

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
September 28, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 28, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Kevin Anderson, Dolyce Johnson, Nancy Mannchen, Chris Campe, Meg Albrinck, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydney Mehn, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, and Communications Specialist Josh Lintereuer. Board of Trustee members absent: Alderman Henry Nelson

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. Zylman **moved** to approve the minutes from the August 24, 2017 meeting; Norman **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that there is a public hearing on the budget at the end of October with the City Council. Mehn will email that information out in case any board members would like to be present.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, ACTING CHAIR. REPORT OF 9/28/17 MEETING. Johnson reported for Zylman. Johnson informed 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 informed the board that there were two donations to Mead, both were restricted to books for our collection. Albrinck **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 9/19/17 MEETING. Norman reported that the HR Committee had discussed the retirements two of our maintenance workers. Discussion to come during items 3.2 and 3.3.
- 2.4 MARKETING AND SERVICES COMMITTEE – KEVIN ANDERSON, CHAIR. REPORT OF 9/15/17 MEETING. Anderson reported that in whole, the logo and marketing approach of mead will be brought up during items 3.4 and 3.5.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 DISCUSSION AND POSSIBLE ACTION ON UPDATING MEETING ROOM POLICY Erickson and Prentice reported on the new wording of the policy. There were still several interpretations and some confusion. After much discussion, Whelton **moved** to approve an amended policy of changing the 6 month time limit back to 3 months, Anderson **seconded**. Two ayes, and the remainder of the board abstained. The motion **passed**. Quinn **moved** to remove the “rolling” wording from the policy, Norman **seconded**. The motion **passed**. Finally, there will be clerical changes made to the policy to update ESLs to Monarch.
- 3.2 DISCUSSION AND POSSIBLE ACTION ON UPDATING TABLE OF ORGANIZATION Erickson reported that due to two retirements coming at the end of the year, the table of organization will be changed to reflect the proposed change of two maintenance technicians rather than one technician and one supervisor. Both technicians will report to support services manager Diane Kallas. Albrinck **moved** to approve the changes, which will take effect January 1, 2018. Whelton **seconded**. The motion **passed**.
- 3.3 DISCUSSION AND POSSIBLE ACTION ON UPDATING JOB DESCRIPTIONS Erickson reported on the current job descriptions versus the changes to the maintenance technician. Whelton **moved** to approve the changes, which will take effect January 1, 2018. Mannchen **seconded**. The motion **passed**.
- 3.4 DISCUSSION AND POSSIBLE ACTION ON ACCEPTING MARKETING WORK PROPOSAL Erickson reported that our current logo is approximately 25 years old, and this proposal would work towards unifying the Library logo, the Foundation logo, and the Friend’s logo. Zylman **moved** to approve the proposal, Whelton **seconded**. The motion **passed**.
- 3.5 DISCUSSION AND POSSIBLE ACTION ON APPROVING LIBRARY MARKETING PLAN Lintereuer reported on the marketing plan moving forward. The suggestion was made to implement metrics and reachable goals within the policy for a measurable outcome analysis. Another suggestion was to increase the language options on our website as well as on our social media pages. Campe **moved** to approve the marketing plan proposed, Norman **seconded**. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP) Support Services Manager Diane Kallas reported that the boiler is installed, there is additional venting and training to be done next week. The generator is ready to be moved, likely next week as well. The elevators have been serviced and new vinyl flooring has been installed in the two public elevators.
- 4.2 UPDATE ON RFID PROJECT. Kallas reported that we are approximately 70% of the way through tagging library materials. The Automated Materials Handlers (AMH’s) and new book drops are to be installed the first week in October. 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, most likely lunch will be provided for staff.
- 4.3 UPDATE ON PROJECT OUTCOME PROGRAM EVALUATION SYSTEM Erickson reported on the project outcome evaluation system. It is a survey system that was presented

on at the ALA conference this year. The survey is the brainchild of an ALA committee who worked for 3 years to create. The surveys are based on library programs and gathers “outcomes” versus “outputs”. This allows libraries to compare statistics, and also to see how we are affecting the community’s lives as opposed to how they liked the programs. Presentation on this project outcome system survey to come.

