

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Board of Trustees
June 23, 2016**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 23, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Henry Nelson, Nancy Mannchen, Kathie Norman, Dolyce Johnson, Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice. Board of Trustee members absent: Dave Hoffman, Chris Campe, Kevin Anderson, Rosemarie Trester.

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 May 26, 2016 meeting; Campe **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Board picture to be taken at July or August meeting.

2. COMMITTEE REPORTS

- 2.1 FINANCE COMMITTEE – DIRK ZYLMAN, CHAIR. REPORT OF 6/23/2016 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**.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 3.1 DISCUSSION AND POSSIBLE RECOMMENDATION TO POLICY COMMITTEE IN REGARDS TO UNRESTRICTED DONATIONS
Both the by-laws and Gifts Policy are unclear in what account donations of \$100 or more are to be deposited in. Two possible accounts are the Foundation Investment Account or the Library 850 Account which is held for library use by the Foundation. Finance suggested Policy Committee clarify language to infer that unrestricted donations over \$100 go into the 850 Account. Policy Committee to meet next month.
- 3.2 DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE PROPOSED 2017 BUDGET

In order to cover a deficit, it was recommended by administration and Finance that the contract with current cleaning company be terminated at the end of this year and starting in 2017 the Library hire up to two part-time employees. Cost savings as well as quality control will be gained by doing this. The numbers for this are reflected in the proposed budget. Norman **moved** to accept the 2017 budget as proposed. Nelson **seconded**. The motion **passed**.

- 3.3 DISCUSSION ON UPDATE TO CAPITAL IMPROVEMENT PROJECTS LIST
Front entrance repairs and clock tower were removed from list after being deemed City responsibility.

4. DIRECTORS REPORT

- 4.1 UPDATE ON THE CURRENT MERGER NEGOTIATIONS BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM
Erickson reports that the internal merger committee has voted on and approved the merger plan. Will go to the ESLS and Mid-Wisconsin boards next week and then to the four counties for approval later this summer. Local holds feature has already been approved. The fee structure versus governance is acceptable. New process for in-demand items will be needed moving forward.
- 4.2 INFORMATION ON SAFETY CONCERNS
On-the-job staff injury occurred earlier this month. Policy updates may be needed in the future to clarify a few questions that arose. City was very helpful in working through the process.
- 4.3 UPDATE ON SECOND FLOOR CHANGES INCLUDING MAKERSPACE AREA
Prentice reports that the makerspace will have a soft opening Monday, June 27 with a more formal grand opening later on. Staff orientations have taken place. Library Assistant Ann Miller will be dedicating some of her weekly hours to managing the space.
- 4.4 UPDATE ON PROGRAMMING
Prentice reports that the Summer Reading Program officially kicked-off. Participation numbers are up for children, teen and adults. Library night at the concert series August 4th.
- 4.5 MAY STATISTICS
E-content and adult program attendance both maintaining increased numbers.

5. LIAISON REPORTS

- 5.1 EASTERN SHORES LIBRARY SYSTEM – HENRY NELSON
Covered under section 4.1 of Director's Report.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN
Quinn reported that it was an uneventful month. Two new board members were approved-Beth Bartelt and Karl Nelson. Spring solicitation letter to be sent out this week.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND
Richmond reported that the Big Book Sale is currently underway with large attendance so far. Friends board has agreed to facilitate another customer survey later this Summer.

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD POLICY COMMITTEE (6/30/16 @ 1PM)

6.2 LIBRARY SERVICES AND MARKETING COMMITTEE (7/21/16 @ 12PM)

6.3 LIBRARY BOARD FINANCE COMMITTEE (7/28/16 @ TBD)

6.4 FULL LIBRARY BOARD MEETING (7/28/16 @ 3:45PM)

7. ADJOURN

7.1 Quinn adjourned the meeting at 5:07 p.m.

MPL Visa Credit Card Purchases

7/7/2016 - 8/4/2016

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

Elan[®]

August 2016 Statement



Open Date: 07/07/2016 Closing Date: 08/04/2016

Account: 4798 5100 5054 4762

Visa® Platinum Business Rewards Card
CITY OF SHEBOYGAN
GARRETT L ERICKSON (CPN 001048524)

Cardmember Service ☎ 1-866-552-8855
BUS 30 ELN 8 3

New Balance \$1,612.40
Minimum Payment Due \$17.00
Payment Due Date 09/01/2016

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Reward Points
Earned This Statement 1,612
Reward Center Balance 4,313
as of 08/03/2016
For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$1,553.79
Payments	-	\$1,553.79 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,612.40
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$1,612.40
Past Due		\$0.00
Minimum Payment Due		\$17.00
Credit Line		\$7,500.00
Available Credit		\$5,887.60
Days in Billing Period		29



Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

CPN 001048524

0047985100505447620000017000001612409

Elan[®]

24-Hour Cardmember Service: 1-866-552-8855

- ☎ to pay by phone
- ☎ to change your address

Account Number	4798 5100 5054 4762
Payment Due Date	9/01/2016
New Balance	\$1,612.40
Minimum Payment Due	\$17.00

Amount Enclosed \$ _____

000013328 01 AT 0.399 000638509550501 P

CITY OF SHEBOYGAN
GARRETT L ERICKSON
828 CENTER AVE
SHEBOYGAN WI 53081-4442



Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408



What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. **INTEREST CHARGE:** Method of Computing Balance Subject to Interest Rate: We calculate the periodic rate or interest portion of the **INTEREST CHARGE** by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the ADB separately for the Purchases, Advances and Balance Transfer categories. To get the ADB in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the ADB of your Account that accrues interest and will reduce the amount of credit available to you. Credit insurance charges are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance premium is charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the ADB calculation.
2. **Payment Information:** You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States. We will also accept payment in U.S. Dollars via the Internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional **INTEREST CHARGES**, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.
3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



August 2016 Statement 07/07/2016 - 08/04/2016

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CITY OF SHEBOYGAN
GARRETT L ERICKSON (CPN 001048524)

Cardmember Service 1-866-552-8855

Visa Business Rewards

Rewards Center Activity as of 08/03/2016	
Rewards Center Activity*	0
Rewards Center Balance	4,313

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,612	12,402
Gas, Restaurants & Telecom Double Points	0	1,014
Total Earned	1,612	13,416

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 11:00 pm (CST) Monday through Friday, 8:00 am to 9:00 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/28	07/28	0037	PAYMENT THANK YOU	\$1,553.79cr	_____
TOTAL THIS PERIOD				\$1,553.79cr	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/07	07/06	7872	DOLLAR TREE SHEBOYGAN WI	\$4.20 ✓	_____
07/07	07/06	9163	TECHSOUP 415-633-9300 CA <i>Chase DeVou</i>	\$132.00 ✓	_____
07/08	07/06	8948	MENARDS SHEBOYGAN WI SHEBOYGAN WI	\$22.96 ✓	_____
07/11	07/08	0014	AMERICAN LIBRARY ASSOC 312-280-4229 IL	\$259.00 ✓	_____
07/15	07/14	3866	PAYPAL *BOB 402-935-7733 CA	\$226.16 ✓	_____
07/18	07/15	8592	WI DEPT OF FINANCIAL I 608-2617222 WI	\$20.00 ✓	_____
07/20	07/19	3512	MYBINDING COM 503-6405920 OR	\$246.46 ✓	_____
07/25	07/22	1970	1000BULBS.COM 800-624-4488 TX	\$190.33 ✓	_____
07/29	07/28	4732	PAYPAL *ZORO.COM 855-289-9676 IL	\$66.68 ✓	_____
07/29	07/29	2029	GEORGE PATTON ASSOCIAT 800-572-2194 RI	\$243.84 ✓	_____
08/01	07/31	2553	FACEBK G52K7AS5G2 650-6187714 CA	\$7.70 ✓	_____
08/01	07/29	5611	THE HOME SECURITY SUPE 800-4909471 GA	\$57.90 ✓	_____

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August 2016 Statement 07/07/2016 - 08/04/2016

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CITY OF SHEBOYGAN
GARRETT L ERICKSON (CPN 001048524)

Cardmember Service ☎ 1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/01	07/29	2453	WALMART.COM 800-966-6546 AR	\$85.18	✓
08/03	08/02	4080	CBI*ACRONIS 800-799-9570 IL	\$49.99	✓
TOTAL THIS PERIOD				\$1,612.40	

2016 Totals Year-to-Date

Total Fees Charged in 2016	\$0.00
Total Interest Charged in 2016	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	10.24%	
**PURCHASES	\$1,612.40	\$0.00	YES	\$0.00	10.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.24%	

Contact Us

☎ Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053

❓ Questions

Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon with a check

Cardmember Service
P.O. Box 790408
St. Louis, MO 63179-0408



Online

myaccountaccess.com

VISA Credit Card

- Kelly

- Programming fund

25551110 - VISA
521800



DOLLAR TREE STORES, INC.

Store# 4686 (920) 803-1683
2223 Calumet Dr
Sheboygan WI 53083-4602

DESCRIPTION	QTY	PRICE	TOTAL
BABY WIPES	1	1.00	1.00
FOAM SHEETS	1	1.00	1.00
FOAM SHEETS	1	1.00	1.00
FOAM SHEETS	1	1.00	1.00

Sub Total	\$4.00
SALES TAX	\$0.20
Total	\$4.20

Purchase \$ 4.20

VISA #SXXXXXXXXXX4762
 Auth # 816035 Exp Date **/**
 Lane # 02 Cashier # 2910561
 07/06/16 18:53 Ref/Seq # 022115
 EPS Sequence # 022115

Thank You for Shopping at Dollar Tree
 Where Everything's \$1.00
 Now Shop On-Line at Dollartree.com

 * We value your opinion! *
 * Please provide your feedback at *
 * www.dollartreefeedback.com *
 * Receive chances to win \$1,000 daily plus *
 * instant prizes valued at \$1,500 weekly *
 * or by calling 1-877-368-2540. *
 * For complete rules, eligibility and sweepstakes *
 * period and previous winners please visit *
 * www.dollartreefeedback.com *
 * No purchase/survey required to enter. *
 * Sweepstakes sponsored by Empathica, Inc. *
 * across multiple international clients. *
 * Survey Code: 7648 0524 5266 0008 *
 *
 * We will gladly exchange any unopened item *
 * with original receipt. We do not offer refunds. *

5524 04686 02 022 2910561 7/06/16 18:53
 Sales Associate: Ashlee

VISA Credit Card

- Kelly
- Programming fund

25551110-521800

VISA

Use Your  2%
BIG CARD REBATE

MENARDS

MENARDS - SHEBOYGAN
4825 Vanguard Drive
Sheboygan, WI 53083

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 10/04/16

If you have questions regarding the
charges on your receipt, please
email us at:
SHEBfrontend@menards.com



Sale Transaction

4-1/4 X 4-1/4 WHITE TILE	
7350400 PKG	16.00
MOD PODGE 16OZ MATTE	
2513050	5.87
TOTAL	21.87
TAX STATE OF WI 5%	1.09
TOTAL SALE	22.96
VISA 4762	22.96
916080	
Swiped	
PO #	

TOTAL NUMBER OF ITEMS = 2

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
5106

GUEST COPY

The Cardholder acknowledges receipt of
goods/services in the total amount shown
hereon and agrees to pay the card issuer
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

Now Hiring

Apply Within

THANK YOU, YOUR CASHIER, Malena

91252 03 25551110-521800

Donate to the American Library Association

25551100 - 523110

Thank you for considering a donation to ALA. When you make an annual gift to ALA with your membership renewal, you can support your passion by directing a gift to any of more than 60 funds. Whether you select a specific division's fund, a department's scholarship, or a named endowment, your annual support helps your Association today and into the future. Please browse the list of featured, unrestricted giving options below so you can direct your dollars to support work that means the most to you.

Visit www.ala.org/giveala to make a safe, secure and private online gift and to find a complete description of all ALA funds for divisions, offices, round tables and current needs. You can also access a printable donation form you can complete and mail to ALA from the giveALA webpage.

If you are interested in joining the ALA Legacy Society by including ALA in your estate plans, or have questions about making a donation or setting up a monthly payment or pledge to ALA, please call the ALA Development Office at 800-545-2433, ext. 3259 or via e-mail at development@ala.org

Featured Unrestricted Funds

ALA General Endowment

\$35 Other \$ _____

ALA Scholarship Endowment

\$35 Other \$ _____

Libraries Transform Campaign

\$35 Other \$ _____

Spectrum Scholarship Fund

\$35 Other \$ _____

The 21st Century Fund

\$35 Other \$ _____

Cultural Communities Fund

\$35 Other \$ _____

Freedom to Read Foundation*

\$35 Other \$ _____

ALA-Allied Professional Association (ALA-APA)*

\$35 Other \$ _____

ALA Library Disaster Relief Fund

\$35 Other \$ _____

TOTAL \$ _____

* See www.ala.org/giveALA for more information on the tax-deductibility of these gifts.

Payment

My total contributions: (above) \$ \$259.00

My dues renewal amount: (from other side) \$ _____

TOTAL Remittance: (US dollars) \$ _____

Please send this entire form to ALA in the enclosed envelope or mail it to ALA Member Services, Box 77-6499, Chicago, IL 60678.

Thank you for responding today. Without you as a member, key ALA initiatives that help school, academic, public, and special libraries would not exist.

My Check or Money Order is enclosed.

VISA MasterCard American Express

Card Number: 4798 5100 5054 4762 Exp: Month: 12 Year: 16

Card Holder Name: Garrett L. Erickson

Card Holder Signature: Garrett L. Erickson

For Purchase Orders, please include a copy of the PO. Please send invoice.

Please update your information below if necessary.

Garrett Erickson
Home Address:
Place of Employment: Mead Public Library
Job Title/Position: Director
Primary Email: garrett.erickson@meadpl.org

Member: 2038490
Home Phone:
Work Address: 710 N 8th St, Sheboygan, WI 53081-4563
Work Phone: (920) 459-3400 x

Please update your reference information using the forms at: ala.org/membership/codes.

Please make changes and additions here: Principle area of work: _____ Type of responsibility: _____ Type of Library/institution: _____

Receipt for your payment to bob@bcinstallation.com

service@paypal.com

Sent: Thursday, July 14, 2016 6:15 PM

To: Eisch, Pete



Jul 14, 2016 16:14:59 PDT
Transaction ID: 10K89135K3618952F

Hello Mead Public Library,

You sent a payment of \$226.16 USD to bob@bcinstallation.com

We've asked the seller to ship.

Thanks for using PayPal. To see all the transaction details, log in to your PayPal account.

It may take a few moments for this transaction to appear in your account.

Seller
bob@bcinstallation.com

Note to seller
You haven't included a note.

Shipping address - confirmed
Mead Public Library attn:Pete
710 N 8th St
Sheboygan, WI 53081-4505
United States

Shipping details
The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
<u>4010/4011 Series LCN Heavy Duty Smoothee Door Closer RIGHT HAND Alum Finish</u> Item# 222152059824	\$100.00 USD	2	\$200.00 USD



Shipping and handling	\$26.16 USD
Insurance - not offered	---
Total	\$226.16 USD

Payment \$226.16 USD

This charge will appear on your credit card statement as "PAYPAL *BOB"

Payment sent to bob@bcinstallation.com

524110

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Center.

? Questions? Go to the Help Center at: www.paypal.com/help.

Get verified – Pay with your bank and you're 100% protected against unauthorized payments sent from your PayPal account. Log in and click the **Unverified** link below your name.

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, log in to your PayPal account and click **Help** in the top right corner of any PayPal page.

You can receive plain text emails instead of HTML emails. To change your Notifications preferences, log in to your account, go to your Profile, and click **My settings**.

Copyright © 1999-2016 PayPal. All rights reserved.

PayPal Email ID PP843 - 7c275606a10ea

Order Confirmation

We have received your order. Individual confirmation messages have been sent for each item purchased.

Purchase Summary

Order Date

7/15/2016 2:23:27 PM

Order Number

201607154890089

Payment Method

Visa

xxxx-xxxx-xxxx-4762

Purchase Total

\$20.00

You will see a charge from:

WI Dept of Financial Inst

Order Details

Type	Name	Status	Price
Form 5-Domestic Non-Stock Corporation Annual Report	<u>Form 5-Domestic Non-Stock Corporation Annual Report Printer Friendly Copy</u>		\$20.00

Total Price: \$20.00

[Checkout Frequently Asked Questions](#) | [Create an account](#)

VISA



MyBinding.com

7-19-16 Diane Kallas
Acct # 25551150-530210

5500 NE Moore Court
Hillsboro, OR 97124
Order #100584695
Order Date: July 19, 2016

Shipping Address

Diane Kallas
Mead Public Library
710 N 8 St
Sheboygan, Wisconsin, 53081
United States
T: 9204593400x3403

Shipping Method

Shipping Option -- Economy Free

Items Ordered

Billing Address

Diane Kallas
Mead Public Library
710 N 8 St
Sheboygan, Wisconsin, 53081
United States
T: 9204593400x3403

Payment Method

Credit Cards (Secure)

Credit Card Type:

Visa

Credit Card Number:

XXXX-4762

PRODUCT NAME SKU PRICEQTY SUBTOTAL

Library Book MY- \$57.99 Ordered:\$289.95
Thermal Glue LBTGS11 5
Strips - 50pk

Subtotal \$289.95
Shipping & Handling \$0.00
Discount (JULY15) -\$43.49
Grand Total \$246.46

1000Bulbs.com Order Confirmation

1000bulbs.com [do-not-reply@1000bulbs.com]

Sent: Wednesday, July 20, 2016 7:55 PM

To: Eisch, Pete

Notice: This automated email is not monitored for replies.

1000Bulbs.com**1-800-624-4488**

HOME

CUSTOMER SERVICE

RETURN POLICY

Thank you for your order! - You will receive an email with tracking information when your package(s) ships.

Please contact our customer service department if you have additional questions. We appreciate your business!

Account Manager:

Tracy Vazquez

2140 Merritt Dr.

Garland, TX 75041

tvazquez@1000bulbs.com

p. 972-535-0898

f. 972-543-0574

Order # 4154588**Order Date:** 07/20/2016 **Customer #:** 313572**Payment Method**



Credit Card Ending 4762

Bill To

GARRETT ERICKSON
CITY OF SHEBOYGAN / GARRETT
ERICKSON
GARRETT ERICKSON
828 Center Ave
Ste 205
Sheboygan, WI 53081
9204593400

Ship To

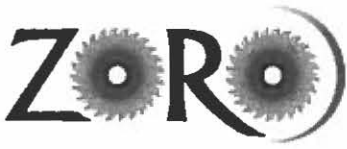
MEAD PUBLIC LIBRARY
MEAD PUBLIC LIBRARY
PETE
710 N 8th St
Sheboygan, WI 53081
9204593400

Product	Qty	Price	Cost
 PLT-10021 2000 Lumens - 18W - 4100 Kelvin - LED - F32T8/F40T12 Replacement - Ballast Must Be Bypassed	16	\$9.99ea	\$159.84
 SOCK-L13051U Leviton 13351 - T8 or T12 - Turn-Type Lampholder - Low Profile - Medium Bi-Pin Socket - Non-Shunted - For Programmed Start Ballasts	20	\$0.69ea	\$13.80

Subtotal \$173.64**Ground \$16.69****Total \$190.33**

1000Bulbs.com 2140 Merritt Dr., Garland, TX 75041

530222



909 Asbury Drive
 Buffalo Grove IL 60089
 www.zoro.com
 Tax ID # 27-3596010

For Questions Please Contact

http://www.zoro.com/pages/zoro_info/contactus/
 (855) 289-9676

Bill To

Mead Public Library attn:Pete
 710 N 8th St
 920-459-3400 x3416
 920-459-3400 x3416
 Sheboygan WI 53081-4505
 United States

Ship To

Mead Public Library attn:Pete
 710 N 8th St
 920-459-3400 x3416
 920-459-3400 x3416
 Sheboygan WI 53081-4505
 United States

Cash/CC Sales Receipt

Date 7/28/2016
Sales Receipt # 2692261
Customer # CUST2148212
SO # Sales Order #SO4967595
Purchase Order #
Shipping Method Standard Ground
Tracking # 1Z175Y3W0321691422
Payment Method PayPal

530222

Z Number	Item	Quantity	Units	Description	Rate	Amount
G4539096	Building Wire	1	EA	Building Wire, TFFN, 18 AWG, 6 Max. Amps, Wire Color White, Spool Length 500 ft., Solid, Nominal Outside Dia. 0.080 In., Voltage 600VAC, Insulation Material Vinyl, Jacket Material Nylon, Temp. Rating 194 Degrees F for TFFN, Application Commercial or Industrial, Standards UL STD 66 and NEC	31.75	31.75
G4615651	Building Wire	1	EA	Building Wire, TFFN, 18 AWG, 6 Max. Amps, Wire Color Black, Spool Length 500 ft., Solid, Nominal Outside Dia. 0.080 In., Voltage 600VAC, Insulation Material Vinyl, Jacket Material Nylon, Temp. Rating 194 Degrees F for TFFN, Application Commercial or Industrial, Standards UL STD 66 and NEC	31.75	31.75

Subtotal 63.50
Shipping Cost (Standard Ground) 0.00
~~**Total Tax** 3.18~~
Total Paid \$66.68

Your order has been received.

https://www.displays2go.com/Checkout/Complete?orderNumbe...

25551100 - 530100 VISA

Ann Miller

US ▾

(/C-0/Largest-Selection-Display-Products-POP-Displays-Online)

DISPLAYS2GO

Live Chat

800.572.2194

Thank You!

Your order is now being processed. You may follow the progress of your order on our order tracking and status page (/Tracking?orderNumber=WEB101540018&emailAddress=Helene.Capizzi%40meadpl.org). A confirmation email has been sent to your email address. You may save or print this page for your reference.

Order Number: WEB101540018

Your order was received on 7/28/2016 2:50:08 PM EST. Orders received after 2PM EST will not be processed until the next business day.

Thanks again,
The Displays2go Team

Order Summary



(/P-9576/Acrylic-Suggestion-Boxes-w-8-1-2-x-11-Sign-Frames) **(5) CBBSH87**
Acrylic Ballot Box w/ 8.5 x 11 Header - Clear
(/P-9576/Acrylic-Suggestion-Boxes-w-8-1-2-x-11-Sign-Frames)

\$224.95

Subtotal \$224.95

Shipping \$18.89

Order Total \$243.84

Customers Who Purchased This Item Also Purchased



(/P-106/Mini-

Ballot-Box-Sign-Header)

Acrylic Ballot Box with 5 x 7 Header - Clear

\$17.82

(/P-106/Mini-Ballot-Box-Sign-Header)

Add To Cart (/ShoppingCart/Add?productId=106&quantity=1)



(/P-19771/Entry-

Form-Pads-Raffles-Contests-

Entry Forms, Pad of 100 Sheets - White

\$2.11

(/P-19771/Entry-Form-Pads-Raffles-Contests-and-Giveaways)

Add To Cart (/ShoppingCart/Add?productId=19771&quantity=1)

25581100 - 538001



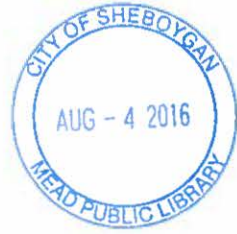
Facebook, Inc.
1601 Willow Road
Menlo Park, CA 94025-1452
United States

Account: 4147602900361

Billing Report: 07/01/2016 - 07/31/2016

Facebook Ads Payment
Payment Method: VISA *4762

Date Billed	Transaction ID	Amount Billed
07/31/2016	1014218248691780-2064242	\$7.70 USD
TOTAL		\$7.70 USD



20351110 - 538001

For MakeSpace

Richmond, Lauren

From: Kallas, Diane
Sent: Friday, July 29, 2016 12:07 PM
To: Richmond, Lauren
Subject: FW: THE HOME SECURITY SUPERSTORE - Order Confirmation V361668

Ordered! Can you let Debbie know the VISA was used, and what account to pay it from? Thanks!

