

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
November 16, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 16, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Meg Albrinck, Kevin Anderson, Nancy Mannchen, Kyle Whelton, 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: Alderman Henry Nelson, and Chris Campe

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:47 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Norman **moved** to approve the amended minutes from the October 26, 2017 meeting; Albrinck **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. It was reported that former board member Anne Ibe had passed away. She served 18 years on the Library Board of Trustees, and will be greatly missed. Donations are to be made to the library in her honor.

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 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. Johnson reported that there was one donations this month in the amount of \$5,000 from the Barbara J. Peklin Foundation. In addition, it was reported that the Friends have decided to donate \$22,750 towards 2018 programming. Johnson **moved** to accept the generous donation from the Friends. Whelton **seconded**. The motion **passed**. Mehn will write a formal thank you letter for the Friends. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Whelton **seconded** the motion. The motion **passed**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 DISCUSSION AND POSSIBLE ACTION TO APPROVE JOB DESCRIPTION. Maintenance Technician job description was presented with added “security” section. Whelton **moved** to approve the new job description as presented. Anderson **seconded**. The motion **passed**.
- 3.2 DISCUSSION AND POSSIBLE ACTION TO APPROVE 2018 HOLIDAY SCHEDULE. 2018 holiday schedule was presented. Norman **moved** to approve the 2018 holiday schedule as presented. Anderson **seconded**. The motion **passed**.
- 3.3 DISCUSSION AND POSSIBLE ACTION TO APPROVE FRIDAY, MARCH 9, 2018 FOR STAFF IN-SERVICE DATE, After discussion as to the types of training staff will receive, it was suggested that conflict resolution be included, which was agreed upon by staff. Norman **moved** to approve the date of Friday, March 9, 2018 as a staff in-service date. Whelton **seconded**. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 DISCUSSION ON POSSIBLE COLLABORATION WITH SHEBOYGAN COUNTY ECONOMIC DEVELOPMENT CORPORATION. Erickson brought up the city plans to create an “Innovation Corridor” along Indiana Avenue. It was suggested and that the Library should partner with the EDC to do a study on possibly building up a community maker space. The Board would like to see Erickson explore this further.
- 4.2 UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP) Support Services Manager Diane Kallas reported that the boilers are now completed, with training to come. The AMH check in machine is up and running as well, with good feedback from staff and patrons. The generator is done, with the final step being an inspection that we are waiting on. The 3rd floor carpet and industrial vinyl will be installed by the end of the year. Squares will be used for easy installation and replacement. It was also reported that our two new maintenance technicians were willing to start earlier than December to assist in the carpet installation process.
- 4.3 UPDATE ON RFID PROJECT. Kallas reported that we are approximately 85% of the way through tagging library materials. We are now working on the 3rd and final floor to finish up this project.
- 4.4 UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on the fall programs. Prentice reported that Board member Anderson’s 3D chess piece program was a huge success, with 20 registrants and a waiting list. In addition, the Baby & Me Storytime has been very well attended, with approximately 30 steady attendees. December 4th will be our “State of Craft Beer” program at 3 Sheeps Brewing. December 8th will be another installment of “Late @ The Library” with a “Festivus” type theme. Lastly, Prentice reported that she had just recently had a meeting with the “Visit Sheboygan” tourism and the City Green officials regarding all of the wonderful programming that will be happening across the street from us in the outdoor space. We will also be a “rain-out” site for programs to be held in that space.
- 4.5 OCTOBER STATISTICS. Erickson reported on the October statistics. The format has been changed, with the addition of the quiet study room stats. It was noted that the amount of cardholders has gone down. There was discussion about what we could do about that.

Some suggestions were to have both a free basic and premium version of internet that customers would access with their cards, hosting a “card-holders only” event once a year to encourage card sign up, and having a “get your card here” kiosk with listing of all the things being a cardholder could get you.

- 4.6 SOCIAL MEDIA STATISTICS. Overall the board was appreciative of being able to see these statistics. It was a great display of the progress that Communications Specialist Josh Lintereur has made.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN Amy Birtell, director of Monarch Library System presented on all the latest Monarch news. She noted the addition of \$35,000 to Monarch being federally funded in order to provide us with the resources to increase job growth. This money would be used towards workforce development, broadband extension, and lifelong learning. Norman reported after Amy’s presentation on the 2/3 vote change, in order to get issues passed, as well as the work being done on further defining governance roles.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – KATHIE NORMAN Nelson reported that the Foundation met on 11/15/17, during which they discussed the upcoming annual Yuletide event. Two new board members have been added to the roster, with a third position open and being recruited for.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN Mehn reported that the Friends have approved a grant of \$30,000 to be donated to Mead in their 2018 budget, with \$22,750 of that being donated toward restricted wish list items. The Friends have approved edited bylaws, policies, and responsibilities documents. Lastly, our PA system has been evaluated, and determined to be of excellent quality. It was determined that staff training needs to take place. That will be happening in the near future.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: December 14, 2017 @ 3:00 p.m.
- 6.2 FULL LIBRARY BOARD MEETING: December 14, 2017 @ 3:45 p.m. Quinn reminded everyone that the December meeting is a social/potluck and to feel free to bring a dish to pass.

7. ADJOURN

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

Being no further business the meeting adjourned at 5:27 p.m.

