



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

**May 21, 2025 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, May 21, 2025, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

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

## **OPENING OF MEETING**

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President. Trustees may attend the meeting remotely.
2. Pledge of Allegiance
- [3.](#) Adopt Resolution in Honor Sherry Speth
4. Introduction of New Board Member Michael Close
5. Introduction of New Board Member Susan Kuck
6. 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 before the meeting)
- [7.](#) Approval of Minutes
8. Correspondence, Announcements, and Common Council Reports

## **CONSENT AGENDA**

- [9.](#) Facilities Report
- [10.](#) Security Update
- [11.](#) Monthly Statistics
12. Monarch Library System - Maeve Quinn
13. Mead Library Foundation - Kathie Norman (No report)
- [14.](#) Friends of Mead - Pattie Pilz

## **COMMITTEE REPORTS**

- [15.](#) Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date
- [16.](#) Services and Programming

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

- [17.](#) Update to Table of Organization
- [18.](#) Holds Locker Expansion Proposal
- [19.](#) Youth Services Entrance Modification Proposal
- [20.](#) "Use of the Library" Policy Review
- 21. Security Procedures Update
- [22.](#) IT Updates
- [23.](#) Proposed Maintenance Agreement with City
- [24.](#) Bathroom Upgrade Cost Analysis

#### **ELECTION OF OFFICERS**

- 25. Nominations from the Floor and Election of Officers for 2025 - 2026 (Closed Ballot Permitted) - President and Vice President
- 26. Remarks from Outgoing and Incoming Officers
- [27.](#) Adopt Schedule of Meetings for 2025-2026
- 28. Appoint Finance Officer for 2025-2026
- 29. Confirm/Propose One But No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation
- 30. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board - President
- 31. Appoint Standing Committee Chairs and Members as Set Forth in the Bylaws - President
- 32. Appoint Ad Hoc Committee Chairs and Members as Set Forth in the Bylaws - President
- 33. Roster Update

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

#### **UPCOMING MEETINGS**

- 34. Library Board of Trustees (June 18, 2025 at 5:00 p.m.)

#### **ADJOURN**

- 35. 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*



A RESOLUTION in recognition of the service of **Sherry Speth** to Mead Public Library.

WHEREAS, **Sherry Speth** was first appointed to the Mead Public Library Board of Trustees in April 2020, serving as the Sheboygan County Board of Supervisors representative, and

WHEREAS, **Sherry Speth** participated diligently as a member of the Finance Committee, and

WHEREAS, **Sherry Speth** served on the Arts and Facilities Committee, and

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

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

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

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

Dated this 21th day of May, 2025

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Garrett Erickson  
Library Director

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Jeanne Pfeiffer  
Board President



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

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

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

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

Virtual: Meg Albrinck, and Sherry Speth

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

Guests: Casey Bradley, Kelly Hendee, Mayor Sorenson

1. Call to Order

Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments – Randy Meyer introduced himself as an alderperson candidate.

4. Approval of Minutes

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

5. Correspondence, Announcements, and Common Council Reports

a. Erickson shared that the federal funding freeze should not impact Mead Library with direct funding in 2025. Erickson is researching potential impact at the state and regional levels.

6-11. Consent Agenda

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

- b. Facilities Report
- c. Securities Update
- d. Monthly Statistics
- e. Monarch Library System
- f. Mead Library Foundation
- g. Friends of Mead

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

- a. Grossen presented pre-audited December report.
- b. January report to be presented at next meeting.
- c. Speth made a motion to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Hart seconded. Motion passed.

13. Trustee Communication Preference - Erickson

- a. City's Information Technology Department is not able to forward Mead email to personal email.
- b. New trustees Bremser, Hart, and Hollister to get City email accounts.
- c. Pilz to notify trustees when to check their City email.

14. Shift Premium – Erickson

- a. HR revision to draft employee handbook to allow for a \$.40 shift premium for hourly staff working between 6:00 p.m. and 6:00 a.m. during the week.
- b. Grossen estimated this will cost an additional \$3K annually to pay out staff at the library.
- c. Norman moved to approve the \$0.40 shift premium for staff. Bremser seconded. Motion passed.

15. Department of Public Instruction (DPI) Annual Report

- a. A DPI annual report is required by all Wisconsin libraries.
- b. Report shows our usage and financial metrics.
- c. Monarch Library System audits our report.
- d. 2023 DPI annual report was available for members to compare to 2024 report.
- e. Quinn made motion to accept 2024 DPI report as written. Hollister seconded. Motion passed.

