

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
April 27, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 27, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Treasurer Dirk Zylman, Henry Nelson, Nancy Mannchen, Dave Hoffman, Kevin Anderson, and Chris Campe. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, and Librarian Matt Beinemann. Board of Trustee members absent: Board Vice-President Kathie Norman, Dolyce Johnson, and Alderperson Rosemarie Trestor.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:45 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 March 23, 2017 meeting; Nelson **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn announced that Meg Albrinck has been appointed by the Mayor of Sheboygan to service on the Mead Public Library Board of Trustees. The Mayor has also appointed Kyle Whelton to the Libraries Board of Trustees, and they are waiting for the full council approval. Meg and Kyle will replace outgoing board members Dave Hoffman and Rosemarie Trestor.
- 1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF ROSEMARIE TRESTER AS MEAD PUBLIC LIBRARY TRUSTEE AND LIBRARY LIASON TO THE SHEBOYGAN COMMON COUNCIL. Quinn read the RESOLUTION in recognition of the service of Rosemarie Trestor to Mead Public Library, and thanked her for her service. A **motion** was made by Nelson to accept the resolution in honor of the service of Rosemarie Trestor to the Mead Public Library. Hoffman **seconded** the motion. The Motion **passed**.
- 1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DAVID HOFFMAN AS MEAD PUBLIC LIBRARY TRUSTEE. Quinn read the RESOLUTION in recognition of the service of David Hoffman to Mead Public Library, and thanked him for his service. A **motion** was made by Zylman to accept the resolution in honor of the service of David Hoffman to the Mead Public Library. Campe **seconded** the motion. The Motion **passed**.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DIRK ZYLMAN, CHAIR. REPORT OF 4/27/2017 MEETING. Zylman informed the Board of Trustees that the Y-T-D budget and accounts payables were reviewed and found to be in good order. Zylman also informed the board that the Finance Committee would be recommending the acceptance of the wage salary increases later in the agenda. Zylman also gave the board the timeline for the 2018 budget process.
- 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. Zylman informed the board that no donations were received in April 2017. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses and special revenues. Nelson **seconded** the motion. The motion **passed**.
- 2.3 HUMAN RESOURCES COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 4/18/2017 MEETING. In Norman’s absence Quinn announced that the committee actions would follow later in the agenda.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 **DISCUSSION AND POSSIBLE ACTION REGARDING USE OF PRIVATE COMPANIES TO COLLECT FINES AND FEES.** Erickson explained to the Board of Trustees the reasons to bring the fines and fees collection in-house versus using an outside collection agency. Nelson **moved** to bring the fines and fees collection process in-house and terminate the contract with Unique Collection. Mannchen **seconded**. The motion **passed**.
- 3.2 **DISCUSSION AND POSSIBLE ACTION TO APPROVE 2016 ANNUAL REPORT.** Zylman **moved** to accept the 2016 Mead Public Library Annual Report. Anderson **seconded**. The motion **passed**.
- 3.3 **DISCUSSION AND POSSIBLE ACTION TO UPDATE TABLE OF ORGANIZATION.** Erickson explained to the Board of Trustees the reasons for the changes in the “Table of Organization”. Nelson **moved** to approve the revised updates to the 2017 Table of Organization. Campe **seconded**. The motion **passed**.
- 3.4 **DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS.** Erickson explained to the Board of Trustees the updates needed to the job descriptions for the Librarians, Library Assistants, Maintenance Technician, and the creation of the Technical Services Library Assistants. Mannchen moved to approve the job description of Library Assistant, Technical Library Assistant, Maintenance Technician, and Librarian. Hoffman seconded. The motion **passed**.
- 3.5 **DISCUSSION AND POSSIBLE ACTION ON WAGE SCALE UPDATE.** Erickson and DeAmico explained the wage analysis for consideration. Zylman and Quinn further detailed the need to bring employees to the mid-point in the current pay scale based on the merit scores from their managers. DeAmico determined that the changes could be afforded this year based on several retirements. Zylman moved to accept the changes to the revised pay scale grades and to increase employee wages under the “Bring to Midpoint” column (highlighted in Pink) on the “2017 MPL/City of Sheboygan Wage Scale Employee Wage

Increase Analysis” document dated April 26, 2017, and to increase the LAI positions in pay grade one to the minimum of pay grade two, using current budgeted funds, and Mead Public Library reserve funds to accomplish the change in wages. The wage increases will be effective beginning July 2, 2017. Mannchen **seconded**. The motion **passed**.

- 3.6 **DISCUSSION AND POSSIBLE ACTION ON FUNDING EMERGENCY GENERATOR INSTALLATION.** Erickson gave an update on the estimated cost for the re-install of the emergency generator. Erickson told Board of Trustees members that there should be a better estimate of cost for the May 2017 Board of Trustees meeting. There was no action taken on the spending of the estimated funds, and will be placed on the May 2017 Board of Trustees agenda for discussion and possible action.

