



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

September 16, 2026 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 16, 2026 at Mead Public Library, Rocca Room, 710 N 8th Street, Sheboygan WI.

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 - Barbara Alvarez, 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
- [6.](#) Beyond the Bridge (Homelessness) Presentation - Cheryl Nessman

CONSENT AGENDA

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

COMMITTEE REPORTS

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

[14.](#) Code of Conduct Update

[15.](#) Bathroom Renovation Plan

16. 2027 Foundation "Wish List" Restricted Grant

DIRECTOR'S REPORT

17. Staffing Update

18. 2027 Budget Update

[19.](#) Services and Programming

UPCOMING MEETINGS

20. Library Board of Trustees (10/21/26) at 5:00 p.m.

ADJOURN

21. 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 19, 2026, at 5:00 PM

Mead Public Library, Rocca Room 710 N 8th Street

Barbara Alvarez, Erin Bremser, Kurt Jensen, Susan Kuck, Kathie McNellis, Kathie Norman, and Maeve Quinn Virtual: Jeanne Pfeiffer

Staff: Hugo Cardenas, Garrett Erickson, Evan Grossen, Aleah Hill, Cheryl Nessman, and Pattie Pilz

Special Guest: Patrick Glynn

1. Call to Order

President Alvarez determined a quorum and called meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments – none

4. Approval of Minutes

a. Jensen moved to approve minutes from July 15, 2026. Quinn seconded. Motion passed

5. Correspondence, Announcements, and Common Council Report – none

6. Boldpath Consulting Presentation - Patrick Glynn

a. Presented study entitled, “Supervisory Structure and Classification Hierarchy”

i. Study was compiled from survey responses from six peer libraries/staff interviews

ii. Overall conclusion was the ratio of staff to managers was too vast and workload on managers and supervisors was unsustainable

iii. Mead has the leanest supervisory footprint as compared to the six peer libraries

b. Recommendations

i. Reinstate supervisory structure similar to the one that was in place prior to budget cut/freeze

1. Add two additional supervisors to support staff on second and third floors

a. Youth Services Manager

b. Adult Services Manager

2. Stage 1

a. Lead Clerk will support Circulation Supervisor

b. Duties will include scheduling tasks and mentoring clerks

3. Stage 2

a. Add third supervisor role where it fits the best

c. Stressed importance of new supervisors getting trained in supervision

d. Glynn is willing to give presentation to Common Council if needed

7. Concorde Facilities Presentation - Hugo Cardenas

- a. Presented the “City of Sheboygan Mead Public Library Facility Condition Assessment Summary Report”
- b. Report to be used as a guide for City
- c. Mead at a Facility Condition Index of .06
- d. Assets were inspected

8. Facilities Department Update - Hugo Cardenas

- a. Cardenas is the new City of Sheboygan Facilities Manager
- b. Construction begins on August 24, for the new Sensory Room
- c. Bathroom remodel quote came in at \$503K
- d. Will be installing a fence around the water feature for safety at \$148K funded by the City
- e. Cardenas is creating plan to improve the landscaping around the library for 2027
- f. Cardenas will present the Capital Improvement Plan (CIP) building needs to the City Administrator and Common Council

9. Consent Agenda

Norman moved to adopt the consent agenda. McNellis seconded. Motion passed

- a. Resignation - Julia Hart
- b. Facilities Report
- c. Security Update
- d. Monthly Statistics
- e. Monarch Library System
- f. Mead Library Foundation
- g. Friends of Mead

10. Committee Reports

- a. Review and Possible Action on Payment of Current Expenditures including Payroll and Special Revenues - Evan Grossen
 - i. Erickson presented June financial reports
 - ii. \$3.8 million collected of the anticipated \$4.8 million
 - iii. \$803K remaining to be allocated to the library, which will show up in the August report
 - iv. \$2.2 million was spent of the \$4.5 million for wages/benefits, which is at 40% of total allocation
 - v. Donation purchases will be adjusted to rectify variances
 - vi. Accounts Payable includes large projects (shelving project and the Engberg Anderson plans)
 - vii. Nessman stated that we anticipate a check from Monarch in the amount of \$75K which isn't yet represented in the report
 - viii. Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck seconded. Motion passed
- b. HR Committee – Susan Kuck
 - i. Job descriptions and Table of Organizations were reviewed
 - ii. Grammatical and spelling errors were pointed out

12. Items for Discussion and Possible Action

- a. Updated Job Descriptions – Garrett Erickson

- i. Clerk Lead
 - 1. Anticipate filling in 2027
 - 2. Assists Circulation Supervisor
 - 3. Fulltime
 - 4. Anticipating salary grade 5, still awaiting decision by HR Consultant
 - 5. City will pay for benefits for this position
 - ii. Library Assistant – Technical Services
 - 1. Combine Library Assistant and Technical Services position
 - 2. Fulltime
 - 3. To be filled immediately
 - iii. Library Assistant – Security
 - 1. Anticipate filling in 2026
 - 2. Combine Library Assistant and Security Monitor position
 - 3. Fulltime
 - 4. Will have set schedule for security and act as backup for desks
 - iv. Youth Services Manager
 - 1. Anticipate filling in 2027
 - 2. Full time
 - 3. Salary grade 15
 - v. Jensen moved to approve the Clerk Lead, Library Assistant-Technical Services, Library Assistant-Security and Youth Services Manager positions with corrections as stated during the meeting. McNellis seconded. Motion passed
- b. Updated Table of Organization – Garrett Erickson
- i. Three drafts were presented
 - 1. Current (July) version
 - 2. Aug 2026
 - a. Add Library Assistant/Security Monitor
 - b. Add Library Assistant/Cataloger
 - c. Shift Library Assistant from Youth Services to Adult Services
 - 3. Jan 2027
 - a. Add Clerk Lead
 - b. Add Youth Services Manager
 - ii. Quinn moved to approve the two new proposed Table of Organizations to reflect when new positions will be added. Bremser seconded. Motion passed.
- c. Approve 2027 Budget – Evan Grossen/Garrett Erickson
- i. Draft budget was reviewed
 - ii. Wages and benefits were estimates at this point
 - iii. Financial service fees increased by 63%
 - iv. Software maintenance budget increased by 5%
 - v. Vehicle/parking expenses decreased by 33% which is in line with current staffing
 - vi. Electrical increased by 2.9%
 - vii. Natural gas increased by 10%
 - viii. Vending revenue was removed due to vending machines being removed
 - ix. Part-time salaries are currently combined with full-time salaries but will be segregated in future budgets
 - x. Kuck moved to approve the draft 2027 budget as presented. Quinn seconded. Motion passed.

13. Director's Report

- a. Services and Programming – Erickson
 - i. Report prepared by Nessman and Hill was reviewed
 - ii. Slow rollout of the Bags, Backpacks and Personal Items Policy and the no sleeping section of the Code of Conduct Policy
 - iii. Holding off enforcing cart/wagon portion of Code of Conduct as there were some issues with the elderly needing carts

14. Motion to Adjourn

- a. Meeting was adjourned at 6:44 p.m.
- b. Norman left meeting at 6:15 p.m.

Next Meeting September 16, 2026, at 5:00 p.m. in the Rocca Room.

