

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
April 26, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 26, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice-President Kathie Norman, Meg Albrinck, Chris Campe, Nancy Mannchen, Kyle Whelton, and Dirk Zylman. Staff members present: Director Garrett Erickson, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Financial Officer Dolcye Johnson. Staff members absent: Business Manager Debbie DeAmico. Public attendees: Bernard Markevitch, Mary Mitch, Joan King, Sharon Quicker, Donna Mae Ringel, and William Holbrook.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:47 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. Whelton **moved** to approve the minutes from the March 22, 2018 meeting; Norman **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Norman had been appointed another term. In addition, Mary Lynn Donohue and Amanda Salazar will be new appointees to us starting next month.
- 1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF HENRY NELSON AS A MEAD PUBLIC LIBRARY TRUSTEE AND LIBRARY LIAISON TO THE SHEBOYGAN COMMON COUNCIL. Quinn read the resolution. Whelton **moved** to approve. Zylman **seconded**. The motion **passed**.
- 1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF KEVIN ANDERSON AS A MEAD PUBLIC LIBRARY TRUSTEE. Quinn read the resolution. Albrinck **moved** to approve. Norman **seconded**. The motion **passed**.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 3/12/18 MEETING. Quinn reported on the Mead Public Library Finance committee in Johnson's absence. 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 2017 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED. Quinn reported that these items would be discussed further in future action items. Quinn **moved** to approve payment of expenditures including payroll and

recurring expenses and special revenues. Whelton **seconded** the motion. The motion **passed**.

2.3 HUMAN RESOURCE COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 4/19/18 MEETING.

2.4 LIBRARY SERVICES AND MARKETING COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 4/23/18 MEETING

3. PRESENTATION

3.1 “THE IDEA WORKS” MARKETING FIRM – ALEXANDRA GUEVARA & BLAINE HUBER. Presentation on the proposed branding strategy and logo for MPL.

4. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

4.1 MEAD PUBLIC LIBRARY BRANDING. Quinn opened the discussion by allowing the public attendees to voice their opinions and concerns. There were several opinions as well as questions from the audience. There were questions over how well the logo would scale down. There was also a question as to whether the Friends and the Foundation would be asked to adopt this logo. After the public input session concluded, Quinn opened the discussion among the library board members. The general feeling toward the new logo was positive, with a few questions brought up. There was a suggestion to include a globe to symbolize all of the nationalities represented in Sheboygan. There was a question as to what the future process would be for changing out the symbols within the logo. Lastly, there was discussion about whether the word “Public” should be included in “Mead Library.” Norman **moved** to send the logo discussion back to the Marketing Committee to approve a globe symbol, as well as to create a process for the addition and removal of icons in the future. Campe **seconded**. The motion **passed**. Norman then **moved** to adopt the branding platform and logo, pending the addition of the globe icon and determination of a process for updating the logo in the future. Whelton **seconded**. The motion **passed**. Albrinck **moved** to further discuss the use of the word “Public” in the logo. The possible changes should be discussed and approved by the Marketing Committee. Campe **seconded**. The motion **passed**.

4.2 MEAD PUBLIC LIBRARY CITY OF SHEBOYGAN 2019 – 2023 CIP PROJECT REQUESTS. Zylman **moved** to accept the 2019-2023 CIP project requests. Whelton **seconded**. The motion **passed**.

4.3 CIP CARPET PROJECT – MATERIAL MOVING COMPANY. Whelton **moved** to use a Material Moving Company for the carpet replacement project. Zylman **seconded**. The motion **passed**.

4.4 ARCHITECT DESIGN FOR THE LIBRARY REMODEL PROJECT. Zylman **moved** to utilize Distinctive Design as the architect for a possible interior remodel project. Norman **seconded**. The motion **passed**.

4.5 UPDATE TO JOB DESCRIPTIONS. Whelton **moved** to accept the Cataloger position job description. Albrinck **seconded**. The motion **passed**. Whelton **moved** to accept the Public Safety Specialist position job description. Zylman **seconded**. The motion **passed**.