16. Wireless Network Upgrade - Erickson

- a. Wireless network is administered centrally by the Monarch Library System.
- b. Mead has 20+ access points throughout the building.
- c. At this point, we are not aware of how much Monarch will fund this project.
- d. Quinn made a motion to allocate funding for up to \$16,000 for a wireless access replacement with the expenditure coming from an account recommended by Grossen/Erickson. Norman seconded. Motion passed.

17. Exclusion and Appeals Policy - Erickson

- a. Erickson stated that Mead has had significantly more long-term exclusions in 2025 as compared to 2024.
- b. More patrons are choosing to appeal their exclusions.
- c. Prentice working to streamline appeal hearing process based on Eau Claire Public Library model.
- d. Quinn moved to approve the updated Exclusions and Appeals Policy with procedural edits coming at a later date. Hart seconded. Motion passed.

18. Services and Programming

- a. New Youth Wellness Coordinator is out on medical leave.
- b. We are optimistic that another caseload worker will assume her caseload while she is on leave – details pending.
- c. Free income tax assistance for seniors and low-to-moderate income taxpayers has been popular with attendees and will continue to April 3.
- d. WinterGreen slate of programming is scheduled for March 15.

19. 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.

- a. Pfeifer moved to convene in a 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. Norman seconded. Roll call conducted. The following voted aye to move into closed session: Bremser, Hollister, Hart, Norman, Pfeifer, Quinn, Albrinck, and Speth.

20. Motion to Reconvene in Open Session

- a. Quinn moved to reconvene in open session. Hollister seconded. Roll call conducted. The following voted aye to move into open session: Bremser, Hollister, Hart, Norman, Pfeifer, Quinn, Albrinck, and Speth.

21. Possible Action on Items(s) Discussed in Closed Session

- a. Mead's HR Committee will convene to further discuss information presented in closed session.

22. Motion to Adjourn

- a. Norman moved to adjourn the meeting. Hart seconded. Motion passed. The meeting was adjourned at 6:50 p.m.

Next Meeting March 19, 2025 at 5:00 p.m. in the Public Conference Room #2.

## Facilities Report– Updated 5/15/25

### Building Security

- Changing exterior door locks – PO went out, awaiting scheduling
- Completing a key audit – work in progress
- Securing sensitive areas of the building but may change with FOB system expansion

### Waiting for Architectural Plans to be Completed

- Community Resources Specialist office/telephone booths
- Sensory Room on the third floor

### Looking for Vendor

- Warschau Collection display(s)

### In Process

- Roof replacement estimated return date June/July
- Second floor carpet is not adhering. Working to get the issue fixed via a warranty claim
- Paper towel and toilet paper holder replaced for cost savings
- Contractors finishing up the inside book drop area which goes with the new AMH

### Completed

- Install monitors displaying cameras outside for employee safety
- Lockers exterior lights completed
- Automated Material Handling System (AMH) installed and working
- Securing sensitive areas of the building (main electrical room, server room, etc.)
- Adding charging stations on 2nd and 3rd floor teen center
- Tuck pointing/expansion joint caulking
- Plexiglass on 2nd floor desk removed, desk alteration completed



Disruptive Patron Interaction Report March 2025							
		Monthly			Year To Date		
	Age	March 2024	March 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	59	30	-49%	155	96	-38%
	Teen	9	3	-67%	29	30	3%
	Senior (65+)	0	2	0%	0	14	Cannot Divide by Zero
	Total	68	35	-49%	184	140	-24%
Exclusions Over 10 Days		3	5	67%	11	22	100%
Emergency Services Called		1	3	200%	2	7	250%

Item 10.

Disruptive Patron Interaction Report April 2025

Item 10.