4. DIRECTORS REPORT

- 4.1 **UPDATE ON PERSONNEL CHANGES.** Erickson reported that Sydney Mehn has been hired for the Administrative Assistant’s position beginning May 22, 2017, and Samantha Leber has been hired as a Library Assistant beginning May 15, 2017. Samantha will be replacing the vacancy left open with Linda Dekker’s retirement. Erickson reported that the Public Services Manager had posted for the job of Librarian to replace Debra Voss who will retire on June 30, 2017.
- 4.2 **UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT.** Erickson reported that Josh Lintereur had sent out invitations to 100 people to be part of the focus group. Josh needs 30 people based on age, recent library card holders, and expired card holders. Each participant will receive a \$50.00 stipend.
- 4.3 **UPDATE ON RFID PROJECT.** Erickson reported that Technical Support Services Manager Diane Kallas estimated around 10% of the library collection had been tagged so far.
- 4.4 **UPDATE ON SERVICES AND PROGRAMMING.** Librarian Matt Beinemann reported in the absence of Public Services Manager Melissa Prentice on the upcoming May programs. Beinemann reported there were 83 people in attendance of the Academy of Science and Letters program on poetry and that the speaker did a great job. Beinemann spoke of the “Holocaust Remembrance Day” open house in the Warschau Holocaust Room. The event was well received with 38 people in attendance. Beinemann informed the board that the library staff are gearing up for the 2017 Summer Reading Program. The signup for the Summer Reading program will begin on May 14th. Quinn suggested doing school visits to promote the online library card registration option.
- 4.5 **MARCH STATISTICS.** Erickson reported on the March 2017 Mead Public Library Statistics. Erickson pointed out the areas of improvement, and the areas that need improvement. Erickson noted that staff are working on the areas of concern.

5. LIAISON REPORTS

- 5.1 **MONARCH LIBRARY SYSTEM – KATHIE NORMAN.** Quinn reported in Norman’s absence. Quinn informed the board that the vote on the moratorium failed.
- 5.2 **MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN** Quinn reported that the Foundation will be sponsors of the Academy of Science and Letters and hosting two of

these events annually. Quinn reported that the Foundation's sub-committee for planned giving has completed their project of creating a brochure on "Create A Legacy".

- 5.3 **FRIENDS OF THE MEAD PUBLIC LIBRARY – GARRETT ERICKSON** Erickson reported that the Friends of Mead Public Library held their annual membership meeting on Wednesday, April 26, 2017 with 27 people in attendance. Erickson reported that at the Friends May 2017 meeting the Friends members will be electing their new officers. Erickson handed out an email written by Friends current President, Judy Biederwolf summing up the Friends annual meeting, upcoming meetings, and some of the 2016 accomplishments of the Friends.

6. UPCOMING MEETINGS

- 6.1 **LIBRARY BOARD FINANCE COMMITTEE:** May 25, 2017 @ 2:45 pm.
- 6.2 **FULL LIBRARY BOARD MEETING:** May 25, 2017 @ 3:45 pm.

7. ADJOURN

- 7.1 Quinn adjourned the meeting at 5:26 pm.

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		253,802.00	104,157.00	149,645.00	41.04
	SUB TOTAL		253,802.00	104,157.00	149,645.00	41.04
510310	FICA		15,736.00	6,339.32	9,396.68	40.29
510311	MEDICARE		3,680.00	1,482.65	2,197.35	40.29
510320	WI RETIREMENT FUND		16,751.00	6,616.62	10,134.38	39.50
510340	HEALTH INSURANCE	0.00	40,332.00	11,816.78	28,515.22	29.30
510341	RETIREE HEALTH INS		3,408.00	4,339.74	-931.74	127.34
510350	DENTAL INSURANCE		4,397.00	1,686.67	2,710.33	38.36
510351	UNFUNDED PENSION LIABILITY		29,650.00	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		392.00	129.05	262.95	32.92
510400	WORKERS COMP		118.00	39.36	78.64	33.36
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	42,333.51	74,130.49	36.35
521100	BANKING FEES		1,200.00	426.24	773.76	35.52
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,850.00	600.00	75.51
521400	ADVERTISING & MARKETING	0.00	9,400.00	3,379.97	6,020.03	35.96
521900	CONTRACTED SERVICES		20,200.00	5,220.60	14,979.40	25.84
	SUB TOTAL	0.00	33,250.00	10,876.81	22,373.19	32.71
525155	PROFESSIONAL DEVELOPMENT		4,520.00	2,809.80	1,710.20	62.16
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL	0.00	2,000.00	396.45	1,603.55	19.82
	SUB TOTAL	0.00	17,520.00	13,389.16	4,130.84	76.42
530100	OFFICE SUPPLIES	0.00	9,500.00	3,320.02	6,179.98	34.95
530130	POSTAGE & DELIVERY	0.00	4,500.00	2,021.39	2,478.61	44.92
	SUB TOTAL	0.00	14,000.00	5,341.41	8,658.59	38.15
538001	DONATION PURCHASES	0.00	5,000.00	852.72	4,147.28	17.05
538001-10094	DONATION PURCHASES		0.00		0.00	
538001-10096	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES	0.00	0.00		0.00	
538001-10099	DONATION PURCHASES	0.00	0.00		0.00	
539999	MISC EXP (LATE FEES)	0.00	100.00		100.00	0.00
	SUB TOTAL	0.00	5,100.00	852.72	4,247.28	16.72
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		3,000.00	0.00
	SUB TOTAL	201 0.00	3,000.00	0.00	3,000.00	
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		0.00	446,252.00	176,950.61	269,301.39	39.65

