

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
February 28, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 28, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Alderperson Mary Lynne Donohue, Meg Albrinck, Chris Campe and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice. and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Nancy Mannchen.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:48 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Johnson **moved** to approve the minutes from the January 24, 2019 meeting, pending correction to the date; Whelton **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Governor Evers would be at the library on Monday evening for a local government roundtable from 4 – 5 p.m. Quinn further reported that Salazar had stepped down from her position on the BID as well as on the library board. Finally, Quinn reported that the county is still working on a replacement for Zylman.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 2/28/19 MEETING. Johnson reported on the Mead Public Library Finance committee. The accounts payables were reviewed and determined to be in good order. The Y-T-D budget and 2018 end of year budget were not available to view as DeAmico had not received all the information she needed from the city.
- 2.2 FINANCE REPORT. 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS) 2). RECEIVE MONTHLY 2018 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED – DOLCYE JOHNSON. Whelton **moved** to approve payment of expenditures including payroll and recurring expenses, gifts and special revenues. Donohue **seconded** the motion. The motion **passed**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 UPDATE FROM COMMUNITY RESOURCES AND PUBLIC SAFETY SPECIALIST – DAWN KLISTER: Klister reported on her first 6 months of employment. Her primary goals had been to increase communication about security issues and train staff. She

reported that the library had seen fewer calls to the Sheboygan Police Dept. overall, however there were more arrests. She also reported that she has been working with the following organizations: Housing Coalition, Youth Agency Network, Runaway and Youth Services, Sheboygan Police Department and Lakeshore CAP. Staff will have training next week during the in-service to deal with difficult or belligerent patrons. Klister ended by relaying two stories of problem patrons that had been turned into a positive experience: one that Klister was able to help get housing for and the other that ended up volunteering to pay off his fines.

At this point in the meeting, Alderperson Donohue left the meeting.

- 3.2 2019 CIP PROCESS AND PROJECTS Erickson reported on the upcoming CIP plans for 2019-2020. The library will submit to the city the 2nd floor and staircase re-carpeting, as well as the HVAC controls. Norman **moved** to accept the City CIP grant of \$40,000 to cover part of these expenses; Campe **seconded**. The motion **passed**. Johnson **moved** to approve the sump pump and water cooler expenditures as presented; Whelton **seconded**. The motion **passed**. It was decided that items 9 and 10 on the CIP list would be put off until 2020.
- 3.3 ANNUAL REPORT SUBMITTED TO THE CITY OF SHEBOYGAN. Whelton **moved** to approve the annual report submission to the city. Norman **seconded**. The motion **passed**.
- 3.4 ANNUAL REPORT SUBMITTED TO THE DEPARTMENT OF PUBLIC INSTRUCTION. Whelton **moved** to approve the annual report submission to the DPI. Campe **seconded**. The motion **passed**.
- 3.5 LIBRARY BOARD MEETING ANNUAL SCHEDULE. Erickson reported on the idea of eliminating some of the trustee meetings during some of the more difficult months of the year to achieve quorum. Whelton **moved** to approve eliminating August 22nd and December 19th from the meeting schedule on a trial basis. During those two months, the finance officer will still meet with the business manager and sign off on payments of expenditures. **Albrinck** seconded. Johnson **opposed**. The motion **passed**.
- 3.6 DISCUSS ARTICLES Erickson brought forth one new article for the board to consider in thinking ahead to developing a new strategic plan. The strategic planning committee is scheduled to meet on 3/6/19.

4. DIRECTORS REPORT

- 4.1 UPDATE ON CAPITAL PROJECTS Kallas reported on the current projects. The 2nd floor and staircase carpet is currently out for bid. The phone system transition was a very smooth process and is now complete. Painting is scheduled to be completed once winter is over.
- 4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead: Beginner Python, Play Dough Palooza, and the Let's Dish book club. She also advised on the upcoming program WinterGreen on March 16th. She lastly reported that Susan Durant in youth services has moved to full time status, and that the staff in service will be held March 8th.