		Monthly			Year To Date		
	Age	April 2024	April 2025	Monthly 2024 vs 2025	Year-to-date 2024	Year-to-date 2025	YTD 2023 vs 2024
Reported Incidents	Adult	34	44	29%	188	141	-25%
	Teen	23	5	-78%	51	35	-31%
	Senior (65+)	0	2	0%	0	15	Cannot Divide by Zero
	Total	57	51	-11%	239	191	-20%
Exclusions Over 10 Days		12	3	-75%	23	25	9%
Emergency Services Called		4	5	25%	6	12	100%

		Monthly			Year To Date		
Type	Name	*March 2024	*March 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
<b>Circulation Transactions</b>	Adult Materials	18,878	18,247	-3%	57,082	53,051	-7%
	Teen Materials	850	840	-1%	2,353	2,960	26%
	Children's Materials	13,865	13,815	0%	37,276	34,842	-7%
	Total Adult/Teen/Children's Materials	33,593	32,902	-2%	96,711	90,853	-6%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	10,130	10,630	5%	30,889	33,444	8%
	Items received for Mead patrons from other libraries	4,638	4,698	1%	15,076	14,767	-2%
	Total Interlibrary Loans (Transits)	14,768	15,328	4%	45,965	48,211	5%
<b>E-Content Checkouts</b>	Total E-Content Checkouts	10,327	10,694	4%	30,072	31,285	4%
<b>Library Visits</b>	Gate count	20,329	21,332	5%	57,925	58,117	0%
<b>Research Inquiries</b>	Research Inquiries	5,406	2,971	-45%	13,781	5,097	-63%
<b>Internet Usage Provided</b>	Library Workstation Sessions	2,198	2,350	7%	6,722	6,844	2%
	Wireless Sessions	8,448	7,089	-16%	24,092	21,275	-12%
<b>Number of Library Card Holders</b>	Sheboygan Residents				28,044	29,037	4%
	Non-Sheboygan Residents				6,357	6,505	2%
	Total Number of Library Card Holders				34,401	35,542	3%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	31	31	0%	15	114	660%
	Children (0-11) Participants	900	1,035	15%	600	3,266	444%
	Teen (12-18) Quantity	2	2	0%	9	6	-33%
	Teen (12-18) Participants	47	35	-26%	151	168	11%
	Adult (18+) Quantity	24	27	13%	76	85	12%
	Adult (18+) Participants	177	387	119%	674	973	44%
	Total number of Classes, Seminars, Workshops, Events	57	60	5%	100	205	105%
	Total number of Participants	1,124	1,457	30%	1,425	4,407	209%
<b>Conference Room Utilization</b>	Rocca Meeting Room	49%	51%	2%	36%	45%	9%
	Loft Meeting Room	30%	32%	2%	28%	29%	2%
	Public Conference Room #1	38%	29%	-9%	41%	40%	-1%
	Public Conference Room #2	41%	45%	3%	43%	40%	-3%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	746	796	7%	2384.5	2555.5	7%
	Percent Utilization	58%	61%	3%	61%	66%	5%

10% or higher

-10% or lower

		Monthly			Year To Date		
Type	Name	*April 2024	*April 2025	*Monthly 2024 vs 2025	*Year-to-date 2024	*Year-to-date 2025	*YTD 2024 vs 2025
<b>Circulation Transactions</b>	Adult Materials	18,332	16,695	-9%	75,414	69,746	-8%
	Teen Materials	1,559	1,575	1%	3,912	4,535	16%
	Children's Materials	11,116	10,656	-4%	48,392	45,498	-6%
	Total Adult/Teen/Children's Materials	31,007	28,926	-7%	127,718	119,779	-6%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	10,618	10,634	0%	41,507	44,078	6%
	Items received for Mead patrons from other libraries	4,664	4,742	2%	19,740	19,509	-1%
	Total Interlibrary Loans (Transits)	15,282	15,376	1%	61,247	63,587	4%
<b>E-Content Checkouts</b>	Total E-Content Checkouts	9,731	10,205	5%	39,803	41,490	4%
<b>Library Visits</b>	Gate count	20,236	22,803	13%	78,161	80,920	4%
<b>Research Inquiries</b>	Research Inquiries	7,554	3,990	-47%	20,191	12,300	-39%
<b>Internet Usage Provided</b>	Library Workstation Sessions	2,357	2,084	-12%	9,079	8,928	-2%
	Wireless Sessions	8,906	6,968	-22%	32,998	30,210	-8%
<b>Number of Library Card Holders</b>	Sheboygan Residents				28,254	29,137	3%
	Non-Sheboygan Residents				6,380	6,487	2%
	Total Number of Library Card Holders				34,634	35,624	3%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	37	39	5%	22	153	595%
	Children (0-11) Participants	1,151	1,402	22%	1,045	4,668	347%
	Teen (12-18) Quantity	5	1	-80%	14	7	-50%
	Teen (12-18) Participants	111	15	-86%	262	183	-30%
	Adult (18+) Quantity	31	25	-19%	107	110	3%
	Adult (18+) Participants	696	348	-50%	1,370	1,321	-4%
	Total number of Classes, Seminars, Workshops, Events	73	65	-11%	143	270	89%
	Total number of Participants	1,958	1,765	-10%	2,677	6,172	131%
<b>Conference Room Utilization</b>	Rocca Meeting Room	50%	56%	6%	39%	48%	9%
	Loft Meeting Room	21%	35%	15%	26%	31%	5%
	Public Conference Room #1	56%	38%	-18%	45%	40%	-6%
	Public Conference Room #2	37%	47%	10%	41%	42%	0%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	627	750	20%	3011.5	3305.5	10%
	Percent Utilization	48%	54%	6%	58%	63%	5%

