

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

**Minutes  
Mead Public Library  
Board of Trustees  
August 25, 2016**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 25, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Nancy Mannchen, Kathie Norman, Dolyce Johnson, Dirk Zylman, Dave Hoffman, Kevin Anderson, and Rosemarie Trestor. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice. Board of Trustee members absent: Henry Nelson.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:46 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. Norman **moved** to approve the minutes from the June 23, 2016 meeting; Johnson **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 8/25/2016 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 **moved** to approve payment of expenditures including payroll and recurring expenses. Johnson **seconded** the motion. The motion **passed.**
- 2.3 POLICY COMMITTEE – KATHIE NORMAN, CHAIR, REPORT OF 6/30/16 MEETING  
Language of 850 Funds to be changed to MPL Fund, facilitator succession updates, discussion of translated materials, remote access discussion to provide additional option to board members.
- 2.4 ART COMMITTEE – MAVE QUINN, REPORT OF 7/7/16 MEETING  
Quinn reporting in Nelson's absence. Committee decided painting not suited for our philosophy and collections. Declined donation.
- 2.5 HUMAN RESOURCES COMMITTEE – KATHIE NORMAN, CHAIR, REPORT OF 8/9/16 MEETING

Overviewed job descriptions for Cleaner and PR Specialist, updated T.O. to reflect current staff and approved change to city determined benefit changes in our policy.

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

#### **3.1 DISCUSSION AND POSSIBLE ACTION TO CLARIFY MEETING FACILITATOR SUCCESSION IN BYLAWS DOCUMENT**

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

#### **3.2 DISCUSSION AND POSSIBLE ACTION TO ADDRESS REMOTE ACCESS TO LIBRARY BOARD MEETING IN BYLAWS DOCUMENT.**

Norman **moved** to accept changes. Anderson **seconded**. The motion **passed**.

#### **3.3 DISCUSSION AND POSSIBLE ACTION TO UPDATE LIBRARY GIFTS POLICY**

Zylman **moved** to change 850 Funds to MPL Funds. Johnson **seconded**. The motion **passed**.

#### **3.4 DISCUSSION AND POSSIBLE ACTION TO ACCEPT DONATION OF WATERCOLOR PAINTING**

Quinn **moved** to decline the donation. Johnson **seconded**. The motion **passed**.

#### **3.5 DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS**

Zylman **moved** to approve the Cleaner job description. Norman **seconded**. The motion **passed**.

Norman **moved** to approve the Communications Specialist job description. Zylman **seconded**. The motion **passed**.

#### **3.6 DISCUSSION AND POSSIBLE ACTION TO UPDATE 2017 TABLE OF ORGANIZATION**

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

#### **3.7 DISCUSSION AND POSSIBLE ACTION TO UPDATE HEALTH, DENTAL, AND OTHER HEALTH-RELATED INSURANCE POLICY**

Johnson **moved** to accept changes. Hoffman **seconded**. The motion **passed**.

### **4. DIRECTORS REPORT**

#### **4.1 UPDATE ON COMMON COUNCIL STRATEGIC PLANNING PROCESS**

Erickson reported that the process started with dept. heads and alders with a vision for what the City should be. Ball is rolling. Was facilitated by CIVMIC. Library did very well in city survey.

#### **4.2 UPDATE ON CITY DEPARTMENT STAFF SATISFACTION SURVEY**

Erickson reported that the results were favorable towards Library department and the results will be forwarded to management for use in future planning.

#### **4.3 UPDATE ON THE 2017 BUDGETARY PROCESS**

Departments to justify budgets in early September. End results with November final approval.

- 4.4 DISCUSSION OF CAPITAL IMPROVEMENT PROJECTS  
CIP Committee approved boiler/emergency generator. Next to be seen September 13 by city planning, then to council for final approval.
- 4.5 UPDATE ON MERGER BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM  
Process is complete through the approval process by all four counties. No in the implementation stage. Name to be changed. Working through details now. Local holds feature will begin September 7 for customers.
- 4.6 UPDATE ON SECOND FLOOR CHANGES INCLUDING MAKERSPACE  
Prentice reports the makerspace is up and running. Orientation session planned for the public. September will roll-out more formal projects. Re-organization is wrapping-up with the last piece being the new desk estimates to be delivered next month.
- 4.7 UPDATE ON GUEST PASS PROCEDURAL CHANGE IN SEPTEMBER  
Starting September 6, guest passes will no longer be available. This implementation will streamline services as well as increase registration numbers.
- 4.8 UPDATE ON PROGRAMMING  
Prentice reports summer reading programming is wrapping-up. Exceeded goals. Gearing up for the fall with Big Read kick-off in September. Children's Book Festival in October.
- 4.9 JUNE/JULY STATISTICS  
E-content up, gate count also up.

## **5. LIAISON REPORTS**

- 5.1 EASTERN SHORES LIBRARY SYSTEM – HENRY NELSON  
Norman reports in Nelson's absence. Merger Committee going well, very tight time-table but plan is by January to have systems merged and up and running.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN  
Did not meet in July.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND  
Richmond report the Friends will be sending out a survey to their own membership in September. Fall Book Sale coming in October.