- 4.3 MONTHLY STATISTICS Erickson reviewed the January statistics and they were found to be in good order. He noted that the stats were lower in January due to weather and weather related closings.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN. Report was distributed in Mannchen’s absence. The system had met on 2/14. Items discussed were that Monarch is in good financial shape, and deciding on course of action for the interim replacement of Amy Birtell, who has had health issues the last few months.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Quinn reported that the Foundation meeting for February had been cancelled due to very few agenda items. She reported that the Foundation finance committee had met however, and the MPL finances had taken a dip at the end of the 4th quarter, but the market is coming back around.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Friends bookkeeping will now be handled by DeAmico and Marge Giesen (Friends secretary). Mehn further reported on the potential board candidates, the annual gift of reading campaign, and the buy one get one sale the Friends will be having during WinterGreen.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: (3/21/19 @ 3:00PM)
- 6.2 LIBRARY BOARD OF TRUSTEES (3/21/19 @ 3:45PM)

7. ADJOURN

- 7.1 MOTION TO ADJOURN Norman **moved** to adjourn the meeting, Albrinck **seconded**.
The motion **passed**.

Being no further business the meeting adjourned at 5:00 p.m.
Generated by Sydney Mehn on Tuesday, March 5, 2019

MEAD PUBLIC LIBRARY - 2019 FINANCIAL REPORT - Administrative Services 25551100

February 2019

Account Balances as of:

March 11, 2022

10:15 AM

ACCT	DESCRIPTION	P/Y	APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG			299,126.00	57,088.40	242,037.60	19.09
	SUB TOTAL			299,126.00	57,088.40	242,037.60	19.09
510310	FICA			18,546.00	3,471.61	15,074.39	18.72
510311	MEDICARE			4,337.00	811.91	3,525.09	18.72
510320	WI RETIREMENT FUND			19,593.00	9,070.01	10,522.99	46.29
510340	HEALTH INSURANCE			35,087.00	6,809.70	28,277.30	19.41
510341	RETIREE HEALTH INSURANCE				5,179.95	-5,179.95	
510350	DENTAL INSURANCE			3,589.00	1,523.35	2,065.65	42.44
510351	UNFUNDED PENSION LIABILITY			29,650.00		29,650.00	0.00
510360	LIFE INSURANCE			720.00	92.05	627.95	12.78
510400	WORKERS COMP			139.00		139.00	0.00
510410	UNEMPLOYMENT			0.00		0.00	
	SUB TOTAL		0.00	111,661.00	26,958.58	84,702.42	24.14
521100	BANKING FEES			1,200.00	255.28	944.72	21.27
521110	FINANCIAL SERVICE FEES			3,900.00		3,900.00	0.00
521400	ADVERTISING & MARKETING	0.00		9,400.00		9,400.00	0.00
521900	CONTRACTED SERVICES			22,720.00	19,216.90	3,503.10	84.58
	SUB TOTAL		0.00	37,220.00	19,472.18	17,747.82	52.32
525155	PROFESSIONAL DEVELOPMENT			6,000.00	163.30	5,836.70	2.72
527100	STAFF PARKING - CAR ALLOWANCE			11,000.00	170.61	10,829.39	1.55
	SUB TOTAL		0.00	17,000.00	333.91	16,666.09	1.96
530100	OFFICE SUPPLIES			9,500.00	2,344.02	7,155.98	24.67
530130	POSTAGE & DELIVERY			4,500.00	527.23	3,972.77	11.72
	SUB TOTAL		0.00	14,000.00	2,871.25	11,128.75	20.51
538001	DONATION PURCHASES			2,000.00		2,000.00	0.00
539999	MISC EXP (LATE FEES)			100.00		100.00	0.00
	SUB TOTAL		0.00	2,100.00	0.00	2,100.00	0.00
540215	GEN PUB OFFICIAL			3,000.00	0.00	3,000.00	0.00
	SUB TOTAL		0.00	3,000.00	0.00	3,000.00	0.00
590255	PARKING/SPECIAL ASSESSMENT			4,050.00		4,050.00	0.00
	SUB TOTAL		0.00	4,050.00	0.00	4,050.00	
ADMINISTRATIVE COST CENTER TOTAL			0.00	488,157.00	106,724.32	381,432.68	21.86

