

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
September 27, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 27, 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, Mary Lynne Donohue, and Nancy Mannchen. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Librarian Matt Beinemann, Support Services Manager Diane Kallas, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Chris Campe, Amanda Salazar and Kyle Whelton.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:46 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 August 23, 2018 meeting; Norman **seconded** the motion. The motion **passed.**
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.
- 1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DIRK ZYLMAN AS MEAD PUBLIC LIBRARY TRUSTEE Johnson **moved** to approve the resolution in honor of the service of Dirk Zylman; Donohue **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 September 2018 Financials. Albrinck **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Mannchen **seconded** the motion. The motion **passed.**
- 2.3 BYLAWS COMMITTEE-MAEVE QUINN, ACTING CHAIR. REPORT OF 9/12/18 MEETING. Quinn reported on the Board of Trustees Bylaws document that the committee has been working on. Draft copy was distributed and changes were noted in yellow.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 BYLAWS DOCUMENT Discussion of changes ensued, the topics that were changed are noted below, in addition to actions taken during the evaluation of the document.
- Article II, section 3: Trustee attendance
 - It was decided that “SASD Superintendent” should be added
 - Article III, section 7: Vacancy appointment terms
 - Donohue will inquire about amending the ordinance.
 - Article IV, section 3: Appointments counting towards quorum
 - Article V, section 1, subset C: The IT committee has been changed to ad hoc, and the Marketing and Services committee has been changed to standing.
- Donohue **moved** to accept the Bylaws document pending the changes noted above. Albrinck **seconded**. The motion **passed**.
- 3.2 STRATEGIC PLANNING PROCESS Erickson inquired about the planning process for developing a new strategic plan for the library. Several ideas were proposed, including the use of outside professionals to help facilitate as well as utilizing the Board and staff to assist. A few notable suggestions were to start by taking a hard look at the Library’s mission statement and vision to see if they still apply, determining if we would extend the current strategic plan or start over fresh, and whether the timeline of the plan should be shortened. Several Trustees noted that experience with outside professionals hadn’t been found to be so beneficial, and that it would create better working relationships among staff members if they were involved. Erickson will begin the process of forming a staff committee and will plan to begin this project in early 2019.

4. DIRECTORS REPORT

- 4.1 JMKAC PROJECT ON SOUTHEAST CORNER OF LIBRARY Art sculpture has been completed on the south end of the building.
- 4.2 MONARCH BORROWING/LENDING RATIOS AND SUBSEQUENT CHANGES TO ROUTING ALGORITHM The lending ratios for Mead have changed over the past two years with Mead now being a net borrower.
- 4.3 CHANGES TO 2019 EMPLOYEE HEALTHCARE BENEFIT Erickson reported on the upcoming changes to the employee healthcare packages, with both rising out of pocket costs as well as lowered HSA contributions.
- 4.4 UPDATE ON CAPITAL PROJECTS Kallas reported on the new carpet installation on 1st floor, with the hope of the process being completed early next week.
- 4.5 UPDATE ON SERVICES AND PROGRAMMING Beinemann reported in Prentice’s absence. Summer reading program has concluded, with just over 2,100 participants, and over 500 hours logged. He further spoke about the virtual library card program, and the success of that program so far. Upcoming events include the Great Decisions series, 100,000 Poets Day for Change, Pout-Pout fish presentation and author visit, the Sheboygan Children & Teens Book Festival, the Academy talk, and Late @ the Library.
- 4.6 MONTHLY STATISTICS Erickson noted the increase in library cardholders due to the implementation of the virtual library cards.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN/NANCY MANNCHEN.
Norman reported that in transitioning Mannchen to the Monarch system board, they had discovered that she will need to be appointed by the county. Norman will complete the year, with the intention for Mannchen to take over after that.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN.
Quinn reported on the meeting from the day prior, noting that the Foundation has been working on creating an advisory committee, that they had adopted the new logo, and that the website was being updated.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Big Book sale is coming up in November, and that the Art 4 Books raffle had concluded with over \$700 collected. The Friends also declined a proposal to merge the bookstore and the café.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: (10/25/18 @ TBD)
- 6.2 LIBRARY BOARD OF TRUSTEES (10/25/18 @ 3:45PM)

7. ADJOURN

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

Being no further business the meeting adjourned at 4:56 p.m.
Generated by Sydney Mehn on September 28, 2018

National Friends of Libraries Week
Proclamation

Whereas, the Friends of Mead Public Library operate a popular used book store within the library and engage in other fund-raising activities that help move the library from good to great;

Whereas, the funds raised by the Friends enable our library to host special events throughout the year, purchase much needed equipment, and support other library enhancements;

Whereas, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Mead Public Library Board of Trustees proclaims October 21-27, 2018, as Friends of Libraries week in Sheboygan, Wis. and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