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			723,367.00	285,456.98	437,910.02	39.46
	SUB TOTAL			723,367.00	285,456.98	437,910.02	39.46
510310	FICA	0.00		44,849.00	17,177.29	27,671.71	38.30
510311	MEDICARE			10,489.00	4,017.25	6,471.75	38.30
510320	WI RETIREMENT FUND	0.00		45,053.00	18,764.01	26,288.99	41.65
510340	HEALTH INSURANCE			132,303.00	51,567.82	80,735.18	38.98
510350	DENTAL INSURANCE			9,399.00	3,946.53	5,452.47	41.99
510360	LIFE INSURANCE			1,017.00	572.00	445.00	56.24
510400	WORKERS COMP	0.00		313.00	104.36	208.64	33.34
	SUB TOTAL	0.00		243,423.00	96,149.26	147,273.74	39.50
521800	PROGRAM SERVICES			10,000.00	7,673.07	2,326.93	76.73
521900	CONTRACTED SERVICES	0.00		37,300.00	20,381.99	16,918.01	54.64
525155	PROFESSIONAL DEVELOPMENT			9,000.00	1,793.02	7,206.98	19.92
530205	DISPLAYS			1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00		61,000.00	6,268.05	54,731.95	10.28
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		0.00	552.60	-552.60	
	SUB TOTAL	0.00		118,400.00	37,601.46	80,798.54	31.76
538002	MATERIALS - ALL CATAGORIES	799.00		364,234.00	142,516.90	220,918.10	39.35
538100	OTHER CONTENT	0.00		53,600.00	2,840.00	50,760.00	5.30
649200	EQUIPMENT REPLACEMENT	0.00		22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	799.00		440,034.00	167,486.91	271,748.09	38.06
538000	TOTAL MATRL'S ACCTS	20	799.00	558,434.00	205,088.37	352,546.63	36.73
	PUBLIC SERVICE COST CENTER TOTAL		799.00	1,525,224.00	586,694.61	937,730.39	38.52

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		639,305.00	238,424.82	400,880.18	37.29
	SUB TOTAL		639,305.00	238,424.82	400,880.18	37.29
510310	FICA	0.00	39,311.00	14,375.83	24,935.17	36.57
510311	MEDICARE		13,980.00	3,361.89	10,618.11	24.05
510320	WI RETIREMENT FUND	0.00	32,660.00	13,449.39	19,210.61	41.18
510340	HEALTH INSURANCE		97,822.00	35,868.94	61,953.06	36.67
510350	DENTAL INSURANCE		6,243.00	2,570.82	3,672.18	41.18
510360	LIFE INSURANCE		653.00	311.20	341.80	47.66
510400	WORKERS COMP		291.00	97.00	194.00	33.33
	SUB TOTAL	0.00	190,960.00	70,035.07	120,924.93	36.68
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	10,252.00	15,748.00	39.43
	SUB TOTAL	0.00	26,000.00	10,252.00	15,748.00	39.43
521900	CONTRACTED SERVICES	0.00	16,163.00	2,950.50	13,212.50	18.25
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	5,881.60	24,118.40	19.61
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	11,541.37	8,458.63	57.71
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	0.00	69,663.00	21,702.24	47,960.76	31.15
525100	ELECTRICITY	0.00	93,800.00	18,480.10	75,319.90	19.70
525105	WATER	0.00	1,350.00	516.40	833.60	38.25
525110	SEWER	0.00	1,350.00	500.70	849.30	37.09
525120	TELEPHONE	0.00	4,000.00	801.43	3,198.57	20.04
525140	GAS - UTILITY	0.00	31,000.00	14,958.82	16,041.18	48.25
	SUB TOTAL	0.00	131,500.00	35,257.45	96,242.55	26.81
530200	PROG SUPP (CAT & CIRC SUPPLIES)	790.00	20,000.00	13,353.79	5,856.21	70.72
530210	OPERATING SUPPLIES	0.00	1,100.00	340.26	759.74	30.93
530222	JANITORIAL SUPPLIES		5,000.00	2,008.92	2,991.08	40.18
	SUB TOTAL	790.00	26,100.00	15,702.97	9,607.03	63.19
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	3,654.90	1,345.10	73.10
	SUB TOTAL	0.00	5,000.00	3,654.90	1,345.10	73.10
642200	IT EQUIPMENT	0.00	19,500.00	6,447.60	13,052.40	33.06
	SUB TOTAL	0.00	19,500.00	6,447.60	13,052.40	33.06
	SUPPORT SERVICES COST CENTER TOTAL	790.00	1,108,178.00	401,477.05	705,910.95	36.23
	LIBRARY TOTAL	1,589.00	3,079,654.00	1,165,122.27	1,912,942.73	37.83

