

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

**Minutes  
Mead Public Library  
Board of Trustees  
September 22, 2016**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 22, 2016 in The Loft. Present Board of Trustee members were Board President Maeve Quinn, presiding, Nancy Mannchen, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Dave Hoffman, Kevin Anderson, and Henry Nelson. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Administrative Assistant Lauren Richmond and Public Services Manager Melissa Prentice. Board of Trustee members absent: Alderperson Rosemarie Trester, Dolyce Johnson and Chris Campe.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:49 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).
- 1.4 APPROVAL OF MINUTES. Zylman **moved** to approve the minutes from the August 25, 2016 meeting; Hoffman **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 9/22/2016 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 **moved** to approve payment of expenditures including payroll and recurring expenses. Nelson **seconded** the motion. The motion **passed.**
- 2.3 LIBRARY SERVICES AND MARKETING COMMITTEE – KEVIN ANDERSON, CHAIR, REPORTS OF 8/30/16 & 9/20/16 MEETING  
Committee reviewed Communications Specialist job description, began discussing marketing plan, and narrowed down initial goal to strive for growth in all areas of the library amongst the 25-40 year-old demographic as well as the Spanish and Hmong communities.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- 3.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE PERFORMANCE REVIEWS POLICY

City moving to 4<sup>th</sup> quarter evaluations, Library currently does 1<sup>st</sup> quarter but needs to do the same. Ease and consistency for staff.

Nelson **moved** to accept changes. Mannchen **seconded**. The motion **passed**.

3.2 DISCUSSION AND POSSIBLE ACTION TO UPDATE CODE OF CONDUCT

Due to recent issues arising with quantity of personal belongings being brought into the Library as well as food with strong odors, staff is requesting a change to the current code of conduct to give direction and discretion when informing customers of the policies. Erickson and Prentice to come up with wording for the next meeting that prohibits the entrance of outside carts into the facility and allows for staff discretion when it comes to potentially disturbing food odors.

**4. DIRECTORS REPORT**

4.1 UPDATE ON THE 2017 BUDGETARY PROCESS

Goes to public forum in October for final approval in November.

4.2 DISCUSSION OF CAPITAL IMPROVEMENT PROJECTS PROCESS

CIP Committee approved 2017-2021 plan, City Planning also approved, back to council for final approval in October.

4.3 UPDATE ON MERGER BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM

Currently in implementation phase, local holds feature is now active, new name to be revealed next month.

4.4 UPDATE ON OPEN POSITIONS

Both the Communications Specialist job as well as a Library Assistant position have been posted online and already receiving a lot of response.

4.5 UPDATE ON PROGRAMMING AND SERVICES

Big Read kicked-off. Children's Book Festival coming up in October. Makerspace Ribbon Cutting to be held after the next Board meeting in October. Lynda.com is the newest electronic database available for patrons.

4.6 AUGUST STATISTICS

**5. LIAISON REPORTS**

5.1 EASTERN SHORES LIBRARY SYSTEM – KATHIE NORMAN

All activity currently taking place at the merger meetings.

5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN

Board is getting ready for the Yuletide Reception coming up in December. They are working on a planned giving brochure and have successfully raised \$30,000 from their spring solicitation letter.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND

Richmond reports the survey sent out by the Friends has had successful response already within the first week. Once the responses are in, they will be tabulating the results.

## **6. UPCOMING MEETINGS**

6.1 LIBRARY BOARD FINANCE COMMITTEE (10/27/16 @ TBD)

6.2 FULL LIBRARY BOARD MEETING (10/27/16 @ 3:45PM)

## **7. ADJOURN**

7.1 Quinn adjourned the meeting at 5:00 p.m.

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

**Tuesday, Nov. 1:** 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, Nov. 1:** 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, Nov. 1:** 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 "Me Before You" by Jojo Moyes. No registration required. For more information call 459-3400, ext. 3422.

**Wednesday, Nov. 2:** 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, "I Love Trucks." For more information, call 459-3400, ext. 3404.

**Wednesday, Nov. 2:** 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, Nov. 3:** Little Listeners for young children and families at Mead Public Library Story Garden at 9:30 and 10:30 a.m. with stories and activities. The theme is "Cookies." Call 459-3400, ext. 3404, for more information.

**Thursday, Nov. 3:** 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.

**Thursday, Nov. 3:** 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 "My Brilliant Friend" by Elena Ferrante. Call 459-3400, ext. 3422, for more information.

**Thursday, Nov. 3:** "Make It @ Mead" will feature holiday cards using a precision cutting tool, punches and stamps. 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, Nov. 4:** Teen Tech in the Imaginarium at Mead Public Library, 3 to 5 p.m. Teens will have an opportunity to use LEGO Mindstorm kits to building and program a robotic creation. Call 459-3400, ext. 3440, for more information.

**Saturday, Nov. 5:** Drop in at the Landwehr Children's Library Center in Mead Public library to meet costumed Star Wars characters from 1 to 3 p.m. For all ages. Call 459-3400, ext. 3440, for more information.

**Monday, Nov. 7:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2015 film. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Tuesday, Nov. 8:** Nonfiction book discussion will feature "Yes, Chef: A Memoir" by Marcus Samuelsson 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.

**Tuesday, Nov. 8:** "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, Nov. 9:** 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, "Time to Rhyme." For more information, call 459-3400, ext. 3404.

**Wednesday, Nov. 9:** Teen craft in the Imaginarium makerspace at Mead Public Library from 3 to 5 p.m. Design and make buttons with a buttonmaker and other equipment. Free program, supplies provided. For more information, call 459-3400, ext. 3440.

**Wednesday, Nov. 9:** 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 class will experiment with mixing water with other items. Space is limited and children must be on time. Call 459-3400, ext. 3404, for more information.

**Wednesday, Nov. 9:** 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, Nov. 10:** Little Listeners for young children and families at Mead Public Library Story Garden at 9:30 and 10:30 a.m. with stories and activities. The theme is "Tail Wagging Tails." Call 459-3400, ext. 3404, for more information.

**Thursday, Nov. 10:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Jungle Jam." Call 459-3400, ext. 3404, for more information.

**Thursday, Nov. 10:** Mead Public Library will offer one-on-one computer help from 1 to 2 p.m. Learn basic computer use, e-mail, downloading and Internet skills. To make an appointment for help at a different time, or for more information call 459-3400, ext. 3422.

**Thursday, Nov. 10:** 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 "The Heart

of Everything That Is" by Bob Drury and Tom Claven. 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.

**Saturday, Nov. 12:** 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, Nov. 13:** 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, Nov. 14:** 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 flavors and fragrances. The program includes a presentation and hands-on group experiments about the structure and function of DNA. It is open to older children, teens and adults. 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, Nov. 14:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2015 period adventure drama. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Tuesday, Nov. 15:** Mead Public Library will present Alan Anderson at 6 p.m. in the library's Rocca Meeting Room. His topic is "The Unknown Craftsman: Creating, and Re-creating, Furniture Designed by Frank Lloyd Wright. He will discuss how he studied Wright's iconic barrel chair and learned the woodworking techniques needed to recreate them. For more information, call 459-3400, ext. 3422.

**Wednesday, Nov. 16:** Author Gary Beyer and his wife and caregiver Julie will offer an inspirational and hope-filled presentation, "Inspiring Hope in the Face of Life-Altering Circumstances," at Mead Public Library at 1:30 p.m. in the library's Rocca Meeting Room. For more information, call 459-3400, ext. 3422.

**Wednesday, Nov. 16:** 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, "Happy Hippos." For more information, call 459-3400, ext. 3404.

**Wednesday, Nov. 16:** 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.

**Thursday, Nov. 17:** 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, Nov. 17:** Little Listeners for young children and families at Mead Public Library Story Garden at 9:30 and 10:30 a.m. with stories and activities. The theme is "Librarian's Favorites." Call 459-3400, ext. 3404, for more information.

**Thursday, Nov. 17:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Turkey Lurkey." Call 459-3400, ext. 3404, for more information.

**Thursday, Nov. 17:** 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, Nov. 17:** Mead Public Library will present The Beatles author and scholar Aaron Krerowicz at 6 p.m. in the library's Rocca Meeting Room. Krerowicz has written three books and presents his research and analysis of the band's music and their place in history. This free multi-media program will be part history and part musical analysis spanning the 1960s. For more information, call 459-3400, ext. 3422.

**Saturday, Nov. 19:** Mead Public Library will celebrate International Games Day with a selection of games for children and teens on the library's third floor from noon to 2 p.m. For more information call 459-3400, ext. 3404.

