

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**January 25, 2018**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 25, 2018 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Alderman Henry Nelson, Meg Albrinck, Nancy Mannchen and Dirk Zylman. Staff members present: Business Manager Debbie DeAmico, 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, Kevin Anderson, Chris Campe, and Kyle Whelton.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Nelson **moved** to approve the minutes from the December 14, 2017 meeting; Norman **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Nothing to report.

**2. COMMITTEE REPORTS:**

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 1/25/18 MEETING. Zylman (acting chair) reported in Johnson's absence to the Board of Trustees that the Y-T-D budget and accounts payables were 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. Zylman reported that there were several donations made in memory of Anne Ibe, and Irene Aida Waisanen. There were further donations from Sally and Martha Warschau, Kohler Foundation, and Ruth DeYoung Kohler, totaling \$18,000.00. Nelson **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Quinn **seconded** the motion. The motion **passed**.
- 2.3 MARKETING AND SERVICES COMMITTEE – KEVIN ANDERSON, CHAIR. REPORT OF 1/4/18 MEETING. Erickson reported in Anderson's absence that the committee had decided to move forward with selecting a different vendor for the creation of a logo. The Committee talked at length about what the Library wants represented in a new logo, with the consensus being that we should stick with our library vision statement to *Enrich, Educate, Connect, Create, and Inspire*.

### 3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 **MARKETING PROPOSALS.** Erickson reported that Communication Specialist Josh Lintereur had reached out to another local vendor, who quoted us at just under \$5,000.00. He also reached out to firms in Green Bay and Milwaukee. Only Green Bay responded, with a quote for \$2,500.00. This quote would not include travel, and there was question of whether they would be familiar enough with our library. There was a suggestion by Mannchen and Albrinck to reach out to art students in the area to perhaps get some ideas. They stressed the advantage to the student of doing a project like this, as it would be great for their portfolios, and ultimately their careers. There was discussion on this regarding the School Districts history with this type of undertaking, and it was decided that Mead Administration should use their judgement to select a vendor. Norman **moved** that Mead Administration should move forward at their discretion. Zylman **seconded**. The motion **passed**.
- 3.2 **MEMORANDUM OF UNDERSTANDING BETWEEN MEAD PUBLIC LIBRARY AND SHEBOYGAN COUNTY LITERARY COUNCIL.** The agreement to collaborate with the Literary Council was discussed. Erickson questioned whether this was an Administrative decision, or whether it should be brought to the Board. It was determined that Administration should handle things like this, with the exception of any monetary transactions. After further examination of the document, Quinn suggested some language changes should be made to the document, and perhaps we could create a template form to work off of in the future. Erickson will work with Chuck Adams, City Attorney, to make sure that the formatting is appropriate.

### 4. DIRECTORS REPORT

- 4.1 **UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP)** Support Services Manager Diane Kallas reported that the new boilers are completely done. The generator replacement project is also complete. The 3<sup>rd</sup> floor carpet and industrial vinyl installation will be completed within a few weeks.
- 4.2 **UPDATE ON RFID PROJECT.** Kallas reported that as of 1/24/18 the RFID tagging for circulating items is complete: approximately 260,000 items. There are some reference items that now need to be tagged, but that can be done at a slower pace.
- 4.3 **UPDATE ON SERVICES AND PROGRAMMING.** Public Services Manager Melissa Prentice reported on December and January programs, noting that due to the holidays, there had been considerably less programs since the last board meeting. TYA had completed a “Shrek” program with us that was very popular, with 120 participants. The Mindfulness and Wellbeing program hosted yesterday was also successful with about 30 attendees. We will be doing another round of Ukulele classes with Lil’ Rev beginning January 30<sup>th</sup>. We will be hosting another Late at the Library event on February 9<sup>th</sup> with the theme being “Awful Art”. There will be a two part program on February 17<sup>th</sup> and 24<sup>th</sup> called “Hunting your Heritage”, which will explore our genealogy research resources. Prentice will be doing a Mardi Gras themed Sundown Story Time on February 8<sup>th</sup> complete with parade.
- 4.4 **DECEMBER STATISTICS.** Erickson reported on the December statistics. He noted the hope that circulation numbers would be on the upswing as they were finally flat from the 2016 numbers. He also pointed out that the gate count had gone down, and that we were investigating to see if there were inaccuracies. Programming is up 52%, cardholders are

down however. Prentice reported that the employee outreach team are exploring “virtual library cards” which would work with the SASD to provide all students a virtual library card tied to their student ID. This card would not be the same as a library card, but it would allow them access to any of our digital content, thus avoiding fines and fees. Volunteer statistics were up, with the discussion of an award or acknowledgement program to come.

## 5. LIAISON REPORTS

5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN. Norman reported that we are excited about Monarch’s initiative to bump local hold requests to the front of the line when the book belongs to their home library. This has cut down on the time to get a book, and keeps local patrons coming back. She further reported on the state wide initiative to join all library systems to one, which, for the time being, is benefiting us.

5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN  
Quinn reported that the Foundation will be combining their annual event with the Academy Talks this year. Rather than hosting a Yuletide event in December, they will host a private reception prior to the talks. It will be for Renaissance and Academy members, and overflow to the Black Pig after the talk for further discussion is also a consideration.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN  
Mehn reported that the Friends annual meeting will be April 18<sup>th</sup>. They are looking for artists that repurpose books as a possible program for the meeting. They further discussed fundraising opportunities for 2018, including raffles, scrip programs, and a “Ladies of the Library” calendar.

## 6. FUTURE AGENDA ITEMS

6.1 APPROVE 2017 ANNUAL REPORT TO THE WI DEPARTMENT OF PUBLIC INSTRUCTION

6.2 APPROVE 2017 ANNUAL REPORT TO THE CITY OF SHEBOYGAN

6.3 APPROVE FORMAL PROCESS FOR WITHDRAWING FROM THE MEAD FUND

## 7. UPCOMING MEETINGS

7.1 LIBRARY BOARD FINANCE COMMITTEE: February 22, 2018 @ 2:45 p.m.

7.2 FULL LIBRARY BOARD MEETING: February 22, 2018 @ 3:45 p.m.

## 8. ADJOURN

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

Being no further business the meeting adjourned at 4:55 p.m.

Generated by Sydney Mehn on Friday, January 26, 2018

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - December 31, 2017**

**Administrative Services - 25551100**

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		266,106.19	266,083.00	23.19	99.99
	<b>SUB TOTAL</b>		<b>266,106.19</b>	<b>266,083.00</b>	<b>23.19</b>	<b>99.99</b>
510310	FICA		16,086.00	16,082.16	3.84	99.98
510311	MEDICARE		3,780.00	3,761.25	18.75	99.50
510320	WI RETIREMENT FUND		16,751.00	17,453.88	-702.88	104.20
510340	HEALTH INSURANCE	0.00	40,332.00	27,586.12	12,745.88	68.40
510341	RETIREE HEALTH INS		14,908.00	14,872.60	35.40	99.76
510350	DENTAL INSURANCE		4,907.00	4,905.58	1.42	99.97
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,649.96	0.04	100.00
510360	LIFE INSURANCE		392.00	323.02	68.98	82.40
510400	WORKERS COMP		118.00	118.08	-0.08	100.07
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>128,924.00</b>	<b>114,752.65</b>	<b>14,171.35</b>	<b>89.01</b>
521100	BANKING FEES		1,200.00	1,622.93	-422.93	135.24
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING	1,200.00	9,400.00	8,333.95	-133.95	101.43
521900	CONTRACTED SERVICES		20,200.00	16,536.08	3,663.92	81.86
	<b>SUB TOTAL</b>	<b>1,200.00</b>	<b>33,250.00</b>	<b>28,293.96</b>	<b>3,756.04</b>	<b>88.70</b>
525155	PROFESSIONAL DEVELOPMENT		4,520.00	4,481.61	38.39	99.15
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	11,028.95	-28.95	100.26
527110	TRAVEL	0.00	2,000.00	2,456.06	-456.06	122.80
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,520.00</b>	<b>17,966.62</b>	<b>-446.62</b>	<b>102.55</b>
530100	OFFICE SUPPLIES	0.00	9,500.00	8,653.99	846.01	91.09
530130	POSTAGE & DELIVERY	0.00	4,500.00	5,418.63	-918.63	120.41
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,000.00</b>	<b>14,072.62</b>	<b>-72.62</b>	<b>100.52</b>
538001	DONATION PURCHASES	0.00	5,163.96	5,163.96	0.00	100.00
538001-10094	DONATION PURCHASES		0.00	0.00	0.00	
538001-10096	DONATION PURCHASES	0.00	0.00	0.00	0.00	
538001-10097	DONATION PURCHASES	0.00	0.00	0.00	0.00	
538001-10099	DONATION PURCHASES	0.00	10,121.39		10,121.39	0.00
539999	MISC EXP (LATE FEES)	0.00	100.00		100.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>15,385.35</b>	<b>5,163.96</b>	<b>10,221.39</b>	<b>33.56</b>
540215	GEN PUB OFFICIAL	0.00	3,116.00	0.00	3,116.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>3,116.00</b>	<b>0.00</b>	<b>3,116.00</b>	<b>0.00</b>
590255	PARKING ASSESSMENT	0.00	3,000.00	1,782.30	1,217.70	59.41
	<b>SUB TOTAL</b>	<b>2016 En</b>	<b>0.00</b>	<b>3,000.00</b>	<b>1,782.30</b>	
<b>810101</b>	<b>FUND EQUITY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>810111</b>	<b>SALARY &amp; FRINGE TRUST RESERV</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>ADMINISTRATIVE COST CENTER TOTAL</b>	<b>1,200.00</b>	<b>481,301.54</b>	<b>448,115.11</b>	<b>31,986.43</b>	<b>93.35</b>

