

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
June 22, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 22, 2017 in The Loft. Present Board of Trustee members were presiding: Board Vice-President Kathie Norman, Alderman Henry Nelson, Kevin Anderson, Dolyce Johnson, Nancy Mannchen, Kyle Whelton, Meg Albrinck, and Chris Campe. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydney Mehn, Support Services Manager Diane Kallas, and Public Services Manager Melissa Prentice. Board of Trustee members absent: Board President Maeve Quinn, and Board Treasurer Dirk Zylman.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Norman called the meeting to order at 3:47 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Norman led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Nelson **moved** to approve the minutes from the May 25, 2017 meeting; Whelton **seconded** the motion. The motion **passed.**
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that due to a biking accident, Board Treasurer Dirk Zylman will be out indefinitely. More information to come as we know more.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DEBBIE DeAMICO REPORT. DeAmico reported in Zylman's absence. Due to quorum issue, there was no finance meeting this month. DeAmico informed the Board of Trustees that the Y-T-D budget and accounts payables were in good order.
- 2.2 FINANCE REPORT. 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. DeAmico informed the board that one donation of \$311.00 was received in June 2017 from the MillsporeSigma group. Nelson **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Anderson **seconded** the motion. The motion **passed.**

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 **DISCUSSION AND POSSIBLE ACTION ON APPROVING PROPOSED 2018 OPERATING BUDGET.** DeAmico reported on the proposed 2018 budget, which was discussed in detail. It was determined that due to 2% increase in wages, as well as increased insurance premium claims, the Library will ask the city for \$114,326.00 for 2018. She also reported that due to the wellness program, premiums for employees might change and could possibly affect the price the Library pays out. Because of this, the

Library has budgeted conservatively. Whelton moved to approve the proposed 2018 budget. Anderson seconded. The motion passed.

4. DIRECTORS REPORT

4.1 UPDATE ON PERSONNEL CHANGES.

Erickson reported that Deb Voss from Adult Services will be retiring as of June 30th. She will be replaced by Carol Munroe, who will start on July 24th. It was also reported that Sandy Jakum from Children's Services will be retiring at the end of August, and we will have Alison Loewen replacing her as of July 31st. Both Carol and Alison come to us with a wealth of knowledge and experience, and we are very excited to have them come aboard.

4.2 UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT.

Erickson reported back on the market research focus groups that were performed here. In the report, it was noted that the Library has a good community presence, and great branding. There was much discussion about the positive and negative aspects of the report. A full report is to be presented by the Ad Hoc Marketing Committee after they have had a chance to meet and dissect the material.

4.3 UPDATE ON CITY CAPITAL IMPROVEMENTS PROJECT.

Erickson reported on the June 12th meeting included ratings of the three projects that were submitted by Mead. The two cooling towers that would complete our HVAC system upgrade were ranked high, which Erickson felt meant that it would likely be approved. The carpet replacement also ranked fairly high, however the phone system ranked lower. The projects will now go to full council for approval. More information to come.

4.4 UPDATE ON RFID PROJECT.

Support Services Manager Diane Kallas reported that the first floor high priority items have been tagged so far, and that we have moved on to 2nd floor. We are approximately 15% of the way through the second floor high priority items. New self-check units have arrived, and TS is now working on ordering Automated Materials Handlers (AMH's) and new book drops. Lastly, e-commerce is being added to the website as an additional way that people can pay their fines. The projected "go live" is aimed at fall.

4.5 UPDATE ON SERVICES AND PROGRAMMING.

Public Services Manager Melissa Prentice reported on the ongoing June programs. Prentice reported that the June 7th Civic Lab was a huge success and that the crowd was very engaged. The June 14th Acuity Cool Picks Summer Reading Program kick off also went very well, with over 100 people in attendance, despite the inclement weather. Prentice further reported on the upcoming programming, the evening of June 22 staff are at the ARTery performing a kite making project, July 28th we will be having the "Ultimate Maker Party" with various crafting projects, as well as food and drink served by Luz de Luna.

4.6 MAY STATISTICS.

Erickson reported on the May statistics. In general, physical book check-outs were down, inter-library sharing was down, e-books were up, however e-music and e-magazines have gone down. The gate count also was up, however users have gone down. Lastly, programming is up, and conference room usage is down.

5. LIAISON REPORTS

5.1 **MONARCH LIBRARY SYSTEM – KATHIE NORMAN**

Norman reported on the Monarch Library System, noting that it was a difficulty to get 32 different libraries to work together nicely. They have implemented a mediator for when the directors get together to allow discussion to flow smoothly. It also was reported that a new bus has been purchased for the Bookmobile. Lastly, Norman reported on the upcoming Trustee training opportunities provided to us from August 21-25th.

5.2 **MEAD PUBLIC LIBRARY FOUNDATION – KATHIE NORMAN**

Norman reported that the foundation meets every other month. A current survey has been sent to find out members preferred method of communication, in addition to finding out about specifics on events/galas. Lastly, the Spring Fundraiser invitation will be mailed out soon. Updates to the website coming soon.

5.3 **FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN**

Mehn reported that the Friends have been notified of the City's plans to possibly utilize space here at Mead. They have agreed that they will work within whatever parameters we set for them. It also was reported that a \$3000 donation is to be made from the Friends to the Imaginarium for the purchase of a second set of reference books that can then be checked out. Lastly, it was reported that the Friends will again donate \$2500 for the Summer Reading Program in order to supply prizes and books.

6. UPCOMING MEETINGS

7.1 **LIBRARY BOARD FINANCE COMMITTEE:** July 27, 2017 @ 3:00 p.m.

6.2 **FULL LIBRARY BOARD MEETING:** July 27, 2017 @ 3:45 p.m.
Ad Hoc HR Committee to meet June 29th @ 2:00 p.m.

8. ADJOURN

8.1 Nelson **moved** to adjourn the meeting, Whelton **seconded**. The motion **passed**. The meeting adjourned at 5:16 pm.

Mead Public Library - July 2017 Accounts payables				
Vendor	Name	Invoice	Check #	Invoice Amt
900104	ALLIANT ENERGY	5/26/17 - 6/28/17	328953	\$8,991.39
900009	AT&T	920Z83020006-6-25-17	328954	\$136.71
1293	AURORA EMPLOYEE ASST	IN16396	328955	\$67.50
2716	BAKER & TAYLOR, LLC	2032982858	328956	\$3,250.48
2716	BAKER & TAYLOR, LLC	LS17060040	328956	\$14,775.60
2716	BAKER & TAYLOR, LLC	3021677157	328956	\$143.77
2716	BAKER & TAYLOR, LLC	3021687126	328956	\$84.89
4514	BAUER, DEBORAH	6-23-17-6-27-17 ALA	328957	\$353.06
6400	C.A. FLIPSE SONS CO.	77030	328958	\$208.76
2930	CAMERA CORNER INC	0482561a-in	328881	\$8,169.50
3200	CDWG	JBW2698	328959	\$872.01
4404	CHARTER COMMUNICATIO	7-1-17 - 7-31-17	328960	\$282.99
2066	ERICKSON, GARRETT	6/23/17-6/26/17 ALA	328961	\$275.64
4515	FINKE, ANNELIESE	735492	328962	\$15.93
4515	FINKE, ANNELIESE	6/24/17-6/27/17 ALA	328962	\$296.14
900045	KALLAS, DIANE	7-6-17 MEQUON	328964	\$48.15
4258	MARQUEZ, JOY	34275000609949	328965	\$14.00
231	MIDWEST TAPE	95186286	328966	\$142.09
231	MIDWEST TAPE	95176610	328966	\$89.96
231	MIDWEST TAPE	95191129	328966	\$388.36
231	MIDWEST TAPE	95193330	328966	\$217.96
231	MIDWEST TAPE	95203512	328966	\$420.18
2248	PLATINUM TECHNOLOGIE	1997	328967	\$138.00
900118	SHEBOYGAN WATER UTIL	3/30/17 - 6/30/17	328968	\$16.20
900237	STEEN MACEK PAPER CO	797900 & 797657	328969	\$37.02
1176	USS LIBERTY MEMORIAL	34273001511370	328971	\$6.95
1710	WELLS FARGO FINANCIA	5004050263	328972	\$726.19
4475	WENDLANDT, LEAH M.	0000261801	328973	\$34.95
4262	WEST BEND COMMUNITY	33357000603709	328974	\$25.00
900201	AMAZON.COM	030903440156	329211	\$112.23
900201	AMAZON.COM	111-7121915-5263433	329211	\$48.93
900201	AMAZON.COM	113-5829063-0437843	329211	\$164.35
900201	AMAZON.COM	112-7144455-8085044	329211	\$56.62
900201	AMAZON.COM	112-4464094-2733865	329211	\$107.05
900201	AMAZON.COM	290096352231	329211	\$83.00
900201	AMAZON.COM	112-6764159-1841869	329211	\$50.00
2716	BAKER & TAYLOR, LLC	2032998653	329212	\$3,038.19
2716	BAKER & TAYLOR, LLC	2032989612	329212	\$1,252.65
2716	BAKER & TAYLOR, LLC	5014637847	329212	\$333.08
2716	BAKER & TAYLOR, LLC	501423654	329212	\$313.45
2716	BAKER & TAYLOR, LLC	2033004669	329212	\$453.66
2716	BAKER & TAYLOR, LLC	3021697983	329212	\$30.84
2716	BAKER & TAYLOR, LLC	3021708940	329212	\$37.60
2716	BAKER & TAYLOR, LLC	3021708936	329212	\$227.18
2716	BAKER & TAYLOR, LLC	3021697981	329212	\$91.93

Mead Public Library - July 2017 Accounts payables				
Vendor	Name	Invoice	Check #	Invoice Amt
2716	BAKER & TAYLOR, LLC	3021720268	329212	\$118.77
2716	BAKER & TAYLOR, LLC	2033004692	329212	\$769.20
2716	BAKER & TAYLOR, LLC	2033025450	329212	\$2,737.19
3836	CEDAR GROVE LIBRARY	34275000609949	329213	\$14.00
4404	CHARTER COMMUNICATIO	0206811072317	329214	\$282.99
900189	COUNCIL OF STATE GOV	87949	329215	\$58.50
900081	DEMCO, INC.	6165134	329216	\$95.68
900230	EBSCO SUBSCRIPTION	1542697	329217	\$21.47
900230	EBSCO SUBSCRIPTION	37325	329217	\$87.16
4549	F. J. ROBERS LIBRARY	33403005922619	329218	\$14.95
873	GALE GROUP	60821998	329219	\$100.00
6761	GT GRAPHICS LLC	20981	329220	\$205.50
8932	HOME DEPOT CREDIT	1124360	329221	\$17.82
3250	ID CARDS UNLIMITED	2017107	329222	\$3,634.24
21770	KOHLER, VILLAGE OF	34277500203678	329223	\$24.00
318	KRISS PREMIUM PROD	151436	329224	\$801.07
2788	LUZ DE LUNA	LATE @ THE LIBRARY	329225	\$170.00
900224	MANUFACTURERS NEWS I	305291	329226	\$161.90
12691	MARSHALL SIGN LLC	38216	329227	\$39.00
900376	MARTENS TRILLING TRU	B811783 PLUS DISC	329228	\$3.14
900181	MENARDS	34865	329229	\$35.91
900181	MENARDS	35281	329229	\$1.98
231	MIDWEST TAPE	95243122	329230	\$375.56
231	MIDWEST TAPE	95205296	329230	\$32.88
231	MIDWEST TAPE	95201851	329230	\$9.99
231	MIDWEST TAPE	95219314	329230	\$59.26
231	MIDWEST TAPE	95225873	329230	\$729.67
231	MIDWEST TAPE	95224652	329230	\$330.38
231	MIDWEST TAPE	95252950	329230	\$671.36
4139	MONARCH LIBRARY SYS	413812	329231	\$68.20
2690	OOSTBURG PUBLIC LIB	34280000364784	329232	\$23.99
2621	OSCAR GRADY PUBLIC	34272000672233	329233	\$64.99
900132	PITNEY BOWES CREDIT	3303951394	329234	\$368.82
1585	PLYMOUTH PUBLIC LIB	39064001374058	329235	\$32.99
391	SAGE PUBLICATIONS	228056ki	329236	\$434.80
900141	SALEM PRESS PRODUCT	925404	329237	\$233.05
900127	SCHOLASTIC LIBRARY	15345682	329238	\$46.08
491	STAPLES ADVANTAGE	8045486514	329239	\$162.96
491	STAPLES ADVANTAGE	8045386596	329239	\$80.61
491	STAPLES ADVANTAGE	8045305127	329239	\$118.91
900301	STATE BAR OF WISCONS	5028590	329240	\$40.89
2762	TELEVEND SERVICES	8774	329241	\$169.85
3640	TIETZ'S PIGGLY WIGGL	002052131213	329242	\$125.00
1176	USS LIBERTY MEMORIAL	34273001511370 FEE	329243	\$5.00
2654	W.J. NIEDERKORN LIB	34274000864331	329245	\$23.49

Mead Public Library - July 2017 Accounts payables				
Vendor	Name	Invoice	Check #	Invoice Amt
900103	WAL-MART COMMUNITY	3463	329246	\$78.60
900103	WAL-MART COMMUNITY	7L14NCFTJBW	329246	\$28.36
900103	WAL-MART COMMUNITY	717200612891	329246	\$11.82
900103	WAL-MART COMMUNITY	717900598007	329246	\$7.88
4551	WARMUS, BETSY M.	259826	329247	\$17.99
900044	WISCONSIN PUBLIC SER	6-20-17 - 7-10-17	329248	\$363.61

Description
Material purchase
Material purchase
Material purchase
Refund of lost item
Internet expense
Material purchase
Technical support supplies
Material purchase
Material purchase
Refund of lost item
Material purchase
Newsletters
Building maintenance
Library card stock
Refund of lost item
Technical support supplies
Program expense-Makerspace
Material purchase
Signs for RFID window
Building maintenance
Building maintenance
Building maintenance
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Material purchase
Telephone expense
Refund of lost item
Refund of lost item
Postae expense
Refund of lost item
Material purchase
Material purchase
Summer Reading Program
Office supplies
Office supplies
Office supplies
Material purchase
Material purchase
Summer Reading Program
Refund of lost item
Refund of lost item

Description
Program Expense
Program Expense
Program Expense
Program Expense
Refund of lost item
Gas utility expense

MPL Visa Credit Card Purchases
 June 6, 2017 - July 5, 2017

Account #	Amount	Description
25551150-530222	\$ 220.50	Janitorial supplies
25551150-530210	\$ 159.95	Technical services supply
25551110-538001	\$ 66.08	Library summer program expense - paid for by donation
25551110-525155	\$ 148.00	Melissa Prentice ALA Convention expense
25551110-521800	\$ 10.54	Summer reading program expense
25551110-538002	\$ 142.56	Materials purchase
Total Charges for billing period	\$ 747.63	

Mead Public Library - Accounts Payables				
June End of Month Payments				
Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	111-1998356-6912230	328836	\$67.25
900201	AMAZON.COM	6045 7817 0004 1964	328836	\$227.80
900201	AMAZON.COM	114-2296082-8848211	328836	\$42.35
900201	AMAZON.COM	112-0868338-3809008	328836	\$49.35
900201	AMAZON.COM	SH170615MP	328836	\$70.40
900201	AMAZON.COM	113-6379650-3513053	328836	\$100.21
900201	AMAZON.COM	FEES CHARGE	328836	\$25.00
2716	BAKER & TAYLOR, LLC	3021664659	328837	\$71.35
2716	BAKER & TAYLOR, LLC	2032959323	328837	\$561.74
2716	BAKER & TAYLOR, LLC	3021664655	328837	\$138.90
2716	BAKER & TAYLOR, LLC	2032938684	328837	\$55.99
2716	BAKER & TAYLOR, LLC	2032974584	328837	\$551.66
2716	BAKER & TAYLOR, LLC	5014608603	328837	\$72.55
2716	BAKER & TAYLOR, LLC	3021676468	328837	\$24.43
2716	BAKER & TAYLOR, LLC	2032959245	328837	\$2,029.69
1480	BRAINFUSE, INC.	8/31/2017 BRAINFUSE	328838	\$4,650.00
3200	CDWG	HWF6646	328839	\$14.82
3200	CDWG	JFZ6861	328839	\$26.83
3200	CDWG	JGC2434	328839	\$0.72
3200	CDWG	.JCM9903	328839	\$20.83
3200	CDWG	JBB2161	328839	\$265.20
3200	CDWG	HVN5152	328839	\$197.28
3200	CDWG	HQQ4158	328839	\$197.28
3200	CDWG	HXP9179	328839	\$79.14
900081	DEMCO, INC.	6154516	328841	\$441.74
4510	DIMAS, LAURA A.	9008616795	328842	\$31.99
900230	EBSCO SUBSCRIPTION	100058266-1	328843	\$6,900.00
4509	GAMEBOARD, THE	101	328844	\$50.00
318	KRISS PREMIUM PROD	6/22/2017 - 1	328845	\$543.75
318	KRISS PREMIUM PROD	RP-749	328845	\$136.00
4419	LINTEREUR, JOSH	ALA CONVENTION	328846	\$304.69
3516	LYNDA.COM FROM LINKE	CS2710025-16	328847	\$7,000.00
12374	MBM	IN203532	328848	\$633.74
900181	MENARDS	33169	328849	\$13.14
231	MIDWEST TAPE	95136541	328850	\$112.45
231	MIDWEST TAPE	95141755	328850	\$902.74
231	MIDWEST TAPE	95149100	328850	\$486.69
231	MIDWEST TAPE	95154699	328850	\$224.63
231	MIDWEST TAPE	95159433	328850	\$464.04
231	MIDWEST TAPE	95173447	328850	\$68.17
231	MIDWEST TAPE	95174058	328850	\$329.18
231	MIDWEST TAPE	95181056	328850	\$358.15
231	MIDWEST TAPE	95169048	328850	\$919.90
4139	MONARCH LIBRARY SYS	413752	328851	\$61.46
900124	MORNINGSTAR	34123	328852	\$3,432.00
900304	PITNEY BOWES PURCHAS	30097430	328853	\$1,020.99
4505	PRECISION FLOORS &	2406	328854	\$4,221.67
2311	PRENTICE, MELISSA S.	ALA CONFERENCE	328855	\$336.59
4511	ROHDE, KELLY	6/23/17 ALA CONF	328856	\$48.54

Mead Public Library - Accounts Payables				
June End of Month Payments				
Vendor	Name	Invoice	Check #	Invoice Amt
900127	SCHOLASTIC LIBRARY	15211704	328857	\$121.32
900127	SCHOLASTIC LIBRARY	15271460	328857	\$18.66
900127	SCHOLASTIC LIBRARY	15208854	328857	\$7.96
900127	SCHOLASTIC LIBRARY	2190396	328857	\$5.68
2602	SHEBOYGAN FALLS MEM	34282000205371	328859	\$25.00
2364	SHRED-IT USA, LLC	8122543653	328859	\$73.12
491	STAPLES ADVANTAGE	8044969046	328861	\$51.46
491	STAPLES ADVANTAGE	8045071489	328861	\$376.74
900237	STEEN MACEK PAPER CO	797657	328862	\$258.53
4504	THERESA PUBLIC LIB	37664000135782	328863	\$17.50
21178	TOTAL ENERGY SYSTEMS	287970	328864	\$1,406.00
2654	W.J. NIEDERKORN LIB	34274001131458	328865	\$16.99
900103	WAL-MART COMMUNITY	008819-008572-003443		\$139.10
4262	WEST BEND COMMUNITY MEMORIAL LIBRARY	34274001131458	328867	\$25.00
22444	WI DEPT OF ADMINISTR	505-0000019480	328868	\$600.00
900044	WISCONSIN PUBLIC SER	5/19/17 - 6/12/17	328869	\$443.50

Description
Program expense
Program expense
Program expense
Program expense
Program expense
Program expense
Program expense
Program expense
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
IT expense
IT expense
IT expense
IT expense
IT expense
IT expense
IT expense
IT expense
IT expense
IT expense
Technical services expense
Refund for lost or damaged item
Material purchases
Advertising/Promotions
Technical services expense
Technical services expense
Employee reimbursement ALA Convention
Material purchases
Photocopy/printing expense
Building maintenance
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Telephone expense
Material purchases
Postage meter refill
Lobby grate replacement project
Employee reimbursement ALA Convention
Employee reimbursement ALA Convention

Description
Summer reading prizes
Summer reading prizes
Summer reading prizes
Summer reading prizes
Refund for lost or damaged item
Janitorial expense
Office supplies
Office supplies
Office supplies
Refund for lost or damaged item
Extended warranty coverage on Kohler Generator
Refund for lost or damaged item
Program expense
Refund for lost or damaged item
License for Teach services
Gas utility expense

Mead Public Library
 August 2017 - Accounts Payables

Vendor Name	Invoice	Check #	Invoice Amt
900104 ALLIANT ENERGY	6/28/2017 - 7/26/2017	329456	\$8,860.58
900009 AT&T	920Z83020007-7	329457	\$243.85
2716 BAKER & TAYLOR, LLC	2033019743	329458	\$4,512.04
2716 BAKER & TAYLOR, LLC	2033036397	329458	\$2,271.99
2716 BAKER & TAYLOR, LLC	2033047117	329458	\$1,475.16
2716 BAKER & TAYLOR, LLC	2033051052	329458	\$557.19
2716 BAKER & TAYLOR, LLC	3021720267	329458	\$47.84
2716 BAKER & TAYLOR, LLC	2033036340	329458	\$596.31
2716 BAKER & TAYLOR, LLC	2033050987	329458	\$62.76
2716 BAKER & TAYLOR, LLC	2033019741	329458	\$36.96
2716 BAKER & TAYLOR, LLC	5014653055	329458	\$84.91
2735 BRIDGEALL LIBRARIES	#SIN003006	329459	\$13,520.00
3200 CDWG	JBS8533	329460	\$25.55
3200 CDWG	JGH9368	329460	\$96.60
3200 CDWG	JHG3105	329460	\$197.28
3200 CDWG	JJM4727	329460	\$198.96
3200 CDWG	JN8690	329460	\$56.60
3200 CDWG	JHW4429	329460	\$1,174.62
900081 DEMCO, INC.	6179205	329461	\$265.28
900081 DEMCO, INC.	6177076	329461	\$610.36
4556 FENNER, CARRIE	197831	329462	\$37.95
900045 KALLAS, DIANE	IRON RIDGE 8-3-17	329463	\$68.48
318 KRIS PREMIUM PROD	151893	329464	\$65.99
900181 MENARDS	35382	329465	\$69.55
231 MIDWEST TAPE	95234886	329466	\$791.78
231 MIDWEST TAPE	95215326	329466	\$916.03
231 MIDWEST TAPE	95260274	329466	\$326.64
231 MIDWEST TAPE	95259043	329466	\$192.38
231 MIDWEST TAPE	9527100	329466	\$597.83
231 MIDWEST TAPE	95270779	329466	\$99.45
231 MIDWEST TAPE	95264195	329466	\$908.56
231 MIDWEST TAPE	95276453	329466	\$156.81
4139 MONARCH LIBRARY SYS	413875	329467	\$2,617.42
900118 SHEBOYGAN WATER UTIL	4/4/17 - 7/5/17	329468	\$671.06
4555 THORESEN, LUCY	230067	329469	\$12.25
1710 WELLS FARGO FINANCIA	5004123850	329471	\$726.19

Description

Electric usage expense
Telephone expense
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
IT department expense
IT department expense
IT department expense
IT department expense
IT department expense
IT department expense
IT department expense
Technical support supply expense
Technical support supply expense
Patron refund for lost item returned
Mileage for Monarch circulation meeting
Technical support supply expense
Building maintenance
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Monarch System - Annual program maintenance
renewals
Water utility expense
Refund of patron lost item refund
Photocopier/printer expense

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

August 2017

Account Balances as of:

March 11, 2022

9:03 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		260,506.19	158,294.26	102,211.93	60.76
	SUB TOTAL		260,506.19	158,294.26	102,211.93	60.76
510310	FICA		15,736.00	9,592.07	6,143.93	60.96
510311	MEDICARE		3,680.00	2,243.40	1,436.60	60.96
510320	WI RETIREMENT FUND		16,751.00	10,297.98	6,453.02	61.48
510340	HEALTH INSURANCE	0.00	40,332.00	17,450.23	22,881.77	43.27
510341	RETIREE HEALTH INS		3,408.00	7,858.33	-4,450.33	230.58
510350	DENTAL INSURANCE		4,397.00	3,014.50	1,382.50	68.56
510351	UNFUNDED PENSION LIABILITY		29,650.00	17,295.81	12,354.19	58.33
510360	LIFE INSURANCE		392.00	184.47	207.53	47.06
510400	WORKERS COMP		118.00	68.88	49.12	58.37
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	68,005.67	48,458.33	58.39
521100	BANKING FEES		1,200.00	526.69	673.31	43.89
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,796.00	654.00	73.31
521400	ADVERTISING & MARKETING	0.00	9,400.00	3,997.92	5,402.08	42.53
521900	CONTRACTED SERVICES		20,200.00	10,130.60	10,069.40	50.15
	SUB TOTAL	0.00	33,250.00	16,451.21	16,798.79	49.48
525155	PROFESSIONAL DEVELOPMENT		4,520.00	3,513.01	1,006.99	77.72
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL	0.00	2,000.00	915.35	1,084.65	45.77
	SUB TOTAL	0.00	17,520.00	14,611.27	2,908.73	83.40
530100	OFFICE SUPPLIES	0.00	9,500.00	5,613.03	3,886.97	59.08
530130	POSTAGE & DELIVERY	2,041.98	4,500.00	3,315.63	-857.61	119.06
	SUB TOTAL	0.00	14,000.00	8,928.66	3,029.36	78.36
538001	DONATION PURCHASES	0.00	5,000.00	2,440.48	2,559.52	48.81
538001-10094	DONATION PURCHASES		0.00	0.00	0.00	
538001-10096	DONATION PURCHASES	0.00	0.00	0.00	0.00	
538001-10097	DONATION PURCHASES	0.00	0.00	0.00	0.00	
538001-10099	DONATION PURCHASES	0.00	0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)	0.00	100.00	100.00	100.00	0.00
	SUB TOTAL	0.00	5,100.00	2,440.48	2,659.52	47.85
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	2,041.98	452,956.19	270,513.85	180,400.36	60.17

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	463,106.03	263,241.78	63.76
	SUB TOTAL		726,347.81	463,106.03	263,241.78	63.76
510310	FICA	0.00	44,849.00	27,677.32	17,171.68	61.71
510311	MEDICARE		10,489.00	6,472.88	4,016.12	61.71
510320	WI RETIREMENT FUND	0.00	45,053.00	29,130.32	15,922.68	64.66
510340	HEALTH INSURANCE		132,303.00	75,349.27	56,953.73	56.95
510350	DENTAL INSURANCE		9,399.00	5,982.80	3,416.20	63.65
510360	LIFE INSURANCE		1,017.00	718.02	298.98	70.60
510400	WORKERS COMP	0.00	313.00	182.63	130.37	58.35
	SUB TOTAL	0.00	243,423.00	145,513.24	97,909.76	59.78
521800	PROGRAM SERVICES		10,000.00	9,157.21	842.79	91.57
521900	CONTRACTED SERVICES	0.00	37,300.00	20,729.85	16,570.15	55.58
525155	PROFESSIONAL DEVELOPMENT		9,000.00	2,914.00	6,086.00	32.38
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00	61,000.00	8,190.97	52,809.03	13.43
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		21,031.56	0.00
	SUB TOTAL	0.00	140,070.62	42,477.36	97,593.26	30.33
538002	MATERIALS - ALL CATAGORIES	8,385.02	364,234.00	254,299.05	101,549.93	72.12
538100	OTHER CONTENT	0.00	53,600.00	16,379.39	37,220.61	30.56
649200	EQUIPMENT REPLACEMENT	0.00	22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	8,385.02	440,034.00	292,808.45	138,840.53	66.54
538000	TOTAL MATRL'S ACCTS	2 8,385.02	580,104.62	335,285.81	236,433.79	57.80
	PUBLIC SERVICE COST CENTER TOTAL	8,385.02	1,549,875.43	943,905.08	597,585.33	61.44

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	368,200.37	261,419.63	58.48
	SUB TOTAL		629,620.00	368,200.37	261,419.63	58.48
510310	FICA	0.00	39,311.00	22,164.02	17,146.98	56.38
510311	MEDICARE		13,980.00	5,183.23	8,796.77	37.08
510320	WI RETIREMENT FUND	0.00	32,660.00	20,613.37	12,046.63	63.12
510340	HEALTH INSURANCE		97,822.00	54,384.44	43,437.56	55.60
510350	DENTAL INSURANCE		6,243.00	4,212.84	2,030.16	67.48
510360	LIFE INSURANCE		653.00	436.00	217.00	66.77
510400	WORKERS COMP		291.00	169.75	121.25	58.33
	SUB TOTAL	0.00	190,960.00	107,163.65	83,796.35	56.12
	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	26,000.00	12,628.00	13,372.00	48.57
521700	SUB TOTAL	0.00	26,000.00	12,628.00	13,372.00	48.57
521900	CONTRACTED SERVICES	923.56	16,163.00	6,722.74	8,516.70	47.31
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	15,357.86	14,642.14	51.19
524110	BUILDING EXTERIOR MAINT	49,867.85	29,840.00	22,146.42	-42,174.27	241.33
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	50,791.41	79,503.00	45,555.79	-16,844.20	121.19
525100	ELECTRICITY	0.00	93,800.00	45,084.73	48,715.27	48.06
525105	WATER	0.00	1,350.00	852.95	497.05	63.18
525110	SEWER	0.00	1,350.00	851.41	498.59	63.07
525120	TELEPHONE	0.00	4,000.00	1,400.67	2,599.33	35.02
525140	GAS - UTILITY	0.00	31,000.00	16,489.69	14,510.31	53.19
	SUB TOTAL	0.00	131,500.00	64,679.45	66,820.55	49.19
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	16,415.37	3,584.63	82.08
530210	OPERATING SUPPLIES	0.00	1,100.00	355.23	744.77	32.29
530222	JANITORIAL SUPPLIES		5,000.00	3,342.56	1,657.44	66.85
	SUB TOTAL	0.00	26,100.00	20,113.16	5,986.84	77.06
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00		150.00	0.00
	SUB TOTAL	0.00	150.00	0.00	150.00	0.00
540200	INSURANCE (FIRE)	0.00	5,000.00	6,090.20	-1,090.20	121.80
	SUB TOTAL	0.00	5,000.00	6,090.20	-1,090.20	121.80
642200	IT EQUIPMENT	497.35	19,500.00	9,818.58	9,184.07	52.90
	SUB TOTAL	497.35	19,500.00	9,818.58	9,184.07	52.90
	SUPPORT SERVICES COST CENTER TOTAL	51,288.76	1,108,333.00	634,249.20	422,795.04	57.23
	LIBRARY TOTAL	61,715.76	3,111,164.62	1,848,668.13	1,200,780.73	59.42

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 11, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	2,041.98	452,956.19	270,513.85	180,400.36	60.17
25551110	PUBLIC SERVICES	8,385.02	1,549,875.43	943,905.08	597,585.33	61.44
25551150	SUPPORT SERVICES	51,288.76	1,108,333.00	634,249.20	422,795.04	57.23
	FUND EQUITY INCREASE					
	Total All Cost Centers	61,715.76	3,111,164.62	1,848,668.13	1,200,780.73	59.42

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	4,224.94	-5,775.06	42.25
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	20,338.55	-29,661.45	40.68
447641	LOST BOOKS	5,000.00	3,748.49	-1,251.51	74.97
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	959.19	459.19	191.84
467101	CONTRIBUTIONS	66,000.00	21,691.06	-44,308.94	32.87
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	3,046,582.06	-33,071.94	98.93

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	989,600.66	626,873.34	61.22
510310	FICA		99,896.00	59,433.41	40,462.59	59.50
510311	MEDICARE		28,149.00	13,899.51	14,249.49	49.38
510320	WI RETIREMENT FUND		94,464.00	60,041.67	34,422.33	63.56
510340	HEALTH INSURANCE		270,457.00	147,183.94	123,273.06	54.42
510341	RETIREE HEALTH INS		3,408.00	7,858.33	-4,450.33	230.58
510350	DENTAL INSURANCE		20,039.00	13,210.14	6,828.86	65.92
510351	UNFUNDED PENSION LIABILITY		29,650.00	17,295.81	12,354.19	58.33
510360	LIFE INSURANCE		2,062.00	1,338.49	723.51	64.91
510400	WORKERS COMP		722.00	421.26	300.74	58.35
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	526.69	673.31	43.89
521110	FINANCIAL SERVICES FEES		2,450.00	1,796.00	654.00	73.31
521400	ADVERTISING & MARKETING		9,400.00	3,997.92	5,402.08	42.53
521700	SECURITY SERVICES		26,000.00	12,628.00	13,372.00	48.57
521800	PROGRAM SERVICES		10,000.00	9,157.21	842.79	91.57
521900	CONTRACTED SERVICES		73,663.00	37,583.19	36,079.81	51.02
523122	SOFTWARE MAINTENANCE		30,000.00	15,357.86	14,642.14	51.19
524110	BUILDING EXT MAINT		29,840.00	22,146.42	7,693.58	74.22
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	45,084.73	48,715.27	48.06
525105	WATER		1,350.00	852.95	497.05	63.18
525110	SEWER		1,350.00	851.41	498.59	63.07
525120	TELEPHONE		4,000.00	1,400.67	2,599.33	35.02
525140	GAS - UTILITY		31,000.00	16,489.69	14,510.31	53.19
525155	PROFESSIONAL DEVELOPMENT		13,520.00	6,427.01	7,092.99	47.54
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL		2,000.00	915.35	1,084.65	45.77
530100	OFFICE SUPPLIES	0.00	9,500.00	5,613.03	3,886.97	59.08
530130	POSTAGE AND DELIVERY		4,500.00	3,315.63	1,184.37	73.68
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	16,415.37	3,584.63	82.08
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	355.23	744.77	32.29
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	3,342.56	1,657.44	66.85
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		87,670.62	12,116.78	2,559.52	13.82
538002	ADULT PRINT		364,234.00	254,299.05	101,549.93	69.82
538100	OTHER CONTENT		53,600.00	16,379.39	37,220.61	30.56
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	6,090.20	-1,090.20	121.80
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	9,818.58	9,681.42	50.35
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	61,715.76	3,111,164.62	1,848,668.13	1,200,780.73	59.42

<p>Title: Meeting Room Policy Chapter: Services Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 10.07 Original Effective Date: Date of Last Revision: 2/27/2014</p>
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Meeting Room Policy

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

Priority 1: **LIBRARY SPONSORED:** A program in which the Library is a sponsor or is a co-sponsor, such as: staff and board meetings, story hours and programs, or events sponsored by the Mead Public Library Foundation or Friends of the Mead Public Library.

Priority 2: **GOVERNMENT:** Use by the City of Sheboygan and other governmental units.

Priority 3: **OTHERS:** Use by service agencies, non-profit agencies, local businesses and the general public.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. Private parties (rooms must be open to the public and library staff at all times). The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

MEETINGS IN SEQUENCE:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting room by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, up to a maximum of six (6) meetings, and for a maximum of two (2) meetings per month, and for a maximum of three months in advance.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.

ROOM RESERVATIONS:

Reservations will be confirmed during the library's open hours. They must be received at least 7 days prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Use of the meeting room is restricted to the hours reserved.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own equipment or reserve the basic presentation equipment provided by the library. Primary setup of the equipment is expected to be performed by the individual or group that reserved the equipment. Library staff may assist with technical support based on availability. No charge will be made for use of the library-provided equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

ROOM SPECIFICS:

Room	Floor	Intended Age	Minimum number of users	Maximum capacity (with chairs)
Josephine A. Rocca	1 st	All ages	10	100
Public Conference	2 nd	Adult	1	15
Jerome M. Maas Teen Learning Center*	3 rd	Teen	10	100
Mead	3 rd	Children	10	40
Loft	3 rd	Adult	10	100

In special circumstances, rooms may be reserved for groups outside of the intended age range with prior permission of the library director or designee.

* The Jerome M. Maas Teen Learning Center is available for booking on school days only; the room must be vacated prior to 2:00 p.m. The room is not available for booking when the Sheboygan Area School District is out of session.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms. No alcoholic beverages will be permitted, unless granted prior permission by the library director. All City of Sheboygan buildings are smoke-free.

GENERAL RULES OF USE

Room Arrangement and Maintenance. Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and cleanup is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with staff at the nearest service desk immediately prior to obtaining access to the meeting room. Staff will unlock the room and checkout any reserved equipment to the contact person or his/her representative. Any borrowed equipment must be returned to the

service desk it was checked out at.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out name and contact information to the public.

Failure to observe the policy may result in loss of meeting room privileges.

The library director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

An Eastern Shores Library System library card or state issued identification such as a driver's license is required in order to reserve meeting rooms. Other groups will be reviewed on a case by case basis.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meetings are not sponsored by the Mead Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the library staff may be removed from the walls.

Parents or caregivers who bring children to meetings in the library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended elsewhere in the building.

The library does not provide assistance or equipment for carrying supplies or equipment in or out of meetings.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

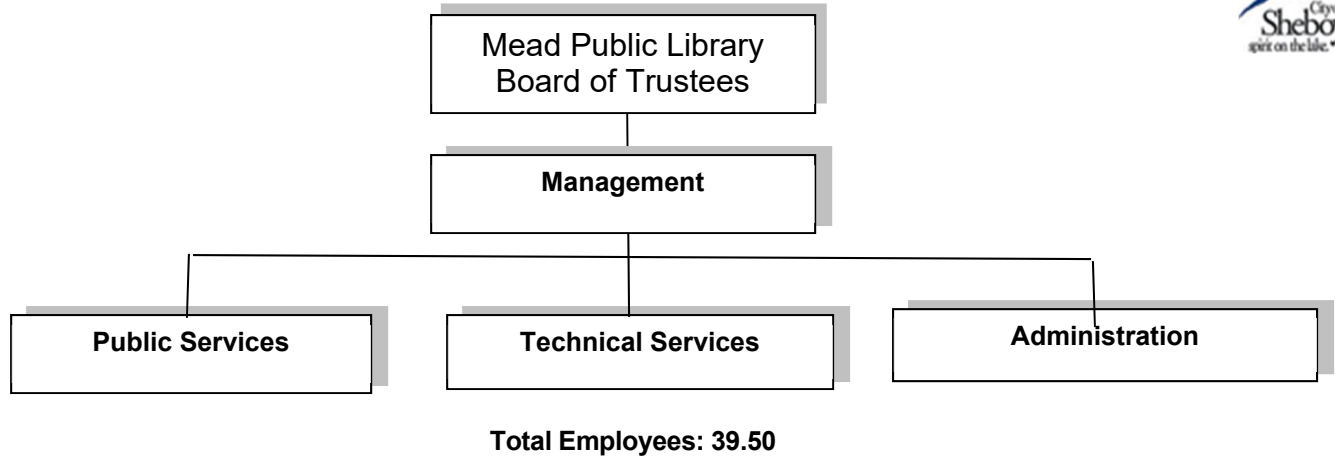
Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Liability for Damages. The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.



Department Purpose

To provide quality services, resources and lifelong learning opportunities to meet the needs and interests of its diverse community. The Mead Public Library also serves as the regional resource library for the Monarch Library System.

Department Description

The Mead Public Library is an integral component of the local community’s educational system, delivering high-quality education through the following three approaches:

1. Self-directed education through vast collections of items in print, audio, video and digital formats; specialized online research tools; and the creation of content and materials via the library makerspace.
2. Research assistance and instruction for individuals and groups, which includes classes, seminars, and workshops for all ages, taught by library staff.
3. Instructive and enlightening experiences through cultural and community center concepts, events and partnerships, taught by local, regional and national experts.

2018 Budget Highlights

The Adopted Budget includes the following change:

Due to the unexpected retirements in the Public Service department, Mead Public Library was able to include two part-time Library Assistants in the Table of Organization at a cost of \$35,698. A retirement in the Maintenance department allowed the Maintenance Technician position to be eliminated and the addition of two part-time Cleaner positions.

Permanent Staffing	2015 Actual	2016 Actual	2017 Adopted	2017 Estimated	2018 Executive
Director	1.00	1.00	1.00	1.00	1.00
Business Manager	0.00	1.00	1.00	1.00	1.00
Manager	2.00	2.00	2.00	2.00	2.00
Librarian II	2.00	2.00	2.00	2.00	0.00
Librarian I	4.75	5.75	4.75	4.75	0.00
Librarian	0.00	0.00	0.00	0.00	6.75
Page Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Supervisor	0.00	1.00	1.00	1.00	1.00
Public Information Specialist II	1.00	1.00	1.00	1.00	0.00
I T Specialist	1.00	1.00	1.00	1.00	1.00
Business Specialist	1.00	0.00	0.00	0.00	0.00
Communications Specialist	0.00	0.00	0.00	0.00	1.00
Chief Maintenance Technician I	1.00	0.00	0.00	0.00	0.00
Administrative Assistant II	0.00	0.00	0.00	0.00	0.00
Administrative Assistant/Volunteer Coordinator	0.00	0.00	0.00	0.00	1.00

SPECIAL REVENUE FUNDS

MEAD LIBRARY FUND



Permanent Staffing Cont.	2015	2016	2017	2017	2018
	Actual	Actual	Adopted	Estimated	Executive
Administrative Assistant I	1.00	1.00	1.00	1.00	0.00
Maintenance Technician I	1.00	1.00	1.00	1.00	0.00
Library Assistant III	4.00	4.00	5.00	5.00	0.00
Library Assistant II	1.75	1.75	1.00	1.00	0.00
Library Assistant I	4.50	5.00	5.75	5.75	0.00
Library Assistant	0.00	0.00	0.00	0.00	10.25
Technical Library Assistant	0.00	0.00	0.00	0.00	3.00
Cleaners	0.00	0.00	1.50	1.50	2.00
Library Page	8.44	8.25	9.50	9.50	8.50
Total Staffing	35.44	36.75	39.50	39.50	39.50

Revenues	2015	2016	2017	2017	2018
	Actual	Actual	Adopted	Estimated	Executive
Taxes	2,305,741	2,305,741	2,305,741	2,305,741	2,335,829
Intergovernmental Revenue	659,985	650,769	642,413	689,326	689,299
Public Charges for Services	75,604	58,928	65,500	43,500	61,500
Miscellaneous Revenue	235,391	69,579	66,000	31,000	67,300
Interfund Transfers	119,546	0	0	0	0
Total Revenues	3,396,267	3,085,017	3,079,654	3,069,567	3,153,928

Expenditures	2015	2016	2017	2017	2018
	Actual	Actual	Adopted	Estimated	Executive
Personal Services	2,025,249	1,977,300	2,167,321	2,108,847	2,274,471
Non-Personal Services	810,745	892,488	870,633	915,783	859,957
Capital Outlay	113,074	25,490	41,700	41,630	19,500
Interfund Transfers	153,505	0	0	0	0
Total Expenditures	3,102,573	2,895,278	3,079,654	3,066,260	3,153,928

Focal Area: Quality of Life.

Goal: To provide quality services, resources and lifelong learning opportunities to create a foundation for educational success.

- Objective:**
1. To promote early literacy by giving parents and caregivers the tools they need, including creating and distributing book/information packets to new parents.
 2. To increase attendance at story times, summer library programs, and events for children and families.
 3. To offer resources to assist children in school.
 4. To provides adequate spaces to young people for study and to collaborate on projects.
 5. To provide opportunities for young people to express themselves and stimulate their imaginations by creating and sharing print, video, audio or visual content and learning about technology.

Goal: To provide opportunities for lifelong learning.

- Objective:**
1. To increase checkouts of items for reading, viewing and listening for pleasure.
 2. To provide resources to adult people to help them make informed decisions.
 3. To provide adult people a central source for information about community resources and services.
 4. To increase knowledge of and access to library's Internet-based offerings



including training programs.
 5. To assist citizens in building 21st century job skills.
 6. To offer increased opportunities for civic engagement.

Measurements	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2017 Estimated</u>	<u>2018 Executive</u>
<u>Workload</u>					
Visits (gate count)	316,162	335,999	352,798	352,798	356,325
Mead Public Library card holders	44,412	43,571	48,964	48,964	49,453
Checkout of physical materials	604,841	570,709	574,599	574,599	580,348
Checkout of digital content	50,425	70,860	60,510	60,510	61,115
Internet sessions - via library computers	64,801	68,041	74,443	74,443	75,083
Internet sessions - via wireless network	76,074	79,877	83,871	83,871	83,910
Classes and events – number held	772	752	772	772	7.92
Classes and events – attendance	19,133	19,018	18,492	20,299	20,324
<u>Efficiency</u>					
FTE Library staff per 1,000 population	.73	.76	.81	.81	.83
Check out per FTE staff hours worked	19,312	19,000	20,000	20,000	20,815
<u>Effectiveness</u>					
Resident Satisfaction Rating	N/A	97%	80%	97%	80%

2017 Holiday Schedule Balance

The following holidays remaining in 2017 will be recognized:

- **September 4** (Labor day)
- **November 23rd and 24th** (Thanksgiving day, day after Thanksgiving)
- **December 24th, 25th and 26th** (Christmas eve, Christmas day, day after Christmas)
- **December 30th, 31st, and January 1st** (New Year's Eve, New Year's Day).