MEAD PUBLIC LIBRARY - 2019 FINANCIAL REPORT - Public Services 25551110

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		895,235.00	173,916.14	721,318.86	19.43
	SUB TOTAL		895,235.00	173,916.14	721,318.86	19.43
510310	FICA		55,505.00	10,071.79	45,433.21	18.15
510311	MEDICARE		12,980.00	2,355.49	10,624.51	18.15
510320	WI RETIREMENT FUND		56,395.00	10,584.35	45,810.65	18.77
510340	HEALTH INSURANCE		160,095.00	30,978.55	129,116.45	19.35
510350	DENTAL INSURANCE		9,597.00	1,762.45	7,834.55	18.36
510360	LIFE INSURANCE		1,330.00	138.30	1,191.70	10.40
510400	WORKERS COMP		416.00		416.00	0.00
	SUB TOTAL	0.00	296,318.00	55,890.93	240,427.07	18.86
521800	PROGRAM SERVICES		10,000.00	2,005.00	7,995.00	20.05
521900	CONTRACTED SERVICES		30,375.00	23,254.32	7,120.68	76.56
525155	PROFESSIONAL DEVELOPMENT		7,000.00	866.55	6,133.45	12.38
530205	DISPLAYS		1,100.00	40.00	1,060.00	3.64
538001	DONATION PURCHASES		64,000.00	9,328.06	43,384.53	14.58
	SUB TOTAL	11,287.41	112,475.00	35,493.93	65,693.66	31.56
538002	MATERIALS - ALL CATAGORIES	13,441.97	364,234.00	41,426.60	309,365.43	15.06
538100	OTHER CONTENT	0.00	68,450.00	37,775.50	30,674.50	55.19
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	5,991.02	8.98	99.85
	SUB TOTAL	13,441.97	438,684.00	85,193.12	340,048.91	19.42
538000	TOTAL MATRL'S ACCTS	24,729.38	551,159.00	120,687.05	405,742.57	21.90
	PUBLIC SERVICE COST CENTER TOTAL	24,729.38	1,742,712.00	350,494.12	1,367,488.50	21.53

MEAD PUBLIC LIBRARY - 2019 FINANCIAL REPORT - Support Services 25551150

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		578,809.00	122,234.31	456,574.69	21.12
	SUB TOTAL	0.00	578,809.00	122,234.31	456,574.69	21.12
510310	FICA	0.00	35,886.00	6,824.50	29,061.50	19.02
510311	MEDICARE		8,392.00	1,596.05	6,795.95	19.02
510320	WI RETIREMENT FUND	0.00	27,836.00	5,943.96	21,892.04	21.35
510340	HEALTH INSURANCE		138,810.00	26,417.15	112,392.85	19.03
510350	DENTAL INSURANCE		7,874.00	1,813.37	6,060.63	23.03
510360	LIFE INSURANCE		1,230.00	118.90	1,111.10	9.67
510400	WORKERS COMP		269.00		269.00	0.00
	SUB TOTAL	0.00	220,297.00	42,713.93	177,583.07	19.39
	SUB TOTAL	0.00	799,106.00	164,948.24	634,157.76	20.64
521900	CONTRACTED SERVICES		48,813.00	35,057.10	12,300.00	83.99
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	286.24	29,713.76	0.95
524110	BUILDING EXTERIOR MAINT	1,350.00	20,000.00	6,577.34	13,422.66	39.64
524124	HVAC MAINT & BOILER INS	0.00	3,000.00		3,000.00	0.00
524126	ELEVATOR MAINTENANCE	0.00	1,000.00		1,000.00	0.00
	SUB TOTAL	7,290.00	102,813.00	41,920.68	53,602.32	47.86
525100	ELECTRICITY	0.00	94,000.00	15,360.99	78,639.01	16.34
525105	WATER	0.00	1,400.00	294.00	1,106.00	21.00
525110	SEWER	0.00	1,400.00	330.34	1,069.66	23.60
525120	TELEPHONE	0.00	4,000.00	438.87	3,561.13	10.97
525140	GAS - UTILITY	0.00	33,000.00	6,568.18	26,431.82	19.90
525155	PROFESSIONAL DEVELOPMENT	0.00	400.00	93.00	307.00	23.25
	SUB TOTAL	0.00	134,200.00	23,085.38	111,114.62	17.20
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	12,076.00	3,758.30	8,317.70	31.12
530222	JANITORIAL SUPPLIES		5,000.00	2,767.87	2,232.13	55.36
	SUB TOTAL	0.00	17,076.00	6,526.17	10,549.83	38.22
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	49.99	100.01	33.33
	SUB TOTAL	0.00	150.00	49.99	100.01	33.33
540200	INSURANCE (FIRE)	0.00	10,000.00	763.97	9,236.03	7.64
	SUB TOTAL	0.00	10,000.00	763.97	9,236.03	7.64
642200	IT EQUIPMENT	0.00	19,500.00	2,605.62	16,894.38	13.36
	SUB TOTAL	0.00	19,500.00	2,605.62	16,894.38	13.36
SUPPORT SERVICES COST CENTER TOTAL		7,290.00	1,082,845.00	239,900.05	835,654.95	22.15
LIBRARY TOTAL		32,019.38	3,313,714.00	697,118.49	2,584,576.13	21.04