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

ACCT	DESCRIPTION	P/Y	APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG			736,347.81	738,315.25	-1,967.44	100.27
	<b>SUB TOTAL</b>			<b>736,347.81</b>	<b>738,315.25</b>	<b>-1,967.44</b>	<b>100.27</b>
510310	FICA	0.00		44,849.00	44,170.83	678.17	98.49
510311	MEDICARE			10,489.00	10,330.17	158.83	98.49
510320	WI RETIREMENT FUND	0.00		45,053.00	47,079.27	-2,026.27	104.50
510340	HEALTH INSURANCE			124,303.00	123,877.44	425.56	99.66
510350	DENTAL INSURANCE			8,889.00	8,735.33	153.67	98.27
510360	LIFE INSURANCE			1,017.00	1,091.87	-74.87	107.36
510400	WORKERS COMP	0.00		313.00	313.08	-0.08	100.03
	<b>SUB TOTAL</b>	<b>0.00</b>		<b>234,913.00</b>	<b>235,597.99</b>	<b>-684.99</b>	<b>100.29</b>
521800	PROGRAM SERVICES			10,000.00	10,765.05	-765.05	107.65
521900	CONTRACTED SERVICES	0.00		37,300.00	21,218.13	16,081.87	56.89
525155	PROFESSIONAL DEVELOPMENT			9,000.00	10,082.40	-1,082.40	112.03
530205	DISPLAYS			1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00		50,714.65	50,714.65	0.00	100.00
538001-10067	DONATION PURCHASES	0.00		0.00	0.00	0.00	
538001-10097	DONATION PURCHASES			0.00	0.00	0.00	
538001-10098	DONATION PURCHASES	0.00		639.06	639.06	0.00	100.00
538001-10099	DONATION PURCHASES	0.00		21,031.56	21,031.56	0.00	100.00
	<b>SUB TOTAL</b>	<b>0.00</b>		<b>129,785.27</b>	<b>114,450.85</b>	<b>15,334.42</b>	<b>88.18</b>
538002	MATERIALS - ALL CATAGORIES	0.00		364,234.00	373,414.96	-9,180.96	102.52
538100	OTHER CONTENT	0.00		53,600.00	53,508.73	91.27	99.83
649200	EQUIPMENT REPLACEMENT	0.00		22,200.00	22,130.01	69.99	99.68
	<b>SUB TOTAL</b>	<b>0.00</b>		<b>440,034.00</b>	<b>449,053.70</b>	<b>-9,019.70</b>	<b>102.05</b>
538000	TOTAL MATRL'S ACCTS	2	0.00	<b>569,819.27</b>	<b>563,504.55</b>	<b>6,314.72</b>	<b>98.89</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,541,080.08</b>	<b>1,537,417.79</b>	<b>3,662.29</b>	<b>99.76</b>

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		614,020.00	613,788.11	231.89	99.96
	<b>SUB TOTAL</b>		<b>614,020.00</b>	<b>613,788.11</b>	<b>231.89</b>	<b>99.96</b>
510310	FICA	0.00	38,961.00	36,142.30	2,818.70	92.77
510311	MEDICARE		13,880.00	8,452.50	5,427.50	60.90
510320	WI RETIREMENT FUND	0.00	32,660.00	33,053.93	-393.93	101.21
510340	HEALTH INSURANCE		94,322.00	91,600.24	2,721.76	97.11
510350	DENTAL INSURANCE		6,243.00	6,685.56	-442.56	107.09
510360	LIFE INSURANCE		653.00	732.66	-79.66	112.20
510400	WORKERS COMP		291.00	291.00	0.00	100.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>187,010.00</b>	<b>176,958.19</b>	<b>10,051.81</b>	<b>94.62</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	26,000.00	19,987.00	6,013.00	76.87
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,000.00</b>	<b>19,987.00</b>	<b>6,013.00</b>	<b>76.87</b>
521900	CONTRACTED SERVICES	0.00	16,163.00	18,108.74	-1,945.74	112.04
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	22,743.32	7,256.68	75.81
524110	BUILDING EXTERIOR MAINT	0.00	29,840.00	77,736.55	-47,896.55	260.51
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	1,128.77	1,871.23	37.63
524126	ELEVATOR MAINTENANCE	0.00	500.00	415.00	85.00	83.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>79,503.00</b>	<b>120,132.38</b>	<b>-40,629.38</b>	<b>151.10</b>
525100	ELECTRICITY	0.00	93,800.00	83,068.86	10,731.14	88.56
525105	WATER	0.00	1,350.00	1,263.96	86.04	93.63
525110	SEWER	0.00	1,350.00	1,536.29	-186.29	113.80
525120	TELEPHONE	0.00	4,000.00	2,009.92	1,990.08	50.25
525140	GAS - UTILITY	0.00	31,000.00	21,712.27	9,287.73	70.04
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>131,500.00</b>	<b>109,591.30</b>	<b>21,908.70</b>	<b>83.34</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	18,820.87	1,179.13	94.10
530210	OPERATING SUPPLIES	0.00	1,100.00	1,075.78	24.22	97.80
530222	JANITORIAL SUPPLIES		5,000.00	5,021.51	-21.51	100.43
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,100.00</b>	<b>24,918.16</b>	<b>1,181.84</b>	<b>95.47</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	49.96	100.04	33.31
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>49.96</b>	<b>100.04</b>	<b>33.31</b>
540200	INSURANCE (FIRE)	0.00	5,000.00	10,404.70	-5,404.70	208.09
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>5,000.00</b>	<b>10,404.70</b>	<b>-5,404.70</b>	<b>208.09</b>
642200	IT EQUIPMENT	0.00	19,500.00	13,753.71	5,746.29	70.53
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>13,753.71</b>	<b>5,746.29</b>	<b>70.53</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,088,783.00</b>	<b>1,089,583.51</b>	<b>-800.51</b>	<b>100.07</b>
<b>LIBRARY TOTAL</b>		<b>1,200.00</b>	<b>3,111,164.62</b>	<b>3,075,116.41</b>	<b>34,848.21</b>	<b>98.84</b>

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT**

**GENERAL OPERATIONS 255 FUND**

**Summary of Expenditures and Revenues**

**APPROPRIATIONS AND EXPENDITURES BY COST CENTER**

CC	DESCRIPTION	ENCMB 15	APPROP 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	1,200.00	481,301.54	448,115.11	31,986.43	93.35
25551110	PUBLIC SERVICES	0.00	1,541,080.08	1,537,417.79	3,662.29	99.76
25551150	SUPPORT SERVICES	0.00	1,088,783.00	1,089,583.51	-800.51	100.07
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>1,200.00</b>	<b>3,111,164.62</b>	<b>3,075,116.41</b>	<b>34,848.21</b>	<b>98.84</b>

**REVENUES APPROPRIATIONS AND RECEIPTS**

ACCT	DESCRIPTION	APPROP 17	RECEIVED 15	BALANCE 17	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431216-10083	FEDERAL GRANT	0.00	0.00	0.00	
431709	ESLS SHEBOYGAN COUNTY	540,666.00	540,666.21	0.21	100.00
431710	ESLS OZAUKEE COUNTY	11,181.00	11,181.00	0.00	100.00
431711	ESLS BACK UP REF	53,114.00	100,000.00	46,886.00	188.27
431712	ADJ COUNTY RMBRSMNT	37,452.00	37,479.02	27.02	100.07
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00	552.60	552.60	
447606	PHOTOCOPIES	10,000.00	7,232.60	-2,767.40	72.33
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	29,975.38	-20,024.62	59.95
447641	LOST BOOKS	5,000.00	5,218.38	218.38	104.37
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	1,242.41	742.41	248.48
467101	CONTRIBUTIONS	66,000.00	51,388.90	-14,611.10	77.86
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00		0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	<b>Total Revenues</b>	<b>3,079,654.00</b>	<b>3,090,677.50</b>	<b>11,023.50</b>	<b>100.36</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS**