- 4.4 UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on the summer and fall programs. Prentice reported that the Summer Reading Program numbers were the best that they have been in 3 years. Children’s participation was up 18% with about 1200 children involved. Teen participation was up 30%, and adult participation was up 20%. It was noted that the completion rate for the program had drastically increased as well. Fall programs are in full swing, with a record breaking 150 programs planned.
- 4.5 AUGUST STATISTICS. Erickson reported on the August statistics, noting the increase in circulation, which was up 4%, in addition to the volunteer hours, which was up 50% from last year.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – KATHIE NORMAN Norman reported on the Monarch Library System. The Monarch Board was noted for being difficult to work with regarding policy set up, that they often get passed onto the Library Directors to put in place. It was noted also that the State library systems are set to get an increase in their budgets.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – KATHIE NORMAN Norman 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 donated the remainder of the cost for the new Imaginarium sink. The rummage sale went well, raising about \$1,200.00. There has been an increased interest in Little Free Libraries, as well as Laundromat’s for donations of books, and the Friends are working hard to deplete their stock. The Friends summit went very well, and we have imposed a Facebook group now to gather ideas and suggestions. Lastly, the Friends will be purchasing our book bags moving forward, with our new logo and their new logo implemented on it.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: October 26, 2017 @ 3:00 p.m. (or TBD)
- 6.2 FULL LIBRARY BOARD MEETING: October 26, 2017 @ 3:45 p.m.

7. ADJOURN

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

Being no further business the meeting adjourned at 5:14 p.m.
Generated by Sydney Mehn on Friday September 29, 2017

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

October 2017

Account Balances as of:

March 11, 2022

9:08 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		260,506.19	211,118.26	49,387.93	81.04
	SUB TOTAL		260,506.19	211,118.26	49,387.93	81.04
510310	FICA		15,736.00	12,771.84	2,964.16	81.16
510311	MEDICARE		3,680.00	2,987.06	692.94	81.17
510320	WI RETIREMENT FUND		16,751.00	13,890.03	2,860.97	82.92
510340	HEALTH INSURANCE	0.00	40,332.00	23,083.68	17,248.32	57.23
510341	RETIREE HEALTH INS		3,408.00	11,784.76	-8,376.76	345.80
510350	DENTAL INSURANCE		4,397.00	3,960.04	436.96	90.06
510351	UNFUNDED PENSION LIABILITY		29,650.00	22,237.47	7,412.53	75.00
510360	LIFE INSURANCE		392.00	267.60	124.40	68.27
510400	WORKERS COMP		118.00	88.56	29.44	75.05
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	91,071.04	25,392.96	78.20
521100	BANKING FEES		1,200.00	967.51	232.49	80.63
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,796.00	654.00	73.31
521400	ADVERTISING & MARKETING	4,200.00	9,400.00	747.92	4,452.08	52.64
521900	CONTRACTED SERVICES		20,200.00	14,486.36	5,713.64	71.71
	SUB TOTAL	4,200.00	33,250.00	17,997.79	11,052.21	66.76
525155	PROFESSIONAL DEVELOPMENT		4,520.00	4,461.61	58.39	98.71
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,256.84	743.16	93.24
527110	TRAVEL	0.00	2,000.00	1,801.65	198.35	90.08
	SUB TOTAL	0.00	17,520.00	16,520.10	999.90	94.29
530100	OFFICE SUPPLIES	75.78	9,500.00	7,191.62	2,232.60	76.50
530130	POSTAGE & DELIVERY	0.00	4,500.00	4,530.93	-30.93	100.69
	SUB TOTAL	75.78	14,000.00	11,722.55	2,201.67	84.27
538001	DONATION PURCHASES	1,020.99	5,000.00	2,683.68	1,295.33	74.09
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	1,020.99	5,100.00	2,683.68	1,395.33	72.64
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		5,296.77	452,956.19	352,895.72	94,763.70	79.08

