



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

January 15, 2025 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, January 15, 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. 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 - November 20, 2024
5. Correspondence, Announcements, and Common Council Reports

CONSENT AGENDA

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

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

12. Trustee Communication Preference

[13.](#) Roof Replacement Project

DIRECTOR'S REPORT

[14.](#) Services and Programming

[15.](#) 2024 Marketing Campaign Summary

UPCOMING MEETINGS

16. Library Board of Trustees (February 19, 2025 at 5:00 p.m.)

ADJOURN

17. 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

November 20, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

Members (in-person): Erin Bremser, Julia Hart, Jim Hollister, Kathie Norman, Jeanne Pfeifer, Maeve Quinn,
 Members (virtual): Meg Albrinck, Sherry Speth, and Andre Walton
 Staff: Garrett Erickson, and Pattie Pilz

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Pfeiffer called the meeting to order at 5:01 p.m.
2. Pledge of Allegiance
3. Public Comments
None
4. Approval of Minutes
Norman moved to approve the October 16, 2024, minutes. Quinn seconded. Motion passed.
5. Correspondence, Announcements, and Common Council Reports
Pfeiffer shared a note from an anonymous patron praising the services of Julia Hart.

Erickson reported that the City was hit with a cyberattack which impacted a majority of the departments within the City of Sheboygan. Staff from various agencies have been working remotely at the library.

COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues
The Financial Department has had little access to the municipal financial software to prepare reports. It is anticipated that we will have a full budget report ready to review at our January meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. HR Committee
The evaluation of Erickson will occur during closed session.
8. Community Bulletin Board Policy
A draft of the Community Bulletin Board Policy was presented. The draft simplifies the policy and makes it easier to interpret for staff and patrons. Quinn moved to approve the updated Community Bulletin Board Policy as revised. Norman seconded. Motion passed.
9. Food and Beverage Policy
A draft of the Food and Beverage Policy was presented. The draft simplifies the policy and makes it easier to interpret for staff and patrons. Hollister moved to approve the updated Food and Beverage Policy as revised. Harts seconded. Motion passed.

10. 2025 Resource Library Agreement
Erickson explained the purpose of the agreement between Mead and Monarch. There were no changes to the language of the agreement. Quinn moved to approve the 2025 Resource Library Agreement. Hart seconded. Motion passed.
11. 2025 Budget
Erickson shared that the Common Council approved the 2025 budget on November 6. Staff wages will increase by 2.51%. Materials will increase by 4.1%
12. Consent Agenda
Norman drafted a consent agenda policy for the Board of Trustees. This policy will streamline our meetings by allowing board members to efficiently address routine, non-controversial items. Norman moved to approve the Consent Agenda policy with an effective date of January 2025. Albrinck seconded. Motion passed.

DIRECTOR'S REPORT

12. Building Projects
 - The front foyer flooring is completed.
 - The Foundation paid for architectural drawings of several upcoming projects. We are projecting that these projects will begin in 2025.
 - Tuckpointing is expected to be completed by 12/31/24.
 - A Milwaukee vendor was selected for the roof repair. Anticipated start date is early spring weather permitting.
14. Services and Programming
No report.
15. Security Update
Erickson explained the new color-coded format on the report which highlighted positive increases in green and a reduction in red.
16. Monthly Statistics
Stats were reviewed.

LIAISON REPORTS

17. Monarch Library System
Quinn was not able to access Monarch's connect/share minutes. She will share at January's meeting.
18. Mead Library Foundation
Nothing to report.
19. Friends of Mead
Pilz reported that the Friends book sale resulted in nearly \$4,900 profit.

UPCOMING MEETINGS

20. Library Board of Trustees
Our next meeting will be on January 25, 2025 at 5:00 p.m. in the Rocca Room.

CLOSED SESSION

21. Motion to Convene in Closed Session for the Purpose of Evaluation the Performance of the Library Director Under the Exception Set Forth In Wisconsin State Statutes 19.85(1)(c) For Considering Employment, Promotion Compensation, or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility.
Pfeiffer moved to convene in closed session to discuss annual performance report for Library Director Erickson. Norman seconded. Motion passed.
22. Motion to Reconvene in Open Session
Quinn moved to reconvene in open session. Hart seconded. Motion passed.

