



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**September 18, 2024 at 5:00 PM**

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

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Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Wednesday, September 18 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
5. Correspondence, Announcements, and Common Council Reports

## **COMMITTEE REPORTS**

- [6.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
7. HR Committee Report - Sept 5

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- [8.](#) Job Description
- [9.](#) 2025 Budget
- [10.](#) Code of Conduct Policy

## **DIRECTOR'S REPORT**

- [11.](#) Building Projects
12. Services and Programming

[13.](#) Security Update

[14.](#) Monthly Statistics

#### **LIAISON REPORTS**

15. Monarch Library System - Maeve Quinn

16. Mead Library Foundation - Kathie Norman

[17.](#) Friends of Mead - Pattie Pilz

#### **UPCOMING MEETINGS**

18. LIBRARY BOARD OF TRUSTEES (October 16, 2024 at 5:00 p.m in the Loft)

#### **ADJOURN**

19. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 17, 2024 at 5:00 PM

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

Members (in-person): Julia Hart, Jim Hollister, Kathie Norman, Jeanne Pfeiffer, and Angela Ramey

Members (virtual): Meg Albrinck, Maeve Quinn, and Sherry Speth

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

## OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President.  
Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments  
None.
4. Approval of Minutes  
Hollister **moved** to accept the June 19, 2024, minutes. **Seconded** by Norman. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports  
None.

## COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations). Receive Budget Status Report to Date  
Grossen reviewed the May and June financial statements. In May, we received a Monarch Library System payment of \$894,000 for service to Sheboygan County residents of non-library communities and adjacent county services. Additionally, we received nearly \$5,000 in donations from the Friends for the Gift of Reading Program two 3D printers and one laser printer. Expenses to date are about \$2 million, leaving a variance of \$1,260,063. The Building Improvements account is under budget. Hart **moved** to approve the payment of current expenditures, including payroll and special revenues. Norman **seconded**. Motion **passed**.
7. HR Committee – Erickson  
At the Common Council meeting scheduled for August 5, a resolution sponsored by Alders Mitchell and Perrella will be voted on to add a part-time accounting clerk to City Finance. This part-time accounting clerk will perform accounts payable duties for Mead. Norman made a motion to endorse this resolution to have the City's Finance Department perform accounts payable services for Mead via a Limited Term employee. Hart **seconded**. Motion **passed**.

A 2023 Department of Public Instruction study was conducted to standardize library positions across the state. Job titles, salary grades and job descriptions were reviewed. It would cost \$41,800 to upgrade the positions outlined below. Funds from the Administrative Services Manager's position would be used to fund these increases.

Albrinck made a motion to change the Table of Organization to reflect the title changes as outlined below and to strike through the Administrative Services Manager's position. Hollister seconded. Motion passed.

#### Maintenance Worker Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Albrinck made a motion to approve the recommendation to change the Maintenance Worker's job title and salary grade. Hart seconded. Motion passed.

- Renamed to Building Maintenance Worker
- Salary grade bumped from 7 to 8
- Cost to move the grade is about \$1,000

#### Public Services Manager Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and job description be modified as outlined below. Albrinck made a motion to approve the recommendation to change the Public Services Manager's job title and job description. Norman seconded. Motion passed.

- Renamed to Deputy Director
- Job duties changed
- No change in salary grade

#### Cleaner Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Quinn made a motion to approve the recommendation to change the Cleaner's job title and salary grade. Albrinck seconded. Motion passed.

- Renamed to Janitorial Cleaner
- Salary grade bumped from 2 to 5
- Cost to move the grade is \$9,589

#### Page Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Quinn made a motion to approve the recommendation to change the job title, and salary grade. Speth seconded. Motion passed.

- Renamed to Library Clerk
- Salary grade bumped from 1 to 4
- Cost to move the grade is \$31,211

#### Library Page Position

It is recommended that this position become a seasonal position. Currently, this position is not listed in our Table of Organization since no employee is presently assigned to these duties which are primarily shelving books. There are no benefits associated with this position. Quinn made a motion to accept these changes. Speth seconded. Motion passed.

### **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. Job Description Updates - Quinn recommended that the Library Director's job description be updated to reflect additional Administrative Services Manager's duties assumed by Erickson.

9. Table of Organization Updates - Quinn made a motion to approve the Table of Organization as presented. Hollister seconded. Motion passed.
10. Consent Agenda - Tabled until next month.
11. Code of Conduct – Discussion took place on the current Code of Conduct and the Food Policy. Our goal is to have an updated policy prepared for review at the August meeting. Quinn stated that the code should be enforceable by staff, and should have an end goal of keeping patrons safe and our library clean. Prentice recommended that the Food Policy be incorporated into the Code of Conduct. She added that staff need to focus on behaviors rather than identifiers. Enforcement must be equitable. Erickson stated that unstaffed lockers may be a solution to provide patrons a place to store their personal items. Sleeping patrons poses a safety risk for staff as we do not know why they are asleep. If it is drug or alcohol induced, they could be violent if woken up. Staff do a safety check on sleeping patrons to make sure they are OK. Generally, if someone nods off and are not being disruptive, we leave them alone.
12. Electrical Work Approval– Erickson proposed adding quad receptacles and data cables to the east and west side of the main floor column. These would be used for self-checkout or catalog computers. On the third floor, Erickson proposed installing additional electrical floor outlets by the staff door. Quinn made a motion to approve the first and second electrical work proposal totally \$5,200. Hart seconded. Motion passed.
13. 2025 Budget– The budget is due August 21. Office supplies moved \$2,000 to contracted services to help cover higher costs. The City will get an additional \$450,000 in 2024. Utilities increased by 4%. The City’s IT Department increased cost by 2.5%. A draft budget will be reviewed at our August meeting. Erickson noted that we only control the operating part of the budget. County reimbursements will increase to about \$43,493. Total revenues for 2024 are expected to increase by about \$49,000. The office supplies’ budget was reduced to increase money in other areas. Janitorial supplies continue to increase in cost. Quinn asked Erickson to send out the complete study to board members so they may review the 2024-2025 schedule.

Discussion was held on the benefits of hiring a part-time grant writer to help secure grants that our staff do not have time to apply for. Hart recommended we consider a contracted position rather than hiring a part-time staff person, as it would be difficult to find the right person in time to complete 2024 grant applications. Speth commented that the Monarch Board writes grants. She proposed we look into the possibility of sharing the cost of a grant writer. Quinn to follow-up with Monarch regarding Monarch and Mead sharing the cost to hire a grant writer.

## DIRECTOR'S REPORT

14. Building Projects - Erickson reported that three drinking fountains have been replaced. The flooring has been selected for the foyer. We have met with vendors and are now waiting on materials to repair the floor.
15. Services and Programming - Nessman reported that she and Chase DeVrou are reviewing what other libraries are using for Automated Materials Handling (AMH). Nessman also consulted with the Central Library Consortium on best practices on this topic.
16. Security Update - Prentice discussed hiring an additional part-time security monitor. If we go in this direction, we could use the remaining funds in the Administrative Service Manager’s position to fund this position.

17. Monthly Statistics – Prentice reported:

- We are now fully promoting Mead Library’s radio program. We had 716 unique listeners in June, an increase from 268 unique listeners in 2023.
- Jim Gill performed an educational workshop for 65 educators from across Wisconsin. Additionally, Gill held a public concert with approximately 125 people.
- Roughly 100 patrons attended a live reptile presentation.
- Over 100 stuffed animals were brought to the library for the stuffy sleepover.
- Attendance at the Acuity kickoff was nearly double compared to last year.

#### LIAISON REPORTS

18. Monarch Library System - Quinn shared the June 2024 Monarch Library System Report. She mentioned how 31 Monarch libraries are able to share their resources.
19. Mead Library Foundation – Norman had nothing to report.
20. Friends of Mead – Pilz reported that the Friends approved the purchase of 14 experience passes as outlined below for a total cost of \$1,085.
- Children’s Museum of Green Bay = 4 family passes for the one-time cost of \$100
  - The Building for Kids (Appleton) = 5 family membership cards = \$825/year
  - Green Bay Packers Hall of Fame = 4 family membership cards = \$100/year
  - International Crane Foundation = 1 family pass = \$60

#### UPCOMING MEETINGS

21. Next Meeting  
Library Board of Trustees will meet on August 21, 2024, at 5:00 p.m.

#### ADJOURN

22. Motion to Adjourn  
Norman made a motion to adjourn the meeting. Hollister seconded. Motion passed. The meeting was adjourned at 6:45 p.m.



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**August 27, 2024 at 5:00 PM**

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

Members (in-person): Julia Hart, Kathie Norman, Jeanne Pfeiffer, and Maeve Quinn

Members (virtual): Meg Albrinck, and Sherry Speth

Staff: Garrett Erickson, Evan Grossen, 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 - Quinn moved to approve the July 17, 2024 minutes. Norman seconded. Motion passed.
5. Correspondence, Announcements, and Common Council Reports – None.

## COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Grossen reviewed the July accounts payable and the budget reports. Grossen stated that nothing appears to be out of the ordinary and added that we are on schedule to hit our target by the end of the year. Speth moved to approve payment of current expenditures, payroll and special revenues. Albrinck seconded. Motion passed.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. 2025 Budget – Erickson presented the draft budget. Fields in yellow were calculated by the finance department. Fields in blue were calculated by Monarch based on use and per unit reimbursement cost.

If approved by the council, Mike Willmas will be in charge of a new facilities department to maintain city-owned buildings. Willmas gave his vision of how the new model should benefit the city and answered questions posed by the library trustees.

Albrinck is concerned about potential chargebacks. Grossen added that he didn't think there would be chargebacks.

Quinn added that the Board of Trustees determines the budget through state statutes. She would like the opportunity to evaluate the program in July 2025, to see how the personnel and supplies are being handled. Erickson stated that additional expenses could be covered by reserve funds.

Norman asked if we can pull out of the program after a year?

Albrinck asked about evaluation tools to determine the success of the new program. Hart asked if there

were alternatives.

