

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
August 23, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 23, 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, Nancy Mannchen, Amanda Salazar and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Chris Campe.

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. Mannchen **moved** to approve the minutes from the June 28, 2018 meeting; Whelton **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported on a new mural being placed on the south east corner of the building. He also introduced Dawn Klister, the new Community/Public Safety Specialist. Dawn spoke a little about her background and the work she is/hopes to accomplish here.
- 1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DIRK ZYLMAN AS MEAD PUBLIC LIBRARY TRUSTEE Zylman was not able to attend, this item was tabled.

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 August 2018 Financials. Johnson **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Norman **seconded** the motion. The motion **passed**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 RECORDS RETENTION POLICY Upon recommendation from the finance committee, Johnson **moved** to accept and adopt the new Wisconsin Public Libraries record retention policy, expiring in 2027. Albrinck **seconded**. The motion **passed**.
- 3.2 2019 OPERATING BUDGET. The 2019 budget was presented by DeAmico. It was noted that MPL's original amount requested (\$267,703) was denied due to levy limits, and instead backed down to \$63,492 per City Administrator Darrell Hofland. DeAmico had prepared three options for the finance committee, and they voted to recommend option 2 to the full board. Johnson **moved** to approve option 2 for a revised 2019 budget. Whelton **seconded**. The motion **passed**.
- 3.3 SICK LEAVE RESERVE FUND It was discussed and presented as a recommendation from the finance committee to phase out the sick leave reserve program by the end of the year and pay out participants at 100% of earned benefit, up to 672 max hours, at the end of 2018. Whelton **moved** to cease the sick leave reserve fund and pay it out by the end of the year, and to rescind the "Sick Bank Upon Retirement" Policy #15.52. Donohue **seconded**. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 UPDATE ON PERSONNEL CHANGES. Erickson reported on the personnel changes – Dawn Klister has started as the Community Resource/Public Safety Specialist as we heard earlier. We have also hired a new Maintenance Technician, Dann Claudon. Lastly, two new pages will be starting with us, Emily Woodrich and Sara Ertel.
- 4.2 DISCUSSION OF THE JMKAC USING THE LIBRARY FOR EVENTS This item was briefly discussed, with more details to come after final decisions are made.
- 4.3 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. The Mini Maker Faire took place on July 21st in collaboration with the JMKAC art festival, and several other city partners. The event brought in about 1,400 people that day. The Family Nights on the City Green have also been wildly popular, with an average of 80 people per night. The Great Decisions series will again be available for 6 weeks this fall, and an Intro to Spanish class for 16 weeks. Lastly, the Summer Reading program sign up's is currently at 1200 for children (up 100 from last year), 535 for teens, and 398 (up about 100 from last year) for adults.
- 4.4 MONTHLY STATISTICS Erickson reported on the June and July statistics.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN/NANCY MANNCHEN. Norman reported that Monarch hasn't met yet. She also noted that Nancy Mannchen has agreed to be the liaison for the system moving forward. They will work out the hand off of responsibilities.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Norman reported that the Foundation has not met due to the new schedule of meetings. They will not meet again until September.

- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. The Art 4 Books raffle is under way. The Friends also voted to approve and adopt the Mead branding strategy and logo.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE: (9/27/18 @ TBD)

6.2 LIBRARY BOARD OF TRUSTEES (9/27/18 @ 3:45PM)

7. ADJOURN

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

Being no further business the meeting adjourned at 4:46 p.m.
Generated by Sydney Mehn on Monday, August 27, 2018.



A RESOLUTION in recognition of the service of **Dirk Zylman** to Mead Public Library.

WHEREAS, **Dirk Zylman** was first appointed to the Library Board in May 2011, serving as the Sheboygan County Board of Supervisors representative, and

WHEREAS, **Dirk Zylman** participated diligently as a member of multiple standing committees, including Finance, IT, Marketing, Personnel/HR, Building, and served as the Library Board Finance Officer from 2012-2017, and

WHEREAS, **Dirk Zylman** was instrumental in steering the library's revamped branding and marketing strategy, and

WHEREAS, **Dirk Zylman** was an advocate for Mead Public Library's vision of providing quality services, resources and lifelong learning opportunities to meet the needs and interests of our diverse community, and

WHEREAS, **Dirk Zylman** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Dirk Zylman** took seriously his responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Dirk Zylman** for the time and attention he so generously devoted to his responsibilities as a Trustee. The Board thanks him for his commitment in serving as a Mead Public Library Trustee and recognizes his service through designation of appropriate book titles for purchase in his honor. The Mead Public Library wishes him all the best following his service to Sheboygan residents as a Library Trustee.

Dated this 30th day of August, 2018

Garrett Erickson

Library Director

Maeve Quinn

Board President

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

September 201

Account Balances as of:

March 11, 2022

9:49 AM

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	177,740.80	104,134.20	63.06
	SUB TOTAL		281,875.00	177,740.80	104,134.20	63.06
510310	FICA		17,476.00	10,691.89	6,784.11	61.18
510311	MEDICARE		4,087.00	2,500.53	1,586.47	61.18
510320	WI RETIREMENT FUND		18,886.00	11,908.63	6,977.37	63.06
510340	HEALTH INSURANCE		42,968.00	28,800.08	14,167.92	67.03
510341	RETIREE HEALTH INS		4,000.00	15,549.32	-11,549.32	388.73
510350	DENTAL INSURANCE		4,587.00	4,874.56	-287.56	106.27
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		399.00	249.01	149.99	62.41
510400	WORKERS COMP		131.00	87.36	43.64	66.69
510410	UNEMPLOYMENT		0.00	840.24	-840.24	
	SUB TOTAL	0.00	122,184.00	95,268.26	26,915.74	77.97
521100	BANKING FEES		1,200.00	1,950.00	-750.00	162.50
521110	FINANCIAL SERVICE FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING	0.00	10,600.00	8,682.74	1,917.26	81.91
521900	CONTRACTED SERVICES		20,200.00	11,213.96	8,986.04	55.51
	SUB TOTAL	0.00	35,700.00	21,846.70	13,853.30	61.20
525155	PROFESSIONAL DEVELOPMENT		3,820.00	1,541.67	2,278.33	40.36
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	12,407.93	4,412.07	73.77
530100	OFFICE SUPPLIES		9,500.00	6,673.42	2,826.58	70.25
530130	POSTAGE & DELIVERY		4,500.00	3,149.08	1,350.92	69.98
	SUB TOTAL	0.00	14,000.00	9,822.50	4,177.50	70.16
538001	DONATION PURCHASES		1,000.00	8,167.11	-7,167.11	816.71
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	8,167.11	-7,067.11	162.98
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 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	329,273.30	148,405.70	67.50

