



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

June 17, 2026 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, June 17, 2026, at Mead Public Library in the Loft 710 N 8th Street, Sheboygan, WI.

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Pattie Pilz at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Barbara Alvarez, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes
5. Correspondence, Announcements, and Common Council Reports

CONSENT AGENDA

- [6.](#) Facilities Report
- [7.](#) Security Update
- [8.](#) Monthly Statistics
- [9.](#) Monarch Library System
10. Mead Library Foundation - Kathie Norman
- [11.](#) Friends of Mead - Pattie Pilz
- [12.](#) Resolution - Meg Albrinck
- [13.](#) Resolution - Michael Close
- [14.](#) Resolution - Jim Hollister

COMMITTEE REPORTS

- [15.](#) 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

- [16.](#) Social Media Policy Update

- [17.](#) Code of Conduct

DIRECTOR'S REPORT

- [18.](#) Services and Programming

UPCOMING MEETINGS

19. Library Board of Trustees (July 15, 2026, at 5:00 p.m.)

ADJOURN

20. 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

May 20, 2026 at 5:00 PM

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

In-Person: Erin Bremser (VP), Kurt Jensen, Susan Kuck, Kathi McNellis, Kathie Norman and Maeve Quinn

Virtual: Barbara Alvarez, and Julia Hart

Staff: Garrett Erickson, Evan Grossen and Pattie Pilz

1. Call to Order

Bremser determined a quorum and called meeting to order at 5:01 p.m.

2. Pledge of Allegiance

3. Public Comments – none

4. Introduction of New Board Member Barbara Alvarez

5. Introduction of New Board Member Kathi McNellis

6. Introduction of New Board Member Kurt Jensen

7. Introduction of New Circulation Supervisor Aleah Hill

8. Correspondence, Announcements, and Common Council Report

a. Social Media Policy - Erickson

i. The City of Sheboygan passed a new Social Media Policy on May 19

ii. At an upcoming library board meeting, it will be discussed for adoption

b. Smoking Ordinance - Erickson

i. Currently smoking is restricted within 25' of the library entrance

ii. Common Council will be reviewing Mead's request to create an ordinance to restrict smoking on the entire block

iii. The City recently conducted a facilities study of all city-wide buildings

1. Board of Trustees will review findings for the library at an upcoming meeting

c. Patrons' Notes

i. Thanking Mead for helping with book recommendations

ii. Thanking Mead for helping get housing and a job

9. Approval of Minutes

a. Quinn moved to approve the April 15, 2026, minutes. Norman seconded. Motion passed.

CONSENT AGENDA (Items 10-16)

10. Consent Agenda

a. Quinn moved to adopt the consent agenda. Kuck seconded. Motion passed.

COMMITTEE REPORTS

17. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues
 - a. Financial statements, revenues and expenditures for February and March 2026 were reviewed
 - b. Norman moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Quinn seconded. Motion passed.
18. Exclusion Appeals Committee – Quinn
 - a. Hearing held on April 23 for two patrons
 - b. First patron's appeal of their six-month exclusion was reduced to a time served
 - c. Second patron failed to appear - original exclusion upheld
19. Art Committee - Bremser
 - a. Donation was discussed

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

20. Art Committee
 - a. Kuck moved to accept the wood relief art piece entitled, Petri-dish. Jensen seconded. Motion passed.
21. Code of Conduct 14.01 Update - Erickson
 - a. Staff have been meeting weekly to review the Code of Conduct language
 - i. Goals
 1. Clarify the language
 2. Help staff to enforce the code
 - b. New section entitled, "Harassment and Disorderly Behavior" was added
 - c. McNellis moved to approve the changes to the Code of Conduct Policy. Quinn seconded. Motion passed.
22. Table of Organization – Erickson
 - a. Circulation Supervisor now reports to Deputy Director as approved in the fall
 - b. Consensus reached on approving table of organization format change
 - c. Interviews for vacant Associate Librarian position will be held May 21

ELECTION OF OFFICERS

23. Nominations from the Floor and Election of Officers for 2026 - 2027 (Closed Ballot Permitted) - President and Vice President
 - a. Quinn moved to nominate Alvarez to serve as Board of Trustees' President. Norman seconded. The motion unanimously passed. Quinn moved to close the nomination for president. Kuck seconded. Motion passed.
 - b. Maeve moved to nominate Kuck to serve as Board of Trustees' Vice President. Kuck seconded. Quinn moved to close the nomination for vice president. Norman seconded. Motion passed.
24. Remarks from Outgoing and Incoming Officers

25. Adopt Schedule of Meetings for 2026-2027
 - a. McNellis moved to adopt the proposed 2026-2027 Board of Trustees' meeting schedule. Quinn seconded. Motion passed.
26. Appoint Finance Officer for 2026-2027
 - a. Alvarez moved to appoint Norman as Finance Officer.
27. Confirm/Propose One But No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation
 - a. Alvarez confirms reappointment of Quinn and Norman to serve as Mead Foundation liaisons.
28. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board – President
 - a. Alvarez confirms reappointment of Quinn to serve as the Monarch Board Liaison
29. Appoint Standing Committee Chairs and Members as Set Forth in the Bylaws – President
 - a. Alvarez appointed standing committees, chairs and committee members
 - b. Questions on assignments can be directed to Alvarez
30. Appoint Ad Hoc Committee Chairs and Members as Set Forth in the Bylaws – President
 - a. Alvarez appointed ad hoc committee chairs and committee members
31. Roster Update
 - a. Updated roster was distributed
 - b. Pilz to make corrections and email to board

DIRECTOR'S REPORT – none

UPCOMING MEETINGS

32. Motion to Adjourn
 - a. Bremser moved to adjourn the meeting.
 - b. Meeting was adjourned at 5:53 p.m.

Next Meeting June 17, 2026, at 5:00 p.m. in the Loft (third floor).

Library Facilities Projects – Library Trustee Report June 2026

In Process

- **Large meeting rooms microphone upgrade** –installation scheduled for 8/25-8/27 (Foundation Funded)
- **Sensory room** – Construction scheduled to start 8/10 (Foundation Funded)
- **2nd floor study rooms** - Construction scheduled to start 7/27 (Foundation Funded)
- **Warschau Display Units** – Units completed, need to be loaded with content (Foundation / Restricted Donation funded)
- **Window Blinds/Shades** – Vendor has installed the majority of blinds, with a few areas to go (Foundation Funded)
- **Bathroom remodel study** – Architect developing conceptual drawings and budgetary estimates (50% Foundation/50% City funded)

Completed

- **Roof Replacement** (50% Library Reserve fund/ 50% City ARPA Grant)
- **Youth Services Entrance Doors** – (City funded)
- **Phone booths on first and second floor** (Foundation Funded)
- **Community Resources office on first floor** (Foundation Funded)
- **Carpeting issue** on second floor (Warranty work)
- **3d printers** installed on 3rd floor (Foundation Funded)
- **Furniture** for public spaces – I.E. chairs, tables with power (Foundation Funded)
- **Fish tank** installation in youth services area (Foundation Funded)
- **Countertop stool replacement** (Foundation Funded)

Future

- **Shelving replacement** – staff obtaining quotes for priority areas (will ask Foundation for funding in 2027)
- **Rocca Room renovation** – staff obtaining quotes (will ask Foundation for funding in 2027)
- **Outside Landscaping** (2027 City CIP process)

Disruptive Patron Interaction Report May 2026							
		Monthly			Year To Date		
	Age	May 2025	May 2026	Monthly 2025 vs 2026	Year-to-date 2025	Year-to-date 2026	YTD 2025 vs 2026
Reported Incidents	Adult	40	37	-8%	195	230	18%
	Teen	4	5	25%	39	28	-28%
	Total	44	42	-5%	234	258	10%
Exclusions Over 10 Days		3	7	133%	28	53	89%
Emergency Services Called		5	1	-80%	17	7	-59%

Volunteer Report - May 2026

Type	Total Hours	Volunteer Count
Adult	149	36
Teen	12	4
Grand total	161	40

		Monthly			Year To Date		
Type	Name	*May 2025	*May 2026	*Monthly 2025 vs 2026	*Year-to-date 2025	*Year-to-date 2026	*YTD 2025 vs 2026
Circulation Transactions	Adult Materials	17,348	14,435	-17%	87,094	79,016	-9%
	Teen Materials	871	782	-10%	5,406	5,107	-6%
	Children's Materials	12,095	10,410	-14%	57,593	50,698	-12%
	Total Adult/Teen/Children's Materials	30,314	25,627	-15%	150,093	134,821	-10%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,344	10,275	-1%	54,422	54,048	-1%
	Items received for Mead patrons from other libraries	4,471	4,074	-9%	23,980	22,107	-8%
	Total Interlibrary Loans (Transits)	14,815	14,349	-3%	78,402	76,155	-3%
E-Content Checkouts	Total E-Content Checkouts	10,377	10,108	-3%	51,867	50,467	-3%
Library Visits	Gate count	21,019	19,524	-7%	101,939	101,314	-1%
Research Inquiries	Research Inquiries	5,425	3,283	-39%	16,822	12,273	-27%
Internet Usage Provided	Library Workstation Sessions	2,093	1,813	-13%	11,021	10,032	-9%
	Wireless Sessions	6,982	6,025	-14%	34,192	30,162	-12%
Number of Library Card Holders	Sheboygan Residents				29,218	29,732	2%
	Non-Sheboygan Residents				6,403	6,458	1%
	Total Number of Library Card Holders				35,621	36,190	2%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	28	33	18%	181	210	16%
	Children (0-11) Participants	1,212	1,094	-10%	5,880	5,421	-8%
	Teen (12-18) Quantity	4	9	125%	11	24	118%
	Teen (12-18) Participants	93	1,153	1140%	276	1,545	460%
	Adult (18+) Quantity	22	44	100%	132	199	51%
	Adult (18+) Participants	205	324	58%	1,526	1,757	15%
	Total number of Classes, Seminars, Workshops, Events	54	86	59%	324	433	34%
	Total number of Participants	1,510	2,571	70%	7,682	8,723	14%
Conference Room Utilization	Rocca Meeting Room	35%	40%	5%	46%	58%	12%
	Loft Meeting Room	30%	32%	2%	31%	44%	13%
	Public Conference Room #1	24%	49%	25%	36%	47%	10%
	Public Conference Room #2	44%	45%	1%	42%	41%	-1%
Study Rooms Utilization	Study Rooms Hours Used	641	710	11%	3946.5	4134.25	5%
	Percent Utilization	48%	55%	7%	60%	63%	3%

