

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Board of Trustees
March 19, 2015**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 19 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Ald. Darryl Carlson, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Kathie Norman, and Martha Wortche. Unable to attend were Dave Hoffman and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Pat Mueller, and Melissa Prentice.

1. Opening of Meeting

- 1.1 Qinnn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
- 1.2 Quinn led the Pledge of Allegiance
- 1.3 There were no public comments at this meeting.

1.4 Approval of Minutes

Carlson moved to approve the minutes from February 26; Johnson seconded the motion. The motion passed.

1.5 Correspondence, Announcements, and Common Council Reports

Kelly Rohde, public services librarian, was invited to the meeting to demonstrate our new 3-D printer (made a bottle cap).

Carlson reported that work on New York Avenue is scheduled to begin on April 1.

2. Committee Reports

2.1 Finance Committee – Henry Nelson

DeAmico reviewed the accounts payable report and the 2015 budget status report. Nelson reviewed recent donations to the library:

- Grant of \$10,600 awarded from Library Services and Technology Act for creating a Digital Creation Lab at MPL
- From MPL Foundation \$2,000 for Sheboygan Reads
- From MPL Foundation \$5,000 for Sheboygan Children’s Book Festival

2.2 Review and approve payment of expenditures, including payroll

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

2.3 Human Resources (HR) Committee – Henry Nelson, Chair

Discussion was deferred as other points on the agenda.

Nelson indicated the next HR Committee meeting is scheduled for April 14. The following topics will be on the agenda:

City travel expense policy
Retirement payout policy
Vacation accrual
Review of salary scales

Nelson also noted these topics would be referred to the MPL Finance Committee.

3. Items for Discussion and Possible Action

3.1 Update language in “Workers Compensation” section of Bylaws and Policy Statements

Erickson said the change was the title deputy director was replaced with manager.

Nelson **moved** to accept the change as presented; Carlson **seconded** the motion. The motion **passed.**

3.2 Update chief maintenance technician job description

Erickson said it was being recommended that Pete Eisch’s position be changed to an exempt status. Additionally, his title should be changed to maintenance supervisor.

Nelson **moved** to accept the changes to the maintenance job description and title change; Norman **seconded** the motion. The motion **passed.**

3.3 Update business specialist job description

Erickson noted that DeAmico has added five additional job duties to her job description since the retirement of Sherry Smith. Both the Finance Committee and HR Committee recommended to the Board of Trustees to change the position pay grade from 7 to 10.

Carlson **moved** to accept the recommended pay grade from 7 to 10; Johnson **seconded** the motion. The motion **passed.**

The **motion was amended** by Carlson to change the title of business specialist to business manager. Johnson **seconded** the motion. The motion **passed.**

3.4 Update language in “Classification Schedule” section of Bylaws and Policy Statements

Erickson reviewed the document with the recommended deletions of titles and changes of staff titles.

Nelson **moved** to accept the changes as presented; Carlson **seconded** the motion. The motion **passed**.

3.5 Delete language in “Residence Requirement” section of Bylaws and Policy Statements

Erickson said our current policy states the library director is required to live in the City of Sheboygan. Because WI State Statute 66.0502 no longer allows this requirement, this policy will be deleted from the Bylaws.

Nelson **moved** to approve deleting “Residence Requirement” section from our Bylaws and Policy Statements. Norman **seconded** the motion. Johnson opposed in principle even though she acknowledged this is mandated by state law. The motion **passed**.

3.6 Approve annual statistics submitted to Department of Public Instruction (DPI)

Carlson **moved** Norman **seconded** to approve MPL’s annual statistics report submitted to DPI. The motion **passed**.

4. Director’s Report

4.1 Change in parking rules on New York Avenue

Erickson said City Transit changed the rules to allow MPL staff to park on New York Avenue using their library-issued parking permits. He thanked Carlson for his support on this City Committee.

4.2 Re-arrangement of first floor

A redesign of the first floor is in the planning stages as recommended by Pit Crew (meetings of selected staff members). Our Circulation Services desk will be moved to the middle of the space, large-print (LP) books will be moved to the present café area, a lounge area to meet, gather, and talk will be developed with comfortable furniture in the space (vacated LP) with window exposure. The MPL Foundation is monetarily supporting this project that will be accomplished in stages.

4.3 Erickson recognized the one-year anniversary of hiring Melissa Prentice and Diane Kallas starting her new role.

4.4 Update of programming

Prentice reported on programming at MPL:

Books On Tap at Urbane, attendance 10-12

Make It @Mead with demonstrations of 3-D printer, Arduino, circuit boards, attendance 25

Mead Seed Library launched, attendance 30

Cribbage tournament, attendance 40

Creation of Digital Media Lab by mid-summer

Hosting programs with Lakeland College to connect with community
Participate in Sheboygan Visual Artists Chalk It Up
Partner with Kohler Arts Center Thursday night concert series by scheduling outdoor games, a one-woman play, planning additional programming

4.5 January and February statistics were distributed.

5. Liaison Reports

5.1 Eastern Shores Library System (ESLS), Henry Nelson

Saukville Library issued a complaint with their Police Department and further alleged that ESLS was involved in a computer breach and deleting files. ESLS hired a forensic investigative company at a cost of \$10,000 to prove they were not involved. Nelson emphasized that at no time were patron records in Polaris compromised.

Nelson said ESLS has ten viable applicants for its information technology position.

5.2 Mead Public Library Foundation, Kathie Norman

Norman said the Foundation developed a new committee, Public Awareness, to promote visibility of the Foundation to foster donations.

The Development Committee (formerly Endowment Committee) is discussing the funding of RFID/sorter for the library. The committee will discuss the possibility of a campaign to raise money specifically for this request on behalf of the library.

5.3 Friends of Mead Public Library, Pat Mueller

Marge Giesen was appointed to the Friends Board for a term of one year.

The Friends Board donated \$4,000 to be applied to the following:

- Interactive mirror and display for Children's Services
- Purchase additional legos for Lego Club
- Update equipment in the Teen Center
- Purchase five Arduino technology kits and storage unit for Teen Center
- Support Sheboygan Connects
- Support Children's Book Festival

Members of the Friends Board have agreed to volunteer to conduct customer surveys in our lobby at a date to be determined.

6. Upcoming Meetings

- 6.1 Human Resources Committee, 4-14-15, 3:30 p.m.
- 6.2 Information Technology Committee, 4-22-15, 3:30 p.m.
- 6.3 Finance Committee, 4-23-15, 2:30 p.m.
- 6.4 Board of Trustees, 4-23-15, 3:45 p.m.

