



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

August 20, 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 PM, Wednesday, August 20, 2025, 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 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 - July 16, 2025
5. Correspondence, Announcements, and Common Council Reports

CONSENT AGENDA

- [6.](#) Monthly Statistics
7. Monarch Library System - Maeve Quinn
- [8.](#) Mead Library Foundation - Kathie Norman
- [9.](#) Friends of Mead - Pattie Pilz
- [10.](#) Support Services

COMMITTEE REPORTS

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

14. Arts and Facility Committee

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [15.](#) Art Policy 12.05 Update Recommendations
- [16.](#) Policies
- [17.](#) 2026 Budget
- [18.](#) Table of Organization
19. Mead vs. Private Email

DIRECTOR'S REPORT

20. Services and Programming
- [21.](#) Security Update
- [22.](#) Facilities Report

UPCOMING MEETINGS

23. LIBRARY BOARD OF TRUSTEES (September 17, 2025 at 5:00 p.m.)

ADJOURN

24. 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

July 16, 2025 at 5:00 PM

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

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

Virtual: Meg Albrinck

Staff: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

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. Hart moved to approve the June 18, 2025, minutes. Close seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

6-12. Consent Agenda

Norman moved to adopt the consent agenda items listed below. Hollister seconded. Motion passed.

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

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

- a. Accounts Payable Report
 - i. Grossen stated that the report can be modified to a different format if requested
- b. Financial Statement
 - i. Collected about 80% of revenues budgeted for 2025, so far
 - ii. Majority of remaining revenue will be tax levy from the second installment collected from the County
- c. Expenses

Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Close seconded. Motion passed.

Per Quinn's request, Grossen agreed to add a notation to the Building Maintenance and Repair line on the Mead budget to identify that has been reapportioned to the Facilities Budget in 2025. This line item will disappear from our budget in 2026.

- i. Most expense accounts are on target for 2025

- ii. We collected about \$3.4 million of the budgeted \$4.3 million operating revenue
- iii. Salaries and benefits are at about 42% to date
- iv. Contracted services encumbrance elevator inspection is earmarked
- v. Postage is over budget due to large mailings, and transitioning to a new reserve account
- vi. Building Maintenance and Repair budget is over budget, but will likely be reimbursed through the library's fund balance
- vii. \$334K is earmarked for the roof project, with an anticipated start date of August 2025
- viii. AMH (Automatic Materials Handling) machine which will be paid from the reserve (AKA fund balance) account after other bills are paid at the end of the year
- d. Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Close seconded. Motion passed.

14. HR Committee - Erickson

- a. Committee met on July 15 to discuss Mead policy updates, Library Monitor job description and Mead's table of organization.
 - i. Policy Updates
 - 1. HR Committee recommended Mead's life insurance policy 15.52, and pensions policy 15.37 be rescinded due to redundant city policy. Albrinck moved to accept the HR Committee's recommendation to rescind life insurance policy 15.52 and the pension policy 15.37. Norman seconded. Motion passed.
 - 2. Pilz/Erickson to provide City policy that replaces the Mead policy
 - 3. HR Committee will reconvene to review the remaining policies
 - ii. Job Description
 - 1. HR Committee recommended revised Library Security Monitor job description be reviewed by the full Board of Trustees.
 - 2. The updated job description emphasizes interpersonal skills over technical aptitude
 - 3. Quinn moved to accept the HR Committee's recommendation to accept the revised Library Security Monitor job description. Hart seconded. Motion passed.
 - iii. Table of Organization
 - 1. Updated Table of Organization will likely be proposed (effective on January 1, 2026) to coincide with the next budget cycle to reflect Mead's maintenance team moving over to the City's facilities team
 - 2. Preliminary 2026 budget is due in August

15. Building Projects – Erickson

- a. 24/7 Holds Locker will be expanded by one vertical unit of small lockers
 - i. Purchase order was issued to the locker system's vendor
 - ii. Some installation work will be done in-house
- b. Community Resource Officer/Phone Booths
 - i. Committee met in June with architect to discuss project
 - ii. Architect working on final plan
 - iii. Foundation will need to approve the project before we can move forward
 - iv. Final drawings will be shared with the Board of Trustees
- c. Youth Services Entrance
 - i. Nothing to report at this time
- d. Roof
 - i. Project is anticipated to begin in late August
- e. Automatic Materials Handling Machine
 - i. Project completed and working fine

f. Bathroom Updates

- i. Erickson and Wilmas to consult with architect
- ii. City agreed to pay for half of the planning study. The library's foundation will pay the remaining half. The purpose of the study is to determine project scope and budgetary estimates.

16. Services and Programming – Prentice

- a. Summer Reading Program - 433 teens registered, 899 kids registered, and 575 adults registered
- b. Bluey Party - 350 attendees
- c. Stuffed Animal Sleepover - 95 participants
- d. Teen STEAM Camp
 - i. Open to 10-13-year-olds
 - ii. Full week/full days in Imaginarium
 - iii. Registration filled up in 90 minutes
 - iv. There is a huge need for programming for this age group

17. 2026 Budget Formulation – Erickson

- a. \$2.1 million in new costs city-wide
- b. \$500K health care increases city-wide
- c. 2.4% cost of living increase will be proposed for 2026

18. Motion to Adjourn

- a. Norman moved to adjourn the meeting. Quinn seconded. Motion passed. The meeting was adjourned at 5:52 p.m.

Next Meeting August 20, 2025, at 5:00 p.m. in the Rocca Room.

