



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

July 15, 2026 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Committee Meeting at 5:00 p.m. Wednesday, July 15, 2026, at Mead Public Library, Loft Meeting Room, 710 N 8th Street, Sheboygan Wisconsin.

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

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Barbara Alvarez, President. All trustees may attend the meeting remotely.
2. Pledge of Allegiance
3. Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)
- [4.](#) Approval of Minutes - June 17, 2026
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

- [13.](#) Exclusion Policy Update
- [14.](#) Code of Conduct Policy
- 15. Management Structure Study
- 16. 2027 Budget Preparation

DIRECTOR'S REPORT

- [17.](#) Services and Programming

UPCOMING MEETINGS

- 18. Library Board of Trustees Next Meeting, August 19, 2026.

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

June 17, 2026, at 5:00 PM

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

In-Person: Erin Bremser, Kurt Jensen, Susan Kuck, Kathie McNellis, and Maeve Quinn

Virtual: Kathie Norman, Jeanne Pfeiffer

Staff: Garrett Erickson, Evan Grossen and Pattie Pilz

1. Call to Order

Vice President Kuck determined a quorum and called meeting to order at 5:01 p.m.

2. Pledge of Allegiance

3. Public Comments – none

4. Approval of Minutes

a. Quinn moved to approve the May 20, 2026, minutes. McNellis seconded. Motion passed

5. Correspondence, Announcements, and Common Council Report - Erickson

a. Budget is expected to be ready for review at our next meeting in August

6. Consent Agenda (Items 6-11)

Bremser moved to adopt the consent agenda. McNellis seconded. Motion passed

- a. Facilities Report
- b. Security Update
- c. Monthly Statistics
- d. Monarch Library System
- e. Mead Library Foundation
- f. Friends of Mead
- g. Resolution for Meg Albrinck
- h. Resolution for Michael Close
- i. Resolution for Jim Hollister

12. Review and Possible Action on Payment of Current Expenditures including Payroll and Special Revenues

- a. Grossen presented the April financial reports
- b. Final payment of \$66,875 was submitted for the roof replacement
- c. Tax levy
 - i. 72% of property tax levy was collected
 - ii. Property taxes second installment due date is July 31, 2026
 - iii. Wages and benefits are on target
 - iv. Program services overrun will be covered by the Rodney Prinsen Trust and the Foundation
- d. Grossen can add a budget resolution adjustment to next year's budget to counter the overbudget items that are initially paid for by Foundation via the wish list followed by trusts

- e. Monarch Projections
 - i. Erickson noted Mead has not yet received the 2027 County Revenue Projections from Monarch
 - ii. Quinn to follow up
- f. Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. McNellis seconded. Motion passed

13. Social Media Policy – Erickson

- a. City of Sheboygan’s revised Social Media Policy was reviewed for adoption
 - i. Corrections
 - 1. Section 5.5.ii.3 replace the word “compliment” with “complement”
- b. Quinn moved to rescind Mead’s current Digital Media Policy 6.05 and adopt the City of Sheboygan’s Social Media Policy with spelling correction as noted. McNellis seconded. Motion passed.

13. Code of Conduct – Erickson

- a. Staff committee updated the policy with the below new areas of concern
 - i. Clothing and Hygiene
 - ii. Smoking
 - 1. Will begin enforcing on July 6
 - 2. DPW will be creating signage with the updated smoking ordinance language
 - 3. Existing garbage cans with ash trays, will be replaced with garbage cans without ash trays
 - iii. Bags, Backpacks & Personal Belongings
 - 1. Bag size limits have been reintroduced
 - iv. Scooters and Skateboards
 - 1. Omit the section for now while the language is clarified
 - 2. Staff committee to discuss stowing concept and scooter definitions
 - v. Carts, Strollers & Mobility Devices
 - 1. Replace the word “scooters” with “knee walkers”
- b. McNellis moved to approve the changes to the Code of Conduct Policy with the above corrections. Jensen seconded. Motion passed.

14. Services and Programming – Erickson

- a. Report was reviewed

15. Motion to Adjourn

- j. McNellis moved to adjourn the meeting. Jensen seconded. Motion passed.
- k. Meeting was adjourned at 6:02 p.m.

Next Meeting July 15, 2026, at 5:00 p.m. in the Loft Room.

Library Facilities Projects – Library Trustee Report July 2026

In Process

- **Large meeting rooms microphone upgrade** –installation scheduled for 8/25-8/27 (Foundation Funded)
- **Sensory room** – Construction scheduled to start 8/10 (Foundation Funded)
- **2nd floor study rooms** - Construction scheduled to start 7/27 (Foundation Funded)
- **Art mural update (on South side of building)** – nearly complete, via the JMKAC
- **Warschau Display Units** – Units completed, staff populating with content (Foundation / Restricted Donation funded)
- **Bathroom remodel study** – Architect/construction firm developing budgetary estimates (50% Foundation/50% City funded)