**Join the movement to
end homelessness in
Sheboygan County**

BEYOND THE BRIDGE A SOLUTION TO HOMELESSNESS

Film screening with remarks and Panel
Discussions with local nonprofit leaders.

**October 22, 2026
6:00 PM**

Homelessness is more than an individual
experience. It's a community issue shaped by
the systems around us. Item 6.

Together, we can break down barriers,
strengthen our community, and create
pathways to safe, stable housing.



**Join us this Fall as we learn, connect,
and work toward a community where
everyone has the opportunity to thrive.**

**Film Screening, Panel
Discussion, and Q & A**

Stefanie H. Weill Center for
the Performing Arts

October 22, 2026
6:00 PM



Scan QR to
Eventbrite

Library Facilities Projects – Library Trustee Report September 2026

In Process

- **Warschau Area** - Mostly completed, need to arrange and hang up pictures
- **Community Landscape Project** – First stage completed
- **Window Sealing** (3rd) – Awaiting contractor
- **Rocca Room Remodel Drawings** - Working with architect (Foundation Funded)
- **Sensory Room** – Demo almost done. Construction started (Foundation Funded)
- **Study Rooms** (2nd) - Demo almost done. Construction started (Foundation Funded)

Future Projects

- **2027 Bathroom Renovation** –Requesting approvals from Mead Trustees, Mead Foundation and Common Council. Estimated cost is \$503K (50% Foundation/50% City funded)
- **Additional Outside Landscaping** (2027 City CIP process via Facilities Department)
- **Shelving Replace** - Obtaining quotes (will ask Foundation for funding 2028)
- **Rocca Room Reno** - Obtaining quotes (will ask Foundation for funding in 2028)

Completed Projects

Jan 2026

- **3D Printers** -installed on 3rd floor (Foundation Funded)
- **Automated Material Handling System** (AMH) - installed
- **Countertop Stool Replacement** (Foundation Funded)
- **Fish Tank Installation** in youth services area (Foundation Funded)
- **Snow Removal** - coordination with Facilities and Operations

Apr 2026

- **Additional Cameras** added/moved as requested
- **Additional Outlets** installed by city electrician to Imaginarium
- **Carpeting** fixed on second floor (Warranty work)
- **Community Resources Office** (Foundation Funded)
- **Library Movements** – moved collections around on 1st and 2nd floor
- **Phone Booths** on first and second floor (Foundation Funded)
- **Youth Services Entrance Doors** – (City funded)

May 2026

- **Anti-Slam Doors** - installed
- **Computer** - added to locker room area for staff
- **FOB Access Hardware** installed and tested on main electrical door
- **Furniture Added Power** – (Foundation Funded)

- **Roof Replacement** (50% Library Reserve fund/ 50% City ARPA Grant)

June 2026

- **Window Blinds/Shades** (June) – Used up funds for this project. Have a few areas to go if 2027 funding is approved (Foundation Funded)

July 2026

- **Furniture Moved** in preparation of study room construction
- **JMKAC Mural Renovation** (on South side of building)
- **New Trash Bins** purchased and installed
- **“No Smoking” Signs Installed**
- **Outside Landscaping** added mulch
- **Warschau Display Units** – (Foundation / Restricted Donation funded)

Aug 2026

- **Cabinets** - installed in Children’s Activity Room
- **Loft/Rocca Microphone Upgrade** –Scheduled for 8/25/26 (Foundation Funded)

Disruptive Patron Interaction Report August 2026

		Monthly			Year To Date		
	Age	August 2025	August 2026	Monthly 2025 vs 2026	Year-to-date 2025	Year-to-date 2026	YTD 2025 vs 2026
Reported Incidents	Adult	26	61	135%	289	380	31%
	Teen	8	10	25%	61	48	-21%
	Total	34	71	109%	350	428	22%

Exclusions Over 10 Days		8	2	-75%	40	57	43%
Emergency Services Called		2	0	-100%	25	11	-56%

Monarch Library System Board of Trustees
Minutes
Kewaskum Town Hall 9019 Kettle Moraine Drive Kewaskum, WI 53040
July 9, 2026

1. Call to Order; Doane called the meeting to order at 6:00 pm. The meeting was properly noticed in accordance with Wisconsin Open Meetings Law.
2. Roll Call: Doane, Katzka, Goehring, Bailey, Lamb, Marose, Neis, Nelson, Olsen, and Westfall were present.
Absent: Sprenger, Quinn, Strom
Also Present: Bryan Grunewald, CLA, Grover, Federer, and Hoffman, MLS Staff.
3. Public Comment or Correspondence:
 - a. The Letter of Approval for the 2025-2026 LSTA accessibility Grant was read to the meeting.
 - i. This grant will enable Monarch to subscribe to one year of service from Pope Tech. This will provide training for website conversion to ADA compliance for the system and all the libraries by accessing every page of our websites and providing directions on how to make corrections. The cost for one year is \$7,500.
 - ii. The remainder of the grant will be used to purchase Foxit. Foxit can be used to scan PDF documents for ADA accessibility compliance and correction.
4. Approval of the Agenda for the meeting:
 - a. Marose motioned to approve the Agenda for July 9, 2026. Westfall seconded the motion. Motion carried.
5. Approval of the Minutes for May 14, 2026:
 - a. Katzka motioned to approve the minutes. Motion seconded by Goehring. Motion carried.
6. Approval of the 2025 Audit Report presented by Bryan Grunewald, Principal, CLA: a. Grunewald described the three documents he would be discussing.
 - i. Grunewald began with the financial statements and gives CLA's opinion that our financial statements are presented fairly. They are complete, accurate and in accordance with professional standards.
 1. Grunewald's overview is that our financial condition is very, very strong with an ending balance of \$4.5 million in cash and investments.
 2. The system has been proactive in the prior years to identify purposes to set aside these unassigned funds toward. This is a further opportunity since there is just over \$2 million in that category today. Liabilities are very low in comparison to the overall cash and asset balances.

3. Our Revenue exceeded budget in part because of the interest income received due to our cash and investments holdings.
 4. Expenditures came in under budget.
 5. In considering how things are done, Grunewald delineated three findings.
 1. In Preparation of the Annual Audit, they find a continuing weakness in Internal Control over Financial Reporting. CLA recommends continued inspection by management and the Board.
 2. In Segregation of Duties, since there is limited staff in the system one employee is essentially responsible for completing and recordkeeping of all financials. Because our accounting has been outsourced to Winnefox, there have been changes to strengthen internal control. Winnefox maintains accounting software, and reporting. Management will be involved in reviewing and approving the journal entries and how certain transactions are posted with the accounting software.
 3. In Adjustments to the System's Financial Records, because the audit produces adjusting journal entries CLA recommends the training of staff to prepare the adjusting and closing entries.
 - ii. In the report to DPI on Monarch letterhead our 2024 audit findings are listed with action taken during 2025. Also included is the Corrective Action Plan for the findings of the 2025 audit.
 1. Finding 1 – Management will continue to review the financial statements and other information prior to issuance.
 2. Finding 2 –Segregation of Duties have been further improved through the utilization and outsourcing of certain accounting functions to Winnefox. Additional oversight and review procedures will be completed by either management or the Board.
 3. Finding 3 – Management will review and approve the journal entries as proposed by the auditors prior to issuance of the financial statements.
 - iii. The Governance Communication Letter is very standardized and contains an overview of the qualitative aspects of accounting principles. No red flags or anything unusual to report.
- b. Goehring questioned information in the Compensated Absences area of the financial report. Grunewald explained the compensated absences balance is a calculation of long term obligation liabilities such as pensions, vacation accruals, and sick leave accruals. This audit does not show the funds which were voted to be moved to the LGIP Sick Leave Account in 2026. In the 2026 Audit they would then be listed in the LGIP investments not the general funds line. CLA always recognized the liability, they have always quantified it, and it has always been disclosed in our financial statements.
- 7.
 - 8.