	<b>DESCRIPTION</b>		<b>APPROP 17</b>	<b>SPENT 17</b>	<b>BALANCE 17</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,616,474.00	1,618,186.36	-1,712.36	100.11
510310	FICA		99,896.00	96,395.29	3,500.71	96.50
510311	MEDICARE		28,149.00	22,543.92	5,605.08	80.09
510320	WI RETIREMENT FUND		94,464.00	97,587.08	-3,123.08	103.31
510340	HEALTH INSURANCE		258,957.00	243,063.80	15,893.20	93.86
510341	RETIREE HEALTH INS		14,908.00	14,872.60	35.40	99.76
510350	DENTAL INSURANCE		20,039.00	20,326.47	-287.47	101.43
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,649.96	0.04	100.00
510360	LIFE INSURANCE		2,062.00	2,147.55	-85.55	104.15
510400	WORKERS COMP		722.00	722.16	-0.16	100.02
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	1,622.93	-422.93	135.24
521110	FINANCIAL SERVICES FEES		2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING		9,400.00	8,333.95	1,066.05	88.66
521700	SECURITY SERVICES		26,000.00	19,987.00	6,013.00	76.87
521800	PROGRAM SERVICES		10,000.00	10,765.05	-765.05	107.65
521900	CONTRACTED SERVICES		73,663.00	55,862.95	17,800.05	75.84
523122	SOFTWARE MAINTENANCE		30,000.00	22,743.32	7,256.68	75.81
524110	BUILDING EXT MAINT		29,840.00	77,736.55	-47,896.55	260.51
524124	HVAC MAINT + BOILER INS		3,000.00	1,128.77	1,871.23	37.63
524126	ELEVATOR MAINTENANCE		500.00	415.00	85.00	83.00
525100	ELECTRICITY		93,800.00	83,068.86	10,731.14	88.56
525105	WATER		1,350.00	1,263.96	86.04	93.63
525110	SEWER		1,350.00	1,536.29	-186.29	113.80
525120	TELEPHONE		4,000.00	2,009.92	1,990.08	50.25
525140	GAS - UTILITY		31,000.00	21,712.27	9,287.73	70.04
525155	PROFESSIONAL DEVELOPMENT		13,520.00	14,564.01	-1,044.01	107.72
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	11,028.95	-28.95	100.26
527110	TRAVEL		2,000.00	2,456.06	-456.06	122.80
530100	OFFICE SUPPLIES	0.00	9,500.00	8,653.99	846.01	91.09
530130	POSTAGE AND DELIVERY		4,500.00	5,418.63	-918.63	120.41
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	18,820.87	1,179.13	94.10
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	1,075.78	24.22	97.80
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	5,021.51	-21.51	100.43
530255	TOOLS & SMALL EQUIPMENT		150.00	49.96	100.04	33.31
538001	DONATION PURCHASES		87,670.62	77,549.23	0.00	88.46
538002	ADULT PRINT		364,234.00	373,414.96	-9,180.96	102.52
538100	OTHER CONTENT		53,600.00	53,508.73	91.27	99.83
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	10,404.70	-5,404.70	208.09
540215	GEN PUB OFFICIAL		3,116.00	0.00	3,116.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	1,782.30	1,217.70	59.41
642200	IT EQUIPMENT		19,500.00	13,753.71	5,746.29	70.53
649200	EQUIPMENT REPLACEMENT		22,200.00	22,130.01	69.99	99.68
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	<b>TOTAL MEAD PUBLIC LIBRARY EX</b>	<b>1,200.00</b>	<b>3,111,164.62</b>	<b>3,075,116.41</b>	<b>34,848.21</b>	<b>98.84</b>







## Mead Public Library January 2018 - February 2018

Name	Vendor	Invoice	Invoice Amt
ALLIANT ENERGY	900104	12/26/2017 - 1/26/18	6,670.93
ANDRE FIRE EQUIPMENT	900	18844	156.50
ART IN A SUITCASE	1418	3/21/2018 PROGRAM	185.00
AT&T	900009	1/25/2018	124.11
BAKER & TAYLOR, LLC	2716	2033449961	902.06
BAKER & TAYLOR, LLC	2716	2033455031	613.36
BAKER & TAYLOR, LLC	2716	2033466391	613.26
BAKER & TAYLOR, LLC	2716	2033434002	3,588.89
BAKER & TAYLOR, LLC	2716	203343942	4,971.94
BAKER & TAYLOR, LLC	2716	2033445643	901.26
BAKER & TAYLOR, LLC	2716	3022026525	13.59
BAKER & TAYLOR, LLC	2716	2033466244	315.86
BAKER & TAYLOR, LLC	2716	3022037560	660.42
BAKER & TAYLOR, LLC	2716	3022037743	72.69
BAKER & TAYLOR, LLC	2716	5014863569	815.06
BAKER & TAYLOR, LLC	2716	32033478896	1,749.21
BAKER & TAYLOR, LLC	2716	2033482965	1,792.44
BAKER & TAYLOR, LLC	2716	2033498942	199.04
BAKER & TAYLOR, LLC	2716	3022048239	255.04
BERNAN	379	10738877	45.37
C.A. FLIPSE SONS CO.	6400	88522	155.00
CHARTER COMMUNICATIO	4404	0206811012318-JAN	282.99
DAUN'S PROFESSIONAL	4081	86584	600.00
DEMCO, INC.	900081	6284223	1,368.17
DEMCO, INC.	900081	6295182	902.52
ELDER, KARL	239	3/7/18 POETRY CIRCLE	150.00
ELLIS-STEINBERG, S	4811	241935 1/29/2018	11.96
ELM USA, INC.	4557	8418	14.90
HENKE, ANGELIKA	1251	3/14/2018 PROGRAM	250.00
HENKE, ANGELIKA	1251	2/14/2018	250.00
HUNTZINGER, ERICA JA	3153	2/1/2018 PROGRAM	50.00
INNOVATIVE INTERFACE	4900	INV-INC 16734	6,837.59
INNOVATIVE INTERFACE	4900	INV-INC 16735	2,225.00
JAN WAY COMPANY USA	200	128151	381.80
JASON KAUFMANN	1162	261330	11.24
KACHEL, COLLIN	4895	253522	12.65
LIESEGANG, MARIA	4897	2/22/18 PROGRAM	50.00
MARTENS TRILLING TRU	900376	B864776	57.11
MARTENS TRILLING TRU	900376	B865474	19.29
MENARDS	900181	50498	29.98
MENZER, KARIN G.	900057	735235	216.00
MIDWEST TAPE	231	95759366	89.98
MIDWEST TAPE	231	95737597	1,045.79
MIDWEST TAPE	231	95768446	172.99
MIDWEST TAPE	231	95776745	268.53

MIDWEST TAPE	231 95785264	436.04
MIDWEST TAPE	231 95798121	261.78
MIDWEST TAPE	231 95771774	831.26
MIDWEST TAPE	231 95811020	152.70
MIDWEST TAPE	231 95807494	35.69
MIDWEST TAPE	231 95821411	79.18
MIDWEST TAPE	231 95821265	321.05
MILWAUKEE JOURNAL SE	13389 MJ0086055 - 2018	369.52
MILWAUKEE JOURNAL SE	13389 MJ2606211 - 2018	377.77
MONARCH LIBRARY SYS	4139 414120	21,139.40
MOVIE LICENSING USA	900058 2452486	290.00
MUNICIPAL TREASURER	4896 4/25/2018 MTAW WKSHP	65.00
MUNICIPAL TREASURER	4896 4/26- 4/27/18 MTAW	120.00
MUNICIPAL TREASURER	4896 MTAW 2018 DUES STMT	55.00
OTIS ELEVATOR CO	900038 CM22042001	490.00
PLATINUM TECHNOLOGIE	2248 2241	138.00
PROFESSIONAL SUPPLY	16722 931164	1,082.05
SCHMEISER, POLLY	3837 9008636994	14.38
SCHOLASTIC LIBRARY	900127 16441059	50.70
SCHOLASTIC LIBRARY	900127 16436366	101.40
SHEBOYGAN COUNTY HIS	1499 735492	100.00
SHEBOYGAN WATER UTIL	900118 10/4/2017 - 1/4/2018	536.58
STAPLES ADVANTAGE	491 7188331107-0-2	4.99
STAPLES ADVANTAGE	491 7189670770-0-1	225.70
STAPLES ADVANTAGE	491 7189761183-0-1	59.94
STAPLES ADVANTAGE	491 7190299285-0-1	170.21
STAPLES ADVANTAGE	491 7190529280-0-1	138.24
STAPLES ADVANTAGE	491 7190525887-0-1	136.37
STAPLES ADVANTAGE	491 7190299285-1-1	56.60
STAPLES ADVANTAGE	491 7190659671-0-1	27.49
STAPLES ADVANTAGE	491 7190659671-0-3	151.36
STAPLES ADVANTAGE	491 7190867326-0-1	86.72
STAPLES ADVANTAGE	491 7190987507-0-1	75.36
STAPLES ADVANTAGE	491 7190867326.0.2	27.99
STAPLES ADVANTAGE	491 7191493219-0-1	43.33
STAPLES ADVANTAGE	491 7191385636-0-1	76.58
STAPLES ADVANTAGE	491 7190659671-0-2	26.99
STAPLES ADVANTAGE	491 719159838-0-1	63.92
STEEN MACEK PAPER CO	900237 809785	383.69
STEEN MACEK PAPER CO	900237 810171	58.67
SUPERIOR CHEMICAL CO	20551 182577	136.74
TIETZ'S PIGGLY WIGGL	3640 6743	44.03
VIHOS, LISA B.	2997 4/29/2018 PROGRAM	200.00
WAL-MART COMMUNITY	900103 803700546810	37.56
WAL-MART COMMUNITY	900103 804400742924	30.92
WELLS FARGO FINANCIA	1710 5004554828	726.19
WI LIBRARY SERVICES,	900210 488188	3,391.75

WISCONSIN PUBLIC SER

900044 12/2017 - 1/9/2018

3,557.47





Gas Utility expense

**MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100**

January 2018

Account Balances as of:

March 11, 2022

9:28 AM

ACCT	DESCRIPTION	P/Y	APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG			281,875.00	22,217.60	259,657.40	7.88
	<b>SUB TOTAL</b>			<b>281,875.00</b>	<b>22,217.60</b>	<b>259,657.40</b>	<b>7.88</b>
510310	FICA			17,476.00	1,326.17	16,149.83	7.59
510311	MEDICARE			4,087.00	310.15	3,776.85	7.59
510320	WI RETIREMENT FUND			18,886.00	1,488.59	17,397.41	7.88
510340	HEALTH INSURANCE			42,968.00	4,276.42	38,691.58	9.95
510341	RETIREE HEALTH INS			4,000.00	2,003.80	1,996.20	50.10
510350	DENTAL INSURANCE			4,587.00	609.32	3,977.68	13.28
510351	UNFUNDED PENSION LIABILITY			29,650.00	2,470.83	27,179.17	8.33
510360	LIFE INSURANCE			399.00	27.71	371.29	6.94
510400	WORKERS COMP			131.00	10.92	120.08	8.34
510410	UNEMPLOYMENT			0.00	0.00	0.00	
	<b>SUB TOTAL</b>		<b>0.00</b>	<b>122,184.00</b>	<b>12,523.91</b>	<b>109,660.09</b>	<b>10.25</b>
521100	BANKING FEES			1,200.00	0.00	1,200.00	0.00
521110	FINANCIAL SERVICE FEES			3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING	2,400.00		9,400.00	0.00	7,000.00	25.53
521900	CONTRACTED SERVICES			20,200.00	2,137.78	18,062.22	10.58
	<b>SUB TOTAL</b>		<b>2,400.00</b>	<b>34,500.00</b>	<b>2,137.78</b>	<b>29,962.22</b>	<b>13.15</b>
525155	PROFESSIONAL DEVELOPMENT			3,820.00	240.00	3,580.00	6.28
527100	STAFF PARKING - CAR ALLOWANCE			11,000.00	10,635.18	364.82	96.68
527110	TRAVEL			2,000.00	0.00	2,000.00	0.00
	<b>SUB TOTAL</b>		<b>0.00</b>	<b>16,820.00</b>	<b>10,875.18</b>	<b>5,944.82</b>	<b>64.66</b>
530100	OFFICE SUPPLIES			9,500.00	1,390.30	8,109.70	14.63
530130	POSTAGE & DELIVERY			4,500.00	371.65	4,128.35	8.26
	<b>SUB TOTAL</b>		<b>0.00</b>	<b>14,000.00</b>	<b>1,761.95</b>	<b>12,238.05</b>	<b>12.59</b>
538001	DONATION PURCHASES			1,000.00	0.00	1,000.00	0.00
538001-10099	DONATION PURCHASES			0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)			100.00	0.00	100.00	0.00
	<b>SUB TOTAL</b>		<b>0.00</b>	<b>1,100.00</b>	<b>0.00</b>	<b>1,100.00</b>	<b>0.00</b>
540215	GEN PUB OFFICIAL			3,000.00	0.00	3,000.00	0.00
	<b>SUB TOTAL</b>		<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
590255	PARKING ASSESSMENT			3,000.00	0.00	3,000.00	0.00
	<b>SUB TOTAL</b>		<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>			<b>2,400.00</b>	<b>476,479.00</b>	<b>49,516.42</b>	<b>424,562.58</b>	<b>10.39</b>

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

0.00

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		788,573.00	59,074.95	729,498.05	7.49
	<b>SUB TOTAL</b>		<b>788,573.00</b>	<b>59,074.95</b>	<b>729,498.05</b>	<b>7.49</b>
510310	FICA		48,892.00	3,529.07	45,362.93	7.22
510311	MEDICARE		11,434.00	825.35	10,608.65	7.22
510320	WI RETIREMENT FUND		50,894.00	3,878.57	47,015.43	7.62
510340	HEALTH INSURANCE		154,988.00	11,467.55	143,520.45	7.40
510350	DENTAL INSURANCE		10,731.00	756.13	9,974.87	7.05
510360	LIFE INSURANCE		700.00	74.77	625.23	10.68
510400	WORKERS COMP		367.00	30.58	336.42	8.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>278,006.00</b>	<b>20,562.02</b>	<b>257,443.98</b>	<b>7.40</b>
521800	PROGRAM SERVICES		10,000.00	3,148.36	6,851.64	31.48
521900	CONTRACTED SERVICES		30,000.00	21,139.40	8,860.60	70.46
525155	PROFESSIONAL DEVELOPMENT		5,000.00	49.54	4,950.46	0.99
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	2,514.00	52,486.00	4.57
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>101,100.00</b>	<b>26,851.30</b>	<b>74,248.70</b>	<b>26.56</b>
538002	MATERIALS - ALL CATAGORIES	29,936.53	364,234.00	28,009.92	306,287.55	15.91
538100	OTHER CONTENT	0.00	53,600.00	37,621.75	15,978.25	70.19
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>29,936.53</b>	<b>417,834.00</b>	<b>65,631.67</b>	<b>322,265.80</b>	<b>15.71</b>
538000	TOTAL MATRL'S ACCTS	29,936.53	518,934.00	92,482.97	396,514.50	17.82
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>29,936.53</b>	<b>1,585,513.00</b>	<b>172,119.94</b>	<b>1,383,456.53</b>	<b>12.74</b>

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150**

*Account Balances as of:*

*March 11, 2022*

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		610,729.00	43,912.03	566,816.97	7.19
	<b>SUB TOTAL</b>		<b>610,729.00</b>	<b>43,912.03</b>	<b>566,816.97</b>	<b>7.19</b>
510310	FICA	0.00	37,865.00	2,610.98	35,254.02	6.90
510311	MEDICARE		8,856.00	610.65	8,245.35	6.90
510320	WI RETIREMENT FUND	0.00	26,134.00	2,406.62	23,727.38	9.21
510340	HEALTH INSURANCE		105,685.00	9,439.01	96,245.99	8.93
510350	DENTAL INSURANCE		12,405.00	636.32	11,768.68	5.13
510360	LIFE INSURANCE		1,875.00	47.06	1,827.94	2.51
510400	WORKERS COMP		284.00	23.67	260.33	8.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>193,104.00</b>	<b>15,774.31</b>	<b>177,329.69</b>	<b>8.17</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	33,000.00	5,056.00	27,944.00	15.32
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>33,000.00</b>	<b>5,056.00</b>	<b>27,944.00</b>	<b>15.32</b>
521900	CONTRACTED SERVICES	5,800.00	17,203.00	742.50	10,660.50	38.03
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	7,734.41	20,040.59	33.20
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	1,986.49	18,013.51	9.93
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	490.00	510.00	49.00
	<b>SUB TOTAL</b>	<b>8,025.00</b>	<b>71,203.00</b>	<b>10,953.40</b>	<b>52,224.60</b>	<b>26.65</b>
525100	ELECTRICITY	0.00	93,800.00	6,670.93	87,129.07	7.11
525105	WATER	0.00	1,400.00	257.80	1,142.20	18.41
525110	SEWER	0.00	1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE	0.00	4,000.00	118.69	3,881.31	2.97
525140	GAS - UTILITY	0.00	32,550.00	3,557.47	28,992.53	10.93
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>133,150.00</b>	<b>10,883.67</b>	<b>122,266.33</b>	<b>8.17</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	2,443.68	17,556.32	12.22
530210	OPERATING SUPPLIES	0.00	1,100.00	14.90	1,085.10	1.35
530222	JANITORIAL SUPPLIES		5,000.00	999.58	4,000.42	19.99
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,100.00</b>	<b>3,458.16</b>	<b>22,641.84</b>	<b>13.25</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	46.98	103.02	31.32
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>46.98</b>	<b>103.02</b>	<b>31.32</b>
540200	INSURANCE (FIRE)	0.00	5,000.00	637.38	4,362.62	12.75
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>5,000.00</b>	<b>637.38</b>	<b>4,362.62</b>	<b>12.75</b>
642200	IT EQUIPMENT	591.30	19,500.00	8,785.17	10,123.53	48.08
	<b>SUB TOTAL</b>	<b>591.30</b>	<b>19,500.00</b>	<b>8,785.17</b>	<b>10,123.53</b>	<b>48.08</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>8,616.30</b>	<b>1,091,936.00</b>	<b>99,507.10</b>	<b>983,812.60</b>	<b>9.11</b>
<b>LIBRARY TOTAL</b>		<b>40,952.83</b>	<b>3,153,928.00</b>	<b>321,143.46</b>	<b>2,791,831.71</b>	<b>10.18</b>

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 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	2,400.00	476,479.00	49,516.42	424,562.58	10.39
25551110	PUBLIC SERVICES	29,936.53	1,585,513.00	172,119.94	1,383,456.53	12.74
25551150	SUPPORT SERVICES	8,616.30	1,091,936.00	99,507.10	983,812.60	9.11
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>40,952.83</b>	<b>3,153,928.00</b>	<b>321,143.46</b>	<b>2,791,831.71</b>	<b>10.18</b>

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 17	RECEIVED 15	BALANCE 17	% REC
411100	REAL ESTATE TAXES	2,335,829.00	2,335,829.00	0.00	100.00
431216-10083	FEDERAL GRANT	540,666.00		-540,666.00	0.00
431709	ESLS SHEBOYGAN COUNTY	0.00		0.00	
431710	ESLS OZAUKEE COUNTY	11,181.00		-11,181.00	0.00
431711	ESLS BACK UP REF	100,000.00		-100,000.00	0.00
431712	ADJ COUNTY RMBRSMNT	37,452.00		-37,452.00	0.00
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	907.59	-9,092.41	9.08
447636	LATE BOOK CHARGES	45,000.00	3,150.34	-41,849.66	7.00
447641	LOST BOOKS	6,500.00	615.58	-5,884.42	9.47
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	427.22	-872.78	32.86
467101	CONTRIBUTIONS	66,000.00	820.00	-65,180.00	1.24
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	<b>Total Revenues</b>	<b>3,153,928.00</b>	<b>2,341,749.73</b>	<b>-812,178.27</b>	<b>74.25</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS**

