

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
February 23, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 23, 2017 in The Loft. Present Board of Trustee members were presiding, Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Henry Nelson, Dolyce Johnson and Kevin Anderson. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, Board of Trustee members absent: Alderperson Rosemarie Trestor and Dave Hoffman.

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. Nelson **moved** to approve the minutes from the January 26, 2017 meeting; Norman **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

2. COMMITTEE REPORTS:

- 2.1 FINANCE COMMITTEE – DIRK ZYLMAN, CHAIR. REPORT OF 2/23/2017 MEETING
- 2.2 FINANCE REPORT. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (including payroll) and special revenues (including grants) 2. RECEIVE MONTHLY 2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED. 2016 final report-\$189,000 surplus. 2017 is in good shape. Year-end performance for investment funds-1.36 million in reserves, \$250,000 in cash for RFID project. Up 7% on net returns. 2018 budget is due to the city by July 14th. Nelson **moved** to approve payment of expenditures including payroll and recurring expenses. Johnson **seconded** the motion. The motion **passed**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 **DISCUSSION AND POSSIBLE ACTION TO APPROVE DIVERSITY STATEMENT POLICY** Policy supports institutional commitment and is a useful tool to help with programming and materials. Nelson **moved** to adopt the policy. Norman **seconded**. The motion **passed**.
- 3.2 **DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW RESOURCE SHARING MODEL BETWEEN MONARCH LIBRARIES** Erickson reports that it was discovered that not all libraries had adopted the local holds first without moratoriums in place. They have temporarily stopped until directors can meet to discuss. Mead remains

strong in their position that this is an important piece of the merger agreement. No action needed today.

- 3.3 **DISCUSSION AND POSSIBLE ACTION ON EMERGENCY GENERATOR INSTALLATION** Generator installed too close to building and will need to be moved per code. Consultant needed to address electrical engineering needs on other code failures as well. Cost for study is \$6300. Additional \$10-20k to move the generator, it is unclear who will be paying for that at this time. Finance committee recommended to pay for the study out of reserves. Zylman moved to pay \$6300 for the electrical engineering study out of reserves per the recommendation of the Finance committee. Johnson seconded. The motion passed.

4. DIRECTORS REPORT

- 4.1 **UPDATE ON RFID PROJECT** Turned in quotes for equipment and tags. Expect tags and workstation to arrive in next two weeks. Staff preparing for the process.
- 4.2 **UPDATE ON MARKETING** Marketing committee got proposal from a local company for re-branding effort. First step before that is to identify needs and do market research. The cost for that would be \$10,000. The committee hasn't had a chance to meet to discuss details and look at proposal. Will bring back to board next month.
- 4.3 **UPDATE ON SERVICES AND PROGRAMING** Wintergreen to be held on March 18th. A one-day event to welcome in spring with building-wide programs and activities for all ages.
- 4.4 **JANUARY STATISTICS** With only one month into the year it's hard to compare and see progress. Addition report shared by Erickson shows that the top circulated category for Mead is adult dvds.

5. LIAISON REPORTS

- 5.1 **MONARCH LIBRARY SYSTEM – KATHIE NORMAN** Norman reported that the committee examined how much is being borrowed vs. lent out between the system libraries. Mead is a huge net lender.
- 5.2 **MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN** Quinn reported that there was no January Foundation meeting.
- 5.3 **FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND** Richmond reported that the Garage Sale was a huge success and the Friends raised over \$1200 during the one day sale.

6. UPCOMING MEETINGS

- 6.1 **LIBRARY BOARD FINANCE COMMITTEE:** March 23, 2017 @ TBD.
- 6.2 **FULL LIBRARY BOARD MEETING:** March 23, 2017 @ 3:45 PM.

7. ADJOURN

- 7.1 Quinn adjourned the meeting at 5:07 PM.

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

March 2017

Account Balances as of:

March 11, 2022

8:51 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		253,802.00	56,088.88	197,713.12	22.10
	SUB TOTAL		253,802.00	56,088.88	197,713.12	22.10
510310	FICA		15,736.00	3,402.65	12,333.35	21.62
510311	MEDICARE		3,680.00	795.82	2,884.18	21.63
510320	WI RETIREMENT FUND		16,751.00	3,421.70	13,329.30	20.43
510340	HEALTH INSURANCE	0.00	40,332.00	6,802.89	33,529.11	16.87
510341	RETIREE HEALTH INS		3,408.00	1,832.69	1,575.31	53.78
510350	DENTAL INSURANCE		4,397.00	1,048.02	3,348.98	23.83
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		392.00	52.90	339.10	13.49
510400	WORKERS COMP		118.00	19.68	98.32	16.68
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	22,318.01	94,145.99	19.16
521100	BANKING FEES		1,200.00	100.20	1,099.80	8.35
521110	FINANCIAL SERVICE FEES	0.00	2,450.00		2,450.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00		9,400.00	0.00
521900	CONTRACTED SERVICES		20,200.00	2,669.00	17,531.00	13.21
	SUB TOTAL	0.00	33,250.00	2,769.20	30,480.80	8.33
525155	PROFESSIONAL DEVELOPMENT		4,520.00	953.06	3,566.94	21.09
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL	0.00	2,000.00	299.07	1,700.93	14.95
	SUB TOTAL	0.00	17,520.00	11,435.04	6,084.96	65.27
530100	OFFICE SUPPLIES	0.00	9,500.00	1,848.38	7,651.62	19.46
530130	POSTAGE & DELIVERY	0.00	4,500.00	561.55	3,938.45	12.48
	SUB TOTAL	0.00	14,000.00	2,409.93	11,590.07	17.21
538001	DONATION PURCHASES	0.00	5,000.00	232.01	4,767.99	4.64
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	232.01	4,867.99	4.55
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	95,253.07	350,998.93	21.35

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	140,443.30	582,923.70	19.42
	SUB TOTAL		723,367.00	140,443.30	582,923.70	19.42
510310	FICA	0.00	44,849.00	8,466.00	36,383.00	18.88
510311	MEDICARE		10,489.00	1,979.94	8,509.06	18.88
510320	WI RETIREMENT FUND	0.00	45,053.00	9,252.64	35,800.36	20.54
510340	HEALTH INSURANCE		132,303.00	26,643.67	105,659.33	20.14
510350	DENTAL INSURANCE		9,399.00	2,434.27	6,964.73	25.90
510360	LIFE INSURANCE		1,017.00	228.80	788.20	22.50
510400	WORKERS COMP	0.00	313.00	52.18	260.82	16.67
	SUB TOTAL	0.00	243,423.00	49,057.50	194,365.50	20.15
521800	PROGRAM SERVICES		10,000.00	4,454.96	5,545.04	44.55
521900	CONTRACTED SERVICES	0.00	37,300.00	20,086.64	17,213.36	53.85
525155	PROFESSIONAL DEVELOPMENT		9,000.00	183.52	8,816.48	2.04
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00	61,000.00	2,085.00	58,915.00	3.42
538001-10083	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES		0.00	185.00	-185.00	
538001-10099	DONATION PURCHASES	0.00	0.00		0.00	
	SUB TOTAL	0.00	118,400.00	26,995.12	91,404.88	22.80
538002	MATERIALS - ALL CATAGORIES	6,213.37	364,234.00	68,512.52	289,508.11	20.52
538100	OTHER CONTENT	0.00	53,600.00	540.00	53,060.00	1.01
649200	EQUIPMENT REPLACEMENT	0.00	22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	6,213.37	440,034.00	91,182.53	342,638.10	20.72
538000	TOTAL MATRL'S ACCTS	2(6,213.37	558,434.00	118,177.65	434,042.98	21.16
	PUBLIC SERVICE COST CENTER TOTAL	6,213.37	1,525,224.00	307,678.45	1,211,332.18	20.58