## **6. UPCOMING MEETINGS**

- 6.1 LIBRARY SERVICES AND MARKETING COMMITTEE (8/30/16 @ 12PM)
- 6.3 LIBRARY BOARD FINANCE COMMITTEE (9/22/16 @ TBD)
- 6.4 FULL LIBRARY BOARD MEETING (9/22/16 @ 3:45PM)

## **7. ADJOURN**

7.1 Quinn adjourned the meeting at 4:45 p.m.

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

**Saturday, Oct. 1:** Mead Public Library will host a book discussion featuring "True Grit" by Charles Portis, at 1 p.m. at King Park in Sheboygan. Call 459-3400, ext. 3422, for more information.

**Monday, Oct. 3:** Retired U.S. Marshal Mike Earp will present two programs as part of Mead Public Library's NEA Big Read featuring "True Grit." He is the author of "U.S. Marshals: The Greatest Cases of America's Most Effective Law Enforcement Agency." Earp will speak at the South High School Auditorium at 1 p.m. and at the Mead Public Library at 6:30 p.m. Both presentations are free and open to the public. Call 459-3400, ext. 3422, for more information.

**Monday, Oct. 3:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2015 release. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Tuesday, Oct. 4:** 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, Oct. 4:** 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, Oct. 4:** 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 "True Grit" by Charles Portis. No registration required. For more information call 459-3400, ext. 3422.

**Wednesday, Oct. 5:** 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, "Mice Are Nice." For more information, call 459-3400, ext. 3404.

**Wednesday, Oct. 5:** 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, Oct. 6:** 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 "Down on the Farm." Call 459-3400, ext. 3404, for more information.

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

**Thursday, Oct. 6:** 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 "True Grit" by Charles Portis. Call 459-3400, ext. 3422, for more information.

**Thursday, Oct. 6:** "Make It @ Mead" will feature Sharpie Shibori. Participants will make no-sew sock monkeys and plush monsters. 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, Oct. 7:** Teen Tech in the Imaginarium at Mead Public Library, 3 to 5 p.m. Teen will have an opportunity to design a 3D print using Tinkercad and then have the design printed on the library's 3D printer. Call 459-3400, ext. 3440, for more information.

**Saturday, Oct. 8:** 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, Oct. 9:** 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, Oct. 10:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2016 comedy. For title information, call 459-3400, ext. 3422, or check the library calendar at [www.meadpl.org](http://www.meadpl.org).

**Monday, Oct. 10:** 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 Makerspace. Tonight's topic is DNA. 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.

**Tuesday, Oct. 11:** Nonfiction book discussion will feature "When Breath Becomes Air" by Paul Kalanithi 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, Oct. 11:** 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 "True Grit" by Charles Portis. 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.

**Tuesday, Oct. 11:** "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.

**Tuesday, Oct. 11:** Book-to-film movie screening for teens at Mead Public Library at 3:30 p.m. For title information, call 459-3400, ext. 3440, or check the library's website (meadpl.org).

**Wednesday, Oct. 12:** 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, "Bathtime Bubbles." For more information, call 459-3400, ext. 3404.

**Wednesday, Oct. 12:** Teen craft in the Imaginarium makerspace at Mead Public Library from 3 to 5 p.m. Using video games as inspiration, create "pixel" art using perler beads. Free program, supplies provided. For more information, call 459-3400, ext. 3440.

**Wednesday, Oct. 12:** 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 water and other household items. Space is limited and children must be on time. Call 459-3400, ext. 3404, for more information.

**Wednesday, Oct. 12:** 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, Oct. 13:** 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 "Things That Go." Call 459-3400, ext. 3404, for more information.

**Thursday, Oct. 13:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Down on the Farm." Call 459-3400, ext. 3404, for more information.

**Thursday, Oct. 13:** 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, Oct. 13:** Book-to-film movie screening for teens at Mead Public Library at 3:30 p.m. For title information, call 459-3400, ext. 3440, or check the library's website (meadpl.org).

**Monday, Oct. 17:** 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, Oct. 17:** A fiction book discussion group meeting at Mead Public Library will feature "Nightingale" by Kristin Hannah. 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.

**Monday, Oct. 17:** "True Grit Live" with the Sheboygan Theatre Company at Horace Mann Middle School's Leslie W. Johnson Theatre at 7:30 p.m. See how actors, props, costumes and set pieces come together to create a series of scenes from the novel and films of "True Grit." Part of Mead Public Library's NEA Big Read. For more information, call 459-3400, ext. 3422.

**Wednesday, Oct. 19:** 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, "Bats and Owls." For more information, call 459-3400, ext. 3404.

**Wednesday, Oct. 19:** A trivia-focused book discussion group at Mead Public Library will feature "True Grit" by Charles Portis. It will be held at 6:30 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, Oct. 19:** 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. There also will be drawings for books for children at this session. Call 459-3400, ext. 3404, for more information.

**Thursday, Oct. 20:** 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.

**Thursday, Oct. 20:** The Friends of Mead Public Library will hold a used book sale in the library's Rocca Meeting Room from 9 a.m. to 8 p.m. For more information, call 459-3400, ext. 3411.