Volunteer Report - July 2025

Type	Volunteer Count	Total Hours
Adult	24	164
Teen	3	12
Grand total	27	176

		Monthly			Year To Date		
Type	Name	*July 2024	*July 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
Circulation Transactions	Adult Materials	18,408	17,682	-4%	130,240	121,859	-6%
	Teen Materials	2,346	1,020	-57%	8,412	7,486	-11%
	Children's Materials	15,899	14,218	-11%	93,347	86,190	-8%
	Total Adult/Teen/Children's Materials	36,653	32,920	-10%	231,999	215,535	-7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,161	10,954	8%	71,508	75,583	6%
	Items received for Mead patrons from other libraries	5,031	4,824	-4%	34,213	33,360	-2%
	Total Interlibrary Loans (Transits)	15,192	15,778	4%	105,721	108,943	3%
E-Content Checkouts	Total E-Content Checkouts	9,449	9,887	5%	68,053	71,222	5%
Library Visits	Gate count	22,575	22,641	0%	140,014	146,232	4%
Research Inquiries	Research Inquiries	7,815	3,986	-49%	40,197	24,449	-39%
Internet Usage Provided	Library Workstation Sessions	2,817	#N/A	No Previous Year Data	16,199	13,448	-17%
	Wireless Sessions	9,280	#N/A	#N/A	59,196	44,322	-25%
Number of Library Card Holders	Sheboygan Residents				27,534	28,675	4%
	Non-Sheboygan Residents				6,481	6,363	-2%
	Total Number of Library Card Holders				34,015	35,038	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	19	32	68%	58	228	293%
	Children (0-11) Participants	918	809	-12%	2,990	7,710	158%
	Teen (12-18) Quantity	16	11	-31%	46	31	-33%
	Teen (12-18) Participants	357	224	-37%	1,930	806	-58%
	Adult (18+) Quantity	9	19	111%	154	166	8%
	Adult (18+) Participants	84	183	118%	1,791	1,893	6%
	Total number of Classes, Seminars, Workshops, Events	44	62	41%	258	425	65%
	Total number of Participants	1,359	1,216	-11%	6,711	10,409	55%
Conference Room Utilization	Rocca Meeting Room	56%	44%	-12%	38%	43%	5%
	Loft Meeting Room	44%	42%	-3%	27%	32%	6%
	Public Conference Room #1	39%	33%	-6%	43%	34%	-9%
	Public Conference Room #2	29%	36%	7%	35%	41%	6%
Study Rooms Utilization	Study Rooms Hours Used	676	738	9%	4804.75	5274.5	10%
	Percent Utilization	52%	54%	2%	53%	57%	5%

10% or higher

-10% or lower

Mead Foundation Report – August 20, 2025

Prepared by Kathie Norman

The Endowment Fund continues to prosper and grow, with steady 5- and 10-year returns. Capital gains expectations for 2025 have already surpassed expectations.

The Foundation is now funding the Library's "Wish List" in 2 payments rather than reimbursing the Library for individual items over the course of the year. The second \$48K installment has been paid for the 2025 Wishlist.

In 2024, because of a few large gifts, we exceeded the 501(c)(3) IRS income limit for a simple financial review. As a result, we were required to undergo a full audit which is in the process of being completed and will be reviewed at the next Foundation Finance Committee. We have no reason to believe there will be any material findings. John Perrone is doing a fantastic job as Treasurer and has a great attention to detail.

The Foundation has approved expending funds to purchase the second bank of 15 lockers for the Hold lockers, which were wildly popular and always full.

The Foundation has also formally approved expenditure of funds for the newly designed Office for the Community Resource Officer, two phone booths, and a mobile display for the Warschau Holocaust display unit not to exceed \$340,000.

Friends Liaison Report – August 2025

Nothing to report. No meeting.

Support Services Report to the Mead Library Board of Trustees

Submitted by Cheryl Nessman

August, 2025

Staffing: Nothing to report

Collections

- Hmong language titles have been purchased for the new Children's World Languages collection. Alison Loewen, with her partners from the Hmong community, will host a celebration on the 3rd floor to introduce the collection to our patrons. There will be dancing, storytelling and eggrolls. *We hope you will consider attending!* **When: Nov. 10th at 5:30pm. Where: Children's Floor at the Mead Public Library.**
- We continue to work on the Mead's Disaster Plan and hope to have a final draft out in a few weeks, followed by staff training.
- We are discussing new shelving options with the architect. New, more user-friendly shelving is part of the Library's master architectural plan and must be chosen before 2nd floor carpeting is replaced and collections are moved.
- We continue to purchase more Hoopla Flex audio and e-books to meet patron demand and have also started to purchase additional Libby (Overdrive) titles for patrons who prefer that platform. Libraries across the country are trying to keep up with the growing demand for ebooks and audiobooks without busting their budgets.

Patron Services

- 24/7 Locker Updates:
 - D-Tech is working on our new column of lockers and we hope to have an estimated installation time soon.
- Information on Mead's Teacher Cards was shared in the August newsletter, and we're already seeing more people sign up for those at our service desks. Local public, private and homeschool teachers are eligible for the cards, and benefits include access to our online resources, curated book bundles for the classroom, and larger checkout limits. More information can be found here: <https://www.meadpl.org/institution-cards>