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	604,605.00	121,742.81	83.24
	SUB TOTAL		726,347.81	604,605.00	121,742.81	83.24
510310	FICA	0.00	44,849.00	36,176.86	8,672.14	80.66
510311	MEDICARE		10,489.00	8,460.64	2,028.36	80.66
510320	WI RETIREMENT FUND	0.00	45,053.00	38,394.41	6,658.59	85.22
510340	HEALTH INSURANCE		132,303.00	102,719.52	29,583.48	77.64
510350	DENTAL INSURANCE		9,399.00	7,378.29	2,020.71	78.50
510360	LIFE INSURANCE		1,017.00	942.33	74.67	92.66
510400	WORKERS COMP	0.00	313.00	234.81	78.19	75.02
	SUB TOTAL	0.00	243,423.00	194,306.86	49,116.14	79.82
521800	PROGRAM SERVICES		10,000.00	9,599.56	400.44	96.00
521900	CONTRACTED SERVICES	0.00	37,300.00	20,802.85	16,497.15	55.77
525155	PROFESSIONAL DEVELOPMENT		9,000.00	5,864.59	3,135.41	65.16
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00	61,000.00	27,364.40	33,635.60	44.86
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		21,031.56	4,604.81	13,739.76	21.89
	SUB TOTAL	0.00	140,070.62	69,721.54	67,662.09	49.78
538002	MATERIALS - ALL CATAGORIES	4,638.74	364,234.00	317,798.97	41,796.29	88.52
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	4,638.74	440,034.00	362,610.61	72,784.65	82.41
538000	TOTAL MATRL'S ACCTS	2 4,638.74	580,104.62	432,332.15	140,446.74	74.53
	PUBLIC SERVICE COST CENTER TOTAL	4,638.74	1,549,875.43	1,231,244.01	311,305.69	79.91

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	481,563.23	148,056.77	76.48
	SUB TOTAL		629,620.00	481,563.23	148,056.77	76.48
510310	FICA	0.00	39,311.00	28,914.83	10,396.17	73.55
510311	MEDICARE		13,980.00	6,762.14	7,217.86	48.37
510320	WI RETIREMENT FUND	0.00	32,660.00	26,889.19	5,770.81	82.33
510340	HEALTH INSURANCE		97,822.00	73,455.22	24,366.78	75.09
510350	DENTAL INSURANCE		6,243.00	5,346.68	896.32	85.64
510360	LIFE INSURANCE		653.00	623.20	29.80	95.44
510400	WORKERS COMP		291.00	218.25	72.75	75.00
	SUB TOTAL	0.00	190,960.00	142,209.51	48,750.49	74.47
	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	2,553.00	26,000.00	15,231.00	8,216.00	58.58
521700	SUB TOTAL	2,553.00	26,000.00	15,231.00	8,216.00	58.58
521900	CONTRACTED SERVICES	0.00	16,163.00	18,108.74	-1,945.74	112.04
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	17,775.54	12,224.46	59.25
524110	BUILDING EXTERIOR MAINT	48,637.00	29,840.00	25,746.99	-44,543.99	249.28
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	200.00	300.00	40.00
	SUB TOTAL	48,637.00	79,503.00	62,960.04	-32,094.04	140.37
525100	ELECTRICITY	0.00	93,800.00	62,846.62	30,953.38	67.00
525105	WATER	0.00	1,350.00	869.15	480.85	64.38
525110	SEWER	0.00	1,350.00	851.41	498.59	63.07
525120	TELEPHONE	0.00	4,000.00	1,586.46	2,413.54	39.66
525140	GAS - UTILITY	0.00	31,000.00	16,947.57	14,052.43	54.67
	SUB TOTAL	0.00	131,500.00	83,101.21	48,398.79	63.19
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	17,247.83	2,752.17	86.24
530210	OPERATING SUPPLIES	0.00	1,100.00	1,075.78	24.22	97.80
530222	JANITORIAL SUPPLIES		5,000.00	4,803.22	196.78	96.06
	SUB TOTAL	0.00	26,100.00	23,126.83	2,973.17	88.61
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	35.97	114.03	23.98
	SUB TOTAL	0.00	150.00	35.97	114.03	23.98
540200	INSURANCE (FIRE)	0.00	5,000.00	7,816.00	-2,816.00	156.32
	SUB TOTAL	0.00	5,000.00	7,816.00	-2,816.00	156.32
642200	IT EQUIPMENT	0.00	19,500.00	13,618.10	5,881.90	69.84
	SUB TOTAL	0.00	19,500.00	13,618.10	5,881.90	69.84
	SUPPORT SERVICES COST CENTER TOTAL	51,190.00	1,108,333.00	829,661.89	227,481.11	74.86
	LIBRARY TOTAL	61,125.51	3,111,164.62	2,413,801.62	633,550.50	77.59