7. Information Items – January and February statistics.

8. Adjourn

Nelson **moved** to adjourn the meeting; Mannchen **seconded** the motion. The motion **passed**. Quinn concluded the meeting at 4:45 p.m.

Draft language for the MPL Staff Handbook (Rev. 4/6/15)

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.

Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least ~~two~~ **two** ~~five~~ 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.

Current Library Policy on Vacation and PTO

12. Paid Vacation and other Paid Time Off (PTO)

a. Eligibility: Full-time and some part-time employees are eligible for paid time off (PTO) as prescribed below after they have completed 3 calendar months of employment.

b. Employees hired prior to December 31, 2011 receive the annual paid vacation for which they were qualified at the time of hire or per the schedule of hours below, whichever is greater:

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

c. Employees receive paid time off (PTO) annually per the schedule of hours below:

0 – 1 year of service	40
1+ years	80

PTO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused PTO will not be paid out upon separation for any reason. PTO replaces the eliminated sick leave, personal days, and floating holidays. It is intended for immediate, unscheduled use when an employee is unable to report for work due to illness or injury and for scheduled use for other purposes, including medical and dental appointments and the conduct of personal business .

i. In order to use PTO or the sick leave account for absence due to illness or injury, employees must inform the Library of the reason for use as soon as possible, but no later than 15 minutes after the employee's scheduled starting time, unless circumstances prevent them from doing so.

Employees working evenings are required to notify the Library of their inability to report to work as soon as possible. Failure to give proper notification may be cause for denial of PTO or the sick leave account.

(1) A phone call to Administrative Office personnel giving the required information fulfills the notification requirement.

(2) Employees shall keep their immediate supervisor informed of their condition at reasonable times during the paid time off period.

(3) For use beyond three calendar days, the Director may require that the employee complete and submit all applicable forms as set forth in the Family and Medical Leave section incorporated herein.

(4)The Director may at any time require that the employee provide a health care provider's certificate stating the nature of the illness or injury whether of the employee or applicable family member.

- ii. Use of PTO for other purposes must be scheduled in advance.

- d. Vacation and PTO 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 and PTO 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. The Director (or designee) shall determine earned vacation and PTO hours annually, keep records of such use, and notify employees as near to January 1 as is practicable of their earned vacation and PTO hours.
- h. Payment in lieu of vacation shall not be made except at termination of employment; or when employees change their status from full-time to part-time, in which case payment will be made as soon as practicable to establish the prorated full-time equivalency number of vacation hours.
- 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 and PTO is allowable in increments of not less than one (1) hour. Use of the sick leave account is allowable in increments of not less than eight (8) hours.
- l. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

Updated City Policy (Passed by Common Council on 1/19/15)

Discretionary / Personal PTO

Discretionary Paid Time Off (DPTO) is provided for employees to take care of personal business or tend to the unplanned issues that happen in life, including sicknesses, bereavement, etc. Existing full-time employees are eligible for up to 80 hours of discretionary time per year (prorated for part-time). New employees are eligible for this benefit after 3 months of employment.

DPTO is not a vested benefit. It is issued in January but is "earned" through time worked in the current year. Every month an employee works, the employee earns 1/10th of their eligible DPTO. (Vacation taken during the month does count towards the completion of that month for calculating eligible DPTO.) If a fulltime employee works from January - October, without a leave, that employee will earn all 80 hours of DPTO. However, if a person uses more DPTO than they have earned, they would need to refund the amount of the overage, or the amount will be deducted from their final paycheck or the last payroll of the year.

Absences must be coordinated with Supervisor approval where possible/practical to allow for continued departmental operations. Time may be taken in a minimum of 1 hour increments. Time not used in the calendar year is forfeited. Unused, earned DPTO is not paid out upon resignation.

Prorated PTO Schedule

<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
January - 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:	0 Discretionary Hours	40 hours upon reaching

Draft Library Policy

~~Discretionary / Personal PTO~~ **Paid Time Off (PTO)**

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PTO is not a vested benefit. It is issued in January but is "earned" through time worked in the current year. Every month an employee works, the employee earns 1/10th of their eligible PTO. (Vacation taken during the month does count towards the completion of that month for calculating eligible PTO.) If a fulltime employee works from January - October, without a leave, that employee will earn all 80 hours of PTO. However, if a person uses more PTO than they have earned, they would need to refund the amount of the overage, or the amount will be deducted from their final paycheck or the last payroll of the year.

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Paid Vacation

- a. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for **vacation, paid time off (PTO)** as prescribed below after they have completed 3 calendar months of employment.
- b. ~~Employees hired prior to December 31, 2011 receive the annual paid vacation for which they were qualified at the time of hire or per the schedule of hours below, whichever is greater:~~ **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

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

~~c. Employees receive paid time off (PTO) annually per the schedule of hours below:~~

0	1 year of service	40
1+	years	80

~~PTO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused PTO will not be paid out upon separation for any reason. PTO replaces the eliminated sick leave, personal days, and floating holidays. It is intended for immediate, unscheduled use when an employee is unable to report for work due to illness or injury and for scheduled use for other purposes, including medical and dental appointments and the conduct of personal business.~~

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~~(2) Employees shall keep their immediate supervisor informed of their condition at reasonable times during the paid time off period.~~

~~(3) For use beyond three calendar days, the Director may require that the employee complete and submit all applicable forms as set forth in the Family and Medical Leave section incorporated herein.~~

~~(4) The Director may at any time require that the employee provide a health care provider's certificate stating the nature of the illness or injury whether of the employee or applicable family member.~~

~~ii. Use of PTO for other purposes must be scheduled in advance.~~

- d. Vacation ~~and PTO~~ 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.
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- l. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

Mead Public Library 2014

Annual Report



What's New



Mead Library implemented a new meeting room policy, offering more opportunities for businesses, organizations, and members of the public to use space at the library.

A reorganization of Mead Library staff members reduced the number of managers to two, and five departments to three teams: Public Services, Support Services, and Administration. Behind-the-scenes tasks were reorganized and many staff members cross-trained for greater efficiency. Melissa Prentice was hired as Public Services Manager; Diane Kallas was promoted to Support Services Manager.



A new self-service area for picking up held items gives patrons faster service and allows staff members to focus on patrons who need or want personal help.

The Friends of Mead organized “Information Day” so the public could ask questions and exchange ideas with board members and learn more about the library.

The library’s 40-year-old air conditioning unit was shut off for the last time in fall. A replacement is being installed in spring 2015.



Mead patrons began using Zinio, a service offering many current and back issue magazines online. Over 2,000 magazines were downloaded by Mead cardholders.

