



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

February 18, 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 PM, Wednesday, February 18, 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. 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 - November 19, 2025 and January 8, 2026
5. Correspondence, Announcements, and Common Council Reports
6. Services and Programming

CONSENT AGENDA

7. Facilities Report
8. Security Update
9. Monthly Statistics
10. Monarch Library System - Maeve Quinn
11. Mead Library Foundation - Kathie Norman
12. Friends of Mead - Pattie Pilz
13. Services and Programming
14. Fall Library Card Signup Postcard Campaign

COMMITTEE REPORTS

15. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

16. 2025 DPI Annual Report
17. HR Study / Job Descriptions
18. Gift Policy
19. Trustee Email Accounts

DIRECTOR'S REPORT

20. Removal of Vending Machines
21. Additional Security Cameras
22. Code of Conduct Policy
23. Meeting Room Audio-Visual Upgrades

UPCOMING MEETINGS

24. Library Board of Trustees: April 15, 2026

ADJOURN

25. 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 / 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.



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 polices 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.

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

Submitted by Cheryl Nessman

January, 2026

Staffing:

- Staff evaluations have been completed
- Santino Laster 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-librariated, 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.

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

Submitted by Cheryl Nessman

January-February, 2026

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- 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

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- March:
 - The Shakespeare Club will have its first meeting on Saturday, March 14th in the Loft.
 - The Children's area will launch its annual Peeps Diorama Contest on March 1st.

- Wintergreen will be held on Saturday, March 21st with lots of activities for the whole family.
- Academy Talk: Finding Home Among the Stars, with Anishinaabe photographer, Travis Novitsky, and UW Madison's Professor of Astronomy, Dr. Robert Mathieu, will take place the evening of March 19th.

Collections

- The Collections Committee met in January to review our policy and guidelines before FY26 selection resumed.
- Poetry and Book Club Kit Collections will be moving up to 2nd floor this spring.

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-librariated, 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 for the new Community Resources desk, meeting room, and phone booths is scheduled to arrive in March.
- 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.
- Vending machines will be removed Feb. 24th.

Facilities Report - February 2026

In Process

- Imaginarium
 - Additional outlets being installed by city electrician
 - Completion expected by February 13, 2026
- Sensory Room
 - Plans are being developed
 - Some furnishings/equipment have been purchased and delivered
- Phone Booths and Security Office
 - Completion expected by February 20, 2026
 - Furniture expected in March
- New Facility Department Director
 - Appointment to be discussed at Common Council meeting on February 16, 2026
 - Tentative start date of April 6, 2026
- Charging Stations on Second Floor
 - Installed six additional units
 - More to install as time allows
- Cameras
 - Additional cameras are being installed throughout library
 - Recently eight more were added
- Roof Replacement
 - Being worked on when weather allows
- Second Floor Carpet Issue
 - Contractor re-adhered carpet on north side of second floor
 - Contractor will return in mid-March to complete rest of floor
- 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

- FOB access hardware has been installed and tested on main electrical door
- 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% |

| | | Monthly | | | Year To Date | | |
|--|--|----------------|----------------|-----------------------|--------------------|--------------------|-------------------|
| Type | Name | *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

| | | Monthly | | | Year To Date | | |
|--|--|---------------|---------------|-----------------------|--------------------|--------------------|-------------------|
| Type | Name | *January 2025 | *January 2026 | *Monthly 2025 vs 2026 | *Year-to-date 2025 | *Year-to-date 2026 | *YTD 2025 vs 2026 |
| Circulation Transactions | Adult Materials | 18,324 | 17,661 | -4% | 18,324 | 17,661 | -4% |
| | Teen Materials | 1,404 | 786 | -44% | 1,404 | 786 | -44% |
| | Children's Materials | 10,617 | 10,046 | -5% | 10,617 | 10,046 | -5% |
| | Total Adult/Teen/Children's Materials | 30,345 | 28,493 | -6% | 30,345 | 28,493 | -6% |
| Materials Shared With Other Libraries | Items provided to other libraries from Mead | 12,252 | 11,758 | -4% | 12,252 | 11,758 | -4% |
| | Items received for Mead patrons from other libraries | 5,686 | 5,188 | -9% | 5,686 | 5,188 | -9% |
| | Total Interlibrary Loans (Transits) | 17,938 | 16,946 | -6% | 17,938 | 16,946 | -6% |
| E-Content Checkouts | Total E-Content Checkouts | 10,863 | #N/A | #N/A | 10,863 | #N/A | #N/A |
| Library Visits | Gate count | 19,262 | 41,341 | 115% | 19,262 | 41,341 | 115% |
| Research Inquiries | Research Inquiries | 4,394 | 4,119 | -6% | 3,108 | 2,685 | -14% |
| Internet Usage Provided | Library Workstation Sessions | 2,400 | 2,052 | -15% | 2,400 | 2,052 | -15% |
| | Wireless Sessions | 7,637 | 5,882 | -23% | 7,637 | 5,882 | -23% |
| Number of Library Card Holders | Sheboygan Residents | | | | 28,924 | 29,695 | 3% |
| | Non-Sheboygan Residents | | | | 6,511 | 6,421 | -1% |
| | Total Number of Library Card Holders | | | | 35,435 | 36,116 | 2% |
| Classes, Seminars, Workshops, Events | Children (0-11) Quantity | 39 | 43 | 10% | 39 | 43 | 10% |
| | Children (0-11) Participants | 959 | 996 | 4% | 959 | 996 | 4% |
| | Teen (12-18) Quantity | 3 | 4 | 33% | 3 | 4 | 33% |
| | Teen (12-18) Participants | 117 | 66 | -44% | 117 | 66 | -44% |
| | Adult (18+) Quantity | 33 | 34 | 3% | 33 | 34 | 3% |
| | Adult (18+) Participants | 382 | 322 | -16% | 382 | 322 | -16% |
| | Total number of Classes, Seminars, Workshops, Events | 75 | 81 | 8% | 75 | 81 | 8% |
| | Total number of Participants | 1,458 | 1,384 | -5% | 1,458 | 1,384 | -5% |
| Conference Room Utilization | Rocca Meeting Room | 31% | #N/A | No Data | 31% | #N/A | #N/A |
| | Loft Meeting Room | 30% | #N/A | No Data | 30% | #N/A | #N/A |
| | Public Conference Room #1 | 43% | #N/A | No Data | 43% | #N/A | #N/A |
| | Public Conference Room #2 | 36% | #N/A | No Data | 36% | #N/A | #N/A |
| Study Rooms Utilization | Study Rooms Hours Used | 1000 | 950.75 | -5% | 1000 | 950.75 | -5% |
| | Percent Utilization | 74% | 71% | -3% | 74% | 71% | -3% |