| <i>Mead Public Library</i> | | | | |
|--------------------------------|----------------------|----------------------|---------|-------------|
| October 2018 Accounts Payables | | | | |
| Vendor | Name | Invoice | Check # | Invoice Amt |
| 206 | LIL REV MUSIC | SEPT | 336067 | \$400.00 |
| 206 | LIL REV MUSIC | OCTOBER 2018 | 336068 | \$400.00 |
| 206 | LIL REV MUSIC | NOVEMBER 2018 | 336171 | \$400.00 |
| 206 | LIL REV MUSIC | DEC 2018 | 336172 | \$400.00 |
| 763 | FULL COMPASS SYSTEM | INC00734804 | | \$793.32 |
| 3200 | CDWG | PGF4064 | | \$213.67 |
| 3200 | CDWG | PGK1455 | | \$306.90 |
| 900104 | ALLIANT ENERGY | 8/30/2018 - 9/25/201 | | \$8,792.44 |
| 1418 | ART IN A SUITCASE | 11-21-18 PROGRAM | | \$185.00 |
| 1293 | AURORA EMPLOYEE ASST | IN 18772 | | \$67.50 |
| 2716 | BAKER & TAYLOR, LLC | 2034025632 | | \$25.45 |
| 2716 | BAKER & TAYLOR, LLC | 2033928899-A | | \$10.70 |
| 2716 | BAKER & TAYLOR, LLC | 5015190355 | | \$338.98 |
| 2716 | BAKER & TAYLOR, LLC | 3022390143 | | \$50.17 |
| 2716 | BAKER & TAYLOR, LLC | 3022390142 | | \$49.95 |
| 2716 | BAKER & TAYLOR, LLC | 3022415520 | | \$147.24 |
| 2716 | BAKER & TAYLOR, LLC | 2034043183 | | \$112.63 |
| 2716 | BAKER & TAYLOR, LLC | 2034043021 | | \$678.40 |
| 2716 | BAKER & TAYLOR, LLC | 2034025757 | | \$360.79 |
| 2716 | BAKER & TAYLOR, LLC | 2034030983 | | \$974.85 |
| 2716 | BAKER & TAYLOR, LLC | 2034008359 | | \$1,060.51 |
| 2716 | BAKER & TAYLOR, LLC | 2034013773 | | \$2,502.65 |
| 2716 | BAKER & TAYLOR, LLC | 2034041982 | | \$3,351.91 |
| 2716 | BAKER & TAYLOR, LLC | 2034060054 | | \$120.63 |
| 2716 | BAKER & TAYLOR, LLC | 5015208504 | | \$467.60 |
| 5183 | BROWN DOG GADGETS | 10947 | | \$249.41 |
| 873 | GALE GROUP | 65427205 | | \$484.56 |
| 5243 | DANCE ACADEMY OF MEX | 2018-12 | | \$350.00 |
| 239 | ELDER, KARL | 11/7/2018 PROGRAM | | \$150.00 |
| 5337 | GRACE, CHRISTIN | 9000990473 | | \$24.00 |
| 4995 | GT GRAPHICS OF SHEB | 24675 | | \$210.25 |
| 1251 | HENKE, ANGELIKA | 11/14/2018 PROGRAM | | \$250.00 |
| 5338 | INCREDIFOLD, LLC | 11/13/2018 PROGRAM | | \$50.00 |
| 16227 | INFOGROUP CITY DIREC | 83519829 | | \$936.00 |
| 900376 | MARTENS TRILLING TRU | B924890 | | \$47.45 |
| 12374 | MBM | 325946 | | \$1,179.65 |
| 900181 | MENARDS | 69429 | | \$41.80 |
| 900181 | MENARDS | 3636 06 8225 | | \$37.85 |
| 231 | MIDWEST TAPE | 96478451 | | \$252.76 |
| 231 | MIDWEST TAPE | 96464412 | | \$492.71 |
| 231 | MIDWEST TAPE | 96478452 | | \$368.62 |
| 231 | MIDWEST TAPE | 96488946 | | \$388.41 |
| 231 | MIDWEST TAPE | 96452169 | | \$255.57 |
| 231 | MIDWEST TAPE | 96445468 | | \$76.02 |
| 231 | MIDWEST TAPE | 96455691 | | \$330.06 |
| 231 | MIDWEST TAPE | 96495646 | | \$232.50 |

| <i>Mead Public Library</i> | | | | |
|--------------------------------|----------------------|--------------------|---------|-------------|
| October 2018 Accounts Payables | | | | |
| Vendor | Name | Invoice | Check # | Invoice Amt |
| 231 | MIDWEST TAPE | 96495648 | | \$587.00 |
| 231 | MIDWEST TAPE | 96501739 | | \$180.22 |
| 231 | MIDWEST TAPE | 96501563 | | \$178.72 |
| 231 | MIDWEST TAPE | 96501154 | | \$181.45 |
| 231 | MIDWEST TAPE | 96505301 | | \$180.55 |
| 231 | MIDWEST TAPE | 3022427614 | | \$103.10 |
| 231 | MIDWEST TAPE | 96515783 | | \$300.69 |
| 4139 | MONARCH LIBRARY SYS | 414371 | | \$85.89 |
| 4139 | MONARCH LIBRARY SYS | 414322 | | \$1,952.25 |
| 900132 | PITNEY BOWES CREDIT | 3307265792 | | \$408.24 |
| 900180 | PROQUEST LC | 61656555 | | \$3,939.17 |
| 17980 | ST. NICHOLAS HOSPITA | SEPTEMBER 28 2018 | | \$67.20 |
| 5336 | ST. MARY'S UNIVERSIT | ILL 448711 | | \$23.59 |
| 5296 | STAPLES BUSINESS AD | 7205273794-0-1 | | \$278.97 |
| 5296 | STAPLES BUSINESS AD | 7206233723-0-1 | | \$117.08 |
| 5296 | STAPLES BUSINESS AD | 7206070792-0-1 | | \$99.17 |
| 900237 | STEEN MACEK PAPER CO | 824205 | | \$156.64 |
| 21776 | VINYL GRAPHICS | 208110 | | \$1,728.00 |
| 900103 | WAL-MART COMMUNITY | 827800506857 | | \$135.37 |
| 900103 | WAL-MART COMMUNITY | 826400535234-09498 | | \$56.79 |
| 900103 | WAL-MART COMMUNITY | 827800646897 | | \$55.60 |
| 900103 | WAL-MART COMMUNITY | 827000548345 | | \$12.91 |
| 900103 | WAL-MART COMMUNITY | 828300615963 | | \$32.82 |
| 900103 | WAL-MART COMMUNITY | 828300602665 | | \$79.64 |
| 900103 | WAL-MART COMMUNITY | 828400674149 | | \$21.71 |



GARRETT ERICKSON
CITY OF SHEBOYGAN
Account Number: #### #### #### 7658
Page 1 of 3