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	504,032.61	284,540.39	63.92
	SUB TOTAL		788,573.00	504,032.61	284,540.39	63.92
510310	FICA		48,892.00	30,292.87	18,599.13	61.96
510311	MEDICARE		11,434.00	7,084.59	4,349.41	61.96
510320	WI RETIREMENT FUND		50,894.00	30,890.79	20,003.21	60.70
510340	HEALTH INSURANCE		154,988.00	83,231.38	71,756.62	53.70
510350	DENTAL INSURANCE		10,731.00	5,344.94	5,386.06	49.81
510360	LIFE INSURANCE		700.00	494.08	205.92	70.58
510400	WORKERS COMP		367.00	244.64	122.36	66.66
	SUB TOTAL	0.00	278,006.00	157,583.29	120,422.71	56.68
521800	PROGRAM SERVICES		10,000.00	10,192.54	-192.54	101.93
521900	CONTRACTED SERVICES		30,000.00	36,705.43	-6,705.43	122.35
525155	PROFESSIONAL DEVELOPMENT		5,000.00	6,087.06	-1,087.06	121.74
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	48,624.01	-73.53	88.41
	SUB TOTAL	6,449.52	101,100.00	101,609.04	-6,958.56	100.50
538002	MATERIALS - ALL CATAGORIES	10,633.74	364,234.00	242,551.71	111,048.55	69.51
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	10,633.74	417,834.00	306,111.21	101,089.05	73.26
538000	TOTAL MATRL'S ACCTS	17,083.26	518,934.00	407,720.25	94,130.49	78.57
	PUBLIC SERVICE COST CENTER TOTAL	17,083.26	1,585,513.00	1,069,336.15	499,093.59	68.52

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	342,684.48	268,044.52	56.11
	SUB TOTAL		610,729.00	342,684.48	268,044.52	56.11
510310	FICA	0.00	37,865.00	20,383.39	17,481.61	53.83
510311	MEDICARE		8,856.00	4,767.10	4,088.90	53.83
510320	WI RETIREMENT FUND	0.00	26,134.00	18,879.31	7,254.69	72.24
510340	HEALTH INSURANCE		105,685.00	74,626.73	31,058.27	70.61
510350	DENTAL INSURANCE		12,405.00	5,052.11	7,352.89	40.73
510360	LIFE INSURANCE		1,875.00	386.28	1,488.72	20.60
510400	WORKERS COMP		284.00	189.36	94.64	66.68
	SUB TOTAL	0.00	193,104.00	124,284.28	68,819.72	64.36
	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	19,658.58	12,300.00	160.97
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	22,724.75	7,275.25	75.75
524110	BUILDING EXTERIOR MAINT	12,472.22	20,000.00	15,391.39	4,608.61	139.32
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	20,505.47	71,203.00	59,269.76	-8,572.23	112.04
525100	ELECTRICITY	0.00	93,800.00	64,386.82	29,413.18	68.64
525105	WATER	0.00	1,400.00	910.70	489.30	65.05
525110	SEWER	0.00	1,400.00	1,033.32	366.68	73.81
525120	TELEPHONE	0.00	4,000.00	1,208.39	2,791.61	30.21
525140	GAS - UTILITY	0.00	32,550.00	12,480.76	20,069.24	38.34
	SUB TOTAL	0.00	133,150.00	80,019.99	53,130.01	60.10
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	4,910.15	89.85	98.20
	SUB TOTAL	0.00	26,100.00	21,973.58	4,126.42	84.19
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	793.32	19,500.00	16,507.57	2,199.11	88.72
	SUB TOTAL	793.32	19,500.00	16,507.57	2,199.11	88.72
	SUPPORT SERVICES COST CENTER TOTAL	21,298.79	1,091,936.00	663,967.08	406,670.13	60.81
	LIBRARY TOTAL	48,503.44	3,165,249.39	2,062,576.53	1,054,169.42	65.16

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	10,121.39	487,800.39	329,273.30	148,405.70	67.50
25551110	PUBLIC SERVICES	17,083.26	1,585,513.00	1,069,336.15	499,093.59	68.52
25551150	SUPPORT SERVICES	21,298.79	1,091,936.00	663,967.08	406,670.13	60.81
	FUND EQUITY INCREASE					
	Total All Cost Centers	48,503.44	3,165,249.39	2,062,576.53	1,054,169.42	65.16

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	5,831.91	-4,168.09	58.32
447636	LATE BOOK CHARGES	45,000.00	17,456.33	-27,543.67	38.79
447641	LOST BOOKS	6,500.00	3,397.91	-3,102.09	52.28
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	1,203.84	-96.16	92.60
467101	CONTRIBUTIONS	66,000.00	46,031.07	-19,968.93	69.74
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	1.78	1.78	100.00
	Total Revenues	3,153,928.00	3,101,773.89	-52,154.11	98.35

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	1,024,457.89	656,719.11	60.94
510310	FICA		104,233.00	61,368.15	42,864.85	58.88
510311	MEDICARE		24,377.00	14,352.22	10,024.78	58.88
510320	WI RETIREMENT FUND		95,914.00	61,678.73	34,235.27	64.31
510340	HEALTH INSURANCE		303,641.00	186,658.19	116,982.81	61.47
510341	RETIREE HEALTH INS		4,000.00	15,549.32	-11,549.32	388.73
510350	DENTAL INSURANCE		27,723.00	15,271.61	12,451.39	55.09
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		2,974.00	1,129.37	1,844.63	37.97
510400	WORKERS COMP		782.00	521.36	260.64	66.67
510410	UNEMPLOYMENT		0.00	840.24	-840.24	
521100	BANKING FEES		1,200.00	1,950.00	-750.00	162.50
521110	FINANCIAL SERVICES FEES		3,700.00	0.00	3,700.00	0.00
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	10,192.54	-192.54	101.93
521900	CONTRACTED SERVICES		67,403.00	67,577.97	-174.97	100.26
523122	SOFTWARE MAINTENANCE		30,000.00	22,724.75	7,275.25	75.75
524110	BUILDING EXT MAINT		20,000.00	15,391.39	4,608.61	76.96
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	64,386.82	29,413.18	68.64
525105	WATER		1,400.00	910.70	489.30	65.05
525110	SEWER		1,400.00	1,033.32	366.68	73.81
525120	TELEPHONE		4,000.00	1,208.39	2,791.61	30.21
525140	GAS - UTILITY		32,550.00	12,480.76	20,069.24	38.34
525155	PROFESSIONAL DEVELOPMENT		8,820.00	7,628.73	1,191.27	86.49
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	6,673.42	2,826.58	70.25
530130	POSTAGE AND DELIVERY		4,500.00	3,149.08	1,350.92	69.98
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	1,120.69	-20.69	101.88
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	4,910.15	89.85	98.20
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		66,121.39	56,791.12	-7,167.11	85.89
538002	ADULT PRINT		364,234.00	242,551.71	111,048.55	66.59
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	16,507.57	2,992.43	84.65
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	48,503.44	3,165,249.39	2,062,576.53	1,054,169.42	65.16