10% or higher
-10% or lower

Volunteer Report - December 2025 and January 2026

| Type | December Hours | December Count | January Hours | January Count | Total Volunteer Count | Total Hours |
|-------------|----------------|----------------|---------------|---------------|-----------------------|-------------|
| Adult | 170 | 24 | 131 | 23 | 47 | 301 |
| Teen | 6 | 2 | 8 | 2 | 4 | 14 |
| Grand total | | | | | 51 | 315 |

Monarch Library System Board of Trustees

Minutes

Kewaskum Town Hall 9019 Kettle Moraine Drive Kewaskum, WI 53040

November 13, 2025

1. Call to Order; Doane called the meeting to order at 6:00 pm. The meeting was properly noticed in accordance with Wisconsin Open Meetings Law.
2. Roll Call: Doane, Katzka, Sprenger, Goehring, Bailey, Lamb, Marose, Neis, Nelson, Olsen, and Strom were present.
Absent: Caine, Quinn, Westfall
Also Present: Grover, Federer, Hoffman, MLS Staff.
3. Public Comment or Correspondence: None
4. Approval of the Agenda for November 13, 2025:

a. Nelson pointed out the next meeting date was incorrect and should be February 12, 2026. Katzka motioned to approve the amended Agenda for November 13, 2025. Marose seconded the motion. Motion carried.

5. Approval of the Minutes for September 11, 2025:

a. Marose motioned to approve the minutes. Motion seconded by Nelson. Motion carried.

6. Approval of Expenditures for August and September 2025:
 1. Sprenger motioned to approve the Expenditure totals for August as \$164,387.14. Goehring seconded the motion. Motion passed.
 2. Sprenger motioned to approve the September Expenditures of \$99,257,51. Goehring seconded the motion. Motion carried.
7. Monarch Library System Update:

a. Grover asked if there were any questions regarding the Monarch System Update as presented in the packet. Finding none the meeting continued.

8. Committee Reports

a. The Executive Committee

- i. Katzka motioned to approve the 2026 Monarch System Plan. Nelson seconded the motion. Motion carried.
- ii. Grover reported we should receive the first payment of our State Aid for 2026 by December 1, 2025.
- iii. Nelson motioned to approve the 2026-2030 Haymarket Third Lease Agreement. Marose seconded. Motion carried.

- iv. Nelson motioned to approve the 2026 Resource Library Agreement. Marose seconded the motion. Motion carried.
- v. Doane asked if there was a need for further discussion regarding Grover's Performance Review. Finding none he stated the Executive Committee agreed Grover's performance this year was outstanding (Discussion held earlier during the Executive Committee closed session).

b. Operations Committee

- i. Katzka reported the Operations Committee did meet in November.

Referring to the motion passed by the full board during the September 12, 2024, meeting (Katzka motioned to approve the Monarch Library System Director's Performance Review to be performed by the Executive Committee. Goehring seconded. Motion passed), he recommended amendments in the Bylaws.

- ii. Marose made a motion to change the following clause in the Bylaws:
 1. Remove the clause "evaluate the system director's performance" from the duties of the Operations Committee:
 - a. Review and recommend personnel policies for the library system, salary schedules, annual age adjustments, evaluate the system director's performance, make recommendations on their compensation, and review and recommend job descriptions for library system positions.
 2. Add the following clause under the duties of the Executive Committee: "Monarch Library System Director's Performance Review to be performed by the Executive Committee."
 3. Make a footnote - A full annual evaluation process for the system Director be completed every three years. An abbreviated evaluation which will include a self-evaluation tool and review of goals will be conducted in the off years. The Executive Committee will conduct the review.

Goehring seconded the motion. Motion carried.

- iii. Marose motioned to accept the 2026 slate of officers as presented:

1. Tom Doane - President
2. John Katzka - Vice President
3. Wendy Sprenger - Treasurer
4. Bill Goehring - Bookmobile Chairman

Nelson seconded the motion. Motion carried.

- c. Finance Committee did not meet.
- d. Bookmobile Committee did not meet.

9. New Business:

a. The 2026-2030 Ozaukee-Sheboygan Joint Library Agreement was adopted by the committee at their meeting November 5, 2025.

i. The agreement will be presented to the Ozaukee and Sheboygan County Boards at their meetings in early December.

ii. The agreement includes provisions for funding Ozaukee and Sheboygan non-librariated digital use. At this time, we estimate \$75,000 to \$80,000 would be provided for the System's OverDrive Advantage account.

iii. In the future the counties of Dodge and Washington will be approached to also provide funds for non-librariated patrons digital use in their counties. Grover sits on the Dodge County Planning Committee and will present the subject to them.

b. A discussion was held regarding the duration of Board meetings. It was generally felt explanations of items in the System Report should be given if there are specific questions from the board members.

i. The Connect & Share site is currently undergoing a re-design and will include the entire packet. The minutes will be labeled "Draft" until they have been approved by the board.