*Account Balances as of:*

*March 11, 2022*

	<b>DESCRIPTION</b>		<b>APPROP 17</b>	<b>SPENT 17</b>	<b>BALANCE 17</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,681,177.00	125,204.58	1,555,972.42	7.45
510310	FICA		104,233.00	7,466.22	96,766.78	7.16
510311	MEDICARE		24,377.00	1,746.15	22,630.85	7.16
510320	WI RETIREMENT FUND		95,914.00	7,773.78	88,140.22	8.10
510340	HEALTH INSURANCE		303,641.00	25,182.98	278,458.02	8.29
510341	RETIREE HEALTH INS		4,000.00	2,003.80	1,996.20	50.10
510350	DENTAL INSURANCE		27,723.00	2,001.77	25,721.23	7.22
510351	UNFUNDED PENSION LIABILITY		29,650.00	2,470.83	27,179.17	8.33
510360	LIFE INSURANCE		2,974.00	149.54	2,824.46	5.03
510400	WORKERS COMP		782.00	65.17	716.83	8.33
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	0.00	1,200.00	0.00
521110	FINANCIAL SERVICES FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521700	SECURITY SERVICES		33,000.00	5,056.00	27,944.00	15.32
521800	PROGRAM SERVICES		10,000.00	3,148.36	6,851.64	31.48
521900	CONTRACTED SERVICES		67,403.00	24,019.68	43,383.32	35.64
523122	SOFTWARE MAINTENANCE		30,000.00	7,734.41	22,265.59	25.78
524110	BUILDING EXT MAINT		20,000.00	1,986.49	18,013.51	9.93
524124	HVAC MAINT + BOILER INS		3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE		1,000.00	490.00	510.00	49.00
525100	ELECTRICITY		93,800.00	6,670.93	87,129.07	7.11
525105	WATER		1,400.00	257.80	1,142.20	18.41
525110	SEWER		1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE		4,000.00	118.69	3,881.31	2.97
525140	GAS - UTILITY		32,550.00	3,557.47	28,992.53	10.93
525155	PROFESSIONAL DEVELOPMENT		8,820.00	289.54	8,530.46	3.28
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	0.00	2,000.00	0.00
530100	OFFICE SUPPLIES	0.00	9,500.00	1,390.30	8,109.70	14.63
530130	POSTAGE AND DELIVERY		4,500.00	371.65	4,128.35	8.26
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	2,443.68	17,556.32	12.22
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	14.90	1,085.10	1.35
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	999.58	4,000.42	19.99
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		56,000.00	2,514.00	1,000.00	4.49
538002	ADULT PRINT		364,234.00	28,009.92	306,287.55	7.69
538100	OTHER CONTENT		53,600.00	37,621.75	15,978.25	70.19
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	637.38	4,362.62	12.75
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	8,785.17	10,714.83	45.05
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	<b>TOTAL MEAD PUBLIC LIBRARY EX</b>	<b>40,952.83</b>	<b>3,153,928.00</b>	<b>321,143.46</b>	<b>2,791,831.71</b>	<b>10.18</b>





710 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
920-459-3400

## MEMORANDUM

TO: Darrell Hofland, City Administrator

FROM: Garrett Erickson, Library Director

DATE: March 20, 2018

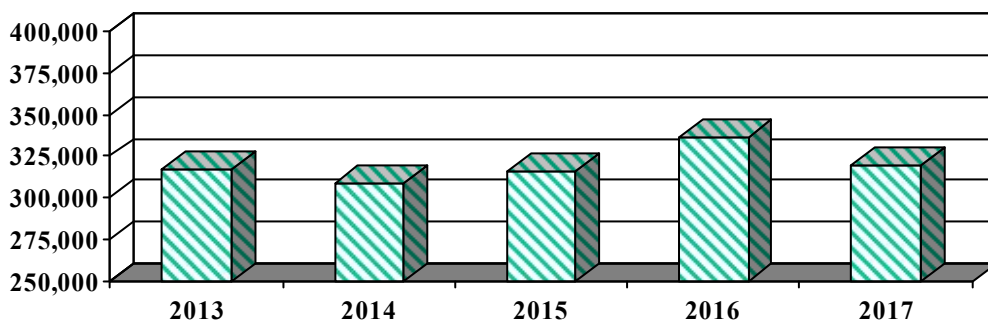
SUBJECT: 2017 Annual Report

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Mead Public Library continued providing materials, programs and services to help meet the informational, recreational, educational, social and cultural needs of the community. The type of materials, services and programs available were adjusted to better meet the needs of the Sheboygan citizens and the surrounding communities.

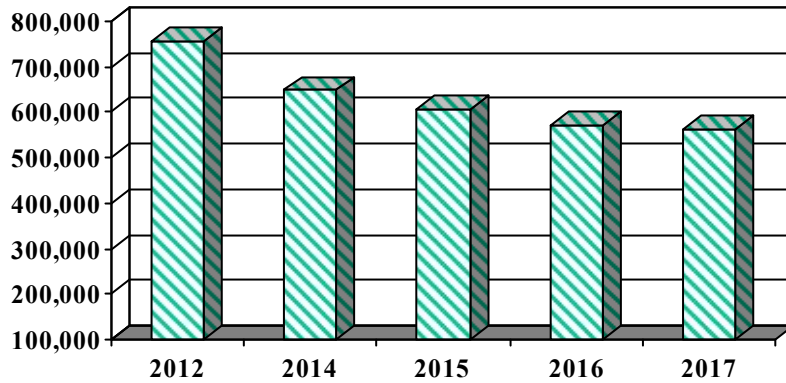
In 2017, 319,693 people visited the library, down from 335,999 the year before, but still up from 316,162 in 2015. Mead's steady gate count underscores its transformation from a book-first venue into a community hub that remains a major draw by offering free access to lifelong learning opportunities, while also serving as a social outlet, gathering place and entertainment space.

**Annual Library Visits**



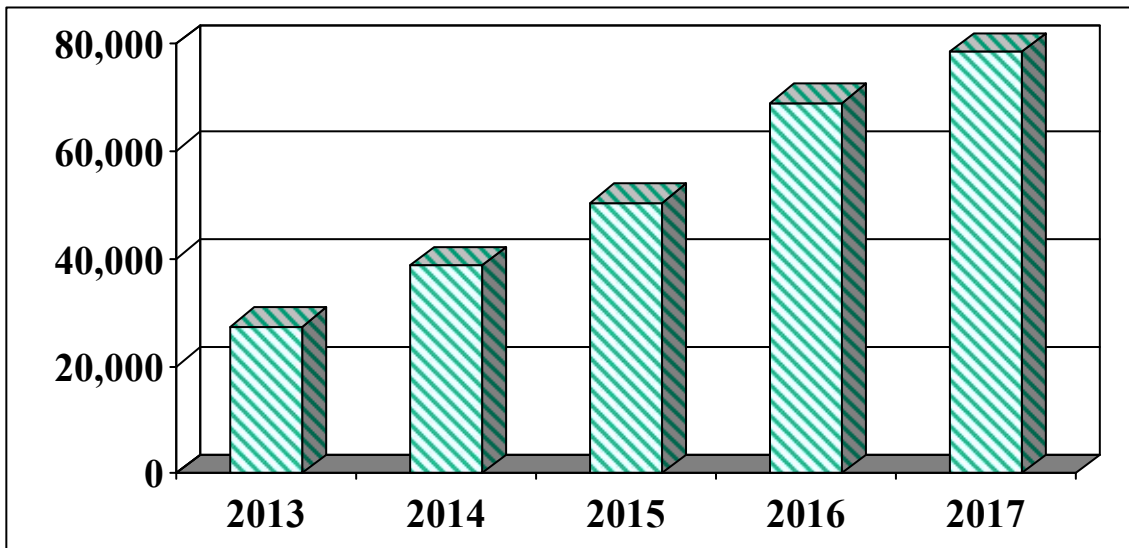
In 2017, the library circulated 561,312 physical items, which included books, CDs, DVDs, magazines and other materials. This marked a 1.6-percent decrease from the previous year.

### Checkout of Physical Materials



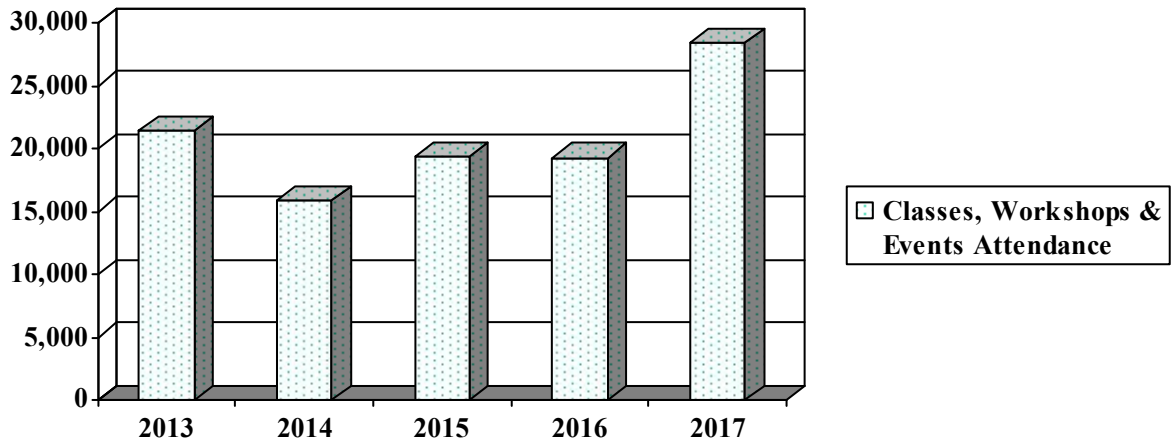
While the checkout of physical materials declined slightly, checkouts of digital content has increased dramatically in recent years as mobile device technology has improved and come down in price. There was a 13.5-percent increase in the checkout of digital content over the previous year.

