

**\*\*\*ATTACHMENTS\*\*\***

**Minutes  
Mead Public Library  
Board of Trustees  
October 27, 2016**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 27, 2016 in The Loft. Present Board of Trustee members were presiding, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Dolyce Johnson, Nancy Mannchen, Kevin Anderson, and Alderperson Rosemarie Trester. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, and Public Services Manager Melissa Prentice. Board of Trustee members attending via remote access: Board President Maeve Quinn. Others in attendance: Amy Birtell, ESLS Director. Board of Trustee members absent: Chris Campe, Dave Hoffman, and Henry Nelson.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Norman called the meeting to order at 3:45 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Norman led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no Public comment.
- 1.4 APPROVAL OF MINUTES. Mannchen **moved** to approve the minutes from the September 22, 2016 meeting with amendments; Zylman **seconded** the motion. The motion **passed**. Johnson abstained.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. No reports were available

**2. COMMITTEE REPORTS**

- 2.1 FINANCE COMMITTEE – DIRK ZYLMAN, CHAIR. REPORT OF 10/25/2016 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. Zylman started the discussion on using the “MPL Funds” to do projects that would not pass through the Cities CIP scope of projects. Zylman referred the salary scale update to the MPL HR committee and requested that there be a joint HR/Finance committee meeting and then make a recommendation to the full Board of Trustees. Zylman **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 ON FUNDING FOR FUTURE CAPITAL IMPROVEMENT PROJECTS. Erickson presented the list of 2017 possible library projects for the “MPL Funds” since the City of Sheboygan may be approving the library HVAC boiler replacement, Security System and Children’s room carpet replacement at the next council meeting. Zylman stated there are enough funds to cover some of the projects and felt they should be used instead of building up the funds. Johnson was in agreement that funds should be used to fund the RFID project and the E-Commerce payment system. Johnson made a **motion** to move forward with the RFID and E-Commerce project in 2017 using the “MPL Funds” if the City Alderman approve the HVAC, Security System and Children’s room carpet replacement as part of the 2017 City CIP projects. Zylman **seconded** the motion. The motion **passed**.
- 3.2 DISCUSSION AND POSSIBLE ACTION TO APPROVE 2017 RESOURCE LIBRARY CONTRACT. Erickson presented the 2017 Resource Library contract to the Board of Trustees. Both Erickson and Birtell assured the Board that it is a standard contract, and is like the past resource library contract. Norman made a **motion** to approve the 2017 Resource Library Contract with Monarch Library System. Anderson **moved** to accept the motion. Trester **seconded** the motion. The **motion** passed.
- 3.3 DISCUSSION AND POSSIBLE ACTION TO APPROVE MONARCH LIBRARY SYSTEM MEMBERSHIP AGREEMENT. Erickson presented the membership agreement to the Board of Trustees. Birtell and Norman mentioned the agreement for the most part is from the Wisconsin State Statues. Johnson questioned the Mid-Wisconsin Library System that would be bringing in a less reserve than when the approval to go to a combined library system was initially voted on. Erickson informed the Board that the library coming in with a lesser reserve has resolved their issue and would be bringing in \$150,000 less than originally anticipated. Birtell also informed the Board that this particular library also has a piece of property worth roughly \$350,000 that would be sold with proceeds going into the reserve funds. Quinn spoke on this issue as well and informed the Board that she is composing a letter and will present the letter at the next Board meeting expressing the MPL’s concerns in the reserve matter. Zylman stated it is a big concern about the timing of the news coming out. Anderson asked what percentage of the total reserve amount the \$150,000 less represents. Birtell stated about one-third. Norman made a **motion** to approve the 2017 Monarch Library System Membership Agreement. Anderson **moved** to accept the motion. Johnson **seconded** the motion. The **motion** passed.
- 3.4 DISCUSSION AND POSSIBLE ACTION TO APPROVE MONARCH LIBRARY SYSTEM ILS MEMBERSHIP AGREEMENT. Erickson presented the contract and informed the Board that it is similar to the previous agreement with ESLS. Johnson made a **motion** to accept the Monarch Library System ILS Membership Agreement. Trester **moved** to accept the motion. Mannchen **seconded** the motion. The **motion** passed.

3.5 DISCUSSION AND POSSIBLE ACTION TO UPDATE CODE OF CONDUCT. Prentice explained the background to merit an update to the Code of Conduct policy. Erickson, Nelson and Quinn had a meeting with the Sheboygan County Health and Human resources in regards to the homeless community in Sheboygan. After discussion, Erickson will revisit the weapon and firearms policy for any updates and bring it back to the board with recommendations. Norman would also like Erickson to review what the City Hall does in regards to the weapon and firearms situation. Trester recommended consulting the City Attorney for updates on this issue as well. Zylman **moved** to accept the updated Code of Conduct policy. Mannchen **seconded** the motion. The **motion** passed.

3.6 DISCUSSION AND POSSIBLE ACTION TO CREATE FOOD AND BEVERAGE POLICY. Erickson ask Prentice to update the board on the updates to the policy. Prentice explained the reasoning behind the policy change. Johnson stated she could not support this policy being as there is the Jerry Black Café on the first floor to allow food and beverage consumption. Norman asked if other libraries were allowing food and beverages in their libraries. Prentice said yes, this is becoming a normal activity in other libraries except for the academic libraries. Trester **moved** to accept the changes to the Food and Beverage Policy. Mannchen **seconded** the motion. The **motion** passes Aye: Board Vice President, Kathie Norman, Board Treasurer, Dirk Zylman, Board President, Maeve Quinn, Alderperson Marie Trester, Board Members: Nancy Mannchen and Kevin Anderson. Nye: Dolyce Johnson.

#### 4. DIRECTORS REPORT

4.1 UPDATE ON THE 2017 BUDGETARY AND CIP PROCESS. Erickson informed the board that the City Common Council will be voting on the 2017 CIP request on Monday, November 7, 2016.

4.2 UPDATE ON OPEN POSITIONS. Erickson stated a committee is in the final steps of hiring for the Communication Specialist position. Prentice stated that an offer has been made to a candidate for the Library Assistant position.

4.3 UPDATE ON SALARY SCALE STUDY. Erickson explained the salary scale process included contacting many libraries similar to the same size as the Mead Public Library, and that he and DeAmico met with Sandy Rohrick, City HR Director and based updated salary scale on current city pay grades as well as other libraries of similar size. DeAmico handed out a spreadsheet (without staff names) showing the differences between the 2009 salary grades vs. the 2017 updated salary paygrade grid. Erickson and DeAmico addressed questions that were presented. Norman referred the salary scale study analysis, and the updated pay grade scale to the MPL Human Resource committee for further review and recommendation. The HR committee will review and then setup a joint meeting with the MPL Finance committee.

4.4 UPDATE ON PROGRAMMING AND SERVICES CHANGES. Prentice updated the board with the November 2017 programming schedule.

4.5 SEPTEMBER STATISTICS. No report was given.

## 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. Norman responded the Foundation is working on the Renaissance event and are looking at other possible fund raising events as well as plan giving.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND  
No report was given.