ADJOURN

23. Motion to Adjourn
Pfeiffer moved to adjourn the meeting at 6:45 p.m. Norman seconded. Motion passed.

Facilities Report

Mike Willmas – 01/10/2025

Installed outlets in foyer – provided Electrician (saved money by not hiring an outside contractor)

Actively working on Mead Public Library projects with: from purchasing, meeting with contractors and attending meeting for final approvals (Common Council & Public Works approvals)

1. Exterior tuck pointing – Berguland Construction – holding them accountable for their work
2. Library Roof Project – bidding process and Public Works Committee Meeting with Alderpersons
3. Front foyer floor – Dulmes Décor

Purchased a new software program that will be used for all City owned facilities

- CMMS, or computerized maintenance management system, is a software tool that helps organizations manage maintenance activities. CMMS systems can help businesses:
- Increase equipment uptime
- Avoid costly breakdowns and outages
- Plan, execute, and monitor maintenance tasks
- Support a variety of maintenance operations, including reactive, planned preventive, and predictive maintenance

Meeting with library staff on weekly basis

Working on saving costs by buying in bulk for custodial supplies (City wide)

- We will be installing new automatic towel dispensers throughout the Library at no cost for the introduction of a new paper towel from a different vendor (quality will remain the same with cost savings)

Invoicing and creating workorders as needed

Selected maintenance ticketing system to track work requests – Working to implement this new system during the first half of 2025

Projects Update – 1/10/2025

- **Tuck pointing and expansion joint caulking** – We have asked vendor to return to caulk a few missed spots. We expect final completion in January.
- **Automated Material Handling System (AMH)** – The equipment vendor was selected and a down payment was sent. Architectural drawings are in process and nearing completion. We expect a late spring installation.
- **Roof replacement** – Council approved project funding. Mike Wilmas working to obtain all necessary approvals and begin the project planning phase. We expect project to begin in late spring. The project start date is weather dependent.
- **Second floor carpet tiles not adhering properly.** Bernie (City purchasing agent) is continuing to push both the carpet manufacturer and the installation company to get second floor tiles fixed via warranty.

Other Projects, including: **Community resources office, Telephone booths, Sensory Room** – Several staff members met with the architect (Eric) on 12/12/2024 to continue the planning process for each of these projects. Eric is continuing his research as we plan for completion of these projects in 2025.

Disruptive Patron Interaction Report December 2024

Item 7.

		Monthly			Year To Date		
	Age	December 2023	December 2024	Monthly 2023 vs 2024	Year-to-date 2023	Year-to-date 2024	YTD 2023 vs 2024
Reported Incidents	Adult	23	30	30%	442	411	-7%
	Teen	4	7	75%	105	154	47%
	Senior (65+)	0	2	0%	2	20	900%
	Total	27	39	44%	549	585	7%
Exclusions Over 10 Days		0	2	0%	45	84	87%
Emergency Services Called		1	1	0%	22	37	68%

Volunteer Report - November 2024

Type	Hours	Volunteer Count
Adult	147	25
Teen	0	0
Grand total	147	25

Volunteer Report - December 2024

Type	Hours	Volunteer Count
Adult	70	18
Teen	5	3
Grand total	75	21

2024 Tally Report

Proctor Services

A total of 16 tests were proctored for the following businesses and educational institutions:

1. Lakeshore Technical College
2. Iowa State University
3. UW Madison
4. Kohler Credit Union
5. Lincoln Memorial University Florida
6. Johnsonville Sausage
7. International Board of Blood Management

Notary Services

Four Mead staff notarized 319 documents in 2024.