Diane

From: HelpDesk@velpro.net [mailto:HelpDesk@velpro.net]
Sent: Friday, July 29, 2016 12:06 PM
To: Kallas, Diane <diane.kallas@meadpl.org>
Subject: THE HOME SECURITY SUPERSTORE - Order Confirmation V361668

Dear Diane,

Thank you for your order!

The following is your order confirmation. Please note your unique confirmation number below.


This is your receipt; we recommend that you print it for your records.

Your Order Confirmation Number: V361668.

Invoice	Order Number
Velocity Products Inc 11350 Old Roswell Road Suite 1400 Alpharetta, GA 30009 Email: helpdesk@velpro.net 1-800-490-9471	<h1>V361668</h1>

Shipping Address	Billing Address
Name: Diane Kallas Address: 710 N 8 St City, State, Zip: Sheboygan, WI 53081	Name: Diane Kallas Address: 710 N 8 St City, State, Zip: Sheboygan, WI 53081
Email	Phone
diane.kallas@meadpl.org	920 459 3400 x3403

Qty	Image	SKU	Product	Item Price	Total
-----	-------	-----	---------	------------	-------

1		SK-705	Cash Drop Box Top Slot - Key Lock	\$49.95	\$49.95
				Shipping: \$7.95	
				Grand Total: \$57.90	

If you need additional assistance please feel free to contact us toll free at 1-800-490-9471.

Please note that the charge on your credit card will show as: **Velocity Products Inc**

Thank you for your business!

TERMS AND CONDITIONS

DISCLAIMER, RELEASE, ASSUMPTION OF RISK, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Velocity Products, Inc. DBA THE HOME SECURITY SUPERSTORE is not responsible for any physical harm or damage from the use or misuse of any of our products.

By purchasing any product from us you understand that THE HOME SECURITY SUPERSTORE does not warrant that you may legally purchase, possess, or carry these products according to any state or local laws. You also acknowledge that you have determined their legality before purchasing and that you are an adult of at least 18 years of age and under no legal disability.

By purchasing any product from THE HOME SECURITY SUPERSTORE, the buyer warrants that he/she is in compliance with all applicable federal, state and local laws and regulations regarding the purchase, ownership and use of the item. The buyer expressly agrees to indemnify and hold harmless THE HOME SECURITY SUPERSTORE for all claims resulting directly or indirectly from the purchase, ownership and use of the item in compliance or violation of federal state and local laws or regulations.

Please check local laws before ordering any of our products.

90 DAY RETURN POLICY

Our number one goal is to make you a happy returning customer! Feel free to return any item that you are not thrilled to own. To return an item, please call us toll free at 770-442-0003 to secure a Return Authorization (RA) number. All RA requests must be made within 90 days post item delivery. Before a credit is issued, the item must be returned and received by us. We do not refund shipping costs, or refund the cost of your return shipping. If your item is received in brand new condition and has not been used, we will refund 100% of your item cost. Items returned in used condition or with packaging that cannot be resealed are subject to a 30% restocking fee. All returned items must in original packaging and include all components in good working order. Products not meeting these terms are subject to no refund.

The following product types are subject to a 30% restocking fee even if returned in new saleable condition: Tasers, metal detectors, spy cameras, spy camera detectors, GPS tracking, and bug detectors. Unfortunately



IT - ~~64200~~ - Visa
642200



Garrett Erickson
, WI 53081
United States

INVOICE

Reference number: 95459223
(required for all inquiries)

Invoice date: 8/2/2016

Invoice number: BKD-73614351807

INVOICE INFORMATION

#	Product name	Delivery	Unit price	Qty.	Price
1	Acronis True Image 2016 - 3 Computers	electronic	\$79.99 \$49.99	1	\$79.99 \$49.99
Shipping:					\$0.00
Total:					\$49.99

Unless stated otherwise, the delivery date is identical to the billing date.

PAYMENT DETAILS

Your credit card (xxxxxxxxxxxx4762) has been successfully authorized. Please note that the charge on your credit card will appear as "CBI*ACRONIS."

cleverbridge, Inc. is the merchant of record for this transaction.

350 N Clark, Suite 700, Chicago, IL, 60654, United States
Tax ID: 20-4503251

900103

25551100 - 530100

\$ 85.18

DeAmico, Debbie

From: Walmart.com <help@walmart.com> *Office Supplies*
 Sent: Thursday, July 28, 2016 10:06 AM
 To: DeAmico, Debbie
 Subject: Order received. Arrives 08/04. Better Homes and Gardens... & 17 more items

We're processing your order.

The banner features the Walmart logo on the left and 'Customer Care' on the right. Below the logo are links for 'Help Center' and 'My Account'. The main text 'Got it! We're processing your order.' is displayed in a large, bold font over a dark arrow graphic pointing right. The background shows a warehouse with boxes.

Hello Debbie,

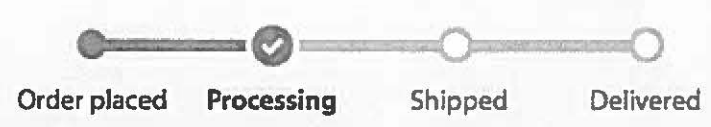
Thanks for shopping with us. We're processing your order now and we'll email you again when there are status updates. You can also track the status via your account.

Visit our Help Center if you have any questions . Please do not reply to this email. This mailbox is unmonitored.

-Your Walmart Customer Care Team

Order number: 4811625-349062

Ships from Walmart



Arrives by: Thu, Aug 4

We'll send an email with tracking info when your order ships.

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

Sheboygan , WI 53081

Item	Qty	Price	Total
Better Homes and Gardens 24 QA Gear Wall Clock Bronze	1	\$29.97	\$29.97
Elmers Large School Glue Stick 22g 3pk	1	\$2.97	\$2.97

Items may arrive in multiple boxes on different days.

\$32.94

Ships from Walmart



Order placed **Processing** Shipped Delivered

Arrives by: Fri, Aug 5

We'll send an email with tracking info when your order ships.

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

Sheboygan , WI 53081

Item	Qty	Price	Total
Elmers Washable School Glue No Run Gel 4 oz	3	\$3.81	\$11.43

Items may arrive in multiple boxes on different days.

\$11.43

Ships from Walmart



Order placed **Processing** Shipped Delivered

Arrives by: Fri, Aug 5

We'll send an email with tracking info when your order ships.

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

Sheboygan , WI 53081

Item	Qty	Price	Total
Crayola Washable Watercolors 16Pack	6	\$3.04	\$18.24

Crayola Washable PipSqueaks Skinnies Markers 64 colors 64Box	1	\$10.57	\$10.57
Sparco 5 Kids Pointed End Scissors 1 Pair Assorted Colors	2	\$2.00	\$4.00
Sparco 8 Bent Multipurpose Scissors	2	\$2.00	\$4.00
Sparco Straight Rubber Handle Scissors	2	\$2.00	\$4.00

Items may arrive in multiple boxes on different days. **\$40.81**

Order summary

Order subtotal:	\$85.18
Value Shipping:	Free
Order total:	\$85.18

Billing information

Billing Address:

Garrett Erickson
Mead Public Library
710 N 8th Street
Sheboygan, WI 53081

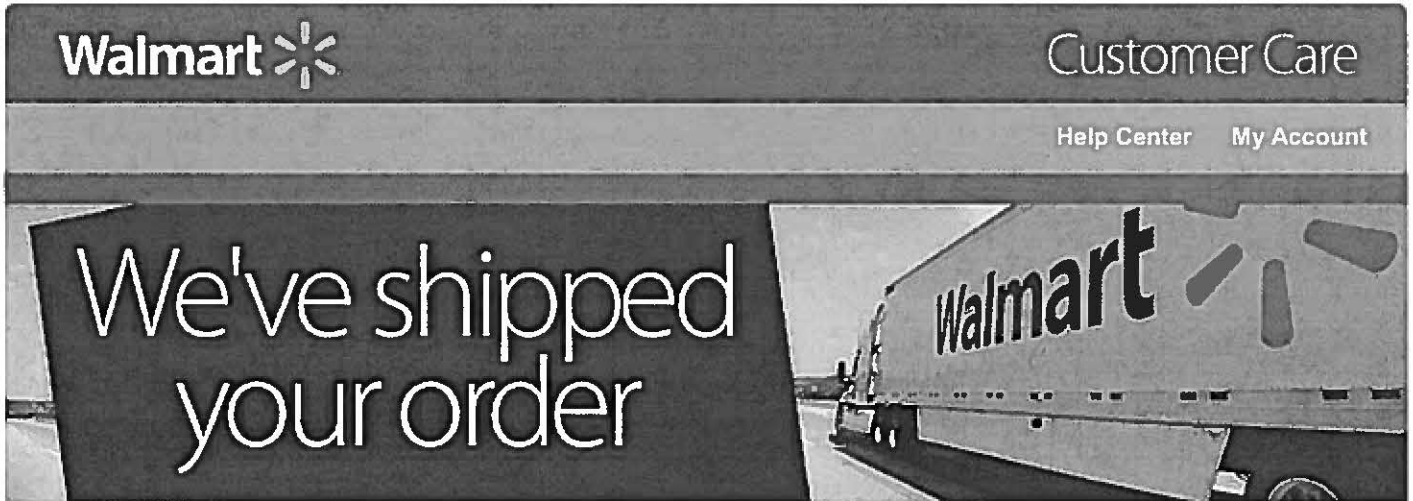
Payment Method(s):

VISA - 4762

DeAmico, Debbie

From: Walmart.com <help@walmart.com>
Sent: Friday, July 29, 2016 10:46 AM
To: DeAmico, Debbie
Subject: Shipped:Better Homes and Gardens... & 17 more items

We've shipped your order



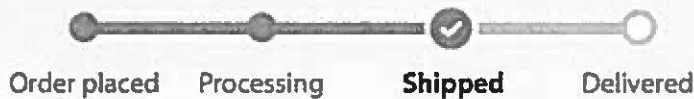
Hello Debbie,

Thanks for your recent order. The items below are on their way. If you ordered multiple items, they may ship separately. You can track their progress in your account.

After reviewing the details below, visit our **Help Center** if you have any questions. Please do not reply to this email. This mailbox is unmonitored.

-Your Walmart Customer Care Team

Shipment 1



Arrives by: Thu, Aug 4

Track Shipment

It may take 24-48 hours before tracking information is updated.

FedEx tracking number:

324822079721146

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

Sheboygan, WI 53081

Item	Qty	Price	Total
Better Homes and Gardens 24 QA Gear Wall Clock Bronze	1	\$29.97	\$29.97
Elmers Large School Glue Stick 22g 3pk	1	\$2.97	\$2.97

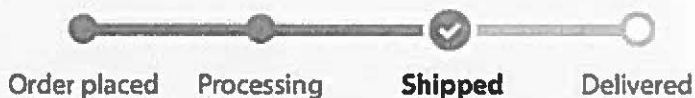
\$32.94

Return Code: 63369305453917240258964

See our return policy or contact customer care.



Shipment 2



Track Shipment

Arrives by: Wed, Sep 28

It may take 24-48 hours before tracking information is updated.

UPS tracking number:

1Z2706990314847749

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

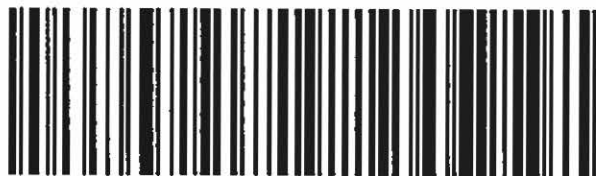
Sheboygan, WI 53081

Item	Qty	Price	Total
Crayola Washable Watercolors 16Pack	6	\$3.04	\$18.24
Crayola Washable PipSqueaks Skinnies Markers 64 colors 64Box	1	\$10.57	\$10.57
Sparco 5 Kids Pointed End Scissors 1 Pair Assorted Colors	2	\$2.00	\$4.00
Sparco 8 Bent Multipurpose Scissors	2	\$2.00	\$4.00
Sparco Straight Rubber Handle Scissors	2	\$2.00	\$4.00

\$40.81

Return Code: 63369305453917240258964

See our return policy or contact customer care.



Shipment 3



Order placed Processing **Shipped** Delivered

Track Shipment

It may take 24-48 hours before tracking information is updated.

Arrives by: Fri, Aug 5

FedEx tracking number:
681688373774

Shipping to:

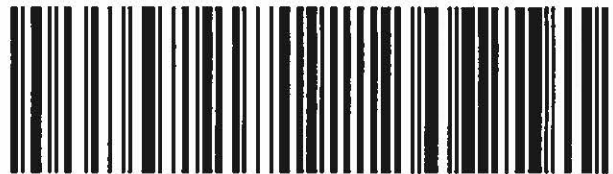
Ann Miller
Mead Public Library
710 N 8th Street
Sheboygan, WI 53081

Item	Qty	Price	Total
Elmers Washable School Glue No Run Gel 4 OZ	3	\$3.81	\$11.43

\$11.43

Return Code: 63369305453917240258964

See our return policy or contact customer care.



Order details

Billing address:

Mead Public Library

Payment method:

VISA - 4762

Order #:

4811625-349062

710 N 8th Street

Order total:

\$85.18

Sheboygan, WI 53081

Date:

Jul 28, 2016

More information

About your order:

- Check the status of any remaining items on our site or smartphone apps.
- Large items may ship in separate boxes that may arrive at different times.
- You may receive more than one shipment email per order.

Returning an item:

1. Print this email.
2. Bring it with your items and the original packaging to a Walmart store.
3. An associate will scan the barcode above to begin your return.

Stay connected



Security & Privacy

Walmart protects your security and privacy. We will never ask for personal information (such as passwords or credit card numbers) in an email newsletter. If you receive such a request, please do not respond to the email. [Learn more](#). See our [Privacy Policy](#).

© 2016 Wal-Mart Stores, Inc. All rights reserved.

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

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



July 2016 Statement



Open Date: 06/04/2016 Closing Date: 07/06/2016

Account: 4798 5100 5054 4762

Visa® Platinum Business Rewards Card
CITY OF SHEBOYGAN
GARRETT L ERICKSON (CPN 001048524)

Cardmember Service 1-866-552-8855
BUS 30 ELN 8 3

New Balance \$1,553.79
Minimum Payment Due \$16.00
Payment Due Date 08/01/2016

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Reward Points

Earned This Statement 1,599
Reward Center Balance 2,714
as of 07/05/2016
For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$2,495.29
Payments	-	\$2,495.29CR
Other Credits		\$0.00
Purchases	+	\$1,553.79
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance	=	\$1,553.79
Past Due		\$0.00
Minimum Payment Due		\$16.00
Credit Line		\$7,500.00
Available Credit		\$5,946.21
Days in Billing Period		33



Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

CPN 001048524

0047985100505447620000016000001553794



24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

Account Number	4798 5100 5054 4762
Payment Due Date	8/01/2016
New Balance	\$1,553.79
Minimum Payment Due	\$16.00

Amount Enclosed \$ _____

000016212 01 SP 000638494351531 P

CITY OF SHEBOYGAN
GARRETT L ERICKSON
828 CENTER AVE
SHEBOYGAN WI 53081-4442



Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408





July 2016 Statement 06/04/2016 - 07/06/2016

Page 2 of 4



CITY OF SHEBOYGAN
GARRETT L ERICKSON (CPN 001048524)

Cardmember Service 1-866-552-8855

Visa Business Rewards

Rewards Center Activity as of 07/05/2016

Rewards Center Activity*	0
Rewards Center Balance	2,714

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,509	10,790
Gas, Restaurants & Telecom Double Points	90	1,014
Total Earned	1,599	11,804

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 11:00 pm (CST) Monday through Friday, 8:00 am to 9:00 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Effective May 16, 2016 the on-line transfer of reward points maximum will change from 120,000 points per calendar year to 20,000 points per calendar year. Please visit myaccountaccess.com for complete details.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/20	06/16	0163	PAYMENT THANK YOU	\$2,495.29CR	_____
TOTAL THIS PERIOD				\$2,495.29CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/06	06/03	1011	JO-ANN STORE #2280 SHEBOYGAN FL S WI	\$129.87X	_____
06/07	06/06	5491	TECHSOUP 415-633-9300 CA	\$9.00Y	_____
06/13	06/12	9523	PITNEY BOWES PI 800-243-7824 CT	\$221.46	_____
06/13	06/09	7950	CHEAPESTEEES.COM 650-548-0788 CA	\$47.55X	_____
06/15	06/13	0187	HACH COMPANY 9706631377 CO	\$107.82X	_____
06/17	06/15	9430	SHEBOYGAN CINEMAS-2202 SHEBOYGAN WI	\$400.00X	_____
06/17	06/16	4719	REDBUBBLE INC 408-2063224 CA	\$52.18X	_____
06/17	06/16	5039	WALMART.COM 8009666546 800-966-6546 AR	\$60.09X	_____
06/20	06/16	9857	SUBWAY 00056549 SHEBOYGAN WI	\$45.00Y	_____

Continued on Next Page



July 2016 Statement 06/04/2016 - 07/06/2016

Page 3 of 4

CITY OF SHEBOYGAN
GARRETT L ERICKSON (CPN 001048524)

Cardmember Service (1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/24	06/23	2469	BUR*SURPLUS CENTER 800-488-3407 NE	\$74.89 X	_____
06/30	06/30	7329	PITNEY BOWES PI 800-243-7824 CT	\$150.98	_____
07/01	06/30	0573	BUYONLINENOW.COM OFFICE SUPPLI MN	\$35.07 X	_____
07/01	06/30	0193	FACEBOOK 43XXX9A6G2 650-6187714 CA	\$9.88 X	_____
07/06	07/05	6988	PAYPAL *GRANTGOSDIN 402-935-7733 CA	\$130.00 X	_____
07/06	07/05	0187	PAYPAL *NAKEDTURTLE 402-935-7733 CA	\$80.00 X	_____
TOTAL THIS PERIOD				\$1,553.79	

2016 Totals Year-to-Date

Total Fees Charged in 2016	\$0.00
Total Interest Charged in 2016	\$0.00

Company Approval (This area for use by your company)

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	10.24%	
**PURCHASES	\$1,553.79	\$0.00	YES	\$0.00	10.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.24%	

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, please call us at the telephone number on the front of this statement, or write to us at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335.

In your letter or call, give us the following information:

- ▶ Account information: Your name and account number.
- ▶ Dollar amount: The dollar amount of the suspected error.
- ▶ Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. While we investigate whether or not there has been an error, the following are true:
 - ▶ We cannot try to collect the amount in question, or report you as delinquent on that amount.
 - ▶ The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
 - ▶ While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 - ▶ We can apply any unpaid amount against your credit limit.

Your Rights If You Are Dissatisfied With Your Credit Card Purchases

If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
 2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
 3. You must not yet have fully paid for the purchase.
- If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Cardmember Service, P.O. Box 6335, Fargo, ND 58125-6335. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

Important Information Regarding Your Account

1. **INTEREST CHARGE: Method of Computing Balance Subject to Interest Rate:** We calculate the periodic rate or interest portion of the INTEREST CHARGE by multiplying the applicable Daily Periodic Rate ("DPR") by the Average Daily Balance ("ADB") (including new transactions) of the Purchase, Advance and Balance Transfer categories subject to interest, and then adding together the resulting interest from each category. We determine the ADB separately for the Purchases, Advances and Balance Transfer categories. To get the ADB in each category, we add together the daily balances in those categories for the billing cycle and divide the result by the number of days in the billing cycle. We determine the daily balances each day by taking the beginning balance of those Account categories (including any billed but unpaid interest, fees, credit insurance and other charges), adding any new interest, fees, and charges, and subtracting any payments or credits applied against your Account balances that day. We add a Purchase, Advance or Balance Transfer to the appropriate balances for those categories on the later of the transaction date or the first day of the statement period. Billed but unpaid interest on Purchases, Advances and Balance Transfers is added to the appropriate balances for those categories each month on the statement date. Billed but unpaid Advance Transaction Fees are added to the Advance balance of your Account on the date they are charged to your Account. Any billed but unpaid fees on Purchases, credit insurance charges, and other charges are added to the Purchase balance of the Account on the date they are charged to the Account. Billed but unpaid fees on Balance Transfers are added to the Balance Transfer balance of the Account on the date they are charged to the Account. In other words, billed and unpaid interest, fees, and charges will be included in the ADB of your Account that accrues interest and will reduce the amount of credit available to you. Credit insurance charges are not included in the ADB calculation for Purchases until the first day of the billing cycle following the date the credit insurance premium is charged to the Account. Prior statement balances subject to an interest-free period that have been paid on or before the payment due date in the current billing cycle are not included in the ADB calculation.
2. **Payment Information:** You must pay us in U.S. Dollars with checks or similar payment instruments drawn on a financial institution located in the United States. We will also accept payment in U.S. Dollars via the internet or phone or previously established automatic payment transaction. We may, at our option, choose to accept a payment drawn on a foreign financial institution. However, you will be charged and agree to pay any collection fees required in connection with such a transaction. The date you mail a payment is different than the date we receive that payment. The payment date is the day we receive your check or money order at Cardmember Service, P.O. Box 790408, St. Louis, MO 63179-0408 or the day we receive your electronic or phone payment. All payments by check or money order accompanied by a payment coupon and received at this payment address will be credited to your Account on the day of receipt if received by 5:00 p.m. CT on any banking day. Mailed payments that do not include the payment coupon and/or are mailed to a different address will be processed within 5 banking days of receipt and credited to your Account on the day of receipt. In addition, if you mail your payment without a payment coupon or to an incorrect address, it may result in a delayed credit to your Account, additional INTEREST CHARGES, fees, and possible suspension of your Account. Internet and telephone payment options are available, and crediting times vary (but generally must be made before 5:00 p.m. CT to 8 p.m. CT depending on what day and how the payment is made). If you are making an internet or telephone payment, please contact Cardmember Service for times specific to your Account and your payment option. Banking days are all calendar days except Saturday, Sunday and federal holidays. Payments due on a Saturday, Sunday or federal holiday and received on those days will be credited on the day of receipt. There is no prepayment penalty if you pay your balance at any time prior to your payment due date.
3. **Credit Reporting:** We may report information on your Account to Credit Bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report.



Order (Submitted)

Web Reference Number: 51093868868 (This is not an order number, but you may use it when communicating with Hach.)
Account Number: 063043 **Order Source:** Web
Updated On: 2016-06-09 **Login Name:** pete.eisch@meadpl.org
Entered/Placed On: 2016-06-09

Order List

Line #	Product # / Item	Qty Ordered	Unit Price	Discount %	Total Price	Shipped	Back-ordered	Cancelled
1	1407099 DPD Free Chlorine Reagent Powder Pillows, 25 mL, pk/100	1	\$23.79	0.00	\$23.79	0	0	0
2	2352523 Molybdenum 2 Reagent Solution, 25 mL SCDB	1	\$32.95	0.00	\$32.95	0	0	0
3	2359299 Molybdenum 1 Reagent Powder Pillows, 5 mL, pk/100	1	\$33.29	0.00	\$33.29	0	0	0
					Subtotal: \$90.03			
					Shipping: \$17.79			
					Total: \$107.82			

524110

Shipping, Billing and Payment Details

Contact Information
PETE EISCH
(920) 459-34003426
pete.eisch@meadpl.org

Billing Address
CITY OF SHEBOYGAN
GARRETT ERICKSON
828 CENTER AVE
SHEBOYGAN, 53081-4497
USA
(920) 459-3400

Shipping Address
MEAD PUBLIC LIBRARY
PETE EISCH
710 N. 8TH ST.
SHEBOYGAN, 53081
USA
(920) 459-34003426

Payment, Promos & Rewards**P.O. Number:****Offer Code:****Tax Exempt:**

No

Credit Card Number:

*****4762

Credit Card Type:

VISA

Credit Card Expiration:

2016-12-01

Credit Card Holder Name:Garrett Erickson City of
Sheboygan**Credit Card Reference
Number:****Shipping/Freight Options****Shipping/Freight Options:**

Pre-pay and bill customer

**Ship Order Complete/
Partial:**

Allow partial shipments

Shipping Method:

Standard surface shipping

Terms and Conditions

- Net 30 Days From Invoice Date
- By placing your Order, you agree to Hach Standard Terms and Conditions at hach.com/terms.
- Orders containing hazardous items may require special shipping. If changes to your shipping method are required, you will be notified by Hach customer service.
- Due to U.S. Export Compliance regulations and packaging concerns, online ordering is NOT available for export transactions and orders with ultimate destination or use outside the USA (including Puerto Rico, U.S. Virgin Islands, Guam and other U.S. territories, and APO or FPO addresses). By processing your request, you are certifying the ordered products are not for ultimate use outside the 50 United States.