## 6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE (11/17/2016 @ TBD)

6.2 FULL LIBRARY BOARD MEETING (11/17/16 @ 3:45 PM)

## 7. ADJOURN

7.1 Mannchen made a **motion** to adjourn. Trester **seconded** the motion. Norman adjourned the meeting at 4:55 p.m.

SUBJECT: December 2016 EVENTS AT MEAD PUBLIC LIBRARY  
FOR MORE INFORMATION: HELENE CAPIZZI, 459-3400, ext. 3418 or  
Helene.Capizzi@meadpl.org

**Thursday, Dec. 1:** Book discussion group led by Joe Milicia, Professor Emeritus of English at UW-Sheboygan, at 2 p.m. at Mead Public Library. The book is "The Night Circus" by Eric Morgenstern. Call 459-3400, ext. 3422, for more information.

**Thursday, Dec. 1:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Fun and Frolic." Call 459-3400, ext. 3404, for more information.

**Thursday, Dec. 1:** "Make It @ Mead" will feature making ornaments. This is a drop-in program, while supplies last, for older children, teens and adults held from 5 to 7 p.m. in the Makerspace at Mead Public Library. Call 459-3400, ext. 3422, for more information.

**Friday, Dec. 2:** Dare to Dream Theatre artistic director Rachel Thuermer will present a workshop using creative and dramatic play for toddlers and their grownups at Mead Public Library at 10 a.m. Call 459-3400, ext. 3404, for more information.

**Saturday, Dec. 3:** Children can make and take reindeer crafts from 10 a.m. to 4 p.m. in the Landwehr Children's Library Center at Mead Public Library. Free program, all supplies provided. Call 459-3400, ext. 3404, for more information.

**Monday, Dec. 5:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2016 film. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Tuesday, Dec. 6:** City of Sheboygan History Scan Day at Mead Public Library from 9 a.m. to 8 p.m., by appointment only. Bring photos and other items related to the City of Sheboygan to be scanned. Items will be returned and participants will receive a digital copy to keep. Call 459-3400, ext. 3422, for more information or an appointment.

**Tuesday, Dec. 6:** Tinker Time in the Imaginarium at Mead Public Library from 2 to 4 p.m. This is a time to drop in for crafting and technology projects with supplies and equipment provided. Open to all ages but children under 14 must be with an adult. For more information, call 459-3400, ext. 3422.

**Tuesday, Dec. 6:** Mead Public Library will offer a book discussion group, "Books on Tap," at Urbane, 1231 N. 8<sup>th</sup> St. in Sheboygan. The discussion will begin at 6 p.m. and will feature the book "Be Frank with Me" by Julia Claiborne Johnson. No registration required. For more information call 459-3400, ext. 3422.

**Tuesday, Dec. 6:** "Faith," the Horizons4Girls therapy dog, will be at Mead Public Library and children may come and read to her in the Story Garden from 6 to 7 p.m.

Faith is a small "teddy bear" dog, a Shih Tzu/Bichon Frise mix. For more information, call 459-3400, ext. 3404.

**Wednesday, Dec. 7:** Preschool Storytime will be held at 9:30 a.m. and 10:30 a.m. at Mead Public Library, in the Story Garden. Stories and activities will feature the theme, "Bedtime Stories." For more information, call 459-3400, ext. 3404.

**Wednesday, Dec. 7:** LEGO Club at Mead Public Library for children K-6, 3:15 to 4:30 p.m. Work alone or with others. The library has a supply of LEGOs, so children should not bring any along. For more information, call 459-3400, ext. 3404.

**Thursday, Dec. 8:** Mead Public Library's Book to Art Club will meet at the John Michael Kohler Arts Center ARtery from 6 to 7:30 p.m. The book selection is "Challenger Deep" by Neil Schustermann. The goal of this program is to explore literature through discussion and hands-on creative projects. Art supplies will be provided or participants may bring their own. Call 459-3400, ext. 3422, for more information.

**Thursday, Dec. 8:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Kids' Favorites." Call 459-3400, ext. 3404, for more information.

**Saturday, Dec. 10:** The Knitting Circle at Mead Public Library, 1 to 3 p.m. Knitters of all skills are welcome to bring in projects and work on them. An experienced knitter will be available to help with questions. Beginners may borrow needles and yarn to use. For more information, call 459-3400, ext. 3422.

**Sunday, Dec. 11:** Sunday Crafternoon in the Imaginarium at Mead Public Library from 1 to 4 p.m. This is a time for open studio drop in for crafting and technology projects with supplies and equipment provided. Open to all ages but children under 14 must be with an adult. For more information, call 459-3400, ext. 3422.

**Monday, Dec. 12:** Curiosity Labs, a monthly series at Mead Public Library, sponsored by Sigma-Aldrich Corporation, connecting scientists with Mead Library patrons, at 6:30 p.m. in the second floor Imaginarium. Tonight's topic is water filtration. Attendance is limited and preregistration is required using the library's website calendar ([www.meadpl.org](http://www.meadpl.org)). For more information or to register by phone, call 459-3400, ext. 3422.

**Monday, Dec. 12:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2016 film. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Tuesday, Dec. 13:** Nonfiction book discussion will feature "Unfair: The New Science of Criminal Justice" by Adam Benforado at Mead Public Library. It will be held at 5:30 p.m. in The Loft, on the third floor of the library, and will be led by Leighanne Metter-Jensen. Call 459-3400, ext. 3422, for more information.

**Wednesday, Dec. 14:** Preschool Storytime will be held at 9:30 a.m. and 10:30 a.m. at Mead Public Library, in the Story Garden. Stories and activities will feature the theme, "Jingle Bells." For more information, call 459-3400, ext. 3404.

**Wednesday, Dec. 14:** Teen craft in the Imaginarium makerspace at Mead Public Library from 2:30 to 4:30 p.m. Make a super-hero flashlight. Free program, supplies provided. For more information, call 459-3400, ext. 3440.

**Wednesday, Dec. 14:** Science-4-Fun at Mead Public Library at 3:30 p.m. for grades 1-6. Hands-on learning about science with Dr. Angelika Henke of Elementastic Science. Today's topic is sound. Space is limited and children must be on time. Call 459-3400, ext. 3404, for more information.

**Wednesday, Dec. 14:** Poetry Circle at Mead Public Library at 6:15 p.m., led by Karl Elder, professor of creative writing at Lakeland College. Bring along poetry from any time period to read and discuss, including your own. The program will be held in The Loft, on the third floor of the library. Call 459-3400, ext. 3422, for more information.

**Thursday, Dec. 15** City of Sheboygan History Scan Day at Mead Public Library, by appointment only. Bring photos and other items related to the City of Sheboygan to be scanned. Items will be returned and participants will receive a digital copy to keep. Call 459-3400, ext. 3422, for more information or an appointment.

**Thursday, Dec. 15:** Tinker Time in the Makerspace at Mead Public Library from 9 to 11 a.m. This is a time to drop in for crafting and technology projects with supplies and equipment provided. Open to all ages but children under 14 must be with an adult. For more information, call 459-3400, ext. 3422.

**Thursday, Dec. 15:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Tis the Season." Call 459-3400, ext. 3404, for more information.