### Checkout of Digital Content



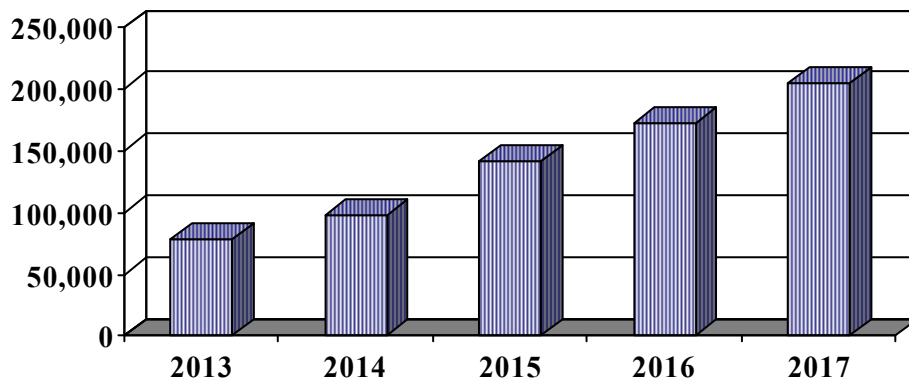
The library offered 1,251 classes, workshops and events that together attracted 28,361 people. These attendance numbers were an increase of 47 percent over figures from the previous year.

### Classes, Workshops and Events Attendance



Free Internet access continues to be among the most in-demand resources offered by the library, whether it's through library-provided workstations or Wi-Fi that's accessible from mobile devices. Library-provided Internet access rose 18.6 percent during the past year, with citizens using it for research, skills training, job searching, homework help, social connection and entertainment.

### Internet Sessions



## **2017 Highlights & Achievements**

Mead Public Library had a busy and productive year in 2017 that continued to focus on repurposing spaces and expanding the range of services offered to the Sheboygan community.

Our mission is to meet the needs and interests of our diverse community, so Mead staff members have worked diligently to make the library a welcoming and functional environment for our patrons. Our gate count (visitors who enter the building) has remained steady for several years (over 100 people per hour on average), an indicator of the importance of maintaining and improving our physical facility.

The third floor Youth Services Area was redesigned with new carpeting, which was funded through the city's capital improvement projects process. In addition, the entire area was re-painted, which gave the space a renewed sense of fun and creativity.

The library played a major role in consolidating two regional library systems into one. The Eastern Shores Library System and the Mid-Wisconsin Library System merged to become the Monarch Library System. This was the first time in Wisconsin that two library systems were consolidated, giving hope that the project can be replicated in other parts of the state. Many Mead staff members spent countless hours helping to plan the merger. Mead receives IT and delivery services through the Monarch System and citizens are now able to quickly receive library materials from Sheboygan, Ozaukee, Dodge and Washington County Libraries.

Mead also implemented an RFID inventory system in 2017 to make the check-in and check-out process easier for the public and more efficient for library staff. In all, over a quarter of a million library items received a 2" x 2" RFID tag (essentially a computer chip and antenna) so equipment could read the tags if nearby. This system replaces laser-equipment, which is more cumbersome. The net result is an easier to use and more efficient library for Sheboygan-area citizens.

Finally, the library updated several key pieces of infrastructure. During the summer, two 43-year-old boilers were replaced with a modular boiler system that is more efficient. The old boilers were no longer dependable or easy to maintain. The library was also fortunate to receive a new emergency generator thanks to a donation from the Kohler Company. In late fall, the Kohler Company donated the new generator to Mead valued at about \$30,000. A big thank you to the Kohler Company!

The library also continued to ramp up its digital communication efforts. The library's Facebook page reaches tens of thousands of people each month and had 3,100 followers by December, up from 2,100 from the same time in 2016. This past year also saw the launch of the Mead Instagram page, while the library's e-newsletter topped 1,800 subscribers.

## **A Survey of Classes & Events Held at or Sponsored by the Library in 2017:**

- Largest venue for the Sheboygan Children's Book Festival, with the library hosting 30 events that together attracted nearly 2,000 people
- Launched the WinterGreen festival in 2017 with nearly a dozen local organizations, including schools, colleges, businesses and nonprofits participating
- Brought the Great Decisions lecture series to Sheboygan for the first time, featuring discussions on global issues and U.S. foreign policy, moderated by UW-Sheboygan professors
- Expanded early childhood literacy classes, with new storytimes for infants and caregivers
- Hosted spring and fall Academy talks, featuring current-event lectures in conjunction with the Wisconsin Academy of Sciences, Arts and Letters
- Launched new computer coding classes and workshops for teens
- Art4Fun and Science4Fun, learning-focused after school programs for children
- Curiosity Labs, MilliporeSigma Corp. scientists lead hands-on experiments for kids, teens and adults
- Make it @ Mead, Teen Craft programs: makerspace provides material and space to create arts and crafts, technology/fabrication projects

Additional program offerings included numerous film series, poetry circle, book groups, lectures and visits from local authors, game tournaments, music classes and crafting events. The library is grateful to the organizations that offer financial support for programming: the Mead Public Library Foundation, the Friends of Mead Public Library, and the Kohler Foundation.

### **Looking Ahead:**

The library and library board will undertake several large projects in 2018, including an update of the library's strategic plan.

Improvements to the interior of the library will continue, as the carpet will be replaced on the first floor, several areas of the building will receive fresh paint, aging and worn furniture will be replaced and signage will be updated throughout the building.

The staff will work with the Department of Public Works and Planning Department to update the look and functionality of the library block.

Several infrastructure update projects will likely take place in 2018, including: the replacement of the library's cooling towers to complete the update of the HVAC system and the adoption of the city's VOIP phone system.

The library remains committed to building community partnerships to ensure that resources are used wisely. We will continue to be one of the main venues of the Sheboygan Book Festival in the fall. We are working with the Planning Department to ensure the new City Greenspace has a multitude of family programming throughout the summer months. The library staff will continue partnering with the Sheboygan Area School District, including ongoing projects with the Étude Group and Red Raider Robotics. Finally, the library will continue the exploration of a community makerspace concept in conjunction with the Sheboygan Economic Development Corporation and City Planning Department.

Strategic Plan

2018 Action Items and Critical Measures

	Assigned Department	Start Date	Completion Date	Resources	% Completion	Status
<b>Quality of Life - Action Items</b>						
Create a replacement park equipment schedule	Public Works	10/1/2017		Park staff	90%	Tracking spreadsheet created with ongoing updates
Complete a building adequacy study on the Senior Activity Center building	Public Works	1/1/2018			0%	
Become a bike-friendly city	City Plan/Mayor	4/1/2017			40%	2018 Project with UW Madison
Coordinate with Sheboygan County on south side utility corridor bike path	City Plan/Public Works	1/1/2017	10/1/2018		50%	2018 negotiations with railroad
Enrich the lives of local youth	Library	1/1/2018				
Foster lifelong learning and skill-building opportunities	Library	1/1/2018				
Strengthen community literacy and community engagement	Library	1/1/2018				
Provide Internet access and digital skill building	Library	1/1/2018				

	Assigned Department	Year to Date	2018 Benchmark		% Completion	Status
<b>Quality of Life-Critical Measures</b>						
Fire response compliance percentage (NFRIS standard 380 seconds)	Fire		90%			83% = 2017, 79% = 2016; 81% = 2015
EMS response compliance percentage (NFRIS standard 360 seconds)	Fire		90%			78% = 2017, 79% = 2016, 81% = 2015
Residents who feel safe or very safe walking in their neighborhood after dark	Police	N/A	80%	N/A		58% - 2016 Community Survey data
Part 1 crime rate - violent crimes	Police		2.7 per 1000			2017=2.4
Part 1 crime rate - property crimes	Police		22.25 per 1000			2017=17.1
Number of neighborhood associations on the Mayor's Neighborhood Leadership Cabinet	City Plan/Mayor		7			2017=7, 2016=5
Number of neighborhood meetings	City Plan/Police		70			70=2017
Number of joint projects with the Sheboygan Area School District	PW/CP/Library/Transit/Fire/IT		6			Gr 4-9 beach education program grant; Grade K-4 Fire Safety programs; South High Protective Service Career Pathway
Walkability score	City Plan		80			80/100 Score - Reflected for downtown area 2017 score
Increase in Shoreline Metro and Metro Connection yearly ridership	Transit		530,000/34,000		100%	2017=529,726 for Shoreline Metro; 35,589 for Metro Connection (Final)
Trips per Revenue Mile	Transit		\$13.00/\$2.75			\$13.00=Fixed route target/\$2.75=Metro Connection target
Percent of graffiti removed within 3 days of notification on city facilities	Public Works/Police		100%			2017=75%
Number of linear feet of additional trails created annually	Public Works/City Plan	7/1/2018	10/1/2018		25%	2018 project in conjunction with Sheboygan County adding 3,100 linear feet
Passenger opinion surveys conducted by Shoreline Metro and Bay-Lake RPC	Transit	N/A	46 / 677		0%	46-Metro Connection target for 2018 survey/677 fixed route target for 2019 survey
Number of High Visibility Education and Enforcement traffic safety related deployments	Police		9			2017=6
Pounds of prescription drugs collected	Police		1,193		100%	2017=1480
Number of youth enrichment classes and events held	Library		700			
Number of adult enrichment classes and events held	Library		400			
Number of literacy, citizenship and civic events held	Library		100			
Number of internet sessions used by citizens	Library		200,000			