***NOTE*Friday December 29th we will be open, however there will be limited staff that day.**



2017 Holiday Schedule

To: City of Sheboygan Employees

From: Human Resources

Subject: 2017 Holiday Schedule

NOTE: 2016

New Year's Eve: Friday, December 30, 2016

The following are the dates the holidays for the year 2017 will be recognized:

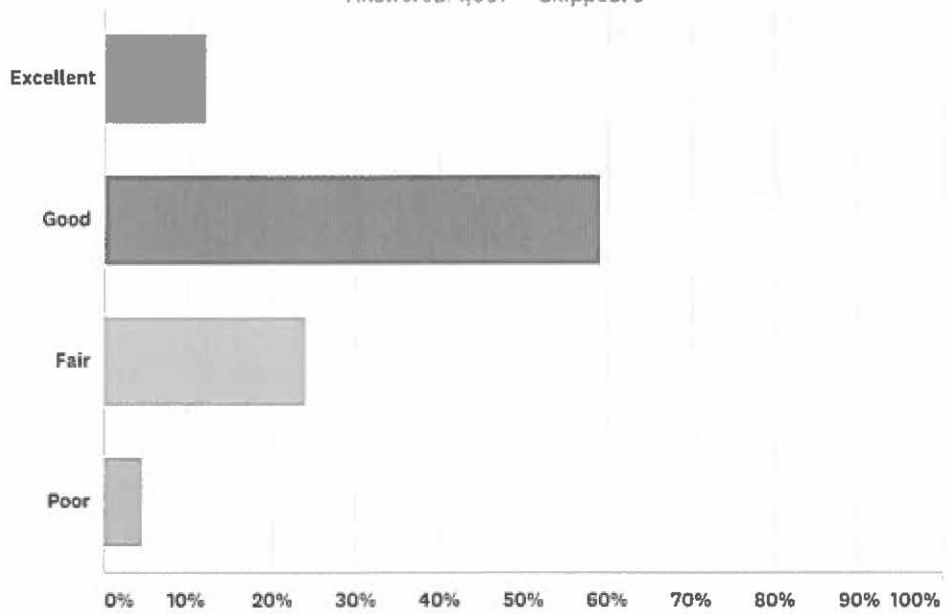
- 1) New Year's Day: Monday, January 2, 2017
- 2) Friday Before Easter: Friday, April 14, 2017
- 3) Memorial Day: Monday, May 29, 2017
- 4) Independence Day: Tuesday, July 4, 2017
- 5) Labor Day: Monday, September 4, 2017
- 6) Thanksgiving Day: Thursday, November 23, 2017
- 7) Day After Thanksgiving: Friday, November 24, 2017
- 8) Christmas Eve: Monday, December 25, 2017
- 9) Christmas Day: Tuesday, December 26, 2017
- 10) New Year's Eve: Friday, December 29, 2017

NOTE: 2018

New Year's Day: Monday, January 1, 2018

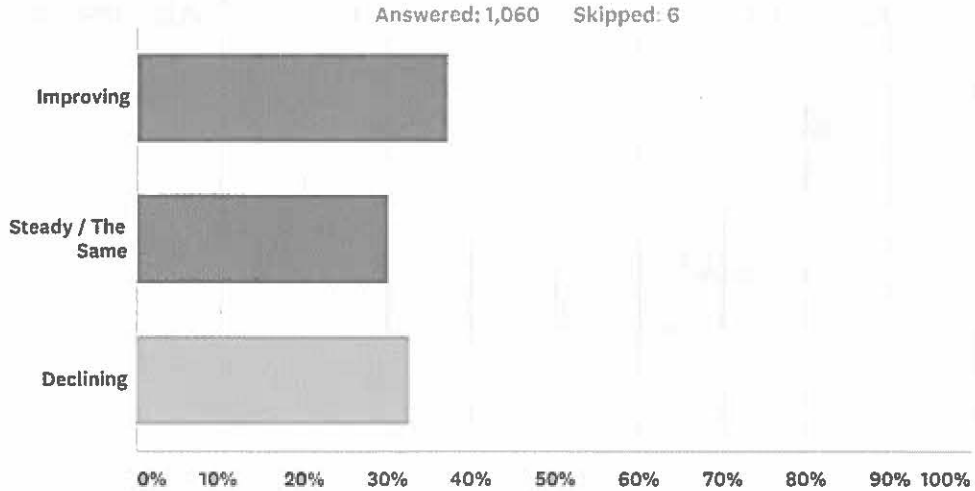
Q1 Which of the following best describes your opinion of the general quality of life in the City of Sheboygan?

Answered: 1,061 Skipped: 5



Answer Choices	Responses	
Excellent	12.16%	129
Good	59.19%	628
Fair	24.13%	256
Poor	4.52%	48
Total		1,061

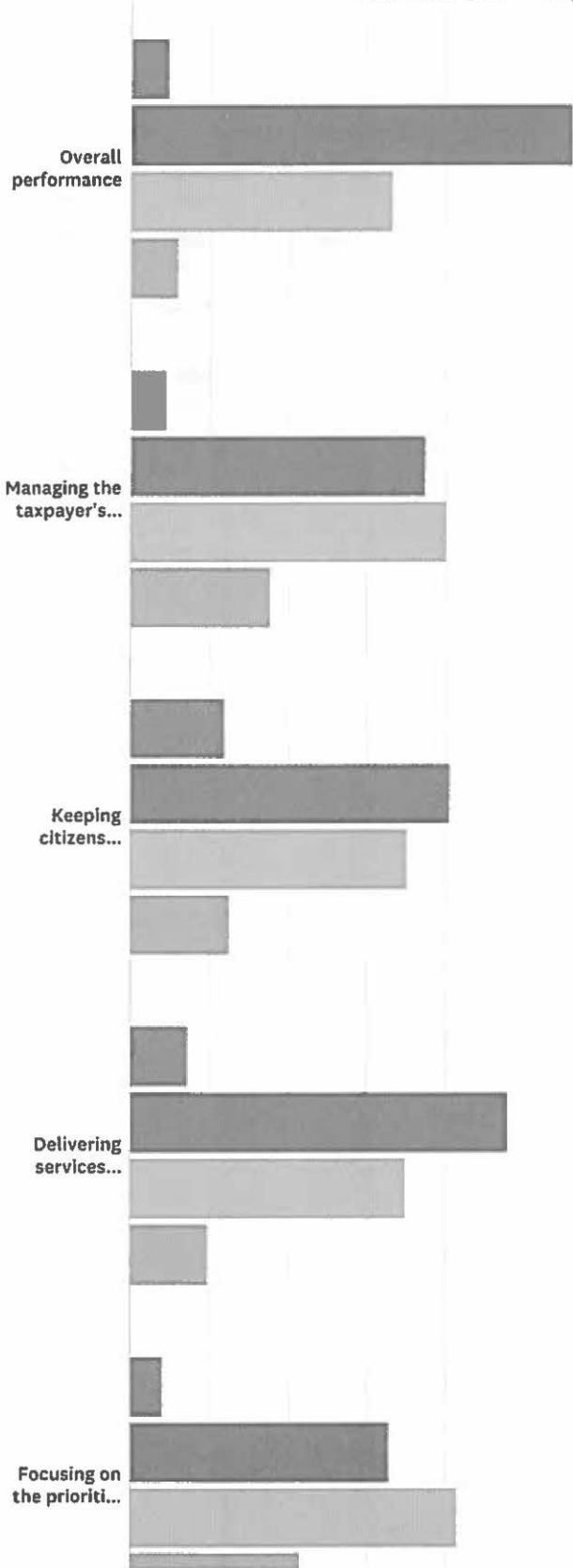
Q2 In your opinion, in which direction is the city headed?

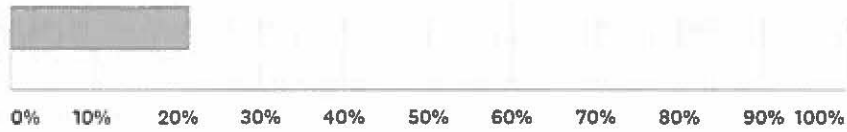


Answer Choices	Responses	
Improving	37.17%	394
Steady / The Same	30.09%	319
Declining	32.74%	347
Total		1,060

Q3 How do you think the City of Sheboygan is doing in each of the following areas?

Answered: 1,057 Skipped: 9

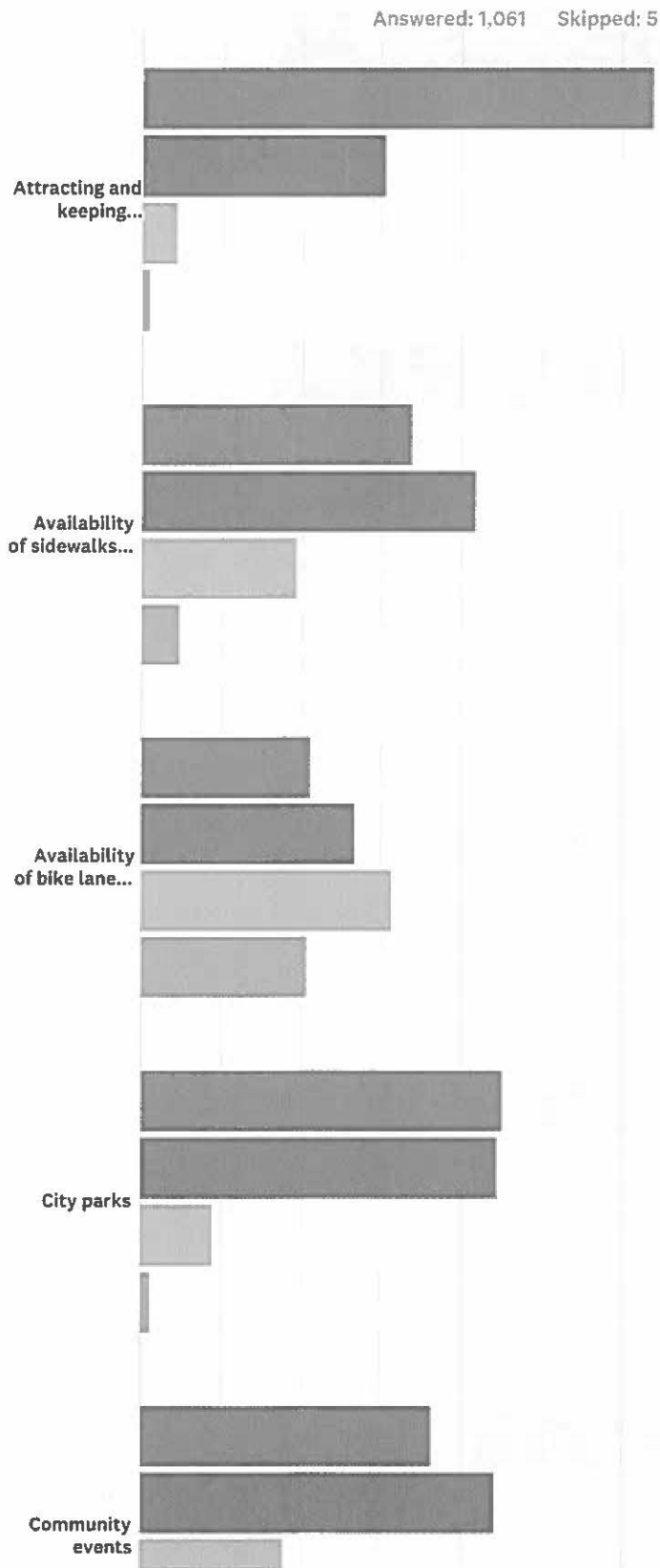


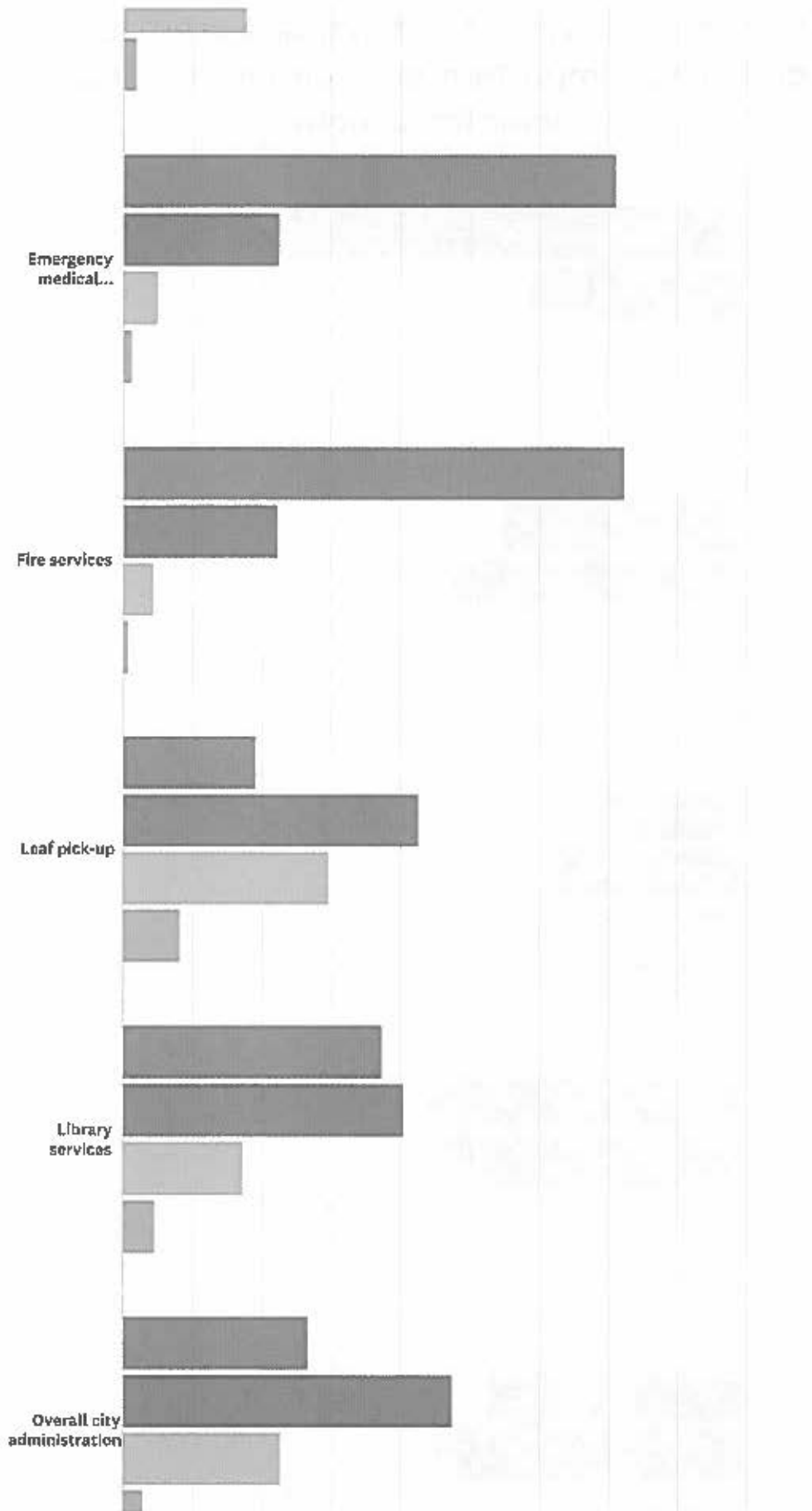


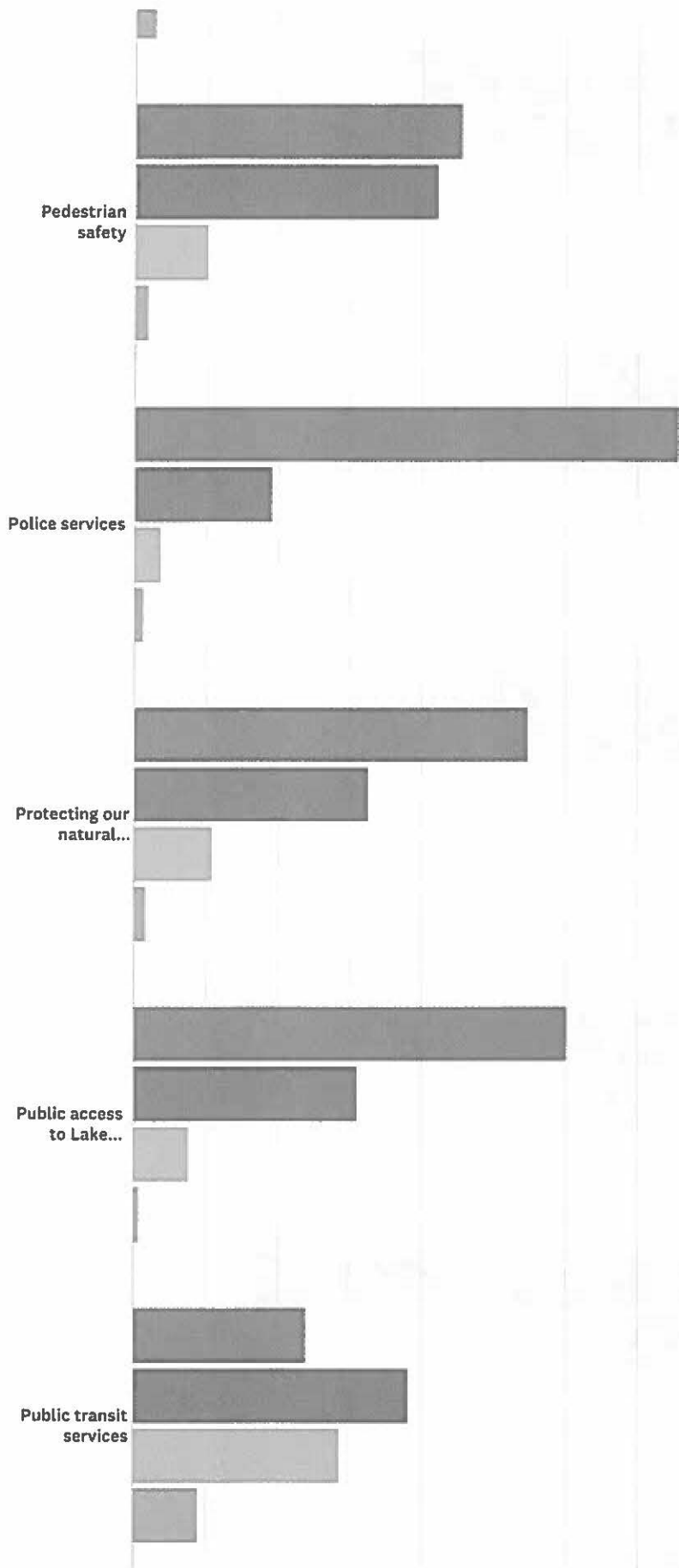
Excellent
 Good
 Fair
 Poor

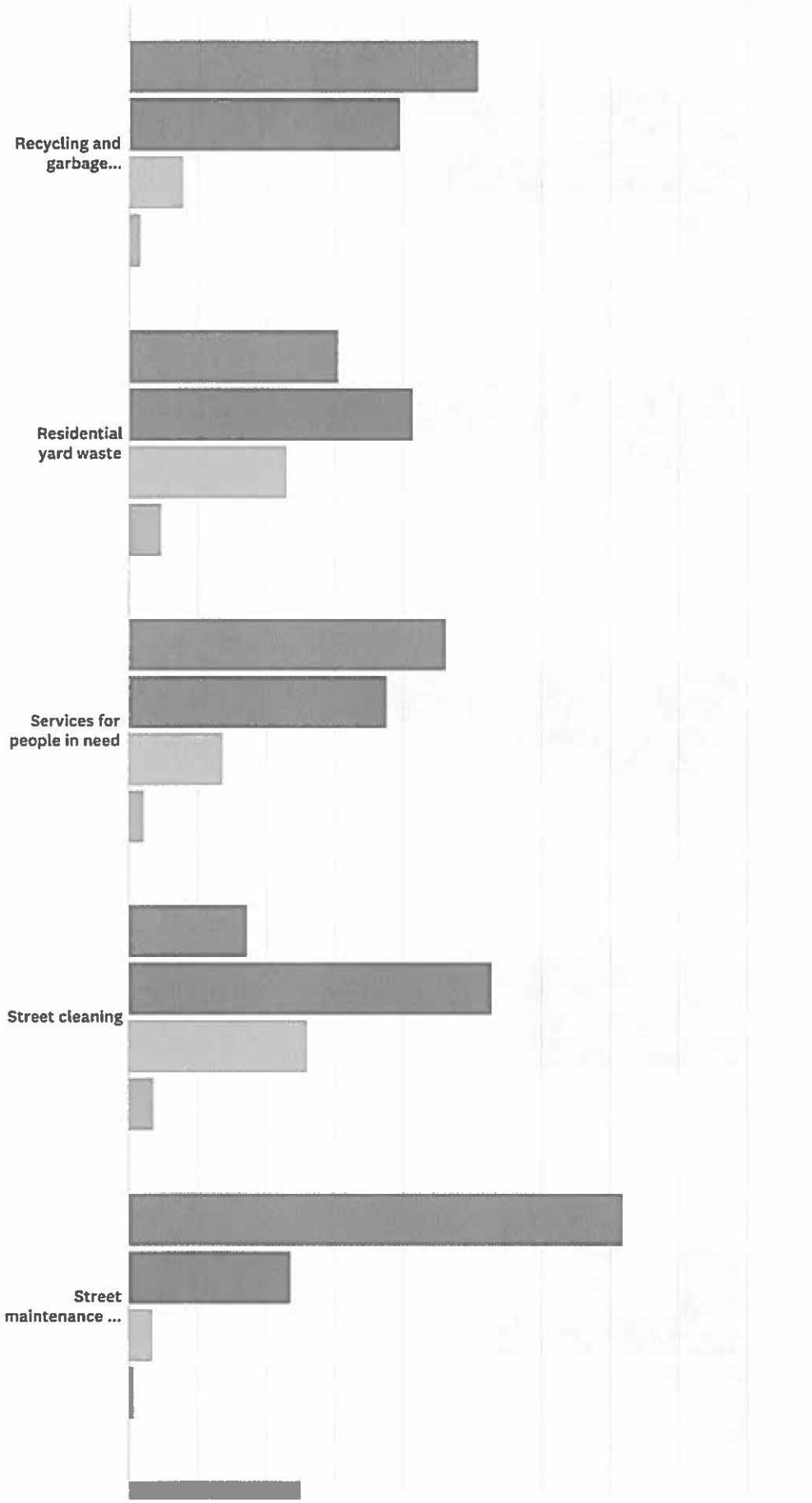
	Excellent	Good	Fair	Poor	Total
Overall performance	4.75% 50	56.03% 590	33.24% 350	5.98% 63	1,053
Managing the taxpayer's money	4.66% 49	37.45% 394	40.21% 423	17.68% 186	1,052
Keeping citizens informed	11.84% 125	40.53% 428	35.13% 371	12.50% 132	1,056
Delivering services efficiently	7.31% 77	47.96% 505	34.85% 367	9.88% 104	1,053
Focusing on the priorities that matter most to citizens	4.21% 44	32.82% 343	41.34% 432	21.63% 226	1,045

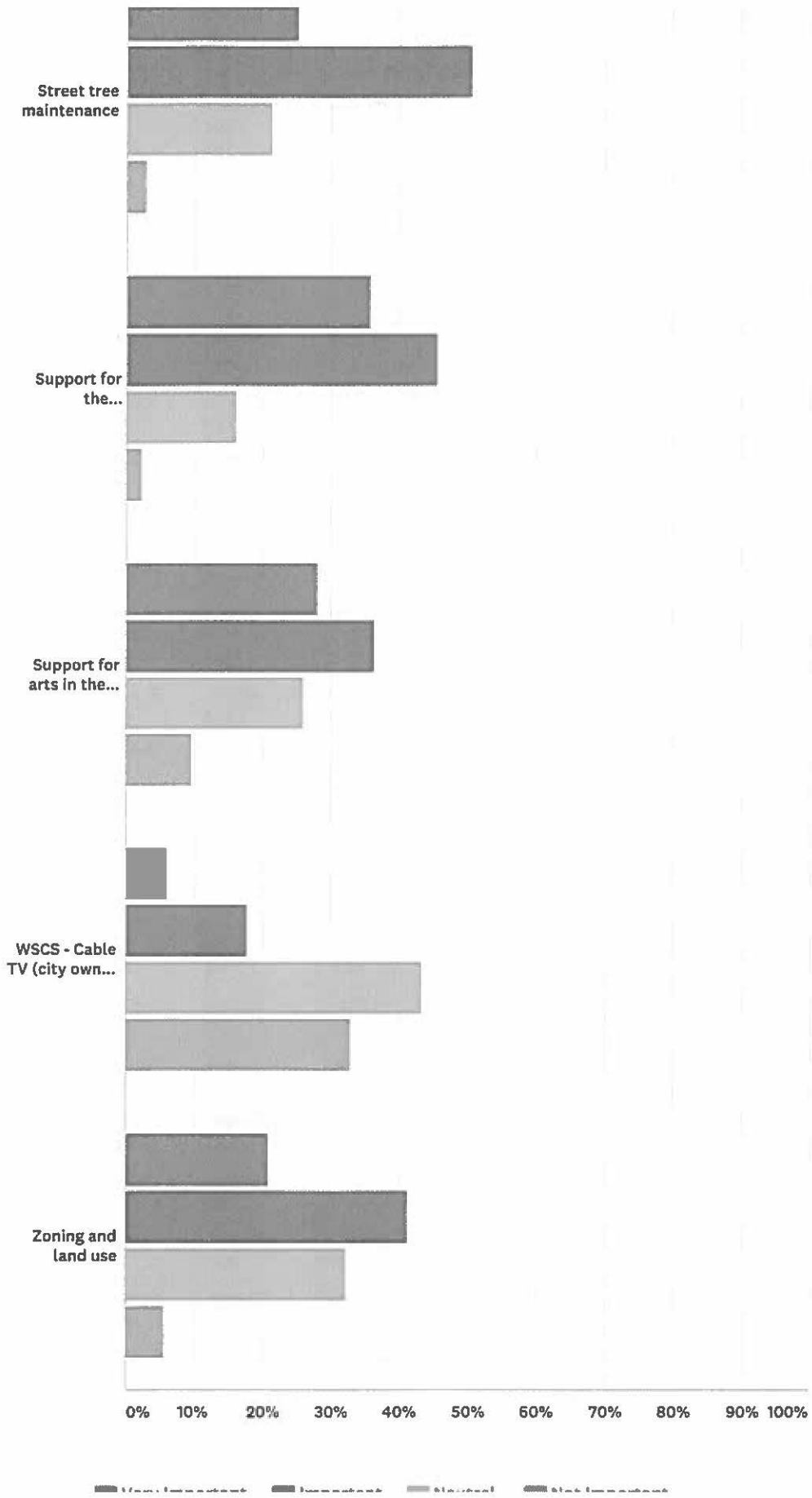
Q4 Using the list of services and functions provided by the city, please indicate how important each city function is to you and your household:











