

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
December 14, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 14, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Alderman Henry Nelson, Kevin Anderson, Chris Campe, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, Communications Specialist Josh Lintereur, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Meg Albrinck, Nancy Mannchen and Dirk Zylman.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:49 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 November 16, 2017 meeting; Anderson **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 11/16/17 MEETING. Johnson reported to the Board of Trustees that the Y-T-D budget and accounts payables were over budget for materials by approximately \$24,000. It was noted that the last two years there had been a surplus. Going into 2018 the budget tracking process for materials will be reviewed so that this does not happen again.
- 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. Johnson reported that there will be approximately \$945 being donated in memory of Anne Ibe, which the family will likely match. Johnson **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Norman **seconded** the motion. The motion **passed**.
- 2.3 HUMAN RESOURCES COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 12/7/17 MEETING. Norman reported that the theme of the meeting was to prepare for the director evaluation. There was also a visit and presentation from Sandy Rohrick, who discussed the proposed City wage increase program. The change will move staff toward the midpoint of the pay scale faster than the former system.

2.4 **MARKETING AND SERVICES COMMITTEE – KEVIN ANDERSON, CHAIR.** REPORT OF 12/13/17 MEETING. Anderson presented on the Marketing meeting, noting that the theme had been reviewing the logo proposals, which included a draft of the City’s new proposed logos. The committee decided that the City’s logo was not appropriate for the library to adopt as it was not in line with the scope of our patron reach-as we serve multiple communities surrounding the City of Sheboygan. There was also discussion on the possibility of keeping the “public” in Mead Public Library as some felt that the word had a negative connotation. Committee consensus was to keep “public” in the title. The logo proposals from Dynamic were discussed at length which lead us into 3.1.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

3.1 **REVIEW LOGO PROPOSALS.** Linteur presented the logo proposals that had been submitted by Dynamic. Generally, the committee had decided that options 5 and 6 were the only viable options. After much discussion, Anderson proposed the possibility of none of the logos and going back to the drawing board. It was decided that the Marketing Committee will meet in January to discuss and come up with several concepts that we want to convey to the public. From there, we will either start over with Dynamic, or pursue other companies.

3.2 **UPDATE ON FUNDING OF 2018 PROJECTS USING MEAD FUND.** The 2018 wish list was discussed, noting that the Friends had covered the majority of the programming expenses. The remainder of the list was presented as a possible funding opportunity for the Mead Library (850) Fund. Whelton **moved** to pay the approximately \$52,000 from the 850 fund, Anderson **seconded**. The motion **passed**.

4. DIRECTORS REPORT

4.1 **UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP)** Support Services Manager Diane Kallas reported that the new boilers are now installed, with a control update to come in January. The generator replacement project is also complete. The AMH check in machine is up and running as well, with good feedback from staff and patrons. The 3rd floor carpet and industrial vinyl installation has begun.

4.2 **UPDATE ON RFID PROJECT.** Kallas reported that we have less than 10% left to go on tagging library materials. The children’s picture books remain to be done yet.

4.3 **UPDATE ON SERVICES AND PROGRAMMING.** Public Services Manager Melissa Prentice reported on public conduct issues. She has worked with the neighborhood police liaison to audit the calls made over the last three years. From this information, several trends showed up, and the liaison, Officer Matthew Braesch, was able to offer some recommendations on how to lower crime and incident here at the library. We will be implementing several of his recommendations in 2018. Prentice further presented on the upcoming programs, noting a great new partnership with Partners for Community Development, who will be hosting ESL and citizenship classes at the library starting in January. The other prominent event that will be happening in January is our annual cribbage tournament, which is always a popular event.

4.4 **NOVEMBER STATISTICS.** Erickson reported on the November statistics. He noted that although the City will not be “living” here during the City Hall remodel, they will frequently be using our meeting spaces over the next two years, we have already seen an increase in room usage due to city meetings being held at the library.