10. Unfinished Business - None

11. Next meeting will be held on February 12, 2026, at 6:00 pm at the Kewaskum Community Center.

12. Adjourn - Sprenger motioned to adjourn with Lamb, seconding the motion. Meeting was adjourned at 6:44 pm

Foundation Report for Board of Trustees

Submitted by Kathie Norman

February 18, 2026

The Foundation investments had an outstanding performance in 2025, allowing the Foundation to approve more than \$200,000 for the library's 2026 "Wish List," more than double what it usually provided. Foundation remains open and interested in funding future projects that are part of the "Library of the Future." These of course need to be approved first by the Library Board of Trustees.

Barbara Alvarez was appointed to the Foundation Board. Sandy Loth resigned as the Friends liaison, so Pattie Pilz will temporarily fill that position until another Friends board members is appointed.

The Development Committee had another successful year of fundraising. After a thorough vetting process, CharityProud was selected as a donor software system, and Pattie Pilz and members of the Foundation board are getting trained through orientation sessions with a CharityProud representative.

The Foundation continues to provide financial tuition reimbursement to Library employees. It will host one Academy presentation in 2026. It is looking into using a prior restricted gift to bus SASD students to the library.

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

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

Submitted by Cheryl Nessman

January, 2026

Staffing:

- Staff evaluations have been completed
- Santino Laster 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-librared, 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.

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- March:
 - The Shakespeare Club will have its first meeting on Saturday, March 14th in the Loft.
 - The Children's area will launch its annual Peeps Diorama Contest on March 1st.

- Wintergreen will be held on Saturday, March 21st with lots of activities for the whole family.
- Academy Talk: Finding Home Among the Stars, with Anishinaabe photographer, Travis Novitsky, and UW Madison's Professor of Astronomy, Dr. Robert Mathieu, will take place the evening of March 19th.

Collections

- The Collections Committee met in January to review our policy and guidelines before FY26 selection resumed.
- Poetry and Book Club Kit Collections will be moving up to 2nd floor this spring.

Patron Services

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- 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 for the new Community Resources desk, meeting room, and phone booths is scheduled to arrive in March.
- 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.
- Vending machines will be removed Feb. 24th.

Email #1



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.

[Search Catalog](#)

FREE STREAMING + AUDIOBOOKS + eBOOKS



Download ebooks, audiobooks and magazines

[Libby](#)



Download & stream audiobooks, movies, tv series, ebooks, comics and music

[hoopla](#)



Download & stream docs, film festival favorites, indie films & world cinema

[Kanopy](#)

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](#)

EXPERIENCE COLLECTION



Need a VHS digital converter, balloon pump, soil tester or other gadget for a one-time project? How about a karaoke machine, telescope, party game, metal detector or other activity for the weekend that won't cost money?

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

[Kids STEM Kits](#)

[Storytime Kits & Tonie Boxes](#)

[Movie Geek Boxes](#)

[Toy + Book Kits](#)

[Book Club Kits](#)

MEAD PUBLIC LIBRARY
920-459-3400
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



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[Search Catalog](#)

[Using Your Card](#)

YOUR MOBILE LIBRARY CARD



Monarch2Go



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.

[Learn More](#)

FREE DIGITAL ACCESS TO CONSUMER REPORTS, SHEBOYGAN PRESS, NEW YORK TIMES & MORE



Your library card brings free digital access to dozens of online resources, including:

- Consumer Reports
- Mango Languages
- Morningstar
- New York Times Digital
- Sheboygan Press

[View All](#)

COPY, PRINT, SCAN, NOTARY + MORE



Mead offers computer access, faxing, scanning, printing, copying and free WIFI.

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

UNABLE TO VISIT THE LIBRARY?

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2025 SEPTEMBER LIBRARY CARD SIGNUP & RE-ENGAGEMENT CAMPAIGN SUMMARY

Item 14.

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.

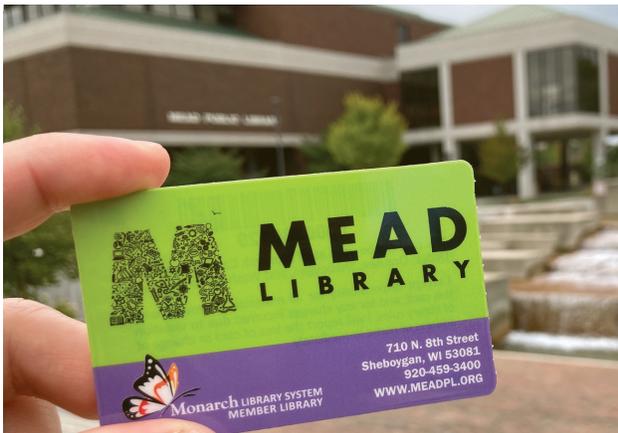
NEXT STEPS

- 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)



**READ, LISTEN, WATCH
& LEARN for FREE
WITH A MEAD LIBRARY CARD!**



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. Then bring this flyer and a photo ID to the library to pick up your library card.