**Monday, Nov. 21:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2016 drama. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Monday, Nov. 21:** A fiction book discussion group meeting at Mead Public Library will feature "Zazie in the Metro" by Ramond Queneau. 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.

**Tuesday, Nov. 22:** "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, Nov. 23:** 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, "Let's Share." For more information, call 459-3400, ext. 3404.

**Wednesday, Nov. 23:** Wii drop-in gaming for grades 2-6 in the Story Garden at Mead Public Library, 2 to 4 p.m. For more information, call 459-3400, ext. 3404.

**Monday, Nov. 28:** 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, Nov. 28:** Tinker Time in the Makerspace at Mead Public Library from 5 to 7 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.

**Wednesday, Nov. 30:** Wii drop-in gaming for grades 2-6 in the Story Garden at Mead Public Library, 3:15 to 5 p.m. For more information, call 459-3400, ext. 3404.

**Wednesday, Nov. 30:** 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, "Let's Share." For more information, call 459-3400, ext. 3404.

**Wednesday, Nov. 30:** Movie for teens at Mead Public Library at 3 p.m. in Maas Teen Learning Center featuring a 2016 release. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

*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.*

**Minutes  
Mead Public Library  
Finance Committee Meeting  
Thursday, September 22, 2016  
2:45 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, September 22, 2016 in the Library Board Room. Present Committee Members: Dirk Zylman, presiding, Henry Nelson and Maeve Quinn. Staff members present: Garrett Erickson, Debbie DeAmico and Lauren Richmond.

**1. OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 2:45pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES. Approval of the Finance Committee minutes for August 25, 2016 meeting. Quinn **moved** to approve the Finance Committee minutes for the June 23, 2016 meeting, Nelson **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). Nelson **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. Quinn **seconded** the motion. The motion **carried**.

2.2 RECEIVE 2016 BUDGET STATUS TO DATE

All categories on pace.

2.3 DISCUSS AND POSSIBLE ACTION ON FUNDING FUTURE CAPITAL IMPROVEMENT PROJECTS

From an investment standpoint, it might be wise to start considering turning some investments into cash if a large project will be using the funds in the next year. This would greatly decrease the market risk.

2.4 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS

-TBD

2.5 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

**3. UPCOMING MEETINGS**

3.1 Mead Public Library Finance Committee next meeting October 27th, 2016 @ 2:45 p.m.

**4. ADJOURN**

4.1 MOTION TO ADJOURN: Nelson **moved** to adjourn the September 22, 2016 Finance Committee meeting; Quinn **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee at 3:16 p.m.

## Mead Public Library Accounts Payables

2016 EOM September and October

Vendor	Name	Invoice	Check #	Invoice Amt	Description
3500	ABEL, SHARON	735485	323940	\$200.00	Program Expense
1418	ART IN A SUITCASE	10/19/2016 M TOOLEY	323942	\$235.00	Program Expense
2716	BAKER & TAYLOR, LLC	2032289976	323943	\$170.26	Material Purchases
2716	BAKER & TAYLOR, LLC	B25234990	323943	\$28.79	Material Purchases
2716	BAKER & TAYLOR, LLC	B25235000	323943	\$10.79	Material Purchases
2716	BAKER & TAYLOR, LLC	2032289947	323943	\$1,856.45	Material Purchases
2716	BAKER & TAYLOR, LLC	2032269002	323943	\$763.30	Material Purchases
2716	BAKER & TAYLOR, LLC	2032306699	323943	\$33.49	Material Purchases
2716	BAKER & TAYLOR, LLC	2032306734	323943	\$306.02	Material Purchases
2716	BAKER & TAYLOR, LLC	3021194837	323943	\$27.62	Material Purchases
2716	BAKER & TAYLOR, LLC	3021194836	323943	\$84.36	Material Purchases
2716	BAKER & TAYLOR, LLC	B25877580	323943	\$10.79	Material Purchases
2716	BAKER & TAYLOR, LLC	B26075800	323943	\$23.28	Material Purchases
2716	BAKER & TAYLOR, LLC	2032302220	323943	\$1,423.44	Material Purchases
2716	BAKER & TAYLOR, LLC	5014265166	323943	\$738.29	Material Purchases
2716	BAKER & TAYLOR, LLC	B26075810	323943	\$41.74	Material Purchases
2716	BAKER & TAYLOR, LLC	B26173700	323943	\$41.74	Material Purchases
2716	BAKER & TAYLOR, LLC	2032324384	323943	\$2,145.22	Material Purchases
3644	BIBLIOTHECA + 3M	SI0017702-US	324080	\$9,403.80	Annual support payment for 3M Self check
1480	BRAINFUSE, INC.	2006559	323944	\$4,650.00	Material Purchases
2930	CAMERA CORNER	0474324-IN	323945	\$426.00	IT Expense
2146	CAVENDISH SQUARE	3024677	323946	\$193.91	Material Purchases
3200	CDWG	DZW1501	323947	\$1,189.00	IT Expense
3200	CDWG	DXQ7194	323947	\$741.66	IT Expense
3200	CDWG	DPD9460	323947	\$472.79	IT Expense
3252	CHARTER COMMUNICAT	10/1/16 - 10/31/16	323948	\$272.99	Internet service
3610	CLARK, NICHOLAS	225770	323949	\$14.95	Patron refund
900036	COMPUTYPE INC	610007	323950	\$287.71	Technical Services Supplies
900081	DEMCO, INC.	5964057	323951	\$321.50	Technical Services Supplies
900081	DEMCO, INC.	5969822	323951	\$87.21	Technical Services Supplies
4750	DULMES DECOR INC	CG602976	323952	\$65.00	Repair carpet in childrens room
900235	EASTERN SHORES LIBRA	413288	323953	\$91.93	Faronic licenses - Material Purchases

## Mead Public Library Accounts Payables

*2016 EOM September and October*

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900235	EASTERN SHORES LIBRA	24889	323953	\$8.99	Refund for lost book
239	ELDER, KARL	10/12/2016 K ELDER	323954	\$150.00	Program Expense
900201	GE MONEY BANK/AMAZON	118583381172	323956	\$41.38	Material Purchases
900201	GE MONEY BANK/AMAZON	118585194246	323956	\$9.50	Material Purchases
900201	GE MONEY BANK/AMAZON	080884040053	323956	\$16.00	Janitorial supplies
900201	GE MONEY BANK/AMAZON	181456238635	323956	\$54.19	Maker Space supplies (paid by donation)
900201	GE MONEY BANK/AMAZON	118589888316	323956	\$13.60	Material Purchases
900201	GE MONEY BANK/AMAZON	283275244351	323956	\$55.17	Janitorial supplies
900201	GE MONEY BANK/AMAZON	083715134927	323956	\$10.41	Material Purchases
900201	GE MONEY BANK/AMAZON	118587642161	323956	\$135.41	Summer Reading Program (paid by donation)
900201	GE MONEY BANK/AMAZON	283273687660	323956	\$29.39	Janitorial supplies
900201	GE MONEY BANK/AMAZON	083715682491	323956	\$44.46	Maker Space supplies (paid by donation)
900201	GE MONEY BANK/AMAZON	118585765488	323956	\$12.33	Maker Space supplies (paid by donation)
900201	GE MONEY BANK/AMAZON	118581032486	323956	\$97.21	Material Purchases
900201	GE MONEY BANK/AMAZON	118585561336	323956	\$118.90	Summer Reading Program (paid by donation)
900201	GE MONEY BANK/AMAZON	118586816518	323956	\$82.05	Material Purchases
900201	GE MONEY BANK/AMAZON	286792480815	323956	\$45.36	Material Purchases
1251	HENKE, ANGELIKA	12/12/2016 A HENKE	323957	\$250.00	Program Expense
900196	HOBBY LOBBY CREATIVE	ACCT #19827	323958	\$44.93	Maker Space supplies (paid by donation)
2715	LAKEVIEW COMMUNITY	649378	323960	\$12.99	Lost Item Refund
2754	MAKING SPIRITS BRIGH	86	323961	\$250.00	Advertising
3499	MARGRETT, ROBERT J	10/25/2016 BIG READ	323962	\$200.00	Program Expense (The Big Read Grant)
3608	MATTIS, ANN	10/25/2016 AMATTIS	323963	\$200.00	Program Expense (The Big Read Grant)
12374	MBM	IN131346	324090	\$734.23	Photocopier/Printer maintenance agreement payment
900181	MENARDS	10373	323964	\$4.45	Building Maintenance Expense
900181	MENARDS	10349	323964	\$7.19	Building Maintenance Expense
900181	MENARDS	10948	323964	\$73.28	Building Maintenance Expense
900181	MENARDS	11095	323964	\$7.81	Building Maintenance Expense
900181	MENARDS	11699	323964	\$11.62	Building Maintenance Expense
231	MIDWEST TAPE	94299755	323965	\$39.99	Material Purchases
231	MIDWEST TAPE	94305334	323965	\$1,587.71	Material Purchases