Transactions (continued)

Trans Date	Post Date	Reference Number	Description	Amount
08/09	08/10	2401339KD01TKA092	MEAD PUBLIC LIBRARY SHEBOYGAN WI MCC: 9399 MERCHANT ZIP:	1.00
08/09	08/12	2416407KE7DLZGWDX	SUBWAY 00056549 SHEBOYGAN WI MCC: 5814 MERCHANT ZIP: 53081	45.00
08/09	08/12	2471705KE50QMEDWG	DOJ EPAY RECORDS CHECK 608-2667317 WI MCC: 9399 MERCHANT ZIP: 53701	7.00
08/10	08/12	2424760KFEJD99LS6	GAMING GENERATIONS SHEBOYGAN WI MCC: 7993 MERCHANT ZIP:	80.00
08/13	08/14	2416407KHGD8TZ01K	SHOPKO 116 00101162 SHEBOYGAN WI MCC: 5310 MERCHANT ZIP:	87.60
08/16	08/17	2490641KL1P2EJZ6T	DNH*GODADDY.COM 480-5058855 AZ MCC: 4816 MERCHANT ZIP: 85260	149.98
08/25	08/25	000000000000COMP	TOTAL PURCHASES \$1,624.22	0.00
			TOTAL \$1,624.22	
Fees				
			TOTAL FEES FOR THIS PERIOD	0.00
Interest Charged				
08/25	08/25		Interest Charge on Purchases	0.00
08/25	08/25		Interest Charge on Cash Advances	0.00
			TOTAL INTEREST FOR THIS PERIOD	0.00

Chase

1-2

2018 Totals Year-to-Date	
Total fees charged in 2018	0.00
Total interest charged in 2018	0.00

Interest Charge Calculation				
Your Annual Percentage Rate (APR) is the annual interest rate on your account.				
Type of Balance	Periodic Rate	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	0.0000% (m)	0.000%	\$0.00	\$0.00
Cash Advances	0.0000% (m)	0.000%	\$0.00	\$0.00
(d) = Daily Periodic Rate (m) = Monthly Periodic Rate (v) = Variable Rate				

Visa Activity Statement

Subway#5654-0 Phone 920-459-8070
617 North 8th Street
Sheboygan, WI, 53081
Served by: Rhonda 7/26/2018 11:45:39
Term ID-Trans# 1/A-161931

Qty	Size	Item	Price
1		Subway Cash Card Activate	20.00
1		Subway Cash Card Activate	10.00
1		Subway Cash Card Activate	15.00

Sub Total 45.00
 Taxable Amount 0.00
 SALES TAX (5.5%) 0.00
 Total (Eat In) 45.00
 Credit Card 45.00
 Change 0.00

Thanks for visiting Subway! To view your Subway MyWay Rewards token balance or to join the rewards program please visit www.subwaymyway.com

SUBWAY Card

Card *****4536
 USD 20.00 Added
 Cash Card Balance: USD 20.00

SUBWAY Card

Card *****4551
 USD 10.00 Added
 Cash Card Balance: USD 10.00

 ENTERED

SUBWAY Card

Card *****4544
 USD 15.00 Added
 Cash Card Balance: USD 15.00

Reference No: 620/161/4462
 Card Issuer: Visa
 Account No: *****7658
 Acquired: Contact_EMV
 Amount: \$45.00
 Application: VISA CREDIT
 AID: A0000000031010
 TVR: 8080008000
 TSI: 6800
 Date/Time: 7/26/2018 11:45:33 AM

Signature: _____



X _____
 I agree to pay above total amount according to the Card Issuer Agreement.

CUSTOMER COPY

Host Order ID: 622-412-6183629

Hungry for more? Let us know how we did today by taking our 1 minute survey at www.subwaylistens.com and receive a Subway gift card to use with your next purchase.

2555/100 = 52/400

Charge
to advertising
Josh

Order number 2055556585

Payment information

Date July 27, 2018

Visa ending in 7658

Billing address
Garrett Erickson
Mead Public Library
710 N. 8th Street

Sheboygan, WI 53081
United States

joshua.lintereur@meadpl.org

Purchase details (1 item)

60 iStock credits \$520.00 USD

Subtotal \$520.00 USD

Total \$520.00 USD

A separate invoice for this order will be available in **your account** on the next business day.

To access your order details, download history, auto-renew, purchases and more, please sign in to **your account**. Need help?

[Contact us](#)

2355/100 - 52/400

Visa

Your Facebook Ads Receipt (Account ID: 836412219708545)

Facebook Ads Team <advertise-noreply@support.facebook.com>

Tue 7/31/2018 4:12 AM

To: Josh Lintereur <joshlintereur@hotmail.com>;



Receipt for Josh Lintereur (Account ID: 836412219708545)

Summary

AMOUNT BILLED

\$119.88 USD

DATE RANGE

Jun 29, 2018 12:00pm - Jul 17, 2018 8:30am

PRODUCT TYPE

Facebook Ads

PAYMENT METHOD

Visa*7658

REFERENCE NUMBER ⓘ

AKFH2HSBP2

BILLING REASON

Remaining ad costs at the end of the month.

CAMPAIGN	RESULTS	AMOUNT
📅 Event: Sheboygan Mini Maker Faire	20,467 Impressions	\$99.88
📅 Event: Kick off the holiday Tuesday evening at the City Green during Family Night,...	5,812 Impressions	\$20.00
CAMPAIGN TOTAL		\$119.88
TOTAL		\$119.88

Transaction ID: [1779506045498166-3679906](#)

Thanks,
The Facebook Ads Team

[Manage Your Ads](#)

[See Full Receipt](#)

This is an automated message. Please do not reply. If you have questions about ads, you can [get help](#). You can also manage your [email notification settings](#) for this ad account.

Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025



Invoice

Indeed, Inc
Mail code 5160
P.O. Box 660367
Dallas, TX
75266-0367

Invoice #: 16341644
Date: 7/31/18
Due Date: 7/31/18

billing@indeed.com

Bill to: Mead Public Library
710 N 8th Street
Sheboygan, WI 53081
garrett.erickson@meadpl.org

Total Amount: 235.16 USD

Total Due: 0.00 USD

Description / Memo	Amount
July 2018 Advertising on Indeed.com	235.16 USD
Total Amount	235.16 USD

PAID INVOICE
THIS INVOICE IS FOR YOUR RECORDS

Date: 7/31/18

Terms: Due upon receipt

Due Date: 7/31/18

255 51110 - 521800



AMERICINN MANKATO, MN

240 STADIUM ROAD
MANKATO, MN 56001 US
Phone: 507-345-8011

Fax: 507-345-8463

Email: mankato.mn@americinn.com

Printed: 8/3/2018 8:16:34 AM

Folio (Detailed)

Name:	MILLER, ANN	Confirmation Number:	84973EC004823
		Account Number:	376-494767
Address:	710 N 8TH STREET SHEBOYGAN, WI 53081 US		
Room:	209	Room Type:	NQQ1, 2 QUEEN BEDS,
Rate Plan:	RACK	Daily Rate:	DELUXE ROOM, NON-SMOKING
Arrival:	8/1/2018 (Wed)	Departure:	\$149.99 + \$16.31 Tax
			8/3/2018 (Fri)
		Nights:	2
		Guests:	2/0
		GTD:	VI - VISA
			XXXX XXXX XXXX 7658

Room Rate:

8/1/2018 (Wed) - 8/2/2018 (Thu) \$149.99 + \$16.31 Tax per night.

Date	Code	Description	Amount	Balance
8/1/2018	RM	ROOM CHARGE	\$149.99	\$149.99
8/1/2018	TAX1	STATE TAX	\$10.31	\$160.30
8/1/2018	TAX2	CITY TAX	\$0.75	\$161.05
8/1/2018	TAX3	LODGING TAX	\$4.50	\$165.55
8/1/2018	TAX4	COUNTY TAX	\$0.75	\$166.30
8/2/2018	RM	ROOM CHARGE	\$149.99	\$316.29
8/2/2018	TAX1	STATE TAX	\$10.31	\$326.60
8/2/2018	TAX2	CITY TAX	\$0.75	\$327.35
8/2/2018	TAX3	LODGING TAX	\$4.50	\$331.85
8/2/2018	TAX4	COUNTY TAX	\$0.75	\$332.60
8/3/2018	VI	VISA (7658)	(\$332.60)	\$0.00



Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$299.98	\$32.62	\$0.00	\$0.00	(\$332.60)	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at www.wyndhamrewards.com or call 1-866-WYN-RWDS.



Folio (Detailed)

AMERICINN MANKATO, MN

240 STADIUM ROAD
MANKATO, MN 56001 US

Phone: 507-345-8011

Fax: 507-345-8463

Email: mankato.mn@americinn.com

Printed: 8/3/2018 8:16:34 AM

Guest Signature:

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. " We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/ Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy. "

VISA

Mead Public Library
Payment receipt-Selfcheck 1st West

8/9/2018 8:28 AM
Tx ID: NXX6521QVT0000000853

\$1

Customer ID: *****2355

Type: Payment
Amount: \$1.00

Test

Test #1

ERICKSON/GARRETT
7858
Visa
Chip



Status: Approved
000000 [00]
APPROVAL

Approval: 009193
Approved Amount: \$1.00
Total: \$1.00

SIGNATURE

AID: A0000000031010
Application Label: VISA CREDIT
ATC: 0035
TVR: 8080008000
TC: 1BFA93192FE46043
TSI: 6800

Thank you for using Mead Public Library!

For renewals visit us at
www.monarchcatalog.org, log in to your
account, and renew at the Items Out window

For upcoming events, programs, and classes
go to www.meadpl.org.

Late fees: 10¢ per item/per day \$2.00 max per
item.

Contact Us: 920-459-3400 ext 3401

VISA

Mead Public Library
Payment receipt-Selfcheck 1st Middle

8/9/2018 8:26 AM
Tx ID: MXL6521ROW0000000433

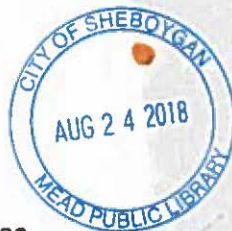
Customer ID: *****2365

Type: Payment
Amount: \$1.00

ERICKSON/GARRETT
7658
Visa
Chip

test #2

Status: Approved
000000 [0]
APPROVAL



Approval: 009460
Approved Amount: \$1.00
Total: \$1.00

SIGNATURE CAPTURED

AID A0000000031010
Application Label: VISA CREDIT
ATC 0034
TVR: 8080008000
TC: 8BFAFCE99FD9C47
 1
TSI: 6800

Thank you for using Mead Public Library!

For renewals visit us at www.monarchcatalog.org, log in to your account, and renew at the Items Out window.

For upcoming events, programs, and classes go to www.meadpl.org.

Late fees: 10¢ per item/per day \$2.00 max per item.

Contact Us 920-459-3400 ext. 3401

← Visa charge
Acuity Donations

Subway#5654-0 Phone 920-459-8070
617 North 8th Street
Sheboygan, WI, 53081
Card by: Mitchell 8/9/2018 1:08:12 pm
Term ID-Trans# 1/A-163802

Qty	Size	Item	Price
		Subway Cash Card Activate	10.00
		Subway Cash Card Activate	15.00
		Subway Cash Card Activate	20.00
		Total	45.00
		Tip Amount	0.00
		TAX (5.5%)	0.00
		(Eat In)	45.00
		Subway Card	45.00
			0.00

Thanks for visiting Subway! To view your
Subway MyWay Rewards token balance or to
join the rewards program please visit
www.subwaymyway.com

SUBWAY Card

Card *****4601
USD 10.00 Added
Cash Card Balance: USD 10.00

SUBWAY Card

Card *****4619
USD 15.00 Added
Cash Card Balance: USD 15.00

SUBWAY Card

Card *****4627
USD 20.00 Added



Reference No: 822118096018
Card Issuer: Visa
Account No: *****7658
Acquired: Contact_EMV
Amount: \$45.00
Application: VISA CREDIT
AID: A0000000031010
TVR: 8080008000
TSI: 6800
Date/Time: 8/9/2018 1:08:06 PM

Signature:

X  ENTERED
I agree to pay above total amount
according to the Card Issuer Agreement

CUSTOMER COPY

Host Order ID: 622-416-207657

Hungry for more? Let us know how we did
today by taking our 1 minute survey at
www.subwaylistens.com, and receive a
Surprise offer to use with your next
purchase.