Completed

- **No smoking signs installed, and new trash bins purchased and installed** (July)
- **Outside landscaping** (July) – added mulch in several areas
- **Youth activity room** (July) – new door, swapped some lighting, moved furniture and 3D-printers
- **Window Blinds/Shades** (June) – Used up funds for this project. Have a few areas to go if 2027 funding is approved (Foundation Funded)
- **Roof Replacement** (50% Library Reserve fund/ 50% City ARPA Grant)
- **Youth Services Entrance Doors** – (City funded)
- **Phone booths on first and second floor** (Foundation Funded)
- **Community Resources office on first floor** (Foundation Funded)
- **Carpeting issue** on second floor (Warranty work)
- **3d printers** installed on 3rd floor (Foundation Funded)
- **Furniture** for public spaces – I.E. chairs, tables with power (Foundation Funded)
- **Fish tank** installation in youth services area (Foundation Funded)
- **Countertop stool replacement** (Foundation Funded)

Future

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

Disruptive Patron Interaction Report June 2026

		Monthly			Year To Date		
	Age	June 2025	June 2026	Monthly 2025 vs 2026	Year-to-date 2025	Year-to-date 2026	YTD 2025 vs 2026
Reported Incidents	Adult	29	49	69%	225	279	24%
	Teen	8	4	-50%	45	32	-29%
	Total	37	53	43%	270	311	15%

Exclusions Over 10 Days		1	2	100%	29	55	90%
Emergency Services Called		4	1	-75%	21	8	-62%

Volunteer Report - June 2026

Type	Total Hours	Volunteer Count
Adult	231	35
Teen	5	2
Grand total	236	37

		Monthly			Year To Date		
Type	Name	June 2025	June 2026	2025 vs 2026	2025	2026	2025 vs 2026
Circulation Transactions	Adult Materials	17,083	15,121	-11%	104,177	94,137	-10%
	Teen Materials	1,060	919	-13%	6,466	6,026	-7%
	Children's Materials	14,379	14,030	-2%	71,972	64,728	-10%
	Total Adult/Teen/Children's Materials	32,522	30,070	-8%	182,615	164,891	-10%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	10,207	10,657	4%	64,629	64,705	0%
	Items received for Mead patrons from other libraries	4,556	4,820	6%	28,536	26,927	-6%
	Total Interlibrary Loans (Transits)	14,763	15,477	5%	93,165	91,632	-2%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla)	7,553	8,060	7%	48,543	48,006	-1%
	Music (Hoopla)	45	25	-44%	220	230	5%
	Video (Hoopla, Kanopy)	627	633	1%	5,001	4,047	-19%
	Magazines (Libby)	1,243	1,352	9%	7,571	8,254	9%
	Total E-Content Checkouts	9,468	10,070	6%	61,335	60,537	-1%
Library Visits	Gate count	21,652	22,516	4%	123,591	123,830	0%
Research Inquiries	Research Inquiries	4,565	3,982	-13%	21,387	16,255	-24%
Internet Usage Provided	Library Workstation Sessions	2,427	2,541	5%	13,448	12,573	-7%
	Wireless Sessions	7,130	6,487	-9%	41,322	36,649	-11%
Number of Library Card Holders	Sheboygan Residents				28,609	29,408	3%
	Non-Sheboygan Residents				6,356	35,826	464%
	Total Number of Library Card Holders				34,965	65,234	87%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	15	29	93%	196	239	22%
	Children (0-11) Participants	1,021	1,256	23%	6,901	6,677	-3%
	Teen (12-18) Quantity	9	9	0%	20	33	65%
	Teen (12-18) Participants	306	376	23%	582	1,921	230%
	Adult (18+) Quantity	15	28	87%	147	227	54%
	Adult (18+) Participants	184	240	30%	1,710	1,997	17%
	Total number of Classes, Seminars, Workshops, Events	39	66	69%	363	499	37%
	Total number of Participants	1,511	1,872	24%	9,193	10,595	15%
Conference Room Utilization	Rocca Meeting Room	31%	41%	10%	43%	55%	12%
	Loft Meeting Room	32%	38%	7%	31%	43%	12%
	Public Conference Room #1	24%	49%	25%	34%	47%	12%
	Public Conference Room #2	44%	45%	1%	42%	42%	0%
Study Rooms Utilization	Study Rooms Hours Used	590	705	19%	4536.5	4839.25	7%
	Percent Utilization	47%	54%	7%	58%	62%	4%

10% or Higher
-10% or lower

Friends of Mead Board of Trustees' Report – July 2026

1. Scholarships Awarded to Two Staff
2. New Experience Pass to the National Railroad Museum in Green Bay Purchased
3. Big Book Sale Scheduled for October (Rocca Room)
 - a. Private Sale for Staff, Friends Members and Board Members
 - i. October 15, Thursday
 - ii. Details Pending
 - b. Public Sale
 - i. October 16, Friday from 9-4pm
 - ii. October 17, Saturday from 9-3pm

