

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
October 25, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 25, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Nancy Mannchen and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Librarian Carol Munroe and Administrative Assistant Sydney Mehn. Public Attendees: Mary Mitch. Board of Trustee members absent: Amanda Salazar. Staff members absent: Public Services Manager Melissa Prentice and Support Services Manager Diane Kallas.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:45 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 September 27, 2018 meeting; Mannchen **seconded** the motion. The motion **passed.**
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn noted that the November 5 Council meeting would include the budget review /approval. Mehn will send out an email with the address and directions for entering in the event of board members wanting to attend.
- 1.6 ADOPT AD HOC BUILDING COMMITTEE CHAIR AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Quinn spoke about the formation of an Ad Hoc Building Committee, which will be appointed at the next meeting, and noted that anyone interested should let her know.
At this point in the meeting Trustee Whelton arrived.
- 1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF THE FRIENDS OF MEAD PUBLIC LIBRARY Norman **moved** to approve the resolution in honor of the service of the Friends of Mead Public Library; Campe **seconded** the motion. The motion **passed.**

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 8/23/18 MEETING. Johnson reported on the Mead Public Library Finance committee. The Y-T-D budget and accounts payables were reviewed and determined to be in good order.
- 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. Johnson reported on the October 2018 Financials. Johnson **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Donohue **seconded** the motion. The motion **passed.**

- 2.3 HUMAN RESOURCES COMMITTEE-KATHIE NORMAN, CHAIR. REPORT OF 10/4/18 MEETING. Norman reported that the HR committee had discussed the process for evaluating the Director. A survey has been sent to all Board members, Foundation and Friends presidents, and to all of Erickson’s direct reports. The survey is due on Nov. 2, after which time the committee will meet again to discuss the results in closed session. The committee also had worked on some edits to MPL policy documents, which are addressed under agenda item 3.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 HEALTH INSURANCE CHANGES FOR 2019 Norman **moved** to approve the changes in health insurance as presented by the City. Whelton **seconded** the motion. The motion **passed.**
- 3.2 UPDATE MPL POLICY 13.06 EXPENSE REIMBURSEMENT POLICY Whelton **moved** to approve the changes to policy 13.06 as presented. Mannchen **seconded** the motion. The motion **passed.**
- 3.3 UPDATE MPL POLICY 15.14 CLASSIFICATION SCHEDULE Norman **moved** to approve the changes to policy 15.14 as presented. Whelton **seconded** the motion. The motion **passed.**
- 3.4 UPDATE MPL POLICY 15.15 COMPENSATION PLAN Whelton **moved** to approve the changes to policy 15.15 as presented. Mannchen **seconded** the motion. The motion **passed.**
- 3.5 UPDATE MPL POLICY 15.18 SPECIAL COMPENSATION PROVISIONS Norman **moved** to discard policy 15.18 as presented. Donohue **seconded** the motion. The motion **passed.**
- 3.6 UPDATE MPL POLICY 15.30 VACATION Whelton **moved** to approve the changes to policy 15.30 as presented. Albrinck **seconded** the motion. The motion **passed.**
- 3.7 UPDATE MPL POLICY 15.38 HEALTH, DENTAL, AND OTHER HEALTH-RELATED INSURANCE Whelton **moved** to approve the changes to policy 15.38 as presented. Norman **seconded** the motion. The motion **passed.**
At this point in the meeting Trustee/Aldersperson Donohue left.
- 3.8 2019 SECOND FLOOR CIP CARPET PROJECT – SHELF MOVERS QUOTE
Erickson reported on the quote provided to us from the shelf movers in anticipation of 2nd floor being re-carpeted. More info to come, but in the meantime we are looking at the number of shelves on all 3 floors in order to do a cost comparison.

4. DIRECTORS REPORT

- 4.1 UPDATE ON CAPITAL PROJECTS Erickson reported in Kallas’ absence. The cooling towers are currently being worked on, to be completed by the end of the year. 2nd floor is

acquiring bids for our final floor carpet replacement. VOIP phone system is coming in early 2019, phone extensions will be changing along with it. Lastly, there was just a new paging system installed, which has been working wonderfully.

