

*****ATTACHMENTS*****

**AMMENDED Minutes
Mead Public Library
Board of Trustees
November 17, 2016**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 17, 2016 in The Loft. Present Board of Trustee members were presiding, Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Dolyce Johnson, Nancy Mannchen, Kevin Anderson, Chris Campe, Dave Hoffman. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice and Administrative Assistant Lauren Richmond. Board of Trustee members absent: Alderperson Rosemarie Trestor, Henry Nelson.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:50 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 October 27, 2016 meeting; Anderson **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 11/17/2016 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. In light of RFID approval, committee decided to move \$250,000 of investments into a money market account to secure the funds. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses. Johnson **seconded** the motion. The motion **passed.**
- 2.3 HUMAN RESOURCES COMMITTEE – KATHIE NORMAN, CHAIR, REPORT OF 11/1/16 MEETING
Norman reports that with the help of City HR Dept., Library employees now have equivalent city pay scale positions. This created a large pay wage discrepancy, but will be the focus in 2017 to begin catching up in 2018.

- 2.4 POLICY COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 11/14/16 MEETING
Committee had a discussion regarding firearms policies. Further research needed to ensure Library has appropriate liability etc.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 3.1 DISCUSSION AND POSSIBLE ACTION ON 2017 WAGE SCALE UPDATE
Anderson **moved** to update Library pay scale to mirror that of the City with the understanding that any future changes within the City pay scale go before the full Library board for final review and approval if deemed necessary. Hoffman **seconded** the motion. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 UPDATE ON THE 2017 BUDGETARY AND CIP PROCESS. Erickson reported that the City CIP list was passed 8-7. Included on the list for the Library were the boiler replacement, security system, new carpeting and ventilation. The budget passed at a 0% increase.
- 4.2 UPDATE ON OPEN POSITIONS. Erickson reported that a new Library Assistant and a new Communications Specialist have been hired, both to start on 12/5/16.
- 4.3 UPDATE ON PROGRAMMING AND SERVICES CHANGES. Prentice updated the board with the December 2017 programming schedule.
- 4.4 SEPTEMBER AND OCTOBER STATISTICS

5. LIAISON REPORTS

- 5.1 EASTERN SHORES LIBRARY SYSTEM – KATHIE NORMAN. Norman stated Nelson is still the representative for ESLS until December 31, 2016. Norman will be the MPL representative beginning January 1, 2017 when the library system becomes the Monarch Library System.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Quinn reported that the Board is preparing for Yuletide Reception on 12/9/16.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND
Richmond reported that the Bookstore is doing so well, emptying of the donation/payment box has been increased from twice a week to three times a week.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE (12/15/2016 @ 3:15)
- 6.2 FULL LIBRARY BOARD MEETING (12/15/16 @ 3:45 PM)

7. ADJOURN

- 7.1 Quinn adjourned the meeting at 4:33 p.m.

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

December 2016

Account Balances as of:

March 10, 2022

4:59 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		248,826.00	225,251.98	23,574.02	90.53
	SUB TOTAL		248,826.00	225,251.98	23,574.02	90.53
510310	FICA		14,974.00	13,374.29	1,599.71	89.32
510311	MEDICARE		3,502.00	3,127.82	374.18	89.32
510320	WI RETIREMENT FUND		16,423.00	14,770.99	1,652.01	89.94
510340	HEALTH INSURANCE	0.00	52,877.00	35,666.56	17,210.44	67.45
510341	RETIREE HEALTH INS		4,000.00	3,777.29	222.71	94.43
510350	DENTAL INSURANCE		4,397.00	2,777.24	1,619.76	63.16
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		666.00	468.17	197.83	70.30
510400	WORKERS COMP		125.00	114.62	10.38	91.70
510410	UNEMPLOYMENT		2,000.00	1,793.82	206.18	89.69
	SUB TOTAL	0.00	128,614.00	103,049.93	25,564.07	80.12
521100	BANKING FEES		1,150.00	1,383.83	-233.83	120.33
521110	FINANCIAL SERVICE FEES	0.00	1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING	0.00	9,400.00	5,618.50	3,781.50	59.77
521420	DUPLICATION SERVICES	726.19	6,200.00	5,900.55	-426.74	106.88
521510	BILLING FEES	0.00	5,000.00	3,997.04	1,002.96	79.94
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	2,662.80	1,537.20	63.40
	SUB TOTAL	726.19	27,700.00	21,362.72	5,611.09	79.74
525155	PROFESSIONAL DEVELOPMENT		2,500.00	2,487.20	12.80	99.49
527100	STAFF PARKING - CAR ALLOWANCE		10,500.00	9,990.88	509.12	95.15
527110	TRAVEL	0.00	2,000.00	1,329.09	670.91	66.45
	SUB TOTAL	0.00	15,000.00	13,807.17	1,192.83	92.05
530100	OFFICE SUPPLIES	405.45	9,200.00	6,356.82	2,437.73	73.50
	SUB TOTAL	405.45	9,200.00	6,356.82	2,437.73	73.50
538001	DONATION PURCHASES	0.00	2,300.00	4,267.86	-1,967.86	185.56
538001-10094	DONATION PURCHASES		3,261.68	4,476.82	-1,215.14	137.26
538001-10096	DONATION PURCHASES	0.00	1,178.80	1,178.80	0.00	100.00
538001-10097	DONATION PURCHASES	0.00	880.60	880.60	0.00	100.00
538001-10099	DONATION PURCHASES	0.00	0.00	231.27	-231.27	
539999	MISC EXP (LATE FEES)	0.00	100.00	93.85	6.15	93.85
	SUB TOTAL	0.00	7,721.08	11,129.20	-3,408.12	144.14
540215	GEN PUB OFFICIAL	0.00	0.00	0.00	0.00	
	SUB TOTAL	0.00	0.00	0.00	0.00	
590255	PARKING ASSESSMENT	0.00	3,000.00	671.60	2,328.40	22.39
	SUB TOTAL	201	0.00	3,000.00	671.60	2,328.40
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		1,131.64	440,061.08	381,629.42	57,300.02	86.98

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Public Services 25551110

Account Balances as of: March 10, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		734,346.00	696,370.73	37,975.27	94.83
	SUB TOTAL		734,346.00	696,370.73	37,975.27	94.83
510310	FICA	0.00	45,530.00	41,834.91	3,695.09	91.88
510311	MEDICARE		10,649.00	9,784.43	864.57	91.88
510320	WI RETIREMENT FUND	0.00	45,428.00	42,911.44	2,516.56	94.46
510340	HEALTH INSURANCE		120,149.00	101,247.63	18,901.37	84.27
510350	DENTAL INSURANCE		11,562.00	9,327.00	2,235.00	80.67
510360	LIFE INSURANCE		1,569.00	1,206.15	362.85	76.87
510400	WORKERS COMP	0.00	360.00	330.00	30.00	91.67
	SUB TOTAL	0.00	235,247.00	206,641.56	28,605.44	87.84
521800	PROGRAM SERVICES		5,000.00	4,999.06	0.94	99.98
523110	OFFICE EQUIPMENT MAINT.	0.00	3,800.00	3,800.00	0.00	100.00
525155	PROFESSIONAL DEVELOPMENT		3,000.00	2,280.10	719.90	76.00
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES	0.00	38,000.00	38,000.03	-0.03	100.00
538001-10083			13,000.00	12,117.50	882.50	93.21
538001-10098	DONATION PURCHASES		10,802.00	10,171.44	630.56	94.16
538001-10099	DONATION PURCHASES	0.00	44,000.00	19,174.35	24,825.65	43.58
	SUB TOTAL	0.00	118,702.00	90,542.48	28,159.52	76.28
538002	MATERIALS - ALL CATAGORIES	15,583.77	364,697.61	292,352.35	56,761.49	84.44
538100	OTHER CONTENT	3,400.00	61,500.00	58,070.13	29.87	94.42
	SUB TOTAL	18,983.77	426,197.61	350,422.48	56,791.36	82.22
538000	TOTAL MATRL'S ACCTS	20 18,983.77	544,899.61	440,964.96	84,950.88	80.93
	PUBLIC SERVICE COST CENTER TOTAL	18,983.77	1,514,492.61	1,343,977.25	151,531.59	89.99