Mead Public Library - Financial Statement for May 31, 2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255	411100	PROPERTY TAX LEVY	(3,117,913.00)	-	(3,117,913.00)	(2,249,243.73)	-	(868,669.27)	72.10
255	437200	MONARCH - SHEBOYGAN COUNTY	(932,458.00)	-	(932,458.00)	(932,457.54)	-	(0.46)	100.00
255	437210	MONARCH - OZAUKEE COUNTY	(32,793.00)	-	(32,793.00)	(32,792.90)	-	(0.10)	100.00
255	437220	MONARCH - RESOURCE	(100,000.00)	-	(100,000.00)	(101,838.50)	-	1,838.50	101.80
255	437230	MONARCH - ADJACENT COUNTIES	(45,787.00)	-	(45,787.00)	(45,786.48)	-	(0.52)	100.00
255	451915	PATRON FEES	(7,000.00)	-	(7,000.00)	(3,018.11)	-	(3,981.89)	43.10
255	461000	PHOTOCOPIES	(8,000.00)	-	(8,000.00)	(10,976.08)	-	2,976.08	137.20
255	469100	VENDING/CONCESSION SALES	(600.00)	-	(600.00)	(183.66)	-	(416.34)	30.60
255	481100	INTEREST INCOME	(50,000.00)	-	(50,000.00)	(20,397.16)	-	(29,602.84)	40.80
255	485000	CONTRIBUTIONS/DONATIONS	(70,000.00)	-	(70,000.00)	(154,427.51)	-	84,427.51	220.60
255	489000	MISCELLANEOUS REVENUE	(2,000.00)	-	(2,000.00)	(441.06)	-	(1,558.94)	22.10
TOTAL REVENUE			(4,366,551.00)	-	(4,366,551.00)	(3,551,562.73)	-	(814,988.27)	81.30
255511	510110	FULL TIME SALARIES - REGULAR	2,377,235.00	-	2,377,235.00	669,056.31	-	1,708,178.69	28.10
255511	510111	FULL TIME SALARIES - OVERTIME	-	-	-	2,177.10	-	(2,177.10)	100.00
255511	510120	PART TIME SALARIES - REGULAR	-	-	-	114,785.19	-	(114,785.19)	100.00
255511	520310	FICA	143,995.00	-	143,995.00	46,325.25	-	97,669.75	32.20
255511	520311	MEDICARE	33,673.00	-	33,673.00	10,834.16	-	22,838.84	32.20
255511	520320	WI RETIREMENT FUND	162,710.00	-	162,710.00	54,231.96	-	108,478.04	33.30
255511	520340	HEALTH INSURANCE	494,155.00	-	494,155.00	200,688.12	-	293,466.88	40.60
255511	520350	DENTAL INSURANCE	30,046.00	-	30,046.00	11,995.39	-	18,050.61	39.90
255511	520360	LIFE INSURANCE	4,188.00	-	4,188.00	1,657.26	-	2,530.74	39.60
255511	520400	WORKERS COMPENSATION	847.00	-	847.00	847.00	-	-	100.00
255511	531100	CONTRACTED SERVICES	163,027.00	-	163,027.00	52,128.26	-	110,898.74	32.00
255511	531110	FINANCIAL SERVICE FEES	6,435.00	-	6,435.00	3,586.01	-	2,848.99	55.70
255511	531206	INSURANCE PREMIUMS	24,150.00	-	24,150.00	12,576.57	-	11,573.43	52.10
255511	531400	ADVERTISING & MARKETING	9,400.00	-	9,400.00	3,903.69	-	5,496.31	41.50
255511	531800	PROGRAM SERVICES	10,000.00	-	10,000.00	11,130.61	-	(1,130.61)	111.30
255511	533105	IT SERVICE FUND CHARGES	57,746.00	-	57,746.00	57,746.00	-	-	100.00
255511	533106	SOFTWARE MAINT & SUBSCRIPTIONS	30,000.00	-	30,000.00	25,507.82	-	4,492.18	85.00
255511	536125	EMPLOYEE DEVELOPMENT	8,500.00	-	8,500.00	1,167.58	-	7,332.42	13.70
255511	537100	VEHICLE & PARKING EXPENSES	19,440.00	-	19,440.00	4.35	-	19,435.65	0.00
255511	540100	OFFICE SUPPLIES	11,700.00	-	11,700.00	2,915.80	-	8,784.20	24.90
255511	540130	POSTAGE & DELIVERY	7,000.00	-	7,000.00	4,237.87	-	2,762.13	60.50
255511	540205	DISPLAYS	1,000.00	-	1,000.00	-	-	1,000.00	0.00
255511	540222	JANITORIAL SUPPLIES	-	-	-	-	-	-	0.00
*Janitorial Supplies expense budgets and actuals covered by Building and Grounds Department starting in 2025									
255511	548001	DONATION PURCHASES	70,000.00	-	70,000.00	93,577.59	181,090.37	(204,667.96)	392.40
255511	548002	MATERIALS - ALL CATEGORIES	370,767.00	-	370,767.00	97,398.04	-	273,368.96	26.30
255511	548003	OTHER CONTENT	150,102.00	-	150,102.00	207,799.97	-	(57,697.97)	138.40
255511	550110	BUILDING MAINT & REPAIR	-	-	-	-	-	-	0.00

