ATTACHMENTS

Minutes
Mead Public Library
Board of Trustees
April 28, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 28, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Henry Nelson, Kevin Anderson, Kathie Norman and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice. Board of Trustee members absent: Nancy Mannchen, Dolyce Johnson and Rosemarie Trester. City Staff Present: Darrell Hofland. Public Present: Amy Birtell-ESLS

1. **OPENING OF MEETING:**

   1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:48p.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 March 18, 2016 meeting; Anderson **seconded** the motion. The motion **passed.**

   1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Mayor Vandersteen appointed Alderperson Rosemarie Trester to the Library Board. Her first meeting will be in May. New City Administrator Darrell Hofland started this week. During the month of May, the Board of Trustees will be holding elections as well as determining committee assignments.

2. **COMMITTEE REPORTS**

   2.1 FINANCE COMMITTEE. Report of 4/28/2016 Finance Committee Meeting.
   -Zylman reported the financial status as of this reporting period. DeAmico informed the Board of all donations received for this reporting period including $17,500 from the friends, a $13,000 federal grant and a $15,000 donation from Ruth DeYoung Kohler.
   -The Finance Committee determined and is recommending to the full board that the following four projects, in order of importance, be submitted to the City CIP Committee: upgrade to internal security system, phase 3 boiler replacement, carpet replacement and emergency generator replacement.
   -Lastly, Zylman reports that we received $75,910.57 from the City of Sheboygan which represents the balance in the state pool investment account that was transferred to the MPL 850 funds for investment at H.C. Denison Company.

   2.2 FINANCE REPORT. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING Payroll) and special revenues (including grants) 2. RECEIVE MONTHLY

2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED. Zylman **moved** to approve payment of expenditures including payroll and recurring expenses. Nelson **seconded** the motion. The motion **passed.**

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 DISCUSSION AND POSSIBLE RECOMMENDATION TO APPROVE 2015 ANNUAL REPORT. Norman **moved** to approve 2015 Annual Report. Nelson **seconded** the motion. The motion **passed**. Future discussion needed to determine if full report is necessary or if abridged version is sufficient.

3.2 DISCUSSION ON THE FORMULATION OF THE 2017 BUDGET
-Last five years Mead has submitted flat budget. HR committee is currently working on a salary study that would get library employees on the same salary scale as city hall employees, but this will not be possible without increased financial support from the city.
-Hofland agrees that a wide range of services is important to attracting citizens and employees alike and that a long-term plan to get library employees paid appropriately, before they get any further behind, is a necessary goal.

3.3 DISCUSSION ON ENHANCING LIBRARY SERVICES AND UTILIZING MARKETING STRATEGIES TO EFFECTIVELY COMMUNICATE WITH OUR CITIZENS
Erickson shared a document showing the demographics of cardholders to help identify who we are not reaching and where our marketing target should be. The document indicated that the number of senior citizen cardholders were much lower than expected and an area for growth opportunities.

4. DIRECTOR'S REPORT

4.1 UPDATE ON WEBSITE
Website is now live and has been well received.

4.2 UPDATE ON FIRST AND SECOND FLOOR REDESIGNS
First floor now complete with addition of new furniture in the café area. Second floor computers have been moved, makerspace is in place and last step is to move the service desk and accompanying resources which should be finalized by June.

4.3 UPDATE ON PROGRAMMING
Sheboygan Connects was a big success.
Prentice shares what she learned at the PLA conference she attended in Denver. Main themes were surrounding the language used in marketing and how small changes can make a big difference.

4.4 MARCH STATISTICS

4.5 UPDATE ON STATEWIDE PUBLIC LIBRARY SYSTEM REDESIGN COMMITTEE
The focus of this committee is to figure out how the seventeen systems should be set-up, how they should look, are they needed. Expected to be a 2-3 year process to redesign how we look as a state. Erickson will continue to report as things progress.

4.6 UPDATE ON THE CURRENT MERGER NEGOTIATIONS BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM
Presentation by Amy Birtell from Eastern Shores.

5. LAISON REPORTS

5.1 EASTERN SHORES LIBRARY SYSTEM – HENRY NELSON
Nelson reports that Schenk completed a final audit. HR has approved a job description for the Account/HR/Administrative Specialist position. A new Bookmobile driver is also being hired.

5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN\KATHIE NORMAN.
Quinn reports that the spring funding letter is being worked on. Planning for the Renaissance Society event has also begun.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND.
In Richmond's absence Quinn reports that the Friends had a successful Annual Meeting in which Garrett Erickson gave a well-received presentation as well as a successful tour of the Digital Media Lab/Makerspace.

6. UPCOMING MEETINGS

6.1 Library Board - Finance Committee (5/26/2016 @2:30 pm)
6.2 Library Board - HR Committee (5/3/2016 @11:00 am)
6.3 Board of Trustees (5/26/2016 @3:45 pm)

7. Adjourn

7.1 At 6:05p.m. Quinn adjourned the meeting.

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

Thursday, June 2: "Make It @ Mead" will feature a painted candle holder using Mod Podge and food coloring to paint a votive holder. This is a drop-in program, while supplies last, for older children, teens and adults, held from 5 to 7 p.m. in The Loft at Mead Public Library. Call 459-3400, ext. 3422, for more information.

Tuesday, June 7: Mead Public Library will offer a book discussion group, "Books on Tap," at Urbane, 1231 N. 8th St. in Sheboygan. The discussion will begin at 6 p.m. and will feature the book "H Is for Hawk" by Helen McDonald. No registration required. For more information call 459-3400, ext. 3422.

Tuesday, June 7: City of Sheboygan History Scan Day at Mead Public Library from 9 a.m. to 8 p.m., by appointment only. Bring photos and other items related to the City of Sheboygan to be scanned. Items will be returned and participants will receive a digital copy to keep. Call 459-3400, ext. 3422, for more information or an appointment.

Monday, June 13: Sports-themed movie for teens at Mead Public Library at 2 p.m. in the Maas Teen Learning Center will feature a 2002 release. For title information, call 459-3400, ext. 3440, or check the library calendar at www.meadpl.org.

Wednesday, June 15: Teens, grades 6-12 are invited to a kick-off carnival for ACUITY Cool Picks, Mead Public Library's summer reading program for teens. This free event will be held at ACUITY headquarters from 5:30 to 7:30 p.m. and will feature soda, walking tacos, and ice cream, games and prizes. Call 459-3400, ext. 3440, for more information.

Thursday, June 16: City of Sheboygan History Scan Day at Mead Public Library from 9 a.m. to 8 p.m., by appointment only. Bring photos and other items related to the City of Sheboygan to be scanned. Items will be returned and participants will receive a digital copy to keep. Call 459-3400, ext. 3422, for more information or an appointment.

Thursday, June 16: The popular entertainer and singer Tom Pease will perform three free concerts at Mead Public Library for children and their families. The shows will begin at 9:30 and 11 a.m. and 2 p.m. Free tickets are required and will be given out one hour before each program (9 a.m. for first program), while they last. For more information, call 459-3400, ext. 3404.

