



MEAD PUBLIC LIBRARY FINANCE COMMITTEE AGENDA

August 13, 2025 at 5:00 PM

**Mead Public Library, Public Conference Room #2, 710 N 8th
Street**

Notice of the Mead Public Library Finance Committee Meeting at 5:00 p.m., Wednesday, August 13, 2025, at Mead Public Library, Public Conference Room #2, 710 N 8th Street, Sheboygan WI.

Meetings are held at the Mead Public Library, 710 N 8th Street, Sheboygan, WI. Individual Library Trustees may attend the Finance Committee meeting below. It is possible that the resultant attendance may constitute a quorum, or a reverse quorum of the Library Board pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993).

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 - Michael Close, Finance Officer/Committee Chair
- [2.](#) Approval of Minutes - April 28, 2022

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
- [4.](#) 2026 Budget
- [5.](#) Fund Balance
- [6.](#) Review Mead Finance Policies

ITEMS FOR FUTURE DISCUSSION

UPCOMING MEETINGS

7. Meet as needed.

ADJOURN

8. 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

CITY OF SHEBOYGAN**MEAD PUBLIC LIBRARY FINANCE COMMITTEE MINUTES****Thursday, April 28, 2022**

Notice of the Mead Public Library Finance Committee Meeting at 6:30 PM, Thursday, April 28, 2022 at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Sydney Mehn 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 Sydney Mehn 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. Roll Call - Finance Committee Members: Chair Sherry Speth, Board President Maeve Quinn, Board Member Barbara Alvarez, Alderperson Amanda Salazar, Library Staff Present: Library Director Garrett Erickson, Adm. Services Manager Debbie DeAmico, Administrative Assistant Sydney Mehn.
2. Call to Order – Speth called the meeting to order at 6:33pm and determined a quorum.

MINUTES

3. Approval of Minutes - November 4, 2021 - Quinn moved to approve the minutes from the November 4, 2021 meeting. Alvarez seconded. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations) – Speth moved to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn seconded the motion. The motion passed.
5. Receive 2022 Budget Status Report to Date – Speth updated the group on the current budget status, and it was found to be in good order.
6. Discussion and Possible Action: Proposed CIP Projects for 2022 – DeAmico updated the committee on the current CIP projects. She noted that the fire alarm panel, which is being updated to the same system as the city, has been moved up to 2022 and the city will be paying for 50% of that. She also noted that the tuck pointing on the building has been moved up to 2022, and the city will be paying 100% of that cost. DeAmico discussed several additional projects, including a concrete path by the generator, a replacement hot water heater, some tiling updates to the front foyer, and A/V updates to the Loft, the Teen Center, and the Story Garden. The projects in total would cost approximately \$84,850. These projects would not be brought to the City for CIP, but would be funded either through the budget, or through 850 funds. There was some discussion over what items should and should not be funded by the city, as well as discussion on timelines for project completion. It was decided that the projects would go to the full board for discussion and possible action.

ITEMS FOR FUTURE DISCUSSION

UPCOMING MEETINGS

7. Library Board of Trustees Finance Meeting - September 22, 2022 or as needed

ADJOURN

8. Motion to Adjourn – Quinn **moved** to adjourn the meeting, Alvarez **seconded**. The motion **passed**.

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:

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Sheboygan County Administration Building • City's website*