Dann Claudon III

Crime Information Bureau
WI Department of Justice

Background Request Payment

Date: 8/9/2018
Time: 8:31 AM
Entered By: debbie.deamico@meadpl.org
Order Reference Number: D9vq8y7s
Request Type: General
Number of Requests: 1
Fees per Request:
CIB: \$7.00

Total Fee: \$7.00

Payment Method: Online Payment

Total Payment: \$7.00

Use the Order Reference Number listed above to
retrieve your result online at:

<https://recordcheck.doi.wi.gov/BackgroundRequest/Results/D9vq8y7s>



State of Wisconsin

e-Payment Services

Your last visit was Tue 07/03/2018 08:05 AM CDT

Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WINWOR005382761**

Payment Details

Description WI Online Record Check Systems
WI Background Check Services
WORCS.DOJ.WI.GOV

Payment Amount \$7.00

Payment Date 08/09/2018

Status PROCESSED

Order Reference Number D9vq8y7s

Billing ID 1234

Payment Method

Account Nickname WBT Visa CC

Payer Name Debbie DeAmico

Card Number *7658

Card Type Visa

Approval Code 009964

Confirmation Email debbie.deamico@meadpl.org

Billing Address

Address 1 710 N 8th St

City/Town Sheboygan

State/Province/Region WI

Zip/Postal Code 53081

Country United States

DeAmico, Debbie

From: WORCS <epaynoreply@usbank.com>
Sent: Thursday, August 09, 2018 8:33 AM
To: DeAmico, Debbie
Subject: Payment Confirmation for WI Background Check Services

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on Aug-09-2018 for WI Background Check Services.

Payment Confirmation Number: WINWOR005382761 Payment Amount: \$7.00 Scheduled Payment Date: Aug-09-2018
Amount Due: \$7.00

Payer Name: Debbie DeAmico
Credit Card Number: *7658
Credit Card Type: VISA
Approval Code: 009964

Merchant: WI Online Record Check Systems
Website: WORCS.DOJ.WI.GOV

If you have questions about this payment or need assistance, please view the payment online at <https://recordcheck.doj.wi.gov/> , or call Customer Service at (608)266-7780.

Thank you for using the WI WORCS electronic payment system. Your Order Reference Number is D9vq8y7s. Save this number if you submitted a background check and want to retrieve your results online at a later date.

U.S. BANCORP made the following annotations

Electronic Privacy Notice. This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

2535-1110-538001

Gaming Generations Sheboygan

Gaming Gen Sheboygan

1122 North 8th St.
Sheboygan, WI 53081
(920) 783-6255

Ticket #71314152 User: Drew
Sales: Drew
8/10/18, 5:24 PM

Item Description	Qty	Price	Total
Gift Card	1	20.00	80.00
Subtotal			80.00
Tax			0.00
Total			80.00
Tender:			
NICredit			80.00

Number of line items purchased: 1

Thank you for your purchase & for shopping local! Return your used item(s) within 2 days for a full refund or exchange. After 2 days we offer in store credit or exchanges only, no cash back. All items come with a 30 day warranty, exchange only. New/sealed items may be returned within 30 days if unopened. If new/sealed items are opened they may not be returned unless defective.

enjoy our shop? Find even more cool gaming gear on www.gaminggenerations.com



GAMING GENERATIONS
1122 NORTH 8TH STREET
SHEBOYGAN, WI 53081
(920) 783-6255

08/10/2018 17:21

Sale

Trans #: 17 Batch #: 225

VISA CHIP
*****7658 **/**

AMOUNT: \$80.00

Resp: APPROVAL 010939
Code: 010939
Ref #: 822222601996

App Name: VISA CREDIT
AID: A000000031010
TVR: 8080008000
TSI: 6800

CUSTOMER COPY
COPY



Acuity -
Programming, Prizes

025932650024	1-SUBJ WIDE NO	\$1.49	N
025932650024	1-SUBJ WIDE NO	\$1.49	N
025932650024	1-SUBJ WIDE NO	\$1.49	N
025932650024	1-SUBJ WIDE NO	\$1.49	N
025932650024	1-SUBJ WIDE NO	\$1.49	N
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025932650024	1-SUBJ WIDE NO	\$1.49	N
025932650024	1-SUBJ WIDE NO	\$1.49	N
072067389312	ERASERS	\$2.99	R N
072067389312	ERASERS	\$2.99	R N
072067389312	ERASERS	\$2.99	R N
072067389312	ERASERS	\$2.99	R N
071662000240	CRAYOLA CRAYON	\$0.48	S N
Disc-813590832	Limit-4	(\$1.01)	
Reg Price	\$1.49	Saved	(\$1.01)
071662000240	CRAYOLA CRAYON	\$0.48	S N
Disc-813590832	Limit-4	(\$1.01)	
Reg Price	\$1.49	Saved	(\$1.01)
071662000240	CRAYOLA CRAYON	\$0.48	S N
Disc-813590832	Limit-4	(\$1.01)	
Reg Price	\$1.49	Saved	(\$1.01)
071662000240	CRAYOLA CRAYON	\$0.48	S N
Disc-813590832	Limit-4	(\$1.01)	
Reg Price	\$1.49	Saved	(\$1.01)
071662040123	LONG PENCILS	\$0.98	S N
Disc-813590675	Limit-4	(\$1.51)	
Reg Price	\$2.49	Saved	(\$1.51)
071662040123	LONG PENCILS	\$0.98	S N
Disc-813590675	Limit-4	(\$1.51)	
Reg Price	\$2.49	Saved	(\$1.51)
071662040123	LONG PENCILS	\$0.98	S N
Disc-813590675	Limit-4	(\$1.51)	
Reg Price	\$2.49	Saved	(\$1.51)
071662040123	LONG PENCILS	\$0.98	S N
Disc-813590675	Limit-4	(\$1.51)	
Reg Price	\$2.49	Saved	(\$1.51)
071662077259	B/L MARKERS	\$0.98	S N
Disc-813590636	Limit-4	(\$1.51)	
Reg Price	\$2.49	Saved	(\$1.51)
071662077259	B/L MARKERS	\$0.98	S N
Disc-813590636	Limit-4	(\$1.51)	
Reg Price	\$2.49	Saved	(\$1.51)

VISA Software

Devrou, Chase

From: GoDaddy <donotreply@godaddy.com>
Sent: Thursday, August 16, 2018 9:29 AM
To: Devrou, Chase
Subject: Chase DeVrou, thank you for your order.

24/7 Support: +1 (480) 505-8877
Chase DeVrou — Customer Number: 73899026
[Set my Support PIN](#)



Thanks for your order, Chase.

Here's your confirmation for order number 1353796040. Review your receipt and get started using your products.

