



# \*\*\* CANCELLED \*\*\* MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**January 21, 2026 at 5:00 PM**

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m. Wednesday, January 21, 2026, 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-library areas in Sheboygan County (Please sign in prior to meeting)
4. Approval of Minutes - November 19, 2025
5. Correspondence, Announcements, and Common Council Reports

## **CONSENT AGENDA**

6. Facilities Report
7. Security Update
8. Monthly Statistics
9. Monarch Library System - Maeve Quinn
10. Mead Library Foundation - Kathie Norman
11. Friends of Mead - Pattie Pilz

## **COMMITTEE REPORTS**

12. 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**

## **DIRECTOR'S REPORT**

- 13. Services and Programming
- 14. Bathroom Renovation Study Update - Erickson
- 15. Mead Organizational Structure Update - Erickson
- 16. Fall Library Card Signup Postcard Campaign - Erickson

## **UPCOMING MEETINGS**

- 17. Library Board of Trustees Next Meeting February 18, 2026

## **ADJOURN**

- 18. Motion to Adjourn

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

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



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**November 19, 2025 at 5:00 PM**

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

In-person: Jeanne Pfeifer (President), Erin Bremser, Michael Close, Jim Hollister, Susan Kuck, and Maeve Quinn

Virtual: Meg Albrinck and Julia Hart

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called meeting to order at 5:03 p.m.

2. Pledge of Allegiance

3. Public Comments - none

4. Approval of Minutes

a. Quinn moved to approve the October 15, 2025, minutes. Norman seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

a. Hollister announced his resignation. His last meeting will be January 2026

b. Close announced that the 2026 budget passed on November 3

c. Close shared that the medical (increase of 9.2%) and dental (increase of 13.9%) benefits for staff have increased

6. Consent Agenda (Items 6-11)

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

a. Monthly Statistics

b. Monarch Library System

c. Mead Library Foundation

d. Friends of Mead

e. Support Services

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

a. October's financial statements and YTD budget reports were reviewed

b. Property tax levy waiting on approval to transfer funds to library budget

c. Interest income is approximately \$35,000 over-budget

d. Kohler Foundation issued a \$7,500 grant for our *Ready, Set, Pre-K Program*

e. MilliporeSigma issued a \$10,000 grant for programs and equipment

f. Mead Foundation to pay \$26,732 for purchase of blinds to protect collection from sun damage

g. \$127,000 encumbrance for granted projects will be funded by the Foundation

h. Donation Clarification

i. Restricted donations are sent to the City for deposit

ii. Non-restricted are sent to Mead Foundation for deposit

- i. Albrinck moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Hart seconded. Motion passed.

13. Human Resources Committee (October 29, 2025) – Bremser

- a. Circulation Supervisor position was recommended for approval to the Board of Trustees
- b. Table of Organization draft was recommended for approval to the Board of Trustees contingent upon the successful filling of the Circulation Supervisor position
- c. Security Monitor position has been difficult to fill and when filled, difficult to retain employees
- d. Select policies were reviewed for recommendation for being rescinded

14. Update Policies – Erickson

- a. Bremser moved to rescind policies listed below. Kuck seconded. Motion passed.
  - i. Expense Reimbursement 13.07 - in City Employee Handbook
  - ii. Paid Time Off 15.30 - in City Employee Handbook
  - iii. Health, Dental and Other Health-Related Insurance 15.38 - in City Employee Handbook
  - iv. Smoke Free Building 7.01 - in Sheboygan Ordinance Article VII, Section 110-278
  - v. Firearms, Open or Concealed Carry 15.51 - in Wisconsin State Statute 941.235 (1)
  - vi. Code of Ethics 15.49 –in the American Library Association Code of Ethics