- i. It is not the purpose of the audit to give legal advice or guidance, but to show the calculation of liabilities or obligations in the future from the benefits Monarch offers.
- ii. Grunewald recommends a review of the handbook for compliance by a consultant.

c. Katzka motioned to approve the audit. Lamb seconded the audit approval. Motion carried.

Approval of the Expenditures for May and June 2026

a. Westfall motioned to approve expenditures of \$107,677.91 for May and \$129,367.72 for June. Nelson seconded the motion. Motion carried.

Monarch Library System Update:

1. Grover asked if there were any questions regarding the Monarch System Update as presented in the packet. Grover then shared some details of those items.
2. Grover explained one of our checks was found for sale on the Dark Web by U S Bank.
 - i. U S Bank has a fraud detection unit that scans the Dark Web for checks drawn on them.
 - ii. The payment on the check was immediately stopped.
 - iii. We do use Positive Pay on checks we issue. This verifies for the bank that the authorized entity and amount are correct.
 - iv. There is a process called check washing where the payee and amount can be washed off and replaced with fraudulent information.
 - v. We were also advised to only deposit our outgoing mail inside the post office or to an authorized postal employee. Do not use out of doors mail depositories or boxes.
3. We have an employee who slipped and was injured on the job. We have been working with Acuity, our workman's compensation insurer regarding the claim.
4. Progress is being made on the Polaris migration to the cloud. We are in the testing phase.

Committee Reports:

5. The Executive Committee

- i. The Executive Committee did not meet.

6. Operations Committee

- i. The Operations Committee met jointly with the Finance Committee on June 9, 2026.
- ii. Katzka stated the Operations Committee recommends amending the Monarch Library System Handbook to include: Upon retirement to WRS, the sick leave payout will be made as part of the final payroll payment to

the retiree or to the retiree's HRA account, calculated based on the employee's base pay rate at the time of retirement.

- iii. Westfall suggested changing "the retiree's HRA account", to "the retiree's discretion".
- iv. Goehring suggested tabling the motion until research can be completed by the Operations Committee.
- v. Katzka withdrew the motion and motioned to place this item on a future Operations Committee agenda. Lamb seconded the motion.

9.

- 1. Katzka suggests an employment lawyer or consultant be employed to examine the handbook and make recommendations for improvement overall and in relation to the sick leave payout and to meet with the Operations Committee for discussion..
- 2. Grover will arrange for a consultant to attend an Operations Committee meeting.

Motion carried.

7. Finance Committee

- i. The Finance Committee will be meeting on August 3, 2026.

8. Bookmobile Committee

- i. The Bookmobile Committee will schedule a meeting either July 28th or 29th, 2026.

9. New Business: None

10. Unfinished Business:

- a. Goehring questioned whether the insurance coverage was raised upon renewal.

- i. Cyber Security coverage has been raised to one million dollars.
- ii. Vehicle Liability was raised to 2 million with the use of an umbrella policy.

- iii. Grover stated Monarch will be conducting coverage comparisons earlier in the term in 2027.

11. Next meeting will be held on September 10, 2026, at 6:00 pm at the Kewaskum Community Center.

12. Adjourn - Marose motioned to adjourn with Nelson, seconding the motion. Meeting was adjourned at 7:05 pm

Foundation Report – September 2026

No report this month.

Mead Public Library - Financial Statement for July 31, 2026									
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	(3,117,913.00)	-	(3,117,913.00)	(2,314,742.08)	-	(803,170.92)	74.20
255	437200	MONARCH - SHEBOYGAN COUNTY	(932,458.00)	-	(932,458.00)	(932,457.54)	-	(0.46)	100.00
255	437210	MONARCH - OZAUKEE COUNTY	(32,793.00)	-	(32,793.00)	(32,792.90)	-	(0.10)	100.00
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(101,838.50)	-	1,838.50	101.80
255	437230	MONARCH - ADJACENT COUNTIES	(45,787.00)	-	(45,787.00)	(45,786.48)	-	(0.52)	100.00
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(3,539.96)	-	(3,460.04)	50.60
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(14,807.76)	-	6,807.76	185.10
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(183.66)	-	(416.34)	30.60
255	481100	INTEREST INCOME	(50,000.00)	-	(50,000.00)	(29,430.61)	-	(20,569.39)	58.90
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(343,334.23)	-	273,334.23	490.50
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(589.01)	-	(1,410.99)	29.50
		TOTAL REVENUE	(4,366,551.00)	-	(4,366,551.00)	(3,819,502.73)	-	(547,048.27)	87.50
255511	510110	FULL TIME SALARIES - REGULAR	2,377,235.00	-	2,377,235.00	1,026,073.62	-	1,351,161.38	43.20
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	2,680.18	-	(2,680.18)	100.00
255511	510120	PART TIME SALARIES - REGULAR	-	-	-	176,329.95	-	(176,329.95)	100.00
255511	520310	FICA	143,995.00	-	143,995.00	71,160.87	-	72,834.13	49.40
255511	520311	MEDICARE	33,673.00	-	33,673.00	16,642.47	-	17,030.53	49.40
255511	520320	WI RETIREMENT FUND	162,710.00	-	162,710.00	83,252.00	-	79,458.00	51.20
255511	520340	HEALTH INSURANCE	494,155.00	-	494,155.00	273,969.24	-	220,185.76	55.40
255511	520350	DENTAL INSURANCE	30,046.00	-	30,046.00	16,446.47	-	13,599.53	54.70
255511	520360	LIFE INSURANCE	4,188.00	-	4,188.00	2,356.58	-	1,831.42	56.30
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-	100.00
255511	520410	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	0.00
255511	531100	CONTRACTED SERVICES	163,027.00	-	163,027.00	84,416.51	-	78,610.49	51.80
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	4,806.73	-	1,628.27	74.70
255511	531206	INSURANCE PREMIUMS	24,150.00	-	24,150.00	12,576.57	-	11,573.43	52.10
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	5,759.21	-	3,640.79	61.30
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	14,235.22	-	(4,235.22)	142.40
255511	533105	IT SERVICE FUND CHARGES	57,746.00	-	57,746.00	57,746.00	-	-	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	30,000.00	-	30,000.00	31,014.05	-	(1,014.05)	103.40
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	5,808.36	-	2,691.64	68.30
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	754.35	-	18,685.65	3.90
255511	540100	OFFICE SUPPLIES	11,700.00	-	11,700.00	4,397.57	-	7,302.43	37.60
255511	540130	POSTAGE & DELIVERY	7,000.00	-	7,000.00	4,654.18	-	2,345.82	66.50
255511	540205	DISPLAYS	1,000.00	-	1,000.00	873.99	-	126.01	87.40
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	-	0.00
		*Janitorial Supplies expense budgets and actuals covered by Building and Grounds Department starting in 2025							
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	123,757.16	181,809.73	(235,566.89)	436.50
255511	548002	MATERIALS - ALL CATEGORIES	370,767.00	-	370,767.00	173,630.02	-	197,136.98	46.80
255511	548003	OTHER CONTENT	150,102.00	-	150,102.00	210,626.66	-	(60,524.66)	140.30
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	-	0.00

