

*****ATTACHMENTS*****

Minutes
Board of Trustees
February 26, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 26, in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Ald. Darryl Carlson, Dave Hoffman, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Kathie Norman, Martha Wortche, and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

1. Opening of Meeting

- 1.1 Quinn called the meeting to order at 3:48 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 Carlson **moved** to approve the minutes from January 22; Norman **seconded** the motion. The motion **passed.**
- 1.5 **Correspondence, Announcement, and Common Council Reports**
Carlson announced that an upcoming Common Council agenda item will include continued discussions regarding the downtown development plan.

2. Committee Reports

2.1 Finance Committee – Dirk Zylman, Chair

Zylman reported that the Finance Committee discussed the following:

- Recommended the Board of Trustees approve current expenditures
- Discussed the 2015 Foundation grant list
- Reviewed metrics representing 1.9% under budget in personnel costs for 2014
- 2014 budget surplus of \$49,968 overall
- Transferred \$155,00 for air-conditioning system
- Reviewed 2015 budget
- Briefly discussed the 2016 budget, anticipated to be flat

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

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

Zylman reviewed handouts of the 2015 budget status reports.

Zylman reviewed donations received at MPL:

\$5,000 Friends of Mead Public Library for literary programs

\$1,600 Friends of Mead Public Library for summer reading programs

\$1,000 Target for Children's Book Festival

2.3 Bylaws Committee – Kathie Norman, Chair

Norman explained that the Board of Trustees Bylaws have been separated from other library policies. The topic was deferred to later in the agenda.

2.4 Human Resources Committee – Henry Nelson, Chair

Nelson said the meeting focused on the performance evaluation of Director Garrett Erickson. He also said the consensus of the Human Resources Committee is that the security officers do not need to wear guns at MPL. Erickson indicated this will be an upcoming item for the staff PIT Crew meeting agenda. Nelson indicated a future HR agenda item will be a review of salary scales.

3. Items for discussion and possible action

3.1 Quinn **moved** to convene in closed session by reading the WI State Statutes 19.85(1) (c). Hoffman **seconded** the motion.

3.2 Quinn prompted a roll-call vote; **all voted yes.**

3.3 Closed session

3.4 Nelson **moved** to reconvene in open session; Hoffman **seconded** the motion. The motion **passed.**

3.5 Possible action based on results of library director evaluation process

Nelson **moved** to accept the submitted Human Resources Committee report pertaining to the director's evaluation. Zylman **seconded** the motion. The motion **passed.**

Zylman **moved** to approve a yearly compensation of \$87,000 and a total of three weeks' vacation annually. Johnson **seconded** the motion. The motion **carried.** President Quinn and Finance Officer Zylman both complimented Erickson on his accomplishments.

3.6 Discussion and possible action to adopt current City policy to payout staff who do not accept healthcare benefit

Erickson reviewed the City policy pertinent to the health insurance plan.

Carlson **moved**; Nelson **seconded** to align with the current city policy: "A full-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. A regular part-time employee who chooses to drop or waive participation

in the City health insurance plan shall receive a payment of \$600 per year, prorated on a monthly basis.” The motion **passed.**

Carlson **moved;** Nelson **seconded** to make the above policy retroactive to 2014. The motion **passed.**

3.7 Discussion and possible action to change specific employees to exempt or non-exempt status

Erickson asked to table this subject for discussion at the next Human Resources Committee meeting.

3.8 Discussion and possible action of approving updates to Table of Organization
Erickson noted two changes as the title of specialist II has been eliminated. And, the Page I and Page II positions have been combined into “page” in the Table of Organization.

Nelson **moved** to accept the presented changes to the Table of Organization. Carlson **seconded** the motion. The motion **passed.**

3.9 Discussion and possible action to approve updated Code of Conduct policy
Erickson reviewed a handout of the new Code of Conduct policy for MPL.

Carlson **moved** to accept the new Code of Conduct policy. Johnson **seconded** the motion. The motion **passed.**

3.10 Discussion and possible action on approving Board of Trustees Bylaws document

Norman said the Bylaws specific to the Board of Trustees and their positions has been updated. She indicated the Trustees’ Bylaws have been removed from the library’s Bylaws and Policy Statements.