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	5,296.77	452,956.19	352,895.72	94,763.70	79.08
25551110	PUBLIC SERVICES	7,325.73	1,549,875.43	1,231,244.01	311,305.69	79.91
25551150	SUPPORT SERVICES	51,190.00	1,108,333.00	829,661.89	227,481.11	74.86
	FUND EQUITY INCREASE					
	Total All Cost Centers	63,812.50	3,111,164.62	2,413,801.62	633,550.50	77.59

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	5,359.50	-4,640.50	53.60
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	24,729.43	-25,270.57	49.46
447641	LOST BOOKS	5,000.00	4,484.11	-515.89	89.68
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	0.01	0.01	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	3,070,615.44	-9,038.56	99.71

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	1,297,286.49	319,187.51	80.25
510310	FICA		99,896.00	77,863.53	22,032.47	77.94
510311	MEDICARE		28,149.00	18,209.84	9,939.16	64.69
510320	WI RETIREMENT FUND		94,464.00	79,173.63	15,290.37	83.81
510340	HEALTH INSURANCE		270,457.00	199,258.42	71,198.58	73.67
510341	RETIREE HEALTH INS		3,408.00	11,784.76	-8,376.76	345.80
510350	DENTAL INSURANCE		20,039.00	16,685.01	3,353.99	83.26
510351	UNFUNDED PENSION LIABILITY		29,650.00	22,237.47	7,412.53	75.00
510360	LIFE INSURANCE		2,062.00	1,833.13	228.87	88.90
510400	WORKERS COMP		722.00	541.62	180.38	75.02
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	967.51	232.49	80.63
521110	FINANCIAL SERVICES FEES		2,450.00	1,796.00	654.00	73.31
521400	ADVERTISING & MARKETING		9,400.00	747.92	8,652.08	7.96
521700	SECURITY SERVICES		26,000.00	15,231.00	8,216.00	58.58
521800	PROGRAM SERVICES		10,000.00	9,599.56	400.44	96.00
521900	CONTRACTED SERVICES		73,663.00	53,397.95	20,265.05	72.49
523122	SOFTWARE MAINTENANCE		30,000.00	17,775.54	12,224.46	59.25
524110	BUILDING EXT MAINT		29,840.00	25,746.99	4,093.01	86.28
524124	HVAC MAINT + BOILER INS		3,000.00	1,128.77	1,871.23	37.63
524126	ELEVATOR MAINTENANCE		500.00	200.00	300.00	40.00
525100	ELECTRICITY		93,800.00	62,846.62	30,953.38	67.00
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	1,586.46	2,413.54	39.66
525140	GAS - UTILITY		31,000.00	16,947.57	14,052.43	54.67
525155	PROFESSIONAL DEVELOPMENT		13,520.00	10,326.20	3,193.80	76.38
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,256.84	743.16	93.24
527110	TRAVEL		2,000.00	1,801.65	198.35	90.08
530100	OFFICE SUPPLIES	0.00	9,500.00	7,191.62	2,308.38	75.70
530130	POSTAGE AND DELIVERY		4,500.00	4,530.93	-30.93	100.69
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	17,247.83	2,752.17	86.24
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	4,803.22	196.78	96.06
530255	TOOLS & SMALL EQUIPMENT		150.00	35.97	114.03	23.98
538001	DONATION PURCHASES		87,670.62	36,138.22	1,295.33	41.22
538002	ADULT PRINT		364,234.00	317,798.97	41,796.29	87.25
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	7,816.00	-2,816.00	156.32
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	13,618.10	5,881.90	69.84
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	63,812.50	3,111,164.62	2,413,801.62	633,550.50	77.59