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

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
ENGBERG ANDERSON INC	255 131100	RECEIVABLES ACCRUAL/CLEARING	1,600.00	07092025	368301	PROJECT #213396.02 MEAD PL INTERIOR & AMH RENO
AT&T	255511 531100	CONTRACTED SERVICES	612.31	07092025	368275	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	556.25	07092025	6241	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	243.38	07092025	6241	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	51.74	07092025	6241	ACCT #2000015656 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,790.08	07092025	6231	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$17.99
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	506.45	07092025	6231	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$205.08
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	43.90	07092025	6231	ACCT #20W1532 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	66.01	07092025	6215	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
MIDWEST TAPE	255511 548003	OTHER CONTENT	64.95	07092025	6241	CUST #2000014274 OTHER CONTENT
ENGBERG ANDERSON INC	255511 631200	BUILDING IMPROVEMENTS	241.20	07092025	368301	PROJECT #213396.02 - INTERIOR RENO SERVICES - MPL
CDWG	255511 652200	IT EQUIPMENT	418.04	07092025	368285	CUST #3162682 AXIS SURVEILLANCE CAMERA
QUASIUS CONSTRUCTION	255511 659200	EQUIPMENT REPLACEMENT	15,000.00	07092025	368343	INTERIOR LIBRARY IMPROVEMENTS ASSOCIATED WITH THE
WELLS FARGO FINANCIA	255511 531100	CONTRACTED SERVICES	826.47	07232025	6328	AUGUST LEASING PERIOD-ACCT #1000011397
CHARTER COMMUNICATIO	255511 531100	CONTRACTED SERVICES	159.98	07232025	368389	ACCT #121113701 JULY 2025 INTERNET EXPENSE MPL
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	274.20	07232025	6269	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	87.96	07232025	6269	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	39.99	07232025	6269	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
OCLC, INC.	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	795.26	07232025	368432	CUST ID #27400 EZPROXY 7/1/25-6/30/26 - MPL
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	43.95	07232025	6269	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	25.81	07232025	6269	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	100.72	07232025	6269	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	59.90	07232025	6269	ACCT #A2JXVCVZU4S49M DONATIONS
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	72.16	07232025	6303	CUST #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	509.47	07232025	6303	CUST #507401395 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	417.03	07232025	6303	CUST #2000015656 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	423.19	07232025	6293	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$12.10
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	348.98	07232025	6293	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	317.52	07232025	6293	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$130.29
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	172.13	07232025	6293	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	593.81	07232025	6293	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	153.57	07232025	6293	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	143.84	07232025	6293	ACCT #20X7192 MONARCH GRANT/PROJECT FUND
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	69.93	07232025	6293	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,731.77	07232025	6293	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	110.74	07232025	6293	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	869.13	07232025	6293	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$59.23
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,659.62	07232025	6293	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$1162.49

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

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	69.00	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	39.92	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	16.99	07232025	6269	ACCT #A2JXVCVZU4S49M MONARCH GRANT/PROJECT
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	9.99	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	425.40	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	99.95	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	188.89	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	175.26	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	48.30	07232025	6269	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
MIDWEST TAPE	255511 548003	OTHER CONTENT	787.68	07232025	6303	CUST #000014274 OTHER CONTENT
LANGUAGE LINE SERVIC	255511 548003	OTHER CONTENT	17.40	07232025	368418	ACCT #9020531055 OVER-THE-PHONE INTERPRETATION

Mead Public Library - Financial Statement for July 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)	(3,281.79)	-	(3,718.21)
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(12,992.07)	-	4,992.07
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(558.44)	-	(41.56)
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)	(128,360.23)	-	58,360.23
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(2,117.20)	-	117.20
TOTAL REVENUE			(4,374,285.00)	-	(4,374,285.00)	(3,539,072.69)	-	(835,212.31)
255511	510110	FULL TIME SALARIES - REGULAR	2,463,039.00	-	2,463,039.00	1,209,299.09	-	1,253,739.91
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	507.40	-	(507.40)
255511	520310	FICA	146,355.00	-	146,355.00	71,302.70	-	75,052.30
255511	520311	MEDICARE	34,229.00	-	34,229.00	16,675.64	-	17,553.36
255511	520320	WI RETIREMENT FUND	157,838.00	-	157,838.00	80,145.79	-	77,692.21
255511	520340	HEALTH INSURANCE	449,803.00	-	449,803.00	276,091.86	-	173,711.14
255511	520350	DENTAL INSURANCE	26,374.00	-	26,374.00	16,311.06	-	10,062.94
255511	520360	LIFE INSURANCE	5,141.00	-	5,141.00	2,495.60	-	2,645.40
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	173,027.00	-	173,027.00	45,634.94	18,915.00	108,477.06
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	2,786.33	-	6,613.67
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	7,896.22	-	2,103.78
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	11,249.71	-	8,750.29
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	7,922.53	-	577.47
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	10,201.63	-	9,238.37
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	5,242.13	-	8,457.87
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	6,553.10	-	(1,553.10)
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	54,460.35	-	15,539.65
255511	548002	MATERIALS - ALL CATEGORIES	361,019.00	-	361,019.00	162,361.91	-	198,657.09
255511	548003	OTHER CONTENT	146,156.00	-	146,156.00	161,916.94	-	(15,760.94)
255511	550110	BUILDING MAINT & REPAIR	-	-	-	718.83	-	(718.83)

Mead Public Library - Financial Statement for July 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	652500	OFFICE FURNITURE/FURNISHINGS	-	-	-	-	-	-
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	146,731.68	121,954.49	(268,686.17)
255511		TOTAL EXPENSES	4,374,285.00	334,375.00	4,708,660.00	2,421,404.42	487,089.49	1,800,166.09
		TOTAL REVENUE LESS EXPENSES	-	334,375.00	334,375.00	(1,117,668.27)	487,089.49	964,953.78

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

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

CITY HALL
828 CENTER AVE.
SHEBOYGAN, WI
53081-4442

920-459-3311

www.sheboyganwi.gov

Evan Grossen
DEPUTY FINANCE DIRECTOR

Title: **Mead Public Library Art Policy**
 Chapter: **Collection Development**
 Approved By: **Library Board of Trustees**

Document Type: **Policy**
 Document Number: **12.05**
 Original Effective Date: **9/23/2021**
 Date of Last Revision: **9/23/2021**

Mead Public Library Art Policy

Mead Public Library Vision

We aspire to create a vibrant, informed and cohesive community.