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 10, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		597,782.00	509,591.31	88,190.69	85.25
	SUB TOTAL		597,782.00	509,591.31	88,190.69	85.25
510310	FICA	0.00	37,517.00	30,755.78	6,761.22	81.98
510311	MEDICARE		8,774.00	7,193.04	1,580.96	81.98
510320	WI RETIREMENT FUND	0.00	33,941.00	28,590.93	5,350.07	84.24
510340	HEALTH INSURANCE		97,822.00	69,247.00	28,575.00	70.79
510350	DENTAL INSURANCE		6,243.00	4,930.44	1,312.56	78.98
510360	LIFE INSURANCE		1,557.00	864.68	692.32	55.54
510400	WORKERS COMP		274.00	251.13	22.87	91.65
	SUB TOTAL	0.00	186,128.00	141,833.00	44,295.00	76.20
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	19,298.00	702.00	96.49
	SUB TOTAL	0.00	20,000.00	19,298.00	702.00	96.49
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	6,570.91	-3,570.91	219.03
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	31,157.44	-1,157.44	103.86
524110	BUILDING EXTERIOR MAINT	25,899.00	39,600.00	10,758.76	2,942.24	92.57
524124	HVAC MAINT & BOILER INS	0.00	9,000.00	7,986.72	1,013.28	88.74
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	8,337.00	163.00	98.08
	SUB TOTAL	25,899.00	90,100.00	64,810.83	-609.83	100.68
524135	JANITORIAL SUPPLIES/SERVICES	0.00	60,100.00	55,116.38	4,983.62	91.71
	SUB TOTAL	0.00	60,100.00	55,116.38	4,983.62	91.71
525100	ELECTRICITY	6,289.17	92,000.00	78,853.27	6,857.56	92.55
525105	WATER	0.00	1,419.00	1,453.53	-34.53	102.43
525110	SEWER	0.00	1,300.00	1,283.51	16.49	98.73
525120	TELEPHONE	0.00	7,000.00	3,194.74	3,805.26	45.64
525140	GAS - UTILITY	0.00	22,300.00	13,092.79	9,207.21	58.71
	SUB TOTAL	6,289.17	124,019.00	97,877.84	19,851.99	83.99
530135	SHIPPING	0.00	9,000.00	8,871.33	128.67	98.57
	PROG SUPP (CAT & CIRC SUPPLIES)	810.90	28,500.00	20,595.73	7,093.37	75.11
530210	OPERATING SUPPLIES	0.00	1,500.00	1,056.32	443.68	70.42
530222	JANITORIAL SUPPLIES		8,000.00	6,348.62	1,651.38	79.36
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	SUB TOTAL	810.90	47,000.00	36,872.00	9,317.10	80.18
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	69.11	80.89	46.07
	SUB TOTAL	0.00	150.00	69.11	80.89	46.07
540200	INSURANCE (FIRE)	0.00	8,400.00	8,628.55	-228.55	102.72
	SUB TOTAL	0.00	8,400.00	8,628.55	-228.55	102.72
642200	IT EQUIPMENT	0.00	25,580.00	25,027.36	552.64	97.84
	SUB TOTAL	0.00	25,580.00	25,027.36	552.64	97.84
	SUPPORT SERVICES COST CENTER TOTAL	32,999.07	1,159,259.00	959,124.38	167,135.55	
	LIBRARY TOTAL	53,114.48	3,113,812.69	2,684,731.05	375,967.16	86.22

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 10, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 16	SPENT 16	BALANCE 16	% SPENT
25551100	ADMINISTRATION	1,131.64	440,061.08	381,629.42	57,300.02	86.98
25551110	PUBLIC SERVICES	18,983.77	1,514,492.61	1,343,977.25	151,531.59	89.99
25551150	SUPPORT SERVICES	32,999.07	1,159,259.00	959,124.38	167,135.55	0.00
	FUND EQUITY INCREASE					
	Total All Cost Centers	53,114.48	3,113,812.69	2,684,731.05	375,967.16	86.22