- 4.2 UPDATE ON SERVICES AND PROGRAMMING Munroe reported in Prentice's absence. The Great Decisions series has been very successful, there were 5 sessions with about 50 people at each session. The last session has been rescheduled to November. The Pout Pout program was also a huge success, bringing in about 170 people. The book festival was the weekend of October 13, and is always incredibly popular. This year attendance was at 1636. The Academy talk brought in 84 people, the Late at the Library event brought in full capacity of 50 people. Upcoming programs include Dia de los Muertos on Nov. 3rd, several programs being provided in collaboration with the Audubon society, and the last Great Decisions talk.
- 4.3 MONTHLY STATISTICS Erickson reviewed the statistics and they were found to be in good order. The physical checkout numbers have been flat, and the addition of the virtual library cards brought up the resident count by 33%. The next goal for virtual library cards will be reaching the private schools. It was also noted that Fregal and Zinio may be cut at the end of their contracts, as there don't seem to be as many people utilizing them as there used to be.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN/NANCY MANNCHEN. Norman reported that there had been no activity, but they are still in the process of transitioning Mannchen to the Monarch system board.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Quinn reported on the Foundation meeting, noting the upcoming Yuletide event on Dec. 7th, as well as the new Advisory Committee made up of former board members. Lastly she noted that they were beginning to reach out to Foundations in the area in order to secure future funding.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Big Book sale is coming up the first week in November, there has been a slight rearrangement in the bookstore to accommodate Dawn, and that the Art 4 Books raffle had concluded with a total of \$1,045 collected. Finally, Mehn reported that there will be 4 board members retiring in 2019, 3 of which are officers, so they will be recruiting.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: (11/15/18 @ TBD)
- 6.2 LIBRARY BOARD OF TRUSTEES (1/15/18 @ 3:45PM)

7. ADJOURN

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

Being no further business the meeting adjourned at 4:45 p.m.
Generated by Sydney Mehn on Friday, November 2, 2018

Donations -Gifts-Grants for October 2018

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
10/31/2018	Kohler Foundation Inc.	X		\$2,500.00	
10/31/2018	Kohler Foundation Inc.	X		\$1,530.00	
10/18/2018	Acuity Charitable Foundation		X	\$412.87	
Total Donations received				\$4,442.87	

Donations -Gifts-Grants for July & August 2018

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
6/20/2018	Pat Malendorf - Memory of				
	Nancy Screiber	X		\$20.00	
7/12/2018	Estate of Barbara J. Pelkin		X	\$5,000.00	
7/12/2018	Ethel Everhard/J. Fiar		X	\$291.67	
8/5/2018	Elijah Stuart Bintzler	X		\$1,100.00	
Total Donations received				\$6,411.67	

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

October 2018

Account Balances as of:

March 11, 2022

9:53 AM

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	233,284.80	48,590.20	82.76
	SUB TOTAL		281,875.00	233,284.80	48,590.20	82.76
510310	FICA		17,476.00	14,065.59	3,410.41	80.49
510311	MEDICARE		4,087.00	3,289.54	797.46	80.49
510320	WI RETIREMENT FUND		18,886.00	15,630.08	3,255.92	82.76
510340	HEALTH INSURANCE		42,968.00	34,996.13	7,971.87	81.45
510341	RETIREE HEALTH INS		4,000.00	20,358.37	-16,358.37	508.96
510350	DENTAL INSURANCE		4,587.00	6,702.52	-2,115.52	146.12
510351	UNFUNDED PENSION LIABILITY		29,650.00	22,237.47	7,412.53	75.00
510360	LIFE INSURANCE		399.00	322.65	76.35	80.86
510400	WORKERS COMP		131.00	98.28	32.72	75.02
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	122,184.00	117,700.63	4,483.37	96.33
521100	BANKING FEES		1,200.00	840.24	359.76	70.02
521110	FINANCIAL SERVICE FEES		3,700.00	1,950.00	1,750.00	52.70
521400	ADVERTISING & MARKETING	0.00	10,600.00	8,682.74	1,917.26	81.91
521900	CONTRACTED SERVICES		20,200.00	13,940.46	6,259.54	69.01
	SUB TOTAL	0.00	35,700.00	25,413.44	10,286.56	71.19
525155	PROFESSIONAL DEVELOPMENT		3,820.00	1,591.67	2,228.33	41.67
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,718.59	281.41	97.44
527110	TRAVEL		2,000.00	147.67	1,852.33	7.38
	SUB TOTAL	0.00	16,820.00	12,457.93	4,362.07	74.07
530100	OFFICE SUPPLIES		9,500.00	9,230.88	269.12	97.17
530130	POSTAGE & DELIVERY		4,500.00	4,136.47	363.53	91.92
	SUB TOTAL	0.00	14,000.00	13,367.35	632.65	95.48
538001	DONATION PURCHASES		1,000.00	8,357.39	-7,357.39	835.74
538001-10099	DONATION PURCHASES		10,121.39	10,121.39	0.00	100.00
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	11,221.39	18,478.78	-7,257.39	164.67
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		3,000.00	4,020.00	-1,020.00	134.00
	SUB TOTAL	0.00	3,000.00	4,020.00	-1,020.00	
ADMINISTRATIVE COST CENTER TOTAL		0.00	487,800.39	424,722.93	63,077.46	87.07

