

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

**Minutes**  
**Library Board of Trustees**  
**October 22, 2015**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 22 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Kathie Norman, and Dirk Zylman. Unable to attend was Dave Hoffman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

**1. Opening of Meeting**

1.1 Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.

1.2 Quinn led the Pledge of Allegiance.

1.3 There were no public comments at this meeting.

1.4 Zylman **moved** to approve the minutes from September 24; Nelson **seconded** the motion. The motion **passed**. Mannchen noted that in the director's report the grammatical error of is to are. Mueller will correct the filed minutes.

**1.5 Correspondence, Announcements, and Common Council Reports**

Quinn read correspondence from Ald. Darryl Carlson announcing his resignation from the Board of Trustees effective October, 2015.

Quinn said that no date is set for the City Building Use Committee meeting.

**2. Committee Reports**

**2.1 Finance Committee – Dirk Zylman, Chair**

Zylman reported that the Finance Committee discussed the following:

- Quarterly report of 850 investment fund were reviewed. He said there was a decrease in funds that he anticipates will be recovered in a short time because of a good diversity of bonds and equities being invested on behalf of MPL.
- Discussed moving from bi-monthly to weekly payment of invoices. However, after researching it was discovered this is not possible because State Statutes required library Board approval of invoices for payment. A draft policy will be written for review at the November meeting.
- Currently, the personnel budget is \$107,000 under budget because of changes made during 2015 in the MPL Table of Organization. Discussion of how to handle reserve funds in the future was discussed. Zylman suggested Erickson develops a list of capital improvement projects.

**2.2 Review and approve payment of expenditures, including payroll; receive monthly 2015 budget status report to date; report of gifts received**

Nelson moved to approve payment of expenditures including payroll and reoccurring expenses. Johnson seconded the motion. The motion carried.

Zylman said there were no donations to report this month.

**3. Items for discussion and possible action**

**3.1 Update “Financial Approval” policy**

This agenda item was deferred to the November Board of Trustees meeting.

**3.2 Discussion and possible action to approve “Program” policy**

Erickson stated Prentice wrote the “Program” policy to provide MPL staff with a framework for planning programs at MPL. Prentice said a Program Planning Committee is being developed at the library.

Norman moved; Johnson seconded the motion to approve this new policy as presented. The motion passed.

**3.3 Discussion and possible action to approve “Solicitation” policy**

Erickson explained that this is also a new policy with specifics on how MPL staff should handle requests from the public to use our library lobby to promote causes or programs.

Norman moved to accept the policy as presented. Mannchen seconded the motion. The motion passed.

**3.4 Discussion and possible action to close the library on 1-18-16 (Martin Luther King Day MLK) for staff in-service**

Campe said as the first year Sheboygan public schools will be closed on MLK Day. Because of this 1-18-15 was eliminated as a date for the in-service with this subject being deferred to a future meeting.

**4. Director’s Report – Erickson**

**4.1 Security service update**

Erickson said that from a meeting with Sheboygan’s Chief of Police and the owner of Special Operations Security, it was agreed that an expanded area of authority for security guards will be to the sidewalk on 8<sup>th</sup> Street. Also, while on duty at the library security guards will no longer carry firearms.

**4.2 Pest Issue**

Kallas reported that we have had a termite issue for a number of years. She is researching pest control companies including Protec to give us an estimate on pest elimination through intensive treatments.

### **4.3 Job openings update**

Erickson gave updates on the hiring process for Information Technology Specialist and Administrative Assistant/Volunteer Coordinator positions, due to two retirements.

### **4.4 Update on programming**

Prentice reported on programming at MPL:

- Sheboygan Children's Book Festival had highest attendance to date (Saturday alone was 1,400)
- Arduino and 3D printer programs scheduled in the Teen Center
- Make It @ Mead's November session will feature making holiday cards
- Read to a Dog program new in Children's Services (therapy dogs)
- Chess after school program in Children's Services

### **4.5 September statistics**

Erickson said interlibrary-loan statistics are now correct.

Kallas reported on a strategy to increase circulation statistics through a new program to lease popular materials by obtaining multiple copies of books and DVDs. Known as "popular picks" in our online catalog only in-house patrons can reserve these new items. Kallas said that in the first two weeks' timeframe, 340 items checked out 370 times.

## **5. Liaison Reports**

### **5.1 Eastern Shores Library System (ESLS) – Henry Nelson**

- Bookmobile purchase proposal was approved.
- Manitowoc/Calumet Library System will no longer contract with ESLS for network services beginning January 1, 2016
- The State of WI Board of Commissioners of Public Lands loan was approved. The loan is for a new delivery vehicle
- The 2016 "very tight" ESLS budget was approved.
- A resolution to participate in the State dental insurance was approved.
- ESLS Board Bylaws revisions were approved.
- ESLS Board approved the investigation into the merger of Mid-Wisconsin Federated Library System which is Dodge and Washington Counties. Jefferson County joined with Waukesha County Library System. A System Merger Study Committee has been developed to gather information to determine the feasibility of a merger with another library system. Mid-Wisconsin has hired WILS to coordinate this merger exploration process. The recommendation will be presented to the Mid-Wisconsin Federated Library System Board of Trustees at their meeting on November 24, 2015. Other systems including ESLS are being considered.

## **5.2 Mead Public Library Foundation – Kathie Norman/Maeve Quinn**

Quinn reported on the following:

- The Foundations' Yuletide Reception is scheduled for Friday, December 11. Renaissance Society members are being encouraged to invite guests to the event.
- The Foundation's Recognition display is being rearranged to place donors' names in their giving categories.
- Quinn reviewed recent donations given to the Foundation.
- The Development Committee is working on information to present to local attorneys regarding donating to the Foundation.