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[Libby](#)



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[hoopla](#)



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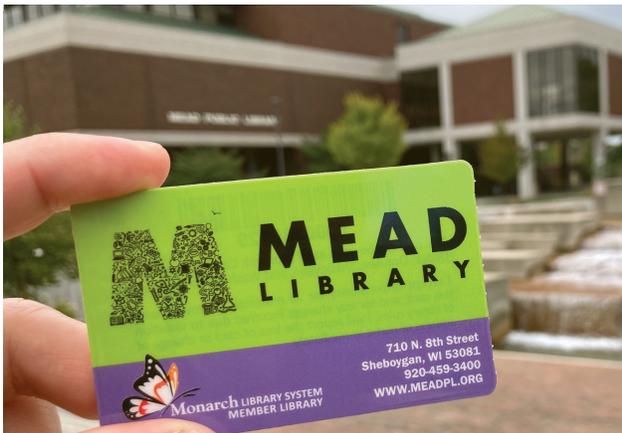
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SCAN TO SIGN UP

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 |
| TOTAL REVENUE | | | (4,374,285.00) | - | (4,374,285.00) | (3,682,632.18) | - | (691,652.82) |
| 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

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|-----------------------------|--------|-------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|-------------------|
| 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) |
| TOTAL EXPENSES | | | 4,374,285.00 | 334,375.00 | 4,708,660.00 | 4,169,520.88 | 337,277.20 | 201,861.92 |
| TOTAL REVENUE LESS EXPENSES | | | - | 334,375.00 | 334,375.00 | 486,888.70 | 337,277.20 | (489,790.90) |

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

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 #A2JXVCVZU4\$49M DONATIONS |
| SHAFFER TECHNICAL | 255511 548001 | DONATION PURCHASES | 300.00 | 11122025 | 369689 | PROGRAM - WI IDOLS 100 HEROES - 11/11/25 - MPL |
| CHRISTOPHER MCALLIST | 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 #A2JXVCVZU4\$49M MATERIAL PURCHASE |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 10.02 | 11122025 | 6742 | ACCT #A2JXVCVZU4\$49M MATERIAL PURCHASES |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 43.74 | 11122025 | 6742 | ACCT #A2JXVCVZU4\$49M MATERIAL PURCHASE |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 104.76 | 11122025 | 6742 | ACCT #A2JXVCVZU4\$49M MATERIAL PURCHASE |
| AMAZON CAPITAL SERVI | 255511 548002 | MATERIALS - ALL CATEGORIES | 21.96 | 11122025 | 6742 | ACCT #A2JXVCVZU4\$49M 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 #A2JXVCVZU4\$49M OFFICE SUPPLIES |
| AMAZON CAPITAL SERVI | 255511 540100 | OFFICE SUPPLIES | 71.74 | 11252025 | 6798 | ACCT #A2JXVCVZU4\$49M OFFICE SUPPLIES |
| AMAZON CAPITAL SERVI | 255511 540100 | OFFICE SUPPLIES | 36.96 | 11252025 | 6798 | ACCT #A2JXVCVZU4\$49M 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 #A2JXVCVZU4\$49M DONATIONS |
| AMAZON CAPITAL SERVI | 255511 548001 | DONATION PURCHASES | 399.98 | 11252025 | 6798 | ACCT #A2JXVCVZU4\$49M DONATIONS - 3D PRINTING |
| AMAZON CAPITAL SERVI | 255511 548001 | DONATION PURCHASES | 233.88 | 11252025 | 6798 | ACCT #A2JXVCVZU4\$49M 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 #A2JXVCVZU4\$49M 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 |



I. GENERAL INFORMATION

| | | | | | |
|--|--|---|-----------------------------------|--|------------------------|
| 1. Name of Library Mead Public Library | | 2. Public Library System Monarch Library System | | | |
| 3b. Head Librarian First Name Garrett | 3c. Head Librarian Last Name Erickson | 4a. Certification Grade Grade 1 | 4b. Certification Type Regular | 5. Certification Expiration Date 07/31/2028 | |
| 6a. Street Address 710 N. 8th St. | 6b. Mailing Address or PO Box 710 N. 8th St. | 7. City / Village / Town Sheboygan | 8a. ZIP 53081 | 8b. ZIP4 4563 | 9. County Sheboygan |
| 10. Library Phone Number 9204593400 | 11. Fax Number (920)459-0204 | 12. Library E-mail Address of Director garrett.erickson@meadpl.org | | | |
| 13. Library Website URL www.meadpl.org | | 14. No. of Branches 0 | 15. No. of Bookmobiles Owned 0 | 16. No. of Other Public Service Outlets 0 | |
| 17. Does your library operate a books-by-mail program? No | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No | | | | |
| 20. Square Footage of Public Library 88,000 | 21a. Did your library or a branch move to a new facility during the fiscal year? No | 21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No | | 22. UEI Number JJ7BCGBDMBN5 | |

HOURS OF OPERATION

| | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (No interior service for the public) |
|---|---|-----------------|--|
| 19a. Winter hours open per week | 60 | 0 | 0 |
| 19b. Number of winter weeks | 37 | 0 | 0 |
| 19c. Summer hours open per week | 60 | 0 | 0 |
| 19d. Number of summer weeks | 15 | 0 | 0 |
| 19e. Total weeks per year | 52 | 0 | 0 |
| 19f. Total hours per year for this location | 3,120 | 0 | 0 |