Mead Public Library - Financial Statement for July 31, 2026									
ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
		*Building Maint & Repair expense budgets and actuals covered by Building and Grounds Department starting in 2025							
255511	555100	UTILITIES	148,835.00	-	148,835.00	84,938.26	-	63,896.74	57.10
255511	555120	PHONES	4,000.00	-	4,000.00	2,489.69	-	1,510.31	62.20
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	513.50	-	2,586.50	16.60
255511	631200	BUILDING IMPROVEMENTS	-	124,737.05	124,737.05	129,199.55	-	(4,462.50)	103.60
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	25,711.74	-	(1,211.74)	104.90
		TOTAL EXPENSES	4,366,551.00	124,737.05	4,491,288.05	2,647,667.70	181,809.73	1,661,810.62	63.00
		TOTAL REVENUE LESS EXPENSES	-	124,737.05	124,737.05	(1,171,835.03)	181,809.73	1,114,762.35	

Mead Public Library - Accounts Payable July 1st, 2026 through July 31st, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	INVOICE	FULL DESC
ALONZOEH STONE	255 451915	PATRON FEES	15.44	07222026	372502	9001288105	PATRON REFUND
LINDA HYDE	255 451915	PATRON FEES	9.31	07222026	372510	9008632153	PATRON REFUND
CHRISTINA CHAVEZ	255 451915	PATRON FEES	10.03	07222026	372505	9001210492	PATRON REFUND - AARON RZADZKI-CHAVEZ
ANNA WHARTNABY	255 451915	PATRON FEES	27.08	07222026	372503	9001156315	PATRON REFUND
AT&T CORP	255511 531100	CONTRACTED SERVICES	90.02	07222026	372432	8561667111	ACCT #831-001-4630 820 JUNE BILLING MPL BROADBAND
CHARTER MEDIA	255511 531100	CONTRACTED SERVICES	159.98		0	2010165376	MONTHLY INTERNET
ENGBERG ANDERSON INC	255511 531100	CONTRACTED SERVICES	510.00	07222026	372454	21339603-3	MEAD PL - STUDY & SENSORY ROOMS-PROJ. # 213396.03
ENGBERG ANDERSON INC	255511 531100	CONTRACTED SERVICES	2,470.00	07222026	372454	21339605-2	MEAD PL SHELVING PLANNING STUDY-PROJ. # 213396.05
AT&T	255511 531100	CONTRACTED SERVICES	414.74	07222026	372431	920283020006JUNE26	ACCT#920 Z83-0200 109 8 JUNE TELEPHONE EXPENSE
GT GRAPHICS OF SHEB	255511 531400	ADVERTISING & MARKETING	435.60	07222026	7716	53814	BOOKMARKS - MEAD
FACBKB *YKNGZVZBP2	255511 531400	ADVERTISING & MARKETING	124.82		0	2010166719	Ad 27418767274478691 SUMMER READING & INSTAGRAM PO
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	28.41	07222026	7687	16MG-C6VD-MYN9	ACCT #A2JXVCVZU4S49M RODNEY PRINSEN FUND-4TH JULY
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	7.59	07222026	7687	1YTK-6QXX-3W9T	ACCT #A2JXVCVZU4S49M RODNEY PRINSEN FUND-JULY 4TH
MICHELLE HACKETT	255511 531800	PROGRAM SERVICES	425.00	07222026	372493	8122026	RODNEY PRINSEN FUND-PROGRAM-BUBBLE BASH-2ND HALF
OCLC, INC.	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	823.09	07222026	372500	1000505016	EZPROXY SERVICE DATES 7/1/26-6/30/27 - CUST #27400
ANTHROPIC* CLAUDE TE	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	125.00		0	2010166713	TEAM PLAN - STANDARD
ADOBE *ADOBE	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	179.30		0	2010166714	CREATIVE CLOUD ALL APPS ADOBE STOCK
ZOOM.COM 888-799-966	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	53.77		0	2010166715	ZOOM ONE PRO MONTHLY
WWW.DOODLE.COM	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	132.00		0	2010166718	PRO ANNUAL
ZOOBEAN INC	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	3,191.00	07222026	372564	36486	BEANSTACK PREMIUM YEAR 2 OF 3 8/1/26-7/31/27
AMTRAK .COM 16006665	255511 536125	EMPLOYEE DEVELOPMENT	62.00		0	2010165391	TICKET FOR SUSAN DURANT-ALA PROGRAM
MARRIOTT CHICAGO M M	255511 536125	EMPLOYEE DEVELOPMENT	979.50		0	2010165938	HOTEL-ALA CONFERENCE
USATODAY CO DIGITAL	255511 536125	EMPLOYEE DEVELOPMENT	6.99		0	2010166717	MONTHLY SUBSCRIPTION
GT GRAPHICS OF SHEB	255511 540100	OFFICE SUPPLIES	63.85	07222026	7716	53691	BUSINESS CARDS-LISA S.
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	41.39	07222026	7687	16NK-J71R-K1DN	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	11.96	07222026	7687	16D3-46PK-VGJ4	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	46.95	07222026	7687	1FYN-GCDY-CMWP	ACCT #A2JXVCVZU4S49M BIKE LOCKS
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	50.99	07222026	7687	1GWC-TMRH-G1HV	ACCT #A2JXVCVZU4S49M SCREEN PROTECTOR
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	-50.99	07222026	7687	1JHK-RWWR-39LV	CREDIT MEMO FOR INV #1GWC-TMRH-G1HV
SQ *AMPERSAND SUPPLY	255511 540100	OFFICE SUPPLIES	427.46		0	2010165934	MAP FRAMING-SHEBOYGAN MAP
SIGN SHOP OF SHEB	255511 548001	DONATION PURCHASES	800.00	07222026	372538	20261117	FOUND. WISHLIST-SIGNAGE-3RD FLOOR NEW DOORS-MEAD
GAMEBOARD, THE	255511 548001	DONATION PURCHASES	70.00		0	2010165396	ACUITY FUND-ACUITY COOL PICKS SLP
GAMEBOARD, THE	255511 548001	DONATION PURCHASES	25.00		0	2010165397	ACUITY FUND-ACUITY COOL PICKS SLP
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	48.29	07222026	7687	1C3G-3NP4-KFXW	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-TEEN HAT
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	39.79	07222026	7687	1431-7DKR-L67V	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-STORYTIME
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	14.24	07222026	7687	11LF-J4CX-GP4L	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-OUTREACH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	30.38	07222026	7687	1Y77-7XJC-WTJF	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-ROOTED
NATURES BEST MARKET	255511 548001	DONATION PURCHASES	50.00		0	2010165375	ACUITY FUND-GIFT CERT. ADULT SUMMER READING PROGRA
PICK N SAVE #432	255511 548001	DONATION PURCHASES	121.00		0	2010165390	FOUNDATION WISHLIST-PROGRAMMING-TEEN MOVIE JUNE
FESTIVAL FOODS	255511 548001	DONATION PURCHASES	893.04		0	2010165395	ACUITY FUND-ACUITY KICK-OFF AT ACUITY
MARCUS SHEBOYGAN TIX	255511 548001	DONATION PURCHASES	575.00		0	2010165398	ACUITY FUND-GIFT CERT.ACUIY COOL PICKS KICK OFF
MKE DOMES PURCHASE	255511 548001	DONATION PURCHASES	500.00		0	2010165400	LIBRARY EXPERIENCE PASS
AMTRAK .COM 17409100	255511 548001	DONATION PURCHASES	-27.00		0	2010165935	FOUNDATION WISHLIST-REFUND TICKET-A. HILL
AMTRAK .COM 09606946	255511 548001	DONATION PURCHASES	-27.00		0	2010165936	FOUNDATION WISHLIST-REFUND TICKET
DOLLAR TREE	255511 548001	DONATION PURCHASES	12.00		0	2010165937	FOUNDATION WISHLIST-PROGRAMMING-RED, WHITE & READ
PICK N SAVE #432	255511 548001	DONATION PURCHASES	49.97		0	2010165939	ACUITY-SUMMER PROGRAM-TEEN PROGRAMMING
LEIA RIGNEY	255511 548001	DONATION PURCHASES	375.00	07222026	372490	SUMMER 2026	FOUNDATION WISHLIST-PROGRAMMING-READY SET PRE-K
DEMCO, INC.	255511 548001	DONATION PURCHASES	11,829.98	07222026	372452	7824927	FOUNDATION WISH.-SHOW/STOW CLOSET-CUST #480136750