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

0.00

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		788,573.00	667,347.37	121,225.63	84.63
	SUB TOTAL		788,573.00	667,347.37	121,225.63	84.63
510310	FICA		48,892.00	40,122.79	8,769.21	82.06
510311	MEDICARE		11,434.00	9,383.50	2,050.50	82.07
510320	WI RETIREMENT FUND		50,894.00	41,283.75	9,610.25	81.12
510340	HEALTH INSURANCE		154,988.00	110,239.08	44,748.92	71.13
510350	DENTAL INSURANCE		10,731.00	7,305.81	3,425.19	68.08
510360	LIFE INSURANCE		700.00	604.82	95.18	86.40
510400	WORKERS COMP		367.00	275.22	91.78	74.99
	SUB TOTAL	0.00	278,006.00	209,214.97	68,791.03	75.26
521800	PROGRAM SERVICES		10,000.00	10,508.66	-508.66	105.09
521900	CONTRACTED SERVICES		30,000.00	36,705.43	-6,705.43	122.35
525155	PROFESSIONAL DEVELOPMENT		5,000.00	6,900.63	-1,900.63	138.01
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	54,173.26	-4,173.26	98.50
	SUB TOTAL	5,000.00	101,100.00	108,287.98	-12,187.98	107.11
538002	MATERIALS - ALL CATAGORIES	5,951.75	364,234.00	289,220.01	69,062.24	81.04
538100	OTHER CONTENT	0.00	53,600.00	63,559.50	-9,959.50	118.58
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	SUB TOTAL	5,951.75	417,834.00	352,779.51	59,102.74	84.43
538000	TOTAL MATRL'S ACCTS	10,951.75	518,934.00	461,067.49	46,914.76	88.85
	PUBLIC SERVICE COST CENTER TOTAL	10,951.75	1,585,513.00	1,337,629.83	236,931.42	85.06

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		610,729.00	445,778.03	164,950.97	72.99
	SUB TOTAL		610,729.00	445,778.03	164,950.97	72.99
510310	FICA	0.00	37,865.00	26,510.86	11,354.14	70.01
510311	MEDICARE		8,856.00	6,200.13	2,655.87	70.01
510320	WI RETIREMENT FUND	0.00	26,134.00	24,696.89	1,437.11	94.50
510340	HEALTH INSURANCE		105,685.00	100,941.98	4,743.02	95.51
510350	DENTAL INSURANCE		12,405.00	7,228.01	5,176.99	58.27
510360	LIFE INSURANCE		1,875.00	480.38	1,394.62	25.62
510400	WORKERS COMP		284.00	213.03	70.97	75.01
	SUB TOTAL	0.00	193,104.00	166,271.28	26,832.72	86.10
	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	33,000.00	12,468.00	20,532.00	37.78
521700	SUB TOTAL	0.00	33,000.00	12,468.00	20,532.00	37.78
521900	CONTRACTED SERVICES	8,033.25	17,203.00	19,840.78	12,300.00	162.03
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	28,901.81	1,098.19	96.34
524110	BUILDING EXTERIOR MAINT	38,272.24	20,000.00	26,792.57	-6,792.57	325.32
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	805.04	2,194.96	26.83
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	690.00	310.00	69.00
	SUB TOTAL	46,305.49	71,203.00	77,030.20	-52,132.69	173.22
525100	ELECTRICITY	0.00	93,800.00	73,179.26	20,620.74	78.02
525105	WATER	0.00	1,400.00	929.45	470.55	66.39
525110	SEWER	0.00	1,400.00	1,033.32	366.68	73.81
525120	TELEPHONE	0.00	4,000.00	1,420.69	2,579.31	35.52
525140	GAS - UTILITY	0.00	32,550.00	14,586.61	17,963.39	44.81
	SUB TOTAL	0.00	133,150.00	91,149.33	42,000.67	68.46
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	15,942.74	4,057.26	79.71
530210	OPERATING SUPPLIES	0.00	1,100.00	1,156.62	-56.62	105.15
530222	JANITORIAL SUPPLIES		5,000.00	5,629.48	-629.48	112.59
	SUB TOTAL	0.00	26,100.00	22,728.84	3,371.16	87.08
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	46.98	103.02	31.32
	SUB TOTAL	0.00	150.00	46.98	103.02	31.32
540200	INSURANCE (FIRE)	0.00	5,000.00	6,712.44	-1,712.44	134.25
	SUB TOTAL	0.00	5,000.00	6,712.44	-1,712.44	134.25
642200	IT EQUIPMENT	0.00	19,500.00	17,821.46	1,678.54	91.39
	SUB TOTAL	0.00	19,500.00	17,821.46	1,678.54	91.39
	SUPPORT SERVICES COST CENTER TOTAL	46,305.49	1,091,936.00	840,006.56	205,623.95	76.93
	LIBRARY TOTAL	57,257.24	3,165,249.39	2,602,359.32	505,632.83	82.22