Thursday, June 16: Third lecture in the free "History of the City of Sheboygan" series at Mead Public Library at 6 p.m. The presenter is Beth Dippel, executive director of the Sheboygan County Historical Research Center. Her topic is "Sheboygan's Main Streets, Center Avenue, Penn Avenue and Eight Street." Call 459-3400, ext. 3422, for more information.

Thursday, June 16: Teens, grades 6-12, are invited to a Mario Kart 8 Tournament at Mead Public Library from 2 to 4 p.m. in the third floor Teen Learning Center. For information, call 459-3400, ext. 3440.

Friday, June 17: Retro movie for teens at Mead Public Library at 2 p.m. in the Maas Teen Learning Center will feature a 1997 release. For title information, call 459-3400, ext. 3440, or check the library calendar at www.meadpl.org.

Monday, June 20: Movie for children and families at Mead Public Library at 1 p.m. in the Story Garden. For title information, call 459-3400, ext. 3404, or check the library calendar at www.meadpl.org.

Tuesday, June 21: Summer Storytime will be held at 9:30 a.m. and 10:30 a.m. at Mead Public Library, in the Story Garden. Today's theme is "Sportstacular." For more information, call 459-3400, ext. 3404.

Tuesday, June 21: Movie for teens at Mead Public Library at 2 p.m. in the Maas Teen Learning Center will feature a 2016 release. For title information, call 459-3400, ext. 3440, or check the library calendar at www.meadpl.org.

Tuesday, June 21: Mead Public Library will offer a book discussion group, “Romance on the Rocks,” at Luz de Luna, 920 Michigan Ave., in Sheboygan. The discussion will begin at 6 p.m. and will feature the book "My Lady Notorious" by Jo Beverly. No registration required; food and drinks on your own. For more information call 459-3400, ext. 3422.

Wednesday, June 22: A comedy/ventriloquist show featuring "Wayne and Wingnut" at Mead Public Library for children and their families. The shows will begin at 10 a.m. and 1 p.m. Free tickets are required and will be given out one hour before each program, while they last. For more information, call 459-3400, ext. 3404.

Wednesday, June 22: Teens, grades 6-12, are invited to a free Sharpie Tie Dye party at Mead Public Library from 2 to 4 p.m. in the third floor Teen Learning Center. Bring an item to tie dye or use an item the library will provide. For information, call 459-3400, ext. 3440.

Thursday, June 23: Free Wii drop-in gaming for grades 2-6 in the Story Garden at Mead Public Library, 10 a.m. to noon. For more information, call 459-3400, ext. 3404.

Thursday, June 23: Teens, grades 6-12, are invited to learn about items in the digital media lab and Makerspace at Mead Public Library from 2 to 4 p.m. The 3D printer, Arduino kits and LEGO Mindstorm kits will be included. For information, call 459-3400, ext. 3440.

Thursday, June 23: The Friends of Mead Public Library will hold a Big Book Sale with a large selection of gently-used books and discarded library books from noon to 5 p.m. in the library's Rocca Meeting Room. Included will be many children's books, art and coffee table books, Chilton Auto Repair books, fiction and nonfiction, sheet music, many paperbacks, DVDs and music CDs. For more information, call 459-3400, ext. 3411.

Friday, June 24: Retro movie for teens at Mead Public Library at 2 p.m. in the Maas Teen Learning Center will feature a 1996 release. For title information, call 459-3400, ext. 3440, or check the library calendar at www.meadpl.org.

Friday, June 24: The Friends of Mead Public Library will hold a Big Book Sale with a large selection of gently-used books and discarded library books from 9 a.m. to 5 p.m. in the library's Rocca Meeting Room. Included will be many children's books, art and coffee table books, Chilton Auto Repair books, fiction and nonfiction, sheet music, many paperbacks, DVDs and music CDs. For more information, call 459-3400, ext. 3411.

Saturday, June 25: The Friends of Mead Public Library will hold a Big Book Sale with a large selection of gently-used books and discarded library books from 9 a.m. to 1 p.m. in the library's Rocca Meeting Room. Included will be many children's books, art and coffee table books, Chilton Auto Repair books, fiction and nonfiction, sheet music, many paperbacks, DVDs and music CDs. For more information, call 459-3400, ext. 3411.

Monday, June 27: Movie double feature for teens at Mead Public Library at 11 a.m. and 2 p.m. in the Maas Teen Learning Center. For title information, call 459-3400, ext. 3440, or check the library calendar at www.meadpl.org.

Monday, June 27: Movie for children and families at Mead Public Library at 1 p.m. in the Story Garden. For title information, call 459-3400, ext. 3404, or check the library calendar at www.meadpl.org.

Tuesday, June 28: Movie double feature for teens at Mead Public Library at 11 a.m. and 2 p.m. in the Maas Teen Learning Center. For title information, call 459-3400, ext. 3440, or check the library calendar at www.meadpl.org.

Tuesday, June 28: Summer Storytime will be held at 9:30 a.m. and 10:30 a.m. at Mead Public Library, in the Story Garden. Today's theme is "Back to Nature." For more information, call 459-3400, ext. 3404.

Wednesday, June 29: Singer Judy Stock will perform at Mead Public Library for children and their families at 10 a.m. Free tickets are required and will be given out beginning at 9 a.m., while they last. For more information, call 459-3400, ext. 3404.

Thursday, June 30: Teens, grades 6-12, are invited to a Wii Bowling Tournament at Mead Public Library from 2 to 4 p.m. in the third floor Teen Learning Center. For information, call 459-3400, ext. 3440.

Thursday, June 30: Free Wii drop-in gaming for grades 2-6 in the Story Garden at Mead Public Library, 10 a.m. to noon. For more information, call 459-3400, ext. 3404.

Mead Public Library programs are free with funding provided by the Friends of Mead Public Library and the Mead Public Library Foundation. To request a sign language interpreter or other assistance, e-mail to meadweb@meadpl.org at least seven days in advance. Library staff may take photos or tape public programs. Let a staff member know if you do not want to participate.

Mead Public Library						
Accounts Payables May 1, 2016 through May 16, 2016						
Vendor	**Name**	**Invoice**	**PO**	**Check #**	**Invoice Amt**	**Description**
900104	ALLIANT ENERGY	3/29/16 - 4/26/16	260543	321824	$6,198.02	Electric utility cost
1418	ART IN A SUITCASE	MAY 18, 2016		321825	$185.00	Program cost
900009	AT&T	920Z83-0200 109 8		321826	$137.07	Telephone cost
2716	BAKER & TAYLOR, LLC	3020917824		321827	$276.93	Materials purchase
2716	BAKER & TAYLOR, LLC	5014079161		321827	$233.97	Materials purchase
2716	BAKER & TAYLOR, LLC	2031897384		321827	$105.18	Materials purchase
2716	BAKER & TAYLOR, LLC	2031873257		321827	$49.56	Materials purchase
2716	BAKER & TAYLOR, LLC	2031920450		321827	$68.30	Materials purchase
2716	BAKER & TAYLOR, LLC	B12740060		321827	$84.20	Materials purchase
2716	BAKER & TAYLOR, LLC	3020958059		321827	$128.71	Materials purchase
2716	BAKER & TAYLOR, LLC	2031873254	260522	321827	$2,788.23	Materials purchase
2716	BAKER & TAYLOR, LLC	2031944745	260523	321827	$2,026.64	Materials purchase
2716	BAKER & TAYLOR, LLC	3020958086		321827	$73.83	Materials purchase
2716	BAKER & TAYLOR, LLC	5014098896		321827	$176.05	Materials purchase
2716	BAKER & TAYLOR, LLC	DED102286558		321827	$35.80	Materials purchase
2716	BAKER & TAYLOR, LLC	3020971458		321827	$330.23	Materials purchase
2716	BAKER & TAYLOR, LLC	3020971428		321827	$29.76	Materials purchase
2716	BAKER & TAYLOR, LLC	2031991615		321827	$63.49	Materials purchase
2716	BAKER & TAYLOR, LLC	2031944726	260531	321827	$2,317.52	Materials purchase
2716	BAKER & TAYLOR, LLC	2031920451	260553	321827	$811.32	Material purchase
2716	BAKER & TAYLOR, LLC	2031968395	260554	321827	$1,317.17	Material purchase
2716	BAKER & TAYLOR, LLC	2031966719	260555	321827	$4,777.13	Material purchase
900125	BOOKPAGE	S24899		321828	$480.00	Materials purchase
3366	BRODART CO	432720		321829	$1,611.20	Materials purchase
2146	CAVENDISH SQUARE	3022163		321830	$193.91	Materials purchase
3200	CDWG	1BMV24Q		321831	$562.58	IT purchases
3200	CDWG	CTS6619		321832	$15.42	IT purchases
3200	CDWG	CXF6813	260558	321832	$714.20	IT department purchase
3200	CDWG	DBG5629		321832	$34.53	IT department purchase
3252	CHARTER COMMUNICAT	5/1/2016-5/31/2016		321833	$272.99	Internet cost
4081	DAUN'S PROFESSIONAL	84438		321834	$50.00	Snow/Salting cost
900235	EASTERN SHORES LIBRA	364572		3218325	$10.99	Bookmobile patron refund
900235	EASTERN SHORES LIBRA	413239		321835	$22.99	Bookmobile patron refund
900235	EASTERN SHORES LIBRA	04/2016/904	260527	321835	$11,250.00	Materials/IT Services/etc.
900230	EBSCO SUBSCRIPTION	10000306631 ADD		321836	$42.23	Materials purchase
900230	EBSCO SUBSCRIPTION	1516921	260526	321836	$12,644.32	Materials purchase

Mead Public Library

Accounts Payables May 1, 2016 through May 16, 2016

Vendor	Name	Invoice	PO	Check #	Invoice Amt	Description
900230	EBSCO SUBSCRIPTION	1519611		321836	$41.49	Material purchase
239	ELDER, KARL	5/18/2016 PROGRAM		321837	$150.00	Program cost
1597	ENVIRO-CLEAN, INC.	2640 4/1/16-4/30/16	260547	321838	$4,972.00	Cleaning service expense
2215	FIELDS, MARIA	157853		321839	$21.35	Patron refund
2023	FRANCIS, WAYNE	735210	260549	321840	$600.00	Program expense
900201	GE MONEY BANK/AMAZON	110-2799931-7236266		321841	$95.13	Program cost - Summer Library Program
900201	GE MONEY BANK/AMAZON	116-0389591-7349818		321841	$69.37	Program cost - Summer Library Program
900201	GE MONEY BANK/AMAZON	266867526837		321841	$144.84	Materials purchase
900201	GE MONEY BANK/AMAZON	266865013382		321841	$71.95	Materials purchase
900201	GE MONEY BANK/AMAZON	266863194004		321841	$82.43	Materials purchase
900201	GE MONEY BANK/AMAZON	100779289302		321841	$3.14	IT purchases
1251	HENKE, ANGELIKA	5/11/2016 PROGRAM		321842	$250.00	Program cost
3371	JAKUM, SANDY	8014 2720 5898 9397		321843	$9.44	Program cost - Employee reimbursement
900164	JOHNSON CONTROLS INC	1-33662052370	260563	321844	$1,493.50	Maintenance Contract HVAC cost
1577	LINDA CONROY	HERBS PROGRAM		321846	$210.00	Program cost
900376	MARTENS TRILLING TRU	C778746		321847	$4.49	Building maintenance cost
900376	MARTENS TRILLING TRU	C780589		321847	$3.20	Building maintenance cost
900376	MARTENS TRILLING TRU	C780401		321847	$2.99	Building maintenance cost
12374	MBM	IN94916		321848	$319.09	Photo copier/printer lease cost
900181	MENARDS	98140		321849	$7.18	Building maintenance cost
900181	MENARDS	98844		321849	$3.49	Building maintenance cost
900181	MENARDS	98843		321849	$19.77	Building maintenance cost
900181	MENARDS	98625		321849	$45.67	Building maintenance cost
900181	MENARDS	98688		321849	$18.47	Building maintenance cost
900181	MENARDS	00162		321849	$12.76	Building maintenance cost
900181	MENARDS	00566		321849	$46.40	Building maintenance cost
237	MIDWEST TAPE	93931275		321850	$153.96	Materials purchase
231	MIDWEST TAPE	93867865		321850	$229.94	Materials purchase
231	MIDWEST TAPE	93844064		321850	$194.95	Materials purchase
231	MIDWEST TAPE	93878780		321850	$392.47	Materials purchase
231	MIDWEST TAPE	93882607		321850	$319.91	Materials purchase
231	MIDWEST TAPE	93900538		321850	$99.98	Materials purchase
231	MIDWEST TAPE	93901306		321850	$401.94	Materials purchase
231	MIDWEST TAPE	93836235	260520	321850	$856.03	Materials purchase
231	MIDWEST TAPE	93861583	260519	321850	$777.92	Materials purchase
231	MIDWEST TAPE	93946753		321850	$62.98	Materials purchase