Quinn moved for the approval of the 2025 budget with the understanding that the two pilot programs 1) funding of the janitorial supplies (540222) and 2) funding of the building maintenance and repairs (550110) be evaluated in June 2025, prior to the 2026 budget process. Norman seconded. Motion passed.

Erickson asked for the power to handle budget changes as they arise. That request was denied by Norman.

#### **DIRECTOR'S REPORT**

8. Code of Conduct – The draft policy was reviewed. Hart stated that personnel property, food, drink, sleeping, and body odor was not addressed. Norman stated that we need to define “how much” will be allowed to be brought into the library. Erickson to bring amended policy to September meeting for review.
9. Consent Agenda - Erickson submitted a ticket with the city attorney to determine the legality of the Board of Trustees’ utilizing consent agendas at meetings.
10. Building Projects – Erickson reported that the soft rollout of the locker system is going well. We will advertise it soon. The canopy is scheduled to be installed in September. Quinn to plan for grand opening event following canopy installation.

Floor cracks in foyer is forecast to be fixed in September.

An Automated Materials Handling vendor used by the Manitowoc library is being vetted.

Defective third floor carpet tile was replaced by Dulmes at no cost.

11. Services and Programming – Tabled to September.

**UPCOMING MEETINGS** – September 18, 2024 at 5:00 p.m.

**ADJOURN** - Norman moved to adjourn the meeting at 6:10 p.m. Hart seconded. Motion passed.



## Mead Public Library - Accounts Payable through July 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
ALLIANT ENERGY	6/26/24	JUNE BILLING-ACCT #5498700000	9,143.10	7/18/24	364861	255511	555100	UTILITIES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	569.11	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	111.64	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	109.76	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	7/4/24	JULY PAYMENT-CUST #1000011397	35.96	7/24/24	4750	255511	531100	CONTRACTED SERVICES
WISCONSIN PUBLIC SER	6/28/24	JUNE BILLING-ACCT #0403257315-00031	1,427.28	7/22/24	364868	255511	555100	UTILITIES
ADRIENNE ALLEN	7/3/24	HERRINGBONE LAP QUILT PROGRAM - SEPT 14 & SEPT 28	600.00	7/24/24	364710	255511	548001	DONATION PURCHASES
ADRIENNE ALLEN	6/17/24	PROGRAM EXP-QUILTED STRAWBERRY COASTERS 7/13/24	400.00	7/10/24	364584	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/24/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	316.21	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/28/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	250.49	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/2/24	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES	242.04	7/24/24	4685	255511	540222	JANITORIAL SUPPLIES
AMAZON CAPITAL SERVI	7/1/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	131.92	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	6/21/24	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	111.18	7/10/24	4622	255511	550110	BUILDING MAINT & REPAIR
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	87.98	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/20/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	84.59	7/10/24	4622	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	7/2/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	83.86	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/2/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	80.92	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/8/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	74.97	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/10/24	ACCT# A2JXVCVZU4S49M FRAMES	59.99	7/24/24	4685	255511	548003	OTHER CONTENT
AMAZON CAPITAL SERVI	7/11/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	51.07	7/24/24	4685	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	6/26/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	50.38	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	40.43	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/11/24	ACCT# A2JXVCVZU4S49M DONATIONS	33.68	7/10/24	4622	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/27/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	32.80	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/15/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	23.98	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/18/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	20.88	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/3/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	16.99	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/30/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	14.99	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/22/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	14.17	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/27/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	13.99	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/9/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	11.79	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/3/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	9.99	7/24/24	4685	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/24/24	ACCT# A2JXVCVZU4S49M BUILDING MAINTENANCE	9.49	7/10/24	4622	255511	550110	BUILDING MAINT & REPAIR
AMAZON CAPITAL SERVI	6/27/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	7.99	7/24/24	4685	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	7.65	7/24/24	4685	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	6/18/24	ACCT# A2JXVCVZU4S49M PROGRAM EXPENSE	5.87	7/10/24	4622	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	6/27/24	CREDIT MEMO FOR INVOICE 1RT3-7WKG-G9CK	(3.87)	7/24/24	4685	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/27/24	CREDIT MEMO FOR INVOICE 1RT3-7WKG-G9CK	(4.24)	7/24/24	4685	255511	548001	DONATION PURCHASES
AMAZON CAPITAL SERVI	6/27/24	CREDIT MEMO FOR INVOICE 1RT3-7WKG-G9CK	(9.59)	7/24/24	4685	255511	548001	DONATION PURCHASES
AT&T	6/25/24	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE	150.70	7/24/24	364715	255511	555120	PHONES
ATIS ELEVATOR INSPEC	6/13/24	MAINTENANCE CONTRACT - ELEVATORS	128.63	7/24/24	364720	255511	531100	CONTRACTED SERVICES
AURORA EMPLOYEE ASST	6/24/24	CUST ID #1535 EAP SEMI-ANNUAL FEE JULY-DEC 2024	220.50	7/24/24	364721	255511	531100	CONTRACTED SERVICES
BERTELSMANN PUBLISH	6/23/24	SALES ORDER #430302 MATERIAL PURCHASE	1,363.76	7/10/24	364597	255511	548002	MATERIALS - ALL CATEGORIES
CHARTER COMMUNICATIO	7/1/24	ACCT #121113701 INTERNET EXPENSE	159.98	7/24/24	364729	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
DAKOTA SUPPLY	3/5/24	CUST #48063 BUILDING MAINTENANCE	159.00	7/10/24	364611	255511	550110	BUILDING MAINT & REPAIR
DAKOTA SUPPLY	5/25/24	CUST #48063 SERVICE CHARGE	2.39	7/10/24	364611	255511	550110	BUILDING MAINT & REPAIR

## Mead Public Library - Accounts Payable through July 31, 2024

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
EBSCO SUBSCRIPTION	7/13/24	ACCT #CG-F-98112-00 RATE ADJUSTMENT INV 172658	143.53	7/24/24	4698	255511	548002	MATERIALS - ALL CATEGORIES
EDGEWATER PLUMBING	7/15/24	COMPLETE REPLACEMENT OF THREE DRINKING FOUNTAINS A	6,100.00	7/24/24	4699	255511	550110	BUILDING MAINT & REPAIR
GAMING GENERATIONS	6/27/24	SH2407162M MATERIAL PURCHASES	943.00	7/24/24	364743	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/15/24	CUST #20W8082 MATERIAL PURCHASE	2,629.57	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/5/24	CUST #20W8082 MATERIAL PURCHASE	1,780.86	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20W8082 MATERIAL PURCHASE	1,688.03	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/24/24	CUST #20W8082 MATERIAL PURCHASE	1,186.31	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20W8082 MATERIAL PURCHASE	1,139.90	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/27/24	CUST #20W8082 MATERIAL PURCHASE	935.51	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/25/24	CUST #20W8082 MATERIAL PURCHASE	690.85	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/21/24	CUST #20W8082 MATERIAL PURCHASE	517.40	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/21/24	CUST #20X7192 MATERIAL PURCHASE	505.68	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20X7192 MATERIAL PURCHASE	424.55	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/11/24	CUST #20W8082 MATERIAL PURCHASE	351.22	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/10/24	CUST #20W8082 MATERIAL PURCHASE	310.33	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/10/24	CUST #20X7192 MATERIAL PURCHASE	196.72	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/10/24	CUST #20W8082 MATERIAL PURCHASE	152.84	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/27/24	CUST #20X7192 MATERIAL PURCHASE	142.54	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/15/24	CUST #20X7192 MATERIAL PURCHASE	135.80	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/30/24	CUST #20W8082 MATERIAL PURCHASE	87.97	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/2/24	CUST #20W1532 MATERIAL PURCHASE	86.90	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/9/24	CUST #20W8082 MATERIAL PURCHASE	77.29	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/26/24	CUST #20X7192 MATERIAL PURCHASE	67.64	7/10/24	4643	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/30/24	CUST #20W8082 MATERIAL PURCHASE	64.26	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/9/24	CUST #20W8082 MATERIAL PURCHASE	37.93	7/24/24	4713	255511	548002	MATERIALS - ALL CATEGORIES
KRISS PREMIUM PROD	7/11/24	BUILDING MAINTENANCE	1,164.47	7/24/24	364758	255511	550110	BUILDING MAINT & REPAIR
KRISS PREMIUM PROD	6/26/24	BUILDING MAINT	85.89	7/24/24	364758	255511	550110	BUILDING MAINT & REPAIR
LIL REV MUSIC	7/8/24	INTRO TO UKULELE WITH LIL' REV - NOV 12, 13, 14	600.00	7/24/24	364765	255511	548001	DONATION PURCHASES
MARCIA ZINK	7/9/24	SOUL COLLAGE SEPT, OCT, NOV 2024	300.00	7/24/24	364766	255511	548001	DONATION PURCHASES
MBM/MODERN BUSINESS	6/21/24	ACCT #MP01-B JUNE COPIER EXPENSE	888.31	7/10/24	364644	255511	531100	CONTRACTED SERVICES
MBM/MODERN BUSINESS	6/18/24	MP01-B MAY/JUNE COPIER EXPENSE	860.98	7/10/24	364644	255511	531100	CONTRACTED SERVICES
MIDWEST TAPE	6/26/24	CUST #2000015656 MATERIAL PURCHASE	716.30	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/10/24	CUST #2000015656 MATERIAL PURCHASE	602.86	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/2/24	CUST #2000015656 MATERIAL PURCHASE	484.57	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	6/19/24	CUST #2000015656 MATERIAL PURCHASE	450.94	7/10/24	4654	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	6/19/24	CUST #2000016317 MATERIAL PURCHASE	167.83	7/10/24	4654	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	6/26/24	CUST #2000016317 MATERIAL PURCHASE	120.32	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/2/24	CUST #2000016317 MATERIAL PURCHASE	27.17	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/15/24	CUST #2000021962 MATERIAL PURCHASE	19.48	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/8/24	CUST #2000021962 MATERIAL PURCHASE	9.74	7/24/24	4728	255511	548002	MATERIALS - ALL CATEGORIES
MIND, SOUL AND SELF	6/24/24	GOTHIC, SHADE & MOON GARDENS JUNE, JULY, AUG 2024	900.00	7/10/24	4655	255511	548001	DONATION PURCHASES
OCLC, INC.	7/1/24	CUST #27400 - IT EXPENSE	762.84	7/10/24	364649	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
ONE TIME VENDOR	7/6/24	PATRON REFUND	13.59	7/24/24	364789	255	451915	PATRON FEES
PRECISION GRAPHICS	6/11/24	SERVICE TICKET #12073 CONTRACTED SERVICES	392.58	7/10/24	364672	255511	531100	CONTRACTED SERVICES
PROQUEST LC	7/1/24	ACCT #153838 - MATERIAL PURCHASE	2,518.06	7/10/24	364673	255511	548003	OTHER CONTENT
SHEBOYGAN AREA SCHO	6/13/24	REFUND OF SOUTH HIGH SOUTH- REDWING GYM 6/15/24	(440.00)	7/10/24	4670	255511	548001	DONATION PURCHASES