Generated by Sydney Mehn on Tuesday, November 17, 2017

Mead Public Library

Accounts Payables 2017 November EOM - December 4, 2017

Vendor	Name	Invoice	Check #	Invoice Amt
2716	BAKER & TAYLOR, LLC	3021906699	330961	\$141.67
2716	BAKER & TAYLOR, LLC	2033281132	330961	\$2,909.78
2142	BATTERIES PLUS LLC	506-P134967	330962	\$93.95
2448	DALHAIMER, MARY M.	735492 - 11-10-17	330963	\$47.38
4515	FINKE, ANNELIESE	11/15/17 MILWAUKEE	330964	\$31.24
4515	FINKE, ANNELIESE	11152017	330964	\$14.94
4698	KAAT, BETH	111517 MILWAUKEE	330965	\$40.87
766	KONZ ELECTRIC	13522	330966	\$48,637.00
900376	MARTENS TRILLING TRU	B842790	330968	\$22.41
900181	MENARDS	44004	330969	\$15.82
900118	SHEBOYGAN WATER UTIL	7/5/17 - 10/3/17	330970	\$939.38
1176	USS LIBERTY MEMORIAL	34273001720849	330971	\$15.07
2716	BAKER & TAYLOR, LLC	5014759716	331161	\$200.18
2716	BAKER & TAYLOR, LLC	3021906695	331161	\$292.17
2716	BAKER & TAYLOR, LLC	3021928253	331161	\$90.80
2716	BAKER & TAYLOR, LLC	2033297429	331161	\$1,687.32
2716	BAKER & TAYLOR, LLC	2033296342	331161	\$2,797.44
2716	BAKER & TAYLOR, LLC	2033263886	331161	\$1,843.69
2716	BAKER & TAYLOR, LLC	2033281238	331161	\$1,047.47
2716	BAKER & TAYLOR, LLC	2033313028	331161	\$149.28
2716	BAKER & TAYLOR, LLC	3021917748	331161	\$123.26
2716	BAKER & TAYLOR, LLC	3021928242	331161	\$61.64
4404	CHARTER COMMUNICATIO	0206811112317	331162	\$282.99
3403	FIELDS, SAMUEL S.	9001084678	331163	\$9.51
4703	MENDINA, DEBRA	9008614872	331167	\$14.93
231	MIDWEST TAPE	95551518	331168	\$67.47
231	MIDWEST TAPE	95613669	331168	\$627.85
231	MIDWEST TAPE	95544151	331168	\$951.30
231	MIDWEST TAPE	95564435	331168	\$945.59
231	MIDWEST TAPE	95551132	331168	\$765.92
231	MIDWEST TAPE	95590499	331168	\$43.80
231	MIDWEST TAPE	95585158	331168	\$291.31
231	MIDWEST TAPE	95568779	331168	\$44.98
4700	REINKE, SUSAN M.	9001111343	331171	\$3.75
1499	SHEBOYGAN COUNTY HIS	171113KD	331172	\$313.00
2602	SHEBOYGAN FALLS MEM	34282000185631	331173	\$10.00
20008	SPECIAL OPERATIONS D	17197	331174	\$2,203.00
491	STAPLES ADVANTAGE	8047292764	331175	\$59.44
491	STAPLES ADVANTAGE	8047511101	331175	\$48.99
491	STAPLES ADVANTAGE	8047403409	331175	\$427.51
4699	STATE OF CRAFT BEER	12417 PROGRAM	331176	\$160.00
22449	WI DEPT OF AGRICULTU	20-202650 2018	331179	\$25.00
900201	AMAZON.COM	BNWAIEAHIITR	331157	\$118.80
900201	AMAZON.COM	GOGFIEDZJVMY	331157	\$239.84

Mead Public Library

Accounts Payables 2017 November EOM - December 4, 2017

Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	CFPEXZAKHGEW	331157	\$15.96
900201	AMAZON.COM	111-3459320-7534633	331157	\$33.87
900201	AMAZON.COM	114-5965980-2383415	331157	\$59.22
900201	AMAZON.COM	111-8869202-8585013	331157	\$41.09
900201	AMAZON.COM	112-339207-4259416	331157	\$109.94
900201	AMAZON.COM	114-2043388-7490635	331157	\$50.05
900201	AMAZON.COM	111-3254687-9344225	331157	\$206.52
900201	AMAZON.COM	111-8517769-2282669	331157	\$218.40
900201	AMAZON.COM	111-7684308-45369232	331157	\$25.54
900009	AT&T	920Z83020111	331159	\$124.11
900213	AUTOMATED FLAGPOLE P	11-14927	331160	\$137.00
12691	MARSHALL SIGN LLC	38906	331165	\$32.50
900181	MENARDS	45147	331166	\$6.97
900181	MENARDS	45004	331166	\$47.40
900304	PITNEY BOWES PURCHAS	30097430-10/17	331169	\$520.99
900103	WAL-MART COMMUNITY	729900821575	331177	\$127.14
1710	WELLS FARGO FINANCIA	5004411217	331178	\$726.19
900104	ALLIANT ENERGY	OCT 30 - NOV 28	331282	\$6,022.75
2716	BAKER & TAYLOR, LLC	2033327885	331284	\$1,256.66
12374	MBM	IN243314	331291	\$1,091.18
900044	WISCONSIN PUBLIC SER	10/20/17 - 11/01/201	331297	\$1,874.13

