

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
May 24, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 24, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice-President Kathie Norman, Chris Campe, Nancy Mannchen, Amanda Salazar, Kyle Whelton and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, Communications Specialist Josh Lintereur and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Financial Officer Dolcye Johnson, Mary Lynne Donohue and Meg Albrinck.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:48 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 WELCOME TO NEW MEMBERS OF THE LIBRARY BOARD OF TRUSTEES. Quinn welcomed Mary Lynne Donohue and Amanda Salazar as new appointments, and noted Norman's reappointment.
- 1.4 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.5 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the April 26, 2018 meeting; Norman **seconded** the motion. The motion **passed**.
- 1.6 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.
- 1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF KIM DALHAIMER AS A MEAD PUBLIC LIBRARY STAFF MEMBER. Quinn read the resolution. Zylman **moved** to approve. Whelton **seconded**. The motion **passed**.

2. COMMITTEE REPORTS:

- 2.1 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 - DEBBIE DEAMICO DeAmico reported on the May 2018 Financials. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Whelton **seconded** the motion. The motion **passed**.
- 2.2 LIBRARY SERVICES AND MARKETING COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 5/18/18 MEETING. The logo as well as the Celebrate Libraries initiative were discussed.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 MEAD PUBLIC LIBRARY BRANDING. Lintereur spoke about the changes that had been made to the icons-the addition of a globe, as well as a Hmong symbol. It was noted that there is now a process in place for any editing of the logo in the future. Lintereur then presented the two final options for consideration. One option included the word public in the logo, the other option omitted it. Norman reported that the Marketing and Services Committee's recommendation was to accept the logo as proposed, without the word public. After some discussion, Norman **moved** to accept the first proposed logo without the word public. Whelton **seconded**. Mannchen **opposed**. The motion **passed**.
- 3.2 CELEBRATE LIBRARIES MARKETING INITIATIVE. Norman **moved** to discontinue service with Celebrate Libraries. Campe **seconded**. The motion **passed**.
- 3.3 2017 ANNUAL REPORT. Whelton **moved** to approve the annual report as presented. Mannchen **seconded**. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 UPDATE ON PERSONNEL CHANGES. Erickson reported on the personnel changes – Kim Dalhaimer's retirement, with Molly Goltry hired as his replacement. Also, the additional hiring of two part time library assistants – Rachel Leverenz and Violet Arndt.
- 4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. The Academy program was a great success, with approximately 80 people in attendance, as well as being covered by Wisconsin Public Television. Dia de los ninos was also a hit, with approximately 200 people in attendance. Lastly, Comic-con was reported as a very successful community program, with over 400 attendees and participants. It is likely that we will repeat this program next year. Upcoming programs include Tom Pease on June 27th, Lil' Rev returning to teach a harmonica class, and beginning June 26th there will be a weekly family night on the City Green every Tuesday.
- 4.3 UPDATE ON SUMMER READING PROGRAM SIGNS. Prentice showcased the Summer Reading Program yard signs that children can earn by reading 5 hours.
- 4.4 APRIL STATISTICS Erickson reported on the April statistics, noting the 2% increase in physical checkouts.

5. ELECTION OF OFFICERS

- 5.1 NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2018-2019 (CLOSED BALLOT PERMITTED) – PRESIDENT – VICE PRESIDENT Norman **moved** to nominate Quinn for President. Whelton **seconded**. The motion unanimously **passed**. Whelton **moved** to close the nominations for President. Campe **seconded**. The motion unanimously **passed**. Whelton **moved** to nominate Norman for Vice President. Mannchen **seconded**. The motion unanimously **passed**. Whelton **moved** to close the nominations for Vice President. Mannchen **seconded**. The motion unanimously **passed**. Whelton then **moved** for the elections to be closed with a unanimous ballot. Norman **seconded**. The motion **passed**.
- 5.2 REMARKS FROM OUTGOING AND INCOMING OFFICERS Quinn spoke about the great board teamwork thus far, and her predictions for an excellent coming year. She noted the vastly improved relationship with City Hall, and expressed her excitement to work on a new strategic plan with the library.

- 5.3 ADOPT SCHEDULE OF MEETINGS FOR 2018-2019. Norman **moved** to adopt the proposed 2018-2019 meeting schedules. Campe **seconded**. The motion **passed**.
- 5.4 APPOINT FINANCE OFFICER FOR 2018-2019 – PRESIDENT Quinn appointed Dolcye Johnson as the finance officer for the 2018-2019 term.
- 5.5 CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION – PRESIDENT. Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.
- 5.6 CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MONARCH BOARD – PRESIDENT. Quinn appointed Mannchen to serve on the Monarch board as a liaison for Mead.
- 5.7 APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT. As noted on revised committees sheet.

6. LIAISON REPORTS

- 6.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN. Norman reported that the last meeting had been primarily to review Amy Birtell. She noted a shift in the tone of the other libraries toward Mead, believing other representatives to be more appreciative of Mead's staff and ideas.
- 6.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN. Quinn reported that the Foundation had met the day prior. They have adopted a new schedule of meetings for the remainder of the year. She also noted the development committee's new donation envelope, and reported that the spring mailer had pulled in approximately \$6,000.
- 6.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Election of officers took place with all positions remaining the same. The gift of reading campaign has concluded, with \$2590 raised. Lastly, the Art 4 Books raffle will be happening in September, with raffle items being displayed in July.

7. UPCOMING MEETINGS

- 7.1 LIBRARY BOARD FINANCE COMMITTEE: Will meet prior to the June full board meeting to discuss the 2019 budget @ TBD.
- 7.2 FULL LIBRARY BOARD MEETING: June 28, 2018 @ 3:45 p.m.

8. ADJOURN

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

Being no further business the meeting adjourned at 4:58 p.m.
Generated by Sydney Mehn on Friday, May 25, 2018.

Mead Public Library May - June 2018 Accounts payables

Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	2018 MAY CHARGE	334283	35.00
900201	AMAZON.COM	114-4297938-7689845	334283	39.93
900201	AMAZON.COM	112-4757182-7961843	334283	90.00
900201	AMAZON.COM	111-3592773-2935465	334283	23.99
900201	AMAZON.COM	111-3261602-6123450	334283	29.97
900201	AMAZON.COM	112-1318894-3860263	334283	17.35
900201	AMAZON.COM	112-6961861-3879440	334283	68.98
900201	AMAZON.COM	111-0929448-2758531	334283	81.18
900201	AMAZON.COM	114-0688854-3982658	334283	94.94
900201	AMAZON.COM	114-9926525-3474605	334283	26.14
900201	AMAZON.COM	114-8902094-4197067	334283	49.96
900201	AMAZON.COM	114-6898735-4709064	334283	56.58
900201	AMAZON.COM	113-4692735-1488231A	334283	98.97
900201	AMAZON.COM	113-2514465-9593849	334283	20.52
900201	AMAZON.COM	113-55560332-6362601	334283	21.00
900201	AMAZON.COM	113-3892550-6581837	334283	43.88
900201	AMAZON.COM	113-6842078-0037841	334283	91.79
900201	AMAZON.COM	458386559338	334283	578.98
900201	AMAZON.COM	111-3780539-4277008	334283	237.93
900201	AMAZON.COM	111-9917422-3457857	334283	31.61
900201	AMAZON.COM	HAPPY SALMON GAME	334283	33.74
900201	AMAZON.COM	111-55467-9304203	334283	194.74
900201	AMAZON.COM	111-5510913-8849054	334283	105.17
900201	AMAZON.COM	111-7620578-1094653	334283	221.47
900201	AMAZON.COM	114-0581986-2134643	334283	175.00
900201	AMAZON.COM	114-5555754-3069806	334283	27.75
900201	AMAZON.COM	114-8035462-5484243	334283	413.64
2716	BAKER & TAYLOR, LLC	2033729405	334287	1,020.18
2716	BAKER & TAYLOR, LLC	2033729409	334287	1,220.65
2716	BAKER & TAYLOR, LLC	3022210606	334287	102.69
2716	BAKER & TAYLOR, LLC	2033745279	334287	360.30
2716	BAKER & TAYLOR, LLC	5015025166	334287	40.09
4404	CHARTER COMMUNICATIO	0206811052318	334313	282.99
4572	DOLL, JON W.	JULY 10, 2018	334288	50.00
318	KRISS PREMIUM PROD	156282	324291	173.42
11899	LANGUAGE LINE SERVIC	4308386	334292	36.75
5099	MARTON, TRICIA B.	9001039214	334293	23.70
12374	MBM	IN293480	334295	814.29
900181	MENARDS	59430	334297	13.97
231	MIDWEST TAPE	96120258	334298	303.87
231	MIDWEST TAPE	96129346	334298	409.10
231	MIDWEST TAPE	96125968	334298	144.98
231	MIDWEST TAPE	96127490	334298	400.34
1451	SHEBOYGAN MAIL HOUSE	MEAD PUBLIC LIBRARY	334305	124.58
5094	SHISLER, ABIGAIL N.	JULY 6 2018	334306	100.00
5094	SHISLER, ABIGAIL N.	JULY 20, 2018	334307	100.00
900103	WAL-MART COMMUNITY	815000681717	334309	51.86
900009	AT&T	920Z83020005-5/2018	334311	124.11
2716	BAKER & TAYLOR, LLC	2033745327	334312	1,182.52

2716 BAKER & TAYLOR, LLC	2033759859	334312	30.39
2716 BAKER & TAYLOR, LLC	3022220191	334312	229.43
5103 GORDON, ASHTON E.	6/22/18 PROGRAM	334314	100.00
3315 GRABHORN, CRAIG	6/29/2018 PROGRAM	334315	75.00
3516 LYNDA.COM FROM LINKE	C53569973-17	334316	7,000.00
900376 MARTENS TRILLING TRU	C900989	334317	23.64
5101 MAYVILLE PUBLIC LIB	34202001024191	334318	5.00
231 MIDWEST TAPE	96145291	334319	315.22
231 MIDWEST TAPE	96137088	334319	50.68
231 MIDWEST TAPE	96152018	334319	374.21
15450 OTIS ELEVATOR CO	CM 65334P	334320	875.00
444 SCHOLASTIC, INC.	17130175	334322	828.52
491 STAPLES ADVANTAGE	7198384390-0-1	334324	144.02
491 STAPLES ADVANTAGE	7198567819-0-1	334323	144.68
491 STAPLES ADVANTAGE	7197587191-0-2	334324	15.49
491 STAPLES ADVANTAGE	7198214504-0-1	334324	63.02
20551 SUPERIOR CHEMICAL CO	195846	334325	104.33
20551 SUPERIOR CHEMICAL CO	195845	334325	56.07
1710 WELLS FARGO FINANCIA	5004843038	334326	726.19
900210 WI LIBRARY SERVICES,	488655	334327	523.95
900044 WISCONSIN PUBLIC SER	4/19/18 - 5/11/18	334328	802.25
900104 ALLIANT ENERGY	4/26/18 - 5/25/18	334549	7,478.58
2716 BAKER & TAYLOR, LLC	2033759014	334550	718.57
2716 BAKER & TAYLOR, LLC	5015044520	334550	175.77
2716 BAKER & TAYLOR, LLC	3022231329	334550	78.30
2716 BAKER & TAYLOR, LLC	2033776448	334550	93.24
2716 BAKER & TAYLOR, LLC	2033775538	334550	450.97
2716 BAKER & TAYLOR, LLC	3022231312	334550	38.85
2716 BAKER & TAYLOR, LLC	2033759857	334550	2,682.03
4514 BAUER, DEBORAH	9007546813	334551	49.99
3200 CDWG	MBF2249	334552	1,054.97
3200 CDWG	MWC2171	334552	1,465.54
5103 GORDON, ASHTON E.	7/6/18 PROGRAM	334554	100.00
5103 GORDON, ASHTON E.	7/20/2018 PROGRAM	334555	100.00
2788 LUZ DE LUNA	6/12/2018 PROGRAM	334556	510.00
900376 MARTENS TRILLING TRU	B892817	334557	3.59
900376 MARTENS TRILLING TRU	B894035	334557	21.38
900181 MENARDS	61119	334558	114.16
1707 METRO SOUND & VIDEO	210384	334559	1,180.00
231 MIDWEST TAPE	96159972	334560	580.34
231 MIDWEST TAPE	96165829	334560	183.29
231 MIDWEST TAPE	96169858	334560	295.85
3640 TIETZ'S PIGGLY WIGGL	#3082	334562	361.16
3640 TIETZ'S PIGGLY WIGGL	#9878	334562	125.00
21178 TOTAL ENERGY SYSTEMS	302735	334563	805.04
22444 WI DEPT OF ADMINISTR	505-0000028432	334564	600.00

Material Purchases
Material Purchases
Program expense
Program expense
Material Purchases
Building maintenance expense
Library refund
Material Purchases
Material Purchases
Material Purchases
Elevator expense
Material Purchases
Office supplies
Office supplies
Office supplies
Office supplies
Janitorial supplies
Janitorial supplies
Copy/printing expense
Material Purchases
Gas utility expense
Electric utility expense
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Material Purchases
Patron refund
IT expense
IT expense
Program expense
Program expense
Program expense
Building maintenance expense
Building maintenance expense
Building maintenance expense
New Microphone for Rocca Room
Material Purchases
Material Purchases
Material Purchases
Teen Summer Reading Program - paid for by Acuity
donation
Teen Summer Reading Program - paid for by Acuity
donation
Kohler generator maintenance agreement
Teach program - will receive reimbursement from Monard
Library System

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	98,868.32	183,006.68	35.08
	SUB TOTAL		281,875.00	98,868.32	183,006.68	35.08
510310	FICA		17,476.00	5,901.31	11,574.69	33.77
510311	MEDICARE		4,087.00	1,380.18	2,706.82	33.77
510320	WI RETIREMENT FUND		18,886.00	6,624.18	12,261.82	35.07
510340	HEALTH INSURANCE		42,968.00	17,094.88	25,873.12	39.79
510341	RETIREE HEALTH INS		4,000.00	7,854.84	-3,854.84	196.37
510350	DENTAL INSURANCE		4,587.00	2,437.28	2,149.72	53.13
510351	UNFUNDED PENSION LIABILITY		29,650.00	12,354.15	17,295.85	41.67
510360	LIFE INSURANCE		399.00	110.84	288.16	27.78
510400	WORKERS COMP		131.00	54.60	76.40	41.68
510410	UNEMPLOYMENT		0.00	473.01	-473.01	
	SUB TOTAL	0.00	122,184.00	54,285.27	67,898.73	44.43
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	1,200.00	10,600.00	3,386.40	6,013.60	43.27
521900	CONTRACTED SERVICES		20,200.00	7,266.78	12,933.22	35.97
	SUB TOTAL	1,200.00	35,700.00	12,603.18	21,896.82	38.66
525155	PROFESSIONAL DEVELOPMENT		3,820.00	795.32	3,024.68	20.82
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	83.47	1,916.53	4.17
	SUB TOTAL	0.00	16,820.00	11,513.97	5,306.03	68.45
530100	OFFICE SUPPLIES		9,500.00	4,467.07	5,032.93	47.02
530130	POSTAGE & DELIVERY		4,500.00	2,018.41	2,481.59	44.85
	SUB TOTAL	0.00	14,000.00	6,485.48	7,514.52	46.32
538001	DONATION PURCHASES		1,000.00	5,507.88	-4,507.88	550.79
538001-10099	DONATION PURCHASES		10,121.39	0.00	10,121.39	0.00
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	11,221.39	5,507.88	5,713.51	49.08
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		1,200.00	487,800.39	193,284.10	293,316.29	39.62

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	307,276.91	481,296.09	38.97
	SUB TOTAL		788,573.00	307,276.91	481,296.09	38.97
510310	FICA		48,892.00	18,395.90	30,496.10	37.63
510311	MEDICARE		11,434.00	4,302.29	7,131.71	37.63
510320	WI RETIREMENT FUND		50,894.00	17,392.09	33,501.91	34.17
510340	HEALTH INSURANCE		154,988.00	45,816.43	109,171.57	29.56
510350	DENTAL INSURANCE		10,731.00	3,024.52	7,706.48	28.18
510360	LIFE INSURANCE		700.00	297.92	402.08	42.56
510400	WORKERS COMP		367.00	152.90	214.10	41.66
	SUB TOTAL	0.00	278,006.00	89,382.05	188,623.95	32.15
521800	PROGRAM SERVICES		10,000.00	10,641.64	-641.64	106.42
521900	CONTRACTED SERVICES		30,000.00	34,504.52	-4,504.52	115.02
525155	PROFESSIONAL DEVELOPMENT		5,000.00	3,385.22	1,614.78	67.70
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	32,026.97	22,973.03	58.23
	SUB TOTAL	5,576.39	101,100.00	80,558.35	20,541.65	79.68
538002	MATERIALS - ALL CATAGORIES	2,105.64	364,234.00	169,570.13	192,558.23	47.13
538100	OTHER CONTENT	0.00	53,600.00	39,689.50	13,910.50	74.05
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	SUB TOTAL	2,105.64	417,834.00	209,259.63	206,468.73	50.08
538000	TOTAL MATRL'S ACCTS	7,682.03	518,934.00	289,817.98	227,010.38	55.85
	PUBLIC SERVICE COST CENTER TOTAL	7,682.03	1,585,513.00	686,476.94	896,930.42	43.78

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	193,936.45	416,792.55	31.75
	SUB TOTAL		610,729.00	193,936.45	416,792.55	31.75
510310	FICA	0.00	37,865.00	11,530.08	26,334.92	30.45
510311	MEDICARE		8,856.00	2,696.58	6,159.42	30.45
510320	WI RETIREMENT FUND	0.00	26,134.00	10,646.67	15,487.33	40.74
510340	HEALTH INSURANCE		105,685.00	37,672.34	68,012.66	35.65
510350	DENTAL INSURANCE		12,405.00	2,545.28	9,859.72	20.52
510360	LIFE INSURANCE		1,875.00	188.24	1,686.76	10.04
510400	WORKERS COMP		284.00	118.35	165.65	41.67
	SUB TOTAL	0.00	193,104.00	65,397.54	127,706.46	33.87
521700	SECURITY SERVICES (FIRE ALARM- 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	12,300.00	17,203.00	5,464.83	12,300.00	103.27
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	16,988.21	13,011.79	56.63
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	10,031.79	9,968.21	50.16
524124	HVAC MAINT & BOILER INS	805.04	3,000.00	0.00	2,194.96	26.83
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	690.00	310.00	69.00
	SUB TOTAL	13,105.04	71,203.00	33,174.83	24,923.13	65.00
525100	ELECTRICITY	7,478.58	93,800.00	25,661.35	60,660.07	35.33
525105	WATER	0.00	1,400.00	537.40	862.60	38.39
525110	SEWER	0.00	1,400.00	596.13	803.87	42.58
525120	TELEPHONE	0.00	4,000.00	751.99	3,248.01	18.80
525140	GAS - UTILITY	0.00	32,550.00	10,984.31	21,565.69	33.75
	SUB TOTAL	7,478.58	133,150.00	38,531.18	87,140.24	34.55
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	9,393.47	10,606.53	46.97
530210	OPERATING SUPPLIES	0.00	1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES		5,000.00	3,179.68	1,820.32	63.59
	SUB TOTAL	0.00	26,100.00	13,283.19	12,816.81	50.89
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	4,951.88	48.12	99.04
	SUB TOTAL	0.00	5,000.00	4,951.88	48.12	99.04
642200	IT EQUIPMENT	3,700.51	19,500.00	11,912.39	3,887.10	80.07
	SUB TOTAL	3,700.51	19,500.00	11,912.39	3,887.10	80.07
SUPPORT SERVICES COST CENTER TOTAL		24,284.13	1,091,936.00	373,702.44	693,949.43	34.22
LIBRARY TOTAL		33,166.16	3,165,249.39	1,253,463.48	1,878,619.75	39.60

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	1,200.00	487,800.39	193,284.10	293,316.29	39.62
25551110	PUBLIC SERVICES	7,682.03	1,585,513.00	686,476.94	896,930.42	43.78
25551150	SUPPORT SERVICES	24,284.13	1,091,936.00	373,702.44	693,949.43	34.22
	FUND EQUITY INCREASE					
	Total All Cost Centers	33,166.16	3,165,249.39	1,253,463.48	1,878,619.75	39.60

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	4,431.93	-5,568.07	44.32
447636	LATE BOOK CHARGES	45,000.00	12,452.04	-32,547.96	27.67
447641	LOST BOOKS	6,500.00	2,218.82	-4,281.18	34.14
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	811.46	-488.54	62.42
467101	CONTRIBUTIONS	66,000.00	33,980.48	-32,019.52	51.49
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	Total Revenues	3,153,928.00	3,081,745.78	-72,182.22	97.71

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	600,081.68	1,081,095.32	35.69
510310	FICA		104,233.00	35,827.29	68,405.71	34.37
510311	MEDICARE		24,377.00	8,379.05	15,997.95	34.37
510320	WI RETIREMENT FUND		95,914.00	34,662.94	61,251.06	36.14
510340	HEALTH INSURANCE		303,641.00	100,583.65	203,057.35	33.13
510341	RETIREE HEALTH INS		4,000.00	7,854.84	-3,854.84	196.37
510350	DENTAL INSURANCE		27,723.00	8,007.08	19,715.92	28.88
510351	UNFUNDED PENSION LIABILITY		29,650.00	12,354.15	17,295.85	41.67
510360	LIFE INSURANCE		2,974.00	597.00	2,377.00	20.07
510400	WORKERS COMP		782.00	325.85	456.15	41.67
510410	UNEMPLOYMENT		0.00	473.01	-473.01	
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	3,386.40	7,213.60	31.95
521700	SECURITY SERVICES		33,000.00	12,468.00	20,532.00	37.78
521800	PROGRAM SERVICES		10,000.00	10,641.64	-641.64	106.42
521900	CONTRACTED SERVICES		67,403.00	47,236.13	20,166.87	70.08
523122	SOFTWARE MAINTENANCE		30,000.00	16,988.21	13,011.79	56.63
524110	BUILDING EXT MAINT		20,000.00	10,031.79	9,968.21	50.16
524124	HVAC MAINT + BOILER INS		3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE		1,000.00	690.00	310.00	69.00
525100	ELECTRICITY		93,800.00	25,661.35	68,138.65	27.36
525105	WATER		1,400.00	537.40	862.60	38.39
525110	SEWER		1,400.00	596.13	803.87	42.58
525120	TELEPHONE		4,000.00	751.99	3,248.01	18.80
525140	GAS - UTILITY		32,550.00	10,984.31	21,565.69	33.75
525155	PROFESSIONAL DEVELOPMENT		8,820.00	4,180.54	4,639.46	47.40
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	83.47	1,916.53	4.17
530100	OFFICE SUPPLIES	0.00	9,500.00	4,467.07	5,032.93	47.02
530130	POSTAGE AND DELIVERY		4,500.00	2,018.41	2,481.59	44.85
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	9,393.47	10,606.53	46.97
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	3,179.68	1,820.32	63.59
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		66,121.39	37,534.85	-4,507.88	56.77
538002	ADULT PRINT		364,234.00	169,570.13	192,558.23	46.56
538100	OTHER CONTENT		53,600.00	39,689.50	13,910.50	74.05
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	4,951.88	48.12	99.04
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	11,912.39	7,587.61	61.09
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	33,166.16	3,165,249.39	1,253,463.48	1,878,619.75	39.60

Type	Name	May 2017	May 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
Circulation Transactions	Adult Materials	30821	29168	-5%	157504	156928	0%
	Teen Materials	1289	1050	-19%	5841	5865	0%
	Children's Materials	13131	13072	0%	70406	72009	2%
	Total Adult/Teen/Children's Materials	45241	43290	-4%	233751	234802	0%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5455	4795	-12%	28998	26903	-7%
	Items received for Mead patrons from other libraries	4234	4822	14%	22565	26365	17%
	Total Interlibrary Loans (Transits)	9689	9617	-1%	51563	53268	3%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	4309	4871	13%	20237	24023	19%
	E-Audio (Freegal)	1792	1179	-34%	8745	7139	-18%
	E-Video (Hoopla)	227	209	-8%	1187	1243	5%
	E-Magazines (Zinio) (Overdrive)	129	111	-14%	666	562	-16%
	Total E-Content Checkouts	6457	6370	-1%	30835	32967	7%
Library Visits	Gate count	28015	24196	-14%	149949	126970	-15%
Research Inquiries	Research Inquiries	2297	1747	-24%	11860	11014	-7%
Internet Usage Provided	Library Workstation Sessions	3657	3874	6%	18668	20719	11%
	Wireless Sessions	13690	14337	5%	64260	71193	11%
Number of Library Card Holders	Sheboygan Residents				25543	23332	-9%
	Non-Sheboygan Residents				10036	9198	-8%
	Total Number of Library Card Holders				35579	32530	-9%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	45	37	-18%	333	346	4%
	Children (0-11) Participants	1358	1289	-5%	9827	10960	12%
	Teen (12-18) Quantity	5	2	-60%	21	23	10%
	Teen (12-18) Participants	110	95	-14%	467	691	48%
	Adult (18+) Quantity	23	32	39%	158	210	33%
	Adult (18+) Participants	224	854	281%	1891	4321	129%
	Total number of Classes, Seminars, Workshops, Events	73	71	-3%	512	579	13%
	Total number of Participants	1692	2238	32%	12185	15972	31%
Conference Room Utilization	Rocca Meeting Room	4%	71%	67%	22%	43%	22%
	Loft Meeting Room	5%	65%	59%	18%	39%	21%
	2nd Floor Small Meeting Room	9%	83%	74%	25%	42%	17%
Study Rooms Utilization	Study Rooms Hours Used	261	379	45%	1455	2149	48%
	Percent Utilization	19%	28%	9%	21%	31%	10%
Volunteer Hours	Volunteer Hours	265	415	57%	1100	2572.25	134%

Friends of the Mead Public Library Meeting Report-6/20/18

- The “Art-4-books” fundraiser has had 12 prizes donated. They will begin selling the raffle tickets in July, with a drawing to take place in September. The items will be displayed in the front display case in July.
- The friends will be staffing the bookstore during the Mini Maker Faire on July 21st in anticipation of heavier traffic.
- The new Mead logo was briefly discussed.