,375.00	(615,313.70)	438,075.64	511,613.06

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

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

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
VICKY GANDRE	255 451915	PATRON FEES	22.00	08062025	368597	PATRON REFUND
JAMES LEASING	255511 531100	CONTRACTED SERVICES	3,136.24	08062025	368574	ACCT #MP00 JULY/AUG BILLING & JUNE/JULY OVERAGES
AT&T	255511 531100	CONTRACTED SERVICES	413.10	08062025	368544	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	5.24	08062025	6361	CUST #2000006438 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,228.68	08062025	6361	ACCT #2000015656 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,289.40	08062025	6353	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	161.56	08062025	6353	ACCT #20W1532 MATERIAL PURCHASE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	1,246.82	08062025	368551	SALES ORDER #467749 - MATERIAL PURCHASE
DEMCO, INC.	255511 548002	MATERIALS - ALL CATEGORIES	35.92	08062025	368559	CUST #480136750 CIRC SUPPLIES - MPL
NIKKI BRIGHAM	255 451915	PATRON FEES	15.07	08202025	368698	PATRON REFUND
THERESA M SARGENT	255 451915	PATRON FEES	19.56	08202025	368703	PATRON REFUND
SHEBOYGAN COUNTY TRE	255 451915	PATRON FEES	198.19	08202025	368724	2025 UNCLAIMED FUNDS TO COUNTY
AT&T CORP	255511 531100	CONTRACTED SERVICES	90.02	08202025	368635	ACCT #831-001-4630 820 JULY BILLING MPL BROADBAND
AT&T CORP	255511 531100	CONTRACTED SERVICES	90.02	08202025	368635	ACCT #831-001-4630 820 JUNE BILLING MPL BROADBAND
MONARCH LIBRARY SYS	255511 531100	CONTRACTED SERVICES	1,803.99	08202025	6425	6/2/25-6/1/26 UTM PROTECTION FORTICARE - MPL
MONARCH LIBRARY SYS	255511 531100	CONTRACTED SERVICES	110.57	08202025	6425	POWER AUTOMATE PREMIUM 1/1/25-2/19/26 - MPL
CHARTER COMMUNICATIO	255511 531100	CONTRACTED SERVICES	159.98	08202025	368645	ACCT #121113701 AUG 2025 INTERNET EXPENSE MPL
TOTAL ENERGY SYSTEMS	255511 531100	CONTRACTED SERVICES	894.00	08202025	6442	CUST #1426 GENERATOR MAINTENANCE - ORDER #SO76865
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	102.21	08202025	6391	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	41.93	08202025	6391	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	28.48	08202025	6391	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	19.89	08202025	6391	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	7.87	08202025	6391	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
NANCY TESELLE	255511 531800	PROGRAM SERVICES	150.00	08202025	368685	MAYWOOD NATURE BOOK CLUB - FALL 2025
JAMES ANTHONY WRIGHT	255511 531800	PROGRAM SERVICES	200.00	08202025	368674	AUTHOR VISIT - SEPT 24 2025
ZOOBEAN INC	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	3,191.00	08202025	368759	BEANSTACK PREMIUM YEAR 1 OF 3 8/1/25-7/31/27-MPL
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	50.57	08202025	6391	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	26.68	08202025	6391	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
ORANGEBOY	255511 540100	OFFICE SUPPLIES	1,187.00	08202025	6429	STRATEGIC MARKETING CAMPAIGN-MPL
PITNEY BOWES GLOBAL	255511 540130	POSTAGE & DELIVERY	265.58	08202025	368706	ACCT #0013152143 RED INK CARTRIDGE - #0012952578
AMAZON CAPITAL SERVI	255511 540130	POSTAGE & DELIVERY	-137.19	08202025	6391	CREDIT MEMO FOR INVOICE # 1KRY-XJ4G-M14R
METTER-JENSEN, L	255511 548001	DONATION PURCHASES	150.00	08202025	368682	SEPT/OCT/NOV 2025 NON-FICTION BOOK DISCUSSION
DISCOVERY COACH	255511 548001	DONATION PURCHASES	95.00	08202025	368652	CHARTER #30204 TWEEN STEAM CAMP - MEALS ON WHEELS
MIND, SOUL AND SELF	255511 548001	DONATION PURCHASES	1,050.00	08202025	6424	MOON, GOTHIC & SHADE GARDEN - \$350/CLASS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	5.99	08202025	6391	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	-41.65	08202025	6391	CREDIT MEMO FOR INVOICE # 14D7-LD6T-7K7L
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	-41.65	08202025	6391	CREDIT MEMO FOR INVOICE # 14D7-LD6T-7K7L
MARCIA ZINK	255511 548001	DONATION PURCHASES	300.00	08202025	368681	SOUL COLLAGE CLASSES 9/16 & 9/23 & 9/30 2025
DAVID ALAN SCHROEDER	255511 548001	DONATION PURCHASES	418.00	08202025	368650	GREAT DECISIONS PROGRAM - SEPT 30 2025