[Access All Products](#)

Order Number: 1353796040

Product	Quantity	Term	Price
Standard SSL Renewal Manage	1 Certificate	2 Years	\$149.98
Subtotal:			\$149.98
Tax:			\$0.00
Total:			\$149.98

Mead Public Library

September 2018 Accounts Payables

Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	112-1147508-5633868	335787	\$68.85
900201	AMAZON.COM	639688945543	335787	\$147.87
900201	AMAZON.COM	677548977347	335787	\$12.98
900201	AMAZON.COM	113-8500810-0397007	335787	\$41.99
900201	AMAZON.COM	111-2406482-8735460	335787	\$28.77
900201	AMAZON.COM	111-0206167-5381067	335787	\$36.28
900201	AMAZON.COM	111-2067318-7090669	335787	\$67.00
900201	AMAZON.COM	111-5667881-5793035	335787	\$238.96
900201	AMAZON.COM	111-9793369-0247435	335787	\$39.99
900201	AMAZON.COM	111-6702047-720419	335787	\$29.00
900201	AMAZON.COM	111-8219934-6300225	335787	\$151.92
900201	AMAZON.COM	111-3371445-4113804	335787	\$63.95
900201	AMAZON.COM	112-8596713-8285816	335787	\$84.15
900201	AMAZON.COM	111-0382467-7871408	335787	\$100.49
900201	AMAZON.COM	112-0090742-3030611	335787	\$20.98
900009	AT&T	920283020008 AUGUST	335788	\$130.71
	4404 CHARTER COMMUNICATIO	0206811082318 AUGUST	335832	\$282.99
	5246 CINEALIS, ALEXNIS A.	9-5-18 PROGRAM	335789	\$800.00
900081	DEMCO, INC.	6438807	335833	\$667.10
	5064 DISTINCTIVE DESIGN	1090	335790	\$2,635.00
	5231 DOUGHERTY BETH	9-13-2018 PROGRAM	335791	\$320.85
	4995 GT GRAPHICS OF SHEB	24830	335792	\$20.00
900376	MARTENS TRILLING TRU	C913221	335793	\$30.56
	5244 SALAZAR, AMANDA Y.	6/26/18 - 12/18/18	335795	\$150.00
	491 STAPLES ADVANTAGE	7203476960-0-1	335797	\$78.71
	491 STAPLES ADVANTAGE	7202531481-0-1	335797	\$68.85
	491 STAPLES ADVANTAGE	7202858655-0-1	335797	\$119.55
	491 STAPLES ADVANTAGE	7202924252-0-1	335797	\$70.74
900103	WAL-MART COMMUNITY	MULTIPLE INVOICES	335799	\$681.48
	1710 WELLS FARGO FINANCI	5005174818	335800	\$726.19
900044	WISCONSIN PUBLIC SER	7-20-18 - 8-6-18	335801	\$584.42
	2716 BAKER & TAYLOR, LLC	5015134559	335952	151.97
	2716 BAKER & TAYLOR, LLC	3022319743	335952	185.28
	2716 BAKER & TAYLOR, LLC	3022330845	335952	158.77
	2716 BAKER & TAYLOR, LLC	2033923862	335952	74.82
	2716 BAKER & TAYLOR, LLC	2033941326	335952	44.99
	2716 BAKER & TAYLOR, LLC	3022354475	335952	45.19
	2716 BAKER & TAYLOR, LLC	5015153549	335952	391.18
	2716 BAKER & TAYLOR, LLC	3022354505	335952	69.16
	2716 BAKER & TAYLOR, LLC	3022347185	335952	38.75
	4592 CFRA	107720	335953	420.00
900036	COMPUTYPE INC	636809	335954	285.06
900036	COMPUTYPE INC	637249	335954	179.06
	5225 DRESSEL, ANNE	9-27-2018 PROGRAM	335955	309.95
	239 ELDER, KARL	10-13-2018 PROGRAM	335956	150.00
	4557 ELM USA, INC.	14175	335957	135.95
	3072 FARRELL, GREGORY D.	10-18-2018 PROGRAM	335958	315.40

5251 FRERICKS, JULIE	9001038670	335959	15.15
5249 GMACH, RAVEN	248910	335960	8.65
900121 HONOLD & LA PAGE INC	1903482399	335961	447.30
900121 HONOLD & LA PAGE INC	1903482122	335961	62.64
900121 HONOLD & LA PAGE INC	1903472316	335961	149.10
5229 KATZKA, JOHN	10-11-2018 PROGRAM	335962	250.00
5226 LECLERC, JONATHAN	9001075130	335963	7.27
4897 LIESEGANG, MARIA	9/22, 10/27, 12/22	335964	150.00
5227 MANCL, ANNA	9000949979	335965	12.00
231 MIDWEST TAPE	96374126	335966	255.22
231 MIDWEST TAPE	96375332	335966	248.37
231 MIDWEST TAPE	96375303	335966	436.30
231 MIDWEST TAPE	96371892	335966	119.21
231 MIDWEST TAPE	96365722	335966	130.45
231 MIDWEST TAPE	96366121	335966	449.81
231 MIDWEST TAPE	96353639	335966	676.96
231 MIDWEST TAPE	96337497	335966	76.80
231 MIDWEST TAPE	96337401	335966	152.40
231 MIDWEST TAPE	96356221	335966	104.33
231 MIDWEST TAPE	96355900	335966	153.74
231 MIDWEST TAPE	96353319	335966	101.36
231 MIDWEST TAPE	96385798	335966	634.45
231 MIDWEST TAPE	96385843	335966	228.06
231 MIDWEST TAPE	96395663	335966	316.60
231 MIDWEST TAPE	96395936	335966	100.45
231 MIDWEST TAPE	96395108	335966	77.94
231 MIDWEST TAPE	96408235	335966	323.39
4139 MONARCH LIBRARY SYS	414301	335966	887.08
900038 OTIS ELEVATOR CO	CM65334P918	335967	759.72
900038 OTIS ELEVATOR CO	CM05518918	335968	8,922.48
2149 PREVEA HEALTH	17043	335969	100.80
5252 ROSS, CARLA	268753	335970	13.95
900127 SCHOLASTIC LIBRARY	17486767	335971	231.22
900127 SCHOLASTIC LIBRARY	17630636	335971	152.10
19450 SHERWIN-WILLIAMS CO.	TRANS #0553-2	335972	220.85
491 STAPLES ADVANTAGE	720374200/7203742005	335973	63.98
491 STAPLES ADVANTAGE	7202858655-0-2	335973	17.79
900301 STATE BAR OF WISCONS	5048644	335974	65.53
900237 STEEN MACEK PAPER CO	822021	335975	83.88
900237 STEEN MACEK PAPER CO	820999	335975	87.54
5247 VODICKA ELLEN C.	OCT/NOV/DEC, 2018	335977	150.00
900103 WAL-MART COMMUNITY	825000857158	335978	100.00
900103 WAL-MART COMMUNITY	822900338332	335978	7.32
900103 WAL-MART COMMUNITY	824800350407	335978	16.86
900103 WAL-MART COMMUNITY	823200839045	335978	39.84
5248 WAUKESHA PUBLIC LIBR	9781556524011	335979	20.00
5230 WHEAT, ELIZABETH	10-4-18 PROGRAM	335980	323.03
900104 ALLIANT ENERGY	5498700000	335981	12,290.56
12374 MBM	IN317310	335982	1,354.92
635 ALLDATA LLC	417176 -2019		1,500.00
1418 ART IN A SUITCASE	10/17/2018 PROGRAM		185.00