***Building Maint & Repair expense budgets and actuals covered by Building and Grounds Department starting in 2025**

Mead Public Library - Financial Statement for May 31, 2026

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
255511	555100	UTILITIES	148,835.00	-	148,835.00	63,305.54	-	85,529.46	42.50
255511	555120	PHONES	4,000.00	-	4,000.00	-	-	4,000.00	0.00
255511	560255	TOOLS & SMALL EQUIPMENT	3,100.00	-	3,100.00	513.50	-	2,586.50	16.60
255511	631200	BUILDING IMPROVEMENTS	-	124,737.05	124,737.05	129,199.55	-	(4,462.50)	103.60
255511	652200	IT EQUIPMENT	24,500.00	-	24,500.00	24,355.96	-	144.04	99.40
TOTAL EXPENSES			4,366,551.00	124,737.05	4,491,288.05	1,903,652.45	181,090.37	2,406,545.23	46.40
TOTAL REVENUE LESS EXPENSES			-	124,737.05	124,737.05	(1,647,910.28)	181,090.37	1,591,556.96	

Mead Public Library - Accounts Payable May 1st, 2026 through May 31st, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC
CHARTER MEDIA	255511 531100	CONTRACTED SERVICES	159.98		0	2010163650	MONTHLY INTERNET -APRIL
FACEBK *RDPDSN5CP2	255511 531400	ADVERTISING & MARKETING	22.26		0	2010164786	EVENT: MEAD CON - AD 26861122916909799
DNH*GODADDY#40640154	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	999.98		0	2010163646	STANDARD WILDCARD SSL RENEWAL
ADOBE INC	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	179.30		0	2010163652	APR/MAY BILLING - CREATIVE CLOUD/ADOBE STOCK
ZOOM.COM 888-799-966	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	53.77		0	2010164780	ZOOM WORKPLACE PRO MONTHLY
SQSP* WEBSITE#2320588	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	276.00		0	2010164781	WEBSITE SUBSCRIPTION
LUIGISITALIANRESTARA	255511 536125	EMPLOYEE DEVELOPMENT	283.59		0	2010163645	IN SERVICE TRAINING-MEAD
AMTRAK .COM 09906635	255511 536125	EMPLOYEE DEVELOPMENT	46.00		0	2010163988	ROUND TRIP TICKET - MUNROE 6/26/26
USATODAY CO DIGITAL	255511 536125	EMPLOYEE DEVELOPMENT	6.99		0	2010164785	MONTHLY SUBSCRIPTION
DISPLAYS2GO	255511 540100	OFFICE SUPPLIES	90.93		0	2010164783	ACRYLIC BALLOT BOX
GAMEBOARD, THE	255511 548001	DONATION PURCHASES	25.00		0	2010163649	FOUNDATION WISHLIST-PROGRAMMING - COUNTDOWN TO CON
ELLAS DELA	255511 548001	DONATION PURCHASES	186.30		0	2010163986	TAX AID
BOOKCROSSING.COM	255511 548001	DONATION PURCHASES	23.40		0	2010163987	FOUNDATION WISHLIST - BOOKPLATES
LITEZILLA LLC	255511 548001	DONATION PURCHASES	168.03		0	2010163989	FOUNDATION WISHLIST-WOODEN STORAGE BOX
WISCONSIN LIBRARY AS	255511 548001	DONATION PURCHASES	-29.00		0	2010163990	FOUNDATION WISHLIST - REFUND OF ETCHING CLASS
UW CONT ED REG CENTE	255511 548001	DONATION PURCHASES	165.00		0	2010163991	FOUNDATION WISHLIST-PROGRAMS & SERVICES FOR OLDER
SQ *THE BUGLE - COMI	255511 548001	DONATION PURCHASES	20.00		0	2010163994	FOUNDATION WISHLIST-GIFT CARD
SQ *THE BUGLE - COMI	255511 548001	DONATION PURCHASES	40.00		0	2010163995	FOUNDATION WISHLIST-GIFT CARD
MILW ART MUSEUM	255511 548001	DONATION PURCHASES	600.00		0	2010163996	EXPERIENCE PASSES
HOBBY-LOBBY #0057	255511 548001	DONATION PURCHASES	41.58		0	2010164284	FOUNDATION WISHLIST-PROGRAMMING-COMICON
CHESSEX MANUFACTURIN	255511 548001	DONATION PURCHASES	43.23		0	2010164782	FOUNDATION WISHLIST-PROGRAMMING-MEAD CON DICE