10% or higher
-10% or lower

Resource Library Report
Jan-May 2026

2026 Budget & Services

Item/Service	Compensation
In-Demand physical materials collection budget	\$15,000
System Overdrive Advantage e-book & e-audio holds reduction account budget	\$75,000
Professional Consultation & Support Staff <i>Acquisitions, processing, weeding of In Demand Collection - 3 staff Cataloging & database maintenance, Marketing, Reference, IT, & maker-space support, budgeting, collection development & reporting - 15 staff</i>	\$10,000
TOTAL	\$100,000

In Demand Details:

In-Demand Expenditures 1/1/26-06/06/26 (\$15,000 budget)

In Demand				
Budgeted Amount	Encumbered	Expended	Available	Used(%)
\$15,000.00	\$3,426.37	\$6,749.92	\$4,823.71	67.84%

In Demand Copies Added 1/1/26 - 06/06/26

Row Labels	Sum of POQtyReceived
AD In-Demand DVD	39
AD In-Demand Fiction	186
AD In-Demand Nonfiction	36
Grand Total	261

In Demand Circulation 1/1/26 - 06/06/26

(includes circulation for all items in the ID collection at time of report)

Row Labels	Sum of Total
Mead Public Library (Sheboygan)	2134
Cedarburg Public Library	452
Jack Russell Memorial Library (Hartford)	324
Slinger Community Library	310
Plymouth Public Library	258
West Bend Community Memorial Library	232
Germantown Community Library	207
Frank L. Weyenberg Library of Mequon-Thiensville	207
Grafton Public Library	189
Oscar Grady Public Library (Saukville)	128
W.J. Niederkorn Library (Port Washington)	94
Juneau Public Library	83
Ted and Grace Bachhuber Memorial Library-Mayville	78
Sheboygan Falls Memorial Library	75
Oostburg Public Library	73
Lakeview Community Library (Random Lake)	72
Beaver Dam Community Library	64
Horicon Public Library	60
Waupun Public Library	59
Elkhart Lake Public Library	54
Cedar Grove Public Library	53
Bookmobile	52
Kewaskum Public Library	47
Kohler Public Library	43
Hustisford Community Library	34
Brownsville Public Library	33
Iron Ridge Public Library	27
Lomira QuadGraphics Community Library	22
Reeseville Public Library	12
Fox Lake Public Library	10
Theresa Public Library	5
West Bend Outreach Branch	1
Lakeland University Library	1
Grand Total	5493

Note: the following libraries are In-Demand Floating Collection participants shown with their total 2025 In-Demand checkout numbers taken from the 2025 Resource Library Report: Brownsville (82), Cedar Grove (38), Elkhart Lake (46), Horicon (83), Hustisford (46), Iron Ridge (10), Jack Russell (204), Juneau (70), Lakeview (53), Mead (4565), Oscar Grady (151), Plymouth (309), Slinger (203), Ted & Grace Bachhuber (92)

Overdrive Advantage Details:

Overdrive Advantage Expenditures 1/1/26 - 06/06/26

(\$75,000 Monarch budget + \$10,000 from Mead PL)

Adv. Standard titles purchased	Adv. Standard copies purchased	Adv. Standard expenditures
96	2,246	\$41,696.59 USD

Available Funds: \$52,629.12 (\$9,325.71 rolled over from FY25)

Percentage Used: 44%

Overdrive Advantage Title Usage Stats 1/1/26 - 06/06/26

Advantage titles & Monarch users

Branch	Checkouts
Monarch - West Bend	4188
Monarch - Sheboygan	3377
Monarch - Mequon	3184
Monarch - Germantown	2807
Monarch - Cedarburg	1900
Monarch - Grafton	1822
Monarch - Hartford	1676
Monarch - Port Washington	1186
Monarch - Beaver Dam	1117
Monarch - Slinger	951
Monarch - Plymouth	902
Monarch - Sheboygan Falls	725
Monarch - Waupun	655
Monarch - Oostburg	492
Monarch - Saukville	483
Monarch - Random Lake	414
Monarch - Mayville	406
Monarch - Kohler	346
Monarch - Kewaskum	331
Monarch - Elkhart Lake	225
Monarch - Cedar Grove	216
Monarch - Hustisford	211
Monarch - Horicon	209
Monarch - Lomira	133
Monarch - Fox Lake	129
Monarch - Juneau	119
Monarch - Theresa	99
Monarch - Brownsville	96
Monarch - ESLS Bookmobile	61
Monarch - Reeseville	33
Monarch - Iron Ridge	21
Total	28514

Overview of Monarch Overdrive Advantage Program:

- Overdrive Advantage gives Monarch Library System the ability to purchase additional copies of a popular e-title and earmark those copies for MLS patrons.
- MLS purchases additional copies of popular titles in order to reduce holds and wait times.
- The copies purchased by MLS are routed to MLS patrons only. Once the demand has been met, the copies are made available to all WPLC users.

- With Overdrive Advantage, MLS ONLY orders copies of titles that already exist in the WPLC catalog. We are not adding new titles or purchasing orphan copies.
- Mead manages the purchasing of adult and children's e-audiobooks and ebooks through auto-generated Holds Manager carts & Metered Access Manager (expiring titles) carts

New Holds Manager (auto-cart) Profiles:

***Note:** From Overdrive: For Advantage members, we recommend adding titles based on the number of holds (not holds ratio), since the holds ratio calculation includes both Advantage and shared collection/consortium copies, but only includes holds placed by your Advantage users. (This means that shared collection/consortium users waiting for a title aren't accounted for, so the holds ratio may seem much lower than the actual demand.)*

Adult Ebook

- Add titles when number of holds exceeds 7
- Generate carts twice a month
- Limit monthly expenditure to \$2,000
- Limit cart expenditure to \$1,000

Adult E-audiobook

- Add titles when number of holds exceeds 5
- Generate carts twice a month
- Limit monthly expenditure to \$4,000
- Limit cart expenditure to \$2,000

Juvenile E-Audio and Ebook

- Add titles when number of holds exceeds 7
- Generate carts twice a month
- Limit monthly expenditure to \$915
- Limit cart expenditure to \$457

Individual Libraries can also use their own Overdrive Advantage logins & budgets to purchase ebooks and e-audiobooks. They should be aware that any purchased titles will go into the Advantage collection and be available to all Monarch libraries while there are Monarch holds, and to all WPLC once demand has been met.



"Transforming Library Services" Item 9.

2025

Monarch LIBRARY SYSTEM

Monarch Catalog Connects 32 Libraries in Dodge • Ozaukee • Sheboygan • Washington Counties

3,072,630

Books • Audio (Audiobooks | CDs | Vinyl) • Video (DVDs | Blu-Ray)

Library Items Checked Out

Magazines • Newspapers • Video Games • Software
Library of Things (Misc. items available at the libraries)

287,327

Digital Books Checked Out

377,088

Digital Audiobooks Checked Out

117,751

Digital Magazines Checked Out

3,854,796

Total Circulation

• Physical & Digital •

Cardholders **185,672**



1,738,351+ Total Library Visits

• 27 Libraries Reporting Library Visits •

Includes In-Person & Virtual (Live & Pre-Recorded) & Self-Directed Programming

Programs @ Monarch Libraries

10,343

348,551

People (All Ages) Attended or Participated in Programs

598,618

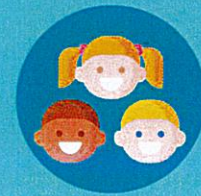
Total Items Delivered via Monarch Delivery Service



3 Routes Deliver Items • 5 Days a Week •

1,518,747

Children's Materials Checked Out



39.7% of Circulation is Children's Materials

DIGITAL data

CATALOG APP

Monarch2Go

WAS LAUNCHED

777,178

TIMES ON

14,676 Devices



ALMOST **200,000** MORE TIMES THAN IN 2024!