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	120,492.85	518,812.15	18.85
	SUB TOTAL		639,305.00	120,492.85	518,812.15	18.85
510310	FICA	0.00	39,311.00	7,286.88	32,024.12	18.54
510311	MEDICARE		13,980.00	1,704.09	12,275.91	12.19
510320	WI RETIREMENT FUND	0.00	32,660.00	6,793.40	25,866.60	20.80
510340	HEALTH INSURANCE		97,822.00	17,353.44	80,468.56	17.74
510350	DENTAL INSURANCE		6,243.00	1,476.14	4,766.86	23.64
510360	LIFE INSURANCE		653.00	124.48	528.52	19.06
510400	WORKERS COMP		291.00	48.50	242.50	16.67
	SUB TOTAL	0.00	190,960.00	34,786.93	156,173.07	18.22
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	7,579.00	18,421.00	29.15
	SUB TOTAL	0.00	26,000.00	7,579.00	18,421.00	29.15
521900	CONTRACTED SERVICES	0.00	16,163.00	2,950.50	13,212.50	18.25
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	4,035.22	25,964.78	13.45
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	3,963.54	16,036.46	19.82
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	100.00	2,900.00	3.33
524126	ELEVATOR MAINTENANCE	0.00	500.00	200.00	300.00	40.00
	SUB TOTAL	0.00	69,663.00	11,249.26	58,413.74	16.15
525100	ELECTRICITY	0.00	93,800.00	12,472.85	81,327.15	13.30
525105	WATER	0.00	1,350.00	250.80	1,099.20	18.58
525110	SEWER	0.00	1,350.00	248.04	1,101.96	18.37
525120	TELEPHONE	0.00	4,000.00	506.67	3,493.33	12.67
525140	GAS - UTILITY	0.00	31,000.00	5,091.86	25,908.14	16.43
	SUB TOTAL	0.00	131,500.00	18,570.22	112,929.78	14.12
	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	4,916.93	15,083.07	24.58
530210	OPERATING SUPPLIES	0.00	1,100.00	25.04	1,074.96	2.28
530222	JANITORIAL SUPPLIES		5,000.00	1,286.62	3,713.38	25.73
	SUB TOTAL	0.00	26,100.00	6,228.59	19,871.41	23.86
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	816.90	4,183.10	16.34
	SUB TOTAL	0.00	5,000.00	816.90	4,183.10	16.34
642200	IT EQUIPMENT	0.00	19,500.00	4,274.07	15,225.93	21.92
	SUB TOTAL	0.00	19,500.00	4,274.07	15,225.93	21.92
	SUPPORT SERVICES COST CENTER TOTAL	0.00	1,108,178.00	203,997.82	904,180.18	18.41
	LIBRARY TOTAL	6,213.37	3,079,654.00	606,929.34	2,466,511.29	19.71

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	95,253.07	350,998.93	21.35
25551110	PUBLIC SERVICES	6,213.37	1,525,224.00	307,678.45	1,211,332.18	20.58
25551150	SUPPORT SERVICES	0.00	1,108,178.00	203,997.82	904,180.18	18.41
	FUND EQUITY INCREASE					
	Total All Cost Centers	6,213.37	3,079,654.00	606,929.34	2,466,511.29	19.71

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	2,600.00	2,600.00	
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		-53,114.00	0.00
431712	ADJ COUNTY RMBRSMNT	37,452.00	152.00	-37,300.00	0.41
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	1,163.15	-8,836.85	11.63
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	6,583.45	-43,416.55	13.17
447641	LOST BOOKS	5,000.00	1,296.24	-3,703.76	25.92
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00		-500.00	0.00
467101	CONTRIBUTIONS	66,000.00	15,201.76	-50,798.24	23.03
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	201.05	201.05	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	2,884,785.86	-194,868.14	93.67

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	317,025.03	1,299,448.97	19.61
510310	FICA		99,896.00	19,155.53	80,740.47	19.18
510311	MEDICARE		28,149.00	4,479.85	23,669.15	15.91
510320	WI RETIREMENT FUND		94,464.00	19,467.74	74,996.26	20.61
510340	HEALTH INSURANCE		270,457.00	50,800.00	219,657.00	18.78
510341	RETIREE HEALTH INS		3,408.00	1,832.69	1,575.31	53.78
510350	DENTAL INSURANCE		20,039.00	4,958.43	15,080.57	24.74
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		2,062.00	406.18	1,655.82	19.70
510400	WORKERS COMP		722.00	120.36	601.64	16.67
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	100.20	1,099.80	8.35
521110	FINANCIAL SERVICES FEES		2,450.00	0.00	2,450.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521700	SECURITY SERVICES		26,000.00	7,579.00	18,421.00	29.15
521800	PROGRAM SERVICES		10,000.00	4,454.96	5,545.04	44.55
521900	CONTRACTED SERVICES		73,663.00	25,706.14	47,956.86	34.90
523122	SOFTWARE MAINTENANCE		30,000.00	4,035.22	25,964.78	13.45
524110	BUILDING EXT MAINT		20,000.00	3,963.54	16,036.46	19.82
524124	HVAC MAINT + BOILER INS		3,000.00	100.00	2,900.00	3.33
524126	ELEVATOR MAINTENANCE		500.00	200.00	300.00	40.00
525100	ELECTRICITY		93,800.00	12,472.85	81,327.15	13.30
525105	WATER		1,350.00	250.80	1,099.20	18.58
525110	SEWER		1,350.00	248.04	1,101.96	18.37
525120	TELEPHONE		4,000.00	506.67	3,493.33	12.67
525140	GAS - UTILITY		31,000.00	5,091.86	25,908.14	16.43
525155	PROFESSIONAL DEVELOPMENT		13,520.00	1,136.58	12,383.42	8.41
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL		2,000.00	299.07	1,700.93	14.95
530100	OFFICE SUPPLIES	0.00	9,500.00	1,848.38	7,651.62	19.46
530130	POSTAGE AND DELIVERY		4,500.00	561.55	3,938.45	12.48
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	4,916.93	15,083.07	24.58
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	25.04	1,074.96	2.28
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	1,286.62	3,713.38	25.73
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		66,000.00	2,502.01	4,767.99	3.79
538002	ADULT PRINT		364,234.00	68,512.52	289,508.11	18.81
538100	OTHER CONTENT		53,600.00	540.00	53,060.00	1.01
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	816.90	4,183.10	16.34
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	4,274.07	15,225.93	21.92
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	6,213.37	3,079,654.00	606,929.34	2,466,511.29	19.71

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

March 2017

Account Balances as of:

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510311	MEDICARE		3,680.00	795.82	2,884.18	21.63
510320	WI RETIREMENT FUND		16,751.00	3,421.70	13,329.30	20.43
510340	HEALTH INSURANCE	0.00	40,332.00	6,802.89	33,529.11	16.87
510341	RETIREE HEALTH INS		3,408.00	1,832.69	1,575.31	53.78
510350	DENTAL INSURANCE		4,397.00	1,048.02	3,348.98	23.83
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		392.00	52.90	339.10	13.49
510400	WORKERS COMP		118.00	19.68	98.32	16.68
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	22,318.01	94,145.99	19.16
521100	BANKING FEES		1,200.00	100.20	1,099.80	8.35
521110	FINANCIAL SERVICE FEES	0.00	2,450.00		2,450.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00		9,400.00	0.00
521900	CONTRACTED SERVICES		20,200.00	2,669.00	17,531.00	13.21
	SUB TOTAL	0.00	33,250.00	2,769.20	30,480.80	8.33
525155	PROFESSIONAL DEVELOPMENT		4,520.00	953.06	3,566.94	21.09
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL	0.00	2,000.00	299.07	1,700.93	14.95
	SUB TOTAL	0.00	17,520.00	11,435.04	6,084.96	65.27
530100	OFFICE SUPPLIES	0.00	9,500.00	1,848.38	7,651.62	19.46
530130	POSTAGE & DELIVERY	0.00	4,500.00	561.55	3,938.45	12.48
	SUB TOTAL	0.00	14,000.00	2,409.93	11,590.07	17.21
538001	DONATION PURCHASES	0.00	5,000.00	232.01	4,767.99	4.64
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	232.01	4,867.99	4.55
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	95,253.07	350,998.93	21.35