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 11, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 18	SPENT 18	BALANCE 18	% SPENT
25551100	ADMINISTRATION	0.00	487,800.39	424,722.93	63,077.46	87.07
25551110	PUBLIC SERVICES	10,951.75	1,585,513.00	1,337,629.83	236,931.42	85.06
25551150	SUPPORT SERVICES	46,305.49	1,091,936.00	840,006.56	205,623.95	76.93
	FUND EQUITY INCREASE					
	Total All Cost Centers	57,257.24	3,165,249.39	2,602,359.32	505,632.83	82.22

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 18	RECEIVED 15	BALANCE 18	% REC
411100	REAL ESTATE TAXES	2,335,829.00	2,335,829.00	0.00	100.00
431216-10083	FEDERAL GRANT	0.00	0.00	0.00	
431709	MONARCH SHEBOYGAN COUNTY	540,666.00	545,157.57	4,491.57	100.83
431710	MONARCH OZAUKEE COUNTY	11,181.00	10,458.97	-722.03	93.54
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	37,452.00	36,405.51	-1,046.49	97.21
431722	MONARCH - LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	7,199.89	-2,800.11	72.00
447636	LATE BOOK CHARGES	45,000.00	21,419.09	-23,580.91	47.60
447641	LOST BOOKS	6,500.00	4,184.01	-2,315.99	64.37
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	1,203.84	-96.16	92.60
467101	CONTRIBUTIONS	66,000.00	56,308.47	-9,691.53	85.32
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00
	Total Revenues	3,153,928.00	3,118,166.35	-35,761.65	98.87

MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS

Account Balances as of:

March 11, 2022

	DESCRIPTION		APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		1,681,177.00	1,346,410.20	334,766.80	80.09
510310	FICA		104,233.00	80,699.24	23,533.76	77.42
510311	MEDICARE		24,377.00	18,873.17	5,503.83	77.42
510320	WI RETIREMENT FUND		95,914.00	81,610.72	14,303.28	85.09
510340	HEALTH INSURANCE		303,641.00	246,177.19	57,463.81	81.08
510341	RETIREE HEALTH INS		4,000.00	20,358.37	-16,358.37	508.96
510350	DENTAL INSURANCE		27,723.00	21,236.34	6,486.66	76.60
510351	UNFUNDED PENSION LIABILITY		29,650.00	22,237.47	7,412.53	75.00
510360	LIFE INSURANCE		2,974.00	1,407.85	1,566.15	47.34
510400	WORKERS COMP		782.00	586.53	195.47	75.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	840.24	359.76	70.02
521110	FINANCIAL SERVICES FEES		3,700.00	1,950.00	1,750.00	52.70
521400	ADVERTISING & MARKETING		10,600.00	8,682.74	1,917.26	81.91
521700	SECURITY SERVICES		33,000.00	12,468.00	20,532.00	37.78
521800	PROGRAM SERVICES		10,000.00	10,508.66	-508.66	105.09
521900	CONTRACTED SERVICES		67,403.00	70,486.67	-3,083.67	104.57
523122	SOFTWARE MAINTENANCE		30,000.00	28,901.81	1,098.19	96.34
524110	BUILDING EXT MAINT		20,000.00	26,792.57	-6,792.57	133.96
524124	HVAC MAINT + BOILER INS		3,000.00	805.04	2,194.96	26.83
524126	ELEVATOR MAINTENANCE		1,000.00	690.00	310.00	69.00
525100	ELECTRICITY		93,800.00	73,179.26	20,620.74	78.02
525105	WATER		1,400.00	929.45	470.55	66.39
525110	SEWER		1,400.00	1,033.32	366.68	73.81
525120	TELEPHONE		4,000.00	1,420.69	2,579.31	35.52
525140	GAS - UTILITY		32,550.00	14,586.61	17,963.39	44.81
525155	PROFESSIONAL DEVELOPMENT		8,820.00	8,492.30	327.70	96.28
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,718.59	281.41	97.44
527110	TRAVEL		2,000.00	147.67	1,852.33	7.38
530100	OFFICE SUPPLIES	0.00	9,500.00	9,230.88	269.12	97.17
530130	POSTAGE AND DELIVERY		4,500.00	4,136.47	363.53	91.92
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	15,942.74	4,057.26	79.71
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	1,156.62	-56.62	105.15
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	5,629.48	-629.48	112.59
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		66,121.39	72,652.04	-7,357.39	109.88
538002	ADULT PRINT		364,234.00	289,220.01	69,062.24	79.41
538100	OTHER CONTENT		53,600.00	63,559.50	-9,959.50	118.58
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	6,712.44	-1,712.44	134.25
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	4,020.00	-1,020.00	134.00
642200	IT EQUIPMENT		19,500.00	17,821.46	1,678.54	91.39
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	57,257.24	3,165,249.39	2,602,359.32	505,632.83	82.22