*Mead Public Library - Accounts Payable through July 31, 2024*

Vendor Name	Date of Invoice	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
SHEBOYGAN WATER UTIL	7/19/24	750-896-00-00-07202024 MPL WATER BILL	21.00	7/24/24	364808	255511	555100	UTILITIES
SHERWIN-WILLIAMS CO.	6/20/24	ACCT #6656-8832-1 BUILDING MAINT	196.15	7/24/24	364809	255511	550110	BUILDING MAINT & REPAIR
TOTAL ENERGY SYSTEMS	7/9/24	CUST #1426 - BUILDING MAINTENANCE	3,433.38	7/24/24	4747	255511	550110	BUILDING MAINT & REPAIR
WILS	7/11/24	CUST ID #MEADP010 OTHER CONTENT 7/1/24-12/31/24	3,675.00	7/24/24	364827	255511	548003	OTHER CONTENT

## Mead Public Library - Accounts Payable through August 31, 2024

Vendor Name	Date of	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
WELLS FARGO FINANCIA	8/2/24	AUGUST LEASE PAYMENT-CUST #1000011397	569.11	8/21/24	4875	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	8/2/24	AUGUST LEASE PAYMENT-CUST #1000011397	111.64	8/21/24	4875	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	8/2/24	AUGUST LEASE PAYMENT-CUST #1000011397	109.76	8/21/24	4875	255511	531100	CONTRACTED SERVICES
WELLS FARGO FINANCIA	8/2/24	AUGUST LEASE PAYMENT-CUST #1000011397	35.96	8/21/24	4875	255511	531100	CONTRACTED SERVICES
AMAZON CAPITAL SERVI	7/17/24	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES	609.47	8/7/24	4754	255511	540222	JANITORIAL SUPPLIES
AMAZON CAPITAL SERVI	7/17/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	542.14	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/18/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	327.21	8/7/24	4754	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	7/23/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	172.09	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/1/24	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES & MAINT	161.92	8/21/24	4810	255511	550110	BUILDING MAINT & REPAIR
AMAZON CAPITAL SERVI	7/19/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	161.71	8/7/24	4754	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/1/24	ACCT# A2JXVCVZU4S49M OFFICE SUPPLIES	161.49	8/21/24	4810	255511	540100	OFFICE SUPPLIES
AMAZON CAPITAL SERVI	7/21/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	123.43	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/26/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	99.90	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/1/24	ACCT# A2JXVCVZU4S49M JANITORIAL SUPPLIES & MAINT	84.14	8/21/24	4810	255511	540222	JANITORIAL SUPPLIES
AMAZON CAPITAL SERVI	8/2/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	48.94	8/21/24	4810	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/24/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	43.96	8/7/24	4754	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/18/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	42.54	8/7/24	4754	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/1/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	35.50	8/21/24	4810	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/16/24	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE	28.95	8/7/24	4754	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/28/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	20.22	8/7/24	4754	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/1/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	18.99	8/21/24	4810	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/12/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	16.99	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/12/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	16.47	8/21/24	4810	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/16/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	12.70	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/22/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	9.99	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/31/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	9.99	8/21/24	4810	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	8/9/24	ACCT# A2JXVCVZU4S49M MATERIAL PURCHASE	8.99	8/21/24	4810	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	7/26/24	ACCT# A2JXVCVZU4S49M PROGRAM SERVICES	6.99	8/7/24	4754	255511	531800	PROGRAM SERVICES
AMAZON CAPITAL SERVI	7/23/24	CREDIT MEMO FOR INVOICE 1PPJ-T41Q-NGVQ	(6.57)	8/7/24	4754	255511	548002	MATERIALS - ALL CATEGORIES
AMAZON CAPITAL SERVI	8/18/24	CREDIT MEMO FOR INVOICE 1XCK-TGTV-1CTR	(13.99)	8/21/24	4810	255511	548002	MATERIALS - ALL CATEGORIES
ANDRE FIRE EQUIPMENT	7/31/24	CUST #10180 FIRE EXTINGUISHER	109.50	8/21/24	4811	255511	550110	BUILDING MAINT & REPAIR
AT&T	7/25/24	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE	151.23	8/7/24	364888	255511	555120	PHONES
BAKER & TAYLOR, LLC	7/26/24	MATERIAL PURCHASE - ACCT #216584 L552182 2 B00000	52.02	8/7/24	364893	255511	548002	MATERIALS - ALL CATEGORIES
BERTELSMANN PUBLISH	7/26/24	SALES ORDER #433800 MATERIAL PURCHASE	1,734.71	8/7/24	364895	255511	548002	MATERIALS - ALL CATEGORIES
CAVENDISH SQUARE	7/31/24	ACCT #1000136576 MATERIAL PURCHASE	186.03	8/21/24	365014	255511	548002	MATERIALS - ALL CATEGORIES
CDWG	4/2/24	CUST #3162682 IT EXPENSE	1,303.92	8/7/24	364898	255511	652200	IT EQUIPMENT
CDWG	5/6/24	CUST #3162682 IT EXPENSE	769.03	8/7/24	364898	255511	652200	IT EQUIPMENT
CHARTER COMMUNICATIO	8/1/24	ACCT #121113701 INTERNET EXPENSE	159.98	8/21/24	365018	255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS
DAKOTA SUPPLY	7/25/24	6/25/24 SERVICE CHARGE CUST #48063	2.39	8/21/24	365024	255511	550110	BUILDING MAINT & REPAIR
ELITE BUILDS INC	7/30/24	MEAD LIBRARY BUILDING MODIFCATIONS TO ALLOW FOR IN	40,800.00	8/21/24	4825	255511	631200	BUILDING IMPROVEMENTS
EVEN'S PEST CONTROL	7/19/24	ACCT #5514 PEST CONTROL	110.00	8/7/24	364906	255511	531100	CONTRACTED SERVICES
INGRAM LIBRARY SERV	8/7/24	CUST # 20W8082 MATERIAL PURCHASE	1,856.66	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/5/24	CUST #20W8082 MATERIAL PURCHASE	1,696.48	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/19/24	CUST #20W8082 MATERIAL PURCHASE	1,466.95	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES

Mead Public Library - Accounts Payable through August 31, 2024

Vendor Name	Date of	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
INGRAM LIBRARY SERV	7/24/24	CUST #20W8082 MATERIAL PURCHASE	837.44	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/1/24	CUST #20X7192 MATERIAL PURCHASE	574.03	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/1/24	CUST # 20W8082 MATERIAL PURCHASE	521.73	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/30/24	CUST #20W8082 MATERIAL PURCHASE	517.06	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/16/24	CUST #20W8082 MATERIAL PURCHASE	507.73	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/22/24	CUST #20W8082 MATERIAL PURCHASE	437.29	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/12/24	CUST # 20W8082 MATERIAL PURCHASE	426.04	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/31/24	CUST #20W8082 MATERIAL PURCHASE	381.75	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/29/24	CUST #20W8082 MATERIAL PURCHASE	347.24	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/25/24	CUST #20W8082 MATERIAL PURCHASE	277.76	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/6/24	CUST # 20W8082 MATERIAL PURCHASE	273.45	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/23/24	CUST #20W8082 MATERIAL PURCHASE	218.17	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	6/27/24	CUST #20W8082 MATERIAL PURCHASE	215.54	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/1/24	CUST #20W8082 MATERIAL PURCHASE	214.02	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/12/24	CUST # 20X7192 MATERIAL PURCHASE	204.00	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/2/24	CUST #20W8082 MATERIAL PURCHASE	201.44	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/29/24	CUST #20X7192 MATERIAL PURCHASE	188.18	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/22/24	CUST #20X7192 MATERIAL PURCHASE	163.70	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/24/24	CUST #20W8082 MATERIAL PURCHASE	139.18	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/16/24	CUST #20W1532 MATERIAL PURCHASE	124.28	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/5/24	CUST #20X7192 MATERIAL PURCHASE	78.52	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/16/24	CUST #20W1532 MATERIAL PURCHASE	30.38	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	8/8/24	CREDIT MEMO FOR INVOICE 82998325 CUST #20W8082	(81.95)	8/21/24	4837	255511	548002	MATERIALS - ALL CATEGORIES
INGRAM LIBRARY SERV	7/17/24	CREDIT MEMO FOR INVOICE 82536849 CUST #20W8082	(215.54)	8/7/24	4776	255511	548002	MATERIALS - ALL CATEGORIES
IXL LEARNING, INC.	7/22/24	IXL SITE LICENSE YEAR 2 OF 3	3,173.00	8/7/24	364918	255511	548003	OTHER CONTENT
KONZ ELECTRIC, LLC	8/7/24	ADDITION OF ELECTRICAL AND DATA OUTLETS ON THE FIR	5,190.00	8/21/24	365042	255511	550110	BUILDING MAINT & REPAIR
LENOVO INC.	8/1/24	ORDER #4646388086 YOGA 7 2-IN-1 - DONATIONS	3,418.16	8/21/24	365044	255511	548001	DONATION PURCHASES
MANUFACTURERS NEWS I	7/23/24	CUST #78512 MATERIAL PURCHASE	228.90	8/7/24	4783	255511	548002	MATERIALS - ALL CATEGORIES
MBM/MODERN BUSINESS	7/17/24	ACCT #MP01-B JULY COPIER EXPENSE	807.66	8/7/24	364926	255511	531100	CONTRACTED SERVICES
MBM/MODERN BUSINESS	7/17/24	ACCT #MP01-B JULY COPIER EXPENSE	164.87	8/7/24	364926	255511	531100	CONTRACTED SERVICES
MIDWEST TAPE	7/24/24	CUST #2000015656 MATERIAL PURCHASE	732.52	8/7/24	4785	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/31/24	CUST #2000015656 MATERIAL PURCHASE	611.84	8/21/24	4849	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/16/24	CUST #2000015656 MATERIAL PURCHASE	489.72	8/7/24	4785	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	8/8/24	CUST #2000015656 MATERIAL PURCHASE	489.41	8/21/24	4849	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	8/8/24	CUST #2000016317 MATERIAL PURCHASE	418.79	8/21/24	4849	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/22/24	CUST #2000015656 MATERIAL PURCHASE	83.24	8/7/24	4785	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/16/24	CUST #2000016317 MATERIAL PURCHASE	64.66	8/7/24	4785	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/24/24	CUST #2000016317 MATERIAL PURCHASE	51.16	8/7/24	4785	255511	548002	MATERIALS - ALL CATEGORIES
MIDWEST TAPE	7/22/24	CUST #2000021962 MATERIAL PURCHASE	9.74	8/7/24	4785	255511	548002	MATERIALS - ALL CATEGORIES
MONARCH LIBRARY SYS	8/2/24	MEAD PUBLIC LIBRARY - 2024 CONTRACTED SERVICES	3,698.09	8/21/24	4851	255511	531100	CONTRACTED SERVICES
ONE TIME VENDOR	5/30/24	KICK-OFF CARNIVAL - SUMMER READING PROGRAM	200.00	8/7/24	364960	255511	548001	DONATION PURCHASES
ONE TIME VENDOR	7/1/24	LOST ILL ITEM - ITEM ID 31389019211242	17.00	8/7/24	364957	255	451915	PATRON FEES
ONE TIME VENDOR	7/23/24	PATRON REFUND	12.95	8/7/24	364942	255	451915	PATRON FEES
ONE TIME VENDOR	7/20/24	PATRON REFUND FOR MICHAL KRUGMAN	10.03	8/7/24	364959	255	451915	PATRON FEES

*Mead Public Library - Accounts Payable through August 31, 2024*

Vendor Name	Date of	Description	Amount	Date Paid	Check #	Org	Obj	Account Description
ONE TIME VENDOR	7/22/24	PATRON REFUND FOR ARIANNA HINTSALA	8.19	8/7/24	364951	255	451915	PATRON FEES
ONE TIME VENDOR	8/6/24	PATRON REFUND	5.00	8/21/24	365063	255	451915	PATRON FEES
PITNEY BOWES PURCHAS	7/17/24	ACCT #8000-9000-1102-0652 METER FILL 5/20 & 6/14	1,220.22	8/7/24	364964	255511	540130	POSTAGE & DELIVERY
PROFESSIONAL SUPPLY	8/5/24	CUST #MEADP100 JANITORIAL SUPPLIES	163.00	8/21/24	4858	255511	540222	JANITORIAL SUPPLIES
SALEM PRESS PRODUCT	4/9/24	CUST # 1011364 SPRING 24 - FALL 24 MATERIAL PURCH	462.05	8/7/24	4800	255511	548002	MATERIALS - ALL CATEGORIES
SHEBOYGAN WATER UTIL	8/2/24	QUARTERLY WATER USAGE-ACCT #39-139-00-00	1,091.39	8/21/24	365076	255511	555100	UTILITIES
STEEN MACEK PAPER CO	7/16/24	CUST #56390 - ORDER #855660 OFFICE SUPPLIES	115.40	8/7/24	364977	255511	540100	OFFICE SUPPLIES
SUPERIOR CHEMICAL CO	7/10/24	CUSTOMER #3996800 JANITORIAL SUPPLIES	540.80	8/21/24	4866	255511	540222	JANITORIAL SUPPLIES
SUPERIOR CHEMICAL CO	7/17/24	CUSTOMER #3996800 JANITORIAL SUPPLIES	228.77	8/21/24	4866	255511	540222	JANITORIAL SUPPLIES
WINGFOOT PLASTIC	7/30/24	MEAD PUBLIC LIBRARY - LIBRARY CARD STOCK	2,815.93	8/21/24	365106	255511	540100	OFFICE SUPPLIES

### Mead Public Library - Financial Statement for August 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(10,762.27)	-	5,762.27
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(7,173.73)	-	1,673.73
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(599.83)	-	99.83
255	481100	INTEREST INCOME	-	-	-	(29,963.74)	-	29,963.74
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(11,975.82)	-	(58,024.18)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,641.18)	-	1,641.18
<b>TOTAL REVENUE</b>			<b>(4,249,214.00)</b>	<b>-</b>	<b>(4,249,214.00)</b>	<b>(3,239,848.24)</b>	<b>-</b>	<b>(1,009,365.76)</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	1,418,677.07	-	979,398.93
255511	520310	FICA	142,230.00	-	142,230.00	84,239.44	-	57,990.56
255511	520311	MEDICARE	33,268.00	-	33,268.00	19,701.22	-	13,566.78
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	91,606.24	-	60,693.76
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	274,448.20	-	157,582.80
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	17,120.72	-	10,937.28
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	2,647.21	-	2,206.79
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	107,850.38	894.00	19,855.62
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	6,104.06	-	720.94
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	6,342.60	-	3,057.40
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	6,893.36	-	3,106.64
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	19,094.68	-	905.32
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	3,944.82	-	4,555.18
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	9,129.73	-	4,570.27
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	3,266.64	-	1,733.36
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	9,339.27	-	860.73
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	36,870.54	-	33,129.46
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	(91,300.00)	313,900.00	181,065.43	-	132,834.57
255511	548003	OTHER CONTENT	82,000.00	91,300.00	173,300.00	155,634.23	-	17,665.77
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	30,752.49	26,097.94	(30,850.43)

**Mead Public Library - Financial Statement for August 31, 2024**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555100	UTILITIES	135,167.00	-	135,167.00	71,676.21	-	63,490.79
255511	555120	PHONES	4,000.00	-	4,000.00	1,057.16	-	2,942.84
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,327.37	-	772.63
255511	631200	BUILDING IMPROVEMENTS	-	-	-	48,743.25	14,000.00	(62,743.25)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	8,479.94	-	10,020.06
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
<b>TOTAL EXPENSES</b>			<b>4,249,214.00</b>	<b>-</b>	<b>4,249,214.00</b>	<b>2,702,791.60</b>	<b>40,991.94</b>	<b>1,505,430.46</b>
<i>TOTAL REVENUE LESS EXPENSES</i>			<i>-</i>	<i>-</i>	<i>-</i>	<i>(537,056.64)</i>	<i>40,991.94</i>	<i>496,064.70</i>



## Mead Public Library - Financial Statement For July 31, 2024

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,114,027.00)	-	(3,114,027.00)	(2,220,563.09)	-	(893,463.91)
255	437200	MONARCH - SHEBOYGAN COUNTY	(894,726.00)	-	(894,726.00)	(894,725.88)	-	(0.12)
255	437210	MONARCH - OZAUKEE COUNTY	(7,364.00)	-	(7,364.00)	(7,364.70)	-	0.70
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	-	-	(100,000.00)
255	437230	MONARCH - ADJACENT COUNTIES	(51,097.00)	-	(51,097.00)	(54,078.00)	-	2,981.00
255	451915	PATRON FEES	(5,000.00)	-	(5,000.00)	(8,763.82)	-	3,763.82
255	461000	PHOTOCOPIES	(5,500.00)	-	(5,500.00)	(6,279.38)	-	779.38
255	469100	VENDING/CONCESSION SALES	(500.00)	-	(500.00)	(461.46)	-	(38.54)
255	481100	INTEREST INCOME	-	-	-	(23,855.75)	-	23,855.75
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(10,330.57)	-	(59,669.43)
255	489000	MISCELLANEOUS REVENUE	(1,000.00)	-	(1,000.00)	(2,537.56)	-	1,537.56
		<b>TOTAL REVENUE</b>	<b>(4,249,214.00)</b>	<b>-</b>	<b>(4,249,214.00)</b>	<b>(3,228,960.21)</b>	<b>-</b>	<b>(1,020,253.79)</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,398,076.00	-	2,398,076.00	1,157,207.61	-	1,240,868.39
255511	520310	FICA	142,230.00	-	142,230.00	68,643.96	-	73,586.04
255511	520311	MEDICARE	33,268.00	-	33,268.00	16,053.88	-	17,214.12
255511	520320	WI RETIREMENT FUND	152,300.00	-	152,300.00	74,425.68	-	77,874.32
255511	520340	HEALTH INSURANCE	432,031.00	-	432,031.00	239,041.84	-	192,989.16
255511	520350	DENTAL INSURANCE	28,058.00	-	28,058.00	14,923.86	-	13,134.14
255511	520360	LIFE INSURANCE	4,854.00	-	4,854.00	2,258.72	-	2,595.28
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	128,600.00	-	128,600.00	89,867.09	894.00	37,838.91
255511	531110	FINANCIAL SERVICE FEES	6,825.00	-	6,825.00	2,090.51	-	4,734.49
255511	531206	INSURANCE PREMIUMS	23,993.00	-	23,993.00	11,190.48	-	12,802.52
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	5,949.25	-	3,450.75
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	6,492.27	-	3,507.73
255511	533105	IT SERVICE FUND CHARGES	50,925.00	-	50,925.00	50,925.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	18,934.70	-	1,065.30
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	3,730.46	-	4,769.54
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	12,816.86	-	6,623.14
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	5,611.47	-	8,088.53
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	2,544.17	-	2,455.83
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	10,200.00	-	10,200.00	8,322.56	-	1,877.44
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	33,783.51	-	36,216.49
255511	548002	MATERIALS - ALL CATEGORIES	405,200.00	(91,300.00)	313,900.00	163,139.04	-	150,760.96
255511	548003	OTHER CONTENT	82,000.00	91,300.00	173,300.00	151,434.23	-	21,865.77
255511	550110	BUILDING MAINT & REPAIR	26,000.00	-	26,000.00	24,899.42	31,287.94	(30,187.36)
255511	555100	UTILITIES	135,167.00	-	135,167.00	58,455.80	-	76,711.20