10% or higher

-10% or lower

## Volunteer Report - March 2025

Type	Volunteer Count	Total Hours
Adult	21	110.78
Teen	5	4.52
Grand total	28	115.3

## Volunteer Report - April 2025

Type	Volunteer Count	Total Hours
Adult	22	105
Teen	4	31
Grand total	26	136

Friends of Mead Report  
March/April 2025

- \$1,000 was donated to help support the ComicCon event scheduled for May 3.
- Mead employees received individual candy bags in recognition of Library Workers' Day.
- An antique appraisal event is being sponsored for April 30 from 1-4pm. All 40 spots are filled!
- Gift of Reading campaign generated \$4,535 for purchase of Summer Reading Program books
- Odds and Ends Sale held on April 26 generated \$420
- Annual Book Sale scheduled for Oct 16, 17, and 18.

**Mead Public Library - Financial Statement for March 31, 2025**

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255	411100	PROPERTY TAX LEVY	(3,150,004.00)	-	(3,150,004.00)	(1,052,855.93)	-	(2,097,148.07)
255	437200	MONARCH - SHEBOYGAN COUNTY	(929,860.00)	-	(929,860.00)	-	-	(929,860.00)
255	437210	MONARCH - OZAUKEE COUNTY	(13,113.00)	-	(13,113.00)	-	-	(13,113.00)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(100,000.00)	-	-
255	437230	MONARCH - ADJACENT COUNTIES	(53,708.00)	-	(53,708.00)	-	-	(53,708.00)
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(2,096.15)	-	(4,903.85)
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(4,981.44)	-	(3,018.56)
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(267.71)	-	(332.29)
255	481100	INTEREST INCOME	(40,000.00)	-	(40,000.00)	(6,828.87)	-	(33,171.13)
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(63,071.76)	-	(6,928.24)
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(293.97)	-	(1,706.03)
<b>TOTAL REVENUE</b>			<b>(4,374,285.00)</b>	<b>-</b>	<b>(4,374,285.00)</b>	<b>(1,230,395.83)</b>	<b>-</b>	<b>(3,143,889.17)</b>
255511	510110	FULL TIME SALARIES - REGULAR	2,463,039.00	-	2,463,039.00	477,015.72	-	1,986,023.28
255511	520310	FICA	146,355.00	-	146,355.00	28,232.07	-	118,122.93
255511	520311	MEDICARE	34,229.00	-	34,229.00	6,602.66	-	27,626.34
255511	520320	WI RETIREMENT FUND	157,838.00	-	157,838.00	31,698.14	-	126,139.86
255511	520340	HEALTH INSURANCE	449,803.00	-	449,803.00	115,059.72	-	334,743.28
255511	520350	DENTAL INSURANCE	26,374.00	-	26,374.00	6,890.84	-	19,483.16
255511	520360	LIFE INSURANCE	5,141.00	-	5,141.00	1,089.02	-	4,051.98
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	173,027.00	-	173,027.00	28,620.18	19,960.00	124,446.82
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	1,592.65	-	4,842.35
255511	531206	INSURANCE PREMIUMS	24,366.00	-	24,366.00	2,195.58	-	22,170.42
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	220.10	-	9,179.90
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	2,601.93	-	7,398.07
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	319.96	-	19,680.04
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	1,894.80	-	6,605.20
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	-	-	19,440.00
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	2,370.89	-	11,329.11
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	5,885.90	-	(885.90)
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	13,530.37	-	56,469.63
255511	548002	MATERIALS - ALL CATEGORIES	361,019.00	-	361,019.00	83,987.87	-	277,031.13
255511	548003	OTHER CONTENT	146,156.00	-	146,156.00	146,536.94	-	(380.94)
255511	555100	UTILITIES	139,072.00	-	139,072.00	36,183.78	-	102,888.22
255511	555120	PHONES	4,000.00	-	4,000.00	402.32	-	3,597.68
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	199.05	-	2,900.95
255511	631200	BUILDING IMPROVEMENTS	-	-	-	2,467.50	-	(2,467.50)
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	3,845.71	-	20,654.29