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

ACCOUNT	DESCRIPTION	ENCMB 15	APPROP 18	SPENT 18	BALANCE 18	% SPENT
25551100	ADMINISTRATION	0.00	488,157.00	106,724.32	381,432.68	21.86
25551110	PUBLIC SERVICES	24,729.38	1,742,712.00	350,494.12	1,367,488.50	21.53
25551150	SUPPORT SERVICES	7,290.00	1,082,845.00	239,900.05	835,654.95	22.15
	FUND EQUITY INCREASE					
	Total All Cost Centers	32,019.38	3,313,714.00	697,118.49	2,584,576.13	21.04

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 18	RECEIVED 15	BALANCE 18	% REC
411100	REAL ESTATE TAXES	2,399,321.00		-2,399,321.00	0.00
431709	MONARCH SHEBOYGAN COUNTY	639,728.00		-639,728.00	0.00
431710	MONARCH OZAUKEE COUNTY	10,459.00		-10,459.00	0.00
431711	MONARCH RESOURCE	100,000.00		-100,000.00	0.00
431712	MONARCH - ADJACENT COUNTIES	36,406.00		-36,406.00	0.00
431722	MONARCH - LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00		-10,000.00	0.00
447636	LATE BOOK CHARGES	30,000.00		-30,000.00	0.00
447641	LOST BOOKS	6,500.00	207.56	-6,292.44	3.19
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00		-1,300.00	0.00
467101	CONTRIBUTIONS	80,000.00		-80,000.00	0.00
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	Total Revenues	3,313,714.00	207.56	-3,313,506.44	0.01

MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS

	DESCRIPTION	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG	1,773,170.00	353,238.85	1,419,931.15	19.92
510310	FICA	109,937.00	20,367.90	89,569.10	18.53
510311	MEDICARE	25,709.00	4,763.45	20,945.55	18.53
510320	WI RETIREMENT FUND	103,824.00	25,598.32	78,225.68	24.66
510340	HEALTH INSURANCE	333,992.00	64,205.40	269,786.60	19.22
510341	RETIREE HEALTH INSURANCE	0.00	5,179.95	-5,179.95	
510350	DENTAL INSURANCE	21,060.00	5,099.17	15,960.83	24.21
510351	UNFUNDED PENSION LIABILITY	29,650.00	0.00	29,650.00	0.00
510360	LIFE INSURANCE	3,280.00	349.25	2,930.75	10.65
510400	WORKERS COMP	824.00	0.00	824.00	0.00
510410	UNEMPLOYMENT	0.00	0.00	0.00	
521100	BANKING FEES	1,200.00	255.28	944.72	21.27
521110	FINANCIAL SERVICES FEES	3,900.00	0.00	3,900.00	0.00
521400	ADVERTISING & MARKETING	9,400.00	0.00	9,400.00	0.00
521800	PROGRAM SERVICES	10,000.00	2,005.00	7,995.00	20.05
521900	CONTRACTED SERVICES	101,908.00	77,528.32	24,379.68	76.08
523122	SOFTWARE MAINTENANCE	30,000.00	286.24	29,713.76	0.95
524110	BUILDING EXT MAINT	20,000.00	6,577.34	13,422.66	32.89
524124	HVAC MAINT + BOILER INS	3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE	1,000.00	0.00	1,000.00	0.00
525100	ELECTRICITY	94,000.00	15,360.99	78,639.01	16.34
525105	WATER	1,400.00	294.00	1,106.00	21.00
525110	SEWER	1,400.00	330.34	1,069.66	23.60
525120	TELEPHONE	4,000.00	438.87	3,561.13	10.97
525140	GAS - UTILITY	33,000.00	6,568.18	26,431.82	19.90
525155	PROFESSIONAL DEVELOPMENT	13,400.00	1,122.85	12,277.15	8.38
527100	STAFF PARKING - CAR ALLOWANCE	11,000.00	170.61	10,829.39	1.55
530100	OFFICE SUPPLIES	9,500.00	2,344.02	7,155.98	24.67
530130	POSTAGE AND DELIVERY	4,500.00	527.23	3,972.77	11.72
530200	PROG SUPP (CAT & CIRC SUPPLIES)	12,076.00	3,758.30	8,317.70	31.12
530205	DISPLAYS	1,100.00	40.00	1,060.00	3.64
530222	JANITORIAL SUPPLIES/SERVICES	5,000.00	2,767.87	2,232.13	55.36
530255	TOOLS & SMALL EQUIPMENT	150.00	49.99	100.01	33.33
538001	DONATION PURCHASES	66,000.00	9,328.06	56,671.94	14.13
538002	ADULT PRINT	364,234.00	41,426.60	322,807.40	11.37
538100	OTHER CONTENT	68,450.00	37,775.50	30,674.50	55.19
539999	MISC EXP (LATE FEES)	100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)	10,000.00	763.97	9,236.03	7.64
540215	GEN PUB OFFICIAL	3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT	4,050.00	0.00	4,050.00	0.00
642200	IT EQUIPMENT	19,500.00	2,605.62	16,894.38	13.36
649200	EQUIPMENT REPLACEMENT	6,000.00	5,991.02	8.98	99.85
	TOTAL MEAD PUBLIC LIBRARY EXPEN	32,019.38	3,313,714.00	697,118.49	21.04