Description
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Telephone expense
Building maintenance
Advertising expense
Building maintenance
Building maintenance
Postage meter refill
Programming expense
Photo copier/printer lease
Electric Utility billing
Material purchases
Photo copier/printer lease
Gas Utility biling

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

December 2017

Account Balances as of:

March 11, 2022

9:13 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		260,506.19	245,212.66	15,293.53	94.13
	SUB TOTAL		260,506.19	245,212.66	15,293.53	94.13
510310	FICA		15,736.00	14,824.99	911.01	94.21
510311	MEDICARE		3,680.00	3,467.24	212.76	94.22
510320	WI RETIREMENT FUND		16,751.00	16,045.26	705.74	95.79
510340	HEALTH INSURANCE	0.00	40,332.00	26,460.51	13,871.49	65.61
510341	RETIREE HEALTH INS		3,408.00	14,100.64	-10,692.64	413.75
510350	DENTAL INSURANCE		4,397.00	4,905.58	-508.58	111.57
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		392.00	295.31	96.69	75.33
510400	WORKERS COMP		118.00	108.24	9.76	91.73
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	107,386.90	9,077.10	92.21
521100	BANKING FEES		1,200.00	1,403.73	-203.73	116.98
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING	4,200.00	9,400.00	2,692.92	2,507.08	73.33
521900	CONTRACTED SERVICES		20,200.00	17,638.58	2,561.42	87.32
	SUB TOTAL	4,200.00	33,250.00	23,536.23	5,513.77	83.42
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	2,411.76	-411.76	120.59
	SUB TOTAL	0.00	17,520.00	17,922.32	-402.32	102.30
530100	OFFICE SUPPLIES	0.00	9,500.00	8,286.84	1,213.16	87.23
530130	POSTAGE & DELIVERY	1,020.99	4,500.00	4,897.64	-1,418.63	131.53
	SUB TOTAL	0.00	14,000.00	13,184.48	-205.47	101.47
538001	DONATION PURCHASES	0.00	5,000.00	2,770.56	2,229.44	55.41
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	0.00	100.00	0.00
	SUB TOTAL	0.00	5,100.00	2,770.56	2,329.44	54.32
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		5,220.99	452,956.19	411,795.45	35,939.75	92.07

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			726,347.81	690,418.69	35,929.12	95.05
	SUB TOTAL			726,347.81	690,418.69	35,929.12	95.05
510310	FICA	0.00		44,849.00	41,327.82	3,521.18	92.15
510311	MEDICARE			10,489.00	9,665.29	823.71	92.15
510320	WI RETIREMENT FUND	0.00		45,053.00	43,965.09	1,087.91	97.59
510340	HEALTH INSURANCE			132,303.00	118,587.96	13,715.04	89.63
510350	DENTAL INSURANCE			9,399.00	8,735.33	663.67	92.94
510360	LIFE INSURANCE			1,017.00	1,017.10	-0.10	100.01
510400	WORKERS COMP	0.00		313.00	286.99	26.01	91.69
	SUB TOTAL	0.00		243,423.00	223,585.58	19,837.42	91.85
521800	PROGRAM SERVICES			10,000.00	10,013.44	-13.44	100.13
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	15,279.01		61,000.00	33,893.27	11,827.72	80.61
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	13,500.00		21,031.56	7,476.80	54.76	35.55
	SUB TOTAL	28,779.01		140,070.62	83,276.04	28,015.57	59.45
538002	MATERIALS - ALL CATAGORIES	2,737.19		364,234.00	372,363.62	-10,866.81	102.98
538100	OTHER CONTENT	0.00		53,600.00	25,971.63	27,628.37	48.45
649200	EQUIPMENT REPLACEMENT	0.00		22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	2,737.19		440,034.00	420,465.26	16,831.55	95.55
538000	TOTAL MATRL'S ACCTS	20	31,516.20	580,104.62	503,741.30	44,847.12	86.84
PUBLIC SERVICE COST CENTER TOTAL			31,516.20	1,549,875.43	1,417,745.57	100,613.66	93.51

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		629,620.00	550,606.29	79,013.71	87.45
	SUB TOTAL		629,620.00	550,606.29	79,013.71	87.45
510310	FICA	0.00	39,311.00	33,013.32	6,297.68	83.98
510311	MEDICARE		13,980.00	7,720.71	6,259.29	55.23
510320	WI RETIREMENT FUND	0.00	32,660.00	30,728.64	1,931.36	94.09
510340	HEALTH INSURANCE		97,822.00	86,501.18	11,320.82	88.43
510350	DENTAL INSURANCE		6,243.00	6,685.56	-442.56	107.09
510360	LIFE INSURANCE		653.00	685.60	-32.60	104.99
510400	WORKERS COMP		291.00	266.75	24.25	91.67
	SUB TOTAL	0.00	190,960.00	165,601.76	25,358.24	86.72
	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	21,327.83	8,672.17	71.09
524110	BUILDING EXTERIOR MAINT	0.00	29,840.00	75,685.81	-45,845.81	253.64
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	116,666.15	-37,163.15	146.74
525100	ELECTRICITY	0.00	93,800.00	76,836.03	16,963.97	81.91
525105	WATER	0.00	1,350.00	1,247.76	102.24	92.43
525110	SEWER	0.00	1,350.00	1,412.18	-62.18	104.61
525120	TELEPHONE	0.00	4,000.00	1,909.88	2,090.12	47.75
525140	GAS - UTILITY	0.00	31,000.00	19,216.58	11,783.42	61.99
	SUB TOTAL	0.00	131,500.00	100,622.43	30,877.57	76.52
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	18,169.75	1,830.25	90.85
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	24,267.04	1,832.96	92.98
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	9,541.80	-4,541.80	190.84
	SUB TOTAL	0.00	5,000.00	9,541.80	-4,541.80	190.84
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	1,108,333.00	1,001,096.14	107,236.86	90.32
	LIBRARY TOTAL	36,737.19	3,111,164.62	2,830,637.16	243,790.27	90.98