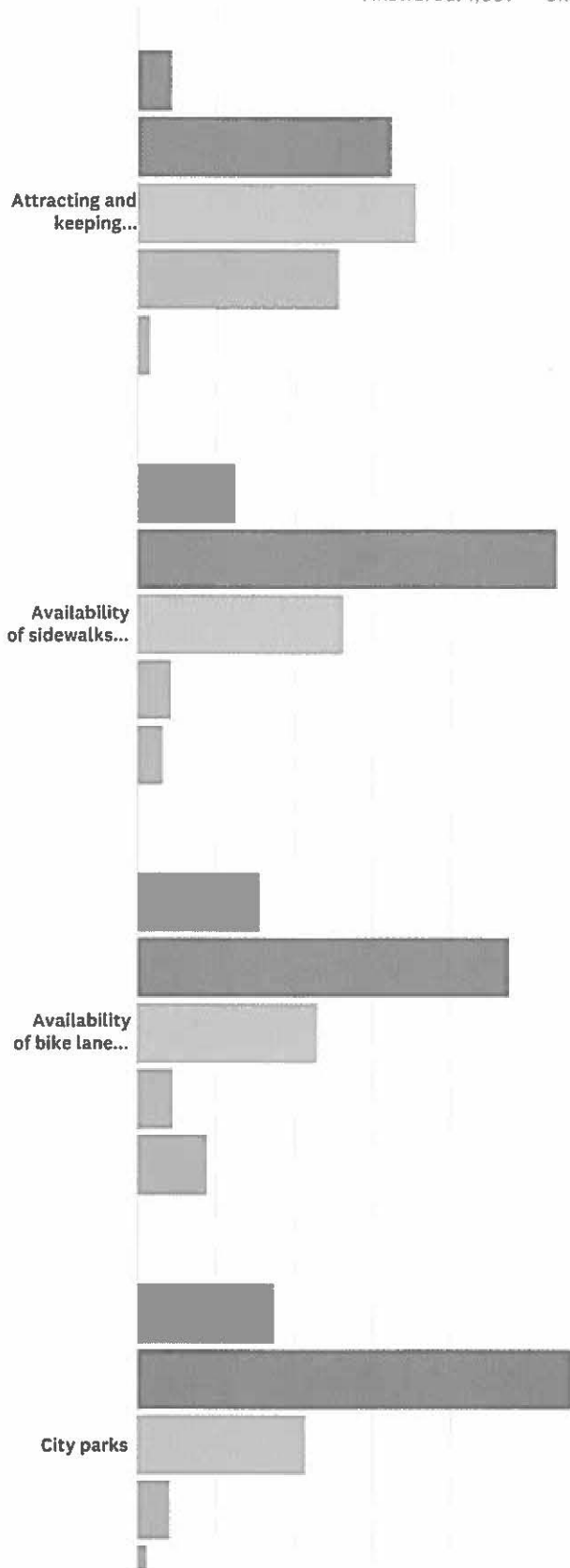
very important
 important
 neutral
 not important

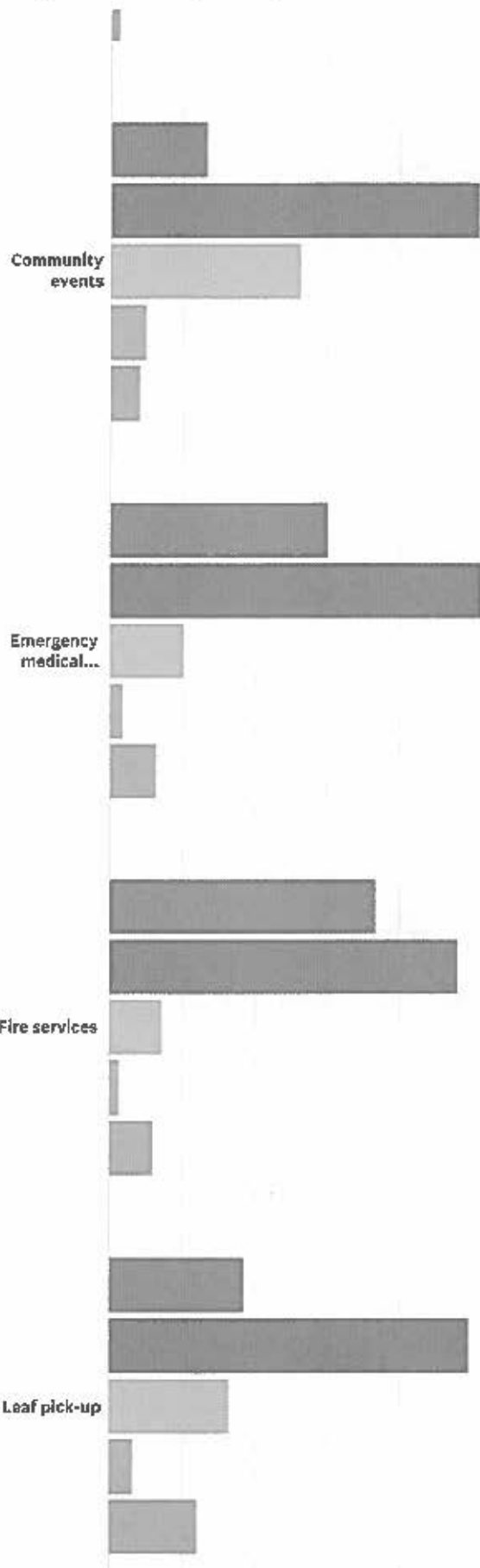
	Very Important	Important	Neutral	Not Important	Total
Attracting and keeping businesses in Sheboygan	64.12% 679	30.59% 324	4.34% 46	0.94% 10	1,059
Availability of sidewalks and walking paths	33.81% 358	41.74% 442	19.55% 207	4.91% 52	1,059
Availability of bike lanes and bike paths	21.10% 223	26.77% 283	31.32% 331	20.81% 220	1,057
City parks	45.18% 478	44.52% 471	9.07% 96	1.23% 13	1,058
Community events	36.30% 383	44.17% 466	17.73% 187	1.80% 19	1,055
Emergency medical services	71.16% 750	22.58% 238	4.93% 52	1.33% 14	1,054
Fire services	72.40% 766	22.40% 237	4.35% 46	0.85% 9	1,058
Leaf pick-up	19.30% 203	42.68% 449	29.75% 313	8.27% 87	1,052
Library services	37.51% 395	40.65% 428	17.28% 182	4.56% 48	1,053
Overall city administration	26.73% 282	47.49% 501	22.84% 241	2.94% 31	1,055
Pedestrian safety	45.58% 480	42.17% 444	10.35% 109	1.90% 20	1,053
Police services	75.80% 802	19.28% 204	3.69% 39	1.23% 13	1,058
Protecting our natural environment	54.74% 577	32.64% 344	10.91% 115	1.71% 18	1,054
Public access to Lake Michigan	60.21% 637	31.19% 330	7.84% 83	0.76% 8	1,058
Public transit services	24.12% 254	38.27% 403	28.58% 301	9.02% 95	1,053
Recycling and garbage collection	50.90% 538	39.55% 418	7.85% 83	1.70% 18	1,057
Residential yard waste	30.59% 323	41.48% 438	23.11% 244	4.83% 51	1,056
Services for people in need	46.31% 489	37.59% 397	13.73% 145	2.37% 25	1,056
Street cleaning	17.31% 183	52.89% 559	26.11% 276	3.69% 39	1,057
Street maintenance / pavement	71.89% 757	23.74% 250	3.51% 37	0.85% 9	1,053
Street tree maintenance	25.17% 265	50.62% 533	21.37% 225	2.85% 30	1,053
Support for the neighborhoods	35.87% 377	45.58% 479	16.18% 170	2.38% 25	1,051
Support for arts in the community	27.99% 295	36.43% 384	26.00% 274	9.58% 101	1,054

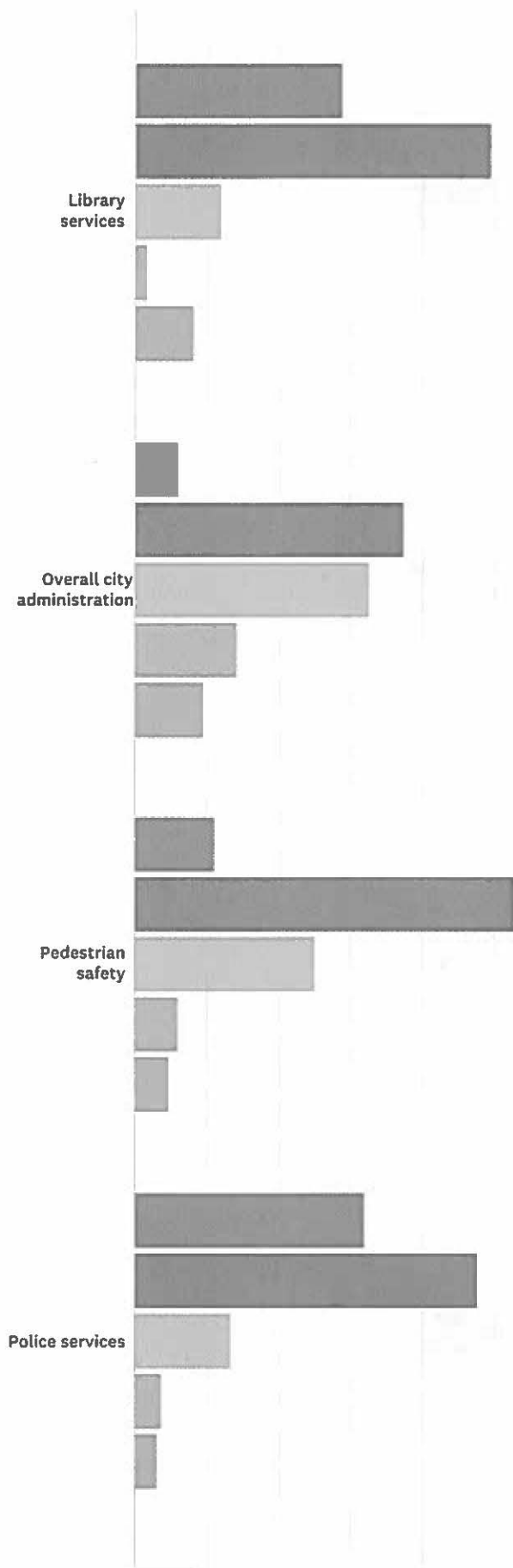
WSCS - Cable TV (city owned station)	6.07% 64	17.82% 188	43.32% 457	32.80% 346	1,055
Zoning and land use	20.90% 219	41.22% 432	32.25% 338	5.63% 59	1,048

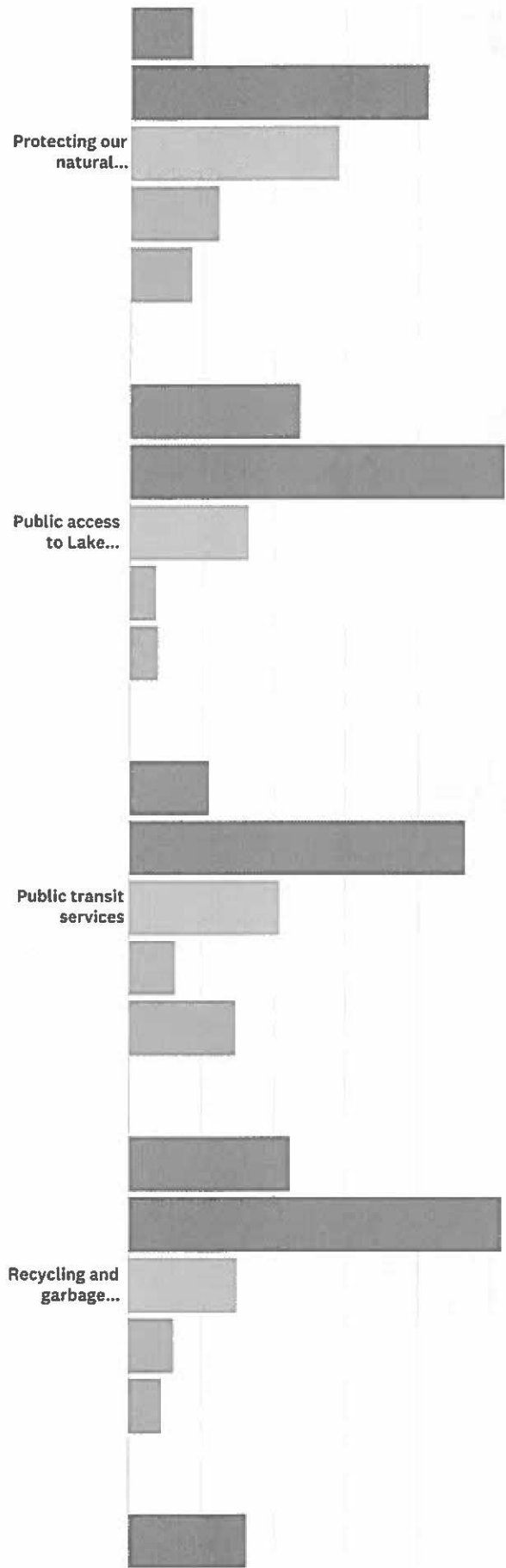
Q5 Using the same list, please indicate how well you think the city is doing in each area.