15. Table of Organization – Erickson

- a. Cheryl Nessman was appointed Deputy Director replacing Melissa Prentice
- b. HR Committee discussed draft of newly created Circulation Supervisor position
- c. Discussion on City Administrator Bradley's recommendation to have a consultant review Mead's Table of Organization holistically rather than position by position
  - i. Close added this consultation could improve workflows, staffing and fix bottlenecks
  - ii. Albrinck questioned how consultant would be paid
  - iii. Pfeiffer added a consultant would be a healthy move to collect more information
  - iv. Erickson added the consultant worked on the Department of Public Instruction's 2023 study and has experience with library staffing
  - v. Quinn moved to authorize Library Director Garrett Erickson to meet with the consultant recommended by the City to review Mead's Table of Organization and provide recommended updates by the first week of January 2026. Hollister seconded. Motion passed.

16. Job Descriptions – Tabled

17. 2026 Monarch's \$100,000 Resource Library Agreement – Erickson

- a. In-Demand collection (books, DVDs, etc.) = \$15,000
- b. Overdrive e-books and e-audio = \$75,000
- c. Support staff (pay invoice, reporting, processing materials, etc. = \$10,000
- d. Quinn moved to approve signing the Monarch Library System Membership Agreement. Close seconded. Motion passed.

18. Planning for the Performance Evaluation of the Library Director - Bremser

- a. Online performance survey will be sent to all trustees within two weeks by Bremser
- b. Deadline to complete online survey is December 31, 2025
- c. Survey results will be given to Pfeiffer to compile a summary
- d. Results to be discussed in a closed session at the January Board of Trustees' meeting

19. Services and Programming – Erickson

- a. Nessman's report was presented

20. 2026 Budget (Approved November 3) - Erickson

- a. No change from previous budget versions
- b. Library received a 2.7% increase in our materials budget
- c. Mead staff will receive a salary increase based on Cost of Living Adjustment (COLA)

21. Motion to Adjourn

- a. Meeting was adjourned at 5:50 p.m.

Next Meeting December 17, 2025, at 5:00 p.m. in the Rocca Room.



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES / HR COMMITTEE MINUTES

January 7, 2026 at 5:00 PM

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

In-Person: Jeanne Pfeifer (President), Erin Bremser, Michael Close, Jim Hollister, Susan Kuck, Kathie Norman, and Maeve Quinn

Virtual: Meg Albrinck and Julia Hart

Staff: Garrett Erickson

1. Call to Order

Pfeiffer determined a quorum and called meeting to order at 5:13 p.m.

2. Pledge of Allegiance

3. Public Comments - none

4. Human Resources Consultant Study Update – Erickson

- a. Erickson presented information on a Human Resources Consultant's proposal. This consultant has previously worked with the City on several studies in other departments
- b. Discussion proceeded
- c. Norman moved to approve accepting HR study proposal. Hollister seconded. Motion passed

5. Library Director's Evaluation

6. Motion to convene in closed session under the exemption provided in Wis.Stat.s.19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit, Mead Public Library personnel.

Albrinck moved to convene in a closed session to discuss annual performance report for Library Director Erickson. Bremser seconded. The following voted aye to move into closed session: Pfeifer, Bremser, Close, Hollister, Kuck, Norman, Albrinck, Hart, and Quinn. Motion passed.

7. Motion to Reconvene in Open Session

Quinn moved to reconvene in open session. Norman seconded. The following voted aye to move into open session: Pfeifer, Bremser, Close, Hollister, Kuck, Norman, Albrinck, Hart, and Quinn. Motion passed.

8. Motion to Adjourn

- a. Quinn moved to adjourn the meeting. Norman seconded. Motion passed.
- b. Meeting was adjourned at 6:39 p.m.

Next Meeting January 21, at 5:00 p.m. in the Rocca Room.