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	0.00	446,252.00	176,950.61	269,301.39	39.65
25551110	PUBLIC SERVICES	799.00	1,525,224.00	586,694.61	937,730.39	38.52
25551150	SUPPORT SERVICES	790.00	1,108,178.00	401,477.05	705,910.95	36.23
	FUND EQUITY INCREASE					
	Total All Cost Centers	1,589.00	3,079,654.00	1,165,122.27	1,912,942.73	37.83

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		0.00	
447606	PHOTOCOPIES	10,000.00	2,574.50	-7,425.50	25.75
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	12,771.84	-37,228.16	25.54
447641	LOST BOOKS	5,000.00	2,356.65	-2,643.35	47.13
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	649.23	149.23	129.85
467101	CONTRIBUTIONS	66,000.00	15,480.61	-50,519.39	23.46
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	3,028,900.06	-50,753.94	98.35

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	628,038.80	988,435.20	38.85
510310	FICA		99,896.00	37,892.44	62,003.56	37.93
510311	MEDICARE		28,149.00	8,861.79	19,287.21	31.48
510320	WI RETIREMENT FUND		94,464.00	38,830.02	55,633.98	41.11
510340	HEALTH INSURANCE		270,457.00	99,253.54	171,203.46	36.70
510341	RETIREE HEALTH INS		3,408.00	4,339.74	-931.74	127.34
510350	DENTAL INSURANCE		20,039.00	8,204.02	11,834.98	40.94
510351	UNFUNDED PENSION LIABILITY		29,650.00	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		2,062.00	1,012.25	1,049.75	49.09
510400	WORKERS COMP		722.00	240.72	481.28	33.34
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	426.24	773.76	35.52
521110	FINANCIAL SERVICES FEES		2,450.00	1,850.00	600.00	75.51
521400	ADVERTISING & MARKETING		9,400.00	3,379.97	6,020.03	35.96
521700	SECURITY SERVICES		26,000.00	10,252.00	15,748.00	39.43
521800	PROGRAM SERVICES		10,000.00	7,673.07	2,326.93	76.73
521900	CONTRACTED SERVICES		73,663.00	28,553.09	45,109.91	38.76
523122	SOFTWARE MAINTENANCE		30,000.00	5,881.60	24,118.40	19.61
524110	BUILDING EXT MAINT		20,000.00	11,541.37	8,458.63	57.71
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	18,480.10	75,319.90	19.70
525105	WATER		1,350.00	516.40	833.60	38.25
525110	SEWER		1,350.00	500.70	849.30	37.09
525120	TELEPHONE		4,000.00	801.43	3,198.57	20.04
525140	GAS - UTILITY		31,000.00	14,958.82	16,041.18	48.25
525155	PROFESSIONAL DEVELOPMENT		13,520.00	4,602.82	8,917.18	34.04
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL		2,000.00	396.45	1,603.55	19.82
530100	OFFICE SUPPLIES	0.00	9,500.00	3,320.02	6,179.98	34.95
530130	POSTAGE AND DELIVERY		4,500.00	2,021.39	2,478.61	44.92
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	13,353.79	6,646.21	66.77
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	340.26	759.74	30.93
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	2,008.92	2,991.08	40.18
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		66,000.00	8,606.10	4,147.28	13.04
538002	ADULT PRINT		364,234.00	142,516.90	220,918.10	39.13
538100	OTHER CONTENT		53,600.00	2,840.00	50,760.00	5.30
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	3,654.90	1,345.10	73.10
540215	GEN PUB OFFICIAL		3,116.00	0.00	3,116.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
642200	IT EQUIPMENT		19,500.00	6,447.60	13,052.40	33.06
649200	EQUIPMENT REPLACEMENT		22,200.00	22,130.01	69.99	99.68
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	1,589.00	3,079,654.00	1,165,122.27	1,912,942.73	37.83