Nelson **moved** to accept the presented revisions to the Bylaws of the Board of Trustees. Carlson **seconded** the motion. The motion **carried.**

3.11 Discussion and possible action of accepting MPL Foundation’s Grant List

Erickson reviewed the document from the Foundation’s Gift Committee and Foundation Board of 2015 donations to the library.

Carlson **moved** to accept the foundation’s \$75,750 donation and disburse during 2015 according to the document. Norman **seconded** the motion. The motion **passed.**

4. Director's Report

4.1 Self-service fines and fees payments are implemented on the first floor

Erickson announced the equipment is working, and about 36 patrons used the self-service equipment within a month.

4.2 Library Facebook page "likes" now over 1,000

Erickson explained the Friends donation of \$1,000 is being used to target audiences to promote library programs on Facebook. He said we now have over 1,000 likes.

4.3 New Youth Services librarian hired

Erickson announced that Heather Holton has been hired as a librarian in our Children's Services. Holton's work history includes working at a library in Racine and Cudahy. Erickson distributed an article regarding Holton being named Youth Services librarian of the year by Milwaukee Magazine.

4.4 "Big Read" Grant – Melissa Prentice

Prentice stated that Mead PL staff have applied for a "Big Read" grant. The grant is administered by the National Endowment for the Arts for community-wide programs centered on a particular book. If Mead is awarded the grant, the programs would be scheduled from August to October. The 2015 "Big Read" selection is True Grit. She explained city and county libraries, schools, and other agencies would be involved including scheduling book discussions. Prentice stated that plans would include a concert at the Weill Center featuring the band Whiskey Bells, including two-step dance lessons.

4.5 Because all of the statistics were not available in time for this meeting, they will be presented at the March meeting.

5. Liaison Reports

5.1 Eastern Shores Library System (ESLS) – Henry Nelson

ESLS Board approved the agreement between Manitowoc/Calumet Counties and ESLS. The agreement includes Information Technology (IT) support services. The ESLS Board also approved and updated the position description for IT specialist.

Nelson noted that he and Kallas attended a Shared Library Automation Committee meeting. Discussed was consistent barcoding among system libraries and the Bookmobile service as it relates to Ozaukee County.

5.2 **Mead Public Library Foundation – Kathie Norman**

At the February Foundation Board meeting John Schroeder was welcomed as a new member. Schroeder was chancellor of U. W. Milwaukee; he now lives in the Oostburg area.

Norman said a mini-capital campaign to include a fun project will be planned by the Development Committee and Foundation Board.

5.3 **Friends of Mead Public Library – Pat Mueller**

Through Prentice, the First Floor space planning is being reviewed, with the Friends Board.

President Judy Born has announced she is resigning as president; however, she will still serve on the Friends Board.

The Friends Annual Report narrative has been submitted to Administrative Services for review and publication. The full annual report is due for publication in April.

The Friends Annual Meeting/Social/Nominations will be held April 9.

6. Upcoming Meetings

- 6.1 Finance Committee, 3-19-15, 2:30 p.m.
- 6.2 Board of Trustees, 3-19-15, 3:45 p.m.
- 6.3 Human Resources Committee, 3-10-15, 3:30 p.m.

7. Information Items

Dave Hoffman excused himself from the meeting at 5:10 p.m.

8. Adjourn

Carlson **moved** to adjourn the meeting; Campe **seconded** the motion. The motion **passed**. Quinn concluded the meeting at 5:35 p.m.

March 4, 2015

Ms. Melissa Prentice
Mead Public Library
710 N. 8th St.
Sheboygan, WI 53081-4563

Approved Grant Number: 15-59-7403-15-128-LSTA
Title: Digital Creation Lab

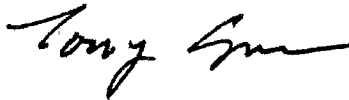
Dear Ms. Prentice:

I am pleased to inform you the Library Services and Technology Act grant application listed above has been awarded \$10,600. Monies are contingent upon conditions in this document, the *2015 LSTA Information and Guidelines for Wisconsin*, and the *FAQ about LSTA Grant Applications and Awards*, both of which you will find links to on the LSTA website (http://pld.dpi.wi.gov/pld_lsta).

LSTA grants are awarded on the basis of priorities described in the *2015 LSTA Information and Guidelines for Wisconsin*. Competitive grant applications are read and evaluated by outside reviewers with expertise in various subject areas and are reviewed by the LSTA Advisory Committee and division staff. Their advice is considered in making final determinations of grant awards. Information on reviewer points and rankings is enclosed.

I appreciate the time and effort that went into your project application and am confident your project will improve library services in Wisconsin. Terrie Howe will provide additional materials and information for administering your LSTA project. If you have questions, please contact her at (608) 266-2413 or teresa.howe@dpi.wi.gov.

Sincerely,



Tony Evers, PhD
State Superintendent

TE: tdh
Enclosures

FEDERAL GRANT REQUIREMENTS (§200.331(a)(2))
--

All Federal Grant Programs

Allowable Costs: Costs incurred will be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR Subpart E—Cost Principles]

Applicable Statutes and Regulations: The grantee shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of -

Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]

Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]

Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]

The Age Discrimination Act [42 U.S.C. 6101 et seq.]

Budget Modifications: The grantee will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget. [2 CFR § 200.308(e)] This applies to all grants unless there are more restrictive or specific requirements of the grant award which may be the case with discretionary grants.

Confidentiality: The grantee shall comply with provisions regarding confidentiality of student information. [Wisconsin Statute § 118.125, Pupil records]

Contracts and Procurement: The grantee will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in 2 CFR §§ 200.318-200.326 Procurement Standards.

Debarred and Suspended Parties: A contract (see 2 CFR § 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Lobbying: By accepting this award, the grantee assures it will comply with the requirements of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying" published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Government-wide Guidance for New Restrictions on Lobbying" and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

OMB Standard Form 424B: The grantee will comply with all applicable assurances in OMB Standard Forms 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

<http://www.grants.gov/web/grants/forms/sf-424-family.html>

Programmatic Changes: The grantee will obtain the prior approval of the WDPI whenever any of the following actions is anticipated: (1) Any revision of the scope or objectives of the project; (2) Changes in key persons where specified in the application or grant award; (3) A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director; (4) Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award; (5) Changes in the amount of approved cost-sharing or matching provided by the subrecipient. [2 CFR § 200.308(c)(1, 2, 3, 6, 7)].

Record Retention: The grantee will comply with the requirements of 2 CFR § 200.333, Record Retention and Access. The grantee will ensure records relating to the grant are maintained for a period of at least three years after the end of the project year, consistent with the grantee's record retention policy. If any litigation, claim, negotiation, audit or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

Reporting: The grantee will ensure all required financial and program data is reported to the WDPI timely on a schedule established by the WDPI. The grantee will report to WDPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR). [2 CFR § 200.302(b)(2)]

Single Audit: Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1 – June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services, Auditor. [2 CFR § 200.501]

FEDERAL GRANT REQUIREMENTS (§200.331(a)(2)) (cont'd)

particular, submission of media files (such as digital images, videos, URLs) as part of the final evaluation to show grant progress, and showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource. If a grant recipient fails to comply with the terms of the LSTA award whether stated in the federal statute, notification of grant award, regulation, application, LSTA Information and Guidelines, the DLT may take one or more actions, as appropriate in the circumstances:

- *Temporarily withhold grant funds pending correction of the deficiency by the recipient;
 - *Disallow use of funds for all or part of the cost of the activity or action not in compliance;
 - *Wholly or partly suspend or terminate grant award;
 - *Require immediate return of LSTA funds to DPI;
 - *Withhold future grant funds;
 - * Pursue other remedies that may be legally available.
-

2015 LSTA Applications—Reviewer Points

October 20, 2014

Applicant Agency: Mead Public Library
Category: Digital Creation Technology
Project Title: Digital Creation Lab
Application Number: 032
Category Rank: 9