**Monday, Dec. 19:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2016 film. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Monday, Dec. 19:** A fiction book discussion group meeting at Mead Public Library will feature "They May Not Mean To, But They Do" by Cathleen Schine. It will be held at 6 p.m. in The Loft, on the third floor, and will be led by Kim Dalhaimer, reference librarian. Call 459-3400, ext. 3422, for more information.

**Wednesday, Dec. 21:** Christmas movie for teens at Mead Public Library at 2:30 p.m. Call 459-3400, ext. 3440, for more information.

**Wednesday, Dec. 21:** Art4Fun program at Mead Public Library for grades 2-6, at 3:30 p.m., in the Mead Children's Activity Room. Artist Mary Tooley will have a learning session about a topic and then show an art project that children will make. All supplies included. Call 459-3400, ext. 3404, for more information.

**Wednesday, Dec. 28:** Wii drop-in gaming for grades 2-6 in the Story Garden at Mead Public Library, 1 to 3 p.m. For more information, call 459-3400, ext. 3404.

**Wednesday, Dec. 28:** Calming bottle craft project for children at Mead Public Library. Drop-in between 3 and 5 p.m., while supplies last. For more information, call 459-3400, ext. 3404.

*Mead Public Library programs are free with funding provided by the Friends of Mead Public Library and the Mead Public Library Foundation. To request a sign language interpreter or other assistance, e-mail to [mead.as@meadpl.org](mailto:mead.as@meadpl.org) at least seven days in*

*advance. Library staff may take photos or tape public programs. Let a staff member know if you do not want to participate.*

## Mead Public Library Accounts Payables

*October - November 2016*

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900661	ALDAG/HONOLD MECH	189671	324551	\$150.00	HVAC Expense
2716	BAKER & TAYLOR, LLC	5014299978	324554	\$461.32	Materials purchase
2716	BAKER & TAYLOR, LLC	2032378424	324554	\$69.19	Materials purchase
2716	BAKER & TAYLOR, LLC	3021256300	324554	\$8.18	Materials purchase
2716	BAKER & TAYLOR, LLC	2032394952	324554	\$892.31	Materials purchase
2716	BAKER & TAYLOR, LLC	2032378353	324554	\$2,105.16	Materials purchase
2716	BAKER & TAYLOR, LLC	5014316698	324554	\$240.43	Materials purchase
2716	BAKER & TAYLOR, LLC	2032395071	324554	\$45.15	Materials purchase
3252	CHARTER COMMUNICAT	OCTOBER 2016	324555	\$272.99	Internet Services
900081	DEMCO, INC.	598072/5969822	324556	\$407.70	Technical services supplies
1341	EMBURY, LTD.	125600	324558	\$4,532.07	Materials purchase
2066	ERICKSON, GARRETT	10/25/16-10/26/16	324559	\$143.39	Travel expense
203	FRANK L. WEYENBERG	2759593	324560	\$19.00	Refund of lost item
900201	GE MONEY BANK/AMAZON	002-3751526-1222601	324561	\$11.98	Materials purchase
900201	GE MONEY BANK/AMAZON	002-5082850-0348250	324561	\$87.00	Materials purchase
16226	INFOGROUP	83507755	324562	\$936.00	Materials purchase
3692	KARACATURE	101	324563	\$500.00	Logo design for Maker Space
3707	KOCH, MELANIE	1165	324564	\$14.95	Patron refund
21770	KOHLER, VILLAGE OF	608624	324565	\$17.00	Refund of lost item
318	KRISS PREMIUM PROD	147841	324566	\$1,737.09	Maintenance supplies
900376	MARTENS TRILLING TRU	B741111	324567	\$1.71	Building maintenance
12374	MBM	IN139495	324568	\$580.34	Copier/Printer expense
900181	MENARDS	12922	324569	\$114.94	Building maintenance
900181	MENARDS	12618	324569	\$3.29	Building maintenance
900181	MENARDS	13743 - CR 13888	324569	\$32.37	Building maintenance
900181	MENARDS	13752	324569	\$14.40	Building maintenance
900181	MENARDS	13891 - 14302	324569	\$29.31	Building maintenance
900181	MENARDS	14303	324569	\$35.62	Building maintenance
900181	MENARDS	1404/8-14432	324569	\$28.79	Building maintenance
231	MIDWEST TAPE	94406837	324570	\$2,000.00	Materials purchase
231	MIDWEST TAPE	94420853	324570	\$309.90	Materials purchase
231	MIDWEST TAPE	94419258	324570	\$692.83	Materials purchase
231	MIDWEST TAPE	9444550	324570	\$128.96	Materials purchase
3705	ORTIZ, MELISSA	238424	324571	\$16.89	Patron refund
900132	PITNEY BOWES CREDIT	3301827058	324572	\$368.82	Postage expense
3704	SCHWINN, NATASHA	9133	324573	\$22.95	Patron refund

## Mead Public Library Accounts Payables

*October - November 2016*

Vendor	Name	Invoice	Check #	Invoice Amt	Description
2602	SHEBOYGAN FALLS MEM	204580	324574	\$30.00	Refund of lost item
1451	SHEBOYGAN MAIL HOUSE	1516	324575	\$74.44	Postage expense
491	STAPLES ADVANTAGE	DET 1669297	324576	\$171.48	Office supplies
491	STAPLES ADVANTAGE	8041455926	324576	\$126.01	Office supplies
491	STAPLES ADVANTAGE	8041549300	324576	\$250.42	Office supplies
3295	THE SIGN SHOP OF	165696	324577	\$40.00	Maker Space signage
900103	WAL-MART COMMUNITY	000249	324578	\$22.43	Summer reading program expense
900103	WAL-MART COMMUNITY	009115	324578	\$28.91	Summer reading program expense
900044	WISCONSIN PUBLIC SER	9/21/16-10/4/16	324579	\$620.31	Gas utility expense
900104	ALLIANT ENERGY	SEPT 28 - OCT 27 16	324581	\$7,876.60	Electric utility expense
1418	ART IN A SUITCASE	12/21/2016 PROGRAM	324582	\$185.00	Program expense
900009	AT&T	SEP 26 - OCT 25 2016	324584	\$136.71	Telephone expense
2716	BAKER & TAYLOR, LLC	3021281581	324585	\$17.00	Materials purchase
2716	BAKER & TAYLOR, LLC	3021281552	324585	\$80.64	Materials purchase
2716	BAKER & TAYLOR, LLC	2032409639	324585	\$1,591.89	Materials purchase
2716	BAKER & TAYLOR, LLC	2032410621	324585	\$900.30	Materials purchase
2716	BAKER & TAYLOR, LLC	2032427918	324585	\$1,709.63	Materials purchase
2716	BAKER & TAYLOR, LLC	3021294447	324585	\$67.19	Materials purchase
2716	BAKER & TAYLOR, LLC	3021294210	324585	\$41.31	Materials purchase
2716	BAKER & TAYLOR, LLC	B29837660	324585	\$28.79	Materials purchase
2142	BATTERIES PLUS LLC	506-311506	324586	\$290.35	Janitorial supplies
6400	C.A. FLIPSE SONS CO.	15580	324587	\$285.06	Janitorial supplies
3200	CDWG	FTD5560	324588	\$22.78	IT supplies
3200	CDWG	FQH3229	324588	\$198.08	IT supplies
3200	CDWG	FRG8373	324588	\$331.44	IT supplies
900235	EASTERN SHORES LIBRA	413372	324589	\$807.18	Self check fees and collection agency fees
239	ELDER, KARL	12-7-16 POETRY	324590	\$150.00	Program expense
1597	ENVIRO-CLEAN, INC.	2676	324591	\$4,972.00	Cleaning service
1251	HENKE, ANGELIKA	12/14/16 PROGRAM	324592	\$250.00	Program expense
2554	HORICON PUBLIC LIB	8-12-16	324593	\$19.95	Refund of lost item
12691	MARSHALL SIGN LLC	36724	324594	\$22.50	Signs for 2nd floor re-design
900181	MENARDS	15536	324595	\$92.95	Building maintenance
231	MIDWEST TAPE	94452850	324596	\$89.96	Materials purchase
231	MIDWEST TAPE	94557630	324596	\$39.98	Materials purchase
231	MIDWEST TAPE	94463206	324596	\$1,051.78	Materials purchase
231	MIDWEST TAPE	94438574	324596	\$877.59	Materials purchase

## Mead Public Library Accounts Payables

*October - November 2016*

<b>Vendor</b>	<b>Name</b>	<b>Invoice</b>	<b>Check #</b>	<b>Invoice Amt</b>	<b>Description</b>
3728	MILLER, ANN	9/26/2016 SEMINAR	324597	\$25.73	Employee refund for program expenses
900038	OTIS ELEVATOR CO	CVS16611 001	324598	\$395.00	Elevator 3 month service contract renewed
16722	PROFESSIONAL SUPPLY	897490	324599	\$743.55	Janitorial supplies
2758	QUALITY BOOKS, INC	197156	324600	\$3,503.60	Materials purchase
2758	QUALITY BOOKS, INC	197329	324600	\$167.10	Materials purchase
2602	SHEBOYGAN FALLS MEM	649131	324601	\$30.00	Refund of lost item
2602	SHEBOYGAN FALLS MEM	3488	324601	\$30.00	Refund of lost item
900118	SHEBOYGAN WATER UTIL	7/11 - 10/4/16 METER	324603	\$993.62	Water Utilities
20008	SPECIAL OPERATIONS D	15229	324604	\$2,553.00	Security guard service
491	STAPLES ADVANTAGE	8041663010	324605	\$258.72	Office supplies
900301	STATE BAR OF WISCONS	5013606	324606	\$198.17	Materials purchase
900260	UNIQUE MANAGEMENT	436054	324607	\$143.20	Fines & Fees collection agency cost
1710	WELLS FARGO FINANCIA	5003475347	324608	\$726.19	Copier/Printer expense
900073	WESTON WOODS STUDIOS	14057980	324609	\$119.90	Materials purchase

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

November 301

Account Balances as of:

March 10, 2022

4:58 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		248,826.00	204,189.05	44,636.95	82.06
	<b>SUB TOTAL</b>		<b>248,826.00</b>	<b>204,189.05</b>	<b>44,636.95</b>	<b>82.06</b>
510310	FICA		14,974.00	12,127.14	2,846.86	80.99
510311	MEDICARE		3,502.00	2,836.16	665.84	80.99
510320	WI RETIREMENT FUND		16,423.00	13,387.43	3,035.57	81.52
510340	HEALTH INSURANCE	0.00	52,877.00	32,136.00	20,741.00	60.78
510341	RETIREE HEALTH INS		4,000.00	3,448.83	551.17	86.22
510350	DENTAL INSURANCE		4,397.00	2,520.17	1,876.83	57.32
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		666.00	422.45	243.55	63.43
510400	WORKERS COMP		125.00	104.20	20.80	83.36
510410	UNEMPLOYMENT		2,000.00	1,366.72	633.28	68.34
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>128,614.00</b>	<b>93,057.40</b>	<b>35,556.60</b>	<b>72.35</b>
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	3,878.60	5,521.40	41.26
521420	DUPLICATION SERVICES	0.00	6,200.00	5,900.55	299.45	95.17
521510	BILLING FEES	0.00	5,000.00	3,692.74	1,307.26	73.85
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	2,662.80	1,537.20	63.40
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>27,700.00</b>	<b>19,318.52</b>	<b>8,381.48</b>	<b>69.74</b>
525155	PROFESSIONAL DEVELOPMENT		2,500.00	2,487.20		99.49
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,990.88	2,509.12	79.93
527110	TRAVEL	0.00	2,000.00	1,329.09	670.91	66.45
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,000.00</b>	<b>13,807.17</b>	<b>3,192.83</b>	<b>81.22</b>
530100	OFFICE SUPPLIES	0.00	9,200.00	5,650.04	3,549.96	61.41
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>9,200.00</b>	<b>5,650.04</b>	<b>3,549.96</b>	<b>61.41</b>
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
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>7,721.08</b>	<b>11,129.20</b>	<b>-3,408.12</b>	<b>144.14</b>
540215	GEN PUB OFFICIAL	0.00	8,500.00	0.00	8,500.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>
590255	PARKING ASSESSMENT	0.00	3,000.00	671.60	2,328.40	22.39
	<b>SUB TOTAL</b>	<b>201 0.00</b>	<b>3,000.00</b>	<b>671.60</b>	<b>2,328.40</b>	
<b>810101</b>	<b>FUND EQUITY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>810111</b>	<b>SALARY &amp; FRINGE TRUST RESERV</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>0.00</b>	<b>450,561.08</b>	<b>347,822.98</b>	<b>102,738.10</b>	<b>77.20</b>

**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	635,956.31	98,389.69	86.60
	<b>SUB TOTAL</b>		<b>734,346.00</b>	<b>635,956.31</b>	<b>98,389.69</b>	<b>86.60</b>
510310	FICA	0.00	45,530.00	38,198.76	7,331.24	83.90
510311	MEDICARE		10,649.00	8,934.00	1,715.00	83.90
510320	WI RETIREMENT FUND	0.00	45,428.00	39,178.72	6,249.28	86.24
510340	HEALTH INSURANCE		120,149.00	92,599.01	27,549.99	77.07
510350	DENTAL INSURANCE		11,562.00	8,549.75	3,012.25	73.95
510360	LIFE INSURANCE		1,569.00	1,093.16	475.84	69.67
510400	WORKERS COMP	0.00	360.00	300.00	60.00	83.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>235,247.00</b>	<b>188,853.40</b>	<b>46,393.60</b>	<b>80.28</b>
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	37,840.55	159.45	99.58
538001-10083			13,000.00	11,266.94	1,733.06	86.67
538001-10098	DONATION PURCHASES		10,802.00	10,171.44	630.56	94.16
538001-10099	DONATION PURCHASES	0.00	44,000.00	17,641.48	26,358.52	40.09
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>118,702.00</b>	<b>87,999.57</b>	<b>30,702.43</b>	<b>74.13</b>
538002	MATERIALS - ALL CATAGORIES	3,764.54	364,697.61	265,762.93	95,170.14	73.90
538100	OTHER CONTENT	0.00	61,500.00	58,045.13	3,454.87	94.38
	<b>SUB TOTAL</b>	<b>3,764.54</b>	<b>426,197.61</b>	<b>323,808.06</b>	<b>98,625.01</b>	<b>75.98</b>
538000	TOTAL MATRL'S ACCTS	2( 3,764.54	<b>544,899.61</b>	<b>411,807.63</b>	<b>129,327.44</b>	<b>75.57</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>3,764.54</b>	<b>1,514,492.61</b>	<b>1,236,617.34</b>	<b>274,110.73</b>	<b>81.90</b>