MPL Visa Credit Card Purchases
 3/7/2017 - 4/5/2017

Account #	Amount	Description
25551100-538001	\$ 99.24	Spoons for Childrens Easter Project - Program supplies
25551110-521800	\$ 811.31	Program supplies
25551100-521400	\$ 129.97	Marketing & Advertising supplies expense
25551110-525155	\$ 1,722.00	Professional development - conference fees & supplies
25551100-525155	\$ 483.00	Professional development - conference fees & supplies
25551110-538001-10097	\$ 574.50	Makerspace 3D printer supplies - donated funds
2551100-530100	\$ 100.27	Office supplies
25551150-521700	\$ 10.00	Security expense
25551100-521900	\$ 77.42	Indeed - Admin Assistant Job Add
25551110-538001	\$ 149.76	Program & Summer reading club supplies - Paid for by donation
25551150-530222	\$ 28.00	Janitorial supplies
25551150-530200	\$ 135.95	Technical support supplies - disc cleaning supplies
Total Charges for billing period	\$ 4,321.42	

Mead Public Library - May 2017 Accounts Payables

Vendor	Name	Invoice	Check #	Invoice Amt
900104	ALLIANT ENERGY	3/28/17 - 4/26/17	328164	5,903.74
900009	AT&T	920Z83020004 APRIL	328165	141.09
2716	BAKER & TAYLOR, LLC	2032833841	328166	2,776.76
2716	BAKER & TAYLOR, LLC	3021592288	328166	38.91
2716	BAKER & TAYLOR, LLC	3021592284	328166	44.30
2716	BAKER & TAYLOR, LLC	5014553773	328166	33.25
2716	BAKER & TAYLOR, LLC	5014535296	328166	250.22
2716	BAKER & TAYLOR, LLC	3021579923	328166	270.41
2716	BAKER & TAYLOR, LLC	3021579932	328166	148.42
2716	BAKER & TAYLOR, LLC	3021555523	328166	579.45
2716	BAKER & TAYLOR, LLC	2032824730	328166	1,657.38
2716	BAKER & TAYLOR, LLC	2032851714	328166	1,335.63
2716	BAKER & TAYLOR, LLC	2032833817	328166	1,354.10
2716	BAKER & TAYLOR, LLC	2032856504	328166	2,818.05
379	BERNAN	10473447	328167	45.45
2068	CEDARBURG PUBLIC LIB	2011832	328168	15.00
4404	CHARTER COMMUNICATIO	April 23, 2017	328211	282.99
4418	DREVS, SARAH N.	9008642635	328169	24.43
900230	EBSCO SUBSCRIPTION	1540227	328170	10,992.05
203	FRANK L. WEYENBERG	33346003204797	328171	22.99
873	GALE GROUP	60571948	328172	65.34
3249	GAYLORD BROS., INC.	26144298	328173	531.84
1251	HENKE, ANGELIKA	6/28/17 PROGRAM	328174	500.00
900121	HONOLD & LA PAGE INC	1903413367	328175	67.50
900045	KALLAS, DIANE	5/4/2017 MONARCH	328176	54.04
21770	KOHLER, VILLAGE OF	34277000589758	328178	18.00
318	KRISS PREMIUM PROD	150705	328179	442.50
4419	LINTEREUR, JOSH	4/19/17 CEDARBURG	328180	43.34
12374	MBM	IN186823	328181	560.91
900181	MENARDS	28752	328182	15.98
900181	MENARDS	29811	328182	10.90
900181	MENARDS	29326	328182	11.07
231	MIDWEST TAPE	94559343	328183	1,007.22
231	MIDWEST TAPE	94733346	328183	1,009.57
231	MIDWEST TAPE	94655801	328183	974.87
231	MIDWEST TAPE	95042393	328183	112.45
231	MIDWEST TAPE	95042626	328183	593.35
231	MIDWEST TAPE	95042641	328183	304.00
231	MIDWEST TAPE	95051817	328183	199.36
231	MIDWEST TAPE	95001003	328183	16.48
231	MIDWEST TAPE	95012393	328183	143.54
231	MIDWEST TAPE	950006951	328183	589.04
231	MIDWEST TAPE	95014460	328183	456.59
231	MIDWEST TAPE	95026507	328183	699.16
231	MIDWEST TAPE	95029861	328183	233.77
231	MIDWEST TAPE	95035389	328183	352.05
231	MIDWEST TAPE	950166669	328183	886.36
231	MIDWEST TAPE	95030868	328183	5,387.60