## Facilities Report - December 2025

### **In Process**

- Sensory Room
  - Plans are being developed
  - Some furnishings/equipment have been purchased and delivered
- Phone Booths and Security Office
  - Completion expected mid-Feb
- Charging Stations on Second Floor
  - Installed six additional units
  - More to install as time allows
- Roof Replacement
  - Being worked on when weather allows
- Second Floor Carpet Issue (not adhering properly)
  - Contractor is expected to re-glue down floor in March
- Second Floor Study Rooms
  - Working with architect to complete drawings
- Third Floor Entrance Doors
  - Purchase order sent to contractor
- Restroom Remodel
  - Met with engineering firm
  - Performed physical inspection of current space

### **Completed**

- Snow removal coordination with Facilities and Operations to perform in-house
- Automated Material Handling System (AMH) final check list
- Countertop stool replacement
- 3D printers on third floor installed
- Fish tank installation

## Disruptive Patron Interaction Report December 2025

		Monthly			Year To Date		
	Age	December 2024	December 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	32	48	50%	431	464	8%
	Teen	7	7	0%	154	82	-47%
	Total	39	55	41%	585	546	-7%

Exclusions Over 10 Days		2	0	-100%	84	68	-19%
Emergency Services Called		1	4	300%	37	35	-5%

Type	Name	Monthly			Year To Date		
		*December 2024	*December 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
Circulation Transactions	Adult Materials	16,266	15,706	-3%	215,068	201,593	-6%
	Teen Materials	764	601	-21%	12,351	10,889	-12%
	Children's Materials	9,394	9,388	0%	152,224	140,296	-8%
	Total Adult/Teen/Children's Materials	26,424	25,695	-3%	379,643	352,778	-7%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8,567	8,953	5%	120,830	125,001	3%
	Items received for Mead patrons from other libraries	3,810	3,756	-1%	57,725	54,456	-6%
	Total Interlibrary Loans (Transits)	12,377	12,709	3%	178,555	179,457	1%
E-Content Checkouts	Total E-Content Checkouts	9,570	9,319	-3%	115,171	119,176	3%
Library Visits	Gate count	14,987	18,281	22%	234,879	244,813	4%
Research Inquiries	Research Inquiries	2,142	3,438	61%	61,987	38,390	-38%
Internet Usage Provided	Library Workstation Sessions	1,925	1,746	-9%	28,147	25,999	-8%
	Wireless Sessions	6,912	5,661	-18%	102,551	81,312	-21%
Number of Library Card Holders	Sheboygan Residents				28,612	29,581	3%
	Non-Sheboygan Residents				6,483	6,415	-1%
	Total Number of Library Card Holders				35,095	35,996	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	24	25	4%	352	377	7%
	Children (0-11) Participants	785	506	-36%	11,304	11,487	2%
	Teen (12-18) Quantity	2	3	50%	55	49	-11%
	Teen (12-18) Participants	36	39	8%	2,143	1,127	-47%
	Adult (18+) Quantity	7	34	386%	270	313	16%
	Adult (18+) Participants	91	224	146%	3,146	4,262	35%
	Total number of Classes, Seminars, Workshops, Events	33	62	88%	677	739	9%
	Total number of Participants	912	769	-16%	16,593	16,876	2%
Conference Room Utilization	Rocca Meeting Room	30%	38%	8%	37%	46%	9%
	Loft Meeting Room	18%	38%	20%	27%	37%	10%
	Public Conference Room #1	28%	37%	9%	42%	37%	-5%
	Public Conference Room #2	22%	36%	14%	33%	42%	9%
Study Rooms Utilization	Study Rooms Hours Used	958.5	1009	5%	8714.25	9631.5	11%
	Percent Utilization	73%	74%	1%	56%	61%	6%

