

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

## Approved draft language at last HR meeting (Approved 5/14/15)

**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 ~~five~~ **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.

Title: <b>Overtime Work and Compensation</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.27</b> Original Effective Date: Date of Last Revision:
--	---

## Overtime Work and Compensation

The Director (or designee) may prescribe periods of overtime work within the limitations of the Library's budget. Overtime is paid **for Non-Exempt staff** after 40 hours worked in a regular work week at 1.5 times the hourly rate of pay.

Employees shall be compensated for overtime work in accordance with provisions of the Fair Labor Standards Act and related Wisconsin requirements. ~~The following positions are designated as exempt positions:~~

- ~~• Library Director~~
- ~~• Deputy Director~~
- ~~• Manager~~
- ~~• Librarian II~~
- ~~• Information Technology Specialist~~
- ~~• Librarian I~~
- ~~• Specialist II~~
- ~~• Public Information Specialist~~
- ~~• Administrative Specialist II~~
- ~~• Administrative Specialist I~~

Mead Public Library - 2016 Draft Budget			Title Change		Inactivate Acc	
New Category or Account Number for 2016						
		2013	2013	2014	2014	2015
		REVISED	ACTUAL	APPROVED	ACTUAL	APPROVED
ACCT/PROJECT #	DESCRIPTION	BUDGET		BUDGET		BUDGET
	<b>255 MEAD PUBLIC LIBRARY</b>					
	25551100 - MEAD LIBRARY FUND					
411100	REAL ESTATE TAXES	2,377,053.00	2,377,053.00	2,305,741.00	2,305,741.00	2,305,741.00
431709	ESLS - SHEBOYGAN COUNTY	566,424.00	566,424.00	521,615.00	521,615.00	533,093.00
431710	ESLS - OZAUKEE COUNTY	10,374.00	10,374.00	8,838.00	8,838.00	9,230.00
431711	ESLS - BACKUP REFERENCE	50,297.00	51,152.00	51,152.00	52,073.00	52,854.00
431712	ESLS - ADJACENT COUNTIES	45,313.00	45,314.00	46,525.00	46,598.18	42,285.00
431722	ESLS - LSTA GRANT PROGRAM		965.00	16,500.00	5,387.00	4,000.00
441116	JURY & WITNESS FEES		206.00	0.00		0.00
447606	PHOTOCOPIES	9,000.00	9,022.00	9,000.00	11,649.36	9,000.00
447626	DISCARDED BOOK SALES	4,663.00	6,087.00	0.00	6,065.79	900.00
447636	LATE BOOK CHARGES	75,000.00	57,313.00	75,000.00	51,306.97	58,000.00
447641	LOST BOOK PENALTIES	8,200.00	5,521.00	8,200.00	1,964.27	5,500.00
447699	MISCELLANEOUS REVENUE	500.00	545.00	500.00	281.82	500.00
449901	VENDING MACHINE COMMISSION	750.00	616.00	750.00	616.39	650.00
462105	BOOK RENTALS	8,000.00	7,232.00	8,000.00	6,299.15	8,000.00
467101	CONTRIBUTIONS	81,266.00	90,737.00	26,555.00	47,627.38	36,001.00
467101-10094	CONTRIBUTIONS - MEAD PL FOUNDATION	-	0.00	77,250.00	50,250.00	0.00
469501	CASH OVER/SHORT	-	0.00	0.00	(1.00)	0.00
	<b>25551100 - LIBRARY - ADMINISTRATION</b>	<b>3,236,840.00</b>	<b>3,228,561.00</b>	<b>3,155,626.00</b>	<b>3,116,312.31</b>	<b>3,065,754.00</b>
492850	INTERFUND-EVERHARD/FORRER	-	12,500.00	0.00	0.00	0.00
499999	FUND EQUITY APPLIED	29,687.00	29,687.00	0.00	0.00	0.00
	25599990 - CUSTOMER CLEARING	29,687.00	42,187.00	0.00	0.00	0.00
	<b>TOTAL MEAD LIBRARY REVENUE</b>	<b>3,266,527.00</b>	<b>3,270,748.00</b>	<b>3,155,626.00</b>	<b>3,116,312.31</b>	<b>3,065,754.00</b>
	<b>25551100 - LIBRARY - ADMINISTRATION</b>					
510110	FULL TIME WAGES - REGULAR	404,575.00	450,505.00	268,035.00	299,915.58	267,394.00
510310	FICA	25,084.00	28,706.00	16,620.00	15,155.00	17,508.59
510311	MEDICARE	5,866.00	3,106.00	3,890.00	3,544.30	4,094.75
510320	WI RETIREMENT FUND	27,110.00	25,590.00	18,765.00	19,173.17	19,767.76
510340	HEALTH INSURANCE	79,315.00	69,652.00	72,155.00	50,681.46	53,332.56
510341	RETIREE HEALTH INSURANCE		57,352.00	32,520.00	32,515.09	10,673.36
510350	DENTAL INSURANCE	4,405.00	4,105.00	4,910.00	3,232.01	3,423.96
510351	UNFUNDED PENSION LIABILITY	29,650.00	29,650.00	29,650.00	29,649.96	29,650.00
510360	LIFE INSURANCE	2,880.00	1,319.00	1,170.00	591.10	1,200.00
510400	WORKERS COMPENSATION	185.00	185.00	125.00	125.04	132.00
510410	UNEMPLOYMENT COMPENSATION				18,746.00	5,000.00
	<b>OTHER EMPLOYEE BENEFITS - PROFESSIONAL DEVELOPMENT</b>					
521100	BANKING FEES	2,000.00	870.00	2,000.00	1,121.05	1,000.00
521110	FINANCIAL SERVICES FEES	1,750.00	1,750.00	1,750.00	1,750.00	1,800.00
521400	ADVERTISING & MARKETING		21,934.00	0.00		10,000.00
521420	DUPLICATION SERVICES	5,500.00	5,840.00	6,500.00	6,134.99	6,100.00
521510	BILLING SERVICES	6,500.00	4,967.00	6,500.00	4,859.85	5,200.00