Customer Comments

No comments or special instructions entered.



Be Right™

INVOICE NUMBER 9968397

DATE: 06/10/2016

Page: 1

\$ 81.00
Remit #1



TOTAL: \$107.82

DETACH TOP PORTION AND RETURN WITH PAYMENT TO:

Hach Company
2207 Collections Center Drive
Chicago, IL 60693
Phone: (800) 227-4224

Have you ordered online?
Order at WWW.HACH.COM

99683971 000630434 00000010782 061016

Sort Seg: 385

Tray: 9

DETACH HERE

Original

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CITY OF SHEBOYGAN
ERICKSON, GARRETT
Purchasing Dept/City Hall
828 Center Ave
Sheboygan, WI 53081-4497
United States

MEAD PUBLIC LIBRARY
EISCH, PETE
710 N EIGHTH STREET
SHEBOYGAN, WI 53081
United States

INVOICE NO	9968397	DATE:	06/10/2016
PURCHASE ORDER NUMBER	P EISC 06092016164055		
TERMS	Paid by Visa		
FREIGHT	Prepay And Bill Customer		
CARRIER	UPS-UPS**UPS -Ground		
ACCOUNT	063043	Remit to:	
REF. NO.	314163894-1	Hach Company 2207 Collections Center Dr Chicago, IL 60693 Phone: (800) 227-4224	

These commodities are sold, packaged, marked, and labeled for destinations in the United States. Exportation of these commodities may require special licensing, packaging, marking or labeling.

LN#	PRODUCT DESCRIPTION	ITEM NO.	QUANTITY	UNIT PRIC	EXT. PRICE
1	DPD FREE CHLORINE PP 25ML PK/100 *TRACKING NUMBERS: 1Z8A89V00324122891	1407099	1	23.79	23.79
3	MOLYBDENUM 2 RGT SOLN 25ML SCDB *TRACKING NUMBERS: 1Z8A89V00324122891	2352523	1	32.95	32.95
4	MOLYBDENUM 1 RGT PP PK/100 *TRACKING NUMBERS: 1Z8A89V00324122891	2359299	1	33.29	33.29

ORDER CONTACT:
PETE EISCH
(920) 459-3400 x 3426

Notes:

SUBTOTAL	90.03
FREIGHT CHARGES	17.79
TAX	0.00
INVOICE TOTAL	107.82

Invoice has been paid. Copy for your records.



PURCHASE AND ACCEPTANCE OF PRODUCT(S) SUBJECT TO HACH COMPANY'S TERMS AND CONDITIONS OF SALE, PUBLISHED ON HACH COMPANY'S WEBSITE AT WWW.HACH.COM/TERMS

For order discrepancies or product exchanges please call 800-227-4224 or 970-669-3050 to obtain Return Authorization.

FEDERAL TAX ID # 42-0704420



OTHER BRANDS FROM HACH

Office Supplies
Deb Von
JOANN
fabric and craft stores

4079 HIGHWAY 28
SHEBOYGAN FALLS, WI 53085
920-459-0689

TAX EXEMPT SALE

MEAD PUBLIC LIBRARY
710 North 8th Street
Sheboygan, WI 53081
(920) 459-3400
CHAT ADDRESS

UNIVERSAL SCISSORS S
35051058 12.99
OFF REG ITEM(30%) 3.90
1561960206001030
RESUME ID

M SCUBA-SOLID WHITE
51325098 *60.30
YRD @ 6.99/YRD
LAR PRICE 86.30

M SCUBA-SOLID BLACK
51324831 *60.30
YRD @ 6.99/YRD
LAR PRICE 86.30

TOTAL \$129.87 129.87

PURCHASE USD\$129.87
*****4762 SHIPED Visa
413095 Approved

Tell us how we are doing at joann.com
and click on Contact Us!

CUSTOMER COPY

992280010001169553

TOTAL SAVINGS
55.72

ITEMS 3
06-03-16 02:58:35PM
002280 01 718128 0001

Make your own jewelry with
the best tools & supplies at Jo-Ann!

Receive coupons & the latest offers
Just go to joann.com to save!

2555-1100 - 530/00

Makerspace
25551116 - 538001 #52.18

DeAmico, Debbie

From: Miller, Ann
Sent: Wednesday, June 15, 2016 1:33 PM
To: DeAmico, Debbie
Subject: FW: Redbubble Order Confirmation and Progress

Hi Debbie,

This order is for the Makerspace.

Thank you,

Ann

From: Redbubble [aboutmyorder@redbubble.com]
Sent: Wednesday, June 15, 2016 1:24 PM
To: Miller, Ann
Subject: Redbubble Order Confirmation and Progress



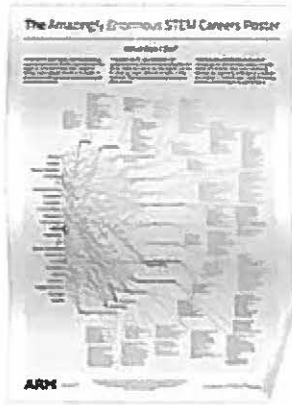
THANKS FOR YOUR ORDER, ANN MILLER.
HERE'S WHAT HAPPENS NEXT.



Check your order progress

Order Summary

ORDER #9841652
INVOICE ISSUED ON BEHALF OF THE FOLLOWING ARTIST



The Amazingly Enormous STEM Careers Poster

\$22.47

1 x Poster

Semi gloss | Medium (592mm x 840mm)



AdaLovelaceDay

Joined May 2015



Ten Types of Scientist

\$22.47

1 x Poster

Semi gloss | Medium (592mm x 840mm)



AdaLovelaceDay

Joined May 2015

Subtotal	\$44.94
Shipping (Standard Post)	\$7.24
Coupon Applied (RB740984)	
Total Cost (USD)	\$52.18

THIS ORDER HAS BEEN PAID IN FULL (\$52.18) VIA CREDIT CARD

Shipping Address

Ann Miller
 Mead Public Library 710 N 8th Street, Sheboygan
 WI 53081 UNITED STATES
[Need to change this address?](#)

≡ WE'RE HERE TO HELP ≡

- Check your order progress >
- I made a mistake, can I change my order? >
- Return or exchange an item >
- When should I expect my order? >



This is an operational email from Redbubble

[User Agreement](#) | [Privacy Policy](#)

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 633 Howard St | San Francisco, CA 94105 | USA

Makerspace

25551110 - 538001

\$60.09

Makerspace

DeAmico, Debbie

From: Walmart.com <help@walmart.com>
Sent: Wednesday, June 15, 2016 1:46 PM
To: DeAmico, Debbie
Subject: Thanks for your Walmart.com Order - 4381608-574239

We're processing your order.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Help Center My Account
<input type="checkbox"/>		

Hello Debbie,

Thanks for shopping with us. We're processing your order now and we'll email you again when there are status updates. You can also track the status via your account.

Visit our [Help Center](#) if you have any questions . Please do not reply to this email. This mailbox is unmonitored.

-Your Walmart Customer Care Team

Order number: 4381608-574239

Ships from Walmart

Arrives by: Wed, Jun 22

We'll send an email with tracking info when your order ships.

Shipping to:

Ann Miller
Mead Public Library
710 N 8th Street

Sheboygan , WI 53081

Item	Qty	Price	Total
Better Homes and Gardens 24 QA Gear Wall Clock Bronze	1	\$29.97	\$29.97
Mainstays 24x36 Trendsetter Poster Picture Frame Black	2	\$15.06	\$30.12
Items may arrive in multiple boxes on different days.			\$60.09

Order summary

Order subtotal:	\$60.09
Value Shipping:	Free
Order total:	\$60.09

Billing information

Billing Address:

Garrett Erickson
Mead Public Library
710 N 8th Street
Sheboygan, WI 53081

Payment Method(s):

VISA - 4762

Credit cards aren't charged until your order ships. If you see a pending charge on your account prior to shipping, this is an authorization hold to ensure the funds are available.

Need to change your order?

You can request a cancellation and then place a corrected order, but act quickly! Orders are usually prepared for shipment within a few minutes of being placed.

If there's no Request Cancellation button on the page linked above, it's too late to cancel the order, but you can always return it at any Walmart store for an immediate refund or send it back to us for free. [Learn more.](#)

Explore more savings



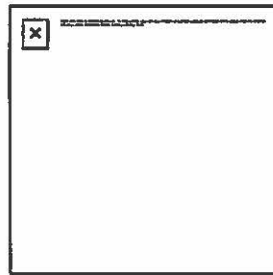
Mainstays 11x17 Format Picture Frame, Set of 3

Shop Now



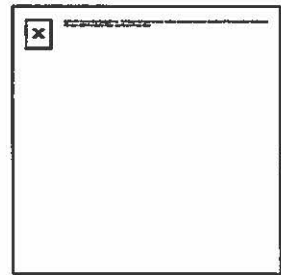
Mainstays 22x28 Trendsetter Poster & Picture Frame, Black

Shop Now



Mainstays 20x30 Trendsetter Poster & Picture Frame, Black

Shop Now



Mainstays 22x34 Trendsetter Poster and Picture Frame, Black

Shop Now



Please note that product prices and availability are limited time and are subject to change.

Security & Privacy

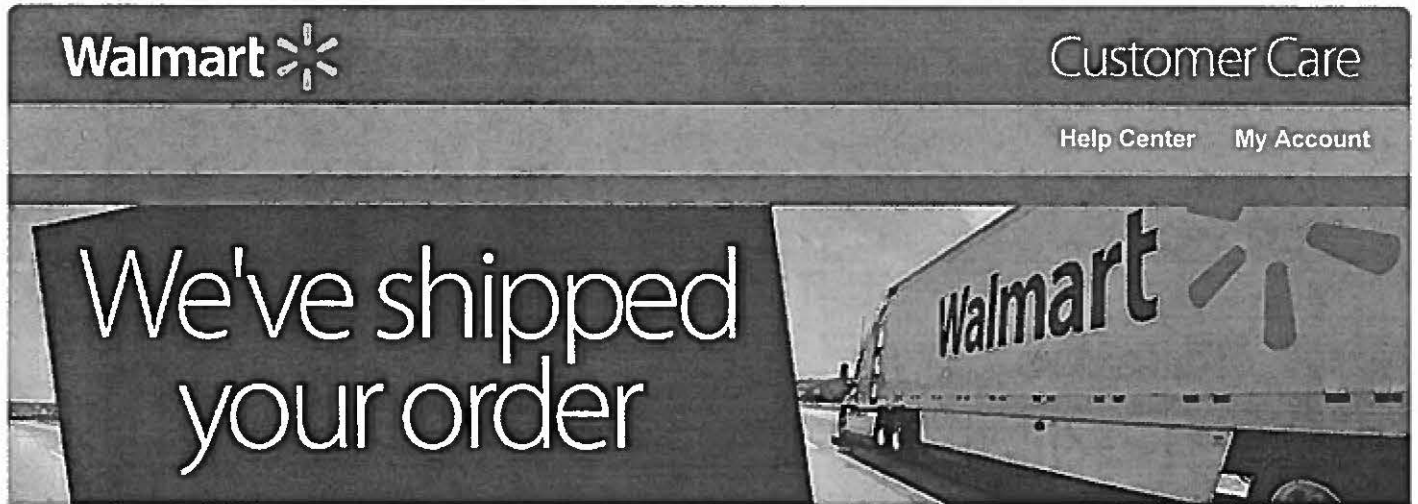
Walmart protects your security and privacy. We will never ask for personal information (such as passwords or credit card numbers) in an email newsletter. If you receive such a request, please do not respond to the email. [Learn more.](#) See our [Privacy Policy.](#)

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DeAmico, Debbie

From: Walmart.com <help@walmart.com>
Sent: Thursday, June 16, 2016 4:25 PM
To: DeAmico, Debbie
Subject: Your Walmart.com order has shipped - Confirmation 4381608-574239

We've shipped your order



Hello Debbie,

Thanks for your recent order. The items below are on their way. If you ordered multiple items, they may ship separately.

After reviewing the details below, visit our **Help Center** if you have any questions. Please do not reply to this email. This mailbox is unmonitored.

-Your Walmart Customer Care Team

Shipment details - Walmart

FedEx tracking number:

363369780378331

Shipping to:

Ann Miller

Mead Public Library

Track Shipment

It may take 24-48 hours before tracking information is updated.

710 N 8th Street

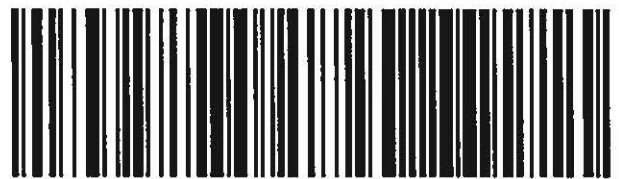
Sheboygan, WI 53081

Item	Qty	Price	Total
Better Homes and Gardens 24 QA Gear Wall Clock Bronze	1	\$29.97	\$29.97

\$29.97

Return Code: 39985107608742105191890

See our return policy or contact customer care.



Shipment details - Walmart

FedEx tracking number:
363369795218691

[Track Shipment](#)

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

Sheboygan, WI 53081

It may take 24-48 hours before
tracking information is updated.

Item	Qty	Price	Total
Mainstays 24x36 Trendsetter Poster Picture Frame Black	1	\$15.06	\$15.06

\$15.06

Return Code: 39985107608742105191890

See our return policy or contact customer care.



Shipment details - Walmart

FedEx tracking number:

363369780377440

[Track Shipment](#)

Shipping to:

Ann Miller

Mead Public Library

710 N 8th Street

Sheboygan, WI 53081

It may take 24-48 hours before tracking information is updated.

Item	Qty	Price	Total
Mainstays 24x36 Trendsetter Poster Picture Frame Black	1	\$15.06	\$15.06

\$15.06

Return Code: 39985107608742105191890

See our return policy or contact customer care.



Order details

Billing address:

Mead Public Library
710 N 8th Street
Sheboygan, WI 53081

Payment method: VISA - 4762**Order #:** 4381608-574239**Order total:** **\$60.09****Date:**

Jun 15, 2016

More information

About your order:

- Check the status of any remaining items on our site or smartphone apps.
- Large items may ship in separate boxes that may arrive at different times.
- You may receive more than one shipment email per order.

Returning an item:

1. Print this email.
2. Bring it with your items and the original packaging to a Walmart store.
3. An associate will scan the barcode above to begin your return.

Explore more savings

GARRETT, Thank you for shopping with surpluscenter.com!
Your order number : 10443130

AKA BURDEN SALES

ORDER SUMMARY

ORDER NUMBER: 10443130

BILLING ADDRESS

GARRETT ERICKSON
828 CENTER AVE.
SUITE 205
SHEBOYGAN, WI 53081

SHIPPING ADDRESS

PETE EISCH
710 N. 8TH ST.
SHEBOYGAN, WI 53081

SHIPPING METHOD

UPS Ground - \$15.49

PAYMENT INFORMATION

Visa xxxxxxxxxxxxxx4762
Expiration 12/2016



2-5/8X1-3/8 FAULTLESS AIR CARGO CASTER
Item #: 1-4240
Qty: 12

Price: \$59.40



SEND CURRENT CATALOG
Item #: CATALOG
Qty: 1

Price: \$0.00

ORDER SUMMARY

Merchandise Subtotal:	\$59.40
Shipping:	\$15.49
Tax:	\$0.00
TOTAL:	\$74.89

530222

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Order Tracking
Site Map
Technical Help

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Shipping
Request a Catalog
Catalog Quick Order

SIGN UP FOR EMAILS TO RECEIVE EMAIL ONLY PROMOTIONS

ENTER EMAIL ADDRESS

SUBMIT

642200

CONTACT US



Thank You for Placing a Donation Request Through TechSoup!

TechSoup will process your request in approximately two to three business days. For most donations, you'll receive another email from TechSoup at that time with detailed instructions about how to obtain your donation.



Did you know the average nonprofit receives \$12,000 in technology savings from TechSoup over its lifetime? Help us spread the word!

[Tweet this!](#) [Share this!](#)

Donation Request Details

Your donation request number: 1633611
Requested on: 6/3/2016 2:36:57 PM
Requested by: Chase DeVrou
Mead Public Library Foundation, Inc.
710 N. 8th St.

Sheboygan WI 53081

Products Requested

Title: Windows Pro Full Operating System – Get Genuine

Quantity: 1
Item Price: \$9.00

Sales tax: \$0.00
Shipping: \$0.00 (Ground)
Total: \$9.00

Payment by Credit Card

During checkout, you selected the option to pay by credit card. Your card will be charged when fulfillment is complete.

Please note: If your organization is not yet qualified with TechSoup, this donation request will not be fulfilled. Before sending payment, please verify your organization's qualification status:

1. [Log in](#) to your TechSoup account.
2. Click **Manage Account** at the top of the page.
3. Under My Active Organizations, look at the Qualification

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TechSoup is a 501(c)(3) nonprofit that helps other nonprofits and public libraries get tech products and services plus the learning resources they need to make informed decisions and operate at their full potential.

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Our free learning resources, including [articles](#), [blogs](#), [webinars](#), and [forums](#) led by expert hosts, are available to all users.

STAY UP TO DATE

If you haven't already, [subscribe to our New Product Alert, By the Cup, or TechSoup for Libraries newsletters](#).

IT SERVICES

Authy

Sheboygan Cinema *visa*

3226 Kohler Memorial Drive

Sheboygan, WI 53081

6/15/2016 3:58pm

SALE

CASHIER: 1251

STATION: 001

Sales

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2353
 Tran: 1775266
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2270

Tran: 1775270
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2346
 Tran: 1775274
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2338
 Tran: 1775278
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2460
 Tran: 1775282
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2478
 Tran: 1775286
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2486
 Tran: 1775290
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2288
 Tran: 1775294
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2114
 Tran: 1775298
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2106
 Tran: 1775302
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2098

Tran: 1775306
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2080
 Tran: 1775310
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2072
 Tran: 1775314
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2064
 Tran: 1775318
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2056
 Tran: 1775322
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2049
 Tran: 1775326
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2239
 Tran: 1775330
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx1116
 Tran: 1775334
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2023
 Tran: 1775338
 Bal: 20.00

01 Open Activation \$20.00
 Acct: xxxxxxxxxxxx2122

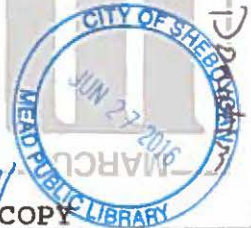
Tran: 1775342
 Bal: 20.00

SubTotal: \$400.00
 Tax: \$0.00
 Total: \$400.00

Visa: xxxxxxxxxxxx4762 (S)
 NAME: ERICKSON/GARRETT L
 AUTH: 515185

2535110-538001

CUSTOMER COPY



Authy

25551110-538001
Acuity Donation

Subway#5654-0 Phone 920-459-8070
617 North 8th Street
Sheboygan, WI, 53081
Served by: Sven 6/16/2016 1:17:53 pm
Term ID-Trans# 1/A-E9497

Qty	Size	Item	Price
1		Subway Cash Card Activate	10.00
1		Subway Cash Card Activate	20.00
1		Subway Cash Card Activate	15.00
Sub Total			45.00
Taxable Amount			0.00
SALES TAX (5%)			0.00
Total (Eat In)			45.00
Credit Card			45.00
Change			0.00

Register a SUBWAY(R) Card today in order to earn rewards points. Get 25 free points for joining. Opt-in to email during registration for a Birthday Bonus and monthly offers! www.MySubwayCard.com

SUBWAY Card
Card *****3834
Card State: ACTIVE
Is Registered: False
USD 10.00 Added
Cash Card Balance: USD 10.00
Rewards Balance: 0 Points

SUBWAY Card
Card *****3842
Card State: ACTIVE
Is Registered: False
USD 20.00 Added
Cash Card Balance: USD 20.00
Rewards Balance: 0 Points

SUBWAY Card

Card *****3859
Card State: ACTIVE
Is Registered: False
USD 15.00 Added
Cash Card Balance: USD 15.00
Rewards Balance: 0 Points

Approval No: 316171
Reference No: 616818964985
Card Issuer: Visa
Account No: *****4762
Acquired: Swipe
Amount: \$45.00

Signature: _____
X _____
I agree to pay above total amount according to the Card Issuer Agreement.

CUSTOMER COPY



Host Order ID: 683-295-78960

Thanks for visiting Subway. Please let us know how we did today by taking our 1 minute survey at www.tellsurvey.com

2355110 - 538001



Customer Service | Shipping Info | Special Offers

Call Toll Free: (800) 758-1299



Track Your Order

T-Shirts, Polos, Sweatshirts...



Live Help Chat Now

Status for Order # 946880

Date Ordered: 06/09/2016

Shipping Address

Matthew Beinemann
710 N 8 ST
Sheboygan, WI 53081

Shipping Method: Ground

Tracking Number: UPS [1Z203WY40344737676](#)

Order Summary

Item	Color/Size	Price	QTY	Total
 Fruit Of The Loom 100% Cotton T-Shirt	White/XL	\$1.98	20	\$39.60

Questions?

800-758-1299
help@cheapesttees.com
Hours M-F: 7:00am-5:00pm (Pacific)

Subtotal: \$39.60
Sales Tax: 0.00
Shipping: 7.95
Order Total: \$47.55

Acuity Donation



BuyOnlineNow.com

Customer Service #: 888-718-1134
Order Date: 6/29/2016
Order Number: **E4082195**

*Used Library VISA
acct # 25551150 - 530200*

Bill To:

Ship To:

Diane Kallas
Mead Public Library
710 N 8 St
SHEBOYGAN, WI 53081
9204593400
Diane.Kallas@meadpl.org

Diane Kallas
Mead Public Library
710 N 8 St
SHEBOYGAN, WI 53081
9204593400
Diane.Kallas@meadpl.org

D Kallas

Item	Description	Quantity	Price	Total
AVE5163	Shipping Labels For Laser Printers, 2" x 4", Permanent, 1000 Per Box, White	1	\$27.12	\$27.12

Subtotal: \$27.12
Shipping: \$7.95
Taxes: \$0.00
Total: \$35.07

Payment Method: CreditCard

Card Type: Visa **Exp:** XX/XX **Card Number:** ****-****-****-4762

Purchase Order Number:
** PO Number will appear on shipping label: **dk160629**

Return Policy

If you are not satisfied with your purchase, you may return any unused and unopened item for a refund* (not including shipping costs) within the first 30 days following your order. Please keep all original packaging; items not in their original condition are not returnable. **Note: Any claims for damaged or missing items must be made within 48 hrs.** *The following may not be returned for a refund: Furniture once installed or assembled, food & beverages, medicines, software, and special order or made to order products.

To return an item, contact us by email: customercare@BuyOnlineNow.com or by phone 866-200-6321.