		Monthly			Year To Date		
Type	Name	*December 2023	*December 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024	*YTD 2023 vs 2024
Circulation Transactions	Adult Materials	16,141	16,266	1%	219,556	215,068	-2%
	Teen Materials	802	764	-5%	11,233	12,351	10%
	Children's Materials	9,884	9,394	-5%	158,786	152,224	-4%
	Total Adult/Teen/Children's Materials	26,827	26,424	-2%	389,575	379,643	-3%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8,962	8,567	-4%	113,916	120,830	6%
	Items received for Mead patrons from other libraries	3,637	3,810	5%	58,738	57,725	-2%
	Total Interlibrary Loans (Transits)	12,599	12,377	-2%	172,654	178,555	3%
E-Content Checkouts	Total E-Content Checkouts	8,880	9,570	8%	105,958	115,171	9%
Library Visits	Gate count	14,877	14,987	1%	227,333	234,879	3%
Research Inquiries	Research Inquiries	2,908	2,142	-26%	46,544	61,987	33%
Internet Usage Provided	Library Workstation Sessions	1,739	1,925	11%	24,114	28,147	17%
	Wireless Sessions	7,248	6,912	-5%	95,284	109,836	15%
Number of Library Card Holders	Sheboygan Residents				28,373	28,612	1%
	Non-Sheboygan Residents				6,419	6,483	1%
	Total Number of Library Card Holders				34,792	35,095	1%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	24	24	0%	304	352	16%
	Children (0-11) Participants	633	785	24%	10,594	11,304	7%
	Teen (12-18) Quantity	2	2	0%	56	55	-2%
	Teen (12-18) Participants	46	36	-22%	1,108	2,143	93%
	Adult (18+) Quantity	25	7	-72%	225	270	20%
	Adult (18+) Participants	503	91	-82%	4,568	3,146	-31%
	Total number of Classes, Seminars, Workshops, Events	51	33	-35%	585	677	16%
	Total number of Participants	1,182	912	-23%	16,270	16,593	2%
Conference Room Utilization	Rocca Meeting Room	28%	30%	1%	32%	37%	5%
	Loft Meeting Room	23%	18%	-5%	24%	27%	2%
	Public Conference Room #1	25%	28%	4%	31%	42%	10%
	Public Conference Room #2	34%	22%	-12%	28%	33%	4%
Study Rooms Utilization	Study Rooms Hours Used	554	958.5	73%	6914	8714.25	26%
	Percent Utilization	43%	73%	30%	43%	56%	12%

10% or higher
-10% or lower

Mead Library Foundation

The Foundation hosted a Donor Celebration at the library on Friday, December 6th. The event was a great success with 80 guests. Lil Rev provided the entertainment, Wild Carrot Cuisine provided the food, and the guests offered great merriment and an overwhelming enthusiasm for the library. Garrett gave 'behind the scene' tours for guests interested in seeing how the new lockers function.

The Foundation approved a \$96,000 gift to cover the Library's Wish List, to be distributed in January. This amount covers most of the library's programming, along with other miscellaneous items that are not covered by the City's budget allocation for the library. The Foundation funds the Wish List through its Endowment Fund dividend reinvestments.

Board of Trustees - Friends Liaison Report
January 2025

The Friends approved a \$12,000 donation to the library for 2024, restricted to programming and experience passes.

Pattie Pilz

GREEN BAY PACKERS
FOUNDATION



Item 11.

12/2/24

ENTERED

November 21, 2024

Alison Loewen
Mead Public Library Foundation Inc
710 N. 8th Street
Sheboygan, WI 53081

Dear Alison:

The Green Bay Packers Foundation has awarded Mead Public Library Foundation Inc a grant in the amount of \$3,000.00.

Grant Use

Funds are designated for the project/program in the grant application: Sensory Space at the Library: Meeting the needs of all Learners.

Publicity

Any public reference to this grant and its use can be stated as follows: "Funded in part by a grant from the Green Bay Packers Foundation."

#PackersGiveBack can be used when posting to social media.

Contact Bobbi Jo Eisenreich regarding use of the Green Bay Packers Foundation logo.

Grant Progress Report

Grant recipients are required to provide a report summarizing the impact of the grant. We will contact you via email in June 2025 with information regarding completion of the progress report.

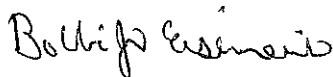
Future Eligibility

The Foundation will accept a maximum of one grant application from an eligible organization during the three-year cycle, 2023 – 2025. If an organization addresses multiple focus areas, that organization must choose one year within the three-year cycle to submit a grant application.

For more information, go to: packers.com/foundation or contact me at 920-569-7323/eisenreichb@packers.com.

Thank you for everything your organization does to impact the lives of those it serves!