Donations -Gifts-Grants for July & August 2018

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
6/20/2018	Pat Malendorf - Memory of				
	Nancy Screiber	X		\$20.00	
7/12/2018	Estate of Barbara J. Pelkin		X	\$5,000.00	
7/12/2018	Ethel Everhard/J. Fiar		X	\$291.67	
8/5/2018	Elijah Stuart Bintzler	X		\$1,100.00	
	Total Donations received			\$6,411.67	

Mead Public Library				
November 2018 Accounts Payables				
Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	113-6945840-6724238	336620	\$20.94
900201	AMAZON.COM	113-3506929-9173000	336620	\$329.62
900201	AMAZON.COM	111-9109661-2929800	336620	\$47.67
900201	AMAZON.COM	112-2532246-8241825A	336620	\$38.99
900201	AMAZON.COM	113-1222683-1433013A	336620	\$68.86
900201	AMAZON.COM	111-3787531-6904255	336620	\$22.46
900201	AMAZON.COM	113-1222683-1433013B	336620	\$25.46
900201	AMAZON.COM	111-7111928-4613016A	336620	\$239.96
900201	AMAZON.COM	111-8803729-5867422	336620	\$8.79
900201	AMAZON.COM	111-5016252-2153804	336620	\$59.90
2716	BAKER & TAYLOR, LLC	2034060005	336621	\$1,930.83
2716	BAKER & TAYLOR, LLC	3022427614	336621	\$103.10
5348	BARKLEY, ADAM	9001016271	336622	\$16.99
5348	BARKLEY, ADAM	9001014688	336622	\$16.99
2142	BATTERIES PLUS LLC	506-02	336623	\$25.95
4514	BAUER, DEBORAH	9001140732	336624	\$14.56
3403	FIELDS, SAMUEL S.	9001120598	336627	\$9.51
3403	FIELDS, SAMUEL S.	9001117312	336627	\$9.51
4897	LIESEGANG, MARIA	CK #335964 REISSUE	336630	\$150.00
5359	LIPMAN, BETH C.	9001089494	336631	\$14.44
900376	MARTENS TRILLING TRU	B927364	336632	\$5.00
900376	MARTENS TRILLING TRU	C921662	336632	\$5.45
12374	MBM	IN334162	336633	\$820.66
900181	MENARDS	70957	336634	\$5.97
231	MIDWEST TAPE	96518761	336635	\$2,000.00
231	MIDWEST TAPE	96530407	336635	\$109.22
231	MIDWEST TAPE	96539247	336635	\$295.40
231	MIDWEST TAPE	96539195	336635	\$101.36
231	MIDWEST TAPE	96544226	336635	\$272.27
5360	NELSEN, REBECCA	9001094836	336637	\$16.14
3837	SCHMEISER, POLLY	9001060960	336640	\$14.95
3302	THORNE, KATHLEEN	9001012470	336642	\$15.99
900103	WAL-MART COMMUNITY	828500221217	336644	\$51.51
900103	WAL-MART COMMUNITY	004987	336644	\$37.48
3565	WISNET	13053	336646	\$3,045.00
455	ALDAG/HONOLD MECH	194958	336711	115.00
2716	BAKER & TAYLOR, LLC	2034077353	336712	1,207.71
4404	CHARTER COMMUNICATIO	0206811102318	336713	282.99
231	MIDWEST TAPE	96541917	336714	53.52
231	MIDWEST TAPE	96551873	336714	205.22
231	MIDWEST TAPE	96551811	336714	76.02
231	MIDWEST TAPE	96557993	336714	106.95
231	MIDWEST TAPE	96561756	336714	341.37
1451	SHEBOYGAN MAIL HOUSE	2084	336715	61.90
1451	SHEBOYGAN MAIL HOUSE	2098	336715	133.76
900103	WAL-MART COMMUNITY	829600843012-07093	4.82	4.82
900044	WISCONSIN PUBLIC SER	9/20/18 - 9/28/18	1448.76	1,448.76