March 2019 - Accounts Payable

Vendor	Name	Invoice	Check #	Invoice Amt
2716	BAKER & TAYLOR, LLC	2034344197	338866	333.78
5429	BATZNER PEST CONTROL	INV #2632162	338867	350.00
2930	CAMERA CORNER	CCCP-3957	338868	15,926.65
3200	CDWG	NRR2475	338869	33.76
3200	CDWG	ORZ8835	338869	363.45
3200	CDWG	OSB7559	338869	1,234.40
4404	CHARTER COMMUNICATIO	0206811022319-3	338870	282.99
6573	FRANZEN GRAPHICS, IN	73296	338871	40.00
11899	LANGUAGE LINE SERVIC	4491960	338872	39.30
231	MIDWEST TAPE	96982748	338873	347.69
231	MIDWEST TAPE	96985777	338873	177.59
231	MIDWEST TAPE	96986598	338873	123.83
231	MIDWEST TAPE	96985775	338873	253.40
16722	PROFESSIONAL SUPPLY	959161	338874	3,450.60
5296	STAPLES BUSINESS AD	7213568070-0-1	338875	74.91
5296	STAPLES BUSINESS AD	7213225385-0-2	338875	12.59
21462	UNIVERSITY OF WISCON	EXT0254447	338876	3.25
900103	WAL-MART COMMUNITY	904400123701	338877	64.43
900044	WISCONSIN PUBLIC SER	1/22/19 - 2/18/19	338878	3,225.21
900104	ALLIANT ENERGY	1/25/19 - 2/26/19	338988	7,978.11
900201	AMAZON.COM	114-6507298-4576257A	338989	299.95
900201	AMAZON.COM	448433897554	338989	368.66
900201	AMAZON.COM	568639873649	338989	59.27
900201	AMAZON.COM	837654379973	338989	124.73
900201	AMAZON.COM	684957499384	338989	85.96
900201	AMAZON.COM	112-0828008-6525045	338989	26.48
900201	AMAZON.COM	113-2275762-9285834	338989	17.36
900201	AMAZON.COM	P9342000XEHMEE4AS	338989	41.73
900201	AMAZON.COM	113-9423706-3913850	338989	28.16
900201	AMAZON.COM	111-2008800-1015445	338989	263.12
900201	AMAZON.COM	113-8573997-7120253	338989	153.52
900009	AT&T	920Z83020002--2	338990	13.93
2716	BAKER & TAYLOR, LLC	2034344195	338991	2,240.45
2716	BAKER & TAYLOR, LLC	3022637195	338991	98.04
2716	BAKER & TAYLOR, LLC	3022648523	338991	58.56
2716	BAKER & TAYLOR, LLC	5015397533	338991	72.04
2716	BAKER & TAYLOR, LLC	3022648529	338991	40.29
2716	BAKER & TAYLOR, LLC	2034329587	338991	498.79
2716	BAKER & TAYLOR, LLC	2034365786	338991	160.90
2716	BAKER & TAYLOR, LLC	2034376166	338991	139.86
2716	BAKER & TAYLOR, LLC	3022661256	338991	272.58
3200	CDWG	RGC1329	339163	214.35
900081	DEMCO, INC.	6560005	338992	103.50
900141	SALEM PRESS PRODUCT	943260	339001	242.05
4995	GT GRAPHICS OF SHEB	26575	338993	503.70
4995	GT GRAPHICS OF SHEB	26577	338993	256.30
5087	LUEBBE, CAROL	9001146530	338994	13.51
900376	MARTENS-TRILLING TRUE VALUE	B960499	338995	123.86
900181	MENARDS	79064	338996	205.69