14.3% MORE DIGITAL Audiobooks AND

26% MORE DIGITAL Magazines

OVER THE PAST YEAR

DIGITAL CHECKOUTS ARE UP

43.5%

OVER THE LAST 5 YEARS



Monarch Library System • 4632 South Taylor Drive • Sheboygan, WI 53081 • 920-208-4900

Icons from www.flaticon.com

Friends of Mead Board of Trustees' Report – June 2026

1. Odds and Ends Sale on May 9
 - a. \$439.85 profit
2. 2026 Gift of Reading campaign
 - a. \$4,160 total donated for this campaign
 - b. Still accepting late donations
3. Lincoln Lectures
 - a. Sponsored by Friends
 - b. Positive reactions
 - c. Considering bringing speaker back next year
4. Jigsaw Puzzle Popup Sale
 - a. Tuesday, July 14 from 3-7 p.m.
 - b. Rocca Room
5. Big Book Sale scheduled for October (Rocca Room)
 - a. Private sale for staff, Friends members and board members
 - i. October 15, Thursday
 - ii. Details pending
 - b. Public sale
 - i. October 16, Friday from 9-4pm
 - ii. October 17, Saturday from 9-3pm

A RESOLUTION in recognition of the service of **Meg Albrinck** to Mead Public Library.

WHEREAS, **Meg Albrinck** was first appointed to the Mead Public Library Board of Trustees in April 2017, and served in that role until April 2026, and

WHEREAS, **Meg Albrinck** participated diligently as a member of the Human Resources Committee, Bylaws and Policies Committee, Equity Committee, and Strategic Planning Committee, and

WHEREAS, **Meg Albrinck** helped promote Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Meg Albrinck** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Meg Albrinck** took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Meg Albrinck** for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service. The Mead Public Library wishes her all the best following her service to Sheboygan residents as a Library Trustee.

Dated 17th day of June, 2026

Garrett Erickson
Mead Library Director

Barbara Alvarez
Mead Library Board of Trustees President

A RESOLUTION in recognition of the service of **Michael Close** to Mead Public Library.

WHEREAS, **Michael Close** was first appointed as the City of Sheboygan Common Council Liaison to the Mead Public Library Board of Trustees in April 2025, and served in that role until April 2026, and

WHEREAS, **Michael Close** participated diligently as a member of the Finance Committee serving as Finance Officer, and

WHEREAS, **Michael Close** helped promote Mead Public Library’s vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Michael Close** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Michael Close** took seriously his responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Michael Close** for the time and attention he so generously devoted to his responsibilities as a Trustee. The Board thanks him for his commitment in serving as a Mead Public Library Trustee and recognizes his service. The Mead Public Library wishes him all the best following his service to Sheboygan residents as a Library Trustee.

Dated 17th day of June, 2026

Garrett Erickson
Mead Library Director

Barbara Alvarez
Mead Library Board of Trustees President

A RESOLUTION in recognition of the service of **Jim Hollister** to Mead Public Library.

WHEREAS, **Jim Hollister** was first appointed to the Mead Public Library Board of Trustees in December 2023, and served in that role until January 2026, and

WHEREAS, **Jim Hollister** participated diligently as a member of multiple standing committees, including the Marketing and Services Committee, and Bylaws and Policies Committee, and

WHEREAS, **Jim Hollister** helped promote Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Jim Hollister** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Jim Hollister** took seriously his responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Jim Hollister** for the time and attention he so generously devoted to his responsibilities as a Trustee. The Board thanks him for his commitment in serving as a Mead Public Library Trustee and recognizes his service. The Mead Public Library wishes him all the best following his service to Sheboygan residents as a Library Trustee.

Dated 17th day of June, 2026

Garrett Erickson
Mead Library Director

Barbara Alvarez
Mead Library Board of Trustees President

Mead Public Library - Accounts Payable April 1st, 2026 through April 30th, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	INVOICE	FULL DESC
CHARTER MEDIA	255511 531100	CONTRACTED SERVICES	159.98			0 2010162475	MONTHLY INTERNET
FACEBK *57M9MKMCP2	255511 531400	ADVERTISING & MARKETING	74.83			0 2010162467	AD 26335665909455507
WALMART.COM	255511 531800	PROGRAM SERVICES	63.27			0 2010162235	ITEMS FOR COMICON
TOPPERS PIZZA SHEBOY	255511 531800	PROGRAM SERVICES	25.00			0 2010163067	TEEN PROGRAM GIFT CARD
TOPPERS PIZZA SHEBOY	255511 531800	PROGRAM SERVICES	20.00			0 2010163068	TEEN PROGRAM GIFT CARD
TOPPERS PIZZA SHEBOY	255511 531800	PROGRAM SERVICES	15.00			0 2010163069	TEEN PROGRAM GIFT CARD
JOHNSTON BAKERY, INC	255511 531800	PROGRAM SERVICES	330.00			0 2010163062	WI ACADEMY EVENT COOKIES
U.NU/CSND* CLICKSEND	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	100.00			0 2010162468	ACCOUNT RECHARGE: USER ID 284005
IN *SENSOURCE, INC.	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	312.00			0 2010162469	ANNUAL DATA HOSTING SERVICES 3/31/26-3/31/27
ADOBE INC	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	179.30			0 2010162476	MONTHLY INVOICE - CREATIVE CLOUD & ADOBE STOCK
ZOOM.COM 888-799-966	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	53.77			0 2010162477	ZOOM WORKPLACE PRO MONTHLY
USAT MEDIA CO	255511 536125	EMPLOYEE DEVELOPMENT	6.99			0 2010162466	MONTHLY SUBSCRIPTION
FEDEX516706199	255511 540130	POSTAGE & DELIVERY	5.50			0 2010162473	INTERLIBRARY LOAN TO LIBRARY OF CONGRESS - INV5167
FEDEX517089252	255511 540130	POSTAGE & DELIVERY	19.98			0 2010162474	SHIPPING
INTERSTATE BOOKS4SCH	255511 548001	DONATION PURCHASES	1,414.78			0 2010162472	FRIENDS FUNDING-SUMMER & GIFT OF READING
SPOTHERO 844-356-805	255511 548001	DONATION PURCHASES	51.77			0 2010162234	PARKING PASS
SUSHI TRAIN DOWNTOWN	255511 548001	DONATION PURCHASES	36.60			0 2010162236	MEAL - PLA
HEN HOUSE EATERY	255511 548001	DONATION PURCHASES	17.00			0 2010162237	MEAL - PLA
HEN HOUSE EATERY	255511 548001	DONATION PURCHASES	23.32			0 2010162238	MEAL - PLA
HI LO DINER	255511 548001	DONATION PURCHASES	33.26			0 2010162239	MEAL - PLA
TST* THE NICOLLET DI	255511 548001	DONATION PURCHASES	25.02			0 2010162240	MEAL - PLA
TST* NIKO NIKO BOBA	255511 548001	DONATION PURCHASES	15.45			0 2010162241	MEAL - PLA
TST* GAI NOI MPLS	255511 548001	DONATION PURCHASES	27.76			0 2010162242	MEAL - PLA
HYATT REGENCY MINNEA	255511 548001	DONATION PURCHASES	978.41			0 2010162243	HOTEL - PLA 2026 NATIONAL CONFERENCE
WAL-MART #1276	255511 548001	DONATION PURCHASES	75.02			0 2010162244	FOUNDATION WISHLIST - PROGRAMMING MATERIALS
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	385.00			0 2010162246	FOUND. WISHLIST-WAPL CONFERENCE-R. GONZALEZ
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	539.00			0 2010162247	FOUND. WISHLIST-WAPL CONFERENCE-ANN MILLER
AMERICAN LIBRARY ASS	255511 548001	DONATION PURCHASES	94.00			0 2010162248	FOUND. WISHLIST-ALA CONFERENCE-ANN MILLER
AMERICAN LIBRARY ASS	255511 548001	DONATION PURCHASES	610.00			0 2010162249	FOUND. WISHLIST-ALA CONFERENCE-ANN MILLER
HYATT REGENCY MINNEA	255511 548001	DONATION PURCHASES	978.41			0 2010162250	FOUND. WISHLIST-HOTEL-PLA 2026 NATIONAL CONFERENCE
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	510.00			0 2010162251	FOUND. WISHLIST-WLA CONFERENCE - ASHLEY KAPELLEN N
AMTRAK .COM 09606946	255511 548001	DONATION PURCHASES	108.00			0 2010162252	FOUND. WISHLIST-TRANSPORTATION - ANN & ALEAH ROUND
PICK N SAVE #432	255511 548001	DONATION PURCHASES	80.23			0 2010162253	FOUNDATION WISHLIST-PROGRAMMING-OREO TASTE TEST
TST* SLO FOOD MARKET	255511 548001	DONATION PURCHASES	120.00			0 2010162470	COOKIES - LIBRARY WORKER DAY
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	510.00			0 2010162471	FOUND. WISHLIST-PROF. DEVELOPMENT -KATIE LOUCKS NO
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	490.00			0 2010163064	FOUND. WISHLIST-CHERYL NESSMAN 2026 WAPL CONFERENCE
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	325.00			0 2010163065	FOUND. WISHLIST-ALISON LOEWEN 2026 WAPL CONF. WLA
JIMMY JOHNS 2125 - E	255511 548001	DONATION PURCHASES	150.21			0 2010163066	MILLIPORE SIGMA GRANT-WINTERGREEN: COMMUNITY PARTN
AMERICAN LIBRARY	255511 548001	DONATION PURCHASES	450.00			0 2010162245	FOUND. WISHLIST-ALA 2026 ANNUAL CONFERENCE-S. DURA
AMERICAN LIBRARY	255511 548001	DONATION PURCHASES	610.00			0 2010163070	FOUND. WISHLIST-PROF. DEV. ALA CONFERENCE - ALEAH
WAL-MART COMMUNITY	255511 548001	DONATION PURCHASES	179.22			0 2010163063	FOUNDATION WISHLIST-PROGRAMMING-WINTERGREEN
THE LIBRARY STORE	255511 548002	MATERIALS - ALL CATEGORIES	632.65			0 2010163060	COLLECTION SUPPLIES
THE LIBRARY STORE	255511 548002	MATERIALS - ALL CATEGORIES	-32.99			0 2010163061	SALES TAX REFUND
RYAN KISIOLEK	255 451915	PATRON FEES	23.96	04152026	371374	9000954422	PATRON REFUND FOR KOHAKU LUONG
KAUKAUNA PUBLIC LIBR	255 451915	PATRON FEES	7.99	04152026	371371	31389027657139	LOST ILL ITEM- ID #31389027657139 - MEAD PUBLIC
AT&T CORP	255511 531100	CONTRACTED SERVICES	90.02	04152026	371304	7809423110	ACCT #831-001-4630 820 MARCH BILLING MPL BROADBAND
LIBRARY SOLUTIONS	255511 531100	CONTRACTED SERVICES	3,200.00	04152026	371346	5170	ANNUAL SUBSCRIPTION HOSTING & MAINT FEE-2026/2027