Mead Public Library - May 2017 Accounts Payables

Vendor	Name	Invoice	Check #	Invoice Amt
231	MIDWEST TAPE	95019977	328183	1,302.16
231	MIDWEST TAPE	95063230	328183	619.14
231	MIDWEST TAPE	95057633	328183	67.47
2507	MUERMANN ENGINEER	0016738	328184	6,145.70
4354	NOELLE TARRANT	ZOOZORT 6-14-17	328185	750.00
2621	OSCAR GRADY PUBLIC	34272000710249	328186	25.99
900141	SALEM PRESS PRODUCT	930283	328187	462.05
900127	SCHOLASTIC LIBRARY	14941046	328188	305.76
900127	SCHOLASTIC LIBRARY	14987464	328188	179.20
2602	SHEBOYGAN FALLS MEM	163505	328189	30.00
2602	SHEBOYGAN FALLS MEM	165088	328189	30.00
19357	SHEBOYGAN THEATRE CO	5/5/2017 SERVICES	328190	100.00
900118	SHEBOYGAN WATER UTIL	1/4/17 - 4/4/17	328191	502.06
491	STAPLES ADVANTAGE	8044331702	328192	103.46
491	STAPLES ADVANTAGE	8044210275	328192	254.10
491	STAPLES ADVANTAGE	8044442528	328192	539.90
3192	SUN GRAPHICS	12332	328193	1,838.83
900260	UNIQUE MANAGEMENT	443415	328194	196.90
900260	UNIQUE MANAGEMENT	44845	328194	98.45
2654	W.J. NIEDERKORN LIB	34274000870528	328195	10.00
1710	WELLS FARGO FINANCIA	5003910077	328196	726.19
22686	WOLFS CYCLING AND FI	5-1-2017 GC	328197	600.00

Description of Expense

Material purchases
Material purchases
Material purchases
Emergency generator engineering expense
Program expense
Refund for lost or damaged items
Material purchases
Summer reading program expense - paid by donation
Summer reading program expense - paid by donation
Refund for lost or damaged items
Refund for lost or damaged items
Program expense
Water utility expense
Office supplies
Office supplies
Office supplies
Summer reading program expense
Collection of fines & fees expense
Collection of fines & fees expense
Refund for lost or damaged items
Photo copy/printer expense
Summer reading program expense - paid by donation

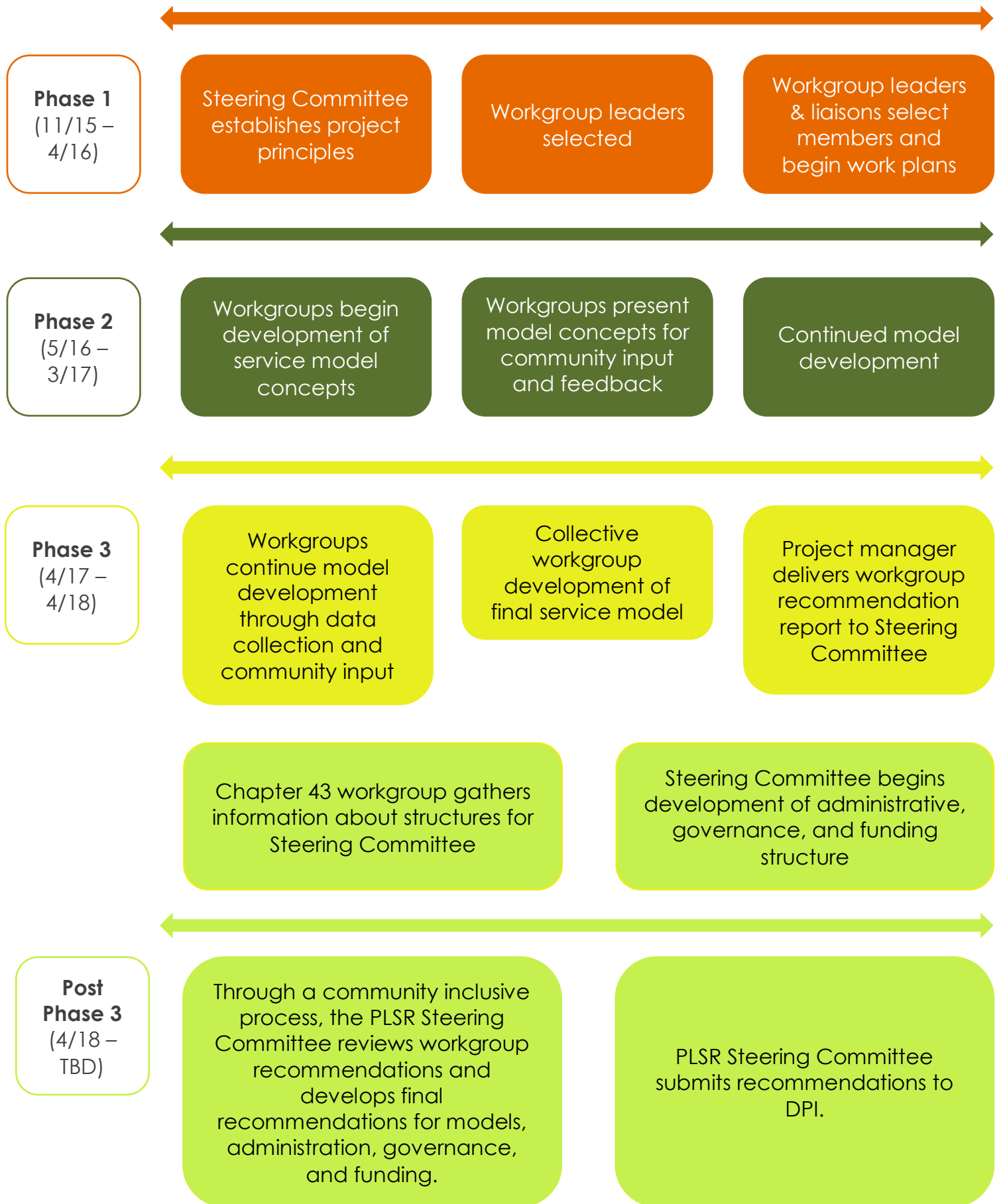
Title: Expense Reimbursement Policy Chapter: Budget and Finance Approved By: Library Board of Trustees	Document Type: Policy Document Number: 13.06 Original Effective Date: Date of Last Revision: 09/24/2015
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Expense Reimbursement Policy