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	555120	PHONES	4,000.00	-	4,000.00	905.93	-	3,094.07
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	2,327.37	-	772.63
255511	631200	BUILDING IMPROVEMENTS	-	-	-	7,943.25	54,800.00	(62,743.25)
255511	652200	IT EQUIPMENT	18,500.00	-	18,500.00	8,349.95	-	10,150.05
255511	659200	EQUIPMENT REPLACEMENT	6,000.00	-	6,000.00	10,000.00	-	(4,000.00)
<b>TOTAL EXPENSES</b>			<b>4,249,214.00</b>	<b>-</b>	<b>4,249,214.00</b>	<b>2,253,115.87</b>	<b>86,981.94</b>	<b>1,909,116.19</b>
<i>TOTAL REVENUE LESS EXPENSES</i>			<i>-</i>	<i>-</i>	<i>-</i>	<i>(975,844.34)</i>	<i>86,981.94</i>	<i>888,862.40</i>

**Direct Supervisor:** Library Director  
**Department:** Mead Public Library  
**Version Date:** September 5, 2024  
**Salary Grade:** 11  
**FLSA Status:** Non-Exempt



## Position Summary:

This position creates a strong, positive public image of the Mead Public Library in the community and promotes the services that it offers.

## Essential Responsibilities:

1. Provide leadership in the planning and follow through of marketing library services.
2. Oversees the creation, implementation, and execution of library marketing plan.
3. Oversee the use of market data to inform and shape marketing materials.
4. Create printed booklets, flyers and brochures for services and programs.
5. Assess analytics and prepare reports on web traffic.
6. Oversee the library's social media presence.
7. Post and/or monitor social media postings on various platforms on a daily basis.
8. Keep up with trends in social media, digital content and emerging technologies. In addition to keeping up with changes in the fast-moving digital world, this position will assist in strategic planning for the library.
9. Oversee building signage and other external and internal communications.
10. Monitor web content changes, perform content and graphic changes and help other staff with updates. This includes daily work on the home page headlines, calendar of events, and various additional webpages.
11. Assist the director on projects such as producing reports, newsletters, market research and video projects to promote the library.
12. Work with the public services team and administration to create and track advertising.
13. Create marketing plans for specific events as needed.
14. Develop guidelines and best practices related to communications related activity and content.
15. Assist with a wide range of editorial projects for various audiences.
16. Assist the director with the identification of goals, plans and policy.

## Education & Experience:

1. Minimum education: Bachelor's Degree in Communications, Business, English, Journalism, or a related degree from an accredited college or university.
2. Minimum experience: Three years of job related experience.

## Qualifications & Skills:

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.

3. Advanced skill level with Microsoft Office products and Adobe Creative Suite (Photoshop, InDesign and Illustrator).
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.
7. Language Skills: Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
8. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
9. Technology: Ability to create documents in MS Office and Adobe Creative Suite, ability to develop and oversee marketing budget.
10. Other: Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret variety of contractual language.

## **Post Job Offer Requirements:**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## **Work Environment:**

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

## **Department Summary:**

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers' patronage, and our customers' gratitude for the quality and value they receive.

## **Acknowledgement:**

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

# Marketing Specialist

Item 8.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Communications Marketing Specialist

Item 8.

**Direct Supervisor:** Library Director  
**Department:** Mead Public Library  
**Version Date:** September 5, 2024  
**Salary Grade:** 11  
**FLSA Status:** Non-Exempt



## Position Summary:

This position creates a strong, positive public image of the Mead Public Library in the community and promotes the services that it offers.

## Essential Responsibilities:

1. Provide leadership in the planning and follow through of marketing library services.
2. Oversees the creation, implementation, and execution of library marketing plan.
- ~~3. Design and conduct studies and analysis.~~
4. Oversee the use of market data to inform and shape marketing materials.
5. Create printed booklets, flyers and brochures for services and programs.
6. Assess analytics and prepare reports on web traffic.
7. Oversee and expand the library's social media presence.
8. Post and/or monitor social media postings on various platforms on a daily basis.
9. Keep up with trends in social media, digital content and emerging technologies. In addition to keeping up with changes in the fast-moving digital web world, this position will assist in strategic planning for the library.
10. Oversee digital building signage and other external and internal communications on all static and interactive signs.
11. Monitor web content changes, perform content and graphic changes and help other staff with updates. This includes daily work on the home page headlines, calendar of events, and various additional webpages.
12. Act as a journalist to "get the story" by building a base of knowledge and familiarity with the various services and events offered at the library.
13. Assist in the promotion of the library in the community.
14. Assist the director on projects such as producing reports, newsletters, market research and video projects to promote the library.
15. Work with the public services team and administration to create and track advertising.
16. Create marketing plans for specific events and workshops as needed.
17. Develop guidelines and best practices related to communications related activity and content.
18. Assist with a wide range of editorial projects for various audiences.
19. Assist the director with the development identification of goals, plans and policy.
20. Works with the Information Technology Specialist
21. Serves as a resource to board members.
22. May attend conferences and workshops.
23. Performs related work as assigned.

## Education & Experience:

1. Minimum education: Bachelor's Degree in Communications, Business, English, Journalism, or a related degree from an accredited college or university.

2. Minimum experience: Three years of job related experience. ~~Non-profit or government experience is a plus.~~

## Qualifications & Skills:

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.
3. Advanced skill level with Microsoft Office products (~~Word, Excel, PowerPoint and Outlook~~) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) ~~as well as experience using Drupal.~~
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.
7. Language Skills: Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
8. Reasoning: Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
9. Technology: Ability to create documents in MS Office and Adobe Creative Suite, ~~ability to use and maintain Drupal website, e-mail and calendars,~~ ability to develop and oversee marketing budget.
10. Mathematics: ~~Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.~~
11. Other: Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret variety of contractual language.

## Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

## Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

**Department Summary:**

The Mead Public Library provides quality services, resources, and lifelong learning opportunities to meet the needs and interests of our diverse community. The function of the Mead Public Library is to serve our customers in a way that establishes a relationship of mutual gratitude – our gratitude for our customers’ patronage, and our customers’ gratitude for the quality and value they receive.

**Acknowledgement:**

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City’s Strategic Plan.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**2025 Mead Public Library Budget (Draft Rev. 9/10/2024)**

**REVENUES**

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD</u>	<u>2025 Proposed</u>	
411100	PROPERTY TAX LEVY	-2,672,024.97	-2,969,198.00	-3,114,027.00	-2,220,563.09	3,150,004.00	Finance Department increased by \$5,280
437200	MONARCH - SHEBOYGAN COUNTY	-809,988.92	-816,603.84	-894,726.00	-894,725.88	929,860.00	
437210	MONARCH - OZAUKEE COUNTY	-10,174.32	-8,611.20	-7,364.00	-7,364.70	13,113.00	
437220	MONARCH - RESOURCE	-100,000.00	-100,000.00	-100,000.00	0.00	100,000.00	
437230	MONARCH - ADJACENT COUNTIES	-42,379.04	-47,871.48	-51,097.00	-54,078.00	53,708.00	
451915	PATRON FEES	-6,378.35	-7,272.01	-5,000.00	-8,825.58	7,000.00	
461000	PHOTOCOPIES	-7,480.77	-8,480.67	-5,500.00	-6,279.38	8,000.00	
469100	VENDING/CONCESSION SALES	-608.06	-984.41	-500.00	-461.46	600.00	
481100	INTEREST INCOME	39,718.39	-72,191.12	0.00	-23,855.75	40,000.00	
485000	CONTRIBUTIONS/DONATIONS	-377,207.54	-212,756.79	-70,000.00	-10,330.57	70,000.00	
489000	MISCELLANEOUS REVENUE	-3,098.13	-3,040.10	-1,000.00	-2,537.56	2,000.00	
		<b>-3,989,621.71</b>	<b>-4,247,009.62</b>	<b>-4,249,214.00</b>	<b>-3,229,021.97</b>	<b>4,374,285.00</b>	