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	140,443.30	582,923.70	19.42
	SUB TOTAL		723,367.00	140,443.30	582,923.70	19.42
510310	FICA	0.00	44,849.00	8,466.00	36,383.00	18.88
510311	MEDICARE		10,489.00	1,979.94	8,509.06	18.88
510320	WI RETIREMENT FUND	0.00	45,053.00	9,252.64	35,800.36	20.54
510340	HEALTH INSURANCE		132,303.00	26,643.67	105,659.33	20.14
510350	DENTAL INSURANCE		9,399.00	2,434.27	6,964.73	25.90
510360	LIFE INSURANCE		1,017.00	228.80	788.20	22.50
510400	WORKERS COMP	0.00	313.00	52.18	260.82	16.67
	SUB TOTAL	0.00	243,423.00	49,057.50	194,365.50	20.15
521800	PROGRAM SERVICES		10,000.00	4,454.96	5,545.04	44.55
521900	CONTRACTED SERVICES	0.00	37,300.00	20,086.64	17,213.36	53.85
525155	PROFESSIONAL DEVELOPMENT		9,000.00	183.52	8,816.48	2.04
530205	DISPLAYS		1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00	61,000.00	2,085.00	58,915.00	3.42
538001-10083	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES		0.00	185.00	-185.00	
538001-10099	DONATION PURCHASES	0.00	0.00		0.00	
	SUB TOTAL	0.00	118,400.00	26,995.12	91,404.88	22.80
538002	MATERIALS - ALL CATAGORIES	6,213.37	364,234.00	68,512.52	289,508.11	20.52
538100	OTHER CONTENT	0.00	53,600.00	540.00	53,060.00	1.01
649200	EQUIPMENT REPLACEMENT	0.00	22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	6,213.37	440,034.00	91,182.53	342,638.10	20.72
538000	TOTAL MATRL'S ACCTS	2(6,213.37	558,434.00	118,177.65	434,042.98	21.16
	PUBLIC SERVICE COST CENTER TOTAL	6,213.37	1,525,224.00	307,678.45	1,211,332.18	20.58

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	120,492.85	518,812.15	18.85
	SUB TOTAL		639,305.00	120,492.85	518,812.15	18.85
510310	FICA	0.00	39,311.00	7,286.88	32,024.12	18.54
510311	MEDICARE		13,980.00	1,704.09	12,275.91	12.19
510320	WI RETIREMENT FUND	0.00	32,660.00	6,793.40	25,866.60	20.80
510340	HEALTH INSURANCE		97,822.00	17,353.44	80,468.56	17.74
510350	DENTAL INSURANCE		6,243.00	1,476.14	4,766.86	23.64
510360	LIFE INSURANCE		653.00	124.48	528.52	19.06
510400	WORKERS COMP		291.00	48.50	242.50	16.67
	SUB TOTAL	0.00	190,960.00	34,786.93	156,173.07	18.22
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	7,579.00	18,421.00	29.15
	SUB TOTAL	0.00	26,000.00	7,579.00	18,421.00	29.15
521900	CONTRACTED SERVICES	0.00	16,163.00	2,950.50	13,212.50	18.25
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	4,035.22	25,964.78	13.45
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	3,963.54	16,036.46	19.82
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	100.00	2,900.00	3.33
524126	ELEVATOR MAINTENANCE	0.00	500.00	200.00	300.00	40.00
	SUB TOTAL	0.00	69,663.00	11,249.26	58,413.74	16.15
525100	ELECTRICITY	0.00	93,800.00	12,472.85	81,327.15	13.30
525105	WATER	0.00	1,350.00	250.80	1,099.20	18.58
525110	SEWER	0.00	1,350.00	248.04	1,101.96	18.37
525120	TELEPHONE	0.00	4,000.00	506.67	3,493.33	12.67
525140	GAS - UTILITY	0.00	31,000.00	5,091.86	25,908.14	16.43
	SUB TOTAL	0.00	131,500.00	18,570.22	112,929.78	14.12
	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	4,916.93	15,083.07	24.58
530210	OPERATING SUPPLIES	0.00	1,100.00	25.04	1,074.96	2.28
530222	JANITORIAL SUPPLIES		5,000.00	1,286.62	3,713.38	25.73
	SUB TOTAL	0.00	26,100.00	6,228.59	19,871.41	23.86
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	816.90	4,183.10	16.34
	SUB TOTAL	0.00	5,000.00	816.90	4,183.10	16.34
642200	IT EQUIPMENT	0.00	19,500.00	4,274.07	15,225.93	21.92
	SUB TOTAL	0.00	19,500.00	4,274.07	15,225.93	21.92
	SUPPORT SERVICES COST CENTER TOTAL	0.00	1,108,178.00	203,997.82	904,180.18	18.41
	LIBRARY TOTAL	6,213.37	3,079,654.00	606,929.34	2,466,511.29	19.71

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	95,253.07	350,998.93	21.35
25551110	PUBLIC SERVICES	6,213.37	1,525,224.00	307,678.45	1,211,332.18	20.58
25551150	SUPPORT SERVICES	0.00	1,108,178.00	203,997.82	904,180.18	18.41
	FUND EQUITY INCREASE					
	Total All Cost Centers	6,213.37	3,079,654.00	606,929.34	2,466,511.29	19.71

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	2,600.00	2,600.00	
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		-53,114.00	0.00
431712	ADJ COUNTY RMBRSMNT	37,452.00	152.00	-37,300.00	0.41
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	1,163.15	-8,836.85	11.63
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	6,583.45	-43,416.55	13.17
447641	LOST BOOKS	5,000.00	1,296.24	-3,703.76	25.92
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00		-500.00	0.00
467101	CONTRIBUTIONS	66,000.00	15,201.76	-50,798.24	23.03
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	201.05	201.05	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	2,884,785.86	-194,868.14	93.67