Mead Public Library - Accounts Payable July 1st, 2026 through July 31st, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	INVOICE	FULL DESC
SCHOLASTIC LIBRARY	255511 548001	DONATION PURCHASES	15.58	07222026	7737	87803319	FRIENDS FUNDING-SUMMER READING PROG. ACCT #2190396
SCHOLASTIC LIBRARY	255511 548001	DONATION PURCHASES	2,333.37	07222026	7737	87794006	FRIENDS FUNDING-SUMMER READING PROG-ACCT #2190396
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,079.02	07222026	7727	509051894	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,590.05	07222026	7727	509021214	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	25.18	07222026	7727	509051896	CUST #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	51.16	07222026	7727	509079129	CUST #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	705.30	07222026	7727	509079205	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,119.47	07222026	7727	509119523	ACCT #2000015656 MATERIAL PURCHASE
GAMEBOARD, THE	255511 548002	MATERIALS - ALL CATEGORIES	612.00		0	2010165392	MATERIAL PURCHASE
GAMEBOARD, THE	255511 548002	MATERIALS - ALL CATEGORIES	308.00		0	2010165393	MATERIAL PURCHASE
GAMEBOARD, THE	255511 548002	MATERIALS - ALL CATEGORIES	272.00		0	2010165394	MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,559.20	07222026	7720	97311710	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	3,529.11	07222026	7720	97401595	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	19.55	07222026	7720	97512329	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	37.75	07222026	7720	97512330	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	31.65	07222026	7720	97465170	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	280.29	07222026	7720	97440955	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	29.98	07222026	7720	97525896	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	102.30	07222026	7720	97366260	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	55.56	07222026	7720	97366261	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	30.28	07222026	7720	97311709	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	46.50	07222026	7720	97452913	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	347.23	07222026	7720	97351742	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,725.06	07222026	7720	97325251	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	93.97	07222026	7720	97295199	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	4,601.75	07222026	7720	97583680	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,053.84	07222026	7720	97542213	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	21.74	07222026	7720	97537715	ACCT # 20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	20.65	07222026	7720	97679290	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	20.65	07222026	7720	97613079	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	73.08	07222026	7720	97613080	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	38.85	07222026	7720	97644046	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	55.36	07222026	7720	97661442	ACCT #20BG963 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	972.14	07222026	7720	97715364	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,054.11	07222026	7720	97715363	ACCT #20BG963 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	893.71	07222026	7720	97440954	ACCT #20BG963 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	43.30	07222026	7720	97687997	ACCT #20W1532 MATERAIL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	-9.78	07222026	7720	97761942	CREDIT MEMO FOR INVOICE # 97628378
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,409.71	07222026	7720	97628378	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	110.77	07222026	7720	97841288	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	15.14	07222026	7720	97824945	ACCT #20BG963 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	28.54	07222026	7720	97824946	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	448.05	07222026	7720	97808611	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	3,184.05	07222026	7720	97796096	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	562.95	07222026	7720	97693161	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	302.12	07222026	7720	97729074	ACCT #20BG963 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	20.59	07222026	7720	97781425	ACCT #20BG963 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	59.99	07222026	7687	1XY1-9RNG-GCGL	ACCT #A2JXVCVZU4S49M VIDEO GAME

Mead Public Library - Accounts Payable July 1st, 2026 through July 31st, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	INVOICE	FULL DESC
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	77.00	07222026	7687	1PFV-YGTG-KM1W	ACCT #A2JXVCVZU4S49M MONARCH GRANT/PROJECT
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	7.59	07222026	7687	1WTX-R7R7-1RQY	ACCT #A2JXVCVZU4S49M EXPERIENCE COLLEC. OZOBOT KIT
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	302.95	07222026	7687	1H3T-RLJP-CK7Q	ACCT #A2JXVCVZU4S49M MONARCH GRANT/PROJECT
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	61.31	07222026	7687	13JT-96XL-1L4M	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
SAGE PUBLICATIONS	255511 548002	MATERIALS - ALL CATEGORIES	311.09		0	2010165399	FEDERAL REGULATORY GUIDE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	131.98	07222026	372439	540751	MATERIAL PURCHASE - SALES ORDER #499900
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	997.85	07222026	372439	539215	MATERIAL PURCHASE - SALES ORDER # 499900
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	59.84	07222026	372439	541401	EXCA-GATOR - SALES ORDER #493013
MACKIN BOOK COMPANY	255511 548002	MATERIALS - ALL CATEGORIES	1,995.00	07222026	372492	985125	MAT. PURCH. MY ROAD TO READING PROGRAM-CUST #89318
MIDWEST TAPE	255511 548003	OTHER CONTENT	76.72	07222026	7727	509073810	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	975.15	07222026	7727	509114688	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	84.99	07222026	7727	509114689	CUST #2000014274 OTHER CONTENT
SHEBOYGAN WATER UTIL	255511 555100	UTILITIES	24.00	073126DD	372588	07202026-JULY26	JUNE WATER BILLINGS
ALLIANT ENERGY	255511 555100	UTILITIES	10,550.82	073126DD	372594	06262026-MPL	JUNE BILLING-ACCT #5498700000
WISCONSIN PUBLIC SER	255511 555100	UTILITIES	1,454.11	073126DD	372598	5987381401	JUNE BILLING-ACCT #0403257315-00031

Title: Code of Conduct	Document Type: Policy
Chapter: Miscellaneous	Document Number: 14.01
Approved By: Library Board of Trustees	Original Effective Date:
	Date of Last Revision: August 22, 2026

Code of Conduct

The Library's Values

We welcome and serve everyone who comes to the Library, and hold ourselves to the highest standards as we provide resources and experiences that encourage curiosity, discovery, and lifelong learning.