**EXPENSES**

<u>Object</u>	<u>Description</u>	<u>2022 Actual</u>	<u>2023 Actual</u>	<u>24 Revised Budg</u>	<u>2024 YTD</u>	<u>2025 Proposed Budget</u>	
510110	FULL TIME SALARIES - REGULAR	1,989,784.95	2,199,459.43	2,398,076.00	1,069,648.61	2,463,039.00	Finance Department increased by \$4,800
520310	FICA	117,773.72	130,506.94	142,230.00	63,458.34	146,355.00	
520311	MEDICARE	27,543.89	30,521.84	33,268.00	14,841.13	34,229.00	
520320	WI RETIREMENT FUND	124,387.38	141,898.94	152,300.00	68,735.16	157,838.00	
520340	HEALTH INSURANCE	394,502.88	421,423.23	432,031.00	221,756.09	449,803.00	
520350	DENTAL INSURANCE	25,758.75	26,182.83	28,058.00	13,845.62	26,374.00	
520360	LIFE INSURANCE	1,871.06	1,928.77	4,854.00	2,069.88	5,141.00	Finance Department increased by \$480
520400	WORKERS COMPENSATION	847.00	847.00	847.00	847.00	847.00	
531100	CONTRACTED SERVICES	87,860.83	137,356.98	128,600.00	87,829.46	173,027.00	
531110	FINANCIAL SERVICE FEES	6,545.12	7,258.92	6,825.00	2,585.77	6,435.00	
531206	INSURANCE PREMIUMS	21,035.94	22,761.54	23,993.00	11,190.48	24,366.00	
531400	ADVERTISING & MARKETING	3,002.70	3,833.07	9,400.00	5,949.25	9,400.00	
531800	PROGRAM SERVICES	0.00	144.05	10,000.00	5,873.08	10,000.00	
533105	IT SERVICE FUND CHARGES	11,274.00	11,274.00	50,925.00	50,925.00	51,944.00	
533106	SOFTWARE MAINT & SUBSCRIPTIONS	21,767.11	25,874.84	20,000.00	18,774.72	20,000.00	
536125	EMPLOYEE DEVELOPMENT	0.00	5,302.03	8,500.00	3,730.46	8,500.00	
537100	VEHICLE & PARKING EXPENSES	12,350.12	12,220.49	19,440.00	12,816.86	19,440.00	
540100	OFFICE SUPPLIES	11,237.67	12,269.09	13,700.00	5,109.80	13,700.00	
540130	POSTAGE & DELIVERY	7,617.53	7,160.55	5,000.00	1,323.95	5,000.00	
540205	DISPLAYS	161.22	60.55	1,000.00	0.00	1,000.00	
540222	JANITORIAL SUPPLIES	11,219.31	12,377.74	10,200.00	7,471.05	0.00	
548001	DONATION PURCHASES	280,534.93	208,047.11	70,000.00	32,871.21	70,000.00	

548002	MATERIALS - ALL CATEGORIES	407,662.55	392,646.48	313,900.00	150,754.49	361,019.00
548003	OTHER CONTENT	76,626.33	60,784.41	173,300.00	144,526.24	146,156.00
550110	BUILDING MAINT & REPAIR	140,500.98	46,192.37	26,000.00	13,919.53	0.00
555100	UTILITIES	127,252.71	147,400.17	135,167.00	57,276.48	139,072.00
555120	PHONES	1,949.41	1,824.70	4,000.00	905.93	4,000.00
560255	TOOLS & SMALL EQUIPMENT	2,094.66	4,589.63	3,100.00	2,327.37	3,100.00
631200	BUILDING IMPROVEMENTS	0.00	1,493.71	0.00	9,436.96	0.00
652200	IT EQUIPMENT	18,872.67	17,671.48	18,500.00	6,277.00	24,500.00
659200	EQUIPMENT REPLACEMENT	5,465.30	5,935.27	6,000.00	10,000.00	0.00
		<b>3,937,500.72</b>	<b>4,097,248.16</b>	<b>4,249,214.00</b>	<b>2,097,076.92</b>	<b>4,374,285.00</b>
	<b>Net (Revenue)/Loss</b>	<b>-52,120.99</b>	<b>-149,761.46</b>	<b>0.00</b>	<b>-1,131,945.05</b>	<b>0.00</b>

# CITY OF SHEBOYGAN

COMMITTEE OF THE WHOLE

2025 ANNUAL BUDGET

PRESENTED BY: ADMINISTRATOR CASEY BRADLEY

# Budget Process to Date

## **Department Heads received parameters from City Administrator:**

- Enter known contract/price increases
- Increase IT Fund Service Charges (2%)
- Increase Motor Vehicle Fund Service Charges (2.5%)
- No new positions
- Requests for new purchases or contracts listed on separate spreadsheet
- Analyze fees/revenues
- Capital Asset listing review/compilation for future budgeting update

## **Preliminary budget requests submitted by August 14th**

## **Meetings between Department Heads and Budget Team to review**

## **Budget Team made updates to balance the draft budget**

## **Discussion over changes at Management Team meeting**

# Budget Status

**Draft General Fund budget currently balanced based on known figures**

## **Outstanding Items:**

- WI Dept of Transportation Aid
- State Shared Revenue Estimates (Includes Utility Aid, Expenditure Restraint, etc.)
- Manufacturing Values from Department of Revenue
- Final Assessed Values – Board of Review 9/11/24 and 10/1/24

**Additional review and updates will occur until all figures are received**

## **Notable Changes from 2024 Budget:**

- Combination of Marina & Boat Funds
- Movement of Sanitation expenses to Recycling Fund - renamed "Refuse Fund"
- Separation of Facilities & Grounds out of Department of Public Works
- Removal of Forestry expenses from the Parks budget – remains in General Fund
- Transfer of Stormwater Fund expenses to General Fund

# Refuse Fund (Recycling & Sanitation)

No significant adjustments to fees in the past 10 years

Proposal:

- Move sanitation expenses out of General Fund to Refuse Fund
- Adjust fees to cover the expenses of garbage/recycling collection

Increase fee \$12 annually for the next 5 years

Goal: Fees cover the cost to provide services

	2023 Actual	2024 Budget	2025 Draft
Fees Collected	1,971,515	1,973,056	2,198,820
DNR Recycling Grant/Misc Revenues	217,871	276,278	197,271
Operating Expenses	(2,826,618)	(2,969,043)	(2,774,516)
Depreciation/Equipment Replacement	(177,885)	(0)	(400,449)
Tax Levy Support	<b>815,117</b>	<b>719,709</b>	<b>778,874</b>

# Facilities & Grounds Department

- Current Structure:
  - Facilities Superintendent reports to Public Works Director
  - Various Department Heads oversee maintenance and repairs of buildings
  - Buildings Budget includes City Hall & MSB building
  - Superintendent also oversees street lighting, traffic control, sign shop and 8th St Bridge
- Proposed Structure:
  - Promotion of Superintendent to Department Head
  - Move oversight of maintenance and repairs for City buildings (excl. Wastwater & Parks)
  - Buildings budget includes City Hall, MSB, Fire, Police, Uptown & Library buildings
  - Transit expenses will remain in Transit Fund due to Federal funding
  - Street lighting, traffic control and sign shop will be overseen by Streets Superintendent
- Goals:
  - Consistent review, maintenance and upkeep of facilities
  - Allows various departments to focus on their specialties

# 2025 Salary and Benefit Costs

- Draft budget includes the following salary changes:
  - Non-Represented: Step and Cost of Living Adjustment of 2.6%
  - Police: 3.5%
  - Transit: 3.0%
  - Fire: Placeholder (In Mediation)
- Wisconsin Retirement System Pension increases per State requirements
- Health Insurance Premium: 6% increase
- Dental Insurance Premium: 5.73% increase

	2024 Original Budget	2025 Draft	Increase/Decrease
Salaries	32,355,061	33,533,394	1,178,333
FICA Taxes	1,987,669	2,047,086	59,417
WRS	3,539,712	3,719,659	179,947
Health Insurance	5,700,060	6,055,000	354,940
Dental Insurance	350,749	350,644	(105)
Life Insurance	65,267	55,178	(10,089)
Totals	43,998,518	45,760,961	1,762,443

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# Non-Represented Salary Benchmark

Proposed Policy Change: Non-represented salary increases are based on Social Security

Goals: Consistent increases based on inflation to remain a competitive employer in the market

Approximate budget impact is calculated here:

Year	% Increase	SS % Increase	Base Salary Cost	SS Increased Cost	Variance
2020	2.0	1.6	12,630,629	12,581,097	49,532
2021	2.0	1.3	12,883,242	12,744,651	138,591
2022	2.0	5.9	13,140,907	13,496,586	(355,679)
2023	2.0	8.7	13,403,725	14,670,789	(1,267,064)
2024	2.5	3.2	13,738,818	15,140,254	(1,401,436)
Total	10.5	20.7			

\*\*In 2022, the compensation plan updated salaries to match market based on position responsibilities and qualifications

# Time & Attendance Project

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- Consolidation of three software products down to two
- All employees other than firefighters will be moved to Tyler Time & Attendance
- Directly links to the payroll system within Tyler Munis
- Goals:
  - Increased compliance
  - Consistency amongst departments
  - Reduction of staff time spent on corrections and review
- Payroll Coordinator and Finance Director leading project with assistance from IT, HR and Supervisors
- Kick-off meeting has occurred and workshops with Tyler staff start this week
- Intended go-live date for timekeeping of 1/6/25

# 2025 Draft Expense Budgets by Fund

Department	2023 Actual	2024 Original Budget	2025 Draft	% Change
General	\$44,436,634	\$46,073,880	\$46,116,205	0.092%
Federal Grant	\$4,443,570	\$192,402	\$202,452	4.96%
MEG	\$59,834	\$56,717	\$53,504	(6.01%)
Tourism	\$2,340,830	\$1,751,172	\$2,219,550	21.10%
Uptown Social	\$0	\$0	\$488,616	100.00%
Mead Library	\$4,097,248	\$4,249,214	\$4,374,285	2.86%
Affordable Housing	\$5,074,104	\$821,097	\$742,027	(10.66%)
Redevelopment Authority	\$148,051	\$55,276	\$84,039	34.23%
Debt	\$4,645,846	\$4,933,830	\$5,500,161	10.29%
Capital	\$7,255,951	\$19,729,480	\$23,692,870	16.73%
Tax Increment Districts	\$4,535,800	\$12,446,816	\$38,044,143	67.28%
Wastewater	\$8,057,982	\$24,403,841	\$57,070,912	57.24%

# 2025 Draft Expense Budgets by Fund

Department	2023 Actual	2024 Original Budget	2025 Draft	% Change
Refuse	\$1,100,854	\$1,071,591	\$3,174,965	255.23%
Marina/Boat	\$1,384,877	\$1,307,722	\$822,634	(37.09%)
Parking	\$543,275	\$612,531	\$565,532	7.67%
Transit	\$5,343,759	\$4,204,298	\$4,331,755	2.94%
Health	\$7,648,548	\$6,830,411	\$7,181,614	4.89%
Liability	\$415,503	\$445,684	\$443,860	(.41%)
Work Comp	\$421,662	\$626,650	\$549,371	(14.07%)
Information Technology	\$1,175,037	\$1,234,660	\$1,604,103	23.03%
Motor Vehicle	\$3,154,543	\$4,569,427	\$4,282,756	(6.69%)
Cemetery	\$15,360	\$30,500	\$30,500	0.00%