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	5,220.99	452,956.19	411,795.45	35,939.75	92.07
25551110	PUBLIC SERVICES	31,516.20	1,549,875.43	1,417,745.57	100,613.66	93.51
25551150	SUPPORT SERVICES	0.00	1,108,333.00	1,001,096.14	107,236.86	90.32
	FUND EQUITY INCREASE					
	Total All Cost Centers	36,737.19	3,111,164.62	2,830,637.16	243,790.27	90.98

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	6,615.31	-3,384.69	66.15
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	28,623.49	-21,376.51	57.25
447641	LOST BOOKS	5,000.00	5,089.04	89.04	101.78
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	1,242.41	742.41	248.48
467101	CONTRIBUTIONS	66,000.00	39,469.87	-26,530.13	59.80
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	3,076,659.95	-2,994.05	99.90

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	1,486,237.64	130,236.36	91.94
510310	FICA		99,896.00	89,166.13	10,729.87	89.26
510311	MEDICARE		28,149.00	20,853.24	7,295.76	74.08
510320	WI RETIREMENT FUND		94,464.00	90,738.99	3,725.01	96.06
510340	HEALTH INSURANCE		270,457.00	231,549.65	38,907.35	85.61
510341	RETIREE HEALTH INS		3,408.00	14,100.64	-10,692.64	413.75
510350	DENTAL INSURANCE		20,039.00	20,326.47	-287.47	101.43
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		2,062.00	1,998.01	63.99	96.90
510400	WORKERS COMP		722.00	661.98	60.02	91.69
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	1,403.73	-203.73	116.98
521110	FINANCIAL SERVICES FEES		2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING		9,400.00	2,692.92	6,707.08	28.65
521700	SECURITY SERVICES		26,000.00	19,987.00	6,013.00	76.87
521800	PROGRAM SERVICES		10,000.00	10,013.44	-13.44	100.13
521900	CONTRACTED SERVICES		73,663.00	56,550.17	17,112.83	76.77
523122	SOFTWARE MAINTENANCE		30,000.00	21,327.83	8,672.17	71.09
524110	BUILDING EXT MAINT		29,840.00	75,685.81	-45,845.81	253.64
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	76,836.03	16,963.97	81.91
525105	WATER		1,350.00	1,247.76	102.24	92.43
525110	SEWER		1,350.00	1,412.18	-62.18	104.61
525120	TELEPHONE		4,000.00	1,909.88	2,090.12	47.75
525140	GAS - UTILITY		31,000.00	19,216.58	11,783.42	61.99
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	2,411.76	-411.76	120.59
530100	OFFICE SUPPLIES	0.00	9,500.00	8,286.84	1,213.16	87.23
530130	POSTAGE AND DELIVERY		4,500.00	4,897.64	-397.64	108.84
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	18,169.75	1,830.25	90.85
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	45,625.96	2,229.44	52.04
538002	ADULT PRINT		364,234.00	372,363.62	-10,866.81	102.23
538100	OTHER CONTENT		53,600.00	25,971.63	27,628.37	48.45
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	9,541.80	-4,541.80	190.84
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	36,737.19	3,111,164.62	2,830,637.16	243,790.27	90.98

Non-Represented Employee Development and Reward Program Guide

Salary Increase Reward Guide for Proven Engagement, Growth and Personal Development