2026 Budget With Maintenance Team

ORG	OBJ	DESCRIPTION	2026 BUDGET	2025 ORIGINAL BUDGET	2025 REVISED BUDGET	2025 ACTUAL TO DATE	2025 PROJECTED ACTUALS	2024 ACTUAL
255	411100	PROPERTY TAX LEVY	(3,222,075.65)	(3,150,004.00)	(3,150,004.00)	(2,333,947.26)	(3,114,027.00)	(3,114,027.00)
255	433000	FEDERAL GRANTS - OTHER	-	-	-	-	-	-
255	435700	STATE LSTA GRANT	-	-	-	-	-	-
255	436900	STATE GRANTS - OTHER	-	-	-	-	-	-
255	437005	LOCAL GRANT	-	-	-	-	-	-
255	437200	MONARCH - SHEBOYGAN COUNTY	(932,458.00)	(929,860.00)	(929,860.00)	(929,859.48)	(929,859.00)	(894,725.88)
255	437210	MONARCH - OZAUKEE COUNTY	(32,793.00)	(13,113.00)	(13,113.00)	(13,112.64)	(13,113.00)	(7,364.70)
255	437220	MONARCH - RESOURCE	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(45,787.00)	(53,708.00)	(53,708.00)	(52,151.00)	(52,151.00)	(54,078.00)
255	451915	PATRON FEES	(7,000.00)	(7,000.00)	(7,000.00)	(3,355.46)	(7,000.00)	(11,589.17)
255	461000	PHOTOCOPIES	(8,000.00)	(8,000.00)	(8,000.00)	(13,296.92)	(17,000.00)	(13,005.84)
255	469100	VENDING/CONCESSION SALES	(600.00)	(600.00)	(600.00)	(558.44)	(950.00)	(908.75)
255	481100	INTEREST INCOME	(50,000.00)	(40,000.00)	(40,000.00)	(35,814.99)	(85,000.00)	(82,445.50)
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	(70,000.00)	(70,000.00)	(128,110.45)	(130,000.00)	(126,016.76)
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	(2,000.00)	(2,000.00)	(2,297.75)	(2,641.00)	(2,936.66)
255	492000	INTERFUND TRANSFER IN	-	-	-	-	-	-
255	493000	FUND EQUITY APPLIED	-	-	-	-	-	-
255511	510110	FULL TIME SALARIES - REGULAR	2,527,078.01	2,463,039.00	2,463,039.00	1,299,363.37	2,463,039.00	2,291,663.34
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	861.27	1,000.00	-
255511	510130	TEMPORARY SALARIES - REGULAR	-	-	-	-	-	-
255511	520310	FICA	150,160.23	146,355.00	146,355.00	76,591.76	146,355.00	135,946.81
255511	520311	MEDICARE	35,118.95	34,229.00	34,229.00	17,912.65	34,229.00	31,794.07
255511	520320	WI RETIREMENT FUND	161,941.79	157,838.00	157,838.00	86,197.98	157,838.00	146,879.84
255511	520340	HEALTH INSURANCE	449,803.00	449,803.00	449,803.00	296,952.04	449,803.00	418,578.22
255511	520341	RETIREE BENEFITS	-	-	-	-	-	-
255511	520350	DENTAL INSURANCE	26,374.00	26,374.00	26,374.00	17,524.76	26,374.00	25,948.54
255511	520360	LIFE INSURANCE	5,274.67	5,141.00	5,141.00	2,685.40	5,141.00	4,204.77
255511	520400	WORKERS COMPENSATION	847.00	847.00	847.00	847.00	847.00	847.00
255511	520410	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-
255511	531100	CONTRACTED SERVICES	163,027.00	173,027.00	173,027.00	49,386.90	173,027.00	124,230.94
255511	531110	FINANCIAL SERVICE FEES	6,435.00	6,435.00	6,435.00	1,592.65	6,435.00	7,811.35

255511	531206	INSURANCE PREMIUMS	24,366.00	24,366.00	24,366.00	2,195.58	24,366.00	25,599.91
255511	531400	ADVERTISING & MARKETING	9,400.00	9,400.00	9,400.00	2,786.33	9,400.00	11,087.16
255511	531800	PROGRAM SERVICES	10,000.00	10,000.00	10,000.00	7,896.22	10,000.00	11,855.40
255511	533105	IT SERVICE FUND CHARGES	51,944.00	51,944.00	51,944.00	51,944.00	51,944.00	50,925.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	30,000.00	20,000.00	20,000.00	11,249.71	20,000.00	22,504.55
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	8,500.00	8,500.00	8,044.00	8,500.00	10,749.62
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	19,440.00	19,440.00	10,252.63	19,440.00	12,823.56
255511	540100	OFFICE SUPPLIES	11,700.00	13,700.00	13,700.00	6,429.13	11,700.00	13,900.02
255511	540130	POSTAGE & DELIVERY	7,000.00	5,000.00	5,000.00	6,303.32	8,000.00	5,754.90
255511	540205	DISPLAYS	1,000.00	1,000.00	1,000.00	-	1,000.00	-
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	12,414.35
255511	548001	DONATION PURCHASES	70,000.00	70,000.00	70,000.00	57,540.35	70,000.00	83,728.97
255511	548002	MATERIALS - ALL CATEGORIES	370,767.00	361,019.00	361,019.00	169,270.40	361,019.00	316,340.66
255511	548003	OTHER CONTENT	150,102.00	146,156.00	146,156.00	161,916.94	161,917.00	173,199.58
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	50,442.60
255511	555100	UTILITIES	148,835.00	139,072.00	139,072.00	54,704.01	139,072.00	124,392.80
255511	555120	PHONES	4,000.00	4,000.00	4,000.00	646.88	3,000.00	1,904.25
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	3,100.00	3,100.00	720.63	3,100.00	2,887.30
255511	599999	FUND EQUITY INCREASE	-	-	-	-	-	-
255511	631200	BUILDING IMPROVEMENTS	-	-	334,375.00	2,708.70	48,743.00	62,860.25
255511	652200	IT EQUIPMENT	24,500.00	24,500.00	24,500.00	9,539.53	24,500.00	24,013.23
255511	652500	OFFICE FURNITURE/FURNISHINGS	-	-	-	-	-	-
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	146,731.68	250,000.00	64,999.12
255511	811100	INTERFUND TRANSFERS OUT	-	-	-	-	-	-