Mead Public Library - 2016 Draft Budget			Title Change		Inactivate Acc	
New Category or Account Number for 2016						
		2013	2013	2014	2014	2015
		REVISED	ACTUAL	APPROVED	ACTUAL	APPROVED
ACCT/PROJECT #	DESCRIPTION	BUDGET		BUDGET		BUDGET
521800-10094	PROGRAM SERVICES - MEAD PL FOUNDATION			11,000.00	10,009.84	
521900	CONTRACTED SERVICES	66,570.00	59,887.00	76,570.00	68,101.24	8,650.00
523110	OFFICE EQUIPMENT MAINTENANCE	6,000.00	4,693.00	5,000.00	3,019.41	4,900.00
527100	CAR ALLOWANCE - EMPLOYEE PARKING FEES					15,000.00
527110	TRAVEL	2,000.00	1,657.00	2,172.00	1,824.17	1,800.00
530100	OFFICE SUPPLIES	2,000.00	1,193.00	2,000.00	1,683.31	8,600.00
530115	PAPER	600.00	467.00	600.00	516.03	6,650.00
530130	POSTAGE & DELIVERY	12,000.00	7,538.00	12,000.00	5,503.76	7,800.00
530135	SHIPPING & HANDLING	200.00	130.00	200.00	10.58	170.00
530205	DISPLAYS	150.00	129.00	150.00	0.00	140.00
538001	DONATED PURCHASES	35,492.00	47,848.00	7,500.00	33,420.14	36,000.00
538007	PROFESSIONAL BOOKS	150.00	148.00	150.00	0.00	160.00
538009	BOOK RENTALS	4,125.00	5,950.00	4,125.00	4,179.84	6,200.00
538099	SHIPPING & HANDLING	30.00	0.00	30.00	0.00	0.00
539999	MISCELLANEOUS EXP	100.00	0.00	100.00	72.95	100.00
540215	INSURANCE GEN. PUB. OFFICIALS & AUTO	8,500.00	8,463.00	8,500.00	5,720.04	8,800.00
590255	SPECIAL ASSESSMENTS	4,459.00	2,891.00	4,459.00	2,655.78	3,000.00
642100-10094	OFFICE EQUIPT MAINTENANCE - MEAD PL FND			7,000.00	7,000.00	
642200-10094	IT EQUIPT - MEAD PL FOUNDATION			16,000.00	14,794.61	
642400-10094	AUDIO VISUAL EQUIPT - MEAD PL FOUNDATION			9,450.00	9,163.07	
642500-10094	OFFICE FURNITURE - MEAD PL FOUNDATION			18,800.00	10,679.89	
649100-10094	OTHER EQUIPT - MEAD PL FOUNDATION			15,000.00	0.00	
	<b>25551100-LIBRARY-ADMINISTRATION-TOTAL</b>	<b>737,196.00</b>	<b>846,525.00</b>	<b>665,396.00</b>	<b>665,549.26</b>	<b>544,246.98</b>
	<b>25551110 - LIBRARY - PUBLIC SERVICES</b>					
510110	FULL -PART TIME WAGES - REGULAR	515,570.00	513,678.00	747,180.00	755,672.15	742,573.08
510310	FICA	36,629.00	38,117.00	47,755.00	42,204.35	46,039.53
510311	MEDICARE	8,571.00	3,999.00	11,170.00	9,870.32	10,767.31
510320	WI RETIREMENT FUND	38,455.00	34,208.00	53,915.00	46,853.77	51,980.12
510340	HEALTH INSURANCE	89,500.00	76,258.00	165,090.00	109,662.14	149,540.08
510350	DENTAL INSURANCE	5,690.00	4,888.00	10,145.00	7,941.06	12,828.00
510360	LIFE INSURANCE	2,515.00	1,091.00	3,515.00	1,166.59	1,731.38
510400	WORKERS COMPENSATION	260.00	260.00	345.00	345.00	350.00
	OTHER EMPLOYEE BENEFITS -PROFESSIONAL DEVELOPMENT					
523110	OFFICE EQUIPMENT MAINTENANCE	4,000.00	4,171.00	5,500.00	3,748.05	4,400.00
530100	OFFICE SUPPLIES	6,000.00	5,973.00	4,500.00	1,926.66	0.00
530115	PAPER	2,250.00	1,952.00	2,250.00	1,389.55	0.00
530135	SHIPPING & HANDLING	360.00	2,111.00	360.00	193.95	874.00
521800	PROGRAMMING SUPPLIES (PROGRAMS)					
530205	DISPLAYS	1,200.00	1,056.00	1,200.00	1,162.69	1,100.00
538001	DONATED PURCHASES					
538002	MATERIALS - ALL CATAGORIES	276,355.00	297,462.00	282,605.00	273,204.37	273,983.78
538003	YOUTH & CHILDRENS MATERIALS	83,700.00	66,629.00	86,300.00	74,962.80	70,750.00
538099	SHIPPING & HANDLING	2,000.00		0.00	0.00	0.00
538100	OTHER CONTENT					
538301	PERIODICALS/MICROFILM/HQ SUBSCRIPTION	18,000.00	17,958.00	18,100.00	5,749.80	18,100.00
538399	SHIPPING & HANDLING	450.00	0.00	0.00	0.00	0.00