Mead Public Library - Financial Statement for March 31, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	320.00	240,027.00	(240,347.00)
TOTAL EXPENSES			4,374,285.00	-	4,374,285.00	1,052,554.70	259,987.00	3,061,743.30
TOTAL REVENUE LESS EXPENSES			-	-	-	(177,841.13)	259,987.00	(82,145.87)



Mead Public Library - Financial Statement for April 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)	(2,260,824.85)	-	(889,179.15)
255	437200	MONARCH - SHEBOYGAN COUNTY	(929,860.00)	-	(929,860.00)	-	-	(929,860.00)
255	437210	MONARCH - OZAUKEE COUNTY	(13,113.00)	-	(13,113.00)	-	-	(13,113.00)
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(100,000.00)	-	-
255	437230	MONARCH - ADJACENT COUNTIES	(53,708.00)	-	(53,708.00)	-	-	(53,708.00)
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(2,347.28)	-	(4,652.72)
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(7,111.00)	-	(889.00)
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(342.60)	-	(257.40)
255	481100	INTEREST INCOME	(40,000.00)	-	(40,000.00)	(20,912.35)	-	(19,087.65)
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(72,385.45)	-	2,385.45
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(1,417.75)	-	(582.25)
TOTAL REVENUE			(4,374,285.00)	-	(4,374,285.00)	(2,465,341.28)	-	(1,908,943.72)
255511	510110	FULL TIME SALARIES - REGULAR	2,463,039.00	-	2,463,039.00	656,213.92	-	1,806,825.08
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	165.50	-	(165.50)
255511	520310	FICA	146,355.00	-	146,355.00	38,794.30	-	107,560.70
255511	520311	MEDICARE	34,229.00	-	34,229.00	9,072.89	-	25,156.11
255511	520320	WI RETIREMENT FUND	157,838.00	-	157,838.00	43,625.35	-	114,212.65
255511	520340	HEALTH INSURANCE	449,803.00	-	449,803.00	153,412.96	-	296,390.04
255511	520350	DENTAL INSURANCE	26,374.00	-	26,374.00	9,158.48	-	17,215.52
255511	520360	LIFE INSURANCE	5,141.00	-	5,141.00	1,438.70	-	3,702.30
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-
255511	531100	CONTRACTED SERVICES	173,027.00	-	173,027.00	31,488.50	19,960.00	121,578.50
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	1,592.65	-	4,842.35
255511	531206	INSURANCE PREMIUMS	24,366.00	-	24,366.00	2,195.58	-	22,170.42
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	393.65	-	9,006.35
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	3,592.98	-	6,407.02
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	3,519.96	-	16,480.04
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	2,490.17	-	6,009.83
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	-	-	19,440.00
255511	540100	OFFICE SUPPLIES	13,700.00	-	13,700.00	3,271.18	-	10,428.82
255511	540130	POSTAGE & DELIVERY	5,000.00	-	5,000.00	5,885.90	-	(885.90)
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	30,894.98	-	39,105.02
255511	548002	MATERIALS - ALL CATEGORIES	361,019.00	-	361,019.00	102,586.78	-	258,432.22
255511	548003	OTHER CONTENT	146,156.00	-	146,156.00	158,264.75	-	(12,108.75)
255511	555100	UTILITIES	139,072.00	-	139,072.00	35,090.47	-	103,981.53
255511	555120	PHONES	4,000.00	-	4,000.00	402.32	-	3,597.68
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	381.07	-	2,718.93
255511	631200	BUILDING IMPROVEMENTS	-	-	-	2,467.50	-	(2,467.50)

Mead Public Library - Financial Statement for April 30, 2025

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	5,747.89	-	18,752.11
255511	659200	EQUIPMENT REPLACEMENT	-	-	-	102,608.61	143,914.50	(246,523.11)
TOTAL EXPENSES			4,374,285.00	-	4,374,285.00	1,457,548.04	163,874.50	2,752,862.46
TOTAL REVENUE LESS EXPENSES			-	-	-	(1,007,793.24)	163,874.50	843,918.74

Item 15.