2026 Budget Without Maintenance Team

ORG	OBJ	DESCRIPTION	2026 BUDGET	2025 ORIGINAL BUDGET	2025 REVISED BUDGET	2025 ACTUAL TO DATE	2025 PROJECTED ACTUALS	2024 ACTUAL
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255	433000	FEDERAL GRANTS - OTHER	-	-	-	-	-	-
255	435700	STATE LSTA GRANT	-	-	-	-	-	-
255	436900	STATE GRANTS - OTHER	-	-	-	-	-	-
255	437005	LOCAL GRANT	-	-	-	-	-	-
255	437200	MONARCH - SHEBOYGAN COUNTY	(932,458.00)	(929,860.00)	(929,860.00)	(929,859.48)	(929,859.00)	(894,725.88)
255	437210	MONARCH - OZAUKEE COUNTY	(32,793.00)	(13,113.00)	(13,113.00)	(13,112.64)	(13,113.00)	(7,364.70)
255	437220	MONARCH - RESOURCE	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(45,787.00)	(53,708.00)	(53,708.00)	(52,151.00)	(52,151.00)	(54,078.00)
255	451915	PATRON FEES	(7,000.00)	(7,000.00)	(7,000.00)	(3,355.46)	(7,000.00)	(11,589.17)
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255511	510110	FULL TIME SALARIES - REGULAR	2,341,897.33	2,463,039.00	2,463,039.00	1,299,363.37	2,463,039.00	2,291,663.34
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	861.27	1,000.00	-
255511	510130	TEMPORARY SALARIES - REGULAR	-	-	-	-	-	-
255511	520310	FICA	139,532.92	146,355.00	146,355.00	76,591.76	146,355.00	135,946.81
255511	520311	MEDICARE	32,632.96	34,229.00	34,229.00	17,912.65	34,229.00	31,794.07
255511	520320	WI RETIREMENT FUND	151,909.56	157,838.00	157,838.00	86,197.98	157,838.00	146,879.84
255511	520340	HEALTH INSURANCE	401,683.00	449,803.00	449,803.00	296,952.04	449,803.00	418,578.22
255511	520341	RETIREE BENEFITS	-	-	-	-	-	-
255511	520350	DENTAL INSURANCE	23,505.00	26,374.00	26,374.00	17,524.76	26,374.00	25,948.54
255511	520360	LIFE INSURANCE	4,838.00	5,141.00	5,141.00	2,685.40	5,141.00	4,204.77
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255511	540205	DISPLAYS	1,000.00	1,000.00	1,000.00	-	1,000.00	-
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	12,414.35
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255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	50,442.60
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255511	599999	FUND EQUITY INCREASE	-	-	-	-	-	-
255511	631200	BUILDING IMPROVEMENTS	-	-	334,375.00	2,708.70	48,743.00	62,860.25
255511	652200	IT EQUIPMENT	24,500.00	24,500.00	24,500.00	9,539.53	24,500.00	24,013.23
255511	652500	OFFICE FURNITURE/FURNISHINGS	-	-	-	-	-	-
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	146,731.68	250,000.00	64,999.12
255511	811100	INTERFUND TRANSFERS OUT	-	-	-	-	-	-

LIBRARY MAINTENANCE STAFF TRANSFER TO FACILITIES DEPARTMENT**RESOLUTION NO. [XXXX]****A RESOLUTION APPROVING THE TRANSFER OF MEAD PUBLIC LIBRARY MAINTENANCE STAFF TO THE CITY OF SHEBOYGAN FACILITIES DEPARTMENT**

WHEREAS, the City of Sheboygan and the Mead Public 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 Municipality's facilities team, resulting in operational redundancies and inefficiencies; and

WHEREAS, the Municipality and the Library desire to streamline maintenance operations by consolidating the Library's maintenance staff under the Municipality'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 Municipality'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 municipal 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 Municipality; and

WHEREAS, the Municipality 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 Library 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 Municipality's facilities team effective January 1, 2026.
2. The Municipality 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 Municipality and the Library.
4. The Library and the Municipality 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 municipal 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 municipal 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.