Employees may receive reimbursement as well as advance funding for some Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. ~~Mileage reimbursement is available only to those staff members who have submitted documentation of current personal automobile insurance coverage and driver's license to the Administrative Office prior to using their vehicle for the purpose for which they are requesting mileage reimbursement.~~ Employees will be compensated at the IRS mileage reimbursement rate. The employee mileage reimbursement rate will be adjusted annually on the first day of January to reflect the current year's IRS standard mileage reimbursement rate.

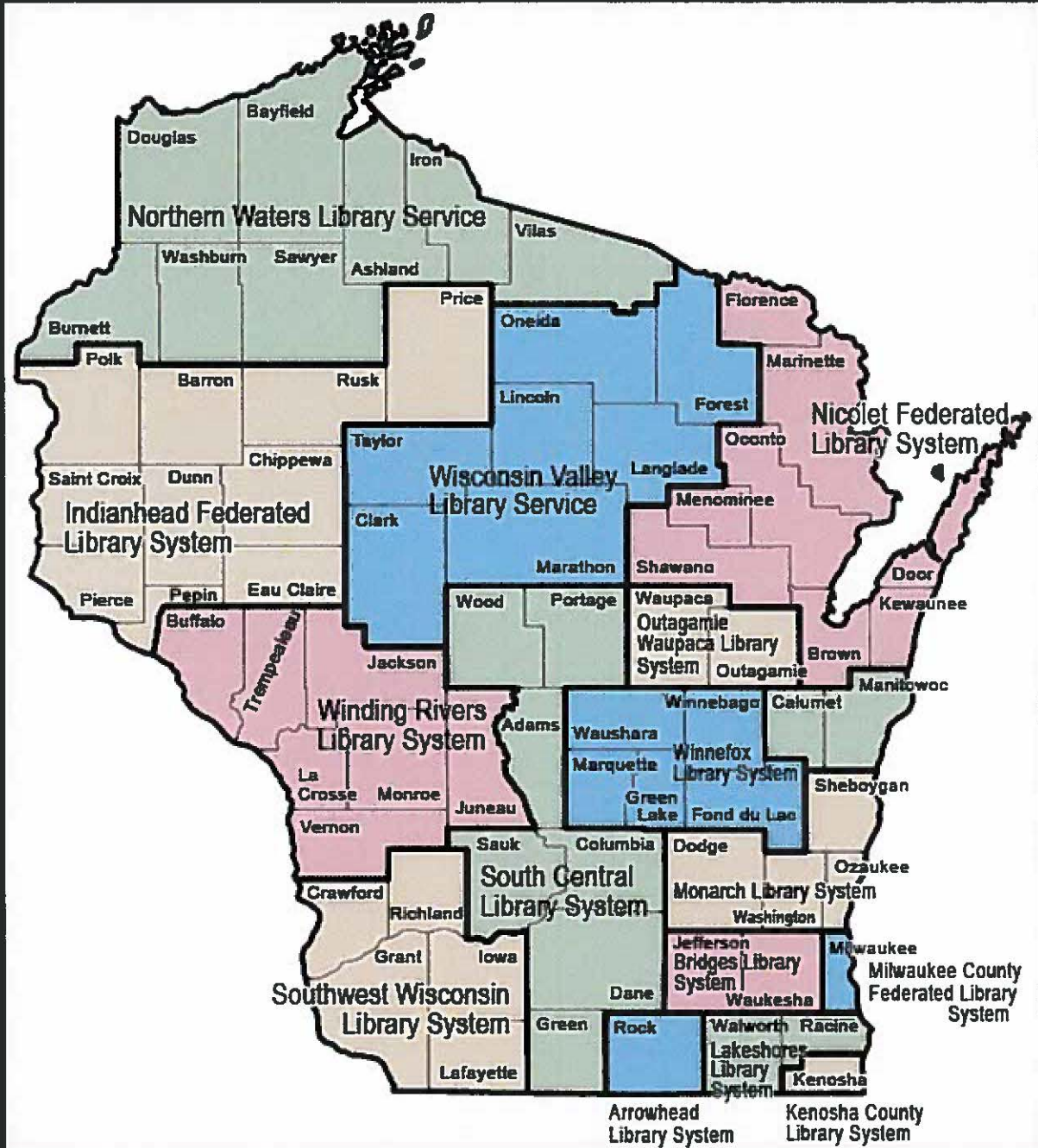
Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least two weeks prior to your need. Reimbursement is made on the next bill paying date following receipt of the form. Submit all advance and reimbursement request forms to the Business Manager, who administers the Library's continuing education/staff training programs.