Vendor	Name	Invoice	Check #	Invoice Amt
900104	ALLIANT ENERGY	8/28/17 - 9/26/17	330285	\$8,085.48
635	ALLDATA LLC	417176 - 10/19/2018	330284	\$1,500.00
900201	AMAZON.COM	114-2730917-1121017	330286	\$435.78
900201	AMAZON.COM	114-4433195-1675469	330286	\$30.18
900201	AMAZON.COM	112-9235093-2632224	330286	\$78.54
900201	AMAZON.COM	114 8352412 3945027	330286	\$98.00
900201	AMAZON.COM	113-0460618-0055438	330286	\$135.00
900201	AMAZON.COM	114-8518312-7825849	330286	\$10.79
900201	AMAZON.COM	114-1750774-0904231	330286	\$43.98
900201	AMAZON.COM	114-4906903-3093040	330286	\$9.02
900201	AMAZON.COM	114-4504509-5315419	330286	\$22.07
900201	AMAZON.COM	114-1489823-6923456	330286	\$287.58
900201	AMAZON.COM	112-2305731-6557035	330286	\$198.84
900201	AMAZON.COM	114-3981310-9957008	330286	\$416.38
900201	AMAZON.COM	112-1905923-8974610A	330286	\$116.41
900201	AMAZON.COM	112-4446393-9359413	330286	\$4.97
900201	AMAZON.COM	112-6502680-4566608	330286	\$16.94
900201	AMAZON.COM	170915	330286	\$797.46
900201	AMAZON.COM	114-3432010-1030662	330286	\$1,250.00
1418	ART IN A SUITCASE	11/15/17 ART	330287	\$185.00
900009	AT&T	920Z83020009 9-25-17	330288	\$121.26
2716	BAKER & TAYLOR, LLC	3021798511	330289	\$169.38
2716	BAKER & TAYLOR, LLC	2033145539	330289	\$1,550.65
2716	BAKER & TAYLOR, LLC	2033145545	330289	\$837.84
2716	BAKER & TAYLOR, LLC	5014698374	330289	\$412.97
2716	BAKER & TAYLOR, LLC	3021797761	330289	\$76.67
2716	BAKER & TAYLOR, LLC	3021810127	330289	\$14.48
2716	BAKER & TAYLOR, LLC	3021822187	330289	\$151.04
2716	BAKER & TAYLOR, LLC	2033162513	330289	\$1,524.08
2716	BAKER & TAYLOR, LLC	2033193556	330289	\$1,525.97
2716	BAKER & TAYLOR, LLC	2033180445	330289	\$2,008.99
2716	BAKER & TAYLOR, LLC	2033179471	330289	\$3,944.63
2716	BAKER & TAYLOR, LLC	2033162503	330289	\$108.50
2716	BAKER & TAYLOR, LLC	5014713556	330289	\$87.01
2716	BAKER & TAYLOR, LLC	3021834859	330289	\$239.97
2716	BAKER & TAYLOR, LLC	2033198103	330289	\$264.44
2716	BAKER & TAYLOR, LLC	3021834862	330289	\$55.41
4624	BARHOUSE, MARTHA L.	10-11-2017 TEA	330290	\$300.00
4634	BROWN COUNTY PURCH	0000435188	330291	\$53.20
6400	C.A. FLIPSE SONS CO.	77215	330292	\$308.66
2930	CAMERA CORNER	DEPOSIT	330293	\$681.38
3200	CDWG	KFC3672	330203	\$2,898.48
3200	CDWG	KFC8171	330203	\$403.69
4404	CHARTER COMMUNICATIO	0206811092317	330294	\$282.99
900189	COUNCIL OF STATE GOV	89450	330295	\$89.10
900230	EBSCO SUBSCRIPTION	1551426	330296	\$46.32
239	ELDER, KARL	11/8/2017 POETRY CIR	330297	\$150.00
4515	FINKE, ANNELIESE	TECH DAYS 9-14	330298	\$20.38
6761	GT GRAPHICS LLC	21497	330299	\$38.00
1251	ANGELIKA HENKE	11-8-2017 ELEMENTASTIC	330300	\$250.00
4614	JOHNSON, CHRISTIAN L	219712	330301	\$29.95