# General Fund Notes

- Election costs budgeted to decrease in 2025 – addition of voting equipment replacement costs
- Permit fee increase to reflect anticipated projects
- Removal of Sanitation expenses – moved to Refuse Fund

Expense Category	2023 Actual	2024 Original	2025 Draft	% Change
Salaries	22,257,685	24,062,149	24,276,926	0.89%
Fringe Benefits	8,930,833	9,518,105	9,811,081	3.08%
Purchased Services	6,447,382	6,611,862	5,334,866	(19.31%)
Materials & Supplies	1,466,529	1,667,496	1,131,787	(32.13%)
Facility & Maintenance	1,299,475	1,439,573	2,318,471	61.05%
Equip & Maintenance	696,256	781,360	537,391	31.22%
Miscellaneous	505,726	1,993,335	752,879	(62.23%)
Total (Excl. Transfers)	41,603,886	44,895,274	44,163,401	(1.63%)

# 2025 Draft General Fund Expense Budgets by Dept

Department	2023 Actual	2024 Budget	2025 Draft	% Change
Council	119,206	127,595	129,162	1.23%
Municipal Court	225,127	271,190	249,171	(8.12%)
City Attorney	564,807	698,209	706,666	1.21%
Mayor	178,325	195,542	214,987	9.94%
Administration	375,974	847,784	867,932	2.38%
City Clerk	383,383	453,032	479,102	5.75%
Elections	81,246	222,017	222,017	(0.00%)
Finance	1,334,548	1,144,862	1,087,461	(5.01%)
Liability Insurance	276,783	297,276	302,418	1.73%
Assessing	540,680	542,770	556,025	2.44%
Human Resources	352,298	328,439	386,136	17.57%
Cable TV	244,754	236,250	238,973	1.15%
Building Inspections	716,028	821,675	885,275	7.74%
Development	457,439	429,188	450,457	4.96%

# 2025 Draft General Fund Expense Budgets by Dept

Department	2023 Actual	2024 Budget	2025 Draft	% Change
Police	13,128,461	14,260,615	14,595,167	2.35%
Fire	9,752,269	10,161,097	10,623,388	4.55%
Public Works Admin	1,548,643	1,052,530	1,096,418	4.17%
Streets	4,219,040	5,429,999	5,340,603	(1.65%)
Sanitation	1,861,194	1,847,806	0	(100%)
Storm Sewer	591,174	509,938	486,167	(4.66%)
Street Lighting	574,395	589,176	510,535	(13.35%)
City Buildings	889,694	1,025,894	1,497,408	45.96%
Civil Defense	5,731	7,677	7,685	0.10%
Parks	2,601,704	2,770,683	2,192,529	(20.87%)
Cemetery	237,303	243,834	254,850	4.52%
Forestry	0	0	848,298	100.0%
Uptown Social	343,679	380,196	0	(100.0%)
<b>Total (Excl. Transfers)</b>	<b>41,603,886</b>	<b>44,895,274</b>	<b>44,163,401</b>	<b>(1.63%)</b>

# 2025 Capital Projects

FY 2024 Total Approved Requests: \$43,164,065

- Included in the 2024-2028 CIP
- Not all general government requests

FY 2025 Total Requests in Previous Plan: \$33,962,398

- Included in the 2024-2028 CIP

Revised FY 2025 Requests: \$81,805,904

- Submitted by Departments in 2025-2029 CIP



# 2025 Capital Projects

## City Buildings:

- ADA Infrastructure Improvements (\$250,000)
- Municipal Service Building Improvements (\$2,500,000)
- Police Department Building Improvements (\$220,000)
- Public Safety Campus Construction (\$12,800,000)
- Fire Station 2 Remodel Engineering (\$400,000)

## Police Department:

- Unmarked Vehicles (\$148,000)
- Marked Vehicles (\$65,000)
- Portable Radios (\$55,000)

## Fire Department:

- Ambulance (\$443,549)
- Turnout Gear, Fitness and Dive Equipment (\$84,321)

# 2025 Capital Projects

## Parks & Forestry:

- Dog Fencing (\$35,000)
- Evergreen Park Bike Trails (\$50,000)

## Street Lighting, Traffic Control & Bridges:

- Washington Avenue & South Business Traffic Signals (\$572,000)
- Bridge Maintenance (\$350,000)
- LED Street Lighting Upgrades - Citywide (\$400,000)

## Cable TV:

- TriCaster Replacement – Council Chamber (\$30,000)

## Information Technology:

- Data Center Refresh (\$50,000)

# 2025 Capital Projects

## Motor Vehicle:

- Vehicle Replacement - 2025 Replacement Schedule:
  - Tri-Axle Dump w/ Salter (2007) \$300,000
  - Tri-Axle Dump w/ Salter (2007) \$300,000
  - Bucket Truck Electrical Dept. (2010) \$375,000
  - Tool Cat (2006) \$70,000
  - Tool Cat (2011) \$70,000
  - Semi Tractor (2001) \$200,000
  - Backhoe Loader (2004) \$145,000
  - Mule Utility Vehicle (2005) \$30,000
  - SmithCo Groomer (2008) \$23,000
- 4-Person Side-by-Side Utility Vehicle (\$25,000)

## Transit:

- Paratransit Buses (\$290,000)

# 2025 TID Capital Projects

## TID 18:

- Land Acquisition (\$4,500,000)
- Business Park Pond (\$1,700,000)

## TID 21:

- Pedestrian Bridge (\$3,500,000)
- Property Purchases (\$5,000,000)
- Commerce Street/Riverwalk Construction (\$6,500,000)
- Marina Design (\$500,000)

## TID 22:

- Taylor & Wilgus Avenue Upgrades (\$1,400,000)

## TID 23:

- Gartman Farm Public Infrastructure (\$8,000,000)
- South Taylor Drive (\$4,000,000)

# 2025 Contracted Street Capital Projects

- Street Improvements (\$4,500,000)
  - Tentative Project List:
    - North 25th Street (Kohler Memorial Drive to North Avenue)
    - South 18th Street (Mead Avenue to Washington Avenue)
    - Washington Avenue Repairs (South Taylor Drive to South Business Drive)
    - North Avenue Intersection design
    - Pavement and Storm Sewer Infrastructure Repairs
  
- Sidewalk Replacement (\$200,000)
  - \*Street Improvement projects include an estimated \$290,000 of sidewalk work
  
- Storm Water Management Plan (\$250,000)

# 2025 Tentative In-House Street Projects

- South 20<sup>th</sup> Street (Georgia Avenue to Indiana Avenue)
- Dillingham Avenue (South 8<sup>th</sup> Street to South 12<sup>th</sup> Street)
- South 7<sup>th</sup> Street (Mead Avenue to Union Avenue)
- North 16<sup>th</sup> Street (Saemann Avenue to Superior Avenue)
- Ontario Avenue (North 10<sup>th</sup> Street to North 12<sup>th</sup> Street)
- North 11<sup>th</sup> Street (Ontario Avenue to Erie Avenue)
- North 12<sup>th</sup> Street (Ontario Avenue to Erie Avenue)
- Division Avenue (North 15<sup>th</sup> Street to North 17<sup>th</sup> Street)

# 2025 Wastewater Capital Projects

- Aeration Blower Number Four (\$375,000)
- Old Digester Area Revitalization Plan (\$50,000)
- Ferric Chloride Tank Replacement (\$150,000)
- Laboratory Upgrade (\$500,000)
- North Avenue Pump Station Upgrade (\$150,000)
- Plant Expansion Study (\$50,000)
- Shoreline Interceptor (\$12,000,034)
- Kentucky Avenue Lift Station Upgrades (\$200,000)
- Southside Interceptor (\$6,620,000)
- UV Disinfection (\$30,000)
- Fine Screen System – Wet Well (\$50,000)
- Mini Storm Sewer Program (\$50,000)
- Sewer Line Reconstruction / Relining Program (\$1,000,000)
- Sewer Televising and Manhole Inspection (\$250,000)

# Budget Next Steps

**September 10th:** Draft budget documents posted on the City's website

**October 2nd:** Updated proposed budget documents posted on City's website matching budget resolution

**October 7th:** City Administrator submits budget resolution & Council refers to Committee of the Whole

**October 15th:** City Plan Commission reviews and adopts 2025-2029 Capital Plan

**October 21st:** COW final review of budget and Capital Plan and referral back to Council

**November 4th:** Council adopts 2025 budget resolution and 2025-2029 Capital Plan



## Mead Public Library Code of Conduct

### Introduction

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

### The Library's Values

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

### Acceptable Behaviors at the Library:

- Ask questions: our staff are here to help you.
- Show respect to others: be kind to those around you and give people their space.
- Keep noise levels low: use your inside voice when talking and use headphones while using cellphones and computers.
- Take care of the Library and all that's in it: handle books and other materials with care, return borrowed materials on time, eat only in the Library Café, and always clean up after yourself.
- Follow 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 or ask for copies of our policies 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
- Being rude or abusive to people in the Library
- Stealing or damaging property that does not belong to you
- Asking people for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended by a responsible person
- Bringing pets into the library
- Not following Library rules

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 at the Library too.

Those who do not follow the Library's rules may be asked to leave.