**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	466,614.83	131,167.17	78.06
	<b>SUB TOTAL</b>		<b>597,782.00</b>	<b>466,614.83</b>	<b>131,167.17</b>	<b>78.06</b>
510310	FICA	0.00	37,517.00	28,165.88	9,351.12	75.07
510311	MEDICARE		8,774.00	6,587.32	2,186.68	75.08
510320	WI RETIREMENT FUND	0.00	33,941.00	26,168.80	7,772.20	77.10
510340	HEALTH INSURANCE		97,822.00	63,238.20	34,583.80	64.65
510350	DENTAL INSURANCE		6,243.00	4,519.57	1,723.43	72.39
510360	LIFE INSURANCE		1,557.00	785.63	771.37	50.46
510400	WORKERS COMP		274.00	228.30	45.70	83.32
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>186,128.00</b>	<b>129,693.70</b>	<b>56,434.30</b>	<b>69.68</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	16,945.00	3,055.00	84.73
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>20,000.00</b>	<b>16,945.00</b>	<b>3,055.00</b>	<b>84.73</b>
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	6,058.72	-3,058.72	201.96
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	30,543.61	-543.61	101.81
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	10,697.57	9,302.43	53.49
524124	HVAC MAINT & BOILER INS	1,493.50	9,000.00	6,493.22	1,013.28	88.74
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	8,337.00	163.00	98.08
	<b>SUB TOTAL</b>	<b>1,493.50</b>	<b>70,500.00</b>	<b>62,130.12</b>	<b>6,876.38</b>	<b>90.25</b>
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	50,071.93	12,428.07	80.12
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>62,500.00</b>	<b>50,071.93</b>	<b>12,428.07</b>	<b>80.12</b>
525100	ELECTRICITY	0.00	92,000.00	78,853.27	13,146.73	85.71
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	2,779.90	4,220.10	39.71
525140	GAS - UTILITY	0.00	29,000.00	12,003.28	16,996.72	41.39
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>130,719.00</b>	<b>96,373.49</b>	<b>34,345.51</b>	<b>73.73</b>
530135	SHIPPING	0.00	9,000.00	7,611.16	1,388.84	84.57
	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	18,270.67	10,229.33	64.11
530210	OPERATING SUPPLIES	0.00	1,500.00	1,045.76	454.24	69.72
530222	JANITORIAL SUPPLIES		8,000.00	5,870.74	2,129.26	73.38
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>47,000.00</b>	<b>32,798.33</b>	<b>14,201.67</b>	<b>69.78</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	69.11	80.89	46.07
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>69.11</b>	<b>80.89</b>	<b>46.07</b>
540200	INSURANCE (FIRE)	0.00	8,400.00	7,919.05	480.95	94.27
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,400.00</b>	<b>7,919.05</b>	<b>480.95</b>	<b>94.27</b>
642200	IT EQUIPMENT	0.00	25,580.00	20,416.36	5,163.64	79.81
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>25,580.00</b>	<b>20,416.36</b>	<b>5,163.64</b>	<b>79.81</b>
	<b>SUPPORT SERVICES COST CENTER TOTAL</b>	<b>1,493.50</b>	<b>1,148,759.00</b>	<b>883,031.92</b>	<b>264,233.58</b>	
	<b>LIBRARY TOTAL</b>	<b>5,258.04</b>	<b>3,113,812.69</b>	<b>2,467,472.24</b>	<b>641,082.41</b>	<b>79.24</b>

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	0.00	450,561.08	347,822.98	102,738.10	77.20
25551110	PUBLIC SERVICES	3,764.54	1,514,492.61	1,236,617.34	274,110.73	81.90
25551150	SUPPORT SERVICES	1,493.50	1,148,759.00	883,031.92	264,233.58	0.00
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>5,258.04</b>	<b>3,113,812.69</b>	<b>2,467,472.24</b>	<b>641,082.41</b>	<b>79.24</b>

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	6,867.02	-3,132.98	68.67
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
447636	LATE BOOK CHARGES	50,000.00	41,124.39	-8,875.61	82.25
447641	LOST BOOKS	1,000.00	6,049.33	5,049.33	604.93
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	737.98	237.98	147.60
467101	CONTRIBUTIONS	84,000.00	64,148.70	-19,851.30	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	
	<b>Total Revenues</b>	<b>3,101,648.00</b>	<b>3,073,763.05</b>	<b>-27,884.95</b>	<b>99.10</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2016 COMBINED ACCOUNTS**

*Account Balances as of:*

*March 10, 2022*

	<b>DESCRIPTION</b>		<b>APPROP 16</b>	<b>SPENT 16</b>	<b>BALANCE 16</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,580,954.00	1,306,760.19	274,193.81	82.66
510310	FICA		98,021.00	78,491.78	19,529.22	80.08
510311	MEDICARE		22,925.00	18,357.48	4,567.52	80.08
510320	WI RETIREMENT FUND		95,792.00	78,734.95	17,057.05	82.19
510340	HEALTH INSURANCE		270,848.00	187,973.21	82,874.79	69.40
510341	RETIREE HEALTH INS		4,000.00	3,448.83	551.17	86.22
510350	DENTAL INSURANCE		22,202.00	15,589.49	6,612.51	70.22
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		3,792.00	2,301.24	1,490.76	60.69
510400	WORKERS COMP		759.00	632.50	126.50	83.33
510410	UNEMPLOYMENT		2,000.00	1,366.72	633.28	68.34
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	3,878.60	5,521.40	41.26
521420	DUPLICATING SERVICES		6,200.00	5,900.55	299.45	95.17
521510	BILLING SERVICES		5,000.00	3,692.74	1,307.26	73.85
521700	SECURITY SERVICES		20,000.00	16,945.00	-207.00	84.73
521800	PROGRAM SERVICES		5,000.00	4,999.06	0.94	99.98
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	12,521.52	-1,521.52	113.83
523122	SOFTWARE MAINTENANCE		30,000.00	30,543.61	-543.61	101.81
524110	BUILDING EXT MAINT		20,000.00	10,697.57	9,302.43	53.49
524124	HVAC MAINT + BOILER INS		9,000.00	6,493.22	2,506.78	72.15
524126	ELEVATOR MAINTENANCE		8,500.00	8,337.00	163.00	98.08
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	50,071.93	12,428.07	80.12
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	2,779.90	4,220.10	39.71
525140	GAS - UTILITY		29,000.00	12,003.28	16,996.72	41.39
525155	PROFESSIONAL DEVELOPMENT		5,500.00	4,767.30	732.70	86.68
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,990.88	2,509.12	79.93
527110	TRAVEL		2,000.00	1,329.09	670.91	66.45
530100	OFFICE SUPPLIES	0.00	9,200.00	5,650.04	3,549.96	61.41
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	18,270.67	10,229.33	64.11
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	1,045.76	454.24	69.72
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	5,870.74	2,129.26	73.38
530255	TOOLS & SMALL EQUIPMENT		150.00	69.11	80.89	46.07
538001	DONATION PURCHASES		113,423.08	87,955.76	-1,967.86	77.55
538002	ADULT PRINT		364,697.61	265,762.93	95,170.14	72.87
538099	SHIPPING		9,000.00	7,611.16	1,388.84	84.57
538100	OTHER CONTENT		61,500.00	58,045.13	3,454.87	94.38
539999	MISC EXP (LATE FEES)		100.00	93.85	6.15	93.85
540200	INSURANCE (FIRE)		8,400.00	7,919.05	480.95	94.27
540215	GEN PUB OFFICIAL		8,500.00	0.00	8,500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	671.60	2,328.40	22.39
642200	IT EQUIPMENT		25,580.00	20,416.36	5,163.64	79.81
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	
	<b>TOTAL MEAD PUBLIC LIBRARY EX</b>	<b>5,258.04</b>	<b>3,113,812.69</b>	<b>2,467,472.24</b>	<b>641,082.41</b>	<b>79.24</b>