Mead Public Library

Accounts Payables May 1, 2016 through May 16, 2016

Vendor	Name	Invoice	PO	Check #	Invoice Amt	Description
231	MIDWEST TAPE	93919284		321850	$34.99	Materials purchase
231	MIDWEST TAPE	93920675	260545	321850	$963.46	Materials purchase
231	MIDWEST TAPE	93947246	260546	321850	$562.44	Materials purchase
3186	OTTER CREEK LANDSC	Seasonal Floral		321851	$250.00	Program cost
2998	PEASEBLOSSOM MUSIC	MUSIC PROGRAM	260556	321852	$800.00	Program expense
900132	PITNEY BOWES CREDIT	3300398198 4-28-16		321853	$368.82	Postage meter expense
900304	PITNEY BOWES PURCHAS	Postage Meter refill	260544	321854	$1,020.99	Postage meter postage refill
2248	PLATINUM TECHNOLOGIE	1439		321855	$75.00	Building maintenance cost
2311	PRENTICE, MELISSA S.	5/11/2016 WAPL		321856	$113.89	Reimbursement travel expense WAPL Conference
2758	QUALITY BOOKS, INC	193494		321857	$34.68	Materials purchase
3397	RAMEY, PAULETTE	255408		321858	$18.95	Patron refund
2801	REDEMPTION RECYCLING	70		321859	$100.00	Disposal of old computer equipment
3370	RICHMOND, LAUREN	5/5/2016		321860	$68.44	Mileage reimbursement - conference in Pewaukee
900141	SALEM PRESS PRODUCT	918145		321861	$451.05	Materials purchase
900118	SHEBOYGAN WATER UTIL	1/5/16-4/4/16		321862	$463.81	Water utility cost
3369	SMILEY, ERIN	4-16/4-23/4-30-2016		321863	$200.00	Program cost
20008	SPECIAL OPERATIONS D	15048	260538	321864	$1,903.00	Security cost
491	STAPLES ADVANTAGE	8038738303		321865	$66.07	Office supplies
491	STAPLES ADVANTAGE	8038830738		321865	$28.56	Office supplies
491	STAPLES ADVANTAGE	8038922377		321865	$14.58	Office supplies
491	STAPLES ADVANTAGE	8039013803		321865	$81.51	Office supplies
900301	STATE BAR OF WISCONS	5004198		321866	$135.26	Materials purchase
900301	STATE BAR OF WISCONS	5005314		321866	$135.26	Materials purchase
2653	STOCK, JUDY K.	735212		321867	$250.00	Program cost
3192	SUN GRAPHICS	91243		321868	$85.18	Updated notary seals - reimbursed by D. DeAmico
3192	SUN GRAPHICS	91366	260557	321868	$1,759.50	Summer reading program expense-Paid by donation
2762	TELEVEND SERVICES	7478		321869	$143.85	Materials purchase
900260	UNIQUE MANAGEMENT	427532		321870	$232.70	Patron fines & fees collection service
3362	VANDEVELDE, POL G.	161218		321871	$15.00	Patron refund
2654	W.J. NIEDERKORN LIB	1053231		321872	$24.95	Patron refund to another library
900103	WAL-MART COMMUNITY	609900274998		321873	$3.93	Program cost
1710	WELLS FARGO FINANCIA	5003028916	260548	321874	$698.11	Photo copier/printer lease cost
900210	WI LIBRARY SERVICES,	46884		321875	$434.91	Materials purchase
900044	WI PUBLIC SERVICE CO	3/21/16-4/8/16	260542	321876	$1,650.25	Gas utility cost
		Total Accounts Payables			**$75,496.84**	

Donations -Gifts-Grants for Beginning May 2016					
Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	Restricted Use Description
5/9/2016	Marjorie T. Ahlf		X		In Memory of Marguerite Carroll Memorial
5/13/2016	Friends of Mead Public Library	X			Book Page Subscription June 2016 - May 2017

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

May 2016 *Account Balances as of:* *March 10, 2022* *4:46 PM*

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		241,506.00	86,668.98	154,837.02	35.89
	SUB TOTAL		**241,506.00**	**86,668.98**	**154,837.02**	**35.89**
510310	FICA		14,974.00	5,138.17	9,835.83	34.31
510311	MEDICARE		3,502.00	1,201.65	2,300.35	34.31
510320	WI RETIREMENT FUND		16,423.00	5,656.30	10,766.70	34.44
510340	HEALTH INSURANCE	0.00	52,877.00	14,565.80	38,311.20	27.55
510341	RETIREE HEALTH INS		4,000.00	1,642.30	2,357.70	41.06
510350	DENTAL INSURANCE		4,397.00	1,093.10	3,303.90	24.86
510351	UNFUNDED PENSION LIABILITY		29,650.00	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		666.00	193.85	472.15	29.11
510400	WORKERS COMP		125.00	41.68	83.32	33.34
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	**0.00**	**128,614.00**	**39,416.17**	**89,197.83**	**30.65**
521100	BANKING FEES		1,150.00	504.62	645.38	43.88
521110	FINANCIAL SERVICE FEES	0.00	1,750.00	0.00	1,750.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521420	DUPLICATION SERVICES	0.00	6,200.00	2,986.51	3,213.49	48.17
521510	BILLING FEES	0.00	5,000.00	1,796.94	3,203.06	35.94
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	0.00	4,200.00	0.00
	SUB TOTAL	**0.00**	**27,700.00**	**5,288.07**	**22,411.93**	**19.09**
525155	PROFESSIONAL DEVELOPMENT		2,500.00	2,097.20		83.89
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	
527110	TRAVEL	0.00	2,000.00	68.44	1,931.56	3.42
	SUB TOTAL	**0.00**	**17,000.00**	**12,097.12**	**4,902.88**	**71.16**
530100	OFFICE SUPPLIES	0.00	9,200.00	2,425.68	6,774.32	26.37
	SUB TOTAL	**0.00**	**9,200.00**	**2,425.68**	**6,774.32**	**26.37**
538001	DONATION PURCHASES	-300.00	2,000.00	2,800.65	-500.65	125.03
538001-10096	DONATION PURCHASES	3,686.50	0.00	2,563.09	-2,563.09	
538001-10097	DONATION PURCHASES	0.00	0.00	925.00	-925.00	
538001-10099	DONATION PURCHASES	0.00	0.00	231.27	-231.27	
539999	MISC EXP (LATE FEES)	0.00	100.00	0.00	100.00	0.00
	SUB TOTAL	**3,386.50**	**2,100.00**	**6,520.01**	**-7,806.51**	**471.74**
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	0.00	3,000.00	0.00
	SUB TOTAL 201	**0.00**	**3,000.00**	**0.00**	**3,000.00**	
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		**3,386.50**	**437,620.00**	**152,416.03**	**281,817.47**	**35.60**

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	303,081.54	431,264.46	41.27
	SUB TOTAL		**734,346.00**	**303,081.54**	**431,264.46**	**41.27**
510310	FICA	0.00	45,530.00	18,189.11	27,340.89	39.95
510311	MEDICARE		10,649.00	4,254.02	6,394.98	39.95
510320	WI RETIREMENT FUND	0.00	45,428.00	18,605.73	26,822.27	40.96
510340	HEALTH INSURANCE		120,149.00	44,980.30	75,168.70	37.44
510350	DENTAL INSURANCE		11,562.00	3,886.25	7,675.75	33.61
510360	LIFE INSURANCE		1,569.00	526.03	1,042.97	33.53
510400	WORKERS COMP	0.00	360.00	120.00	240.00	33.33
	SUB TOTAL	**0.00**	**235,247.00**	**90,561.44**	**144,685.56**	**38.50**
521800	PROGRAM SERVICES		5,000.00	4,613.04	386.96	92.26
523110	OFFICE EQUIPMENT MAINT.	0.00	3,800.00	0.00	3,800.00	0.00
525155	PROFESSIONAL DEVELOPMENT		3,000.00	1,169.12	1,830.88	38.97
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES	650.00	38,000.00	8,489.25	28,860.75	24.05
538001-10098	DONATION PURCHASES		0.00	1,346.91	-1,346.91	
538001-10099	DONATION PURCHASES	0.00	0.00	2,788.73	-2,788.73	
	SUB TOTAL	**650.00**	**50,900.00**	**18,407.05**	**31,842.95**	**36.16**
538002	MATERIALS - ALL CATAGORIES	4,147.90	364,234.00	123,806.86	236,279.24	35.13
538100	OTHER CONTENT	0.00	61,500.00	27,207.48	34,292.52	44.24
	SUB TOTAL	**4,147.90**	**425,734.00**	**151,014.34**	**270,571.76**	**35.47**
538000	TOTAL MATRL'S ACCTS 2(	4,147.90	**476,634.00**	**169,421.39**	**302,414.71**	**35.55**
PUBLIC SERVICE COST CENTER TOTAL		**4,797.90**	**1,446,227.00**	**563,064.37**	**878,364.73**	**39.27**