MILW PUBLIC MUSEUM	255511 548001	DONATION PURCHASES	1,000.00		0	2010164784	EXPERIENCE PASSES
OLIVU426	255511 548001	DONATION PURCHASES	71.41		0	2010164787	ACUITY FUND-COOL PICKS SUMMER READING
HOME DEPOT	255511 548001	DONATION PURCHASES	46.63		0	2010163992	FOUNDATION WISHLIST-LEVEL UP: PRESS PLAY - PVC40 P
WALGREEN COMPANY	255511 548001	DONATION PURCHASES	35.96		0	2010163993	FOUNDATION WISHLIST-PROGRAMMING-MEAD CON
GAMEBOARD, THE	255511 548002	MATERIALS - ALL CATEGORIES	2,639.00		0	2010163647	MATERIAL PURCHASE
GAMEBOARD, THE	255511 548002	MATERIALS - ALL CATEGORIES	208.00		0	2010163648	MATERIAL PURCHASE
ANTHROPIC: CLAUDE TE	255511 652200	IT EQUIPMENT	125.00		0	2010163651	TEAM PLAN - STANDARD
ERIC HENING	255 451915	PATRON FEES	14.15	05132026	371713	9008640968	PATRON REFUND
RHINELANDER LIBRARY	255 451915	PATRON FEES	29.00	05132026	371744	2026-08	DAMAGED ILL BOOK - WILD DARK SHORE
MONARCH LIBRARY SYS	255511 531100	CONTRACTED SERVICES	764.95	05132026	7449	416774	RFID DISP, BLDG BUNDLE, SOFTWARE, READER - MPL
AT&T	255511 531100	CONTRACTED SERVICES	414.62	05132026	371626	920283020004APR26	ACCT#920 283-0200 109 8 APR TELEPHONE EXPENSE
FIFTHCOLOR	255511 531400	ADVERTISING & MARKETING	2,048.36	05132026	7425	26-0558	SUMMER READING PROGRAM BROCHURES - MEAD
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	36.73	05132026	7409	1JM3-Q6QX-4Y9T	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE
ADRIENNE ALLEN	255511 531800	PROGRAM SERVICES	75.00	05132026	371620	05/02/26	RODNEY PRINSEN - MEAD CON COSPLAY CONTEST
JO SCHRAMER	255511 531800	PROGRAM SERVICES	250.00	05132026	371678	05/02/2026	RODNEY PRINSEN - COMIC CON - WORKSHOP 5/2/26
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	121.89	05132026	7409	1FWR-11X1-MJQ6	ACCT #A2JXVCVZU4S49M OFFICE SUPPLIES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	19.99	05132026	7409	13RT-LLF3-4W7W	ACCT #A2JXVCVZU4S49M SMALL TABLE WITH SHELVES
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	25.63	05132026	7409	1C7N-RC4W-4V7N	ACCT #A2JXVCVZU4S49M GROCERY BAG HOLDER
METRO SOUND & VIDEO	255511 548001	DONATION PURCHASES	4,977.00	05132026	371667	216166	DOWN PAYMENT FOR LOFT AUDIO ADDITIONS
METRO SOUND & VIDEO	255511 548001	DONATION PURCHASES	6,976.00	05132026	371697	216165	DOWN PAYMENT FOR MEETING ROOM AUDIO ADDITIONS
SHEBOYGAN AREA SCHOO	255511 548001	DONATION PURCHASES	684.00	05132026	7462	JAN/FEB 2026	BUS SERVICE FROM ELC TO MEAD LIBRARY JAN/FEB 2026
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	19.99	05132026	7409	1PXR-FTTY-JVTD	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-COMIC CON
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	51.37	05132026	7409	1MJT-MHVQ-KH9T	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST-COMICON
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	24.98	05132026	7409	1R4R-DDCH-3NRD	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST - PROGRAM
PLYMOUTH CABINETRY &	255511 548001	DONATION PURCHASES	3,851.09	05132026	371736	5551-FINAL PAYMENT	WARSCHAU ROOM/HOLOCAUST DISPLAY - FINAL PAYMENT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	483.93	05132026	7447	508785768	ACCT #2000015656 MATERIAL PURCHASE