Account Summary

Credit Limit \$10,000.00
Billing Cycle 09/27/2018
Days In Billing Cycle 33
Purchases and Other Charges + \$1,926.28
Cash + \$0.00
Balance Transfer + \$0.00
Credits - \$0.00
Payments - \$0.00

TOTAL ACTIVITY \$1,926.28

Account Inquiries

Call us at: (833) 208-3213
Lost or Stolen Card: (866) 839-3485

Write us at PO BOX 31535, TAMPA, FL 33631-3535

Cardholder Account Summary

| Trans Date | Post Date | Reference Number | Description | Amount |
|------------|-----------|-------------------------|---|---------|
| 08/27 | 08/29 | 24431058240286598969105 | MAVERICKLABEL.COM 425-771-6500 WA | 39.43 |
| 08/29 | 08/30 | 24692168241100811152684 | IN *COSTUME SPECIALISTS 614-4642115 OH | 420.00 |
| 08/30 | 08/31 | 24559308242900010300060 | THE GAMEBOARD 920-4534263 WI | 310.50 |
| 09/01 | 09/02 | 24692168244100615734433 | INDEED 203-564-2400 CT | 50.76 * |
| 09/05 | 09/06 | 24013398248000976175963 | SHEBOYGAN COUNTY CHAMBER SHEBOYGAN.ORG WI | 40.00 |
| 09/08 | 09/09 | 24055238251091536000081 | OLIVU426 SHEBOYGAN WI | 50.00 |
| 09/07 | 09/09 | 24164078250091007630092 | TARGET 00018804 SHEBOYGAN FAL WI | 100.00 |
| 09/07 | 09/09 | 24224438251101059615330 | CULVER'S OF SHEBOY SHEBOYGAN WI | 50.00 |
| 09/07 | 09/09 | 24247608251500784114496 | GAMING GENERATIONS SHEBOYGAN WI | 89.98 |
| 09/07 | 09/09 | 24269798251001213512097 | JIMMY JOHNS - 2125 SHEBOYGAN WI | 50.00 |
| 09/07 | 09/09 | 24431068251400871000018 | PIZZA HUT 029556 SHEBOYGAN WI | 50.00 |
| 09/07 | 09/09 | 24445008251001083602565 | GAMESTOP #3174 SHEBOYGAN FAL WI | 100.00 |
| 09/13 | 09/14 | 24692168256100209746061 | WALMART.COM 800-966-6546 AR | 89.40 |
| 09/14 | 09/16 | 24164078258255162146291 | SUBWAY 00440677 SHEBOYGAN WI | 50.00 |
| 09/13 | 09/16 | 24325458257900013100044 | OOSTBURG LUMBER CO 920-5642378 WI | 81.21 |
| 09/14 | 09/16 | 24431068258838000259125 | SHEBOYGAN CINEMAS-2202 SHEBOYGAN WI | 100.00 |
| 09/17 | 09/19 | 24207858261326500513739 | WISCONSIN LIBRARY ASSOCI 608-2453640 WI | ✓255.00 |



PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

HEARTLAND FINANCIAL USA
6740 ANTIOCH RD
MERRIAM KS 66204-1499



Account Number
7658

Check box to indicate
name/address change
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date 09/27/18
Total Activity \$0.00

Memo Statement No Payment Required

\$

GARRETT ERICKSON
CITY OF SHEBOYGAN
828 CENTER AVE STE 205
SHEBOYGAN WI 53081-4442



MAKE CHECK PAYABLE TO:

VISA
PO BOX 4517
CAROL STREAM IL 60197-4517

⑆5045⑆00⑆9⑆ 005⑆4⑆3330⑆

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

October 2018

Account Balances as of:

March 11, 2022

9:51 AM

| ACCT | DESCRIPTION | Y APPROP | APPROP 18 | SPENT 18 | BALANCE 18 | % SPENT |
|---|-------------------------------|-------------|-------------------|-------------------|-------------------|---------------|
| 510110 | FULL TIME SALARIES - REG | | 281,875.00 | 199,958.40 | 81,916.60 | 70.94 |
| | SUB TOTAL | | 281,875.00 | 199,958.40 | 81,916.60 | 70.94 |
| 510310 | FICA | | 17,476.00 | 12,042.28 | 5,433.72 | 68.91 |
| 510311 | MEDICARE | | 4,087.00 | 2,816.34 | 1,270.66 | 68.91 |
| 510320 | WI RETIREMENT FUND | | 18,886.00 | 13,397.22 | 5,488.78 | 70.94 |
| 510340 | HEALTH INSURANCE | | 42,968.00 | 31,276.34 | 11,691.66 | 72.79 |
| 510341 | RETIREE HEALTH INS | | 4,000.00 | 17,472.94 | -13,472.94 | 436.82 |
| 510350 | DENTAL INSURANCE | | 4,587.00 | 5,483.88 | -896.88 | 119.55 |
| 510351 | UNFUNDED PENSION LIABILITY | | 29,650.00 | 19,766.64 | 9,883.36 | 66.67 |
| 510360 | LIFE INSURANCE | | 399.00 | 285.83 | 113.17 | 71.64 |
| 510400 | WORKERS COMP | | 131.00 | 87.36 | 43.64 | 66.69 |
| 510410 | UNEMPLOYMENT | | 0.00 | 0.00 | 0.00 | |
| | SUB TOTAL | 0.00 | 122,184.00 | 102,628.83 | 19,555.17 | 84.00 |
| 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 | 11,940.15 | 7,080.20 | 64.95 |
| | SUB TOTAL | 0.00 | 35,700.00 | 23,413.13 | 11,107.22 | 68.89 |
| 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 | 6,755.98 | 1,016.02 | 89.31 |
| 530130 | POSTAGE & DELIVERY | | 4,500.00 | 3,670.07 | 829.93 | 81.56 |
| | SUB TOTAL | 0.00 | 14,000.00 | 10,426.05 | 1,845.95 | 86.81 |
| 538001 | DONATION PURCHASES | | 1,000.00 | 7,767.11 | -6,767.11 | 776.71 |
| 538001-10099 | DONATION PURCHASES | | 10,121.39 | 0.00 | 10,121.39 | 100.00 |
| 539999 | MISC EXP (LATE FEES) | | 100.00 | 0.00 | 100.00 | 0.00 |
| | SUB TOTAL | 0.00 | 11,221.39 | 7,767.11 | -6,667.11 | 159.41 |
| 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 | 360,671.45 | 114,099.90 | 73.94 |