	Assigned Department	Start Date	Completion Date	Resources	% Completion	Status
<b>Infrastructure and Public Facilities - Action Items</b>						
Complete resurfacing of 3 city streets per year leveraging local, state, and federal funding	Public Works	1/1/2018		Engineering		
Dedicate funding to the emerald ash borer program	Public Works	1/1/2018	On-Going	Forestry		2017=1200 Ash trees treated
Continue to hold the Tree City USA designation	Public Works	1/1/2018		Forestry		2017=Application complete waiting for submission opening date
Manage 5-year information technology plan and provide adequate funding	IT	1/1/2017	10/19/2017		100%	2017=Plan developed/Prioritization management process in place and functioning
Continue implementation of the Sheboygan A's improvements	Public Works	6/1/2016		A's Fundraising	20%	Fundraising process complete. Replacement lighting installation in Spring 2018
Replace 2 fixed route buses and replace 2 paratransit buses	Transit	Spring 2017	Winter 2018		90%	Buses have been ordered; expected delivery in late 2018/early 2019
Refurbish S. 8th Street bridge	Public Works	8/15/2017	6/1/2018	Federal funds	50%	Under construction
Refurbish alley between N. 8th Street and the parking lot east of the Shoreline Metro Transfer Station	Parking	Summer 2017	Summer 2018		0%	Moved to 2018
Finalize the redevelopment of alleys on N. 8th Street	City Plan/Parking	Fall 2017	Fall 2018		60%	Arts Center completing two more projects by Fall 2018

	Assigned Department	Year to Date	2018 Benchmark		% Completion	Status
<b>Infrastructure and Public Facilities - Critical Measures</b>						
Number of street trees planted	Public Works		500		89%	2017=Fall planting of 448 trees
Number of years holding the Tree City USA designation	Public Works		40			40 years as of 2017
Pavement rating	Public Works		6.25			2017=5.90, 2015 =5.93
Linear feet of infrastructure improved	Public Works		33,000			2017=33,000

	Assigned Department	Start Date	Completion Date	Resources	% Completion	Status
<b>Economic Development - Action Items</b>						
Coordinate with the Business Improvement District on recreational programming for plaza	City Plan	1/1/2017			80%	Partnered with Visit Sheboygan as lead entity
Assemble redevelopment site in key areas	City Plan	1/1/2017			100%	Innovation Community development
Coordinate with Visit Sheboygan LLC for July 4th celebration	City Plan/Police/PW	2/1/2018				
Coordinate with consultant for a new business park project	City Plan/Public Works	11/10/2017	7/1/2017		100%	Feasibility Report and Land Acquisition complete; Design phase continues
Leverage WSCS Cable TV to produce PSAs that can be shared with residents	WSCS/City Plan	1/8/2018				
Create a stronger tie between WSCS Cable TV and the Tourism Commission	City Plan/WSCS	6/1/2017			10%	

	Assigned Department	Year to Date	2018 Benchmark		% Completion	Status
<b>Economic Development - Critical Measures</b>						
Amount of room tax generated	City Plan	\$0	\$550,000		0%	\$585,975=20171st, 2nd & 3rd Quarter information without Blue Harbor
Number of new hotel room constructed	City Plan	0	100		0%	201 rooms constructed in 2018
Number of jobs retained via city based finance	City Plan	0	15		0%	
Number of jobs created via city based finance	City Plan	3	15		0%	2017=3, The Financial Group
Value of industrial property, including personal property	City Plan	\$0	\$72,190,120		0%	2017 \$186,609,500 valuation determined annually
Vacancy rate of industrial buildings	City Plan	0.00%	5.40%		0%	2017 =4.40% statistic determined annually-Exceeded benchmark
Square feet of industrial property (construction commenced)	City Plan	0	40,000		0%	2017=37,400 Sheboygan Paper Box, Hygenic Fabrics & Filters
Average pay of jobs created	City Plan	\$0	\$45,000		0%	2017=\$38,500
Number of acres of new industrial sites created	City Plan	0	15 acres		0%	2017=88
Number of new residential units (construction commenced)	City Plan	0	80		0%	2017=133
Number of new businesses	City Plan	0	10		0%	2017=15
Valuation of property with Tax Incremental Districts	Finance	\$0	\$ 119,664,900		0%	2017=130,881,800
Percent change of property valuation (all property)	Finance/City Plan	0.00%	3.95%		0%	2017=7.00%
Amount of new construction	City Plan	\$0	\$10,000,000		0%	2017=\$94,843,900
Dollars spent per parking stall in the parking utility jurisdiction	Parking	0	\$298		0%	Figure is reported annually
Annual ridership on the trolley	Transit/City Plan	3,327	2,300		0%	2017=3327 (40% increase over 2016)

	Assigned Department	Start Date	Completion Date	Resources	% Completion	Status
<b>Neighborhood Revitalization - Action Items</b>						
Develop neighborhood development plans for 3 of the official neighborhood associations	City Plan	1/1/2017			50%	Maple Heights approved, three more underway
Continue monthly interdepartmental staff meetings to coordinate neighborhood issues	City Plan/PW/Police	1/19/2017	on going		0%	Ongoing monthly meetings
Continue to grow the number of new neighborhood associations	City Plan/Police	1/1/2017	on going		0%	2 new associations in 2017
Make necessary public infrastructure improvements in at-risk neighborhoods	Public Works	1/1/2017	1/0/1900	Engineering, Streets	0%	
Promote the city's housing funding programs to qualified homeowners to make improvements	City Plan/Police	1/1/2017	On going		0%	Advertisement in Lakeshore Apt. Assoc newsletter, notices with all code enforcement orders
Continue the neighborhood association grant program with city funds	City Plan	10/23/2017			0%	\$10,000 of 2017 CDBG Funds

	Assigned Department	Year to Date	2018 Benchmark		% Completion	Status
<b>Neighborhood Revitalization - Critical Measures</b>						
Number of new neighborhood associations	City Plan/Police	0	2		0%	2017=2 associations & 2 add'l new associations in progress
Number of housing loans issued	City Plan	0	10		0%	2017=7
Number of added affordable units	City Plan	0	50		0%	2017=42(Washington School)
Number of code enforcement orders issued	City Plan	0	1000		0%	2017=1234
Number of abandoned vehicles towed	Police	0	83		0%	2017=83
Number of garbage complaints investigated	Police/City Plan	0	300		0%	2017=820

	Assigned Department	Start Date	Completion Date	Resources	% Completion	Status
<b>Governing and Fiscal Management - Action Items</b>						
Implementation of MUNIS software modules to streamline operations	IT	1/1/2018			0%	2017=23
Continue providing detailed city budget documents to citizens	City Admin/Finance	1/1/2018		Fin/City Admin	0%	Link on website-City Admin
Continue providing detailed financial audit documents to citizens	City Admin/Finance	1/1/2018		Audited Financ	0%	Link on website to CAFR
Support employee recognition team recommendations	HR	7/1/2016		HR Committee	60%	Updating Charter by 4/1/2018
Continue and enhance employee picnics and special events	Mayor	7/1/2016		HR/Mayor	0%	Employee Picnic 9/20/2017
Submit budget documents for GFOA award consideration	Finance	1/1/2018		Fin/City Admin	0%	2017=Earned recognition
Submit financial audit documents for GFOA award consideration	Finance	5/1/2018		Fin/City Admin	0%	2017=Applied for; did not earn recognition
Continue employee newsletters	HR	7/1/2015		HR	0%	2017=Quarterly Employee newsletter ongoing at present
Include Senior Activity Center participants in planning related to the retirement population	SAC	5/15/2017		SACS/Admin	0%	2017=Age-Friendly Community status awarded, organized Age-Friendly Community Task Group
Develop a succession plan for all management positions	HR	9/1/2017		HR	20%	Project moved to 2018
Conduct a transit transportation development program for the next 5 years	Transit	11/1/2017	1/1/2018	Bay-Lake RPC	20%	Initial work commenced August 2017

	Assigned Department	Year to Date	2018 Benchmark		% Completion	Status
<b>Governing and Fiscal Management - Critical Measures</b>						
Percent of unspent general fund budget	Finance	0.00%	3.70%		5%	as of 1/19/2018
Unassigned fund balance as a percent of expenditures	Finance	0%	30%		49%	for 12/31/2017; 58% for 12/31/2016
Number of MUNIS software modules implemented	IT	0	20		0%	23 as of 12/31/2017
Moody's Investor Service bond rating for Sheboygan	Finance		Aa2			Rating confirmed 4/25/2017

	Assigned Department	Start Date	Completion Date	Resources	% Completion	Status
<b>Communication - Action Items</b>						

Continue a monthly electronic community newsletter  
 Continue citizen survey on annual basis  
 Develop an internal communication plan that is shared with employees  
 Hire a consultant to update the city's brand as a destination and an organization

Mayor	2/3/2017	Mayor
City Admin	2/6/2018	Online survey
HR	7/1/2016	HR/Dept staff
City Plan	6/1/2017	7/1/2018

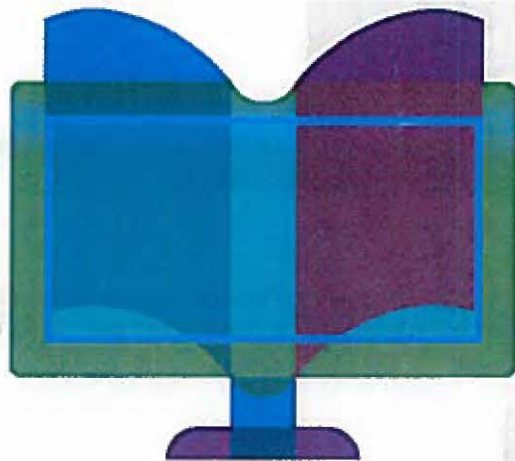
2017=Published online  
 Administered in July 2017  
 50% Work continuing in 2018  
 40% Initial proposal reviewed, evaluations continuing. Project completion in 2018.