STRATEGY DEPLOYMENT AND PERSONAL PERFORMANCE PLAN EVALUATION	Quadrant 1 (Q1) 85% - 92.49% of CP	Quadrant 2 (Q2) 92.50%-99.99% of CP	CONTROL POINT (MARKET VALUE)	Quadrant 3 (Q3) 100.01% - 107.49%	Quadrant 4 (Q4) Maximum Pay (115%)
EXCEEDS/OUTSTANDING Overall performance throughout the year was outstanding/ outstanding. Consistently excelled in all critical aspects of the job including accomplishing goals and development plans and was exceptional in the use business skills. Positive contributor; cooperative throughout all areas within and outside the organization.	Up to 4.00%	Up to 3.00%		Yealy Budgeted Amount	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
SUCCESSFULLY ACHIEVED Overall performance results were achieved that met or exceeded expectations for challenging and difficult goals. Consistently exceeded in accomplishing daily job duties and assignments and very effective in utilizing business tools and skills.	Up to 3.00%	Up to 2.00%		Yealy Budgeted Amount	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
DEVELOPING / NOT YET ACHIEVED Overall performance results were consistent and effective in learning the new position or responsibility. Goals me expectations. Accomplished established measures and development plans and effectively demonstrated position skills.	Up to 2.00%	Up to 1.00%		Not Available	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
NEW TO POSITION / NOT COMPETENT / PERFORMANCE IMPROVEMENTS NEEDED Overall performance results were inconsistent and did not meet expectations. May not have accomplished goals and development plans, and/or effectively demonstrated business skills. May be new to position or role and needs development to effectively meet performance requirements.	0%	0%		0%	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
	Employees in Q1 are hired at entry level. On-the-job training is expected. As such, this level typically achieves a great deal of learning and advancement in the job. Pay increases represent a greater acceleration at this level until the employee achieves the competitive market value for the position.	Employees in Q2 have developed considerably in their position, yet additional development is needed to reach market value.	Control Point is the market value of the position at approximately the 75th percentile point for the position.	Employees in Q3 are expected to know how to do their job competently and effectively. Little supervision is needed in the completion of most tasks at this point. More complex assignments and variations of duties are expected at this level, and greater multitasking is anticipated. Employees in this level are often able to teach and mentor others in similar roles or overlapping duties.	Employees in Q4 have been rewarded for their knowledge and expertise and are considered as being "at the top of their game." Greater expectation of performance is placed on employees in this category as they should be the best at what they do and should be able to "hit the ground running" on a daily basis, with little to no daily direction, and are often the "go-to" person for answers or direction.

NOTES:

This guide is for use in assisting in the allocation of salary merit increases. Categories are used to determine appropriate increases only.

Performance evaluations should support strategy deployment / personal performance plans with discretionary merit amounts allocated accordingly.

Q1: Eligible for Q1 increase plus budgeted wage increase amount (based on merit)

Q2: Eligible for Q2 increase plus budgeted wage increase amount (based on merit)

Q3: Eligible for wage increase amount only

Performance evaluations should support strategy deployment / personal performance plans with discretionary merit amounts allocated accordingly.

City of Sheboygan

City of
SHEBOYGAN

City of
SHEBOYGAN

City of
SHEBOYGAN

SHEBOYGAN
Live the scenic route.

SHEBOYGAN
Live the scenic route.

SHEBOYGAN
Live the scenic route.

SHEBOYGAN

SHEBOYGAN
City Green

SHEBOYGAN
Downtown | Riverfront | South Pier

SHEBOYGAN
*Take the scenic route.
Explore the scenic route.
Live the scenic route.*

MEAD Public Library Logo Concepts



CONCEPT 1

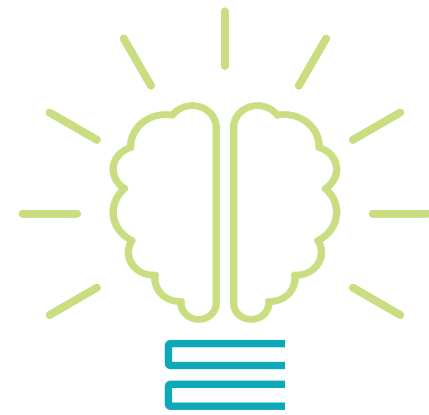
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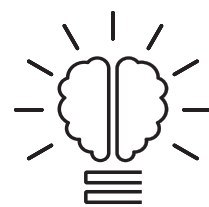
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PUBLIC LIBRARY



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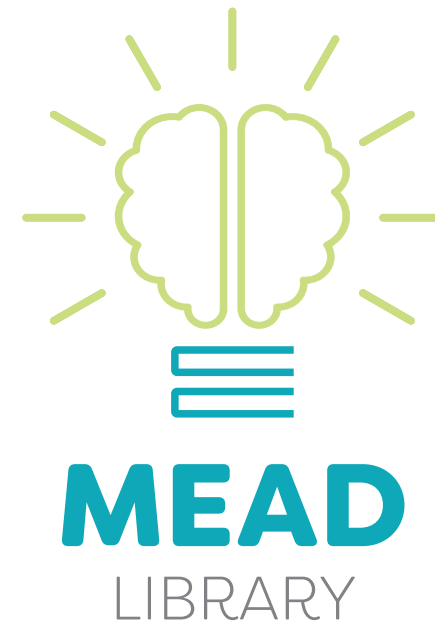
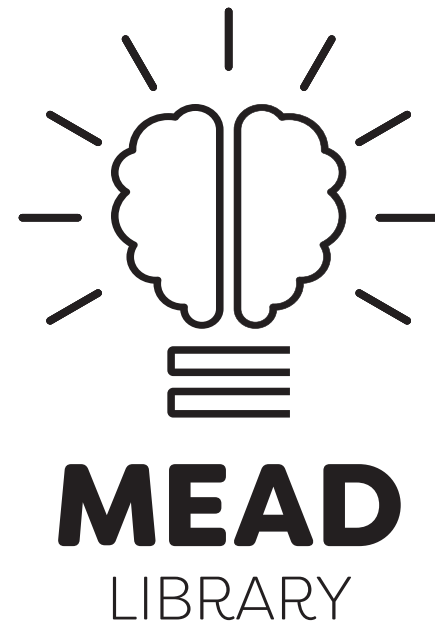
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CONCEPT 1-2