4627	KARAU, MARK DAVID	10/17/17 GR DECISION	330302	\$200.00
900359	KIM DALHAIMER	9/29/2017	330303	\$250.00
21770	KOHLER, VILLAGE OF	335756	330304	\$27.00
318	KRISS PREMIUM PROD	152509	330305	\$826.50
4626	LEBER, SAMANTHA	TECH DAYS WORKSHOP	330306	\$85.97
4633	LEWIS, JENNIFER R.	9001113703	330307	\$20.74
206	LIL REV MUSIC	10-9-17 - 12-4-2017	330308	\$1,600.00
4602	LOEWEN, ALISON	B829942	330309	\$13.78
4602	LOEWEN, ALISON	MKE MAKER FAIRE	330309	\$27.00
12374	MBM	IN211100	330310	\$496.33
12374	MBM	IN226315	330310	\$661.13
900181	MENARDS	39452	330311	\$8.42
900181	MENARDS	39395	330311	\$21.78
900181	MENARDS	39283	330311	\$49.98
900181	MENARDS	39639	330311	\$35.97
900181	MENARDS	40060	330311	\$34.44
231	MIDWEST TAPE	95395732	330313	\$600.97
231	MIDWEST TAPE	95416142	330313	\$506.47
231	MIDWEST TAPE	95415589	330313	\$547.82
231	MIDWEST TAPE	95418669	330313	\$418.67
231	MIDWEST TAPE	95386389	330313	\$881.41
231	MIDWEST TAPE	95409935	330313	\$831.26
231	MIDWEST TAPE	95435896	330313	\$483.03
231	MIDWEST TAPE	95427835	330313	\$1,054.51
3728	MILLER, ANN	9/23/2017 Maker Fair	330314	\$47.00
3533	OCLC, INC.	0000548142	330315	\$516.04
900304	PITNEY BOWES PURCHAS	30097430 9/17/17	330316	\$520.99
1585	PLYMOUTH PUBLIC LIB	407213	330317	\$51.93
4505	PRECISION FLOORS &	3186	330318	\$1,470.85
16722	PROFESSIONAL SUPPLY	921676	330319	\$664.67
900180	PROQUEST LC	61439375	330320	\$3,769.50
17005	QUASIOUS CONSTRUCTION	6653	330321	\$2,970.00
4625	ROWLANDS, KATHLEEN	156731	330322	\$27.00
900118	SHEBOYGAN WATER UTIL	6/30/2017 - 9/30/201	330324	\$16.20
20008	SPECIAL OPERATIONS D	17195	330325	\$2,603.00
491	STAPLES ADVANTAGE	280562-373863	330326	\$190.35
491	STAPLES ADVANTAGE	8046588490	330326	\$179.84
900301	STATE BAR OF WISCONS	5031259	330327	\$135.26
3580	STEINBACHER, LAURA A	257742 - 9/19/2017	330328	\$22.95
21178	TOTAL ENERGY SYSTEMS	292727	330329	\$721.40
1710	WELLS FARGO FINANCIA	5004266723	330331	\$726.19
900044	WISCONSIN PUBLIC SER	8/21/17 - 9/5/17	330332	\$185.60
2654	W.J. NIEDERKORN LIB	44952	330330	\$10.99
4615	ZAVRL, M AKAYLA	261393	330333	\$18.99
N/A	August 2017 =Visa CC Invoices	538001	Credit Card	\$1,714.70
N/A	August 2017 =Visa CC Invoices	5211110	Credit Card	\$5.00
N/A	August 2017 =Visa CC Invoices	521400	Credit Card	\$1,623.00
N/A	August 2017 =Visa CC Invoices	538001	Credit Card	\$86.88
N/A	August 2017 =Visa CC Invoices	530222	Credit Card	\$51.72
N/A	August 2017 =Visa CC Invoices	524110	Credit Card	\$533.14
N/A	August 2017 =Visa CC Invoices	530200	Credit Card	\$47.00
N/A	September 2017 - Visa CC Invs	521400	Credit Card	\$289.50