- 4.6 UPDATE TO TABLE OF ORGANIZATION (TO). Whelton **moved** to accept the new table of organization (TO) as proposed. Mannchen **seconded**. The motion **passed**.
- 4.7 UPDATE TO MEETING ROOM POLICY. Albrinck **moved** to approve the update to the meeting room policy. Whelton **seconded**. The motion **passed**.
- 4.8 CELEBRATE LIBRARIES MARKETING INITIATIVE. Albrinck **moved** to send this issue to the Marketing Committee, and to ask the vendor to suspend the campaign. Mannchen **seconded**. The motion **passed**.

5. DIRECTORS REPORT

- 5.1 UPDATE ON BUILDING INTERIOR CHANGES. Kallas reported that the painting project on 3rd floor is nearly finished, with just a little bit of ceiling work to do yet. Bernie Rammer, City Procurement Specialist, is working on the bidding process for this year's first floor carpeting project.
- 5.2 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. Dia de los ninos this coming Saturday, which she expected to have a good turn-out. Comic-con is the following Saturday. Lastly, the Wisconsin Historical Society exhibit on the Milwaukee Fair Housing Marches of 1967-1968 is currently on display on 1st floor.
- 5.3 MARCH STATISTICS Erickson reported on the March statistics.

6. LIAISON REPORTS

- 6.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN. Norman reported that the annual system meeting had taken place the week prior in West Bend. Norman and Quinn attended, and Tony Evers was the main speaker.
- 6.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN
Quinn reported that the Foundation had completed their Wisconsin Academy talk on April 19th. There were approximately 80 attendees.
- 6.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN
No report as the Friends last meeting was their annual meeting.

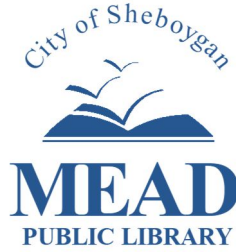
7. UPCOMING MEETINGS

- 7.1 LIBRARY BOARD FINANCE COMMITTEE: May 24, 2018 @ TBD
- 7.2 FULL LIBRARY BOARD MEETING: May 24, 2018 @ 3:45 p.m.

8. ADJOURN

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

Being no further business the meeting adjourned at 6:08 p.m.
Generated by Sydney Mehn on Monday, April 30, 2018



A RESOLUTION in recognition of the service of Kim Dalhaimer to Mead Public Library

WHEREAS, **Kim Dalhaimer** served as a librarian from December 9, 1974 to May 19, 2018; and

WHEREAS, **Kim Dalhaimer** was widely known among library patrons as a tireless and dedicated researcher, who was willing to go the extra mile for any reference question.

WHEREAS, **Kim Dalhaimer** was an excellent ambassador for the library, providing high-quality customer service and treating every patron with dignity and respect.

WHEREAS, **Kim Dalhaimer** served as the institutional memory of the library, drawing on his more than four decades at Mead.

WHEREAS, **Kim Dalhaimer** led multiple book discussion groups over the years that continually attracted a strong following.

WHEREAS, **Kim Dalhaimer** led the library's first Big Read program in 2008, with the book "Fahrenheit 451."

NOW THEREFORE BE IT RESOLVED THAT the Mead Public Library Board of Trustees commends **Kim Dalhaimer** on his service to the community as a staff member at Mead Public Library for 44 years. His hard work and dedication to his craft contributed to the excellent reputation that Mead Public Library enjoys in the community.