**Thursday, Oct. 20:** 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 "Colors." Call 459-3400, ext. 3404, for more information.

**Thursday, Oct. 20:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Animal Friends." Call 459-3400, ext. 3404, for more information.

**Thursday, Oct. 20:** 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, Oct. 20:** 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.

**Friday, Oct. 21:** The Friends of Mead Public Library will hold a used book sale in the library's Rocca Meeting Room from 9 a.m. to 5 p.m. For more information, call 459-3400, ext. 3411.

**Saturday, Oct. 22:** The Friends of Mead Public Library will hold a used book sale in the library's Rocca Meeting Room from 9 a.m. to 5 p.m. For more information, call 459-3400, ext. 3411.

**Monday, Oct. 24:** 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, Oct. 24:** A Spanish language book discussion group at Mead Public Library will feature "True Grit" by Charles Portis. It will be held at 6:30 p.m. in The Loft, on the third floor, and will be led by Romina and Carlos Uceda. Call 459-3400, ext. 3422, for more information.

**Tuesday, Oct. 25:** "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, Oct. 26:** 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, "Everything Orange." For more information, call 459-3400, ext. 3404.

**Wednesday, Oct. 26:** 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, Oct. 26:** Super Smash Bros. Wii U Gaming Tournament for teens at Mead Public Library from 3 to 5 p.m. For more information, call 459-3400, ext. 3440.

**Thursday, Oct. 27:** 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 "Animal Friends." Call 459-3400, ext. 3404, for more information.

**Thursday, Oct. 27:** Sundown Storytime for children and families at Mead Public Library Story Garden at 6:30 p.m. with stories and activities. The theme is "Halloween Howl." Call 459-3400, ext. 3404, for more information.

**Friday, Oct. 28:** Western-themed Mingle Mystery at Mead Public Library at 7 p.m. Mingle with 10 suspects, ask questions, and use your sleuthing skills to solve a mystery. Free event; no signup required. Part of Mead Public Library's NEA Big Read. For more information, call 459-3400, ext. 3422.

**Monday, Oct. 31:** 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.

**Monday, Oct. 31:** Monday Movie Matinee at Mead Public Library at 1:30 p.m. in The Loft featuring a 2015 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.*

# *Mead Public Library*

## August - September 2016 Accounts Payables

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900104	ALLIANT ENERGY	6/28/16-7/28/16	323561	\$10,058.08	Electrical usage
900104	ALLIANT ENERGY	7/28/16 - 8/29/16	323674	\$9,858.00	Electrical usage
900009	AT&T	7/26/2016-8/25/2016	323562	\$137.07	Telephone usage
2716	BAKER & TAYLOR, LLC	2032207879	323563	\$96.31	Material Purchases
2716	BAKER & TAYLOR, LLC	3021146874	323563	\$150.71	Material Purchases
2716	BAKER & TAYLOR, LLC	3021146848	323563	\$72.12	Material Purchases
2716	BAKER & TAYLOR, LLC	20322222393	323563	\$2,564.85	Material Purchases
2716	BAKER & TAYLOR, LLC	2032207851	323563	\$731.87	Material Purchases
2716	BAKER & TAYLOR, LLC	2032222416	323563	\$1,259.87	Material Purchases
2716	BAKER & TAYLOR, LLC	3021170795	323563	\$64.25	Material Purchases
2716	BAKER & TAYLOR, LLC	2032255542	323563	\$353.60	Material Purchases
2716	BAKER & TAYLOR, LLC	2032237673	323563	\$336.29	Material Purchases
2716	BAKER & TAYLOR, LLC	5014229127	323563	\$406.10	Material Purchases
2716	BAKER & TAYLOR, LLC	2032255498	323563	\$3,109.73	Material Purchases
2716	BAKER & TAYLOR, LLC	2032247811	323563	\$748.90	Material Purchases
2716	BAKER & TAYLOR, LLC	2032237677	323563	\$1,049.53	Material Purchases
2716	BAKER & TAYLOR, LLC	2032272905	323675	\$316.50	Material purchases
2716	BAKER & TAYLOR, LLC	2032274092	323675	\$39.37	Material purchases
2716	BAKER & TAYLOR, LLC	3021183733	323675	\$79.62	Material purchases
2716	BAKER & TAYLOR, LLC	5014248259-501422912	323675	\$208.54	Material purchases
3547	BLAESER, KIMBERLY M.	100 THOUSAND POETS	323564	\$150.00	Program expense
3599	BRAUN, KEITH	9/24/2016 PROGRAM	323676	\$200.00	Program expense
2735	BRIDGEALL LIBRARIES	SIN002318	323565	\$6,250.00	Material Purchases
2735	BRIDGEALL LIBRARIES	SIN002319	323565	\$13,520.00	Material Purchases
2409	BUDGET LIBRARY SUPPL	14513	323566	\$550.00	Material Purchases
3572	CARLOS FELIPE UCEDA	BIG READ	323567	\$200.00	Program expense - The Big Read Grant
3200	CDWG	DTQ6846	323568	\$325.01	IT expense
3200	CDWG	FDV8788	323677	\$341.02	IT expenses
3200	CDWG	BTC1250	323677	\$42.89	IT expenses
3200	CDWG	CXV7606	323677	\$41.45	IT expenses
3252	CHARTER COMMUNICAT	AUG 23, 2016	323569	\$272.99	Internet expense
900189	COUNCIL OF STATE GOV	83811	323570	\$89.10	Material Purchases
22011	DANG-ITS	9/16/16 BIG READ	323571	\$3,000.00	Program expense - the Big Read Grant
900081	DEMCO, INC.	5937874	323572	\$214.49	Technical Service supplies
239	ELDER, KARL	9/16/16 - 10/15/16	323573	\$100.00	Program expense
2641	ELKHART LAKE PUBLIC	135067	323574	\$16.00	Lost item refund