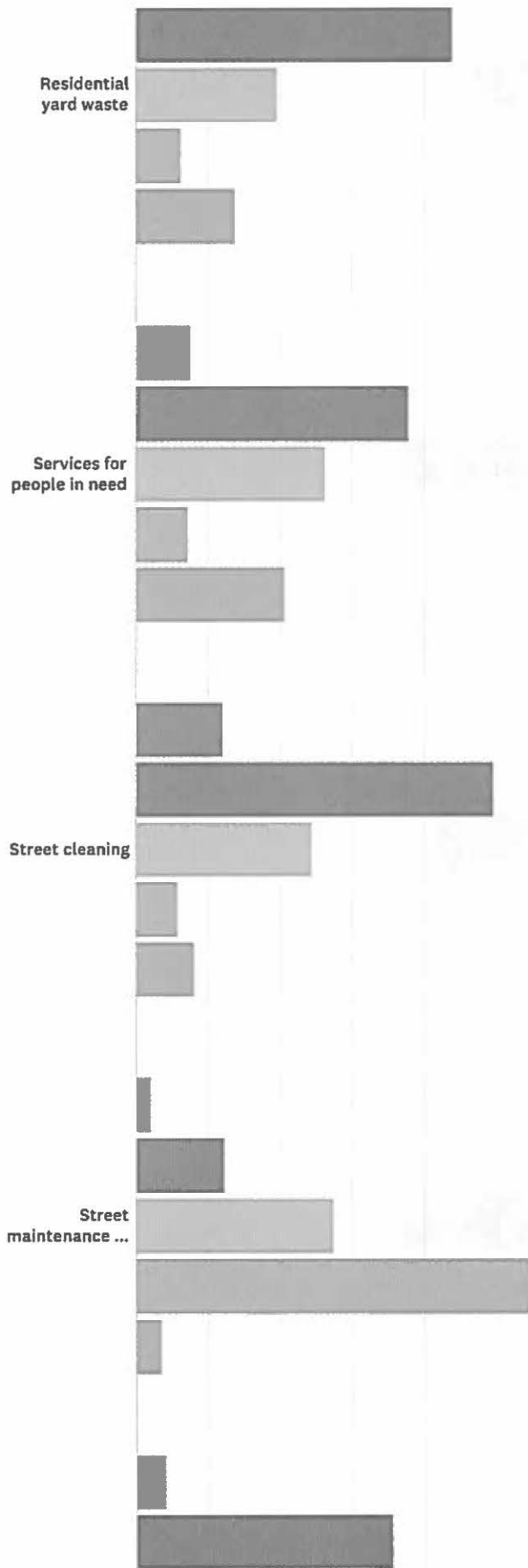
Answered: 1,057 Skipped: 9

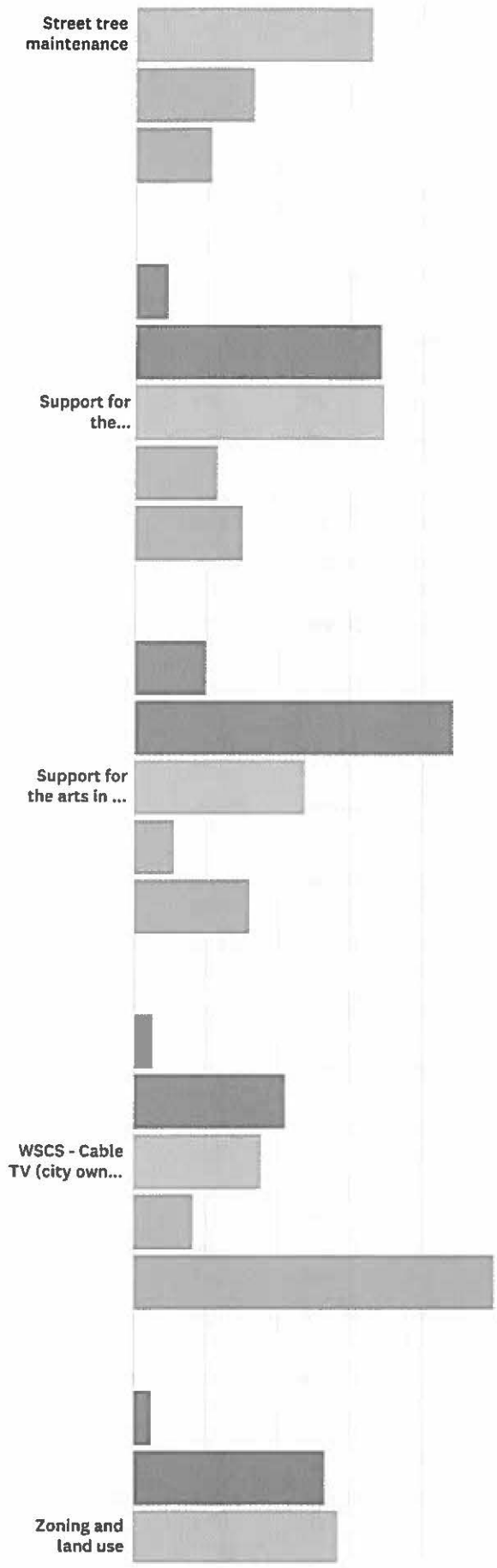


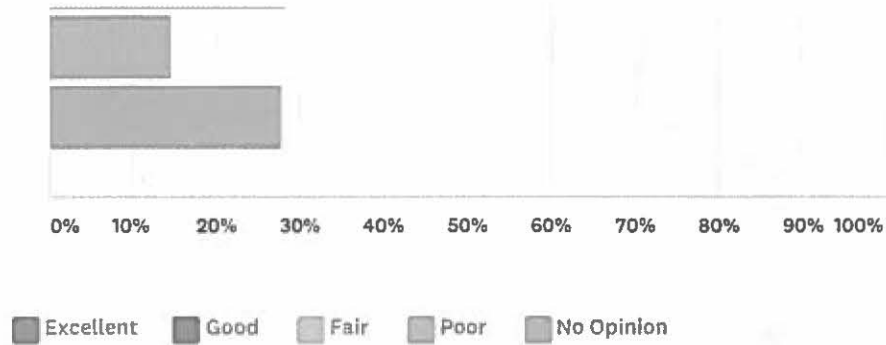










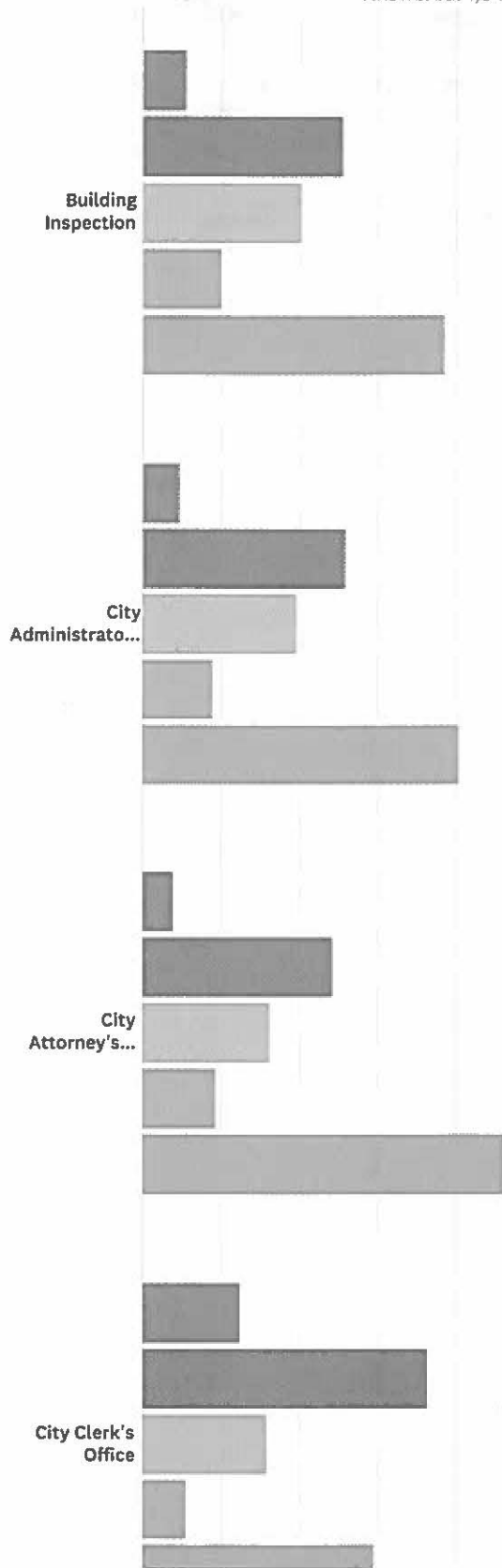


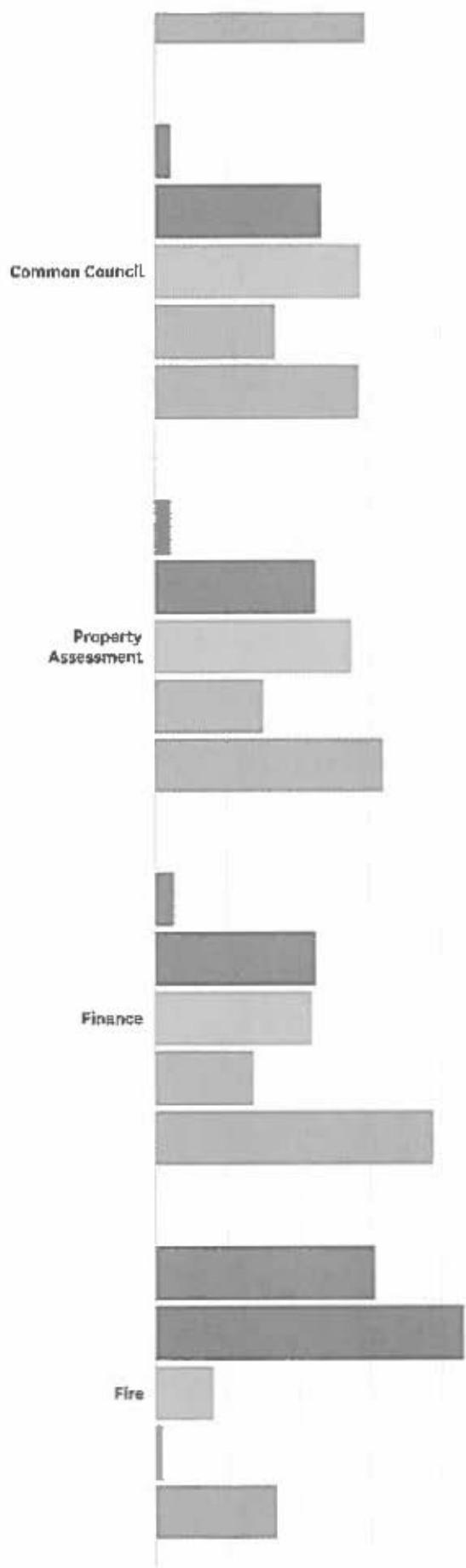
	Excellent	Good	Fair	Poor	No Opinion	Total
Attracting and keeping businesses in Sheboygan	4.38% 46	32.48% 341	35.62% 374	25.81% 271	1.71% 18	1,050
Availability of sidewalks and walking paths	12.58% 132	53.48% 561	26.31% 276	4.29% 45	3.34% 35	1,049
Availability of bike lanes and bike paths	15.73% 165	47.57% 499	22.97% 241	4.67% 49	9.06% 95	1,049
City parks	17.52% 184	55.52% 583	21.62% 227	4.10% 43	1.24% 13	1,050
Community events	13.48% 141	50.96% 533	26.29% 275	5.07% 53	4.21% 44	1,046
Emergency medical services	30.07% 316	51.47% 541	10.18% 107	1.81% 19	6.47% 68	1,051
Fire services	36.86% 387	48.19% 506	7.33% 77	1.52% 16	6.10% 64	1,050
Leaf pick-up	18.53% 194	49.67% 520	16.43% 172	3.25% 34	12.13% 127	1,047
Library services	28.78% 301	49.52% 518	11.85% 124	1.63% 17	8.22% 86	1,046
Overall city administration	6.03% 63	37.45% 391	32.57% 340	14.27% 149	9.67% 101	1,044
Pedestrian safety	11.09% 116	52.96% 554	25.05% 262	6.12% 64	4.78% 50	1,046
Police services	32.03% 336	47.66% 500	13.35% 140	3.81% 40	3.15% 33	1,049
Protecting our natural environment	8.60% 90	41.36% 433	29.04% 304	12.42% 130	8.60% 90	1,047
Public access to Lake Michigan	23.55% 247	52.05% 546	16.59% 174	3.81% 40	4.00% 42	1,049
Public transit services	11.09% 116	46.65% 488	20.84% 218	6.50% 68	14.91% 156	1,046
Recycling and garbage collection	22.33% 234	51.72% 542	15.08% 158	6.20% 65	4.68% 49	1,048
Residential yard waste	16.38% 172	43.90% 461	19.71% 207	6.29% 66	13.71% 144	1,050
Services for people in need	7.82% 82	37.88% 397	26.34% 276	7.35% 77	20.61% 216	1,048
Street cleaning	12.05% 126	49.62% 519	24.38% 255	5.83% 61	8.13% 85	1,046

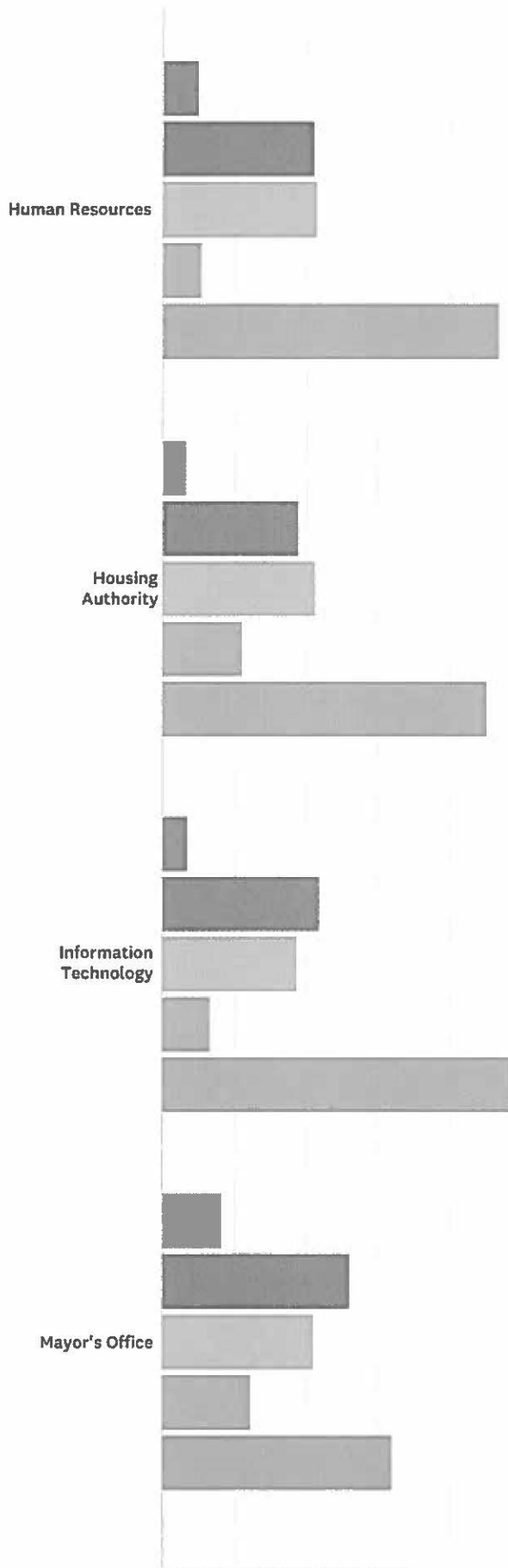
Street maintenance and pavement	2.01% 21	12.44% 130	27.46% 287	54.55% 570	3.54% 37	1,045
Street tree maintenance	4.13% 43	35.64% 371	33.05% 344	16.43% 171	10.76% 112	1,041
Support for the neighborhoods	4.52% 47	34.33% 357	34.71% 361	11.44% 119	15.00% 156	1,040
Support for the arts in the community	10.05% 105	44.31% 463	23.92% 250	5.65% 59	16.08% 168	1,045
WSCS - Cable TV (city owned station)	2.68% 28	21.17% 221	17.72% 185	8.43% 88	50.00% 522	1,044
Zoning and land use	2.50% 26	26.63% 277	28.37% 295	14.62% 152	27.88% 290	1,040

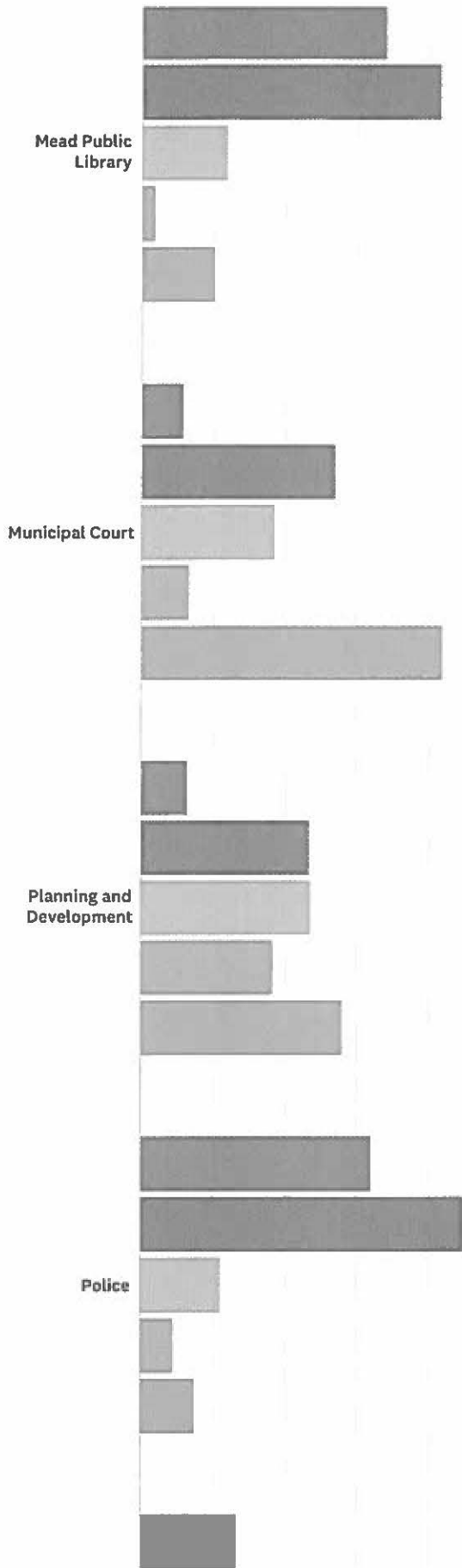
Q6 How would you rate the overall services received from the following departments?

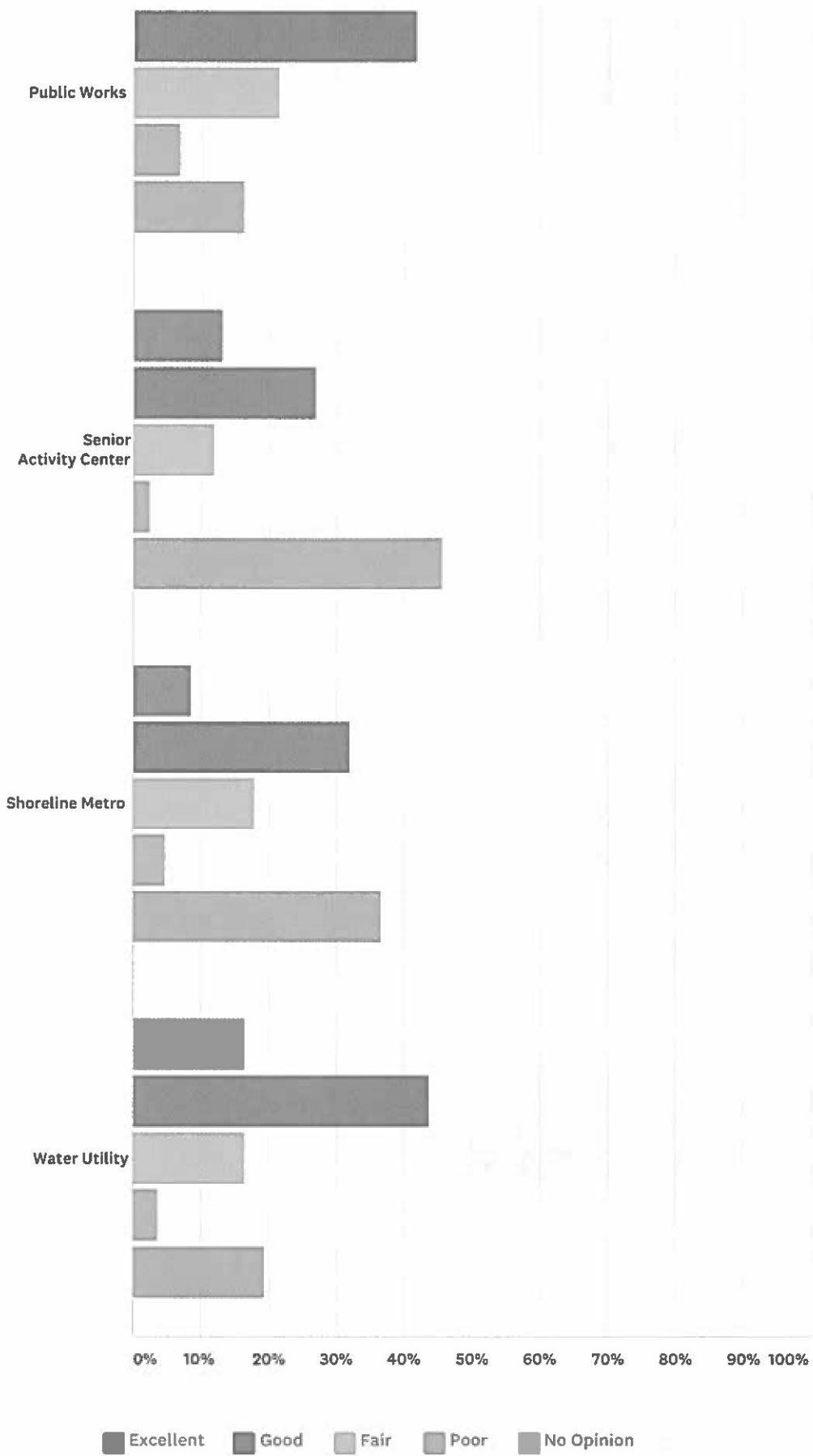
Answered: 1,049 Skipped: 17





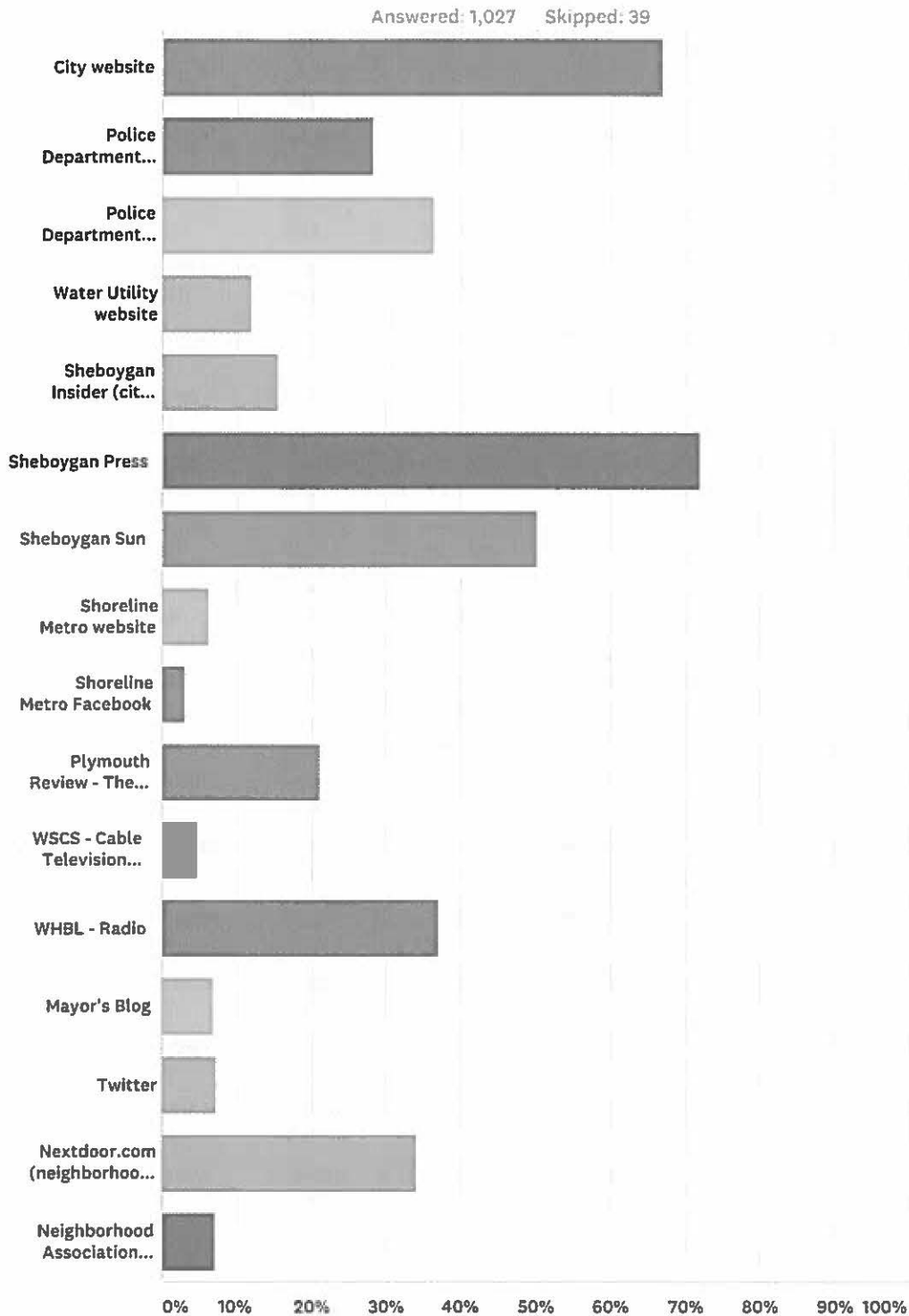






	Excellent	Good	Fair	Poor	No Opinion	Total
Building Inspection	5.57% 58	25.53% 266	20.35% 212	9.98% 104	38.58% 402	1,042
City Administrator's Office	4.91% 51	25.99% 270	19.63% 204	9.05% 94	40.42% 420	1,039
City Attorney's Office	3.94% 41	24.23% 252	16.25% 169	9.42% 98	46.15% 480	1,040
City Clerk's Office	12.55% 131	36.30% 379	16.00% 167	5.56% 58	29.60% 309	1,044
Common Council	2.21% 23	23.34% 243	28.82% 300	17.00% 177	28.63% 298	1,041
Property Assessment	2.31% 24	22.69% 236	27.69% 288	15.29% 159	32.02% 333	1,040
Finance	2.69% 28	22.69% 236	21.92% 228	13.75% 143	38.94% 405	1,040
Fire	30.74% 320	43.13% 449	8.17% 85	0.96% 10	17.00% 177	1,041
Human Resources	5.11% 53	21.10% 219	21.48% 223	5.39% 56	46.92% 487	1,038
Housing Authority	3.37% 35	19.13% 199	21.25% 221	11.15% 116	45.10% 469	1,040
Information Technology	3.57% 37	22.03% 228	18.84% 195	6.67% 69	48.89% 506	1,035
Mayor's Office	8.29% 86	26.13% 271	21.12% 219	12.34% 128	32.11% 333	1,037
Mead Public Library	34.20% 356	41.59% 433	12.01% 125	1.92% 20	10.28% 107	1,041
Municipal Court	5.79% 60	27.00% 280	18.71% 194	6.65% 69	41.85% 434	1,037
Planning and Development	6.59% 68	23.45% 242	23.55% 243	18.41% 190	28.00% 289	1,032
Police	31.99% 334	44.83% 468	11.11% 116	4.60% 48	7.47% 78	1,044
Public Works	13.33% 138	41.93% 434	21.64% 224	6.86% 71	16.23% 168	1,035
Senior Activity Center	13.17% 137	26.92% 280	11.83% 123	2.50% 26	45.58% 474	1,040
Shoreline Metro	8.68% 90	32.11% 333	17.94% 186	4.73% 49	36.55% 379	1,037
Water Utility	16.46% 171	43.79% 455	16.46% 171	3.75% 39	19.54% 203	1,039

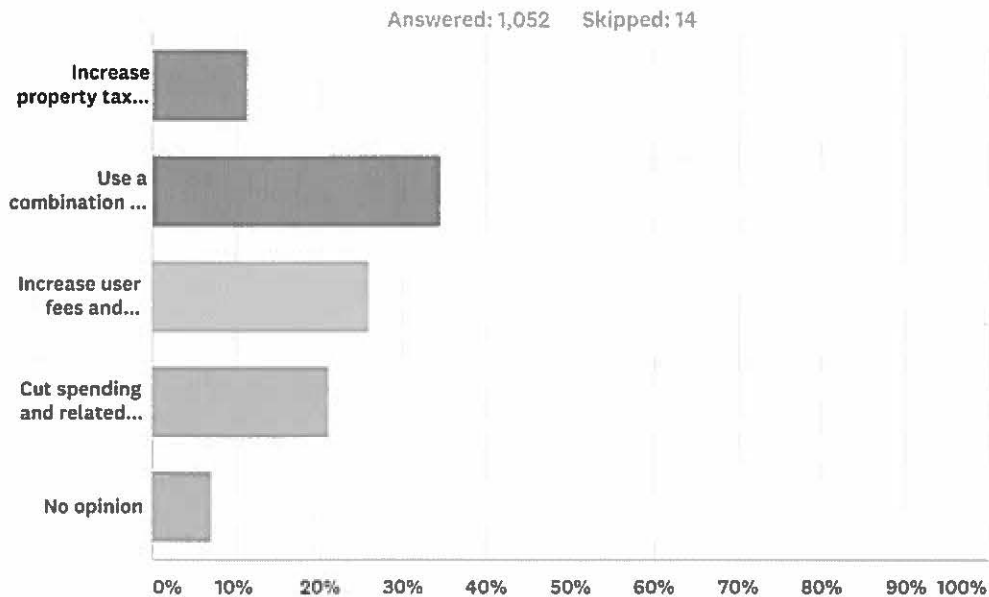
Q7 Which of the following, if any, do you use for information about the City of Sheboygan? Check all that apply.



Answer Choices	Responses
City website	66.99% 688
Police Department website	28.33% 291

Police Department Facebook	36.32%	373
Water Utility website	11.98%	123
Sheboygan Insider (city's monthly e-newsletter)	15.58%	160
Sheboygan Press	71.96%	739
Sheboygan Sun	50.24%	516
Shoreline Metro website	6.23%	64
Shoreline Metro Facebook	3.12%	32
Plymouth Review - The Beacon	21.23%	218
WSCS - Cable Television Channel (city owned station)	4.87%	50
WHBL - Radio	37.00%	380
Mayor's Blog	6.82%	70
Twitter	7.40%	76
Nextdoor.com (neighborhood social networking website)	34.08%	350
Neighborhood Association meetings	7.01%	72
Total Respondents: 1,027		

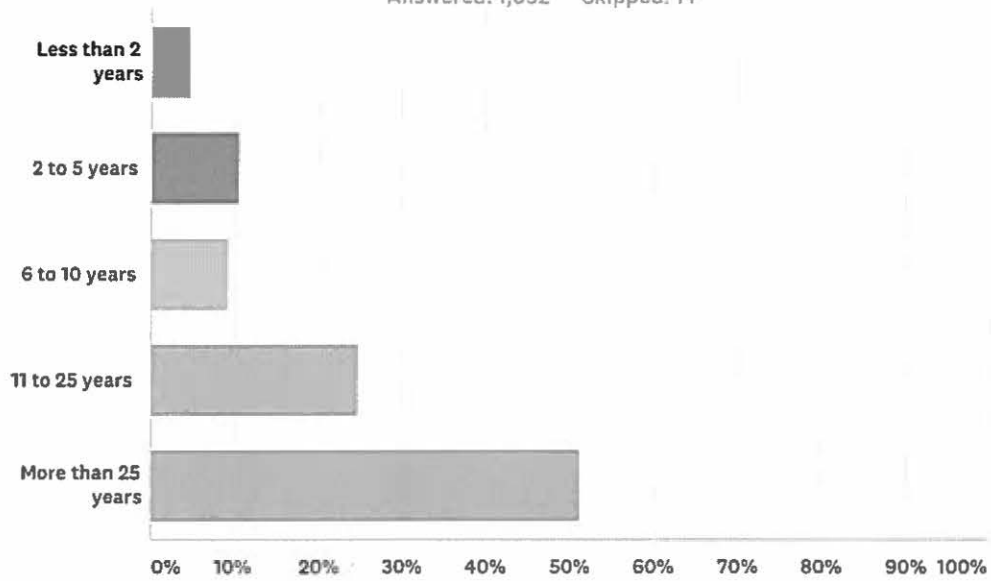
Q8 The cost of providing city services continues to rise due to a number of factors. Those city services can be paid through property taxes, direct user fees and charges or a combination of both. How would you prefer the city to address rising costs? Please choose one answer.