Dated this May 24, 2018

Library Director

Board President

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

May 2018	Account Balances as of:		March 11, 2022		9:39 AM	
ACCT	DESCRIPTION	P/Y APPROP	APPROP 18	SPENT 18	BALANCE 18	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	77,761.60	204,113.40	27.59
	SUB TOTAL		281,875.00	77,761.60	204,113.40	27.59
510310	FICA		17,476.00	5,703.08	11,772.92	32.63
510311	MEDICARE		4,087.00	1,333.79	2,753.21	32.63
510320	WI RETIREMENT FUND		18,886.00	6,400.89	12,485.11	33.89
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	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		399.00	110.84	288.16	27.78
510400	WORKERS COMP		131.00	43.68	87.32	33.34
510410	UNEMPLOYMENT		0.00	473.01	-473.01	
	SUB TOTAL	0.00	122,184.00	51,335.61	70,848.39	42.02
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	9,400.00	2,400.00	7,000.00	25.53
521900	CONTRACTED SERVICES		20,200.00	5,726.30	14,473.70	28.35
	SUB TOTAL	0.00	34,500.00	10,076.30	24,423.70	29.21
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	3,740.64	5,759.36	39.38
530130	POSTAGE & DELIVERY		4,500.00	1,893.83	2,606.17	42.09
	SUB TOTAL	0.00	14,000.00	5,634.47	8,365.53	40.25
538001	DONATION PURCHASES		1,000.00	992.83	7.17	99.28
538001-10099	DONATION PURCHASES		0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	1,100.00	992.83	107.17	90.26
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	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	
ADMINISTRATIVE COST CENTER TOTAL		0.00	476,479.00	157,314.78	319,164.22	33.02

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	279,884.87	508,688.13	35.49
	SUB TOTAL		788,573.00	279,884.87	508,688.13	35.49
510310	FICA		48,892.00	15,703.95	33,188.05	32.12
510311	MEDICARE		11,434.00	3,672.68	7,761.32	32.12
510320	WI RETIREMENT FUND		50,894.00	16,950.90	33,943.10	33.31
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	122.32	244.68	33.33
	SUB TOTAL	0.00	278,006.00	85,588.72	192,417.28	30.79
521800	PROGRAM SERVICES		10,000.00	8,601.78	1,398.22	86.02
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	26,273.53	28,726.47	47.77
	SUB TOTAL	8,449.50	101,100.00	72,765.05	28,334.95	71.97
538002	MATERIALS - ALL CATAGORIES	7,578.00	364,234.00	137,382.60	219,273.40	39.80
538100	OTHER CONTENT	0.00	53,600.00	39,652.75	13,947.25	73.98
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	SUB TOTAL	7,578.00	417,834.00	177,035.35	233,220.65	42.37
538000	TOTAL MATRL'S ACCTS	16,027.50	518,934.00	249,800.40	261,555.60	48.14
	PUBLIC SERVICE COST CENTER TOTAL	16,027.50	1,585,513.00	615,273.99	962,661.01	39.82

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	188,091.47	422,637.53	30.80
	SUB TOTAL		610,729.00	188,091.47	422,637.53	30.80
510310	FICA	0.00	37,865.00	11,186.22	26,678.78	29.54
510311	MEDICARE		8,856.00	2,616.11	6,239.89	29.54
510320	WI RETIREMENT FUND	0.00	26,134.00	10,284.99	15,849.01	39.35
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	94.68	189.32	33.34
	SUB TOTAL	0.00	193,104.00	64,587.86	128,516.14	33.45
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	33,000.00	12,265.00	20,735.00	37.17
	SUB TOTAL	0.00	33,000.00	12,265.00	20,735.00	37.17
521900	CONTRACTED SERVICES	5,800.00	17,203.00	4,589.83	6,813.17	60.40
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	16,051.39	13,948.61	53.50
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	8,511.93	11,488.07	42.56
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	690.00	310.00	69.00
	SUB TOTAL	5,800.00	71,203.00	29,843.15	35,559.85	50.06
525100	ELECTRICITY	0.00	93,800.00	25,661.35	68,138.65	27.36
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	635.13	3,364.87	15.88
525140	GAS - UTILITY	0.00	32,550.00	10,182.06	22,367.94	31.28
	SUB TOTAL	0.00	133,150.00	37,612.07	95,537.93	28.25
530200	PROG SUPP (CAT & CIRC SUPPLIES)	2,227.42	20,000.00	6,835.83	10,936.75	45.32
530210	OPERATING SUPPLIES	0.00	1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES		5,000.00	2,763.58	2,236.42	55.27
	SUB TOTAL	2,227.42	26,100.00	10,309.45	13,563.13	48.03
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	4,088.98	911.02	81.78
	SUB TOTAL	0.00	5,000.00	4,088.98	911.02	81.78
642200	IT EQUIPMENT	0.00	19,500.00	11,912.39	7,587.61	61.09
	SUB TOTAL	0.00	19,500.00	11,912.39	7,587.61	61.09
	SUPPORT SERVICES COST CENTER TOTAL	8,027.42	1,091,936.00	358,757.35	725,151.23	32.86
	LIBRARY TOTAL	24,054.92	3,153,928.00	1,131,346.12	1,998,526.96	35.87