231	MIDWEST TAPE	97015184	338997	335.99
231	MIDWEST TAPE	97018668	338997	47.34
231	MIDWEST TAPE	97019211	338997	101.36
231	MIDWEST TAPE	97045340	338997	227.15
231	MIDWEST TAPE	97046950	338997	344.01
231	MIDWEST TAPE	97045303	338997	445.22
231	MIDWEST TAPE	97051113	338997	127.33
231	MIDWEST TAPE	97057704	338997	136.49
5556	PERENNIAL FARMS LLC	STORYTIME-SPRING BRK	338998	150.00
2248	PLATINUM TECHNOLOGIE	2800	338999	105.00
16722	PROFESSIONAL SUPPLY	959932	339000	23.75
16722	PROFESSIONAL SUPPLY	960396	339000	250.14
16722	PROFESSIONAL SUPPLY	959679	339000	63.00
16722	PROFESSIONAL SUPPLY	959880	339000	17.00
16722	PROFESSIONAL SUPPLY	961123	339000	21.05
19357	SHEBOYGAN THEATRE CO	COLUMBINUS	339002	200.00
5296	STAPLES BUSINESS AD	7214217033-0-1	339003	108.27
5296	STAPLES BUSINESS AD	7213568070-2-1	339003	54.36
5296	STAPLES BUSINESS AD	7213886517-0-2	339003	117.25
5296	STAPLES BUSINESS AD	7213886517-0-1	339003	91.18
5296	STAPLES BUSINESS AD	7214547113-0-2	339003	12.35
5296	STAPLES BUSINESS AD	7214544177-0-1	339003	199.80
20551	SUPERIOR CHEMICAL CO	221224	339004	422.45
900103	WAL-MART COMMUNITY	02688	339005	34.30
900103	WAL-MART COMMUNITY	905700345584	339005	7.62
900103	WAL-MART COMMUNITY	905700342052	339005	38.30
1710	WELLS FARGO FINANCIA	5005963026	339006	726.19
166	WISCONSIN MEDIA	1YR SUBSCRIPTION 19	339007	20.67
5464	ALIO LIFESTYLE COMM	4-6-2019 ASL WRKSHP	339160	480.00
1418	ART IN A SUITCASE	4/17/19 ART FOR FUN	339161	185.00
2716	BAKER & TAYLOR, LLC	3022661268	339162	127.66
2716	BAKER & TAYLOR, LLC	2034359829	339162	891.79
2716	BAKER & TAYLOR, LLC	2034365001	339162	1,787.25
4454	DIRKSE GLASS, INC.	406307	677	677.00
154	ELLA'S	030819MEAD	339165	295.27
1251	HENKE, ANGELIKA	4/10/2019 S.TE.M.	339166	250.00
5131	MAKER MEDIA, INC	SI-8332	339167	2,000.00
12374	MBM	IN368120	339168	1,154.65
231	MIDWEST TAPE	97078234	339169	227.15
231	MIDWEST TAPE	97077976	339169	471.88
231	MIDWEST TAPE	97078958	339169	18.74
231	MIDWEST TAPE	97015182	339169	861.56
231	MIDWEST TAPE	97080368	339169	41.68
231	MIDWEST TAPE	97087122	339169	82.61
231	MIDWEST TAPE	97086567	339169	100.61
5244	SALAZAR, AMANDA Y.	4-25-2019 STORY TIME	339170	50.00
5296	STAPLES BUSINESS AD	72145471113-0-1	339171	56.78
5296	STAPLES BUSINESS AD	7214929833-0-2	339171	96.99
5296	STAPLES BUSINESS AD	7214929833-0-1	339171	19.78
5296	STAPLES BUSINESS AD	7213018567-0-2	339171	48.99
900301	STATE BAR OF WISCONS	5057804	339172	146.79