## Projects Update

Updated 9/13/24

1. Lockers  
Lockers are set in place. Waiting on awning to be installed. It is currently being utilized.
2. Floor cracking in front entrance area  
We have a PO out. Need to choose materials. Waiting for installation.
3. Community Resources Specialist office/telephone booths  
Architect has sent us a quote to draw plans. We are waiting to determine funding source.
4. Warschau collection display(s)  
Staff committee met and have identified items of priority for the mobile unit. Meetings are in progress with the two cabinet makers that were recommended.
5. Automated Material Handling System (AMH)  
We had had visits from our current vendor as well as one additional vendor based in Minneapolis. We are determining a list of desired functionality requirements. The architect is scheduled to send us a quote.
6. Second floor carpet issue  
Carpet is not adhering properly. We are working with the city procurement specialist to get the issue fixed via a warranty claim.
7. Sensory Room on the third floor  
Architect has been given initial instructions to design build-out plan. Once plan is approved by all parties, the plan will be put out to bid. Architect has sent us a quote to draw plans. We are waiting to determine funding source.
8. Tuck pointing and expansion joint caulking  
PO out awaiting work.

### Completed Projects

- Electrical additions on 1st and 2<sup>nd</sup>
- Drinking fountains
- Third floor tile issue

# Disruptive Patron Interaction Report July 2024

Item 13.

	2024	2023
<b>Reported Incidents</b>		
Adult	24	22
Teen	16	8
Senior (65+)	2	0
Kids	0	0
<b>Exclusions Over 10 Days</b>	5	3
<b>Emergency Services Called</b>	2	2
<b>Encounter Type</b>		
Trespass after exclusion	8	1
Dispute/argument/altercation between patrons (not physical)	1	1
Fighting/Physical Altercations	2	3
Harassment/Threatening Language	1	4
Homeless or Runaway (Youth Only)	0	0
Horseplay and/or excessive noise	9	4
Inappropriate comments and/or excessive demands	3	7
Intoxicated/Addiction	0	2
Medical or mobility issue	0	1
Mental Health	1	0
Mess (Food waste, spills)	0	0
Theft/Vandalism	1	0
Trouble getting patron to leave after closing	0	0
Truancy	1	0
Used in the building: Vaping, Drugs, Alcohol, or Tobacco	2	1
Weapons	0	0
Other (Specify in Description)	14	7
<b>Location</b>		
1st Café	5	2
1st Desk	2	4
1st DVD's/Music	3	1
1st Fiction	0	1
1st Fireplace	4	1
1st Lobby/Foyer	4	2
1st Restrooms	0	1
2nd Computers	1	1
2nd Desk	3	2
2nd Hansen Teen	2	1
2nd Imaginarium	0	0
2nd Quiet Study	1	0
2nd Restrooms	0	3
3rd Desk	0	0
3rd Children's (North)	1	0
3rd Children's (South)	0	0
3rd Restrooms	0	0
3rd Teen Center	3	1
Outside (Specify in Description)	0	0
Other (Specify in Description)	5	8

# Disruptive Patron Interaction Report August 2024

Item 13.

	2024	2023	
<b>Reported Incidents</b>	Adult	37	35
	Teen	16	4
	Senior (65+)	4	0
	Kids	0	0
<b>Exclusions Over 10 Days</b>	6	2	
<b>Emergency Services Called</b>	7	7	
<b>Encounter Type</b>	Trespass after exclusion	7	1
	Dispute/argument/altercation between patrons (not physical)	2	0
	Fighting/Physical Altercations	0	0
	Harassment/Threatening Language	4	0
	Homeless or Runaway (Youth Only)	0	0
	Horseplay and/or excessive noise	13	3
	Inappropriate comments and/or excessive demands	14	14
	Intoxicated/Addiction	2	0
	Medical or mobility issue	1	2
	Mental Health	5	2
	Mess (Food waste, spills)	1	0
	Theft/Vandalism	0	4
	Trouble getting patron to leave after closing	0	0
	Truancy	0	0
	Used in the building: Vaping, Drugs, Alcohol, or Tobacco	0	2
	Weapons	0	0
	Other (Specify in Description)	13	18
	<b>Location</b>	1st Café	5
1st Desk		8	6
1st DVD's/Music		1	0
1st Fiction		0	0
1st Fireplace		2	0
1st Lobby/Foyer		5	5
1st Restrooms		1	5
2nd Computers		7	6
2nd Desk		2	3
2nd Hansen Teen		2	0
2nd Imaginarium		0	0
2nd Quiet Study		0	3
2nd Restrooms		4	1
3rd Desk		0	0
3rd Children's (North)		1	0
3rd Children's (South)		0	1
3rd Restrooms		0	0
3rd Teen Center		1	0
Outside (Specify in Description)		0	0
Other (Specify in Description)		13	8

**Volunteer Report - August 2024**

<b>Type</b>	<b>Hours</b>	<b>Volunteer Count</b>
<b>Adult</b>	<b>96.35</b>	<b>19</b>
<b>Teen</b>	<b>9.03</b>	<b>2</b>
<b>Grand total</b>	<b>105.38</b>	<b>21</b>

**Volunteer Report - July 2024**

<b>Type</b>	<b>Hours</b>	<b>Volunteer Count</b>
<b>Adult</b>	<b>187.12</b>	<b>26</b>
<b>Teen</b>	<b>6.58</b>	<b>2</b>
<b>Grand total</b>	<b>193.7</b>	<b>28</b>

Type	Name	*July 2023	*July 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
<b>Circulation Transactions</b>	Adult Materials	18,429	18,408	0%	130,064	130,240
	Teen Materials	1,153	2,346	103%	6,956	8,412
	Children's Materials	14,992	15,899	6%	99,197	93,347
	Total Adult/Teen/Children's Materials	34,574	36,653	6%	236,217	231,999
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	9,216	10,161	10%	65,146	71,508
	Items received for Mead patrons from other libraries	4,489	5,031	12%	35,411	34,213
	Total Interlibrary Loans (Transits)	13,705	15,192	11%	100,557	105,721
<b>E-Content Checkouts</b>	Total E-Content Checkouts	8,687	9,449	9%	60,986	68,053
<b>Library Visits</b>	Gate count	19,322	22,575	17%	138,587	140,014
<b>Research Inquiries</b>	Research Inquiries	5,055	3,113	-38%	30,469	14,520
<b>Internet Usage Provided</b>	Library Workstation Sessions	0	2,817	No Previous Year Data	13,504	16,199
	Wireless Sessions	7,946	9,280	17%	55,971	66,481
<b>Number of Library Card Holders</b>	Sheboygan Residents				27,436	27,534
	Non-Sheboygan Residents				6,494	6,481
	Total Number of Library Card Holders				33,930	34,015
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	4	19	375%	284	210
	Children (0-11) Participants	248	918	270%	9,807	7,217
	Teen (12-18) Quantity	12	16	33%	39	46
	Teen (12-18) Participants	277	357	29%	827	1,930
	Adult (18+) Quantity	3	9	200%	123	154
	Adult (18+) Participants	19	84	342%	3,058	1,791
	Total number of Classes, Seminars, Workshops, Events	19	44	132%	446	410
	Total number of Participants	544	1,359	150%	13,692	10,938
<b>Conference Room Utilization</b>	Rocca Meeting Room	37%	56%	19%	35%	38%
	Loft Meeting Room	25%	44%	20%	26%	27%
	Public Conference Room #1	36%	39%	3%	29%	43%
	Public Conference Room #2	28%	29%	2%	25%	35%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	576.5	676	17%	4270.5	4804.75
	Percent Utilization	47%	52%	5%	45%	53%

Type	Name	*August 2023	*August 2024	*Monthly 2023 vs 2024	*Year-to-date 2023	*Year-to-date 2024
<b>Circulation Transactions</b>	Adult Materials	18,577	18,621	0%	148,641	148,861
	Teen Materials	1,061	1,065	0%	8,017	9,477
	Children's Materials	14,244	14,688	3%	113,441	108,035
	Total Adult/Teen/Children's Materials	33,882	34,374	1%	270,099	266,373
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	10,521	10,147	-4%	75,667	81,655
	Items received for Mead patrons from other libraries	5,180	5,221	1%	40,591	39,434
	Total Interlibrary Loans (Transits)	15,701	15,368	-2%	116,258	121,089
<b>E-Content Checkouts</b>	Total E-Content Checkouts	8,718	9,372	8%	69,704	77,425
<b>Library Visits</b>	Gate count	19,301	22,530	17%	157,888	162,544
<b>Research Inquiries</b>	Research Inquiries	4,526	2,827	-38%	34,192	16,572
<b>Internet Usage Provided</b>	Library Workstation Sessions	2,803	2,979	6%	16,307	19,178
	Wireless Sessions	8,027	9,185	14%	63,998	75,666
<b>Number of Library Card Holders</b>	Sheboygan Residents				27,346	28,713
	Non-Sheboygan Residents				6,471	6,456
	Total Number of Library Card Holders				33,817	35,169
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	0	8	No Previous Year Data	284	218
	Children (0-11) Participants	0	306	No Previous Year Data	9,807	7,523
	Teen (12-18) Quantity	2	1	-50%	41	47
	Teen (12-18) Participants	43	18	-58%	870	1,948
	Adult (18+) Quantity	11	15	36%	134	169
	Adult (18+) Participants	80	303	279%	3,138	2,094
	Total number of Classes, Seminars, Workshops, Events	13	24	85%	459	434
	Total number of Participants	123	627	410%	13,815	11,565
<b>Conference Room Utilization</b>	Rocca Meeting Room	21%	24%	3%	33%	36%
	Loft Meeting Room	22%	20%	-2%	25%	26%
	Public Conference Room #1	46%	39%	-7%	31%	43%
	Public Conference Room #2	40%	29%	-11%	27%	34%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	522.5	719	38%	4793	5523.75
	Percent Utilization	41%	54%	13%	45%	53%

## **Friends Report**

September 2024

1. No meeting in August
2. Big Book sale
  - a. Scheduled for October 17,18 and 19
  - b. Staff and member preview sale October 16
3. Gift of Reading final donation = \$145
4. New Experience Passes now available
  - a. Green Bay Packer Hall of Fame
  - b. International Crane Foundation (Baraboo)
  - c. Children's Museum of Green Bay
5. Experience Pass coming soon
  - a. Building for Kids (Appleton)