The Friends of Mead Library raised over \$12,000 selling used books and other items, including a special “garage sale” of file cabinets, furniture and other large items no longer needed by the library. The Friends also started an outreach program to donate used books to community organizations to develop their own libraries.



E-content, including books, audiobooks, video and magazines, was downloaded 38,634 times in 2014, up from 27,172 in 2013.

Beginning in August, Mead Library was able to compile statistics on the number of users of its wifi network—over 29,000 in just over four months. In 2015, the number of wireless device users will likely surpass the number of patrons using computer workstations in the library building.

P rograms

Many new programs and events focused on hands-on learning activities, including Sheboygan Connects, Art4Fun and Science-4-Fun, LEGO Club, Make It @ Mead, the Mead Seed Library, and Book to Art Club. A Digital Media Lab for teens and a “makerspace” is being developed with the help of grants from the Green Bay Packers Foundation and the Kohler Foundation, Inc. In 2014, 835 free public programs were offered at Mead, compared to 502 in 2013. Many programs are funded by the library’s Everhard-Forrer Fund, the Friends of Mead Public Library, and the Mead Public Library Foundation.



Outreach activities include library card signup at high schools, programming partnerships with area educational and cultural institutions, and Summer Library Program activities at playground sites by VISTA volunteers. The Mead Public Library Foundation funded an equipment “wish list” for the library, including technology equipment for hands-on learning, book shelving, projector, sound equipment and podiums for meeting rooms, book carts and upgrades to self-checkout units.



The ACUIITY Cool Picks Summer Reading Program had nearly 600 participants who read 2,453 books (250 more than 2013). More teens completed the program by reading at least five books, and program attendance was up over the previous year.



A first-time event, Sheboygan Connects, offered dozens of hands-on programs to all ages including crafts, cooking, music, technology, and even stilt-walking! Hundreds of people of all ages attended the free events, thanks to the sponsorship of the Mead Public Library Foundation.

The Sheboygan Children’s Book Festival attendance was the highest ever, and up 32 percent overall, including over a thousand people who came to programs and events held at Mead Library to see and meet a talented group of authors and illustrators. The Mead Public Library Foundation is a sponsor of the Book Festival.



A total of 1,411 children participated in the Summer Library Program and more than half accomplished the goal of 20 hours of reading. That earned a child a free book to keep thanks to the Friends of Mead Public Library and Thrivent Financial. Attendance at the summer movie series and storytimes increased.



Mead Public Library Board of Trustees

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Marion Wheaton, Treasurer
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Mead Public Library Facts and Figures

City of Sheboygan population	49,203
Items in collection	488,897
City of Sheboygan cardholders	30,670
Items checked out	648,034
Reference questions asked	26,954
Library visits	312,363
Program attendance	15,911
Website average daily page views	1,218

Main Revenue Sources

City of Sheboygan	\$2,305,741
Sheboygan County	521,615
Ozaukee County	8,838
Other	280,118
Everhard-Forrer Fund	11,184

Main Expenditures

Personnel	\$2,215,360
Library materials	391,517
Information technology	23,905
All other expenditures	514,917

Mead Public Library Foundation Inc. Board

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Member listings current as of Dec. 31, 2014

To read the complete Mead Library Annual Report, go to www.meadpl.org/about/annual

Mead Public Library, 710 North 8th Street, Sheboygan, Wisconsin 53081 920-459-3400 www.meadpl.org

2014 MEAD PUBLIC LIBRARY ANNUAL REPORT

GARRETT ERICKSON, LIBRARY DIRECTOR

Mead Public Library made tremendous progress during 2014 to assure residents of continued excellent service while responding to changes in the way our community members use the library.

Visits to the library were essentially the same as the previous year (-1%), yet the number of physical items, such as books and DVDs, that were checked out continued to decline (-9%). However, checkout of digital items (such as e-books and online magazines) surged by over 40%, compared to 2013! To balance the needs of changing demographic groups and personal preferences of library users, we continue to shift our resources toward the digital world. This is a trend in most public libraries in the United States.

In the fall, when we began to measure the use of our wi-fi network for Internet access, we found that wireless Internet users already outnumbered those using the library-provided workstations. This makes sense because more people than ever have their own wireless devices, including many local school-aged youth who have been provided tablets for their studies, yet do not have Internet access in their homes.

Mead Library is fortunate to have private funds available for programs and events for all ages. We are seeing higher attendance at our programs, especially for adults, as we expand the number and variety of events. We also have witnessed a greater use of the meeting rooms and study rooms.

These trends suggest a move away from the traditional function of the library—warehousing books—toward a “place” or “hub” where members of the community gather for educational, recreational and social purposes.

Accordingly, in February the Mead Public Library Board approved an updated strategic plan. The mission statement reads, “The Mead Public Library provides quality services, resources and lifelong learning opportunities to meet the needs and interests of its diverse community.” The plan contains the following five broad goals:

- Create a foundation for educational success;
- Provide opportunities for lifelong learning;
- Build partnerships that make a difference in people's lives;
- Provide functional, attractive, and welcoming spaces to fill community needs; and,
- Foster an organizational culture of service and innovation.

In October, a follow-up operational plan was developed by library staff members to document specific projects, timelines and responsibilities to fulfill the goals provided by the Library Board.

In April, the staff was restructured from five internal teams to three. The former circulation, adult services and youth services teams were merged into the Public Services team. Melissa Prentice was hired to lead this new team with the goal of providing consistent, first-rate service to all who use the library. Diane Kallas became manager of the Support Services team which ensures the behind the scenes operations are running efficiently. Much of 2014 was spent redefining individual roles, improving communication channels and cross-training staff. The end goals of "flattening" the organization are to provide better service to the public and also give staff more involvement in decision-making.

Some other highlights of 2014:

- We held our first joint meeting of the three boards (Library Board of Trustees, Mead Public Library Foundation, and the Friends of Mead Public Library) on 4/24/14 to discuss our shared interest in promoting the library.
- The Trustees and the Foundation Board signed an agreement in which the Foundation manages the Everhard-Forrer Fund, which totals nearly \$1 million. These funds were donated to the library and designated for continuing education for the staff, technology projects, and limited programming.
- Also in the spring, the City of Sheboygan and the Business Improvement District introduced a new plan to redesign and rebrand parts of the City of Sheboygan. The library, the John Michael Kohler Arts Center and the Stefanie H. Weill Center for the Performing Arts will form the foundation of an "arts district" to attract both Sheboygan residents and visitors to the downtown area.
- The Common Council directed the library and other city departments to formulate another flat (0% increase) budget for 2015, approved by the Library Board in May.
- The Performance Improvement Team continued its work of recommending changes to the management team. Some of their major accomplishments include creating a collection development policy to provide a philosophy and consistency to the library materials purchasing process. Members also facilitated several self-service initiatives such as

placing library reserves (holds) in a public area for faster checkout.

We also said goodbye to several long-term employees in 2014. Carol Lilyquist – Library Assistant (20 years); Karin Menzer – Youth Services Manager (30 years); Cathy Nack – Librarian (27 years); Sherry Smith – Administrative Specialist (43 years); Paulette Stanfield - Technical Services Specialist (33 years); and Tory Stenske – Library Assistant (42 years). Thanks to each of them for their many years of wonderful service to the citizens of Sheboygan!

The final point in the Mead Public Library Strategic Plan is, “Mead Public Library will communicate and celebrate success” such as in our Annual Report. At MPL we had a productive 2014 full of changes to benefit Sheboygan and area residents.

PUBLIC SERVICES

MELISSA PRENTICE, MANAGER

2014 was the inaugural year for the Public Services department, bringing the staff and services of Circulation, Adult, Teen/Young Adult, and Children’s Services under one umbrella. Organizational objectives for this team include cross-training of paraprofessional staff across all public services points, increasing library programming and aligning it with the strategic plan, and increasing the library’s involvement and visibility in the community through outreach. Highlights and accomplishments toward these objectives in 2014 include:

Staff:

- Accomplished cross-training of paraprofessional staff across all public services points.
- Hired 3 part-time library assistants; had 2 part-time and 1 full-time staff retirements.
- Assigned collection development responsibilities to all professional librarian staff.
- Developed programming team to encourage collaboration among professional librarian staff members across service areas.
- Provided professional development opportunities including: PLA Virtual Conference, WAPL Conference, WLA Conference, vendor training for CollectionHQ and Baker & Taylor.

Policy/Services:

- Implemented new Meeting Rooms policy, opening more meeting rooms for public use.
- Created Collection Development policy and procedures.
- Created Challenged Materials Policy.
- Created Operational Plan aligned with library’s strategic plan.
- Revised Computer Use/Internet Policy and guidelines.
- Added Early Literacy Collection with federal LSTA grant funds.
- Implemented self-service holds pick-up for patrons.

Programs:

Our programs focused on literacy for all ages, such as storytimes, Summer Library Program, 1000 Books before Kindergarten, and book discussion groups for adults, remain both popular and strategically important. However, 2014 was focused on providing new types of program opportunities focused on hands-on learning activities. Highlights include:

- “Sheboygan Connects” was held May 17 and consisted of a day full of free hands-on activities for children age 4-up, teens, and adults. Total program attendance for the day was around 300. (More information at <http://www.meadpl.org/content/connects>.)
- Arduino Drop-in for Teens, held twice per month. Arduino is an open-source electronics platform used to make interactive projects.
- Art4Fun, an after-school art program includes lessons focusing on art style, period, history, etc. followed by a hands-on project related to the lesson’s theme. Supported by a Kohler Foundation, Inc. grant.
- Science-4-Fun, an after-school program focused on hands-on STEM activities, led by Elementastic Science. Supported by the Friends of Mead Public Library.
- Make It @ Mead, a drop-in maker space, provides material and space to create arts/crafts, technology/fabrication projects. Supported by a Kohler Foundation, Inc. grant.
- Seed Library & Seed-Saving programs. In fall 2014 Sheboygan master gardeners presented a program on the basics of seed saving as a preview for Mead’s heirloom seed lending library which will be operational in spring of 2015.
- Book to Art Club. Participants read the selected book and find inspiration for an artistic expression, then come to the book discussion and create an artwork while discussing the book. For teens and adults.
- Received a grant from the Green Bay Packers Foundation to launch a Digital Media Lab for teens that will be implemented in 2015.

Additional program offerings included numerous film series, lectures and visits from local authors, a series of programs from the Wisconsin Historical Society, game tournaments, and crafting events. Mead also was a host site for numerous Sheboygan Children’s Book Festival events and Money Smart Week programs.

Outreach:

- Library card signup at local high schools.
- Summer Library Program outreach to summer playground sites via VISTA associates (through state DPI grant).
- Successful programming collaborations with UW Sheboygan and Lakeland College.
- Wisconsin Historical Society (Mead Library hosted Wisconsin History Tour programs).
- Helped launch Reach Out and Read program at Aurora Sheboygan Clinic with funds from federal LSTA grant.
- Began planning collaborations with John Michael Kohler Arts Center.
- Collaborated with numerous local business and city departments to provide training, opportunities for programs, and offer our meeting room space.

Looking ahead:

2015 will see the redesign of the library website with goals of 1) mobile responsiveness 2) 4.

usability 3) contemporary design; a redesign of the first floor with the goal of making it a more social “hang out” space; opening of our Digital Creation Lab with funding from an LSTA grant, Packers Foundation grant, and funding from the Mead Public Library Foundation; and possibly hosting the Big Read (contingent on a National Endowment for the Arts grant).

SUPPORT SERVICES

DIANE KALLAS, MANAGER

The Support Services Team at Mead Public Library was created in early 2014, based on the reorganization concept developed the year before. This new team includes Information Technology, Technical Services, Interlibrary Loan, Page staff, and Maintenance. Our goal is to ensure that all of the behind-the-scenes operations are maintained and working efficiently to support a great customer experience.

The most dramatic change for us was combining several different groups of Pages previously assigned to various departments into one larger team. This new Page Team was tasked with cross-training and also implementing changes to make processing and reshelving returned items more efficient. Thus, they were able to take on additional duties once done by Library Assistants—most notably holds processing and mending worn materials—allowing them to be available more often for direct customer service.

Our Technical Services Team, which now includes Interlibrary Loan, had some personnel changes so we did a great deal of training and cross-training. We took on some new duties, including bibliographic maintenance of all juvenile material, and receiving/processing of magazines. We also identified some processes for improved efficiency and customer service, such as once per week shipping and invoicing from Baker & Taylor, and the elimination of some certain catalog/labeling information in various library collections.

Our maintenance staff, reduced by half, coordinated duties with a local cleaning service to help keep the building interior looking fresh. Outdoors, we contracted with a local landscaper for help with snow removal and salting over the winter. We were able to get a long-overdue roof repair completed in the spring, and in October, we shut down our dying 40-year-old chiller unit for the last time. The new unit, which manages the cooling for our air conditioning, should be ready to keep the library cool this summer!

In the area of Information Technology, we were finally able to get some statistics on wi-fi usage by personal devices in the library, and the numbers were astounding! We installed an automatic, programmable door locking system to help staff with their opening and closing routines each day. We also installed a camera system at the entrance doors for counting traffic in and out of the building. This system captures everyone who enters the building, including those who only come into the lobby area for tax forms or programs in the Rocca Meeting Room. The reporting software with this system will help us identify

traffic patterns, giving us another tool to evaluate our services.

We were once again grateful to our dedicated volunteers who helped us search for requested items on the “pick list” each day. A new volunteer opportunity became available this year when we purchased a disc cleaning/repair machine. The machine does an amazing job of returning dirty and scratched discs to their original luster. We had a great need for this capability, and a fabulous volunteer has been working on going through the DVD collection to spiff it up.

MEAD PUBLIC LIBRARY FOUNDATION

The Mead Public Library Foundation had a year of accomplishments to celebrate. The Foundation Board crafted a new Mission Statement and developed a Strategic Plan. The new Mission Statement: “The Mead Public Library Foundation develops, manages, and allocates private funds to provide an extra margin of excellence for the library, and promotes awareness of the library and its programs.”

Review of Foundation Accomplishments

Thank you to the generous donors of the MPL Foundation who support the library’s facility, programs, collections, and technology initiatives. The Foundation Board of Directors committed to donate \$77,250 to the library during 2014.

The following are a few of the many successful programs funded by the Foundation:

- \$2,000 Sheboygan Connects hands-on programs for all ages
- \$5,000 Sheboygan Children’s Book Festival
- \$7,500 Acuity Cool Picks Teen Summer Reading Program

Highlights from the Foundation Funding Priority List of Equipment include:

- \$ 665 Technology kits for hands-on learning by youth
- \$1,285 Additional shelving for the Hansen Teen Library Center
- \$8,660 Projector and sound system for The Loft meeting room
- \$1,655 Tablets and e-readers for teaching library customers about technology
- \$ 655 Podiums to accommodate laptop computers used by presenters, floor lectern, and sign holder for presentations
- \$4,400 Twenty book carts for circulation area
- \$12,000 Self-service fines and fees payment equipment

Transfer of Everhard Forrer Funds from Board of Trustees to Foundation Board

An agreement was made to transfer funds held by the Board of Trustees in the Everhard-Forrer Fund of nearly \$1 million to the Foundation to invest and manage on behalf of the library. The Mead Library Board of Trustees will maintain control of how those funds are disbursed.

Year-End Foundation Account Balances:

- Operating Account - \$51,326
- Endowment Income Fund - \$35,948
- Endowment Fund - \$1,566,923
- Maas Income Fund - \$17,263 (restricted to Children's/Teen Services)

FRIENDS OF MEAD PUBLIC LIBRARY

The Mission of the Friends of Mead Public Library (FMPL) is to provide volunteers and raise funds to support and cooperate with the library, and to promote the use of the library to the public we serve. The Board of the Friends of Mead Public Library in 2014 wrote that Mission Statement and also this Vision Statement: The Friends of Mead Public Library will enhance the facilities, resources, services and programs of the library through fundraising, advocacy, and community outreach.

Friends Community Outreach Program

“From our library to yours” is the theme of a new program to donate used books to organizations to develop their own libraries. Friends members contacted several community organizations to ask if they would be interested in receiving books discarded from the library’s collections. Participants included Sheboygan Leadership Academy, Memorial Hospital Behavioral Health Services, Salvation Army, RCS Empowers, and Matthews Oncology Associates. Efforts continue to inform more local organizations about this program.

Friends Donations to Mead Public Library

- \$6,000 Programming for adults and children
- \$2,766 Books, DVD, music CDs through 50 People/\$50/50 Days fundraiser
- \$1,631 “Gift of Reading” Summer Reading Program
- \$1,606 Movie licensing
- \$1,000 Display units, logo tablecloths and banners, portable folding table
- \$ 480 Book Page subscription
- \$ 285 Books for the library in honor/memory of friends of the Friends

Friends BookStore and special book sales income for 2014 was \$12,275. During October a milestone was achieved! Over \$1,000 of books were sold from the BookStore.

Friends coordinated “Library Information Day”

“Library Information Day” was a first-time event that featured representation from the Board of Trustees, Foundation Board, and the Friends Board. It was planned so the public could ask questions, exchange ideas, and give opinions for consideration and implementation. The event also featured fun activities to learn more about the library. Those who attended were offered giveaways at each board’s display and refreshments were provided.

- Scavenger Hunt for children and families
- Kim Dalhaimer won “Q is for Quilt” drawing
- Expanded sale in the BookStore
- Nooks and Crannies and Art Walk tours
- Storytime for children and families
- Patron won a Dr. James Michael watercolor painting

Friends of Mead Public Library Strategic Plan

A new Strategic Plan for the Friends organization was developed during 2014. The Friends of Mead Public Library Board recommended the following goals:

- Increase financial support for the library
- Advocate on behalf of the library
- Develop and utilize members of the Friends to the fullest capacity
- Promote volunteerism at the library

Membership in FMPL is an impressive 221 men and women. Members of the Friends organization volunteered 1,910 service hours during 2014.

2014 Library Board of Trustees

President

Ms. Maeve Quinn

Vice President

Mr. Henry M. Nelson

Finance Officer

Mr. Dirk Zylman

Other Trustees

Ms. Chris Campe

Ald. Darryl Carlson

Mr. Dave Hoffman (appointed May 2014)

Mrs. Dolcye Johnson

Mrs. Nancy Mannchen (appointed August 2014)

Ms. Kathie Norman

Mr. Kevin Sampson*

Mrs. Marge Segalle**

Ms. Martha Wortche

Ex Officio

Mr. Garrett Erickson, Library Director and Secretary

* Term expired without reappointment April 2014

** Resigned June 2014

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT
GENERAL OPERATIONS 255 FUND

Fund Balance December 31, 2014 (Unaudited)

2013 GENERAL OPERATIONS FUND BALANCE

Unreserved Fund Balance	96,479.68	
GASB54 Reserve	383,627.73	
Donations	102,012.24	
General Liability Insurance Reserve	25,000.00	
	<hr/>	
Total 2013 Fund Balance		607,119.65

2014 REVENUES

City Tax Appropriation	2,305,741.00	
Library Generated Revenue	78,182.75	
Contributions	97,877.38	
ESLS - Sheboygan County	521,615.00	
ESLS - Ozaukee County	8,838.00	
ESLS Contracts - Backup Reference	52,073.00	
Adj. County Reimbursements	46,598.18	
LSTA - Grants	5,387.00	
Inter-Transfer General Fund	25,991.84	
		<hr/>
Total 2014 Revenues		3,142,304.15

TOTAL 2013 FUND BALANCE AND 2014 REVENUES

3,749,423.80

2014 EXPENSES

Personnel Services	2,215,360.46	
Contractual Services	190,253.14	
Commodities	397,236.99	
Operating Expenses	167,653.35	*
Utilities Expense	121,831.66	
Chiller II - Air Conditioning Project	82,175.00	★
	<hr/>	
Total 2014 Expenses		(3,174,510.60)

2014 GENERAL OPERATIONS FUND BALANCE

574,913.20

FUND BALANCE SUMMARY

2014 RESERVED ACCOUNTS

GASB54 Reserve	413,494.82	
Donations (Project #10096 & #10097)	12,809.83	
General Liability Insurance Reserve	25,000.00	
Chiller II Project (Encumbered Funds)	73,640.00	
		<hr/>
Total Reserved Accounts		524,944.65

2014 UNRESERVED FUND BALANCE

49,968.55

2014 GENERAL OPERATIONS FUND BALANCE

574,913.20

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT
GENERAL OPERATIONS 255 FUND
Fund Balance December 31, 2014 (Unaudited)

DONATIONS TO 255 OPERATIONS ACCOUNTS

2013 Balance & 2014 Revenues

2013 Balance	0.00	
2014 Revenues	97,877.38	97,877.38

2014 Donation Expenses

Children's programs, Bilingual Early Literacy Station, Book Trucks Library Direction Display, 3M Self Check Fines & Fees Station, Brainfuse, Children's Book Festival, Movie License, Art for Fun, and Make It At Mead programs, Teen Center upgrade, and includes all other programs and projects. \$12,809.53 balance of donations received will be spent in 2015 fiscal year.	85,067.85	85,067.85
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2014 DONATIONS TO 255 OPERATIONS ACCOUNTS	12,809.53
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GENERAL LIABILITY INSURANCE RESERVE FUND 247700

2013 Balance & 2014 Revenues

2013 Balance	25,000.00	
2014 Revenues	0.00	25,000.00

2014 General Liability Insurance Reserve Fund Expenses

2014 General Liability Insurance Reserve Fund Expense	0.00	0.00
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2014 GENERAL LIABILITY INSURANCE RESERVE FUND 247700	25,000.00
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Note: * - \$85,067.85 of operating expenses were paid with donated funds received from the Mead Public Library Foundation, Friends of Mead Public Library, Green Bay Packer Foundation, Kohler Co., Acuity Insurance and other generous donors.

★ - \$230,815.00 total cost of the Chiller II (Air Conditioning) project. \$75,000.00 capital improvement funding from the City of Sheboygan, \$155,815.00 paid for out of the Mead Public Library reserves. \$82,175.00 paid in 2014 fiscal year balance of \$73,640.00 cost to finish project is reflected into 2015 fiscal year.

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT

EVERHARD/FORRER 850 FUND

Fund Balance December 31, 2014

2013 EVERHARD/FORRER FUND BALANCE SUMMARY

Invested in State Pool	987,365.87	
Local Balance	77,733.85	
Accrued Interest	77.26	
Accounts Payable	(258.54)	
Total 2013 Fund Balance		1,064,918.44

2014 REVENUES

Interest on Notes	347.74	
Interest on Investments	10,135.04	
Donations	10,825.80	
Sale of Canvas Bags	14.00	
Total 2014 Revenues		21,322.58

TOTAL 2013 FUND BALANCE AND 2014 REVENUES **1,086,241.02**

2014 EXPENSES & TRANSFERS

Programs	11,442.49	
In-service/Training/Travel	2,626.96	
TOTAL 2014 EXPENSES AND TRANSFERS		(14,069.45)

2014 EVERHARD/FORRER FUND BALANCE **1,072,171.57**

FUND BALANCE SUMMARY

Invested with Mead Public Library Foundation	997,155.08	*
Local Balance	73,007.26	
Accounts Receivables	1,987.26	
Interest Receivables	148.53	
Accounts Payables	(126.56)	

2014 EVERHARD/FORRER FUND BALANCE **1,072,171.57**

Note: * Funds invested in the State Investment Pool in 2013 were transferred for investment with the Mead Public Library Foundation as of June 30, 2014.

Mead Library 2014 Statistics

Checkouts at Mead Public Library	2013	2014
Adult/Teen Materials	496,908	447,798
Children's Materials	215,427	200,236
Total Adult/Teen/Children's Materials	712,335	648,034
In House Use	101,334	91,184
Interlibrary Loans (Transits)		
Items provided to libraries from Mead	97,648	97,653
Items received for Mead patrons	56,805	51,799
Total Interlibrary Loans (Transits)	154,453	149,452
Number of Library Cards		
Resident	31,766	30,670
Non-Resident	10,519	10,203
Total Number of Registered Users	42,285	40,873
Library Visits		
Gate count	316,764	312,363
Reference Inquiries		
Reference Inquiries	30,385	26,954
Users of Library Internet		
Library workstations	67,635	65,552
Wireless Devices	0	29,219
Uses of E-Content		
E-Books (Overdrive)	22,370	30,208
E-Audio (Overdrive)	4,783	6,214
E-Video (Overdrive)	19	147
E-Magazines (Zinio)	0	2,065
Total Uses of E-Content	27,172	38,634
Programs - Number of Programs, Attendance		
Children (0-11) Number of Programs	316	595
Children (0-11) Attendance	9,883	11,686
Teen (12-18) Number of Programs	65	51
Teen (12-18) Attendance	1,759	1,910
Adult (18+) Number of Programs	121	189
Adult (18+) Attendance	1,628	2,315
Total Number of Programs	502	835
Total Number of Attendance	13,270	15,911

TERMINATION AGREEMENT

WHEREAS, the City and the Library Board entered into a Reserved Fund and Liability Transfer Agreement dated January 28, 2010 (the "Agreement"), wherein, in consideration of the Board's transfer of the Library's Reserved Library Fund for the payment of library employee accrued sick leave and vacation payments to the City General Fund in the amount of \$443,952, the City agreed to assume the Board's liability and obligation for the payment of certain library employee separation expenses; and

WHEREAS, in administering the terms of the Agreement since its inception, the parties have determined that the original intent is not being achieved, as the implementation has proved to be very difficult, requiring the expenditure of countless hours by both City and Library financial and management staff; and

WHEREAS, it is in the best interests of each party to terminate the Agreement so as to return the parties to their respective positions prior to the Agreement, less the obligations waived and expenses paid out for library separation expenses to the date of this agreement to terminate said Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is agreed by and between the City of Sheboygan Common Council and the Board of Trustees of the Mead Public Library as follows:

1. Upon transfer by the City from its General Fund of the amount of \$119,546 to the Mead Library Board of Trustees, the Reserved Fund and Liability Transfer Agreement entered into by the parties dated January 28, 2010 shall be terminated and of no further force and effect, with the exception of the indemnification provisions contained in Section 1.B. thereafter arising out of any payment or performance by either party under the Agreement prior to this termination.