4193 UNIVERSITY OF MINN.	1163917	339173	15.00
2997 VIHOS, LISA B.	4-17-19 Program	339174	200.00
2997 VIHOS, LISA B.	3-19-2019 PROGRAM	339174	125.00
900103 WAL-MART COMMUNITY	907200823999	339175	105.74

Description

Material purchases
Pest control maintenance
Security system server replacement Project
IT expense
IT expense
IT expense
Internet service expense
Signage project expense
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Floor cleaner purchased
Office supplies
Office supplies
Material purchases
Program supplies
Gas utility expense
Electrical utilities expense
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Material & Programing purchases
Telephone expense
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchase
Business Cards with new logo
Business Cards with new logo
Patron Refund
Building maintenance
Building maintenance

Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Program supplies
New phone system expense
Janitorial supplies
Janitorial supplies
Janitorial supplies
Janitorial supplies
Janitorial supplies
Programing expense
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Janitorial supplies
Program expense
Program expense
Program expense
Photo Copier/Printer leases
Material expenses
Programing expense
Programing expense
Material expenses
Material expenses
Material expenses
CIP project paid for by MPL - Teen Center
Staff In-service expense
Program expense
Program expense
Photocopy/Printer expense
Materials expenses
Materials expenses
Materials expenses
Materials expenses
Materials expenses
Materials expenses
Materials expenses
Program expense
Office supplies
Office supplies
Office supplies
Office supplies
Material expenses

Patron Refund
Program expense
Program expense
Program expense

Minutes
Mead Public Library Board
Strategic Planning Committee
Wednesday, March 6, 2019

The meeting of the Mead Public Library (MPL) Strategic Planning Committee was held on Wednesday, March 6, 2019, in The Loft. Present Committee Members: MPL Board President Maeve Quinn, Vice President Kathie Norman and SASD Liaison Chris Campe. Staff members present: Director Garrett Erickson (acting chair), Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, Chase DeVrou, Anneliese Finke, Gregg Herr, Samantha Leber, Josh Lintereur, Alison Loewen, Carol Munroe and Administrative Assistant Sydney Mehn. Absent Committee Members: MPL Finance Officer Dolcye Johnson

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 2:01 p.m. and determined there was a quorum present.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 UPDATE TO LIBRARY STRATEGIC PLAN Erickson started the conversation by asking several thought-provoking questions. The group went through several handouts to begin thinking about our goals, our mission, and whether we want to adopt core values as the City has done. Erickson gave a great analogy of the Green Bay Packers goal to always be winning the Super Bowl. After some discussion about what the library's version of the Super Bowl might look like, the group came up with a few guidelines:

- It was determined that the new strategic plan would be shorter than in years past; 3 years rather than 5.
- It was decided that the committee would meet bi-monthly for 75 minutes, or no longer than 2 hours. A doodle poll will be sent out to determine schedules. **(action item)**
- Committee determined that the primary audience of the strategic plan is the staff.
- Minutes should be short and concise.
- The group decided to add core values for Mead and were tasked with each coming up with what our top 4 core values would be **(action item)**
- The group will research and come up with proposed document formats for the next meeting **(action item)**
- The group will view other library's statements for inspiration. **(action item)**
- The group will look into what awards are available for libraries that we could work toward. **(action item)**

3. UPCOMING MEETINGS

- 3.1 SET DATE AND TIME FOR NEXT MEETING To be determined.

4. ADJOURN

- 4.1 ADJOURN Being no further business, the meeting adjourned at 3:15 p.m.