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	317,025.03	1,299,448.97	19.61
510310	FICA		99,896.00	19,155.53	80,740.47	19.18
510311	MEDICARE		28,149.00	4,479.85	23,669.15	15.91
510320	WI RETIREMENT FUND		94,464.00	19,467.74	74,996.26	20.61
510340	HEALTH INSURANCE		270,457.00	50,800.00	219,657.00	18.78
510341	RETIREE HEALTH INS		3,408.00	1,832.69	1,575.31	53.78
510350	DENTAL INSURANCE		20,039.00	4,958.43	15,080.57	24.74
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		2,062.00	406.18	1,655.82	19.70
510400	WORKERS COMP		722.00	120.36	601.64	16.67
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	100.20	1,099.80	8.35
521110	FINANCIAL SERVICES FEES		2,450.00	0.00	2,450.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521700	SECURITY SERVICES		26,000.00	7,579.00	18,421.00	29.15
521800	PROGRAM SERVICES		10,000.00	4,454.96	5,545.04	44.55
521900	CONTRACTED SERVICES		73,663.00	25,706.14	47,956.86	34.90
523122	SOFTWARE MAINTENANCE		30,000.00	4,035.22	25,964.78	13.45
524110	BUILDING EXT MAINT		20,000.00	3,963.54	16,036.46	19.82
524124	HVAC MAINT + BOILER INS		3,000.00	100.00	2,900.00	3.33
524126	ELEVATOR MAINTENANCE		500.00	200.00	300.00	40.00
525100	ELECTRICITY		93,800.00	12,472.85	81,327.15	13.30
525105	WATER		1,350.00	250.80	1,099.20	18.58
525110	SEWER		1,350.00	248.04	1,101.96	18.37
525120	TELEPHONE		4,000.00	506.67	3,493.33	12.67
525140	GAS - UTILITY		31,000.00	5,091.86	25,908.14	16.43
525155	PROFESSIONAL DEVELOPMENT		13,520.00	1,136.58	12,383.42	8.41
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,182.91	817.09	92.57
527110	TRAVEL		2,000.00	299.07	1,700.93	14.95
530100	OFFICE SUPPLIES	0.00	9,500.00	1,848.38	7,651.62	19.46
530130	POSTAGE AND DELIVERY		4,500.00	561.55	3,938.45	12.48
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	4,916.93	15,083.07	24.58
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	25.04	1,074.96	2.28
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	1,286.62	3,713.38	25.73
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		66,000.00	2,502.01	4,767.99	3.79
538002	ADULT PRINT		364,234.00	68,512.52	289,508.11	18.81
538100	OTHER CONTENT		53,600.00	540.00	53,060.00	1.01
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	816.90	4,183.10	16.34
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	4,274.07	15,225.93	21.92
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	6,213.37	3,079,654.00	606,929.34	2,466,511.29	19.71

Minutes
Mead Public Library
Finance Committee Meeting
Thursday, February 23, 2017
3:00 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 23, 2017 in The Loft meeting room. Present Committee Members: MPL Board Treasurer Dirk Zylman, presiding, Board President Maeve Quinn, Henry Nelson and Dolcye Johnson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Lauren Richmond.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 3:03 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, January 26, 2017 meeting. Johnson **moved** to approve the Finance Committee minutes for the January 26, 2017 meeting, Quinn **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Quinn **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Nelson **seconded** the motion. The motion **carried**.

2.2 RECEIVE 2016 BUDGET STATUS REPORT TO DATE
\$189,000 end of year funds moved into unrestricted reserves.

2.3 RECEIVE 2017 BUDGET STATUS REPORT TO DATE
DeAmico reported with only a month into the New Year there is little to report. Everything on pace.

2.4 RECEIVE MEAD PUBLIC LIBRARY FOUNDATION MPL INVESTMENT FUNDS – 4TH QTR AND FISCAL YEAR END REPORT
Zylman reports that Mead has \$250,000 cash on hand in reserves for RFID project as approved in 2016. 1.3 million remains in investments.

2.5 DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL COST RELATED TO THE MPL EMERGENCY GENERATOR

Generator installed too close to electrical box, not up to code, and needs to be moved. Potential total cost of \$36,000 but it is not yet known how much Mead will be responsible for. \$6300 for an electrical engineering study that was deemed necessary after other electrical problems were identified during the process. Nelson **moved** to recommend to full board to approve moving forward with the study at the proposed cost of \$6300 to be paid from reserves following the recommendation of the Department of Public Works. Quinn **seconded**. The motion **carried**.

2.6 DISCUSSION ON THE 2018 BUDGET PROCESS

July 14th all departments must submit budgets to City.

2.7 DISCUSSION AND POSSIBLE ACTION ON DYNAMIC & KW2 MARKET RESEARCH PROPOSAL

Phase One of marketing re-branding plan would be the hiring of local company to first do the market research to determine what our true needs are and where our focus should be. Estimated cost just under \$10,000. Marketing Committee to meet and discuss and come back with a formal request.

2.8 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/ADENDA ITEMS

- 2018 Budget Request
- Unique Collection Agency
- Generator Update
- Marketing Proposal

2.9 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting March 23, 2017 @ TBD

4. ADJOURN

4.1 MOTION TO ADJOURN: Quinn **moved** to adjourn the February 23, 2017 Finance Committee meeting; Johnson **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee at 3:45 p.m.

Mead Public Library - March 2017 Accounts Payables				
Vendor	Name	Invoice	Check #	Invoice Amt
4260	ALBY, KATHRYN	3/18/17 WINTERGREEN	326902	235.00
900201	AMAZON.COM	011422912990	326903	60.00
900201	AMAZON.COM	111-4061817-45434718	326903	61.75
900201	AMAZON.COM	106-8316749-6055417	326903	194.40
900201	AMAZON.COM	110-9406747-9395464	326903	71.43
900201	AMAZON.COM	002-5906578-9298616	326903	164.98
900201	AMAZON.COM	002-5947787-6807447	326903	131.38
900201	AMAZON.COM	002-7788796-7415463	326903	59.02
900201	AMAZON.COM	002-7315660-0772256	326903	125.99
900201	AMAZON.COM	002-0514146-58282301	326903	220.74
4261	BAIRD, HOLLY R.	4/1/2016 PROGRAM	326904	100.00
2716	BAKER & TAYLOR, LLC	5014440235	326905	96.88
2716	BAKER & TAYLOR, LLC	2032631220	326905	2,043.84
2716	BAKER & TAYLOR, LLC	2032632734	326905	1,997.68
2716	BAKER & TAYLOR, LLC	2032647313	326905	2,999.19
2716	BAKER & TAYLOR, LLC	3021450535	326905	61.16
2716	BAKER & TAYLOR, LLC	3021450518	326905	20.77
2716	BAKER & TAYLOR, LLC	2032647292	326905	563.40
2716	BAKER & TAYLOR, LLC	3021461093	326905	238.83
2716	BAKER & TAYLOR, LLC	3021461088	326905	69.09
2716	BAKER & TAYLOR, LLC	2032667135	326905	3,253.12
2716	BAKER & TAYLOR, LLC	2032662624	326905	1,714.82
2716	BAKER & TAYLOR, LLC	5014457635	326905	20.39
2716	BAKER & TAYLOR, LLC	2032679238	326905	230.34
2716	BAKER & TAYLOR, LLC	2032679161	326905	166.01
2068	CEDARBURG PUBLIC LIB	33750001731224	326906	22.00
3252	CHARTER COMMUNICAT	FEBRUARY 2017	326907	272.99
900036	COMPUTYPE INC	616202	326908	422.67
900081	DEMCO, INC.	6070471	326909	113.66
4226	ELLIS, PETER E.	259053	326910	33.22
4279	GERMANTOWN COMMUNITY	33481002024985	326911	40.00
900121	HONOLD & LA PAGE INC	1903402986	326912	64.93
200	JAN WAY COMPANY USA	124692	326913	232.01
900164	JOHNSON CONTROLS INC	1-45769282772	326914	1,725.00
4280	KOPP, MARY	9001025081	326915	21.95
12691	MARSHALL SIGN LLC	37233	326916	160.00
900376	MARTENS TRILLING TRU	B769396	326917	2.43
900376	MARTENS TRILLING TRU	B774078	326917	1.99
900376	MARTENS TRILLING TRU	C830772	326917	2.99
12374	MBM	IN170922	326918	735.25
4220	MEIDEL, TYNISHA	3/10/2017 STAFF PROG	326919	500.00
900181	MENARDS	22857	326920	131.61
900181	MENARDS	22743	326920	11.94
900181	MENARDS	22476 - CR22739	326920	42.75
900181	MENARDS	23532	326920	183.82
900057	MENZER, KARIN G.	735222	326921	159.90

Mead Public Library - March 2017 Accounts Payables				
Vendor	Name	Invoice	Check #	Invoice Amt
231	MIDWEST TAPE	94791770	326922	169.94
231	MIDWEST TAPE	94766403	326922	1,461.78
231	MIDWEST TAPE	94780772	326922	1,304.11
13389	MILWAUKEE JOURNAL SE	1 YR SUBSCRIPTION	326923	319.80
13389	MILWAUKEE JOURNAL SE	SUBSCRIPTION RENEWAL	326924	319.80
489	NATIONAL ELEVATOR	0261644	326925	328.00
900035	O & W COMMUNICATIONS	37664	326926	200.30
16722	PROFESSIONAL SUPPLY	905459	326929	534.50
900180	PROQUEST LC	10015912	326930	2,040.00
900141	SALEM PRESS PRODUCT	920728	326932	257.95
900127	SCHOLASTIC LIBRARY	11476377	326933	152.10
4268	SIPE, LISA M.	9001119287	326934	19.39
4263	SMILEY, JACOB C.	256660	326935	24.98
20008	SPECIAL OPERATIONS D	16011	326936	2,653.00
491	STAPLES ADVANTAGE	8043042087	326938	78.54
491	STAPLES ADVANTAGE	8043240633	326939	340.96
900301	STATE BAR OF WISCONS	5019436	326940	65.53
1704	STATE OF WISCONSIN	431083	326941	50.00
1704	STATE OF WISCONSIN	430506	326941	150.00
2762	TELEVEND SERVICES	8515	326942	279.25
900103	WAL-MART COMMUNITY	003760	326944	6.97
900103	WAL-MART COMMUNITY	006571	326944	36.26
4269	WARNER, RAQUEL	0000259283	326945	16.69
1710	WELLS FARGO FINANCIA	5003763659	326946	726.19
4262	WEST BEND COMMUNITY	33357004706821	326947	13.00
900210	WI LIBRARY SERVICES,	48472	326948	434.91
166	WISCONSIN MEDIA	AV 01 094851 7569384	326950	326.12
900044	WISCONSIN PUBLIC SER	1/19 - 2/7/2017	326952	2,247.16
900104	ALLIANT ENERGY	JAN 26 - FEB 23 ELEC	327218	6,158.36
1418	ART IN A SUITCASE	4/1917 ART FOR FUN	327220	185.00
900009	AT&T	JAN 26-FEB 25, 2017	327221	148.71
2716	BAKER & TAYLOR, LLC	3021484931	327222	30.22
2716	BAKER & TAYLOR, LLC	3021484938	327222	95.81
2716	BAKER & TAYLOR, LLC	2032696051	327222	913.99
2716	BAKER & TAYLOR, LLC	2032696063	327222	1,808.23
3200	CDWG	GVS3078	327223	10.53
3200	CDWG	GVP2433	327223	42.12
3200	CDWG	GWV5104	327223	643.50
3200	CDWG	GZL7270	327223	273.17
4081	DAUN'S PROFESSIONAL	85483	327224	330.00
900230	EBSCO SUBSCRIPTION	1000051034-1	327225	2,904.00
239	ELDER, KARL	4/19/17 POETRY CRCL	327226	150.00
2066	ERICKSON, GARRETT	2/20/17 MADISON	327227	112.35
1251	HENKE, ANGELIKA	4/12/17 ELEMENTASTIC	327228	250.00
900045	KALLAS, DIANE	2/28/17 WEST BEND	327230	39.59
2715	LAKEVIEW COMMUNITY	34278000779522	327231	10.25

Mead Public Library - March 2017 Accounts Payables				
Vendor	Name	Invoice	Check #	Invoice Amt
231	MIDWEST TAPE	94810170	327233	673.67
231	MIDWEST TAPE	94808323	327233	336.90
231	MIDWEST TAPE	94832492	327233	443.30
1451	SHEBOYGAN MAIL HOUSE	1660	327238	129.34
1704	STATE OF WISCONSIN	432296	327240	50.00
1704	STATE OF WISCONSIN	432520	327241	50.00
2107	VALUE LINE PUBLISHIN	inv #KF-785625-173	327244	6,325.00
2997	VIHOS, LISA B.	4/8/2017 PROGRAM	327243	200.00
900201	AMAZON.COM	115-1978235-5552251	327219	897.00
2716	BAKER & TAYLOR, LLC	3021496382	327222	227.49
3200	CDWG	HCF3999	327223	920.04
3200	CDWG	GXH8694	327223	8,620.33
8932	HOME DEPOT CREDIT	4924 00012 62435	327229	17.96
900181	MENARDS	24915	327232	51.66
900181	MENARDS	24419-24912	327232	27.55
231	MIDWEST TAPE	94852097	327233	178.91
2248	PLATINUM TECHNOLOGIE	1866	327235	138.00
2758	QUALITY BOOKS, INC	199574	327236	3,985.23
491	STAPLES ADVANTAGE	8043467391	327239	546.17
900260	UNIQUE MANAGEMENT	441988	327242	196.90

Description
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Service contract renewal
Telephone system repairs
Janitorial supplies
Material purchases
Material purchases
Material purchases
Refund of lost or damaged item
Refund of lost or damaged item
Security expense
Office supplies expense
Office supplies expense
Material purchases
Material purchases
Material purchases
Material purchases
Programming expense
Programming expense
Refund of lost or damaged item
Photo copier/printer expense
Refund of lost or damaged item
Material purchases
Material purchases
Gas utility expense
Electric utility expense
Program expense
Telephone expense
Material purchases
Material purchases
Material purchases
Material purchases
IT Dept. expense
IT Dept. expense
IT Dept. expense
IT Dept. expense
Snow removal expense
Material purchases
Programming expense
Travel expense - Madison meeting
Programming expense
Travel expense - Monarch meeting
Refund of lost or damaged item

Description
Material purchases
Material purchases
Material purchases
Postage 1st qtr library newsletter
HVAC expense
HVAC expense
Material purchases
Programming expense
Material purchases
Material purchases
IT Dept. expense
Equipment replacement expense
Building maintenance expense
Building maintenance expense
Building maintenance expense
Material purchases
Elevator monitoring - Contract renewal
Material purchases
Office supplies expense
Fines and Fees debt collection service



I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name		4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
6a. Street Address	6b. Mailing Address or PO Box		7. City / Village / Town	8a. ZIP	8b. ZIP4
10. Library Phone Number	11. Fax Number		12. Library E-mail Address of Director		
13. Library Website URL			14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week		19d. Number of Summer Weeks	
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8. Electronic Collections <i>Locally Owned or Leased</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions a. Total Circulation			b. Children's Materials		2. Interlibrary Loans a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
3. Number of Registered Users a. Resident			b. Nonresident		c. TOTAL		4. Reference Transactions a. Method	
							b. Annual Count	
							5. Library Visits a. Method	
							b. Annual Count	
6. Uses of Public Internet Computers a. Method			b. Annual Count		7. Uses of Public Wireless Internet a. Method		b. Annual Count	
							8a. Local Electronic Collection Retrievals	
							8b. Total Electronic Collection Retrievals	
9. Uses of Electronic Materials by Users of Your Library								
a. E-Books			b. E-Audio		c. E-Video		d. Total Uses of Electronic Materials	
							e. Uses of Children's Electronic Materials	
10. Programs and Program Attendance Annual Count								
	a. Children (0-11)		b. Young Adult (12-18)		c. Other (all ages)		d. TOTAL	
Number of Programs								
Total Attendance								
11. Number of Public Use Computers a. Total								
b. Internet Access								

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members <i>Include vacancies in this count</i>	
--	--

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
Subtotal 4	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2017 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2016? <i>Wis. Stat. s. 43.64(2)</i>
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VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

- | | |
|--|---|
| 1. Salaries and Wages <i>Include maintenance, security, plant operations</i> | 2. Employee Benefits <i>Include maintenance, security, plant operations</i> |
|--|---|

3. Library Collection Expenditures

- | | | | | |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | e. Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
Subtotal 4			

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

IX. TRUST FUNDS

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation	4. Does your library use door counters?
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XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings				
	Total Unduplicated Individuals Involved				
	Number of Other Literacy Offerings				
	Total Unduplicated Individuals Involved				
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities				
	Total Drop-in Activity Participation				
3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. <i>Only the primary person is displayed here.</i>					
a. First Name	b. Last Name	c. Email Address			



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

The _____ Board of Trustees hereby states that in 2016, the
Name of Public Library

Name of Public Library System / Service

Indicate with an X one of the following two statements.