IN WITNESS WHEREOF, this Termination Agreement is executed
as of the _____ day of _____, 2015.

CITY OF SHEBOYGAN

MEAD PUBLIC LIBRARY

By: _____
Michael J. Vandersteen
Mayor

By: _____
Maeve Quinn
President

Dated: _____

Dated: _____

SUE: PER STEVE, REFER TO FINANCE.

Res. No. _____ - 15 - 16. By Alderperson Hammond. May 4, 2015.

A RESOLUTION authorizing the Mayor to execute a Termination Agreement with the Mead Public Library terminating the Reserved Fund and Liability Transfer Agreement between the parties.

RESOLVED: That the Mayor is hereby authorized and directed to execute the Termination Agreement with the Mead Public Library, in form substantially similar to the attached, terminating the Reserved Fund and Liability Transfer Agreement entered into between the parties dated January 28, 2010.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

VI

20-51

R. C. No. 380 - 09 - 10. By FINANCE. January 18, 2010.

Your Committee to whom was referred R. O. 358-09-10 by the Library Director stating that the Mead Public Library Board met and approved the Reserved Fund and Liability Transfer Agreement as reviewed and revised by City Attorney Steve McLean; recommends that the Report of Officer be accepted and placed on file and to approve the Reserved Fund and Liability Transfer Agreement and to change the amount from \$459,233 to \$443,952.

*Shucha / Hanna
Acad*

[Signature]

[Signature]

James A. Bohre

Juan Klejinos

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the

18th day of January, 2010

Dated January 21 2010. *[Signature]*, City Clerk

Approved January 21 2010. *[Signature]*, Mayor

Proceedings Published January 23, 2010.

Certified January 25, 2010 Sharon Winkle, Atty McLean; Fin. Dir./Treas.;
Dep. Fin Dir./Treas.

II

Other Matters

18-47

R. O. No. ~~358~~ - 09 - 10. By LIBRARY DIRECTOR. December 21, 2009.

At its meeting of December 17, 2009 the Mead Public Library Board approved the Reserved Fund and Liability Transfer Agreement as reviewed and revised by City Attorney Steve McLean and attached to this report.

The Agreement calls for the Library Board of Trustees to transfer to the City of Sheboygan \$459,233 -- the balances in the Library reserved funds designated for vacation payable and sick leave payable amounts due to selected employees separating from employment at the Library.

In turn, the Agreement calls for the City of Sheboygan to assume the responsibility for making such payments to current and future employees in the manner set forth in the Agreement.

Requested Consideration and Action

In recent years, the City of Sheboygan has determined that it is no longer necessary for it to carry a fund balance designated for employee vacation and sick leave payable balances. It has now determined that the Library Board no longer needs to maintain reserved funds designated for accrued Library employee vacation payable and sick leave payable balances.

The City of Sheboygan Mayor has indicated that in exchange for the Library Board's transferring the reserved funds for payment of Library employee vacation payable and sick leave payable obligations, the City will assume the responsibility for all such payments effective upon its adoption of the Reserved Fund and Liability Transfer Agreement.

The Library Board has adopted the Agreement as reviewed and revised by the City Attorney. It now conveys it to Common Council for its consideration and action.

Background

A review of Mead Public Library financial statements and Library Board minutes provides documentation that the Library Board has funded its vacation payable obligation for over 25 years -- effective with fiscal year 1982. That review also indicates that funding for the sick leave payable obligation occurred effective 1988.

The need to fund both these financial obligations was brought to the attention of the Library Board by the City of Sheboygan Finance Director at the time. The Finance Director reportedly referred to an auditor's report (Board meeting minutes of July 21, 1983) indicating that: The

auditors, working under "generally accepted accounting procedures" are requiring that the City set aside an amount equal to the accrued vacation time of its employees. Following the instructions of the Finance Director, the Library Board took action to apply a total of \$69,250 from the 1982 Library balances "to cover the Library's vacation obligation".

When the Finance Director attended the July 28, 1988 meeting of the Library Board, he "stated that due to Governmental accounting principles and recommendations, by the year 1990 or 1991 it will be necessary for municipalities to show accrued sick leave payable as a liability. The current amount for the Library would be \$192,000. If the Library Board did not choose to start funding this liability now, it would still have to deal with it in a future year." (Excerpted from the Board meeting minutes of July 28, 1988.)

The Mead Public Library Financial Statement for 1992 documents that starting in 1988, the Library Board approved a multi-year series of fund balance and current appropriations transfers in order to fully fund its vacation payable and sick leave payable accounts.

Finance

Acc File

*or Approval
Reserve Fund & Liability*

*Agmt - with change
in figure from \$459,233
to \$*

Sharon Wirth
Library Director

–Reserved Fund and Liability Transfer Agreement–

City of Sheboygan Common Council (hereinafter City) and Mead Public Library Board of Trustees (hereinafter Board) hereby agree as follows:

RECITALS

WHEREAS, the City no longer carries a fund balance designated for employee vacation and sick leave payable balances (liabilities), and

WHEREAS, the Board currently maintains a reserved fund designated for accrued Library employee vacation and sick leave payable balances (liabilities), and

WHEREAS, the City Attorney has advised that a transfer (expenditure) of the reserved funds from the Board to the City is allowable if authorized by the Board pursuant to sec. 43.58 Stats., and the Board's independent counsel concurs in said advice.

NOW, THEREFORE in consideration of the mutual covenants and agreements contained herein it is agreed by and between the Common Council of the City of Sheboygan and the Board of Trustees of the Mead Public Library as follows:

1. CITY OF SHEBOYGAN.

A. The City shall assume and be solely responsible for the payment of all earned and accrued Library employee sick leave and vacation payments (liabilities) that are payable or that become payable during the term of this agreement that are related to any employee of the Library (or to an account established on behalf of any employee of the Library) as Severance Pay or other termination payment required by the separation from Library employment as provided in "Attachment A" for Library employees hired on or after the effective date of this Agreement. For Library employees hired prior to the effective date of this Agreement, the City will pay the full amount of any sick leave and vacation payments (liabilities). The City shall not charge to the Board or the Library any fee for the assumption of this responsibility (liability) or the administration of the Reserved Fund or payments required by this agreement.