Mead Public Library Mission

We connect people with ideas, resources and technology to educate, entertain and empower.

Mead Public Library Values

Goals for the Policy

The Mead Public Library Art Policy provides a framework for the growth and development of temporary exhibitions and permanent collections in support of the Library's mission. It is the Library's goal to present our community with artwork and exhibitions that reflect a wide range of art styles and mediums, views, expressions, opinions and interests. Mead Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Rights](#), the [Freedom to Read](#) and [Freedom to View](#) Statements and the [Equity, Diversity, Inclusion Interpretation of the Library Bill of Rights](#) as adopted by the American Library Association. Guidelines and Criteria for Art Displayed in the Library

Guidelines and Criteria for Art Displayed in the Library

Exhibitions of art may include temporary visiting displays as well as rotating exhibits of items owned by the library. Mead staff are responsible for selecting exhibitions based on the library's needs and appropriateness to the exhibition space available. General criteria for selecting art for Library exhibitions are listed below. An item need not meet all of the criteria in order to be acceptable.

- Contemporary significance, popular interest or permanent value
- Local interest and connection to community partners or events
- Potential for public interest
- Timeliness of material
- Relation to existing collections and exhibitions
- Authenticity of historical, regional or social setting
- Reflecting the diverse interests, backgrounds, cultures, and identities of the community
- Collections may be given priority over individual pieces
- The ability of the library to protect the piece(s) over time

Policy for Gifts of Artwork

The Library Board under guidance of the Director will consider prospective gifts and/or purchases of artwork in order to determine the appropriateness for inclusion in the Mead Public Library collection.

Work will be considered based on the following criteria:

- Artwork acquired by the Mead Public Library should be of sufficiently high artistic merit to warrant inclusion in the Library collection. This generally requires that the works be unique pieces created by artists of established reputation or recognized potential.
- Artwork should be compatible with the vision, mission and values of the Library.
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.

An exception to this could be made in the case of works that are specifically time-based or of a temporary nature when it is understood that their installation would be of limited duration.

In addition to the criteria above, the Art Committee will take into account the significance of artwork as it relates to the library's presence within the community.

Mead Public Library will provide recognition to all individuals, groups and/or corporations who donate services, financial support or gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the recognition given to library donors. Display of accepted artwork is at the discretion of Mead Public Library. There is no obligation for display.

De-Acquisition- Deaccession of Artwork

Mead Public Library will work to retain all works accepted as gifts, but does reserve the right to ~~de-acquisition- deaccession~~ any items if it is seen to be in the best interest of the Library; any ~~de-acquisition deaccession~~ of items owned by the library would have to be approved by the Mead Public Library Board and the library will have sole discretion in what to do with pieces at the time of ~~de-acquisition deaccession~~.

Request for Reconsideration of Artwork

The Library welcomes citizens' expressions of opinion concerning artwork displayed at the library. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to review the Policy for Reconsideration of Library Materials, Programs, and Exhibits and follow the procedures outlined in the policy.

Title: Cessation of Employment Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.19 Original Effective Date: Date of Last Revision:
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Cessation of Employment

In addition to voluntary separation, retirement, layoff, discharge, or death employment ceases when an employee is unable to report to work due to illness or injury following a period of 90 days after use of all applicable family and medical leave, paid time off, unaccrued leave, and sick leave account.

Title: Classification Schedule Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.14 Original Effective Date: Date of Last Revision: 11/6/2018
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Classification Schedule

- I. Position grades are designated on the “City of Sheboygan Non-Represented Pay Schedule”
- II. The Library positions listed on the city pay schedule are as follows:

<u>Grade</u>	<u>Position</u>
V	Library Director
S	Library Business Manager Library Public Service Manager Library Technical Support Manager
K	Library Information Technology Specialist
J	Librarian Library Page Supervisor Library Public Safety Specialist
I	Library Communications Specialist
H	Library Maintenance Supervisor
C	Library Assistant Library Maintenance Technician
E	Library Administrative Assistant
F	Library Cataloger
O	Library Page Library Cleaner

Title: **Compensation - Entrance Pay Rates**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **15.20**
Original Effective Date:
Date of Last Revision: **09/24/2015**

Compensation - Entrance Pay Rates

Starting Rate on Initial Employment: Original appointment to any position shall normally be made at the minimum rate for that position. At the Director's discretion, initial compensation may be set at a rate higher than the minimum rate for the position.

Starting Rate on Return to Duty: When an employee returns to duty in the same position after a separation from Library employment not due to discreditable circumstances, such employee may, at the Director's discretion, receive the rate of pay corresponding to the rate received at the time of separation and shall subsequently serve there at for such period normally required for merit increase eligibility.

Rate of Pay on Promotion: When an employee is promoted to a position with a higher pay range, the director shall have the discretion to set the employee's rate of pay, provided that any pay raise fits within the board approved personnel budget.