Mead Public Library - 2016 Draft Budget				Title Change	Inactivate Acc	
New Category or Account Number for 2016						
		2013	2013	2014	2014	2015
		REVISED	ACTUAL	APPROVED	ACTUAL	APPROVED
ACCT/PROJECT #	DESCRIPTION	BUDGET		BUDGET		BUDGET

ount for 2016	
2016	
REQUESTED	
BUDGET	
2,305,741.00	Based on Flat Budget per Jim Amodeo & Darryl Carlson
511,559.00	Estimates - Per Eastern Shores Library - Amy Bertell - as of 5/18/2015 no word from Sheboygan County if they will increase their percentage of funding.
8,290.00	Estimates - Per Eastern Shores Library - Amy Birtell
51,100.00	Estimates - Per Eastern Shores Library - Amy Birtell
41,896.00	Estimates - Per Eastern Shores Library - Amy Birtell
4,000.00	No grants have been applied for the 2016 fiscal year as of date
0.00	
10,000.00	
4,000.00	
50,000.00	
1,000.00	
200.00	
500.00	
0.00	Was informed that not charging for DVD Rentals beginning in 2015
40,000.00	
0.00	
<u>0.00</u>	
<b>3,028,286.00</b>	\$37,467.90 decrease in income with current information.
0.00	
0.00	
<u>0.00</u>	
<b><u>3,028,286.00</u></b>	
241,506.00	Based on 2%-Note not all employee's will receive a 2% increase
14,974.00	
3,502.00	
16,423.00	Based on 6.8% 2015 rate
47,317.00	Based on 2015 High Deductible Plan with \$750 Single/\$1,500.00 Family HSA Deposit
4,000.00	Based on 2015 Winkle-Thomes Dropped off/Smith-Stenske . Gort not staying on MPL Insurance.
4,397.00	Based on 2015 premium increase
29,650.00	Based on historical data
666.00	
125.00	
2,000.00	Could still be some unemployment liability
2,500.00	Aurora Employee Assist - Employee Membership Dues, Background checks, etc. Previously under contracted services
1,150.00	
1,750.00	
9,400.00	Including the Sheb. Cty. Chamber membership dues int his account, MPL newsletters., etc
6,200.00	
5,000.00	Unique Management

ount for 2016	
2016	
REQUESTED	
BUDGET	
0.00	Project completed in 2014 - 2015
0.00	Transferring to expense accounts to better monitor the expenses
4,200.00	
12,500.00	Figure based on actual cost for 2015 plus no increase per Derek Muench for 2016.
2,000.00	
9,200.00	Includes the paper account
	Part of office supplies account
0.00	Transferred to Support Services - That department does most of the mailing and shipping out of materials.
0.00	Transferred to Support Services Postage & Delivery account
0.00	
2,000.00	Balance is setup in Public Service and Support Services for better tracking
0.00	Transferred to Public Services
0.00	Per Public Service Mgr. MPL is no longer charging for rental DVD's - Stopped charging for DVD rentals in 2015
0.00	
100.00	
8,500.00	
3,000.00	
0.00	Completed projects 2014 & 2015
0.00	Completed projects 2014 & 2016
0.00	Completed projects 2014 & 2017
0.00	Completed projects 2014 & 2018
0.00	Completed projects 2014 & 2019
<b>432,060.00</b>	
734,346.00	
45,530.00	
10,649.00	
45,428.00	
120,149.00	
11,562.00	
1,569.00	
360.00	
3,000.00	Professional Development - Professional books, memberships, webinars, workshops, travel,
3,800.00	Naviant Minolta Service Contract
0.00	Transferred in 2015 to Administration
0.00	Transferred in 2015 to Administration
0.00	Transferred to Support Services that department does most of the shipping and handling.
5,000.00	
1,100.00	
38,000.00	Books, CD's, Programs paid for by donation, prizes, materials for summer reading club, etc.
364,234.00	Adult, youth, periodicals, microfilm, electronic resources, overdrive, digital library (billed from ESLS)
0.00	
	Inactivate
61,500.00	Collection HQ, Dear Reader, Polaris, ILS, WISCAT,( from ESLS), State buying pool, Cooperative Service Fees (ESLS), Teach Technology - this was part of contracted services
0.00	
<u>0.00</u>	Inactivate

ount for 2016	
2016	
REQUESTED	
BUDGET	
<b><u>1,446,227.00</u></b>	
605,102.00	
0.00	Transferred to Full-Part Time Wages - Regular
0.00	Not used in 2015
37,517.00	
8,774.00	
33,941.00	
97,822.00	
6,243.00	
1,557.00	
274.00	
20,000.00	
0.00	In-activate for 2016 - These cost are under Processing Supplies
0.00	All of these expenses have been transferred to an expense account
0.00	Transfer to Janitorial Supplies - MPL does not have any vehicles
0.00	In-activate for 2016 - These cost are under Heavy Equipment Maintenance
3,000.00	
20,000.00	Fire Fighting Supplies & Extinguisher Supplies, Snow Removal
9,000.00	Johnson Control contract transferred from Heavy Equipment Maintenance.
8,500.00	
8,000.00	
62,500.00	Enviro-Clean and Window Washing Expense - Removed from Contracted Services, Shred IT Services
92,000.00	Based on historical and new Chiller being more efficient.
1,419.00	1.5% inflation rate increase & historical data
1,300.00	1.5% inflation rate increase & historical data
7,000.00	Based on historical - includes ESLS Telephony expense
29,000.00	Based on 1.5% inflation rate increase and historical data
0.00	Transferred to Admin in 2015
0.00	Transferred to Admin in 2015
9,000.00	Includes all Postage/Delivery/Shipping & Handling accounts for all departments
28,500.00	
1,500.00	
150.00	
0.00	Transferred to Janitorial Services
0.00	Part of Mending Supplies
8,400.00	Boiler & Machinery Insurance - Based on historical
0.00	Chiller II project completed in 2015
19,500.00	Equipment Supplies - New IT Equipment
30,000.00	Transferred from Contracted Services, ESLS Software invoices, 3M Selfcheck software updates and support, HeartlandrRemote backup & software, Open Sense/Groovix Public Access Computer Software, City IT Cost
<b><u>1,149,999.00</u></b>	
<b>(3,028,286.00)</b>	
<b><u>3,028,286.00</u></b>	

Amount for 2016	
2016	
REQUESTED	
BUDGET	
\$ -	

Current Employee's Eligible for the City of Sheboygan "Good Attendance Health Insurance Benefit" as of 7/1/2007

Eligibility List as of January 1, 2015

Employee must retire between these ages to be eligible: EFT Earliest Retirement Age 55 - Normal Retirement Age 65

Employee	# of Unused Sick Hours as of 7/1/2007	Less 1152 Hours	Qualified Hours for Payouts		Rate per hour	Total Payout to be applied to City of Sheboygan Health/Dental Ins. Premium	=	Payout to Employee at 1/2 payout total if employee is not going on City of Sheboygan Health Insurance
Employee #1	2457.50	1152.00	1305.50	x	\$7.50	\$9,791.25	=	\$4,895.63
Employee #2	1240.50	1152.00	88.50	x	\$7.50	\$663.75	=	\$331.88

Payout based on Mead Public Library By-Laws & Policy Statements effective on February 12, 2014

Title: <b>Retiree Health Insurance Credits</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.39</b> Original Effective Date: Date of Last Revision:
--	---

## **Retiree Health Insurance Credits**

The Library participates in the City's Good Attendance Program. Effective July 1, 2007, the accumulation of unused sick leave hours for the Good Attendance program shall be eliminated. However, employees with credits earned prior to that time shall retain such credits, which will be applied at a value of \$7.50 per hour upon retirement.

Eligibility: Full-time employees who retire between the Wisconsin Retirement Service (WRS) early retirement age and WRS full retirement age and who attained 1,152 hours of unused sick leave as of June 30, 2007 are eligible.

The value of the credits will be applied to City medical insurance premium payments after the employee retires. Employees who choose not to continue on the City medical insurance plan after retirement or who are not eligible to do so will receive a cash payout of 50% of the calculated value of the applicable credits.

Mead Public Library Sick Leave Accounts

Updated 4/2/2015

Sick leave frozen as of December 31, 2011

EMPLOYEE	Current Liability as of Date of Update				Maximum Hours for Payout if an Employee Retires is 672 Hours	Maximum \$\$ Payout if Retire or Death	Current Maximum hours for Severance pay for Employee Voluntary or Layoff	Severance (Voluntary or Layoff) Eligible Amount Based on hire dates		
	HOURS AS OF 12/31/2011	Hrs Updated 4/2/2015 SICK HOURS	Current Employees Hourly Wage	Employee Total \$\$ In Sick Leave Account				Pre 1/1/77	1/1/77 to 6/30/1988	5 yrs Svc after 6/30 1988
Employee #1	92.00	83.1538	\$ 20.8000	\$ 1,729.60	83.1538	\$ 1,729.60				
Employee #2	185.50	145.5013	\$ 22.2400	\$ 3,235.95	145.5013	\$ 3,235.95	48.5004			\$ 1,078.65
Employee #3	745.50	735.4222	\$ 28.8500	\$ 21,216.93	672.0000	\$ 19,387.20	245.1407			\$ 7,072.31
Employee #4	2610.50	2602.5000	\$ 31.3200	\$ 81,510.30	672.0000	\$ 21,047.04	576.0000	\$ 18,040.32		
Employee #5	360.00	353.0099	\$ 22.2400	\$ 7,850.94	353.0999	\$ 7,852.94	117.6700			\$ 2,616.98
Employee #6	648.75	648.7500	\$ 22.2400	\$ 14,428.20	648.7500	\$ 14,428.20	324.3750	\$ 7,214.10		
Employee #7	1208.50	1206.5003	\$ 17.7700	\$ 21,439.51	672.0000	\$ 11,941.44	576.0000	\$ 10,235.52		
Employee #8	2774.50	2774.5002	\$ 26.6300	\$ 73,884.94	672.0000	\$ 17,895.36	576.0000	\$ 15,338.88		
Employee #9	323.00	225.8240	\$ 23.6640	\$ 5,343.90	225.8240	\$ 5,343.90	75.2747			\$ 1,781.30
Employee #10	161.25	161.2500	\$ 31.3200	\$ 5,050.35	161.2500	\$ 5,050.35				
Employee #11	1428.39	1408.2115	\$ 35.3600	\$ 49,794.36	672.0000	\$ 23,761.92	576.0000	\$ 20,367.36		
Employee #12	429.00	272.8159	\$ 27.9174	\$ 7,616.31	272.8159	\$ 7,616.31	136.4079	\$ 3,808.16		
Employee #13	652.50	636.2745	\$ 27.1626	\$ 17,282.87	636.2745	\$ 17,282.87	318.1373	\$ 8,641.44		
Employee #14	246.50	242.0000	\$ 22.2400	\$ 5,382.08	242.0000	\$ 5,382.08	121.0000	\$ 2,691.04		
Employee #15	1295.25	1442.0616	\$ 31.3200	\$ 45,165.37	672.0000	\$ 21,047.04	384.0000			\$ 12,026.88
<b>TOTAL</b>				<b>\$ 360,931.61</b>		<b>\$ 183,002.20</b>		<b>\$ 18,040.32</b>	<b>\$ 68,296.49</b>	<b>\$ 24,576.12</b>
Note: The total number of sick hours available to employee is caculated from the total dollar amount owed employee divided by their current								Up to a Maximum of 576 hrs	1/2 of hrs up to a Maximum of 576 hrs	1/3 of hrs up to a Maximum of 384 hrs

Title: **Severance Pay - Voluntary Termination or Layoffs**  
Chapter: **Personnel**  
Approved By: **Library Board of Trustees**

Document Type: **Policy**  
Document Number: **15.42**  
Original Effective Date:  
Date of Last Revision:

## **Severance Pay - Voluntary Termination or Layoff/Reduction in Force**

Employees who have completed their orientation period may opt to receive the following severance pay, less any amount paid out as a result of any previous terminations:

1. Vacation: Payment for unused vacation hours at the employee's regular hourly rate for unused vacation hours and earned vacation hours prorated for all completed months of service from January of the current year.
2. Accumulated Sick Leave:
  - a. Employees hired prior to January 1, 1977: Payment for the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 576 hours, if that value remains available for use in the sick leave account.
  - b. Employees hired between January 1, 1977 and June 30, 1988: Payment of one-half of the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 576 hours, if that value remains available for use in the sick leave account.
  - c. Employees hired after June 30, 1988 with at least five years of continuous service: Payment of one-third of the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 384 hours, if that value remains available for use in the sick leave account.
  - d. The Library shall transfer 100% of the calculated value for which the separated employee is eligible per the above schedule to the VantageCare Retirement Health Savings Plan for investment and management in the manner set forth in the Plan. The separated employee may begin withdrawals from the account upon attainment of the age necessary to meet the definition of "Retiree" in these policies.



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 4 of 4

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 15<sup>th</sup>. 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.

Title: <b>Sick Leave Account</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.32</b> Original Effective Date: Date of Last Revision:
--	---

## **Sick Leave Account**

1. Effective December 31, 2011 the paid sick leave benefit is eliminated and a sick leave account created for each eligible employee.
  
2. The value of each employee's accrued sick leave hours will be calculated as of December 31, 2011, based on their base hourly wage rate. Once they have exhausted all PTO days in a given year, employees may use their sick leave account, or calculated value, for the purpose of receiving pay at times they are not able to report for work due to illness or injury.
  
3. Unaccrued Leave  
An employee who exhausts their PTO may be eligible to use PTO hours donated from other employees providing the employee meets the following eligibility requirements.
  - a) The employee must have satisfactorily completed the orientation period, be a regular full-time or part-time employee of the Library, and have a satisfactory attendance record exclusive of valid ~~sick~~ leave or other authorized absences.
  
  - b) Employees in need of such assistance may request that the Human Resources Committee grant permission for other employees to donate PTO to them. Eligible employees may only request assistance after exhausting all PTO available to them and must demonstrate the nature and extent of the financial hardship created by their continued inability to report to work.

Title: <b>Severance Pay - Retirement or Death</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.41</b> Original Effective Date: Date of Last Revision:
---	---

## **Severance Pay - Retirement or Death**

- a) Upon the retirement or death of employees who have completed their orientation period, employees or their heirs will receive the following severance, less any amount paid out as a result of any previous terminations:
1. **Vacation:** Payment at the employee's regular hourly rate for unused vacation hours and earned vacation hours prorated for all completed months of service from January of the current year.
  2. **Accumulated Sick Leave:** Payment for the calculated value of the employee's sick leave account as of December 31, 2011 up to a maximum of 672 hours, if that value remains available for use in the sick leave account.
- b) Upon retirement, the Library shall transfer 100% of the Accumulated Sick Leave for which the retired employee is eligible to the VantageCare Retirement Health Savings Plan or successor for investment, management, and withdrawal in the manner set forth for participation in the Plan.

*File*

VANTAGECARE  
RETIREMENT HEALTH SAVINGS (RHS) PLAN  
SUMMARY OF PLAN PROVISIONS  
(Amended April 1, 2008)

**RHS Plan Information**

**Plan Name:** City of Sheboygan-Mead Public Library  
**Plan Number:** 801068  
**Account Number:** Your ICMA-RC assigned Reference Number

**Eligible Employees**

The following groups of employees are eligible to participate in our VantageCare RHS Plan:  
**All Full-Time & Benefit Eligible Part-Time Mead Public Library Employees, a.k.a Career-Series Employees**

**Participation**

Your participation in the RHS plan is mandatory; you **may not** opt out of the RHS program.

To enroll, simply fill out the *VantageCare RHS Plan Employee Enrollment/Change Form* and return it to your benefits office.

**Contributions**

The contribution feature(s) shown below are available in our RHS Plan. All RHS contributions are made to your account on a **pre-tax** basis. No Social Security, Medicare, or income\* taxes are payable on these amounts.

The following **contribution types** are available in our RHS plan:

**Mandatory Employee Leave Contributions:** Your Employer will make mandatory contributions of 100% of accrued sick leave upon separation or retirement.

**Limits on Total Contributions:** There is no plan-defined limit on your total annual contributions, other than the limits outlined above for each available contribution type.

**Vesting Schedule**



Your account is 100% vested at all times

---

\* Check with your benefits office regarding state taxes. Most states do not tax RHS contributions.

## Healthcare Benefits

**Timing of Eligibility:** You are eligible to receive medical expense benefits **at separation or retirement from service**. The separated employee may begin withdrawals from the account upon attainment of the age necessary to meet the definition of "Retiree" in these policies. You will also become eligible for benefits if you become totally and permanently disabled. Total and permanent disability as defined by the Social Security Administration.

 **Permissible Medical Benefit Payments:** Medical expenses eligible for reimbursement consist of Medical Insurance Premiums, Medicare Part B & D Insurance Premiums, Medicare Supplement Insurance Premiums, Prescription Drug Insurance Premiums, COBRA Insurance Premiums, Dental Insurance Premiums, Vision Insurance Premiums and Long Term Care Insurance Premiums. Amounts paid from your account to reimburse qualifying medical expenses for you, your spouse, and your dependents will be tax-free. 

**Reimbursement Requests:** Once you are eligible for health care benefits, your Employer will notify ICMA-RC of your eligibility. You must also complete the *VantageCare RHS Plan Benefit Eligibility Form* to provide ICMA-RC your spouse and dependent information. Then you may begin requesting reimbursements by filing the *VantageCare RHS Plan Reimbursement Request Form*. Reimbursement requests are submitted directly to Meritain Health, ICMA-RC's third-party claims processor for RHS Plans. Meritain's address and telephone number are on the form. You may call Meritain directly with any claims related questions.

**Post-Death Account Use:** In the event of your death, your account will be transferred to your surviving and/or surviving eligible dependents for continuing tax-free healthcare benefits. If no spouse or eligible dependent survives you, the account balance will remain available to the next named beneficiary for continuing healthcare benefits. Benefits paid to non-spouse, non-dependent beneficiaries may be subject to income taxation. Upon the death of your spouse, all dependents, and all named beneficiaries, remaining assets will be reallocated on an equal dollar basis among all Plan Participants. This will remain in effect until December 31, 2008. However, depending on further clarification from the IRS on Revenue Ruling 2006-36, the treatment of survivors and beneficiaries could change to exclude non-spouse and non-dependents.

Please refer to the *VantageCare RHS Plan Employee Enrollment/Change Form* for important information on this designation.

**Questions?** For further information on our new VantageCare RHS Plan, please contact your benefits office or ICMA-RC's Investor Services associates at 1-800-326-7272. You can also read important information about the plan in your *VantageCare RHS Plan Employee Enrollment Kit*.

*VantageCare RHS - It's a benefit for you  
that can last a lifetime*

**Mead Public Library**  
**Board of Trustees**  
**Schedule of Meetings**

**2015**

May 28

June 25

July 23

August 27

September 24

October 22

November 19

December 17

**2016**

January 28

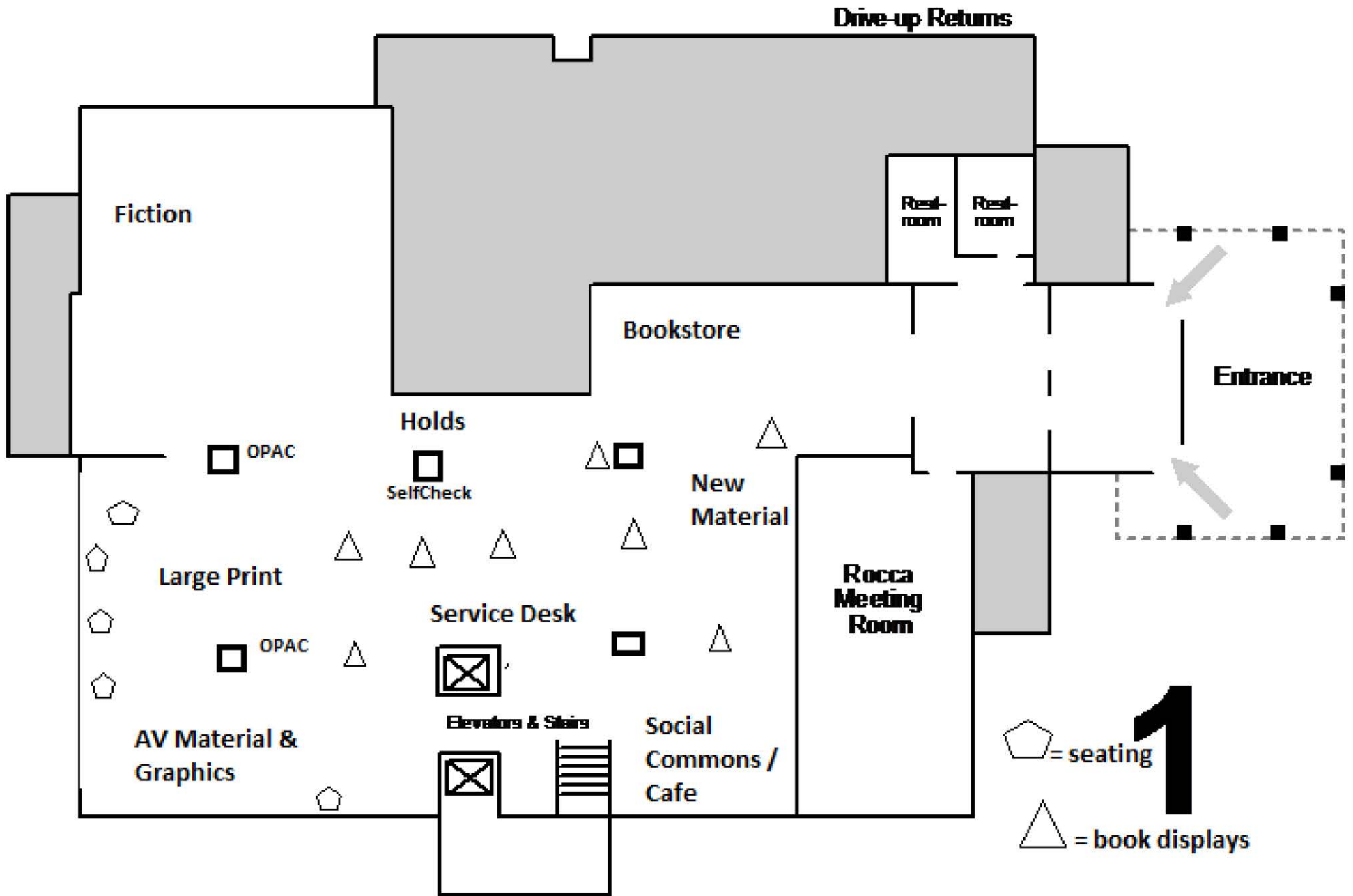
February 25

March 17

April 28

May 26

Meetings are held the fourth Thursday of each month at 3:45 p.m. unless otherwise specified.



## Mead Public Library Statistics - April 2015

<b>Circulation Transactions</b>	<b>April 2014</b>	<b>April 2015</b>	<b>Monthly % Change 2014 vs. 2015</b>	<b>Year-to-date 2014</b>
Adult Materials	39,277	33,629	-0.1438	157,047
Children's Materials	16,161	16,495	0.0207	65,562
<b>Total Circulation Transactions</b>	<b>55438</b>	<b>50124</b>	<b>-0.0959</b>	<b>222,609</b>
<b>In House Use</b>	<b>7,328</b>	<b>7,423</b>	<b>0.0130</b>	<b>30,976</b>
<b>Library Visits</b>				
Gate count	28,327	30,357	0.0717	56,807
<b>Reference Inquiries</b>				
Reference Inquiries	2,074	20,827	9.0419	9,777
<b>Users of Public Internet PCs</b>				
Library workstations	5,882	5,142	-0.1258	11,651
Wireless Sessions	0	0	0.0000	0
<b>Uses of E-Content</b>				
E-Books (Overdrive)	2,407	2,678	0.1126	10,141
E-Audio (Overdrive)	483	568	0.1760	1,948
E-Video (Overdrive)	1	4		49
E-Magazines (Zinio)	358	0		49
<b>Total Uses of E-Content</b>	<b>3249</b>	<b>3250</b>	<b>0.0003</b>	<b>12187</b>
<b>Programs (Number of Programs, Attendance)</b>				
Children (0-11) Number of Programs	11	7	-0.3636	35
Children (0-11) Attendance	295	234	-0.2068	827
Teen (12-18) Number of Programs	4	5	0.2500	13
Teen (12-18) Attendance	45	60	0.3333	272
Adult (18+) Number of Programs	22	18	-0.1818	49
Adult (18+) Attendance	327	262	-0.1988	723
<b>Total number of Programs</b>	<b>37</b>	<b>30</b>	<b>-0.1892</b>	<b>97</b>
<b>Total number of Attendance</b>	<b>667</b>	<b>556</b>	<b>-0.1664</b>	<b>1,822</b>

<b>Year-to-date 2015</b>	<b>YTD % Change 2014 vs. 2015</b>
143,147	-0.0885
65,405	-0.0024
<b>208,552</b>	<b>-0.0631</b>
<b>27,282</b>	<b>-0.1193</b>
116,274	1.0468
28,052	1.8692
21,416	0.8381
14,092	
11,328	0.1170
2,244	0.1520
52	0.0612
1,807	
<b>15431</b>	<b>0.2662</b>
105	2.0000
2,464	1.9794
15	0.1538
297	0.0919
96	0.9592
1,273	0.7607
<b>216</b>	<b>1.2268</b>
<b>4034</b>	<b>1.2141</b>