## *Mead Public Library Accounts Payables*

*2016 EOM September and October*

<b>Vendor</b>	<b>Name</b>	<b>Invoice</b>	<b>Check #</b>	<b>Invoice Amt</b>	<b>Description</b>
231	MIDWEST TAPE	94291989	323965	\$655.05	Material Purchases
231	MIDWEST TAPE	94327784	323965	\$660.74	Material Purchases
231	MIDWEST TAPE	94338090	323965	\$164.94	Material Purchases
231	MIDWEST TAPE	94354680	323965	\$464.88	Material Purchases
231	MIDWEST TAPE	94350449	323965	\$1,023.58	Material Purchases
900006	MILICIA, JOSEPH	10/25/2016 BIG READ	323966	\$200.00	Material Purchases
900035	O & W COMMUNICATIONS	36732	889.37	\$889.37	2nd Floor Conference Room Speaker Phone Hook-up
900132	PITNEY BOWES CREDIT	9/18/2016 STATEMENT	323968	\$72.02	Postage meter expense
2248	PLATINUM TECHNOLOGIE	1634	323969	\$138.00	Security monitoring for 4th Qtr 2016
1585	PLYMOUTH PUBLIC LIB	97667	323970	\$14.95	Lost Item Refund
900180	PROQUEST LC	6122813	323971	\$3,612.00	Material Purchases
444	SCHOLASTIC, INC.	13728230	170.88	\$170.88	Summer Reading Program (paid by donation)
19357	SHEBOYGAN THEATRE CO	10/17/2016 SHEB THTR	323973	\$500.00	Program Expense (The Big Read Grant)
2364	SHRED-IT USA, LLC	8120855954	323974	\$72.11	Janitorial Expense
491	STAPLES ADVANTAGE	8040868109	323975	\$257.22	Office supplies
491	STAPLES ADVANTAGE	8040760319	323975	\$619.76	Office supplies
491	STAPLES ADVANTAGE	8041045648	323975	\$73.06	Office supplies
900301	STATE BAR OF WISCONS	5011493	323976	\$65.53	Material Purchases
3640	TIETZ'S PIGGLY WIGGL	1526	323977	\$18.93	Summer Reading Program (paid by donation)
2654	W.J. NIEDERKORN LIB	622275	323953	\$21.99	Lost Item Refund
	W.J. NIEDERKORN LIB	3428594	323953	\$17.99	Lost Item Refund
900103	WAL-MART COMMUNITY	6906	323981	\$35.42	Maker Space supplies (paid by donation)
900103	WAL-MART COMMUNITY	626600345030	323980	\$46.66	Maker Space supplies (paid by donation)
900103	WAL-MART COMMUNITY	627100856468	323980	\$8.80	Distilled Water for Technical Services
1710	WELLS FARGO	5003401664	324104	\$726.19	Photocopier/Printer Lease payment
900044	WISCONSIN PUBLIC SER	8/22/2016-9/13/2016	323982	\$407.99	Gas Utility
3605	YANCY, CARLA CORTA	110318	323983	\$12.95	Patron refund
635	ALLDATA LLC	10/19/2016	324075	1,500.00	Materials Purchases
1418	ART IN A SUITCASE	11/16/16 PROGRAM	324077	185.00	Program expense
900009	AT&T	8-26-16 - 9-25-216	324078	133.90	Telephone expense
2716	BAKER & TAYLOR, LLC	2032324384	324079	2,145.22	Material Purchases

## *Mead Public Library Accounts Payables*

*2016 EOM September and October*

<b>Vendor</b>	<b>Name</b>	<b>Invoice</b>	<b>Check #</b>	<b>Invoice Amt</b>	<b>Description</b>
2716	BAKER & TAYLOR, LLC	B26588390	324079	57.58	Material Purchases
2716	BAKER & TAYLOR, LLC	3021219871	324079	70.40	Material Purchases
2716	BAKER & TAYLOR, LLC	3021219829	324079	54.22	Material Purchases
2716	BAKER & TAYLOR, LLC	5014282078	324079	229.25	Material Purchases
2716	BAKER & TAYLOR, LLC	3021232179	324079	172.40	Material Purchases
2716	BAKER & TAYLOR, LLC	2032324246	324079	2,716.70	Material Purchases
2716	BAKER & TAYLOR, LLC	2032341593	324079	2,969.67	Material Purchases
2716	BAKER & TAYLOR, LLC	2032341669	324079	94.36	Material Purchases
2068	CEDARBURG PUBLIC LIB	2327080	324081	30.00	Refund for lost book
2068	CEDARBURG PUBLIC LIB	1963520	324081	30.00	Refund for lost book
900235	EASTERN SHORES LIBRA	413309	324082	80.27	The Content Café Renewal
239	ELDER, KARL	11/9/16 PROGRAM	324083	150.00	Program expense
1341	EMBURY, LTD.	125585	324084	3,985.04	JV DVD shelving - Pd by MPL Foundation Wish List
1597	ENVIRO-CLEAN, INC.	2670	324085	4,972.00	Cleaning service expense
873	GALE GROUP	59092432	324086	234.99	Material Purchases
873	GALE GROUP	59105025	324086	122.25	Material Purchases
3546	KREREWICZ, AARON	11/17/2016	324087	350.00	Program expense
11899	LANGUAGE LINE SERVIC	9020531055	324088	35.56	Material Purchases
2727	LIBRARY MARKET	ON-LINE LIBRARY CARD	324089	1,500.00	On Line Library Card - Website software
231	MIDWEST TAPE	94350449	324091	1,023.58	Material Purchases
14846	NEMSCHOFF CHAIRS, IN	00656034	324092	151.00	Repair to funnrniture in Jerry Black Café
2621	OSCAR GRADY PUBLIC	511753	324093	30.00	Refund for lost book
1585	PLYMOUTH PUBLIC LIB	656885	324094	7.95	Refund for lost book
1585	PLYMOUTH PUBLIC LIB	910894	324094	20.99	Refund for lost book
1585	PLYMOUTH PUBLIC LIB	982992	324094	16.95	Refund for lost book
1585	PLYMOUTH PUBLIC LIB	956962	324094	21.99	Refund for lost book
1585	PLYMOUTH PUBLIC LIB	840323	324094	20.95	Refund for lost book
2311	PRENTICE, MELISSA S.	9/25/16 CONFERENCE	324095	91.99	Mileage reimbursement for conference attended
2265	RESEARCH TECHNOLOGY	199942	324096	39.75	Technical Services Supplies
983	ROTARY CLUB OF SHEB	3296	324097	185.00	2nd Quarter dues
2602	SHEBOYGAN FALLS MEM	607030	324098	24.00	Refund for lost book
20721	SHEBOYGAN SUN, THE	79710	324090	527.50	Advertising cost

## Mead Public Library Accounts Payables

2016 EOM September and October

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900118	SHEBOYGAN WATER UTIL	6/30/16 - 9/30/16	324100	16.20	Water utility expense
20008	SPECIAL OPERATIONS D	15228	324101	2,503.00	Security Guard expense
491	STAPLES ADVANTAGE	8041142858	324102	103.12	Office supplies
900260	UNIQUE MANAGEMENT	434611	324103	295.35	Fines & Fees collection service expense
900104	ALLIANT ENERGY	10-3-16	324187	8,934.20	Electric Utility Expense
1293	AURORA EMPLOYEE ASST	IN15104	324188	67.50	Employee Assistance program cost
2716	BAKER & TAYLOR, LLC	B27311070	324189	61.88	Material Purchases
2716	BAKER & TAYLOR, LLC	2032360748	324189	30.16	Material Purchases
2716	BAKER & TAYLOR, LLC	3021244896	324189	46.52	Material Purchases
2716	BAKER & TAYLOR, LLC	203260757	324189	3,946.98	Material Purchases
3200	CDWG	1BNZPL9	324190	55.25	IT Expense
3200	CDWG	1BP92W0	324190	71.20	IT Expense
3200	CDWG	FPR0816	324190	82.70	IT Expense
3200	CDWG	FLV1367	324190	111.66	IT Expense
3200	CDWG	FPX3444	324190	472.79	IT Expense
900235	EASTERN SHORES LIBRA	413329	324191	697.03	Material Purchases
900235	EASTERN SHORES LIBRA	413335	324191	65.70	Telephone expense
1251	HENKE, ANGELIKA	11-9-2016 PROGRAM	324192	250.00	Program Expense - Childrens Room
21770	KOHLER, VILLAGE OF	500847	324194	27.00	Refund for lost book
231	MIDWEST TAPE	94376510	324195	564.83	Material Purchases
231	MIDWEST TAPE	94364589	324195	1,340.17	Material Purchases
231	MIDWEST TAPE	94398697	324195	495.85	Material Purchases
231	MIDWEST TAPE	94391845	324195	770.65	Material Purchases
14846	NEMSCHOFF CHAIRS, IN	00656242	324196	133.00	Repair to funnrniture in Jerry Black Café
2690	OOSTBURG PUBLIC LIB	59089	324197	45.40	Refund for lost book
491	STAPLES ADVANTAGE	8041266596	324198	228.40	Office supplies
1176	USS LIBERTY MEMORIAL	775199	324199	27.99	Refund for lost book
900103	WAL-MART COMMUNITY	628100860879	324200	82.89	Program Expense - Maker Space