Include the following information:

1. Your order number (**E4082195**).
 2. The item number of the products you wish to return.
 3. How many of each product you wish to return.
 4. The reason for the return. Is the item defective or damaged? Was the wrong item shipped?
 5. The condition of the item: opened or unopened.
- For our complete return policy visit: <http://www.BuyOnlineNow.com/helpCenter.asp?show=sfid&fid=9>

25557100 - 538001



Facebook, Inc.
1601 Willow Road
Menlo Park, CA 94025-1452
United States

Account: 4147602900361

Billing Report: 06/01/2016 - 06/30/2016

Facebook Ads Payment

Payment Method: VISA *4762

Date Billed	Transaction ID	Amount Billed
06/30/2016	987665678013708-2007644	\$9.88 USD
TOTAL		\$9.88 USD

Receipt for your payment to nakedturtle@sbcglobal.net

service@paypal.com

Sent: Tuesday, July 05, 2016 3:45 PM

To: Eisch, Pete

Jul 5, 2016 13:45:10 PDT
Transaction ID: 06F20559RX3321220

Hello Mead Public Library,

You sent a payment of \$80.00 USD to nakedturtle@sbcglobal.net

We've asked the seller to ship.

Thanks for using PayPal. To see all the transaction details, log in to your PayPal account.

It may take a few moments for this transaction to appear in your account.

Seller

nakedturtle@sbcglobal.net

Note to seller

You haven't included a note.

Shipping address - confirmedMead Public Library attn:Pete
710 N 8th St
Sheboygan, WI 53081-4505
United States**Shipping details**

The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
<u>Lcn door closer 4011 left hand new</u> Item# 131866541521	\$80.00 USD	1	\$80.00 USD



Shipping and handling	\$0.00 USD
Insurance - not offered	---
Total	\$80.00 USD

Payment \$80.00 USD**This charge will appear on your credit card statement as "PAYPAL
*NAKEDTURTLE"**

Payment sent to nakedturtle@sbcglobal.net

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Center.

? Questions? Go to the Help Center at: www.paypal.com/help.**Get verified** – Pay with your bank and you're 100% protected against unauthorized payments sent from your PayPal account. Log in and click the **Unverified** link below your name.Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, log in to your PayPal account and click **Help** in the top right corner of any PayPal page.You can receive plain text emails instead of HTML emails. To change your Notifications preferences, log in to your account, go to your Profile, and click **My settings**.

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PayPal Email ID PP843 - af2f41b511d77

S24110

Receipt for your payment to grantgosdin@gmail.com

service@paypal.com

Sent: Tuesday, July 05, 2016 4:41 PM

To: Eisch, Pete



Jul 5, 2016 14:41:11 PDT
Transaction ID: 83E646097H220262U

Hello Mead Public Library,

You sent a payment of \$130.00 USD to grantgosdin@gmail.com

We've asked the seller to ship.

Thanks for using PayPal. To see all the transaction details, log in to your PayPal account.

It may take a few moments for this transaction to appear in your account.

Seller
grantgosdin@gmail.com

Note to seller
You haven't included a note.

Shipping address - confirmed
Mead Public Library attn:Pete
710 N 8th St
Sheboygan, WI 53081-4505
United States

Shipping details
The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
<u>Lcn 4111 RH spring cush aluminum finish fast smoothee closers , NEW</u> Item# 252449733645	\$130.00 USD	1	\$130.00 USD



Shipping and handling	\$0.00 USD
Insurance - not offered	---
Total	\$130.00 USD

Payment \$130.00 USD

This charge will appear on your credit card statement as "PAYPAL *GRANTGOSDIN"

Payment sent to grantgosdin@gmail.com

524110

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Center.

? Questions? Go to the Help Center at: www.paypal.com/help.

Get verified – Pay with your bank and you're 100% protected against unauthorized payments sent from your PayPal account. Log in and click the **Unverified** link below your name.

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, log in to your PayPal account and click **Help** in the top right corner of any PayPal page.

You can receive plain text emails instead of HTML emails. To change your Notifications preferences, log in to your account, go to your Profile, and click **My settings**.

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PayPal Email ID PP843 - c1b0c8e8da84e

(<http://www.pitneybowes.com/us.html>)

Thank You For Your Order.

We are currently processing your order.
We will send your tracking information
to you by email soon.

Order #: 5455163
Order Date: June 09, 2016

Items

Postage Tape Strips

Item # 625-0

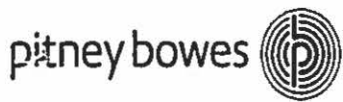
3 x \$69.99

\$209.97

11.49 Shipping/Handler

221.46

Close



Packing Slip

Sold-to: 0018124613		Ship-to: 0018124613		
Mead Public Library 710 N 8th St Sheboygan WI, 53081-4505 US Telephone: 920 459-3400		Mead Public Library 710 N 8th St Sheboygan WI, 53081-4505 US Telephone: 920 459-3400		
Contact Person Lauren Richmond				
Order Date	Ship Date	Order Number	Delivery Number	
06-09-2016	06-09-2016	0001272006	8100255431	
Qty	Model/Part Number	Serial Number	Description	PO Number
3	625-0		TAPE STRIPS 300 PER BOX	

Shipped From: Pitney Bowes Inc., 5490 Industrial Court Suite 100, Whitestown, IN 46075, USA
For current material safety data sheet go to www.pitneybowes.msds.com
To order or return supplies, call 1-800-243-7824 or visit www.pitneybowes.com/us

(<http://www.pitneybowes.com/us.html>)

Thank You For Your Order.

We are currently processing your order.
We will send your tracking information
to you by email soon.

Order #: 5514761
Order Date: June 28, 2016

Items



Red Ink Cartridge for
DM300C™, DM400C™ Series

Item # 765-9

1 x \$139.99

\$139.99

*\$10.99 Postage +
Handling*

Close

150.98



Packing Slip

Sold-to: 0018124613		Ship-to: 0018124613		
Mead Public Library 710 N 8th St Sheboygan WI, 53081-4505 US Telephone: 920 459-3400		Mead Public Library 710 N 8th St Sheboygan WI, 53081-4505 US Telephone: 920 459-3400		
Contact Person Lauren Richmond				
Order Date	Ship Date	Order Number	Delivery Number	
06-28-2016	06-28-2016	0001322861	8100304092	
Qty	Model/Part Number	Serial Number	Description	PO Number
1	765-9		DM300C/400C RED INK CTDG	

Shipped From: Pitney Bowes Inc., 5490 Industrial Court Suite 100, Whitestown, IN 46075, USA
For current material safety data sheet go to www.pitneybowes.msds.com
To order or return supplies, call 1-800-243-7824 or visit www.pitneybowes.com/us

Mead Public Library

Accounts Payables - August 2016

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900009	AT&T	920Z830200109B JULY1	323022	\$137.07	Telephone charges
	1293 AURORA EMPLOYEE ASST	IN 14625	323023	\$67.50	Employee assistance program
	2716 BAKER & TAYLOR, LLC	2032157703	323024	\$1,369.62	Materials purchases
	2716 BAKER & TAYLOR, LLC	2032157501	323024	\$2,283.13	Materials purchases
	2716 BAKER & TAYLOR, LLC	2032169686	323024	\$227.75	Materials purchases
	2716 BAKER & TAYLOR, LLC	3021100967	323024	\$42.29	Materials purchases
	2716 BAKER & TAYLOR, LLC	3021100952	323024	\$59.89	Materials purchases
	2716 BAKER & TAYLOR, LLC	2032174175	323024	\$6.29	Materials purchases
	2716 BAKER & TAYLOR, LLC	5014195387	323024	\$242.48	Materials purchases
	2716 BAKER & TAYLOR, LLC	3021112852	323024	\$14.25	Materials purchases
	2716 BAKER & TAYLOR, LLC	2032174011	323024	\$1,136.37	Materials purchases
	2716 BAKER & TAYLOR, LLC	2032190844	323024	\$3,053.69	Materials purchases
	2716 BAKER & TAYLOR, LLC	3021124396	323024	\$87.18	Materials purchases
	2716 BAKER & TAYLOR, LLC	3021124422	323024	\$19.58	Materials purchases
	2716 BAKER & TAYLOR, LLC	5014212404/2032190794	323143	\$2,598.37	Materials purchases
	2735 BRIDGEALL LIBRARIES	SIN002223	323025	\$1,404.00	Materials purchases
	3252 CHARTER COMMUNICAT	8/1/16 - 8/31/16	323026	\$272.99	Internet services
900189	COUNCIL OF STATE GOV	83331	323027	\$58.50	Materials purchases
900235	EASTERN SHORES LIBRA	457103	323028	\$29.95	Refund lost item
900235	EASTERN SHORES LIBRA	MAY/JUNE TELEPHONY	323028	\$44.25	Telephony charges
	239 CARL ELDER	9/14/2016 POETRY	323157	\$150.00	9/14/2016 POETRY CIRCLE PROGRAM
	1341 EMBURY, LTD.	071818-BINS	323029	\$3,985.04	2nd floor redesign paid by MPL Foundation
	1341 EMBURY, LTD.	071816-DESK	323029	\$4,532.08	2rd floor redesign paid by MPL Foundation
	1597 ENVIRO-CLEAN, INC.	2658	323030	\$4,972.00	Cleaning service charges
	203 FRANK L. WEYENBERG	151381	323031	\$2.83	Refund lost item
900201	GE MONEY BANK/AMAZON	228252796835	323032	\$62.40	Program supplies and Summer reading prizes
900201	GE MONEY BANK/AMAZON	228256581363	323032	\$56.90	Materials purchases
900201	GE MONEY BANK/AMAZON	181189865285	323032	\$37.00	Materials purchases
900201	GE MONEY BANK/AMAZON	215655904728	323032	\$16.33	Materials purchases
900201	GE MONEY BANK/AMAZON	181189561651	323032	\$43.89	Materials purchases
900201	GE MONEY BANK/AMAZON	181188434603	323032	\$6.99	Materials purchases
900201	GE MONEY BANK/AMAZON	181181471492	323032	\$51.10	Materials purchases
900201	GE MONEY BANK/AMAZON	181184718607	323032	\$7.90	Materials purchases
900201	GE MONEY BANK/AMAZON	246946623666	323032	\$34.59	Materials purchases
900201	GE MONEY BANK/AMAZON	210642004278	323032	\$80.85	Materials purchases

900201	GE MONEY BANK/AMAZON	181188948922	323032	\$99.99	Materials purchases
900201	GE MONEY BANK/AMAZON	301611486261	323032	\$20.98	Materials purchases
900201	GE MONEY BANK/AMAZON	239279462647	323032	\$11.99	Materials purchases
900201	GE MONEY BANK/AMAZON	239275700390	323032	\$28.95	Materials purchases
900201	GE MONEY BANK/AMAZON	208369696126	323032	\$119.99	Materials purchases
8932	HOME DEPOT CREDIT	4924 00011 37322	323033	\$24.82	Building maintenance supplies
900121	HONOLD & LA PAGE INC	1903372719	323034	\$281.67	Janitorial supplies
900121	HONOLD & LA PAGE INC	1903373914	323034	\$21.08	Janitorial supplies
200	JAN WAY COMPANY USA	122658	323035	\$114.30	Technical support supplies
200	JAN WAY COMPANY USA	122782	323035	\$350.00	Technical support supplies
200	JAN WAY COMPANY USA	122846	323035	\$211.59	Technical support supplies
21770	KOHLER, VILLAGE OF	9187	323036	\$20.00	Refund lost item
766	KONZ ELECTRIC, LLC	12513	323037	\$1,575.00	2nd floor redesign paid by MPL Foundation
3516	LYNDA.COM FROM LINKE	06089645	323038	\$7,000.00	Materials purchases
900224	MANUFACTURERS NEWS I	305291-00/2016	323039	\$161.90	Materials purchases
900376	MARTENS TRILLING TRU	B719524	323040	\$3.99	Janitorial supplies
12374	MBM	IN116959	323041	\$280.01	Copier/Printer cost
3509	MCCLURG, JORAM	49851	323042	\$16.80	Refund patron
900181	MENARDS	06098	323043	\$55.94	Janitorial supplies
900181	MENARDS	06567	323043	\$30.92	Janitorial supplies
231	MIDWEST TAPE	94133474	323044	\$611.21	Materials purchases
231	MIDWEST TAPE	94148987	323044	\$250.45	Materials purchases
231	MIDWEST TAPE	94154701	323044	\$39.99	Materials purchases
231	MIDWEST TAPE	94174161	323044	\$189.95	Materials purchases
231	MIDWEST TAPE	94172591	323044	\$518.88	Materials purchases
231	MIDWEST TAPE	94186976	323044	\$157.95	Materials purchases
231	MIDWEST TAPE	94188953	323044	\$1,080.52	Materials purchases
900132	PITNEY BOWES CREDIT	3301033075	323045	\$368.82	Postage meter lease payment
900132	PITNEY BOWES CREDIT	ACCT #30097430 MEAD	323046	\$1,000.00	Postage meter refill
1585	PLYMOUTH PUBLIC LIB	972845	323047	\$12.95	Lost item refund
3526	PMP THE OVERLOOK PRESS	PMP080516	323194	\$4,980.00	1,500 Copies of True Grit for the Big Read Grant
3514	RESCARTA FOUNDATION,	MEAD PUBLIC LIBRARY	323048	\$196.86	NEH Grant expense - Refund with Grant funds
2265	RESEARCH TECHNOLOGY	199036	323049	\$165.95	Materials purchases
900141	SALEM PRESS PRODUCT	912654	323050	\$257.95	Materials purchases
3515	SHEBOYGAN DOG TRAINI	735216	323052	\$150.00	Program expense
2602	SHEBOYGAN FALLS LIBRARY	3.4282E+13	323207	\$30.00	Payment of lost item
900118	SHEBOYGAN WATER UTIL	3-31-16 - 6-30-16	323053	\$16.20	Water service expense
900118	SHEBOYGAN WATER UTIL	4/4/16 - 7/11/16	323053	\$730.92	Water service expense
2364	SHRED-IT USA, LLC	9411486603	323054	\$65.85	Document shredding expense
491	STAPLES ADVANTAGE	8040066779	323055	\$25.58	Office supplies

900301 STATE BAR OF WISCONS	5010716	323056	\$135.26 Materials purchases
900260 UNIQUE MANAGEMENT	431775	323057	\$384.85 Fines & Fees Collection service
			Maker Space Program expense paid for by Friends
900103 WAL-MART COMMUNITY	003468	323058	\$70.94 of MPL
900103 WAL-MART COMMUNITY	620700088507	323058	\$76.51 Program expense
900103 WAL-MART COMMUNITY	621100455342	323058	\$27.50 Program expense
1710 WELLS FARGO FINANCIA	5003252313	323061	\$726.19 Printer/Copy lease payments
900044 WISCONSIN PUBLIC SER	6-21-16 - 7-11-16	323063	\$445.35 Gas utility expense

TOTAL AUGUST ACCOUNTS PAYABLES

\$50,341.60

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

August 2016

Account Balances as of:

March 10, 2022

4:53 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		248,826.00	139,526.29	109,299.71	56.07
	SUB TOTAL		248,826.00	139,526.29	109,299.71	56.07
510310	FICA		14,974.00	8,269.67	6,704.33	55.23
510311	MEDICARE		3,502.00	1,934.03	1,567.97	55.23
510320	WI RETIREMENT FUND		16,423.00	9,142.78	7,280.22	55.67
510340	HEALTH INSURANCE	0.00	52,877.00	21,848.70	31,028.30	41.32
510341	RETIREE HEALTH INS		4,000.00	2,463.45	1,536.55	61.59
510350	DENTAL INSURANCE		4,397.00	1,748.96	2,648.04	39.78
510351	UNFUNDED PENSION LIABILITY		29,650.00	17,295.81	12,354.19	58.33
510360	LIFE INSURANCE		666.00	285.29	380.71	42.84
510400	WORKERS COMP		125.00	72.94	52.06	58.35
510410	UNEMPLOYMENT		2,000.00	256.26	1,743.74	12.81
	SUB TOTAL	0.00	128,614.00	63,317.89	65,296.11	49.23
521100	BANKING FEES		1,150.00	837.93	312.07	72.86
521110	FINANCIAL SERVICE FEES	0.00	1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521420	DUPLICATION SERVICES	0.00	6,200.00	5,134.36	1,065.64	82.81
521510	BILLING FEES	0.00	5,000.00	2,887.24	2,112.76	57.74
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	259.00	3,941.00	6.17
	SUB TOTAL	0.00	27,700.00	10,918.53	16,781.47	39.42
525155	PROFESSIONAL DEVELOPMENT		2,500.00	2,437.20		97.49
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	
527110	TRAVEL	0.00	2,000.00	416.46	1,583.54	20.82
	SUB TOTAL	0.00	17,000.00	12,785.14	4,214.86	75.21
530100	OFFICE SUPPLIES	0.00	9,200.00	3,274.75	5,925.25	35.60
	SUB TOTAL	0.00	9,200.00	3,274.75	5,925.25	35.60
538001	DONATION PURCHASES	0.00	2,300.00	3,599.41	-1,299.41	156.50
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	28.85	71.15	28.85
	SUB TOTAL	0.00	7,721.08	10,395.75	-2,674.67	134.64
540215	GEN PUB OFFICIAL	0.00	8,500.00		8,500.00	0.00
	SUB TOTAL	0.00	8,500.00	0.00	8,500.00	0.00
590255	PARKING ASSESSMENT	0.00	3,000.00	671.60	2,328.40	22.39
	SUB TOTAL	201 0.00	3,000.00	671.60	2,328.40	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERV	0.00	0.00	0.00	0.00	
ADMINISTRATIVE COST CENTER TOTAL		0.00	450,561.08	240,889.95	209,671.13	53.46

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	454,707.52	279,638.48	61.92
	SUB TOTAL		734,346.00	454,707.52	279,638.48	61.92
510310	FICA	0.00	45,530.00	27,290.02	18,239.98	59.94
510311	MEDICARE		10,649.00	6,382.60	4,266.40	59.94
510320	WI RETIREMENT FUND	0.00	45,428.00	27,958.26	17,469.74	61.54
510340	HEALTH INSURANCE		120,149.00	66,627.50	53,521.50	55.45
510350	DENTAL INSURANCE		11,562.00	6,218.00	5,344.00	53.78
510360	LIFE INSURANCE		1,569.00	754.19	814.81	48.07
510400	WORKERS COMP	0.00	360.00	210.00	150.00	58.33
	SUB TOTAL	0.00	235,247.00	135,440.57	99,806.43	57.57
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	8,000.00	38,000.00	25,848.07	4,151.93	89.07
538001-10083			0.00	8,980.00	-8,980.00	
538001-10098	DONATION PURCHASES		10,802.00	724.47	10,077.53	6.71
538001-10099	DONATION PURCHASES	0.00	44,000.00	8,129.04	35,870.96	18.48
	SUB TOTAL	8,000.00	105,702.00	50,896.88	46,805.12	48.15
538002	MATERIALS - ALL CATAGORIES	6,392.90	364,697.61	202,462.27	155,842.44	57.27
538100	OTHER CONTENT	0.00	61,500.00	27,859.53	33,640.47	45.30
	SUB TOTAL	6,392.90	426,197.61	230,321.80	189,482.91	54.04
538000	TOTAL MATRL'S ACCTS	20 6,392.90	531,899.61	281,218.68	236,288.03	52.87
	PUBLIC SERVICE COST CENTER TOTAL	14,392.90	1,501,492.61	871,366.77	615,732.94	58.99

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 10, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		597,782.00	337,308.15	260,473.85	56.43
	SUB TOTAL		597,782.00	337,308.15	260,473.85	56.43
510310	FICA	0.00	37,517.00	20,372.77	17,144.23	54.30
510311	MEDICARE		8,774.00	4,764.77	4,009.23	54.31
510320	WI RETIREMENT FUND	0.00	33,941.00	18,980.51	14,960.49	55.92
510340	HEALTH INSURANCE		97,822.00	45,175.35	52,646.65	46.18
510350	DENTAL INSURANCE		6,243.00	3,286.96	2,956.04	52.65
510360	LIFE INSURANCE		1,557.00	548.51	1,008.49	35.23
510400	WORKERS COMP		274.00	159.81	114.19	58.32
	SUB TOTAL	0.00	186,128.00	93,288.68	92,839.32	50.12
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	11,889.00	8,111.00	59.45
	SUB TOTAL	0.00	20,000.00	11,889.00	8,111.00	59.45
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	2,710.26	289.74	90.34
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	24,369.21	5,630.79	81.23
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	6,267.31	13,732.69	31.34
524124	HVAC MAINT & BOILER INS	0.00	9,000.00	2,987.00	6,013.00	33.19
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	804.00	7,696.00	9.46
	SUB TOTAL	0.00	70,500.00	37,137.78	33,362.22	52.68
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	35,083.82	27,416.18	56.13
	SUB TOTAL	0.00	62,500.00	35,083.82	27,416.18	56.13
525100	ELECTRICITY	0.00	92,000.00	42,126.39	49,873.61	45.79
525105	WATER	0.00	1,419.00	1,434.32	-15.32	101.08
525110	SEWER	0.00	1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE	0.00	7,000.00	1,433.43	5,566.57	20.48
525140	GAS - UTILITY	0.00	29,000.00	10,621.34	18,378.66	36.63
	SUB TOTAL	0.00	130,719.00	55,889.17	74,829.83	42.76
530135	SHIPPING	0.00	9,000.00	7,061.31	1,938.69	78.46
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	16,490.76	12,009.24	57.86
530210	OPERATING SUPPLIES	0.00	1,500.00	910.15	589.85	60.68
530222	JANITORIAL SUPPLIES		8,000.00	2,732.59	5,267.41	34.16
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	SUB TOTAL	0.00	47,000.00	27,194.81	19,805.19	57.86
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	61.22	88.78	40.81
	SUB TOTAL	0.00	150.00	61.22	88.78	40.81
540200	INSURANCE (FIRE)	0.00	8,400.00	5,790.55	2,609.45	68.94
	SUB TOTAL	0.00	8,400.00	5,790.55	2,609.45	68.94
642200	IT EQUIPMENT	0.00	25,580.00	15,585.47	9,994.53	60.93
	SUB TOTAL	0.00	25,580.00	15,585.47	9,994.53	60.93
	SUPPORT SERVICES COST CENTER TOTAL	0.00	1,148,759.00	619,228.65	529,530.35	
	LIBRARY TOTAL	14,392.90	3,100,812.69	1,731,485.37	1,354,934.42	55.84

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	240,889.95	209,671.13	53.46
25551110	PUBLIC SERVICES	14,392.90	1,501,492.61	871,366.77	615,732.94	58.99
25551150	SUPPORT SERVICES	0.00	1,148,759.00	619,228.65	529,530.35	0.00
	FUND EQUITY INCREASE					
	Total All Cost Centers	14,392.90	3,100,812.69	1,731,485.37	1,354,934.42	55.84

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
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	0.00	10,802.00	0.00
447606	PHOTOCOPIES	10,000.00	4,863.78	-5,136.22	48.64
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
447636	LATE BOOK CHARGES	50,000.00	30,806.63	-19,193.37	61.61
447641	LOST BOOKS	1,000.00	4,612.35	3,612.35	461.24
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	501.28	1.28	100.26
467101	CONTRIBUTIONS	84,000.00	23,872.25	-60,127.75	28.42
469101	SALE OF EQUIPMENT	0.00	924.98	924.98	
469501	CASH OVER/SHORT	0.00	-0.40	-0.40	100.00
468116	E-RATE DISCOUNT	0.00	0.00	0.00	
469950	PRIOR YEAR ADJUST	0.00	0.00	0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00	0.00	0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	
	Total Revenues	3,088,648.00	2,998,928.97	-68,115.03	97.10

MEAD PUBLIC LIBRARY BALANCE OF 2016 COMBINED ACCOUNTS

Account Balances as of:

March 10, 2022

	DESCRIPTION		APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		1,580,954.00	931,541.96	649,412.04	58.92
510310	FICA		98,021.00	55,932.46	42,088.54	57.06
510311	MEDICARE		22,925.00	13,081.40	9,843.60	57.06
510320	WI RETIREMENT FUND		95,792.00	56,081.55	39,710.45	58.55
510340	HEALTH INSURANCE		270,848.00	133,651.55	137,196.45	49.35
510341	RETIREE HEALTH INS		4,000.00	2,463.45	1,536.55	61.59
510350	DENTAL INSURANCE		22,202.00	11,253.92	10,948.08	50.69
510351	UNFUNDED PENSION LIABILITY		29,650.00	17,295.81	12,354.19	58.33
510360	LIFE INSURANCE		3,792.00	1,587.99	2,204.01	41.88
510400	WORKERS COMP		759.00	442.75	316.25	58.33
510410	UNEMPLOYMENT		2,000.00	256.26	1,743.74	
521100	BANKING FEES		1,150.00	837.93	312.07	72.86
521110	FINANCIAL SERVICES FEES		1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521420	DUPLICATING SERVICES		6,200.00	5,134.36	1,065.64	82.81
521510	BILLING SERVICES		5,000.00	2,887.24	2,112.76	57.74
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	2,969.26	8,030.74	26.99
523122	SOFTWARE MAINTENANCE		30,000.00	24,369.21	5,630.79	81.23
524110	BUILDING EXT MAINT		20,000.00	6,267.31	13,732.69	31.34
524124	HVAC MAINT + BOILER INS		9,000.00	2,987.00	6,013.00	33.19
524126	ELEVATOR MAINTENANCE		8,500.00	804.00	7,696.00	9.46
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	35,083.82	27,416.18	56.13
525100	ELECTRICITY		92,000.00	42,126.39	49,873.61	45.79
525105	WATER		1,419.00	1,434.32	-15.32	101.08
525110	SEWER		1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE		7,000.00	1,433.43	5,566.57	20.48
525140	GAS - UTILITY		29,000.00	10,621.34	18,378.66	36.63
525155	PROFESSIONAL DEVELOPMENT		5,500.00	4,717.30	782.70	85.77
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	79.45
527110	TRAVEL		2,000.00	416.46	1,583.54	20.82
530100	OFFICE SUPPLIES	0.00	9,200.00	3,274.75	5,925.25	35.60
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	16,490.76	12,009.24	57.86
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	910.15	589.85	60.68
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	2,732.59	5,267.41	34.16
530255	TOOLS & SMALL EQUIPMENT		150.00	61.22	88.78	40.81
538001	DONATION PURCHASES		100,423.08	54,048.48	-1,299.41	53.82
538002	ADULT PRINT		364,697.61	202,462.27	155,842.44	55.52
538099	SHIPPING		9,000.00	7,061.31	1,938.69	78.46
538100	OTHER CONTENT		61,500.00	27,859.53	33,640.47	45.30
539999	MISC EXP (LATE FEES)		100.00	28.85	71.15	28.85
540200	INSURANCE (FIRE)		8,400.00	5,790.55	2,609.45	68.94
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	15,585.47	9,994.53	60.93
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	14,392.90	3,100,812.69	1,731,485.37	1,354,934.42	55.84

Mead Public Library

Accounts Payables - July 2016

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900213	AUTOMATED FLAGPOLE PARTS	04-14600	322558	\$129.00	Flag pole parts
2716	BAKER & TAYLOR	Multiple Invoices	322559	\$23,356.55	Materials purchase - see check for invoice list
6400	CA FLIPSE SONS CO., INC	74538	322560	\$208.76	Janitorial supplies
2428	CAREER CRUISING	C1025440	322561	\$799.00	Materials purchase
3200	CDWG	Multiple Invoices	322562	\$745.57	Computer purchases
3252	CHARTER COMMUNICATIONS	8245 11 131 0206811 June	322563	\$272.99	Internet connection
203	FRANK L WEYENBERG LIBRARY	3422258	322565	\$23.99	Refund on lost book
3249	GAYLORD BROS. INC	2430821	322566	\$46.10	Materials purchase
900201	GE MONEY BANK/AMAZON	Multiple Invoices	322567	\$1,497.24	Materials/Donated & IT Purchases
3468	MARY K. GRUBER	170729	322568	\$14.94	Patron Refund
550	HARPER COLLINS PUBLISHERS	13705759	322569	\$4,000.00	Materials purchase
200	JAN WAY COMPANY USA, INC	214749	322570	\$280.00	Materials purchase
3469	CATHY M KESNER	227224	322571	\$11.67	Patron Refund
318	KRISS PREMIUM PRODUCTS INC.	145797/145784	322572	\$1,039.41	Janitorial supplies
900028	LASER CARTRIDGE SALES & SERVICE INC.	20062	322573	\$99.00	Office supplies
684	MARQUETTE UNIVERSITY	34TH EDITION FOUNDATIONS IN WI	322574	\$183.00	Materials purchases
900376	MARTENS TRILLING TRUE VALUE	B709125/B712104	322575	\$14.37	Building maintenance
231	MIDWEST TAPE	Multiple Invoices	322576	\$2,787.25	Materials purchases
2690	OOSTBURG LIBRARY	23232	322577	\$21.00	Refund on lost book
900046	OSHKOSH OFFICE SYSTEMS	44657A 1	322578	\$2,463.00	New sorter machine
3470	JEAN A. PAMPERIN	246687	322579	\$14.95	Patron Refund
454	PIGGLY WIGGLY SUPERMARKET	0562/3023	322580	\$546.08	Food for teen summer Cool-Picks -donated by Acuity
900132	PITNEY BOWES CREDIT CORP	6-14-16 Supplies	322581	\$65.22	Office supplies
2248	PLATINUM TECHNOLOGIES LLC	1513/1504	322582	\$253.00	Service contract for elevator monitoring
491	STAPLES ADVANTAGE	8039784740/8039603077	322584	\$382.97	Office supplies
900301	STATE BAR OF WISCONSIN	5009241	322585	\$93.42	Materials purchases

Mead Public Library

Accounts Payables - July 2016

Vendor	Name	Invoice	Check #	Invoice Amt	Description
1176	USS LIBERTY MEMORIAL PUB LIB	1504847	322586	\$35.00	Refund on lost book
2654	WJ NIEDERKORN LIBRARY	219305	322587	\$24.96	Refund on lost book
900103	WAL-MART STORES INC	001431/009739	322588	.	Summer reading club supplies - donated by Acuity
22444	WI DEPT OF ADMINISTRATION	505-0000007915	322589	\$600.00	Fees for Eastern Shores Library System - MPL will receive a LSTA Grant check to pay for this service
900044	WISCONSIN PUBLIC SERVICE	6/3/016 - 6/17/2016	322590	\$431.67	Gas Utility payment
900104	Alliant Energy	May 26 - June 28, 2016	322702	\$9,338.72	Electric Utility payment
900009	AT&T	May 26 - June 25, 2016	322703	\$137.07	Telephone expense
2716	Baker & Taylor	7/1/16 - 7/12/16 Multiple	322704	\$7,290.14	Material Purchase
2409	Budget Library Supplies LLC	14300	322705	\$220.00	Material Purchase
900081	Demco Inc.	5905813/5905491	322706	\$1,306.58	Tech Support supplies
900235	Eastern shores Library System	713245	322707	\$96.65	Jan/Feb/March/April Telepony 2
2641	Elkhart Lake Public Library	139630	322708	\$25.00	Refund for lost books
1597	Enviro-Clean Inc.	2652	322709	\$4,972.00	Cleaning service
873	Cengage Learning Inc.	58327275	322710	\$100.00	Material purchase
3471	Jim Gill Inc.	4742	322711	\$2,350.00	8/4/16 Program expense
900226	Ken Adhesive Products Co./KAPCO	1300367	322712	\$625.51	Building maintenance supply
12691	Marshall Sign LLC	35894	322714	\$140.00	Signage for Maker Space paid by donation
900376	Martens Trilling True Value	712104	322715	\$11.69	Building maintenance supply
12374	MBM Modern Busin Machine	IN109455	322716	\$527.57	Printer/Copier expense
900181	Menards	Various Invoices	322717	\$96.37	Building maintenance supply
231	Midwest Tape	94109362/94109704/94093494	322718	\$2,926.57	Material Purchase
900141	Salem Press Product Line	1011364	322719	\$233.05	Material Purchase
444	Scholastic Inc.	13353817	322720	\$266.90	Material Purchase
979	School Specialty	208116440140	322721	\$93.28	Material Purchase

Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees	Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 8/25/2016
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**BYLAWS OF MEAD PUBLIC
LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 – IDENTIFICATION

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

ARTICLE II - MEMBERSHIP

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariated” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

ARTICLE III – OFFICERS

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.
- Section 3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform duties and function of the President. **In the event of the absence of the prior two officers, the Finance Chair shall assume and perform the duties and function of the President.**

- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library's debts paid during the current period to the Board at its monthly meeting, or as often as necessary.
- Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.
- Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.

ARTICLE IV – MEETINGS

- Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.
- Section 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.
- Section 3. A quorum for the transaction of business shall consist of a simple majority.
- Section 4. The order of business for each meeting shall be determined by the President.
- Section 5. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.
- Section 6. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).
- Section 7. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

ARTICLE V – COMMITTEES

- Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.
- A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It

shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

- B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.
- C. The Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include duties assigned or referred to it by the Board from time to time. The President shall appoint the chair.

Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES

Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services

Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.

Section 3. The Library Board shall audit and approve all expenditures of the Library.

Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.

Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.

Section 6. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all library expenditures.

Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

ARTICLE VII – LIBRARY DIRECTOR

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

ARTICLE IX - REVIEW

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

Erickson, Garrett

From: Adams, Charles
Sent: Friday, May 20, 2016 8:54 AM
To: Erickson, Garrett
Subject: RE: Library Board - Teleconferencing into meeting

As long as the meeting notice says this particular member will appear by telephone/conference means, and the equipment is available, the member may appear. They would not count toward the quorum, but they may vote and participate unless the matter requires visual assessment of a witness's demeanor or of physical evidence or exhibits if the member cannot see the witness or hasn't had a prior opportunity to see the evidence.

The ordinance is 2-138. It reads as follows:

Sec. 2-138. Remote attendance at meetings.

(a) Remote attendance permitted. A member of a city governmental body, as defined in Wis. Stats. § 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible, except as follows:

(1) The member shall not be entitled to participate and vote on any matter that requires the visual assessment of a witness's demeanor if the member is unable to make such a visual assessment.

(2) The member shall not be entitled to participate and vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.

(b) Quorum. A member who is not physically present shall not count towards a quorum.

(c) Proper equipment. Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.

(d) Notice. Whenever a city governmental body anticipates that a member will appear by telephone, video conference, or other remote method of participation, the meeting agenda shall specifically and conspicuously identify which person(s) or member(s) shall be appearing by such means.

(e) Exceptions. No person shall be allowed to participate in any meeting where the meeting notice failed to state the person would appear by telephone/conference means or where such equipment is unavailable or unusable at the time of the meeting.

Chuck

From: Erickson, Garrett
Sent: Thursday, May 19, 2016 4:14 PM
To: Adams, Charles
Subject: Library Board - Teleconferencing into meeting

Hi Chuck,

We have a library board member who is home bound right now due to a medical issue. I understand that the Council now allows members to call in, as well as, video conference into meetings. Is there an ordinance written to deal with this issue? Or a state statute?

The library board asked me to contact you to see whether: A). Teleconferencing is allowed for public meetings; B). If so, do these members count for quorum; C). And, can these members vote on issues.

Thanks for any insight!

Garrett Erickson
Library Director
Mead Public Library
710 North 8th Street
Sheboygan, WI 53081-4563
[920\) 459-3400 ext. 3414](tel:9204593400)
www.meadpl.org

<p>Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 8/25/2016</p>
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**BYLAWS OF MEAD PUBLIC
LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 – IDENTIFICATION

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

ARTICLE II - MEMBERSHIP

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariated” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

ARTICLE III – OFFICERS

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.
- Section 3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform duties and function of the President.

- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library's debts paid during the current period to the Board at its monthly meeting, or as often as necessary.
- Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.
- Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.

ARTICLE IV – MEETINGS

- Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.
- Section 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.
- Section 3. A quorum for the transaction of business shall consist of a simple majority.
- Section 4. Remote Attendance.
- a) Remote attendance permitted. A member of a city governmental body, as defined in Wis. Stats. § 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible.
 - b) Quorum. A member who is not physically present shall count towards a quorum.
 - c) Proper equipment. Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.
- Section 5. The order of business for each meeting shall be determined by the President.
- Section 6. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.
- Section 7. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).
- Section 8. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

ARTICLE V – COMMITTEES

- Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.
- A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

 - B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.

 - C. The Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include duties assigned or referred to it by the Board from time to time. The President shall appoint the chair.
- Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES

- Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services

- Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.
- Section 3. The Library Board shall audit and approve all expenditures of the Library.
- Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.
- Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.
- Section 6. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all library expenditures.
- Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

ARTICLE VII – LIBRARY DIRECTOR

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

ARTICLE IX - REVIEW

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

Title: **Gifts Policy**
Chapter: **Budget and Finance**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **13.05**
Original Effective Date:
Date of Last Revision: **8/25/2016**

Gifts Policy

Within the provision of the state laws, the Library Board adopts the following policies:

Mead Public Library (the “Library”) is pleased to accept gifts and donations. Gifts and donations may be accepted by the Director, a member of the administrative staff, or the Library Board, provided that they are in accord with the criteria set forth in this policy.

Books and other Periodical Materials:

- A. The Library has the right to determine suitability for inclusion of gifts and donations, and is not obligated to accept or retain any gifts or donations.
- B. Suggestions for specific donations of materials are welcomed by the Library but the final decision, based on Library holdings and the Library mission, rests with the Library.
- C. If a gift or donation is received which, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:
 - a. Gifts and donations not added to library collections may be given to the Friends of Mead Public Library for their used book sales, proceeds of which are used by the Friends to support the Library.
 - b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
 - c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Board.

Monetary Gifts and Gifts of Securities:

- A. The Library gratefully accepts gifts, donations, endowments, bequests, and trusts.
- B. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the Library can reasonably use the gift for the donor’s specified purpose.
- C. Any **restricted/unrestricted** monetary gift amounting to One Hundred Dollars (\$100) or more and for which a donor has not specified a purpose or restriction shall be transferred to the ~~Mead Public Library Foundation~~ **MPL Fund**.
- D. Marketable securities may be transferred electronically to an account maintained at a brokerage firm specified by Mead Public Library. All marketable securities will be sold unless otherwise directed by the Finance Committee of Mead Public Library, which shall consider whether unusual circumstances dictate retention of the securities for a longer period.
- E. Financial gifts to the Library shall be viewed as an addition or supplement to, not a reduction of, the operating budget of the Library.

Art and Other Objects or Collections

- A. Proposed gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.
- B. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearance of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
- C. The Library Directors may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.
- D. The President of the Library Board shall establish a Gift Review Committee, as needed on an ad hoc basis, to recommend whether or not the Library should accept proposed gifts. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on the Library, now and in the future.
- E. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose.

Job Description

Job Title: Cleaner

Department: Library - Support Services

Date Issue: August 25, 2016

Reports To: Maintenance Supervisor

FLSA Classification: Non-Exempt

Wage: Pay Grade: 1

Minimum	Midpoint	Maximum
\$10/hr.	\$10.50/hr.	\$11/hr.

Position Summary

Under general supervision, assists in making the library a welcoming environment for citizens by cleaning, modifying spaces, moving furniture and assisting staff and members of the public as needed.

Essential Duties & Responsibilities

1. Performs duties independently with general supervision.
2. Performs general day to day cleaning duties but are not limited to:
 - Wash, dust, vacuum and clean Library facility and furniture
 - Clean restrooms and maintain supplies
 - Maintain interior and exterior plants, shrubbery and holiday decorations
 - Dispose of trash and recycle applicable materials
 - Set up meeting rooms for programs and activities
 - Assist in snow removal
 - Receive and retrieve Library materials and supplies
3. Provides customer service and assistance in the use of Library services.
4. Provides input to management team in the development of Library policies, plans and goals.
5. Reports Library safety and security matters to management team.
6. Performs other related work as assigned by supervisor.

Qualification Requirements

1. Must be able to understand and communicate in basic English
2. Must be punctual
3. Must be motivated and hardworking
4. Must be able to follow directions from supervisor and work well as part of a team without drama

Education / Experience / Certifications / License Requirements

1. Minimum education: High School diploma or GED

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. **Language Skills:** The ability to communicate effectively in both written and verbal form with a variety of Library personnel and members of the public, and maintain effective working relationships with other staff, contractors and participants.
2. **Mathematics:** Ability to provide basic addition, subtraction, multiplication, division mathematical functions efficiently.

3. **Reasoning:** Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative. Work closely with the Supervisor and coworkers in performing a variety of tasks. Ability to work independently in a fast-paced environment with frequent interruptions.
4. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee is regularly required to stand, walk, bend and handle lightweight tools and equipment for sustained periods. This work also requires lifting, standing, walking and reaching for long sustained periods. Also required is the ability to perform task related repetitive motions with the use of the hands, legs and back. Some exposure to definitely disagreeable features using the Personal Protective Equipment (PPE).

Work Environment/Essential Functions

1. Inside and outside work environment
2. Flexible work hours including evenings and weekends

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

Job Title: Communications Specialist

Department: Library - Administration

Date Issue: August 25, 2016

Reports To: Library Director

FLSA Classification: Exempt

Wage: Salary Grade 9

Minimum	Midpoint	Maximum
\$43,264	\$51,230	\$60,008

Position Summary

This position creates a strong, positive public image of the Mead Public Library in the community and promotes the services that it offers.

Essential Duties & Responsibilities

1. Provide leadership in the planning and follow through of marketing the library.
2. Design and conduct studies and analysis.
3. Oversee the use of market data to inform and shape marketing materials.
4. Create printed flyers and brochures for services and programs.
5. Assess analytics and prepare reports on web traffic.
6. Oversee and expand the library's social media presence.
7. Post and/or monitor social media postings on various platforms on a daily basis.
8. Keep up with trends in social media, digital content and emerging technologies. In addition to keeping up with changes in the fast-moving web world, this position will assist in strategic planning for the library.
9. Oversee digital signage and other internal communications on all static and interactive signs.
10. Monitor web content changes, perform content and graphic changes and help other staff with updates. This includes daily work on the home page headlines, calendar of events, and various additional webpages.
11. Act as a journalist to "get the story" by building a base of knowledge and familiarity with the various services and events offered at the library.
12. Assist in the promotion of the library in the community.
13. Assist the director on projects such as producing reports, newsletters, market research and video projects to promote the library.
14. Work with the public services team and administration to create and track advertising.
15. Create marketing plans for specific events and workshops as needed.
16. Develop guidelines and best practices related to communications related activity and content.
17. Assist with a wide range of editorial projects for various audiences.
18. Assist the director with the development of goals, plans and policy.
19. Serves as a resource to board members.
20. May attend conferences and workshops.
21. Performs related work as assigned.

Qualification Requirements

1. Superb written, editorial and oral communication skills required; the ability to write and speak clearly and concisely for various media.
2. Experience writing and editing web and social media content; particularly for event promotional material.
3. Advanced skill level with Microsoft Office products (Word, Excel, PowerPoint and Outlook) and Adobe Creative Suite (Photoshop, InDesign and Illustrator) as well as experience using Drupal.
4. Excellent knowledge of graphic design principles and practices.
5. Experience using digital photography, video and social media as news channels.
6. Must demonstrate creativity and familiarity with a variety of marketing concepts, practices and procedures.

Education / Experience / Certifications / License Requirements

1. Minimum education: Bachelor's Degree in Communications, Business, English, Journalism, or a related degree from an accredited college or university.
2. Minimum experience: Three years of job related experience. Non-profit or government experience is a plus.

Pre-employment Requirement

Job offers for this position may be contingent on the individual passing a pre-employment drug screen.

Knowledge, Skills & Abilities Required

1. **Language Skills:** Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.
2. **Reasoning:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.
3. **Technology:** Ability to create documents in MS Office and Adobe Creative Suite, ability to use and maintain Drupal website, e-mail and calendars, ability to develop and oversee marketing budget.
4. **Mathematics:** Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.
5. **Other:** Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret variety of contractual language.

Work Environment/Essential Functions

The work environment of this position are representative of an office employee. The primary essential functions are:

1. Regularly required to talk, hear, see and sit.
2. Occasionally required to stand and walk, and lift and/or move up to 10 pounds.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

2017 Mead Public Library Table of Organization

Citizens of the City of Sheboygan

Mayor and Common Council

Library Board of Trustees (10)

1.00	Library Director
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1.00	Business Manager
1.00	Cummunications Specialist
1.00	Administrative Assistant

1.00	Public Services Manager
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	4.75 Librarian I
	2.00 Librarian II
	5.75 Library Assistant I
	1.00 Library Assistant II
	2.00 Library Assistant III

1.00	Support Services Manager
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	1.00 Information Technology Specialist
	3.00 Library Assistant III
	1.00 Maintenance Supervisor
	1.00 Maintenance Technician I
	1.50 Cleaner
	1.00 Page Supervisor
	9.50 Page

FTE BY TEAM

4.00	Administration
16.50	Public Services
19.00	Support Services
39.50	Total

TOTAL NUMBER OF EMPLOYEES

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
53.00	Total

Revised Date: 8/8/2016
Board Approved Date:

<p>Title: Health, Dental, and Other Health-Related Insurance Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.38 Original Effective Date: Date of Last Revision: 2/26/15</p>
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Health, Dental, and Other Health-Related Insurance

- a) The Library, via the City of Sheboygan, shall provide for all eligible employees the present group health and dental insurance or comparable coverage as determined by the Director.

- b) Eligibility
 - i. Full-time employees and part-time employees whose full-time equivalency is at least 0.75 are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 and who were participating in the health insurance benefits as of 12/31/11 are eligible to continue.

 - ii. A full-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. ~~A regular part-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a payment of \$600 per year, prorated on a monthly basis.~~

 - iii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.

 - iv. Full-time and part-time employees may opt to participate in the following insurance programs at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers:
 - Vision Insurance
 - Short Term Disability
 - Long Term Disability

- c) Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the Board.

- d) Health and dental insurance plan coverage continues as long as the eligible employee continues in the employ of the Library (except as noted below for employer-approved unpaid leaves).

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, or quits except that health and dental insurance

benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

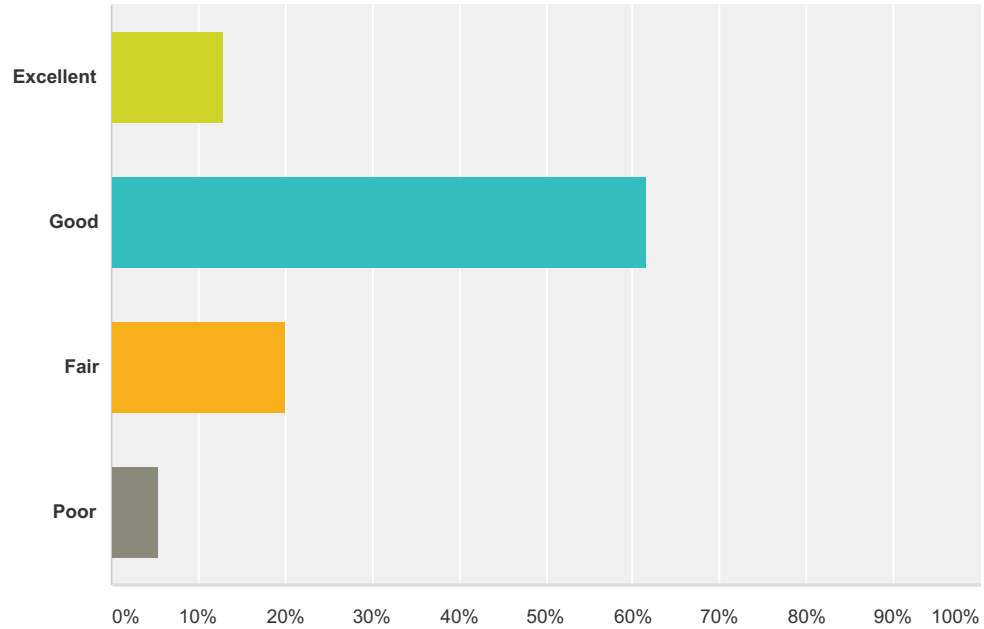
Coverage for eligible employees who initiate an employer-approved unpaid leave of absence (other than FMLA) for a period projected to be in excess of 30 consecutive calendar days may be interrupted for the period of the leave. Employees should confirm their eligibility for resumption of coverage prior to requesting and taking such leave.