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 16	RECEIVED 15	BALANCE 16	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431216-10083	FEDERAL GRANT	13,000.00	10,400.00	-2,600.00	80.00
431709	ESLS SHEBOYGAN COUNTY	517,119.00	523,580.00	6,461.00	101.25
431710	ESLS OZAUKEE COUNTY	8,290.00	8,304.00	14.00	100.17
431711	ESLS BACK UP REF	51,100.00	53,114.00	2,014.00	103.94
431712	ADJ COUNTY RMBRSMNT	41,896.00	42,608.10	712.10	101.70
431722	ESLS LSTA GRANT	4,000.00	0.00	-4,000.00	0.00
434211	STATE GRANT	10,802.00	10,162.95	-639.05	94.08
447606	PHOTOCOPIES	10,000.00	7,467.84	-2,532.16	74.68
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
447636	LATE BOOK CHARGES	50,000.00	43,608.95	-6,391.05	87.22
447641	LOST BOOKS	1,000.00	6,312.47	5,312.47	631.25
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	951.58	451.58	190.32
467101	CONTRIBUTIONS	84,000.00	64,154.70	-19,845.30	76.37
469101	SALE OF EQUIPMENT	0.00	924.98	924.98	
469501	CASH OVER/SHORT	0.00	-0.40	-0.40	100.00
468116	E-RATE DISCOUNT	0.00	0.00	0.00	
469950	PRIOR YEAR ADJUST	0.00	0.00	0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00	0.00	0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	
	Total Revenues	3,101,648.00	3,077,331.17	-24,316.83	99.22

MEAD PUBLIC LIBRARY BALANCE OF 2016 COMBINED ACCOUNTS

Account Balances as of:

March 10, 2022

	DESCRIPTION		APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		1,580,954.00	1,431,214.02	149,739.98	90.53
510310	FICA		98,021.00	85,964.98	12,056.02	87.70
510311	MEDICARE		22,925.00	20,105.29	2,819.71	87.70
510320	WI RETIREMENT FUND		95,792.00	86,273.36	9,518.64	90.06
510340	HEALTH INSURANCE		270,848.00	206,161.19	64,686.81	76.12
510341	RETIREE HEALTH INS		4,000.00	3,777.29	222.71	94.43
510350	DENTAL INSURANCE		22,202.00	17,034.68	5,167.32	76.73
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		3,792.00	2,539.00	1,253.00	66.96
510400	WORKERS COMP		759.00	695.75	63.25	91.67
510410	UNEMPLOYMENT		2,000.00	1,793.82	206.18	89.69
521100	BANKING FEES		1,150.00	1,383.83	-233.83	120.33
521110	FINANCIAL SERVICES FEES		1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING		9,400.00	5,618.50	3,781.50	59.77
521420	DUPLICATING SERVICES		6,200.00	5,900.55	299.45	95.17
521510	BILLING SERVICES		5,000.00	3,997.04	1,002.96	79.94
521700	SECURITY SERVICES		20,000.00	19,298.00	-2,560.00	96.49
521800	PROGRAM SERVICES		5,000.00	4,999.06	0.94	99.98
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	13,033.71	-2,033.71	118.49
523122	SOFTWARE MAINTENANCE		30,000.00	31,157.44	-1,157.44	103.86
524110	BUILDING EXT MAINT		39,600.00	10,758.76	28,841.24	27.17
524124	HVAC MAINT + BOILER INS		9,000.00	7,986.72	1,013.28	88.74
524126	ELEVATOR MAINTENANCE		8,500.00	8,337.00	163.00	98.08
524135	JANITORIAL SUPPLIES/SERVICES		60,100.00	55,116.38	4,983.62	91.71
525100	ELECTRICITY		92,000.00	78,853.27	13,146.73	85.71
525105	WATER		1,419.00	1,453.53	-34.53	102.43
525110	SEWER		1,300.00	1,283.51	16.49	98.73
525120	TELEPHONE		7,000.00	3,194.74	3,805.26	45.64
525140	GAS - UTILITY		22,300.00	13,092.79	9,207.21	58.71
525155	PROFESSIONAL DEVELOPMENT		5,500.00	4,767.30	732.70	86.68
527100	STAFF PARKING - CAR ALLOWANCE		10,500.00	9,990.88	509.12	95.15
527110	TRAVEL		2,000.00	1,329.09	670.91	66.45
530100	OFFICE SUPPLIES	0.00	9,200.00	6,356.82	2,843.18	69.10
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	20,595.73	7,904.27	72.27
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	1,056.32	443.68	70.42
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	6,348.62	1,651.38	79.36
530255	TOOLS & SMALL EQUIPMENT		150.00	69.11	80.89	46.07
538001	DONATION PURCHASES		113,423.08	90,498.67	-1,967.86	79.79
538002	ADULT PRINT		364,697.61	292,352.35	56,761.49	80.16
538099	SHIPPING		9,000.00	8,871.33	128.67	98.57
538100	OTHER CONTENT		61,500.00	58,070.13	3,429.87	94.42
539999	MISC EXP (LATE FEES)		100.00	93.85	6.15	93.85
540200	INSURANCE (FIRE)		8,400.00	8,628.55	-228.55	102.72
540215	GEN PUB OFFICIAL		0.00	0.00	0.00	
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	671.60	2,328.40	22.39
642200	IT EQUIPMENT		25,580.00	25,027.36	552.64	97.84
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	53,114.48	3,113,812.69	2,684,731.05	375,967.16	86.22

