

*****ATTACHMENTS*****

Minutes
Joint Meeting – City Finance Committee & Mead Public Library Board of Trustees
Joint Finance Committee Meeting
Monday, August 10, 2015
3:00 p.m.

The joint meeting of the City of Sheboygan Finance Committee and the Mead Public Library Board of Trustees was held on Monday, August 10, 2015 in the 3rd Level training room of City Hall. Present were: Maeve Quinn, MPL Board President, Henry Nelson, MPL Board Vice President, Dirk Zylman, MPL Board Financial Officer, Other MPL Board of Trustee members, Kathie Norman, David Hoffman, and Nancy Mannchen. MPL Library Director Garrett Erickson, and Library Business Manager Debbie DeAmico. City of Sheboygan Finance Committee Members, Chairman Don Hammond, Vice-Chairperson Julie Kath and Alderpersons Darryl Carlson, and Mary Lynne Donohue.

1. OPENING OF MEETING

- 1.1 ROLL CALL CITY FINANCE COMMITTEE: Present Chairman Don Hammond, Vice-Chairperson Julie Kath, Alderpersons Darryl Carlson and Mary Lynne Donohue.
- 1.2 ROLL CALL MEAD LIBRARY BOARD OF TRUSTEES: Present was Board President Maeve Quinn, Vice President Henry Nelson, Finance Officer Dirk Zylman, Other Board Members Ald. Darryl Carlson, David Hoffman, Nancy Mannchen and Kathie Norman. MPL Library Director Garrett Erickson, and MPL Business Manager Debbie DeAmico.
- 1.3 CALL MEETING TO ORDER: Library Board President Maeve Quinn called the Joint meeting to order at 3:00 pm.
- 1.4 PLEDGE OF ALLEGIANCE: MPL Board President Maeve Quinn lead the committee in the pledge of allegiance.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1 2014-2015 REVIEW OF MEAD PUBLIC LIBRARY: Maeve Quinn, President of MPL lead off with library statistics for the 2014-2015 fiscal year. Quinn also pointed out several positive relationships fostered in the community with: JMK Arts Center, Acuity and many of the non-profits in Sheboygan. Quinn thanked the Finance Committee for the contribution of \$75,000 towards the replacement of the MPL Chiller (completed this spring). Quinn also asked the council to increase the library budget in 2017 since the library has been operating with a flat budget for 20 years. She stated that the current level of library service is unsustainable if appropriations are not increased.
- 2.2 2015-2016 STRATEGIC INITIATIVES: Library Director Garrett Erickson informed the committee of several projects coming up within the next year. Items mentioned: 1st floor reconfiguring of spaces, more opportunity for customer feedback, moving of the main service desk to better serve the patrons. The Library has subscribed to a service called “Freegal,” that allows citizens to download (and keep) music. A digital media lab and makerspace are being planned and will be located on the second floor. The equipment and supplies were paid for by the Friends of Mead Public Library, the Mead Public Library Foundation and various other grants received. The library website will be redesigned this fall. Finally, the Library Foundation is trying to secure funding for a RFID inventory system.
- 2.3 REVIEW STRATEGIC PLAN FOR 2015 – 2020: LIBRARY SERVICES. Library Director Garrett Erickson asked if there were suggestions for modifications to the strategic plan of the library. Chairman Don Hammond asked if there have been any open listening sessions for the public to attend. Quinn informed the committee that the MPL had an “Information Day” in 2014 which included the Library Board of Trustees, the MPL Foundation Board and the Friends of MPL which was open to the public. The event was deemed a success with positive and constructive suggestions offered by citizens. Hammond recommended that public listening sessions should be held because they could provide additional feedback, with different demographics. Erickson invited all attending the

meeting to contact him for a personal tour of the Library. Hammond stated that he felt that the City and MPL currently have a good working relationship.

3. 2016 LIBRARY BUDGET REVIEW – DISCUSSION ONLY

3.1 MEAD PUBLIC LIBRARY: FUND 255. Dirk Zylman, MPL Board Financial Officer stated that the library budget did not vary much from last year. The revenue from the City will be flat for 2016 and County revenue will be reduced from 2015. Zylman thanked the MPL Administrative team for the work they did in the past year to find efficiencies and cost savings. Zylman also feels the MPL has a better working relationship with the City of Sheboygan.

Debbie DeAmico, MPL Business Manager, then reviewed the details of the 2016 budget and stated that the breakdown was 14% materials, 70% human resources, and 16% operations. DeAmico informed the committee that MPL will see a shortfall of an estimated \$37,000 from county revenue and that the shortfall will be balanced by: Hiring 4 part time employees to replace two full time employees; two former employees with health care benefits as part of severance packages are no longer part of the library's budgetary obligation; one position was completely dropped from the table of organization after the employee retired; the new chiller should save \$5,000 in seasonal utility costs.

DeAmico then presented the MPL 850 Everhard/Forrer Library Trust. DeAmico stated that the 850 budget is now very small since the vast majority of the 850 fund was transferred to the MPL Foundation during the 2015 fiscal year. She suggested that the remainder of this account be transferred to the MPL Foundation as well. Zylman commented that the MPL Finance Committee will look into this change.

4. ADJOURN

4.1 MOTION TO ADJOURN MEAD PUBLIC LIBRARY BOARD OF TRUSTEES. Nelson **moved** to adjourn the August 10, 2015 Joint Meeting – City Finance Committee & Mead Public Library Board of Trustees, Hoffman **seconded** the motion. The motion **passed**. Quinn concluded the Joint City Finance Committee and Mead Public Library Board of Trustees meeting at 3:40 p.m.

Minutes
Mead Public Library
Board of Trustees
July 23, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 23 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Henry Nelson, Dolcye Johnson, Nancy Mannchen, Kathie Norman, and Dirk Zylman. Unable were Chris Campe, Ald. Darryl Carlson, and 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 3:50 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 Approval of Minutes

Mannchen moved to approve the minutes from June 25, 2015; Norman seconded the motion. The motion passed.

1.5 Correspondence, Announcements, and Common Council Reports

Quinn said that she and Erickson would be working on writing a resolution to incorporate electronic books into library circulation statistics.

Erickson announced that the City's Building Use Committee meets every other Monday with the next meeting scheduled Monday, July 27 at 5 p.m. Members of the Board of Trustees were encouraged to attend the next Building Use Committee meeting.

Quinn said she noticed that self-service checkouts reached the five-million mark. Kallas added that this is since installation of the self-serve computers ten years ago.

Quinn encouraged Board of Trustee members to stay for the Summer Social and Kohler Arts Center concert after the meeting.

1.6 Adopt Resolution in honor of the service of Martha Wortche as a Mead Public Library Trustee

Quinn read the Resolution to Martha and those attending the meeting to recognize Martha's eight years of service. Martha responded, "It's been a pleasure and privilege to serve on the Board. The Library is my second home,

and I moved to Sheboygan because of the library.” A gift of books was presented to Martha from the Board of Trustees.

2. Committee Reports

2.1 Finance Committee – Zylman, Chair

Zylman reviewed the following:

- Discussed City Hall possible move.
- Quarterly 850 accounts were reviewed
- According to DPI Library Standards, MPL is a little under in hours open for the public. Zylman said this would add approximately \$54,000 to the annual budget, and would be considered for 2017 budget year.

2.2 Review and approve payment of expenditures, including payroll, and donations received

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

Zylman reported on donations received, and he noted a \$6,870 donation to MPL from the Foundation for the first floor reconfiguration.

3. Items for Discussion and Possible Action

3.1 Discussion and possible action to approve 2016 Resource Library Contract

Erickson reviewed the document, and he noted the only change was a request for MPL to provide an itemized statement to ESLS.

Nelson moved to approve the document as presented. Norman seconded the motion. The motion passed.

4. Director’s Report - Erickson

4.1 First floor redesign

Kallas updated the Board of Trustees on the following:

- Page staff are working hard on relocating books to the first floor.
- Pete Eisch is moving the shelving to create the new Friends BookStore.
- Large print books will be moved to the former Friends BookStore location.
- Large print non-fiction will be moved back to the first floor collection.
- Fiction, mystery, and science fiction will be relabeled as separate genres.
- MPL’s music collection will be recoded to make it easier to find. New display units will be purchased to make our music selections more visible.
- Displays on first floor are being redesigned.

Quinn suggested a plaque to honor the MPL Foundation be placed at the first floor customer service desk for their generous donation to the redesign.

Erickson distributed information on a coffee machine that takes money and credit cards as a possibility to add on the first floor. He distributed another handout from a developer suggesting a small café being built facing North 8 Street.

4.2 Update on programming

Prentice reviewed programming at MPL:

A Digital Media Lab made possible from the Packers Foundation and an LSTA grant will be completed in the next couple of months in the Teen Center.

A photo scanner with editing capabilities will be added to the second floor near the magazine displays.

The Kohler Foundation has provided funds to enhance the Make It @ Mead program through purchasing materials for adults/families to create crafts and works of art.

Prentice said they are researching space in the library to develop a permanent Maker Space for this program and hands-on experience.

The Jane Austen program had 35 in attendance

Tai Chi class had high attendance of 40; consistent attendance of 30

In conjunction with Space Port and Sheboygan Recreation Department the stargazing program and showing of Apollo 13 movie at Vollrath Park had 300 in attendance.

4.3 Monthly Statistics

Erickson reviewed June statistics, and he noted the addition of conference room percentage usage at MPL.

5. Liaison Reports

5.1 Eastern Shores Library System (ESLS) – Nelson

ESLS Board will meet on Monday, July 27 at the Cedarburg Public Library.

Director Amy Birtell is working on the ESLS 2016 budget.

The director's performance review has been completed.

5.2 Mead Public Library Foundation - Norman

The database program, Gift Works, that was used for Foundation record keeping was sold and cost prohibitive to continue. Administration staff are looking into Quickbooks for the donor management program.

Norman explained that a membership in the Foundation's Renaissance Society is \$500 (or more). She indicated the Development Committee is recommending the annual appeal letter include donors' level of giving with an explanation of how to move into higher recognition categories.

The Development Committee is also looking into categorizing the recognition display on first floor to honor Renaissance Society members.

The Foundation's annual party, Yuletide Gala, will include members of the board inviting friends who are advocates of MPL.

The temporary Foundation RFID Committee will meet in August to plan soliciting for the \$235,000 to complete this project.

5.3 Friends of Mead Public Library – Mueller

Mueller presented a written report on the activities and accomplishments of the approximate 65 people who volunteer at MPL. Quinn complimented Mueller on her role in Volunteer Services on behalf of the library.

Mueller announced that the Friends GIANT Book sale resulted in sales of \$3,700.

6. Upcoming Meetings

August 10, 3 p.m. at City Hall – Joint City Finance Committee and Board of Trustees

(Mueller will remind Trustees of the meeting to meet quorum.)

August 27, 2:45 p.m. – Finance Committee meeting

August 27, 3:45 p.m. – Board of Trustees meeting

7. Information Items

7.1 June Statistics

8. Adjourn

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



Monday, August 10, 2015
BUILDING USE COMMITTEE AGENDA ~ AMENDED

CITY HALL
828 CENTER AVE.
3RD FLOOR CONFERENCE ROOM
5 pm

1. OPENING OF MEETING

1.1 Pledge of Allegiance.

2. ITEMS FOR ACTION

2.1 Approval of Building Use Committee minutes from June 8 and July 7 meetings.

2.2 Discussion with Gorman & Company regarding re-use of City Hall.

2.3 Review City Hall programming space needs.

2.4 Review initial report of information and findings.

2.5 Review potential next steps.

3. SET NEXT MEETING DATE

4. ADJOURN

4.1 Motion to Adjourn

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall 1st floor
Mead Public Library
City's website

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

Account #	Amount	Description
25551150-642200	\$ 9.95	Drop Cam Monthly Charge
25551150-524110	\$ 32.45	Blding Maintenance
		Wiscosnin Library Association Inc. - WLA
25551100-521900	\$ 240.00	Membership
25551100-521900	\$ 30.72	Walmart - Summer Social Supplies
25551100-521900	\$ 103.04	Pick N' Save - Summer Social Supplies
25551150-524135	\$ 13.86	Janitorial Supplies
		Spanish-English Conversation Groups - Donated
25551100-538001	\$ 205.84	funds - Walmart
		Spanish-English Conversation Groups - Donated
25551100-538001	\$ 26.24	funds - Shopko
25551100-538002	\$ 2.65	Facebook advertising - donated by MPL Friends
25551100-538003	\$ 42.53	Facebook advertising - donated by MPL Friends
25551100-538004	\$ 7.51	Facebook advertising - donated by MPL Friends
25551100-538001-10096	68.87	Make-It-At-Mead Supplies
25551100-538001-10096	53.71	Pick N. Save Summer Social Expense
25551100-530100	\$ 12.58	Office Max - Presentation Folders RFID
25551150-642200		
85051100-526130		
Total Charges for 45/5/2015 - 6/3/2015	\$ 849.95	

Mead Public Library
 Re-Ocurring Invoices - August 2015

Vendor	Name	Invoice	PO	Invoice Amt
900104	ALLIANT ENERGY	47055U07312015	250741	\$ 9,933.52
900009	AT&T	920Z8302001098Z		\$ 149.45
900118	SHEBOYGAN WATER UTIL	391390000 7/2/2015	250798	\$ 618.05
3252	CHARTER COMMUNITCATIONS	0206811-7-15		\$ 272.99
2724	DAYTON FREIGHT	251029		\$ 55.00
1597	ENVIRO-CLEAN INC.	2586	250794	\$ 4,972.00
2722	JANE E KOCCMOUD	9001050249		\$ 13.97
900028	LASER CARTRIDGE SALES & SERV	19628		\$ 263.00
2727	LIBRARY SOLUTIONS LLC	2015-0015	250799	\$ 5,780.00
1451	The Sheboygan Mail House	1200/1193/1191		\$ 193.81
2723	DENISE STUEVEN	249154		\$ 37.39
Total Re-Ocurring Invoices				<u>\$ 22,289.18</u>

Description
Electric Utility
Telephone Expense
Water/Sewer Expense
Internet Service
Freight Chgs on New Circulation Desk
Monthly Cleaning Service Billing
Patron Refund on Lost Item
Printer Cartridges
1/2 Down Pymt on New Website Design -
This portion being paid by MPL Library
Foundation
Mailing Charges for MPL Newsletters
Patron Refund on Lost Item

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Administrative Services 25551100

August 2015

Account Balances as of:

February 22, 2022

3:40 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		267,394.00	145,273.70	122,120.30	54.33
	SUB TOTAL		267,394.00	145,273.70	122,120.30	54.33
510310	FICA		17,509.00	8,614.64	8,894.36	49.20
510311	MEDICARE		4,095.00	2,014.63	2,080.37	49.20
510320	WI RETIREMENT FUND		19,768.00	9,796.94	9,971.06	49.56
510340	HEALTH INSURANCE	0.00	53,333.00	26,479.20	26,853.80	49.65
510341	RETIREE HEALTH INS		10,673.00	2,962.75	7,710.25	27.76
510350	DENTAL INSURANCE		3,424.00	1,182.08	2,241.92	34.52
510351	UNFUNDED PENSION LIABILITY		29,650.00	17,295.81	12,354.19	58.33
510360	LIFE INSURANCE		1,200.00	355.71	844.29	29.64
510400	WORKERS COMP		132.00	77.00	55.00	58.33
510410	UNEMPLOYMENT		5,000.00	4,126.70	873.30	82.53
	SUB TOTAL	0.00	144,784.00	72,905.46	71,878.54	50.35
		2015 Enc.				
521100	BANKING FEES		1,000.00	842.81	157.19	84.28
521110	FINANCIAL SERVICE FEES	0.00	1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING	0.00	10,000.00	1,680.00	8,320.00	16.80
521420	DUPLICATION SERVICES	0.00	6,100.00	3,245.66	2,854.34	53.21
521510	BILLING FEES	0.00	5,200.00	1,608.60	3,591.40	30.93
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SERVICES	0.00	8,650.00	5,944.66	2,705.34	68.72
523110	OFFICE EQUIPMENT MAINT.	1,621.76	4,900.00		3,278.24	33.10
	SUB TOTAL	1,621.76	38,640.16	15,768.30	21,250.10	45.01
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,952.43	5,047.57	
527110	TRAVEL	0.00	1,800.00	777.90	1,022.10	43.22
	SUB TOTAL	0.00	16,800.00	10,730.33	6,069.67	63.87
530100	OFF SUPPLIES	790.00	8,600.00	5,208.99	2,601.01	69.76
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY	0.00	7,800.00	6,373.99	1,426.01	81.72
530135	SHIPPING	91.35	170.00		78.65	53.74
530205	DISPLAYS	0.00	140.00		140.00	0.00
	SUB TOTAL	881.35	23,360.00	11,582.98	10,895.67	53.36
		2015 Enc.				
538001	DONATION PURCHASES	18,451.04	36,000.00	32,120.78	-14,571.82	140.48
538001-10096	DONATION PURCHASES	0.00	14,207.24	9,352.57	4,854.67	65.83
538001-10097	DONATION PURCHASES	595.00		925.00	-925.00	
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	19,046.04	50,467.24	42,458.79	-11,037.59	121.87
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	21,549.15			
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		21,549.15	577,857.83	309,055.88	247,252.80	57.21

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	467,725.86	274,847.14	62.99
	SUB TOTAL		742,573.00	467,725.86	274,847.14	62.99
510310	FICA	0.00	46,040.00	28,061.43	17,978.57	60.95
510311	MEDICARE		10,767.00	6,562.66	4,204.34	60.95
510320	WI RETIREMENT FUND	0.00	51,980.00	29,225.94	22,754.06	56.23
510340	HEALTH INSURANCE		149,540.00	68,741.85	80,798.15	45.97
510350	DENTAL INSURANCE		12,828.00	5,458.87	7,369.13	42.55
510360	LIFE INSURANCE		1,731.00	705.63	1,025.37	40.76
510400	WORKERS COMP		350.00	204.19	145.81	58.34
	SUB TOTAL	0.00	273,236.00	138,960.57	134,275.43	50.86
523110	OFFICE EQUIPMENT MAINT.	0.00	4,400.00		4,400.00	0.00
530135	SHIPPING	0.00	874.00	0.00	874.00	0.00
530205	DISPLAYS	0.00	1,100.00	63.63	1,036.37	5.78
	SUB TOTAL	0.00	6,374.00	63.63	6,310.37	1.00
		2015 Enc.				
538001	ADULT PRINT	30,851.57	273,980.00	119,226.90	123,901.53	43.52
538001-10087	SHEBOYGAN READS	0.00	0.00		0.00	
538003-10095	YOUNG PEOPLE'S BOOKS	4,109.77	70,750.00	29,692.51	36,947.72	41.97
538004	JUVENILE PRINT	0.00	463.61		463.61	0.00
	SUB TOTAL	34,961.34	345,193.61	148,919.41	161,312.86	43.14
538301	PERD'LS & MICROFILM	0.00	18,100.00	20,917.90	-2,817.90	115.57
	SUB TOTAL		18,100.00	20,917.90	-2,817.90	115.57
		2015 Enc	34,961.34			
538000	TOTAL MATRL'S ACCTS		363,293.61	169,837.31	158,494.96	46.75
	PUBLIC SERVICE COST CENTER TOTAL	34,961.34	1,385,476.61	776,587.37	573,927.90	58.58

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	244,296.46	194,268.54	55.70
510130	TEMP SALARIES - REG		159,424.00	88,278.94	71,145.06	55.37
510140	INTERDEPARTMENT LABOR - REG				0.00	
	SUB TOTAL		597,989.00	332,575.40	265,413.60	55.62
510310	FICA	0.00	37,076.00	19,745.56	17,330.44	53.26
510311	MEDICARE		8,671.00	4,618.64	4,052.36	53.27
510320	WI RETIREMENT FUND	0.00	35,138.00	18,907.11	16,230.89	53.81
510340	HEALTH INSURANCE		93,765.00	45,536.13	48,228.87	48.56
510350	DENTAL INSURANCE		5,160.00	3,286.96	1,873.04	63.70
510360	LIFE INSURANCE		2,001.00	686.62	1,314.38	34.31
510400	WORKERS COMP		278.00	162.19	115.81	58.34
	SUB TOTAL	0.00	182,089.00	92,943.21	89,145.79	51.04
	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	700.33	18,779.67	2.12
	SUB TOTAL	13,520.00	49,400.00	8,955.44	26,924.56	18.13
		2015 Enc.				
521900	CONTRACTED SVCS	1,493.50	65,715.00	49,025.40	15,196.10	74.60
	SUB TOTAL	1,493.50	65,715.00	49,025.40	15,196.10	74.60
522130	HEAVY EQUIPT MAINT (JOHNSON CN	0.00	6,000.00	1,493.50	4,506.50	24.89
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,400.00	594.85	2,805.15	17.50
524110	BUILDING EXTERIOR MAINT	0.00	19,600.00	4,429.54	15,170.46	22.60
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	836.80	8,363.20	9.10
	SUB TOTAL	0.00	40,700.00	7,674.18	33,025.82	18.86
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	3,536.88	3,563.12	49.82
	SUB TOTAL	0.00	10,200.00	3,650.82	6,549.18	35.79
525100	ELECTRICITY	6,465.67	94,000.00	51,846.37	35,687.96	62.03
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	2,717.97	6,282.03	30.20
525140	GAS - UTILITY	0.00	26,000.00	12,252.96	13,747.04	47.13
	SUB TOTAL	6,465.67	131,850.00	68,366.97	57,017.36	56.76
530100	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	
530135	SHIPPING	46.41	1,100.00	212.56	841.03	23.54
530200	PROG SUPP (CAT & CIRC SUPPLIES)	2,866.96	28,500.00	11,389.38	14,243.66	50.02
530210	OPPERATING SUPPLIES (MENDING)	0.00	1,500.00	862.50	637.50	57.50
	SUB TOTAL	2,913.37	31,100.00	12,464.44	15,722.19	49.45
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	5,724.60	1,775.40	76.33
	SUB TOTAL	0.00	7,800.00	5,859.65	1,940.35	75.12
641600	MECHANICAL EQUIPMENT	22,490.00	73,640.00	51,150.00	0.00	69.46
642200	IT EQUIPMENT	7,327.17	25,700.00	12,641.20	5,731.63	77.70
	SUB TOTAL	29,817.17	99,340.00		5,731.63	
	SUPPORT SERVICES COST CENTER TOTAL	54,209.71	1,216,333.00	645,404.95	516,718.34	57.52
	LIBRARY TOTAL	110,720.20	3,179,667.44	1,731,048.20	1,337,899.04	54.44

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	21,549.15	577,857.83	309,055.88	247,252.80	57.21
25551110	PUBLIC SERVICES	34,961.34	1,385,476.61	776,587.37	573,927.90	58.58
25551150	SUPPORT SERVICES	54,209.71	1,216,333.00	645,404.95	516,718.34	57.52
	FUND EQUITY INCREASE					
	Total All Cost Centers	110,720.20	3,179,667.44	1,731,048.20	1,337,899.04	54.44

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		-4,000.00	0.00
447606	PHOTOCOPIES	9,000.00	7,501.64	-1,498.36	83.35
447626	DISCARDED BOOK SALES	900.00	3,928.17	3,028.17	436.46
	LATE BOOK CHARGES	58,000.00	31,263.01	-26,736.99	53.90
447641	LOST BOOKS	5,500.00	1,653.56	-3,846.44	30.06
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	
462105	BOOK RENTALS	8,000.00	411.20	-7,588.80	5.14
467101	CONTRIBUTIONS	36,001.00	50,006.99	14,005.99	138.90
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	3,050,216.80	-15,537.20	99.49
	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		1,319,168.60	1,208,448.40	

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	857,296.02	591,235.98	59.18
510130	TEMP SALARIES - REG		159,424.00	88,278.94	71,145.06	55.37
510140	INTERDEPARTMENT LABOR - REG		0.00	0.00	0.00	
510170	SEVERANCE PAY		0.00	0.00	0.00	
510310	FICA		100,625.00	56,421.63	44,203.37	56.07
510311	MEDICARE		23,533.00	13,195.93	10,337.07	56.07
510320	WI RETIREMENT FUND		106,886.00	57,929.99	48,956.01	54.20
510340	HEALTH INSURANCE		296,638.00	140,757.18	155,880.82	47.45
510341	RETIREE HEALTH INS		10,673.00	2,962.75	7,710.25	27.76
510350	DENTAL INSURANCE		21,412.00	9,927.91	11,484.09	46.37
510351	UNFUNDED PENSION LIABILITY		29,650.00	17,295.81	12,354.19	58.33
510360	LIFE INSURANCE		4,932.00	1,747.96	3,184.04	35.44
510400	WORKERS COMP		760.00	443.38	316.62	58.34
510410	UNEMPLOYMENT		5,000.00	4,126.70	873.30	
521100	BANKING FEES		1,000.00	842.81	157.19	84.28
521110	FINANCIAL SERVICES FEES		1,800.00	1,800.00	0.00	100.00
521400	ADVERTISING & MARKETING		10,000.00	1,680.00	8,320.00	16.80
521420	DUPLICATING SERVICES		6,100.00	3,245.66	2,854.34	53.21
521510	BILLING SERVICES		5,200.00	1,608.60	3,591.40	30.93
521700	SECURITY SERVICES		16,400.00	8,255.11	4,882.89	50.34
521800	PROGRAM SERVICES		33,000.00	700.33	32,299.67	2.12
521800-10094	PROGRAM SERVICES		990.16	646.57	343.59	65.30
521900	CONTRACT SVCS		74,365.00	54,970.06	19,394.94	73.92
522130	HEAVY EQUIPT MAINT (JOHNSON CNTRLS)		6,000.00	1,493.50	4,506.50	24.89
523110	OFFICE EQUIPMENT MAINTENANCE		12,700.00	594.85	12,105.15	4.68
524110	BUILDING EXT MAINT		19,600.00	4,429.54	15,170.46	22.60
524124	HVAC MAINT + BOILER INS		2,500.00	319.49	2,180.51	12.78
524126	ELEVATOR MAINTENANCE		9,200.00	836.80	8,363.20	9.10
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)		3,100.00	113.94	2,986.06	3.68
524135	JANITORIAL SUPPLIES		7,100.00	3,536.88	3,563.12	49.82
525100	ELECTRICITY		94,000.00	51,846.37	42,153.63	55.16
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	2,717.97	6,282.03	30.20
525140	GAS - UTILITY		26,000.00	12,252.96	13,747.04	47.13
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,952.43	5,047.57	66.35
527110	TRAVEL		1,800.00	777.90	1,022.10	43.22
530100	OFFICE SUPPLIES	0.00	8,600.00	5,208.99	3,391.01	60.57
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY		7,800.00	6,373.99	1,426.01	81.72
530135	SHIPPING		2,144.00	212.56	1,931.44	9.91
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	11,389.38	17,110.62	39.96
530205	DISPLAYS		1,240.00	63.63	1,176.37	5.13
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	862.50	637.50	57.50
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	119,226.90	123,901.53	43.52
538001	DONATION PURCHASES		36,000.00	32,120.78	-14,571.82	89.22
538003-10095	YOUNG PEOPLE'S BOOKS		70,750.00	29,692.51	36,947.72	41.97
538001-10096	DONATION PURCHASES		14,207.24	9,352.57	4,854.67	65.83
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	20,917.90	-2,817.90	115.57
539999	MISC EXP (LATE FEES)		100.00	60.44	39.56	60.44
540200	INSURANCE (FIRE)		7,500.00	5,724.60	1,775.40	76.33
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	22490.00	73640.00	51150.00	0.00	0.69
642100-10094	OFFICE EQUIPMENT		0.00	0.00	0.00	

642200	IT EQUIPMENT		25,700.00	12,641.20	13,058.80	49.19
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	
	110,720.20		3,179,667.44	1,731,048.20	1,337,899.04	54.44

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 Statistics - July 2015

	July 2014	July 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014	Year-to-date 2015
Circulation Transactions					
Adult Materials	39,795	32,096	-19%	268,524	239,506
Children's Materials	21,385	21,057	-2%	121,027	122,039
Total Circulation Transactions	61180	53153	-13%	389,551	361,545
In House Use	8,790	6,478	-26%	60,139	46,232
Interlibrary Loans (Transits)					
Items provided to libraries	7,992	0	-100%	58,149	0
Items received from Libraries	4,501	0	-100%	30,028	0
Total Interlibrary Loans (Transits)	12,493	0	-100%	88177	0
Number of Registered Users					
Resident				30,992	29,651
Non-Resident				10,348	10,228
Total Number of Registered Users				41340	39879
Library Visits					
Gate count	27,829	25,867	-7%	181,629	191,174
Reference Inquiries					
Reference Inquiries	1,936	2,139	10%	15,927	16,430
Users of Public Internet PCs					
Library workstations	6,628	6,181	-7%	38,646	38,346
Wireless Sessions	0	0	0	0	12,679
Uses of E-Content					
E-Books (Overdrive)	2,602	3,002	15%	17,866	19,586
E-Audio (Overdrive)	510	778	53%	3,421	4,165
E-Video (Overdrive)	6	4	-33%	41	77
E-Magazines (Zinio)	158	98	-38%	1,571	869
Total Uses of E-Content	3276	3882	18%	22899	24697
Programs (Number of Programs, Attendance)					
Children (0-11) Number of Programs	64	39	-39%	312	206
Children (0-11) Attendance	2,099	1,287	-39%	7,701	6,453
Teen (12-18) Number of Programs	14	17	21%	40	47
Teen (12-18) Attendance	620	579	-7%	1,580	1,417
Adult (18+) Number of Programs	9	16	78%	101	161
Adult (18+) Attendance	153	798	422%	1,231	2,933
Total number of Programs	87	72	-17%	453	414
Total number of Attendance	2,872	2664	-7%	10,512	10803
Conference Room Utilization by % of Utilization					
Rocca Meeting Room	46%	36%	-11%	41%	42%
Loft Meeting Room	7%	21%	15%	6%	30%
2nd Floor Small Meeting Room	21%	28%	6%	10%	33%

YTD % Change 2014 vs. 2015
-11%
1%
-7%
-23%
-100%
-100%
-100%
-4%
-1%
-4%
5%
3%
-0.78%
0
10%
22%
88%
-45%
8%
-34%
-16%
18%
-10%
59%
138%
-9%
3%
1%
24%
23%

Mead Public Library Statistics - July 2015

Circulation Transactions	July 2014	July 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014
Adult Materials	39,795	32,096	-19%	268,524
Children's Materials	21,385	21,057	-2%	121,027
Total Circulation Transactions	61180	53153	-13%	389,551
In House Use	8,790	6,478	-26%	60,139
Interlibrary Loans (Transits)				
Items provided to libraries	7,992	0	-100%	58,149
Items received from Libraries	4,501	0	-100%	30,028
Total Interlibrary Loans (Transits)	12,493	0	-100%	88177
Number of Registered Users				
Resident				30,992
Non-Resident				10,348
Total Number of Registered Users				41340
Library Visits				
Gate count	27,829	25,867	-7%	181,629
Reference Inquiries				
Reference Inquiries	1,936	2,139	10%	15,927
Users of Public Internet PCs				
Library workstations	6,628	6,181	-7%	38,646
Wireless Sessions	0	0	0	0
Uses of E-Content				
E-Books (Overdrive)	2,602	3,002	15%	17,866
E-Audio (Overdrive)	510	778	53%	3,421
E-Video (Overdrive)	6	4	-33%	41
E-Magazines (Zinio)	158	98	-38%	1,571
Total Uses of E-Content	3276	3882	18%	22899
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	64	39	-39%	312
Children (0-11) Attendance	2,099	1,287	-39%	7,701
Teen (12-18) Number of Programs	14	17	21%	40
Teen (12-18) Attendance	620	579	-7%	1,580
Adult (18+) Number of Programs	9	16	78%	101
Adult (18+) Attendance	153	798	422%	1,231
Total number of Programs	87	72	-17%	453
Total number of Attendance	2,872	2664	-7%	10,512

Year-to-date 2015	YTD % Change 2014 vs. 2015
239,506	-11%
122,039	1%
361,545	-7%
46,232	-23%
0	-100%
0	-100%
0	-100%
29,651	-4%
10,228	-1%
39879	-4%
191,174	5%
16,430	3%
38,346	0
12,679	0
19,586	10%
4,165	22%
77	88%
869	-45%
24697	8%
206	-34%
6,453	-16%
47	18%
1,417	-10%
161	59%
2,933	138%
414	-9%
10803	3%