Mead Public Library - Accounts Payable May 1st, 2026 through May 31st, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	51.16	05132026	7447	508792150	CUST #2000016317 MONARCH GRANT/PROJECT FUND
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	63.75	05132026	7434	96149281	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	31.97	05132026	7434	96189797	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	544.15	05132026	7434	96171918	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	3,394.82	05132026	7434	96252588	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	23.40	05132026	7434	96222706	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	94.59	05132026	7434	96234779	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	536.47	05132026	7434	96252589	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	57.62	05132026	7434	96288720	ACCT #20W8082 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	39.89	05132026	7409	19RD-H1PR-KYCK	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	10.98	05132026	7409	1GXL-7CN3-CQNT	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	2,284.39	05132026	371634	532188	MATERIAL PURCHASE - SALES ORDER #493013
MIDWEST TAPE	255511 548003	OTHER CONTENT	64.99	05132026	7447	508780368	CUST #2000014274 OTHER CONTENT
LANGUAGE LINE SERVIC	255511 548003	OTHER CONTENT	35.00	05132026	371691	11924014	MEMBERSHIP RENEWAL FEE - ACCT #9020531055
AMAZON CAPITAL SERVI	255511 652200	IT EQUIPMENT	899.00	05132026	7409	1DLR-9PHT-9XW1	ACCT #A2JXVCVZU4S49M LENOVO YOGA
DAVID PAUL BURTON	255 451915	PATRON FEES	18.99	05272026	371908	9001174623	PATRON REFUND
JENNIFER SMITH	255 451915	PATRON FEES	25.81	05272026	371909	9001203332	PATRON REFUND
PAIGE L COLE	255 451915	PATRON FEES	13.16	05272026	371911	9001216089	PATRON REFUND
AT&T CORP	255511 531100	CONTRACTED SERVICES	90.02	05272026	371852	1302664114	ACCT #831-001-4630 820 APR BILLING MPL BROADBAND
GT GRAPHICS OF SHEB	255511 531400	ADVERTISING & MARKETING	181.20	05272026	7501	52986	BOOKMARKS & BUSINESS CARDS LOUCKS & NESSMAN
GT GRAPHICS OF SHEB	255511 531400	ADVERTISING & MARKETING	97.85	05272026	7501	53077	FRAME SIGN & SUMMER TEEN POSTER
MIND, SOUL AND SELF	255511 531800	PROGRAM SERVICES	1,050.00	05272026	7511	JUNE/JULY/AUG 2026	RODNEY PRINSEN - GARDENING SERIES WITH CHRISTINA
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	68.97	05272026	7478	1HPD-L6HP-71H1	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE - STORYTIME
AMAZON CAPITAL SERVI	255511 531800	PROGRAM SERVICES	30.99	05272026	7478	1TQ6-TX61-7KDH	ACCT #A2JXVCVZU4S49M PROGRAM EXPENSE - STORYTIME
MILW PUBLIC MUSEUM	255511 531800	PROGRAM SERVICES	225.00	05272026	371899	13790423	RODNEY PRINSEN FUND - DINOSAUR HUNT 8/1/26
ORANGEBOY	255511 533106	SOFTWARE MAINT & SUBSCRIPTIONS	1,600.00	05272026	7515	5809	INCIDENT REPORTING SUBSCRIPTION - 5/2/26-5/2/27
GT GRAPHICS OF SHEB	255511 540100	OFFICE SUPPLIES	121.70	05272026	7501	52986	BOOKMARKS & BUSINESS CARDS LOUCKS & NESSMAN
AMAZON CAPITAL SERVI	255511 540100	OFFICE SUPPLIES	8.45	05272026	7478	1HPD-L6HP-6Y7N	ACCT #A2JXVCVZU4S49M YS DESK - WEEKLY PLANNER
METTER-JENSEN, L	255511 548001	DONATION PURCHASES	300.00	05272026	371897	JUNE/JULY/AUG 2026	FOUNDATION WISHLIST-PROGRAMMING-NON-FICTION GROUP
DOLL, JON W.	255511 548001	DONATION PURCHASES	700.00	05272026	371867	JUNE/JULY 2026	FOUNDATION WISHLIST - PROGRAMMING - TAI CHI
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	109.68	05272026	7478	1YJW-XFQF-6QFN	ACCT #A2JXVCVZU4S49M FRIENDS FUND-SUMMER READING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	6.75	05272026	7478	1JK9-117J-KPMM	ACCT #A2JXVCVZU4S49M FRIENDS SUMMER READING - TAPE
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	8.05	05272026	7478	1C7J-TY3C-9W3P	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST - QUILTING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	130.35	05272026	7478	1974-469K-HWMC	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST-TEA MORNING
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	48.46	05272026	7478	1PTL-YX94-MJMX	ACCT #A2JXVCVZU4S49M FOUND. WISHLIST - NATURE KITS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	115.98	05272026	7478	1LJ1-DJM4-D6N9	ACCT #A2JXVCVZU4S49M YS CABINET LOCK
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	24.37	05272026	7478	1937-HQ9K-6W6Q	ACCT #A2JXVCVZU4S49M - FRIENDS-SUMMER/GIFT OF READ
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	47.55	05272026	7478	1R4W-MWK3-HNMG	ACCT #A2JXVCVZU4S49M FOUNDATION WISHLIST - BEADS
AMAZON CAPITAL SERVI	255511 548001	DONATION PURCHASES	203.01	05272026	7478	1JYP-NDMJ-P3VL	ACCT #A2JXVCVZU4S49M FRIENDS-SUMMER & GIFT OF READ
FRESHWATER WORDS LLC	255511 548001	DONATION PURCHASES	500.00	05272026	371878	JUNE/AUG 2026	FOUNDATION WISHLIST - PROGRAMMING - ZINE MEET UP
JENNIFER WALKENHORST	255511 548001	DONATION PURCHASES	100.00	05272026	371889	MAY 2026	FOUNDATION WISHLIST - PROGRAMMING - WHAT TO EXPECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	897.04	05272026	7510	508825530	ACCT #2000015656 MATERIAL PURCHASE
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	101.52	05272026	7510	508858812	CUST #2000016317 MONARCH GRANT/PROJECT
MIDWEST TAPE	255511 548002	MATERIALS - ALL CATEGORIES	1,222.10	05272026	7510	508858810	CUST #2000015656 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	71.75	05272026	7502	96368562	ACCT #20W1532 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	3,517.16	05272026	7502	96427856	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	387.66	05272026	7502	96345228	ACCT #20W8082 MATERIAL PURCHASE