Comment
Material purchases
Office supplies (earbuds)
Program supplies
Material purchases
Material purchases
Program supplies
Material purchases
Material purchases
Janitorial supplies
Material purchases
Material purchases
Material purchases
Patron Refund
Patron Refund
Janitorial supplies
Patron Refund
Patron Refund
Patron Refund
Re-issue of program ck never received
Patron Refund
Building maintenance
Building maintenance
Photo copier/printer cost
Building maintenance
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Patron Refund
Patron Refund
Program supplies
Program supplies
Program supplies
IT expense - program renewal cost
Building maintenance
Material purchases
Internet expense
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Newsletter mailing expense - pd by Friends of MPL
Newsletter mailing expense
Technical services supplies
Gas utility expense

Minutes
Mead Public Library
Human Resources Committee
Friday, November 9, 2018

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, November 9, 2018 in The Board Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Meg Albrinck (remotely) and Nancy Mannchen. Staff: Library Director Garrett Erickson, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM Norman called the meeting to order at 11:03 a.m.; she determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE The procedure of saying the Pledge of Allegiance was discussed and will be investigated further.
- 1.3 APPROVAL OF MINUTES Quinn **moved** to approve the minutes from 10/4/18. Mannchen **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1 UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK Erickson reported that all addendum items are now listed in the policies themselves, and questioned whether the committee wanted to keep the addendum or discard it. After some discussion, Quinn **moved** to approve the update/edit and to keep the addendum. Albrinck **seconded**. The motion **passed**.