# Mead Public Library

## August - September 2016 Accounts Payables

Vendor	Name	Invoice	Check #	Invoice Amt	Description
1597	ENVIRO-CLEAN, INC.	2664	323575	\$4,972.00	Cleaning expense
2066	ERICKSON, GARRETT	8/10/2016 ESLS	323576	\$59.40	Mileage reimbursement
203	FRANK L. WEYENBERG	33346002919197	323577	\$100.36	Lost item refund
203	FRANK L. WEYENBERG	3419015	323577	\$31.95	Lost item refund
900201	GE MONEY BANK/AMAZON	109-8449413-5957001	323578	\$250.49	Material Purchases & Program expense
900201	GE MONEY BANK/AMAZON	109-4626855-4199424	323578	\$35.01	Material Purchases & Program expense
900201	GE MONEY BANK/AMAZON	103-7678098-3669827A	323578	\$11.99	Material Purchases & Program expense
900201	GE MONEY BANK/AMAZON	103-767/8098-3669827	323578	\$131.89	Material Purchases & Program expense
900201	GE MONEY BANK/AMAZON	103-4930648-3933052	323578	\$20.63	Material Purchases & Program expense
900201	GE MONEY BANK/AMAZON	103-6719065-9515440	323578	\$84.33	Material Purchases & Program expense
8932	HOME DEPOT CREDIT	4924 00011 85818	323579	\$8.94	Building expense
8932	HOME DEPOT CREDIT	4924 00012 83340	323579	\$7.87	Building expense
900121	HONOLD & LA PAGE INC	1903374846	323580	\$63.94	Building expense
900121	HONOLD & LA PAGE INC	1903378699	323678	\$18.86	Building expense
3602	JERDEE, CASSIDY	216041	323679	\$16.85	Patron refund
3579	JETZER, LOUISE H	246540	323581	\$32.95	Patron refund
900164	JOHNSON CONTROLS INC	1-36805353012	323582	\$1,493.50	Contracted services for HVAC controls
900226	KAPCO	1303288	323583	\$124.60	Building expense
3293	KAULE, BRIAN	24277000046660	323584	\$18.15	Patron refund
3293	KAULE, BRIAN	56289	323680	\$13.95	Patron refund
3581	KIND-KEPPEL, KATHLEE	24273000082078	323585	\$19.95	Patron refund
11899	LANGUAGE LINE SERVIC	3880090	323586	\$35.56	Other Content expense
900376	MARTENS TRILLING TRU	B724465	323587	\$13.49	Building expense
3600	MAUER, KATHLEEN A.	258553	323681	\$29.99	Patron refund
12374	MBM	IN123156	323588	\$581.51	Photo copier/printer lease
3574	MC ALLISTER, GRAHAM	9/24/2016	323589	\$50.00	Program expense
900181	MENARDS	08761	323590	\$38.01	Building expense
900181	MENARDS	08606	323590	\$10.95	Building expense
900181	MENARDS	07387	323590	\$13.96	Building expense
900181	MENARDS	07574	323590	\$9.34	Building expense
900181	MENARDS	07992	323590	\$3.95	Building expense
900181	MENARDS	07120	323590	\$3.18	Building expense
900181	MENARDS	09414	323590	\$20.47	Building expense
900181	MENARDS	09374	323590	\$5.92	Building expense
900181	MENARDS	09970	323682	\$52.76	Building expense
231	MIDWEST TAPE	94212544	323591	\$238.94	Material purchases