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		605,102.00	229,877.03	375,224.97	37.99
	SUB TOTAL		**605,102.00**	**229,877.03**	**375,224.97**	**37.99**
510310	FICA	0.00	37,517.00	13,916.46	23,600.54	37.09
510311	MEDICARE		8,774.00	3,254.82	5,519.18	37.10
510320	WI RETIREMENT FUND	0.00	33,941.00	13,133.92	20,807.08	38.70
510340	HEALTH INSURANCE		97,822.00	30,116.90	67,705.10	30.79
510350	DENTAL INSURANCE		6,243.00	2,054.35	4,188.65	32.91
510360	LIFE INSURANCE		1,557.00	390.43	1,166.57	25.08
510400	WORKERS COMP		274.00	91.32	182.68	33.33
	SUB TOTAL	**0.00**	**186,128.00**	**62,958.20**	**123,169.80**	**33.83**
521700	SECURITY SERVICES (FIRE ALARM-SECURITY GUARDS)	0.00	20,000.00	11,586.00	8,414.00	57.93
	SUB TOTAL	**0.00**	**20,000.00**	**11,586.00**	**8,414.00**	**57.93**
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	1,590.53	1,409.47	53.02
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	21,708.75	8,291.25	72.36
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	2,897.52	17,102.48	14.49
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	666.00	7,834.00	7.84
	SUB TOTAL	**0.00**	**70,500.00**	**29,849.80**	**40,650.20**	**42.34**
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	20,036.73	42,463.27	32.06
	SUB TOTAL	**0.00**	**62,500.00**	**20,036.73**	**42,463.27**	**32.06**
525100	ELECTRICITY	0.00	92,000.00	25,687.27	66,312.73	27.92
525105	WATER	0.00	1,419.00	687.20	731.80	48.43
525110	SEWER	0.00	1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE	0.00	7,000.00	873.07	6,126.93	12.47
525140	GAS - UTILITY	0.00	29,000.00	8,871.60	20,128.40	30.59
	SUB TOTAL	**0.00**	**130,719.00**	**36,392.83**	**94,326.17**	**27.84**
530135	SHIPPING	48.96	9,000.00	4,396.18	4,554.86	49.39
530200	PROG SUPP (CAT & CIRC SUPPLIES)	612.00	28,500.00	11,185.61	16,702.39	41.40
530210	OPERATING SUPPLIES	0.00	1,500.00	271.26	1,228.74	18.08
530222	JANITORIAL SUPPLIES		8,000.00	1,559.94	6,440.06	19.50
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	SUB TOTAL	**660.96**	**47,000.00**	**17,412.99**	**28,926.05**	**38.46**
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	31.15	118.85	20.77
	SUB TOTAL	**0.00**	**150.00**	**31.15**	**118.85**	**20.77**
540200	INSURANCE (FIRE)	0.00	8,400.00	3,618.20	4,781.80	43.07
	SUB TOTAL	**0.00**	**8,400.00**	**3,618.20**	**4,781.80**	**43.07**
642200	IT EQUIPMENT	-6,080.00	19,500.00	14,245.92	11,334.08	41.88
	SUB TOTAL	**-6,080.00**	**19,500.00**	14,245.92	**11,334.08**	41.88
SUPPORT SERVICES COST CENTER TOTAL		**-5,419.04**	**1,149,999.00**	**426,008.85**	**729,409.19**	
LIBRARY TOTAL		**2,765.36**	**3,033,846.00**	**1,141,489.25**	**1,889,591.39**	**37.63**

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	3,386.50	437,620.00	152,416.03	281,817.47	35.60
25551110	PUBLIC SERVICES	4,797.90	1,446,227.00	563,064.37	878,364.73	39.27
25551150	SUPPORT SERVICES	-5,419.04	1,149,999.00	426,008.85	729,409.19	0.00
	FUND EQUITY INCREASE					
	Total All Cost Centers	**2,765.36**	**3,033,846.00**	**1,141,489.25**	**1,889,591.39**	**37.63**

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	41,908.10	12.10	100.03
431722	ESLS LSTA GRANT	4,000.00	0.00	-4,000.00	0.00
447606	PHOTOCOPIES	10,000.00	3,324.30	-6,675.70	33.24
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
	LATE BOOK CHARGES	50,000.00	19,654.06	-30,345.94	39.31
447641	LOST BOOKS	1,000.00	2,852.23	1,852.23	285.22
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	501.28	1.28	100.26
467101	CONTRIBUTIONS	40,000.00	18,558.75	-21,441.25	46.40
469101	SALE OF EQUIPMENT	0.00	924.98	924.98	
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00		0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	Total Revenues	**3,033,846.00**	**2,978,463.70**	**-55,382.30**	**98.17**

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	619,627.55	961,326.45	39.19
510310	FICA		98,021.00	37,243.74	60,777.26	38.00
510311	MEDICARE		22,925.00	8,710.49	14,214.51	38.00
510320	WI RETIREMENT FUND		95,792.00	37,395.95	58,396.05	39.04
510340	HEALTH INSURANCE		270,848.00	89,663.00	181,185.00	33.10
510341	RETIREE HEALTH INS		4,000.00	1,642.30	2,357.70	41.06
510350	DENTAL INSURANCE		22,202.00	7,033.70	15,168.30	31.68
510351	UNFUNDED PENSION LIABILITY		29,650.00	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		3,792.00	1,110.31	2,681.69	29.28
510400	WORKERS COMP		759.00	253.00	506.00	33.33
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	
521100	BANKING FEES		1,150.00	504.62	645.38	43.88
521110	FINANCIAL SERVICES FEES		1,750.00	0.00	1,750.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521420	DUPLICATING SERVICES		6,200.00	2,986.51	3,213.49	48.17
521510	BILLING SERVICES		5,000.00	1,796.94	3,203.06	35.94
521700	SECURITY SERVICES		20,000.00	11,586.00	5,152.00	57.93
521800	PROGRAM SERVICES		5,000.00	4,613.04	386.96	92.26
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	1,590.53	9,409.47	14.46
523122	SOFTWARE MAINTENANCE		30,000.00	21,708.75	8,291.25	72.36
524110	BUILDING EXT MAINT		20,000.00	2,897.52	17,102.48	14.49
524124	HVAC MAINT + BOILER INS		9,000.00	2,987.00	6,013.00	33.19
524126	ELEVATOR MAINTENANCE		8,500.00	666.00	7,834.00	7.84
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	20,036.73	42,463.27	32.06
525100	ELECTRICITY		92,000.00	25,687.27	66,312.73	27.92
525105	WATER		1,419.00	687.20	731.80	48.43
525110	SEWER		1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE		7,000.00	873.07	6,126.93	12.47
525140	GAS - UTILITY		29,000.00	8,871.60	20,128.40	30.59
525155	PROFESSIONAL DEVELOPMENT		5,500.00	3,266.32	2,233.68	59.39
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	79.45
527110	TRAVEL		2,000.00	68.44	1,931.56	3.42
530100	OFFICE SUPPLIES	0.00	9,200.00	2,425.68	6,774.32	26.37
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	11,185.61	17,314.39	39.25
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	271.26	1,228.74	18.08
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	1,559.94	6,440.06	19.50
530255	TOOLS & SMALL EQUIPMENT		150.00	31.15	118.85	20.77
538001	DONATION PURCHASES		40,000.00	19,144.90	-500.65	47.86
538002	ADULT PRINT		364,234.00	123,806.86	236,279.24	33.99
538099	SHIPPING		9,000.00	4,396.18	4,603.82	48.85
538100	OTHER CONTENT		61,500.00	27,207.48	34,292.52	44.24
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		8,400.00	3,618.20	4,781.80	43.07
540215	GEN PUB OFFICIAL		8,500.00	0.00	8,500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
642200	IT EQUIPMENT		19,500.00	14,245.92	5,254.08	73.06
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	**2,765.36**	**3,033,846.00**	**1,141,489.25**	**1,889,591.39**	**37.63**