10% or higher

-10% or lower

## Volunteer Report - November and December 2025

Type	Volunteer Count	Total Hours
Adult	24	352
Teen	2	34
Grand total	26	386

## **Friends of Mead Report**

December 2025

- Friends are sponsoring a 4-part lecture series on Abe Lincoln and the Occult on May 7, 14, 21 and June 4
- Pop-Up Paperback sale scheduled for Saturday, March 7
- Annual meeting and elections held January 21, 2026
- Pop-Up DVD/Music CD sale on Jan 10 netted over \$400
- Memorial plaque will be ordered for Sharon Winkle
- Total donations given to Mead since 2015-2025 = \$256,546
- Winner was selected for tickets to the Weill Center's production of Snowmen, Nutcrackers... and Kevin McCallister!?, as well as a book and DVD of the story

*Mead Public Library - Accounts Payable November 1st, 2025 through November 30th, 2025*

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
NANCY VAN DER PUY	255 451915	PATRON FEES	33.31	11122025	369657	PATRON REFUND
MONARCH LIBRARY SYS	255511 531100	CONTRACTED SERVICES	18.72	11122025	6778	STICKERS - MEAD PUBLIC LIBRARY
AT&T	255511 531100	CONTRACTED SERVICES	414.06	11122025	369550	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	54.98	11122025	6742	ACCT #A2JXVCVZU4S49M DONATIONS
SHAFFER TECHNICAL	255511 548001	DONATION PURCHASES	300.00	11122025	369689	PROGRAM - WI IDOLS 100 HEROES - 11/11/25 - MPL
CHRISTOPHER MCALIST	255511 548001	DONATION PURCHASES	250.00	11122025	369563	PROGRAM - SHEBOYZINEFEST - 11/1/2025
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,657.23	11122025	6775	CUST #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	188.82	11122025	6775	ACCT #2000016317 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	113.80	11122025	6767	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$16.49
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	496.51	11122025	6767	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	39.79	11122025	6767	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$16.50
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	69.87	11122025	6767	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	6,019.88	11122025	6767	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$786.02
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	25.24	11122025	6742	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	10.02	11122025	6742	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASES
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	43.74	11122025	6742	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	104.76	11122025	6742	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	21.96	11122025	6742	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	300.96	11122025	369555	MATERIAL PURCHASE - SALES ORDER #477089
METTER-JENSEN, L	255 162000	PREPAID EXPENSES	100.00	11252025	369846	NON-FICTION BOOK DISCUSSION GROUP DEC/JAN/FEB
NANCY TESELLE	255 162000	PREPAID EXPENSES	100.00	11252025	369849	NATURE BASED BOOK CLUB -DEC 2025, JAN & FEB 2026
ZEKEYLA ODOWD-WILLIA	255 451915	PATRON FEES	18.96	11252025	369862	PATRON REFUND FOR KAYLEE ODOWD-WILLIAMS
BRITTANY MAY MIKKELS	255 451915	PATRON FEES	25.66	11252025	369855	PATRON REFUND
AT&T CORP	255511 531100	CONTRACTED SERVICES	90.02	11252025	369795	ACCT #831-001-4630 820 OCT BILLING MPL BROADBAND
AT&T	255511 531100	CONTRACTED SERVICES	413.34	11252025	369794	ACCT#920 Z83-0200 109 8 TELEPHONE EXPENSE-SEPT
GT GRAPHICS OF SHEB	255511 531400	ADVERTISING & MARKETING	135.60	11252025	6815	RACK CARDS - STORYTIME - MPL
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	80.01	11252025	6798	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	71.74	11252025	6798	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	36.96	11252025	6798	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
STEEN MACEK PAPER CO	255511 540100	OFFICE SUPPLIES	413.34	11252025	369879	CUST #56390 PAPER - MEAD PUBLIC LIBRARY
LIL REV MUSIC	255511 548001	DONATION PURCHASES	500.00	11252025	369843	ROCK N ROLL POWER 12/11/25 & CHANUKAH 12/17/25
LIL REV MUSIC	255511 548001	DONATION PURCHASES	350.00	11252025	369844	MPL DONOR CELEBRATION ENTERTAINMENT - 12/5/25
METTER-JENSEN, L	255511 548001	DONATION PURCHASES	50.00	11252025	369846	NON-FICTION BOOK DISCUSSION GROUP DEC/JAN/FEB
MONARCH LIBRARY SYS	255511 548001	DONATION PURCHASES	18.00	11252025	6829	BOOKWORM GARDENS TOUR AND LUNCH-YOUTH SERVICES MPL
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	31.99	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	399.98	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS - 3D PRINTING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	233.88	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	-132.05	11252025	6798	CREDIT MEMO FOR INVOICE #14M4-R61J-6161
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	-132.05	11252025	6798	CREDIT MEMO FOR INVOICE #14M4-R61J-6161
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	582.42	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS

*Mead Public Library - Accounts Payable November 1st, 2025 through November 30th, 2025*

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	DATE PAID	CHECK NO	FULL DESC
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	128.74	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	57.79	11252025	6798	ACCOUNT #A2JXVCVZU4S49M READY SET PRE-K
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	57.34	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	27.08	11252025	6798	ACCT #A2JXVCVZU4S49M DONATIONS
ADRIENNE ALLEN	255511 548001	DONATION PURCHASES	500.00	11252025	369786	WINTER STARDUST WALL HANGING 12/6/25 PROGRAM
NANCY TESELLE	255511 548001	DONATION PURCHASES	50.00	11252025	369849	NATURE BASED BOOK CLUB -DEC 2025, JAN & FEB 2026
BITE SIZE STUDIO	255511 548001	DONATION PURCHASES	250.00	11252025	369803	BITE SIZE STUDIO WORKSHOP-SHEBOYZINE FEST 11/1/25
ALEXANDRA KOSTIW	255511 548001	DONATION PURCHASES	300.00	11252025	369789	PROGRAM - READING NATURE @ SHEBOYZINE FEST 11/1/25
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,207.78	11252025	6826	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	58.49	11252025	6826	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	93.99	11252025	6826	ACCT #2000016317 MONARCH GRANT/PROJECT FUND
UNIVERSITY OF MINN.	255511 548002	MATERIALS - ALL CATEGORIES	300.00	11252025	369891	CUST #5059519 BAYSCAN - COLLECTION SUPPLIES
UNIVERSITY OF MINN.	255511 548002	MATERIALS - ALL CATEGORIES	472.00	11252025	369891	CUST #5059519 COLL. SUPPLIES - BAYSCAN
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	150.27	11252025	6817	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	142.47	11252025	6817	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	160.73	11252025	6817	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$19.25
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	325.77	11252025	6817	ACCT #20W8082 MAT. PURCH & MONARCH GRANT \$58.74
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	43.75	11252025	6817	ACCT #20W8082 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	309.23	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	719.40	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	172.72	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	29.55	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	74.95	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	194.32	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	26.40	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	49.08	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	195.53	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	604.85	11252025	6798	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	2,845.54	11252025	369802	MATERIAL PURCHASE - SALES ORDER #477088
STATE BAR OF WISCONS	255511 548002	MATERIALS - ALL CATEGORIES	96.50	11252025	369878	ACCT #12587 JUDICIAL BENCHBOOK
MIDWEST TAPE	255511 548003	OTHER CONTENT	472.47	11252025	6826	CUST #2000014274 OTHER CONTENT
KASCHAK ROOFING	255511 631200	BUILDING IMPROVEMENTS	34,995.86	11252025	369832	MEAD PUBLIC LIBRARY ROOF REPLACEMENT
SHEBOYGAN WATER UTIL	255511 555100	UTILITIES	2,131.10	113025DD	370175	OCTOBER WATER UTILITY BILLS
ALLIANT ENERGY	255511 555100	UTILITIES	8,045.91	113025DD	370045	OCT BILLING-ACCT #5498700000
WISCONSIN PUBLIC SER	255511 555100	UTILITIES	1,179.38	113025DD	370178	OCTOBER WPS BILLING-ACCT #0403257315-00031

