

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
October 26, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 26, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Treasurer Dirk Zylman, Alderman Henry Nelson, Dolcye Johnson, Chris Campe, Meg Albrinck, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydney Mehn, and Public Services Manager Melissa Prentice. Board of Trustee members absent: Board Vice-President Kathie Norman, Kevin Anderson, and Nancy Mannchen

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:47 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the September 28, 2017 meeting; Johnson **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.
- 1.6 PRESIDENT - APPOINTMENT OF FINANCE OFFICER FOR REMAINDER OF 2017-2018 TERM. Quinn announced the formal appointment of Johnson to acting chair of the Finance Committee through 2018 in replacement of Zylman, who requested the replacement. Johnson graciously accepted the appointment.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, ACTING CHAIR. REPORT OF 10/26/17 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 were no donations this month. After some discussion regarding the market volatility, Zylman **moved** to transfer \$150,000 to a money market cash account. Albrinck **seconded**. The motion **passed**. Nelson **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Campe **seconded** the motion. The motion **passed**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

4. DIRECTORS REPORT

- 4.1 UPDATE ON CHANGES TO PATRON LIBRARY CARD REGISTRATION FORM

Discussion regarding alleged hacking of Indianhead Library System. Plans and precautions were discussed for preventing such attacks on our library system.

- 4.2 **UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP)** Library Director Garrett Erickson reported in Support Services Manager Diane Kallas' absence. Erickson reported that there are now two boilers up and running, with one pump at reduced capacity. The AMH check in machine is up and running with a demonstration to be done after the meeting for anyone interested. The generator is ready to be moved, however we are waiting on a part and are at a standstill until said part comes in. The carpet update for the 3rd floor was announced, Dulmes will be our vendor, with a "pinwheel" pattern with a mixture of carpet and linoleum. The carpet will be installed by the end of the year, and squares will be used for easy installation and replacement. Erickson also talked briefly about tentative future CIP's, with more information to come. Finally, there has been a hold up in the online payment system. We are waiting on Monarch.
- 4.3 **UPDATE ON RFID PROJECT.** Erickson reported that we are approximately 80% of the way through tagging library materials. There will be a celebration for the completion of the project on November 8th from 5 p.m.-6 p.m. in the Rocca Room. There will be a staff celebration on November 9th, with lunch being provided for staff.
- 4.4 **UPDATE ON SERVICES AND PROGRAMMING.** Public Services Manager Melissa Prentice reported on the fall programs. Prentice reported that fall programs are in full swing, with a record breaking 150 programs planned. October's "Great Decisions" series had an average attendance of about 50 people, and the "Uke Can Too" ukulele program has been wildly successful. November also promises to be a busy month, with a coding series for teens starting.
- 4.5 **PRESENTATION ON PROJECT OUTCOME PROGRAM EVALUATION SYSTEM** Prentice presented on the project outcome evaluation system. It is a survey system that seeks to aid the analyzation of program data. The survey is the brainchild of an ALA committee who worked for 3 years to create it. The surveys are based on library programs and gathers "outcomes" versus "outputs". This helps libraries to compare statistics, and also to see how we are affecting lives as opposed to simply counting participants. We will be implementing this new evaluation system at the beginning of December, just in time for new programming to start.
- 4.6 **SEPTEMBER STATISTICS.** Erickson reported on the September statistics. After some discussion, it was decided that we should add the private study room's statistics into the spreadsheet as well.

5. LIAISON REPORTS

- 5.1 **MONARCH LIBRARY SYSTEM – KATHIE NORMAN** Erickson reported in Norman's absence. The Monarch Board is currently working to update their bylaws.
- 5.2 **MEAD PUBLIC LIBRARY FOUNDATION – KATHIE NORMAN** Quinn and Erickson reported that the Foundation met on 9/27/17, during which they discussed the upcoming annual Yuletide event, and discussed the possibility of new board members.
- 5.3 **FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN**

Mehn reported that the Friends are having their annual book sale this weekend, and encouraged the board members to stop in and do some shopping. The Friends have also agreed to consider the new logo proposals and vote on a possible logo change. The Friends bylaws are being edited and discussed, with a vote and decision to come in the near future. Lastly, a family member of one of the Friends is going to evaluate our PA system for free, and let us know if he has any recommendations for improvements.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE: November 16, 2017 @ 3:00 p.m.

6.2 FULL LIBRARY BOARD MEETING: November 16, 2017 @ 3:45 p.m.

7. ADJOURN

7.1 MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Johnson **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 5:11 p.m.
Generated by Sydney Mehn on Tuesday, October 31, 2017

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

November 2017

Account Balances as of:

March 11, 2022

9:10 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		260,506.19	221,683.06	38,823.13	85.10
	SUB TOTAL		260,506.19	221,683.06	38,823.13	85.10
510310	FICA		15,736.00	13,405.16	2,330.84	85.19
510311	MEDICARE		3,680.00	3,135.18	544.82	85.20
510320	WI RETIREMENT FUND		16,751.00	14,608.44	2,142.56	87.21
510340	HEALTH INSURANCE	0.00	40,332.00	24,209.29	16,122.71	60.03
510341	RETIREE HEALTH INS		3,408.00	12,556.72	-9,148.72	368.45
510350	DENTAL INSURANCE		4,397.00	4,432.81	-35.81	100.81
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		392.00	267.60	124.40	68.27
510400	WORKERS COMP		118.00	98.40	19.60	83.39
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	97,421.90	19,042.10	83.65
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	2,660.42	2,539.58	72.98
521900	CONTRACTED SERVICES		20,200.00	15,821.21	4,378.79	78.32
	SUB TOTAL	4,200.00	33,250.00	21,686.36	7,363.64	77.85
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	7,976.60	1,523.40	83.96
530130	POSTAGE & DELIVERY	1,020.99	4,500.00	4,530.93	-1,051.92	123.38
	SUB TOTAL	0.00	14,000.00	12,507.53	471.48	96.63
538001	DONATION PURCHASES	0.00	5,000.00	2,770.56	2,229.44	55.41
538001-10094	DONATION PURCHASES		0.00		0.00	
538001-10096	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES	0.00	0.00		0.00	
538001-10099	DONATION PURCHASES	0.00	0.00		0.00	
539999	MISC EXP (LATE FEES)	0.00	100.00		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	375,774.03	71,961.17	84.11

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of: March 11, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		726,347.81	632,649.48	93,698.33	87.10
	SUB TOTAL		726,347.81	632,649.48	93,698.33	87.10
510310	FICA	0.00	44,849.00	37,856.76	6,992.24	84.41
510311	MEDICARE		10,489.00	8,853.52	1,635.48	84.41
510320	WI RETIREMENT FUND	0.00	45,053.00	40,260.61	4,792.39	89.36
510340	HEALTH INSURANCE		132,303.00	108,009.00	24,294.00	81.64
510350	DENTAL INSURANCE		9,399.00	8,056.81	1,342.19	85.72
510360	LIFE INSURANCE		1,017.00	942.33	74.67	92.66
510400	WORKERS COMP	0.00	313.00	260.90	52.10	83.35
	SUB TOTAL	0.00	243,423.00	204,239.93	39,183.07	83.90
521800	PROGRAM SERVICES		10,000.00	9,823.98	176.02	98.24
521900	CONTRACTED SERVICES	0.00	37,300.00	20,802.85	16,497.15	55.77
525155	PROFESSIONAL DEVELOPMENT		9,000.00	9,532.24	-532.24	105.91
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	15,279.01	61,000.00	33,733.27	11,987.72	80.35
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	82,854.47	28,437.14	59.15
538002	MATERIALS - ALL CATAGORIES	5,646.97	364,234.00	336,969.25	21,617.78	94.06
538100	OTHER CONTENT	0.00	53,600.00	22,681.63	30,918.37	42.32
649200	EQUIPMENT REPLACEMENT	0.00	22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	5,646.97	440,034.00	381,780.89	52,606.14	86.76
538000	TOTAL MATRL'S ACCTS	20 34,425.98	580,104.62	464,635.36	81,043.28	80.10
	PUBLIC SERVICE COST CENTER TOTAL	34,425.98	1,549,875.43	1,301,524.77	213,924.68	86.20

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		629,620.00	503,942.31	125,677.69	80.04
	SUB TOTAL		629,620.00	503,942.31	125,677.69	80.04
510310	FICA	0.00	39,311.00	30,242.11	9,068.89	76.93
510311	MEDICARE		13,980.00	7,072.58	6,907.42	50.59
510320	WI RETIREMENT FUND	0.00	32,660.00	28,142.80	4,517.20	86.17
510340	HEALTH INSURANCE		97,822.00	77,428.67	20,393.33	79.15
510350	DENTAL INSURANCE		6,243.00	5,933.18	309.82	95.04
510360	LIFE INSURANCE		653.00	623.20	29.80	95.44
510400	WORKERS COMP		291.00	242.50	48.50	83.33
	SUB TOTAL	0.00	190,960.00	149,685.04	41,274.96	78.39
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	17,784.00	8,216.00	68.40
	SUB TOTAL	0.00	26,000.00	17,784.00	8,216.00	68.40
521900	CONTRACTED SERVICES	0.00	16,163.00	18,108.74	-1,945.74	112.04
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	20,431.01	9,568.99	68.10
524110	BUILDING EXTERIOR MAINT	48,637.00	29,840.00	26,731.57	-45,528.57	252.58
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	48,637.00	79,503.00	66,815.09	-35,949.09	145.22
525100	ELECTRICITY	0.00	93,800.00	70,813.28	22,986.72	75.49
525105	WATER	389.97	1,350.00	869.15	90.88	93.27
525110	SEWER	577.59	1,350.00	851.41	-79.00	105.85
525120	TELEPHONE	0.00	4,000.00	1,788.91	2,211.09	44.72
525140	GAS - UTILITY	0.00	31,000.00	17,342.45	13,657.55	55.94
	SUB TOTAL	967.56	131,500.00	91,665.20	38,867.24	70.44
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	4,974.11	25.89	99.48
	SUB TOTAL	0.00	26,100.00	24,219.64	1,880.36	92.80
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	8,678.90	-3,678.90	173.58
	SUB TOTAL	0.00	5,000.00	8,678.90	-3,678.90	173.58
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	49,604.56	1,108,333.00	876,593.85	182,134.59	79.09
	LIBRARY TOTAL	89,251.53	3,111,164.62	2,553,892.65	468,020.44	82.09

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	375,774.03	71,961.17	84.11
25551110	PUBLIC SERVICES	34,425.98	1,549,875.43	1,301,524.77	213,924.68	86.20
25551150	SUPPORT SERVICES	49,604.56	1,108,333.00	876,593.85	182,134.59	79.09
	FUND EQUITY INCREASE					
	Total All Cost Centers	89,251.53	3,111,164.62	2,553,892.65	468,020.44	82.09

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	5,612.33	-4,387.67	56.12
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	26,356.42	-23,643.58	52.71
447641	LOST BOOKS	5,000.00	4,698.06	-301.94	93.96
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	959.19	459.19	191.84
467101	CONTRIBUTIONS	66,000.00	39,463.37	-26,536.63	59.79
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	3,072,709.20	-6,944.80	99.77