We want you to feel safe and welcome at the Library, and we depend on you to follow Library rules so others can feel safe and welcome. People who do not follow the Library's rules may be asked to leave. [View Library policies.](#)

People banned from the Library for more than 30 days can appeal that decision by requesting an appeal form – call the Library at 920-459-3400.

Safety – to ensure a safe environment for staff and visitors, the following are prohibited:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Stealing or damaging property that does not belong to you
- Asking people for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended

Harassment & Disorderly Behavior

Harassment of Library visitors or staff is prohibited. Harassment includes, but is not limited to:

- Verbal abuse, stalking, following or staring
- Unwanted physical contact or gesturing
- Any other behavior intended to annoy, disturb, threaten or intimidate

Disorderly behavior that disrupts other Library visitors is prohibited. This includes but is not limited to:

- Using loud, abusive, profane, or offensive language

- Fighting or rough play
- Running

Building Access

No loitering in and around the Library entrance, and no blocking doorways, walkways or otherwise interfering with free passage throughout the building. Anyone remaining in the first-floor entrance areas for more than 10 minutes will be asked to move to a different area of the Library.

Visitors may not remain in the Library or attempt to remain in the Library after regular business hours, unless taking part in an after-hours program or with prior permission of Library administration.

Children's & Teen Areas

The Children's area is meant for children and their families. While the Children's collections are available to all, unaccompanied adults not using the collection may be asked to leave.

The Hansen and Maas Teen Centers are meant for teens. While the YA Collection is available to all, unaccompanied adults and children not using the collection may be asked to leave.

Use of Library Restrooms

Visitors are not allowed to shave, bathe, dye or cut hair, wash clothes or dishes, smoke, vape, drink alcohol, or loiter in Library restrooms. Restrooms will be checked periodically by staff.

Use of Library Phone Booths

Visitors are encouraged to make phone calls in one of the library's two phone booths to avoid disturbing others.

Library users on video or speaker phone calls, or on calls that are too loud or prolonged, are required to use the phone booths or take their calls outside the building.

The phone booths are available on a first-come, first-served basis, and should not be monopolized. Phone booths should only be used for phone/video calls, and there is a two-person occupancy limit.

Staff-Only Areas

Library visitors are not allowed to enter or attempt to enter any area of the building or grounds marked as restricted or for staff only.

Animals

Animals are not allowed inside the Library, with the exception of ADA-defined service animals and animals that are part of Library-sponsored programs.

Clothing and Hygiene

Visitors must wear shoes, as well as clothing that covers the chest and buttocks, at all times. While recognizing that access to hygiene resources can vary, visitors are asked to maintain a level of personal hygiene that does not substantially interfere with others' use of the space.

Smoking

Smoking, vaping, and use of electronic smoking devices are prohibited inside the Library and in the surrounding public spaces, consistent with [City of Sheboygan Ordinance Sec. 26-20](#) and [Wis. Stat. § 101.123](#).

Preparation of smoking materials is prohibited. This includes, but is not limited to, rolling cigarettes and refilling vape devices.

Technology & Device Etiquette

Headphones are required while using sound on cell phones, computers, and other devices in shared spaces. Screen content must be appropriate for a public setting; staff may ask visitors to remove inappropriate content from view.

Misuse of Library computers or internet access may result in suspension of internet or other Library privileges, and illegal use will be reported to authorities.

The Library applies a content filter but is not responsible for monitoring minors' internet activity; that responsibility rests with parents and guardians.

For complete policy details, refer to the [Acceptable Use Guideline Policy](#).

Food & Beverages

Small snack foods in closeable containers are allowed except when using Library equipment or the children's play area. All other food is prohibited. Nonalcoholic beverages in portable containers — such as travel mugs, screw-top bottles, cans and juice boxes — are allowed.

Messes

Please clean up after yourself and leave all areas as you found them. For messes that require additional attention, such as spills, please alert staff.

Bags, Backpacks & Personal Belongings

Library visitors may not bring more than 2 bags, backpacks, suitcases or other such items into the building.

- Items larger than 26" x 14" x 14" are prohibited

- Bedrolls, blankets, pillows, and sleeping bags are not permitted
- Carts and wagons may be used to transport items into the building but are still subject to the 2-bag limit.

Personal belongings brought into the Library must not obstruct aisles, walkways, or common areas. The Library is not responsible for personal belongings left unattended. Visitors should keep belongings with them at all times. Items left unattended may be removed.

Items that emit strong odors or otherwise pose a health or sanitary risk to other patrons or staff are prohibited regardless of size. The Library may ask to inspect bags when there is reasonable cause to believe that the contents pose a health or safety risk.

Bicycles, Carts, Strollers & Mobility Devices

Medically assistive mobility devices, such as scooters, knee rollers, wheelchairs and walkers, are allowed but must be operated in a safe manner that does not obstruct pathways, damage property or create hazards for other visitors.

Commercial-style shopping carts, wagons and bicycles are prohibited inside the Library.

Exceptions include:

- Strollers and wagons used to transport children
- Carts or dollies used to transport equipment or materials for Library programs or activities scheduled inside public meeting rooms

Accommodations are available to assist visitors with transporting Library materials.

Scooters and Skateboards

Recreational scooters and skateboards must not be used when in the Library and should not be left unattended.

Sleeping

Library visitors may not sleep or appear to be sleeping in the building.

Appropriate Use of Library Furniture

Library visitors may not move or rearrange Library furniture beyond repositioning existing seating around tables. Chairs are for one person at a time, with the exception of caregivers holding small children.

Visitors may not lie down on furniture, sit on tables, countertops or bookshelves, or place feet on tables. Sitting or lying on the floor is not permitted, with the exception of young children or where appropriate during Library programs.

Solicitation & Canvassing

Solicitation and canvassing are not permitted on Mead Public Library property. This includes selling or distributing merchandise, informational materials and promotional items, along with soliciting for political, charitable or religious purposes.

Exceptions require approval from Library management and are typically limited to the Library Foundation, Friends of the Library, governmental agencies and Library programming partners.

For complete policy details, see the full [Solicitation & Canvassing Policy](#).

Photography & Recording

Photography and recording for personal, non-commercial use is permitted in public areas of the Library. Recordings are not allowed in restrooms or staff-only areas. Specialized equipment requires management approval.

Library staff may stop any photography or recording that disrupts Library operations, compromises privacy, or is deemed harassing or threatening toward patrons or staff. Photography or recording of anyone under 18 requires parent or guardian consent.

Library staff routinely photograph and record events for publicity purposes. Patrons consent to such use unless they inform staff of an objection.

For complete policy details, see the full [Photography & Recording Policy](#).