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

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

Makerspace Policy and Guidelines

Purpose

The Makerspace extends the commitments of our Vision, to Enrich, Educate, Connect, Create, and Inspire, into the world of making by providing open access to a wide variety of equipment and tools and by offering classes and programs for guided exploration. The Makerspace will fulfill the following purposes:

- To facilitate the exploration of new technology, which will help participants gain practical skills and experience with that technology.
- To encourage participants to utilize their creative and "maker" skills as they create new things.
- To encourage collaboration, the sharing of skills/knowledge, and social connections among participants.

Usage Policy

Mead Public Library's Code of Conduct and Acceptable Use Guidelines (Internet) apply to the Makerspace. A signed Makerspace Acknowledgment of Risk and Release form is required of all users and visitors to the Makerspace. Exception is given to individuals or groups on staff-led tours of the space or in library-led programs.

Equipment and tools in the Makerspace are available at no charge to all community members with a valid photo ID, generally on a first come, first served basis during hours when programs are not scheduled in the space. Independent use of tools and equipment during classes or programs is prohibited without prior authorization by staff.

Use of the Makerspace equipment and tools are free and users are welcome to bring in staff-approved consumable materials for use with the equipment and tools, except the 3D printers. During library programs, Mead Public Library may provide consumable materials free of charge, as available. Please consult with staff about the availability of consumable material before planning a project.

Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Mead Public Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment or the space. Mead Public Library is not responsible for any damage to, or loss or theft of, users' personal property including electronic files left on Mead Public Library computers.

At its discretion, staff reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any library policy. Projects must be approved by staff prior to use of 3D printers to ensure that proper file format, size and materials are being used. Approval to use the Makerspace does not constitute endorsement by Mead Public Library of the uses to which the space is put or the products produced therein.

General Conditions of Use

Participants may use Makerspace supplies and equipment in the following ways:

1. As part of a program or workshop
    - These workshops will involve all participants working on the same project or activity and will generally not require advanced technological skills or potentially dangerous processes/materials. Therefore, these participants will not need to have a signed Release on file.
2. During a "drop-in" lab time
    - The Library will strive to hold at least two "drop-in" times each month, during which times library staff will be available to assist users with the materials and equipment.
3. On their own
    - The Makerspace will be available for independent use during all hours the library is open and when no other program is scheduled. However, library staff members will not be available to assist during these times. Therefore, this option is best for participants that are comfortable with using the Makerspace equipment and supplies independently.

Guidelines for Use

- All users and visitors must agree to and sign the Acknowledgment of Risk and Release form before entering the space. Exception is given to individuals or groups on staff-led tours of the space or in library-led programs.
- Minors (under 18) must have a parent/ adult guardian agree to and sign the Acknowledgment of Risk and Release form before entering the space.
- All users must have a valid photo ID and must check in with a staff member when entering the space to work.
- Users under the age of 14 must be supervised by parent, adult guardian (18 or older), or teacher at all times.
- Parent, adult guardian, or teacher supervision and involvement are encouraged for all minors over the age of 14.

Safety Guidelines

- Safety gear is required for use of some tools and equipment. All safety gear must be worn as appropriate. Mead Public Library provides access to safety gear while in the space.
- Unsafe behavior is not permitted. Users are encouraged to report any unsafe behavior observed in the space to a staff member.
- Covered, non-alcoholic drinks are allowed in the space. Food is prohibited unless otherwise approved by staff.

Tool and Material Donation Guidelines

Mead Public Library accepts new or gently used donations of the following items by appointment:

- Tools in clean and good working condition
- Consumable material that is relevant to programs being offered in the space

Donations are greatly appreciated. Staff reserves the right to decline donations as well as remove those that no longer support makerspace activities.

Mead Public Library

CIP Request for 2017 - 2021

Department	Project	Fund	Estimated Total Project	2017	2018	2019	2020	2021	Debt/Levy	Comments
Mead	Up Grade to Internal Security System (Camera Corner)	General	$ 25,000.00	$ 25,000.00					$ 25,000.00	To increase safety measures for Staff
Mead	Phase 3 Boiler Replacement	General	$ 285,000.00		$ 285,000.00				$ 285,000.00	To complete phase III of the HVAC upgrades - Boiler replacements
Mead	Carpet Replacement	General	$ 161,966.98	$ 40,491.75	$ 40,491.75	$ 40,491.75	$ 40,491.73		$ 161,966.98	Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.
Mead	Emergency Generator - Replacement	General	$ 25,000.00	$ 25,000.00					$ 25,000.00	To upgrade the emergency generator that has been at the library since it was built. The current generator doesn't always start and parts are obsolete for repairs. **Possible Donation from a Business**
Mead	RFID System - After June 2016	General	$ 150,000.00	$ 150,000.00					$ 150,000.00	Security of Collection System & Efficiency in Circulation
Mead	Phone System Replacement	General	$ 20,021.70	$ 20,021.70					$ 20,021.70	Update outdated phone system - Possible tie into city option for replacement.
Mead	Lobby Grates & Floor Tile	General	Waiting for Estimate to arrive & what to replace with.							Broken tiles and grates are a safety hazard to patrons and staff. Possible suggestions use bricks and sell them for donor recognition.
Mead	Brick Side Walk Replacement	General	$ 29,000.00	$ 29,000.00					$ 29,000.00	Bricks are broken & warn and is a potential safety hazard for injuries to the public & staff - Waiting for decision as to which department is reponsible for the repairs.
Mead	Bollard Replacement & Clock Tower Repair	General	$ 6,835.00	$ 6,835.00					$ 6,835.00	Waiting for decision as to which department is reponsible for the repairs.
Mead	Cooling Towers (Roof of MPL)	General								Cooling Towers need replacing within the next two years
Mead	Replace all 7 ft. Shelving with 5 ft. Shelving	General	$ 100,000.00				$ 100,000.00		$ 100,000.00	It is safer to shelve and reach a 5ft. Shelve vs. the 7 ft. shelving.

Mead Public Library

CIP Request for 2017 - 2021

Department	Project	Fund	Estimated Total Project	2017	2018	2019	2020	2021	Debt/Levy	Comments
	Total								**$ 802,823.68**	

Mead Public Library Annual Report

Long Version vs. Short Version

	Amount of Time to Complete in Hours				Material Cost to Produce	
Employee Name	**Long Version**	**Cost in Wages**	**Short Version**	**Cost in Wages**	**Long Version**	**Short Version**
Melissa	6.00	$192.42				
Helen	8.00	$230.80	12.00	$346.20	$20.10	$39.90
Lauren	3.00	$53.40	1.00	$17.80		
Diane	3.00	$106.08				
Debbie	2.00	$53.36	1.00	$26.68		
Garrett	3.00	$125.49				
Total Hours/Cost	**25.00**	**$761.55**	**14.00**	**$390.68**	**$20.10**	**$39.90**

Wage Cost:	
Total Wage Cost Long Version	$761.55
Total Wage Cost Short Version	$390.68
Material Cost:	
30 copies Long version @$0.67 per copy	$20.10
30 copies Short Version @ 1.33 per copy	$39.90
Total Cost by Version:	
Total Cost Long Version	$781.65
Total cost Short Version	$430.58

Mead Public Library
Board of Trustees
Schedule of Meetings

2017

January 26	July 27
February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 16*
June 22	December 21*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

Mead Public Library
Board of Trustees
Schedule of Meetings

2016

January 28	July 28
February 25	August 25
March 17	September 22
April 28	October 27
May 26	November 17*
June 23	December 22*

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

ESLS In-Demand Collection

Mead Public Library will implement an "in-demand" collection on behalf of ESLS, contingent on agreement and implementation of "local holds first" policy. The amount of money allocated for the "in-demand" collection will be prorated based on the start date of local holds policy.

Process:

The Eastern Shores Library Systems allocates funds to Mead Public Library, its Resource Library, as part of their Resource library contract to purchase In Demand items to be shared by all ESLS libraries. Using ratio reports, Mead staff will select, order, catalog, link, and processes In Demand items. They are identifiable via a unique barcode range as well as a colored label-lock. Once there are no more holds on a title, the in demand copies are returned to Mead. Mead keeps some copies and distributes the rest to the system libraries.

ESLS member libraries also agree to adhere to member purchasing obligations.

Monies will be divided by collection percentage (physical material accounts for 70% of the Resource library Contracted amount):
Nonfiction: 30% (includes reference)
Fiction: 35%
E-content: 15%
Books on CD/Playaways: 2%
Music CD's: 3%
DVD's: 15%

Current In Demand Purchasing Formulas

Print: Nonfiction 1 copy/6 holds; Fiction 1/7 holds
Not to exceed 30 copies

Books on CD/Playaways: 1 copy/10 holds
Not to exceed 10 Copies

Music CD:1 copy/10 holds
Not to exceed 10 copies

DVD: 1 copy/20 holds
Not to exceed 5 copies
Exceptions may be made due to high demand titles.

	Population	Pop %	Econtent	OCLC	ILS	ILS replace	ILS admin	Total	Paid 2016	Difference	Votes
Sheboygan	48897	0.173	$ 14,171.59	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 25,079.11	$ 16,152.00	$ 8,927.11	3
West Bend	31531	0.112	$ 9,138.48	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 20,046.00	$ 34,128.00	$ (14,082.00)	3
Beaver Dam	16572	0.059	$ 4,802.99	$ 3,047.64				$ 7,850.63	$ 10,013.00	$ (2,162.37)	3
Mequon	26609	0.094	$ 7,711.96	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 18,619.48	$ 16,669.00	$ 1,950.48	3
Germantown	19891	0.071	$ 5,764.92	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 16,672.44	$ 22,362.00	$ (5,689.56)	3
Grafton	15592	0.055	$ 4,518.96	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 15,426.48	$ 14,945.00	$ 481.48	3
Hartford	14320	0.051	$ 4,150.30	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 15,057.82	$ 20,697.00	$ (5,639.18)	3
Waupun	8502	0.030	$ 2,464.10	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 13,371.62	$ 13,139.00	$ 232.62	3
Cedarburg	11479	0.041	$ 3,326.91	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 14,234.43	$ 15,576.00	$ (1,341.57)	3
Pt Washington	11439	0.041	$ 3,315.31	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 14,222.83	$ 15,328.00	$ (1,105.17)	3
Plymouth	8428	0.030	$ 2,442.65	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 13,350.17	$ 14,945.00	$ (1,594.83)	3
Sheboygan Falls	7861	0.028	$ 2,278.32	$ 3,047.64	$ 4,522.68	$ 952.20	$ 2,385.00	$ 13,185.84	$ 14,945.00	$ (1,759.16)	3
Random Lake	5423	0.019	$ 1,571.72	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,843.40	$ 13,597.00	$ (4,753.60)	2
Slinger	5140	0.018	$ 1,489.70	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,761.38	$ 10,234.00	$ (1,472.62)	2
Mayville	5109	0.018	$ 1,480.72	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,752.40	$ 9,162.00	$ (409.60)	2
Saukville	4466	0.016	$ 1,294.36	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,566.04	$ 13,597.00	$ (5,030.96)	2
Kewaskum	4015	0.014	$ 1,163.65	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,435.33	$ 8,264.00	$ 171.33	2
Horicon	3696	0.013	$ 1,071.19	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,342.87	$ 8,792.00	$ (449.13)	2
Oostburg	2921	0.010	$ 846.58	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,482.42	$ 12,249.00	$ (7,766.58)	1
Juneau	2736	0.010	$ 792.96	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,428.80	$ 8,038.00	$ (3,609.20)	1
Hustisford	2499	0.009	$ 724.27	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,360.11	$ 7,418.00	$ (3,057.89)	1
Lomira	2431	0.009	$ 704.57	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,340.41	$ 6,609.00	$ (2,268.59)	1
Theresa	2333	0.008	$ 676.16	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,312.00	$ 6,407.00	$ (2,095.00)	1
Kohler	2117	0.008	$ 613.56	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,249.40	$ 12,249.00	$ (7,999.60)	1
Cedar Grove	2102	0.007	$ 609.21	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,245.05	$ 12,249.00	$ (8,003.95)	1
Fox Lake	1507	0.005	$ 436.77	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 4,072.61	$ 5,897.00	$ (1,824.39)	1
Elkhart Lake	955	0.003	$ 276.78	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 3,912.62	$ 12,249.00	$ (8,336.38)	1
Iron Ridge	933	0.003	$ 270.41	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 3,906.25	$ 6,129.00	$ (2,222.75)	1
Reeseville	708	0.003	$ 205.20	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 3,841.04	$ 5,342.00	$ (1,500.96)	1
Brownsville	584	0.002	$ 169.26	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 3,805.10	$ 6,493.00	$ (2,687.90)	1
Lowell	336	0.001	$ 97.38	$ 1,015.88	$ 1,507.56	$ 317.40	$ 795.00	$ 3,733.22	$ 4,962.00	$ (1,228.78)	1
Book Mobile	4808	0.017	$ 1,393.48	$ 2,031.76	$ 3,015.12	$ 634.80	$ 1,590.00	$ 8,665.16	$ 12,897.00	$ (4,231.84)	2
LakeLand College	6016	0.021	$ 1,743.59		$ 4,522.68	$ 952.20	$ 2,385.00	$ 9,603.47	$ 16,166.00	$ (6,562.53)	3
TOTALS			$ 81,718.00	$ 64,000.44	$ 94,976.28	$ 19,996.20	$ 50,085.00	$ 310,775.92	$ 407,899.00	$ (97,123.08)	66
	281956		65	63	62	62	62				
Source			Bruce/WPLC	OCLC/Acontrol	Polaris	MWFLS	ESLS	$ 310,775.92		Net Savings	