Mead Public Library

MPL Funds
H.C. Denison Company

	Funds Transferred as of June 2014 Initial Investment \$987,646.26	Balance Transfer from December 30, 2015	March 2016	June 2016	September 2016	December 2016	Gains & Losses per Current Quarter
Type of Fund	Description of Fund	Dec 31, 2014 Balance	1st Qtr Balance	2nd Qtr Balance	3rd Qtr Balance	4th Qtr Balance	Unrealized Gain (Loss)
Mutual Funds	American FDS AMCAP-A (AMCPX)	\$252,440.95	\$253,608.31	\$320,228.60	\$336,129.09		\$15,900.49
	American FDS BALANCED-A (ABALX)	\$256,117.43	\$260,643.61	\$331,943.80	\$337,623.31		\$5,679.51
	American Funds Global Balanced-A (GBLAX)	\$233,781.12	\$241,414.69	\$311,920.63	\$318,831.95		\$6,911.32
	American FDS Short Term Bond-A (ASBAX)	\$246,517.72	\$249,148.57	\$312,293.41	\$312,570.44		\$277.03
Cash Equivalents	500 Bank Insured Deposit	\$0.20	\$154,754.20	\$501.55	\$1,023.89		\$522.34
Total Funds		\$988,857.42	\$1,159,569.38	\$1,276,887.99	\$1,306,178.68	\$0.00	\$29,290.69

Record of Donations/Gifts/Contributions Received

Date	Donor	Individual Amount	Total Amount per Donor
June 24, 2014	Initial Investment (Ethel Everhard Trust Fund/Minnie M. Forrer Estate/Robert J. Eck Estate, William R. Werk Memorial/Myrtle & Hazel Hansen Estate/Theodore A. Grote Jenkins Estate/Earna Schulse Estate	\$987,646.26	
April 8, 2016	City of Sheboygan/Balance of Everhard Forrer Funds transferred to investment account	\$75,910.57	\$1,063,556.83
	J. Fiar Trust Account - Wells Fargo Interest Earnings		\$2,360.53
January 8, 2016	LaVerne Carter Estate Gift (Restricted to Capital Improvements)		\$153,505.33
May 24, 2016	Total Patricia Griffith Memorial		\$490.00
May 9, 2016	Ruth DeYoung-Kohler		\$15,000.00
June 16, 2016	Total Marquerite Carrol Memorial		\$370.00
July 26, 2016	Total Donald Abraham Memorial		\$305.00

Record of Donations/Gifts/Contributions Received

Date	Donor	Individual Amount	Total Amount per Donor
September 30, 2016	<i>Current Balance of All Donations, Gifts and Contributions 2014 - 2016</i>		\$1,235,587.69
September 30, 2016	H.C. Denison Co. Investment Total		\$1,306,178.68
	Increase/(Decrease)		\$70,590.99