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

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
TIMOTHY TALEN	255511 548001	DONATION PURCHASES	100.00	08202025	368736	TWEEN STEAM CAMP
INPRO CORP	255511 548001	DONATION PURCHASES	865.04	08202025	368673	CUST #791430 COMPRESSION SEAL & PRIMER
NATIONAL RAILROAD	255511 548001	DONATION PURCHASES	75.00	08202025	368688	LEARNING LOCOMOTIVE 10/25/25 - MPL
SHEBOYGAN COUNTY TRE	255511 548001	DONATION PURCHASES	100.00	08202025	368724	2025 UNCLAIMED FUNDS TO COUNTY
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	846.28	08202025	6422	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	610.14	08202025	6422	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	58.66	08202025	6422	CUST #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	14.99	08202025	6422	CUST #2000021962 MATERIAL PURCHASE
BRODART CO	255511 548002	MATERIALS - ALL CATEGORIES	767.56	08202025	368643	CUST #480039 COLLECTION SUPPLIES-ORDER Y41651
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,603.10	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$14.29
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	411.47	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$51.97
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	80.02	08202025	6412	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	439.83	08202025	6412	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	325.59	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$277.25
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	259.50	08202025	6412	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	60.60	08202025	6412	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	457.72	08202025	6412	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	878.95	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$71.20
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	159.57	08202025	6412	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	215.11	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$14.39
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	236.41	08202025	6412	ACCT # 20W8082 MAT. PURCH & MONARCH GRANT \$15.40
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	264.18	08202025	6412	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	2,275.86	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$817.94
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	749.25	08202025	6412	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	283.14	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$14.84
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	10.49	08202025	6412	ACCT # 20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	69.55	08202025	6412	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	431.22	08202025	6412	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$90.47
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	35.77	08202025	6412	ACCT #20W8082 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	53.86	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	65.24	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	25.72	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	127.71	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	340.64	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	22.00	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	44.99	08202025	6391	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
SHEBOYGAN COUNTY TRE	255511 548002	MATERIALS - ALL CATEGORIES	52.13	08202025	368724	2025 UNCLAIMED FUNDS TO COUNTY
MIDWEST TAPE	255511 548003	OTHER CONTENT	244.48	08202025	6422	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	133.99	08202025	6422	CUST #2000014274 OTHER CONTENT

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

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
OVERDRIVE, INC.	255511 548003	OTHER CONTENT	1,560.32	08202025	368705	CUST #0669-1017 EBOOKS & AUDIOBOOKS
AMAZON CAPITAL SERVI	255511 659200	EQUIPMENT REPLACEMENT	243.64	08202025	6391	ACCT #A2JXVCVZU4S49M - EQUIPMENT REPLACEMENT - MPL

Direct Supervisor	Library Director
Department	Mead Public Library
Version Date	September 2025
Salary Grade	16
FLSA Status	Exempt, Not Represented



Department and Position 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.

The Deputy Director provides strategic and functional oversight of library public services and coordination of the day-to-day operations of the library and personnel. The Deputy Director serves as acting Library Director in the absence of the Director. The position participates in the Leadership Team including planning, high-level decision making, leadership and mentoring to professional employees and is responsible for maintaining 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 Library Director.