Mead Public Library - Accounts Payable April 1st, 2026 through April 30th, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	INVOICE	FULL DESC
AT&T	255511 531100	CONTRACTED SERVICES	414.89	04152026	371303	920283020003MAR26	ACCT#920 Z83-0200 109 8 MAR TELEPHONE EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	45.95	04152026	7301	1JGW-7T6Y-HH71	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	27.99	04152026	7301	1CG1-MTXC-HC9G	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	70.89	04152026	7301	1Y9D-DH4J-NHY3	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	39.98	04152026	7301	1Q93-JMY Y-4LQC	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	40.94	04152026	7301	1MLD-LXQF-CT1W	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	31.96	04152026	7301	1HV7-QMG9-64KF	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
ADRIENNE ALLEN	255511 548001	DONATION PURCHASES	300.00	04152026	371300	APRIL 2026	FOUNDATION WISHLIST-PROGRAMMING-DIY COSPLAY BRACER
GANNETT WI LOCALIQ	255511 548001	DONATION PURCHASES	118.26	04152026	371331	0007606932	MARCH NOTICES-CUST #1012694
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	69.16	04152026	7332	508660240	CUST #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	479.22	04152026	7332	508657848	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	132.40	04152026	7332	508624299	CUST #2000016317 MONARCH GRANT/PROJECT
CAVENDISH SQUARE	255511 548002	MATERIALS - ALL CATEGORIES	186.03	04152026	371314	CAL355877I	ACCT #1000136576 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	41.00	04152026	7321	95633403	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	34.23	04152026	7321	95649811	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,003.63	04152026	7321	95591053	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	35.84	04152026	7321	95617855	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	-17.72	04152026	7321	95706382	CREDIT MEMO FOR INVOICE #95138900
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	38.04	04152026	7321	95494215	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	36.10	04152026	7321	95494214	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	60.29	04152026	7321	95494213	ACCT #20W8082 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	115.89	04152026	7301	1MYC-7KTY-LD1G	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	17.60	04152026	7301	1VFE-JPLX-6CNY	ACCT #A2JXVCVZU4S49M MONARCH GRANT/PROJECT
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	37.98	04152026	7301	14NL-6HGJ-4MKH	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	69.99	04152026	371309	529999	MATERIAL PURCHASE - SALES ORDER #484983
MIDWEST TAPE	255511 548003	OTHER CONTENT	939.95	04152026	7332	508507737	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	47.50	04152026	7332	508651919	CUST #2000014274 OTHER CONTENT
WILS	255511 548003	OTHER CONTENT	5,398.35	04152026	371422	505195	CUST #MEADP010 - SCHOLASTIC SUBSCRIPTIONS
COTTINGHAM & BUTLER	255511 531100	CONTRACTED SERVICES	325.00	04292026	7366	451718	CLASSIFICATION REVIEW/ASSESSMENT-ACCT #CITYOFS-08
ENGBERG ANDERSON INC	255511 531100	CONTRACTED SERVICES	10,960.00	04292026	371484	21339603-1	MEAD PL-STUDY & SENSORY ROOMS - 213396.03
ENGBERG ANDERSON INC	255511 531100	CONTRACTED SERVICES	1,535.00	04292026	371484	21339602-14	MEAD PL INTERIOR & AMH RENO - 213396.02
MILLCRAFT PAPER CO	255511 531400	ADVERTISING & MARKETING	460.17	04292026	371515	MSI00324718	ACCT #914287 WHITE SMOOTH-ADV & MARKETING
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	59.40	04292026	7353	1G7F-H6WM-C133	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	13.48	04292026	7353	1DFD-VPWL-7NX9	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE - STORYTIME
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	343.30	04292026	7353	1XFW-DYYR-RC77	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE - COMICON
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	10.99	04292026	7353	1TFW-7NYR-DWWR	ACCT #A2JXVCVZU4S49M - COMICON
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	17.43	04292026	7353	1QNX-313X-9X6H	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
WARHAMMER PANDA	255511 531800	PROGRAM SERVICES	400.00	04292026	371579	05/02/2026	RODNEY PRINSEN ESTATE-PAINTING D&D MINIS - MEADCON
GT GRAPHICS OF SHEB	255511 540100	OFFICE SUPPLIES	242.64	04292026	7378	52659	BUSINESS CARDS - MILLER, HILL, PILZ & R. SVCS
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	103.72	04292026	7353	1TFW-7NYR-DWWR	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	202.24	04292026	7353	1DLR-9PHT-71MM	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
MOTION PICTURE LICEN	255511 548001	DONATION PURCHASES	324.64	04292026	371517	504474327	FOUNDATION WISHLIST-MPLC LICENSE #MPLCUS5035187
COMPLETE OFFICE OF	255511 548001	DONATION PURCHASES	13,537.60	04292026	7365	230559	FURNISHINGS PHONE, MEETING AND A03
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	919.34	04292026	7353	1GND-39GD-3PH6	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST-PROG.-SUMMER
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	36.57	04292026	7353	1XKY-CPRJ-3MPW	ACCT #A2JXVCVZU4S49M - FOUNDATION WISHLIST-COMICON
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	16.95	04292026	7353	1RYH-Y9Q3-9CDY	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST - PEEPS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	15.99	04292026	7353	1PN9-G63M-MTWK	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-SEWING

Mead Public Library - Accounts Payable April 1st, 2026 through April 30th, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	INVOICE	FULL DESC
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	95.24	04292026	7353	1F4F-N3X6-QGNQ	ACCT #A2JXVCVZU4S49M - FOUNDATION WISHLIST-TIE DYE
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	98.32	04292026	7353	14QM-GKL7-PVHD	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST- SOUL COLLAGE
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	14.99	04292026	7353	1KPG-DCV1-HCL1	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST-QUILTING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	85.01	04292026	7353	1HT9-7XNY-RTH4	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST-QUILTING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	89.97	04292026	7353	1TFW-7NYR-64KN	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST-OUTREACH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	33.99	04292026	7353	1XMW-KWRH-6DVW	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST-OUTREACH
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	21.74	04292026	7353	1VM6-MH1Q-4YDT	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	44.97	04292026	7353	111L-MVKQ-4YQ4	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST-PEEPS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	10.87	04292026	7353	11HC-LVGW-4M4H	ACCT #A2JXVCVZU4S49M-FOUNDATION WISHLIST-GUIDES
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	27.49	04292026	7353	1NYL-XF96-VYTV	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST - TIE-DYE
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	5.49	04292026	7353	1WX9-XHF6-6X9G	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-LEVEL UP
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	90.00	04292026	7353	1MTM-PXM1-4NX3	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST - XBOX CABLE
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	180.46	04292026	7353	1XCY-GP4P-D9VW	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST - PARACHUTES
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	12.58	04292026	7353	1CXH-WCGD-9WRL	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST-PGM-COMICON
ALLIE TASCHÉ	255511 548001	DONATION PURCHASES	1,050.00	04292026	371462	MEAD-7	SVC PERIOD 1/1/26 - 3/31/26 - FOUNDATION WISHLIST
LINDSEY JOCHMAN	255511 548001	DONATION PURCHASES	383.13	04292026	371512	4072604	FOUND.WISHLIST FEB/MAR LIBRARY AQUARIUM SVS-MPL
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	321.73	04292026	7387	508690280	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	76.74	04292026	7387	508730794	ACCT #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	537.19	04292026	7387	508730792	ACCT #2000015656 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	20.09	04292026	7381	95747051	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	674.49	04292026	7381	95731490	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	38.04	04292026	7381	95717023	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	122.68	04292026	7381	95717022	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	2,667.56	04292026	7381	95802073	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	35.84	04292026	7381	95835556	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,103.48	04292026	7381	95918414	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	-26.61	04292026	7381	95948697	CREDIT MEMO FOR INVOICE #95802073
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	3,265.98	04292026	7381	95930025	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	278.06	04292026	7381	95930024	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	108.64	04292026	7381	96013757	ACCT #20W8082 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	119.93	04292026	7353	1VQM-D6PD-64CX	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE-VIDEO GAMES
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	170.91	04292026	7353	1KWK-4MLY-H1YM	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE - BACKPACKS
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	37.98	04292026	7353	199Y-XXLV-1WVK	ACCT #A2JXVCVZU4S49M CLEAR BACKPACKS
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	1,235.36	04292026	7353	1TK9-YCV4-WXJF	ACCT #A2JXVCVZU4S49M VIDEO GAMES
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	69.99	04292026	7353	11YM-346F-V7V6	ACCT #A2JXVCVZU4S49M VIDEO GAMES
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	19.25	04292026	7353	1NG1-V3PN-QQ9D	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
STATE BAR OF WISCONS	255511 548002	MATERIALS - ALL CATEGORIES	96.50	04292026	371562	5161842	ACCT #12587 WI JUDICIAL BENCHBOOK-STANDING ORDERS
DEMCO, INC.	255511 548002	MATERIALS - ALL CATEGORIES	89.99	04292026	371479	7794342	CUST #480136750 MATERIAL PURCHASE
EBSCO SUBSCRIPTION	255511 548002	MATERIALS - ALL CATEGORIES	148.14	04292026	7370	2604016	RATE ADJ. FOR INV: 1695359-ACCT #CG-F-98112-00
MIDWEST TAPE	255511 548003	OTHER CONTENT	26.57	04292026	7387	508685189	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	134.99	04292026	7387	508714604	CUST #2000014274 OTHER CONTENT
MIDWEST TAPE	255511 548003	OTHER CONTENT	617.67	04292026	7387	508720932	CUST #2000014274 OTHER CONTENT
KASCHAK ROOFING	255511 631200	BUILDING IMPROVEMENTS	66,875.00	04292026	371502	2025-002-Ret	MEAD PUBLIC LIBRARY ROOF REPLACEMENT
GROTH DESIGN GROUP	255511 631200	BUILDING IMPROVEMENTS	4,462.50	04292026	371496	13268	MEAD RESTROOMS-PROF. SVCS - PROJ: 0026.016.01
SHEBOYGAN WATER UTIL	255511 555100	UTILITIES	24.00	043026DD	371803	04012026-WATER	APRIL WATER BILLING
ALLIANT ENERGY	255511 555100	UTILITIES	6,382.79	043026DD	371808	03272026-MPL	MARCH BILLING-ACCT #5498700000
WISCONSIN PUBLIC SER	255511 555100	UTILITIES	4,878.38	043026DD	371819	5873921164	MARCH BILLING--GRP ACCT #0403257315-00031

Mead Public Library - Financial Statement for April 30, 2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	(3,117,913.00)	-	(3,117,913.00)	(2,249,243.73)	-	(868,669.27)	72.10
255	437200	MONARCH - SHEBOYGAN COUNTY	(932,458.00)	-	(932,458.00)	-	-	(932,458.00)	0.00
255	437210	MONARCH - OZAUKEE COUNTY	(32,793.00)	-	(32,793.00)	-	-	(32,793.00)	0.00
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(100,000.00)	-	-	100.00
255	437230	MONARCH - ADJACENT COUNTIES	(45,787.00)	-	(45,787.00)	(712.48)	-	(45,074.52)	1.60
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(2,412.17)	-	(4,587.83)	34.50
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(8,831.81)	-	831.81	110.40
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(183.66)	-	(416.34)	30.60
255	481100	INTEREST INCOME	(50,000.00)	-	(50,000.00)	(16,993.48)	-	(33,006.52)	34.00
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(144,227.51)	-	74,227.51	206.00
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(368.81)	-	(1,631.19)	18.40
TOTAL REVENUE			(4,366,551.00)	-	(4,366,551.00)	(2,522,973.65)	-	(1,843,577.35)	57.80
255511	510110	FULL TIME SALARIES - REGULAR	2,377,235.00	-	2,377,235.00	527,235.65	-	1,849,999.35	22.20
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	1,950.76	-	(1,950.76)	100.00
255511	510120	PART TIME SALARIES - REGULAR	-	-	-	88,984.90	-	(88,984.90)	100.00
255511	520310	FICA	143,995.00	-	143,995.00	36,406.17	-	107,588.83	25.30
255511	520311	MEDICARE	33,673.00	-	33,673.00	8,514.34	-	25,158.66	25.30
255511	520320	WI RETIREMENT FUND	162,710.00	-	162,710.00	42,571.81	-	120,138.19	26.20
255511	520340	HEALTH INSURANCE	494,155.00	-	494,155.00	163,564.38	-	330,590.62	33.10
255511	520350	DENTAL INSURANCE	30,046.00	-	30,046.00	9,759.84	-	20,286.16	32.50
255511	520360	LIFE INSURANCE	4,188.00	-	4,188.00	1,351.71	-	2,836.29	32.30
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-	100.00
255511	531100	CONTRACTED SERVICES	163,027.00	-	163,027.00	50,698.69	-	112,328.31	31.10
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	2,940.72	-	3,494.28	45.70
255511	531206	INSURANCE PREMIUMS	24,150.00	-	24,150.00	12,576.57	-	11,573.43	52.10
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	1,554.02	-	7,845.98	16.50
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	9,393.92	-	606.08	93.90
255511	533105	IT SERVICE FUND CHARGES	57,746.00	-	57,746.00	57,746.00	-	-	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	30,000.00	-	30,000.00	22,398.77	-	7,601.23	74.70
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	714.27	-	7,785.73	8.40
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	4.35	-	19,435.65	0.00
255511	540100	OFFICE SUPPLIES	11,700.00	-	11,700.00	2,453.75	-	9,246.25	21.00
255511	540130	POSTAGE & DELIVERY	7,000.00	-	7,000.00	4,237.87	-	2,762.13	60.50
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00	0.00
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	-	0.00
*Janitorial Supplies expense budgets and actuals covered by Building and Grounds Department starting in 2025									
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	72,027.48	170,506.05	(172,533.53)	346.50
255511	548002	MATERIALS - ALL CATEGORIES	370,767.00	-	370,767.00	75,682.98	-	295,084.02	20.40
255511	548003	OTHER CONTENT	150,102.00	-	150,102.00	204,278.23	-	(54,176.23)	136.10
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	-	0.00
*Building Maint & Repair expense budgets and actuals covered by Building and Grounds Department starting in 2025									
255511	555100	UTILITIES	148,835.00	-	148,835.00	51,965.45	-	96,869.55	34.90

Mead Public Library - Financial Statement for April 30, 2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	555120	PHONES	4,000.00	-	4,000.00	-	-	4,000.00	0.00
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	513.50	-	2,586.50	16.60
255511	631200	BUILDING IMPROVEMENTS	-	-	-	129,199.55	(124,737.05)	(4,462.50)	100.00
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	23,331.96	-	1,168.04	95.20
TOTAL EXPENSES			4,366,551.00	-	4,366,551.00	1,602,904.64	45,769.00	2,717,877.36	37.80
TOTAL REVENUE LESS EXPENSES			-	-	-	(920,069.01)	45,769.00	874,300.01	100.00

**CITY OF SHEBOYGAN
RESOLUTION 28-26-27**

BY ALDERPERSONS MITCHELL AND PERRELLA.

JUNE 8, 2026.

A RESOLUTION adopting an amended City of Sheboygan Social Media Policy.

WHEREAS, the amended social media policy addresses concerns raised following adoption of the policy on May 18, 2026.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby adopts the amended City of Sheboygan Social Media Policy, a copy of which is attached hereto.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

_____.

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of
Sheboygan

Meredith DeBruin, City Clerk, City of
Sheboygan



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

1. **PURPOSE.** The City of Sheboygan recognizes that social media can be a useful platform for community engagement, communication, and information sharing. This policy is intended to provide guidance and regulation to City staff and Public Officials who use social media on behalf of the City, and to the public who engages with the City through social media. This policy governs the use, administration, management, monitoring, and retention of Social Media and Social Media Content, consistent with state, federal, and local laws, regulations and in line with City goals.

The guidelines and restrictions within this Policy should not be construed in a manner that unlawfully interferes with any applicable employee rights provided under state or federal law, or individual constitutional rights under state or federal law.

- 2: **SCOPE.** This policy applies to:
- A. All City Officers and Authorized Users of Municipal Social Media Accounts.
 - B. All Municipal Social Media Accounts created or used on behalf of the City.
 - C. External Users who engage with Municipal Social Media Accounts.
 - D. Employee's Personal Usage of social media on Municipal Social Media Accounts or social media use that is otherwise unprotected by state or federal law.
3. **DEFINITIONS.** Terms used but not defined by this policy should be construed with ordinary use and meaning. The defined terms used within this policy are:
- A. **Authorized User(s):** The City employee(s) given the authority and authorization to manage Municipal Social Media Accounts. All City Officers are also Authorized Users.
 - B. **Candidate Sites:** a website, social media account, or other electronic public content that promotes an individual that is currently running for a political office or position.
 - C. **Corporate Commercial Site(s):** a commercial entity's official online presence which acts either as a digital storefront, advertisement, or mechanism for customer engagement and business growth.
 - D. **External Users:** Individuals or commercial entities who engage with Municipal Social Media Accounts that are not City Officers or Authorized Users.
 - E. **Limited Public Forum:** A Municipal Social Media Account or specific post or publication within or onto a Municipal Social Media Account that is restricted to specific or particularized subject matter or content.
 - F. **Link or Linking:** the act of associating or connecting two or more social media accounts. This may include but is not limited to "liking", "sharing", "retweeting", "@mentions," or directly posting or including a secondary source to a social media site or account.
 - G. **Malware:** Software that is capable of or used to damage, disable, or otherwise infiltrate electronic systems or communication devices.
 - H. **Municipal Social Media Accounts:** Any social media accounts that have been authorized, curated, and used by a City Officer or Authorized User for the purpose of engagement, communication, and information sharing with the community on behalf of the City and the Mead Public Library.



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

- I. **Personal Identification Information:** Those identifiers referred to within Wis. Stat. § 43.201(1)(a) and (b). This does not include information shared about the specific user that publishes content to a Municipal Social Media Account. For example, this definition excludes information shared by an external user who posts their own address to a Municipal Social Media Account related to a complaint, comment, or concern.
- J. **Personal Use/Usage:** Use of social media that is strictly used for individual or personal use unrelated official City initiatives or business.
- K. **Publish:** includes creating, sharing, posting, reposting, or otherwise the dissemination of information or content on a social media platform or account.
- L. **City Content:** Any messages, materials, documents, media, information, or similar uses of social media that is published or otherwise made public and relates to an official function, position, or policy of the City, Authorized User, or City Officer.
- M. **City Officers:** Elected or appointed public officials capable of making and enforcing City policy. **May also be referred to as “municipal officers.”**

4. OWNERSHIP OF MUNICIPAL SOCIAL MEDIA ACCOUNTS.

- A. All Municipal Social Media Accounts, regardless of the employee or official who creates or otherwise manages the account in whole or in part, are owned by and belong solely to the City. The City does not own, manage, or regulate content on social media accounts or profiles created by employees **or municipal officers** exclusively for an employee’s **or municipal officer’s** own personal use.
- B. All Municipal Social Media Accounts must be approved pursuant to this policy. The City Officer or Authorized User in charge of managing the account is the custodian of the records created through the use of the Municipal Social Media Account and is responsible for maintaining those records and producing those records pursuant to a lawful records request. The City may assist in record retention or production for any Municipal Social Media Accounts made and operated in compliance with this policy.

5. GENERAL PRACTICES AND PROCEDURES FOR MUNICIPAL SOCIAL MEDIA ACCOUNTS.

- A. All Municipal Social Media Accounts shall be operated in accordance with applicable state, federal, and local laws, regulations, and policies, including all information technology security policies, public record laws, and applicable record retention laws.
- B. Authorized Users shall not combine Personal Usage of social media with Municipal Social Media Accounts. Combining Personal Usage of social media with Municipal Social Media Accounts may result in liability, employment issues, and other consequences both to the individual employee and the City. **In other words, city officers and employees should not post personal content on Municipal Social Media Accounts unless such post is made from their personal account in their personal capacity.**
- C. Categories of Municipal Social Media Accounts.
 - i. Nonpublic forum: Municipal Social Media Accounts used to inform the public without engaging in two-way communication shall have comments and other external user actions deactivated. Such accounts shall post in a conspicuous location, the following statement, “This account is used for informational purposes. For those who wish to express views with the City, please contact your elected representative (link to alder page).”



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

- ii. Public forum: Municipal Social Media Accounts used to engage with the public shall post in a conspicuous location, the following statement, “The City of Sheboygan (Mead Public Library) does not endorse and is not responsible for content placed by others that may be offensive, hurtful, in poor taste, or disagreeable. The City reserves the right to hide content placed by others that includes:
 - 1. Spam, advertising, or links that promote a business, service, or product;
 - 2. Content that promotes, directs, or perpetuates illegal activity including but not limited to threats of violence and unlawful activity.
 - 3. Content that is defamatory, according to law;
 - 4. Content containing obscenity that is not protected by law. “Obscenity” refers to sexually explicit content having no reasonable value in arts, literature, etc., as distinguished from language that is offensive, vulgar, distasteful, etc. An example of material considered “obscene” is child pornography.
 - 5. Direct threats;
 - 6. Malware, viruses, security threats to the City network, or flooding;
 - 7. Infringements of copyrights or trademarks.

This is not an exhaustive list. Content moderation will be addressed on a case-by-case basis in conformity with the law.”

D. Creating a Municipal Social Media Account:

- i. Any new Citywide Municipal Social Media Account must be approved by the City Administrator or designee. Any new Municipal Social Media Account specific to a department must be approved by the Department Head or designee. Such approval shall be in writing and shall identify the account’s scope/purpose, its Authorized Users, and whether the account will operate as a nonpublic forum or public forum. Each account shall have at least two Authorized Users.
- ii. Any new Municipal Social Media Account shall have at least two Authorized Users with access to manage content on the account. This does not include department heads or those otherwise designated by the City Administrator to manage or maintain City communications or social media.
- iii. Any Municipal Social Media Account or Authorized User must comply with the provisions of this policy. Each Authorized User must review this policy and sign off on this policy on a yearly basis.

E. Form and Format of Municipal Social Media Page.

All Municipal Social Media Accounts are required to:

- i. Identify that the Account is an official City/department Account. If the Municipal Social Media Account is managed as the official page for a City Officer, the account or page must identify that it is the official page of that City Officer.
- ii. Prominently display in a conspicuous place a hyperlink to the City website and a separate hyperlink to this policy on the City website.



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

- iii. Clearly state that the Account is maintained by the City and that its use and content is governed by this Social Media Policy.

F. Linking Municipal Social Media Accounts

- i. Municipal Social Media Accounts and Authorized Users shall not ‘friend’, ‘like’, ‘follow’, or otherwise connect with:
 1. Candidate Sites or pages advocating a position on a City or other political ballot issue. During election, re-election, or a political campaign where a sitting City Officer’s page acts as a Candidate Site, the other Municipal Social Media Accounts should not promote one candidate or ballot issue above other candidates or ballot issues.
 2. Corporate Commercial Websites that promote companies or subsidiaries whose business is derived from the sale or manufacture of tobacco products, alcoholic beverages, or sexual/adult-oriented products.
 3. Religious or political organizations.
 4. Individual Personal Social Media Accounts.
- ii. Municipal Social Media Accounts may “‘friend’, ‘like’, ‘follow’,” or otherwise connect with:
 1. Other Municipal Social Media Accounts.
 2. Corporate Commercial Websites not prohibited by 5(C)i.2).
 3. Entities that have been identified by the Municipality as having programs or offerings which compliment a City or department program and which are not operated for commercial purposes.

G. Terminating a Municipal Social Media Account.

- i. Prior to terminating any City Social Media Account, the Authorized Users and/or City Officer must notify the City Administrator, for citywide accounts, or their department head, or designees of their intent to terminate the account.
- ii. Prior to termination of a Municipal Social Media Account, any records created or otherwise existing as part of the Municipal Social Media Account must be memorialized in conformity with Wisconsin Public Records laws.

6. SPECIAL CONSIDERATIONS FOR MUNICIPAL OFFICER USE OF SOCIAL MEDIA.

- A. Municipal Officers hold unique positions in the operation of the City government. By virtue of their position and authority, Municipal Officers have the potential to generate records anytime the Municipal Officer creates content or otherwise posts or publishes content related to a City function or related to the authority of the Municipal Officer. Municipal Officers are strongly encouraged to use proper discretion and compliance with this policy and all related policies involving community engagement.
- B. Municipal Officers are the record custodians for their content posted and shall adhere to all local, state, and federal laws.
- C. Municipal Officers may make political statements or statements related to ballot issues on their own **Municipal Personal** Social Media Account managed by that Municipal Officer, but should be aware that



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

those statements and records may generate interest and issues for the municipality, including but not limited to substantial records requests, lawsuits, damages, etc.

D. Municipal Officers are encouraged to include a disclaimer on their personal social media pages indicating that the page is not an official city page. Municipal officers interested in such disclaimer may work with the City Attorney on language development, if desired.