N/A	September 2017 - Visa CC Invs	523122	Credit Card	\$111.98
N/A	September 2017 - Visa CC Invs	538001	Credit Card	\$152.75
N/A	September 2017 - Visa CC Invs	530100	Credit Card	\$38.11
N/A	September 2017 - Visa CC Invs	538002	Credit Card	\$101.74
N/A	September 2017 - Visa CC Invs	525155	Credit Card	\$3,430.94
N/A	September 2017 - Visa CC Invs	525155	Credit Card	\$20.00
	1293 AURORA EMPLOYEE ASST	IN 16819	330510	67.50
	2716 BAKER & TAYLOR, LLC	2033198212	330511	1,464.12
	2716 BAKER & TAYLOR, LLC	3021847062	330511	125.84
	2716 BAKER & TAYLOR, LLC	3021847078	330511	67.71
	2716 BAKER & TAYLOR, LLC	5014728617	330511	251.15
	2716 BAKER & TAYLOR, LLC	2033232254	330511	110.61
	2716 BAKER & TAYLOR, LLC	2033220508	330511	2,430.86
	2716 BAKER & TAYLOR, LLC	2033215920	330511	2,843.62
	4657 BERGAMO, KRISTEN	9001130645	330512	25.07
	4515 FINKE, ANNELEISE	10/5/2017 MEETING	330513	11.34
	873 GALE GROUP	61955952	330514	188.07
	873 GALE GROUP	61945826	330514	188.07
	4659 GISSING-OLSON, LINDA	9007514774	330515	24.95
	16227 INFOGROUP CITY DIREC	83514297	936	936.00
900226	KAPCO	1335447	330517	818.38
	4658 KOCHINSKI, BETH	9001119181	330518	11.60
	4647 LEUPTOW, KELSEY	900769018	330519	28.14
900376	MARTENS TRILLING TRU	B834537	330520	1.80
900376	MARTENS TRILLING TRU	8834457	330520	3.99
	4645 MEINHARDT, DAVID	9001084472	330521	14.51
900181	MENARDS	40889	330522	5.94
900181	MENARDS	40756	330522	16.33
	231 MIDWEST TAPE	95447033	330523	1,172.46
	231 MIDWEST TAPE	95481440	330523	535.63
	231 MIDWEST TAPE	95457357	330523	116.20
	4139 MONARCH LIBRARY SYS	413977	330524	69.74
900132	PITNEY BOWES CREDIT	3304588322	330525	368.82
	2248 PLATINUM TECHNOLOGIE	2124	330526	138.00
	491 STAPLES ADVANTAGE	8046722037	330528	261.02
	3640 TIETZ'S PIGGLY WIGGL	022047931549	330529	39.26
	4646 WANIOREK, NATHAN	9001061637	330530	7.35
	3954 J & H Heating Inc.	J005042	330450	\$151,714.00

Program expense
Program expense - Employee refund
Refund of lost or damaged item
Building maintenance expense
Employee expense refund
Refund of lost or damaged item
Program expense
Employee expense refund
Employee expense refund
Photo copy/printer expense
Photo copy/printer expense
Building maintenance expense
Building maintenance expense
Building maintenance expense
Building maintenance expense
Building maintenance expense
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Program expense - Employee refund
Material purchases
Postage meter refill
Refund of lost or damaged item
Replacement of elevator flooring
Janitorial supplies
Material purchases
2nd Floor workroom remodel cost
Refund of lost or damaged item
Water Utility expense
Security guard expense
Office supplies
Office supplies
Material purchases
Refund of lost or damaged item
CIP - HVAC System paid for by City of Sheboygan
Copier-Printers lease payment
Gas Utility expense
Refund of lost or damaged item
Refund of lost or damaged item
Summer reading program purchases
Merchant Service Fees
New Camera for Advertising Department
Facebook Advertising - paid for by donation
Janitorial supplies
Building maintenance expense
Technical services supplies
Advertising cost