Adopted this [Day] of [Month], [Year].

APPROVED:

[Name]

[Title]

City of Sheboygan

ATTEST:

[Name]

[Title]

City of Sheboygan

**CITY OF SHEBOYGAN
RESOLUTION 124-24-25**

BY ALDERPERSONS DEKKER AND RAMEY.

DECEMBER 2, 2024.

A RESOLUTION authorizing a contract with Kaschak Roofing for the roof replacement at Mead Public Library and authorizing a 2024 budget amendment.

WHEREAS, the City of Sheboygan Capital Improvement Plan included the replacement of the Mead Public Library roof; and

WHEREAS, the City of Sheboygan and Mead Public Library previously agreed to splitting the cost of the roof replacement; and

WHEREAS, the Library Fund has previously set aside \$196,000 for the roof replacement in a segregated building maintenance account and has sufficient fund balance to cover the Library's remaining half of the project; and

WHEREAS, the City received funds through the American Rescue Plan Act (ARPA) that are eligible to be used on the roof replacement project as an investment in the community to promote improved health outcomes such as recreation facilities; and

WHEREAS, Kaschak Roofing responded to the bid request for the project and had the low bid of \$668,750.00; and

WHEREAS, the City of Sheboygan is required to enter into a contract for any ARPA project by December 31, 2024 for work to be completed by December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City officials are authorized to enter into a contract with Kaschak Roofing for the roof replacement at Mead Public Library.

BE IT FURTHER RESOLVED: That the Finance Director is hereby authorized to pay for these services via the following 2024 budget amendment:

INCREASE:

Capital Project Fund – Culture & Recreation – Building Improvements (Acct. No. 400500-631200)	\$84,375
Capital Project Fund – Fund Equity Applied (Acct. No. 400-493000)	\$84,375
Library Fund – Library – Building Improvements (Acct. No. 255511-631200)	\$334,375
Library Fund – Fund Equity Applied (Acct. No. 255-493000)	\$334,375

BE IT FURTHER RESOLVED: That the Finance Director is authorized to expend the remaining \$250,000 of ARPA funds from Acct. No. 202000-631200 (Federal Grants Fund - ARPA – Building Improvements).

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

August 13, 2025

Mead Public Library Finance Committee

Re: Update on Fund Balance and Project Costs

Mead Public Library maintains a total Fund Balance (Reserve Fund) of \$1,471,551 as of December 31st, 2024. Two larger scale projects are being funded with the Reserve Fund in 2025 – Automatic Material Handler Replacement and Roof Replacement. The total costs of these projects and impact to the Reserve Fund are detailed below.

Beginning Reserve Fund Balance:	\$1,471,551
Automatic Material Handler Replacement Costs:	(309,727)
Engberg Anderson (Planning)	\$ 5,700
RFID Solutions (Equipment Vendor)	\$ 272,225
Quasius (Internal Build-Out Work)	\$ 31,802
Roof Replacement:	<u>(334,375)</u>
Kaschak Roofing	
Ending Reserve Fund Balance:	<u>\$ 827,449</u>

The total quote for the Roof Replacement project is \$668,750. Mead Public Library is contributing \$334,375, while the remaining half is being funded through ARPA dollars (\$250,000) and previously unexpended Capital Project dollars (\$84,375). The Automatic Material Handler Replacement project has been completed.

Overall, funding the previously mentioned projects will cause the Reserve Fund to temporarily decrease by 44%. The Reserve Fund will either increase or decrease further based on the financial activity in fiscal year 2025.

FINANCE DEPARTMENT

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DEPUTY FINANCE DIRECTOR

Title: Finance Policy Chapter: Budgets and Finance Approved By: Library Board of Trustees	Document Type: Policy Document Number: 13.01 Original Effective Date: Date of Last Revision: 5/3/2023 8/13/2025
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Finance Policy

- I. The budget for each fiscal year shall be prepared by the Director and shall reflect, first, sources of income (other than significant gifts and bequests and the income and profits therefrom) and, second, anticipated expenditures. The budget shall be presented to the Library Board for its approval and then submitted to the City Finance Director for action by the Mayor and the Common Council. Expenditures pursuant to the approved budget are considered “audited” by the Library Board for the purposes of §43.58(2), Wis. Stats.