**Mead Public Library - Financial Statement for November 30, 2025**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,150,004.00)	-	(3,150,004.00)	(2,333,947.26)	-	(816,056.74)
255	437200	MONARCH - SHEBOYGAN COUNTY	(929,860.00)	-	(929,860.00)	(929,859.48)	-	(0.52)
255	437210	MONARCH - OZAUKEE COUNTY	(13,113.00)	-	(13,113.00)	(13,112.64)	-	(0.36)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(100,000.00)	-	-
255	437230	MONARCH - ADJACENT COUNTIES	(53,708.00)	-	(53,708.00)	(52,151.00)	-	(1,557.00)
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(5,057.79)	-	(1,942.21)
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(22,122.87)	-	14,122.87
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(779.41)	-	179.41
255	481100	INTEREST INCOME	(40,000.00)	-	(40,000.00)	(86,062.14)	-	46,062.14
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(136,927.62)	-	66,927.62
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(2,611.97)	-	611.97
		<b>TOTAL REVENUE</b>	<b>(4,374,285.00)</b>	-	<b>(4,374,285.00)</b>	<b>(3,682,632.18)</b>	-	<b>(691,652.82)</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,463,039.00	-	2,463,039.00	2,006,914.78	-	456,124.22
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	3,129.67	-	(3,129.67)
255511	520310	FICA	146,355.00	-	146,355.00	118,446.78	-	27,908.22
255511	520311	MEDICARE	34,229.00	-	34,229.00	27,701.31	-	6,527.69
255511	520320	WI RETIREMENT FUND	157,838.00	-	157,838.00	133,677.97	-	24,160.03
255511	520340	HEALTH INSURANCE	449,803.00	-	449,803.00	448,552.77	-	1,250.23
255511	520350	DENTAL INSURANCE	26,374.00	-	26,374.00	26,299.73	-	74.27
255511	520360	LIFE INSURANCE	5,141.00	-	5,141.00	4,007.00	-	1,134.00
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	173,027.00	-	173,027.00	124,098.08	17,957.40	30,971.52
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	6,840.80	-	(405.80)
255511	531206	INSURANCE PREMIUMS	24,366.00	-	24,366.00	2,195.58	-	22,170.42
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	6,691.81	-	2,708.19
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	10,335.31	-	(335.31)
255511	533105	IT SERVICE FUND CHARGES	51,944.00	-	51,944.00	51,944.00	-	-
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	20,000.00	-	20,000.00	30,773.69	3,000.00	(13,773.69)
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	11,715.34	-	(3,215.34)
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	10,366.73	-	9,073.27
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	9,080.24	-	4,619.76
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	8,848.02	-	(3,848.02)
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	-
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	107,612.92	9,146.92	(46,759.84)
255511	548002	MATERIALS - ALL CATEGORIES	361,019.00	-	361,019.00	266,130.47	-	94,888.53
255511	548003	OTHER CONTENT	146,156.00	-	146,156.00	170,901.46	-	(24,745.46)

**Mead Public Library - Financial Statement for November 30, 2025**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	-
255511	555100	UTILITIES	139,072.00	-	139,072.00	115,301.14	-	23,770.86
255511	555120	PHONES	4,000.00	-	4,000.00	646.88	-	3,353.12
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	840.90	-	2,259.10
255511	631200	BUILDING IMPROVEMENTS	-	334,375.00	334,375.00	247,007.06	235,076.64	(147,708.70)
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	21,705.38	-	2,794.62
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	196,908.06	72,096.24	(269,004.30)
<b>TOTAL EXPENSES</b>			<b>4,374,285.00</b>	<b>334,375.00</b>	<b>4,708,660.00</b>	<b>4,169,520.88</b>	<b>337,277.20</b>	<b>201,861.92</b>
<b>TOTAL REVENUE LESS EXPENSES</b>			<b>-</b>	<b>334,375.00</b>	<b>334,375.00</b>	<b>486,888.70</b>	<b>337,277.20</b>	<b>(489,790.90)</b>