- Did** provide effective leadership and adequately meet the needs of the library.
- Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement **may** be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
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COMMENTS



Mead Public Library

CIP Request for 2018 - 2022

Department	Project	Fund	Estimated Total Project	2017	2018	2019	2020
Mead	Carpet Replacement	General	\$ 161,966.98	\$ 40,491.75	\$ 40,491.75	\$ 40,491.75	\$ 40,491.73
Mead	Phone System Replacement	General	\$ 26,896.00	\$ 26,896.00			
Mead	Cooling Towers (Roof of MPL)	General	\$ 100,000.00		\$ 100,000.00		
	Total						
Note CIP Project was approved with the 2017 CIP process.							
Non-Highlighted CIP projects would be funded by MPL Budget/Reserves or other funding sources							

2021	Debt/Levy	Comments
	\$ 161,966.98	Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.
	\$ 26,896.00	Update outdated phone system - Possible tie into city option for replacement.
	\$ 100,000.00	Cooling Towers need replacing within the next two years
	\$ 288,862.98	

Mead Public Library

CIP Request for 2017 - 2021

Department	Project	Fund	Estimated Total Project	2017	2018	2019	2020
Mead	Up Grade to Internal Security System (Camera Corner)	General	\$ 25,000.00	\$ 25,000.00			
Mead	Phase 3 Boiler Replacement	General	\$ 285,000.00	\$ 285,000.00			
Mead	Carpet Replacement	General	\$ 161,966.98	\$ 40,491.75	\$ 40,491.75	\$ 40,491.75	\$ 40,491.73
Mead	Emergency Generator - Replacement	General	\$ 25,000.00	\$ 25,000.00			
Mead	RFID System - After June 2016	General	\$ 150,000.00	\$ 150,000.00			
Mead	Phone System Replacement	General	\$ 20,021.70	\$ 20,021.70			
Mead	Lobby Grates & Floor Tile	General	Waiting for Estimate to arrive & what to replace with.				
Mead	Brick Side Walk Replacement	General	\$ 29,000.00	\$ 29,000.00			
Mead	Bollard Replacement & Clock Tower Repair	General	\$ 6,835.00	\$ 6,835.00			
Mead	Cooling Towers (Roof of MPL)	General					
Mead	Replace all 7 ft. Shelving with 5 ft. Shelving	General	\$ 100,000.00				\$ 100,000.00
	Total						
	Note \$153,505.33 Laverne Carter Legacy funds are available.**						

2021	Debt/Levy	Comments
	\$ 25,000.00	To increase safety measures for Staff
	\$ 285,000.00	To complete phase III of the HVAC upgrades - Boiler replacements
	\$ 161,966.98	Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.
	\$ 25,000.00	To upgrade the emergency generator that has been at the library since it was built. The current generator doesn't always start and parts are obsolete for repairs. Possible Donation from a Business
	\$ 150,000.00	Security of Collection System & Efficiency in Circulation
	\$ 20,021.70	Update outdated phone system - Possible tie into city option for replacement.
		Broken tiles and grates are a safety hazard to patrons and staff. Possible suggestions use bricks and sell them for donor recognition.
	\$ 29,000.00	Bricks are broken & warn and is a potential safety hazard for injuries to the public & staff - Waiting for decision as to which department is responsible for the repairs.
	\$ 6,835.00	Waiting for decision as to which department is responsible for the repairs.
		Cooling Towers need replacing within the next two years
	\$ 100,000.00	It is safer to shelve and reach a 5ft. Shelve vs. the 7 ft. shelving.
	\$ 802,823.68	

		<u>2017 Requested</u>	<u>2018 Requested</u>
<u>REVENUES</u>			
Property Tax Levy:			
General Projects	(1)	\$0	\$0
Street Improvement Fund / Sidewalks	(2)	\$0	\$0
Equipment Fund	(3)	\$0	\$0
Fire Equipment Fund	(4)	\$0	\$0
Park and Open Space Fund	(5)	\$0	\$0
Impact Fees	(6)	\$0	\$0
Vehicle Sales	(7)	\$0	\$0
State / Federal Grants	(8)	\$0	\$0
Other Municipality Contributions	(9)	\$0	\$0
G. O. Borrowed Funds	10)	\$375,492	\$140,492
Other Borrowed Funds (TIF)	11)	\$0	\$0
Donations	12)	\$0	\$0
Sewer & Water User Fees	13)	\$0	\$0
Special Assessment	14)	\$0	\$0
Interest Income	15)	\$0	\$0
Other	16)	\$0	\$0
Fund Balance	17)	\$0	\$0

TOTAL REVENUE	\$375,492	\$140,492
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Total Property Tax Levy		\$0	\$0
City Buildings		\$0	\$0
Police		\$0	\$0
Fire		\$0	\$0
Public Works		\$0	\$0
Parks and Recreation		\$0	\$0
Library		\$0	\$0
Equal		\$0	\$0

EXPENDITURES

Mead Library

Upgrade Internal Security System	10	\$25,000		
Phase 3 Boiler Replacement	10	\$285,000		
Carpet Replacement	10	\$40,492	10	\$40,492
Two Cooling Towers			10	\$100,000
Emergency Generator Replacement - Donated & Received by Kohler Company 12/1/2016	10	\$25,000		

Total - Mead Library	\$375,492	\$140,492
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2019 Requested

2020 Requested

2021 Requested

Total Requested

\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$40,492	\$40,492	\$0	\$596,968
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

\$40,492	\$40,492	\$0	\$596,968
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\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

			\$25,000
			\$285,000
10	\$40,492	10	\$40,492
			\$161,968
			\$100,000

			\$25,000
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\$40,492	\$40,492	\$0	\$596,968
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Mead Public Library Trustee Statistics