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	



MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

October 2016

Account Balances as of:

March 10, 2022

4:56 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		248,826.00	193,657.58	55,168.42	77.83
	<b>SUB TOTAL</b>		<b>248,826.00</b>	<b>193,657.58</b>	<b>55,168.42</b>	<b>77.83</b>
510310	FICA		14,974.00	11,504.97	3,469.03	76.83
510311	MEDICARE		3,502.00	2,690.66	811.34	76.83
510320	WI RETIREMENT FUND		16,423.00	12,695.65	3,727.35	77.30
510340	HEALTH INSURANCE	0.00	52,877.00	30,370.72	22,506.28	57.44
510341	RETIREE HEALTH INS		4,000.00	3,284.60	715.40	82.12
510350	DENTAL INSURANCE		4,397.00	2,263.10	2,133.90	51.47
510351	UNFUNDED PENSION LIABILITY		29,650.00	22,237.47	7,412.53	75.00
510360	LIFE INSURANCE		666.00	422.45	243.55	63.43
510400	WORKERS COMP		125.00	93.78	31.22	75.02
510410	UNEMPLOYMENT		2,000.00	1,025.04	974.96	51.25
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>128,614.00</b>	<b>86,588.44</b>	<b>42,025.56</b>	<b>67.32</b>
521100	BANKING FEES		1,150.00	1,142.79	7.21	99.37
521110	FINANCIAL SERVICE FEES	0.00	1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING	0.00	9,400.00	2,356.50	7,043.50	25.07
521420	DUPLICATION SERVICES	0.00	6,200.00	5,860.55	339.45	94.53
521510	BILLING FEES	0.00	5,000.00	3,549.54	1,450.46	70.99
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>17,372.18</b>	<b>10,327.82</b>	<b>62.72</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	919.97	1,080.03	46.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,000.00</b>	<b>13,398.05</b>	<b>3,601.95</b>	<b>78.81</b>
530100	OFFICE SUPPLIES	0.00	9,200.00	4,654.17	4,545.83	50.59
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>9,200.00</b>	<b>4,654.17</b>	<b>4,545.83</b>	<b>50.59</b>
538001	DONATION PURCHASES	0.00	2,300.00	3,881.31	-1,581.31	168.75
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>10,742.65</b>	<b>-3,021.57</b>	<b>139.13</b>
540215	GEN PUB OFFICIAL	0.00	8,500.00		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>327,084.67</b>	<b>123,476.41</b>	<b>72.59</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	605,891.95	128,454.05	82.51
	<b>SUB TOTAL</b>		<b>734,346.00</b>	<b>605,891.95</b>	<b>128,454.05</b>	<b>82.51</b>
510310	FICA	0.00	45,530.00	36,393.35	9,136.65	79.93
510311	MEDICARE		10,649.00	8,511.74	2,137.26	79.93
510320	WI RETIREMENT FUND	0.00	45,428.00	37,312.36	8,115.64	82.14
510340	HEALTH INSURANCE		120,149.00	88,274.70	31,874.30	73.47
510350	DENTAL INSURANCE		11,562.00	7,772.50	3,789.50	67.22
510360	LIFE INSURANCE		1,569.00	1,093.16	475.84	69.67
510400	WORKERS COMP	0.00	360.00	270.00	90.00	75.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>235,247.00</b>	<b>179,627.81</b>	<b>55,619.19</b>	<b>76.36</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	37,002.23	997.77	97.37
538001-10083			13,000.00	10,930.00	2,070.00	84.08
538001-10098	DONATION PURCHASES		10,802.00	10,171.44	630.56	94.16
538001-10099	DONATION PURCHASES	0.00	44,000.00	13,109.41	30,890.59	29.79
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>118,702.00</b>	<b>82,292.24</b>	<b>36,409.76</b>	<b>69.33</b>
538002	MATERIALS - ALL CATAGORIES	10,967.25	364,697.61	247,301.67	106,428.69	70.82
538100	OTHER CONTENT	0.00	61,500.00	57,188.95	4,311.05	92.99
	<b>SUB TOTAL</b>	<b>10,967.25</b>	<b>426,197.61</b>	<b>304,490.62</b>	<b>110,739.74</b>	<b>71.44</b>
538000	TOTAL MATRL'S ACCTS	20 10,967.25	<b>544,899.61</b>	<b>386,782.86</b>	<b>147,149.50</b>	<b>70.98</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>10,967.25</b>	<b>1,514,492.61</b>	<b>1,172,302.62</b>	<b>331,222.74</b>	<b>78.13</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	444,823.59	152,958.41	74.41
	<b>SUB TOTAL</b>		<b>597,782.00</b>	<b>444,823.59</b>	<b>152,958.41</b>	<b>74.41</b>
510310	FICA	0.00	37,517.00	26,853.51	10,663.49	71.58
510311	MEDICARE		8,774.00	6,280.40	2,493.60	71.58
510320	WI RETIREMENT FUND	0.00	33,941.00	24,953.22	8,987.78	73.52
510340	HEALTH INSURANCE		97,822.00	60,233.80	37,588.20	61.57
510350	DENTAL INSURANCE		6,243.00	4,108.70	2,134.30	65.81
510360	LIFE INSURANCE		1,557.00	785.63	771.37	50.46
510400	WORKERS COMP		274.00	205.47	68.53	74.99
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>186,128.00</b>	<b>123,420.73</b>	<b>62,707.27</b>	<b>66.31</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	14,392.00	5,608.00	71.96
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>20,000.00</b>	<b>14,392.00</b>	<b>5,608.00</b>	<b>71.96</b>
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	4,752.19	-1,752.19	158.41
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	29,929.78	70.22	99.77
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	7,805.14	12,194.86	39.03
524124	HVAC MAINT & BOILER INS	0.00	9,000.00	6,493.22	2,506.78	72.15
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	7,942.00	558.00	93.44
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>70,500.00</b>	<b>56,922.33</b>	<b>13,577.67</b>	<b>80.74</b>
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	45,099.93	17,400.07	72.16
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>62,500.00</b>	<b>45,099.93</b>	<b>17,400.07</b>	<b>72.16</b>
525100	ELECTRICITY	0.00	92,000.00	70,976.67	21,023.33	77.15
525105	WATER	0.00	1,419.00	1,453.53	-34.53	102.43
525110	SEWER	0.00	1,300.00	289.89	1,010.11	22.30
525120	TELEPHONE	0.00	7,000.00	2,666.14	4,333.86	38.09
525140	GAS - UTILITY	0.00	29,000.00	11,382.97	17,617.03	39.25
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>130,719.00</b>	<b>86,769.20</b>	<b>43,949.80</b>	<b>66.38</b>
530135	SHIPPING	0.00	9,000.00	7,315.22	1,684.78	81.28
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	17,833.27	10,666.73	62.57
530210	OPERATING SUPPLIES	0.00	1,500.00	1,022.61	477.39	68.17
530222	JANITORIAL SUPPLIES		8,000.00	3,634.19	4,365.81	45.43
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>47,000.00</b>	<b>29,805.29</b>	<b>17,194.71</b>	<b>63.42</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	7,209.55	1,190.45	85.83
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,400.00</b>	<b>7,209.55</b>	<b>1,190.45</b>	<b>85.83</b>
642200	IT EQUIPMENT	0.00	25,580.00	19,864.06	5,715.94	77.65
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>25,580.00</b>	<b>19,864.06</b>	<b>5,715.94</b>	<b>77.65</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,148,759.00</b>	<b>828,375.79</b>	<b>320,383.21</b>	
<b>LIBRARY TOTAL</b>		<b>10,967.25</b>	<b>3,113,812.69</b>	<b>2,327,763.08</b>	<b>775,082.36</b>	<b>74.76</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	327,084.67	123,476.41	72.59
25551110	PUBLIC SERVICES	10,967.25	1,514,492.61	1,172,302.62	331,222.74	78.13
25551150	SUPPORT SERVICES	0.00	1,148,759.00	828,375.79	320,383.21	0.00
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>10,967.25</b>	<b>3,113,812.69</b>	<b>2,327,763.08</b>	<b>775,082.36</b>	<b>74.76</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	6,532.57	-3,467.43	65.33
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
447636	LATE BOOK CHARGES	50,000.00	38,956.75	-11,043.25	77.91
447641	LOST BOOKS	1,000.00	5,761.09	4,761.09	576.11
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	43,431.59	-40,568.41	51.70
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>3,050,255.61</b>	<b>-51,392.39</b>	<b>98.34</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	1,244,373.12	336,580.88	78.71
510310	FICA		98,021.00	74,751.83	23,269.17	76.26
510311	MEDICARE		22,925.00	17,482.80	5,442.20	76.26
510320	WI RETIREMENT FUND		95,792.00	74,961.23	20,830.77	78.25
510340	HEALTH INSURANCE		270,848.00	178,879.22	91,968.78	66.04
510341	RETIREE HEALTH INS		4,000.00	3,284.60	715.40	82.12
510350	DENTAL INSURANCE		22,202.00	14,144.30	8,057.70	63.71
510351	UNFUNDED PENSION LIABILITY		29,650.00	22,237.47	7,412.53	75.00
510360	LIFE INSURANCE		3,792.00	2,301.24	1,490.76	60.69
510400	WORKERS COMP		759.00	569.25	189.75	75.00
510410	UNEMPLOYMENT		2,000.00	1,025.04	974.96	51.25
521100	BANKING FEES		1,150.00	1,142.79	7.21	99.37
521110	FINANCIAL SERVICES FEES		1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING		9,400.00	2,356.50	7,043.50	25.07
521420	DUPLICATING SERVICES		6,200.00	5,860.55	339.45	94.53
521510	BILLING SERVICES		5,000.00	3,549.54	1,450.46	70.99
521700	SECURITY SERVICES		20,000.00	14,392.00	2,346.00	71.96
521800	PROGRAM SERVICES		5,000.00	4,999.06	0.94	99.98
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	11,214.99	-214.99	101.95
523122	SOFTWARE MAINTENANCE		30,000.00	29,929.78	70.22	99.77
524110	BUILDING EXT MAINT		20,000.00	7,805.14	12,194.86	39.03
524124	HVAC MAINT + BOILER INS		9,000.00	6,493.22	2,506.78	72.15
524126	ELEVATOR MAINTENANCE		8,500.00	7,942.00	558.00	93.44
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	45,099.93	17,400.07	72.16
525100	ELECTRICITY		92,000.00	70,976.67	21,023.33	77.15
525105	WATER		1,419.00	1,453.53	-34.53	102.43
525110	SEWER		1,300.00	289.89	1,010.11	22.30
525120	TELEPHONE		7,000.00	2,666.14	4,333.86	38.09
525140	GAS - UTILITY		29,000.00	11,382.97	17,617.03	39.25
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	919.97	1,080.03	46.00
530100	OFFICE SUPPLIES	0.00	9,200.00	4,654.17	4,545.83	50.59
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	17,833.27	10,666.73	62.57
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	1,022.61	477.39	68.17
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	3,634.19	4,365.81	45.43
530255	TOOLS & SMALL EQUIPMENT		150.00	69.11	80.89	46.07
538001	DONATION PURCHASES		113,423.08	81,861.88	-1,581.31	72.17
538002	ADULT PRINT		364,697.61	247,301.67	106,428.69	67.81
538099	SHIPPING		9,000.00	7,315.22	1,684.78	81.28
538100	OTHER CONTENT		61,500.00	57,188.95	4,311.05	92.99
539999	MISC EXP (LATE FEES)		100.00	93.85	6.15	93.85
540200	INSURANCE (FIRE)		8,400.00	7,209.55	1,190.45	85.83
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	19,864.06	5,715.94	77.65
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>10,967.25</b>	<b>3,113,812.69</b>	<b>2,327,763.08</b>	<b>775,082.36</b>	<b>74.76</b>



2016 AGREEMENT BETWEEN  
**MEAD PUBLIC LIBRARY AS THE RESOURCE LIBRARY**  
AND  
**EASTERN SHORES LIBRARY SYSTEM**

1 This agreement is entered into by and between the **Mead Public Library** (LIBRARY) and the  
2 **Eastern Shores Library System** (SYSTEM) under the authority of Chapter 43 and Section  
3 66.30 of the Wisconsin Statutes as amended.  
4

5 WHEREAS, the LIBRARY is a public library legally established under Wisconsin Statutes Ch.  
6 43, lies within a participating county of the SYSTEM, and is a member of the SYSTEM, and  
7

8 WHEREAS the LIBRARY meets the statutory requirements to serve and to be compensated for  
9 its services as the resource library in the SYSTEM as set forth in Wis. Stats. 43.16, and  
10

11 WHEREAS, the SYSTEM is organized as a federated library system to provide improved library  
12 services to libraries and residents of Sheboygan and Ozaukee counties, and  
13

14 WHEREAS, the SYSTEM reviewed Resource Library Services with its member libraries in 2003  
15 based on information collected by the shared library automation system, and  
16

17 WHEREAS, this review showed that the development of the Resource Library's collection and  
18 the Reference Service Liaison are of greatest benefit to the libraries, now  
19

20 IT IS THEREFORE AGREED, by the LIBRARY and the SYSTEM:  
21

22 That the LIBRARY shall serve as the resource library of the SYSTEM, and  
23

24 That, as the resource library, the LIBRARY shall provide staff, space and support to meet the  
25 library system service requirement for backup reference, information, and interlibrary loan  
26 services as required in Wisconsin Statute 43.24(2)(b) and in the SYSTEM Annual Plan for 2016  
27 under the Resource Library Services Program, and  
28

29 That Resource Library Services are defined to be the receipt and response to reference questions  
30 from SYSTEM member libraries, interlibrary loan requests from SYSTEM member libraries or  
31 other libraries outside the SYSTEM, and interlibrary loan requests from libraries through the  
32 SYSTEM's interlibrary loan clearinghouse, as well as the development of and access to  
33 specialized collections, such as e-content, and  
34

35 That the 12 month change (expressed as a percentage) in the Consumer Price Index - Urban,  
36 US City Average, All Items from July 2014 to June 2015 (released in July 2015) shall be used as  
37 the index for this agreement, and  
38

39 That the SYSTEM shall reimburse the LIBRARY in 2016 an amount equal to 102.0% of the  
40 amount paid to the LIBRARY in 2015 for the following services: collection development,  
41 reference services liaison, reference requests, interlibrary loan requests, and net interloans.  
42 This amount for 2016 shall be \$53,114. This amount shall be paid in one installment, upon  
43 the receipt of an itemized invoice from the LIBRARY in the first half of the calendar year, and  
44

45 That the LIBRARY shall assign a reference services liaison to the SYSTEM's member libraries  
46 who is qualified to provide professional level of reference services. The liaison shall consult with  
47 member library reference staff reference services. The liaison shall convene two meetings with  
48 ESLS member library reference staff - one or both of the meetings may be a workshop on a  
49 reference services topic or discussion of reference service issues and trends, moderated by the  
50 liaison. The liaison shall make arrangements for the reference workshops/meetings.

51  
52 That the LIBRARY will create and provide educational documents on services available from the  
53 LIBRARY to System Libraries through the Resource Library Funding.

54  
55 That the LIBRARY and the SYSTEM will mutually exchange expertise in providing library  
56 services to member libraries, and

57  
58 That the public records of the LIBRARY and the SYSTEM will be available free to each other  
59 when requested, and

60  
61 That this agreement becomes effective on January 1, 2016 and shall remain in effect until  
62 December 31, 2016 when it may be renewed by formal resolution by each of the parties, and

63  
64 That the LIBRARY and SYSTEM Boards may jointly amend this agreement through formal  
65 resolution, and

66  
67 That failure of the contracting parties to reach agreement for these services for 2017 will by  
68 State Statute cause this agreement to automatically be extended through 2017, provided the  
69 LIBRARY is a member of the SYSTEM, and that both parties will ask the Division for Libraries  
70 and Community Learning to mediate the process as described in Wisconsin Statutes 43.16.