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

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

Submitted by Cheryl Nessman  
January, 2026

### **Staffing:**

- Staff evaluations have been completed
- Santino Lesser received his Master of Social Work degree from Walden University. Santino was a recipient of both the Board of Trustees & The Friends of Mead PL Scholarships
- We have a number of staff who are taking classes or using online training modules to learn basic Spanish and American Sign Language so we can better meet the needs of our patrons

### **Programming/Exhibit/Outreach Highlights:**

- January:
  - [Free Tax Prep for seniors and low-moderate income taxpayers](#) through AARP Tax-Aide began on Jan. 14th
  - We had waiting lists for two popular programs for adults: [Sourdough Starter w/ Amanda Strojinc](#) (Jan. 12) & [Learn to Sew with Elaine Jacks](#) (Jan. 10)
  - Mead's first ever [Craft Supply Swap](#) will be held on Jan. 17th
  - Staff traveled to Lake Country Academy to teach 50 fifth graders how to paper quill, a skill they will be using for an upcoming school fundraiser.
  - We now have 283 people badged on Imaginarium makerspace equipment and are adding more people each week!
  - Kids will create fun art projects with Mary Tooley during our [Art4Fun](#) program on Jan. 21st
  - Tweens will get an introduction to mindfulness and yoga during the [Mindful Movement](#) program on Jan. 22nd & Feb. 5th
  - Families will have fun with dice & card games at [Family Math Game Night](#) on Jan. 28th
- February:
  - [America 250-Patriots of the American Revolution: Legacies in Wisconsin Exhibit](#) with a presentation by Katie Reilly to kick the exhibit off on Feb. 7th, as well as a [Finding Your Revolutionary Patriot Genealogy Workshop](#) on Feb. 17th
- The spring programming schedule is being finalized

### **Collections**

- The Collections Committee met in January to review our policy and guidelines before FY26 selection resumed.

## Patron Services

- We have implemented our new Card Holder Management system which is designed to streamline the process of signing up for a library card for the first time, and for renewing and updating existing cards. The system verifies the name and address of each patron, granting those who live in Sheboygan and nearby, un-librарied, areas immediate access to the library's resources.
- We are waiting to receive a final draft of the 3rd floor's Sensory Room plans before moving forward with the bidding process and construction.
- Furniture has been ordered for the new Community Resources desk, meeting room, and phone booths.
- The Accessibility working group is finalizing an assessment report of the entire library building and will be handing that report off to the User Experience Committee.

# 2025 SEPTEMBER LIBRARY CARD SIGNUP & RE-ENGAGEMENT CAMPAIGN SUMMARY

## OVERVIEW

- We mailed postcards to households without library cards located in 4 of the census tracts closest to the library *that were not included in last year's mailing* (last year targeted the areas bordering the library). We also sent emails to people in those same tracts who haven't used their cards in 12 months.
- These neighborhoods were chosen as there's a high concentration of households with children, which is a trait that we know is more likely to lead to active library cardholders, and their relative proximity to the library may make library visits somewhat easier. Plus, several of these areas include an above-average number of low-income residents, who may benefit most from our services.
- We sent out 6,900 postcards (up from 2,800 a year ago) and two separate emails to about 6,700 people. The total project cost was \$3,988, with about 70 percent of that cost being printing/processing and postage and the remainder being data analytics that identified households without library cards through our third-party vendor OrangeBoy.

## RESULTS

### Mailers

- 282 households that received a postcard signed up for a library card during the first 4 weeks after the postcard was sent, which amounts to a 4% sign-up rate and was in line with similar campaigns at other libraries.
- That's below last year's 7% sign-up rate, but that's not entirely surprising as a year ago we targeted the neighborhoods surrounding Mead, which presumably had the highest probability of success given that they are all within walking distance, making trips to the library more convenient. The neighborhoods in this year's mailing were selected from the next closest neighborhoods, but all require a car trip, bus ride, etc, and would not be walkable in most cases.