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 | 569,302.69 | 219,270.31 | 72.19 |
| | SUB TOTAL | | 788,573.00 | 569,302.69 | 219,270.31 | 72.19 |
| 510310 | FICA | | 48,892.00 | 34,224.67 | 14,667.33 | 70.00 |
| 510311 | MEDICARE | | 11,434.00 | 8,004.10 | 3,429.90 | 70.00 |
| 510320 | WI RETIREMENT FUND | | 50,894.00 | 35,018.90 | 15,875.10 | 68.81 |
| 510340 | HEALTH INSURANCE | | 154,988.00 | 93,611.00 | 61,377.00 | 60.40 |
| 510350 | DENTAL INSURANCE | | 10,731.00 | 5,972.93 | 4,758.07 | 55.66 |
| 510360 | LIFE INSURANCE | | 700.00 | 549.45 | 150.55 | 78.49 |
| 510400 | WORKERS COMP | | 367.00 | 244.64 | 122.36 | 66.66 |
| | SUB TOTAL | 0.00 | 278,006.00 | 177,625.69 | 100,380.31 | 63.89 |
| 521800 | PROGRAM SERVICES | | 10,000.00 | 10,321.18 | -321.18 | 103.21 |
| 521900 | CONTRACTED SERVICES | | 30,000.00 | 36,705.43 | -6,705.43 | 122.35 |
| 525155 | PROFESSIONAL DEVELOPMENT | | 5,000.00 | 6,127.83 | -1,127.83 | 122.56 |
| 530205 | DISPLAYS | | 1,100.00 | 0.00 | 1,100.00 | 0.00 |
| 538001 | DONATION PURCHASES | | 55,000.00 | 52,577.08 | -2,622.43 | 95.59 |
| | SUB TOTAL | 5,045.35 | 101,100.00 | 105,731.52 | -9,676.87 | 104.58 |
| 538002 | MATERIALS - ALL CATAGORIES | 12,738.47 | 364,234.00 | 262,282.29 | 89,213.24 | 75.51 |
| 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 | 12,738.47 | 417,834.00 | 325,841.79 | 79,253.74 | 77.98 |
| 538000 | TOTAL MATRL'S ACCTS | 17,783.82 | 518,934.00 | 431,573.31 | 69,576.87 | 83.17 |
| PUBLIC SERVICE COST CENTER TOTAL | | 17,783.82 | 1,585,513.00 | 1,178,501.69 | 389,227.49 | 75.45 |

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

| ACCT | DESCRIPTION | Y APPROP | APPROP 18 | SPENT 18 | BALANCE 18 | % SPENT |
|--------|---|------------------|---------------------|---------------------|-------------------|---------------|
| 510110 | FULL TIME SALARIES - REG | | 610,729.00 | 382,824.42 | 227,904.58 | 62.68 |
| | SUB TOTAL | | 610,729.00 | 382,824.42 | 227,904.58 | 62.68 |
| 510310 | FICA | 0.00 | 37,865.00 | 22,770.05 | 15,094.95 | 60.13 |
| 510311 | MEDICARE | | 8,856.00 | 5,325.27 | 3,530.73 | 60.13 |
| 510320 | WI RETIREMENT FUND | 0.00 | 26,134.00 | 21,147.54 | 4,986.46 | 80.92 |
| 510340 | HEALTH INSURANCE | | 105,685.00 | 85,142.55 | 20,542.45 | 80.56 |
| 510350 | DENTAL INSURANCE | | 12,405.00 | 5,777.41 | 6,627.59 | 46.57 |
| 510360 | LIFE INSURANCE | | 1,875.00 | 433.33 | 1,441.67 | 23.11 |
| 510400 | WORKERS COMP | | 284.00 | 189.36 | 94.64 | 66.68 |
| | SUB TOTAL | 0.00 | 193,104.00 | 140,785.51 | 52,318.49 | 72.91 |
| | SECURITY SERVICES (FIRE ALARM- | | | | | |
| 521700 | SECURITY GUARDS) | 0.00 | 33,000.00 | 12,468.00 | 20,532.00 | 37.78 |
| | SUB TOTAL | 0.00 | 33,000.00 | 12,468.00 | 20,532.00 | 37.78 |
| 521900 | CONTRACTED SERVICES | 8,033.25 | 17,203.00 | 19,658.58 | 12,300.00 | 160.97 |
| 523122 | SOFTWARE MAINTENANCE | 0.00 | 30,000.00 | 23,528.31 | 6,471.69 | 84.94 |
| 524110 | BUILDING EXTERIOR MAINT | 675.85 | 20,000.00 | 25,985.01 | -5,985.01 | 133.30 |
| 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 | 10,661.35 | 71,203.00 | 70,666.94 | -10,125.29 | 114.22 |
| 525100 | ELECTRICITY | 8,792.44 | 93,800.00 | 64,386.82 | 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 | 1,357.29 | 2,642.71 | 33.93 |
| 525140 | GAS - UTILITY | 0.00 | 32,550.00 | 13,137.85 | 19,412.15 | 40.36 |
| | SUB TOTAL | 8,792.44 | 133,150.00 | 80,844.73 | 43,512.83 | 67.32 |
| 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 | 1,120.69 | -20.69 | 101.88 |
| 530222 | JANITORIAL SUPPLIES | | 5,000.00 | 5,587.68 | -587.68 | 111.75 |
| | SUB TOTAL | 0.00 | 26,100.00 | 22,651.11 | 3,448.89 | 86.79 |
| 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 | 17,300.89 | 2,199.11 | 88.72 |
| | SUB TOTAL | 0.00 | 19,500.00 | 17,300.89 | 2,199.11 | 88.72 |
| | SUPPORT SERVICES COST CENTER TOTAL | 19,453.79 | 1,091,936.00 | 734,301.02 | 338,181.19 | 67.25 |
| | LIBRARY TOTAL | 50,266.65 | 3,165,249.39 | 2,273,474.16 | 841,508.58 | 71.83 |