Mead Public Library - Accounts Payable May 1st, 2026 through May 31st, 2026

VENDOR NAME	ACCOUNT	ACCOUNT DESC	AMOUNT	WARRANT	CHECK NO	INVOICE	FULL DESC
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	136.44	05272026	7502	96494477	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	15.55	05272026	7502	96559409	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	17.89	05272026	7502	96527675	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	471.44	05272026	7502	96542472	ACCT #20W8082 MATERIAL PURCHASE
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	45.84	05272026	7502	96636618	ACCT #20X7192 MONARCH GRANT/PROJECT
INGRAM LIBRARY SERV	255511 548002	MATERIALS - ALL CATEGORIES	1,341.69	05272026	7502	96589670	ACCT #20W8082 MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	144.00	05272026	7478	1JW7-D4F6-WW1J	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	36.58	05272026	7478	1WGF-7GTD-X4WP	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	168.93	05272026	7478	11QP-CRVW-6KWK	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE-VIDEO GAMES
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	212.60	05272026	7478	1MV1-64T6-7FCJ	ACCT #A2JXVCVZU4S49M MONARCH GRANT/PROJECT
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	159.37	05272026	7478	1H1T-R4CC-FVFC	ACCT #A2JXVCVZU4S49M MATERIAL PURCHASE
AMAZON CAPITAL SERVI	255511 548002	MATERIALS - ALL CATEGORIES	228.96	05272026	7478	17X3-WQ3R-7QDY	ACCT #A2JXVCVZU4S49M MATERIAL PURCH - VIDEO GAMES
BERTELSMANN PUBLISH	255511 548002	MATERIALS - ALL CATEGORIES	270.71	05272026	371856	533970	MATERIAL PURCHASE - SALES ORDER #793014
SHOWCASES	255511 548002	MATERIALS - ALL CATEGORIES	734.40	05272026	7522	331963	COLLECTION SUPPLIES - FULL SLEEVE - MEAD
MIDWEST TAPE	255511 548003	OTHER CONTENT	494.72	05272026	7510	508868572	CUST #2000014274 OTHER CONTENT
ALLIANT ENERGY	255511 555100	UTILITIES	6,193.48	053026DD	371980	04282026-MPL	APRIL BILLING-ACCT #5498700000
WISCONSIN PUBLIC SER	255511 555100	UTILITIES	4,307.09	053026DD	371990	5911721091	APRIL BILLING-ACCT #0403257315-00031
SHEBOYGAN WATER UTIL	255511 555100	UTILITIES	839.52	053126DD	371970	04302026-APRIL BILL	APRIL WATER UTILITY BILLING

Title: Exclusions & Appeals Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.03 Original Effective Date: 5/1/2020 Date of Last Revision: 9/22/2022
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DRAFT - Exclusions & Appeals

Mead Public Library Vision

~~We aspire to create a vibrant, informed and cohesive community.~~

Mead Public Library Mission

~~We connect people with ideas, resources and technology to educate, entertain and empower.~~

Mead Public Library Values

~~Service, Inclusiveness, Innovation and Enrichment~~

The Library Board authorizes the Director, and other staff members as designated by the Director, to deny use of the library and its services on either a comprehensive or selective basis to any individual who violates the Code of Conduct or other library policies established by the board. Exclusions of 10 days or more will be reported to the Library Board.

In the event that an individual is excluded from the library for more than ~~ten~~ 30 consecutive days, ~~including indefinite exclusions, a written statement an exclusion letter~~ containing the reasons for and length of the exclusion will be provided; anyone receiving such an exclusion may appeal using the following guidelines:

- The hearing must be requested ~~in writing~~ by the individual within ~~five (3-5) weekdays~~ business days of ~~the~~ receiving the exclusion letter. ~~Written appeals should be dropped off at the 1st floor service desk. The excluded individual must leave library property immediately after dropping off their appeal.~~
- Hearings will be held within fourteen (14) ~~weekdays~~ business days of the receipt of the ~~request~~ ~~written appeal~~ by the Library Director or designee;
- The Library Director or designee will forward the written appeal to the President of the Board of Trustees.
- The President of the Board will appoint ~~a minimum of~~ three members of the Board as the hearing committee ~~and work with the Library Administrative Assistant to schedule a hearing.~~ The ~~person-excluded individual~~ shall be informed of the date, time, and place of the hearing ~~by mail, email, or by phone.~~
- The excluded individual will be allowed to enter the library during their hearing. They must leave the library immediately following their hearing.

- If the ~~person~~ **excluded individual** fails to attend the hearing without prior notification to the Library Director, the original exclusion will stand, with no further option to appeal.
- The hearings will be posted but will go into closed session if necessary for deliberation.
- Excluded individuals will be notified of the results of their hearing within 1 business day, either by mail, email, or by phone.

Indefinite exclusion periods may be issued for serious infractions involving violent or illegal behaviors (e.g. brandishing weapons, serious threats of violence, and/or egregious harassment of library staff or patrons). In these instances, the individual may request an administrative review in writing no sooner than one year after the exclusion is issued to determine whether library privileges may be reinstated.

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

Introduction

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

The Library's Values

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

We want you to feel safe and welcome at the Library, and we depend on you to follow Library rules so others can feel safe and welcome. People who do not follow the Library's rules may be asked to leave. View Library policies here: <https://www.meadpl.org/policies>

People banned from the Library for more than 10 days can appeal that decision by requesting an appeal form – call calling the Library at 920-459-3400. ~~or contacting us online at <https://www.meadpl.org/contact>.~~

Acceptable Behaviors at the Library:

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

Unacceptable Behaviors at the Library:

Safety – to ensure a safe environment for staff and visitors, the following are prohibited:

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

Harassment & Disorderly Behavior

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

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

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

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

Building Access

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

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

Children's & Teen Areas

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

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

Use of Library Restrooms

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

Staff Only Areas

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

Animals

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

Clothing and Hygiene

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

Smoking

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

Preparation of smoking materials is prohibited. This includes, but is not limited to, rolling cigarettes and refilling vape devices.