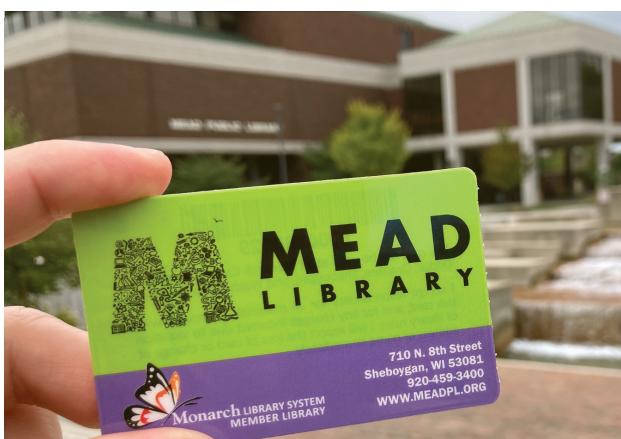
### Emails

- 18% of the lapsed cardholders who received an email used their library card in a measurable way after receiving the email, such as checking out library materials, using e-resources or a library computer. This was consistent with a year ago.

## NEXT STEPS

- We are planning another postcard mailing and email campaign for 2026 likely chosen from areas not yet included in our first two campaigns.

# Postcard (front & back)



**MEAD**  
LIBRARY

710 NORTH 8TH STREET  
SHEBOYGAN, WI 53081

## SEE WHAT YOU'VE BEEN MISSING!

A Mead Library card brings you **FREE** access to over 2 million books, ebooks, audiobooks, video games, movies and music CDs, along with access to streaming services, library events, museum passes and more.

Sign up/renew your card in person, or visit [www.meadpl.org](http://www.meadpl.org). Then bring this flyer and a photo ID to the library to pick up your library card.



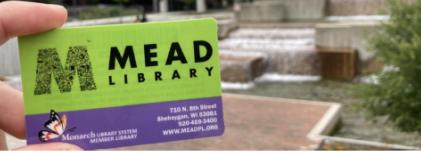
SCAN TO SIGN UP

## Email #1



# MEAD LIBRARY

SEE WHAT YOU'VE BEEN MISSING



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

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

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**VISIT CULTURAL DESTINATIONS FREE!**



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

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

[View Experience Passes](#)

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

[Tools, Tech, Hobbies & More](#)

[Kids STEM Kits](#)

[Storytime Kits & Tote Boxes](#)

[Movie Geek Boxes](#)

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[Book Club Kits](#)

**MEAD PUBLIC LIBRARY**  
920-459-3400  
[www.meadpl.org](http://www.meadpl.org)

**HOURS**  
Monday - Thursday  
9 a.m. - 8 p.m.  
Friday - Saturday  
9 a.m. - 5 p.m.  
Closed Sundays

## Email #2



UNLIMITED ENTERTAINMENT ON YOUR TIME



Accessing the more than 2 million books, ebooks, audiobooks, video games and music CDs available FREE with your Mead Library card is now easier than ever!

Simply search the [Monarch Catalog](#) to request items in advance and schedule a pickup using the first-floor holds shelf, curbside pickup or try our 24/7 outdoor holds pickup lockers.

[Search Catalog](#)

[Using Your Card](#)

**YOUR MOBILE LIBRARY CARD**



Download our app and leave your library card at home.

The [Monarch2Go app](#) allows you to search the Monarch Catalog, manage your entire family's accounts in one spot and store your card digitally.

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Smarter choices for a better world

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Notary services are available by appointment by calling 920-459-3400, ext. 8.

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**HOURS**  
Monday - Thursday  
9 a.m. - 8 p.m.  
Friday - Saturday  
9 a.m. - 5 p.m.  
Closed Sundays