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 | 13,029.04 | 487,800.39 | 360,671.45 | 114,099.90 | 73.94 |
| 25551110 | PUBLIC SERVICES | 17,783.82 | 1,585,513.00 | 1,178,501.69 | 389,227.49 | 75.45 |
| 25551150 | SUPPORT SERVICES | 19,453.79 | 1,091,936.00 | 734,301.02 | 338,181.19 | 67.25 |
| | FUND EQUITY INCREASE | | | | | |
| | Total All Cost Centers | 50,266.65 | 3,165,249.39 | 2,273,474.16 | 841,508.58 | 71.83 |

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 | 6,367.17 | -3,632.83 | 63.67 |
| 447636 | LATE BOOK CHARGES | 45,000.00 | 19,232.60 | -25,767.40 | 42.74 |
| 447641 | LOST BOOKS | 6,500.00 | 3,873.46 | -2,626.54 | 59.59 |
| 447699 | MISCELLANEOUS | 0.00 | | 0.00 | |
| 449901 | VENDING COMMISSIONS | 1,300.00 | 1,203.84 | -96.16 | 92.60 |
| 467101 | CONTRIBUTIONS | 66,000.00 | 53,804.15 | -12,195.85 | 81.52 |
| 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 | 3,112,332.27 | -41,595.73 | 98.68 |

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 | 1,152,085.51 | 529,091.49 | 68.53 |
| 510310 | FICA | 104,233.00 | 69,037.00 | 35,196.00 | 66.23 |
| 510311 | MEDICARE | 24,377.00 | 16,145.71 | 8,231.29 | 66.23 |
| 510320 | WI RETIREMENT FUND | 95,914.00 | 69,563.66 | 26,350.34 | 72.53 |
| 510340 | HEALTH INSURANCE | 303,641.00 | 210,029.89 | 93,611.11 | 69.17 |
| 510341 | RETIREE HEALTH INS | 4,000.00 | 17,472.94 | -13,472.94 | 436.82 |
| 510350 | DENTAL INSURANCE | 27,723.00 | 17,234.22 | 10,488.78 | 62.17 |
| 510351 | UNFUNDED PENSION LIABILITY | 29,650.00 | 19,766.64 | 9,883.36 | 66.67 |
| 510360 | LIFE INSURANCE | 2,974.00 | 1,268.61 | 1,705.39 | 42.66 |
| 510400 | WORKERS COMP | 782.00 | 521.36 | 260.64 | 66.67 |
| 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 | 10,321.18 | -321.18 | 103.21 |
| 521900 | CONTRACTED SERVICES | 67,403.00 | 68,304.16 | -901.16 | 101.34 |
| 523122 | SOFTWARE MAINTENANCE | 30,000.00 | 23,528.31 | 6,471.69 | 78.43 |
| 524110 | BUILDING EXT MAINT | 20,000.00 | 25,985.01 | -5,985.01 | 129.93 |
| 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 | 64,386.82 | 29,413.18 | 68.64 |
| 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 | 1,357.29 | 2,642.71 | 33.93 |
| 525140 | GAS - UTILITY | 32,550.00 | 13,137.85 | 19,412.15 | 40.36 |
| 525155 | PROFESSIONAL DEVELOPMENT | 8,820.00 | 7,719.50 | 1,100.50 | 87.52 |
| 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 | 6,755.98 | 71.12 |
| 530130 | POSTAGE AND DELIVERY | | 4,500.00 | 3,670.07 | 81.56 |
| 530200 | PROG SUPP (CAT & CIRC SUPPLIES) | | 20,000.00 | 15,942.74 | 79.71 |
| 530205 | DISPLAYS | | 1,100.00 | 0.00 | 0.00 |
| 530210 | OPPERATING SUPPLIES | | 1,100.00 | 1,120.69 | -20.69 |
| 530222 | JANITORIAL SUPPLIES/SERVICES | | 5,000.00 | 5,587.68 | -587.68 |
| 530255 | TOOLS & SMALL EQUIPMENT | | 150.00 | 46.98 | 103.02 |
| 538001 | DONATION PURCHASES | | 66,121.39 | 60,344.19 | -6,767.11 |
| 538002 | ADULT PRINT | | 364,234.00 | 262,282.29 | 89,213.24 |
| 538100 | OTHER CONTENT | | 53,600.00 | 63,559.50 | -9,959.50 |
| 539999 | MISC EXP (LATE FEES) | | 100.00 | 0.00 | 100.00 |
| 540200 | INSURANCE (FIRE) | | 5,000.00 | 6,712.44 | -1,712.44 |
| 540215 | GEN PUB OFFICIAL | | 3,000.00 | 0.00 | 3,000.00 |
| 590255 | PARKING (SPECIAL) ASSESSMENT | | 3,000.00 | 4,020.00 | -1,020.00 |
| 642200 | IT EQUIPMENT | | 19,500.00 | 17,300.89 | 2,199.11 |
| 649200 | EQUIPMENT REPLACEMENT | | - | 0.00 | 0.00 |
| | TOTAL MEAD PUBLIC LIBRARY EX | 50,266.65 | 3,165,249.39 | 2,273,474.16 | 71.83 |



2019 Health Insurance Changes

To: **City of Sheboygan Employees**
 Date: August 29, 2018
 From: Sandy Rohrick, Director of Human Resources and Labor Relations
 Re: **2019 Proposed Health Insurance Changes**

Consistent with most employers, the City of Sheboygan is experiencing increased medical costs by its employees. These costs are expected to increase further in 2019. In order to minimize the ongoing use of the fund balance in the Health Insurance Fund, changes are necessary for the upcoming year. On Monday, September 10, 2018, those proposed changes will be discussed with the Finance and Personnel Committee, pending approval from the Common Council on or after September 17, 2018.