| II. LIBRARY COLLECTIONS | | | | | | | |
|---|--|---------------------------------|---|--|----------------------|-------------------|-----------------|
| | | | a. Number Owned / Leased | b. Number Added | | | |
| 1. Books in Print | | | 194,425 | 12,428 | | | |
| 2. Physical Subscriptions | | | 150 | | | | |
| 3. Physical Audio Materials | | | 10,588 | 395 | | | |
| 4. Physical Video Materials | | | 19,437 | 1,563 | | | |
| 5. Other Physical Materials | | | 2,320 | | | | |
| 6. Total Physical Items in Collection | | | 226,770 | | | | |
| | | Purchased solely by the Library | Purchased via a System, Consortium or Cooperative Agreement | Provided by the State | | | |
| 7. E-books | | Yes | Yes | No | | | |
| 8. E-serials | | No | Yes | No | | | |
| 9. E-audio | | Yes | Yes | No | | | |
| 10. E-video | | Yes | No | No | | | |
| 11. Research Databases | | Yes | No | Yes | | | |
| 12. Online Learning Platforms | | Yes | Yes | Yes | | | |
| III. LIBRARY SERVICES | | | | | | | |
| 1. Physical Circulation Transactions | | | 2. Interlibrary Loans | | | | |
| a. Total Circulation | b. Children's Materials | c. Other Physical Items | a. Items Loaned <i>Provided to</i> | b. Items Received <i>Received from</i> | | | |
| 352,777 | 135,617 | 8,612 | 127,080 | 57,089 | | | |
| | | | Method for Counting ILL Transactions | | | | |
| (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions) | | | Items Loaned to Other Libraries <i>Provided to</i> | Items Borrowed from Other Libraries <i>Received from</i> | | | |
| Integrated Library Systems (ILS) | | | 125,001 | 54,456 | | | |
| WISCAT | | | 2,076 | 2,633 | | | |
| Other (includes OCLC, manual tracking or other methods) | | | 3 | 0 | | | |
| 3. Electronic Content Circulation Transactions | | | | | | | |
| a. E-books | b. E-serials | c. E-audio | d. E-video | e. Children's E-materials | f. Total E-materials | | |
| 43,010 | 15,149 | 51,644 | 5,311 | 9,249 | 115,114 | | |
| 4. Number of Registered Users | | | 5. Overdue Fines | 6. Reference Transactions | | 7. Library Visits | |
| a. Resident | b. Nonresident | c. TOTAL | | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 29,570 | 5,320 | 34,890 | No | Actual Count | 38,390 | Actual Count | 244,813 |
| 8. Uses of Public Internet Computers | | | | 9. Uses of Public Wireless Internet | | | |
| a. Number of Public Use Computers | b. Number of Public Use Computers with internet access | c. Method | d. Annual Count | a. Method | b. Annual Count | | |
| 70 | 70 | Actual Count | 25,999 | Actual Count | 81,312 | | |

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

| | Young Child (0-5) | Child (6-11) | Young Adult (12-18) | Adult (19+) | General Interest (all ages) |
|--------------------|-------------------|--------------|---------------------|-------------|-----------------------------|
| Number of Programs | 298 | 79 | 49 | 313 | 213 |
| Total Attendance | 7,886 | 3,601 | 1,127 | 4,262 | 11,818 |

Total Program Statistics by Program Category

| | In-Person On-Site | In-Person Off-Site | Live, Virtual | Pre-recorded | |
|---------------------|-------------------|--------------------|---------------|--------------|--|
| Number of Programs | 863 | 89 | 0 | 0 | |
| Total Attendance | 24,009 | 4,685 | 0 | | |
| Total Program Views | | | | 0 | |

Describe the library's in-person programs:

Storybook programs, Maker Space programs, Stem programs, Adult Book Clubs, Make it at Mead, Sunday Make & Take, Radio Programming and podcasts

Which platforms does the library use to host the library's live, virtual programs:

You tube, Facebook, Live 365, Spotify

Describe the library's live, virtual programs:

Book reviews, poetry readings and interviews, book discussions conducted by Librarians, Library Assistants and outside presenters, ukulele lessons, radio

Which platforms does the library use to host the library's pre-recorded programs:

You tube, Facebook, Live 365, Spotify (Podcasts), FM radio

Describe the library's pre-recorded programs:

Mead produced podcasts including book reviews, poetry readings, radio programming, and community interviews conducted by Librarians, Library Assistants, and outside presenters.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

| First Name | Last Name | City | Email Address |
|------------------|-----------|-----------|----------------------------|
| PRESIDENT | | | |
| 1. Jeanne | Pfeiffer | Sheboygan | jeannepfeiffer75@gmail.com |
| 2. Jeanne | Pfeiffer | Sheboygan | jpfeiffer53@att.net |
| 3. Erin | Bremser | Sheboygan | ebremser@mac.com |
| 4. Kathie | Norman | Sheboygan | kathienorman@outlook.com |
| 5. Jim | Hollister | Sheboygan | 4hollisters@gmail.com |
| 6. Julia | Hart | Sheboygan | todhart7750@gmail.com |
| 7. Maeve | Quinn | Sheboygan | maeve.quinn@meadpl.org |
| 8. Margaret | Albrinck | Sheboygan | albrinckm@gmail.com |
| 9. Andre | Walton | Sheboygan | andrewalton56@gmail.com |
| 10. Susan | Kuck | Sheboygan | susan.kuck@meadpl.org |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |

No. of Library Board Members *Include vacancies in this count* 10

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

| Municipality Type | Name | Amount |
|-------------------|-----------|-------------|
| City | Sheboygan | \$3,150,004 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$3,150,004 |

2. County

| | | |
|---|-------------|-----------|
| a. Home County Appropriation for Library Services | Subtotal 2a | \$929,860 |
|---|-------------|-----------|

a. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|-------------|----------|-------------|----------|
| Calumet | \$1,126 | | |
| Fond du Lac | \$3,947 | | |
| Manitowoc | \$47,078 | | |
| Ozaukee | \$13,113 | | |
| | | | |
| | | | |
| Subtotal 2b | | | \$65,264 |

3. State Funds

a. Public Library System State Funds

| Description | Amount | Description | Amount |
|---|--------|-------------------------------|--------|
| | \$0 | | |
| | | | |
| b. Funds Carried Forward from Previous Year | | c. Other State Funded Program | |
| Subtotal 3 | | | \$0 |