71

For **Mead Public Library:**

For **Eastern Shores Library System:**

President \_\_\_\_\_

President \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Resource Library Agreement Between Monarch Library System And Mead Public Library

This agreement is entered into by the Mead Public Library (LIBRARY) and the Monarch Library System (SYSTEM) under the authority of [Wisconsin Statutes Section 43.16](#) and [66.0301](#) as amended.

WHEREAS, the Mead Public Library is legally established, lies within a participating county of, and is a member of the Monarch Library System, and

WHEREAS the Mead Public Library meets the statutory requirements to serve and to be compensated for its services as the resource library in the Monarch Library System, and

WHEREAS, the Monarch Library System is organized as a federated library system to provide improved services to libraries and residents of Dodge, Ozaukee, Sheboygan and Washington counties, and

WHEREAS, the Monarch Library System reviewed Resource Library Services with its member libraries in 2016 based on information collected by the shared library automation system, now

IT IS THEREFORE AGREED, by the Mead Public Library and the Monarch Library System:

That the Mead Public Library shall serve as the resource library of the Monarch Library System, and

That, as the resource library, the Mead Public Library shall provide staff, space and support to meet the library system service requirement for backup reference, information, and interlibrary loan services [[Wis. Stat. 43.24\(2\)\(b\)](#)] and in the Monarch Library System Annual Plan under the Resource Library Services Program, and

That Resource Library Services are defined to be the receipt and response to reference questions from Monarch Library System member libraries, interlibrary loan requests from Monarch Library System member libraries or other libraries outside the Monarch Library System, and interlibrary loan requests from libraries through the Monarch Library System's interlibrary loan clearinghouse, as well as the development of and access to specialized collections, such as e-content, and

That the Monarch Library System shall reimburse the Mead Public Library for the following services: collection development, In Demand collection, reference services liaison, reference requests, interlibrary loan requests, and net interloans. This amount for 2017 shall be \$100,000. This amount shall be paid in one installment, upon the receipt of an itemized invoice from the Mead Public Library in the first half of the calendar year, and

That the Mead Public Library shall assign a reference services liaison to the system's member libraries who is qualified to provide professional level of reference services. The liaison shall consult with the reference staff of Monarch Library System members about reference services and shall also convene two semi-annual meetings with the same - one or both of the meetings may be a workshop on a reference services topic or discussion of reference service issues and trends, moderated by the liaison. The liaison shall make arrangements for the reference workshops/meetings, and

That the Mead Public Library will create and provide educational documents on services available to Monarch Library System libraries through the Resource Library funding, and

That the Mead Public Library and the Monarch Library System will mutually exchange expertise in providing library services to member libraries, and

That the public records of the Mead Public Library and the Monarch Library System will be freely available to each other when requested, and

That this agreement becomes effective on January 1, 2017 and shall remain in effect until December 31, 2017 when it may be renewed by formal resolution by each of the parties, and

That the board of the Mead Public Library and the board of the Monarch Library System may jointly amend this agreement through formal resolution, and

That failure of the contracting parties to reach agreement for these services for 2017 will by State Statute cause this agreement to automatically be extended through 2017, provided the Mead Public Library is a member of the Monarch Library System, and that both parties may ask the Division for Libraries and Community Learning to mediate the process pursuant to the aforementioned Wisconsin Statutes if an agreed upon resolution is not reached.

Representing Mead Public Library

Representing Monarch Library System

\_\_\_\_\_

\_\_\_\_\_

Board President

Board President

\_\_\_\_\_

\_\_\_\_\_

Library Director

System Director

\_\_\_\_\_

\_\_\_\_\_

Date

Date

# Monarch Library System Membership Agreement

Between the Monarch Library System  
and \_\_\_\_\_ Library

## Article I | General

1. This agreement is entered into by and between the Board of the \_\_\_\_\_ Library and the Monarch Library System Board of Trustees.

## Article II | Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [[Wis. Stat. 43.15](#) & [Wis. Stat. 43.19](#)]
2. The \_\_\_\_\_ Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the \_\_\_\_\_ Library as an agency established by the [City, Village, Township] of \_\_\_\_\_ to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
  - a. The term public library shall include municipal or joint libraries.
3. This agreement shall become effective January 1<sup>st</sup>, 2017 and shall continue in force until superseded by a new agreement or until terminated.
4. This agreement may be altered or amended by approval of the system board and a three-quarter (3/4) majority vote of system member libraries, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.
5. Members will abide by the terms specified in the appendices which are binding to this agreement.
6. The shared services, provided by the system, utilized by member libraries is provided on a fee basis.
7. A system member is a library that has signed this system membership agreement and paid all associated fees.
8. The fees collected from member libraries annually in accordance with this document are understood to fund a part of any and all system services with the exception of ILS costs and can be found in appendix A.

## Article III | Member Responsibilities

IT IS THEREFORE AGREED ON THE PART OF THE \_\_\_\_\_ LIBRARY BOARD THAT THIS LIBRARY SHALL:

1. Be properly established under [Wis. Stats. Ch. 43](#).
2. Be located in a county that participates with the Monarch Library System.
3. Be authorized by its governing body or board to participate in the public library system.
4. Enter into a written agreement with the library system to participate in the services, projects and activities of the library system's annual plan submitted to the division for libraries and technology, and approved by the system board.
5. Provide to any resident of the system area the same library services, on the same terms, that are provided to the residents of the libraries municipality or municipalities subject to those exceptions established by statute, regulation, administrative rule, department of public instruction/division for libraries and technology information bulletin, attorney general's opinion, or judicial decision. This does not prohibit a member public library from giving preference to its residents for library group programs if the library limits the number of persons who may participate in the group program, or from limiting remote access to a library's electronic database to its residents.
6. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.
7. Employ a head librarian who is certified as a public librarian by the Department of Public Instruction and whose employment requires that he or she be present in the library for at least ten (10) hours of each week that the library is open to the public, less leave time. [[Wis. Stat. 43.15\(4\)\(c\)6](#)]
8. Annually be open to the public an average of at least twenty (20) hours each week. [[Wis. Stat. 43.15\(4\)\(c\)7](#)]
9. Annually spend at least \$2,500 on library materials. [[Wis. Stat. 43.15\(4\)\(c\)8](#)]
10. Have the director (or designated representatives) participate in the various library committees and councils which serve as a conduit to advise the System Board about the status and needs of and to make recommendations to the Library System Board.
11. Participate in any intersystem reciprocal borrowing agreements that the Library System signs with other library systems and follow appropriate exceptions if there is no intersystem reciprocal borrowing agreement with a library system [[Wis. Stat. 43.17\(10\)](#) and [43.17\(11\)](#)].
12. File an annual report as specified by the Division for Libraries and Technology [[Wis. Stat. 43.17\(5\)](#)].
13. Provide upon request of the county clerk(s), access to all books and records used to determine the number of materials loaned to non-librariad residents of the county and the total number of materials loaned.
14. Plan for library services and activities using the standards for public libraries recommended by the Department of Public Instruction.

## Article IV | Library System Responsibilities

IT IS ALSO AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL, AS STATED IN ITS ANNUAL PLAN:

1. Provide interlibrary loan service, interlibrary loan referrals to and from Library System libraries, and to and from the state interloan network.
2. Provide backup interlibrary loan service, reference referrals, and access to its specialized collections through a resource library.
3. Provide continuing education and training programs of system-wide interest and consultant services in selected areas for member library staff and trustees.
4. Provide an electronic information delivery system and a rapid and regular physical materials delivery system among member libraries in the Library System.
5. Provide agreements with adjacent library systems for member library participation in continuing education programs and other services of benefit to member libraries.
6. Promote and facilitate library service to patrons with special needs.
7. Plan cooperative activities with libraries in the library system which provide for the appropriate sharing of library resources and improved public library service.

## Article V | Member Library Committee Responsibilities

1. The system member library director, or if applicable, designated representatives, will participate in the directors council and other committees to which they volunteer, or are nominated and elected.
2. All committees shall appoint a chair, a vice-chair, and make provisions for a secretary.
3. Standing library committees of the member libraries are the following:
  - a. Directors Council. The directors council shall consist of all system member library directors. This council shall have the authority to transact the necessary business of the system members in the management of the affairs of the system that are assigned to the libraries. All recommendations from the other committees will be decided before this body by a majority of a vote as noted in appendix B. A designated representative is allowed in the event the director is unable to attend. The system director and other designated system staff shall be ex officio non-voting members. Decisions may be appealed using the process outlined in appendix C and D.
  - b. Executive Committee. The executive committee shall create the agenda for the directors council after reviewing and forwarding recommendations from the ILS and the library advisory committees. This committee shall consist of the chairs and vice chairs from the directors council, the ILS committee, and the advisory committee. The system director and other designated system staff shall be ex officio non-voting members.
  - c. ILS Committee. The ILS committee shall set policies, standards, and plans and oversee the development, implementation, and maintenance for the ILS. The committee shall

consist of nine (9) library directors, three (3) representatives shall be from each size category, as well as the chair from any sub-committee of the ILS committee. The system director and other designated system staff shall be ex officio non-voting members.