Answer Choices	Responses	
Increase property taxes - do not increase user fees	11.22%	118
Use a combination of increased property taxes and user fees and charges	34.60%	364
Increase user fees and charges - do not increase property taxes	25.95%	273
Cut spending and related services	21.10%	222
No opinion	7.13%	75
Total		1,052

Q9 How long have you lived in Sheboygan?

Answered: 1,052 Skipped: 14



Answer Choices	Responses
Less than 2 years	4.56% 48
2 to 5 years	10.36% 109
6 to 10 years	9.13% 96
11 to 25 years	24.71% 260
More than 25 years	51.24% 539
Total	1,052

Q10 Please share with us any comments you wish to make.

Answered: 410 Skipped: 656

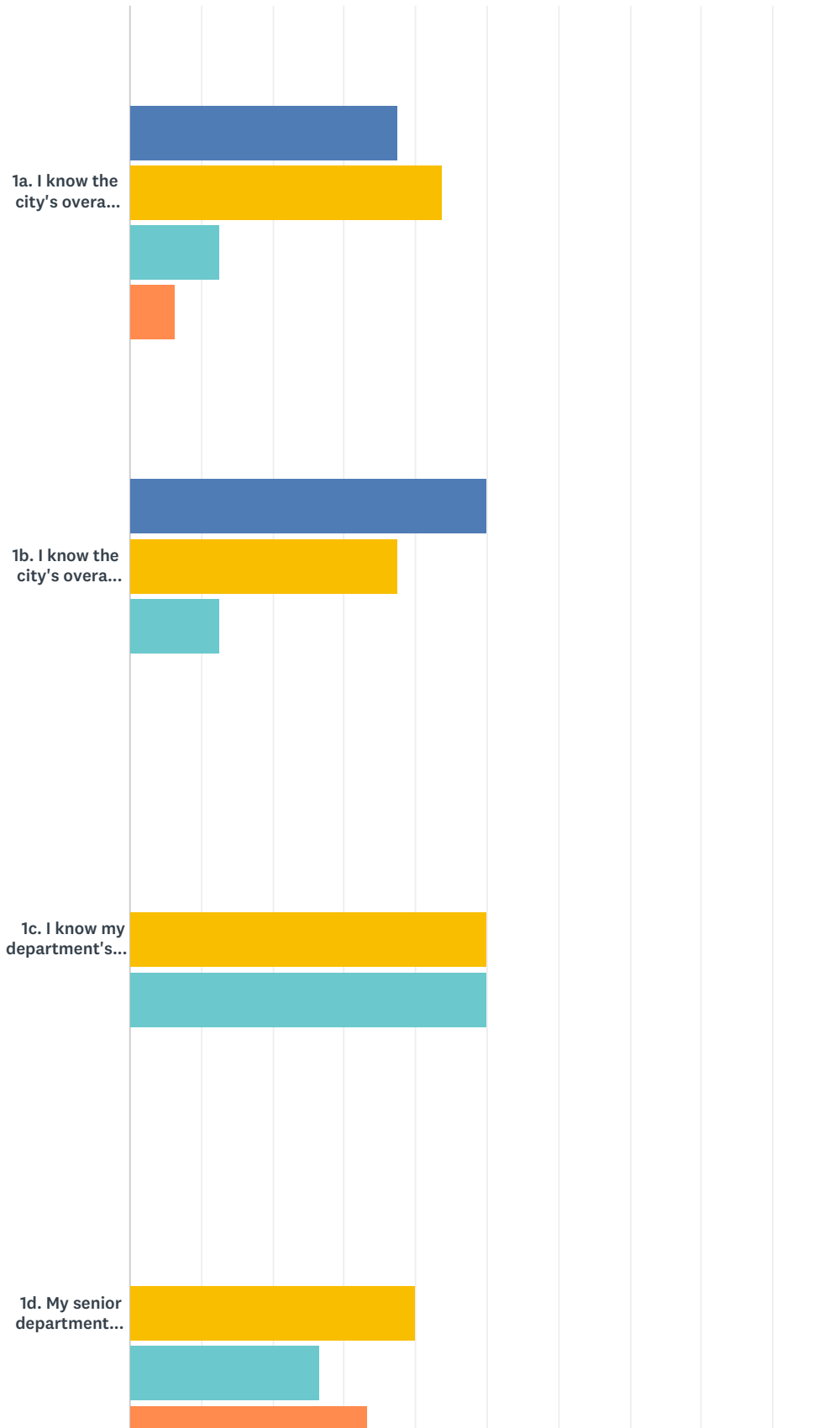
Q11 Thank you for taking the time to complete the 2017 Community Survey. If you would like a chance to win a \$100 Sheboygan County Chamber Cash Gift certificate, please provide your name, address, telephone number and email address in the spaces below.

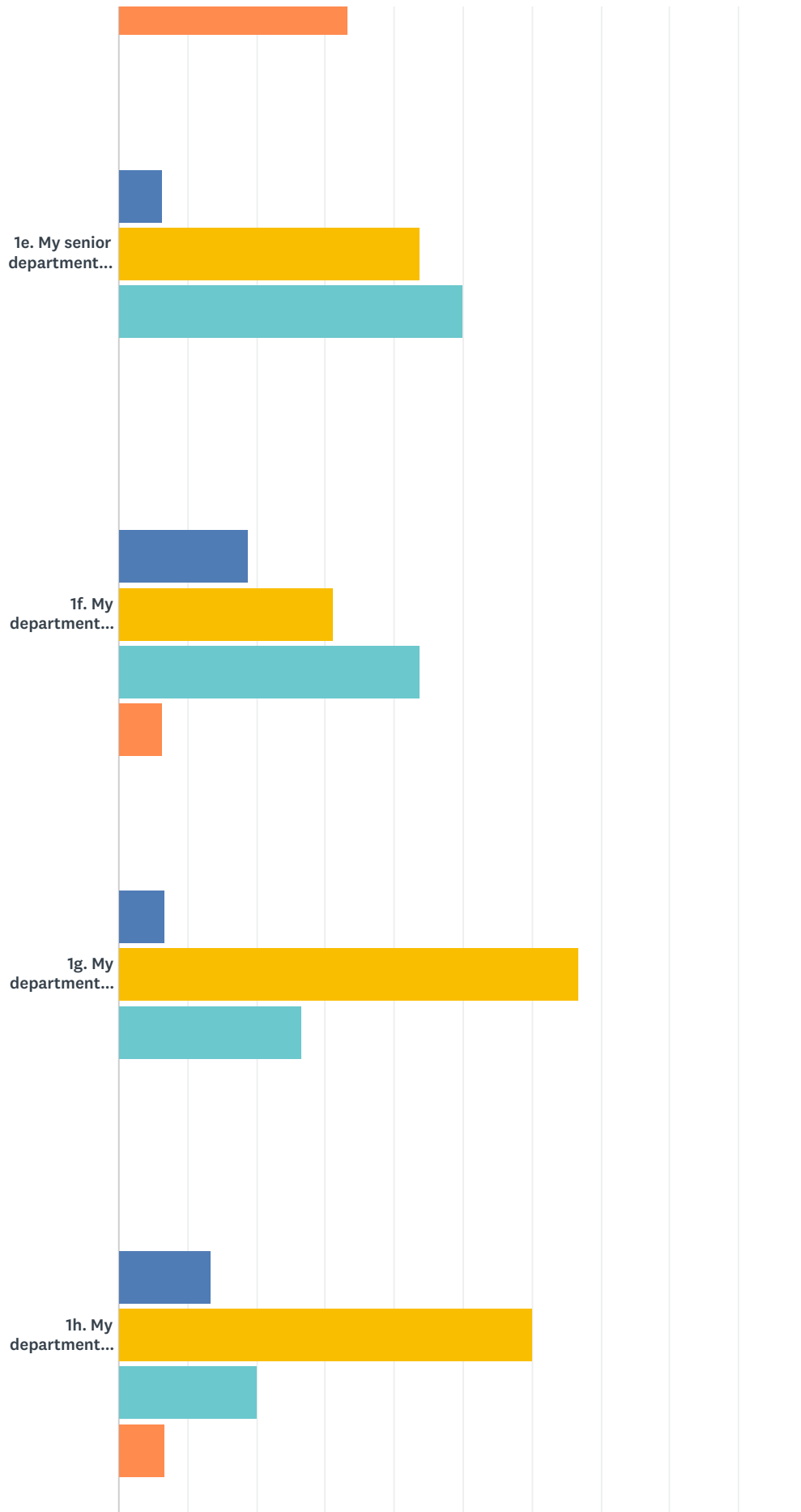
Answered: 470 Skipped: 596

Answer Choices	Responses	
Name	99.57%	468
Address	96.60%	454
Telephone Number	91.06%	428
Email Address	93.83%	441

Q1 Category 1: Leadership

Answered: 16 Skipped: 0





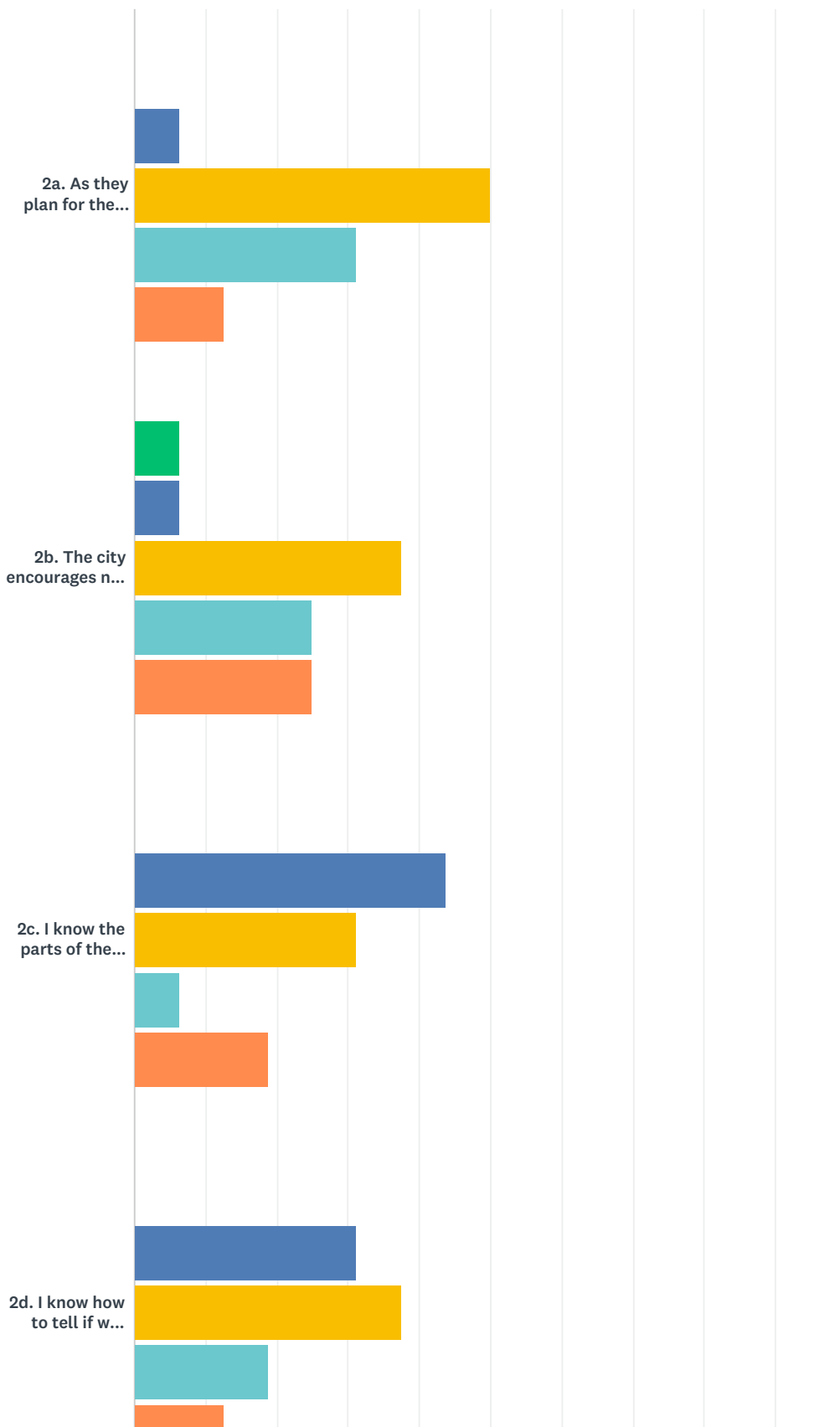
0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

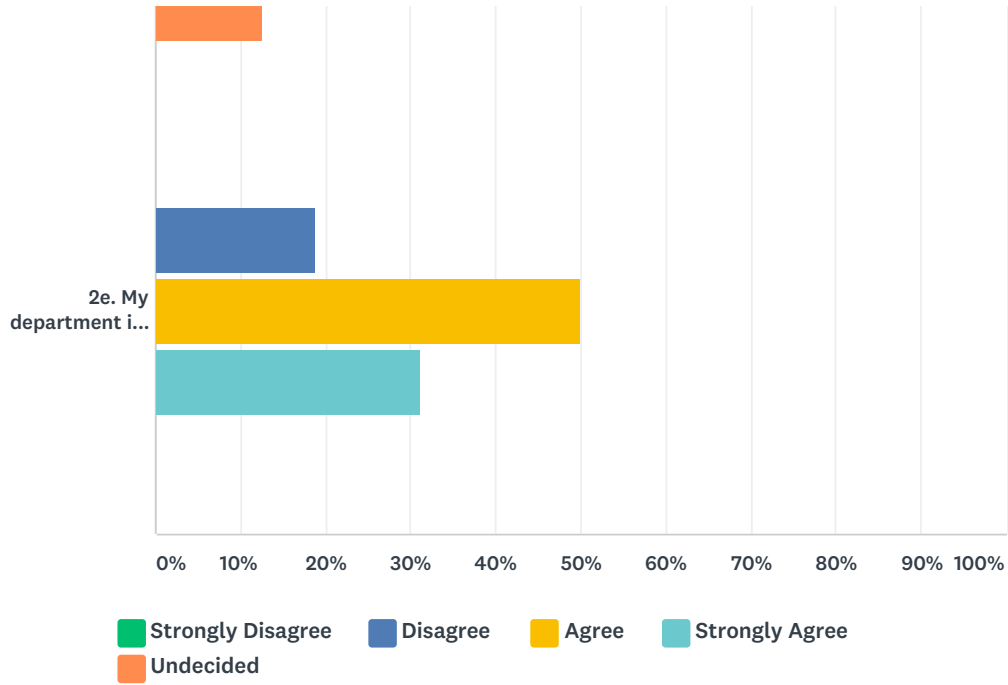
■ Strongly Disagree
 ■ Disagree
 ■ Agree
 ■ Strongly Agree
■ Undecided

	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
1a. I know the city's overall mission (what it is trying to accomplish)	0.00% 0	37.50% 6	43.75% 7	12.50% 2	6.25% 1	16
1b. I know the city's overall vision (where it is trying to go in the future)	0.00% 0	50.00% 8	37.50% 6	12.50% 2	0.00% 0	16
1c. I know my department's mission and vision	0.00% 0	0.00% 0	50.00% 8	50.00% 8	0.00% 0	16
1d. My senior department leader(s) uses the city's values to guide us	0.00% 0	0.00% 0	40.00% 6	26.67% 4	33.33% 5	15
1e. My senior department leader(s) creates a work environment that helps me do my job	0.00% 0	6.25% 1	43.75% 7	50.00% 8	0.00% 0	16
1f. My department leader(s) shares information about the organization	0.00% 0	18.75% 3	31.25% 5	43.75% 7	6.25% 1	16
1g. My department leader(s) asks what I think	0.00% 0	6.67% 1	66.67% 10	26.67% 4	0.00% 0	15
1h. My department leader(s) values my suggestions	0.00% 0	13.33% 2	60.00% 9	20.00% 3	6.67% 1	15

Q2 Category 2: Strategic Planning

Answered: 16 Skipped: 0

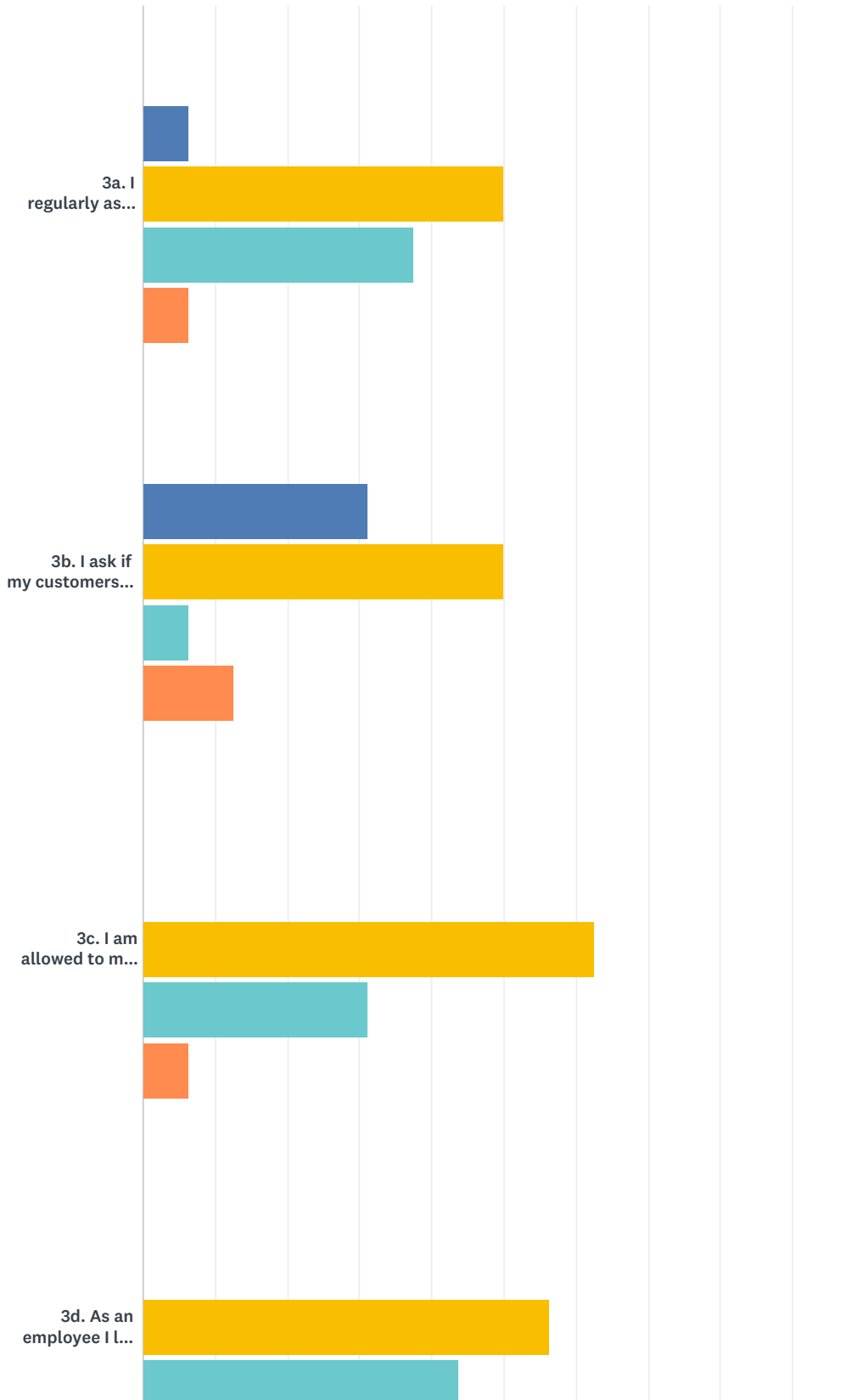


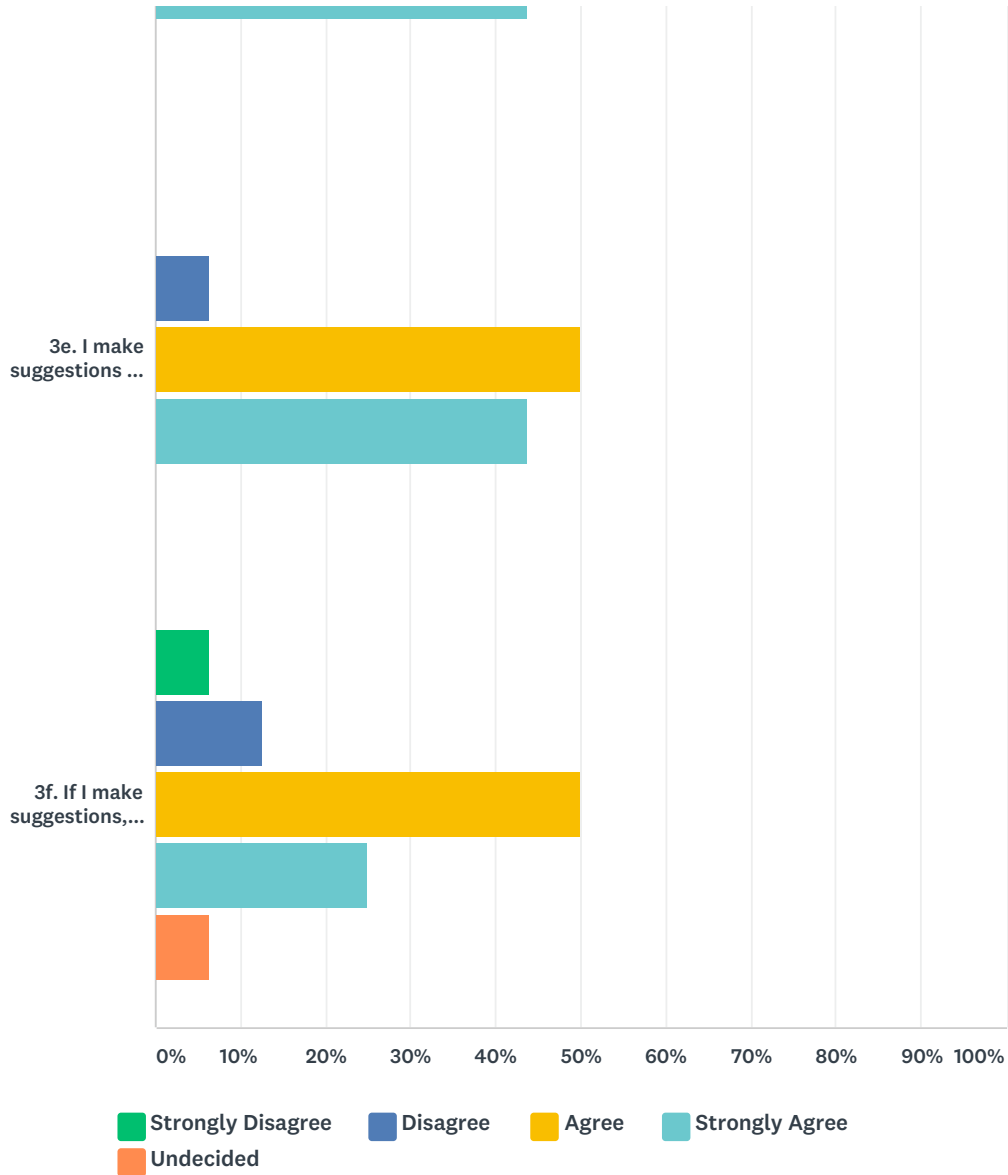


	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
2a. As they plan for the future, my department leader(s) asks for my ideas	0.00% 0	6.25% 1	50.00% 8	31.25% 5	12.50% 2	16
2b. The city encourages new ideas (innovation)	6.25% 1	6.25% 1	37.50% 6	25.00% 4	25.00% 4	16
2c. I know the parts of the city's plans that will affect me and my work	0.00% 0	43.75% 7	31.25% 5	6.25% 1	18.75% 3	16
2d. I know how to tell if we are making progress on my department's part of the plan	0.00% 0	31.25% 5	37.50% 6	18.75% 3	12.50% 2	16
2e. My department is flexible and can make changes quickly when needed	0.00% 0	18.75% 3	50.00% 8	31.25% 5	0.00% 0	16