2716 BAKER & TAYLOR, LLC	3022366471	265.71
2716 BAKER & TAYLOR, LLC	2033957059	647.35
2716 BAKER & TAYLOR, LLC	2033974393	33.77
1251 HENKE, ANGELIKA	10/10/2018 PROGRAM	250.00
231 MIDWEST TAPE	96412691	182.17
231 MIDWEST TAPE	96424694	206.76
20551 SUPERIOR CHEMICAL CO	205725	321.30
2762 TELEVEND SERVICES	10272	114.09

Description

Program expense paid for by donation
Program expense paid for by donation
Program expense paid for by donation
Program expense paid for by donation
Program expense paid for by donation
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Program expense paid for by donation
Program expense paid for by donation
Telephone expense
Internet expense
Program expense paid for by donation
Technical support expense
Public service remodel project
Program expense paid for by donation
Office expense - Business cards
Building maintenance
Program expense paid for by donation
Office expense
Office expense
Office expense
Office expense
Program expense paid for by donation
Printer/copier lease payments
Gas utility
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase - Online research programs
Technical support expense
Technical support expense
Program expense paid for by donation
Program expense paid for by donation
Technical support expense
Program expense paid for by donation

Material purchase
Material purchase
Material purchase
Program expense paid for by donation
Material purchase
Material purchase
Janitorial supplies
Office supplies - Patron fax cards

Minutes
Mead Public Library Board
Bylaws Committee
Wednesday, September 12, 2018

The meeting of the Mead Public Library (MPL) Bylaws Committee was held on Wednesday, September 12, 2018 in The Board room. Present Committee Members: MPL Board President Maeve Quinn (acting chair), MPL Finance Officer Chair Dolcye Johnson, and Chris Campe. Staff members present: Director Garrett Erickson. Absent Committee Members: Kathie Norman, committee chair.

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 APPROVAL OF MINUTES Johnson **moved** to approve the Bylaws Committee minutes for the February 5, 2015 meeting; Quinn **seconded** motion. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 LIBRARY BOARD BYLAWS DOCUMENT
 - 2.1.1 Committee discussed the issue of city council liaison currently being appointed for 3 year terms on the library board, while being elected to council for 2 year terms. It was decided that Quinn will talk with council liaison Mary Lynne Donohue to request that the city amend ordinance 58-33 to appoint 1 year rather than 3.
 - 2.1.2 Johnson **moved** that appointments made for a vacancy with an unexpired term will be appointed for the duration of the current term. Quinn **seconded**. The motion **passed**. Language will read: *“Appointments to unexpired terms are for the duration of that term. All appointees serve to the end of their term or until their successors are duly appointed and confirmed.”*
 - 2.1.3 Johnson **moved** and Quinn **seconded** that this statement will be added to the Bylaws document: *“Any member who consistently fails to attend meetings without just cause, or provide notification to the board president or library director of an impending absence, may be censured by a two-thirds vote of the entire board. The president notifies the mayor, or accordingly, the county administrator.”* The motion **passed**.
 - 2.1.4 Johnson **moved** and Quinn **seconded** that this statement will be added to the bylaws document under article IV, section III: *“Meeting quorum will reflect only the seats that are currently appointed.”* The motion **passed**.
 - 2.1.5 The committee discussed what tasks the finance committee should carry out on a regular basis. The committee could not come to a consensus. Accordingly, duties language in the bylaws document will remain as it is.
 - 2.1.6 Johnson **moved** that the IT Committee be changed to ad-hoc, and the Marketing and Services Committee be changed to a standing committee. Quinn **seconded**. The motion **passed**.
 - 2.1.7 Erickson will check with Chuck Adams to determine if MPL board members are covered by insurance currently or whether an indemnification clause is needed in the bylaws.

2.2 PROCESS FOR UPDATING LIBRARY STRATEGIC PLAN It was determined that the chair of each standing committee and the president will start the process of updating the strategic plan. Library administration will determine the timeline. From there, it will be brought back to other library board committees and to the full board for approval.

3. UPCOMING MEETINGS

3.1 FUTURE MEAD PUBLIC LIBRARY – BYLAWS AGENDA ITEMS

3.2 NEXT MEETING TIME, DATE, LOCATION – TBD

4. ADJOURN

4.1 MOTION TO ADJOURN Campe **moved** to adjourn. Johnson **seconded**. The motion **passed**.

Being no further business, the meeting adjourned at 4:35 p.m.

Generated by Sydney Mehn on September 14, 2018.

<p>Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 9/24/2018</p>
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**BYLAWS OF MEAD PUBLIC
LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 – IDENTIFICATION

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

ARTICLE II - MEMBERSHIP

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariated” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. Any member who consistently fails to attend meetings without just cause, or provide notification to the board president or library director of an impending absence, may be censured by a two-thirds vote of the entire board. The president notifies the mayor, or accordingly, the county administrator.

ARTICLE III – OFFICERS

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.
- Section 3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform duties and function of the President. In the event of the

absence of the prior two officers, the Finance Chair shall assume and perform the duties and functions of the President.

- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library's debts paid during the current period to the Board at its monthly meeting, or as often as necessary.
- Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.
- Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.
- Section 7. Appointments to unexpired terms are for the duration of that term. All appointees serve to the end of their term or until their successors are duly appointed and confirmed.

ARTICLE IV – MEETINGS

- Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.
- Section 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.
- Section 3. A quorum for the transaction of business shall consist of a simple majority. Meeting quorum will reflect only the seats that are currently appointed.
- Section 4. Remote Attendance.
- a) Remote attendance permitted. A member of a city governmental body, as defined in Wis. Stats. 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible.
 - b) Quorum. A member who is not physically present shall count towards a quorum.
 - c) Proper equipment. Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation at the meeting.
- Section 5. The order of business for each meeting shall be determined by the President.
- Section 6. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.

Section 7. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).

Section 8. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

ARTICLE V - COMMITTEES

Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.

A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.