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	1,358,274.85	258,199.15	84.03
510310	FICA		99,896.00	81,504.03	18,391.97	81.59
510311	MEDICARE		28,149.00	19,061.28	9,087.72	67.72
510320	WI RETIREMENT FUND		94,464.00	83,011.85	11,452.15	87.88
510340	HEALTH INSURANCE		270,457.00	209,646.96	60,810.04	77.52
510341	RETIREE HEALTH INS		3,408.00	12,556.72	-9,148.72	368.45
510350	DENTAL INSURANCE		20,039.00	18,422.80	1,616.20	91.93
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		2,062.00	1,833.13	228.87	88.90
510400	WORKERS COMP		722.00	601.80	120.20	83.35
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	2,660.42	6,739.58	28.30
521700	SECURITY SERVICES		26,000.00	17,784.00	8,216.00	68.40
521800	PROGRAM SERVICES		10,000.00	9,823.98	176.02	98.24
521900	CONTRACTED SERVICES		73,663.00	54,732.80	18,930.20	74.30
523122	SOFTWARE MAINTENANCE		30,000.00	20,431.01	9,568.99	68.10
524110	BUILDING EXT MAINT		29,840.00	26,731.57	3,108.43	89.58
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	70,813.28	22,986.72	75.49
525105	WATER		1,350.00	869.15	480.85	64.38
525110	SEWER		1,350.00	851.41	498.59	63.07
525120	TELEPHONE		4,000.00	1,788.91	2,211.09	44.72
525140	GAS - UTILITY		31,000.00	17,342.45	13,657.55	55.94
525155	PROFESSIONAL DEVELOPMENT		13,520.00	14,013.85	-493.85	103.65
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	7,976.60	1,523.40	83.96
530130	POSTAGE AND DELIVERY		4,500.00	4,530.93	-30.93	100.69
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	4,974.11	25.89	99.48
530255	TOOLS & SMALL EQUIPMENT		150.00	49.96	100.04	33.31
538001	DONATION PURCHASES		87,670.62	45,465.96	2,229.44	51.86
538002	ADULT PRINT		364,234.00	336,969.25	21,617.78	92.51
538100	OTHER CONTENT		53,600.00	22,681.63	30,918.37	42.32
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	8,678.90	-3,678.90	173.58
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	89,251.53	3,111,164.62	2,553,892.65	468,020.44	82.09

Mead Public Library - November Accounts Payable Appr

October - November

Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	PER 10/20/2017 STMT	330636	\$672.46
4660	AULIK, JOEL B.	9001109356	330637	\$17.56
2716	BAKER & TAYLOR, LLC	3021860065	330638	\$160.97
2716	BAKER & TAYLOR, LLC	3021870741	330638	\$55.75
4514	BAUER, DEBORAH	8/23/2017 PROGRAM EX	330639	\$27.94
3200	CDWG	1BSF42N	330640	\$135.61
4668	CESAR, DENISE L.	9001121117	330641	\$16.00
900081	DEMCO, INC.	6238321	330642	\$214.92
2066	ERICKSON, GARRETT	10/17/17 STATE CONF	330643	\$128.40
2066	ERICKSON, GARRETT	10/19/2017 WLA	330643	\$138.84
4666	HILL, ALEAH	10/18/17 WLA	330644	\$75.03
900045	KALLAS, DIANE	10/17/17 WLA CONF	330645	\$295.78
766	KONZ ELECTRIC, LLC	13471	330646	\$374.90
4626	LEBER, SAMANTHA	10/18/2017 WLA	330647	\$68.01
12374	MBM	IN234501	330648	\$608.66
900181	MENARDS	42670	330649	\$13.90
900181	MENARDS	41616	330649	\$44.97
900181	MENARDS	41694	330649	\$36.95
231	MIDWEST TAPE	95510264	330650	\$406.52
231	MIDWEST TAPE	95489474	330650	\$206.31
231	MIDWEST TAPE	95487253	330650	\$287.56
231	MIDWEST TAPE	95498713	330650	\$445.91
231	MIDWEST TAPE	95475784	330650	\$1,901.55
900035	O & W COMMUNICATIONS	39070	330651	\$90.00
3837	SCHMEISER, POLLY	0000264366	330652	\$18.43
2364	SHRED-IT USA, LLC	8123332642	330654	\$81.55
20008	SPECIAL OPERATIONS D	17196	330655	\$2,553.00
491	STAPLES ADVANTAGE	8046941688	330655	\$425.67
491	STAPLES ADVANTAGE	8046832903	330656	\$2,762.77
900157	STEINBRUECKER, AMY	10/4/2017 NEW BERLIN	330657	\$78.22
272	SUSAN DURANT	10/17/17 WLA YSS	330658	\$121.45
900103	WAL-MART COMMUNITY	P927300840187FS4J	330659	\$264.29
4476	WIERZBACH, ASHLEY	10/18/2017 WLA	330660	\$436.86
900044	WISCONSIN PUBLIC SER	MPL OCT STMT	330661	\$394.88
900661	ALDAG/HONOLD MECH	192378		115.00
900104	ALLIANT ENERGY	9/25/17 - 10/30/17		7,966.66
1418	ART IN A SUITCASE	12-20-2017 PROGRAM		185.00
900009	AT&T	920Z83020010-OCT17		124.02
2716	BAKER & TAYLOR, LLC	5014743862		386.31
2716	BAKER & TAYLOR, LLC	2033263924		2,941.37
2716	BAKER & TAYLOR, LLC	2033247880		1,188.38
2716	BAKER & TAYLOR, LLC	2033247074		1,105.25
2716	BAKER & TAYLOR, LLC	2033232301		1,792.54
2716	BAKER & TAYLOR, LLC	3021895085		297.83
2716	BAKER & TAYLOR, LLC	3021882737		283.31
2716	BAKER & TAYLOR, LLC	3021882741		284.87
2716	BAKER & TAYLOR, LLC	3021895100		92.34
4404	CHARTER COMMUNICATIO	0206811102317		282.99
900230	EBSCO SUBSCRIPTION	0094211		16.96
239	ELDER, KARL	12/13/2017		150.00