~~E. Municipal Officers may not post or publish political or ballot content to any other Municipal Social Media Account.~~ **Political or ballot content is not allowed on municipal social media accounts.**

~~F. Municipal Officers should refrain from posting or publishing content on other Municipal Officer Social Media Accounts.~~

7. GENERAL REQUIREMENTS ON AUTHORIZED USERS.

All Authorized Users of Municipal Social Media Accounts shall:

- A. Provide account information, including username, password, and any other access credentials to the City Administrator (for Citywide accounts) or to their department head, or their designees.
- B. Provide full and updated records of active Authorized Users having access to and authority to regulate content on the Municipal Social Media Account(s).
- C. Ensure that any content published, posted, or hyperlinked-to in any capacity by an Authorized User to a Municipal Social Media Account is related to and in furtherance of the City's missions, services, goals, or objectives of the City.
- D. Maintain the Municipal Social Media Account in conformity with this policy.
- E. Monitor Municipal Social Media Accounts on a regular basis during the Authorized User's normal working hours excluding City Holidays.
- F. Notify the IT Director immediately of any security threats, risks, or unauthorized uses of their Municipal Social Media Account.
- G. Maintain and produce records in compliance with Wisconsin Public Records law.
- H. Provide a signed and dated copy of this policy acknowledging they have read and are aware of this policy and their obligations as an Authorized User.
- I. If the Authorized User or City Officer terminates, is removed from, or is no longer employed/representative of the City, said user shall immediately cease all involvement and/or use of Municipal Social Media Accounts. Failure to cease activity or surrender control of a Municipal Social Media Account upon expiration of the City Officer or Authorized User's position will result in penalties or other legal recourse.
- J. Upon change or termination of an Authorized User or Municipal Official, the Department Head/ City Administrator or designee shall change any password for a Municipal Social Media Account to assure account security.
- K. Authorized Users shall not use their position or Municipal Social Media Account for personal gain.

8. CONTENT MODERATION BY AUTHORIZED USERS.



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

A. Regulations on Content published on Municipal Social Media Pages by an Authorized User:

- i. All content that is published, posted, or hyperlinked-to in any capacity by an Authorized User to a Municipal Social Media Account must be related to a mission, service, goal, or objective of the municipality, department, officer, board, commission, committee, or authority of the municipality.
- ii. Except for Municipal Social Media Accounts administered by public safety or public health departments, Municipal Social Media Accounts should refrain from posting any original content related to public safety or public health without approval from the City Administrator. Reposting or republishing previously approved content related to public safety or public health that has already been posted or published on other Municipal Social Media Accounts is acceptable.
- iii. Authorized Users of Municipal Social Media Accounts shall not publish prohibited content, including but not limited to:
 1. Content that violates a person’s rights under federal, state, or local laws such as personally identifiable information and personal financial information;
 2. Content that is abusive, discriminatory, inflammatory, or sexually explicit;
 3. Information that could compromise an ongoing investigation or the safety and security of City operations, its employees, or members of the public;
 4. Content posted for personal use;
 5. Content that is not properly authorized by this policy or a supervisor.
- iv. Denying an External User access to a Municipal Social Media Account
 1. Authorized Users may hide or remove individual posts that violate this Policy.
 2. The City reserves the right to ban/block an External User’s access to Municipal Social Media Accounts for repeated violations of this Policy.
 3. Prior to banning or blocking an External User, the Authorized User shall obtain City Administrator authorization. A ban/block may be permanent or temporary, full or partial. Any External User that is denied access to a Municipal Social Media Account may appeal the ban to Licensing, Hearing, and Public Safety Committee by submitting an appeal in writing to the City Clerk’s Office within thirty (30) days of the ban.

9. CONTENT POSTED BY EXTERNAL USERS. The City is not responsible for content published or posted by External Users onto Municipal Social Media Accounts. To the extent allowed by law, the City will attempt to moderate illegal or unprotected content such as that identified in section 5.C.ii. External Users of Municipal Social Media Accounts are prohibited from publishing content on a Municipal Social Media Account that is in violation of this policy such as that identified in section 5.C.ii. Content published by External Users may be subject to disclosure or retention subject to Wisconsin Public Records and Record Retention laws or discovery obligations. Any content published on a Municipal Social Media Account becomes public information, subject to the terms of this policy, and the External User should have no expectation of privacy or confidentiality with respect to the published content.



CITY OF SHEBOYGAN SOCIAL MEDIA POLICY

10. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA.

- A. This policy is not intended to limit or restrict Employees to speak as private citizens on matters related to a public concern provided that the post or content does not create a security risk or disruption to the City.
- B. Employee Personal Use of Social Media may not be protected when it creates security or safety risks, becomes amplified to the extent it creates disruption to official municipal business, or relates to private concerns or matters.
- C. Employees may be held responsible for their personal social media use to the extent allowed by law.

11. LEGAL REQUIREMENTS.

- A. Content published on Municipal Social Media Accounts is subject to Wisconsin Public Records Law.
- B. Authorized Users are responsible for maintaining records of the Municipal Social Media Account(s) that they manage and responding to lawful records requests.
- C. City Officers understand that discussions with other City Officers on social media may be subject to records requests AND may constitute a meeting pursuant to Wis. Stat. § 19.82. As such, City Officers are discouraged from communicating with other City Officers through social media.
- D. City Officers understand that even a private social media account may transition to a Municipal Social Media Account if the City Officer engages in official actions, duties, or authority conferred to the Officer by virtue of their position. Whether a social media account likely transitioned into a municipal social media account will be assessed by the City Attorney based upon the applicable legal framework. In such case, the social media account holder will be asked to work with the City Attorney to ensure that the obligations and interests of the City are preserved while minimizing impact to the officer's personal account.

**CITY OF SHEBOYGAN
ORDINANCE 4-26-27**

BY ALDERPERSON BOORSE AND HEIDEMANN.

MAY 27, 2026.

AN ORDINANCE amending section 26-20 of the Sheboygan Municipal Code.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS
FOLLOWS:

SECTION 1: **AMENDMENT** “Sec 26-20 Smoking Prohibited; Exceptions”
of the Sheboygan Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

Sec 26-20 Smoking Prohibited; Exceptions

- (a) *State law adopted.* The provisions of Wis. Stats. § 101.123(1), (2), (2m), (3), (6) and (9), and all acts amendatory thereof, to the extent applicable within the city, are adopted by reference in this section as if fully set forth herein.
- (b) *Designated outdoor smoking areas.* The person in charge of a restaurant, tavern, private club, or retail establishment located in an area subject to this section may designate an outside area that is a reasonable distance from any entrance to the restaurant, tavern, private club, or retail establishment where customers, employees, or persons associated with the restaurant, tavern, private club, or retail establishment may smoke.
- (c) *Prohibited in public buildings.* No person shall smoke in any city-owned or -leased public building or within 25 feet of a main entrance thereof at any time, including, but not limited to, the following:
 - (1) City Hall, 828 Center Avenue.
 - (2) Sheboygan Transit Building, 608 South Commerce.
 - (3) Bus Transfer Terminal, across from 828 Pennsylvania Avenue.
 - (4) Municipal Service Building, 2026 New Jersey Avenue.
 - (5) Fire stations:
 - a. Station No. 1, 833 New York Avenue.
 - b. Station No. 2, 2413 South 18th Street.
 - c. Station No. 3, 1326 North 15th Street.
 - d. Station No. 4, 2622 North 8th Street.
 - e. Station No. 5, 4504 South 18th Street.
 - (6) Mead Public Library, 710 North 8th Street.
 - (7) Uptown Social senior center, 1817 North 8th Street.
 - (8) Marina Administration Building, 821 Broughton Drive.

- (9) Youth Boating Center, 619 Broughton Drive.
 - (10) Deland Park Community Center, 901 Broughton Drive.
 - (11) Wastewater Treatment Facility, 3333 Lakeshore Drive.
 - (12) Water Utility Building, 72 Park Avenue.
 - (13) Any other city-owned or -rented office.
 - (14) All city-owned or -leased motor vehicles.
- (d) *Prohibited in council meetings.* No person shall smoke while in attendance at any public meeting of the common council or in any of its authorized committees regardless of the location of the meeting.
- (e) *Removal of signs prohibited.* It shall be unlawful for any person to remove, deface or destroy any legally required no smoking sign.
- (f) *Penalties.* The following penalties shall apply to violations of this section as indicated:
- (1) Any person who violates the provisions of Wis. Stats. § 101.123(2), as incorporated herein in subsection (a) or (b) of this section, shall be subject to a forfeiture of not less than \$100.00 nor more than \$250.00 for each violation, together with the costs of prosecution, and in default of payment thereof, to imprisonment in the county jail until such forfeiture and costs are paid, but not to exceed 80 days.
 - (2) Except as provided in subsection (c)(3) or (4) of this section, any person in charge who violates Wis. Stats. § 101.123(2m)(b) through (d), as incorporated herein in subsection (a) of this section shall be subject to a forfeiture of \$100.00 for each violation, together with the costs of prosecution, and in default of payment thereof, to imprisonment in the county jail until such forfeiture and costs are paid, but not to exceed 80 days.
 - (3) For violations subject to the forfeiture under subsection (c)(2) of this section, if the person in charge has not previously received a warning notice for a violation of Wis. Stats. § 101.123(2m)(b) through (d), as incorporated herein in subsection (a) of this section, the law enforcement officer shall issue the person in charge a warning notice and may not issue a citation.
 - (4) No person in charge may be required under subsection (c)(2) of this section to forfeit more than \$100.00 in total, plus costs of prosecution, for all violations of Wis. Stats. § 101.123(2m)(b) through (d), as incorporated in subsection (a) of this section, occurring on a single day.