MPL Visa Credit Card Purchases  
11/4/2016 -

Account #	Amount	Description
25551110-538100	\$ 49.00	Public Service staff planning program 1/12 of yearly cost
Total Charges for billing period	\$ 49.00	

MPL Visa Credit Card Purchases  
 10/6/2016 - 11/3/2016

Account #	Amount	Description
25551110-538100	\$ 49.00	Public Service staff planning program 1/12 of yearly cost
25551100-527110	\$ 140.00	WLA conference fees
25551110-538002	\$ 490.00	Materials purchase - Walmart
25551110-538001	\$ 45.00	Subway - Acuity Cool Picks paid for by Aucity donation
25551100-538001	\$ 20.55	Facebook advertising - paid for by Friends of MPL
25551100-521400	\$ 22.06	Indeed advertisement for Communications specialist
25551150-530222	\$ 529.27	Janitorial supplies
25551150-524110	\$ 413.18	Building maintenance supplies
Total Charges for billing period	\$ 1,709.06	

MPL Visa Credit Card Purchases  
 9/7/2016 - 10/5/2016

Account #	Amount	Description
25551110-538100	\$ 49.00	Public Service staff planning program 1/12 of yearly cost
25551150-524110	\$ 369.45	Building Maintenance expense
25551150-530222	\$ 1,200.10	Janitorial supplies
25551100-527110	\$ 240.00	WLA Membership Fee - Garrett Erickson
25551110-538001	\$ 100.00	Big Read Expense Paid by Donation & Grant Funds
25551150-530210	\$ 23.15	Technical services supplies
25551150-530135	\$ 22.95	Technical services supplies
25551150-530200	\$ 29.70	Technical services supplies
25551100-538001	\$ 35.29	Facebook fees - Paid for by Friends Donation
25551100-521400	\$ 618.86	Displays/Marketing /Printing supplies
25551110-538001-10083	\$ 262.50	Film licenses for True Grit - Big Read paid for by Donations and Grant funds
25551100-538001	\$ 137.00	Summer reading prizes paid for by donations
25551100-538001	\$ 159.77	Cool Picks summer program prizes paid for by donations
25551100-538001	\$ 54.49	Maker Space supplies paid for by donations
25551100-521400	\$ 299.49	Employment ad for Communications Specialist
Total Charges for billing period	\$ 3,601.75	

MPL Visa Credit Card Purchases  
 8/5/2016 - 9/6/2016

Account #	Amount	Description
25551110-538001	\$ 115.00	Summer reading program prize expense
25551110-538001	\$ 345.18	Makerspace expense
25551150-525105	\$ 19.21	Sheboygan Water Utility expense
25551150-524110	\$ 876.52	Building maintenance expense
25551150-530210	\$ 63.52	Book club expense
25551150-530222	\$ 255.08	Janitorial expense
25551100-521400	\$ 79.00	Constant Contact - e-newsletter web-site
25551110-538001-10099	\$ 360.00	Costumes for childrens program
25551100-538001	\$ 3.30	Facebook advertising - paid by Friends of MPL donation
25551110-538100	\$ 49.00	ShiftPlanning - Public service staff work planning tool
25551150-6422200	\$ 55.00	Techsoup IT expense
Total Charges for billing period	\$ 2,220.81	

MPL Visa Credit Card Purchases  
 7/7/2016 - 8/4/2016

Account #	Amount	Description
25551100-523110	\$ 259.00	ALA Member Services - G. Erickson
25551110-521800	\$ 27.16	Programing expense
25551150-642200	\$ 181.99	IT Expenses - programs/supplies
25551150-524110	\$ 226.16	Building maintenance supplies
		Donated purchases - Advertising/State Reports (Friends of
25551100-538001	\$ 27.70	MPL to pay for these).
25551150-530210	\$ 246.46	Technical support supplies
25551150-530222	\$ 257.01	Janitorial Supplies
25551100-530100	\$ 329.02	Office supplies
25551110-538001	\$ 57.90	Supplies for Maker Space program paid by donation funds
Total Charges for billing period	\$ 1,612.40	

MPL Visa Credit Card Purchases  
 6/4/2016 - 7/6/2016

Account #	Amount	Description
25551150-530222	\$ 74.89	Janitorial supplies
25551150-524110	\$ 317.82	Building maintenance supplies
25551150-642200	\$ 9.00	IT supplies
25551100-530100	\$ 129.87	Office supplies
25551150-530200	\$ 35.07	Tech support supplies
25551110-538001	\$ 112.27	Supplies for Maker-Space paid with donated funds
25551110-538001	\$ 492.55	Cool Pick Prizes - paid for with Acuity donated funds.
25551100-538001	\$ 9.88	Facebook advertising - pd by donation Friends of MPL
25551150-530135	\$ 372.44	Postage meter supplies
Total Charges for 3/5/2016 - 4/5/2016	\$ 1,553.79	

MPL Visa Credit Card Purchases  
5/5/2016 - 6/3/2016

Account #	Amount	Description
25551110-252155	\$ 65.00	Converence fees - Melissa Prentice
25551150-524110	\$ 458.68	Building maintenance expense
25551100-539999	\$ 28.85	National Volunteer Day - bakery items
25551100-530100	\$ 20.55	Signs print shop expense
25551100-527110	\$ 189.50	Chase DeVrou IT seminar - Madison WI (Food & Lodging)
25551100-538001-10095	\$ 447.06	Course fees for Garrett Erickson
25551110-525155	\$ 235.98	Melissa Prentice convernce fees (Food & Lodging)
25551150-642200	\$ 15.00	IT program license fees
25551150-530200	\$ 19.80	Support Services expense
25551150-530135	\$ 9.65	Freight on support services expense
25551150-524110	\$ 239.00	Building maintenance expense
25551110-538001	\$ 750.00	Prizes for Cool-Picks summer reading program
25551100-538001	\$ 16.22	Facebook adverting paid for by Friends of MPL
Total Charges for 3/5/2016 - 4/5/2016	\$ 2,495.29	