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

| Program or Project | Amount |
|--------------------|--------|
| | \$0 |
| | |
| | |
| | |
| Subtotal 4 | \$0 |

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

| Name | Amount | Name | Amount |
|-------------------------------|-----------|------|-----------|
| Monarch Library System | \$100,000 | | |
| | | | |
| Subtotal 5 | | | \$100,000 |

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

| | |
|-------------------------------|-----------|
| 7. All Other Operating Income | \$266,484 |
|-------------------------------|-----------|

| | |
|---|-------------|
| 8. Total Operating Income Add 1 through 7 | \$4,511,612 |
|---|-------------|

| | |
|---|-------------|
| 9. What is the current year annual appropriation provided by governing body(ies) for the public library? | \$2,962,324 |
| 10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2) | Yes |

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

| | | | |
|--|--|---|-------------|
| 1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i> | | | 107,187 |
| Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above. | a. Those with a Library | b. Those without a Library | c. Subtotal |
| 2. Circulation to Nonresidents Living in the Library's County | 18,567 | 76,225 | 94,792 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 1,288 | 1,574 | 2,862 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 2,108 | 5,560 | 7,668 |
| 5. Circulation to All Other Wisconsin Residents | 1,425 | 6. Circulation to Persons from Out of the State | 440 |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual | 8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No | 8b. If yes, does the library allow residents in adjacent systems to purchase library cards? | |

| | | | |
|--|-------------|----------------|-------------|
| 9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library | | | |
| Name of County | Circulation | Name of County | Circulation |
| a. Calumet | 158 | f. | |
| b. Fond du Lac | 143 | g. | |
| c. Manitowoc | 5,259 | h. | |
| d. Ozaukee | 1,224 | i. | |
| e. Washington | 94 | j. | |

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

| | | | |
|--|-------------------|--------------------------------|------------------------|
| 1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i> | | | |
| | a. Children (0-5) | b. Children (6-11) | c. Young Adult (12-18) |
| Number of Self-Directed Activities | 41 | 13 | 12 |
| Total Self-Directed Activity Participation | 2,120 | 756 | 917 |
| | d. Adult (19+) | e. General Interest (all ages) | f. Total |
| Number of Self-Directed Activities | 0 | 8 | 74 |
| Total Self-Directed Activity Participation | 0 | 467 | 4,260 |
| 2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here. | | | |
| a. First Name | b. Last Name | c. Email Address | |
| Susan | Durant | susan.durant@meadpl.org | |
| 3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here. | | | |
| a. First Name | b. Last Name | c. Email Address | |
| Kelly | Rohde | kelly.rohde@meadpl.org | |

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

| | | |
|--|---|-------------|
| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|  | Jeanne Pfeiffer | |
| Library Director / Head Librarian Signature | Library Director / Head Librarian Print or type | Date Signed |
|  | Garrett Erickson | |

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Sheboygan

The Mead Public Library Board of Trustees hereby states that in 2025 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
 - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|--|---|-------------|
|  | Jeanne Pfeiffer | |

COMMENTS

SECTION III

3a., E-book Circulation

monarch=38939 + hoopla=4071 = 43010--2026-02-06

3c., E-audio Circulation

monarch=36314 + Hoopla=15330 = 51644--2026-01-22

3d., E-video Circulation

Kanopy = 3871 + Hoopla = 1440 = 5311--2026-01-22

3e., Circulation of Children's Electronic Materials

Monarch=6265+ hoopla=1649 + Tumblebooks=778 + Tumblemath=57 +Bookflix=276 + Kanopy=224 = 9249--2026-02-06

9b., Wireless Internet Uses

reduced wireless availability hours in 2025--2026-01-22

SECTION V

Current Year Appropriation

Maintenance staff was transferred to new citywide facilities team beginning in January 2026--2026-02-05

SECTION VI

a. Print Materials

Includes Monarch In Demand expenditures--2026-01-23

b. Electronic Content

Includes Monarch Overdrive expenditures--2026-01-23

5. Other Operating Expenditures

includes: coll. processing, supplies, staff e-resources, 531800 (programming),

FINANCIAL SERVICE FEES

INSURANCE PREMIUMS

ADVERTISING & MARKETING

PROGRAM SERVICES

IT SERVICE FUND CHARGES

SOFTWARE MAINT & SUBSCRIPTIONS

EMPLOYEE DEVELOPMENT

VEHICLE & PARKING EXPENSES

OFFICE SUPPLIES

POSTAGE & DELIVERY

DISPLAYS

UTILITIES \$115,301

PHONES

TOOLS & SMALL EQUIPMENT

BUILDING IMPROVEMENTS \$335,075.65

IT EQUIPMENT

OFFICE FURNITURE/FURNISHINGS

EQUIPMENT REPLACEMENT \$210,813--2026-01-22

SECTION VII

Revenue

Roof replacement project was funded at 50% through city-received ARPA Grant--2026-02-05

Revenue

Roof replacement project was funded at 50% using library fund balance--2026-02-05

Revenue

AMH System was funded by Mead Library Foundation \$190,662. Interior renovations funded by Mead Library Foundation \$64,867. Office and two phone booths constructed--2026-02-05

Circulation Supervisor

Salary grade: TBD

Position Summary:

The purpose of this position is to provide day-to-day leadership and supervision of the library's circulation and operations, ensuring reliable, customer-focused access services and consistent front-line operations. This position is responsible for supervising assigned staff, coordinating work routines, and ensuring that front-line library services operate efficiently, consistently, and in accordance with library and City policies. Work is performed under the direction of the Deputy Director and focuses on the effective delivery of customer-facing services, staff coordination, and operational reliability. The position plays a key role in translating the library's mission, values, and service priorities into clear expectations, daily practices, and work routines for assigned staff.