C. The Marketing and Services Committee shall have the following purpose: to periodically review and evaluate library services and marketing strategies. The committee shall also serve as an advisory body to the Communications Specialist.

Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES

Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services

- Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.
- Section 3. The Library Board shall audit and approve all expenditures of the Library.
- Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.
- Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.
- Section 6. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all library expenditures.
- Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

ARTICLE VII – LIBRARY DIRECTOR

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

ARTICLE IX - REVIEW

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

Last Official Amendment: October 23, 2008

This Amendment Written: December, 2014

Amended and Approved by the Board: February 26, 2015



Sagrado

*Stream
slope*

Vida

ARTS CENTER

Inspiration

Holds Routing Sequence - Average of Total and New Material Cross-borrowing Ratios

Library	Total Lent	Total Borrowed	Total Ratio	New Lent	New Borrowed	New Ratio	Average of Ratios
Pick Up Library							
In-Demand Collection							
Bookmobile	10740	13564	0.79	758	2681	0.28	0.5373
Cedarburg Public Library	21351	24468	0.87	1464	5515	0.27	0.5690
W.J. Niederkorn Library	20098	23798	0.84	2123	4486	0.47	0.6589
Grafton Public Library	22465	20392	1.10	2327	5105	0.46	0.7787
Plymouth Public Library	13548	13755	0.98	1595	2754	0.58	0.7821
Mayville Public Library	6058	5440	1.11	886	1497	0.59	0.8527
Sheboygan Falls Memorial Library	12026	14152	0.85	2922	3387	0.86	0.8562
Frank L. Weyenberg Library of Mequon-Thiensville	22370	26785	0.84	5180	5522	0.94	0.8866
Kohler Public Library	7311	7307	1.00	963	1246	0.77	0.8867
Oostburg Public Library	9517	7872	1.21	765	1274	0.60	0.9047
West Bend Community Memorial Library	32933	33000	1.00	4419	5377	0.82	0.9099
Kewaskum Public Library	5205	6554	0.79	1317	1254	1.05	0.9222
Juneau Public Library	5259	5174	1.02	762	835	0.91	0.9645
Germantown Community Library	20047	21772	0.92	3872	3441	1.13	1.0230
Cedar Grove Public Library	5061	5020	1.01	930	865	1.08	1.0417
Mead Public Library (Sheboygan)	32159	30623	1.05	6924	6016	1.15	1.1005
Slinger Community Library	8802	9095	0.97	1712	1353	1.27	1.1166
Iron Ridge Public Library	1983	1350	1.47	244	291	0.84	1.1537
Waupun Public Library	13337	13498	0.99	2607	1944	1.34	1.1646
Lakeview Community Library	6247	5708	1.09	1659	1250	1.33	1.2108
Oscar Grady Public Library (Saukville)	9804	8471	1.16	2770	1730	1.60	1.3793
Reeseville Public Library	1520	1487	1.02	434	240	1.81	1.4153
Jack Russell Memorial Library (Hartford)	16340	13765	1.19	3771	1999	1.89	1.5368
Lakeland University Library	1862	599	3.11	27	104	0.26	1.6841
Brownsville Public Library	3183	1801	1.77	644	365	1.76	1.7659
Hustisford Community Library	5425	3124	1.74	1652	720	2.29	2.0155
Lomira QuadGraphics Community Library	3029	2608	1.16	849	272	3.12	2.1414
Theresa Public Library	3090	1635	1.89	947	316	3.00	2.4434
Elkhart Lake Public Library	4876	3598	1.36	2037	548	3.72	2.5362
Lowell Public Library	970	627	1.55	287	75	3.83	2.6869
Horicon Public Library	6958	3335	2.09	2057	499	4.12	3.1043
Fox Lake Public Library	3133	1266	2.47	1331	148	8.99	5.7340

*Data Source - MLS Mar - Jul 2018 Cross-borrowing Reports

*Ratio Formula is as described in the explanation handout from our March Directors Council Meeting (Out/In)



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

Type	Name	August 2017	August 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
Circulation Transactions	Adult Materials	33309	30027	-10%	251373	244721	-3%
	Teen Materials	1380	1509	9%	10502	10276	-2%
	Children's Materials	17820	17270	-3%	122115	128755	5%
	Total Adult/Teen/Children's Materials	52509	48806	-7%	383990	383752	0%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5856	5108	-13%	45813	41433	-10%
	Items received for Mead patrons from other libraries	4847	5564	15%	36294	42103	16%
	Total Interlibrary Loans (Transits)	10703	10672	0%	82107	83536	2%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	4717	5534	17%	34052	40120	18%
	E-Audio (Freegal)	1571	1369	-13%	14827	11373	-23%
	E-Video (Hoopla)	244	202	-17%	2013	1814	-10%
	E-Magazines (Zinio) (Overdrive)	126	122	-3%	1097	860	-22%
	Total E-Content Checkouts	6658	7227	9%	51989	54167	4%
Library Visits	Gate count	28713	26028	-9%	233810	204221	-13%
Research Inquiries	Research Inquiries	2107	2434	16%	18109	16986	-6%
Internet Usage Provided	Library Workstation Sessions	5083	5200	2%	31742	35261	11%
	Wireless Sessions	14014	14820	6%	103290	114570	11%
Number of Library Card Holders	Sheboygan Residents				24940	32987	32%
	Non-Sheboygan Residents				9890	9322	-6%
	Total Number of Library Card Holders				34830	42309	21%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	23	25	9%	424	467	10%
	Children (0-11) Participants	1054	1955	85%	13510	16793	24%
	Teen (12-18) Quantity	10	8	-20%	63	61	-3%
	Teen (12-18) Participants	249	236	-5%	1600	2086	30%
	Adult (18+) Quantity	11	22	100%	216	272	26%
	Adult (18+) Participants	109	208	91%	2731	6399	134%
	Total number of Classes, Seminars, Workshops, Events	44	55	25%	703	800	14%
	Total number of Participants	1412	2399	70%	17841	25278	42%
Conference Room Utilization	Rocca Meeting Room	13%	40%	27%	19%	41%	22%
	Loft Meeting Room	12%	26%	13%	16%	37%	21%
	2nd Floor Small Meeting Room	31%	29%	-2%	22%	38%	16%
Study Rooms Utilization	Study Rooms Hours Used	301	349	16%	2248	3222	43%
	Percent Utilization	28%	33%	5%	22%	32%	10%
Volunteer Hours	Volunteer Hours	385	498.5	29%	2266	4124.05	82%

Friends of the Mead Public Library Meeting Report-8/15/18

- The “Art-4-books” raffle is completed, with 20 raffle items drawn
- Looking forward to the book sale in November.
- Presentation on café/bookstore merge was voted against.