Mead Public Library - Accounts Payables November 2016 - December 2016

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900009	AT&T	10/26/16 - 11/25/16	325028	136.71	Phone expense
2716	BAKER & TAYLOR, LLC	5014332264	325029	241.83	Material cost
2716	BAKER & TAYLOR, LLC	302136533	325029	106.10	Material cost
2716	BAKER & TAYLOR, LLC	3021306538	325029	164.84	Material cost
2716	BAKER & TAYLOR, LLC	2032442897	325029	1,200.09	Material cost
2716	BAKER & TAYLOR, LLC	2032443822	325029	2,754.23	Material cost
2716	BAKER & TAYLOR, LLC	2032427895	325029	1,895.05	Material cost
2716	BAKER & TAYLOR, LLC	3021317952	325029	101.82	Material cost
2716	BAKER & TAYLOR, LLC	2032474378	325029	157.08	Material cost
2716	BAKER & TAYLOR, LLC	3021317962	325029	303.27	Material cost
2716	BAKER & TAYLOR, LLC	2032459908	325029	9,298.01	Material cost
2716	BAKER & TAYLOR, LLC	3021328676	325029	99.67	Material cost
2716	BAKER & TAYLOR, LLC	203247-4365	325029	1,808.69	Material cost
2716	BAKER & TAYLOR, LLC	2032459925	325029	1,596.97	Material cost
3761	BELOIT PUBLIC LIBRAR	31537004676767	325030	21.00	Lost item refund
3252	CHARTER COMMUNICAT	11/2016	325031	272.99	Internet expense
900081	DEMCO, INC.	6012827	325032	544.06	Technical support expense
3757	DREAMSCAPE MEDIA	17306	325033	194.95	Program expense
900235	EASTERN SHORES LIBRA	413399	325034	2,010.71	Juniper Networks - Zino Platform & Content
900235	EASTERN SHORES LIBRA	34283000272296	325034	14.97	Lost item refund
900235	EASTERN SHORES LIBRA	413408	325034	4,611.00	Envisionware license renewal
2641	ELKHART LAKE PUBLIC	34276000413654	325035	19.99	Lost item refund
1597	ENVIRO-CLEAN, INC.	2682	325036	4,972.00	Cleaning expense
900201	GE MONEY BANK/AMAZON	204659311107	325037	1,576.26	IT expense
900201	GE MONEY BANK/AMAZON	282335560700	325037	1,532.87	IT expense
900201	GE MONEY BANK/AMAZON	296291827375	325037	306.90	Program expense
900201	GE MONEY BANK/AMAZON	208572293895	325037	19.79	Program expense
900201	GE MONEY BANK/AMAZON	161429497096	325037	94.45	Program expense
900201	GE MONEY BANK/AMAZON	082136711935	325037	192.84	Program expense
3759	NORTH DAKOTA UNIVERSITY	003444	325047	50.00	Lost item refund - North Dakota Stae University
6761	GT GRAPHICS LLC	18756	325038	408.50	Office supplies - envelopes
3783	HADZIC, SELMA	2555882	325039	21.99	Lost item refund
3250	ID CARDS UNLIMITED	2016218	325040	1,215.60	Technical support expense
900164	JOHNSON CONTROLS INC	1-41735757752	325041	1,493.50	Building maintenance expense - controls contract
900359	KIM DALHAIMER	BIG READ MPL EXP	325042	120.63	Program expense
12374	MBM	261255	325043	512.19	Photo copier/printer expense
900181	MENARDS	16576	325044	8.99	Building maintenance expense
900181	MENARDS	16565	325044	17.98	Building maintenance expense
900181	MENARDS	16204 - CR16575	325044	34.22	Building maintenance expense

900181	MENARDS	17563	325044	151.19	Building maintenance expense
231	MIDWEST TAPE	94508636	325045	1,356.85	Material cost
231	MIDWEST TAPE	94481682	325045	786.89	Material cost
231	MIDWEST TAPE	94523746	325045	2,046.83	Material cost
231	MIDWEST TAPE	94534398	325045	344.91	Material cost
3772	PANYA, AMPORN VONG	9000946557	325048	29.55	Lost item refund
1385	PITNEY BOWES	1002474439	325049	143.62	Postage expense
1385	PITNEY BOWES	8000-9000-1102-0652	325050	1,020.99	Postage expense
1451	SHEBOYGAN MAIL HOUSE	1575	325052	116.69	Postage/Mailing expense
900107	SHOWCASES	296532	325053	660.96	Technical support expense
2364	SHRED-IT USA, LLC	8121199413	325054	72.45	Confidential document disposal cost
20008	SPECIAL OPERATIONS D	15230	325055	2,353.00	Security expense
491	STAPLES ADVANTAGE	8041951517	325056	62.45	Office supplies
491	STAPLES ADVANTAGE	8041858716	325056	55.70	Office supplies
900260	UNIQUE MANAGEMENT	437670	325057	304.30	Patron fines and fees collection service
3760	VIRGINIA WESLEYAN	165697243	325058	15.00	Lost item refund
900103	WAL-MART COMMUNITY	00791	325059	31.92	Program expense
900103	WAL-MART COMMUNITY	P927300N501QZHD27	325059	33.11	Program expense
900103	WAL-MART COMMUNITY	P927300MY01993DD4	325059	10.56	Program expense
22449	WI DEPT OF AGRICULTU	220-202650 2017	325060	25.00	Seed Library expense
166	WISCONSIN MEDIA	252483	325061	895.00	Big Read advertisement - Paid for by Grant
900044	WISCONSIN PUBLIC SER	10/20-11/17/16	325062	1,089.51	Gas utility expense