Communication – Critical Measures

Number of followers on all city departments' Twitter accounts  
 Number of users on Nextdoor  
 Number of "likes" on all City's Facebook accounts  
 Number of programs produced by WSCS Cable TV  
 Number of televised Common Council and Committee of the Whole meetings  
 Number of appearances on Hmong radio station  
 Number of Nile contacts  
 Number of followers on Mead Public Library Instagram

<u>Assigned Department</u>	<u>Year to Date</u>	<u>2018 Benchmark</u>
City Plan/Police/Library	0	7,800 City/PD/Library
City Plan	0	3,700
CP/PD/Trans/WU/Cable	0	13,500 City/PD/Library
IT	0	500
IT	0	100%
Mayor	0	6 Mayor
Police	0	1,670
Library	0	200 Library

0% 2017 7873 (PD=4572 MPL=726, CITY=2575)  
 0% 2017=3,671  
 0% 2017=13314 (PD = 8045, MPL=3157, METRO=867, SAC=493, WSCS=357, WU=245, CITY=150)  
 0% 2017=383  
 0% 2017=29  
 0% 2017=6 annual Mayoral programs on Hmong radio station  
 0% 2017=1659  
 0% 2017=189 (MPL)



# VIRTUAL LIBRARY CARD

## A JOINT VENTURE BETWEEN MANITOWOC PUBLIC LIBRARY AND MANITOWOC PUBLIC SCHOOL DISTRICT

### WHAT IS IT?

A Virtual Library Card gives MPSD students and teachers online access to all of the digital resources that Manitowoc Public Library currently provides and those that may become available in the future. The virtual card would also provide access to the library's in-house computers, internet, materials, and equipment (excluding those for which there are fees or charges). No physical card exists. The Virtual Library Card—which is based on an individual's Student ID Number—would be valid for as long as someone was a student at MPSD. It would also never incur any fees or fines.

### WHAT CAN IT DO?

A wide, valuable array of digital resources for both classroom and home usage will become instantly available to students using their Virtual Library Card. This includes tutor.com (real-time, real person online tutoring, available daily from 4 PM to 11 PM), Gale Courses (which provides online access to hundreds of career development, computer skills and personal enrichment courses), Mango Languages (a supplemental tool for learning over sixty languages), as well as many other resources, which are listed on the reverse side of this sheet.

### HOW WILL IT WORK?

Logging in is a breeze! The important thing to remember is that your log-in must be a total of 14 numbers.

**If you have a 6-digit Student ID Number:**

- Type in **12345** • Follow **12345** with three zeroes (**000**)
- After **12345000**, add on your Student ID Number (if your ID # is **787878**, your Virtual Library Card number would be **12345000787878**)

**1 2 3 4 5 0 0 0** \_\_\_\_\_  
Leading Numbers Three Zeros 6-Digit Student ID Number

**If you have a 7-digit Student ID Number:**

- Type in **12345** • Follow **12345** with two zeroes (**00**)
- After **1234500**, add on your Student ID Number (if your ID # is **7878787**, your Virtual Library Card number would be **12345007878787**)

**1 2 3 4 5 0 0** \_\_\_\_\_  
Leading Numbers Two Zeros 7-Digit Student ID Number

**PIN #:**

After you type in your 14-digit Virtual Library Card number, you will be asked to enter a PIN number. Your PIN is the first 4 digits of your PersonID from InfiniteCampus.

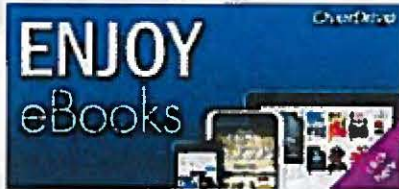
## DIGITAL RESOURCES



**MANGO LANGUAGES:** Learn over 60 languages anytime, anywhere, at your own pace.



**LEARNING EXPRESS:** Practice tests, skill-building courses to help you prepare for job interviews and career development.



**OVERDRIVE:** Enjoy eBooks & audiobooks on your computer, phone, tablet or iPad.



**RB DIGITAL:** Access digital magazines anytime and anywhere. No expiration dates!



**GALE COURSES:** Hundreds of online courses that are accessible anywhere online, 24/7. Instructor led-online courses. Courses run for six weeks. New sessions begin every month.



**TUTOR.COM:** Expert tutors, live 4:00-11:00 p.m. daily. One-to-one online help in the areas of math, science, English, social studies and writing for all levels of students.



**BADGERLINK:** Wisconsin's online library for magazines, newspapers, scholarly articles & more!



**TUMBLEBOOKS:** An online collection of animated talking picture books which teach young children the joys of reading in a format they'll love.

### ALSO AVAILABLE

Genealogy & Local History Resources: Ancestry.com; HeritageQuest Online; Manitowoc County Historical Place and Name Index

NovelList, Auto Repair Online Reference Collection, AtoZ Databases, Newspaper Archive

Homework Resources: Cliff Notes, Encyclopedia Britannica, and Explora



For more information and to access these digital resources, visit: [www.manitowoclibrary.org/vlc](http://www.manitowoclibrary.org/vlc)

Type	Name	January 2017	January 2018	Monthly 2017 vs 2018	Year-to-date 2017	Year-to-date 2018	YTD 2017 vs 2018
<b>Circulation Transactions</b>	Adult Materials	32156	33199	3%	32156	33199	3%
	Teen Materials	1045	1200	15%	1045	1200	15%
	Children's Materials	14177	15432	9%	14177	15432	9%
	Total Adult/Teen/Children's Materials	47378	49831	5%	47378	49831	5%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	6756	6181	-9%	6756	6181	-9%
	Items received for Mead patrons from other libraries	4683	5411	16%	4683	5411	16%
	Total Interlibrary Loans (Transits)	11439	11592	1%	11439	11592	1%
<b>E-Content Checkouts</b>	E-Books (Overdrive) (Hoopla)	3964	5014	26%	3964	5014	26%
	E-Audio (Freegal)	1280	1398	9%	1280	1398	9%
	E-Video (Hoopla)	216	288	33%	216	288	33%
	E-Magazines (Zinio) (Overdrive)	110	127	15%	110	127	15%
	Total E-Content Checkouts	5570	6827	23%	5570	6827	23%
<b>Library Visits</b>	Gate count	28783	21034	-27%	28783	21034	-27%
<b>Research Inquiries</b>	Research Inquiries	1921	2703	41%	1921	2703	41%
<b>Internet Usage Provided</b>	Library Workstation Sessions	3613	4157	15%	3613	4157	15%
	Wireless Sessions	12509	13762	10%	12509	13762	10%
<b>Number of Library Card Holders</b>	Sheboygan Residents				26180	24417	-7%
	Non-Sheboygan Residents				10291	9464	-8%
	Total Number of Library Card Holders				36471	33881	-7%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	39	50	28%	39	50	28%
	Children (0-11) Participants	565	1231	118%	565	1231	118%
	Teen (12-18) Quantity	22	4	-82%	22	4	-82%
	Teen (12-18) Participants	214	87	-59%	214	87	-59%
	Adult (18+) Quantity	113	37	-67%	113	37	-67%
	Adult (18+) Participants	1704	455	-73%	1704	455	-73%
	Total number of Classes, Seminars, Workshops, Events	174	91	-48%	174	91	-48%
	Total number of Participants	2483	1773	-29%	2483	1773	-29%
<b>Conference Room Utilization</b>	Rocca Meeting Room	15%	28%	13%	15%	28%	13%
	Loft Meeting Room	16%	25%	9%	16%	25%	9%
	2nd Floor Small Meeting Room	30%	26%	-4%	30%	26%	-4%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	284	367	29%	284	367	29%
	Percent Utilization	20%	25%	5%	20%	25%	5%
<b>Volunteer Hours</b>	Volunteer Hours	184	351.55	91%	184	351.55	91%

### **Friends of the Mead Public Library Meeting Report-2/21/18**

- Friends will host a book signing for Amy Heyman, a former employee and current Friend/Volunteer who was recently published. The book signing is this Saturday, the 24<sup>th</sup>, in the bookstore.
- Gift of Reading mailing will soon be going out for the 2018 year
- Annual meeting to be held Wednesday, April 18, 2018 @ 1:30pm in the Rocca Room. So far, there are 4 “repurposed book” artists that will be displaying their art and a presentation will be made on the varying pieces, with a raffle to follow.