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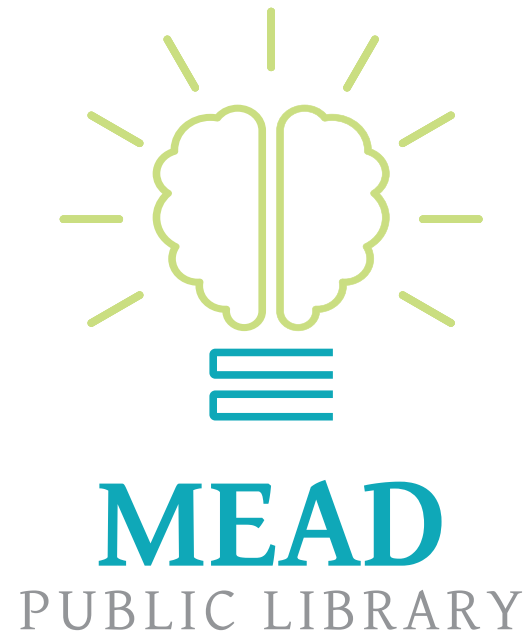
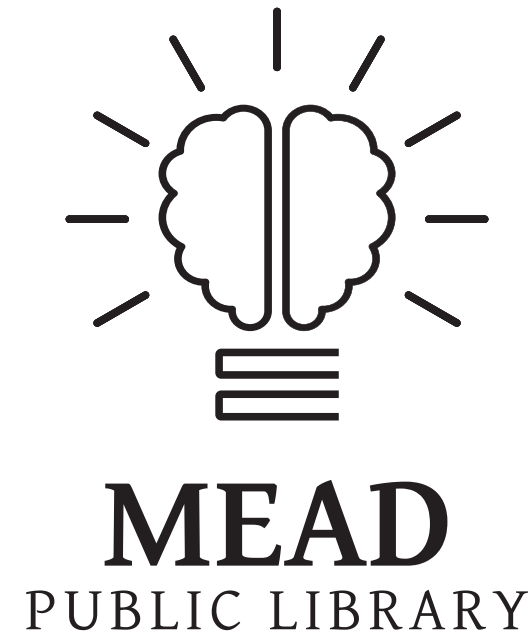
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CONCEPT 2

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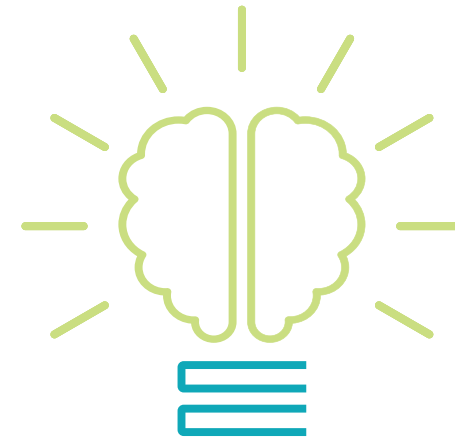


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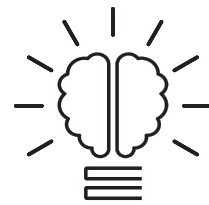
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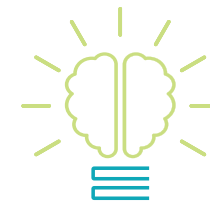
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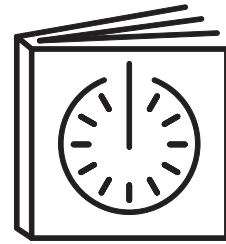
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CONCEPT 3

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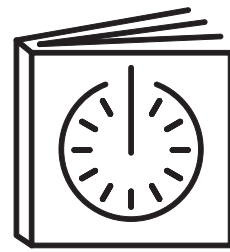
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clock tower





CONCEPT 3-2

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LIBRARY



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LIBRARY



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LIBRARY



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LIBRARY

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clock tower





CONCEPT 4

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clock tower



MEAD Public Library Logo Concepts

CONCEPT 4-2

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clock tower



CONCEPT 5

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CONCEPT 5-2

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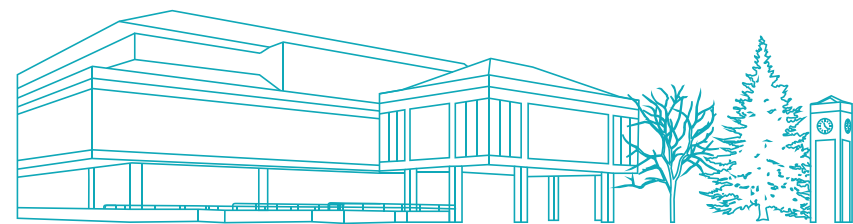
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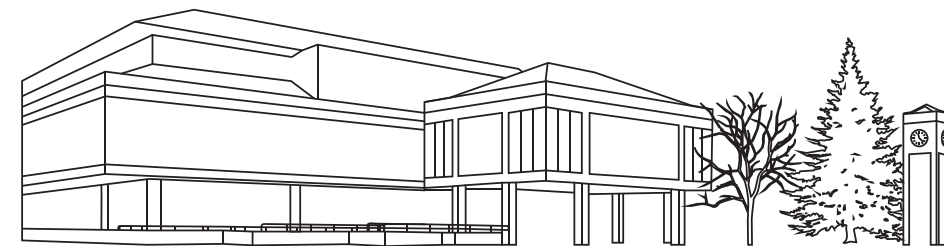