2017 Holiday Schedule

To: City of Sheboygan Employees
From: Human Resources
Subject: 2017 Holiday Schedule

NOTE: 2016

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

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

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

NOTE: 2018

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

Proposed 2017 Library Closings**

New Year's Day – Sunday, January 1st

New Year's Day – Monday, January 2nd

Good Friday – Friday, April 14th

Memorial Day – Monday, May 29th

4th of July – Tuesday, July 4th

Labor Day – Monday, September 4th

Thanksgiving – Thursday, November 23rd

Day after Thanksgiving – Friday, November 24th

*Christmas Eve – Sunday, December 24th

Christmas Day – Monday, December 25th

Christmas Day Observed – Tuesday, December 26th

New Year's Eve Observed – Saturday, December 27th

*New Year's Eve – Sunday, December 31st

(New Year's Day – Monday, January 1st, 2018)

*In lieu of the previous Friday, some Public Service staff will be given the option of a different day-off or double-pay to ensure all employees receive the 10 paid holidays benefit

**Additional Staff-In-service Day TBD

Mead Public Library Statistics - November 2016

Circulation Transactions	November 2015	November 2016	Monthly % Change 2015 vs. 2016	Year-to-date 2015	Year-to-date 2016	YTD % Change 2015 vs. 2016
Adult Materials	32,028	31,754	-1%	373,421	363,840	-3%
Children's Materials	15,458	14,563	-6%	182,759	166,225	-9%
Total Circulation Transactions	47486	46317	-2%	556,180	530,065	-5%
Interlibrary Loans (Transits)						
Items provided to libraries	7,343	5,699	-22%	81,905	74,425	-9%
Items received from Libraries	4,437	3,737	-16%	49,429	46,647	-6%
Total Interlibrary Loans (Transits)	11,780	9436	-20%	131334	121072	-8%
E-Content Checkouts						
E-Books (Overdrive) (Hoopla)	3,354	3,938	17%	31,210	37,572	20%
E-Audio (Freegal)	1,091	1,714	57%	12,765	25,862	103%
E-Video (Hoopla)	91	173	90%	218	1,293	493%
E-Magazines (Zinio) (Overdrive)	313	206	-34%	1,596	2,386	49%
Total Uses of E-Content	38764	6,031	-100%	489346	510260	4%
Library Visits						
Gate count	25,932	27,641	7%	267,712	284,990	6%
Research Inquiries						
Research Inquiries	2,282	2,093	-8%	22,170	21,643	-2%
Internet Usage Provided						
Library workstation sessions	5,701	4,130	-28%	62,250	43,629	-30%
Wireless Sessions	0	12,027		12,679	98,916	680%
Number of Library Card Holders						
Sheboygan Residents				29,260	26,516	-9%
Non-Sheboygan Residents				10,113	10,473	4%
Total Number of Library Card Holders				39373	36989	-6%
Classes, Seminars, Workshops, Events						
Children (0-11) Quantity	42	56	33%	436	415	-5%
Children (0-11) Participants	1,489	1,159	-22%	12,822	11,818	-8%
Teen (12-18) Quantity	2	7	250%	61	75	23%
Teen (12-18) Participants	22	82	273%	1,774	2,022	14%
Adult (18+) Quantity	17	20	18%	226	220	-3%
Adult (18+) Participants	178	177	-1%	4,221	4,649	10%
Total number of Classes, Seminars, Workshops, Events	61	83	36%	723	710	-2%
Total number of Participants	1,689	1,418	-16%	18,817	18,489	-2%
Conference Room Utilization						
Rocca Meeting Room	48%	28%	-20%	38%	23%	-16%
Loft Meeting Room	36%	22%	-14%	30%	23%	-8%
2nd Floor Small Meeting Room	28%	38%	10%	32%	34%	3%