Title: Compensation - Merit Increase Plan Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.22 Original Effective Date: Date of Last Revision: 09/24/2015
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Compensation - Merit Increase Plan

- I. The Board shall adopt and the Director (or designee) shall administer a merit increase plan integrated with the system of periodic performance appraisal.
- II. The Merit Increase Plan shall apply to full-time and part-time employees.
- III. Merit pay, when applicable, shall be awarded in increments paralleling those applicable to comparable City employees.
- IV. If a merit increase would place an employee's hourly rate above the maximum hourly rate in the salary range for the position held, such employee will receive a merit bonus, which shall remain in effect for one year following its effective date.
- V. Merit increases or bonuses are effective during the first full pay period following the submission of library staff evaluation paperwork to the City Human Resources Department. Submissions that are received late will be applicable to the first payroll following the review date unless the submission of the review was held for discretionary reasons (for example, if the employee was on a performance improvement plan that delayed a merit award).
- VI. Following approval by the Director of the appropriate merit adjustment, the employee shall be notified of such approval in writing. Within 15 days of this notification, the employee may request that the Library Director and the employee's supervisor review the performance rating and resultant merit adjustment. Within 15 days of that review the employee may file an appeal via the Library Director to the Human Resources Committee by completing a Notice of Evaluation Appeal form (available online and in the Administrative Services office).

The Director will promptly submit the Notice of Evaluation Appeal form to the Human Resources Committee Chair, who will promptly schedule a Committee meeting at a time and date when the employee, the employee's supervisor, and the Director are able to attend for the purpose of the Committee's hearing the employee's appeal. After the hearing, the Committee will either confirm the recommended merit adjustment or approve a revised merit adjustment for the employee based upon the additional objective facts regarding the performance rating reviewed at the hearing. The decision will be confirmed in writing to the employee and this decision shall be final.

Title: Compensation Plan Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.15 Original Effective Date: Date of Last Revision: 11/15/2016
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Compensation Plan

- I. All positions shall be compensated in accordance with the Compensation Plan established by the Board as follows: The minimum, mid-point and maximum salary ranges for Library positions grade A – grade Z parallel “City of Sheboygan Non-Represented Pay Schedule” wage schedule. Salary and wage rate tables are maintained in the Library’s Administrative Office.

- II. Compensation is established for work for a normal schedule of 40 hours per workweek; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.
During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.

- III. The Board does not grant general salary increases annually. Instead, the salary schedule will follow the City of Sheboygan “Non-Represented Pay Schedule” grade and ranges within the grade. Schedule increases will be adopted by the Library Board of Trustees and will be adjusted when and as warranted due to the periodic revision of the salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, Lacrosse, Oshkosh, and Racine.

- IV. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.

- V. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

Title: **Continuity of Service**
 Chapter: **Personnel**
 Approved By: **Library Board of Trustees**

Document Type: **Policy**
 Document Number: **15.26**
 Original Effective Date:
 Date of Last Revision:

Continuity of Service

Continuity of Service: Service requirements shall imply continuous service, which means Library employment without break or interruption. Unpaid leaves of absence of less than 31 consecutive calendar days, paid FMLA leaves, and other paid leaves shall not interrupt continuous service nor be deducted therefrom. Except for extended service with the U. S. Armed Forces, unpaid FMLA leaves in excess of 30 consecutive calendar days and unpaid leaves of absence in excess of 30 consecutive calendar days shall be deducted in computing total service but shall not serve to interrupt continuous service.

Continuity of service shall be interrupted if the employee:

- a) Is laid off or has not worked for any reason, other than those listed in the section immediately below, for a continuous period equal to the employee's term of employment or for 24 calendar months, whichever is lesser.

Continuity of service shall terminate if the employee:

- a) Quits, or
- b) Is retired, or
- c) Is laid off or has not worked for any reason, other than those listed elsewhere in this section, for a continuous period exceeding the employee's term of employment or 24 calendar months, whichever is lesser, or
- d) Is discharged.

Title: Definition of Employees Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.17 Original Effective Date: Date of Last Revision: 12/18/2014
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Definition of Employees

1. **Full-time:** A full-time employee is a person hired to fill a full-time position, of at least 80 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Full-time employees are eligible to accrue and receive all benefits as provided for in this policy.
2. **Part-time:** A part-time employee is a person hired to fill a part-time position, up to 58 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Part-time employees are eligible to accrue and receive some benefits as provided for in this policy.
3. **Temporary:** These positions are occasionally needed to fulfill a short-term need within the organization. However, these positions are considered "extra help" and, therefore, are not benefit eligible (other than state-required benefits).
4. **Full-time Equivalent:** Full-time equivalency is based on an 80-hour pay period. Part-time positions are defined as a full-time equivalent of 0.5 or greater. The full-time equivalency status of part-time employees shall not change for temporarily working additional hours.
5. **Retiree or Retirement:** A full-time or part-time employee, no longer working for the Library as such, who reached the retirement age as determined for annuity computation purposes under the Wisconsin Retirement System while an employee of the Library and who is eligible to receive said annuity payments.

Title: Definition of Orientation Period, Trial Period and Pay Period Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.16 Original Effective Date: Date of Last Revision:
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Definition of Orientation Period, Trial Period and Pay Period

1. **Orientation Period:** The orientation period is for all new hires and shall be one year, during which time the Director (or designee) may terminate the services of the employee. The employee shall have no recourse over such termination.
2. **Trial Period:** The trial period is for promoted employees and shall be one year. Employees who do not satisfactorily complete this period, or request in writing to be removed from said position, are eligible to return to their former position or any vacant position they are capable of performing, provided the position is included in the Table of Organization, is funded and is open. Rate of pay will be adjusted accordingly.
3. **Pay Period and Work Week:** Library pay periods begin on a Sunday and end fourteen days later on a Saturday. Library pay dates coincide with those for other City employees. The work week begins on Sunday at 12:00 AM and ends on the following Saturday at 11:59 PM.
4. **Pay Method:** The Library issues pay to all employees via the direct deposit program administered by the City of Sheboygan.