CONCEPT 6

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PUBLIC LIBRARY



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PUBLIC LIBRARY

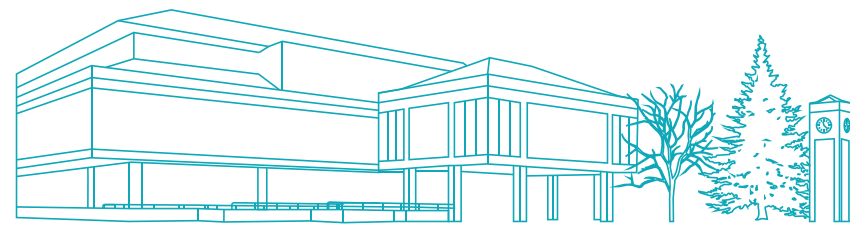
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Building

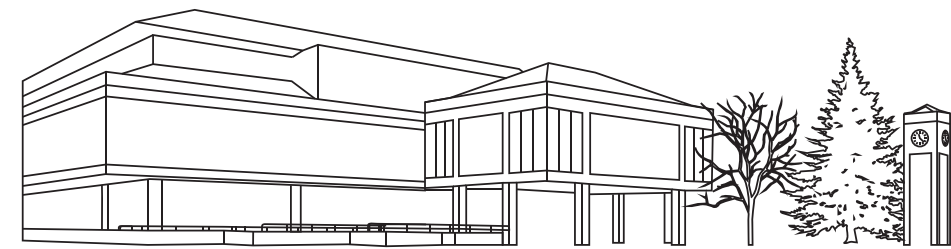


CONCEPT 6-2

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MEAD LIBRARY



MEAD LIBRARY

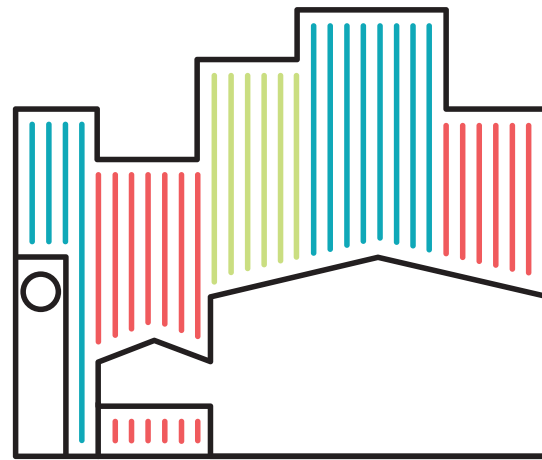
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Building

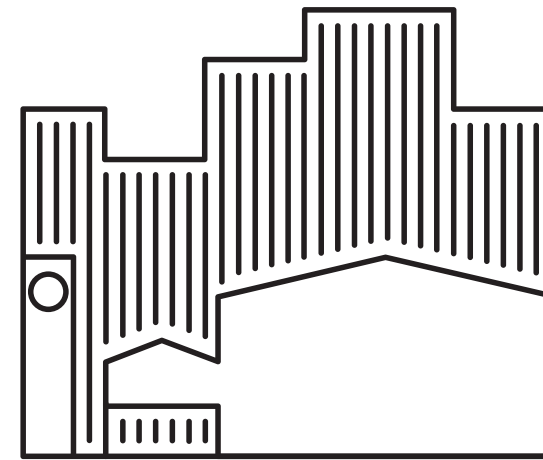


CONCEPT 7

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MEAD LIBRARY

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Building



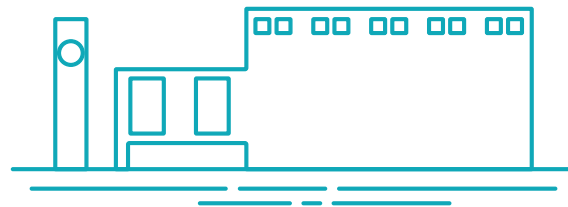
CONCEPT 8

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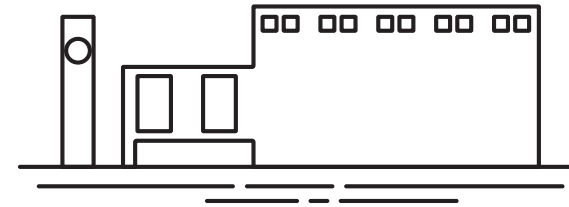


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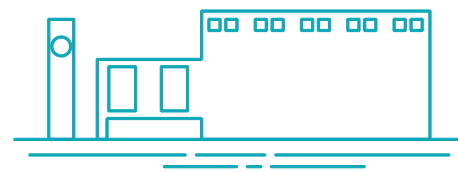
Building