- e) In addition to COBRA participation, surviving spouses of employees with 15 or more years of continuous service may participate, at their own expense, in the Library's health and dental plan if the following conditions are met:
 - a. Marriage to the employee was for at least five years.
 - b. Such surviving spouse remains unmarried.
 - c. Such surviving spouse is not eligible for other group insurance or any government sponsored insurance.

- f) Retirees hired prior to December 31, 2011 may, at their own expense, participate in the Library's health and dental plan until eligible for Medicare. Retirees hired on or after January 1, 2012 may, at their own expense, participate in the Library's health and dental plan pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Q1 Which of the following best describes your opinion of the general quality of life in the City of Sheboygan?

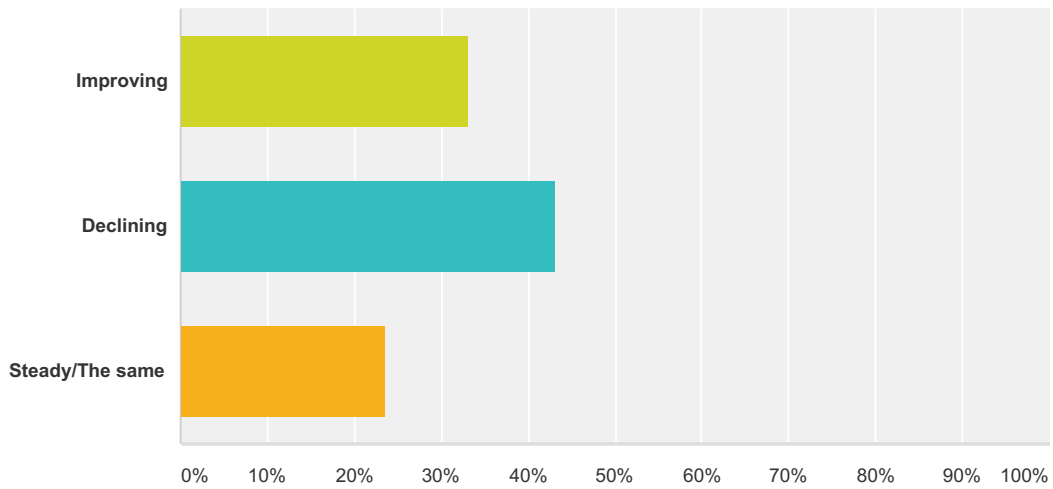
Answered: 707 Skipped: 10



Answer Choices	Responses
Excellent	12.87% 91
Good	61.53% 435
Fair	20.08% 142
Poor	5.52% 39
Total	707

Q2 In your opinion, in which direction is the city headed?








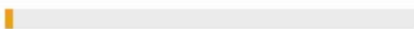

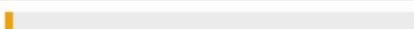
Answered: 709 Skipped: 8



Answer Choices	Responses
Improving	33.15% 235
Declining	43.30% 307
Steady/The same	23.55% 167
Total	709



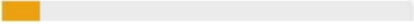
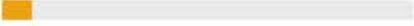
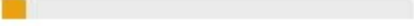
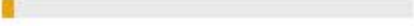
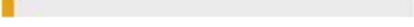
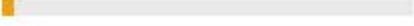
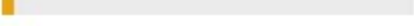
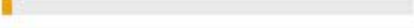
Q3 What one thing do you like best about living in Sheboygan?

Answered: 654 Skipped: 63

Lake		43.43%	284
Living		5.50%	36
Family		4.43%	29
Community		3.82%	25
Parks		3.36%	22
Small Town		3.06%	20
Activities		2.75%	18
Friendly People		2.29%	15
Safe		2.29%	15
Size		2.14%	14

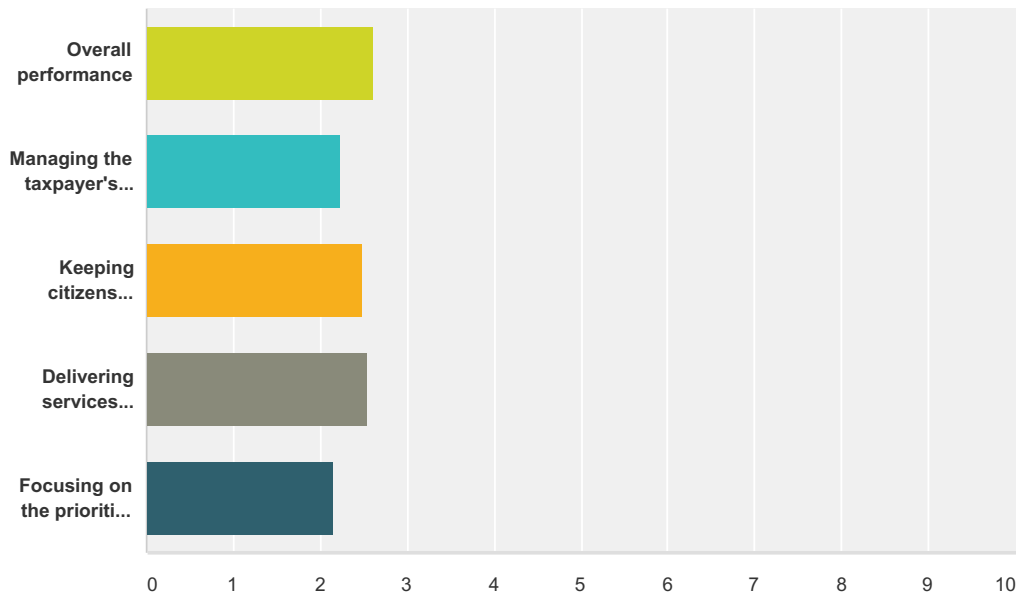
Q4 When you think about the way things are going in Sheboygan, what one thing most concerns you?

Answered: 668 Skipped: 49

Drugs		25.45%	170
Crime		24.40%	163
Roads		9.28%	62
Increase		7.34%	49
Streets		5.99%	40
Taxes		3.14%	21
Properties		2.99%	20
Safety		2.99%	20
Declining		2.84%	19
Police		2.69%	18

Q5 How do you think the City of Sheboygan is doing in each of the following areas?

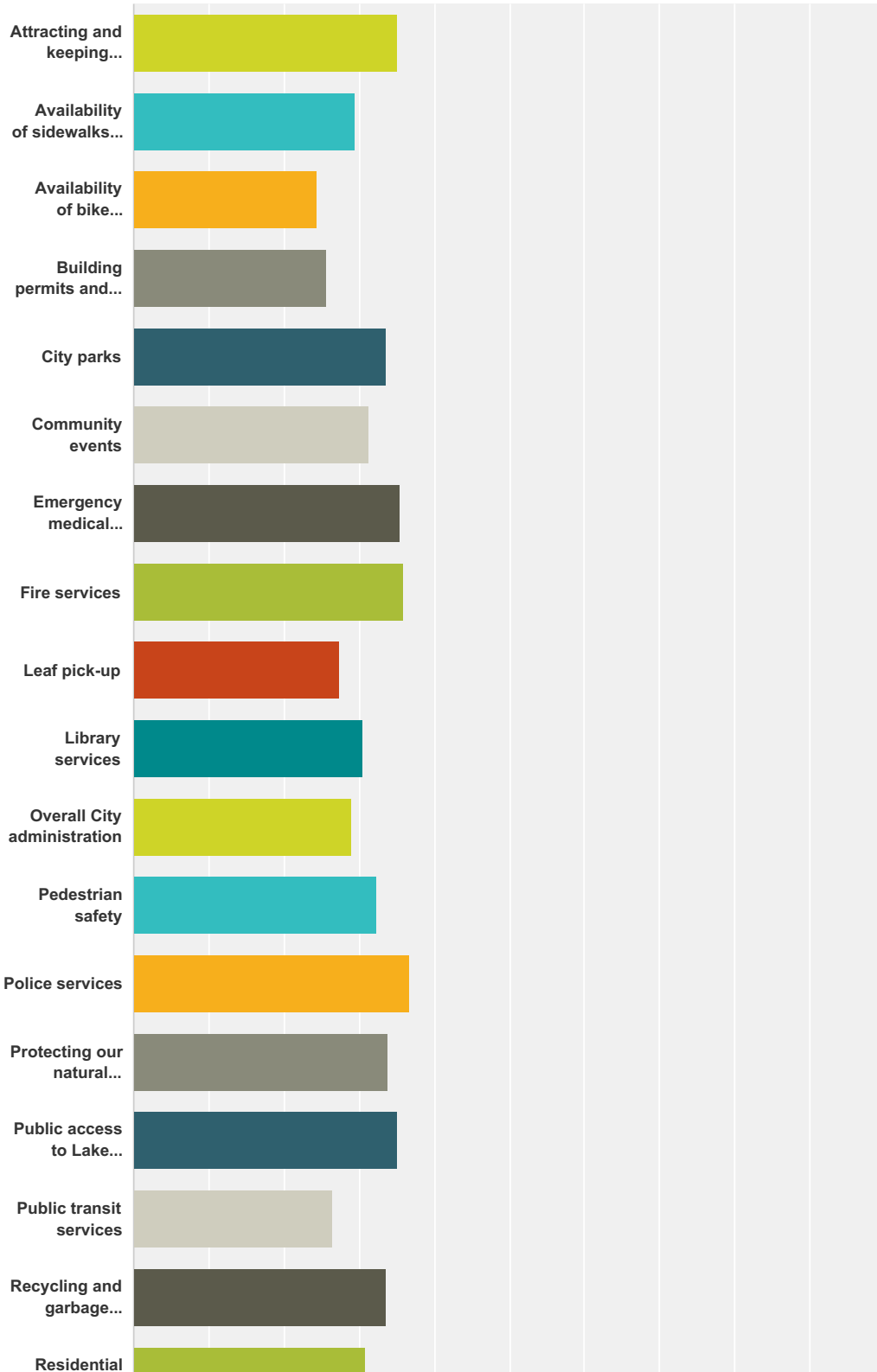
Answered: 706 Skipped: 11



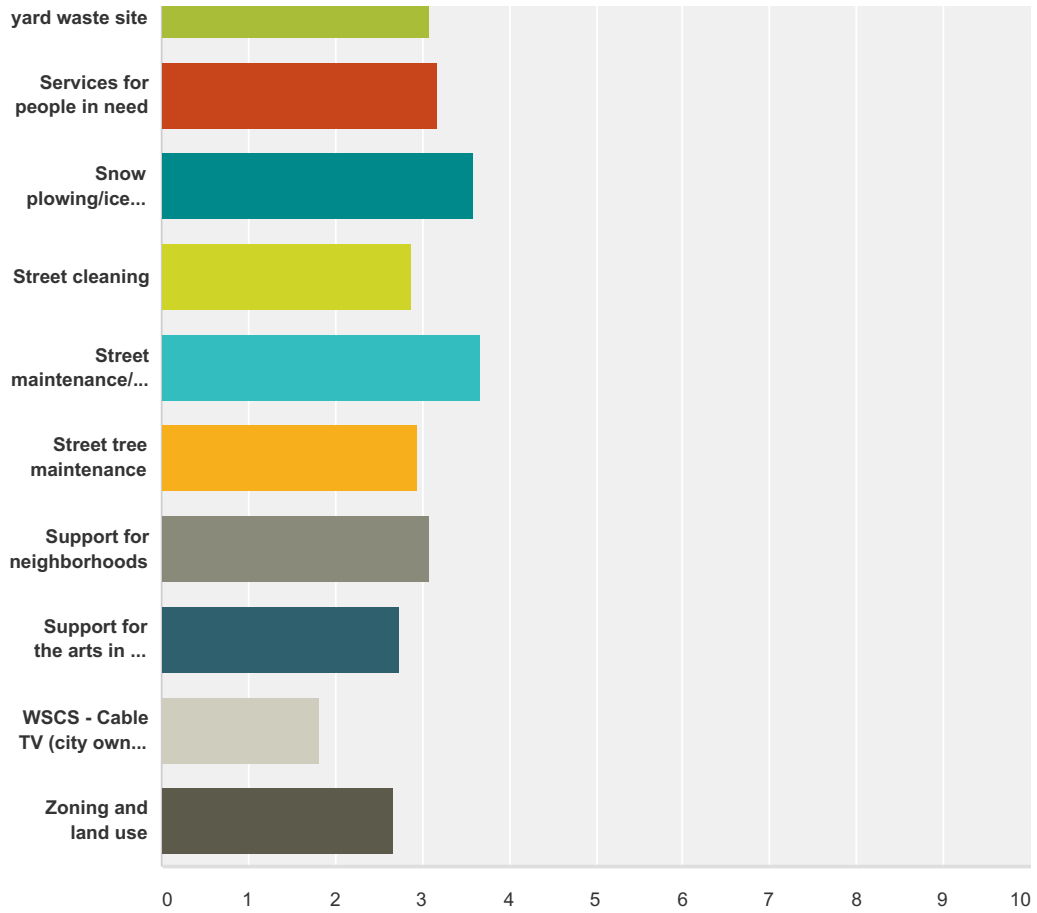
	Excellent	Good	Fair	Poor	Total	Weighted Average
Overall performance	4.89% 34	57.18% 398	31.03% 216	6.90% 48	696	2.60
Managing the taxpayer's money	4.32% 30	35.83% 249	38.71% 269	21.15% 147	695	2.23
Keeping citizens informed	9.30% 65	42.06% 294	35.77% 250	12.88% 90	699	2.48
Delivering services efficiently	8.57% 60	46.86% 328	35.57% 249	9.00% 63	700	2.55
Focusing on the priorities that matter most to residents	4.15% 29	30.09% 210	42.26% 295	23.50% 164	698	2.15

Q6 Using the list of services and functions provided by the city, please indicate how important each city function is to you and your household:

Answered: 709 Skipped: 8



City of Sheboygan Strategic Plan Community Survey



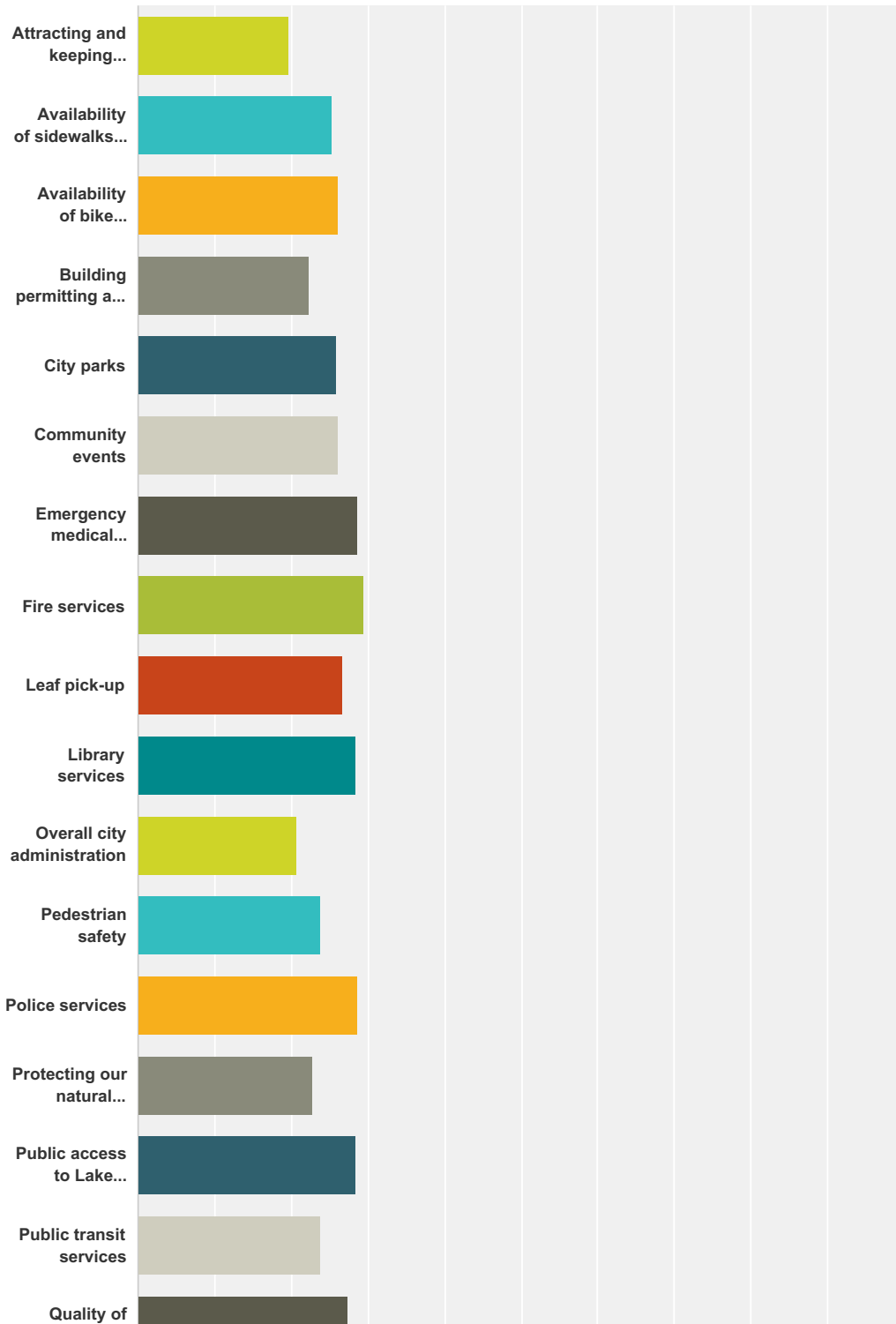
	Very important	Important	Neutral	Not Important	N/A	Total	Weighted Average
Attracting and keeping businesses in Sheboygan	59.97% 424	32.81% 232	5.52% 39	1.70% 12	0.00% 0	707	3.51
Availability of sidewalks and walking paths	32.20% 227	39.43% 278	19.15% 135	9.22% 65	0.00% 0	705	2.95
Availability of bike lanes/paths	20.23% 142	29.63% 208	25.50% 179	24.07% 169	0.57% 4	702	2.45
Building permits and inspections	12.68% 89	40.60% 285	37.75% 265	7.98% 56	1.00% 7	702	2.56
City parks	46.02% 324	45.31% 319	7.95% 56	0.57% 4	0.14% 1	704	3.37
Community events	35.27% 249	46.18% 326	15.58% 110	2.83% 20	0.14% 1	706	3.14
Emergency medical services	65.96% 465	24.96% 176	6.24% 44	2.84% 20	0.00% 0	705	3.54
Fire services	67.85% 479	24.65% 174	5.81% 41	1.70% 12	0.00% 0	706	3.59
Leaf pick-up	20.06% 141	44.10% 310	25.32% 178	9.82% 69	0.71% 5	703	2.73
Library services	37.46% 263	35.61% 250	20.51% 144	6.27% 44	0.14% 1	702	3.04
Overall City administration	23.71% 166	49.14% 344	22.29% 156	4.57% 32	0.29% 2	700	2.91

City of Sheboygan Strategic Plan Community Survey

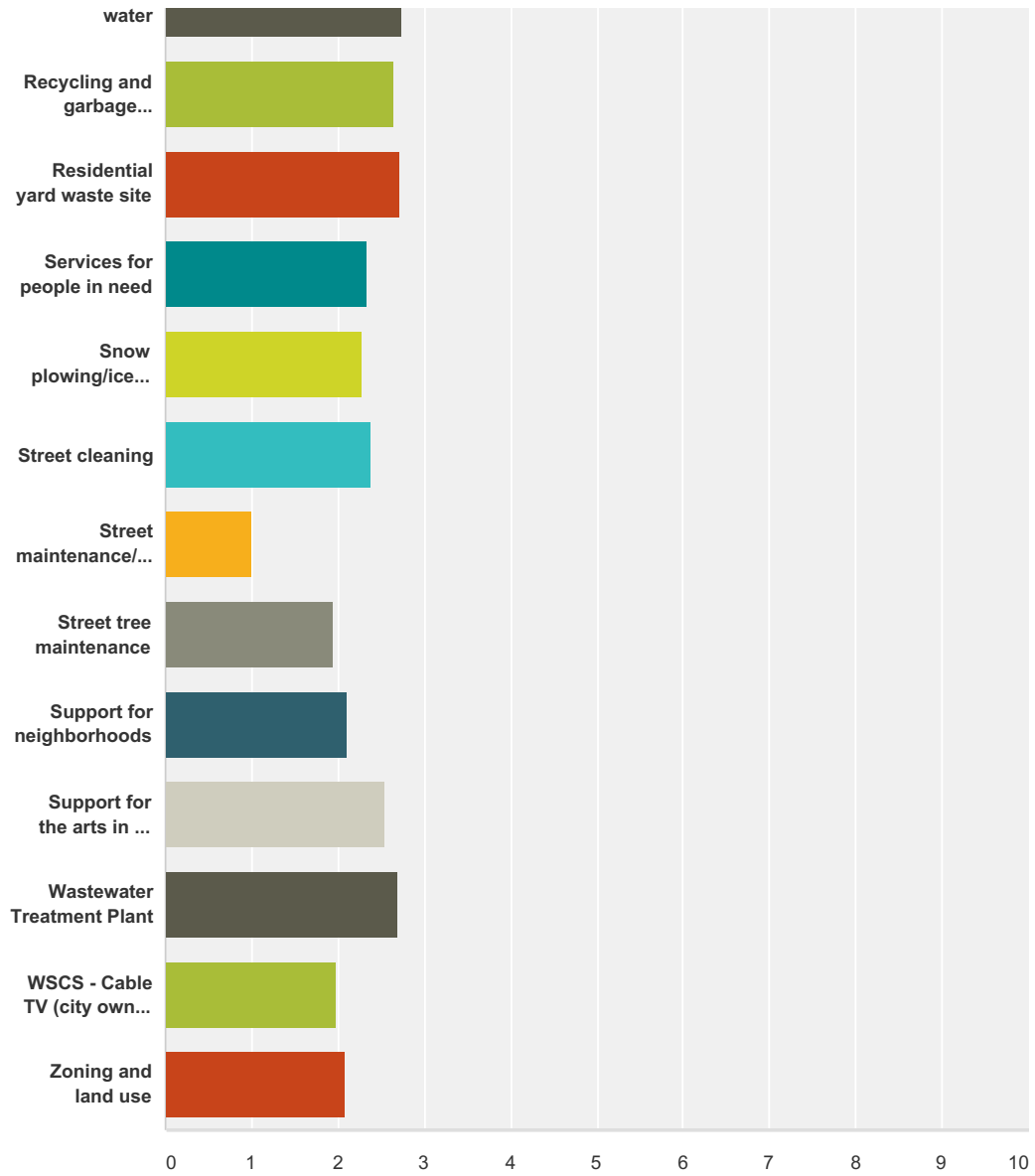
Pedestrian safety	41.31% 290	43.02% 302	12.54% 88	3.13% 22	0.00% 0	702	3.23
Police services	74.54% 524	20.34% 143	4.13% 29	0.71% 5	0.28% 2	703	3.68
Protecting our natural environment	50.78% 357	37.84% 266	9.96% 70	1.28% 9	0.14% 1	703	3.38
Public access to Lake Michigan	60.37% 425	31.39% 221	6.68% 47	1.56% 11	0.00% 0	704	3.51
Public transit services	21.70% 153	37.87% 267	26.38% 186	12.20% 86	1.84% 13	705	2.65
Recycling and garbage collection	48.43% 340	42.02% 295	7.83% 55	1.42% 10	0.28% 2	702	3.37
Residential yard waste site	33.66% 237	47.02% 331	15.91% 112	2.84% 20	0.57% 4	704	3.10
Services for people in need	40.71% 285	40.71% 285	14.86% 104	3.00% 21	0.71% 5	700	3.18
Snow plowing/ice control	64.73% 457	30.88% 218	3.82% 27	0.57% 4	0.00% 0	706	3.60
Street cleaning	24.15% 170	44.60% 314	26.14% 184	5.11% 36	0.00% 0	704	2.88
Street maintenance/pavement	71.69% 504	25.18% 177	2.42% 17	0.57% 4	0.14% 1	703	3.68
Street tree maintenance	26.46% 186	47.08% 331	22.33% 157	3.70% 26	0.43% 3	703	2.95
Support for neighborhoods	36.98% 260	39.12% 275	20.34% 143	2.84% 20	0.71% 5	703	3.09
Support for the arts in the community	26.07% 183	34.33% 241	26.92% 189	12.54% 88	0.14% 1	702	2.74
WSCS - Cable TV (city owned station)	4.98% 35	18.07% 127	34.99% 246	37.41% 263	4.55% 32	703	1.82
Zoning and land use	18.00% 126	40.57% 284	33.00% 231	7.57% 53	0.86% 6	700	2.67

Q7 Using the same list, please indicate how well you think the city is doing in each area. Use an A thru F grading scale in which "A" means Excellent, "B" means Above Average, "C" is Average, "D" is Below Average, and "F" is Failing.