Essential Responsibilities:

- Works closely in a leadership team to improve the overall value, effectiveness and efficiency of all library resources and services.
- Leads and works in teams to identify, evaluate, and find creative solutions for problems in need of resolution; evaluate, develop, and improve services, policy, goals and objectives, routines, service satisfaction, workplace environment, and financial results.
- Responsible for encouraging the growth and success of the library’s event programming.
- Measures, monitors and improves organizational processes and work routines to improve value, efficiency, effectiveness, and customer satisfaction/loyalty.
- Participates in leadership, administration, special project, and strategic meetings; represents library at external events; initiates outreach and external partnership activities; attends meetings and participates in committees and/or organizations that further the library's mission and goals.
- Prepares job descriptions, performance appraisals, and employee training and development plans; coaches and mentors both individual employees and work teams to exceed expectations.
- Coordinates staff scheduling at each public service point.
- Develops and monitors current and future budgets of the library system, with appropriate input and collaboration with direct reports and Library Leadership.

- Gathers data and monitors progress and trends related to the organization's strategic initiatives.
- Develops and oversees grant fund proposals and disbursements.
- Engages with the larger library and information profession through routine and consistent professional development in the form of conferences, workshops, classes, and publications.
- Keeps informed of current library trends and services and management practices with an eye toward bringing innovative ideas to Mead Public Library.
- Upholds the American Library Association's Library Bill of Rights and Freedom to Read Statement
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan.
- Serves as acting Library Director in the absence of the Director.

Education & Experience:

- Master's degree in Library Sciences from an ALA accredited program.
- Minimum of five years of related work experience, with three years of supervisory and people or project management experience required.
- Possession and maintenance of a valid driver's license required.

Qualifications & Skills:

- Valuing Diversity: Manages relationships with all kinds of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.
- Customer Focus: Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.
- Ethics, Values and Judgement: Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.
- Professional and Technical Knowledge: Demonstrates proficiency in professional and technical skills and/or knowledge in position related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.
- Coaching and Counseling: Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.
- Managerial Courage: Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.
- Organizing and Planning: Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.
- Communicates Effectively: Conveys ideas/information in a way that is clear, engaging and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment 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.

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Frequent communication; use of the telephone, reacting to alarms and call buttons, navigating multiple distractions
- Lifting and carrying: 30 pounds or less
- Handling: processing, picking up and shelving library materials
- Travel to meetings outside the library

Acknowledgement:

This 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.

Employee

Date

Department Head

Date

Human Resources Director

Date

City Administrator

Date

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
Maintenance Supervisor	4.00
Building Maintenance Worker	4.00
Janitorial Cleaner	4.50
Total	7.50
	4.00

PUBLIC SERVICES - FTE

Deputy Director	1.00
Librarian	8.00
Associate Librarian	3.00
Library Assistant	2.00
Public Safety Specialist	1.00
Library Security Monitor	0.50
Total	15.50

SUPPORT SERVICES - FTE

Support Services Manager	1.00
Associate Librarian	1.00
Library Assistant	6.00
Cataloger	3.00
Library Clerk	7.50
Total	18.50

Team Breakdown

	FT/PT	FTE	Headcount
Admin	4/0	4	4
Public	15/1	15.5	16
Support	10/15	18.5	25

FT = Full-time

PT = Part-time

FTE = Full Time Equivalent

Revision Date: 8/20/2025

Board Approved Date:

Effective Date: 01/01/2026

**CITY OF SHEBOYGAN
RESOLUTION ____-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA.

SEPTEMBER 22, 2025.

A RESOLUTION approving the transfer of Mead Public Library maintenance staff to the City of Sheboygan Facilities Department.

WHEREAS, the City of Sheboygan (the “City”) and the Mead Public Library (the “Library”) recognize the importance of efficient and effective maintenance services for the continued operation and upkeep of public facilities; and

WHEREAS, the Library's maintenance staff currently operates independently from the City’s facilities team, resulting in operational redundancies and inefficiencies; and

WHEREAS, the City and the Library desire to streamline maintenance operations by consolidating the Library’s maintenance staff under the City’s facilities team, thereby improving coordination, reducing costs, and enhancing service delivery; and

WHEREAS, the transfer of maintenance staff will allow for a more comprehensive and centralized approach to facility management while ensuring that the Library continues to receive the necessary maintenance and custodial support; and