Mead Public Library - November Accounts Payable Appr

October - November

Vendor	Name	Invoice	Check #	Invoice Amt
4515	FINKE, ANNELIESE	11/2/2017 MEETING		11.34
203	FRANK L. WEYENBERG	3346003626478		55.99
6761	GT GRAPHICS LLC	21937		52.00
1251	HENKE, ANGELIKA	12/13/17 PROGRAM		250.00
900359	KIM DALHAIMER	10/17/2017 WLA		172.68
4647	LEUPTOW, KELSEY	9000403483		7.95
4602	LOEWEN, ALISON	10/18 WLA		52.69
12691	MARSHALL SIGN LLC	MEAD PUBLIC LIBRARY		75.00
900376	MARTENS TRILLING TRU	B841934		4.94
900181	MENARDS	43479		8.61
1707	METRO SOUND & VIDEO	AUDIO SYSTEM		1,330.00
1707	METRO SOUND & VIDEO	209845		316.67
231	MIDWEST TAPE	95515626		82.61
231	MIDWEST TAPE	95500227		5,000.00
231	MIDWEST TAPE	95517116		172.19
231	MIDWEST TAPE	95539586		115.93
231	MIDWEST TAPE	95539359		482.00
231	MIDWEST TAPE	95530914		737.30
4139	MONARCH LIBRARY SYS	34283000408445		24.99
4665	MUNROE, CAROL	EMPL REIMB WLA		236.11
619	RICHMOND PAPER AND	076296		660.00
491	STAPLES ADVANTAGE	8047050761		373.27
491	STAPLES ADVANTAGE	8047178700		18.78
1704	STATE OF WISCONSIN	453711		50.00
1704	STATE OF WISCONSIN	453710		50.00
2762	TELEVEND SERVICES	9402		81.09
1710	WELLS FARGO FINANCIA	5004338608		726.19

<i>oval Schedule</i>
Description
Program & Materials Expense
Patron refund
Materials expense
Materials expense
Employee WLA Reimbursement
IT expense
Patron refund
Technical Services supplies
WLA Employee Reimbursement
WLA Employee Reimbursement
WLA Employee Reimbursement
WLA Employee Reimbursement
Electrical work
Employee WLA Reimbursement
Printer/Copier Expense
Building Expense
Building Expense
Building Expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Telephone expense
Patron refund
Janitorial expense
Security expense
Office expense
Office expense
Employee WLA Reimbursement
Employee WLA Reimbursement
Programming expense
Employee WLA Reimbursement
Gas utility expense
Gas utility expense
Electric utility expense
Programming expense
Telephone expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Internet expense
Materials expense
Programming expense

<i>oval Schedule</i>
Description
Employee meeting expense reimbursement
Refund lost or damaged item
Business Cards for C. Monroe
Programming expense
Employee WLA Reimbursement
Patron refund
Employee WLA Reimbursement
Signage for RFID donation
Building Expense
Building Expense
Sound system upgrade - Rocca Room
Sound system upgrade - Rocca Room
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Materials expense
Bookmobile refund lost or damaged item
Employee WLA Reimbursement
Technical services supplies
Office expense
Office expense
Elevator permit renewal fees
Elevator permit renewal fees
Materials expense
Copier/Printer lease expense

**Minutes
Mead Public Library
Human Resources Committee
Friday, November 10, 2017**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Friday, November 10, 2017 in The Loft.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Board members Nancy Mannchen and Meg Albrinck. Staff: Library Director Garrett Erickson, Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 9:34 a.m.; she determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Quinn **moved** to approve the minutes from 9/19/17. Mannchen **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS

Quinn **moved** to include the security component to the Maintenance Technician job description. Albrinck **seconded**. The motion **passed**.