- II. The Director shall make monthly financial reports to the Library Board, and annual financial reports to the Library Board, the Sheboygan Common Council and the State of Wisconsin.

- III. Invoices presented for payment will be paid on a bi-weekly basis, and may be made from the city treasurer after ~~the Administrative Services Manager~~ a designee of the city finance department audits, reviews, and approves each claim as a proper charge against the treasury, and endorses his/her approval on the claim, with no prior specific authorization from the Library Director, or the Library Board, if each of the following conditions is met:
 - A. Funds are available therefor pursuant to the budget approved by the Library Board.
 - B. The item or service covered by such claim has been duly authorized by the Library Director, or the Library Board if it was not included in the approved current fiscal year budget.
 - C. The item or service has been actually supplied or rendered in conformity with such authorization.
 - D. The claim is just and valid pursuant to law.

The Library Director, ~~or the Library Administrative Services Manager~~ may release the accounts payable to the City Finance Director, or ~~there an~~ assigned staff member. The City Finance Director/Treasurer may require the submission of such proof and evidence to support the conditions as in his/her discretion he/she may deem necessary before giving final approval to pay each claim. ~~The Library Administrative Services Manager~~ A designee of the city finance department will proof check against the invoice, and he/she, ~~or the Library Administrative Assistant~~ will place the check in the mail noting the date the check was mailed, or personally handed out.

~~The Library Administrative Services Manager~~ A designee of the city finance department shall file with the chair of the Library Board's Finance Committee, not less than monthly, a list of the claims approved, showing the date paid, the name of the claimant, the amount paid, and the purpose of the amount. The Board of Trustees Treasurer will then sign off of the approved expenses.

The Mead Public Library Board shall audit any such payments by confirming that each of the conditions in this section has been met and approve said payments at its next regular meeting.

- IV. The Director shall be responsible for the purchase of all library materials, supplies, and equipment within the limitations of the Library's annual budget.
- V. The Director is authorized to dispose of outdated, worn-out, damaged or superfluous library materials and equipment and such disposal may include the sale of such materials to the general public. Proceeds are to be placed in related Library accounts.
- VI. The Director shall continually study, evaluate and, when possible, institute such new techniques and procedures in the use of staff time, and purchasing practices, including those which might be regarded as innovative or experimental, as will enable the Library to be operated at the lowest possible cost consistent with the public's demands for service.
- VII. The Director is authorized to apply for such federal, state, and other grants which will provide or augment programs furthering the aims and policies of the Library.
- VIII. The Director is authorized to dispose of library records, such as invoices and billings, per "Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems" as adopted by the Library Board.
 - A. Pursuant to Section 19.33 (4), Wisconsin Statutes, the Library Board has designated the Library Director as the legal custodian of the public records described, with the exception of the records received, created, and maintained by individual Library Trustees. The Director is vested with full legal authority to render decisions and carry out the duties enumerated in Subchapter 11, Chapter 19, Wisconsin Statutes, governing public records and property, except as related to the records received, created, and maintained by individual Library Trustees.
 - B. Interested individuals may request access to or a copy of public records during the hours in which the Administrative Services office is open to the public. Information on requesting access to or obtaining copies of public records, the costs that may be charged, the period of time allowed for acting on a request, the notice that may be given subjects of the requested records, and the legal remedies available to an individual whose request is delayed or denied is available in the

Administrative Office of the Library.

IX. The Library Board has the right to receive, manage, invest and dispose of gifts and donations pursuant to Section 43.58(7), Wisconsin Statutes.

- A. Designated endowment funds shall be used only for their specific purpose, and if no restrictions are provided by the donor, the Library Board shall use only the investment income from invested funds for library purposes which are approved by the Library Board.
- B. The Library Board may pay or transfer gifts and donations, or any part thereof, to the Mead Public Library Foundation for investment, as long as the Foundation agrees to each of the following:
 1. The Foundation must make disbursements from the gift, bequest, or endowment to the Library Board upon the written request of the Library Board;
 2. The Library Board retains control over the manner in which any disbursement is made; and
 3. The Library Board's use of any disbursement shall be consistent with the intent of the donor of the gift, bequest, or endowment, and with a written agreement between the Library Board and the Foundation regarding those specific funds.

Revision Date

11/19/20215 - General Review

09/15/2021 - Change Business Manager title to Administrative Services Manager

05/03/2023 - Administrative language changes approved by Director

08/13/2025 – References to Administrative Services Manager were replaced by a designee of the city finance department