WHEREAS, this transfer is intended to leverage the specialized expertise of the City’s facilities staff, provide a larger pool of personnel to ensure coverage and support, and grant access to specialized tools and resources available within other City departments, thereby enhancing the overall quality and efficiency of facility maintenance; and

WHEREAS, the consolidation of maintenance services is expected to generate cost savings through bulk purchasing of supplies and equipment, reducing overall expenditures for both the Library and the City; and

WHEREAS, the City and the Library have agreed upon the terms of the transfer, including employment conditions, budgetary allocations, and oversight responsibilities; and

WHEREAS, this Resolution has been reviewed and endorsed by the appropriate governing bodies, including the Mead Public Library Board of Trustees and the City of Sheboygan Common Council.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sheboygan as follows:

1. The Library’s maintenance staff shall be transferred to the City’s facilities team effective January 1, 2026.

2. The City shall assume all management and supervisory responsibilities for the transferred employees, including work assignments, scheduling, and performance evaluations.
3. The budgetary adjustments necessary to support this transition shall be made in accordance with the agreed-upon financial plan between the City and the Library.
4. The Library and the City shall establish a service level agreement to ensure that the Library continues to receive the necessary maintenance and custodial services in accordance with its operational needs.
5. Any existing employment agreements, benefits, and tenure of the affected employees shall be honored as part of the transition, subject to applicable City policies and collective bargaining agreements.
6. The City Administrator, Facilities Director and the Library Director shall work collaboratively to implement this transition in a manner that minimizes disruption and maintains high standards of facility maintenance.
7. The Library shall continue to receive the same level of maintenance staffing. Current Library maintenance employees shall generally report to the Library for their daily assignments, but may be rotated periodically to other City facilities for cross-training or to fill in as needed.
8. In addition to generalized maintenance and cleaning duties, the facilities staff assigned to the Library will continue to set up rooms for programming, move furniture and shelving as needed, and occasionally assist with security issues.
9. The Library Board shall have the authority to rescind this resolution if performance metrics indicate that the level of maintenance service provided to the Library has significantly declined and corrective actions have not been adequately implemented within a reasonable timeframe.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan

Title: Digital Media Policy Chapter: Administrative Management Approved By: Library Board of Trustees	Document Type: Policy Document Number: 6.05 Original Effective Date: 9/24/2020 Date of Last Revision: 9/24/2020
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Digital Media Policy

1. Mead Public Library's digital media outlets support our mission of connecting people with ideas, resources and technology to educate, entertain and empower and are among the library's primary means of communicating with the public about our services.
2. Digital media is defined as websites, social media accounts, newsletters, blogs and other digital communication tools utilized by the library. Content that is posted on Library-sponsored social media sites may be subject to state and federal public records statutes and records retention requirements.
3. Mead's digital media accounts are maintained by the library's **Communications Marketing** Specialist, who is responsible for ensuring brand standards are met and appropriately tailored to all platforms. The Library Director and IT Specialist also have access to these accounts to serve as a backup to the **Communications- Marketing** Specialist.
4. The Library's digital media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials. The Library does not make its digital media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.
 - a. Comments and posts from the public are encouraged on these platforms but those that fall within any of the following categories will be ~~deleted or~~ hidden by library staff and will lead to a warning being issued to the user as to why the action was taken.
 - b. Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria defined below, shall be retained pursuant to the records retention schedule. Content and comments on the Library's digital media accounts containing any of the following forms of content and postings shall not be allowed:
 - i. Obscenity or child pornography
 - ii. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category.
 - iii. Slanderous, libelous, threatening or defamatory statements.
 - iv. Copyrighted or trademarked material.
 - v. Spam.