- 4.5 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN
Mehn reported that the Friends meeting this month had been a social meeting, with very little business discussed. There was some talk of newly proposed term limits and moving officers into a 3 year rotation. The annual spring meeting was discussed with a tentative date of April 18th.

5. CLOSED SESSION

- 5.1 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXEPTION SET FORTH IN WISCONSIN STATE STATUES 19.85(1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY. Quinn **moved** to go into closed session for the performance evaluation of the Library Director. Whelton **seconded**. The motion **passed**. The roll call vote was as follows: Ayes-Anderson, Campe, Johnson, Nelson, Norman, Quinn, and Whelton. Absent-Albrinck, Mannchen, and Zylman.

6. RECONVENE IN OPEN SESSION

- 6.1 MOTION TO RECONVENE IN OPEN SESSION. At 5:52 p.m. Whelton moved to reconvene into open session. Johnson seconded. The motion passed.
- 6.2 POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION. Quinn stated Erickson had a positive review. Norman **moved** to increase Erickson’s salary by three percent (3%) for the 2018 year. Anderson **seconded**. The motion **passed**.

7. LIAISON REPORTS

- 7.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN. Norman presented that Monarch is a net borrower for the first time in history.
- 7.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN
Quinn reported that the Foundation held the annual Yuletide event on 12/1/17. The Northern Lights Choir was a huge success, and the turnout for the event was good.

8. UPCOMING MEETINGS

- 8.1 LIBRARY BOARD FINANCE COMMITTEE: January 25, 2018 @ TBD
- 8.2 FULL LIBRARY BOARD MEETING: January 25, 2018 @ 3:45 p.m.

9. ADJOURN

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

Being no further business the meeting adjourned at 6:02 p.m.
Generated by Sydney Mehn on Friday, December 15, 2017

Transactions (continued)

Trans Date	Post Date	Reference Number	Description	Amount
12/25	12/25	000000000000COMPC	MCC: 5734 MERCHANT ZIP: 60089 TOTAL PURCHASES \$875.67 TOTAL \$875.67	0.00
			Fees	
			TOTAL FEES FOR THIS PERIOD	0.00
			Interest Charged	
12/25	12/25		Interest Charge on Purchases	0.00
12/25	12/25		Interest Charge on Cash Advances	0.00
			TOTAL INTEREST FOR THIS PERIOD	0.00

2017 Totals Year-to-Date	
Total fees charged in 2017	0.00
Total interest charged in 2017	0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Periodic Rate	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	0.0000% (m)	0.000%	\$0.00	\$0.00
Cash Advances	0.0000% (m)	0.000%	\$0.00	\$0.00

(d) = Daily Periodic Rate
(m) = Monthly Periodic Rate
(v) = Variable Rate

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Mead Public Library - Accounts Payables December 2017 and January 2018

Vendor	Name	Invoice	Check #	Invoice Amt
	1418 ART IN A SUITCASE	1/17/2017 PROGRAM		235.00
	2716 BAKER & TAYLOR, LLC	2033405864		169.18
	2716 BAKER & TAYLOR, LLC	2033405873		66.34
	2716 BAKER & TAYLOR, LLC	2033420048		45.60
	2716 BAKER & TAYLOR, LLC	5014825609		197.54
	4812 CHECOLINSKI, KATIE	243942		19.95
	4081 DAUN'S PROFESSIONAL	86492		600.00
900081	DEMCO, INC.	6280158		146.74
	4811 ELLIS-STEINBERG, S	241935		13.96
	3403 FIELDS, SAMUEL S.	9001084589		10.07
	203 FRANK L. WEYENBERG	33346003315163		15.99
	1251 HENKE, ANGELIKA	1/11/18 PROGRAM		250.00
	4813 HORVATH, DENA	259911		15.56
900359	KIM DALHAIMER	CRIBBAGE TOURNAMENT		25.00
	2682 LIBRARY IDEAS, LLC	59001		13,000.00
900181	MENARDS	48229		78.59
	231 MIDWEST TAPE	95693003		126.51
	231 MIDWEST TAPE	95713650		17,000.00
	231 MIDWEST TAPE	95717821		99.27
	231 MIDWEST TAPE	95715790		304.02
	231 MIDWEST TAPE	95710309		83.17
	4810 MIND, SOUL AND SELF	2/3/18 PROGRAM		600.00
900132	PITNEY BOWES CREDIT	3305215872		368.82
	19450 SHERWIN-WILLIAMS CO.	1427-8		157.21
	20008 SPECIAL OPERATIONS D	17254		2,653.00
900301	STATE BAR OF WISCONS	5035576		73.40
	1710 WELLS FARGO FINANCIA	5004486563		726.19
	4262 WEST BEND COMMUNITY	33357004882256		10.00