# Mead Public Library

## August - September 2016 Accounts Payables

Vendor	Name	Invoice	Check #	Invoice Amt	Description
231	MIDWEST TAPE	94230879	323591	\$320.81	Material purchases
231	MIDWEST TAPE	94231605	323591	\$489.88	Material purchases
231	MIDWEST TAPE	94212456	323591	\$753.71	Material purchases
231	MIDWEST TAPE	94257669	323591	\$394.90	Material purchases
231	MIDWEST TAPE	94268678	323591	\$99.97	Material purchases
231	MIDWEST TAPE	94266905	323591	\$822.20	Material purchases
231	MIDWEST TAPE	94253496	323591	\$970.31	Material purchases
3502	MUELLER, JESSICA	BIG READ	323593	\$150.00	Program expense - The Big Read Grant
3533	OCLC, INC.	0000479891	323594	\$495.00	IT program expense
900038	OTIS ELEVATOR CO	CVS65084916	323595	\$711.00	Contracted Services - Maintenance expense
900038	OTIS ELEVATOR CO	CVS05013916	323595	\$8,301.72	Contracted Services - Maintenance expense
3601	PARTNERS FOR COMMUNI	1501	323596	\$93.60	Language translation services
900132	PITNEY BOWES CREDIT	G900/SN-080062530097	323597	\$20.99	Postage expense
16722	PROFESSIONAL SUPPLY	892074	323598	\$454.75	Janitorial supplies expense
2265	RESEARCH TECHNOLOGY	199410	323599	\$20.29	Material purchases
3370	RICHMOND, LAUREN	FOND DU LAC LIBRARY	323683	\$41.52	Mileage reimbursement - Fond du Lac Library
983	ROTARY CLUB OF SHEB	3146	323684	\$185.00	Professional development
389	ROWMAN & LITTLEFIELD	110812498	323685	\$42.00	Material purchases
3573	S&P GLOBAL MARKET	30616170	323600	\$400.00	Material purchases
3524	SCHMIDT, JENNIFER	255029	323601	\$23.93	Patron refund
444	SCHOLASTIC, INC.	13542015	323602	\$187.25	Material purchases
444	SCHOLASTIC, INC.	11469165	323686	\$152.10	Material purchases
900007	SHEBOYGAN COUNTY CHA	4TH QTR 2016	323603	\$115.00	Membership expense
2617	SHEBOYGAN COUNTY RE*	OCT 7-9 2016	323604	\$5,000.00	Chilrens Book Festival - Funds donated by MPL Fdn
1451	SHEBOYGAN MAIL HOUSE	1515	323605	\$133.05	Mailing service expense
900107	SHOWCASES	294652	323606	\$85.86	Material purchases
491	STAPLES ADVANTAGE	8040359525	323607	\$60.04	Office supplies
900237	STEEN MACEK PAPER CO	779291	323608	\$278.47	Office supplies - print shop inventory
3580	STEINBACHER, LAURA A	257742	323609	\$16.95	Patron refund
2762	TELEVEND SERVICES	7992	323610	\$106.85	Pre-paid fax cards
900260	UNIQUE MANAGEMENT	433187	323691	\$366.95	Collection fees to collect patron fines & fees
2997	VIHOS, LISA B.	9/24/16 PROGRAM	323611	\$150.00	Program expense
900103	WAL-MART COMMUNITY	REF # 621500454054	323612	\$19.96	Program expense - Maker Space
900103	WAL-MART COMMUNITY	622200330886	323612	\$44.90	Program expense - Maker Space
900103	WAL-MART COMMUNITY	622600840873	323612	\$13.40	Program expense - Maker Space
1710	WELLS FARGO FINANCIA	5003328998	323613	\$726.19	Printer/Copier lease expense

# *Mead Public Library*

## August - September 2016 Accounts Payables

<b>Vendor</b>	<b>Name</b>	<b>Invoice</b>	<b>Check #</b>	<b>Invoice Amt</b>	<b>Description</b>
900044	WISCONSIN PUBLIC SER	7/21/16 - 8/12/16	323614	\$353.64	Gas Utility expense
3508	WOLF, LEODA	10-28-2016	323693	\$300.00	Program expense

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

September 201

Account Balances as of:

March 10, 2022

4:55 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		248,826.00	163,020.59	85,805.41	65.52
	<b>SUB TOTAL</b>		<b>248,826.00</b>	<b>163,020.59</b>	<b>85,805.41</b>	<b>65.52</b>
510310	FICA		14,974.00	9,669.26	5,304.74	64.57
510311	MEDICARE		3,502.00	2,261.35	1,240.65	64.57
510320	WI RETIREMENT FUND		16,423.00	10,683.50	5,739.50	65.05
510340	HEALTH INSURANCE	0.00	52,877.00	25,069.48	27,807.52	47.41
510341	RETIREE HEALTH INS		4,000.00	2,791.91	1,208.09	69.80
510350	DENTAL INSURANCE		4,397.00	2,006.03	2,390.97	45.62
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		666.00	331.01	334.99	49.70
510400	WORKERS COMP		125.00	83.36	41.64	66.69
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>73,687.58</b>	<b>54,926.42</b>	<b>57.29</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	79.00	9,321.00	0.84
521420	DUPLICATION SERVICES	0.00	6,200.00	5,860.55	339.45	94.53
521510	BILLING FEES	0.00	5,000.00	3,254.19	1,745.81	65.08
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	259.00	3,941.00	6.17
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>27,700.00</b>	<b>12,395.53</b>	<b>15,304.47</b>	<b>44.75</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	
527110	TRAVEL	0.00	2,000.00	642.98	1,357.02	32.15
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,000.00</b>	<b>13,121.06</b>	<b>3,878.94</b>	<b>77.18</b>
530100	OFFICE SUPPLIES	619.76	9,200.00	3,665.63	4,914.61	46.58
	<b>SUB TOTAL</b>	<b>619.76</b>	<b>9,200.00</b>	<b>3,665.63</b>	<b>4,914.61</b>	<b>46.58</b>
538001	DONATION PURCHASES	0.00	2,300.00	3,693.01	-1,393.01	160.57
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>10,554.35</b>	<b>-2,833.27</b>	<b>136.70</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>619.76</b>	<b>450,561.08</b>	<b>277,116.34</b>	<b>172,824.98</b>	<b>61.64</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	518,363.22	215,982.78	70.59
	<b>SUB TOTAL</b>		<b>734,346.00</b>	<b>518,363.22</b>	<b>215,982.78</b>	<b>70.59</b>
510310	FICA	0.00	45,530.00	31,127.11	14,402.89	68.37
510311	MEDICARE		10,649.00	7,280.04	3,368.96	68.36
510320	WI RETIREMENT FUND	0.00	45,428.00	31,914.16	13,513.84	70.25
510340	HEALTH INSURANCE		120,149.00	75,276.12	44,872.88	62.65
510350	DENTAL INSURANCE		11,562.00	6,995.25	4,566.75	60.50
510360	LIFE INSURANCE		1,569.00	867.18	701.82	55.27
510400	WORKERS COMP	0.00	360.00	240.00	120.00	66.67
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>235,247.00</b>	<b>153,699.86</b>	<b>81,547.14</b>	<b>65.34</b>
521800	PROGRAM SERVICES		5,000.00	4,935.20	64.80	98.70
523110	OFFICE EQUIPMENT MAINT.	0.00	3,800.00	0.00	3,800.00	0.00
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	35,027.06	2,972.94	92.18
538001-10083			13,000.00	9,630.00	3,370.00	74.08
538001-10098	DONATION PURCHASES		10,802.00	10,171.44	630.56	94.16
538001-10099	DONATION PURCHASES	435.33	44,000.00	8,689.04	34,875.63	19.75
	<b>SUB TOTAL</b>	<b>435.33</b>	<b>118,702.00</b>	<b>70,732.84</b>	<b>47,533.83</b>	<b>59.59</b>
538002	MATERIALS - ALL CATAGORIES	5,945.11	364,697.61	218,568.23	140,184.27	61.56
538100	OTHER CONTENT	4,650.00	61,500.00	48,114.09	8,735.91	78.23
	<b>SUB TOTAL</b>	<b>10,595.11</b>	<b>426,197.61</b>	<b>266,682.32</b>	<b>148,920.18</b>	<b>62.57</b>
538000	TOTAL MATRL'S ACCTS	20 10,595.11	<b>544,899.61</b>	<b>337,415.16</b>	<b>196,454.01</b>	<b>61.92</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>11,030.44</b>	<b>1,514,492.61</b>	<b>1,009,478.24</b>	<b>493,983.93</b>	<b>67.38</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	381,349.82	216,432.18	63.79
	<b>SUB TOTAL</b>		<b>597,782.00</b>	<b>381,349.82</b>	<b>216,432.18</b>	<b>63.79</b>
510310	FICA	0.00	37,517.00	23,028.71	14,488.29	61.38
510311	MEDICARE		8,774.00	5,385.90	3,388.10	61.38
510320	WI RETIREMENT FUND	0.00	33,941.00	21,439.08	12,501.92	63.17
510340	HEALTH INSURANCE		97,822.00	51,184.15	46,637.85	52.32
510350	DENTAL INSURANCE		6,243.00	3,697.83	2,545.17	59.23
510360	LIFE INSURANCE		1,557.00	627.55	929.45	40.31
510400	WORKERS COMP		274.00	182.64	91.36	66.66
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>186,128.00</b>	<b>105,545.86</b>	<b>80,582.14</b>	<b>56.71</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	11,889.00	8,111.00	59.45
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>20,000.00</b>	<b>11,889.00</b>	<b>8,111.00</b>	<b>59.45</b>
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	3,291.77	-291.77	109.73
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	25,751.03	4,248.97	85.84
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	7,316.37	12,683.63	36.58
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	7,804.00	696.00	91.81
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>70,500.00</b>	<b>50,656.39</b>	<b>19,843.61</b>	<b>71.85</b>
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	40,055.82	22,444.18	64.09