IT expense
Facebook Advertising - paid for by donation
Office supplies
Material purchases
WLA Conference fees
Sheb Cty Chamber - Friday Form fees
Employee assistance program
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Patron refund
Employee expense reimbursement
Material purchases
Material purchases
Patron refund
Material purchases
Technical services supplies
Patron refund
Patron refund
Building maintenance expense
Building maintenance expense
Patron refund
Building maintenance expense
Building maintenance expense
Material purchases
Material purchases
Material purchases
Telephone expense
Postage meter lease payment
4th Quarter security monitoring expense
Office supplies
Program services
Patron refund
HVAC Phase III - CIP Project Payment made from
City of Sheboygan CIP Funds

Mead Public Library Statistics - September 2017

Circulation Transactions	September 2016	September 2017	Monthly % Change 2016 vs. 2017	Year-to-date 2016	Year-to-date 2017	YTD % Change 2016 vs. 2017
Adult Materials	30,131	29,018	-4%	288,636	280,391	-3%
Teen Materials	1,222	1,073	-12%	11,275	11,575	3%
Children's Materials	12,834	13,353	4%	136,695	135,468	-1%
Total Adult/Teen/Children's Materials	44187	43,444	-2%	436,606	427,434	-2%
E-Content Checkouts						
E-Books (Overdrive) (Hoopla)	3,182	4,139	30%	29,548	37,725	28%
E-Audio (Freegal)	2,157	1,156	-46%	21,620	14,346	-34%
E-Video (Hoopla)	129	157	22%	1,076	1,964	83%
E-Magazines (Zinio) (Overdrive)	187	114	-39%	2,018	1,211	-40%
Total E-Content Checkouts	5655	5566	-2%	54262	55246	2%
Materials Shared With Other Libraries						
Items provided to other libraries from Mead	5,418	4,818	-11%	62,906	50,631	-20%
Items received for Mead patrons from other libraries	3,514	4,219	20%	39,479	40,513	3%
Total Interlibrary Loans (Transits)	8,932	9037	1%	102385	91144	-11%
Library Visits						
Gate count	27,467	23,782	-13%	257,036	257,592	0%
Research Inquiries						
Research Inquiries	1,686	2,049	22%	19,654	18,875	-4%
Internet Usage Provided						
Library Workstation Sessions	3,682	4,051	10%	39,700	35,793	-10%
Wireless Sessions	11,590	14,887	28%	12,679	86,204	580%
Number of Library Card Holders						
Sheboygan Residents				26,858	24,823	-8%
Non-Sheboygan Residents				10,426	9,792	-6%
Total Number of Library Card Holders				37284	34615	-7%
Classes, Seminars, Workshops, Events						
Children (0-11) Quantity	11	33	200%	292	461	58%
Children (0-11) Participants	299	738	147%	8,194	14,360	75%
Teen (12-18) Quantity	2	6	200%	59	75	27%
Teen (12-18) Participants	58	122	110%	1,511	1,682	11%
Adult (18+) Quantity	28	33	18%	163	246	51%
Adult (18+) Participants	858	509	-41%	3,701	3,565	-4%
Total number of Classes, Seminars, Workshops, Events	41	72	76%	514	782	52%
Total number of Participants	1,215	1,369	13%	13,406	19,607	46%
Conference Room Utilization						
Rocca Meeting Room	22%	29%	7%	21%	20%	-1%
Loft Meeting Room	18%	35%	17%	23%	18%	-4%
2nd Floor Small Meeting Room	34%	28%	-6%	34%	25%	-8%
Volunteer Hours	285	374	31%	1788	2640	48%

Friends of the Mead Public Library Meeting Report-10/18/17

- Book sale is coming up this weekend, items to include fiction, nonfiction, children's books, collectibles, rare books, coffee table books, cookbooks, crafts, music, record sets, DVD's, audiobooks, VHS tapes, paperbacks, and a "Boutique" with trinkets, collectables, and handmade items.
- Friends are willing to see examples of new logo proposal, with a final decision to be made after.
- Bylaws changes were presented and much discussed
- Sound system is to be checked for free by a sound technician.