Description

Program expense - \$1500.00 Grant from Kohler Fdn
was received to cover this program for 2018

Material Purchase

Material Purchase

Material Purchase

Material Purchase

Patron Refund

Snow removal and salting

Technical Support Supplies

Patron Refund

Patron Refund

Lost or Missing Item Refund

Program expense

Patron Refund

Employee reimbursement - program expense

Subscription renewal for 2018 - 2019

Building maintenance

Material Purchase

Material Purchase

Material Purchase

Material Purchase

Material Purchase

Program expense

Mail Machine Lease

Building maintenance

Security Service

Material Purchase

Copier/Printer lease payment

Lost or Missing Item Refund

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

December 2017

Account Balances as of:

March 11, 2022

9:27 AM

ACCT	DESCRIPTION	2017 APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		266,506.19	266,342.26	163.93	99.94
	SUB TOTAL		266,506.19	266,342.26	163.93	99.94
510310	FICA		16,136.00	16,126.09	9.91	99.94
510311	MEDICARE		3,780.00	3,771.53	8.47	99.78
510320	WI RETIREMENT FUND		16,751.00	17,482.08	-731.08	104.36
510340	HEALTH INSURANCE	0.00	40,332.00	27,586.12	12,745.88	68.40
510341	RETIREE HEALTH INS		3,408.00	14,872.60	-11,464.60	436.40
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
	SUB TOTAL	0.00	117,474.00	114,835.06	2,638.94	97.75
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	7,997.29	202.71	97.84
521900	CONTRACTED SERVICES		20,200.00	16,496.08	3,703.92	81.66
	SUB TOTAL	1,200.00	33,250.00	27,917.30	4,132.70	87.57
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
	SUB TOTAL	0.00	17,520.00	17,966.62	-446.62	102.55
530100	OFFICE SUPPLIES	0.00	9,500.00	8,641.29	858.71	90.96
530130	POSTAGE & DELIVERY	0.00	4,500.00	5,418.63	-918.63	120.41
	SUB TOTAL	0.00	14,000.00	14,059.92	-59.92	100.43
538001	DONATION PURCHASES	0.00	5,000.00	3,465.06	1,534.94	69.30
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	0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)	0.00	100.00	100.00	100.00	0.00
	SUB TOTAL	0.00	5,100.00	3,465.06	1,634.94	67.94
540215	GEN PUB OFFICIAL	0.00	3,116.00	0.00	3,116.00	0.00
	SUB TOTAL	0.00	3,116.00	0.00	3,116.00	0.00
590255	PARKING ASSESSMENT	0.00	3,000.00	1,782.30	1,217.70	59.41
	SUB TOTAL	201 0.00	3,000.00	1,782.30	1,217.70	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERV	0.00	0.00	0.00	0.00	
ADMINISTRATIVE COST CENTER TOTAL		1,200.00	459,966.19	446,368.52	12,397.67	97.30