Answered: 708 Skipped: 9



City of Sheboygan Strategic Plan Community Survey



	A: Excellent	B: Above Average	C: Average	D: Below Average	F: Failing	Total	Weighted Average
Attracting and keeping businesses in Sheboygan	4.83% 34	23.01% 162	44.89% 316	17.47% 123	9.80% 69	704	1.96
Availability of sidewalks and walking paths	9.96% 70	41.54% 292	41.39% 291	5.83% 41	1.28% 9	703	2.53
Availability of bike lanes/paths	12.55% 88	45.79% 321	31.95% 224	8.13% 57	1.57% 11	701	2.60
Building permitting and inspections	6.14% 42	23.39% 160	60.82% 416	6.14% 42	3.51% 24	684	2.23
City parks	11.51% 81	46.31% 326	33.38% 235	7.10% 50	1.70% 12	704	2.59
Community events	13.64% 96	43.04% 303	34.38% 242	7.39% 52	1.56% 11	704	2.60
Emergency medical services	23.53% 164	43.76% 305	28.41% 198	3.30% 23	1.00% 7	697	2.86

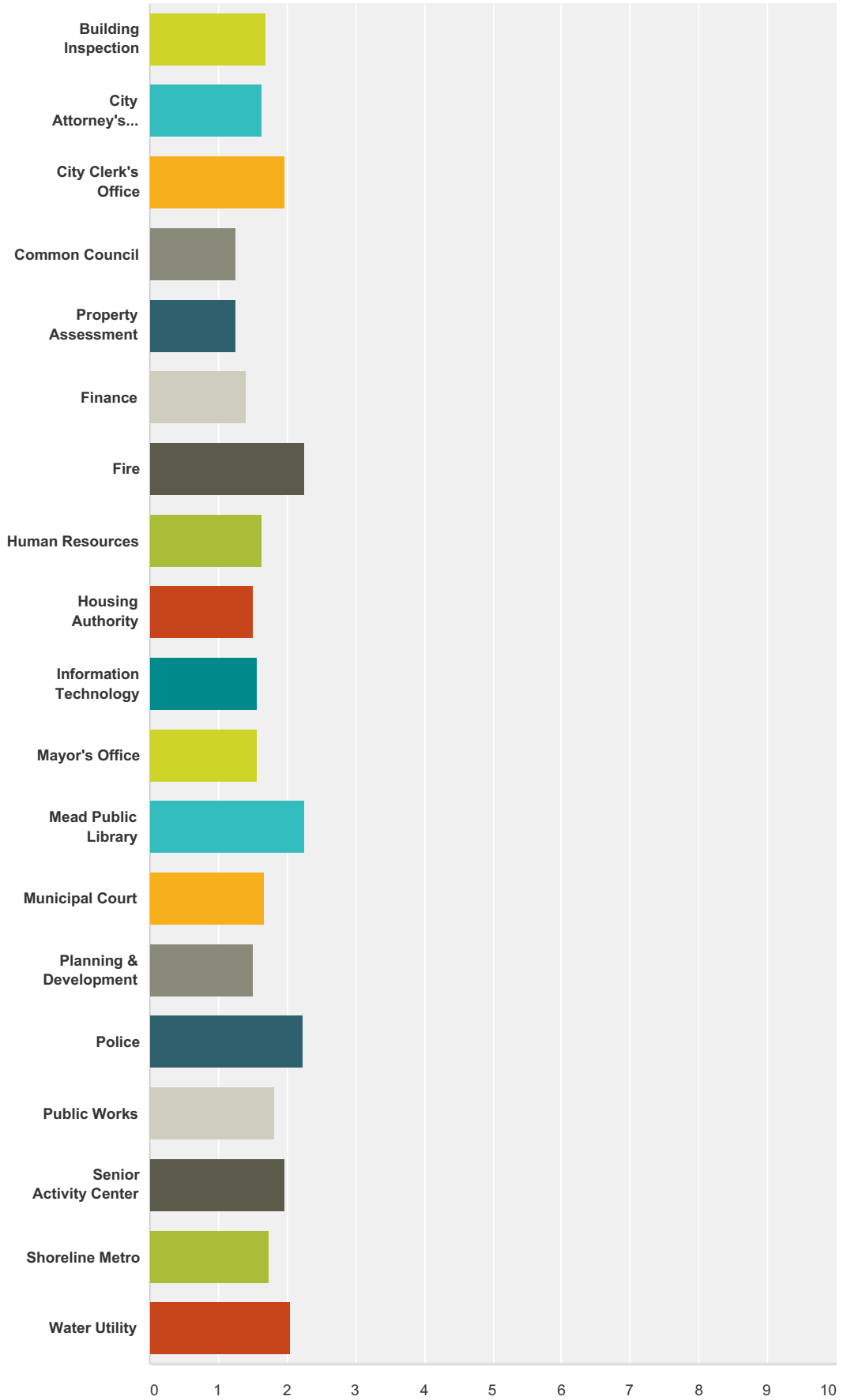
City of Sheboygan Strategic Plan Community Survey

Fire services	30.09% 210	40.97% 286	24.21% 169	3.30% 23	1.43% 10	698	2.95
Leaf pick-up	18.90% 131	37.09% 257	37.95% 263	4.62% 32	1.44% 10	693	2.67
Library services	27.51% 192	34.10% 238	33.67% 235	3.44% 24	1.29% 9	698	2.83
Overall city administration	5.32% 37	22.73% 158	51.94% 361	12.81% 89	7.19% 50	695	2.06
Pedestrian safety	8.50% 59	33.43% 232	48.70% 338	7.49% 52	1.87% 13	694	2.39
Police services	28.26% 197	40.03% 279	24.10% 168	5.60% 39	2.01% 14	697	2.87
Protecting our natural environment	7.20% 50	33.72% 234	42.94% 298	11.82% 82	4.32% 30	694	2.28
Public access to Lake Michigan	26.64% 187	37.89% 266	29.34% 206	4.42% 31	1.71% 12	702	2.83
Public transit services	9.74% 67	33.14% 228	45.49% 313	8.14% 56	3.49% 24	688	2.38
Quality of water	24.64% 173	36.18% 254	30.06% 211	6.27% 44	2.85% 20	702	2.74
Recycling and garbage collection	19.60% 137	37.63% 263	33.19% 232	7.44% 52	2.15% 15	699	2.65
Residential yard waste site	21.29% 148	36.55% 254	36.26% 252	4.17% 29	1.73% 12	695	2.72
Services for people in need	7.51% 52	32.80% 227	48.27% 334	8.96% 62	2.46% 17	692	2.34
Snow plowing/ice control	11.27% 79	28.53% 200	39.94% 280	16.41% 115	3.85% 27	701	2.27
Street cleaning	10.26% 71	30.92% 214	49.71% 344	6.21% 43	2.89% 20	692	2.39
Street maintenance/pavement	2.56% 18	6.84% 48	18.38% 129	33.33% 234	38.89% 273	702	1.01
Street tree maintenance	4.75% 33	17.12% 119	53.09% 369	16.98% 118	8.06% 56	695	1.94
Support for neighborhoods	5.53% 38	21.54% 148	55.60% 382	13.54% 93	3.78% 26	687	2.11
Support for the arts in the community	13.02% 90	38.64% 267	40.67% 281	5.93% 41	1.74% 12	691	2.55
Wastewater Treatment Plant	19.51% 135	34.68% 240	41.76% 289	3.03% 21	1.01% 7	692	2.69
WSCS - Cable TV (city owned station)	4.48% 30	13.00% 87	65.62% 439	9.87% 66	7.03% 47	669	1.98
Zoning and land use	4.83% 33	16.98% 116	65.15% 445	8.35% 57	4.69% 32	683	2.09

Q8 How would you rate the overall services received from the following departments?

Answered: 692 Skipped: 25

City of Sheboygan Strategic Plan Community Survey

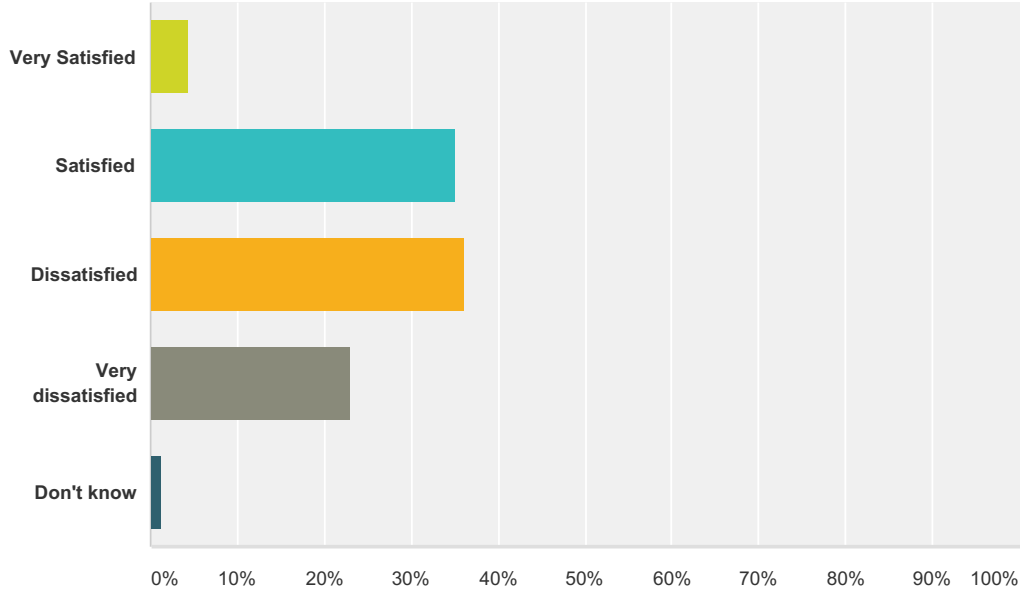


City of Sheboygan Strategic Plan Community Survey

	Excellent	Good	Fair	Poor	Total	Weighted Average
Building Inspection	10.14% 64	56.58% 357	26.78% 169	6.50% 41	631	1.70
City Attorney's Office	8.77% 53	53.31% 322	29.30% 177	8.61% 52	604	1.62
City Clerk's Office	21.16% 135	57.37% 366	17.71% 113	3.76% 24	638	1.96
Common Council	4.25% 27	36.95% 235	39.78% 253	19.03% 121	636	1.26
Property Assessment	5.04% 32	35.28% 224	40.16% 255	19.53% 124	635	1.26
Finance	5.26% 32	43.75% 266	36.84% 224	14.14% 86	608	1.40
Fire	38.91% 251	49.61% 320	9.30% 60	2.17% 14	645	2.25
Human Resources	9.23% 55	50.84% 303	33.05% 197	6.88% 41	596	1.62
Housing Authority	6.82% 41	46.09% 277	37.27% 224	9.82% 59	601	1.50
Information Technology	7.90% 47	48.24% 287	37.31% 222	6.55% 39	595	1.57
Mayor's Office	12.44% 76	43.70% 267	31.26% 191	12.60% 77	611	1.56
Mead Public Library	43.73% 293	40.30% 270	13.13% 88	2.84% 19	670	2.25
Municipal Court	10.56% 64	53.63% 325	27.89% 169	7.92% 48	606	1.67
Planning & Development	12.91% 79	39.87% 244	31.54% 193	15.69% 96	612	1.50
Police	43.56% 291	41.17% 275	10.33% 69	4.94% 33	668	2.23
Public Works	16.98% 108	53.77% 342	22.01% 140	7.23% 46	636	1.81
Senior Activity Center	22.78% 141	54.12% 335	20.36% 126	2.75% 17	619	1.97
Shoreline Metro	12.72% 79	55.07% 342	25.12% 156	7.09% 44	621	1.73
Water Utility	27.22% 178	52.75% 345	18.04% 118	1.99% 13	654	2.05

Q9 Thinking about the types of shopping options available in Sheboygan, would you say that you are:

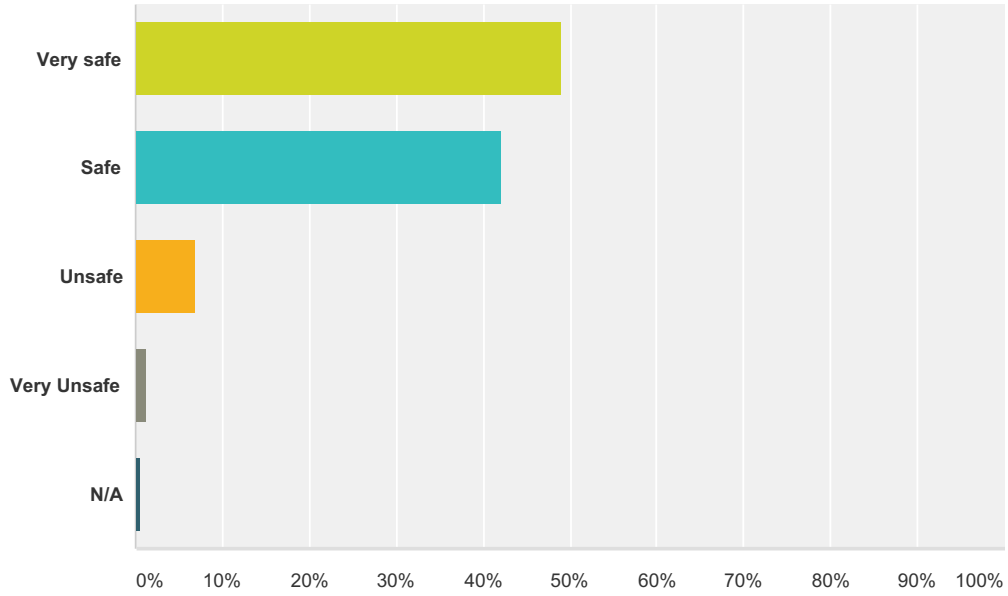
Answered: 707 Skipped: 10



Answer Choices	Responses
Very Satisfied	4.38% 31
Satisfied	35.08% 248
Dissatisfied	36.21% 256
Very dissatisfied	23.06% 163
Don't know	1.27% 9
Total	707

Q10 In general, how safe do you feel walking alone in your neighborhood during the day?

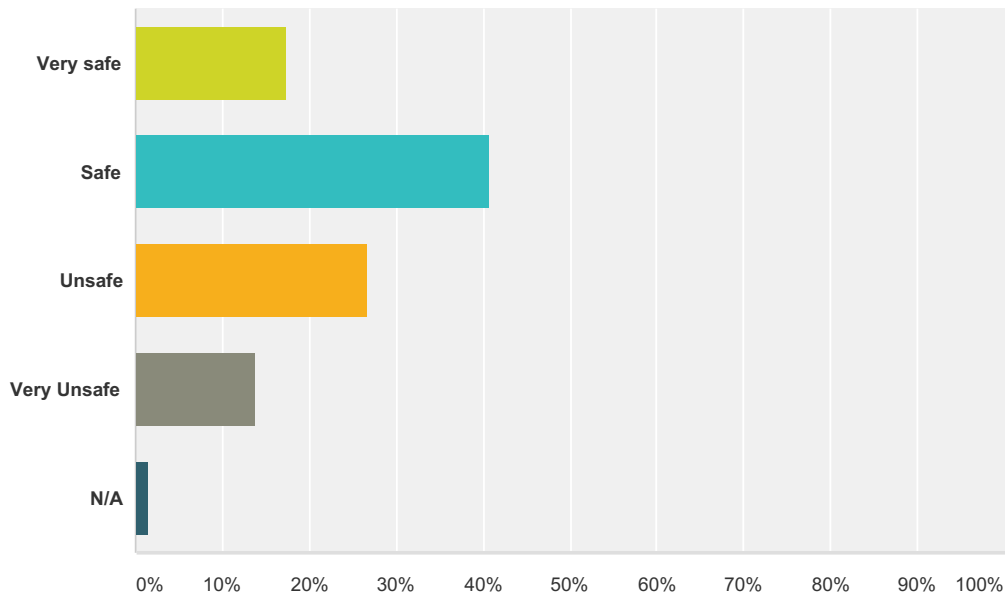
Answered: 706 Skipped: 11



Answer Choices	Responses	
Very safe	49.01%	346
Safe	42.07%	297
Unsafe	6.94%	49
Very Unsafe	1.27%	9
N/A	0.71%	5
Total		706

Q11 How safe do you feel walking alone in your neighborhood after dark?

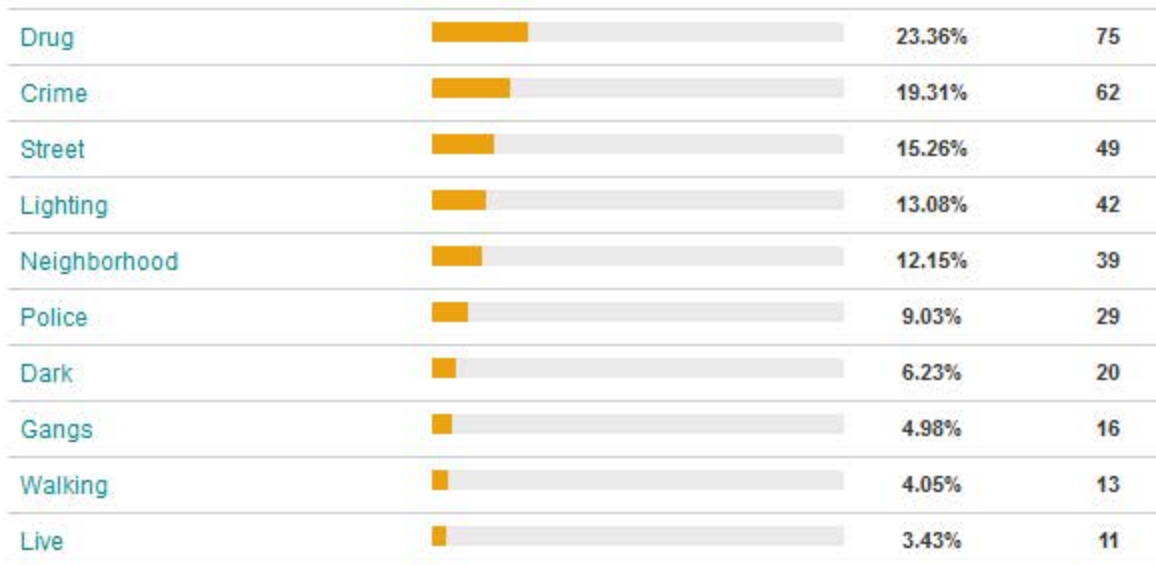
Answered: 706 Skipped: 11



Answer Choices	Responses	Count
Very safe	17.42%	123
Safe	40.79%	288
Unsafe	26.63%	188
Very Unsafe	13.74%	97
N/A	1.42%	10
Total		706

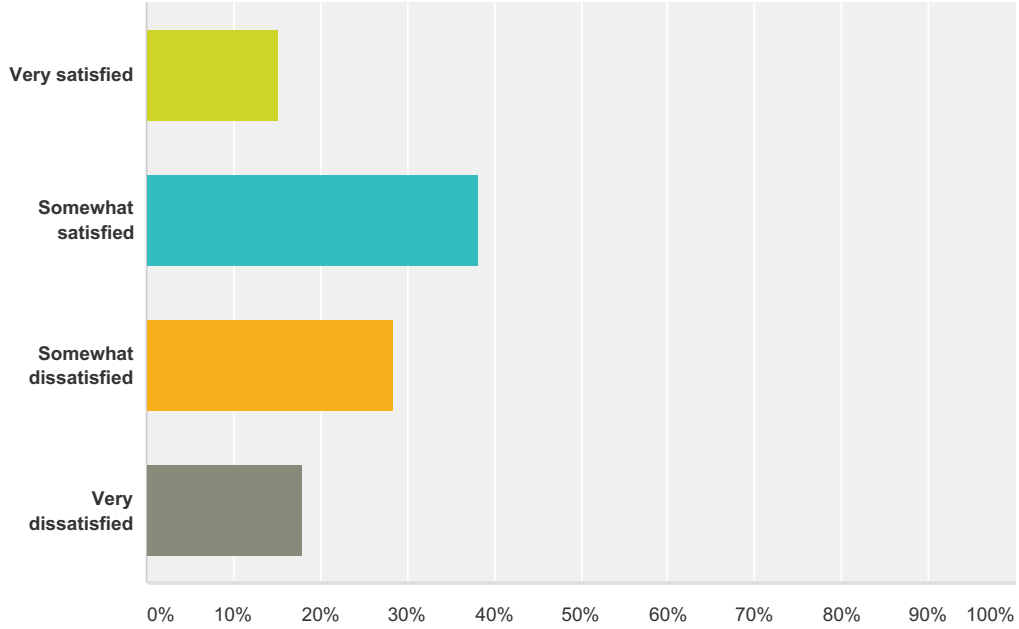
Q12 If you feel unsafe, why do you feel unsafe?

Answered: 319 Skipped: 398



Q13 In general, how satisfied are you with your neighborhood's infrastructure such as streets, sidewalks, and landscaping?