	Jan-16	Jan-17	January 2016 YTD
Circulation Transactions			
Adult Materials	34,210	32,156	34,210
Teen Materials	1,127	1,045	1,127
Children's Materials	15,532	14,177	15,532
Total Adult/Teen/Children's Materials	50,869	47,378	50,869
E-Content Checkouts			
E-Books (Overdrive) (Hoopla)	3,320	3,964	3,320
E-Audio (Freegal)	2,836	1,280	2,836
E-Video (Hoopla)	114	216	114
E-Magazines (Zinnia) (Overdrive)	139	110	139
Total E-Content Checkouts	6,409	5,570	6,409
Materials Shared With Other Libraries			
Items provided to other libraries from Mead	7,762	6,756	7,762
Items received for Mead patrons from other libraries	4,593	4,683	4,593
Total Interlibrary Loans (Transits)	12,355	11,439	12,355
Library Visits			
Gate count	27,779	28,783	27,779
Research Inquiries			
Research Inquiries	2,059	1,921	2,059
Internet Usage Provided			
Library Workstation Sessions	4,641	3,613	4,641
Wireless Sessions	6,849	12,509	6,849
Number of Library Card Holders			
Sheboygan Residents			30,582
Non-Sheboygan Residents			10,187
Total Number of Library Card Holders			40,769
Classes, Seminars, Workshops, Events			
Children (0-11) Quantity	38	39	38
Children (0-11) Participants	857	686	857
Teen (12-18) Quantity	2	9	2
Teen (12-18) Participants	40	97	40
Adult (18+) Quantity	16	26	16
Adult (18+) Participants	930	276	930
Total Quantity of Classes, Seminars, Workshops, Events	56	74	56
Total Number of Participants	1,827	1,059	1,827
Conference Room Utilization			
Rocca Meeting Room	32%	15%	32%
Loft Meeting Room	32%	16%	32%
2nd Floor Small Meeting Room	31%	30%	31%
Volunteer Hours	157		281
	Jan-16	Jan-17	January 2016 YTD

January 2017 YTD	Feb-16	Feb-17	February 2016 YTD	February 2017 YTD	Mar-16	Mar-17
32,156	33,475	30,516	67,685	62,672	33,567	0
1,045	950	1,030	2,077	2,075	1,162	
14,177	14,471	14,197	30,003	28,374	15,543	0
47,378	48,896	45,743	99,765	93,121	50,272	0
3,964	2,981	3,610	6,301	7,574	4,432	
1,280	2,180	2,144	4,164	3,424	2,249	
216	123	237	237	453	122	
110	116	173	255	283	137	
5,570	5,400	6,164	11,809	11,734	6,940	0
6,756	7,924	5,288	15,686	12,044	8,145	0
4,683	4,453	4,231	9,046	8,914	4,825	0
11,439	12,377	9,519	24,732	20,958	12,970	0
28,783	26,259	30,202	54,038	58,985	26,178	0
1,921	1,934	2,173	3,993	4,094	2,407	0
3,613	4,595	3,622	9,236	7,235	4,242	0
12,509	7,714	13,209	14,563	25,718	8,096	0
26,180			28,591	25,909		
10,291			10,297	10,190		
36,471			38,888	36,099		
39	52	62	90	101	50	0
686	1,199	1,353	2,056	2,039	1,100	0
9	2	7	4	16	6	0
97	36	110	76	207	87	0
26	24	27	40	53	21	0
276	311	296	1,241	572	385	0
74	78	96	134	170	77	0
1,059	1,546	1,759	3,373	2,818	1,572	0
15%	28%	39%	30%	27%	29%	0%
16%	34%	17%	33%	16%	41%	0%
30%	27%	23%	29%	0%	31%	0%
0	197		354	0	243	0
January 2017 YTD	Feb-16	Feb-17	February 2016 YTD	February 2017 YTD	Mar-16	Mar-17

March 2016 YTD	March 2017 YTD	Apr-16	Apr-17	April 2016 YTD	April 2017 YTD	May-16
101,252	62,672	32,958	0	134,210	62,672	30,376
3,239	2,075	1,076		4,315	2,075	1,130
45,546	28,374	14,296	0	59,842	28,374	12,884
146,798	93,121	48,330	0	198,367	93,121	44,390
10,733	7,574	2,931	0	13,664	7,574	3,041
6,413	3,424	2,439	0	8,852	3,424	2,285
359	453	112	0	471	453	11
392	283	269	0	661	283	364
18,749	11,734	5,751	0	24,500	11,734	5,701
23,831	12,044	6,795	0	30,626	12,044	6,648
13,871	8,914	4,590	0	18,461	8,914	4,006
37,702	20,958	11,385	0	49,087	20,958	10,654
80,216	58,985	30,840	0	111,056	58,985	30,842
6,400	4,094	1,636	0	8,036	4,094	2,493
13,478	7,235	4,446	0	17,924	7,235	4,108
22,659	25,718	9,432	0	32,091	25,718	13,874
28,478	0			28,393	0	
10,307	0			10,569	0	
38,785	0			38,962	0	
140	101	45	0	185	101	36
3,156	2,039	1,075	0	4,231	2,039	1,012
10	16	5	0	15	16	2
163	207	60	0	223	207	16
61	53	37	0	98	53	19
1,626	572	592	0	2,218	572	384
211	170	87	0	298	170	57
4,945	2,818	1,727	0	6,672	2,818	1,412
30%	18%	22%	0%	8%	0%	6%
36%	11%	20%	0%	41%	0%	19%
30%	18%	40%	0%	30%	0%	37%
597	0	255	255	223	0	190
March 2016 YTD	March 2017 YTD	Apr-15	Apr-16	April 2016 YTD	April 2017 YTD	May-16

May-17	May 2016 YTD	May 2017 YTD	Jun-16	Jun-17	June 2016 YTD
0	164,586	62,672	30,516	0	195,102
	5,445	2,075	1,638		7,083
0	72,726	28,374	17,814	0	90,540
0	242,757	93,121	49,968	0	292,725
0	16,705	7,574	3,117	0	19,822
0	11,137	3,424	2,294	0	13,431
0	482	453	129	0	611
0	1,025	283	225	0	1,250
0	30,201	11,734	5,765	0	35,966
0	37,274	12,044	6,809	0	44,083
0	22,467	8,914	4,623	0	27,090
0	59,741	20,958	11,432	0	71,173
0	141,898	58,985	29,500	0	171,398
0	10,529	4,094	2,867	0	13,396
0	22,032	7,235	4,642	0	26,674
0	45,965	25,718	11,453	0	57,418
	27,939	0			27,535
	10,575	0			10,586
	38,514	0			38,121
0	221	101	34	0	255
0	5,243	2,039	1,553	0	6,796
0	17	16	13	0	30
0	239	207	483	0	722
0	117	53	5	0	122
0	2,602	572	98	0	2,700
0	355	170	52	0	407
0	8,084	2,818	2,134	0	10,218
0%	23%	11%	28%	0%	24%
0%	29%	7%	14%	0%	27%
0%	33%	11%	33%	0%	33%
0	1042	0	192	0	1234
May-17	May 2016 YTD	May 2017 YTD	Jun-16	Jun-17	June 2016 YTD

June 2017 YTD	Jul-16	Jul-17	July 2016 YTD	July 2017 YTD	Aug-16
62,672	30,924	0	226,026	62,672	32,479
2,075	1,413		8,496	2,075	1,557
28,374	16,664	0	107,204	28,374	16,657
93,121	49,001	0	341,726	93,121	50,693
7,574	3,209	0	23,031	7,574	3,335
3,424	2,386	0	15,817	3,424	2,794
453	108	0	719	453	108
283	196	0	1,446	283	385
11,734	5,899	0	41,865	11,734	6,622
12,044	6,205	0	50,288	12,044	7,200
8,914	4,188	0	31,278	8,914	4,687
20,958	10,393	0	81,566	20,958	11,887
58,985	28,425	0	199,823	58,985	29,746
4,094	1,918	0	15,314	4,094	2,654
7,235	4,310	0	30,984	7,235	5,034
25,718	11,614	0	69,032	25,718	12,431
0			27,249	0	
0			10,493	0	
0			37,742	0	
101	18	0	273	101	8
2,039	625	0	7,421	2,039	474
16	17	0	47	16	10
207	391	0	1,113	207	340
53	5	0	127	53	8
0	95	0	2,795	0	48
170	40	0	447	170	26
2,818	1,111	0	11,329	2,818	862
9%	8%	0%	22%	9%	17%
5%	8%	0%	24%	5%	17%
9%	29%	0%	33%	8%	40%
0	239		1473		30
June 2017 YTD	Jul-16	Jul-17	July 2016 YTD	July 2017 YTD	Aug-16