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 11, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 18	SPENT 18	BALANCE 18	% SPENT
25551100	ADMINISTRATION	0.00	476,479.00	157,314.78	319,164.22	33.02
25551110	PUBLIC SERVICES	16,027.50	1,585,513.00	615,273.99	962,661.01	39.82
25551150	SUPPORT SERVICES	8,027.42	1,091,936.00	358,757.35	725,151.23	32.86
	FUND EQUITY INCREASE					
	Total All Cost Centers	24,054.92	3,153,928.00	1,131,346.12	1,998,526.96	35.87

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	4,041.83	-5,958.17	40.42
447636	LATE BOOK CHARGES	45,000.00	11,303.14	-33,696.86	25.12
447641	LOST BOOKS	6,500.00	1,888.59	-4,611.41	29.06
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	811.46	-488.54	62.42
467101	CONTRIBUTIONS	66,000.00	20,535.57	-45,464.43	31.11
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	Total Revenues	3,153,928.00	3,066,431.64	-87,496.36	97.23

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	545,737.94	1,135,439.06	32.46
510310	FICA		104,233.00	32,593.25	71,639.75	31.27
510311	MEDICARE		24,377.00	7,622.58	16,754.42	31.27
510320	WI RETIREMENT FUND		95,914.00	33,636.78	62,277.22	35.07
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	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		2,974.00	597.00	2,377.00	20.07
510400	WORKERS COMP		782.00	260.68	521.32	33.34
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		9,400.00	2,400.00	7,000.00	25.53
521700	SECURITY SERVICES		33,000.00	12,265.00	20,735.00	37.17
521800	PROGRAM SERVICES		10,000.00	8,601.78	1,398.22	86.02
521900	CONTRACTED SERVICES		67,403.00	44,820.65	22,582.35	66.50
523122	SOFTWARE MAINTENANCE		30,000.00	16,051.39	13,948.61	53.50
524110	BUILDING EXT MAINT		20,000.00	8,511.93	11,488.07	42.56
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	635.13	3,364.87	15.88
525140	GAS - UTILITY		32,550.00	10,182.06	22,367.94	31.28
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	3,740.64	5,759.36	39.38
530130	POSTAGE AND DELIVERY		4,500.00	1,893.83	2,606.17	42.09
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	6,835.83	13,164.17	34.18
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	2,763.58	2,236.42	55.27
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		56,000.00	27,266.36	7.17	48.69
538002	ADULT PRINT		364,234.00	137,382.60	219,273.40	37.72
538100	OTHER CONTENT		53,600.00	39,652.75	13,947.25	73.98
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	4,088.98	911.02	81.78
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
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	24,054.92	3,153,928.00	1,131,346.12	1,998,526.96	35.87

Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	11290568368517016	333875	119.64
900201	AMAZON.COM	60457817000401964	333875	119.92
900201	AMAZON.COM	468895747488	333875	24.91
900201	AMAZON.COM	11406319284599431	333875	54.98
900201	AMAZON.COM	433645893473	333875	79.96
900201	AMAZON.COM	11288217853631460	333875	78.74
900201	AMAZON.COM	11242126535983422	333875	16.96
900201	AMAZON.COM	11157077770381045	333875	84.91
900201	AMAZON.COM	11456728297641036	333875	127.41
900201	AMAZON.COM	11413693692046604	333875	25.50
900201	AMAZON.COM	11161736871555415	333875	3.49
900201	AMAZON.COM	11400850752830611	333875	33.94
900201	AMAZON.COM	11392471708737838	333875	67.94
900201	AMAZON.COM	11124851820408266	333875	28.45
	1418 ART IN A SUITCASE	5-16-18	333876	185.00
900009	AT&T	920Z83020004-4	333878	124.11
	2716 BAKER & TAYLOR, LLC	3022133890	333879	16.10
	2716 BAKER & TAYLOR, LLC	2033613795	333879	207.00
	2716 BAKER & TAYLOR, LLC	2033630501	333879	72.76
	2716 BAKER & TAYLOR, LLC	3022111385	333879	99.17
	2716 BAKER & TAYLOR, LLC	2033635191	333879	2,250.66
	2716 BAKER & TAYLOR, LLC	5014962773	333879	44.15
	2716 BAKER & TAYLOR, LLC	5014983935	333879	284.62
	2716 BAKER & TAYLOR, LLC	3022167546	333879	124.52
	2716 BAKER & TAYLOR, LLC	2033680862	333879	47.43
	2716 BAKER & TAYLOR, LLC	3022167555	333879	48.32
	2146 CAVENDISH SQUARE	CAL3094521	333880	195.54
	4404 CHARTER COMMUNICATIO	8206811042318	333989	282.99
	4081 DAUN'S PROFESSIONAL	86822	333881	570.00
900081	DEMCO, INC.	6366273	333882	168.97
	4806 DWAN, HUGH JAMES	9008638748	333883	18.74
900230	EBSCO SUBSCRIPTION	1000075952-1	333884	2,646.00
	239 ELDER, KARL	5/2/2018	333885	150.00
	1251 HENKE, ANGELIKA	5/9/2018	333886	250.00
	5011 HUDAK, JENNIFER A.	9000843931	333888	15.95
	2727 LIBRARY MARKET	1184	333996	600.00
	206 LIL REV MUSIC	JUNE5, 12, 19, 26	333889	800.00
900376	MARTENS TRILLING TRU	3/26 - 4/25/2018	333890	20.80
12374	MBM	IN285159	333891	709.58
	231 MIDWEST TAPE	95973449	333892	510.55
	231 MIDWEST TAPE	95971774	333892	544.40
	231 MIDWEST TAPE	95964549	333892	29.24
	231 MIDWEST TAPE	95976471	333892	90.42
	231 MIDWEST TAPE	95981543	333892	342.67
	231 MIDWEST TAPE	CUST #2000015656	333892	89.34
	231 MIDWEST TAPE	95996270	333892	298.23
	231 MIDWEST TAPE	95996292	333892	126.70
	231 MIDWEST TAPE	96042401	333892	339.84
	231 MIDWEST TAPE	96044336	333892	449.88
	231 MIDWEST TAPE	96057751	333892	466.81

4139 MONARCH LIBRARY SYS	414207	333893	80.28
4139 MONARCH LIBRARY SYS	414225	333893	170.00
5010 MOORE, ASHLEY	9001025549	333894	24.46
982 MOTION PICTURE LICEN	504146678	333895	180.06
489 NATIONAL ELEVATOR	0306690	333896	360.80
900132 PITNEY BOWES CREDIT	3305858941	333897	368.82
900304 PITNEY BOWES PURCHAS	1007107447	333898	18.56
16722 PROFESSIONAL SUPPLY	937132	333899	560.62
900118 SHEBOYGAN WATER UTIL	1/4/2018-4/4/18	333900	580.75
19450 SHERWIN-WILLIAMS CO.	8616-6	333901	219.16
20008 SPECIAL OPERATIONS D	17294	333902	2,053.00
1704 STATE OF WISCONSIN	468246	333904	200.00
20551 SUPERIOR CHEMICAL CO	190691	333905	120.76
4959 TAKE NOTE STUDIO	JUNE/AUGUST PROGRAM	333906	400.00
2046 VEOLIA ES TECHNICAL	EW1453115	333907	395.43
900103 WAL-MART COMMUNITY	8101005633116	333908	32.72
900103 WAL-MART COMMUNITY	812200013039	333909	30.62
1710 WELLS FARGO FINANCIA	5004771168	333910	726.19
900044 WISCONSIN PUBLIC SER	3/21/18 - 4/3/18	333913	1,709.59
2669 WILLIAMSON, DANIKA	7/17/2018 PROGRAM	333911	50.00
22686 WOLFS CYCLING AND FI	MEAD PUBLIC LIBRARY	333914	250.00
900104 ALLIANT ENERGY	MAR 27 - APR 26 - 18	333987	6,145.95
2716 BAKER & TAYLOR, LLC	2033680585	333988	2,048.38
2716 BAKER & TAYLOR, LLC	2033680735	333988	958.24
900230 EBSCO SUBSCRIPTION	1560983	333990	12,065.55
900230 EBSCO SUBSCRIPTION	1000077231-1	333990	7,245.00
1341 EMBURY, LTD.	050118-MPL	333991	6,918.50
200 JAN WAY COMPANY USA	128905	333992	419.25
3471 JIM GILL INC.	5050	333993	350.00
900226 KAPCO	1348266	333994	818.38
900226 KAPCO	268158	333994	124.60
5070 LEMKE, JENNIFER	34277000476501	333995	15.00
5067 LUCERO, DANIEL G.	0000267382	333997	11.40
900376 MARTENS TRILLING TRU	C895397	333998	44.02
900181 MENARDS	56749	333999	64.40
900181 MENARDS	57223	333999	47.93
5069 SCHNETTLER, DAVID	9008622806	333400	12.23
491 STAPLES ADVANTAGE	7195044054-0-1	334001	79.00
491 STAPLES ADVANTAGE	7196328780	334001	167.97
491 STAPLES ADVANTAGE	7195856107	334001	115.73
491 STAPLES ADVANTAGE	7195571702	334001	150.97
491 STAPLES ADVANTAGE	7195400326	334001	172.04
491 STAPLES ADVANTAGE	7195053780	334001	115.29
491 STAPLES ADVANTAGE	7194749586	334001	87.76
900301 STATE BAR OF WISCONS	5042696	334002	65.53
5066 SUPERNOVA CIRCUS ART	PROGRAM SUMMER FAMIL	334003	60.00
5068 VASQUEZ, THERESA A.	9001105990	334005	22.22

Telephone expense
Library system expense
Patron refund
Movie License expense
Elevator inspection - maintenance
Postage machine lease
Postage machine supplies
Janitorial supplies
Water/Sewer expense
Building maintenance expense
Security expense
Materials purchase
Janitorial supplies
Program expense
Janitorial expense
Programing expense
Programing expense
Photo copier/printer expense
Gas utility expense
Program expense
Summer Reading - paid for by donation
Electrical utility expense
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Materials purchase
Book bags purchase
Program expense
Technical Service supplies
Technical Service supplies
Patron refund
Patron refund
Building maintenance expense
Building maintenance expense
Building maintenance expense
Patron refund
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Office supplies
Materials purchase
Program expense
Patron refund

Minutes
Mead Public Library
Library Services and Marketing Committee
May 18, 2018

A meeting of the Mead Public Library (MPL) Library Services and Marketing Committee was held on Friday, May 18, 2018. Present committee members: Committee Chair Kathie Norman, Chris Campe, and Maeve Quinn. Staff present: Library director Garrett Erickson, Communications Specialist Josh Lintereur, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 1:06 p.m. She determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Quinn **moved** to approve the 4/23/18 minutes. Campe **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 CELEBRATE LIBRARIES MARKETING INITIATIVE. After some discussion, it was decided that Erickson should sever the relationship with the Celebrate Libraries marketing initiative, primarily due to the hire of a marketing specialist on staff-the committee felt that their services were respectfully no longer needed.

2.2 MEAD PUBLIC LIBRARY BRANDING

The committee observed the requested changes that were made to the icons in the logo. They also reviewed the various style options of having the word “public” in the logo. Lastly, they reviewed a proposed set of guidelines for future changes to the logo. Campe **moved** to approve the guidelines, Norman **seconded**. The motion **passed**. Norman **moved** to recommend approval of the revised logo to the full board without the word public in it. Campe **seconded**. The motion **passed**.

3. UPCOMING MEETINGS

3.1 FUTURE MEAD PUBLIC LIBRARY-SERVICES AND MARKETING COMMITTEE AGENDA ITEMS

None at this time

3.2 NEXT MEETING DATE – AS NEEDED

4. ADJOURN

4.1 MOTION TO ADJOURN

Norman **moved** to adjourn the meeting, Campe **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 2:01 p.m.

Generated by Sydney Mehn on Wednesday April 25, 2018

Type	Name	April 2017	April 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
Circulation Transactions	Adult Materials	30099	31728	5%	126683	127760	1%
	Teen Materials	1253	1131	-10%	4552	4815	6%
	Children's Materials	12933	14350	11%	57275	58937	3%
	Total Adult/Teen/Children's Materials	44285	47209	7%	188510	191512	2%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5286	5316	1%	23543	22108	-6%
	Items received for Mead patrons from other libraries	4272	5468	28%	18331	21543	18%
	Total Interlibrary Loans (Transits)	9558	10784	13%	41874	43651	4%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	4184	4851	16%	15928	19152	20%
	E-Audio (Freegal)	1802	1370	-24%	6953	5960	-14%
	E-Video (Hoopla)	288	193	-33%	960	1034	8%
	E-Magazines (Zinio) (Overdrive)	109	114	5%	537	451	-16%
	Total E-Content Checkouts	6383	6528	2%	24378	26597	9%
Library Visits	Gate count	31198	23985	-23%	121934	102774	-16%
Research Inquiries	Research Inquiries	2421	1965	-19%	9563	9267	-3%
Internet Usage Provided	Library Workstation Sessions	3695	4214	14%	15011	16845	12%
	Wireless Sessions	12642	14901	18%	50570	56856	12%
Number of Library Card Holders	Sheboygan Residents				25546	23589	-8%
	Non-Sheboygan Residents				10019	9216	-8%
	Total Number of Library Card Holders				35565	32805	-8%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	127	58	-54%	288	236	-18%
	Children (0-11) Participants	4183	1621	-61%	8469	6699	-21%
	Teen (12-18) Quantity	5	5	0%	16	21	31%
	Teen (12-18) Participants	114	222	95%	357	596	67%
	Adult (18+) Quantity	51	59	16%	135	178	32%
	Adult (18+) Participants	827	1357	64%	1667	3467	108%
	Total number of Classes, Seminars, Workshops, Events	183	122	-33%	439	435	-1%
	Total number of Participants	5124	3200	-38%	10493	10762	3%
Conference Room Utilization	Rocca Meeting Room	33%	35%	2%	26%	36%	10%
	Loft Meeting Room	26%	41%	15%	21%	33%	11%
	2nd Floor Small Meeting Room	28%	38%	10%	29%	31%	2%
Study Rooms Utilization	Study Rooms Hours Used	351	406	16%	1194	1770	48%
	Percent Utilization	26%	30%	4%	22%	32%	10%
Volunteer Hours	Volunteer Hours	182	734.5	304%	835	2157.25	158%

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2019

January 24	July 25
February 28	August 22
March 21*	September 26
April 25	October 24
May 23	November 21*
June 27	December 19*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2018

January 25	July 26
February 22	August 23
March 22	September 27
April 26	October 25
May 24	November 15*
June 28	December 20*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

Friends of the Mead Public Library Meeting Report-5/16/18

- Election of officers took place:
 - Joan King-President
 - Barbara Cole-Vice President
 - Dodie Kolb-Treasurer
 - Marge Giesen-Secretary
- The gift of reading campaign brought in \$2590.00 this year.
- The “Art-4-books” fundraiser has had quite a few 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.