MPL Visa Credit Card Purchases  
 4/6/2016 - 5/4/2016

Account #	Amount	Description
25551110-538001	\$ 107.92	Jo-Ann Fabrics (Maker Space items)
255511110-525155	\$ 810.00	WAPL Conference Fees
25551100-525155	\$ 85.00	WAPL Conference Fees
25551150-530200	\$ 159.60	Technical Services supplies
25551150-530135	\$ 9.63	Technical Services supplies
25551100-538001	\$ 44.00	Facebook advertising (Paid for by Friends Donation)
25551150-524110	\$ 59.85	Zoro - Building maintenance supplies
25551110-538001	\$ 502.64	Blue Harbor gift certificates - Society of St. Vincent - Walmart items purchased for Summer Reading program. (Summer Reading program paid for by donations. received)
25551100-527110	\$ 90.48	Hotel cost for UWM Volunteer conference
25551100-538001-10094	\$ 5.24	Computer application expense
25551110-538001-10099	\$ 33.81	Items purchaced for Shebygan Connects (Paid for by donations).
Total Charges for 3/5/2016 - 4/5/2016	\$ 1,908.17	

MPL Visa Credit Card Purchases  
 3/5/2016 - 4/5/2016

Account #	Amount	Description
25551110-521800	\$ 77.23	City Bakery #0972510203041612361 \$42.50 - NEH Scan Day/Ellas Ref #1493 \$34.63
25551100-521420	\$ 45.49	Print shop materials expense
25551150-530222	\$ 230.49	Janitorial supplies - Specialcay1 \$6.90/Officesupply.com \$111.01/Tacony Corp Powr Flite \$112.58
25551100-525155	\$ 560.00	Wisc Net Conference fees for Chase Devrou \$170.00 / PLA 2016 Conference fees Garrett Erickson \$240.00 / WVCA Conference fees Lauren Richmond \$150.00
25551100-538001	\$ 13.14	Facebook advertising paid for by Friends of MPL
25551150-523122	\$ 155.88	Bluehost renewal - Public Service expense
25551110-538001-10099	\$ 50.40	Sheboygan Connects FDN to reimburse - Dollar Tree #EC2332440 \$50.40
25551110-538001-10098	\$ 118.80	NEH Grant - Stefano 3/5/16 \$65.10 - Duke of Devon 3/4/2016 \$53.70
Total Charges for 3/5/2016 - 4/5/2016	\$ 1,251.43	

MPL Visa Credit Card Purchases  
 2/4/2016 - 3/4/2016

Account #	Amount	Description
25551150 - 523122	\$ 142.43	Meetup - meeting scheduling program 6 months
25551150-642200	\$ 63.19	IT Supplies/Purchases
25551110-538001		Donated Purchases - Sheboygan Connects
		Staff Development - Conference Fees/Expense Fees -
25551110-525155	\$ 998.96	Public Service
		IT Software - Adobe Creative Cloud - Donated
25551100-538001-10094	\$ 707.65	Purchase
25551110-538001	\$ 422.75	Sheboygan Connects - Donated Purchase
25551150-530210	\$ 127.50	Support Services Supplies
25551100-538001	\$ 12.66	Facebook Advertising - Donated Purchase
Total Charges for 2/4/2016 - 3/4/2016	\$ 2,475.14	

MPL Visa Credit Card Purchases  
 1/7/2016 - 2/3/2016

Account #	Amount	Description
25551150 - 524110	\$ 170.18	Building maintenance supplies
25551100 - 538001	\$ 24.96	Facebook advertising paid for by Friends of MPL
25551150 - 530200	\$ 49.95	Cash Box for Copier/Printer on 2nd Floor
25551150 - 530135	\$ 7.95	Freight on Cash Box for Copier/Printer on 2nd Flr
25551150 - 642200	\$ 12.95	IT Supplies
25551100 - 538001	\$ 251.87	Creative Cloud Software - donated purchase
Total Charges for 9/4/2015 - 10/5/2015	\$ 517.86	

MPL Visa Credit Card Purchases

11/5/2015 - 12/4/2015

Account #	Amount	Description
25551150-642200	\$ 9.95	Drop Cam Monthly Charge
25551150-524135	\$ 361.70	Janitorial supplies
25551150-524110	\$ 166.41	Office Equipment Maintenance
25551110-530205	\$ 15.00	Materials purchase
25551150-530200	\$ 84.29	Technical support supplies
25551150-530135	\$ 12.72	Technical support suplies
25551100-538001	\$ 453.56	Credit refund for printer never received/Facebook advertising/JoAnn
25551110-538001	\$ 108.86	Fabrics/Constant contact
		Donated Expense
Total Charges for 9/4/2015 - 10/5/2015	\$ 1,212.49	

MPL Visa Credit Card Purchases  
 10/6/2015 - 11/4/2015

Account #	Amount	Description
25551150-642200	\$ 9.95	Drop Cam Monthly Charge
25551150-524110	\$ 1,523.04	Building Maintenance
25551100-527110	\$ 586.34	G. Erickson - Six Sigma Class Reg Fees
25551150-523110	\$ 149.85	Technical Supplies
25551100-521400	\$ 616.69	Employment Ads
25551100-527100	\$ 911.24	WLA Conference Fees
25551150-530255	\$ 19.75	Janitorial Supplies
25551150-530200	\$ 13.90	Technical Supplies
25551150-530135	\$ 5.99	Technical Supplies
25551110-530205	\$ 293.63	1st Floor message board
25551150-530210	\$ 127.50	Magnetic Photo Pockets
25551100-538001	\$ 12.82	Donated Advertising Expense
25551100-530100	\$ 112.80	Fax Cards
25551100-530135	\$ 2.60	Freight on Fax Cards
Total Charges for 9/4/2015 - 10/5/2015	\$ 4,386.10	



Title: <b>Compensation Plan</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.15</b> Original Effective Date: Date of Last Revision:
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## **Compensation Plan**

- I. All positions shall be compensated in accordance with the Compensation Plan established by the Board as follows: The minimum, **mid-point** and maximum salary ranges for Library positions grade **0** through **16** parallel **“City of Sheboygan Non-Represented Administrative Salary Ranges”**. Salary and wage rate tables are maintained in the Library's Administrative Office.
- II. Compensation is established for work for a normal schedule of 40 hours per workweek; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided. During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.
- III. The Board does not grant general salary increases annually. Instead, the salary schedule will follow **the “City of Sheboygan Non-Represented Administrative Salary Ranges” schedule increase and is adopted by the Library Board is adjusted when and as warranted due to the periodic revision of salary schedules for comparable City employees**. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, LaCrosse, Oshkosh, and Racine.
- IV. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.
- V. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

Title: <b>Compensation Plan</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.15</b> Original Effective Date: Date of Last Revision:
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## **Compensation Plan**

- I. All positions shall be compensated in accordance with the Compensation Plan established by the Board as follows: The minimum and maximum salary ranges for Library positions grade 1 through 12 parallel City Pay Schedule A. The Board establishes the minimum and maximum salary range for Library grades 14 and 15 and for non-graded positions. Resultant salary and wage rate tables are maintained in the Library's Administrative Office.
  
- II. Compensation is established for work for a normal schedule of 40 hours per workweek; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.  
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- III. The Board does not grant general salary increases annually. Instead, the salary schedule adopted by the Library Board is adjusted when and as warranted due to the periodic revision of salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, LaCrosse, Oshkosh, and Racine.
  