The primary changes include the following:

1. An increase in premiums of 10% (to be shared by the city and employees)
2. Reduced city contributions to employee Health Savings Accounts (“HSA”) to \$400 (single coverage) and \$800 (family/limited family)
3. Reduction of co-insurance coverage after the deductible (from 100% after deductible to 90%)
4. Increase the Out-Of-Pocket maximum (“OOP”):
 - From \$2,000 to \$3,000
 - \$1,500 deductible and medical copays apply to the total OOP maximum of \$3,000
 - From \$4,000 to \$6,000
 - \$3,000 deductible and medical copays apply to the total OOP maximum of \$6,000

Listed below are the recommended health insurance premium rates for 2019 (as compared to the current year), as well as the 2018/2019 monthly employee contributions for an employee who achieves 1100 wellness points:

| <u>Monthly Health Insurance Rates</u> | | | <u>Employee Rates w/1100 Points</u> | | |
|---------------------------------------|-------------|-------------------|-------------------------------------|-----------------|-----------------|
| | <u>2018</u> | <u>2019</u> | | <u>2018</u> | <u>2019</u> |
| Employee only: | \$741.80 | \$815.98 | Employee only: | \$60.30 | \$66.34 |
| Employee plus spouse: | \$1,406.64 | \$1,547.30 | Employee plus spouse: | \$114.36 | \$125.80 |
| Employee plus child/ren: | \$1,272.68 | \$1,399.95 | Employee plus child/ren: | \$103.48 | \$113.82 |
| Family: | \$1,953.60 | \$2,148.96 | Family: | \$158.84 | \$174.72 |

Premium increases will be shared between the city and the employees, with the city funding the majority of the additional costs:

| | <u>2019 Monthly Rates Increase</u> | = | <u>2019 Additional Monthly Costs For The City</u> | + | <u>2019 Additional Monthly Costs For The Employee</u> |
|--------------------------|------------------------------------|---|---|---|---|
| Employee only: | \$74.18 | = | \$68.14 | + | \$6.04 |
| Employee plus spouse: | \$140.66 | = | \$129.22 | + | \$11.44 |
| Employee plus child/ren: | \$127.27 | = | \$116.93 | + | \$10.34 |
| Family: | \$195.36 | = | \$179.48 | + | \$15.88 |

Title: **Expense Reimbursement Policy**
Chapter: **Budget and Finance**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **13.06**
Original Effective Date:
Date of Last Revision: **09/24/2015**

Expense Reimbursement Policy

Employees may receive reimbursement ~~as well as advance funding~~ for ~~some~~ Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. Employees will be compensated at the ~~current~~ IRS mileage reimbursement rate. ~~The employee mileage reimbursement rate will be adjusted annually on the first day of January to reflect the current year's IRS standard mileage reimbursement rate.~~

~~Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least two weeks prior to your need. Reimbursement is made through the employee's payroll check, and is paid on the next payroll period after receipt of the completed "Employee expense reimbursement form" is submitted.~~ ~~all advance and reimbursement request forms~~ to the Business Manager, who administers the Library's continuing education/staff training programs.

DRAFT UNTIL BOARD APPROVED

| | |
|---|--|
| Title: Classification Schedule Chapter: Personnel Approved By: Library Board of Trustees | Document Type: Policy Document Number: 15.14 Original Effective Date: Date of Last Revision: 3/19/2015 |
|---|--|

Classification Schedule

- I. Position grades are designated on the “City of Sheboygan Non-Represented Pay Schedule”
- II. The Library positions listed on the city pay schedule are as follows:

| <u>Grade</u> | <u>Position</u> |
|--------------|---|
| V | Library Director |
| S | Library Business Manager Library Public Service Manager Library Technical Support Manager |
| K | Library Information Technology Specialist |
| J | Librarian Library Page Supervisor Library Public Safety Specialist |
| I | Library Communications Specialist |
| H | Library Maintenance Supervisor |
| C | Library Assistant Library Maintenance Technician |
| E | Library Administrative Assistant |
| F | Library Cataloger |
| O | Library Page Library Cleaner |

DRAFT - WORKSHEET

| | |
|--|---|
| <p>Title: Classification Schedule Chapter: Personnel Approved By: Library Board of Trustees</p> | <p>Document Type: Policy Document Number: 15.14 Original Effective Date: Date of Last Revision: 3/19/2015</p> |
|--|---|

Classification Schedule

- I. Position grades are designated by listing the Library grade followed by the equivalent City Pay Schedule A grade if applicable the “City of Sheboygan Non-Represented Pay Schedule”
- II. The Library positions listed Grade/City Schedule A Grade and Library Positions are on the City Pay Schedule are as follows:

| <u>Grade</u> | <u>Position</u> |
|---------------------------|---|
| 15/na V | Library Director |
| 12/22 S | Library Business Manager |
| | Library Public Support Manager |
| | Library Technical Support Manager |
| | K Library Information Technology Specialist |
| 10/19 J | Librarian H |
| | Page Supervisor |
| | Library Public Safety Specialist |
| | K Library Information Technology Specialist |
| | Business Manager |
| 9/17 | Librarian I |
| | I Public Information Specialist Library Communications Specialist |
| 8/15 H | Library Maintenance Supervisor |
| 5/10 C | Library Assistant III |
| | Library Maintenance Technician |
| | E Library Administrative Assistant |
| 4/7 | Maintenance Technician II |
| 3/4 | Library Assistant II |
| | Maintenance Technician I |
| 2/2 | Library Assistant I |
| | O Library Page |
| 1/1 | Maintenance Library Cleaner |
| | F Library Cataloger |

| | |
|--|--|
| <p>Title: Compensation Plan Chapter: Personnel Approved By: Library Board of Trustees</p> | <p>Document Type: Policy Document Number: 15.15 Original Effective Date: Date of Last Revision:</p> |
|--|--|

Compensation Plan

- I. All library positions shall be compensated in accordance with the compensation Plan levels established by the Library Board. ~~as follows:~~ The minimum and maximum salary ranges for Library positions ~~grade 1 through 12 parallel City Pay Schedule A other City of Sheboygan pay ranges established on the "City of Sheboygan Non-Represented Pay Schedule."~~ The Board establishes the minimum and maximum salary range for Library grades 14 and 15 and for non-graded positions. ~~Resultant salary and wage rate tables are maintained in the Library's Administrative Office.~~

- II. Compensation is established for work for a normal schedule of 40 hours per workweek; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.
During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.

- III. The Board does not grant general salary increases annually. Instead, the salary schedule adopted by the Library Board is adjusted when and as warranted due to the periodic revision of salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, LaCrosse, Oshkosh, and Racine.

- IV. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.

- V. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

| | |
|---|--|
| Title: Special Compensation Provisions Chapter: Personnel Approved By: Library Board of Trustees | Document Type: Policy Document Number: 15.18 Original Effective Date: Date of Last Revision: 09/24/2015 |
|---|--|

Special Compensation Provisions

Not necessary

1. **Computation of Part-time Employee Salaries:** Part-time employees are paid for the number of hours worked times the applicable hourly rate.

Not necessary

2. **Compensation of Temporary Employees:** Temporary employees shall be employed initially at the equivalent to the entrance salary rate in the range for the position in which employed.

addressed in Expense Reimbursement Policy

3. **Allowances for the Use of Privately-Owned Automobiles on Library Business:** The Library pays employees authorized by the Director (or designee) the IRS rate for each mile driven to use their privately-owned automobile for Library business. The rates shall be updated on the first working day of each year.

addressed in Health, Dental & Other Health-Related Insurance Policy

4. Employees may opt to participate in deferred compensation, flexible spending, insurance premium payment, and retirement health savings plans for which they are eligible in the manner set forth in the plans.

Discard Policy

| | |
|---|--|
| <p>Title: Vacation Chapter: Personnel Approved By: Library Board of Trustees</p> | <p>Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision: 09/24/2015</p> |
|---|--|

Vacation

A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation. Mead Public Library follows the City of Sheboygan’s current vacation schedules located in the City of Sheboygan employee handbook.

B. ~~New full-time employees are eligible for the following pro-rated vacation time as of January 1st (of the following year):~~

| <u>Hired the previous</u> | <u>Eligible on the following January 1st</u> |
|---------------------------|---|
| January 1 – March 31 | 40 Vacation Hours |
| April 1 – June 30 | 28 Vacation Hours |
| July 1 – Sept 30 | 16 Vacation Hours |
| October 1 – December 31 | 0 Vacation Hours |

C. ~~Employees earn vacation hours based on years of services as follows:~~

| | |
|--------------------------------|----------------|
| 0 1 year of service | 0 |
| 1 4 years | 80 |
| 5 12 years | 120 |
| 13 20 years | 160 |
| 21+ years | 200 |

D. The library director may authorize vacation up to 200 hours in any calendar year.

E. ~~Vacation is prorated for part-time employees at a rate based on their full-time equivalency.~~

F. ~~Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. In the rare chance an employee is not able to use all of his/her vacation, the employee’s supervisor may request a carryover of a maximum of forty (40) hours. The library director must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.~~ **Note this is covered under the current city employee handbook.**

G. ~~Vacation is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year~~

~~anniversary that year.~~

- H. Payment in lieu of vacation shall not be made except at termination of employment.
- I. ~~If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have PTO or sick leave account hours may charge such time to either if approved by the Director, with PTO to be exhausted prior to use of the sick leave account.~~
- J. ~~Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.~~ Note this is covered under the current city employee handbook.
- K. ~~Vacation must be used in half or full day increments I.E. 4 or 8 hour blocks for a full time employee. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero hours.~~
- L. Vacation payout upon separation of employment:
- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all current year unused accrued vacation, and all earned vacation accrued for the next calendar year.
 - Termination for Cause – Employees who are terminated for cause are not entitled to payment of their current unused accrued vacation, and all earned vacation accrued for the next calendar year.
 - Death – In the event of death of a current employee, survivors shall receive payment for all current unused accrued vacation, and all earned vacation accrued for the next calendar year.
 - Employees with less than one year of experience – If a new employee was offered additional (unearned) vacation upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved vacation will not be paid out upon employment termination.
- M. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

| | |
|---|---|
| <p>Title: Health, Dental, and Other Health-Related Insurance Chapter: Personnel Approved By: Library Board of Trustees</p> | <p>Document Type: Policy Document Number: 15.38 Original Effective Date: Date of Last Revision: 2/26/15</p> |
|---|---|

Health, Dental, and Other Health-Related Insurance

- a) The Library, via the City of Sheboygan, shall provide for all eligible employees the ~~present~~ current group health, and dental, and all other health related benefits. ~~insurance or comparable coverage as determined by the Director.~~ Changes to the City of Sheboygan employee health-related benefits are approved by the Mead Public Library Board of Trustees.
- b) Eligibility
- i. Full-time employees ~~and part-time employees whose full-time equivalency is at least 0.75~~ are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 are eligible to participate in the health insurance benefit at 50% of the total cost, ~~and who were participating in the health insurance benefits as of 12/31/11 are eligible to continue.~~
 - ii. A full-time employee who chooses to drop or waive participation in the City of Sheboygan health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. ~~The per year payment is subject to change from year-to-year as decided by the Sheboygan Common Council. The change in the amount that is paid out to Mead Public Library employees would be subject to Library Board Approval. A regular part-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a payment of \$600 per year, prorated on a monthly basis.~~
 - iii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.
 - iv. Full-time and part-time employees may opt to participate in all other health related programs/plans/benefits the City of Sheboygan has to offer ~~Insurance programs~~ at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers:
 - ~~Vision Insurance~~
 - ~~Short Term Disability~~
 - ~~Long Term Disability~~
- c) Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the City of Sheboygan Common Council, and

approved by the Mead Public Library Board of Trustees.

- d) Health and dental insurance plan coverage continues as long as the eligible employee continues in the employment of the Library (except as noted below for employer approved unpaid leaves). Note this is in the City of Sheboygan employee handbook and is under Cobra Act.

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, or quits, or retirees except that health and dental insurance benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Coverage for eligible employees who initiate an employer-approved unpaid leave of absence (other than FMLA) for a period projected to be in excess of 30 consecutive calendar days may be interrupted for the period of the leave. Employees should confirm their eligibility for resumption of coverage prior to requesting and taking such leave. Employees on a leave of absence may be eligible for COBRA coverage during the leave of absence.

- e) In addition to COBRA participation, surviving spouses of employees with 15 or more years of continuous service may participate, at their own expense, in the Library's health and dental plan if the following conditions are met:
- a. Marriage to the employee was for at least five years.
 - b. Such surviving spouse remains unmarried.
 - c. Such surviving spouse is not eligible for other group insurance or any government sponsored insurance.
- f) Retirees hired prior to December 31, 2011 may, at their own expense, participate in the Library's health and dental plan until eligible for Medicare. Retirees hired on or after January 1, 2012 may, at their own expense, participate in the Library's health and dental plan pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

| Type | Name | September 2017 | September 2018 | Monthly 2017 vs 2018 | Year-to-date 2017 | Year-to-date 2018 | YTD 2017 vs 2018 |
|--|--|----------------|----------------|----------------------|-------------------|-------------------|------------------|
| Circulation Transactions | Adult Materials | 29018 | 27694 | -5% | 280391 | 272415 | -3% |
| | Teen Materials | 1073 | 1222 | 14% | 11575 | 11498 | -1% |
| | Children's Materials | 13353 | 14534 | 9% | 135468 | 143289 | 6% |
| | Total Adult/Teen/Children's Materials | 43444 | 43450 | 0% | 427434 | 427202 | 0% |
| Materials Shared With Other Libraries | Items provided to other libraries from Mead | 4818 | 4600 | -5% | 50631 | 46033 | -9% |
| | Items received for Mead patrons from other libraries | 4219 | 4914 | 16% | 40513 | 47017 | 16% |
| | Total Interlibrary Loans (Transits) | 9037 | 9514 | 5% | 91144 | 93050 | 2% |
| E-Content Checkouts | E-Books (Overdrive) (Hoopla) | 4139 | 5060 | 22% | 38191 | 45180 | 18% |
| | E-Audio (Freegal) | 1156 | 1401 | 21% | 15983 | 12774 | -20% |
| | E-Video (Hoopla) | 157 | 245 | 56% | 2170 | 2059 | -5% |
| | E-Magazines (Zinio) (Overdrive) | 114 | 106 | -7% | 1211 | 966 | -20% |
| | Total E-Content Checkouts | 5566 | 6812 | 22% | 57555 | 60979 | 6% |
| Library Visits | Gate count | 23782 | 22440 | -6% | 257592 | 226661 | -12% |
| Research Inquiries | Research Inquiries | 2049 | 2713 | 32% | 20158 | 19699 | -2% |
| Internet Usage Provided | Library Workstation Sessions | 4051 | 4198 | 4% | 35793 | 39459 | 10% |
| | Wireless Sessions | 14887 | 14683 | -1% | 118177 | 129253 | 9% |
| Number of Library Card Holders | Sheboygan Residents | | | | 24823 | 32986 | 33% |
| | Non-Sheboygan Residents | | | | 9792 | 9244 | -6% |
| | Total Number of Library Card Holders | | | | 34615 | 42230 | 22% |
| Classes, Seminars, Workshops, Events | Children (0-11) Quantity | 33 | 38 | 15% | 457 | 505 | 11% |
| | Children (0-11) Participants | 738 | 1093 | 48% | 14248 | 17886 | 26% |
| | Teen (12-18) Quantity | 6 | 1 | -83% | 69 | 62 | -10% |
| | Teen (12-18) Participants | 122 | 62 | -49% | 1722 | 2148 | 25% |
| | Adult (18+) Quantity | 45 | 46 | 2% | 261 | 318 | 22% |
| | Adult (18+) Participants | 890 | 567 | -36% | 3621 | 6966 | 92% |
| | Total number of Classes, Seminars, Workshops, Events | 84 | 85 | 1% | 787 | 885 | 12% |
| | Total number of Participants | 1750 | 1722 | -2% | 19591 | 27000 | 38% |
| Conference Room Utilization | Rocca Meeting Room | 29% | 23% | -6% | 20% | 39% | 19% |
| | Loft Meeting Room | 35% | 29% | -7% | 18% | 36% | 18% |
| | 2nd Floor Small Meeting Room | 28% | 22% | -7% | 23% | 36% | 14% |
| Study Rooms Utilization | Study Rooms Hours Used | 321 | 387 | 21% | 2569 | 3609 | 40% |
| | Percent Utilization | 25% | 27% | 2% | 23% | 32% | 9% |
| Volunteer Hours | Volunteer Hours | 374 | 425.05 | 14% | 2640 | 4549.1 | 72% |

Friends of the Mead Public Library Meeting Report-10/17/18

- The “Art-4-books” raffle totaled \$1,045
- Book store has been slightly rearranged to accommodate Dawn
- Looking forward to the book sale in November