3. CLOSED SESSION

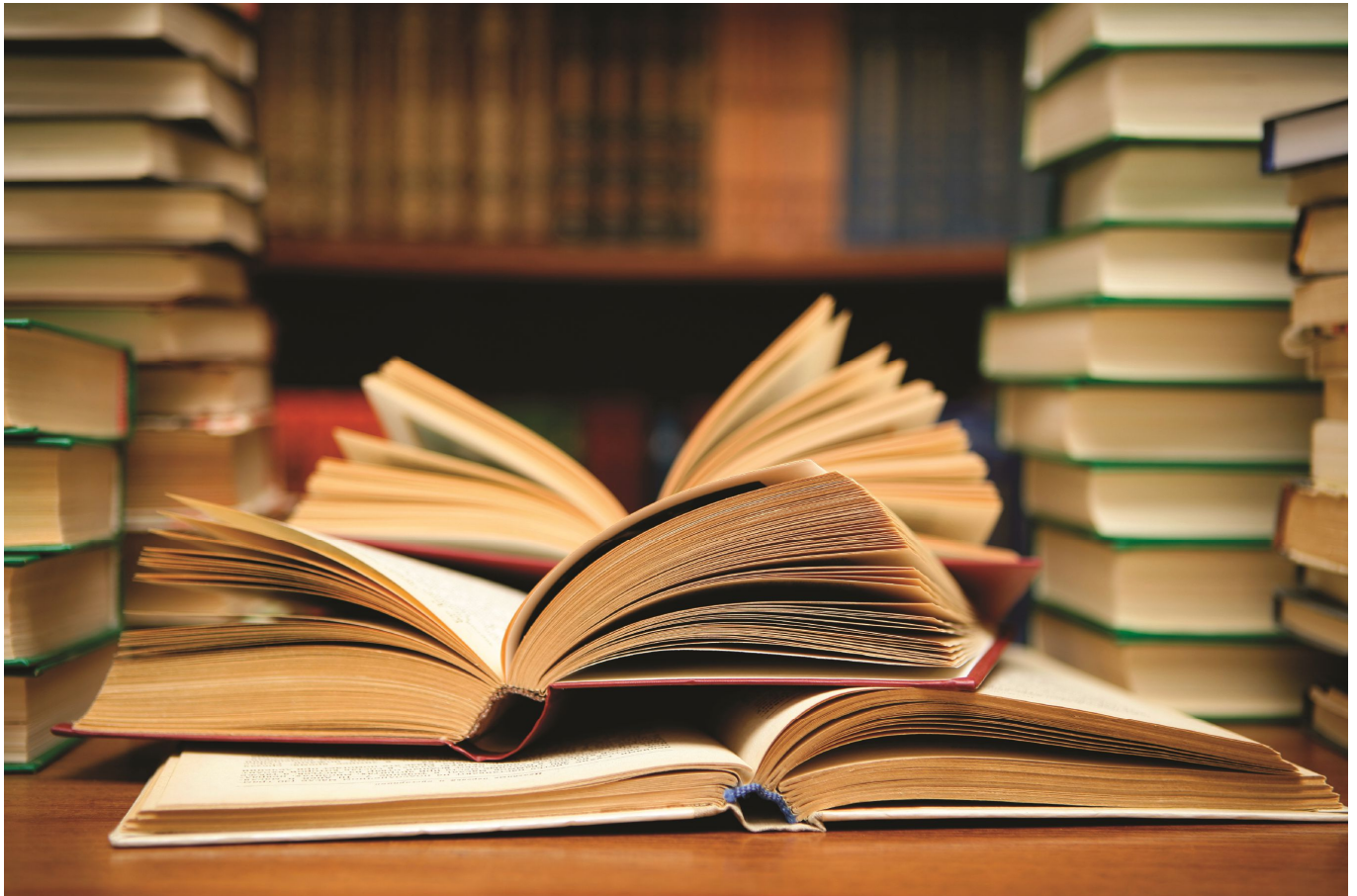
- 3.1 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85(1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY At 11:14 a.m. Mannchen **moved** to convene in closed session. Albrinck **seconded**. The motion **passed**. The roll call vote was as follows: Ayes- Albrinck, Mannchen, Norman, and Quinn. At 12:10 p.m. Quinn **moved** to reconvene in open session. Mannchen **seconded**. The motion **passed**. The roll call vote was as follows: Ayes- Albrinck, Mannchen, Norman, and Quinn.

4. ADJOURN

- 4.1 MOTION TO ADJOURN Mannchen **moved** to adjourn the meeting. Quinn **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 12:13 p.m.

Generated by Sydney Mehn on Friday, November 9, 2018



*Addendum to the
City of Sheboygan Employee Handbook*

(Revised 11/9/2018)

(Approved by Mead Public Library Board of Trustees 11/15/2018)

Mead Public Library

(Addendum to City of Sheboygan Employee Handbook)

Powers of the Library Board of Trustees

The Mead Public Library is governed by an autonomous board of trustees whose members are appointed by the Mayor of Sheboygan, the Sheboygan County Board Supervisors and the Sheboygan Area School District Superintendent (WI. Statute 43.54(1)(a)). It is the responsibility of the library board of trustees to approve personnel policy for the library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. (WI. Statute 43.58(4)). While the Mead Public Library Board of Trustees strives to align library personnel policy with the City of Sheboygan personnel policy, there are sometimes variances. Several Mead Public Library personnel policies are listed below that vary from the City of Sheboygan personnel policies listed in the City of Sheboygan Employee Handbook. If you have questions about any of these policies, please contact staff in the library administration office.

The policies set forth are unique to library employees and supersede those set forth by the City of Sheboygan.

Mead Public Library employment policies that supersede the City of Sheboygan Employee Handbook are:

Policy #15.14 Compensation Plan

Policy #13.06 Expense Reimbursement

Policy #15.28 Library Holiday's

Policy #15.18 Special Compensation Provisions

Policy #15.30 Vacation

The above policies can be found in the Mead Public Library Google drive at <https://sites.google.com/meadpl.org/intranet>, or ask your department Manager, Business Manager, or Library Director for a copy of the policy.



Acknowledgement of Receipt for Addendum to the City of Sheboygan Handbook

I acknowledge having received a copy of the City of Sheboygan, Wisconsin's Employee Handbook and a copy of the Mead Public Library Handbook addendum and I agree to read and become familiar with its' contents. I understand that neither this handbook or addendum, nor any other City or Mead Public Library policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position, and should in no way be construed as creating any sort of employment contract.