PLSR Timeline





- The Public Library System Redesign (PLSR) is **a community process** to consider changes and new models to provide system services to public libraries.
- The process was established by DPI with Tony Evers appointing a Steering Committee that includes individuals from around the state and all size libraries.
- Over 100 different people from throughout the state are actively part of this process, as a member of the Steering Committee, part of the workgroup leadership, a workgroup member, or a liaison from DPI.
- The workgroups are Chapter 43 (library system state law), Consulting, Continuing Education, Delivery, Electronic Resources, Interlibrary Loan, ILS/Resource Discovery, Resource Libraries, and Technology.
- The process relies on data from within the state and outside the borders of Wisconsin.
- The PLSR project started in December of 2015. Workgroups are currently developing possible new service models to be shared with the library community in October at the annual WLA conference in Milwaukee. Recommendations and implementation plans will be presented to the Steering Committee in March 2018.
- The intent of the process is to develop new models of service in order to **implement change** to systems as we know them today.
- Feedback and input from the library community and public is welcome and necessary. It will be critical to shaping the workgroups' final recommendations.
- Stay connected and offer feedback on the project website: www.plsr.info.



Mead Public Library Statistics - April 2017

Circulation Transactions	April 2016	April 2017	Monthly % Change 2016 vs. 2017	Year-to-date 2016
Adult Materials	32,958	30,099	-9%	134,210
Teen Materials	1,076	1,253	16%	4,315
Children's Materials	14,296	12,933	-10%	59,842
Total Circulation Transactions	48330	44285	-8%	198,367
Interlibrary Loans (Transits)				
Items provided to libraries	6,795	5,286	-22%	30,626
Items received from Libraries	4,590	4,272	-7%	18,461
Total Interlibrary Loans (Transits)	11,385	9558	-16%	49087
Uses of E-Content				
E-Books (Overdrive)	2,931	4,184	43%	13,664
E-Audio (Overdrive) - Freegal	2,439	1,802	-26%	9,704
E-Video (Overdrive) - Hoopla	112	288	157%	471
E-Magazines (Zinio)	269	109	-59%	661
Total Uses of E-Content	5751	6383	11%	24500
Library Visits				
Gate count	30,840	31,198	1%	111,056
Reference Inquiries				
Reference Inquiries	1,636	2,421	48%	8,036
Users of Public Internet PCs				
Library workstations	4,446	3,695	-17%	17,924
Wireless Sessions	9,432	12,642	75%	32,091
Number of Registered Users				
Resident				28,393
Non-Resident				10,569
Total Number of Registered Users				38962
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	45	127	182%	185
Children (0-11) Attendance	1,075	4,183	289%	4,231
Teen (12-18) Number of Programs	5	5	0%	15
Teen (12-18) Attendance	60	114	90%	223
Adult (18+) Number of Programs	37	51	38%	98
Adult (18+) Attendance	592	827	40%	2,218
Total number of Programs	87	183	110%	298
Total number of Attendance	1,727	5124	197%	6,672
Conference Room Utilization				
Rocca Meeting Room	22%	33%	11%	28%
Loft Meeting Room	20%	26%	6%	32%
2nd Floor Small Meeting Room	40%	28%	-12%	32%

Year-to-date 2017	YTD % Change 2016 vs. 2017
126,683	-6%
4,552	5%
57,275	-4%
188,510	-5%
23,543	-23%
18,331	-1%
41874	-15%
15,928	17%
6,953	-28%
960	104%
537	-19%
24378	0%
121,934	10%
8,284	3%
15,011	-16%
50,570	58%
25,546	-10%
10,019	-5%
35565	-9%
296	60%
8,628	104%
26	73%
436	96%
135	38%
2,025	-9%
457	53%
11089	66%
26%	-2%
21%	-10%
0%	-32%

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2017

January 26	July 27
February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 16*
June 22	December 21*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2018

January 25	July 26
February 22	August 23
March 22	September 27
April 26	October 25
May 24	November 15*
June 28	December 20*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday