

*****ATTACHMENTS*****

Mead Public Library

September 2015 - Accounts Payables

Vendor	Name	Invoice	PO	Invoice Amt
1418	ART IN A SUITCASE	OCTOBER 2015	250219	185.00
2716	BAKER & TAYLOR, LLC	501378883		368.24
2716	BAKER & TAYLOR, LLC	3020480966		29.52
2716	BAKER & TAYLOR, LLC	2031022587		360.93
2716	BAKER & TAYLOR, LLC	3020495331		25.17
2716	BAKER & TAYLOR, LLC	2031050991		182.25
2716	BAKER & TAYLOR, LLC	2031004098	250947	617.93
2716	BAKER & TAYLOR, LLC	2031050976	250946	2,030.20
2756	BEMIS, HEIDI A.	242738		13.96
2409	BUDGET LIBRARY SUPPL	13036	250905	1,510.00
6400	C.A. FLIPSE SONS CO.	13778		206.76
3213	CDW-G	XR78369	250871	222.85
3213	CDW-G	XR18639	250871	359.44
3213	CDW-G	1046.01	250871	1,046.01
2068	CEDARBURG PUBLIC LIB	33750002098508		35.00
900189	COUNCIL OF STATE GOV	80631		58.50
900081	DEMCO, INC.	5672480	250907	810.42
900081	DEMCO, INC.	5683219		31.63
900081	DEMCO, INC.	5685749		158.57
900235	EASTERN SHORES LIBRA	34283000404535		22.97
2513	HEARTLAND BUSINESS	199650-H		156.00
1251	HENKE, ANGELIKA	OCT-NOV-DEC PROGRAM	250944	750.00
2753	KRUSE, MARY J.	251095		14.00
2754	MAKING SPIRITS BRIGH	1/8 PAGE AD		250.00
246	MARK OR RUBY BROCK	9007532735		46.58
900181	MENARDS	82155		47.03
231	MIDWEST TAPE	93173668		97.97
231	MIDWEST TAPE	93165983	250914	1,007.71
231	MIDWEST TAPE	93185849	250915	1,161.20
231	MIDWEST TAPE	93209148		432.45
231	MIDWEST TAPE	93209147	250943	1,159.13
900046	OSHKOSH OFFICE	030961 1		437.74
2248	PLATINUM TECHNOLOGIE	1173		138.00
1585	PLYMOUTH PUBLIC LIB	39064000774894		26.99
2626	RICOH USA, INC.	5037829538		21.53
900127	SCHOLASTIC LIBRARY	11452584		152.10
2364	SHRED-IT MILWAUKEE	9407190605		64.63
491	STAPLES ADVANTAGE	8035906759		248.57
900301	STATE BAR OF WISCONS	540572		62.91
900301	STATE BAR OF WISCONS	1003944		65.53
900260	UNIQUE MANAGEMENT	312432		429.60
900221	UNITED PARCEL SERVIC	0000576799375		400.00
1176	USS LIBERTY MEMORIAL	34273001312761		21.99
1176	USS LIBERTY MEMORIAL	34273000686892		21.00
2654	W.J. NIEDERKORN LIB	34274000100181		15.00
900103	WAL-MART COMMUNITY	52480060914		10.91

Description of Payable
Program Expense
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Patron Refund for Lost Item Returned
Materials Purchase
Janitorial Supplies
IT Department Expense
IT Department Expense
IT Department Expense
Payment for Lost Item
Materials Purchase
Technical Services Expense
Technical Services Expense
Technical Services Expense
Payment for Lost Item
IT Department Expense - Technical Help
Program Expense
Patron Refund for Lost Item Returned
Advertising
Patron Refund for Lost Item Returned
Building Maintenance
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Materials Purchase
Copier Expense
Elevator Monitoring Service Contract (3 Months)
Payment for Lost Item
Copier Expense
Materials Purchase
Janitorial Expense
Office Supplies
Materials Purchase
Materials Purchase
Collection Service Expense - Fines and Fees
Prepaid Shipping Expense
Payment for Lost Item
Payment for Lost Item
Payment for Lost Item
First Kit Supplies

MPL Visa Credit Card Purchases
7/7/2015 - 8/5/2015

Account #	Amount	Description
25551150-642200	\$ 9.95	Drop Cam Monthly Charge
25551150-524110	64.29	Janitorial Supplies
25551150-524135	\$ 211.48	Janitorial Supplies
25551150-524130	\$ 524.11	Ballast's & Light Bulbs
25551100-524100	\$ 243.00	Constant Contact - Email newsletter service
25551100-538001	\$ 89.94	Meet Up - Donation from Friends of MPL
25551100-538001	\$ 420.00	Costume Specialist - Childrens Book Festival
25551100-538001	\$ 50.00	Subway Gift Cards - Acuity Cool Picks
25551100-538001	\$ 50.00	Jimmy Johns Gift Cards - Acuity Cool Picks
25551100-538001	\$ 50.00	Culvers Gift Cards - Acuity Cool Picks
25551100-538001	\$ 50.00	Olivu 426 Gift Cards - Acuity Cool Picks
25551100-538001	\$ 235.00	Target Gift Cards - Acuity Cool Picks
25551100-538001	\$ 75.00	Best Buys Gift Crds - Acuity Cool Picks
25551100-538001	\$ 20.00	Tech Soup - Purchase for Digital Lab
25551100-538001	\$ 19.00	Facebook Advertising - Donated by Friends of MPL
Total Charges for 45/5/2015 - 6/3/2015	\$ 2,111.77	

Mead Public Library Personnel Cost Metric

Payroll Period Ending August 29, 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	19	\$ 1,058,542.62
Budget appropriation per payroll period through payroll #19	\$ 1,058,542.62			
Actual payroll expense through payroll #19	\$ 965,665.93			
Difference in budget to date vs. payroll to date + under budget / (-) over budget	\$ 92,876.69			

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Administrative Services 25551100

September 201

Account Balances as of:

February 22, 2022

3:41 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		267,394.00	164,397.47	102,996.53	61.48
	SUB TOTAL		267,394.00	164,397.47	102,996.53	61.48
510310	FICA		17,509.00	9,741.66	7,767.34	55.64
510311	MEDICARE		4,095.00	2,278.20	1,816.80	55.63
510320	WI RETIREMENT FUND		19,768.00	11,097.34	8,670.66	56.14
510340	HEALTH INSURANCE	0.00	53,333.00	30,009.76	23,323.24	56.27
510341	RETIREE HEALTH INS		10,673.00	3,291.21	7,381.79	30.84
510350	DENTAL INSURANCE		3,424.00	1,329.84	2,094.16	38.84
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		1,200.00	406.14	793.86	33.85
510400	WORKERS COMP		132.00	88.00	44.00	66.67
510410	UNEMPLOYMENT		5,000.00	4,126.70	873.30	82.53
	SUB TOTAL	0.00	144,784.00	82,135.49	62,648.51	56.73
		2015 Enc.				
521100	BANKING FEES		1,000.00	946.09	53.91	94.61
521110	FINANCIAL SERVICE FEES	0.00	1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING	0.00	10,000.00	1,730.54	8,269.46	17.31
521420	DUPLICATION SERVICES	0.00	6,100.00	3,569.15	2,530.85	58.51
521510	BILLING FEES	0.00	5,200.00	2,002.40	3,197.60	38.51
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SERVICES	0.00	8,650.00	6,710.66	1,939.34	77.58
523110	OFFICE EQUIPMENT MAINT.	0.00	4,900.00	1,621.76	3,278.24	33.10
	SUB TOTAL	0.00	38,640.16	19,027.17	19,612.99	49.24
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,952.43	5,047.57	
527110	TRAVEL	0.00	1,800.00	1,039.91	760.09	57.77
	SUB TOTAL	0.00	16,800.00	10,992.34	5,807.66	65.43
530100	OFF SUPPLIES	0.00	8,600.00	6,627.81	1,972.19	77.07
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY	0.00	7,800.00	6,673.99	1,126.01	85.56
530135	SHIPPING	0.00	170.00	91.35	78.65	53.74
530205	DISPLAYS	0.00	140.00		140.00	0.00
	SUB TOTAL	0.00	23,360.00	13,393.15	9,966.85	57.33
		2015 Enc.				
538001	DONATION PURCHASES	10,016.91	36,000.00	52,933.43	-26,950.34	174.86
538001-10096	DONATION PURCHASES	500.00	14,207.24	11,424.68	2,782.56	83.93
538001-10097	DONATION PURCHASES	595.00		925.00	-925.00	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	60.44	39.56	60.44
	SUB TOTAL	11,111.91	50,467.24	65,343.55	-25,988.22	151.50
540215	GEN PUB OFFICIAL		8,800.00		8,800.00	0.00
	SUB TOTAL		8,800.00	0.00	8,800.00	0.00
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	15,000.00		15,000.00	0.00
	SUB TOTAL	0.00	27,612.43	10,336.32	17,276.11	
		2015 Enc	11,111.91			
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		11,111.91	577,857.83	365,625.49	201,120.43	65.20

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	526,147.79	216,425.21	70.85
	SUB TOTAL		742,573.00	526,147.79	216,425.21	70.85
510310	FICA	0.00	46,040.00	31,550.65	14,489.35	68.53
510311	MEDICARE		10,767.00	7,378.67	3,388.33	68.53
510320	WI RETIREMENT FUND	0.00	51,980.00	32,847.63	19,132.37	63.19
510340	HEALTH INSURANCE		149,540.00	77,744.15	71,795.85	51.99
510350	DENTAL INSURANCE		12,828.00	6,126.81	6,701.19	47.76
510360	LIFE INSURANCE		1,731.00	812.69	918.31	46.95
510400	WORKERS COMP		350.00	233.36	116.64	66.67
	SUB TOTAL	0.00	273,236.00	156,693.96	116,542.04	57.35
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
	SUB TOTAL	0.00	6,374.00	368.63	6,005.37	5.78
		2015 Enc.				
538001	ADULT PRINT	15,143.17	273,980.00	143,951.66	114,885.17	52.54
538001-10087	SHEBOYGAN READS	0.00	0.00		0.00	
538003-10095	YOUNG PEOPLE'S BOOKS	1,470.00	70,750.00	34,967.19	34,312.81	49.42
538004	JUVENILE PRINT	0.00	463.61		463.61	0.00
	SUB TOTAL	16,613.17	345,193.61	178,918.85	149,661.59	51.83
538301	PERD'LS & MICROFILM	0.00	18,100.00	21,483.08	-3,383.08	118.69
	SUB TOTAL		18,100.00	21,483.08	-3,383.08	118.69
		2015 Enc	16,613.17			
538000	TOTAL MATRL'S ACCTS		363,293.61	200,401.93	146,278.51	55.16
	PUBLIC SERVICE COST CENTER TOTAL	16,613.17	1,385,476.61	883,612.31	485,251.13	64.98

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	275,120.67	163,444.33	62.73
510130	TEMP SALARIES - REG		159,424.00	99,702.76	59,721.24	62.54
510140	INTERDEPARTMENT LABOR - REG				0.00	
	SUB TOTAL		597,989.00	374,823.43	223,165.57	62.68
510310	FICA	0.00	37,076.00	22,254.12	14,821.88	60.02
510311	MEDICARE		8,671.00	5,205.40	3,465.60	60.03
510320	WI RETIREMENT FUND	0.00	35,138.00	21,288.06	13,849.94	60.58
510340	HEALTH INSURANCE		93,765.00	51,523.07	42,241.93	54.95
510350	DENTAL INSURANCE		5,160.00	3,697.83	1,462.17	71.66
510360	LIFE INSURANCE		2,001.00	785.18	1,215.82	39.24
510400	WORKERS COMP		278.00	185.36	92.64	66.68
	SUB TOTAL	0.00	182,089.00	104,939.02	77,149.98	57.63
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	16,400.00	8,255.11	8,144.89	50.34
521800	PROGRAM SERVICES		33,000.00	14,624.33	18,375.67	44.32
	SUB TOTAL	0.00	49,400.00	22,879.44	26,520.56	46.31
	2015 Enc.					
521900	CONTRACTED SVCS	0.00	65,715.00	55,490.90	10,224.10	84.44
	SUB TOTAL	0.00	65,715.00	55,490.90	10,224.10	84.44
522130	HEAVY EQUIPT MAINT (JOHNSON CN	0.00	6,000.00	2,180.74	3,819.26	36.35
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,400.00	539.90	2,860.10	15.88
524110	BUILDING EXTERIOR MAINT	0.00	19,600.00	5,229.97	14,370.03	26.68
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	8,893.12	306.88	96.66
	SUB TOTAL	0.00	40,700.00	17,163.22	23,536.78	42.17
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)	0.00	3,100.00	113.94	2,986.06	3.68
524135	JANITORIAL SUPPLIES	0.00	7,100.00	3,617.61	3,482.39	50.95
	SUB TOTAL	0.00	10,200.00	3,731.55	6,468.45	36.58
525100	ELECTRICITY	6,465.67	94,000.00	61,620.45	25,913.88	72.43
525105	WATER	0.00	1,400.00	772.18	627.82	55.16
525110	SEWER	0.00	1,450.00	777.49	672.51	53.62
525120	TELEPHONE	0.00	9,000.00	3,820.73	5,179.27	42.45
525140	GAS - UTILITY	0.00	26,000.00	12,698.38	13,301.62	48.84
	SUB TOTAL	6,465.67	131,850.00	79,689.23	45,695.10	65.34
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)	2,320.42	28,500.00	15,338.97	10,840.61	61.96
530210	OPPERATING SUPPLIES (MENDING)	0.00	1,500.00	869.54	630.46	57.97
	SUB TOTAL	2,320.42	31,100.00	16,528.13	12,251.45	60.61
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	98.24	51.76	65.49
	SUB TOTAL	0.00	150.00	98.24	51.76	65.49
530500	FIRE FIGHTING SUPPLIES	0.00	300.00	135.05	164.95	45.02
540200	INSURANCE (FIRE)	0.00	7,500.00	6,477.95	1,022.05	86.37
	SUB TOTAL	0.00	7,800.00	6,613.00	1,187.00	84.78
641600	MECHANICAL EQUIPMENT	0.00	73,640.00	73,640.00	0.00	100.00
642200	IT EQUIPMENT	6,080.00	25,700.00	14,911.51	4,708.49	81.68
	SUB TOTAL	6,080.00	99,340.00		4,708.49	
SUPPORT SERVICES COST CENTER TOTAL		14,866.09	1,216,333.00	770,507.67	430,959.24	64.57
LIBRARY TOTAL		42,591.17	3,179,667.44	2,019,745.47	1,117,330.80	63.52

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	11,111.91	577,857.83	365,625.49	201,120.43	65.20
25551110	PUBLIC SERVICES	16,613.17	1,385,476.61	883,612.31	485,251.13	64.98
25551150	SUPPORT SERVICES	14,866.09	1,216,333.00	770,507.67	430,959.24	64.57
	FUND EQUITY INCREASE					
	Total All Cost Centers	42,591.17	3,179,667.44	2,019,745.47	1,117,330.80	63.52

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	0.00	-4,000.00	0.00
447606	PHOTOCOPIES	9,000.00	8,929.59	-70.41	99.22
447626	DISCARDED BOOK SALES	900.00	4,205.63	3,305.63	467.29
	LATE BOOK CHARGES	58,000.00	35,109.83	-22,890.17	60.53
447641	LOST BOOKS	5,500.00	2,144.50	-3,355.50	38.99
447699	MISCELLANEOUS	500.00	46.40	-453.60	9.28
449901	VENDING COMMISSIONS	650.00	502.82	-147.18	77.36
461101	INTEREST	0.00	0.00	0.00	
462105	BOOK RENTALS	8,000.00	411.20	-7,588.80	5.14
467101	CONTRIBUTIONS	36,001.00	64,984.35	28,983.35	180.51
469501	CASH OVER/SHORT	0.00	-345.04	-345.04	100.00
469101	SALE OF EQUIPMENT	0.00		0.00	
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	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	
810101	FUND EQUITY	0.00		0.00	
	Total Revenues	3,065,754.00	3,071,237.33	5,483.33	100.18

MEAD PUBLIC LIBRARY BALANCE OF 2015 COMBINED ACCOUNTS

Account Balances as of:

February 22, 2022

	DESCRIPTION		APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		1,448,532.00	965,665.93	482,866.07	66.67
510130	TEMP SALARIES - REG		159,424.00	99,702.76	59,721.24	62.54
510140	INTERDEPARTMENT LABOR - REG		0.00	0.00	0.00	
510170	SEVERANCE PAY		0.00	0.00	0.00	
510310	FICA		100,625.00	63,546.43	37,078.57	63.15
510311	MEDICARE		23,533.00	14,862.27	8,670.73	63.16
510320	WI RETIREMENT FUND		106,886.00	65,233.03	41,652.97	61.03
510340	HEALTH INSURANCE		296,638.00	159,276.98	137,361.02	53.69
510341	RETIREE HEALTH INS		10,673.00	3,291.21	7,381.79	30.84
510350	DENTAL INSURANCE		21,412.00	11,154.48	10,257.52	52.09
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		4,932.00	2,004.01	2,927.99	40.63
510400	WORKERS COMP		760.00	506.72	253.28	66.67
510410	UNEMPLOYMENT		5,000.00	4,126.70	873.30	
521100	BANKING FEES		1,000.00	946.09	53.91	94.61
521110	FINANCIAL SERVICES FEES		1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING		10,000.00	1,730.54	8,269.46	17.31
521420	DUPLICATING SERVICES		6,100.00	3,569.15	2,530.85	58.51
521510	BILLING SERVICES		5,200.00	2,002.40	3,197.60	38.51
521700	SECURITY SERVICES		16,400.00	8,255.11	4,882.89	50.34
521800	PROGRAM SERVICES		33,000.00	14,624.33	18,375.67	44.32
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SVCS		74,365.00	62,201.56	12,163.44	83.64
522130	HEAVY EQUIPT MAINT (JOHNSON CNTRLS)		6,000.00	2,180.74	3,819.26	36.35
523110	OFFICE EQUIPMENT MAINTENANCE		12,700.00	2,161.66	10,538.34	17.02
524110	BUILDING EXT MAINT		19,600.00	5,229.97	14,370.03	26.68
524124	HVAC MAINT + BOILER INS		2,500.00	319.49	2,180.51	12.78
524126	ELEVATOR MAINTENANCE		9,200.00	8,893.12	306.88	96.66
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)		3,100.00	113.94	2,986.06	3.68
524135	JANITORIAL SUPPLIES		7,100.00	3,617.61	3,482.39	50.95
525100	ELECTRICITY		94,000.00	61,620.45	32,379.55	65.55
525105	WATER		1,400.00	772.18	627.82	55.16
525110	SEWER		1,450.00	777.49	672.51	53.62
525120	TELEPHONE		9,000.00	3,820.73	5,179.27	42.45
525140	GAS - UTILITY		26,000.00	12,698.38	13,301.62	48.84
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,952.43	5,047.57	66.35
527110	TRAVEL		1,800.00	1,039.91	760.09	57.77
530100	OFFICE SUPPLIES	0.00	8,600.00	6,627.81	1,972.19	77.07
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY		7,800.00	6,673.99	1,126.01	85.56
530135	SHIPPING		2,144.00	715.97	1,428.03	33.39
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	15,338.97	13,161.03	53.82
530205	DISPLAYS		1,240.00	63.63	1,176.37	5.13
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	869.54	630.46	57.97
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	143,951.66	114,885.17	52.54
538001	DONATION PURCHASES		36,000.00	52,933.43	-26,950.34	147.04
538003-10095	YOUNG PEOPLE'S BOOKS		70,750.00	34,967.19	34,312.81	49.42
538001-10096	DONATION PURCHASES		14,207.24	11,424.68	2,782.56	80.41
538001-10097	DONATION PURCHASES		0.00	925.00	-925.00	
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	21,483.08	-3,383.08	118.69
539999	MISC EXP (LATE FEES)		100.00	60.44	39.56	60.44
540200	INSURANCE (FIRE)		7,500.00	6,477.95	1,022.05	86.37
540215	GEN Pub Official		8,800.00	0.00	8,800.00	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	14,911.51	10,788.49	58.02
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		15,000.00	0.00	15,000.00	0.00
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	
	2015 Enc.				0.00	
	42,591.17		3,179,667.44	2,019,745.47	1,117,330.80	63.52

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	
		14 Enc. 0.00				
	Total Expenditures		62,500.00	1,999.30	60,500.70	0.03

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	1,648.64	60,851.36	2.64
Memo Entry	City Transfer of MPL Invested Funds				0.00	
	Total Revenues	0.00	62,500.00	1,648.64	60,851.36	2.64
	Total Everhard/Forrer 85051100 Funds		62,500.00	350.66	-350.66	0.56

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Administrative Services 25551100

September 201

Account Balances as of:

February 22, 2022

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ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		267,394.00	164,397.47	102,996.53	61.48
	SUB TOTAL		267,394.00	164,397.47	102,996.53	61.48
510310	FICA		17,509.00	9,741.66	7,767.34	55.64
510311	MEDICARE		4,095.00	2,278.20	1,816.80	55.63
510320	WI RETIREMENT FUND		19,768.00	11,097.34	8,670.66	56.14
510340	HEALTH INSURANCE	0.00	53,333.00	30,009.76	23,323.24	56.27
510341	RETIREE HEALTH INS		10,673.00	3,291.21	7,381.79	30.84
510350	DENTAL INSURANCE		3,424.00	1,329.84	2,094.16	38.84
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		1,200.00	406.14	793.86	33.85
510400	WORKERS COMP		132.00	88.00	44.00	66.67
510410	UNEMPLOYMENT		5,000.00	4,126.70	873.30	82.53
	SUB TOTAL	0.00	144,784.00	82,135.49	62,648.51	56.73
		2015 Enc.				
521100	BANKING FEES		1,000.00	946.09	53.91	94.61
521110	FINANCIAL SERVICE FEES	0.00	1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING	0.00	10,000.00	1,730.54	8,269.46	17.31
521420	DUPLICATION SERVICES	0.00	6,100.00	3,569.15	2,530.85	58.51
521510	BILLING FEES	0.00	5,200.00	2,002.40	3,197.60	38.51
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SERVICES	0.00	8,650.00	6,710.66	1,939.34	77.58
523110	OFFICE EQUIPMENT MAINT.	0.00	4,900.00	1,621.76	3,278.24	33.10
	SUB TOTAL	0.00	38,640.16	19,027.17	19,612.99	49.24
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,952.43	5,047.57	
527110	TRAVEL	0.00	1,800.00	1,039.91	760.09	57.77
	SUB TOTAL	0.00	16,800.00	10,992.34	5,807.66	65.43
530100	OFF SUPPLIES	0.00	8,600.00	6,627.81	1,972.19	77.07
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY	0.00	7,800.00	6,673.99	1,126.01	85.56
530135	SHIPPING	0.00	170.00	91.35	78.65	53.74
530205	DISPLAYS	0.00	140.00		140.00	0.00
	SUB TOTAL	0.00	23,360.00	13,393.15	9,966.85	57.33
		2015 Enc.				
538001	DONATION PURCHASES	10,016.91	36,000.00	52,933.43	-26,950.34	174.86
538001-10096	DONATION PURCHASES	500.00	14,207.24	11,424.68	2,782.56	83.93
538001-10097	DONATION PURCHASES	595.00		925.00	-925.00	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	60.44	39.56	60.44
	SUB TOTAL	11,111.91	50,467.24	65,343.55	-25,988.22	151.50
540215	GEN PUB OFFICIAL		8,800.00		8,800.00	0.00
	SUB TOTAL		8,800.00	0.00	8,800.00	0.00
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	15,000.00		15,000.00	0.00
	SUB TOTAL	0.00	27,612.43	10,336.32	17,276.11	
		2015 Enc	11,111.91			
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		11,111.91	577,857.83	365,625.49	201,120.43	65.20

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	526,147.79	216,425.21	70.85
	SUB TOTAL		742,573.00	526,147.79	216,425.21	70.85
510310	FICA	0.00	46,040.00	31,550.65	14,489.35	68.53
510311	MEDICARE		10,767.00	7,378.67	3,388.33	68.53
510320	WI RETIREMENT FUND	0.00	51,980.00	32,847.63	19,132.37	63.19
510340	HEALTH INSURANCE		149,540.00	77,744.15	71,795.85	51.99
510350	DENTAL INSURANCE		12,828.00	6,126.81	6,701.19	47.76
510360	LIFE INSURANCE		1,731.00	812.69	918.31	46.95
510400	WORKERS COMP		350.00	233.36	116.64	66.67
	SUB TOTAL	0.00	273,236.00	156,693.96	116,542.04	57.35
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
	SUB TOTAL	0.00	6,374.00	368.63	6,005.37	5.78
		2015 Enc.				
538001	ADULT PRINT	15,143.17	273,980.00	143,951.66	114,885.17	52.54
538001-10087	SHEBOYGAN READS	0.00	0.00		0.00	
538003-10095	YOUNG PEOPLE'S BOOKS	1,470.00	70,750.00	34,967.19	34,312.81	49.42
538004	JUVENILE PRINT	0.00	463.61		463.61	0.00
	SUB TOTAL	16,613.17	345,193.61	178,918.85	149,661.59	51.83
538301	PERD'LS & MICROFILM	0.00	18,100.00	21,483.08	-3,383.08	118.69
	SUB TOTAL		18,100.00	21,483.08	-3,383.08	118.69
		2015 Enc	16,613.17			
538000	TOTAL MATRL'S ACCTS		363,293.61	200,401.93	146,278.51	55.16
	PUBLIC SERVICE COST CENTER TOTAL	16,613.17	1,385,476.61	883,612.31	485,251.13	64.98

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	275,120.67	163,444.33	62.73
510130	TEMP SALARIES - REG		159,424.00	99,702.76	59,721.24	62.54
510140	INTERDEPARTMENT LABOR - REG				0.00	
	SUB TOTAL		597,989.00	374,823.43	223,165.57	62.68
510310	FICA	0.00	37,076.00	22,254.12	14,821.88	60.02
510311	MEDICARE		8,671.00	5,205.40	3,465.60	60.03
510320	WI RETIREMENT FUND	0.00	35,138.00	21,288.06	13,849.94	60.58
510340	HEALTH INSURANCE		93,765.00	51,523.07	42,241.93	54.95
510350	DENTAL INSURANCE		5,160.00	3,697.83	1,462.17	71.66
510360	LIFE INSURANCE		2,001.00	785.18	1,215.82	39.24
510400	WORKERS COMP		278.00	185.36	92.64	66.68
	SUB TOTAL	0.00	182,089.00	104,939.02	77,149.98	57.63
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	16,400.00	8,255.11	8,144.89	50.34
521800	PROGRAM SERVICES		33,000.00	14,624.33	18,375.67	44.32
	SUB TOTAL	0.00	49,400.00	22,879.44	26,520.56	46.31
	2015 Enc.					
521900	CONTRACTED SVCS	0.00	65,715.00	55,490.90	10,224.10	84.44
	SUB TOTAL	0.00	65,715.00	55,490.90	10,224.10	84.44
522130	HEAVY EQUIPT MAINT (JOHNSON CN	0.00	6,000.00	2,180.74	3,819.26	36.35
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,400.00	539.90	2,860.10	15.88
524110	BUILDING EXTERIOR MAINT	0.00	19,600.00	5,229.97	14,370.03	26.68
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	8,893.12	306.88	96.66
	SUB TOTAL	0.00	40,700.00	17,163.22	23,536.78	42.17
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)	0.00	3,100.00	113.94	2,986.06	3.68
524135	JANITORIAL SUPPLIES	0.00	7,100.00	3,617.61	3,482.39	50.95
	SUB TOTAL	0.00	10,200.00	3,731.55	6,468.45	36.58
525100	ELECTRICITY	6,465.67	94,000.00	61,620.45	25,913.88	72.43
525105	WATER	0.00	1,400.00	772.18	627.82	55.16
525110	SEWER	0.00	1,450.00	777.49	672.51	53.62
525120	TELEPHONE	0.00	9,000.00	3,820.73	5,179.27	42.45
525140	GAS - UTILITY	0.00	26,000.00	12,698.38	13,301.62	48.84
	SUB TOTAL	6,465.67	131,850.00	79,689.23	45,695.10	65.34
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)	2,320.42	28,500.00	15,338.97	10,840.61	61.96
530210	OPPERATING SUPPLIES (MENDING)	0.00	1,500.00	869.54	630.46	57.97
	SUB TOTAL	2,320.42	31,100.00	16,528.13	12,251.45	60.61
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	98.24	51.76	65.49
	SUB TOTAL	0.00	150.00	98.24	51.76	65.49
530500	FIRE FIGHTING SUPPLIES	0.00	300.00	135.05	164.95	45.02
540200	INSURANCE (FIRE)	0.00	7,500.00	6,477.95	1,022.05	86.37
	SUB TOTAL	0.00	7,800.00	6,613.00	1,187.00	84.78
641600	MECHANICAL EQUIPMENT	0.00	73,640.00	73,640.00	0.00	100.00
642200	IT EQUIPMENT	6,080.00	25,700.00	14,911.51	4,708.49	81.68
	SUB TOTAL	6,080.00	99,340.00		4,708.49	
SUPPORT SERVICES COST CENTER TOTAL		14,866.09	1,216,333.00	770,507.67	430,959.24	64.57
LIBRARY TOTAL		42,591.17	3,179,667.44	2,019,745.47	1,117,330.80	63.52

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	11,111.91	577,857.83	365,625.49	201,120.43	65.20
25551110	PUBLIC SERVICES	16,613.17	1,385,476.61	883,612.31	485,251.13	64.98
25551150	SUPPORT SERVICES	14,866.09	1,216,333.00	770,507.67	430,959.24	64.57
	FUND EQUITY INCREASE					
	Total All Cost Centers	42,591.17	3,179,667.44	2,019,745.47	1,117,330.80	63.52

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	0.00	-4,000.00	0.00
447606	PHOTOCOPIES	9,000.00	8,929.59	-70.41	99.22
447626	DISCARDED BOOK SALES	900.00	4,205.63	3,305.63	467.29
	LATE BOOK CHARGES	58,000.00	35,109.83	-22,890.17	60.53
447641	LOST BOOKS	5,500.00	2,144.50	-3,355.50	38.99
447699	MISCELLANEOUS	500.00	46.40	-453.60	9.28
449901	VENDING COMMISSIONS	650.00	502.82	-147.18	77.36
461101	INTEREST	0.00	0.00	0.00	
462105	BOOK RENTALS	8,000.00	411.20	-7,588.80	5.14
467101	CONTRIBUTIONS	36,001.00	64,984.35	28,983.35	180.51
469501	CASH OVER/SHORT	0.00	-345.04	-345.04	100.00
469101	SALE OF EQUIPMENT	0.00		0.00	
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	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	
810101	FUND EQUITY	0.00		0.00	
	Total Revenues	3,065,754.00	3,071,237.33	5,483.33	100.18
	Chiller II Project - to show reserve				
	revenue to offset the Chiller II Project				
	Expenses. (Reserve withdrawal will not				
Memo Entry	show up on MPL Y-T-D Budget Report				
	2015 TOTAL YTD BUDGET REPORT				
	YTD Actual less Encombrance		1,051,491.86	1,008,900.69	

MEAD PUBLIC LIBRARY BALANCE OF 2015 COMBINED ACCOUNTS

Account Balances as of:

February 22, 2022

	DESCRIPTION	APPROP 15	SPENT 15	BALANCE 15	% SPENT	
510110	FULL TIME SALARIES - REG	1,448,532.00	965,665.93	482,866.07	66.67	
510130	TEMP SALARIES - REG	159,424.00	99,702.76	59,721.24	62.54	
510140	INTERDEPARTMENT LABOR - REG	0.00	0.00	0.00		
510170	SEVERANCE PAY	0.00	0.00	0.00		
510310	FICA	100,625.00	63,546.43	37,078.57	63.15	
510311	MEDICARE	23,533.00	14,862.27	8,670.73	63.16	
510320	WI RETIREMENT FUND	106,886.00	65,233.03	41,652.97	61.03	
510340	HEALTH INSURANCE	296,638.00	159,276.98	137,361.02	53.69	
510341	RETIREE HEALTH INS	10,673.00	3,291.21	7,381.79	30.84	
510350	DENTAL INSURANCE	21,412.00	11,154.48	10,257.52	52.09	
510351	UNFUNDED PENSION LIABILITY	29,650.00	19,766.64	9,883.36	66.67	
510360	LIFE INSURANCE	4,932.00	2,004.01	2,927.99	40.63	
510400	WORKERS COMP	760.00	506.72	253.28	66.67	
510410	UNEMPLOYMENT	5,000.00	4,126.70	873.30		
521100	BANKING FEES	1,000.00	946.09	53.91	94.61	
521110	FINANCIAL SERVICES FEES	1,800.00	1,800.00	0.00	100.00	
521400	ADVERTISING & MARKETING	10,000.00	1,730.54	8,269.46	17.31	
521420	DUPLICATING SERVICES	6,100.00	3,569.15	2,530.85	58.51	
521510	BILLING SERVICES	5,200.00	2,002.40	3,197.60	38.51	
521700	SECURITY SERVICES	16,400.00	8,255.11	4,882.89	50.34	
521800	PROGRAM SERVICES	33,000.00	14,624.33	18,375.67	44.32	
521800-10094	PROGRAM SERVICES	990.16	646.57	343.59	65.30	
521900	CONTRACT SVCS	74,365.00	62,201.56	12,163.44	83.64	
522130	HEAVY EQUIPT MAINT (JOHNSON CNTRLS)	6,000.00	2,180.74	3,819.26	36.35	
523110	OFFICE EQUIPMENT MAINTENANCE	12,700.00	2,161.66	10,538.34	17.02	
524110	BUILDING EXT MAINT	19,600.00	5,229.97	14,370.03	26.68	
524124	HVAC MAINT + BOILER INS	2,500.00	319.49	2,180.51	12.78	
524126	ELEVATOR MAINTENANCE	9,200.00	8,893.12	306.88	96.66	
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)	3,100.00	113.94	2,986.06	3.68	
524135	JANITORIAL SUPPLIES	7,100.00	3,617.61	3,482.39	50.95	
525100	ELECTRICITY	94,000.00	61,620.45	32,379.55	65.55	
525105	WATER	1,400.00	772.18	627.82	55.16	
525110	SEWER	1,450.00	777.49	672.51	53.62	
525120	TELEPHONE	9,000.00	3,820.73	5,179.27	42.45	
525140	GAS - UTILITY	26,000.00	12,698.38	13,301.62	48.84	
527100	STAFF PARKING - CAR ALLOWANCE	15,000.00	9,952.43	5,047.57	66.35	
527110	TRAVEL	1,800.00	1,039.91	760.09	57.77	
530100	OFFICE SUPPLIES	0.00	8,600.00	1,972.19	77.07	
530115	COMPUTER PAPER	0.00	6,650.00	6,650.00	0.00	
530130	POSTAGE & DELIVERY		7,800.00	6,673.99	1,126.01	85.56
530135	SHIPPING		2,144.00	715.97	1,428.03	33.39
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	15,338.97	13,161.03	53.82
530205	DISPLAYS		1,240.00	63.63	1,176.37	5.13
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	869.54	630.46	57.97
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	143,951.66	114,885.17	52.54
538001	DONATION PURCHASES		36,000.00	52,933.43	-26,950.34	147.04
538003-10095	YOUNG PEOPLE'S BOOKS		70,750.00	34,967.19	34,312.81	49.42
538001-10096	DONATION PURCHASES		14,207.24	11,424.68	2,782.56	80.41
538001-10097	DONATION PURCHASES		0.00	925.00	-925.00	
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	21,483.08	-3,383.08	118.69
539999	MISC EXP (LATE FEES)		100.00	60.44	39.56	60.44
540200	INSURANCE (FIRE)		7,500.00	6,477.95	1,022.05	86.37
540215	GEN Pub Official		8,800.00	0.00	8,800.00	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	14,911.51	10,788.49	58.02
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		15,000.00	0.00	15,000.00	0.00
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	
	2015 Enc.				0.00	
	42,591.17		3,179,667.44	2,019,745.47	1,117,330.80	63.52

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	
		14 Enc. 0.00				
	Total Expenditures		62,500.00	1,999.30	60,500.70	0.03

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	1,648.64	60,851.36	2.64
Memo Entry	City Transfer of MPL Invested Funds				0.00	
	Total Revenues	0.00	62,500.00	1,648.64	60,851.36	2.64
	Total Everhard/Forrer 85051100 Funds		62,500.00	350.66	-350.66	0.56

Mead Public Library - Re-Occuring Invoices

September 2015

Vendor	Name	Document	Invoice	PO	Invoice Amt	Check Date
900104	ALLIANT ENERGY	2010051621	470255U08312015	250925	9,774.08	9/15/2015
900009	AT&T	2010051355	920Z83020008--82515		123.97	9/15/2015
1597	ENVIRO-CLEAN, INC.	2010051535	2592	250903	4,972.00	9/15/2015
900359	KIM DALHAIMER	2010051550	735474		100.00	9/15/2015
900035	O & W COMMUNICATIONS	2010051358	34472	250883	665.00	9/15/2015
1536	PROFESSIONAL INTERPR	2010051357	58390	250881	745.00	9/15/2015
900221	UNITED PARCEL SERVIC	2010051599	0000576799365		300.00	9/15/2015
2726	VARGAS, MARIA D.	2010051356	251029		14.95	9/15/2015

Check #	Description
317636	Electric Billing
317643	Telephone Charges
317664	Cleaning Service
317685	Gift Cards for Adult Summer Reading Program
317702	Telephone Repair Charges
311708	Interpretor for program
317738	Shipping Cost
317742	Refund of Lost Book

Title: Compensation - Entrance Pay Rates Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.20 Original Effective Date: Date of Last Revision:
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Compensation - Entrance Pay Rates

Starting Rate on Initial Employment: Original appointment to any position shall normally be made at the minimum rate for that position. At the Director's discretion, initial compensation may be set at a rate higher than the minimum rate for the position.

Starting Rate on Return to Duty: When an employee returns to duty in the same position after a separation from Library employment not due to discreditable circumstances, such employee may, at the Director's discretion, receive the rate of pay corresponding to the rate received at the time of separation and shall subsequently serve there at for such period normally required for merit increase eligibility.

Rate of Pay on Promotion: When an employee is promoted to a position with a higher pay range, ~~the entrance rate shall be the minimum salary of the new position or a five per cent increase over the employee's previous salary, whichever is greater~~ the director shall have the discretion to set the employee's rate of pay, provided that any pay raise fits within the board approved personnel budget.

<p>Title: Compensation - Merit Increase Plan Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.22 Original Effective Date: Date of Last Revision:</p>
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Compensation - Merit Increase Plan

- I. The Board shall adopt and the Director (or designee) shall administer a merit increase plan integrated with the system of periodic performance appraisal.
- II. The Merit Increase Plan shall apply to full-time and part-time employees.
- III. Merit pay, when applicable, shall be awarded in increments paralleling those applicable to comparable City employees.
- IV. If a merit increase would place an employee's hourly rate above the maximum hourly rate in the salary range for the position held, such employee will receive a merit bonus, which shall remain in effect for one year following its effective date.
- V. Merit increases or bonuses are effective during the first full pay period following the anniversary date of hire ~~except that an increase to the Director's salary is effective with the first pay period in January of the year in which the increase is granted~~ submission of library staff evaluation paperwork to the City Human Resources Department. Submissions that are received late will be applicable to the first payroll following the review date unless the submission of the review was held for discretionary reasons (for example, if the employee was on a performance improvement plan that delayed a merit award).
- VI. Following approval by the Director of the appropriate merit adjustment, the employee shall be notified of such approval in writing. Within 15 days of this notification, the employee may request that the Library Director and the employee's supervisor review the performance rating and resultant merit adjustment. Within 15 days of that review the employee may file an appeal via the Library Director to the Human Resources Committee by completing a Notice of Evaluation Appeal form (available online and in the Administrative Services office).

The Director will promptly submit the Notice of Evaluation Appeal form to the Human Resources Committee Chair, who will promptly schedule a Committee meeting at a time and date when the employee, the employee's supervisor, and the Director are able to attend for the purpose of the Committee's hearing the employee's appeal. After the hearing, the Committee will either confirm the recommended merit adjustment or approve a revised merit adjustment for the employee based upon the additional objective facts regarding the performance rating reviewed at the hearing. The decision will be confirmed in writing to the employee and this decision shall be final.

<p>Title: Progressive Employee Discipline, Discharge and Grievance Process Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.24 Original Effective Date: Date of Last Revision:</p>
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Progressive Employee Discipline, Discharge and Grievance Process

1. The Director is authorized to discipline, suspend or discharge employees. The normal sequence of disciplinary action for offenses other than those subject to immediate discharge or specified elsewhere is:
 - a. Oral reprimand
 - b. Written reprimand
 - c. **Five day u** Unpaid suspension
 - d. Termination

2. Notice of such discharge or suspension shall be in writing and shall include the reason(s) for the discharge or suspension.

3. Employees may submit a grievance and appeal discipline, discharge, and workplace safety decisions as follows:
 - a. A grievance is defined as any difference or misunderstanding which may arise between the Library and one of its employees regarding discipline, discharge or workplace safety. **The Deputy Director Administration** shall be responsible for developing and making available to all employees the Grievance Form which must be completed stating the issue involved, the date when the situation arose, and the relief that is sought to resolve the situation.

 - b. In the event that an employee does not agree with disciplinary action taken against him/her; disagrees with his/her termination; or has an issue with workplace safety which affects him/her, the following grievance procedure shall be used.

Step 1

Except for employees subject to immediate discharge, who shall proceed directly to Step 3, the employee shall submit the completed grievance form to his/her supervisor for discussion. The grievance must be submitted within five (5) days of the occurrence. The supervisor shall provide the employee with a written response to the grievance within ten (10) days.

Step 2

In the event that no satisfactory resolution occurs in Step 1, the employee shall present the grievance to his/her Manager within five (5) days of the supervisor's response. The Manager will provide the employee with a written response to the grievance within fifteen (15) days.

Step 3

Should the matter still not be resolved, or if the matter is an immediate employee discharge, the employee will file the grievance with the Library Director for hearing before the Human Resources Committee of the Library Board. This appeal must be made within five (5) days of the receipt of the Manager's response under Step 2, or within five (5) days of the date of termination. The Human Resources Committee shall schedule a hearing on the appeal within thirty (30) days of receiving the appeal and will request the Library Director to furnish it with all pertinent information and documents on the matter. The Human Resources Committee shall conduct a hearing and the employee appearing shall have the full opportunity to be heard. Notice of the time and place of such hearing shall be delivered personally to the employee or sent to the employee appealing by certified mail to his last known address, and also given to the appointing authority who administered the discipline or in whose department the workplace safety issue is alleged.

At the hearing, the employee will have the right to present testimony and witnesses regarding the matter and will be subject to cross examination. Each member of the committee may subpoena witnesses, administer oaths, examine witnesses and compel the production of relevant documents, records and papers in connection with the conduct of the hearing and the Committee may examine each public record as it requires in relation to any investigation. All officers and other persons in the library service shall attend and testify when required to do so by the Committee.

The Committee may appoint an impartial third person for the sole purpose of serving as a member of an official hearing set forth under this section. The Committee will render its decision on the appeal in writing to the employee within twenty (20) days of the hearing.

Step 4 – Final Appeal

The employee or appointing authority may choose to make a final appeal to the Mead Public Library Board. This appeal must be filed with the Library Board President within five (5) days of receipt of the decision of the Human Resources Committee.

The Library Board will review all the evidence produced during the Human Resources Committee hearing and may choose to ask the employee or other persons to testify if questions arise. The Library Board will render its decision within thirty (30) days of the review. The decision of the Library Board will be final and binding on all parties.

Title: Special Compensation Provisions Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.18 Original Effective Date: Date of Last Revision:
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Special Compensation Provisions

1. Computation of Part-time Employee Salaries: Part-time employees are paid for the number of hours worked times the applicable hourly rate.

2. Compensation of Temporary Employees: Temporary employees ~~occupying classified positions~~ shall be employed initially at the equivalent to the entrance salary rate in the range for the position in which employed.

3. Allowances for the Use of Privately-Owned Automobiles on Library Business: The Library pays employees authorized by the Director (or designee) the ~~current~~ IRS rate for each mile driven to use their privately-owned automobile for Library business. **The rates shall be updated on the first working day of each year.**

4. Employees may opt to participate in deferred compensation, flexible spending, insurance premium payment, and retirement health savings plans for which they are eligible in the manner set forth in the plans.

3.7 EXPENSE REIMBURSEMENT – You can receive reimbursement as well as advance funding for some Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. Mileage reimbursement is available only to those staff members who have submitted documentation of current personal automobile insurance coverage and driver's license to the Administrative Office prior to using their vehicle for the purpose for which they are requesting mileage reimbursement. Employees will be compensated at the current IRS mileage reimbursement rate. The employee mileage reimbursement rate will be adjusted annually on the first day of January to reflect the current year's IRS standard mileage reimbursement rate.

Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least two weeks prior to your need. Reimbursement is made on the next bill paying date following receipt of the form. Submit all advance and reimbursement request forms to the Business Manager, who administers the Library's continuing education/staff training programs.



**2016 Medical Insurance
Recommendations to City Council
Monday, August 17, 2015**



TO: City of Sheboygan Non-represented Benefits Eligible Employees
FROM: Sandy Rohrick, Human Resources Director

DATE: August 14, 2015

During the 2015 open enrollment period, non-represented employees, along with members of the police and fire departments, had a choice in medical insurance plan designs. Option 1 was a \$750/\$1500 First-Dollar-Deductible Plan, and Option 2 was a High Deductible Health Plan. Earlier this year, the costs relating to these plan options were the foundation for generating the 2016 budget currently being reviewed by the City Council. However, now that more time has elapsed in the year, there is enough experience to recognize that the costs for each option are drastically different. Option 1 currently indicates the need to increase premiums by approximately 25%, while Option 2, the High Deductible Health Plan, is much more favorable and does not reflect a need to increase premiums. Since the cost increases in Option 1 are too great, **a recommendation was made by the Salaries & Grievance Committee to discontinue Option 1 for 2016.** At the same time, the committee has approved the same funding amounts for the High Deductible Health Plan, both in terms of the premium rates and employee contribution amounts, as well as funding of employee’s Health Savings Accounts (HSA).

A resolution was approved by the Salaries & Grievances committee and will be introduced to the City Council on Monday, August 17, 2015, recommending the following Medical Plan Design for 2016:

[\\$1,500 Single / \\$3,000 Family Qualified High Deductible Health Plan \(HDHP\)](#)

In 2016, this consumer-driven plan, supported through a Health Savings Account (HSA), will be the only insurance option available to employees. Under this plan, all preventive visits continue to be covered at 100% without being subject to the deductible, and some preventive medicine moves directly to a copay arrangement. However, all other coverage is subject to the deductible. And if family coverage is elected, the family deductible must be met, by one or more members of the family, before co-pays apply. Once the deductible is met, office visit copays after the deductible will or may apply.

The Committee also approved renewing the City’s contribution to employee’s HSA accounts for 2016 equal to 50% of the deductible amount in each plan (for those on the plan effective January 1, 2016). Once funded, the money belongs to the employee and may be used to help pay for qualified medical expenses in the current or future years (this is **not** a “use-it-or-lose-it” account). In accordance with IRS regulations, certain participants of the HDHP are not eligible to have a HSA account, including those on Medicare and/or TRICARE, for example.

The City also continues to recognize the importance of promoting a Wellness Program. While the Human Resource Department is working on enhancements to the program, the encouragement of individual Health Risk Assessments (HRA) continues to benefit employees on the plan by achieving a greater awareness of individual health concerns. ***While the Health Risk Assessment is not a requirement to participate in the City of Sheboygan’s Medical Benefit Plan, those that do participate will receive a reduced monthly premium cost.***

2016 Employee Monthly Premium Costs	Single	Family
HDHP: \$1500/\$3000 HSA Plan	\$109.60 (w/out HRA)	\$257.48 (w/out HRA)
HDHP: \$1500/\$3000 HSA Plan	\$ 54.80 (w/HRA)	\$128.74 (w/HRA)
2016 HSA Contribution	Single: \$750	Family: \$1,500

Spousal Surcharge and Opt-Out Bonus: At this time, the recommendation is to continue the spousal surcharge at \$100 per month and the Opt-Out Bonus at \$1,200 per year.

Interra Health Clinic (“County Clinic”): The Clinic will continue to be available for employees and family members covered through the City’s insurance, providing access to either a nurse practitioner or chiropractor at **no fee for preventive visits.** Visits made for treatment of an existing condition will be charged a \$25 Access Fee.

<p>Title: Paid Vacation Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision:</p>
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Paid Vacation

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation.
- B. Employees earn vacation hours based on years of services as follows:

0 – 1 year of service	0
1 – 4 years	80
5 – 12 years	120
13 – 20 years	160
21+ years	200
- C. The library director may authorize vacation up to 200 hours in any calendar year.
- D. Vacation is prorated for part-time employees at a rate based on their full-time equivalency.
- E. Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. Such vacations shall be taken as mutually agreed by the Library and employee, but no later than the following year. The Director may make exceptions in unusual cases.
- F. Vacation is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year anniversary that year.
- G. Payment in lieu of vacation shall not be made except at termination of employment.
- H. If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have PTO or sick leave account hours may charge such time to either if approved by the Director, with PTO to be exhausted prior to use of the sick leave account.
- I. Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.

⚡ Use of vacation is allowable in increments of not less than one (1) hour.

K. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

Title: Paid-Vacation Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision: 9/8/15
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Paid-Vacation

A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation.

B. New full-time employees are eligible for the following pro-rated vacation time as of January 1st (of the following year):

<u>Hired the previous</u>	<u>Eligible on the following January 1st</u>
January 1 – March 31	40 Vacation Hours
April 1 – June 30	28 Vacation Hours
July 1 – Sept 30	16 Vacation Hours
October 1 – December 31	0 Vacation Hours

C. Employees earn vacation hours based on years of services as follows:

0 – 1 year of service	0
1 – 4 years	80
5 – 12 years	120
13 – 20 years	160
21+ years	200

D. The library director may authorize vacation up to 200 hours in any calendar year.


E. Vacation is prorated for part-time employees at a rate based on their full-time equivalency.

F. Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. ~~Such vacations shall be taken as mutually agreed by the Library and employee, but no later than the following year. The Director may make exceptions in unusual cases.~~ In the rare chance an employee is not able to use all of his/her vacation, the employee's supervisor may request a carryover of a maximum of forty (40) hours. The library director must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.

G. Vacation is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year

anniversary that year.

- H. Payment in lieu of vacation shall not be made except at termination of employment.
- I. If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have PTO or sick leave account hours may charge such time to either if approved by the Director, with PTO to be exhausted prior to use of the sick leave account.
- J. Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.
- K. Use of vacation is allowable in increments of not less than one (1) hour. Vacation must be used in half or full day increments I.E. 4 or 8 hour blocks for a full time employee. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero hours.
- L. Vacation payout upon separation of employment:
- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all unused accrued vacation.
 - Termination for Cause – Employees who are terminated for cause are not entitled to payment of their unused accrued vacation.
 - Death – In the event of death of a current employee, survivors shall receive payment for all unused accrued vacation.
 - Employee's With Less Than One Year of Experience – If a new employee was offered additional (unearned) vacation upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved vacation will not be paid out upon employment termination.
- M. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

	Title: PTO (Paid Time Off) Policy		Policy Number: HR 105	
	Author: Sandy Rohrick		Created: 12/08/2014	Revision: B
	Scope: Non-Rep City Employees	Revision Date: 12/8/14 11:27 AM		Page 1 of 4

1.0 Purpose

The purpose of this procedure is to describe the conditions under which an employee will be granted paid time off (PTO) for discretionary, vacation and sick day bank and conditions under which PTO time/pay may be forfeited.

2.0 Scope

This policy applies to all non-represented City of Sheboygan employees.

3.0 Procedure

The amount of paid time off an employee is eligible for is based on length of continuous service as of January 1 of each year and is granted as of January 1 of each year. Newly hired employees or those switching from part-time to full-time will be eligible for a prorated amount of PTO. Vacation PTO is earned in one year and available to be used the next year, which makes this benefit vested. Discretionary PTO is not a vested benefit. When calculating eligibility for Discretionary PTO, an employee's length of service and hours worked in the previous year are used to calculate the eligibility as of January 1. Depending on an employee's start-date during the year, permanent, full-time employees may be eligible for a prorated amount of Discretionary PTO after they have completed 3 calendar months of employment. For employees with greater than one year of employment, PTO is available starting on the first available workday of the calendar year. The PTO Schedule on January 1 is as follows:


	Total PTO	Vacation	Holiday	Discretionary
< 1 Year	Prorated	See Schedule	80 hours	See Schedule
Years 1 – 4	240 hours	80 hours	80 hours	80 hours
Years 5 – 12	280 hours	120 hours	80 hours	80 hours
Years 13 – 20	320 hours	160 hours	80 hours	80 hours
Years 21 +	360 hours	200 hours	80 hours	80 hours

When an employment anniversary "milestone" falls during the year (an employee's 5th, 13th, and 21st year of employment), the employee is credited for the anniversary on January 1 prior to the anniversary actually occurring (with the exception of new employees or returning employees with less than one year of service on January 1).

3.1 Four Different Types of PTO:

- a) Holiday Full-time employees with a traditional weekly schedule (5 – 8 hour days) must use holiday pay in 8-hour (or the amount of time the part-time employee normally works) increments on the City designated holiday. This benefit is available to all full-time employees starting on the first day of employment. Non-represented employees with non-traditional schedules and part-time employees should see their supervisor regarding the application of this PTO relating to their schedule.
- b) Vacation Vacation is a vested benefit, prorated for new employees and those transferring from part-time to full-time status. (An employee transitioning from part-time in one calendar year to fulltime the next calendar year will have their vacation pro-rated using the actual hours worked (not including vacation, holiday or sick day pay) the previous year divided by 2080, the average hours worked by a full-time employee). Employees are eligible to use their vacation beginning on the first calendar day of the year. Those with less than one year of employment may be eligible for a prorated amount of vacation (see schedule below).

Full-time employees who absence from work is due to sick leave, paid or unpaid, will receive a prorated amount of vacation PTO the next year based on their productive hours worked.

	Title: PTO (Paid Time Off) Policy		Policy Number: HR 105	
	Author: Sandy Rohrick		Created: 12/08/2014 Revision: B	
	Scope: Non-Rep City Employees	Revision Date: 12/8/14 11:27 AM		Page 2 of 4

Vacation must be used in either 4 or 8 hour increments. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero.

New full-time employees are eligible for the following pro-rated vacation time as of January 1:

<u>Hired the previous</u>	<u>Eligible on the following January 1</u>
January 1 – March 31	40 Vacation Hours
April 1 – June 30	28 Vacation Hours
July 1 – Sept 30	16 Vacation Hours
October 1 – December 31	0 Vacation Hours

c) Discretionary

1. Full-time employees with greater than one year of full-time service as of January 1 are eligible for 80 hours of Discretionary PTO. Part-time employees will be eligible for a prorated amount of Discretionary time as of January 1, whether they continue their part-time position or transition to full-time. Those who transition to full-time will receive the greater amount of either their pro-rated discretionary time or the prorated schedule below. New full-time employees may be eligible for a prorated amount of Discretionary PTO during their first year of employment upon completion of 90 days of continuous employment (see schedule below).


<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
January 1 – March 31:	32 Discretionary Hours	40 Discretionary Hours
April 1 – June 30:	16 Discretionary Hours	40 Discretionary Hours
July 1 – Sep 30:	8 Discretionary Hours	40 Discretionary Hours
Oct 1 – Dec 31:	See note below	0 Discretionary Hours

40 Discretionary Hours eligible after 3 months of employment (issued on day 91 of employment, not on January 1 following date of hire)

2. Discretionary PTO is not a vested benefit. Regardless of an employee's tenure with the City, those who leave mid-year will not be paid out their unused discretionary PTO.

- 2.1 Discretionary PTO ("DPTO") issued January 1, but it is not vested upon time-of-issue. It is vested upon completion of active, productive hours. (If an employee is issued 80 hours of DPTO on January 1, and that employee terminates employment on January 2, that employee would not receive the 80 hours of DPTO.) DPTO becomes vested as the employee actively works throughout the year. Each completed month of active employment an employee earns 1/10th of their discretionary PTO schedule, to a maximum of 80 hours or their eligible amount. (Active employment means the employee has either actively completed productive hours during the month or whose absence is covered through paid time off, other than sick leave.) For full-time, active employees with at least one year of completed service as of January 1 would earn 8 hours of DPTO for working the entire month of January. If that employee continues to work through the month of October, that employee would have earned all 80 hours.

- 2.2 Example 1: An employee is issued 80 hours of DPTO on January 1, but subsequently quits employment January 20. That employee would not be eligible for discretionary PTO. If that employee had taken DPTO between January 1–January 20, the amount taken would be removed from the employee's final pay check.

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Example 2: If the employee from example 1 terminates July 1, the employee would have completed 6 full months of active employment and would be eligible for 6/10 of their 80 hours of PTO or 48 hours. If that employee only used 40 hours, the additional 8 hours is forfeited. If that employee used 80 hours, 32 hours would need to be held from that employee's final pay check. If an employee was out sick the month of February, but returns March 1st and continues to work through the remainder of the calendar year, he/she would have earned all 80 hours of discretionary time by the end of November.

3. Discretionary PTO may be used in hourly or daily increments (whole hours only).

d) Sick Bank

Prior to 2012, some employees earned sick time to use in the future. This benefit was replaced with Discretionary PTO in 2012. However, employees with a remaining benefit were given a "Sick Day Bank" account and the hours earned in previous years were converted to a dollar amount, which the employee may use as follows:

1. Employee with qualified "Disability" (doctor certified)


- a. If employee elected STD (Short Term Disability), Vacation or Discretionary PTO use is not required. Employee must use Sick Bank immediately and throughout the continued time off on disability. Sick Bank must be exhausted prior to STD insurance payments beginning.*
- b. If an employee did not elect STD, all DISC PTO and all but 80 hours VAC PTO must be used before taking Sick Bank. If the employee's disability also qualifies for FMLA, since the first 2 weeks are considered Wisconsin FML, the employee has the right to choose their sick day banked time for the first 2 two weeks. After 2 weeks, Federal FML starts and the City then reverts to the rule listed above in that all DISC PTO and all but 80 hours of VAC PTO should be used before the employee returns to the use of their Sick Bank.

* When employee has the choice to take Sick Bank or their current year vacation and discretionary PTO, it is recommended that the employee use all available PTO time first, as neither VAC or DISC can be carried into the next calendar year if the employee has a "chance" to use their PTO. Therefore, employees are encouraged to use PTO or risk forfeiting it.

2. Employees who have minor (non-qualified) sicknesses

If an employee calls in for a single day absence (employee has the flu, for example), that employee must use any available vacation or discretionary PTO. Once a person utilized all their PTO Vacation and Discretionary, if there is remaining time in the Sick Bank, the employee may begin to use that time for single day absences for minor sicknesses such as the flu. Absences of 3 days or greater may require a physician's excuse, documenting the reason for the absence and to complete a Return To Work slip.

Time taken towards Sick Bank must be in 4 or 8 hour increments and requires supervisor notification at least 15 minutes or greater in advance or the absence is subject to not be approved. On rare occasion, prescheduled absences in 1 hour increments may be approved for appointments that are scheduled at the start or end of an employee's shift, again requiring supervisor approval.

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3. Sick Bank upon retirement

If the employee retires, he/she may use the remaining qualified dollar amount (based on their qualifying calculation) and apply it to their eligible post-employment retirement medical insurance benefit, or the employee may receive a one-time payment equal to 50% of their qualifying calculation. This payment is not eligible for WRS contributions; applicable payroll taxes will apply.

4. Scheduling PTO

When requesting PTO, employees must schedule their absences in advance whenever possible to ensure the City's smooth operation. Vacation time is always expected to be scheduled in advance and must be approved by the employee's supervisor. Approval will depend upon the workload in the affected operational area.

5. Management Discretion

There are times that management may need to recruit candidates with greater experience and/or skills. If necessary, modifications to this PTO schedule may be offered for recruitment purposes. Any deviations to the schedule listed above require approval of the respective Department Head and the Human Resources Manager.

6. Forfeiture of PTO will occur in the following situations

- a) Voluntary Resignation - an employee who resigns in good faith (provides 80 hours/two weeks notice) shall receive payment only for the unused portion of the vacation they became eligible for on January 1st of the year of the resignation.
- b) Retirement – employees are asked to provide a minimum of 2 weeks notice for retirement. During that time, the employee may be asked to train a replacement employee. Accordingly, the employee may need to be actively working during the final two weeks of employment (unused vacation cannot be used to extend the employee's retirement date.) If sufficient retirement notice is provided, the employees shall receive payment for the unused portion of vacation they became eligible for on January 1st. If the retiree took greater than their earned discretionary time, the unearned discretionary time will be taken from their final paycheck.
- c) Death – In the event of death of a current employee, survivors shall receive payment for the unused portion of vacation the employee became eligible for on January 1 in the year of the employee's death.
- d) Termination for Cause – employees who are terminated for cause are not entitled to payment of their unused vacation.
- e) Reduction in Workforce - employees who are terminated due to a reduction of workforce are entitled to payment for the unused portion of the vacation they became eligible for on January 1st in the year in which the reduction in workforce occurred.
- f) Year-End Forfeitures – all vacation and discretionary days are a use-it or lose-it benefit. However, in the rare chance an employee is not able to use all of his/her vacation, the employee's supervisor may request a carryover of a maximum of forty (40) hours. The head of each department and the Human Resources Manager must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.
- g) Discretionary PTO not used at time of employment termination is forfeited. In addition, it cannot be used during the two week required notice time.

OFFICE OF THE CITY CLERK
Sheboygan, Wisconsin
CITY HALL

I hereby certify that this is a true copy of a
document from the Common Council
proceedings of the City of Sheboygan.

Susan Richards
City Clerk

Res. No. 88 - 14 - 15. By Alderperson Donohue. November 3, 2014.

A RESOLUTION approving certain Human Resource Department procedures.

RESOLVED: That the Common Council hereby approves Procedures HR101-2014 and HR105, copies of which are attached hereto.

*Sal & Steve
approved*

Mylynn Novak

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the
Common Council of the City of Sheboygan, Wisconsin, on the 19th day of
January, 2015.

Dated January 21 2015. Susan Richards, City Clerk

Approved January 21 2015. Michael Donohue, Mayor

Proceedings Published January 26, 2015.
Resolutions Published January 26, 2015.
Certified January 22, 2015 to Atty.; HR Dir.

Mead Public Library

Position Description

May 2014

POSITION INFORMATION

Title: Information Technology Specialist

Reports to: Support Services Manager

Pay Grade: 10

FLSA Status: Exempt

PURPOSE OF POSITION

- The primary purpose of this position is to act as the administrator of each library technology platform, and serve as the Library's technical advisor and liaison with industry, community groups and other governmental agencies

ESSENTIAL JOB DUTIES

- Provides for planning, development, introduction, implementation and evaluation of information technology that supports library operations and service delivery
- Serves as the local administrator of MPL's Integrated Library System (ILS) and liaison to Eastern Shores Library System and other libraries
- Installs, configures, maintains, and troubleshoots library networking equipment, I.T. hardware and software, telephone systems and digital resources
- Keeps abreast of technology changes and keeps Library management team apprised of how new technology will impact the delivery of Library services to the public
- Develops and documents Library's technology security and oversees its maintenance and future development
- Maintains effective, ongoing relationships with information technology vendors
- Provides staff training in the use of information technology, equipment, and software
- Maintains thorough documentation of technology systems
- Partners with other staff in maintaining the Library's Internet presence
- Participates with the Library Management Team in the development of Library policies, plans and goals
- Develops and manages budget for areas of responsibility
- Attends conferences, workshops and webinars to keep abreast of technology changes, and impact of Library operations
- Performs duties independently with minimum supervision
- Offers ideas for improving operational effectiveness or efficiency to management team

- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

KNOWLEDGE AND ABILITIES

- Knowledge of modern library philosophies, services and procedures
- Thorough knowledge of the role of information technology, computers, and related software/equipment in the provision of public library service
- Knowledge of data processing and communications concepts and services
- Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software
- Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis and programming when appropriate
- Demonstrated ability to understand and adapt to rapid changes in information technology and anticipate change impact on library profession and local operations
- Demonstrated ability to interact verbally and in writing at a professional level
- Demonstrated ability to plan, coordinate and expedite work projects
- Demonstrated capability to instruct staff in both group and individual settings in the use of standard computer application software, particularly word processing, spreadsheet, and desktop publishing applications
- Substantial knowledge and demonstrated ease of use of standard office software applications and hardware

PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing, use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

MENTAL REQUIREMENTS

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information

- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations exist

EQUIPMENT USED

- Standard general office machines
- Equipment associated with installation and testing of computers and networks
- Materials processing, handling and repair tools
- Personal computers and peripherals
- Library automation equipment

EDUCATION AND EXPERIENCE

- Three + years of job related experience
- Bachelor of Science in Computer Technology, Computer Systems Management, Information Technology, or related field and/or appropriate certificates

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

Employee Signature	Date
Supervisor Signature	Date

Mead Public Library

Position Description

May 2014 August 2015

POSITION INFORMATION

Title: Information Technology Specialist
Reports to: Support Services Manager
Pay Grade: 10
FLSA Status: Exempt

PURPOSE OF POSITION

- The primary purpose(s) of this position is are to act as the administrator of each library technology platform; and serve as the Library's technical advisor and liaison with industry, community groups and other governmental agencies; and to develop and enhance the Library's Internet presence.

ESSENTIAL JOB DUTIES

- Provides for planning, development, introduction, implementation and evaluation of information technology that supports library operations and service delivery
- Serves as the local administrator of MPL's Integrated Library System (ILS) the Library's catalog software and liaison to Eastern Shores Library System regional library system staff and to other libraries
- Develops and maintains the library's Internet presence
- Partners with other staff in maintaining the Library's Internet presence crafting content for the Library's Internet presence
- Installs, configures, maintains, and troubleshoots library networking equipment, I.T. hardware and software, telephone systems and digital resources
- Keeps abreast of technology changes and keeps Library management team apprised of how new technology will impact the delivery of Library services to the public
- Develops and documents Library's technology security and oversees its maintenance and future development
- Maintains effective, ongoing relationships with information technology vendors
- Provides staff training in the use of information technology, equipment, and software
- Maintains thorough documentation of technology systems
- Participates with the Library Management Team in the development of Library policies, plans and goals
- Develops and manages budget for areas of responsibility

- Attends conferences, workshops and webinars to keep abreast of technology changes, and impact of Library operations
- Performs duties independently with minimum supervision
- Offers ideas for improving operational effectiveness or efficiency to management team
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

KNOWLEDGE AND ABILITIES

- Knowledge of, or capacity to learn, modern library philosophies, services and procedures
- Thorough knowledge of the role of information technology, computers, and related software/equipment in the provision of public library service
- Knowledge of data processing and communications concepts and services
- Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software
- Ability to develop & support Library website using systems and languages such as Drupal, HTML, Javascript & CSS
- Knowledge of responsive & mobile web designs
- Knowledge of latest social media trends
- Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis and programming when appropriate
- Demonstrated ability to understand and adapt to rapid changes in information technology and anticipate change impact on library profession and local operations
- Demonstrated ability to interact verbally and in writing at a professional level
- Demonstrated ability to plan, coordinate and expedite work projects
- Demonstrated capability to instruct staff in both group and individual settings in the use of standard computer application software, particularly word processing, spreadsheet, and desktop publishing applications teach staff in both group and individual settings in the use of various technologies
- Substantial knowledge and demonstrated ease of use of standard office software applications and hardware

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- Sitting, standing, walking, climbing and stooping
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Employee Signature

Date

Supervisor Signature

Date

Mead Public Library Statistics - August 2015

Circulation Transactions	August 2014	August 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014
Adult Materials	36,913	32,580	-12%	305,437
Children's Materials	17,256	17,064	-1%	138,283
Total Ciculation Transactions	54169	49644	-8%	443,720
In House Use	7,695	5,982	-22%	67,834
Number of Registered Users				
Resident				30,845
Non-Resident				10,310
Total Number of Registered Users				41155
Library Visits				
Gate count	25,446	26,587	4%	207,075
Reference Inquiries				
Reference Inquiries	1,839	1,906	4%	17,766
Users of Public Internet PCs				
Library workstations	6,337	6,419	1%	44,983
Uses of E-Content				
E-Books (Overdrive)	2,536	2,713	7%	20,402
E-Audio (Overdrive)	571	735	29%	3,992
E-Video (Overdrive)	21	9	-57%	62
E-Magazines (Zinio)	152	102	-33%	1,723
Total Uses of E-Content	3280	3559	9%	26179
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	15	13	-13%	322
Children (0-11) Attendance	272	252	-7%	8,595
Teen (12-18) Number of Programs	8	7	-13%	48
Teen (12-18) Attendance	263	191	-27%	1,843
Adult (18+) Number of Programs	11	14	27%	112
Adult (18+) Attendance	229	441	93%	1,460
Total number of Programs	34	34	0%	482
Total number of Attendance	764	884	16%	11,898
Conference Room Utilization by % of Utilization				
Rocca Meeting Room	46%	41%	-6%	42%
Loft Meeting Room	20%	40%	20%	7%
2nd Floor Small Meeting Room	20%	59%	39%	10%

Year-to-date 2015	YTD % Change 2014 vs. 2015
276,101	-10%
135,088	-2%
411,189	-7%
52,214	-23%
29,597	-4%
10,177	-1%
39774	-3%
217,761	5%
18,336	3%
44,765	0%
22,299	9%
4,902	23%
86	39%
971	-44%
28258	8%
309	-4%
8,567	0%
54	13%
1,608	-13%
175	56%
3,374	131%
538	12%
13549	14%
39%	-2%
30%	23%
34%	24%

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971	-44%
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8,567	0%
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538	12%
13549	14%
39%	-2%
30%	23%
34%	24%