Technology & Device Etiquette

(THIS WAS ADDED TO CODE OF CONDUCT BUT IS NOT NEW POLICY)

Headphones are required while using sound on cell phones, computers, and other devices in shared spaces. Screen content must be appropriate for a public setting; staff may ask visitors to remove inappropriate content from view.

Misuse of Library computers or internet access may result in suspension of internet or other Library privileges, and illegal use will be reported to authorities.

The Library applies a content filter but is not responsible for monitoring minors' internet activity; that responsibility rests with parents and guardians.

For complete policy details, refer to the Acceptable Use Guideline policy.

Food & Beverages

Small snack foods in closeable containers are allowed except when using Library equipment or the children's play area. All other food is prohibited. Nonalcoholic beverages in portable containers — such as travel mugs, screw-top bottles, cans and juice boxes **are allowed.**

Messes

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

Bags, Backpacks & Personal Belongings

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

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

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

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

Carts, Strollers & Mobility Devices

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

Carts, wagons and bicycles are prohibited. Exceptions include:

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

Accommodations are available to assist visitors with transporting Library materials.

Scooters and Skateboards

Recreational scooters and skateboards must not be used when in the Library and should not be left unattended.

Sleeping

Library visitors may not sleep or appear to be sleeping in the building.

Appropriate Use of Library Furniture

Library visitors may not move or rearrange Library furniture beyond repositioning existing seating around tables. Chairs are for one person at a time, with the exception of caregivers holding small children.

Visitors may not lie down on furniture, sit on tables, countertops or bookshelves, or place feet on tables. Sitting or lying on the floor is not permitted, with the exception of young children or where appropriate during Library programs.

Solicitation & Canvassing

(THIS WAS ADDED TO CODE OF CONDUCT BUT IS NOT NEW POLICY)

Solicitation and canvassing are not permitted on Mead Public Library property. This includes selling or distributing merchandise, informational materials and promotional items, along with soliciting for political, charitable or religious purposes.

Exceptions require approval from Library management and are typically limited to the Library Foundation, Friends of the Library, governmental agencies and Library programming partners.

For complete policy details, see the full Solicitation & Canvassing Policy.

Photography & Recording

(THIS WAS ADDED TO CODE OF CONDUCT BUT IS NOT NEW POLICY)

Photography and recording for personal, non-commercial use is permitted in public areas of the Library. Recordings are not allowed in restrooms or staff-only areas. Specialized equipment requires management approval.

Library staff may stop any photography or recording that disrupts Library operations, compromises privacy, or is deemed harassing or threatening toward patrons or staff. Photography or recording of anyone under 18 requires parent or guardian consent.

Library staff routinely photograph and record events for publicity purposes. Patrons consent to such use unless they inform staff of an objection.

For complete policy details, see the full Photography & Recording Policy.

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

Submitted by Cheryl Nessman

July, 2026

Staffing:

- Interviews are being held to fill the vacant Library Assistant position, and the vacant Library Assistant – Technical Services position has been posted.

Programming/Exhibit/Outreach Highlights:

- June-Aug:
 - The [Summer Reading program](#) runs through Aug 8. Some of the fun activities that are planned include:
 - Summer Math Adventure (May 26-Aug 8)
 - Stuffed Animal Sleepover (a family favorite! July 14-15)
 - Be My Neighbor Storytime (Tuesdays July 14-Aug. 4)
 - Milwaukee Public Museum Dinosaur Hunt (Aug. 1)
 - Tween Steam Camp (Aug. 3-6)
 - Bubble Bash at the City Green (Aug. 12)
 - Build Your Own 3-D Dragon (Aug. 20)
 - A program on [Geology Exploring Minerals, Fossils & Gemstones](#) will be held in the Rocca room on Saturday, July 25th at 1pm.
 - Ready Set PreK will return this summer with [Preschool Playshops](#) starting on June 17th, [Kindermusic Ready, Set, Rythm!](#) Starting on July 20th, and [My First Bus Ride](#) taking place on Aug. 11th.
 - Planning for Fall Programming is in full swing.

Patron Services

- Slow rollout of the block-wide smoking ban that was approved by the Common Council began on 7/6 with full enforcement beginning on 7/13.
- A slow rollout of the Bags, Backpacks & Personal Items, and Carts, Strollers & Mobility Devices portion of the updated Code of Conduct will begin on Aug. 3rd will full enforcement going into effect the week of Aug. 10.

Collections

- We are working with the Engberg Anderson Architects' shelving expert on updating the library's shelving and displays. We hope to present this as a multi-phase Foundation Wishlist ask with the project beginning in 2027.
- Work on moving the Warschau Collection out into the new cabinets and books from the collection onto shelves next to the Local History Collection is moving along quickly. All items will be moved out of the Warschau Room before July 27th.