- d. Library Advisory Committee. The library advisory committee shall set policies, standards, and plans and oversee the development, implementation, and planning of all other non-ILS related areas. The committee shall consist of nine (9) library directors, three (3) representatives shall be from each size category, as well as the chair from any sub-committee of the library advisory committee. The system director and other designated system staff shall be ex officio non-voting members.

## **Article VI | Termination of Membership by the Library**

1. Any member may terminate its system membership providing written notice to the system board prior to June 1<sup>st</sup> of a given calendar year. Said termination shall be effective January 1<sup>st</sup> of the following year.
2. A member terminating its membership shall do so according to a schedule mutually agreed upon by the member library and the system director prior to the following January 1<sup>st</sup>.
3. A member terminating its participation shall not cast votes during their remaining time of membership on issues having future budget impact.
4. The member terminating its participation shall be liable for all fees pertaining to being a member as of the beginning of the year and all payments made will not be refunded and shall remain the property of the system.
5. A library that has terminated its membership shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.

## **Article VII | Termination of Membership by the System**

1. Membership in the system may be terminated for cause and will require the approval of the system board and a three-quarter (3/4) majority vote of the member libraries. Such cause is limited to failure to pay related debts owed to the System or failure to adhere to the terms of this agreement or other stated policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. The Monarch Library System shall have claim on any debts or fees owed it by the member so terminated.

4. In all other respects the termination of membership by the system board and the directors council shall be handled according to the provisions listed above.

Representing the Monarch Library System

Representing \_\_\_\_\_ Library

\_\_\_\_\_

\_\_\_\_\_

Board President

Board President

\_\_\_\_\_

\_\_\_\_\_

System Director

Library Director

\_\_\_\_\_

\_\_\_\_\_

Date

Date

## Appendix A | System Member Fees

E-Content. The total cost of usage-based digital content provided each year is divided by a simple per-capita calculation using the most recent ten-year population census for the city, village, or township in which the library resides.

OCLC/ILS/ILS Replacement/ILS Admin. The total cost of these provided services shall be distributed according to library size when dividing the associated costs for these platforms. Each library shall be responsible for the number of shares determined by the tier it is assigned using the following model:

1. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 shares.
2. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 shares.
3. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 share.

The total cost for the service shall then be divided by the total number of shares and distributed accordingly.

- **NOTE:** ILS costs only applies if the member has signed the ILS membership agreement.
- **NOTE:** These fees structures are taken from the ESLS/MWFLS merger committee final recommendation report and can be found on page 3-4 and in appendix D of that document.

## Appendix B | System Member Voting Structure

The directors council will operate by a consensus governance model.

When it is not possible or feasible to reach consensus, the directors council will use a weighted voting model based on a reverse of the state librarian certification levels, which are based on population.

4. A Grade 1 library (libraries with populations of 6,000 or more persons) is tier 3 and has 3 votes.
5. A Grade 2 library (libraries with populations of 3,000-5,999 persons) is tier 2 and has 2 votes.
6. A Grade 3 library (libraries with populations of up to 2,999 persons) is tier 1 and has 1 vote.

A threshold of 75% of total weighted votes must be reached for approval of an item that does not reach general consensus which, of necessity, will require a minimum support of more than half of the libraries in the system.

- **NOTE:** The voting structure is taken from the ESLS/MWFLS merger committee final recommendation report and can be found in appendix D of that document.

## **Appendix C | Appeal Process**

The appeal process begins when the appeal form (appendix D) is completed and submitted to the executive committee of the directors council. The executive committee shall also respond to the member(s) making the appeal in writing, addressing the issue within thirty (30) days of receiving the notice. It shall then make a recommendation as to the course of action to be brought as an agenda item for the next directors council meeting. If the appellant is still dissatisfied with the decision after the appeal has been heard by the directors council, the matter can be referred to the system director to be heard by the system board for a final decision.

## Appendix D | Appeal Form

Member Library(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of person(s) filing the appeal: \_\_\_\_\_

1. To what decision of the directors' council do you object?

*- Be specific: cite the motion, action, and date (attach additional pages or documentation as needed)*

2. What is the reason you are appealing this decision?

*- Be specific: How does the decision affect your library? How does it affect other libraries?*

3. Did you attend the meeting at which the decision under appeal was made?

4. If not, did you assign a proxy and instruct the proxy how to vote on your behalf?

5. What would you recommend as a resolution to the disagreement to this decision?

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by EC: \_\_\_\_\_

# Monarch Library System ILS Membership Agreement

Between Monarch Library System  
and the \_\_\_\_\_ Library

## Article I | General

1. This agreement regarding the Monarch Library System (MLS) shared Integrated Library System (ILS), is entered into by the System Board of Trustees and Board of the \_\_\_\_\_ Library.
2. The purpose of this agreement is to allow \_\_\_\_\_ Library to participate in the shared ILS provided by the Monarch Library System which will include, but is not limited to: circulation, database management, resource sharing, access to the online catalog, and maintenance of ILS software and hardware. All libraries agreeing to participate in the the shared online catalog, as a consortial ILS service provided by the Monarch Library System, will pay annual fees reflected in appendix A.

## Article II | Definitions

1. The Board of Trustees is the body established by the Boards of Supervisors of Dodge, Ozaukee, Sheboygan, and Washington Counties to provide and administer the Monarch Library System in accordance with Wisconsin Statutes. [[Wis. Stat. 43.15](#) & [Wis. Stat. 43.19](#)]
2. The \_\_\_\_\_ Library Board is the body, established under Wisconsin Statutes [[Wis. Stat. 43.54](#)] which administers the \_\_\_\_\_ Library as an agency established by the [City, Village, Township] of \_\_\_\_\_ to provide public library service. [[Wis. Stat. 43.52](#) & [43.53](#)]
  - a. The term public library shall include municipal or joint libraries.
3. The Monarch Library System has legal authority for the establishment, administration, and hosting of this shared ILS.
4. The Monarch Library System shall retain ownership and authority for updating, operation, and maintenance of the shared ILS..
5. Participating members own the database and have the right to use the shared system and extract their records upon termination of ILS membership.
6. This agreement shall become effective January 1<sup>st</sup>, 2017 and shall continue in force until superseded by a new agreement or until terminated.
7. This agreement may be altered or amended by approval of the System Board and a three-quarter (3/4) majority vote of the libraries participating in the ILS, provided that the text of the amendment(s) is made available to all member institutions sixty (60) days prior to the meeting at which the amendment(s) is to be decided.

8. Members will abide by the terms specified in the appendices as they are binding parts of this agreement.
9. The shared ILS service, provided by the system, for participating libraries is done on a fee basis.
10. The ILS administrator shall oversee the operation of the ILS and maintain the integrity of the software, and the IT system administrator shall oversee and maintain the integrity of any system hardware associated with the use and provision of the ILS under the supervision of the system director.
11. Bibliographic cataloging records and patron records are machine-readable standardized records structured in accordance with national library and Monarch Library System ILS standards.
12. A member of the ILS provided by the system is a library that has signed the system membership agreement, this ILS membership agreement, and paid all associated fees.
13. The fees collected from member libraries annually in accordance with this document are understood to fund the following items: SaaS (Software as a Service), ILS hardware/software, future ILS upgrades, and ILS staff support costs.

### **Article III | ILS Member Responsibilities**

IT IS THEREFORE AGREED ON THE PART OF THE \_\_\_\_\_ LIBRARY BOARD THAT THE LIBRARY SHALL:

1. Be a member of the Monarch Library System, having met all of the requirements required by signing the System Membership Agreement.
2. Abide by the terms specified in this agreement and the ILS bylaws as formed by the ILS Committee.
3. Acquire, maintain, repair, and upgrade all local equipment and software necessary to participate in the ILS.
4. Adopt and abide by the ILS standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the ILS system as set forth by the member libraries ILS Committee.
5. Pay the annual ILS fees based on the rubric in appendix A each year.
6. Require library staff to acquire training on all appropriate system software and functions.
7. Provide interlibrary loans of materials to local library patrons and to other member libraries when requested in concert with applicable interlibrary loan protocols as well as with extant agreements between the library and its vendors.