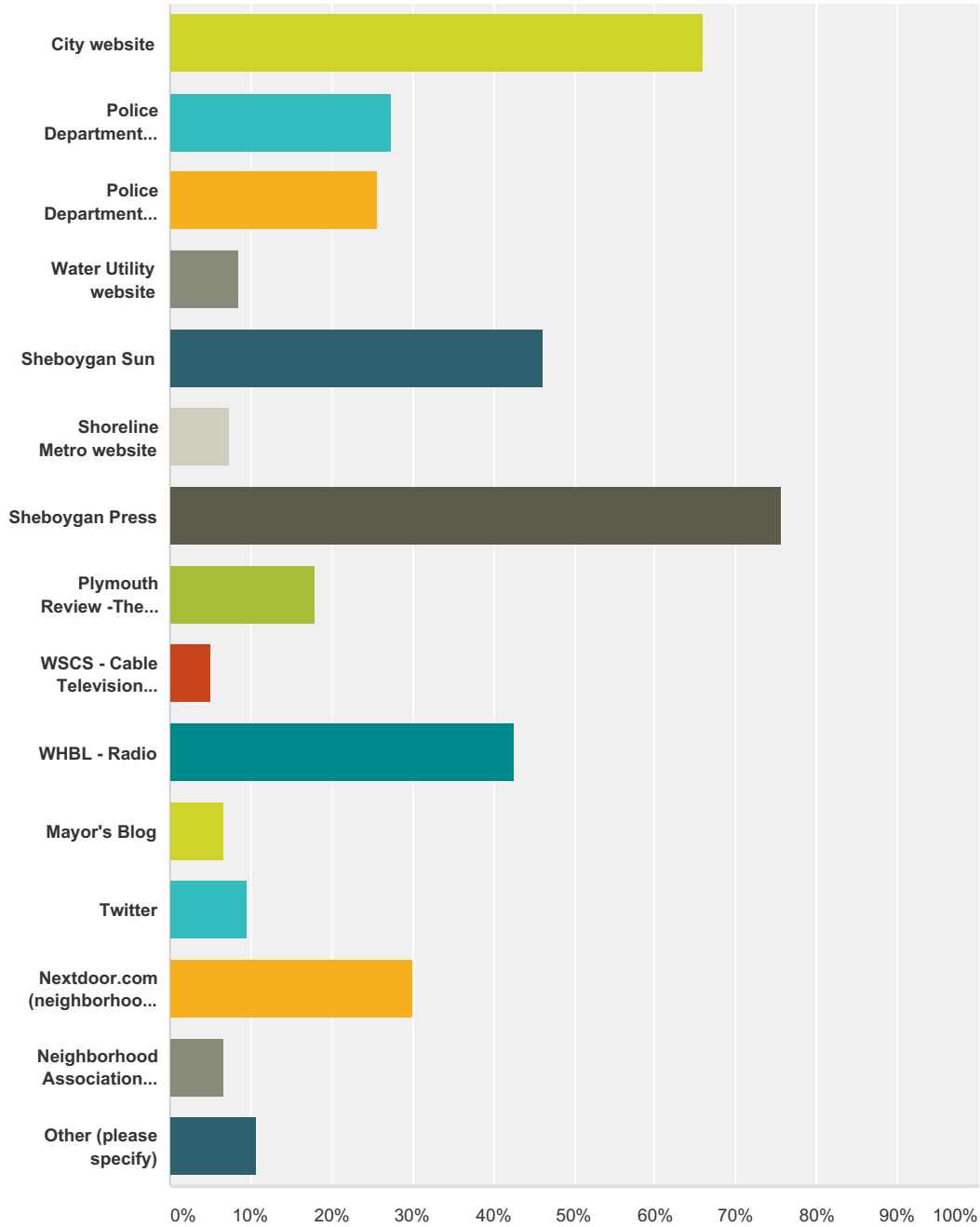
Answered: 700 Skipped: 17



Answer Choices	Responses
Very satisfied	15.29% 107
Somewhat satisfied	38.29% 268
Somewhat dissatisfied	28.43% 199
Very dissatisfied	18.00% 126
Total	700

Q14 Which of the following, if any, do you use for information about the City of Sheboygan? Check all that apply.

Answered: 693 Skipped: 24



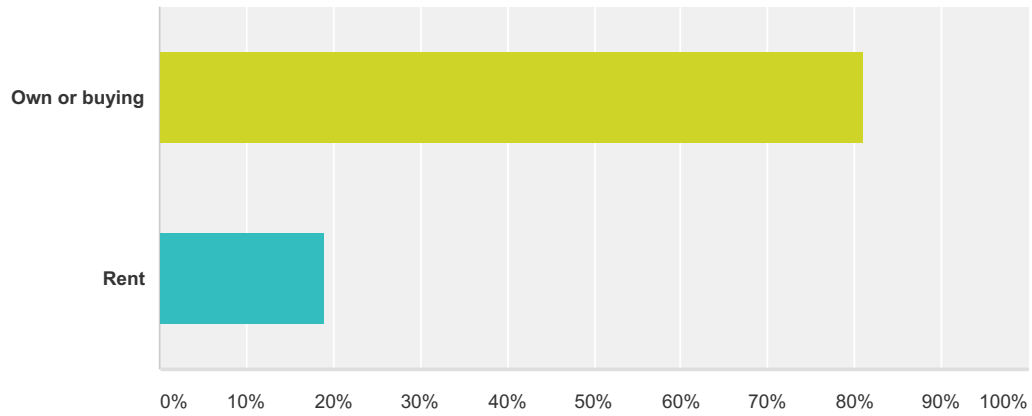
Answer Choices	Responses
City website	65.95% 457
Police Department website	27.27% 189
Police Department Facebook	25.69% 178

City of Sheboygan Strategic Plan Community Survey

Water Utility website	8.51%	59
Sheboygan Sun	46.18%	320
Shoreline Metro website	7.36%	51
Sheboygan Press	75.61%	524
Plymouth Review -The Beacon	17.89%	124
WSCS - Cable Television Channel (city owned station)	5.05%	35
WHBL - Radio	42.57%	295
Mayor's Blog	6.78%	47
Twitter	9.52%	66
Nextdoor.com (neighborhood social networking website)	30.01%	208
Neighborhood Association meetings	6.64%	46
Other (please specify)	10.68%	74
Total Respondents: 693		

Q15 Do you own or rent the place in which you live?

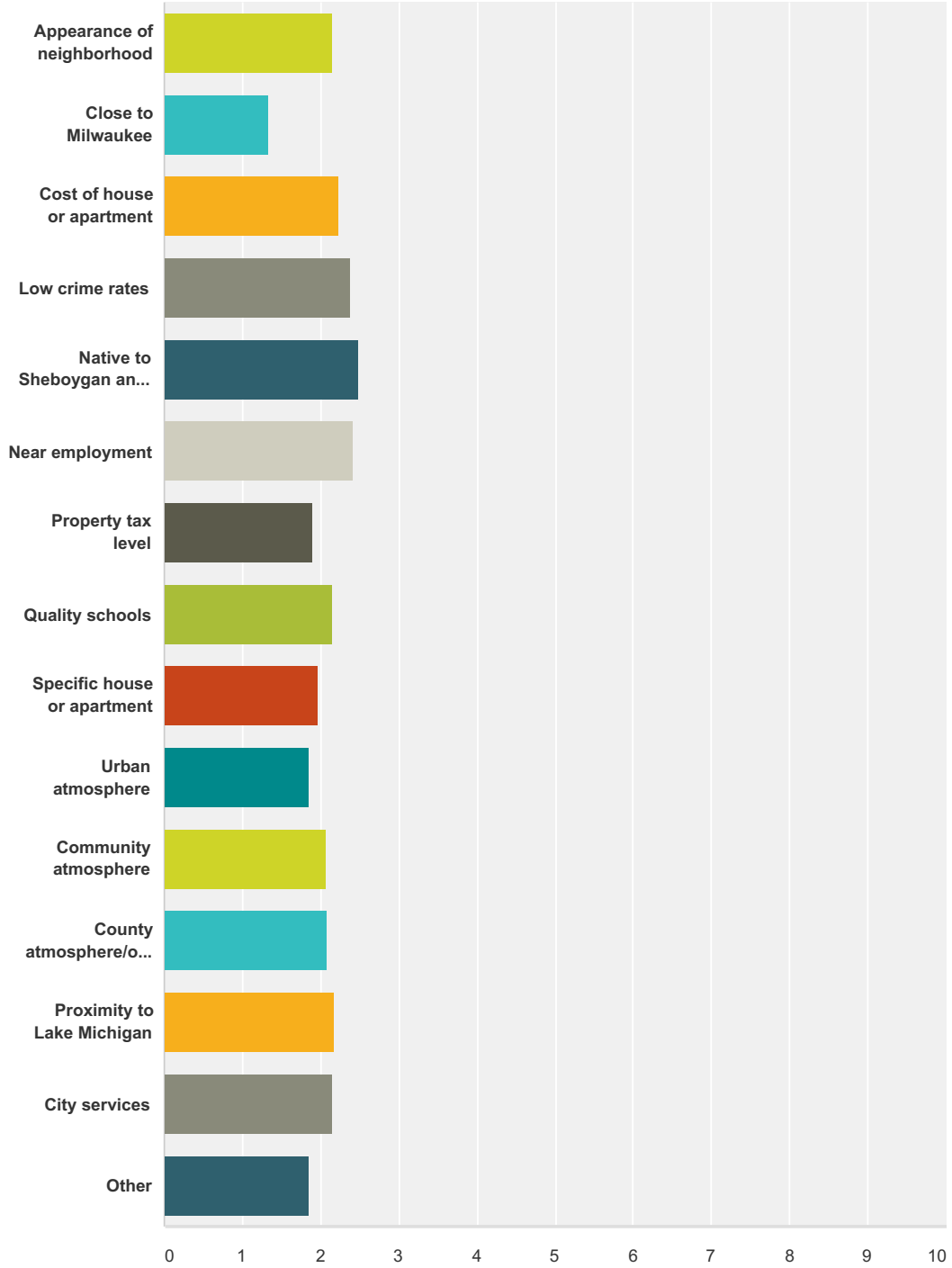
Answered: 699 Skipped: 18



Answer Choices	Responses	
Own or buying	80.97%	566
Rent	19.03%	133
Total		699

Q16 What are the three most important reasons you or your family chose Sheboygan as a place to live?

Answered: 704 Skipped: 13



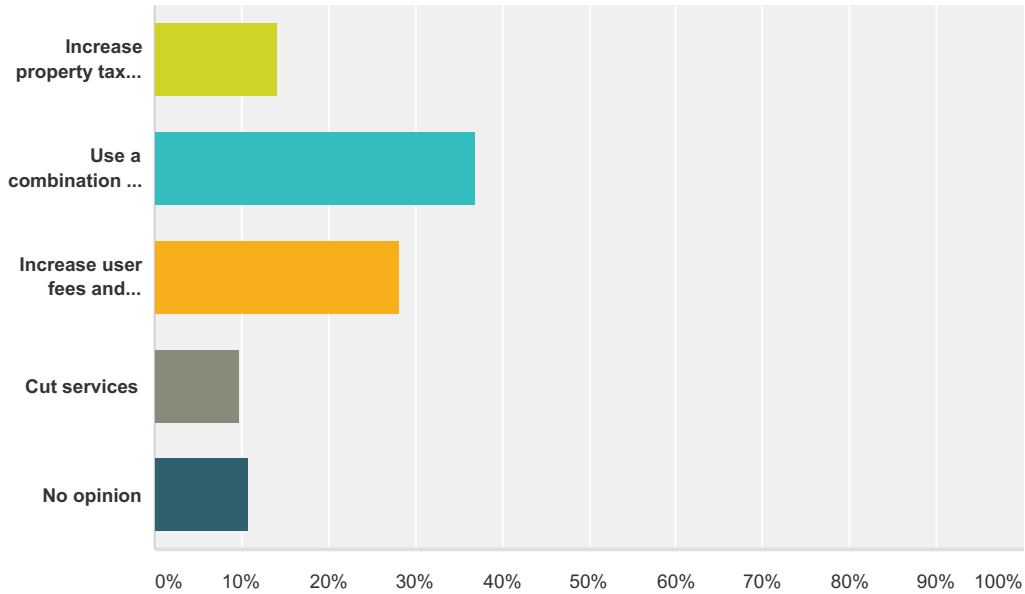
	Most important	Second most important	Third most important	Total	Weighted Average
Appearance of neighborhood	38.31% 118	39.29% 121	22.40% 69	308	2.16

City of Sheboygan Strategic Plan Community Survey

Close to Milwaukee	7.87% 20	17.32% 44	74.80% 190	254	1.33
Cost of house or apartment	44.14% 147	34.53% 115	21.32% 71	333	2.23
Low crime rates	55.63% 168	26.16% 79	18.21% 55	302	2.37
Native to Sheboygan and family or friends are near	67.52% 316	14.10% 66	18.38% 86	468	2.49
Near employment	57.94% 281	25.98% 126	16.08% 78	485	2.42
Property tax level	22.41% 54	45.64% 110	31.95% 77	241	1.90
Quality schools	42.69% 149	30.66% 107	26.65% 93	349	2.16
Specific house or apartment	31.53% 93	33.56% 99	34.92% 103	295	1.97
Urban atmosphere	23.46% 61	38.85% 101	37.69% 98	260	1.86
Community atmosphere	35.11% 112	35.74% 114	29.15% 93	319	2.06
County atmosphere/open space	36.36% 92	35.57% 90	28.06% 71	253	2.08
Proximity to Lake Michigan	45.50% 202	26.80% 119	27.70% 123	444	2.18
City services	34.47% 91	44.70% 118	20.83% 55	264	2.14
Other	32.08% 34	21.70% 23	46.23% 49	106	1.86

Q17 The cost of providing city services continues to rise due to a number of factors. Those city services can be paid through property taxes, direct user fees and charges, or a combination of both. How would you prefer the City to address rising costs? (Please choose only one)

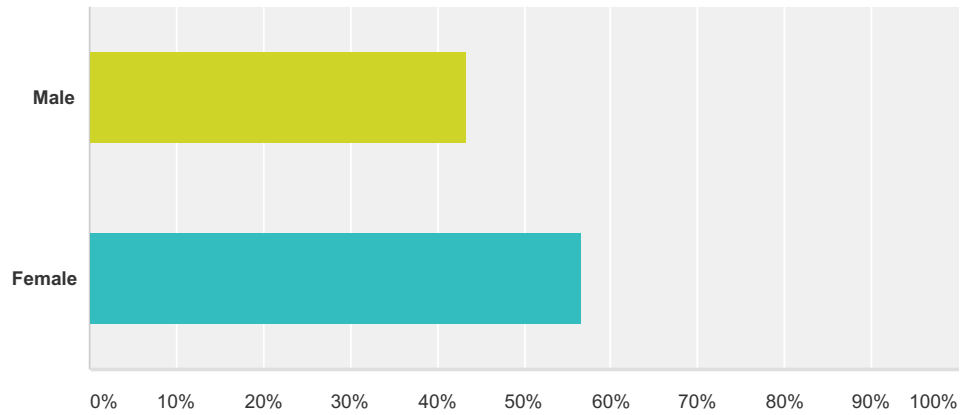
Answered: 697 Skipped: 20



Answer Choices	Responses
Increase property taxes; do not increase user fees	14.20% 99
Use a combination of increased property taxes and user fees and charges	36.87% 257
Increase user fees and charges, do not increase property taxes	28.26% 197
Cut services	9.76% 68
No opinion	10.90% 76
Total	697

Q18 What is your gender?

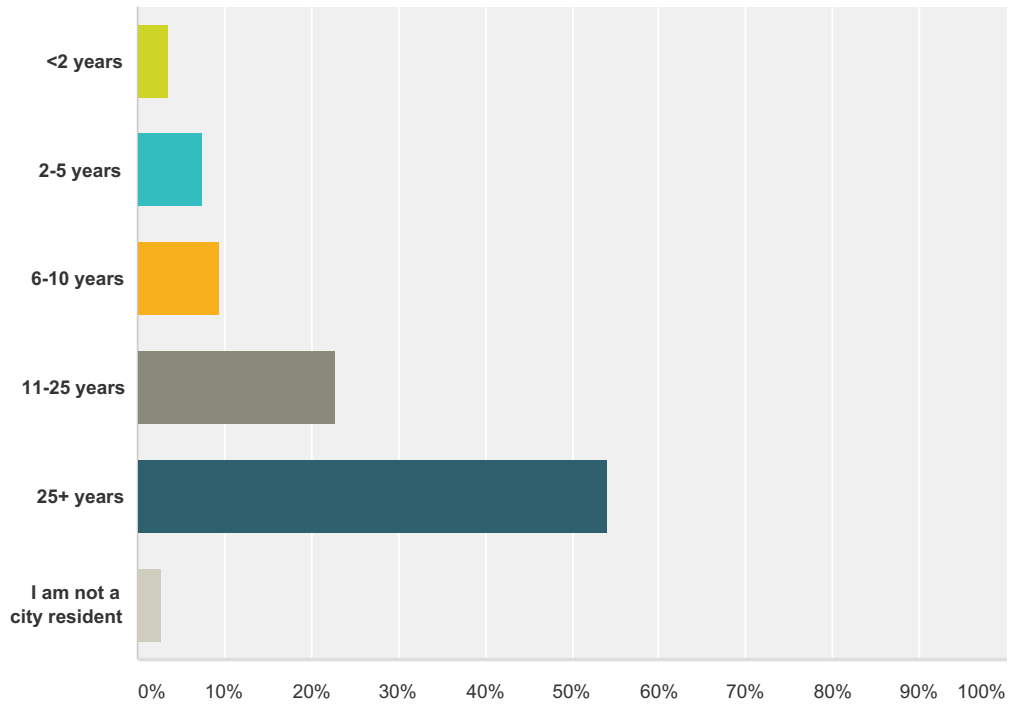
Answered: 706 Skipped: 11



Answer Choices	Responses
Male	43.48% 307
Female	56.52% 399
Total	706

Q19 How long have you lived in Sheboygan?







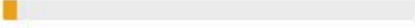
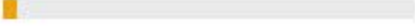
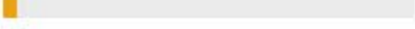
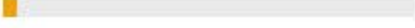

Answered: 709 Skipped: 8



Answer Choices	Responses
<2 years	3.53% 25
2-5 years	7.48% 53
6-10 years	9.45% 67
11-25 years	22.85% 162
25+ years	54.02% 383
I am not a city resident	2.68% 19
Total	709

Q20 Please share with us any other comments you wish to make.

Answered: 326 Skipped: 391

Sheboygan		29.79%	98
Streets		18.54%	61
Roads		15.20%	50
Taxes		14.89%	49
Services		13.68%	45
Park		8.81%	29
Lake Front		3.65%	12
Waste		3.34%	11
Development		3.34%	11
Library		3.34%	11
Council		3.04%	10

Q21 Thank you for taking the time to complete the 2016 Community Survey. If you would like a chance to win a \$100.00 Sheboygan County Chamber Cash Gift Certificate, please complete the following information:

Answered: 373 Skipped: 344

Answer Choices	Responses	
Name	92.49%	345
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address*	97.59%	364
Phone Number	78.28%	292

Mead Public Library Statistics - July 2016

Book, Magazine, DVD, CD and Misc. Checkouts	July 2015	July 2016	Monthly % Change 2015 vs. 2016	Year-to-date 2015	Year-to-date 2016	YTD % Change 2015 vs. 2016
Adult/Teen Materials	34,131	32,337	-5%	243,521	234,637	-4%
Children's Materials	19,022	16,664	-12%	118,024	107,089	-9%
Total Adult/Teen/Children's Materials	53153	49001	-8%	361,545	341,726	-5%
E-Content Checkouts						
E-Books (Overdrive) (Hoopla)	3,002	3,209	7%	19,586	22,798	16%
E-Audio (Freegal)	1,814	2,386	32%	5,203	15,958	207%
E-Video (Hoopla)	4	108	2600%	77	598	677%
E-Magazines (Zinio) (Overdrive)	98	196	100%	869	1,446	66%
Total E-Content Checkouts	4918	5899	20%	25735	40800	59%
Materials Shared With Other Libraries						
Items provided to other libraries from Mead	6,338	6,205	-2%	52,596	50,288	-4%
Items received for Mead patrons from other libraries	4,444	4,188	-6%	31,391	31,278	0%
Total Interlibrary Loans (Transits)	10,782	10393	-4%	83987	81566	-3%
Library Visits						
Gate count	25,867	28,425	10%	191,174	199,823	5%
Research Inquiries						
Research Inquiries	2,139	1,918	-10%	16,430	15,314	-7%
Internet Usage Provided						
Library Workstations Sessions	6,181	4,310	-30%	38,346	30,984	-19%
Wireless Sessions	0	11,614		12,679	56,861	348%
Number of Library Card Holders						
Sheboygan Residents				29,651	27,249	-8%
Non-Sheboygan Residents				10,228	10,493	3%
Total Number of Library Card Holders				39879	37742	-5%
Classes, Seminars, Workshops, Events						
Children (0-11) Quantity	39	18	-54%	296	273	-8%
Children (0-11) Participants	1,287	625	-51%	8,315	7,599	-9%
Teen (12-18) Quantity	17	17	0%	47	44	-6%
Teen (12-18) Participants	579	391	-32%	1,417	1,076	-24%
Adult (18+) Quantity	16	5	-69%	161	124	-23%
Adult (18+) Participants	798	95	-88%	2,933	2,921	0%
Total Number of Classes, Seminars, Workshops, E	72	40	-44%	504	441	-13%
Total Number of Participants	2,664	1111	-58%	12,665	11596	-8%
Conference Room Utilization						
Rocca Meeting Room	36%	8%	-27%	39%	21%	-18%
Loft Meeting Room	21%	8%	-14%	29%	24%	-5%
2nd Floor Small Meeting Room	28%	29%	1%	31%	33%	2%

Mead Public Library Statistics - June 2016

Book, Magazine, DVD, CD and Misc. Checkouts	June 2015	June 2016	Monthly % Change 2015 vs. 2016	Year-to-date 2015	Year-to-date 2016	YTD % Change 2015 vs. 2016
Adult/Teen Materials	34,116	32,154	-6%	209,390	202,300	-3%
Children's Materials	19,571	17,814	-9%	99,002	90,425	-9%
Total Adult/Teen/Children's Materials	53687	49968	-7%	308,392	292,725	-5%
E-Content Checkout						
E-Books (Overdrive) (Hoopla)	2,632	3,117	18%	16,584	19,822	20%
E-Audio (Freegal)	582	2,294	294%	3,389	15,023	343%
E-Video (Hoopla)	9	129	1333%	73	611	737%
E-Magazines (Zinio)	100	225	125%	771	1,250	62%
Total Uses of E-Content	3323	5765	73%	20817	36706	76%
Materials Shared With Other Libraries						
Items provided to other libraries from Mead	7,348	6,809	-7%	46,258	44,083	-4.7%
Items received for Mead patrons from other libraries	4,434	4,623	4%	26,947	27,090	0.5%
Total Interlibrary Loans (Transits)	11,782	11432	-3%	73205	71173	-2.8%
Library Visits						
Gate count	25,828	29,500	14%	165,307	171,398	4%
Research Inquiries						
Research Inquiries	2,586	2,867	11%	14,291	13,396	-6%
Internet Usage Provided						
Library Workstation Sessions	5,923	4,642	-22%	32,165	26,674	-17%
Wireless Sessions	0	11,453		12,679	45,247	257%
Number of Library Card Holders						
Sheboygan Residents				29,784	27,535	-8%
Non-Sheboygan Residents				10,257	10,586	3%
Total Number of Registered Users				40041	38121	-5%
Classes, Seminars, Workshops, Events						
Children (0-11) Quantity	46	34	-26%	257	255	-1%
Children (0-11) Participants	1,716	1,553	-9%	7,028	6,974	-1%
Teen (12-18) Quantity	12	13	8%	30	27	-10%
Teen (12-18) Participants	512	483	-6%	838	685	-18%
Adult (18+) Quantity	9	5	-44%	145	119	-18%
Adult (18+) Participants	345	98	-72%	2,135	2,135	0%
Total number of Classes, Seminars, Workshops, Events	67	52	-22%	432	401	-7%
Total number of Participants	2,573	2134	-17%	10,001	9794	-2%
Conference Room Utilization						
Rocca Meeting Room	23%	28%	4%	40%	24%	-16%
Loft Meeting Room	29%	14%	-15%	30%	27%	-3%
2nd Floor Small Meeting Room	33%	33%	0%	31%	33%	2%