Title: **Employee Performance Reviews**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **15.21**
Original Effective Date:
Date of Last Revision: **11/24/2014**

Employee Performance Reviews

- I. The Board shall adopt and the Director (or designee) shall administer a system of periodic employee performance reviews which will normally be completed at the beginning of each New Year.
- II. The Board shall review the Director's work performance periodically in such a manner as adopted by the Board.
- III. Orientation Period: New full-time and part-time employees shall be reviewed periodically during the orientation period.
- IV. Trial Period: Promoted full-time and part-time employees shall be reviewed periodically during the trial period.
- V. Full-time and part-time employees: All such employees shall be reviewed periodically throughout the duration of their employment.
- VI. Continuation of employment is predicated on consistent achievement of satisfactory performance as evidenced via employee review(s). The Director is authorized to terminate the employment of employees whose performance is below the level expected and who are not able to improve their performance in the time period specified.

Title: Employee Promotion and Demotion Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.23 Original Effective Date: Date of Last Revision:
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Employee Promotion and Demotion

The Director shall approve all promotions and demotions and determine the applicable hourly rate within the provisions of this Plan.

Promotions may be granted within the limitations of the Library's budget and Table of Organization to employees demonstrating exemplary work and who fulfill the requirements of the new position.

Title: Establishment and Maintenance of the Classification and Compensation Plans	Document Type: Policy
Chapter: Personnel	Document Number: 15.13
Approved By: Library Board of Trustees	Original Effective Date:
	Date of Last Revision:

Establishment and Maintenance of the Classification and Compensation Plans

The Board is responsible for establishing and maintaining the Classification Schedule and Compensation Plan, including but not limited to allocating new or changed positions, determining proper compensation rates, maintaining current position classifications and specifications, and revising them on the basis of changes in duties of positions, availability of funds and in prevailing rates of pay for comparable occupations outside the Library. The Board may delegate administrative and clerical work involved in the foregoing to any appropriate Library official or employee.

Employees may request consideration of a change in the classification or compensation of their positions. Such requests shall initially be made to the Director who shall promptly seek to arrive at a solution consistent with the Classification Schedule or Compensation Plan and acceptable to the employee. Where the Director is unable to resolve such a request, the Director shall submit the matter to the Board for consideration and action.

Title: **Hiring, Disciplining and Discharge of Library Staff**
 Chapter: **Personnel**
 Approved By: **Library Board of Trustees**

Document Type: **Policy**
 Document Number: **15.04**
 Original Effective Date:
 Date of Last Revision: **12/18/2014**

Hiring, Disciplining and Discharge of Library Staff

The Director (or designee) shall hire, discipline and discharge all other personnel. Such actions shall be final upon the Director's signing of all related documents in regular use for such purposes.

A) Recruitment

- 1) As stated in Section 10000 VIII., it is the policy of the Library Board to comply with the Equal Employment Opportunity Act in order to recruit and select the most qualified persons for approved vacancies.
- 2) In accordance with State law and the guidelines for the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in an affirmative manner to ensure open competition and to provide equal employment opportunity to qualified individuals regardless of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, arrest record, conviction record (except as permitted by Statute), membership in the National Guard, State defense force, or any other reserve component of the military force of the United States or this State, or use or non-use of lawful products off the employer's premises during non-working hours, except as otherwise provided.

B) Vacancy Review Process

- 1) When a vacancy or promotion is anticipated the Library Manager or Supervisor responsible for the service group in which the vacancy exists, after an internal service/staffing review, completes a Vacant Position Review form before the position can be filled on other than a temporary basis and submits it to the Director for further review and action.
- 2) The Vacant Position Review Form shall be in a format developed by Administrative Services and shall include:
 - (a) The likely costs associated with filling the position including the extent to which such costs are included in the current year's expenditure budget.
 - (b) The anticipated effect on services to the public and other library service groups of keeping the position vacant.
 - (c) The anticipated effect on services to the public and other library service groups of filling the vacant position, including options for filling by transfer or promotion.
 - (d) A recommendation for the method of posting the vacant position, if approved for recruitment, e.g. internal posting, general posting, transfer, or promotion.

C) The Director reviews the Vacant Position Review Form and:

- (a) Proceeds to fill the position with or without modification via internal posting, general posting, transfer, promotion, or other current method if there is concurrence with the Library Manager or Supervisor recommendation.
- (b) Declines to fill the position per the Vacant Position Review Form
- (c) Arranges for the posting of approved position vacancies for recruitment.

D) Vacant Position Action

- (a) No person shall be hired to fill, be promoted to, or be transferred until approval is granted by the Director or, if applicable, by the Board.
- (b) As a matter of information, the Director may report decisions regarding vacant positions to the Board and/or its Human Resources Committee. In addition, the Director may consult with the Board and/or its Human Resources Committee prior to determining the final disposition of any given vacant position(s).

Title: Immediate Discharge Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.25 Original Effective Date: Date of Last Revision:
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Immediate Discharge

Immediate Discharge: Reasons which may result in the immediate discharge of an employee include, but are not limited to, instances in which an employee:

- I. Is absent from work for three consecutive days without advising the Director (or designee) of an acceptable reason for such absence unless it was impossible to do so, or
- II. Overstays a leave of absence without advising the Director (or designee) of an acceptable reason unless it was impossible to do so, or
- III. Gives a false reason in requesting a leave of absence, or
- IV. Engages in other full-time employment without the Director's authorization during a leave of absence, or
- V. Reaches a settlement for total disability, or
- VI. Falsifies information required for or during employment, or
- VII. Commits theft on Library premises, or
- VIII. Possesses, uses or sells illegal drugs on Library premises, or
- IX. Possesses a firearm or a concealed weapon on Library premises, or
- X. Engages in the intentional destruction or sabotage of Library property or services, or
- XI. Demonstrates violent, disruptive or disorderly conduct directed to customers or employees, or
- XII. Is insubordinate without advising the Director (or designee) of an acceptable reason for such action prior to the event (unless it was impossible to do so) or subsequent to its occurrence.