B. Each party hereto shall defend, indemnify and hold the other harmless from and against all claims, liability, loss and expense, including reasonable costs, collection expense, reasonable attorneys' fees and litigation expenses, which may arise out of this Agreement, the enforcement of this Agreement, or the negligence, or default by the party, its elected or appointed officials, agents, contractors, or employees, in the payment or the performance of any obligation required by this Agreement. In the event of any such indemnity, each party shall have the sole and exclusive right to select counsel for that party, and to make all decisions regarding

the defense or prosecution of any claim, litigation, or the settlement of any claim or cause of action. This clause and indemnification agreement shall survive termination of this Agreement.

2. MEAD PUBLIC LIBRARY.

A. The Board does hereby approve and authorize the expenditure and transfer of the reserved Library funds that have been maintained by the Board for the payment of Library employee accrued sick leave and vacation payments (liabilities) to be transferred promptly to the General Fund of the City in the amount of \$443,952 in exchange for the City's assumption of the Board's liability and obligation for the payment of the herein described employee separation expenses (liabilities) as provided by this Agreement.

B. The City has advised that the City and the Board are no longer required to maintain a reserved fund for employee accrued sick leave and vacation payments (liabilities). In the event that any action of the City or the Governmental Accounting Standards Board changes this directive and requires that a reserve fund for accrued sick leave or vacation payments be maintained by the Board then this Agreement may be terminated by the Board and the City shall promptly, upon receipt of written notice from the Board, return to the Library Fund the balance of the funds transferred by the Board to the City pursuant to this Agreement less any amounts paid by the City for Library employee sick leave and vacation liabilities as required by this Agreement.

C. For Library employees hired on or after the effective date of this Agreement, the Board will apply at the end of each calendar year during the term of this Agreement any cost savings in salaries and benefits realized from Library staffing changes related to employees eligible for sick leave and/or vacation payments made during a calendar year to the amount of sick leave and vacation payments made by the City to eligible employees terminating or separating from Library employment. If the separation for such employees occurs within the last quarter of the calendar year, the first quarter of the following year will be included in the salary and benefit savings calculation. See "Attachment A" for calculation description and example.

3. TERM.

This Agreement shall be perpetual. The transfer of employee liability and the associated Reserved Fund balance provided for herein shall be permanent, final, and absolute, unless terminated pursuant to paragraph 2.B. of this Agreement. The term of this agreement shall commence upon the approval of the Board and the City which shall be evidenced by the execution of this agreement by the duly authorized representatives of the parties. The City shall have the option to terminate this agreement in the event the Board increases the vacation and sick leave accrual payments (liabilities) applicable to its employees so that they no longer parallel those of City employees represented by AFSCME Local 1564 or other employee group(s) deemed comparable by both parties to this Agreement. At such time the Agreement shall be reviewed and amended, if appropriate.

4. MAINTENANCE OF EFFORT.

Transfer of the funds referenced in this Agreement or any other funds which may be transferred

to the City's General Fund pursuant to this Agreement shall not be construed as any part of the funds payable by the City to the Library as a part of the regular and ordinary budget process, nor considered as part of the City's Maintenance of Effort expenditure.

5. INCORPORATION OF RECITALS.

The recitals set forth above are incorporated herein and made an enforceable part of this Reserved Fund Transfer Agreement.

CITY OF SHEBOYGAN

MEAD PUBLIC LIBRARY

By: _____
Robert Ryan
Mayor

By: _____
Bernard Markevitch
President

Dated: _____

Dated: _____

ATTACHMENT A

The Library will need to determine the amount of salary and benefit savings from the staff changes to determine the amount of excess liability the City will pay when an employee ends employment.

Salary and benefit savings is defined as the difference between employee A's (employee leaving) salary and benefits and employee B's (employee replacing) salary and benefits for the remaining part of the year. If the staffing change occurs in the last quarter of the year, the salary and benefit period should include the 1st quarter of the following year.

The City will pay any sick leave and vacation liability that is in excess of the salary and benefit savings as described.

The following scenarios consider the following:

Employee A: Salary = \$50,000, Family Health Insurance (\$1,500 monthly premium)

Employee B: Salary = \$42,000, Family Health Insurance (\$1,500 monthly premium)

Taxes and Other Fringes are not included in the example for simplicity.

Scenario A:

Employee A (\$50,000 salary/family coverage) is retiring from employment effective July 31, Employee B (\$42,000 salary/family coverage) is replacing Employee A and starts September 1.

Employee A has \$7,500 in vacation payout and \$3,500 in sick leave payout for a total liability of \$11,000.

- a) 1 month position vacant (\$4,166 salary savings + \$1,500 benefit savings = \$5,666)
- b) 4 months salary variance (\$667 X 4 months = \$2,668)

Total salary and benefit savings \$8,334.

Total liability (\$11,000) less salary and benefit savings \$8,334. City contribution to liability = \$2,666.

Mead Public Library Statistics - March 2015

Circulation Transactions	March 2014	March 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014
Adult Materials	41,023	37,188	-0.0935	117,770
Children's Materials	19,236	17,730	-0.0783	49,401
Total Circulation Transactions	60259	54918	-0.0886	167,171
In House use	23,648	7,151	-0.6976	23,648
Number of Registered Users				
Resident				31,377
Non-Resident				10,444
Total Number of Registered Users				41821
Library Visits				
Gate count	28,962	30,632	0.0577	28,480
Reference Inquiries				
Reference Inquiries	2,613	2,602	-0.0042	7,703
Users of Public Internet PCs				
Library workstations	5,769	5,864	0.0165	5,769
Wireless Sessions	0	0	0.0000	0
Uses of E-Content				
E-Books (Overdrive)	2,679	2,958	0.1041	7,734
E-Audio (Overdrive)	500	586	0.1720	1,465
E-Video (Overdrive)	57	9		48
Total Uses of E-Content	5847	3553	-0.3923	9295
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	10	10	0.0000	24
Children (0-11) Attendance	379	280	-0.2612	532
Teen (12-18) Number of Programs	6	6	0.0000	9
Teen (12-18) Attendance	186	157	-0.1559	227
Adult (18+) Number of Programs	12	29	1.4167	27
Adult (18+) Attendance	182	427	1.3462	396
Total number of Programs	28	45	0.6071	60
Total number of Attendance	747	864	0.1566	1,155

Year-to-date 2015	YTD % Change 2014 vs. 2015
109,518	-0.0701
48,910	-0.0099
158,428	-0.0523
19,859	-0.1602
30,373	-0.0320
10,073	-0.0355
40446	-0.0368
85,917	2.0167
7,225	-0.0621
16,274	1.8209
14,092	0.0000
8,650	0.1184
1,676	0.1440
48	0.0000
12181	0.3105
98	3.0833
2,230	3.1917
10	0.1111
237	0.0441
78	1.8889
1,011	1.5530
186	2.1000
2,653	1.2970