Minutes
Mead Public Library Board
Strategic Planning Committee
Tuesday, March 19, 2019

The meeting of the Mead Public Library (MPL) Strategic Planning Committee was held on Tuesday, March 19, 2019, in The Loft. Present Committee Members: MPL Board President Maeve Quinn, Vice President Kathie Norman and SASD Liaison Chris Campe. Staff members present: Director Garrett Erickson (acting chair), Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, Chase DeVrou, Anneliese Finke, Gregg Herr, Samantha Leber, Josh Lintereur, Alison Loewen and Administrative Assistant Sydney Mehn. Absent Committee Members: MPL Finance Officer Dolcye Johnson and Carol Munroe

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:02 p.m. and determined there was a quorum present.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 UPDATE TO LIBRARY STRATEGIC PLAN Erickson started the conversation by going through several different strategic plans from libraries across the nation. A few libraries were noted by the committee as being closer to our goal: the Charlotte Mecklenburg PL, the Hennepin County PL, the Columbus PL, and the Library of Congress. It was decided that the best format would be a concise document for easy reading and transparency. Josh will work on formatting the document for aesthetics once the wording is done. The group then began working on core values. After much thought and a vote, the group settled on the following groupings of words:
- Enrichment (life-long learning, literacy, discovery, inspirational)
 - Leadership
 - Service (consistent, positive, experience)
 - Diversity/Access/Inclusion

Words that were not selected that still may be used elsewhere or in descriptions include:

- Collaborative (team-work, community focused)
- Innovative (adaptability, discovery)
- Integrity (respect, privacy, public trust, accountability, consistency)

For the next meeting, we were assigned with thinking about these questions: What do we do and what makes us unique?

3. UPCOMING MEETINGS

- 3.1 SET DATE AND TIME FOR NEXT MEETING To be determined.

4. ADJOURN

- 4.1 ADJOURN Being no further business, the meeting adjourned at 4:21 p.m.

Generated by Sydney Mehn on March 21, 2019.

Type	Name	February 2018	February 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
Circulation Transactions	Adult Materials	29947	27460	-8%	63073	57031	-10%
	Teen Materials	1100	960	-13%	2292	1893	-17%
	Children's Materials	13441	13507	0%	28954	27062	-7%
	Total Adult/Teen/Children's Materials	44488	41927	-6%	94319	85986	-9%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5160	5990	16%	11341	11460	1%
	Items received for Mead patrons from other libraries	4972	6276	26%	10383	12599	21%
	Total Interlibrary Loans (Transits)	10132	12266	21%	21724	24059	11%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	4345	5755	32%	9359	12227	31%
	Music (Hoopla)	98	210	114%	204	422	107%
	Video (Hoopla, Kanopy)	264	925	250%	552	1868	238%
	Magazines (RB Digital)	93	131	41%	220	224	2%
	Total E-Content Checkouts	4800	7021	46%	10335	14741	43%
Library Visits	Gate count	25207	22082	-12%	46241	45302	-2%
Research Inquiries	Research Inquiries	2233	2823	26%	4936	5963	21%
Internet Usage Provided	Library Workstation Sessions	3886	3892	0%	8043	8003	0%
	Wireless Sessions	13109	11588	-12%	26871	24168	-10%
Number of Library Card Holders	Sheboygan Residents				23899	33093	38%
	Non-Sheboygan Residents				9355	9217	-1%
	Total Number of Library Card Holders				33254	42310	27%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	67	68	1%	117	121	3%
	Children (0-11) Participants	1620	1875	16%	2851	2974	4%
	Teen (12-18) Quantity	5	4	-20%	9	8	-11%
	Teen (12-18) Participants	140	124	-11%	227	247	9%
	Adult (18+) Quantity	41	55	34%	78	92	18%
	Adult (18+) Participants	535	619	16%	990	221	-78%
	Total number of Classes, Seminars, Workshops, Events	113	127	12%	204		8%
	Total number of Participants	2295	2618	14%	4068	3442	-15%
Conference Room Utilization	Rocca Meeting Room	44%	33%	-11%	36%	29%	-7%
	Loft Meeting Room	28%	38%	10%	26%	33%	6%
	2nd Floor Small Meeting Room	31%	44%	13%	29%	38%	9%
Study Rooms Utilization	Study Rooms Hours Used	492	474	-4%	859	996	16%
	Percent Utilization	38%	35%	-3%	32%	35%	4%
Volunteer Hours	Volunteer Hours	385.14	451.04	17%	736.69	980.12	33%

Friends of the Mead Public Library Meeting Report-3/20/19

- Annual Gift of Reading campaign is under way with already over \$1500 collected.
- Annual meeting is coming up in April. There will be 3 open board positions, and all officers positions will be up for voting.