Title: Interpretation of Position Specifications Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.12 Original Effective Date: Date of Last Revision:
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Interpretation of Position Specifications

Purpose and Effect of Position Specifications: Position specifications shall outline the main characteristics and qualification requirements and give examples of specific duties which employees holding such positions may be properly required to perform. Specifications are descriptive and explanatory but not restrictive. The listing of specific examples of duties does not preclude the assignment of other tasks by the Director (or designee).

Statements of Qualifications: The statement of qualifications in a position specification is intended to be used as a guide in selecting persons for examinations and employment, for preparing examinations, and for use in rating the position.

Title: Personnel Records Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15-09 Original Effective Date: Date of Last Revision:
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Personnel Records

The Director (or designee) shall keep all required personnel records as required by law and the "Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems" as adopted by the Library Board.

Title: **Position Classification and Specification**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **15.11**
Original Effective Date:
Date of Last Revision:

Position Classification and Specification

Position Classification: Positions shall be similarly classified in respect to their duties and responsibilities so that similar job requirements and same rates of pay are applicable thereto.

Position Specification: The Board shall approve and the Director (or designee) shall maintain position specifications which define the duties of all positions and establish the desirable qualifications required for successful performance in such positions.

Title: Progressive Employee Discipline, Discharge and Grievance Process Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.24 Original Effective Date: Date of Last Revision: 09/24/2015
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Progressive Employee Discipline, Discharge and Grievance Process

1. The Director is authorized to discipline, suspend or discharge employees. The normal sequence of disciplinary action for offenses other than those subject to immediate discharge or specified elsewhere is:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Unpaid suspension
 - d. Termination
2. Notice of such discharge or suspension shall be in writing and shall include the reason(s) for the discharge or suspension.
3. Employees may submit a grievance and appeal discipline, discharge, and workplace safety decisions as follows:
 - a. A grievance is defined as any difference or misunderstanding which may arise between the Library and one of its employees regarding discipline, discharge or workplace safety. Administration shall be responsible for developing and making available to all employees the Grievance Form which must be completed stating the issue involved, the date when the situation arose, and the relief that is sought to resolve the situation.
 - b. In the event that an employee does not agree with disciplinary action taken against him/her; disagrees with his/her termination; or has an issue with workplace safety which affects him/her, the following grievance procedure shall be used.

Step 1

Except for employees subject to immediate discharge, who shall proceed directly to Step 3, the employee shall submit the completed grievance form to his/her supervisor for discussion. The grievance must be submitted within five (5) days of the occurrence. The supervisor shall provide the employee with a written response to the grievance within ten (10) days.

Step 2

In the event that no satisfactory resolution occurs in Step 1, the employee shall present the grievance to his/her Manager within five (5) days of the supervisor's response. The Manager will provide the employee with a written response to the grievance within fifteen (15) days.

Step 3

Should the matter still not be resolved, or if the matter is an immediate employee discharge, the employee will file the grievance with the Library Director for hearing before the Human Resources Committee of the Library Board. This appeal must be made within five (5) days of the receipt of the Manager's response under Step 2, or within five (5) days of the date of termination. The Human Resources Committee shall schedule a hearing on the appeal within thirty (30) days of receiving the appeal and will request the Library Director to furnish it with all pertinent information and documents on the matter. The Human Resources Committee shall conduct a hearing and the employee appearing shall have the full opportunity to be heard. Notice of the time and place of such hearing shall be delivered personally to the employee or sent to the employee appealing by certified mail to his last known address, and also given to the appointing authority who administered the discipline or in whose department the workplace safety issue is alleged.

At the hearing, the employee will have the right to present testimony and witnesses regarding the matter and will be subject to cross examination. Each member of the committee may subpoena witnesses, administer oaths, examine witnesses and compel the production of relevant documents, records and papers in connection with the conduct of the hearing and the Committee may examine each public record as it requires in relation to any investigation. All officers and other persons in the library service shall attend and testify when required to do so by the Committee.

The Committee may appoint an impartial third person for the sole purpose of serving as a member of an official hearing set forth under this section. The Committee will render its decision on the appeal in writing to the employee within twenty (20) days of the hearing.

Step 4 – Final Appeal

The employee or appointing authority may choose to make a final appeal to the Mead Public Library Board. This appeal must be filed with the Library Board President within five (5) days of receipt of the decision of the Human Resources Committee.

The Library Board will review all the evidence produced during the Human Resources Committee hearing and may choose to ask the employee or other persons to testify if questions arise. The Library Board will render its decision within thirty (30) days of the review. The decision of the Library Board will be final and binding on all parties.

Title: Special Leave Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.35 Original Effective Date: Date of Last Revision:
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Special Leave

- a) The Director may authorize special paid or unpaid leaves of absence for any period or periods not to exceed three calendar months in any calendar year.
- b) An employee's immediate supervisor may grant unpaid leaves for personal reasons for a period or periods not to exceed ten working days in any calendar year.
- c) The Director may authorize special paid or unpaid leaves for the purpose of attending extended training courses at a recognized university or college and for other purposes deemed beneficial to the Library. If such leave is paid, the employee is required to work six months for each month of leave, with any fraction of a month of over 15 days considered a month, or to reimburse the Library for pay received during the leave. The Library Board shall approve such leaves in excess of three months.
- d) Employees who are granted leaves in excess of three months will be placed, upon their return, wherever a suitable vacancy exists even though it may not be in the same position or grade as formerly held prior to the leave.
- e) Employees who fail to ask for and secure an extension of leave or fail to return to duty at the end of a leave shall automatically be dropped from the Library's employment rolls.