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

Submitted by Cheryl Nessman

May, 2025

**Staffing:** We will be interviewing for an open Library Assistant position at the end of May.

### Collections

- New Databases:
  - [Mango Languages](#) (replaced Rosetta Stone),
  - [Little Pim](#) (Mango Languages for kids),
  - **Scholastic BookFlix** (coming May 1, an online platform that pairs animated storybooks with related nonfiction eBooks. It aims to engage young learners (PreK-3) in reading and learning by linking fiction and nonfiction content. Features include read-aloud functionality, vocabulary-building activities, and games that encourage comprehension.)
  - **Scholastic Teachables** (coming May 1, an online collection of printable and projectable educational materials, including worksheets, lesson plans, and mini-books, for educators, parents, and tutors for Pre-K through 6th grade
  - [TumbleMath](#) (animated math stories for kids)
- Old Databases: Knowledge City has not been renewed.
- Shifting: we've shifted Adult Spanish and Adult Literacy to the 2nd floor wall shelving units and are currently shifting Adult NF 700s-800s back towards Travel to give those areas some breathing room.

### Patron Services

- We will be moving to the new online catalog, Discover, on June 2nd. This decision was made as soon as functionality that allows users to choose the 24/7 Holds Lockers as a pickup area had been added. We are still waiting for this functionality to be added to the Monarch2Go mobile app.
- 24/7 Locker Updates:
  - We've run out of locker space twice so far in May. When this happens, older holds are moved inside and patrons are called to inform them of the change in pickup location.
- The new AMH has been installed and is working well. We hope to have construction of the new inside return slot by mid May.
- Due to the high-cost of our pay-per-view resources and a desire to serve our tax payers, we have limited access to Hoopla and Kanopy to residents of the City of Sheboygan and a few surrounding, non-librariated communities (Town of Sheboygan, Herman, Howards Grove, Mosel & Wilson). DPI was consulted as

we considered making this change and they assured us that we were able to limit access in this way without being in danger of going against state statutes.

- We are reviewing services that would streamline library card signups and patron account renewals.
- We are also reviewing services that would allow us to provide online reservations and access for our Experience Passes. Patrons would be able to reserve a pass for a specific day rather than checking it out for multiple days, which would open up access to more people. Passes could be printed out or saved to a mobile phone and would expire after the date of expected use.

**2025 MEAD PUBLIC LIBRARY TABLE OF ORGANIZATION**

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

**ADMINISTRATION**

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

**PUBLIC SERVICES**

Deputy Director	1.00
Librarian	8.00
Associate Librarian	2.00*
Library Assistant	3.00*
Public Safety Specialist	1.00
Library Security Monitor	0.50
<b>Total</b>	<b>10.50</b>

**SUPPORT SERVICES**

Support Services Manager	1.00
Associate Librarian	<del>2.00</del>
Library Assistant	<del>5.25</del>
Cataloger	3.00
Library Clerk	7.75
<b>Total</b>	<b>19.00</b>

1.00

6.25

**FTE BY TEAM**

Administration	7.50
Public Services	10.50
Support Services	19.00

Total 37.00

**HEAD COUNT OF MPL STAFF**

Full-time Employees	29.00
Part-time Employees	19.00

Total 48.00

Future - add one FTE (3.0)

Future - subtract one FTE (2.0)

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

## Proposal to Add an Additional Column of Lockers to the 24/7 Holds Locker System

**Date:** April 9, 2025

**Prepared by:** Cheryl Nessman

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### Overview:

Due to consistent high demand, the current 24/7 holds locker system at Mead Public Library has been unable to accommodate all patron holds. As a result, staff have found it necessary to move holds to the indoor holds shelves, which diminishes the locker system's convenience and efficiency. To resolve this issue, we propose adding an additional column of 15 lockers to the existing system.

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### Justification for the Addition of Lockers:

The current holds locker system has proven to be highly popular with library patrons, and we expect that popularity to grow following the recent publicity from the ribbon cutting ceremony. However, the increasing number of holds and the high volume of library visitors have led to a recurring shortage of available lockers. This not only creates an inconvenience for patrons but also leads to inefficiencies, as some holds must be relocated to indoor shelves, thus compromising the purpose of the 24/7 system. In March alone, we ran out of locker space on 2 occasions and were forced to move existing holds to our indoor holds shelves and call patrons to alert them to the change.