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	P/Y	APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG			746,047.81	746,042.49	5.32	100.00
	SUB TOTAL			746,047.81	746,042.49	5.32	100.00
510310	FICA	0.00		44,849.00	44,720.70	128.30	99.71
510311	MEDICARE			10,489.00	10,458.76	30.24	99.71
510320	WI RETIREMENT FUND	0.00		45,053.00	47,669.57	-2,616.57	105.81
510340	HEALTH INSURANCE			132,303.00	123,877.44	8,425.56	93.63
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
	SUB TOTAL	0.00		242,913.00	236,866.75	6,046.25	97.51
521800	PROGRAM SERVICES			10,000.00	10,339.14	-339.14	103.39
521900	CONTRACTED SERVICES	0.00		37,300.00	20,802.85	16,497.15	55.77
525155	PROFESSIONAL DEVELOPMENT			9,000.00	9,604.35	-604.35	106.72
530205	DISPLAYS			1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00		61,000.00	49,923.14	11,076.86	81.84
538001-10067	DONATION PURCHASES	0.00		0.00	173.23	-173.23	
538001-10097	DONATION PURCHASES			0.00	759.50	-759.50	
538001-10098	DONATION PURCHASES	0.00		639.06	552.60	86.46	86.47
538001-10099	DONATION PURCHASES	0.00		21,031.56	20,976.80	54.76	99.74
	SUB TOTAL	0.00		140,070.62	113,131.61	26,939.01	80.77
538002	MATERIALS - ALL CATAGORIES	0.00		364,234.00	373,085.63	-8,851.63	102.43
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
	SUB TOTAL	0.00		440,034.00	448,724.37	-8,690.37	101.97
538000	TOTAL MATRL'S ACCTS	20	0.00	580,104.62	561,855.98	18,248.64	96.85
PUBLIC SERVICE COST CENTER TOTAL			0.00	1,569,065.43	1,544,765.22	24,300.21	98.45

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	Y/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		603,920.00	601,225.01	2,694.99	99.55
	SUB TOTAL		603,920.00	601,225.01	2,694.99	99.55
510310	FICA	0.00	38,911.00	36,078.37	2,832.63	92.72
510311	MEDICARE		13,880.00	8,437.57	5,442.43	60.79
510320	WI RETIREMENT FUND	0.00	32,660.00	33,598.18	-938.18	102.87
510340	HEALTH INSURANCE		97,822.00	91,600.24	6,221.76	93.64
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
	SUB TOTAL	0.00	190,460.00	177,423.58	13,036.42	93.16
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	19,987.00	6,013.00	76.87
	SUB TOTAL	0.00	26,000.00	19,987.00	6,013.00	76.87
521900	CONTRACTED SERVICES	0.00	16,163.00	18,108.74	-1,945.74	112.04
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	22,229.15	7,770.85	74.10
524110	BUILDING EXTERIOR MAINT	0.00	29,840.00	77,521.22	-47,681.22	259.79
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
	SUB TOTAL	0.00	79,503.00	119,402.88	-39,899.88	150.19
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	1,929.41	2,070.59	48.24
525140	GAS - UTILITY	0.00	31,000.00	21,712.27	9,287.73	70.04
	SUB TOTAL	0.00	131,500.00	109,510.79	21,989.21	83.28
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	18,620.42	1,379.58	93.10
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
	SUB TOTAL	0.00	26,100.00	24,717.71	1,382.29	94.70
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	49.96	100.04	33.31
	SUB TOTAL	0.00	150.00	49.96	100.04	33.31
540200	INSURANCE (FIRE)	0.00	5,000.00	10,404.70	-5,404.70	208.09
	SUB TOTAL	0.00	5,000.00	10,404.70	-5,404.70	208.09
642200	IT EQUIPMENT	0.00	19,500.00	13,753.71	5,746.29	70.53
	SUB TOTAL	0.00	19,500.00	13,753.71	5,746.29	70.53
	SUPPORT SERVICES COST CENTER TOTAL	0.00	1,082,133.00	1,076,475.34	5,657.66	99.48
	LIBRARY TOTAL	1,200.00	3,111,164.62	3,067,609.08	42,355.54	98.60