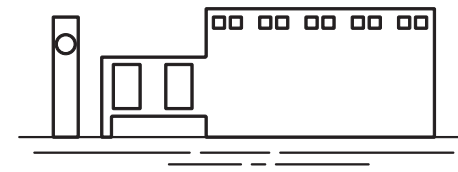
MEAD LIBRARY



MEAD LIBRARY



MEAD LIBRARY



MEAD LIBRARY

INSPIRATION

Building

2018 Wish list

<i>Category/Fund</i>	Description	Amount	Date	Funding Source
<i>Furniture</i>	3rd floor Service desk (Embury)	\$10,000	Q1	Trustees
	Computer work stations (K-log): - 2 person workstation for PAC - 4 person workstation for adult computers - 6 person workstation for AWE learning computers (kid size)	\$5,000	Q1	Trustees
	1st floor Service Desk (Demco) - Addition of a few modular pieces to replace mismatched furniture	\$2,000	Q1	Trustees
	Meeting rooms (Embury) - Additional stacking chairs and carts Loft	\$7,500	Q1	Trustees
<i>Programming</i>	Mini Maker Faire	\$7,000	June	\$3,000 Friends, \$4,000 Trustees
	Sheboygan Children and Teen Book Festival	\$5,000	October	Friends
	Summer Library Program	\$5,000	May-August	Friends
	Lakeland Community Book Read / Humanities Festival	\$5,000	April	Trustees
	WinterGreen	\$2,000	March	Friends
	Imaginarium programs and equipment - Ozobot education kit - Makey Makey STEM Classroom Invention Kit littleBits Code Kit Education Class Pack	\$5,000	Ongoing	Friends
	- Science4Fun children's after school program	\$1,250	School year	Friends
	Cultural Passes – ongoing funding Above & Beyond, Maritime Museum, WI Historical Museums, Milwaukee Art Museum, Betty Brinn Children's Museum, NEW Zoo or Milwaukee Zoo	\$1,500	Ongoing	Friends
<i>Equipment</i>	Outreach Kit (portable table, chairs, display, tech, hot spot)	\$3,000	Q1	Trustees
	Xbox One for Teen Center	\$800	Q2	Trustees
<i>Other</i>	Children's library pets – suggesting aquarium with cleaning/maintenance service	\$1,200	Ongoing	Trustees
	Staff Association startup funds	\$1,000	Q1	Trustees
	Complete sign project	\$7,000	Q1	Trustees
	Promotion, Advertising, and Outside Printing	\$5,000	Ongoing	Trustees
	Total (\$51,500/Trustee funded, \$22,500 Friends funded)	\$74,250		

Type	Name	November 2016	November 2017	Monthly 2016 vs 2017	Year-to-date 2016	Year-to-date 2017	YTD 2016 vs 2017
Circulation Transactions	Adult Materials	30657	30255	-1%	350138	342320	-2%
	Teen Materials	1097	1236	13%	13587	13971	3%
	Children's Materials	14563	15385	6%	166340	165675	0%
	Total Adult/Teen/Children's Materials	46317	46876	1%	530065	521966	-2%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5699	5230	-8%	74425	61343	-18%
	Items received for Mead patrons from other libraries	3737	4877	31%	46647	50247	8%
	Total Interlibrary Loans (Transits)	9436	10107	7%	121072	111590	-8%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	290	3819	1217%	33924	46207	36%
	E-Audio (Freegal)	1714	1128	-34%	25862	18627	-28%
	E-Video (Hoopla)	160	174	9%	1280	2548	99%
	E-Magazines (Zinio) (Overdrive)	206	79	-62%	2386	1363	-43%
	Total E-Content Checkouts	2370	5200	119%	63452	68745	8%
Library Visits	Gate count	27641	20420	-26%	312631	303782	-3%
Research Inquiries	Research Inquiries	2093	2005	-4%	23736	24402	3%
Internet Usage Provided	Library Workstation Sessions	4137	4174	1%	47932	44464	-7%
	Wireless Sessions	12027	12580	5%	110943	145131	31%
Number of Library Card Holders	Sheboygan Residents				26516	24449	-8%
	Non-Sheboygan Residents				10473	9672	-8%
	Total Number of Library Card Holders				36989	34121	-8%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	56	58	4%	415	603	45%
	Children (0-11) Participants	1159	1476	27%	11818	18795	59%
	Teen (12-18) Quantity	7	5	-29%	75	102	36%
	Teen (12-18) Participants	82	94	15%	2022	2285	13%
	Adult (18+) Quantity	31	19	-39%	279	411	47%
	Adult (18+) Participants	188	257	37%	4708	5861	24%
	Total number of Classes, Seminars, Workshops, Events	94	82	-13%	769	1116	45%
	Total number of Participants	1429	1827	28%	18548	26941	45%
Conference Room Utilization	Rocca Meeting Room	28%	17%	-11%	24%	22%	-2%
	Loft Meeting Room	22%	20%	-3%	23%	19%	-3%
	2nd Floor Small Meeting Room	38%	21%	-17%	34%	23%	-11%
Study Rooms Utilization	Study Rooms Hours Used	224	319	42%	4107	3256	-21%
	Percent Utilization	27%	38%	11%	50%	24%	-26%
Volunteer Hours	Volunteer Hours	145	353.5	144%	2251	3709.04	65%

Friends of the Mead Public Library Meeting Report-12/13/17

- Discussion on Board member's terms
- Retirement party for Pete and Laura was discussed and the Friends will try to attend
- Annual meeting dates were discussed with more info to come