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>62,500.00</b>	<b>40,055.82</b>	<b>22,444.18</b>	<b>64.09</b>
525100	ELECTRICITY	0.00	92,000.00	62,042.47	29,957.53	67.44
525105	WATER	0.00	1,419.00	1,453.53	-34.53	102.43
525110	SEWER	0.00	1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE	889.37	7,000.00	1,562.95	4,547.68	35.03
525140	GAS - UTILITY	0.00	29,000.00	10,974.98	18,025.02	37.84
	<b>SUB TOTAL</b>	<b>889.37</b>	<b>130,719.00</b>	<b>76,307.62</b>	<b>53,522.01</b>	<b>59.06</b>
530135	SHIPPING	0.00	9,000.00	7,225.30	1,774.70	80.28
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	17,465.71	11,034.29	61.28
530210	OPERATING SUPPLIES	0.00	1,500.00	984.01	515.99	65.60
530222	JANITORIAL SUPPLIES		8,000.00	3,533.63	4,466.37	44.17
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>47,000.00</b>	<b>29,208.65</b>	<b>17,791.35</b>	<b>62.15</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	6,500.05	1,899.95	77.38
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,400.00</b>	<b>6,500.05</b>	<b>1,899.95</b>	<b>77.38</b>
642200	IT EQUIPMENT	1,495.33	25,580.00	16,676.34	7,408.33	71.04
	<b>SUB TOTAL</b>	<b>1,495.33</b>	<b>25,580.00</b>	<b>16,676.34</b>	<b>7,408.33</b>	<b>71.04</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>2,384.70</b>	<b>1,148,759.00</b>	<b>718,258.66</b>	<b>428,115.64</b>	
<b>LIBRARY TOTAL</b>		<b>14,034.90</b>	<b>3,113,812.69</b>	<b>2,004,853.24</b>	<b>1,094,924.55</b>	<b>64.39</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	619.76	450,561.08	277,116.34	172,824.98	61.64
25551110	PUBLIC SERVICES	11,030.44	1,514,492.61	1,009,478.24	493,983.93	67.38
25551150	SUPPORT SERVICES	2,384.70	1,148,759.00	718,258.66	428,115.64	0.00
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>14,034.90</b>	<b>3,113,812.69</b>	<b>2,004,853.24</b>	<b>1,094,924.55</b>	<b>64.39</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	5,748.10	-4,251.90	57.48
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
447636	LATE BOOK CHARGES	50,000.00	34,402.88	-15,597.12	68.81
447641	LOST BOOKS	1,000.00	4,981.24	3,981.24	498.12
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	42,101.26	-41,898.74	50.12
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>3,042,807.09</b>	<b>-58,840.91</b>	<b>98.10</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	1,062,733.63	518,220.37	67.22
510310	FICA		98,021.00	63,825.08	34,195.92	65.11
510311	MEDICARE		22,925.00	14,927.29	7,997.71	65.11
510320	WI RETIREMENT FUND		95,792.00	64,036.74	31,755.26	66.85
510340	HEALTH INSURANCE		270,848.00	151,529.75	119,318.25	55.95
510341	RETIREE HEALTH INS		4,000.00	2,791.91	1,208.09	69.80
510350	DENTAL INSURANCE		22,202.00	12,699.11	9,502.89	57.20
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		3,792.00	1,825.74	1,966.26	48.15
510400	WORKERS COMP		759.00	506.00	253.00	66.67
510410	UNEMPLOYMENT		2,000.00	1,025.04	974.96	
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	79.00	9,321.00	0.84
521420	DUPLICATING SERVICES		6,200.00	5,860.55	339.45	94.53
521510	BILLING SERVICES		5,000.00	3,254.19	1,745.81	65.08
521700	SECURITY SERVICES		20,000.00	11,889.00	4,849.00	59.45
521800	PROGRAM SERVICES		5,000.00	4,935.20	64.80	98.70
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	3,550.77	7,449.23	32.28
523122	SOFTWARE MAINTENANCE		30,000.00	25,751.03	4,248.97	85.84
524110	BUILDING EXT MAINT		20,000.00	7,316.37	12,683.63	36.58
524124	HVAC MAINT + BOILER INS		9,000.00	6,493.22	2,506.78	72.15
524126	ELEVATOR MAINTENANCE		8,500.00	7,804.00	696.00	91.81
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	40,055.82	22,444.18	64.09
525100	ELECTRICITY		92,000.00	62,042.47	29,957.53	67.44
525105	WATER		1,419.00	1,453.53	-34.53	102.43
525110	SEWER		1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE		7,000.00	1,562.95	5,437.05	22.33
525140	GAS - UTILITY		29,000.00	10,974.98	18,025.02	37.84
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	642.98	1,357.02	32.15
530100	OFFICE SUPPLIES	0.00	9,200.00	3,665.63	5,534.37	39.84
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	17,465.71	11,034.29	61.28
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	984.01	515.99	65.60
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	3,533.63	4,466.37	44.17
530255	TOOLS & SMALL EQUIPMENT		150.00	69.11	80.89	46.07
538001	DONATION PURCHASES		113,423.08	73,978.04	-1,393.01	65.22
538002	ADULT PRINT		364,697.61	218,568.23	140,184.27	59.93
538099	SHIPPING		9,000.00	7,225.30	1,774.70	80.28
538100	OTHER CONTENT		61,500.00	48,114.09	13,385.91	78.23
539999	MISC EXP (LATE FEES)		100.00	93.85	6.15	93.85
540200	INSURANCE (FIRE)		8,400.00	6,500.05	1,899.95	77.38
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	16,676.34	8,903.66	65.19
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>14,034.90</b>	<b>3,113,812.69</b>	<b>2,004,853.24</b>	<b>1,094,924.55</b>	<b>64.39</b>