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 11, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	1,200.00	459,966.19	446,368.52	12,397.67	97.30
25551110	PUBLIC SERVICES	0.00	1,569,065.43	1,544,765.22	24,300.21	98.45
25551150	SUPPORT SERVICES	0.00	1,082,133.00	1,076,475.34	5,657.66	99.48
	FUND EQUITY INCREASE					
	Total All Cost Centers	1,200.00	3,111,164.62	3,067,609.08	42,355.54	98.60

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	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	
	Total Revenues	3,079,654.00	3,090,677.50	11,023.50	100.36

MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS

Account Balances as of:

March 11, 2022

	DESCRIPTION		APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		1,616,474.00	1,613,609.76	2,864.24	99.82
510310	FICA		99,896.00	96,925.16	2,970.84	97.03
510311	MEDICARE		28,149.00	22,667.86	5,481.14	80.53
510320	WI RETIREMENT FUND		94,464.00	98,749.83	-4,285.83	104.54
510340	HEALTH INSURANCE		270,457.00	243,063.80	27,393.20	89.87
510341	RETIREE HEALTH INS		3,408.00	14,872.60	-11,464.60	436.40
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	7,997.29	1,402.71	85.08
521700	SECURITY SERVICES		26,000.00	19,987.00	6,013.00	76.87
521800	PROGRAM SERVICES		10,000.00	10,339.14	-339.14	103.39
521900	CONTRACTED SERVICES		73,663.00	55,407.67	18,255.33	75.22
523122	SOFTWARE MAINTENANCE		30,000.00	22,229.15	7,770.85	74.10
524110	BUILDING EXT MAINT		29,840.00	77,521.22	-47,681.22	259.79
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	1,929.41	2,070.59	48.24
525140	GAS - UTILITY		31,000.00	21,712.27	9,287.73	70.04
525155	PROFESSIONAL DEVELOPMENT		13,520.00	14,085.96	-565.96	104.19
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	8,641.29	858.71	90.96
530130	POSTAGE AND DELIVERY		4,500.00	5,418.63	-918.63	120.41
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	18,620.42	1,379.58	93.10
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	75,850.33	1,534.94	86.52
538002	ADULT PRINT		364,234.00	373,085.63	-8,851.63	102.43
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	
	TOTAL MEAD PUBLIC LIBRARY EX	1,200.00	3,111,164.62	3,067,609.08	42,355.54	98.60

Memorandum of Understanding (MOU)
Between
Literacy Council (LC), a program of the
Family Resource Center of Sheboygan County
And
Mead Public Library

The purpose of this agreement is to formalize a working relationship between Mead Public Library and LC to maximize the benefits to our mutual clients by joining our efforts and programs.

I. PURPOSE AND SCOPE

The purpose of this Memorandum of Understanding (MOU) is to identify roles and responsibilities of each party as they relate to providing services.

II. MOU TERM

The term of this MOU agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences January 2018 and continues indefinitely.

III. MEAD'S RESPONSIBILITIES

1. Provide tutor spaces for LC tutor-student pairs.
2. Provide a drop box for LC.
3. Facilitate and market cosponsored presentations 2–3 times/year (e.g., programs on health literacy, immigration, etc.).

IV. LITERACY COUNCIL'S RESPONSIBILITIES

1. Provide a volunteer, when possible, to help out with Thursday technology/computer assistance.
2. Facilitate and market cosponsored presentations 2–3 times/year (e.g., programs on health literacy, immigration, etc.).
3. Ask tutors who meet at Mead to teach their students that the library has many helpful services and encourage students to obtain library cards.

V. CHANGES OR TERMINATION

Changes to this MOU will be scheduled by both parties *if necessary* to review the continuation of this agreement or any variation of it.