Minutes of the PLAC Meeting

At the Plymouth Public Library

05/17/2016

In attendance were Amy, ESLS Director, and Library Directors: Nicole (Cedar Grove), Linda (Weyenberg), Mark (Sheboygan Falls), John (U.S.S. Liberty Memorial), Jackie (Lakeview), Betty (Elkhart Lake), Martha (Plymouth), Trixine (Oostburg), Tom (Niederkorn), and Ann (Lakeland). Also in attendance were Melissa (Mead), Sue (Bookmobile), Alison (ESLS), Robert (ESLS), Nancy (ESLS Board), David (Cedarburg), Paula (ESLS), and April (ESLS). Jen (Saukville) joined by phone.

1. The meeting was called to order at 9:15 a.m. The agenda was amended at Amy's request to include discussion of new federal labor laws under New Business.

2. The minutes of March 22, 2016 and April 5, 2016 were approved.

3. Correspondence: Amy shared an announcement regarding the retirement celebration planned for Darla Jean Kraus, to be held at Lakeview, May 22, from 1 to 3 p.m.

4. PLAC Report: Mark submitted a written report in advance of the meeting.

5. Old Business:

    a. Local holds: A vote was requested on Mead library's proposal to move ahead with implementing local holds. It was noted that this plan was approved as part of the proposed merger talks, and was expected to be tied in with the establishment of Mead's in-demand collections. It was asked whether trialing prior to a merger might provide some useful data. Concerns about staff time for managing changes will be limited at smaller libraries during the summer programming season, and it was requested that this change be postponed until the new calendar year. However, as Mead would like to move ahead on implementing local holds, it was moved that the entire system would implement local holds on January 1, 2017, unless Mead has their in-demand proposal approved sooner, in which case the system will implement local holds as early as September 1. The motion carried.

    b. Circulation Loan Periods: Discussion resumed regarding the proposed standardization of loan periods. Martha had previously sent an email with current loan periods that the circulation group had gathered from ESLS member libraries. All ESLS libraries are encouraged to review this information with their boards over the next couple of months and report back any changes made by this fall. It was noted that there are varying levels of standardization in other library systems. Some present felt that standardization is inevitable as libraries continue to share resources. But, the group again reiterated the value of local control and ESLS intends to continue operating under the current transacting library model of operations.

c. Press release: Amy was asked to prepare short press release for use in communicating with the public. In sum, ESLS is evaluating the possible benefits of a merger with the Mid-Wisconsin Federated Library System. Amy will share a draft of this language with the group. Amy was also asked to get an estimate of our total costs to move the system to LEAP, should a merger *not* take place.

6. New Business:

a. Federal labor law changes: The Obama administration has revised wage and hour laws relating to overtime pay. Libraries are encouraged to communicate with their city/town/county administrators to determine how this will potentially impact their staffing and payroll.

b. Library contacts for off-hours: Robert requested contact info for libraries during off-hours. ESLS tech staff may need to communicate with library staff during times when the libraries are closed, for example regarding the status of upgrades or unanticipated downtimes. Libraries are asked to share the name and phone numbers (or other preferred contact method) for each library during closed hours.

Respectfully submitted by Mark Rozmarynowski, PLAC Representative.

Mead Public Library Statistics - April 2016

Circulation Transactions	April 2015	April 2016	Monthly % Change 2015 vs. 2016	Year-to-date 2015	Year-to-date 2016	YTD % Change 2015 vs. 2016
Adult Materials	33,629	34,034	1%	143,147	138,640	-3%
Children's Materials	16,495	14,296	-13%	65,405	59,727	-9%
Total Circulation Transactions	**50124**	**48330**	**-4%**	**208,552**	**198,367**	**-5%**
In House Use	**7,423**	**6,449**	**-13%**	**27,282**	**24,380**	**-11%**
Interlibrary Loans (Transits)						
Items provided to libraries	7,442	6,795	-9%	31,529	30,626	-3%
Items received from Libraries	4,425	4,590	4%	18,547	18,461	0%
Total Interlibrary Loans (Transits)	**11,867**	**11385**	**-4%**	**50076**	**49087**	**-2%**
Uses of E-Content						
E-Books (Overdrive)	2,678	2,802	5%	11,328	13,535	19%
E-Audio (Overdrive) - Freegal	568	799	41%	2,245	8,804	292%
E-Video (Overdrive) - Hoopla	4	5	25%	52	364	600%
E-Magazines (Zinio)	134	269	101%	524	661	26%
Total Uses of E-Content	**3384**	**3875**	**15%**	**14149**	**23364**	**65%**
Library Visits						
Gate count	30,357	30,840	2%	116,274	111,056	-4%
Reference Inquiries						
Reference Inquiries	2,311	1,636	-29%	9,536	8,036	-16%
Users of Public Internet PCs						
Library workstations	5,142	4,446	-14%	21,416	17,924	-16%
Wireless Sessions	0	8,637	0%	12,679	23,888	88%
Number of Registered Users						
Resident				30,270	28,393	-6%
Non-Resident				10,030	10,569	5%
Total Number of Registered Users				**40300**	**38962**	**-3%**
Programs (Number of Programs, Attendance)						
Children (0-11) Number of Programs	45	45	0%	180	185	3%
Children (0-11) Attendance	1,075	1,253	17%	4,012	4,409	10%
Teen (12-18) Number of Programs	5	2	-60%	15	12	-20%
Teen (12-18) Attendance	60	23	-62%	297	186	-37%
Adult (18+) Number of Programs	37	34	-8%	121	95	-21%
Adult (18+) Attendance	592	718	21%	1,603	2,344	46%
Total number of Programs	**87**	**81**	**-7%**	**316**	**292**	**-8%**
Total number of Attendance	**1,727**	**1994**	**15%**	**5,912**	**6939**	**17%**
Conference Room Utilization						
Rocca Meeting Room	69%	22%	-48%	51%	27%	-23%
Loft Meeting Room	41%	20%	-21%	29%	32%	3%
2nd Floor Small Meeting Room	44%	40%	-4%	32%	0%	-32%