Q3 Category 3: Customer Focus (Note: Your customers are the internal and external people who use the products and services of your work)

Answered: 16 Skipped: 0

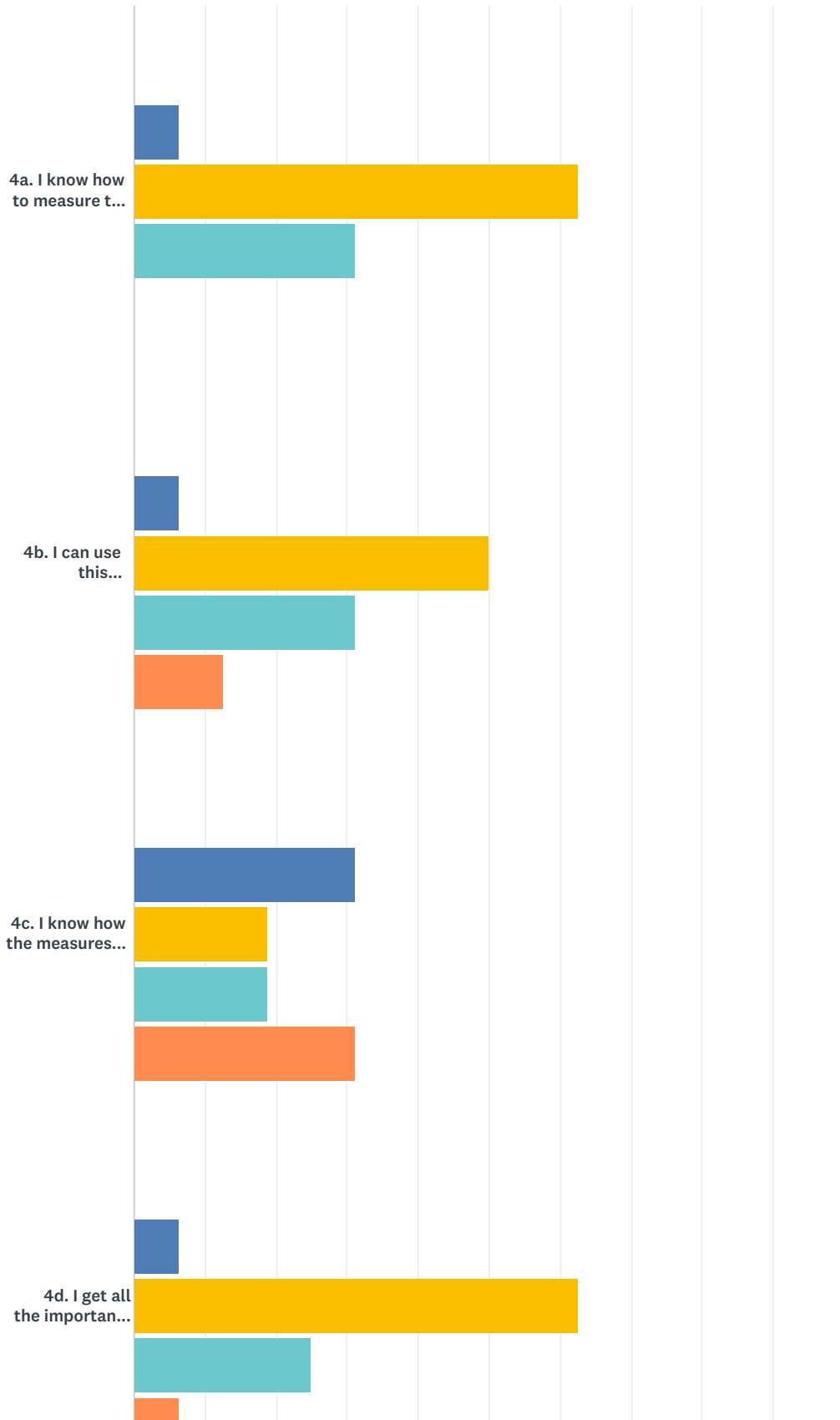


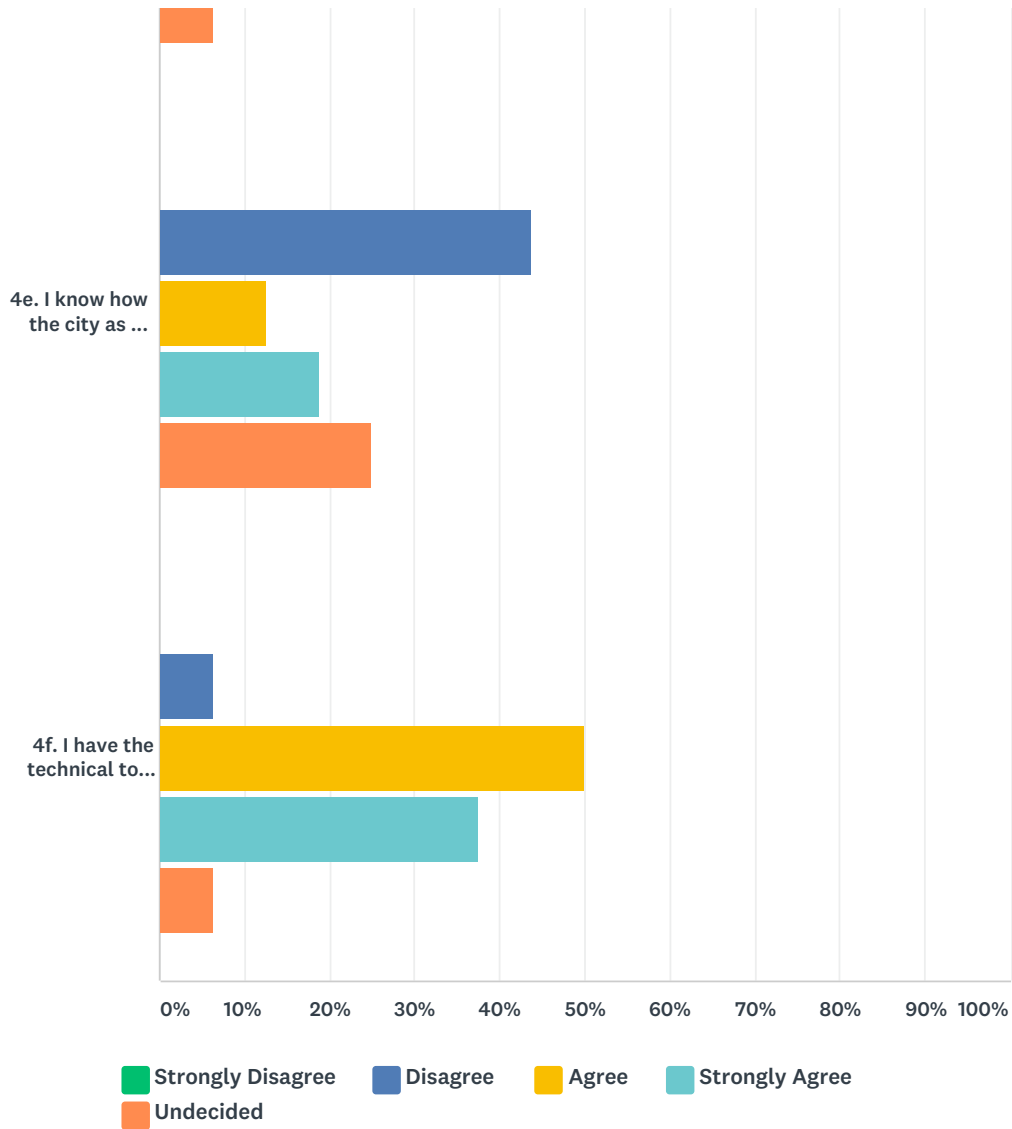


	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
3a. I regularly ask my customers what they need and want	0.00% 0	6.25% 1	50.00% 8	37.50% 6	6.25% 1	16
3b. I ask if my customers are satisfied or dissatisfied with my work	0.00% 0	31.25% 5	50.00% 8	6.25% 1	12.50% 2	16
3c. I am allowed to make decisions to solve problems for my customers when appropriate	0.00% 0	0.00% 0	62.50% 10	31.25% 5	6.25% 1	16
3d. As an employee I look for ways to continuously improve my customer service	0.00% 0	0.00% 0	56.25% 9	43.75% 7	0.00% 0	16
3e. I make suggestions to my department leader(s) to improve our customer service	0.00% 0	6.25% 1	50.00% 8	43.75% 7	0.00% 0	16
3f. If I make suggestions, I feel my department leader(s) gives consideration to my suggestions	6.25% 1	12.50% 2	50.00% 8	25.00% 4	6.25% 1	16

Q4 Category 4: Measurement, Analysis and Knowledge Management

Answered: 16 Skipped: 0

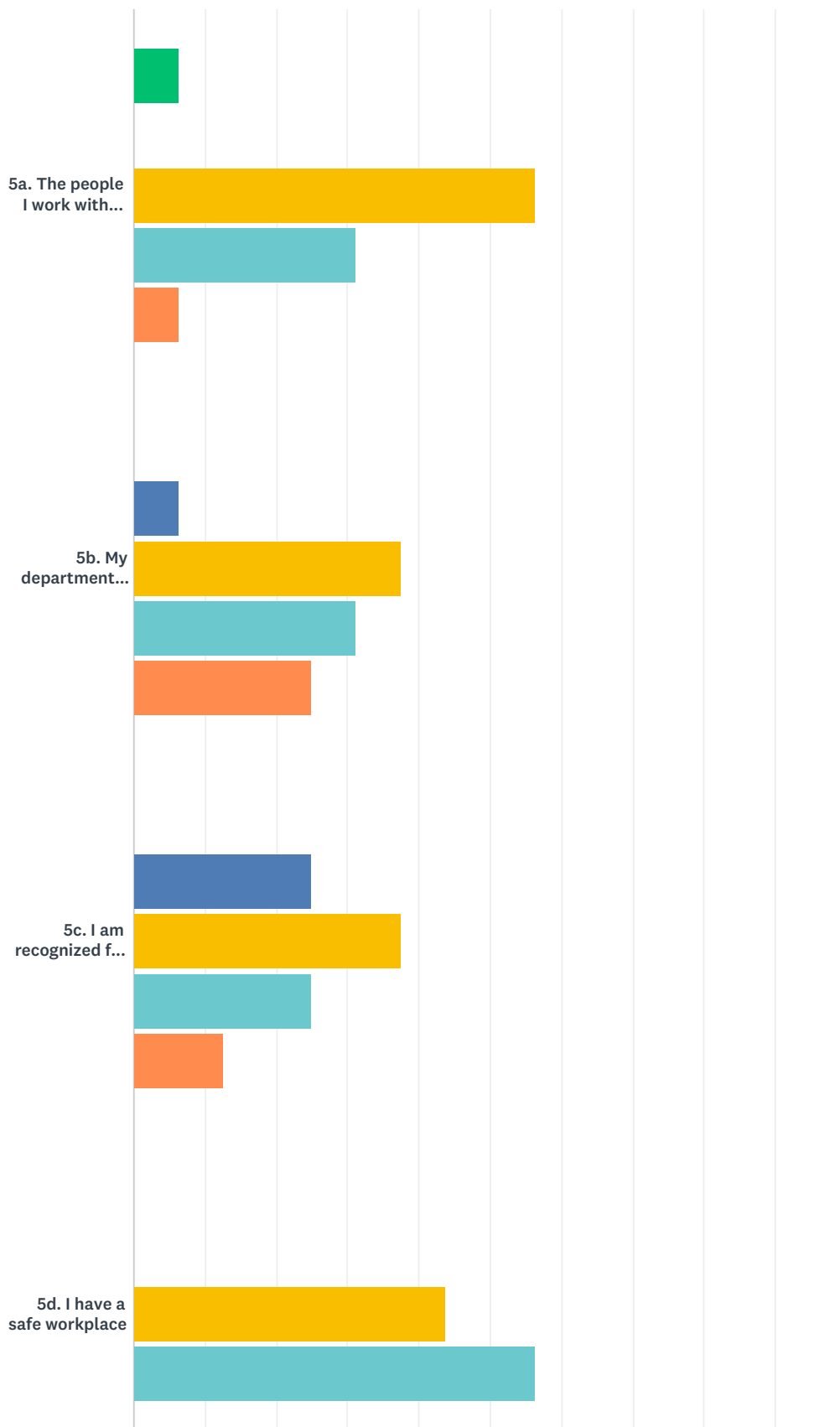


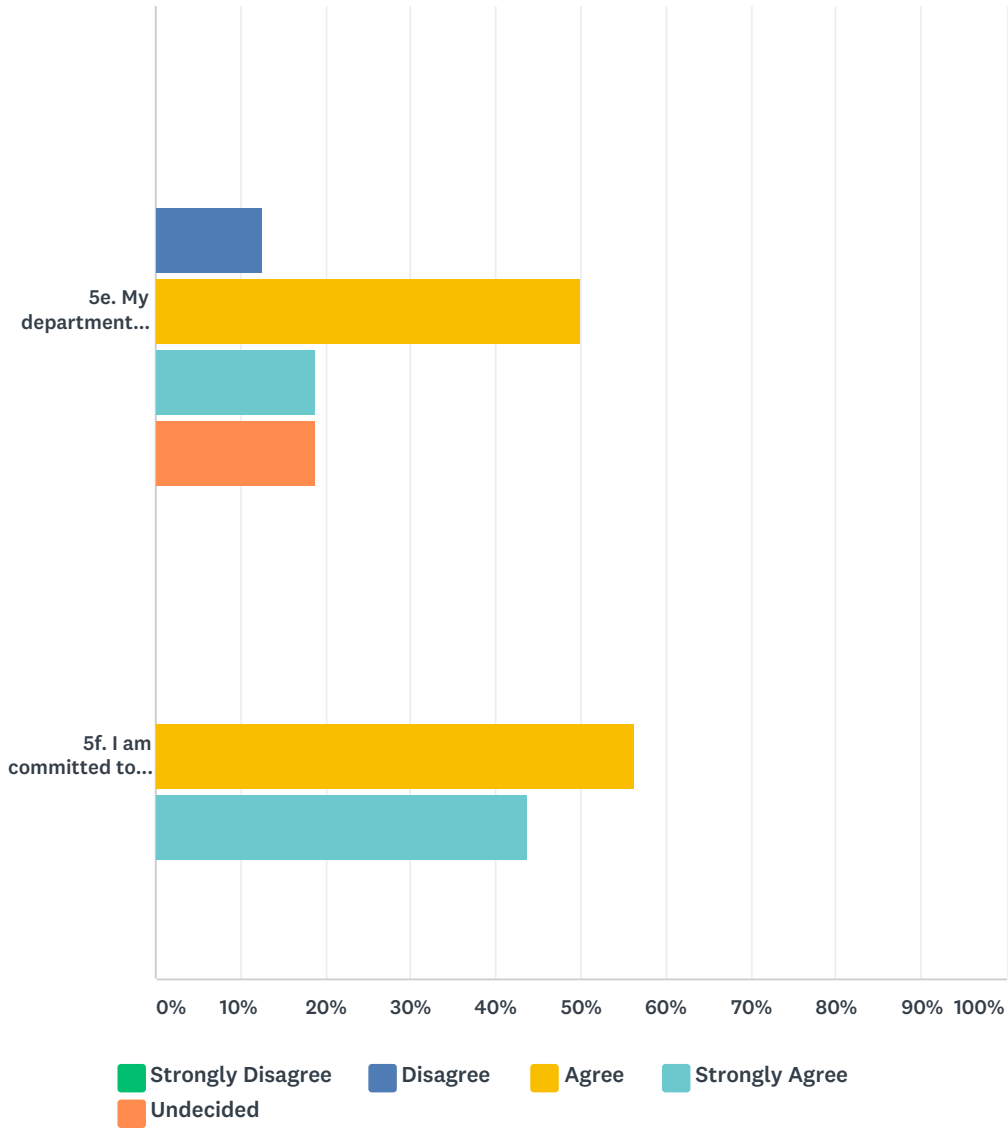


	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
4a. I know how to measure the quality of my work	0.00% 0	6.25% 1	62.50% 10	31.25% 5	0.00% 0	16
4b. I can use this information to make changes that will improve my work	0.00% 0	6.25% 1	50.00% 8	31.25% 5	12.50% 2	16
4c. I know how the measures I use in my work fit into the city's overall measures of improvement	0.00% 0	31.25% 5	18.75% 3	18.75% 3	31.25% 5	16
4d. I get all the important information I need to do my work	0.00% 0	6.25% 1	62.50% 10	25.00% 4	6.25% 1	16
4e. I know how the city as a whole is doing	0.00% 0	43.75% 7	12.50% 2	18.75% 3	25.00% 4	16
4f. I have the technical tools and resources I need to do my job well	0.00% 0	6.25% 1	50.00% 8	37.50% 6	6.25% 1	16

Q5 Category 5: Workforce Focus

Answered: 16 Skipped: 0

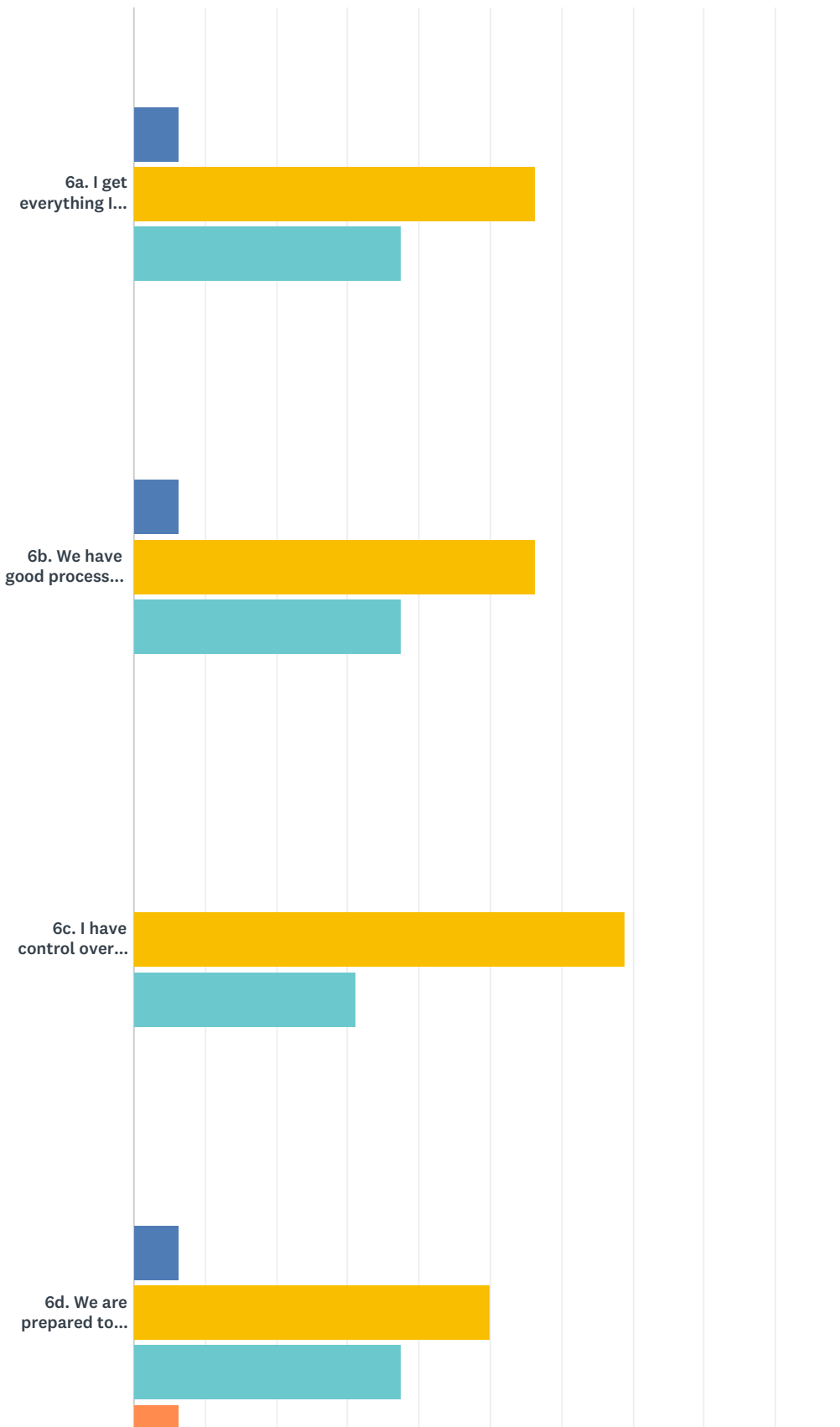


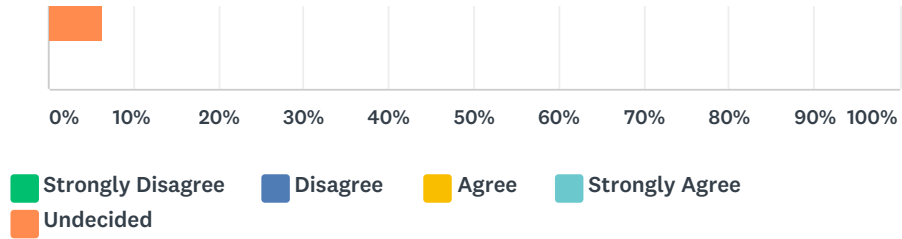


	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
5a. The people I work with cooperate and work as a team	6.25% 1	0.00% 0	56.25% 9	31.25% 5	6.25% 1	16
5b. My department leader(s) encourages me to develop my job skills so I can advance in my career	0.00% 0	6.25% 1	37.50% 6	31.25% 5	25.00% 4	16
5c. I am recognized for my work	0.00% 0	25.00% 4	37.50% 6	25.00% 4	12.50% 2	16
5d. I have a safe workplace	0.00% 0	0.00% 0	43.75% 7	56.25% 9	0.00% 0	16
5e. My department leader(s) and the city care about me	0.00% 0	12.50% 2	50.00% 8	18.75% 3	18.75% 3	16
5f. I am committed to the city's success	0.00% 0	0.00% 0	56.25% 9	43.75% 7	0.00% 0	16