Essential Responsibilities:

- Supervises assigned circulation staff, including scheduling, assigning work, coaching performance, and providing ongoing guidance and feedback to ensure consistent service delivery.
- Participates in recruitment, onboarding, training, and evaluation of assigned staff; prepares performance appraisals and supports corrective action processes in coordination with the Deputy Director and Human Resources.
- Manages and maintains staff schedules to ensure adequate coverage of circulation desks, service points, and back-office operations, adjusting coverage in response to absences, peak demand, and operational needs.
- Oversees circulation and borrower services workflows, including check-in and check-out of materials, holds processing, shelving coordination, and resolution of routine account or item status issues.
- Ensures consistent application of library policies, procedures, and service standards; serves as an escalation point for circulation-related customer service concerns and directly engages with patrons to resolve routine and escalated circulation or access-services issues as needed.
- Provides policy enforcement support as a member of the manager-on-duty team, with rotating nights and weekends.
- Establishes and monitors daily work routines and standards for circulation staff to ensure timely completion of tasks and availability of library materials.
- Oversees the maintenance and updating of circulation procedures and training materials, identifies workflow issues, and recommends practical improvements to enhance efficiency and service quality.
- Coordinates with other library staff and departments to support smooth public service operations and effective communication regarding circulation-related issues.
- Supports implementation and day-to-day use of circulation-related technology and systems, and assists with staff training and troubleshooting in coordination with the Deputy Director and Information Technology staff.

- Gathers and reviews operational data related to circulation; provides routine reports or information to support service monitoring and operational decision-making.

Education & Experience:

- Bachelor's degree with three years of supervisory or lead experience in a customer service or public-facing operational environment, or an equivalent combination of education and experience.
- Possession of a valid Wisconsin driver's license required.

Qualifications & Skills:

- Ability to supervise and coordinate staff in a fast-paced, customer-focused environment.
- Ability to plan and manage work schedules, set priorities, and respond to changing service demands.
- Ability to communicate clearly and effectively with staff, coworkers, and the public, both verbally and in writing.
- Ability to coach employees, provide constructive feedback, and support performance improvement.
- Ability to analyze routine operational issues, apply judgment, and recommend practical solutions.
- Ability to learn and effectively use library systems, scheduling tools, and standard office software.
- Strong interpersonal, organizational, and problem-solving skills.
- Ability to work independently while coordinating closely with supervisory staff and coworkers.
- Ability to work collaboratively as part of the library's supervisory team to support continuous improvement in services, workflows, and the workplace environment.
- Ability to translate organizational goals and service priorities into practical expectations and behaviors, and to model those expectations through daily interactions with staff and the public.
- Ability to build and maintain positive, professional relationships with library users and community members in a public service setting.

| | |
|--|--|
| <p>Title: Gifts Policy Chapter: Budget and Finance Approved By: Library Board of Trustees</p> | <p>Document Type: Policy Document Number: 13.05 Original Effective Date: 11/24/2014 Date of Last Revision: 04/27/2023</p> |
|--|--|

Gifts Policy

Within the provision of the state laws, the Library Board adopts the following policies:

Mead Public Library (the “Library”) is pleased to accept gifts and donations. Gifts and donations may be accepted by the Director, a member of the administrative staff, or the Library Board, provided that they are in accord with the criteria set forth in this policy.

Books and other Periodical Materials:

While donations of material can be a significant contribution to the collection, the Library recognizes that significant resources are required to process and maintain donations, including evaluating, cataloging, processing, preserving and providing access to gifts. Collection Development staff consider any additional costs to the Library when evaluating potential donations.

- A. Donations become the property of the library and are subject to its policies and procedures.
- B. The Library has the right to determine suitability for inclusion of gifts and donations, and is not obligated to accept or retain any gifts or donations.
- C. Suggestions for specific donations of materials are welcomed by the Library but the final decision, based on Library holdings and the Library mission, rests with the Library.
- D. If a gift or donation is received which, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:
 - a. Gifts and donations not added to library collections may be given to the Friends of Mead Public Library for their used book sales, proceeds of which are used by the Friends to support the Library.
 - b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
 - c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Board.
- E. Due to the volume of donations received, it is not possible to notify the donor of the status of the donation or the time frame of the decision.

Monetary Gifts and Gifts of Securities:

- A. The Library gratefully accepts gifts, donations, endowments, bequests, and trusts.
- B. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the Library can reasonably use the gift for the donor’s specified purpose.
- C. Any monetary gift, and gifts of securities shall be transferred to the Mead Public Library Foundation as a donation, or gift from the Mead Public Library.

Art and Other Objects or Collections

- A. Proposed gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.
- B. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearance of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
- C. The Library Directors may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.
- D. The President of the Library Board shall establish a Gift Review Committee, as needed on an ad hoc basis, to recommend whether or not the Library should accept proposed gifts. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on the Library, now and in the future.
- E. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose.

Policy Revisions:

November 24, 2014

July 1, 2020

April 27, 2023

| | |
|--|--|
| <p>Title: Gifts Policy Chapter: Budget and Finance Approved By: Library Board of Trustees</p> | <p>Document Type: Policy Document Number: 13.05 Original Effective Date: 11/24/2014 Date of Last Revision: 04/27/2023</p> |
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- B. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the Library can reasonably use the gift for the donor’s specified purpose.
- C. Any **unrestricted** monetary **gift donation, and or** gift of securities shall be transferred to the Mead Public Library Foundation as a donation, or gift from the Mead Public Library. **Unrestricted gifts in the form of checks that are made out to 'Mead Public Library' shall be deposited in the Library's general donation account managed by the City, unless the**

donation equals or exceeds \$1,000, in which case they shall be transferred to the Mead Library Foundation for investment.