Sincerely,



Bobbi Jo Eisenreich
Secretary
Green Bay Packers Foundation

Enclosure

2025 Wish list

Category/Fund	Description	
<i>Furnishings</i>	Replace tables on 2 nd floor (current ones are from the 1970s); 10 total	\$20,000
	New picture book shelving (Maas funds)	\$15,000
	Subtotal	\$25,000
<i>Programming</i>	Adult & all ages programs including: <ul style="list-style-type: none"> - Lil Rev - Literature & Poetry programs, including sidewalk poetry - Great Decisions - WinterGreen, ComicCon, etc. - Radio programming 	\$15,000
	Youth programs (children and teens) including (Maas funds): <ul style="list-style-type: none"> - Family storytimes - After school educational programs - Summer library program 	\$10,000
	Subtotal	\$25,000
<i>Equipment and Supplies</i>	Tablet workstations for Imaginarium	\$2,500
	Disaster Supplies (collection salvage material)	\$16,000
	2 new AEDs (for multiple floors, with adult and child size pads)	\$3,500
	Newspaper Display Stand and/or Magboxes	\$2,000
	Mead Radio and Public Recording Studio equipment updates and additions	\$2,000
	Sensory Room furnishings and manipulatives (if grant funding is not secured) (Maas Funds)	\$10,000
	Subtotal	\$36,000
<i>Other</i>	Professional Development – Webinars and online courses, Conferences	\$7,000
	Staff appreciation	\$500
	Volunteer appreciation	\$500
	Promotion, Advertising, and Outside Printing	\$2,000
	Subtotal	\$10,000
	Total	\$96,000

2025 Friends Funding request

<i>Category/Fund</i>	<i>Description</i>		<i>Date</i>
<i>Collections</i>	On-going funding for cultural passes; additional funding to expand the experience collection	\$12,000	Ongoing
	Replace worn ukuleles (for circulation) - 10 concert ukes	\$3,000	
	Total	\$15,000	

Future Funding Needs through 2027

<i>Category/Fund</i>	<i>Description</i>	<i>Cost Estimate</i>	<i>Date</i>
<i>Furniture</i>	Children's library furniture (Maas funds) - 6 tables (kid size) - 3 tables (toddler size)	\$15,000	2026
	Aquarium for 3 rd floor (Maas funds)	\$5,000	2027
<i>Shelving and Collections</i>	New Shelving for AD book collection (fiction, NF, periodicals, DVDs and Audiobooks)	\$500,000?	?

I hereby certify that this is a true copy
of a document from the Common Council
proceedings of the City of Sheboygan.

Item 13.


City Clerk

**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:

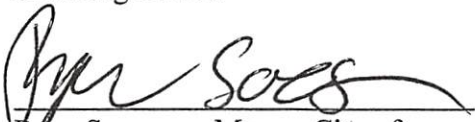
INCREASE:

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

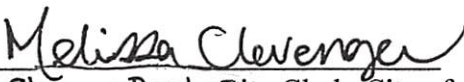
BE IT FURTHER RESOLVED: That the Finance Director is authorized to expend the remaining \$250,000 of ARPA funds from Acct. No. 202000-631200 (Federal Grants Fund - ARPA - Building Improvements).

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL
December 16, 2024.

Presiding Officer


Ryan Sorenson, Mayor, City of Sheboygan

Attest


Melissa Cleverger, Deputy City Clerk, City of Sheboygan

Published December 23, 2024.

Certified December 17, 2024 to -Atty.; Fin. Dir.; CA; Library

Support Services Report to the Mead Library Board of Trustees

Submitted by Cheryl Nessman

January, 2025

Staffing

- Nothing to report

Collections

- New library database added: [ConnectWell](#) selectively curates health content from trusted sources to provide the latest standard of care guidelines and scientific findings on health, wellness, disease management, and nutrition.
- We will soon be switching to the All Access NY Times digital subscription, giving our patrons access to the news and now games, cooking, and more.
- New items have been added to the Experience Collection:
 - Nex Playground interactive gaming for families
 - TonieBox music players for the younger set
 - Additional STEM kits for kids
 - Kodak Slide-n-scan film and slide scanner & digital converter