The addition of one column of lockers will:

1. **Increase Locker Availability:** Provide sufficient space for all patron holds, ensuring that every hold can be securely stored in the lockers.
  2. **Enhance Patron Experience:** Reduce instances of patrons having to retrieve their holds from indoor shelves and ensure the continued convenience of the 24/7 locker system.
  3. **Maximize Locker Efficiency:** Prevent locker overflow, which can lead to unnecessary confusion and delays for patrons.
  4. **Support Growing Demand:** The library's hold system has seen a steady increase in demand, and this expansion will future-proof the locker system to meet the needs of patrons moving forward.
-

**Cost Breakdown:**

- **15 bay locker unit with rear-load access, custom wrap application, delivery & installation:** \$10,745
  - **Custom Wrap Design:** \$650-\$800
  - **Construction:** costs should be minimal due to the pre-work completed during the first installation. As such, the expansion will require only minor adjustments to the existing infrastructure.
- 

**Conclusion:**

The addition of an extra locker column will significantly improve the functionality of our 24/7 holds locker system. It will provide more locker space, enhance patron convenience, and support the growing demand for holds in the library. We request approval for this expansion to ensure that we can continue to provide high-quality service to our patrons without interruptions or delays.

We appreciate your consideration of this proposal and are happy to provide any additional details as needed.

**Proposal to Replace Interior Entrance Doors to Children's Library**

This project aims to enhance the safety and accessibility of the children's library by installing new doors that meet current security recommendations from Sheboygan PD and be fully compliant with the Americans with Disabilities Act (ADA).

The current doors to the Children's Library are outdated and do not meet best practices for either security or accessibility. They feature large glass panels and lack a locking mechanism, which presents a safety concern. Additionally, the doors currently swing into the hallway and do not have an automatic opener, making them difficult to navigate for individuals with mobility challenges, including children and caregivers using strollers or wheelchairs.

The project involves replacing the existing doors with new, solid-core doors with minimal safety-rated glass and an internal locking mechanism that complies with current safety guidelines. The doors will be configured to open into the Children's Library space, as recommended for both security and ADA compliance. An automatic door opener with a push-button system will be installed to ensure ease of access for all patrons, including those with disabilities.

These improvements align with key goals in our library's mission to provide a safe, inclusive, and welcoming environment for all community members, especially our youngest patrons.

**Budget Estimate**

The estimated cost for the project is \$7000, which includes:

- Purchase and installation of ADA-compliant, solid-core doors with minimal glass (example - exact item not yet selected:  
<https://www.cdfdistributors.com/fire-rated-wood-doors/>)
- Integrated lock system in line with safety recommendations
- Installation of automatic door opener and push-button control; approx \$2000-3000
- Labor and installation costs, TBD

A detailed breakdown of quotes from vendors can be provided once the project is approved.



<b>Title: Use of the Library</b> <b>Chapter: Services</b> <b>Approved By: Library Board of Trustees</b>	<b>Document Type: Policy</b> <b>Document Number: 10.01</b> <b>Original Effective Date:</b> <b>Date of Last Revision:</b>
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## Use of the Library

- I. The Library will serve all residents of the City of Sheboygan. The Library will not deny or abridge service on the basis of sex, religion, race, age, or social, economic, or political status.
- II. The Library Board will extend its service area beyond the limits of the City of Sheboygan only through agreements with other libraries or units of government, or as a member of a library system, provided that the Library is reasonably compensated for such services. No library cards will be sold to individuals. The Library Board reserves to itself the right to make the final decision in each case as it arises except that as a matter of law the City of Sheboygan shall have the authority to enter into and to withdraw from membership in a library service system.
- III. The Library is authorized to issue a free card to those persons entitled to receive one from any public library in Wisconsin who reside outside the boundaries of the Monarch Library System and other geographic areas receiving service pursuant to Section II upon their applying for a Library card and presenting a generally accepted form of photo identification showing their current address.
- IV. Free use of the Library, subject to various late-return charges, fees, and service charges as may be enacted by the Library Board, may be made by all persons to whom a free card is issued. Issuance of a Library card to a minor requires the signature of that child's parent(s) or legal guardian(s) on the application card. Library cards issued by the Mead Public Library remain the property of the Library. A charge may be made for the provision of replacement cards.
- V. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who present a generally accepted form of photo identification showing their current address will be allowed free use of the Library as visitors, which may include service or checkout limitations.
- VI. Persons visiting Sheboygan who are not entitled to receive service per Section III above and who do not present a generally accepted form of photo identification showing their current address will be allowed free use of the Library on a temporary basis, which may include service or checkout limitations.
- VII. Library cards are nontransferable except when a parent or legal guardian of a minor child uses that child's library card to check out materials for that child's use. Persons who allow others, including ineligible family members, to use their library cards will be informed that such usage is against regulations prescribed by the Library Board. If the

practice is continued, the Director may exclude them from using all or selected Library services or their library card may be revoked by the Director (or designee) until such time as the person can make suitable assurances that such prohibited use will not reoccur.