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	

Title: <b>Employee Performance Reviews</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.21</b> Original Effective Date: Date of Last Revision: <b>11/24/2014</b>
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## **Employee Performance Reviews**

- I. The Board shall adopt and the Director (or designee) shall administer a system of periodic employee performance reviews which will normally be completed ~~at the beginning of each New Year~~ **during the fourth quarter of each year.**
- II. The Board shall review the Director's work performance periodically in such a manner as adopted by the Board.
- III. Orientation Period: New full-time and part-time employees shall be reviewed periodically during the orientation period.
- IV. Trial Period: Promoted full-time and part-time employees shall be reviewed periodically during the trial period.
- V. Full-time and part-time employees: All such employees shall be reviewed periodically throughout the duration of their employment.
- VI. Continuation of employment is predicated on consistent achievement of satisfactory performance as evidenced via employee review(s). The Director is authorized to terminate the employment of employees whose performance is below the level expected and who are not able to improve their performance in the time period specified.

# Sample Code of Conduct/Behavior Policies on Food and Personal Belongings

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## Personal Belongings:

### *Madison Public Library*

- Bringing in more than 2 bags. No bag may be brought into the Library facilities that exceeds the following dimensions: 26"x14"x14."
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.

### *Chicago Public Library*

- Bring in more than two bags or any bag exceeding 36"x18"x12."
- Block aisles, shelves or any thoroughfare with personal items, or leave items unattended at any time

### *Denver Public Library*

- Bringing more than the following into the library:
  - o One medium size piece of luggage (wheeled or not)
  - o One medium size carried bag or backpack
  - o One personal item (purse/laptop bag/briefcase)
  - o Any combination of these types of items, not to exceed a total of three items

## Food:

### *Oak Park Public Library (IL)*

Food and drinks are allowed in all Library facilities except in the following designated areas:

- o Silent Reading Room in the Main Library
- o Storytime Room in the Main Library
- o Children's Play Areas in the Main Library
- o Archives and Special Collections in the Main Library

Food should not be eaten while using a Library computer. Covered drinks only are permitted near computers. In the event that equipment or materials are damaged because of food or drink, or 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 to 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.

Title: <b>Code of Conduct</b> Chapter: <b>Miscellaneous</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>14.01</b> Original Effective Date: Date of Last Revision: <b>2/26/15</b>
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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
- 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.

## Mead Public Library Statistics - August 2016

<b>Circulation Transactions</b>	<b>August 2015</b>	<b>August 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	32,580	34,036	4%	276,101	268,673	-3%
Children's Materials	17,064	16,657	-2%	135,088	123,746	-8%
<b>Total Cicalution Transactions</b>	<b>49644</b>	<b>50693</b>	<b>2%</b>	<b>411,189</b>	<b>392,419</b>	<b>-5%</b>
<b>Interlibrary Loans (Transits)</b>						
Items provided to libraries	6,873	7,200	5%	59,469	57,488	-3%
Items received from Libraries	4,350	4,687	8%	35,741	35,965	1%
<b>Total Interlibrary Loans (Transits)</b>	<b>11,223</b>	<b>11887</b>	<b>6%</b>	<b>95210</b>	<b>93453</b>	<b>-2%</b>
<b>Uses of E-Content</b>						
E-Books (Overdrive)	2,713	3,335	23%	22,299	26,366	18%
E-Audio (Overdrive) - Freegal	2,014	2,794	39%	7,217	20,203	180%
E-Video (Overdrive) - Hoopla	9	108	1100%	86	827	862%
E-Magazines (Zinio)	102	385	277%	971	1,831	89%
<b>Total Uses of E-Content</b>	<b>4838</b>	<b>6622</b>	<b>37%</b>	<b>30573</b>	<b>49227</b>	<b>61%</b>
<b>Library Visits</b>						
Gate count	26,587	29,746	12%	217,761	229,569	5%
<b>Reference Inquiries</b>						
Reference Inquiries	1,906	2,654	39%	18,336	17,968	-2%
<b>Users of Public Internet PCs</b>						
Library workstations	6,419	5,034	-22%	44,765	36,018	-20%
Wireless Sessions	0	12,431		12,679	74,614	488%
<b>Number of Registered Users</b>						
Resident				29,597	0	-100%
Non-Resident				10,177	0	-100%
<b>Total Number of Registered Users</b>				<b>39774</b>	<b>0</b>	<b>-100%</b>
<b>Programs (Number of Programs, Attendance)</b>						
Children (0-11) Number of Programs	13	8	-38%	309	281	-9%
Children (0-11) Attendance	252	474	88%	8,567	8,073	-6%
Teen (12-18) Number of Programs	7	10	43%	54	54	0%
Teen (12-18) Attendance	191	340	78%	1,608	1,416	-12%
Adult (18+) Number of Programs	14	8	-43%	175	132	-25%
Adult (18+) Attendance	441	48	-89%	3,374	2,969	-12%
<b>Total number of Programs</b>	<b>34</b>	<b>26</b>	<b>-24%</b>	<b>538</b>	<b>467</b>	<b>-13%</b>
<b>Total number of Attendance</b>	<b>884</b>	<b>862</b>	<b>-2%</b>	<b>13,549</b>	<b>12458</b>	<b>-8%</b>
<b>Conference Room Utilization by % of Utilization</b>						
Rocca Meeting Room	41%	17%	-24%	39%	21%	-18%
Loft Meeting Room	40%	17%	-23%	30%	23%	-7%
2nd Floor Small Meeting Room	59%	40%	-19%	34%	34%	0%