Patron Services

- Staff are gearing up for Tax Aide scheduling. Tax Aide provides free income tax assistance to seniors and low to moderate income families. Mead staff provide space and phone/web scheduling services. Phone scheduling is a large drain on staff resources, but an excellent service to the community so we're excited to be a part of it.
- 24/7 Locker Updates:
 - We ran out of lockers at least six times in December and had to bump older holds out to make room for newer holds. We will be recommending that the Library purchase another column of lockers in 2025 to meet patron demand.
- Installation of the new Automated Material Handling machine (AMH) is tentatively scheduled for April. We will be working to get all staff trained on the new machine while doing our best to minimize any disruptions to service.

OVERVIEW

- We mailed postcards to households without library cards in 4 neighborhoods surrounding the library. We also sent emails to people in those same areas who haven't used their cards in 12 months.
- These neighborhoods were chosen because transportation is less of a barrier to accessing the library for residents living there, and there's a high concentration of households with children, which are two traits that we know are more likely to lead to active library cardholders. Plus, these areas include a higher number of minority and low-income residents that we are trying to connect with.
- We sent out 2,800 postcards and 6,500 emails. The total project cost was \$5,200, which included data analytics that identified households without library cards through our third-party vendor OrangeBoy, plus postcard printing/processing through GT Graphics and postage.

RESULTS

Mailers

- 196 households that received a postcard signed up for a library card during the first 4 weeks after the postcard was sent. That amounts to a 7% signup rate, which OrangeBoy indicated was **strong** for a campaign this size based on the work with they do with other libraries.

Emails

- 1,278 of the 6,563 email recipients (19.5%) used their library card in a measurable way after receiving the email, such as checking out library materials, using e-resources or a library computer.

NEXT STEPS

- We are planning another postcard mailing plus an expanded email campaign for 2025.

Email



SEE WHAT YOU'VE BEEN MISSING



Your library card brings you FREE access to over 2 million books, ebooks, audiobooks, video games, music CDs and so much more.

In a hurry? You can search the [Monarch Catalog](#) to request items and schedule a quick pickup using the first-floor holds shelf, curbside pickup or try our new 24/7 outdoor holds lockers.

[Search Catalog](#)

FREE STREAMING + AUDIOBOOKS + eBOOKS



Download ebooks, audiobooks and magazines

[Libby](#)



Download & stream audiobooks, movies, tv series, ebooks, comics and music

[hoopla](#)



Download & stream docs, film festival favorites, indie films & world cinema

[Kanopy](#)

VISIT CULTURAL DESTINATIONS FREE!



Did you know you can use your library card to check out free passes to dozens of museums, state parks, historical sites and other attractions throughout Wisconsin?

Our Experience Pass collection includes free passes to the Milwaukee County Zoo, Green Bay Packers Hall of Fame, Above & Beyond Children's Museum, Milwaukee Public Museum and more.

[View Experience Passes](#)

EXPERIENCE COLLECTION



Need a cake pan, balloon pump, energy meter or other gadget for a one-time project? Or looking for a fun activity for the weekend but need to save money?

Our Experience Collection features a wide range of nontraditional library materials such as gadgets, tools, games, kits, electronics, and more — all available to check out for free with a library card.

[View Experience Collection](#)

MEAD PUBLIC LIBRARY
920-459-3400
www.meadpl.org

HOURS

Monday - Thursday
9 a.m. - 8 p.m.

Friday - Saturday
9 a.m. - 5 p.m.

Closed Sundays

Postcard (front & back)

Item 15.



READ, LISTEN, WATCH & LEARN for FREE WITH A MEAD LIBRARY CARD!

Receive a free book from the Friends of Mead Library Bookstore when you sign up for a library card



MEAD LIBRARY
710 NORTH 8TH STREET
SHEBOYGAN, WI 53081

SEE WHAT YOU'VE BEEN MISSING!

A Mead Library card brings you FREE access to over 1 million books, ebooks, audiobooks, video games, movies and music CDs, along with access to streaming services, library events, museum passes and more.

Sign up/renew your card in person or at www.meadpl.org. Then bring this flyer and a photo ID to the library to pick up your card along with a voucher for a free item from the Friends Bookstore.



SCAN TO SIGN UP