(Code 1997, § 70-6; Ord. No. 136-96-97, § 1, 4-14-1997; Ord. No. 9-10-11, § 1, 6-21-2010; Ord. No. 61-10-11, § 1, 4-18-2011; Ord. No. 13-11-12, § 1, 7-5-2011)

AFTER AMENDMENT

Sec 26-20 Smoking Prohibited; Exceptions

- (a) *State law adopted.* The provisions of Wis. Stats. § 101.123(1), (2), (2m), (3), (6) and (9), and all acts amendatory thereof, to the extent applicable within the city, are adopted by reference in this section as if fully set forth herein.
- (b) *Designated outdoor smoking areas.* The person in charge of a restaurant, tavern,

private club, or retail establishment located in an area subject to this section may designate an outside area that is a reasonable distance from any entrance to the restaurant, tavern, private club, or retail establishment where customers, employees, or persons associated with the restaurant, tavern, private club, or retail establishment may smoke.

- (c) *Prohibited in public buildings.* Except as otherwise set forth herein, No person shall smoke in any city-owned or -leased public building or within 25 feet of a main entrance thereof at any time, including, but not limited to, the following:
- (1) City Hall, 828 Center Avenue.
 - (2) Sheboygan Transit Building, 608 South Commerce.
 - (3) Bus Transfer Terminal, across from 828 Pennsylvania Avenue.
 - (4) Municipal Service Building, 2026 New Jersey Avenue.
 - (5) Fire stations:
 - a. Station No. 1, 833 New York Avenue.
 - b. Station No. 2, 2413 South 18th Street.
 - c. Station No. 3, 1326 North 15th Street.
 - d. Station No. 4, 2622 North 8th Street.
 - e. Station No. 5, 4504 South 18th Street.
 - (6) Mead Public Library, 710 North 8th Street and the public spaces surrounding the building, including the green spaces along North 8th Street and Wisconsin Avenue.:
 - (7) Uptown Social senior center, 1817 North 8th Street.
 - (8) Marina Administration Building, 821 Broughton Drive.
 - (9) Youth Boating Center, 619 Broughton Drive.
 - (10) Deland Park Community Center, 901 Broughton Drive.
 - (11) Wastewater Treatment Facility, 3333 Lakeshore Drive.
 - (12) Water Utility Building, 72 Park Avenue.
 - (13) Any other city-owned or -rented office.
 - (14) All city-owned or -leased motor vehicles.
- (d) *Prohibited in council meetings.* No person shall smoke while in attendance at any public meeting of the common council or in any of its authorized committees regardless of the location of the meeting.
- (e) *Removal of signs prohibited.* It shall be unlawful for any person to remove, deface or destroy any legally required no smoking sign.
- (f) *Penalties.* The following penalties shall apply to violations of this section as indicated:
- (1) Any person who violates the provisions of Wis. Stats. § 101.123(2), as incorporated herein in subsection (a) or (b) of this section, shall be subject to a forfeiture of not less than \$100.00 nor more than \$250.00 for each violation, together with the costs of prosecution, and in default of payment thereof, to imprisonment in the county jail until such forfeiture and costs are paid, but not to exceed 80 days.
 - (2) Except as provided in subsection (c)(3) or (4) of this section, any person in charge who violates Wis. Stats. § 101.123(2m)(b) through (d), as incorporated herein in subsection (a) of this section shall be subject to a forfeiture of \$100.00 for each violation, together with the costs of prosecution, and in

default of payment thereof, to imprisonment in the county jail until such forfeiture and costs are paid, but not to exceed 80 days.

- (3) For violations subject to the forfeiture under subsection (c)(2) of this section, if the person in charge has not previously received a warning notice for a violation of Wis. Stats. § 101.123(2m)(b) through (d), as incorporated herein in subsection (a) of this section, the law enforcement officer shall issue the person in charge a warning notice and may not issue a citation.
- (4) No person in charge may be required under subsection (c)(2) of this section to forfeit more than \$100.00 in total, plus costs of prosecution, for all violations of Wis. Stats. § 101.123(2m)(b) through (d), as incorporated in subsection (a) of this section, occurring on a single day.

(Code 1997, § 70-6; Ord. No. 136-96-97, § 1, 4-14-1997; Ord. No. 9-10-11, § 1, 6-21-2010; Ord. No. 61-10-11, § 1, 4-18-2011; Ord. No. 13-11-12, § 1, 7-5-2011)

SECTION 2: REPEALER CLAUSE All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

SECTION 3: EFFECTIVE DATE This Ordinance shall be in effect from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

_____.

Presiding Officer

Attest

Ryan Sorenson, Mayor, City of Sheboygan

Meredith DeBruin, City Clerk, City of Sheboygan

Title: Code of Conduct	Document Type: Policy
Chapter: Miscellaneous	Document Number: 14.01
Approved By: Library Board of Trustees	Original Effective Date:
	Date of Last Revision: 6/17/2026

Code of Conduct

Introduction

This code of conduct will help you understand which behaviors are acceptable at the Library and which are unacceptable.

The Library's Values

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

We want you to feel safe and welcome at the Library, and we depend on you to follow Library rules so others can feel safe and welcome. People who do not follow the Library's rules may be asked to leave. People banned from the Library for more than 10 days can appeal that decision by calling the library at 920-459-3400 or contacting us online at <https://www.meadpl.org/contact>.

Acceptable Behaviors at the Library:

- Asking questions: our staff are here to help you
- Showing respect to others: be kind to those around you and give people their space
- Keeping noise levels low: use your inside voice when talking and headphones while using cell phones, computers, and other devices
- Taking care of the Library and everything in it: handle books and other materials carefully, return borrowed materials on time.
- Request ADA accommodations
- Following library rules: The Library has policies that explain what is and is not allowed at the library. The policies also explain your rights at the library. You can read our policies online at <https://www.meadpl.org/policies>, or you can request specific policies in print at any service desk

Unacceptable Behaviors at the Library:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Smoking or vaping in the Library or within 25 ft. of the Library's doors
- Stealing or damaging property that does not belong to you
- Asking people you don't know for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended
- Leaving your personal belongings unattended
- Creating a mess or tripping hazard with your personal belongings
- Not following Library rules <https://www.meadpl.org/policies>

Food & Beverages

Small snack foods in closeable containers are allowed except when using library equipment or the children's play area. All other food is prohibited.

Nonalcoholic beverages in portable containers — such as travel mugs, screw-top bottles, cans and juice boxes — ~~are allowed. Open containers, such as canned beverages, are prohibited.~~

Messes

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

Building Access

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

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

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

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

Use of Library Restrooms

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

Staff Only Areas

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

Harassment & Disorderly Behavior:

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

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

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

- Using loud, abusive, profane, or offensive language
- Fighting or rough play
- Running

Animals

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

Clothing and Hygiene

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

Smoking

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

Bags, Backpacks & Personal Belongings

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

- Items larger than 26" x 14" x 14" are prohibited.
- Bedrolls, blankets, pillows, and sleeping bags are not permitted.

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

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

Scooters and Skateboards

Scooters and skateboards as needing to be properly stowed when in the library.

Carts, Strollers & Mobility Devices

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

Carts, wagons and bicycles are prohibited. Exceptions include:

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

Accommodations are available to assist visitors with transporting library materials

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

Submitted by Cheryl Nessman

June, 2026

Staffing:

- An internal candidate was hired to fill the Associate Librarian position in Circulation.
- The vacated Library Assistant position that resulted from the above promotion has been posted.
- A draft position description for the Library Assistant – Technical Services position was sent to City HR.

Programming/Exhibit/Outreach Highlights:

- June-Aug:
 - The [Summer Reading program](#) is underway. Some of the fun activities that are planned include:
 - Summer Math Adventure (May 26-Aug 8)
 - Tween Summer Science Club (Wednesdays, June 10-July 8)
 - Acuity Cool Picks Summer Reading Program Kickoff for Teens (June 16th)
 - Kids on Canvas (June 18th)
 - Red, White & Read: Craftsavaganza (July 2)
 - Dinosaur Dimansion Show (July 7)
 - Stuffed Animal Sleepover (a family favorite! July 14-15)
 - Be My Neighbor Storytime (Tuesdays July 14-Aug. 4)
 - Milwaukee Public Museum Dinosaur Hunt (Aug. 1)
 - Tween Steam Camp (Aug. 3-6)
 - Bubble Bash at the City Green (Aug. 12)
 - Build Your Own 3-D Dragon (Aug. 20)
 - The [Teen Summer Reading Cool Picks Program Kick-Off](#) will be held at Acuity on June 16th.
 - A program on [Geology Exploring Minerals, Fossils & Gemstones](#) will be held in the Rocca room on Saturday, July 25th at 1pm.
 - Registration for [Hmong Language Classes for kids 11-15 years old](#) closes on June 17th.
 - Ready Set PreK will return this summer with [Preschool Playshops](#) starting on June 17th, [Kindermusic Ready, Set, Rythm!](#) Starting on July 20th, and [My First Bus Ride](#) taking place on Aug. 11th.
 - [Job Search Help](#), provided by the Wisconsin Department of Workforce Development, is being offered at the library on Wednesdays from 10am-

1pm. People can schedule an appointment or use one of the walk-in slots.

Patron Services

- Volunteers cleaned up the outside areas surrounding the library entrance, picking up hundreds of cigarette butts and other trash. This resulted in a much more inviting approach to the library.
- We are beginning to work on a slow rollout of the block-wide smoking ban that was approved by the Common Council this month.

Collections

- We are renewing many of our Experience Passes and looking for new ways to make those more accessible to patrons through the purchase of additional copies. We are also adding additional copies of some of our more popular Experience Collection “things.”