- D. Restricted donations or grants shall remain as the property of the library in order to be used and tracked according the donor's wishes. The Library board will retain the discretion to transfer unusually large, restricted gifts to the Foundation if those assets will be held for a long period of time.

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- B. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearance of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
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- E. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose.

Policy Revisions:

November 24, 2014

July 1, 2020

April 27, 2023

Message to staff regarding the removal of the vending machines

On February 5th, the following information was sent out to library staff regarding why the vending machines were being removed:

Recently, we formed the “Safety and Welcoming Work Group” to discuss issues around ensuring library visitors and staff feel safe and welcomed. We are looking at everything including policies, policy enforcement, floor and furniture layout, security cameras, staffing issues, potential community partnerships, etc.

*Yesterday, this work group decided to **remove the vending machines** from the library, which will happen on **February 24th**. The machines are a drain on staff time when they break down, or when they “take” people’s money, and finally, when the vending products later become messes throughout the building. From a budgetary standpoint, we receive 10% of the revenue from these machines which amounted to about \$900 in 2025. The vending services no longer offer a good return of investment for the library.*

Message to staff regarding the new security cameras

On February 10th, the following information was sent out to library staff regarding the installation of new security cameras:

- *You may notice that we will be adding more security cameras in various parts of the building over the next few weeks. Based on a security incident early last year, the Emergency & Disaster Preparedness committee has recommended placing security cameras on each floor facing the elevator/stairwell in the staff-only areas. Not only staff, but vendors, volunteers and board members frequently use the staff areas, so the committee felt it was important to have the ability to track movement in the event of any future incident. Access to these specific cameras will be limited to managers and security staff.*
- *We will also be adding security cameras to the meeting rooms (Rocca, Loft, PCR1 and PCR2). This is a preventative measure, so we can actively monitor or look back if needed.*
- *Finally, we will be adding an additional security camera to the Quiet Study Room and to each individual study room on the second floor. These rooms continue to be a place for behavior issues since they are out of our sightlines, as well as the source of food and drink messes. The cameras will help us identify people who do not respect these community spaces.*

| | |
|---|---|
| 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: 10/16/2024 |
|---|---|

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.

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, eat only in the Library Café, and always clean up after yourself
- Requesting ADA accommodations
- Bringing ADA-defined service animals into the library
- Following library rules: The Library has policies that explain what is and is not allowed at the library. The policies also explain your rights at the library. You can read our policies online at <https://www.meadpl.org/policies>, or you can request specific policies in print at any service desk

Unacceptable Behaviors at the Library:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Smoking or vaping in the Library or within 25 ft. of the Library's doors
- Being rude or abusive to people in the Library
- 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
- Bringing pets or non-service animals into the library
- Not following Library rules <https://www.meadpl.org/policies>

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 too. People who do not follow the Library's rules may be asked to

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

Library Code of Conduct Policy Comparison (Rev 12/15/2025)

| Municipality | COC Pages | Sleeping Allowed | Poor hygiene Allowed | Intoxication Allowed | Personal Belongings Size Limitations |
|---------------------|------------------|-------------------------|-----------------------------|-----------------------------|--|
| Appleton PL | 5 | No | No | No | 3 bags, 32"x18"x15"; no sleeping bags, pillows, carts, or garbage bags |
| Brown County PL | 5 | No | No | No | No stated size limitations |
| Eau Claire PL | 3 | No | No | No | No stated size limitations |
| Kenosha PL | 2 | Yes | Yes | No | No stated size limitations |
| La Crosse PL | 2 | Limited | No | No "using" | Must be able to move all items simultaneously |
| Madison PL | 12 | No | No | No | 2 bags, 26"x14"x14", cannot block aisles |
| Marathon County PL | 2 | No | No | No | No stated size limitations |
| Milwaukee PL | 2 | No | No | No | Must fit under "standard" study chairs |
| Oshkosh PL | 4 | No | No | No | No stated size limitations |
| Racine PL | 6 | No | No | No | No stated size limitations |
| Sheboygan PL | 1 | Yes | Yes | No | No stated size limitations |

**Upgrade for audio-visual equipment (ceiling tile microphone system)
Loft and Rocca Meeting Rooms (Project estimate \$25,000)**

Dear Chase,

I enjoyed meeting with you to discuss the audio system needs in the Meeting Room at Mead Public Library. Based on our discussion, enclosed is the Meeting Room Audio Additions Proposal that you requested.

As we discussed, additional miking is required to capture audio of the (12)+ board members and audience during Board Meetings.

A pair of intelligent Dante-enabled ceiling array microphones will be installed in the drop-tile ceiling grid to ensure uniform, intelligible audio capture of participants throughout each half of the meeting room space.

Presently, you have a Symetrix Radius Nx 12x8 that is utilizing 7 of the 12 analog inputs, but has integrated Dante connectivity built in. A network cable will be installed from each array microphone to a network switch situated at the equipment rack (that will be tied into the Dante network port of the Symetrix DSP).



Our team of skilled audio engineers will precisely tune the ceiling array microphones to best capture uniform sound in the space. Onboard IntelliMix® DSP built into the array microphone applies automatic mixing, echo cancellation, noise reduction, and automatic gain control for a pristine audio mix.

Thank you, Chase, for the opportunity to work with you in serving the audio-video system needs at Mead Public Library once again! Please let us know if you have any questions or if you wish to proceed with the proposed work.

Grace and Peace,