### **Article IV | Library System Responsibilities**

IT IS THEREFORE AGREED ON THE PART OF THE MONARCH LIBRARY SYSTEM BOARD THAT THE SYSTEM SHALL:

1. Invoice the ILS member libraries for the annual ILS fees each year.
2. Maintain the contractual and financial records for the ILS to be included in the system audit.
3. Be the custodian of all ILS documents including, but not limited to, committee agendas, minutes, contract documents, and financial documents.
4. Acquire, maintain and upgrade licenses and software associated with the effective operation of the ILS.

5. Manage and maintain a network that adequately supports the ILS.
6. Provide regular training to ILS members in the use of the ILS.
7. Provide for an ILS administrator and an IT system administrator, whether it be provided by system staff, and/or other contractual services, to assist the member in areas including, but not limited to, system installation, operation, training, cataloging, database creation and maintenance, and system hardware and software maintenance.
8. Hold title to all ILS host site equipment.
9. Administer and enforce ILS standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the ILS. Issues concerning standards will be presented to the designated ILS committee. If the enforcement and administration of ILS standards by the Monarch Library System are not adequately met then the ILS committee, on recommendation of the members executive committee, will present the issues with corresponding evidence to the system board of trustees.
10. Expect the ILS administrator to maintain a 98% availability related to ILS services. Failure to reach the stated availability goal will result in an audit of IT services by a 3rd party vendor at the expense of the system. This does not include acts of God, which are determined by the ILS administrator, the IT administrator, the system director, presented with demonstrable proof to the ILS committee.
11. Ensure that availability statistics are maintained and provided by the System's ILS administrator.
12. Require that the ILS administrator report to the ILS committee and system board regularly as it relates to ongoing ILS activities.

## **Article V | Member Library ILS Committee Responsibilities**

1. The member library ILS committee shall be made up of nine directors, or their designated staff, from member libraries participating in the shared ILS.
2. The director, or their designated staff, shall attend all ILS Committee meetings.
3. This ILS committee shall set policies, standards, and plans for the shared ILS. All decisions made by the committee will be reviewed by the member library executive committee which shall forward final recommendations to the directors council. All decisions made by the directors council are final and binding to the members.

## **Article VI | Termination of ILS Membership by the Library**

1. Any member may terminate its membership in the shared ILS by providing written notice to the System Board prior to June 1<sup>st</sup> of a given calendar year. Said termination shall be effective January 1<sup>st</sup> of the following year.
2. A member terminating its membership in the shared ILS shall do so according to a schedule mutually agreed upon by the member library and the ILS administrator such that all required data is extracted from the system prior to the following January 1<sup>st</sup>.
3. Members terminating their participation in the shared ILS shall pay the Monarch Library System the cost of:
  - a. extraction of a copy of its records from the database, and

- b. purging the library's data from the remaining database
- 4. A member terminating its participation in the ILS shall not cast votes during their remaining time of membership on issues having future budget impact.
- 5. The member terminating its participation in the ILS shall be liable for all fees pertaining to being an ILS member as of the beginning of the year and all payments made towards the ILS by the member terminating its participation in the ILS will not be refunded and shall remain the property of the system.
- 6. A library that has terminated its membership in the ILS shall have no claim on, or rights or obligations with respect to the components of the automated system, or any substitutions, replacements, improvements, or additions thereto provided that the property described above shall remain the property of the withdrawing library.
- 7. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership in the ILS or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.
- 8. Members that terminate their membership in the ILS forego all monetary interest in ILS assets, including hardware and software at the time of withdrawal, notwithstanding any provision for general dissolution of the ILS, as provided by this document or the bylaws. No payback of equity will be made to any library that terminates its membership in the ILS.

## **Article VII | Termination of ILS Membership by the System**

1. Membership in the ILS may be terminated for cause and will require the approval of the system board and a three-quarter (3/4) majority vote of the member libraries participating in the ILS. Such cause is limited to failure to pay related debts owed to the system or failure to adhere to the terms of this agreement or other stated ILS policies.
2. A minimum of one (1) year notice must be given to a member that is to be terminated for cause. Notice must be given in writing by the system board to the board of the member library to be terminated.
3. A library having its ILS membership so terminated shall do so according to a schedule agreed upon by the ILS administrator such that all required data is extracted from the system by the date of termination.
4. The system shall have claim on any debts or fees owed it by the member so terminated.
5. In all other respects the termination of membership by the system board and the directors council shall be handled according to the provisions of listed above.

## **Article VIII | Dissolution of ILS System Services**

1. Dissolution of ILS will require the approval of the system board and a three-quarter (3/4) majority vote of the member libraries participating in the ILS.
2. A minimum of one (1) year notice must be given to all members that the shared ILS will be dissolved. Notice must be given in writing by the system board to the board of each member library. Failure to give proper notice will postpone the dissolution of the ILS by one year.
3. Dissolution of the ILS shall be carried out on a schedule mutually agreed upon by the system board and the directors council, such that dissolution is complete by the date of dissolution specified in the

required notice. The ILS and IT administrators shall be expected to make recommendations as to this schedule.

4. In the event of dissolution, each ILS member shall pay the system for:
  - a. cost of extraction of a copy of its records from the database, and
  - b. a proportionate share of the cost of closing down the database itself based on the annual ILS fee formulas.
  - c. All members shall be responsible for their annual fees relating to the ILS for the remaining time of existence.
5. A library shall have no claim on, or rights or obligations with respect to any property provided that the property described above shall remain the property of the withdrawing library.
6. The Monarch Library System shall have no claim on or rights or obligations with respect to any local equipment, software, or assets owned by any library terminating its membership or any substitutions, replacements, or improvements thereto provided that the property described above shall remain the property of the system.
7. At the time of dissolution, members shall retain a monetary interest in the ILS replacement fund assets. Assets will be distributed between the members based on the formula in appendix A.

For Monarch Library System

For \_\_\_\_\_ Library

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board President

\_\_\_\_\_  
System Director

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix A | Fees and Voting

The system membership agreement, which is prerequisite to participating in the ILS, in appendices A, B, C, and D, contains the relevant information as it relates to associated fees, voting, and the appeals process. The same procedures will be applied as it relates to ILS issues.

<p>Title: <b>Code of Conduct</b>  Chapter: <b>Miscellaneous</b>  Approved By: <b>Library Board of Trustees</b></p>	<p>Document Type: <b>Policy</b>  Document Number: <b>14.01</b>  Original Effective Date:  Date of Last Revision: <b>10/27/16</b></p>
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## Code of Conduct

In keeping with its mission to enrich, educate, connect, create, and inspire, the Mead Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of the library spaces and resources. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

**The following behaviors and activities are examples of conduct not allowed on Library property:**

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly manner
- Panhandling or soliciting
- Bringing in personal items of an excessive size or quantity, such as shopping carts, garbage bags, or large pieces of luggage; blocking of aisles, seating, shelves or any thoroughfare with personal items, or leaving personal items unattended at any time.
- Sleeping
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices in the library building and within 25 ft. of the main entrance outside the building
- Loitering or interfering with free passage
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing animals into the library except for persons with disabilities as defined by the ADA Act
- Refusing to provide library card or other identification to library staff or security guards when requested
- Leaving children under the age of 10 unattended by a responsible person
- Trespassing on library property during a banning period.

Members of the public shall not enter the building unless fully clothed including, but not limited to, a shirt or other covering of their upper bodies and shoes or other footwear. Persons whose bodily hygiene is so lacking as to constitute a nuisance or health hazard to other members of the public or to the staff create an impediment to the use and/or the provision of Library services and so shall be required to leave the building.

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

Title: <b>Food and Beverage</b> Chapter: <b>Services</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>10.17</b> Original Effective Date: <b>10/27/16</b> Date of Last Revision:
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## **Food and Beverage Policy**

Covered drinks are allowed in all areas of the library; food is allowed everywhere except in the following designated areas:

- o Quiet Study Room on the 2<sup>nd</sup> floor
- o Imaginarium (Makerspace) on the 2<sup>nd</sup> floor
- o Children's Library on the 3<sup>rd</sup> floor

In the event that equipment or materials are damaged because of food or drink, customers may be subject to repair or replacement charges. If the food or drink being consumed is disturbing other customers because of mess or odor, staff will ask the customer to take their food or drink out of the Library. Customers are expected to clean up after themselves and immediately report accidents to staff. Group meals and food delivery are not allowed in public areas except for prearranged and approved meetings in public meeting spaces.