2.2 DISCUSSION AND POSSIBLE ACTION ON PERFORMANCE EVALUATION OF LIBRARY DIRECTOR

Committee determined a procedure for evaluation of the library director. Full board, direct reports, Foundation board president, and Friends board president will all get a survey with which to evaluate the Library Director. Surveys will be anonymous and should be returned/filled out online by November 30th for review by Kathie. Committee will meet again on December 7th at 3:30 to discuss an overview of the results.

3. UPCOMING MEETINGS

3.1 Future Mead Public Library-Human Resources agenda items-TBD

3.2 Next meeting date-Thursday December 7th, 3:30 p.m.

4. ADJOURN

4.1 Norman **moved** to adjourn the meeting. Mannchen **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 10:15 a.m.

Generated by Sydney Mehn on Friday November 10, 2017



Job Description

Job Title: Maintenance Technician **Department:** Library
Date Issue: 11/10/2017 **Reports To:** Support Services Manager
Classification: Non-Exempt **City Pay Grade:** 2 (\$13.65 - \$20.48 per hour)

Position Summary

The primary purposes of this position is to assist with the upkeep and repair of the library building, equipment and grounds; **securing the building;** and the cleaning of the library

Essential Duties & Responsibilities

- Perform various duties in the construction, repair and maintenance of the building and infrastructure
- Maintain the cleanliness of the interior and exterior areas of the library
- Set up meeting room equipment for programs and activities
- Monitor security, HVAC and other systems as needed and contact vendors if necessary
- Load and unload delivery of packages
- Dispose of trash and recycle applicable materials
- Monitor and purchase supplies as needed
- Oversee or assist with snow removal
- **Maintains building security and enforces library policies for patron behavior**
- Maintain a well-organized workspace so other staff can locate and borrow tools efficiently
- May provide direct customer service to citizens in the use of library services
- Report library safety and security matters to management
- Act as resource for administration in regards to facilities management
- Perform duties independently with minimum supervision
- Perform other related work as assigned by the Director or Manager

Qualification Requirements:

Knowledge of the proper uses and techniques for using materials, equipment and power and hand tools for maintenance, repair, construction and other activities.

Education and/or Experience

High school diploma or a GED Certificate recognized by the WI Department of Public Instruction.

Language Skills

The ability to communicate effectively in both written and verbal form with a variety of city personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.

Mathematical Skills

Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

Reasoning Ability

Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Above average physical strength and stamina is required while performing the duties of this job. The employee is regularly required to stand, walk, bend, handling of materials which may range from 50 -75 pounds for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related to repetitive motions with the use of the hands, legs, and back. The employee frequently is required to work outdoors in all climatic conditions. Some exposure to definitely disagreeable features using the appropriate Personal Protective Equipment (PPE). The employee is occasionally required to work evenings and long hours and be able to respond to call-ins after normal hours.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Proposed 2018 Library Closings

New Year's Day – Monday, January 1st

Good Friday – Friday, March 30th

Memorial Day – Monday, May 28th

4th of July – Wednesday, July 4th

Labor Day – Monday, September 3rd

Thanksgiving – Thursday, November 22nd

Day after Thanksgiving – Friday, November 23rd

Christmas Eve – Monday, December 24th

Christmas Day – Tuesday, December 25th

New Year's Eve – Monday, December 31st

(New Year's Day – Tuesday, January 1st, 2019)



2018 Holiday Schedule

To: City of Sheboygan Employees
From: Human Resources
Subject: 2018 Holiday Schedule

NOTE: 2017

New Year's Eve: Friday, December 29, 2017

The following are the dates the holidays for the year 2018 will be recognized:

- 1) New Year's Day: Monday, January 1, 2018
- 2) Friday Before Easter: Friday, March 30, 2018
- 3) Memorial Day: Monday, May 28, 2018
- 4) Independence Day: Wednesday, July 4, 2018
- 5) Labor Day: Monday, September 3, 2018
- 6) Thanksgiving Day: Thursday, November 22, 2018
- 7) Day After Thanksgiving: Friday, November 23, 2018
- 8) Christmas Eve: Monday, December 24, 2018
- 9) Christmas Day: Tuesday, December 25, 2018
- 10) New Year's Eve: Monday, December 31, 2018

NOTE: 2019

New Year's Day: Tuesday, January 1, 2019

Type	Name	October 2016	October 2017	Monthly 2016 vs 2017	Year-to-date 2016	Year-to-date 2017	YTD 2016 vs 2017
Circulation Transactions	Adult Materials	30845	31674	3%	319481	312065	-2%
	Teen Materials	1215	1160	-5%	12490	12735	2%
	Children's Materials	15082	14822	-2%	151777	150290	-1%
	Total Adult/Teen/Children's Materials	47142	47656	1%	483748	475090	-2%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5820	5482	-6%	68726	56113	-18%
	Items received for Mead patrons from other libraries	3431	4857	42%	42910	45370	6%
	Total Interlibrary Loans (Transits)	9251	10339	12%	111636	101483	-9%
E-Content Checkouts	E-Books (Overdrive) (Hoopla)	4086	4197	3%	33634	42388	26%
	E-Audio (Freegal)	1788	1516	-15%	24148	17499	-28%
	E-Video (Hoopla)	164	204	24%	1120	2374	112%
	E-Magazines (Zinio) (Overdrive)	162	73	-55%	2180	1284	-41%
	Total E-Content Checkouts	6200	5990	-3%	61082	63545	4%
Library Visits	Gate count	27954	25770	-8%	284990	283362	-1%
Research Inquiries	Research Inquiries	1989	2239	13%	21643	22397	3%
Internet Usage Provided	Library Workstation Sessions	4013	4497	12%	43795	40290	-8%
	Wireless Sessions	12712	14374	13%	98916	132551	34%
Number of Library Card Holders	Sheboygan Residents				26469	24622	-7%
	Non-Sheboygan Residents				10497	9722	-7%
	Total Number of Library Card Holders				36966	34344	-7%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	67	92	37%	359	545	52%
	Children (0-11) Participants	2287	3239	42%	10659	17319	62%
	Teen (12-18) Quantity	12	10	-17%	68	97	43%
	Teen (12-18) Participants	466	344	-26%	1940	2191	13%
	Adult (18+) Quantity	48	51	6%	248	392	58%
	Adult (18+) Participants	653	790	21%	4520	5604	24%
	Total number of Classes, Seminars, Workshops, Events	127	153	20%	675	1034	53%
	Total number of Participants	3406	4373	28%	17119	25114	47%
Conference Room Utilization	Rocca Meeting Room	44%	42%	-2%	24%	22%	-2%
	Loft Meeting Room	24%	26%	2%	23%	19%	-3%
	2nd Floor Small Meeting Room	36%	27%	-9%	34%	23%	-11%
Study Rooms Utilization	Study Rooms Hours Used	333	368	11%	3883	2937	-24%
	Percent Utilization	40%	26%	-14%	53%	23%	-30%
Volunteer Hours	Volunteer Hours	318	715.54	125%	2106	3355.54	59%

Social Media Stats 2017

Likes	16-Dec	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep	17-Oct	**mid November
Facebook	2108	2261	2402	2525	2620	2733	2827	2892	2962	3003	3049	3073
Twitter	651	655	668	676	681	682	690	695	705	706	714	716
Instagram	0	40	55	67	74	88	106	120	135	143	148	154
Enewsletter						1452	1505	1585	1699	1733	1771	1798
Footnotes (Print)			433						416			

Friends of the Mead Public Library Meeting Report-11/15/17

- Welcome to new Friends board member Lynn Miller
- Friends presented and approved 2018 budget
- Bylaw, duties, and policies were successfully updated and passed
- Sound system has been cleared, with training of staff to come
- Approval of approximately \$30,000.00 in funding to be made to Mead for programs and fees/memberships.