VIII. Library staff may deny borrowing to cardholders:

- a. not presenting their card or other identification.
- b. with a significant number of overdue materials not yet returned.
- c. with bills for unreturned or damaged material.

IX. Library cardholders & their households will not prevent other patrons from utilizing library materials by monopolizing those resources.

Draft

## IT Update – May 2025

### **Wi-Fi Access Point Replacement Project**

At the library board meeting in March, the library board approved \$16,000 in order to update the wi-fi access points due to obsolescence and security issues, as advised by the Monarch System IT staff.

At the March meeting, we also stated that Monarch staff were still determining how much Mead needed to pay, since the documentation from several years ago was not clear. After further review, the Monarch staff determined that Mead's contributions toward this project, since 2019, was sufficient to replace all of our access points, at no additional cost. In addition, our continued contributions will be sufficient to replace the access points again in 2029, at no additional cost.

### **Video Archive Server**

While we received good news about the amount owed for the wi-fi access points replacement, within a few days, we determined that our video camera server was failing, and the vendor was no longer able to support our hardware.

Since the archiving of video footage is required by state law, we approached the City's IT Director, Matt Greenwood, to see if he had any advice. Matt recommended that we contact a new vendor that the city will be moving to as well. Unfortunately, the cost to migrate our video camera system to the new hardware will be approximately the same cost approved last month for wi-fi access points, \$16,000.

### **Staff Email Naming Convention Change**

Over the years, the city has used several different naming conventions when creating email addresses for staff. In an effort to create consistency, the city will now be moving staff to a new convention: First Initial + Last Initial + Employee ID. Example: [CD255@meadpl.org](mailto:CD255@meadpl.org). The old format of [firstname.lastname@meadpl.org](mailto:firstname.lastname@meadpl.org) will still work, however, you will see the new format on our outbound emails.

The new format will also make it more difficult for outside bad actors to spoof city email addresses.

### **Library Trustee Email Accounts**

We will be creating email accounts for all trustees as discussed at a prior library board meeting. Chase was recently given access to create those accounts for our department.

### Proposed Maintenance Agreement with the City of Sheboygan

On Monday, April 21, 2025, Jeanne Pfeiffer (Mead Library Board President), Maeve Quinn (Board Trustee), and Garrett Erickson (Mead Director), met with Casey Bradley (City Administrator) to discuss the City of Sheboygan's proposal to migrate Mead Library's maintenance and cleaning staff to a new city facilities department.

The meeting was very helpful. Administrator Bradley answered questions and shared his vision of how the city's buildings ongoing maintenance will improve with the implementation of this proposed model.

City officials will be working on the proposal and plan to present an official proposal to the Mead Board of Trustees later this summer.

### Bathroom Upgrade Cost Analysis

On Monday, April 21, 2025, Jeanne Pfeiffer (Mead Library Board President), Maeve Quinn (Board Trustee), and Garrett Erickson (Mead Director), met with Casey Bradley (City Administrator) to discuss the need to update several of the rest rooms in the older portion of the library (first- and second-floor) which are now over 50 years old.

Several issues were raised including security and accessibility. Quinn discussed the possibility of a public-private partnership to fund the future upgrades. Administrator Bradley agreed to partner with the library and hire a consulting firm to determine the scope and cost of the upgrades.

If approved by Mead Library's Board of Trustees, Erickson will work with the City's Facilities Director, Mike Wilmas to hire an architectural planning firm to perform the cost analysis.

**Mead Public Library  
Board of Trustees  
Schedule of Meetings, 2025 – 2026**

**2025**

June 18  
July 16 – (Loft)  
August 20  
September 17  
October 15 – (Loft)  
November 19  
December – No Meeting

**2026**

January 21  
February 18  
March – No Meeting  
April 15  
May 20

**Date:** Meetings take place on the 3rd Wednesday of each month.

**Time:** 5:00 p.m.

**Location:** Rocca Room or (virtual) unless otherwise noted.