MEAD PUBLIC LIBRARY RESTROOM RENOVATION



GROTH
Design
Group

VESTIBULE
649 SF

LOBBY
519 SF

CIRCULATION DESK
1525 SF

PASSAGE
60 SF

PASSAGE
53 SF

MEN
233 SF

WOMEN
248 SF

SORTING
303 SF

ELECTRICAL
TRANSFORMER
ENCLOSURE

BOOK TRUCK
CORRAL
373 SF

10' - 8 3/4"

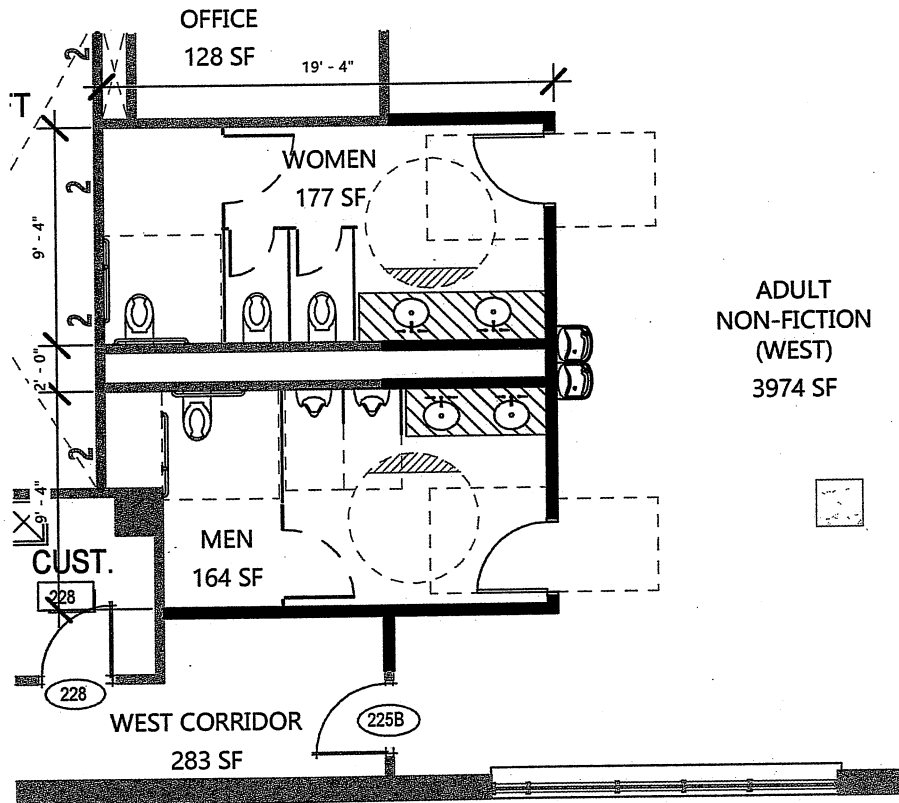
11' - 0"

1' - 6"

PROPOSED - LEVEL 1 - OPTION A

1'-0"

Artistic and/or computer renderings are not a contractual representation of the finished product and GROTH Design Group makes no warranties and representations that the depictions of such renderings will be replicated in the finished product. Client acknowledges and agrees that the terms of the contract, not the renderings shall control.



PROPOSED - LEVEL 2 - OPTION A

1/8" = 1'-0"

MEAD PUBLIC LIBRARY RESTROOM RENOVATION



GROTH
Design
Gro

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

Submitted by Cheryl Nessman & Aleah Hill

September, 2026

Staffing:

- An internal candidate has been hired for the Library Assistant – Technical Services position.
- Staff In-service will be held on Sept. 25th. We will have a presentation from a former WAPL presenter on organization, we will tour the Warming Center, Shower Bus & The Landing, and the Fire Department will provide our annual fire safety training.
- Alison Lowen will be presenting at the annual WLA conference in October: *Shake, Rattle, and Grow: Music in Early Childhood Programming*, as will Cheryl Nessman: *Fostering Belonging with Proactive Outreach to Marginalized Communities*

Public Services

- During election time, we have come up with a procedure to allow poll volunteers to use the staff breakroom space so they can still have their meal. This is to keep staff from having to consider if they should allow an exception to poll volunteers when it comes to our policy about not eating meals in the library.
 - We had a few key tags made. They will be held behind the circulation desk and the volunteer will need to return it to the desk after they eat. Marge Giesen volunteered to show them where the staff breakroom is located.

Programming/Exhibits/Outreach Highlights:

- We will be celebrating the Imaginarium's 10th Anniversary on Oct. 27th from 3-7pm. Come join us for crafts, STEM activities, tours, a pumpkin competition, and a visit from Mayor Sorensen!
- There's a new opportunity for kids to build their reading skills in the Youth Services room through a program called [Reading Dragons](#). Kids K-8th grade can track their reading time in Beanstack to win Reading Dragon playing cards. So far, we have 53 readers signed up!
- The library is partnering with Lakeshore CAP to bring monthly office hours and services to the library. A Lakeshore CAP representative will be available every 2nd Monday of the month to offer on-site resources and support to those

experiencing homelessness or housing insecurity. This service will begin Sept. 14th.

- Mead has been meeting with the Job Center and the City's Transit Department to brainstorm ways that we can get patrons in need of vocational assistance to the Job Center. We also had a Job Center representative at our last Adult Services meeting where they went over the many services offered there and provided a way for Mead staff to place direct referrals. We are hoping to tour their facility in the near future.
- We now have open STEAM Studio in the 3rd-floor Activity Center on Mondays & Thursdays from 4-7 and the 1st Saturday of the month from 9-4. Families can drop in during those times and enjoy self-directed Science, Technology, Engineering, Art, and Math-themed activities.
- Upcoming fall programs:
 - Adults:
 - Sept. 14-Nov. 16: Spanish Language 101 Mondays 6-7pm
 - Sept. 15: What's in Your Estate Planning Toolbox? with Tracy Gibson
 - Sept. 29-Oct. 20: Great Decisions Lecture Series Tuesdays 6:30-8pm in the Rocca
 - Oct. 1-Nov. 19: BINGO! Thursdays 2:30-3:30 in the Rocca
 - Oct. 9: Enchanted Library: fantasy immersion event with dancing, snack, magical crafts and more, all to celebrate the new A Court of Thorns and Roses book.
 - Oct. 10: Introduction to Drop Spinning (wool spinning)
 - Oct. 26: A Court of Thorns and Roses Midnight Release Party at Wordhaven Bookhouse.
 - Nov. 7: 2nd annual Sheboygan Zine Fest!
 - Nov. 10: WI Academy Talk – The Edmund Fitzgerald and the Meaning of Home in the Great Lakes with Dr. Steve Ackerman
 - Kids:
 - New! Sensory Storytimes: calm, sensory-friendly storytimes on Mondays beginning Sept. 14
 - Regular storytimes are back! (BYOB, Bitty Book Club, Baby & Me, Preschool, Toddler, & Wiggleworms)
 - Scary Story Writing Contest entries are due by Oct. 9, followed by a Scary Stories Night at Paradigm on Oct. 23rd
 - Sept. 19: Messtival
 - Oct. 26: Halloween Glo-Party
 - Nov. 14: Ballet Storytime: The Nutcracker with dancers from the Milwaukee Ballet