## **5.3 Friends – Pat Mueller**

- Approval of a \$10,000 donation to purchase comfortable furniture for our café/seating area on the first floor was approved.
- The Friends sponsored Garage Sale is scheduled for Saturday, November 7 from 9 a.m. to 3 p.m.

## **6. Upcoming Meetings**

6.1 Finance Committee, 11-19-15, 2:45 p.m.

6.2 Board of Trustees, 11-19-15, 3:45 p.m.

## **7. Adjourn**

Nelson **moved** to adjourn the meeting; Zylman **seconded** the motion. The motion **passed**. Quinn concluded the meeting at 4:50 p.m.

Vendor	Name	Invoice	Invoice Amt	Voucher	Check #	Check Date
900104	ALLIANT ENERGY	9/29/2015-10/26/2015	\$7,073.57	66888	318564	11/17/2015
900009	AT&T	920Z8302001010252015	\$136.71	66671	318565	11/17/2015
3252	CHARTER COMMUNICAT	11/1/15 - 11/30/15	\$272.99	66665	318566	11/17/2015
1341	EMBURY, LTD.	125433	\$7,838.61	66662	318567	11/17/2015
1597	ENVIRO-CLEAN, INC.	2604	\$4,972.00	66669	318568	11/17/2015
900045	KALLAS, DIANE	11/4/2015 WLA CONF	\$53.23	66764	318569	11/17/2015
900376	MARTENS TRILLING TRU	C757269	\$5.68	66670	318570	11/17/2015
13711	MODERN BUSINESS MACH	IN47900	\$246.51	66663	318571	11/17/2015
2311	PRENTICE, MELISSA S.	11/4/2015 CONFERENCE	\$208.19	66712	318572	11/17/2015
2626	RICOH USA, INC.	5038621966	\$15.91	66661	318573	11/17/2015
1710	WELLS FARGO FINANCIA	5002581071	\$592.82	66673	318577	11/17/2015
900044	WI PUBLIC SERVICE CO	9/20/15 - 10/20/15	\$807.11	66664	318578	11/17/2015



Mead Public Library Personnel Cost Metric

Payroll Period Ending October, 2015

Description	Amount		# of Payroll Periods	Per Payroll Period
2015 Budget appropriation for wages (less page wages)	\$ 1,448,532.00	÷	26	\$ 55,712.77
Total Budget appropriation per payroll period	\$ 55,712.77	x	23	\$ 1,281,393.69
Budget appropriation per payroll period through payroll #23	\$ 1,281,393.69			
Actual payroll expense through payroll #23	\$ 1,197,058.78			
<b>Difference in budget to date vs. payroll to date</b>				
<b>(-) under budget /+ over budget</b>	<b>\$ (84,334.91)</b>			

Month to Month Comparison

August 2015	-\$92,876.69
September 2015	-\$107,691.50
October 2015	-\$84,334.91



**MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Administrative Services 25551100**

November 201

Account Balances as of:

February 22, 2022

3:43 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		267,394.00	213,572.88	53,821.12	79.87
	<b>SUB TOTAL</b>		<b>267,394.00</b>	<b>213,572.88</b>	<b>53,821.12</b>	<b>79.87</b>
510310	FICA		17,509.00	12,655.56	4,853.44	72.28
510311	MEDICARE		4,095.00	2,959.64	1,135.36	72.27
510320	WI RETIREMENT FUND		19,768.00	14,441.24	5,326.76	73.05
510340	HEALTH INSURANCE	0.00	53,333.00	38,836.16	14,496.84	72.82
510341	RETIREE HEALTH INS		10,673.00	4,112.36	6,560.64	38.53
510350	DENTAL INSURANCE		3,424.00	1,625.36	1,798.64	47.47
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		1,200.00	557.43	642.57	46.45
510400	WORKERS COMP		132.00	110.00	22.00	83.33
510410	UNEMPLOYMENT		5,000.00	5,820.59	-820.59	116.41
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>144,784.00</b>	<b>105,826.64</b>	<b>38,957.36</b>	<b>73.09</b>
	<b>2015 Enc.</b>					
521100	BANKING FEES		1,000.00	1,155.00	-155.00	115.50
521110	FINANCIAL SERVICE FEES	0.00	1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING	0.00	10,000.00	2,400.67	7,599.33	24.01
521420	DUPLICATION SERVICES	592.82	6,100.00	5,474.65	32.53	99.47
521510	BILLING FEES	0.00	5,200.00	2,432.00	2,768.00	46.77
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SERVICES	5,913.09	13,650.00	7,282.06	454.85	96.67
523110	OFFICE EQUIPMENT MAINT.	0.00	4,900.00	2,395.78	2,504.22	48.89
	<b>SUB TOTAL</b>	<b>6,505.91</b>	<b>43,640.16</b>	<b>23,586.73</b>	<b>13,547.52</b>	<b>68.96</b>
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,966.71	5,033.29	
527110	TRAVEL	0.00	1,800.00	1,301.33	498.67	72.30
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>16,800.00</b>	<b>11,268.04</b>	<b>5,531.96</b>	<b>67.07</b>
530100	OFF SUPPLIES	0.00	8,600.00	7,096.51	1,503.49	82.52
530115	COMPUTER PAPER	541.95	6,650.00		6,108.05	8.15
530130	POSTAGE & DELIVERY	0.00	7,800.00	7,459.08	340.92	95.63
530135	SHIPPING	0.00	170.00	91.35	78.65	53.74
530205	DISPLAYS	0.00	140.00		140.00	0.00
	<b>SUB TOTAL</b>	<b>541.95</b>	<b>23,360.00</b>	<b>14,646.94</b>	<b>8,171.11</b>	<b>65.02</b>
	<b>2015 Enc.</b>					
538001	DONATION PURCHASES	2,914.46	68,000.00	64,141.22	944.32	98.61
538001-10096	DONATION PURCHASES	0.00	14,207.24	13,028.44	1,178.80	91.70
538001-10097	DONATION PURCHASES	225.00	2,500.00	-205.00	2,705.00	595.00
538007	PROFESSIONAL		160.00		160.00	0.00
538009	BOOK RENTALS	0.00	0.00		0.00	
538099	SHIPPING		0.00		0.00	
539999	MISC EXP (LATE FEES)		100.00	126.84	-26.84	126.84
	<b>SUB TOTAL</b>	<b>3,139.46</b>	<b>84,967.24</b>	<b>77,091.50</b>	<b>4,736.28</b>	<b>94.43</b>
540215	GEN PUB OFFICIAL		3,800.00		3,800.00	0.00
	<b>SUB TOTAL</b>		<b>3,800.00</b>	<b>0.00</b>	<b>3,800.00</b>	<b>0.00</b>
590255	PARKING ASSESSMENT		3,000.00	1,353.89	1,646.11	45.13
642100-10094	OFFICE EQUIPMENT				0.00	
642200-10094	IT EQUIPMENTPROGRAMMING	0.00	1,205.39	1,205.39	0.00	100.00
642400-10094	AUDIO VISUAL EQUIPMENT		286.93	286.93	0.00	100.00
642500-10094	OFFICE FURNITURE/FURNISHINGS	0.00	8,120.11	7,490.11	630.00	92.24
649100-10094	OTHER EQUIPMENT	0.00	12,500.00	4,600.00	7,900.00	36.80
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>25,112.43</b>	<b>14,936.32</b>	<b>10,176.11</b>	
	<b>2015 Enc</b>	<b>10,187.32</b>				
<b>810101</b>	<b>FUND EQUITY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>810111</b>	<b>SALARY &amp; FRINGE TRUST RESERV</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>10,187.32</b>	<b>609,857.83</b>	<b>460,929.05</b>	<b>138,741.46</b>	<b>77.25</b>

**MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Public Services 25551110**

*Account Balances as of:*

*February 22, 2022*

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		742,573.00	675,473.96	67,099.04	90.96
	<b>SUB TOTAL</b>		<b>742,573.00</b>	<b>675,473.96</b>	<b>67,099.04</b>	<b>90.96</b>
510310	FICA	0.00	46,040.00	40,479.41	5,560.59	87.92
510311	MEDICARE		10,767.00	9,466.79	1,300.21	87.92
510320	WI RETIREMENT FUND	0.00	51,980.00	42,341.05	9,638.95	81.46
510340	HEALTH INSURANCE		149,540.00	100,249.90	49,290.10	67.04
510350	DENTAL INSURANCE		12,828.00	7,462.69	5,365.31	58.18
510360	LIFE INSURANCE		1,731.00	1,133.87	597.13	65.50
510400	WORKERS COMP		350.00	291.70	58.30	83.34
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>273,236.00</b>	<b>201,425.41</b>	<b>71,810.59</b>	<b>73.72</b>
523110	OFFICE EQUIPMENT MAINT.	0.00	4,400.00	0.00	4,400.00	0.00
530135	SHIPPING	0.00	874.00	305.00	569.00	34.90
530205	DISPLAYS	0.00	1,100.00	63.63	1,036.37	5.78
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>6,374.00</b>	<b>368.63</b>	<b>6,005.37</b>	<b>5.78</b>
		2015 Enc.				
538001	ADULT PRINT	34,659.85	273,980.00	197,961.43	41,358.72	72.25
538001-10087	SHEBOYGAN READS	0.00	0.00	0.00	0.00	
538003-10095	YOUNG PEOPLE'S BOOKS	3,474.58	70,750.00	48,148.55	19,126.87	68.05
538004	JUVENILE PRINT	0.00	463.61		463.61	0.00
	<b>SUB TOTAL</b>	<b>38,134.43</b>	<b>345,193.61</b>	<b>246,109.98</b>	<b>60,949.20</b>	<b>71.30</b>
538301	PERD'LS & MICROFILM	0.00	18,100.00	16,812.38	1,287.62	92.89
	<b>SUB TOTAL</b>		<b>18,100.00</b>	<b>16,812.38</b>	<b>1,287.62</b>	<b>92.89</b>
		2015 Enc	38,134.43			
538000	TOTAL MATRL'S ACCTS		<b>363,293.61</b>	<b>262,922.36</b>	<b>62,236.82</b>	<b>72.37</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>38,134.43</b>	<b>1,385,476.61</b>	<b>1,140,190.36</b>	<b>207,151.82</b>	<b>85.05</b>

**MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Support Services 25551150**

*Account Balances as of:*

*February 22, 2022*

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		438,565.00	354,382.91	84,182.09	80.81
510130	TEMP SALARIES - REG		159,424.00	128,629.25	30,794.75	80.68
510140	INTERDEPARTMENT LABOR - REG				0.00	
	<b>SUB TOTAL</b>		<b>597,989.00</b>	<b>483,012.16</b>	<b>114,976.84</b>	<b>80.77</b>
510310	FICA	0.00	37,076.00	28,637.66	8,438.34	77.24
510311	MEDICARE		8,671.00	6,698.55	1,972.45	77.25
510320	WI RETIREMENT FUND	0.00	35,138.00	27,454.70	7,683.30	78.13
510340	HEALTH INSURANCE		93,765.00	66,490.42	27,274.58	70.91
510350	DENTAL INSURANCE		5,160.00	4,519.57	640.43	87.59
510360	LIFE INSURANCE		2,001.00	1,080.86	920.14	54.02
510400	WORKERS COMP		278.00	231.70	46.30	83.35
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>182,089.00</b>	<b>135,113.46</b>	<b>46,975.54</b>	<b>74.20</b>
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	16,400.00	11,909.11	4,490.89	72.62
521800	PROGRAM SERVICES		33,000.00	23,817.67	9,182.33	72.17
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>49,400.00</b>	<b>35,726.78</b>	<b>13,673.22</b>	<b>72.32</b>
		2015 Enc.				
521900	CONTRACTED SVCS	0.00	65,715.00	65,434.90	280.10	99.57
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>65,715.00</b>	<b>65,434.90</b>	<b>280.10</b>	<b>99.57</b>
522130	HEAVY EQUIPT MAINT (JOHNSON CT	1,493.50	6,000.00	2,180.74	2,325.76	61.24
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,400.00	702.29	2,697.71	20.66
524110	BUILDING EXTERIOR MAINT	0.00	19,600.00	6,470.13	13,129.87	33.01
524124	HVAC MAINT & BOILER INS	0.00	2,500.00	319.49	2,180.51	12.78
524126	ELEVATOR MAINTENANCE	0.00	9,200.00	9,031.12	168.88	98.16
	<b>SUB TOTAL</b>	<b>1,493.50</b>	<b>40,700.00</b>	<b>18,703.77</b>	<b>20,502.73</b>	<b>49.62</b>
524130	CUSTODIAL SUPPLIES (LIGHT BULBS	0.00	3,100.00	653.99	2,446.01	21.10
524135	JANITORIAL SUPPLIES	0.00	7,100.00	4,515.70	2,584.30	63.60
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>10,200.00</b>	<b>5,169.69</b>	<b>5,030.31</b>	<b>50.68</b>
525100	ELECTRICITY	0.00	94,000.00	78,785.54	15,214.46	83.81
525105	WATER	0.00	1,400.00	788.38	611.62	56.31
525110	SEWER	0.00	1,450.00	777.49	672.51	53.62
525120	TELEPHONE	0.00	9,000.00	4,720.40	4,279.60	52.45
525140	GAS - UTILITY	0.00	26,000.00	14,076.30	11,923.70	54.14
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>131,850.00</b>	<b>99,148.11</b>	<b>32,701.89</b>	<b>75.20</b>
530100	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	
530135	SHIPPING	0.00	1,100.00	319.62	780.38	29.06
530200	PROG SUPP (CAT & CIRC SUPPLIES)	2,614.45	28,500.00	19,434.48	6,451.07	77.36
530210	OPPERATING SUPPLIES (MENDING)	0.00	1,500.00	902.40	597.60	60.16
	<b>SUB TOTAL</b>	<b>2,614.45</b>	<b>31,100.00</b>	<b>20,656.50</b>	<b>7,829.05</b>	<b>74.83</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	98.24	51.76	65.49
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>98.24</b>	<b>51.76</b>	<b>65.49</b>
530500	FIRE FIGHTING SUPPLIES	0.00	300.00	135.05	164.95	45.02
540200	INSURANCE (FIRE)	0.00	7,500.00	7,984.65	-484.65	106.46
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>7,800.00</b>	<b>8,119.70</b>	<b>-319.70</b>	<b>104.10</b>
641600	MECHANICAL EQUIPMENT	0.00	73,640.00	73,640.00	0.00	100.00
642200	IT EQUIPMENT	6,080.00	25,700.00	18,283.38	1,336.62	94.80
	<b>SUB TOTAL</b>	<b>6,080.00</b>	<b>99,340.00</b>	<b>91,923.38</b>	<b>7,416.62</b>	<b>92.62</b>
	<b>SUPPORT SERVICES COST CENTER TOTAL</b>	<b>10,187.95</b>	<b>1,216,333.00</b>	<b>963,106.69</b>	<b>243,038.36</b>	<b>80.02</b>
	<b>LIBRARY TOTAL</b>	<b>58,509.70</b>	<b>3,211,667.44</b>	<b>2,564,226.10</b>	<b>588,931.64</b>	<b>79.84</b>

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of:

February 22, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 15	SPENT 15	BALANCE 15	% SPENT
25551100	ADMINISTRATION	10,187.32	609,857.83	460,929.05	138,741.46	77.25
25551110	PUBLIC SERVICES	38,134.43	1,385,476.61	1,140,190.36	207,151.82	85.05
25551150	SUPPORT SERVICES	10,187.95	1,216,333.00	963,106.69	243,038.36	80.02
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>58,509.70</b>	<b>3,211,667.44</b>	<b>2,564,226.10</b>	<b>588,931.64</b>	<b>79.84</b>

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 15	RECEIVED 15	BALANCE 15	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431709	ESLS SHEBOYGAN COUNTY	533,093.00	538,888.00	5,795.00	101.09
431710	ESLS OZAUKEE COUNTY	9,230.00	9,230.00	0.00	100.00
431711	ESLS BACK UP REF	52,854.00	53,114.00	260.00	100.49
431712	ADJ COUNTY RMBRSMNT	42,285.00	42,288.30	3.30	100.01
431722	ESLS LSTA GRANT	4,000.00	5,865.13	1,865.13	146.63
447606	PHOTOCOPIES	9,000.00	11,271.03	2,271.03	125.23
447626	DISCARDED BOOK SALES	900.00	4,207.63	3,307.63	467.51
	LATE BOOK CHARGES	58,000.00	43,648.58	-14,351.42	75.26
447641	LOST BOOKS	5,500.00	2,822.80	-2,677.20	51.32
447699	MISCELLANEOUS	500.00	46.40	-453.60	9.28
449901	VENDING COMMISSIONS	650.00	653.33	3.33	100.51
461101	INTEREST	0.00	0.00	0.00	
462105	BOOK RENTALS	8,000.00	411.20	-7,588.80	5.14
467101	CONTRIBUTIONS	68,001.00	228,913.39	160,912.39	336.63
469501	CASH OVER/SHORT	0.00	-341.04	-341.04	100.00
469101	SALE OF EQUIPMENT	0.00	0.00	0.00	
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	5,986.75	5,986.75	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	
	<b>Total Revenues</b>	<b>3,097,754.00</b>	<b>3,252,746.50</b>	<b>154,992.50</b>	<b>105.00</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2015 COMBINED ACCOUNTS**

*Account Balances as of:*

*February 22, 2022*

	<b>DESCRIPTION</b>		<b>APPROP 15</b>	<b>SPENT 15</b>	<b>BALANCE 15</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,448,532.00	1,243,429.75	205,102.25	85.84
510130	TEMP SALARIES - REG		159,424.00	128,629.25	30,794.75	80.68
510140	INTERDEPARTMENT LABOR - REG		0.00	0.00	0.00	
510170	SEVERANCE PAY		0.00	0.00	0.00	
510310	FICA		100,625.00	81,772.63	18,852.37	81.26
510311	MEDICARE		23,533.00	19,124.98	4,408.02	81.27
510320	WI RETIREMENT FUND		106,886.00	84,236.99	22,649.01	78.81
510340	HEALTH INSURANCE		296,638.00	205,576.48	91,061.52	69.30
510341	RETIREE HEALTH INS		10,673.00	4,112.36	6,560.64	38.53
510350	DENTAL INSURANCE		21,412.00	13,607.62	7,804.38	63.55
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		4,932.00	2,772.16	2,159.84	56.21
510400	WORKERS COMP		760.00	633.40	126.60	83.34
510410	UNEMPLOYMENT		5,000.00	5,820.59	-820.59	
521100	BANKING FEES		1,000.00	1,155.00	-155.00	115.50
521110	FINANCIAL SERVICES FEES		1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING		10,000.00	2,400.67	7,599.33	24.01
521420	DUPLICATING SERVICES		6,100.00	5,474.65	625.35	89.75
521510	BILLING SERVICES		5,200.00	2,432.00	2,768.00	46.77
521700	SECURITY SERVICES		16,400.00	11,909.11	1,228.89	72.62
521800	PROGRAM SERVICES		33,000.00	23,817.67	9,182.33	72.17
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SVCS		79,365.00	72,716.96	6,648.04	91.62
522130	HEAVY EQUIPT MAINT (JOHNSON CNTRLS)		6,000.00	2,180.74	3,819.26	36.35
523110	OFFICE EQUIPMENT MAINTENANCE		12,700.00	3,098.07	9,601.93	24.39
524110	BUILDING EXT MAINT		19,600.00	6,470.13	13,129.87	33.01
524124	HVAC MAINT + BOILER INS		2,500.00	319.49	2,180.51	12.78
524126	ELEVATOR MAINTENANCE		9,200.00	9,031.12	168.88	98.16
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)		3,100.00	653.99	2,446.01	21.10
524135	JANITORIAL SUPPLIES		7,100.00	4,515.70	2,584.30	63.60
525100	ELECTRICITY		94,000.00	78,785.54	15,214.46	83.81
525105	WATER		1,400.00	788.38	611.62	56.31
525110	SEWER		1,450.00	777.49	672.51	53.62
525120	TELEPHONE		9,000.00	4,720.40	4,279.60	52.45
525140	GAS - UTILITY		26,000.00	14,076.30	11,923.70	54.14
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,966.71	5,033.29	66.44
527110	TRAVEL		1,800.00	1,301.33	498.67	72.30
530100	OFFICE SUPPLIES	0.00	8,600.00	7,096.51	1,503.49	82.52
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY		7,800.00	7,459.08	340.92	95.63
530135	SHIPPING		2,144.00	715.97	1,428.03	33.39
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	19,434.48	9,065.52	68.19
530205	DISPLAYS		1,240.00	63.63	1,176.37	5.13
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	902.40	597.60	60.16
530255	TOOLS & SMALL EQUIPMENT		150.00	98.24	51.76	65.49
530500	FIRE FIGHTING SUPPLIES		300.00	135.05	164.95	45.02
538001	ADULT PRINT		273,980.00	197,961.43	41,358.72	72.25
538001	DONATION PURCHASES		68,000.00	64,141.22	944.32	94.33
538003-10095	YOUNG PEOPLE'S BOOKS		70,750.00	48,148.55	19,126.87	68.05
538001-10096	DONATION PURCHASES		14,207.24	13,028.44	1,178.80	91.70
538001-10097	DONATION PURCHASES		2,500.00	-205.00	2,705.00	-8.20
538004	JUVENILE PRINT		463.61	0.00	463.61	0.00
538007	PROFESSIONAL		160.00	0.00	160.00	0.00
538009	BOOK RENTALS		0.00	0.00	0.00	
538099	SHIPPING		0.00	0.00	0.00	
538100	ADULT DIGITAL (E-CONTENT)		0.00	0.00	0.00	
538106	JUVENILE DIGITAL		0.00	0.00	0.00	
538301	PERD'LS & MICROFILM		18,100.00	16,812.38	1,287.62	92.89
539999	MISC EXP (LATE FEES)		100.00	126.84	-26.84	126.84
540200	INSURANCE (FIRE)		7,500.00	7,984.65	-484.65	106.46
540215	GEN Pub Official		3,800.00	0.00	3,800.00	0.00
590255	PARKING ASSESSMENT		3,000.00	1,353.89	1,646.11	45.13
621200	10089 BUILDING IMPROVEMENTS		0.00	0.00	0.00	

641600	MECHANICAL EQUIPMENT	0.00	73640.00	73640.00	0.00	1.00
642100-10094	OFFICE EQUIPMENT		0.00	0.00	0.00	
642200	IT EQUIPMENT		25,700.00	18,283.38	7,416.62	71.14
642200-10094	PROGRAMMING		1,205.39	1,205.39	0.00	100.00
642400-10094	AUDIO VISUAL EQUIPMENT		286.93	286.93	0.00	100.00
642500-10094	OFFICE FURNITURE/FURNISHINGS		8,120.11	7,490.11	630.00	92.24
649100-10094	OTHER EQUIPMENT		12,500.00	4,600.00	7,900.00	36.80
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	<b>2015 Enc.</b>				0.00	
		<b>58,509.70</b>	<b>3,211,667.44</b>	<b>2,564,226.10</b>	<b>588,931.64</b>	<b>79.84</b>

**MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT**

**EVERHARD/FORRER 85051100 FUND**

**Summary of Expenditures and Revenues**

*Account Balances as of:*

*February 22, 2022*

**85051100 APPROPRIATIONS AND EXPENDITURES**

ACCT	DESCRIPTION		APPROP 15	SPENT 15	BALANCE 15	% SPENT
521800	PROGRAM Services	0.00	20,000.00	255.14	19,744.86	1.28
521900	Contracted Services	0.00	0.00		0.00	
526130	Training & Education	0.00	5,000.00	1,744.16	3,255.84	34.88
538100	E-Content		17,500.00		17,500.00	0.00
590100	Contributions		0.00		0.00	
811255	Interfund Exp - Mead Library		20,000.00		20,000.00	0.00
	Carry overs		0.00	0.00	0.00	
		<b>14 Enc. 0.00</b>				
	<b>Total Expenditures</b>		<b>62,500.00</b>	<b>1,999.30</b>	<b>60,500.70</b>	<b>0.03</b>

**REVENUES APPROPRIATIONS AND RECEIPTS**

ACCT	DESCRIPTION		APPROP 15	RECEIVED 15	BALANCE 15	% REC
		2015 Enc.				
104000	INVESTMENTS	0.00	0.00		0.00	
447622	BOOK BAG SALES	0.00	0.00		0.00	
461101	LOCAL FUNDS INTEREST	0.00	0.00		0.00	
461141	INTEREST ON NOTES		0.00		0.00	
467101	DONATIONS	0.00	62,500.00	1,810.14	60,689.86	2.90
<b>Memo Entry</b>	City Transfer of MPL Invested Funds				0.00	
	<b>Total Revenues</b>	<b>0.00</b>	<b>62,500.00</b>	<b>1,810.14</b>	<b>60,689.86</b>	<b>2.90</b>
	<b>Total Everhard/Forrer 85051100 Funds</b>		<b>62,500.00</b>	<b>189.16</b>	<b>-189.16</b>	<b>0.30</b>



Vendor	Name	Invoice	PO	Invoice Amt
900661	ALDAG/HONOLD MECH	186810		\$150.00
1418	ART IN A SUITCASE	12-16-2015 ART FOR FOR FUN	250219	\$205.00
2716	BAKER & TAYLOR, LLC	5013847807		\$151.97
2716	BAKER & TAYLOR, LLC	M84844290		\$52.51
2716	BAKER & TAYLOR, LLC	M84169330		\$17.98
2716	BAKER & TAYLOR, LLC	M84865020		\$154.41
2716	BAKER & TAYLOR, LLC	5013866598	251137	\$824.22
2716	BAKER & TAYLOR, LLC	3020612827		\$231.91
2716	BAKER & TAYLOR, LLC	2031299580		\$232.02
2716	BAKER & TAYLOR, LLC	3020627736		\$225.71
2716	BAKER & TAYLOR, LLC	M84255750		\$330.99
2716	BAKER & TAYLOR, LLC	3020627775		\$49.80
2716	BAKER & TAYLOR, LLC	2031268066	251158	\$3,008.07
2716	BAKER & TAYLOR, LLC	inv #2031268054	251157	\$1,105.21
2716	BAKER & TAYLOR, LLC	2031299506	251156	\$4,941.60
2716	BAKER & TAYLOR, LLC	L03034379F	251144	\$7,083.45
2716	BAKER & TAYLOR, LLC	2031330424		\$99.63
2716	BAKER & TAYLOR, LLC	2031169333		\$180.00
2716	BAKER & TAYLOR, LLC	3020568864		\$186.43
2785	BARATELL, VIRGINIA J	162520		\$11.99
2930	CAMERA CORNER	0466175-IN		\$462.00
2068	CEDARBURG PUBLIC LIB	52718		\$32.50
900235	EASTERN SHORES LIBRA	10/2015/845	251154	\$5,913.09
239	ELDER, KARL	12-16-15 POETRY CIRC		\$150.00
1341	EMBURY, LTD.	15-1104-MEAD	251135	\$5,228.91
900196	HOBBY LOBBY CREATIVE	S-277		\$8.97
900164	JOHNSON CONTROLS INC	1-26593622995	251153	\$1,493.50
11899	LANGUAGE LINE SERVIC	3705800		\$14.99
900376	MARTENS TRILLING TRU	B656244		\$6.29
2783	MC MUNN, PATRICIA L.	162215		\$14.55
	MBM	IN53971		\$1,084.00
900181	MENARDS	84854		\$8.26
900181	MENARDS	86506		\$83.91
231	MIDWEST TAPE	93343845		\$114.97
231	MIDWEST TAPE	93343592		\$251.79
231	MIDWEST TAPE	93356763		\$119.97
231	MIDWEST TAPE	93060334	251127	\$890.48
231	MIDWEST TAPE	93368000		\$119.97
231	MIDWEST TAPE	93380857		\$81.98
231	MIDWEST TAPE	93391977		\$149.96
2621	OSCAR GRADY PUBLIC	403977		\$43.00
454	PIGGLY WIGGLY	S0015		\$29.04
900014	PITNEY BOWES CREDIT	759845		\$65.44
1585	PLYMOUTH PUBLIC LIB	963299		\$37.50
1585	PLYMOUTH PUBLIC LIB	950304		\$4.99
1585	PLYMOUTH PUBLIC LIB	54959		\$8.50
2758	QUALITY BOOKS, INC	189711		\$63.32
900007	SHEBOYGAN COUNTY CHA	11-4-2015		\$20.00
2617	SHEBOYGAN COUNTY RE*	2015/05/019 & 2015/05/020		\$436.00
1451	SHEBOYGAN MAIL HOUSE	1246		\$72.88
1451	SHEBOYGAN MAIL HOUSE	INV #1262		\$57.53
1451	SHEBOYGAN MAIL HOUSE	1245		\$65.02

Vendor	Name	Invoice	PO	Invoice Amt
20721	SHEBOYGAN SUN, THE	76188		\$91.50
491	STAPLES ADVANTAGE	8036664756		\$60.02
491	STAPLES ADVANTAGE	8036754777		\$34.94
900237	STEEN MACEK PAPER CO	762161		\$38.16
900237	STEEN MACEK PAPER CO	761915	251155	\$541.95
2643	TUCKER-RAYMOND, C	2015-58		\$75.00
900260	UNIQUE MANAGEMENT	315937		\$295.35
2046	VEOLIA ES TECHNICAL	EW989667		\$499.63
900103	WAL-MART COMMUNITY	531300675056		\$41.33
900103	WAL-MART COMMUNITY	5315011513643		\$10.56
231	MIDWEST TA	CUST #2000006438		\$3,084.48
231	MIDWEST TA	CUST #2000006438		\$2,908.05
231	MIDWEST TA	ACCT #2000006438		\$1,960.26
90018	SHEBOYGAN WATER UTILITY	CUST #391390000		\$984.96
20008	SPECIAL OP	INV #10016		\$2,093.00
18251	PRO-TEC PE	CONTRACT 11-12-2015		\$549.00
2758	QUALITY BOOKS, INC	INV #189663		\$1,932.00
2716	BAKER & TA	INV #2031169324		\$3,092.25
2716	BAKER & TA	INV #2031331789		\$1,278.69
2716	BAKER & TA	INV #2031235745		\$3,155.89
900291	PROFESSIONAL SUPPLY	INV #875286		\$534.55
2798	TOM J MELVILLE	16567		\$11.95
15225	O&W Communications	35029		\$80.00
900181	MENARDS	86915		\$68.15
216	EVANCED	5743288		\$1,819.00



**Description of Expense**

Employment Advertising  
Office Supplies  
Office Supplies  
Print Shop Supplies  
Print Shop Supplies  
Website Maintenance  
Collection Services  
Disposal of light bulbs  
Programing  
Programing  
Material Purchases  
Material Purchases  
Material Purchases  
Utility Expense  
Security Gurards  
Pest Control - Bldg Maint.  
Material Purchases  
Material Purchases  
Material Purchases  
Material Purchases  
Janitorial Supply  
Patron Refund  
Move Fax Line  
Janitorial Supply  
Summer Reader Subscription

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

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





## Finance Policy

I. The budget for each fiscal year shall be prepared by the Director and shall reflect, first, sources of income (other than significant gifts and bequests and the income and profits therefrom) and, second, anticipated expenditures. The budget shall be presented to the Library Board for its approval and then submitted to the City Finance Director for action by the Mayor and the Common Council. *Expenditures pursuant to the approved budget are considered "audited" by the Library Board for the purposes of §43.58(2), Wis. Stats.*

...

III. ~~Invoices presented for payment by the Library Board shall be inspected and their payment recommended to the Board by the President or the President's designee, including the Finance Officer.~~ *may be made from the city treasurer after the Business Manager audits, reviews, and approves each claim as a proper charge against the treasury and after the Library Director endorses his/her approval on the claim, with no prior specific authorization from the Library Board, if each of the following conditions is met:*

- A. *Funds are available therefor pursuant to the budget approved by the Library Board.*
- B. *The item or service covered by such claim has been duly authorized by the Library Director or the Library Board.*
- C. *The item or service has been actually supplied or rendered in conformity with such authorization.*
- D. *The claim is just and valid pursuant to law.*

*The City Finance Director/Treasurer may require the submission of such proof and evidence to support the conditions as in his/her discretion he/she may deem necessary before giving final approval to pay each claim.*

*The Business Manager shall file with the chair of the Library Board's Finance Committee, not less than monthly, a list of the claims approved, showing the date paid, the name of the claimant, the amount paid, and the purpose of the amount.*

*The Mead Public Library Board shall audit any such payments by confirming that each of the conditions in this section has been met and approve said payments at its next regular meeting.*

## Bylaws

### ARTICLE III – OFFICERS

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 ~~bills and recommend their payment~~ *debts paid during the current period* to the Board at its monthly meeting, or as often as necessary.





Draft Motion: 3. (3.3) – Discussion and possible action to create library reserve fund for sick leave obligation.

\_\_\_\_\_ **moved** Resolution to authorized the City of Sheboygan Finance to transfer the \$119,546.00 for the payment of the Mead Public Library Employee accrued sick leave benefit payments from the City of Sheboygan's General Fund to a "MPL Sick Leave Reserve Account" fund as per the City of Sheboygan's "Res. No.15-16 Termination Agreement" terminating the January 28, 2010 agreement, and setup a MPL reserve account for future accrued employee sick leave obligation payouts. \_\_\_\_\_ **seconded** the motion. The motion \_\_\_\_\_.

\_\_\_\_\_ **moved** Resolution to authorized Mead Public Library (MPL) Business Manager, and City of Sheboygan Finance after an audit by the MPL Business Manager and based on availability of funds at fiscal year-end being December 31, 2015, to transfer the difference between the MPL's total monetary sick leave payout obligation less the \$119,546.00 transferred by the City of Sheboygan to the newly created "Sick Leave Reserve Fund" to meet the total obligation by the MPL to the eligible employees covered under the sick leave benefit. To authorize MPL Business Manager to audit the employee accrued sick leave obligation reserve fund on an annual basis as of the fiscal year-end being December 31<sup>st</sup> of each year, and adjust the reserve account to maintain the actual total monetary obligation payable to the MPL eligible employees under the sick leave accrued benefit. Excessive funds in the Sick Leave Reserve Fund after fiscal year-end audit will be transferred to the Mead Public Library's general reserve account, or if the fund does not meet the monetary obligations at fiscal year-end then based on availability of funds at fiscal year-end the shortfall of funds will be transferred to the "Sick Leave Reserve Fund" to meet the total sick leave liability obligation.

## Mead Public Library Statistics - October 2015

<b>Circulation Transactions</b>	<b>October 2014</b>	<b>October 2015</b>	<b>Monthly % Change 2014 vs. 2015</b>	<b>Year-to-date 2014</b>
Adult Materials	37,489	33,384	-11%	379,304
Children's Materials	17,867	17,458	-2%	171,040
<b>Total Circulation Transactions</b>	<b>55356</b>	<b>50842</b>	<b>-8%</b>	<b>550,344</b>
<b>In House Use</b>	<b>7,484</b>	<b>5,954</b>	<b>-20%</b>	<b>82,666</b>
<b>Interlibrary Loans (Transits)</b>				
Items provided to libraries	8,395	7,522	-10%	82,920
Items received from Libraries	4,607	4,810	4%	43,575
<b>Total Interlibrary Loans (Transits)</b>	<b>13,002</b>	<b>12332</b>	<b>-5%</b>	<b>126495</b>
<b>Uses of E-Content</b>				
E-Books (Overdrive)	2,503	2,757	10%	25,329
E-Audio (Overdrive) - Freegal	601	707	18%	5,136
E-Video (Overdrive) - Hoopla	17	4	-76%	100
E-Magazines (Zinio)	233	235	1%	2,106
<b>Total Uses of E-Content</b>	<b>3354</b>	<b>3703</b>	<b>10%</b>	<b>32671</b>
<b>Library Visits</b>				
Gate count	28,498	24,973	-12%	261,136
<b>Reference Inquiries</b>				
Reference Inquiries	2,378	1,733	-27%	22,384
<b>Users of Library Internet</b>				
Library workstations	5,774	6,206	7%	57,274
<b>Number of Registered Users</b>				
Resident				30,809
Non-Resident				10,255
<b>Total Number of Registered Users</b>				<b>41064</b>
<b>Programs (Number of Programs, Attendance)</b>				
Children (0-11) Number of Programs	61	74	21%	392
Children (0-11) Attendance	1,757	2,465	40%	10,686
Teen (12-18) Number of Programs	1	4	300%	50
Teen (12-18) Attendance	10	119	1090%	1,891
Adult (18+) Number of Programs	25	19	-24%	169
Adult (18+) Attendance	226	195	-14%	2,009
<b>Total number of Programs</b>	<b>87</b>	<b>97</b>	<b>11%</b>	<b>611</b>
<b>Total number of Attendance</b>	<b>1,993</b>	<b>2779</b>	<b>39%</b>	<b>14,586</b>
<b>Conference Room Utilization</b>				
Rocca Meeting Room	59%	36%	-23%	46%
Loft Meeting Room	32%	35%	3%	15%
2nd Floor Small Meeting Room	30%	25%	-5%	14%

<b>Year-to-date 2015</b>	<b>YTD % Change 2014 vs. 2015</b>
340,181	-10%
168,513	-1%
<b>508,694</b>	<b>-8%</b>
<b>63,485</b>	<b>-23%</b>
74,562	-10%
40,892	-6%
<b>115454</b>	<b>-9%</b>
27,807	10%
6,285	22%
99	-1%
1,283	-39%
<b>35474</b>	<b>9%</b>
267,712	3%
22,170	-1%
56,549	-1%
29,431	-4%
10,112	-1%
<b>39543</b>	<b>-4%</b>
394	1%
11,333	6%
59	18%
1,752	-7%
209	24%
4,043	101%
<b>662</b>	<b>8%</b>
<b>17128</b>	<b>17%</b>
38%	-9%
30%	15%
32%	18%