All Mead Public Library employees are employed "At Will." This means that Mead Public Library is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice. Nothing in the City's handbook or the Library's Addendum or in any other document or statement shall limit or modify the at-will employment status of Mead Public Library's employees.

I also understand that all of the policies, rules and regulations in this addendum may be changed at any time at the sole discretion of the Mead Public Library Board of Trustees with or without prior notice to employees. Employees are encourage to direct any questions regarding the City's or Mead Public Library policies, practices and/or procedures to their immediate supervisor.

Employee's Signature

Date

Employee's Name (Printed)



2019 Holiday Schedule

To: City of Sheboygan Employees
From: Human Resources Department
Subject: 2019 Holiday Schedule

NOTE: 2018

New Year's Eve: Monday, December 31, 2018

The following are the dates the holidays for the year 2019 will be recognized:

- 1) New Year's Day: Tuesday, January 1, 2019
- 2) Friday Before Easter: Friday, April 19, 2019
- 3) Memorial Day: Monday, May 27, 2019
- 4) Independence Day: Thursday, July 4, 2019
- 5) Labor Day: Monday, September 2, 2019
- 6) Thanksgiving Day: Thursday, November 28, 2019
- 7) Day After Thanksgiving: Friday, November 29, 2019
- 8) Christmas Eve: Tuesday, December 24, 2019
- 9) Christmas Day: Wednesday, December 25, 2019
- 10) New Year's Eve: Tuesday, December 31, 2019

NOTE: 2020

New Year's Day: Wednesday, January 1, 2020

Type	Name	October 2017	October 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
Circulation Transactions	Adult Materials	31674	30371	-4%	312065	302786	-3%
	Teen Materials	1160	1048	-10%	12735	12546	-1%
	Children's Materials	14822	16360	10%	150290	159649	6%
	Total Adult/Teen/Children's Materials	47656	47779	0%	475090	474981	0%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5482	5863	7%	56113	51896	-8%
	Items received for Mead patrons from other libraries	4857	5941	22%	45370	52958	17%
	Total Interlibrary Loans (Transits)	10339	11804	14%	101483	104854	3%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	4197	5207	24%	42388	50387	19%
	E-Audio (Freegal)	1516	1378	-9%	17499	14152	-19%
	E-Video (Hoopla)	204	243	19%	2374	2302	-3%
	E-Magazines (Zinio) (Overdrive)	73	27	-63%	1284	993	-23%
	Total E-Content Checkouts	5990	6855	14%	63545	67834	7%
Library Visits	Gate count	25770	26666	3%	283362	253327	-11%
Research Inquiries	Research Inquiries	2239	2780	24%	22397	22479	0%
Internet Usage Provided	Library Workstation Sessions	4497	4819	7%	40290	44278	10%
	Wireless Sessions	14374	17721	23%	132551	146974	11%
Number of Library Card Holders	Sheboygan Residents				24622	33011	34%
	Non-Sheboygan Residents				9722	9228	-5%
	Total Number of Library Card Holders				34344	42239	23%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	92	102	11%	549	607	11%
	Children (0-11) Participants	3239	5319	64%	17487	23205	33%
	Teen (12-18) Quantity	10	9	-10%	79	71	-10%
	Teen (12-18) Participants	344	347	1%	2066	2495	21%
	Adult (18+) Quantity	51	50	-2%	312	368	18%
	Adult (18+) Participants	790	775	-2%	4411	7741	75%
	Total number of Classes, Seminars, Workshops, Events	153	161	5%	940	1046	11%
	Total number of Participants	4373	6441	47%	23964	33441	40%
Conference Room Utilization	Rocca Meeting Room	42%	35%	-7%	22%	38%	16%
	Loft Meeting Room	26%	42%	15%	19%	37%	18%
	2nd Floor Small Meeting Room	27%	18%	-9%	23%	34%	11%
Study Rooms Utilization	Study Rooms Hours Used	368	417	13%	2937	4026	37%
	Percent Utilization	26%	29%	3%	23%	31%	8%
Volunteer Hours	Volunteer Hours	715.54	714	0%	3355.54	5263.1	57%

Friends of the Mead Public Library Meeting Report-11/14/18

- 2019 and 5 year wishlist was distributed and will be voted on in January (no Dec. meeting)
- The Friends booksale generated \$4,426.35!! A record for them.
- Friends 2019 budget was distributed and will be voted on in January.