Contact Information

Partner Name: Mead Public Library
Partner Representative: Garrett Erickson, Library Director
Address: 710 North 8th Street, Sheboygan, WI 53081-4563
Telephone/email: 920-459-3400 / Garrett.Erickson@meadpl.org

Partner Name: Literacy Council (a program of the Family Resource Center of Sheboygan County)

Partner Representatives: Carol Myers, Literacy Council Coordinator

Scott Jensema, Executive Director, Family Resource Center

Address: Family Resource Center, 1500 Douglas Drive, Suite B, Plymouth, WI 53073

Telephone/email: 920-892-6706 / cmyers@frc-sc.org

IN WITNESS THEREOF:

Mead Public Library

Date:

Garrett Erickson

Literacy Council

Date:

Carol Myers

Scott Jensema

Type	Name	December 2016	December 2017	Monthly 2016 vs 2017	Year-to-date 2016	Year-to-date 2017	YTD 2016 vs 2017
Circulation Transactions	Adult Materials	26699	32158	20%	376837	374478	-1%
	Teen Materials	785	1045	33%	14372	15016	4%
	Children's Materials	10059	14175	41%	176399	179850	2%
	Total Adult/Teen/Children's Materials	37543	47378	26%	567608	569344	0%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	4447	4545	2%	78872	65888	-16%
	Items received for Mead patrons from other libraries	3174	4102	29%	49821	54349	9%
	Total Interlibrary Loans (Transits)	7621	8647	13%	128693	120237	-7%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	2866	4374	53%	36790	50581	37%
	E-Audio (Freegal)	1219	1827	50%	27081	20454	-24%
	E-Video (Hoopla)	146	318	118%	1426	2866	101%
	E-Magazines (Zinio) (Overdrive)	139	142	2%	2525	1505	-40%
	Total E-Content Checkouts	4370	6661	52%	67822	75406	11%
Library Visits	Gate count	23368	15911	-32%	335999	319693	-5%
Research Inquiries	Research Inquiries	1619	1721	6%	25355	26125	3%
Internet Usage Provided	Library Workstation Sessions	3447	3354	-3%	51379	47818	-7%
	Wireless Sessions	10301	11528	12%	121244	156659	29%
Number of Library Card Holders	Sheboygan Residents				26320	24303	-8%
	Non-Sheboygan Residents				10391	9588	-8%
	Total Number of Library Card Holders				36711	33891	-8%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	33	40	21%	448	643	44%
	Children (0-11) Participants	745	859	15%	12563	19656	56%
	Teen (12-18) Quantity	2	6	200%	77	153	99%
	Teen (12-18) Participants	32	84	163%	2054	2369	15%
	Adult (18+) Quantity	19	26	37%	298	455	53%
	Adult (18+) Participants	37	333	800%	4745	6336	34%
	Total number of Classes, Seminars, Workshops, Events	54	72	33%	823	1251	52%
	Total number of Participants	814	1276	57%	19362	28361	46%
Conference Room Utilization	Rocca Meeting Room	6%	22%	16%	23%	22%	-1%
	Loft Meeting Room	22%	22%	0%	23%	19%	-3%
	2nd Floor Small Meeting Room	36%	21%	-15%	34%	23%	-12%
Study Rooms Utilization	Study Rooms Hours Used	318	348	9%	4425	3604	-19%
	Percent Utilization	38%	25%	-13%	49%	24%	-25%
Volunteer Hours	Volunteer Hours	40	269.1	573%	2291	3978.14	74%

Friends of the Mead Public Library Meeting Report-1/17/18

- Friends are looking into fundraising opportunities for 2018 including:
 - Scrip Cards
 - A “Ladies of the Library” Calendar (For 2019)
 - Registered on AmazonSmile for charitable giving
 - Possible raffle contest
- Annual meeting to be held Wednesday, April 18, 2018 @ 1:30pm in the Rocca Room. Artists that work with book repurposing are being sought out to present at the meeting.
- Friends will host a book signing for Amy Heyman, a former employee and current Friend/Volunteer who was recently published.