Aug-17	August 2016 YTD	August 2017 YTD	Sep-16	Sep-17
0	258,505	62,672	30,131	0
	10,053	2,075	1,222	
0	123,861	28,374	12,834	0
0	392,419	93,121	44,187	0
0	26,366	7,574	3,182	0
0	18,611	3,424	2,157	0
0	827	453	129	0
0	1,831	283	187	0
0	48,487	11,734	5,655	0
0	57,488	12,044	5,418	0
0	35,965	8,914	3,514	0
0	93,453	20,958	8,932	0
0	229,569	58,985	27,467	0
0	17,968	4,094	1,686	0
0	36,018	7,235	3,682	0
0	81,463	25,718	11,590	0
	29,597			
	10,177			
	39,774	0		
0	281	101	11	0
0	7,895	2,039	299	0
0	57	16	2	0
0	1,453	207	58	0
0	135	53	28	0
0	2,843	0	858	0
0	473	170	41	0
0	12,191	2,818	1,215	0
0%	21%	7%	22%	0%
0%	23%	4%	18%	0%
0%	34%	7%	34%	0%
0	1503		285	
Aug-17	August 2016 YTD	August 2017 YTD	Sep-16	Sep-17

September 2016 YTD	September 2017 YTD	Oct-16	Oct-17
288,636	62,672	30,845	0
11,275	2,075	1,215	
136,695	28,374	15,082	0
436,606	93,121	47,142	0
29,548	7,574	4,086	0
20,768	3,424	1,788	0
956	453	164	0
2,018	283	162	0
54,142	11,734	6,200	0
62,906	12,044	5,820	0
39,479	8,914	3,431	0
102,385	20,958	9,251	0
257,036	58,985	27,954	0
19,654	4,094	1,989	0
39,700	7,235	3,929	0
93,053	25,718	12,712	0
26,858	0		
10,426	0		
37,284	0		
292	101	67	
8,194	2,039	2,287	
59	16	12	
1,511	207	466	
163	53	40	
3,701	0	645	
514	170	119	0
13,406	2,818	3,398	0
21%	6%	44%	0%
23%	4%	24%	0%
34%	6%	36%	0%
1788		318	
September 2016 YTD	September 2017 YTD	Oct-16	Oct-17

October 2016 YTD	October 2017 YTD	Nov-16	Nov-17
319,481	62,672	30,657	0
12,490	2,075	1,097	
151,777	28,374	14,563	0
483,748	93,121	46,317	0
33,634	7,574	3,938	0
22,556	3,424	1,714	0
1,120	453	173	0
2,180	283	203	0
60,342	11,734	6,028	0
68,726	12,044	5,699	0
42,910	8,914	3,737	0
111,636	20,958	9,436	0
284,990	58,985	27,641	0
21,643	4,094	2,093	0
43,629	7,235	4,130	0
105,765	25,718	12,027	0
29,431	0		
10,112	0		
39,543	0		
359	101	56	0
10,481	2,039	1,159	0
71	16	7	0
1,977	207	82	0
203	53	20	0
4,346	0	177	0
633	170	83	0
16,804	2,818	1,418	0
24%	5%	28%	0%
23%	3%	22%	0%
34%	5%	38%	0%
2106		145	
October 2016 YTD	October 2017 YTD	Nov-16	Nov-17

November 2016 YTD	November 2017 YTD	Dec-16	Dec-17
350,138	62,672	26,699	0
13,587	2,075	785	
166,340	28,374	10,059	0
530,065	93,121	37,543	0
37,572	7,574	2,866	0
24,270	3,424	1,219	0
1,293	453	146	0
2,383	283	139	0
66,370	11,734	4,370	0
74,425	12,044	4,447	0
46,647	8,914	3,174	0
121,072	20,958	7,621	0
267,712	58,985	23,368	0
22,170	4,094	1,196	0
47,759	7,235	3,427	0
117,792	25,718	10,301	0
26,516	0	26,320	0
10,473	0	10,391	0
36,989	0	36,711	0
415	101	33	0
11,640	2,039	745	0
78	16	2	0
2,059	207	32	0
223	53	1	0
4,523	0	19	0
716	170	36	0
18,222	2,818	796	0
24%	5%	6%	0%
23%	3%	22%	0%
34%	5%	36%	0%
2251		40	
November 2016 YTD	November 2017 YTD	Dec-16	Dec-17

December YTD 2016	December YTD 2016
376,837	62,672
14,372	2,075
176,399	28,374
567,608	93,121
40,438	7,574
25,489	3,424
1,439	453
2,522	283
70,740	11,734
78,872	12,044
49,821	8,914
128,693	20,958
316,162	58,985
26,527	4,094
51,186	7,235
128,093	25,718
26,320	0
10,391	0
36,711	0
448	101
12,385	2,039
80	16
2,091	207
224	53
4,542	0
752	170
19,018	2,818
23%	4%
23%	4%
34%	4%
2291	
December YTD 2016	December YTD 2017

Mead Public Library Statistics - February 2017

Circulation Transactions	February 2016	February 2017	Monthly % Change 2016 vs. 2017	Year-to-date 2016
Adult Materials	33,475	30,516	-9%	67,685
Teen Materials	950	1,030	8%	2,077
Children's Materials	14,471	14,197	-2%	30,003
Total Circulation Transactions	48896	45743	-6%	99,765
Interlibrary Loans (Transits)				
Items provided to libraries	7,924	5,288	-33%	15,686
Items received from Libraries	4,453	4,231	-5%	9,046
Total Interlibrary Loans (Transits)	12,377	9519	-23%	24732
Uses of E-Content				
E-Books (Overdrive)	2,981	3,610	21%	6,301
E-Audio (Overdrive) - Freegal	2,180	2,144	-2%	4,164
E-Video (Overdrive) - Hoopla	123	237	93%	237
E-Magazines (Zinio)	116	173	49%	255
Total Uses of E-Content	5400	6164	14%	10957
Library Visits				
Gate count	26,259	30,202	15%	54,038
Reference Inquiries				
Reference Inquiries	1,934	2,173	12%	3,993
Users of Public Internet PCs				
Library workstations	4,595	3,622	-21%	9,236
Wireless Sessions	7,714	13,209	71%	14,563
Number of Registered Users				
Resident				28,591
Non-Resident				10,297
Total Number of Registered Users				38888
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	52	62	19%	90
Children (0-11) Attendance	1,199	1,353	13%	2,056
Teen (12-18) Number of Programs	2	7	250%	4
Teen (12-18) Attendance	36	110	206%	76
Adult (18+) Number of Programs	24	27	13%	40
Adult (18+) Attendance	311	296	-5%	1,241
Total number of Programs	78	96	23%	134
Total number of Attendance	1,546	1759	14%	3373
Conference Room Utilization				
Rocca Meeting Room	28%	39%	11%	30%
Loft Meeting Room	34%	17%	-17%	33%
2nd Floor Small Meeting Room	27%	23%	-4%	29%

Year-to-date 2017	YTD % Change 2016 vs. 2017
62,672	-7%
2,075	0%
28,374	-5%
93,121	-7%
12,044	-23%
8,914	-1%
20958	-15%
7,574	20%
3,424	-18%
453	91%
283	11%
11734	7%
58,985	9%
4,094	3%
7,235	-22%
25,718	77%
25,909	-9%
10,190	-1%
36099	-7%
101	12%
2,039	-1%
16	300%
207	172%
53	33%
572	-54%
170	27%
2818	-16%
27%	-3%
16%	-17%
0%	-29%