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~~ **the City Finance Department designee** 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

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
255	411100	PROPERTY TAX LEVY	(2,962,323.76)	(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	2,341,897.33	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
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
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255511	533105	IT SERVICE FUND CHARGES	51,944.00	51,944.00	51,944.00	51,944.00	51,944.00	50,925.00
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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	-	-	-	-	-	-

Mead Software Maintenance and Subscription Updates

August 20, 2025

Item 17.

Software	Annual Cost	Description
D-Tech	\$3,000	24/7 holds locker ongoing support maintenance fee includes equipment, license fees, software support, updates, and upgrades
Bean Stack	\$3,000	Tracks participants in summer reading program
OrangeBoy	\$2,100	Incident reporting subscription and setup fee
OrangeBoy	\$2,000	Online cardholder portal allows patrons to sign up for library cards and manage their library accounts online

Total \$10,100

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 perform other duties as needed, such as: setting up rooms for programming, moving furniture and shelving as needed, and occasionally assisting 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

Proposed Mead Maintenance Team Costs
Prepared 8/20/2025

INCREASE

General Fund - City Buildings - Full Time Salaries (Acct. No. 101160-510110)	\$ 185,181.00
General Fund - City Buildings - FICA (Acct. No. 101160-520310)	\$ 10,627.00
General Fund - City Buildings - Medicare (Acct. No. 101160-520311)	\$ 2,486.00
General Fund - City Buildings - WI Retirement Fund (Acct. No. 101160-520320)	\$ 10,130.00
General Fund - City Buildings - Health Insurance (Acct. No. 101160-520340)	\$ 48,120.00
General Fund - City Buildings - Dental Insurance (Acct. No. 101160-520350)	\$ 2,869.00
General Fund - City Buildings - Life Insurance (Acct. No. 101160-520360)	\$ 303.00

DECREASE

Mead Library Fund - Library - Full Time Salaries (Acct. No. 255511-510110)	\$ 185,181.00
Mead Library Fund - Library - FICA (Acct. No. 255511-520310)	\$ 10,627.00
Mead Library Fund - Library - Medicare (Acct. No. 255511-520311)	\$ 2,486.00
Mead Library Fund - Library - WI Retirement Fund (Acct. No. 255511-520320)	\$ 10,130.00
Mead Library Fund - Library - Health Insurance (Acct. No. 255511-520340)	\$ 48,120.00
Mead Library Fund - Library - Dental Insurance (Acct. No. 255511-520350)	\$ 2,869.00
Mead Library Fund - Library - Life Insurance (Acct. No. 255511-520360)	\$ 303.00

2025 MEAD PUBLIC LIBRARY TABLE OF ORGANIZATION

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

ADMINISTRATION

Library Director	1.00
Marketing Specialist	1.00
Administrative Assistant	1.00
Information Technology Specialist	1.00
Maintenance Supervisor	1.00
Building Maintenance Worker	1.00
Janitorial Cleaner	1.50
Total	7.50

PUBLIC SERVICES

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

Support Services Manager	1.00
Associate Librarian	1.00
Library Assistant	6.25
Cataloger	3.00
Library Clerk	7.75
Total	19.00

FTE BY TEAM

Administration	7.50
Public Services	15.50
Support Services	19.00
Total	42.00

HEAD COUNT OF MPL STAFF

Full-time Employees	29.00
Part-time Employees	19.00
Total	48.00

Revised Date: 5/21/2025
 Board Approved Date: 5/21/2025

2025 MEAD PUBLIC LIBRARY TABLE OF ORGANIZATION

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

ADMINISTRATION

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

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

Support Services Manager	1.00
Associate Librarian	1.00
Library Assistant	6.25
Cataloger	3.00
Library Clerk	7.75
Total	19.00

FTE BY TEAM

Administration	7.50	4.00
Public Services	15.50	
Support Services	19.00	
Total	42.00	38.50

HEAD COUNT OF MPL STAFF

Full-time Employees	29.00	27.00
Part-time Employees	19.00	16.00
Total	48.00	43.00

Revised Date: 8/20/2025

Board Approved Date:

Effective Date: 01/01/2026

Disruptive Patron Interaction Report July 2025							
		Monthly			Year To Date		
	Age	July 2024	July 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	27	32	19%	270	238	-12%
	Teen	17	6	-65%	87	53	-39%
	Senior (65+)	2	4	100%	2	21	Cannot Divide by Zero
	Total	46	42	-9%	359	312	-13%
Exclusions Over 10 Days		5	3	-40%	45	32	-29%
Emergency Services Called		2	2	0%	17	23	35%

Facilities Report– Updated 8/20/25**In Process**

- Community Services Office and Phone Booths
 - Request for Bids was issued August 18, 2025
 - Bids due September 18, 2025 at 1:00 p.m.
 - Building Inspector authorized moving forward without need for a formal Plan Review by Building Inspection
 - “Front End” documents are being put together for the project
- 24/7 Locker Expansion
 - After new locker is delivered, maintenance will assist with locker installation
- Youth Services Entrance
 - Working with contractor to update entrance
- 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 nearly complete

Upcoming

- Roof Replacement
 - Estimated start date is September 3
 - May take up to 6-8 weeks (weather dependent)
- Carpeting
 - Second floor carpet is not adhering
 - Working with City Procurement Specialist to get the issue fixed via a warranty

Completed

- Automated Material Handling System (AMH) Machine
 - Machine installed and working
 - Contractor needs to patch brick on book drop that was removed