Q6 Category 6: Operations Focus

Answered: 16 Skipped: 0

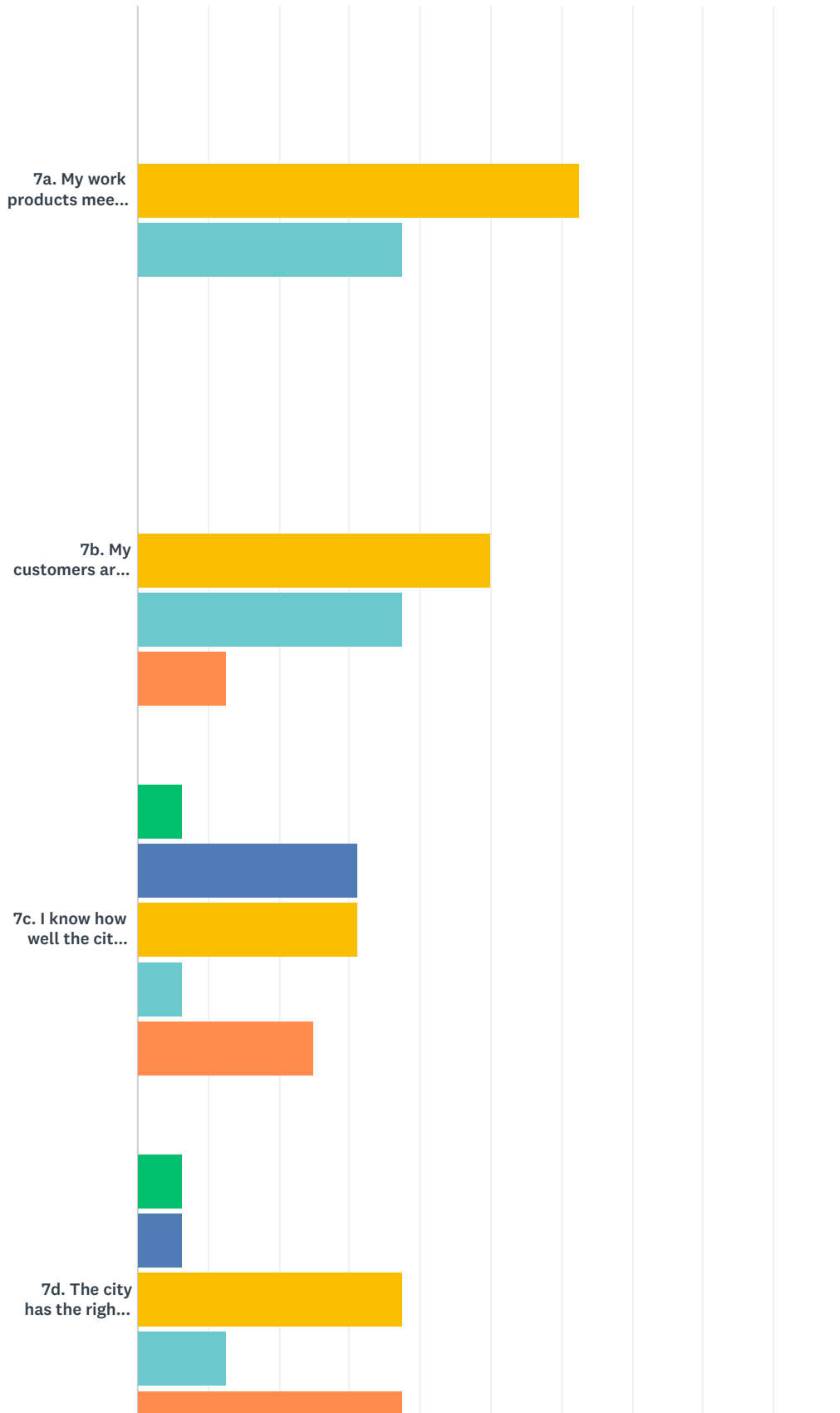


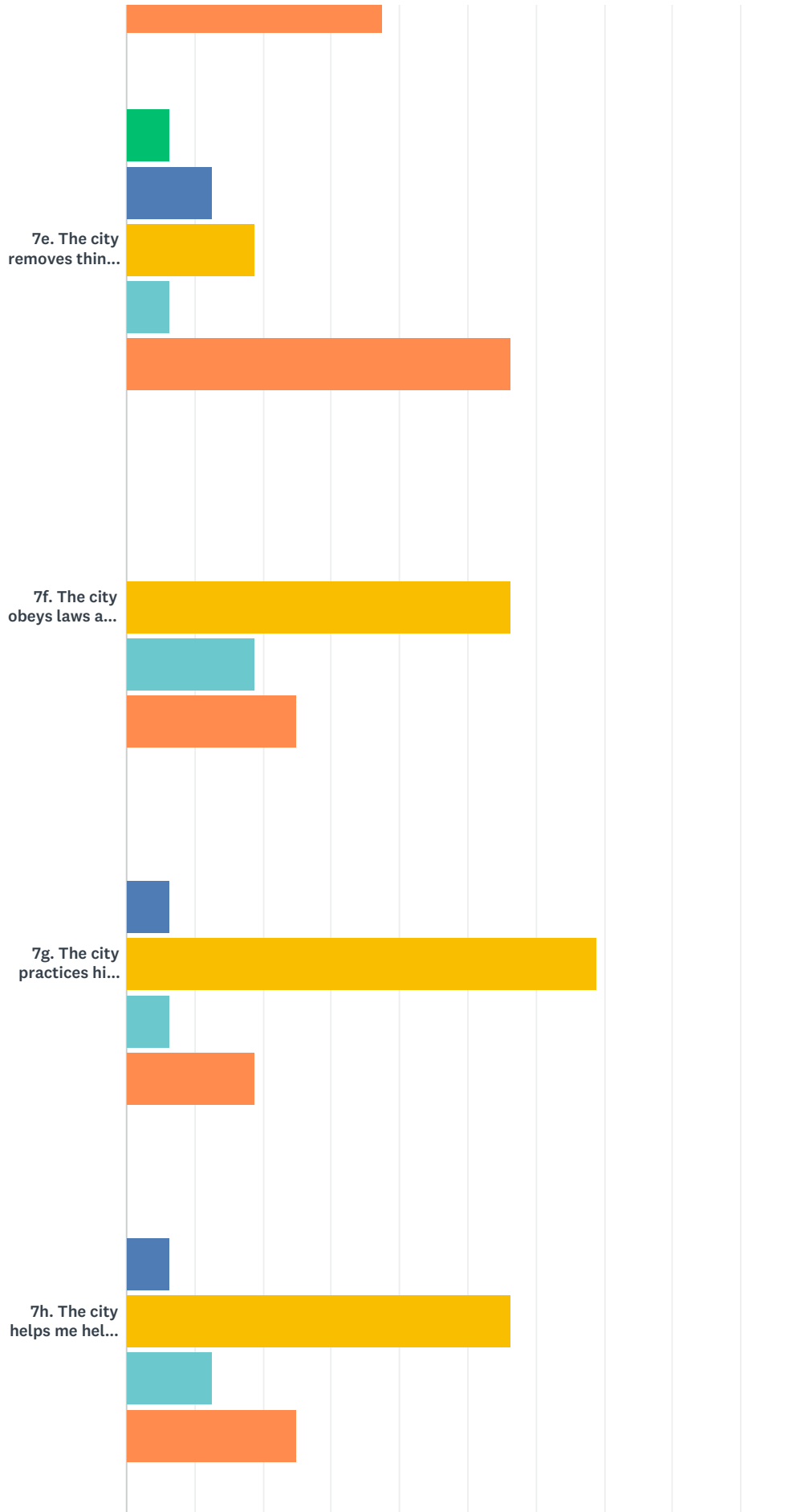


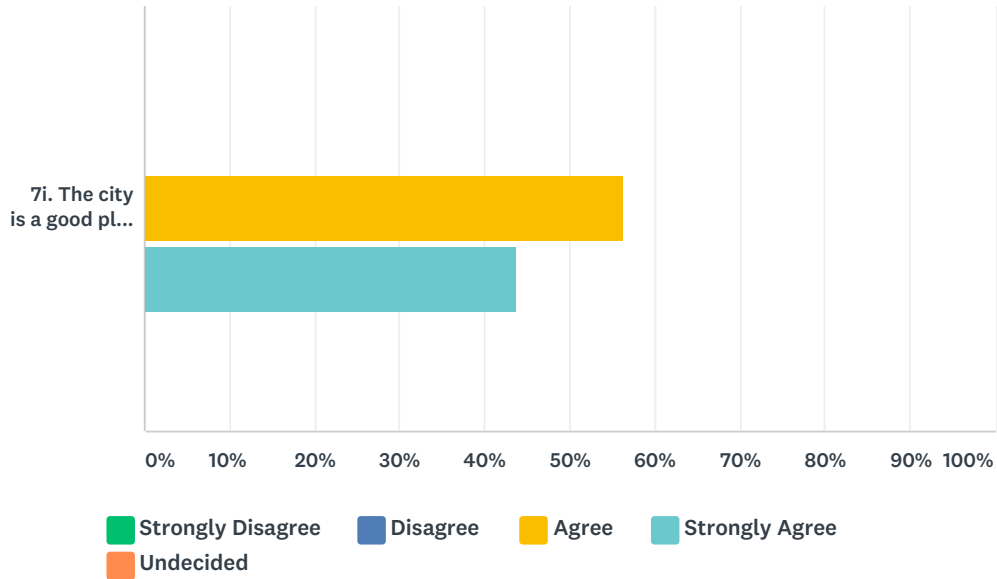
	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
6a. I get everything I need to do my job	0.00% 0	6.25% 1	56.25% 9	37.50% 6	0.00% 0	16
6b. We have good processes for doing our work	0.00% 0	6.25% 1	56.25% 9	37.50% 6	0.00% 0	16
6c. I have control over my work processes	0.00% 0	0.00% 0	68.75% 11	31.25% 5	0.00% 0	16
6d. We are prepared to handle an emergency	0.00% 0	6.25% 1	50.00% 8	37.50% 6	6.25% 1	16

Q7 Category 7: Results

Answered: 16 Skipped: 0







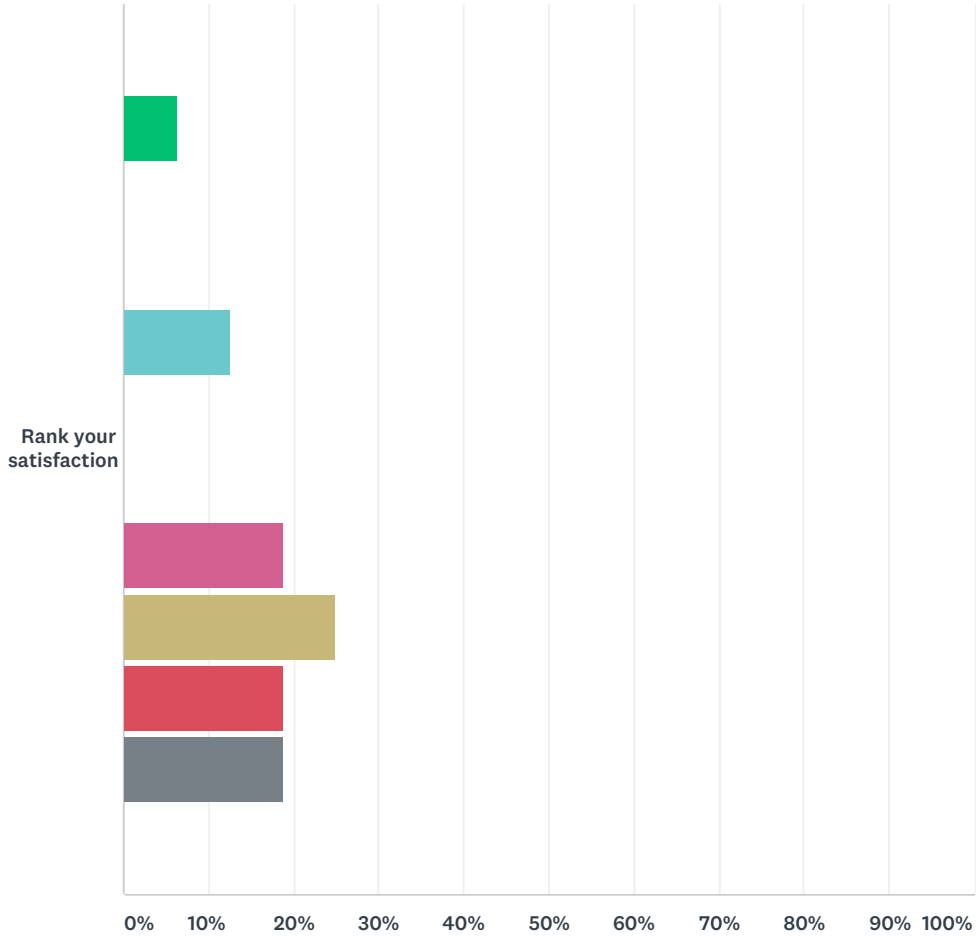
	STRONGLY DISAGREE	DISAGREE	AGREE	STRONGLY AGREE	UNDECIDED	TOTAL
7a. My work products meet all requirements	0.00% 0	0.00% 0	62.50% 10	37.50% 6	0.00% 0	16
7b. My customers are satisfied with my work	0.00% 0	0.00% 0	50.00% 8	37.50% 6	12.50% 2	16
7c. I know how well the city is doing financially	6.25% 1	31.25% 5	31.25% 5	6.25% 1	25.00% 4	16
7d. The city has the right people and skills to do its work	6.25% 1	6.25% 1	37.50% 6	12.50% 2	37.50% 6	16
7e. The city removes things that get in the way of progress	6.25% 1	12.50% 2	18.75% 3	6.25% 1	56.25% 9	16
7f. The city obeys laws and regulations	0.00% 0	0.00% 0	56.25% 9	18.75% 3	25.00% 4	16
7g. The city practices high standards and ethics	0.00% 0	6.25% 1	68.75% 11	6.25% 1	18.75% 3	16
7h. The city helps me help my community	0.00% 0	6.25% 1	56.25% 9	12.50% 2	25.00% 4	16
7i. The city is a good place to work	0.00% 0	0.00% 0	56.25% 9	43.75% 7	0.00% 0	16

Q8 Consider all of your answers above. What are two improvements you would like to see the city implement to improve your scores? Please include the number of the statement you are discussing (for example 2a or 7d).

Answered: 12 Skipped: 4

Q9 Consider your experiences associated with working for the city. Using a 10 point scale, where 1 means "Very Dissatisfied" and 10 means "Very Satisfied", how satisfied are you with the city as your employer

Answered: 16 Skipped: 0

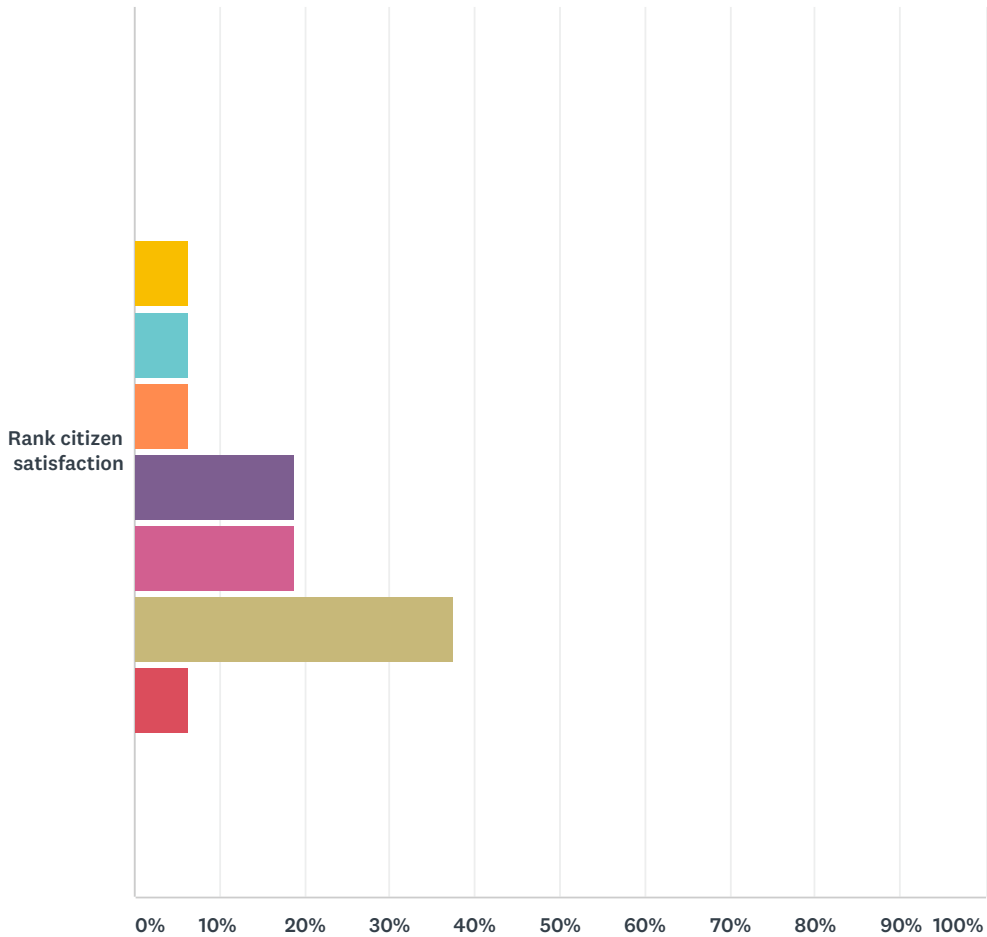


■ Very Dissatisfied = 1
 ■ 2
 ■ 3
 ■ 4
 ■ 5
 ■ 6
 ■ 7
 ■ 8
■ 9
 ■ Very Dissatisfied = 10

	VERY DISSATISFIED = 1	2	3	4	5	6	7	8	9	VERY DISSATISFIED = 10	TOTAL
Rank your satisfaction	6.25%	0.00%	0.00%	12.50%	0.00%	0.00%	18.75%	25.00%	18.75%	18.75%	16
	1	0	0	2	0	0	3	4	3	3	

Q10 Consider what citizens experienced in the last year in the City of Sheboygan. How do you believe they would rate their satisfaction using a 10 point scale, where 1 means "Very Dissatisfied" and 10 means "Very Satisfied".

Answered: 16 Skipped: 0



■ Very Dissatisfied = 1
 ■ 2
 ■ 3
 ■ 4
 ■ 5
 ■ 6
 ■ 7
 ■ 8
■ 9
 ■ Very Satisfied = 10

	VERY DISSATISFIED = 1	2	3	4	5	6	7	8	9	VERY SATISFIED = 10	TOTAL
Rank citizen satisfaction	0.00%	0.00%	6.25%	6.25%	6.25%	18.75%	18.75%	37.50%	6.25%	0.00%	16
	0	0	1	1	1	3	3	6	1	0	

Mead Public Library Statistics - June 2017

Circulation Transactions	June 2016	June 2017	Monthly % Change 2016 vs. 2017	Year-to-date 2016
Adult/Teen Materials	30,516	30,422	0%	195,102
Teen Materials	1,638	1,715	5%	7,083
Children's Materials	17,814	18,145	2%	90,540
Total Adult/Teen/Children's Materials	49968	50282	1%	292,725
E-Content Checkout				
E-Books (Overdrive) (Hoopla)	3,117	4,081	31%	19,822
E-Audio (Freegal)	2,294	1,247	-46%	14,283
E-Video (Hoopla)	129	155	20%	731
E-Magazines (Zinio)	225	197	-12%	1,250
Total Uses of E-Content	5765	5680	-1%	36086
Materials Shared With Other Libraries				
Items provided to other libraries from Mead	6,809	5,631	-17%	44,083
Items received for Mead patrons from other libraries	4,623	4,723	2%	27,090
Total Interlibrary Loans (Transits)	11,432	10354	-9%	71173
Library Visits				
Gate count	29,500	29,818	1%	171,398
Research Inquiries				
Research Inquiries	2,867	2,267	-21%	13,396
Internet Usage Provided				
Library Workstation Sessions	4,642	4,642	0%	26,674
Wireless Sessions	0	11,453		57,418
Number of Library Card Holders				
Sheboygan Residents				27,535
Non-Sheboygan Residents				10,586
Total Number of Registered Users				38121
Classes, Seminars, Workshops, Events				
Children (0-11) Quantity	34	39	15%	255
Children (0-11) Participants	1,553	1,612	4%	6,796
Teen (12-18) Quantity	13	14	8%	30
Teen (12-18) Participants	483	403	-17%	722
Adult (18+) Quantity	5	25	400%	122
Adult (18+) Participants	98	342	249%	2,700
Total number of Classes, Seminars, Workshops, Events	52	78	50%	407
Total number of Participants	2,134	2357	10%	10,218
Conference Room Utilization				
Rocca Meeting Room	21%	16%	-5%	24%
Loft Meeting Room	18%	13%	-5%	27%
2nd Floor Small Meeting Room	25%	23%	-2%	33%
Volunteer Hours	192	352	83%	1234

Year-to-date 2017	YTD % Change 2016 vs. 2017
187,926	-4%
7,556	7%
88,551	-2%
284,033	-3%
24,318	23%
9,992	-30%
1,342	84%
863	-31%
36515	1%
34,629	-21.4%
27,288	0.7%
61917	-13.0%
179,767	5%
12,848	-4%
22,532	-16%
76,667	34%
25,275	-8%
9,977	-6%
35252	-8%
376	47%
11,551	70%
45	50%
949	31%
183	50%
2,135	-21%
604	48%
14635	43%
21%	-4%
17%	-9%
25%	-8%
1452	18%

Mead Public Library Statistics - July 2017

Circulation Transactions	July 2016	July 2017	Monthly % Change 2016 vs. 2017	Year-to-date 2016	Year-to-date 2017
Adult/Teen Materials	30,924	30,138	-3%	226,026	218,064
Teen Materials	1,413	1,566	11%	8,496	9,122
Children's Materials	16,664	15,744	-6%	107,204	104,295
Total Adult/Teen/Children's Materials	49001	47448	-3%	341,726	331,481
E-Content Checkouts					
E-Books (Overdrive) (Hoopla)	3,209	4,551	42%	23,031	28,869
E-Audio (Freegal)	2,386	1,627	-32%	16,669	11,619
E-Video (Hoopla)	108	221	105%	839	1,563
E-Magazines (Zinio) (Overdrive)	196	108	-45%	1,446	971
Total E-Content Checkouts	5899	6507	10%	41985	43022
Materials Shared With Other Libraries					
Items provided to other libraries from Mead	6,205	5,328	-14%	50,288	39,957
Items received for Mead patrons from other libraries	4,188	4,159	-1%	31,278	31,447
Total Interlibrary Loans (Transits)	10,393	9487	-9%	81566	71404
Library Visits					
Gate count	28,425	25,330	-11%	199,823	205,097
Research Inquiries					
Research Inquiries	1,918	1,871	-2%	15,314	14,719
Internet Usage Provided					
Library Workstations Sessions	4,310	4,127	-4%	30,984	26,659
Wireless Sessions	11,614	12,609		69,032	89,276
Number of Library Card Holders					
Sheboygan Residents				27,249	25,136
Non-Sheboygan Residents				10,493	9,916
Total Number of Library Card Holders				37742	35052
Classes, Seminars, Workshops, Events					
Children (0-11) Quantity	18	29	61%	273	405
Children (0-11) Participants	625	1,017	63%	7,421	12,568
Teen (12-18) Quantity	17	14	-18%	47	59
Teen (12-18) Participants	391	362	-7%	1,113	1,311
Adult (18+) Quantity	5	19	280%	127	202
Adult (18+) Participants	95	356	275%	2,795	2,947
Total Number of Classes, Seminars, Workshops, E	40	62	55%	447	666
Total Number of Participants	1,111	1735	56%	11,329	16826
Conference Room Utilization					
Rocca Meeting Room	8%	13%	5%	22%	20%
Loft Meeting Room	8%	14%	6%	24%	17%
2nd Floor Small Meeting Room	29%	17%	-12%	33%	24%
Volunteer Hours					
Volunteer Hours	239	429	80%	1473	1881

YTD % Change 2016 vs. 2017
-4%
7%
-3%
-3%
25%
-30%
86%
-33%
2%
-21%
1%
-12%
3%
-4%
-14%
29%
-8%
-5%
-7%
48%
69%
26%
18%
59%
5%
49%
49%
-2%
-7%
-9%
28%

Friends of the Mead Public Library Meeting Report-8/16/17

- Donation of \$3000 to be made to the Imaginarium to fund reference books for checkout (\$1500 was quoted for second set of all books). Friends would like more books to be purchased with the extra \$1500, for the reference section, with second copies purchased right away too. (Library might want to post a sign/plaque of some kind?)---UPDATE: \$1500 used to buy books, \$1500 used to buy portable sink for the Imaginarium.
- Friends to host a rummage sale at Mead on September 16th.
- Consistent donations of books to take place to lessen inventory-Little free libraries and laundromats to be included.
- Meeting of all the Friend's groups in the Monarch Library System to take place on September 20th, report to come.