- vi. Content not related to Library business, programs, events, resources and materials.
- vii. Advertising or sale of merchandise or services; or
- viii. Charitable solicitations or political campaigning

~~Egregious or repeated violations will be grounds for the user to be banned from posting on the Library's digital media accounts. Any user that is banned from posting or commenting will be notified and given the opportunity to appeal the decision. Appeals must be submitted in writing and will be considered by the Communications Specialist, whose recommendation will be sent to the Director, who will then notify the individual of the decision.~~

~~If the individual is not satisfied with the response, they may submit a written request within 30 days of the library's decision for a review by the Library Board.~~

9/17/25 - Updates recommended by Deputy City Attorney Liz Majerus via email sent on August 7, 2025 to Library Director Garrett Erickson

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

Purpose

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

Photography and Recordings by Library Patrons

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

Subject to the preceding paragraph, permission is not required to take photographs or recordings in the public areas of the library for personal, non-commercial use if non-specialized equipment is used. If specialized equipment is to be used, requests must be ~~made at least 24 hours in advance to the Library Director~~ approved by a member of the management team. Photographs and recordings are not allowed in non-public areas (restrooms and staff only areas) unless consent is given by the Library Director. Permission to photograph or record any person under 18 years of age must be obtained from a parent/guardian on behalf of said minor child. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member’s right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways, doors, or stairways. Taking photographs and recordings of the exterior building and grounds does not require permission but the activity may not impede the ingress or egress to or from the library building or property.

Public Meeting Spaces

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

Photography and Recordings by Library Staff

Staff of the Mead Public Library District routinely takes pictures, audio recordings or video recordings of events at the Library to use for news stories or publicity, in either print or online.

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

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

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

Library Security Video General Guidelines:

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

Liability and Enforcement

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

Public Service Update for Board of Trustees Meeting: Sep 17, 2025

Program Update

Recent Programs:

Summer Reading Program Final Participant numbers:

- Children (birth-5th grade): 1369
- Teens (6th grade - 12th grade): 440
- Adults (18+): 595

Upcoming Programs:

Books clubs, storytimes and makerspace programming are all back to their regular Fall recurring schedules. Other upcoming programs of note include:

- Arts Messtival: Saturday, September 13, 2025, 2:00pm–4:00pm
Get ready to get messy! Celebrate the arts during Sheboygan Gallery Night with Messtival—a hands-on, come-and-go art experience full of paint, squish, splatter, and sensory fun. Dress for a mess and let your imagination run wild! Program will be held outdoors, weather permitting
- Great Decisions returns Sept 30
The 4-part series is a partnership with AAUW Sheboygan and explores U.S. foreign policy & global affairs with experts from Wisconsin universities. Hear talks on Tuesdays from 6:30-8 P.M. from September 30 thru October 21.

Other:

Fall Staff In-service will be held on Sep 19, 2025 with a focus on safety training, including drills, fire extinguisher training, and discussion panels with Salvation Army, Safe Harbor, HHS, and EMT staff.

**CITY OF SHEBOYGAN
REPORT OF OFFICER ____-25-26**

BY ALDERPERSONS MITCHELL AND PERRELLA

June 16, 2025

Submitting for your information the proposed 2026 Budget Schedule and 2026 preliminary budget fiscal factors for guidance prior to departmental budget preparation.

June 16, 2025	City Administrator communicates to department heads the parameters for 2026 budget submittals.
June 23, 2025	City Administrator presents budget parameters to Finance & Personnel Committee.
June 26, 2025	Finance Department provides budget entry training to staff.
July 7, 2025	Aldersperson budget training.
August 4, 2025	Finance Director provides year-to-date 2025 budget update and high-level 2026 budget outlook to Common Council.
August 15, 2025	Department heads submit preliminary departmental operating and capital budget submittals.
	Finance Department completes salary and benefit projections.
August 25, 2025	Department heads review 2026 preliminary budget requests for all departments.
August 26-29, 2025	Department head one-on-one meetings with Administration and Finance Departments to review budget requests.
September 8, 2025	Department head review of budget as proposed to Council by City Administrator
September 15, 2025	Committee of the Whole Budget Workshop. Full preliminary budget will be posted ahead of this workshop. Workshop will be high-level overview.
September 30, 2025	Staff publishes Notice of Public Hearing on 2026 Proposed Budget.
October 14, 2025	Committee of the Whole reviews and refers final 2026 Proposed Budget and 2026-2030 Capital Plan to Common Council. Public Hearing on 2026 Proposed Budget.
November 3, 2025	Common Council adopt Budget Resolution and 2026-2030 Capital Plan