- Tweens:
 - Tween Fan Club: Books they love with fun activities, 3rd Tuesdays of the month
 - Tween Art Club, 1st Tuesdays of the month
- Teens:
 - Sept. 16: Beaded Bar Keychains
 - Oct. 26: Mario Kart Tournament
 - Nov. 6: Hunger Games: Sunrise on the Reaping Party
- **FINAL** Summer Reading Program Stats:

Children's Stats

	2025	2026
Registered	892	848
Participated (readers who logged	754	718
Percent Participated	84.52%	84.67%
Mins Read	907,477	766,423

Teen's Stats

	2025	2026
Registered	440	662
Participated (readers who logged	259	276
Percent Participated	58.86%	41.69%
Mins Read	363,868	405,565

Adults' Stats

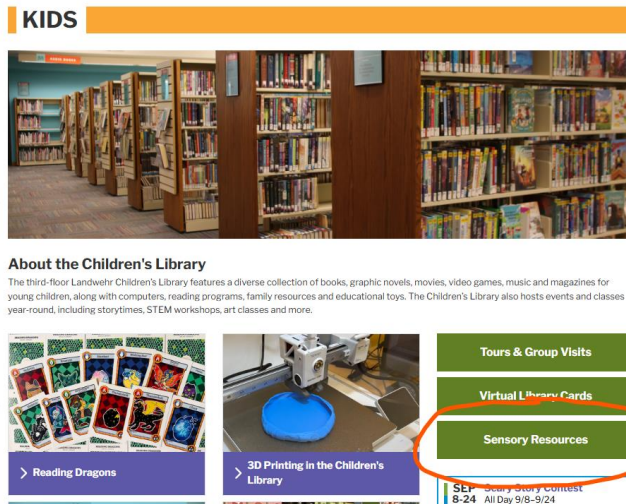
	2025	2026
Registered	600	542
Participated (readers who logged	488	441
Percent Participated	81.30%	81.36%
Mins Read	931,457	825,492

Children's Math Challenge Stats

Math Challenge	2025	2026
Registered	469	406
Single Bingo (earned/claimed)	87/ ?	61/40
Blackout Bingo (earned/claimed)	44/ ?	29/19

Patron Services:

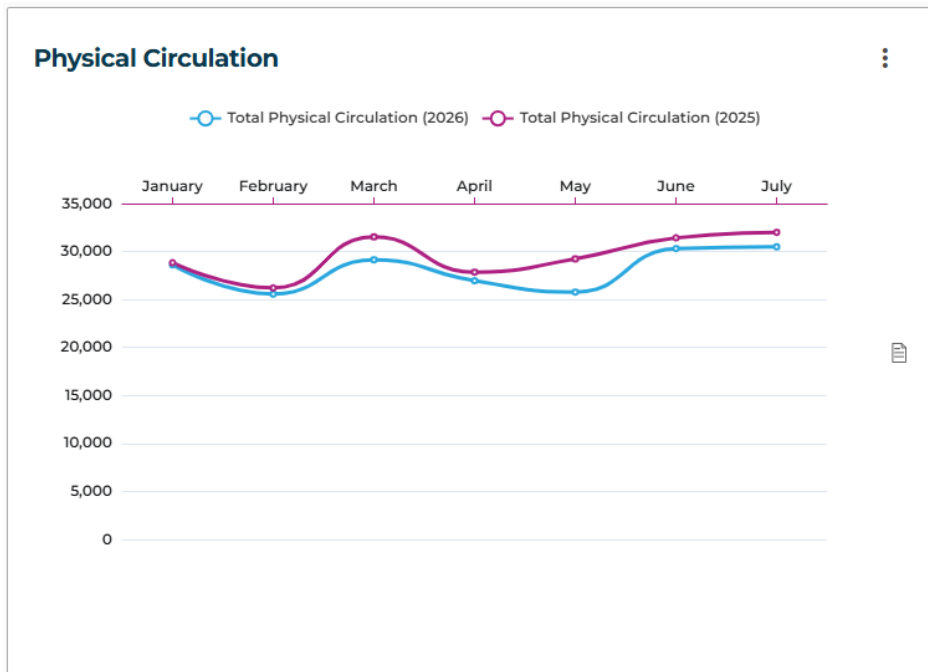
- Construction on the 3rd-floor [Sensory Room](#) and 2nd-floor study rooms has begun.
- We now offer Social Stories on our Kids' webpage under "Sensory Resources." Social Stories are designed to help visitors with social/sensory sensitivities feel more confident and comfortable at the library.



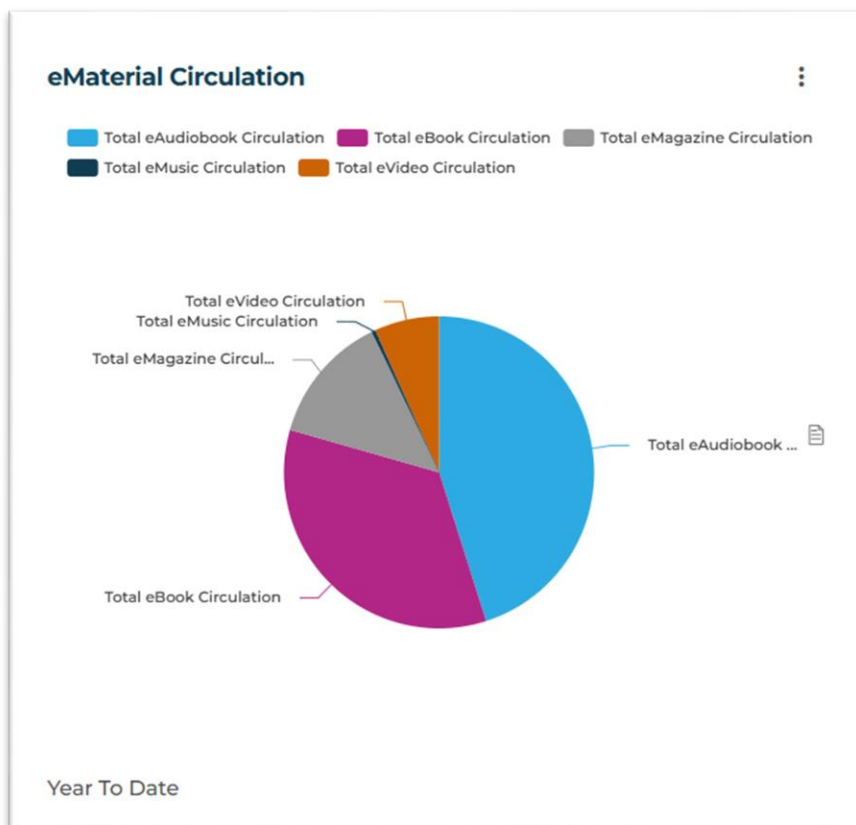
- We are once again offering Teacher Cards to anyone who teaches within the Sheboygan school district. Public, private, homeschool teachers—all are welcome to get a [Teacher Card](#) which will grant them a higher checkout limit, access to ALL of our online resources, and the ability to request curated collections of books for their classroom.

Collections:

- New Jan-July 2026 stats pulled from LibraryIQ:



(Books, AV, Kits, etc.)



(Hoopla, Kanopy, Libby)