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- V. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

## Mead Public Library Statistics - October 2016

<b>Books, Magazine, DVD, CD and Misc. Checkouts</b>	<b>October 2015</b>	<b>October 2016</b>	<b>Monthly % Change 2015 vs. 2016</b>	<b>Year-to-date 2015</b>	<b>Year-to-date 2016</b>	<b>YTD % Change 2015 vs. 2016</b>
Adult Materials	33,384	32,060	-4%	341,393	332,086	-3%
Children's Materials	17,458	15,082	-14%	167,301	151,662	-9%
<b>Total Circulation Transactions</b>	<b>50842</b>	<b>47142</b>	<b>-7%</b>	<b>508,694</b>	<b>483,748</b>	<b>-5%</b>
<b>Materials Shared With Other Libraries</b>						
Items provided to other libraries from Mead	7,522	5820	-23%	74,562	68,726	-8%
Items received for Mead patrons from other libraries	4,810	3,431	-29%	44,992	42,910	-5%
<b>Total Interlibrary Loans (Transits)</b>	<b>12,332</b>	<b>9251</b>	<b>-25%</b>	<b>119554</b>	<b>111636</b>	<b>-7%</b>
<b>E-Content Checkouts</b>						
E-Books (Overdrive) (Hoopla)	2,806	4,086	46%	27,856	33,634	21%
E-Audio (Freegal)	2,246	1,788	-20%	11,674	24,148	107%
E-Video (Hoopla)	32	164	413%	127	1,120	782%
E-Magazines (Zinio) (Overdrive)	235	162	-31%	1,283	2,180	70%
<b>Total E-Content Checkouts</b>	<b>5319</b>	<b>6200</b>	<b>17%</b>	<b>40940</b>	<b>61082</b>	<b>49%</b>
<b>Library Visits</b>						
Gate count	24,973	27,954	12%	267,712	284,990	6%
<b>Research Inquiries</b>						
Research Inquiries	1,733	1,989	15%	22,170	21,643	-2%
<b>Internet Usage Provided</b>						
Library Workstation Sessions	6,206	3,929	-37%	56,549	43,629	-23%
Wireless Sessions	0	12,712		12,679	98,916	680%
<b>Number of Library Card Holders</b>						
Sheboygan Residents				29,431	26,469	-10%
Non-Sheboygan Residents				10,112	10,497	4%
<b>Total Number of Library Card Holders</b>				<b>39543</b>	<b>36966</b>	<b>-7%</b>
<b>Classes, Seminars, Workshops, Events</b>						
Children (0-11) Quantity	74	29	-61%	394	321	-19%
Children (0-11) Participants	2,465	670	-73%	11,333	9,042	-20%
Teen (12-18) Quantity	4	2	-50%	59	58	-2%
Teen (12-18) Participants	119	26	-78%	1,752	1,500	-14%
Adult (18+) Quantity	19	40	111%	209	200	-4%
Adult (18+) Participants	195	645	231%	4,043	4,472	11%
<b>Total number of Classes, Seminars, Workshops, Events</b>	<b>97</b>	<b>71</b>	<b>-27%</b>	<b>662</b>	<b>579</b>	<b>-13%</b>
<b>Total number of Participants</b>	<b>2,779</b>	<b>1341</b>	<b>-52%</b>	<b>17,128</b>	<b>15014</b>	<b>-12%</b>
<b>Conference Room Utilization</b>						
Rocca Meeting Room	36%	44%	8%	38%	22%	-15%
Loft Meeting Room	35%	24%	-11%	30%	23%	-7%
2nd Floor Small Meeting Room	25%	36%	11%	32%	34%	2%

## Mead Public Library Statistics - September 2016

<b>Book, Magazine, DVD, CD and Misc. Checkou</b>	<b>September 2015</b>	<b>September 2016</b>	<b>Monthly % Change 2015 vs. 2016</b>	<b>Year-to-date 2015</b>	<b>Year-to-date 2016</b>	<b>YTD % Change 2014 vs. 2015</b>
Adult/Teen Materials	31,908	31,353	-2%	308,009	300,026	-3%
Children's Materials	14,755	12,834	-13%	149,843	136,580	-9%
<b>Total Adult/Teen/Children's Materials</b>	<b>46663</b>	<b>44,187</b>	<b>-5%</b>	<b>457,852</b>	<b>436,606</b>	<b>-5%</b>
<b>E-Content Checkouts</b>						
E-Books (Overdrive) (Hoopla)	2,751	3,182	16%	25,050	29,548	18%
E-Audio (Freegal)	2,211	2,157	-2%	9,428	22,360	137%
E-Video (Hoopla)	9	129	1333%	95	956	906%
E-Magazines (Zinio) (Overdrive)	77	187	143%	1,048	2,018	93%
<b>Total E-Content Checkouts</b>	<b>5048</b>	<b>5655</b>	<b>12%</b>	<b>35621</b>	<b>54882</b>	<b>54%</b>
<b>Materials Shared With Other Libraries</b>						
Items provided to other libraries from Mead	7,571	5,418	-28%	67,040	62,906	-6%
Items received for Mead patrons from other libraries	4,441	3,514	-21%	40,182	39,479	-2%
<b>Total Interlibrary Loans (Transits)</b>	<b>12,012</b>	<b>8932</b>	<b>-26%</b>	<b>107222</b>	<b>102385</b>	<b>-5%</b>
<b>Library Visits</b>						
Gate count	24,978	27,467	10%	242,739	257,036	6%
<b>Research Inquiries</b>						
Research Inquiries	2,101	1,686	-20%	20,437	19,654	-4%
<b>Internet Usage Provided</b>						
Library Workstation Sessions	5,578	3,682	-34%	50,343	39,700	-21%
Wireless Sessions	0	11,590		12,679	86,204	580%
<b>Number of Library Card Holders</b>						
Sheboygan Residents				29,482	26,858	-9%
Non-Sheboygan Residents				10,129	10,426	3%
<b>Total Number of Library Card Holders</b>				<b>39611</b>	<b>37284</b>	<b>-6%</b>
<b>Classes, Seminars, Workshops, Events</b>						
Children (0-11) Quantity	11	11	0%	320	292	-9%
Children (0-11) Participants	301	299	-1%	8,868	8,372	-6%
Teen (12-18) Quantity	1	2	100%	55	56	2%
Teen (12-18) Participants	25	58	132%	1,633	1,474	-10%
Adult (18+) Quantity	15	28	87%	190	160	-16%
Adult (18+) Participants	474	858	81%	3,848	3,827	-1%
<b>Total number of Classes, Seminars, Workshops, Ev</b>	<b>27</b>	<b>41</b>	<b>52%</b>	<b>565</b>	<b>508</b>	<b>-10%</b>
<b>Total number of Participants</b>	<b>800</b>	<b>1,215</b>	<b>52%</b>	<b>14,349</b>	<b>13,673</b>	<b>-5%</b>
<b>Conference Room Utilization</b>						
Rocca Meeting Room	25%	9%	-16%	38%	20%	-18%
Loft Meeting Room	24%	18%	-6%	29%	23%	-7%
2nd Floor Small Meeting Room	22%	34%	12%	33%	34%	1%