Reviewer	A	B	C	D	E
Project Need (10 points Maximum)					
Target population identified (0-5 points)	3	3	5	5	5
Identifiable need, problem, or idea stated for project (0-5 points)	4	5	5	3	4
Project Purpose (15 points Maximum)					
Project purpose is clearly documented and justified (0-10 points)	8	9	9	10	10
Is justification for this project shown using documentation such as survey results, professional opinions, and community input? Include information about the community, library/system, and the target population(s) to be served by the project using documentation such as demographic or library data.					
Relevant planning documents stated. (0-5 points)	2	5	3	3	4
Did the library/library system use state, or local planning documents to support the project need?					
Project Outcomes (15 points Maximum)					
Outcome(s) stated; change and impact identified (0-15 points)	8	15	12	8	10
Were measurable outcome(s) based on the identifiable need of the target population(s) stated? Did applicant clearly identify how change and impact will be measured at the beginning and the end of the project?					
Project Components & Outputs (35 points Maximum)					
Did applicant describe inputs, activities, services and outputs for each intended outcome of project? (0-35 points)	25	35	32	25	30
Budget and Budget Narrative (20 points Maximum)					
Budget is clearly stated and appropriate to the project (0-10 points)	5	10	9	10	10
Budget narrative complies with grant category requirements (0-10 points)	6	10	10	8	8
Abstract (5 points Maximum)					
Concise summary provided (0-5 points)	4	5	5	5	5
Was a concise summary of the project purpose and intended outcome based on the project title, target population(s), and identifiable need provided?					
Total (100 points Maximum)	65	97	90	77	86
Reviewer Rank	9	5	9	8.5	8.5

Applicant: *Mead Public Library*

Category: *Digital Creation Technology*

Project Title: *Digital Creation Lab*

A Fit: Yes

Comments:

B Fit: Yes

Comments:

C Fit: Yes

Comments:

D Fit: Yes

Comments:

E Fit: Yes

Comments: I was impressed by the idea to survey prior to the start of the program and again after attending programs/workshops. Would like to see that tied to your measurable outcomes as well.

2015 LSTA Applications Ranked by Category

October 21, 2014

Category: *Digital Creation Technology*

Rank	Reviewer Rank Total	Application Number	Applicant Agency <i>Project Title</i>	Funds Requested	Cumulative Total
1	12	042	Kenosha County Library System <i>DIGITAL CONSUMERS TO DIGITAL ENTREPRENEURS: BRIDGING THE NEW DIGITAL DIVIDE</i>	\$18,914	\$18,914
2	15	041	La Crosse Public Library <i>La Crosse Public Library Creation Community</i>	\$5,071	\$23,985
3	18.5	011	Southwest Wisconsin Library System <i>SWLS Mobile Makerspace</i>	\$20,247	\$44,232
4	23	007	St. Croix Falls Public Library <i>Create Space: Digital, Social, Tangible</i>	\$5,000	\$49,232
5	24	048	Outagamie Waupaca Library System <i>Waupaca County Maker Boxes</i>	\$7,235	\$56,467
6	30	050	U.S.S. Liberty Memorial Public Library <i>Technology Learning Lab and Makerspace On-the-Go</i>	\$3,158	\$59,625
7	33	038	Manitowoc Public Library <i>Community Creation Room</i>	\$13,840	\$73,465
8	33.5	033	Walter E. Olson Memorial Library <i>OML Tinker Studio: a Content Creation MakerSpace</i>	\$9,995	\$83,460
9	40	032	Mead Public Library <i>Digital Creation Lab</i>	\$10,600	\$94,060
10	46	003	Oscar Grady Public Library <i>Digital Media Conversion Lab</i>	\$5,000	\$99,060
11	55	006	Racine Public Library <i>Sound Recording Learning Lab</i>	\$5,320	\$104,380
Applications Received: 11			Total Amount Requested:	\$104,380	
			Amount Budgeted:	\$150,000	



Your application has not yet been submitted. Review and print this page, then click the Next Page button to continue.

Library Services and Technology Act (LSTA) Application 2015

Library System	Eastern Shores Library System
Applicant Agency	Mead Public Library
Project Administrator	Ms. Melissa Prentice
E-Mail	melissa.prentice@meadpl.org
Project Title	Digital Creation Lab
Address	710 N 8th St PO Box Sheboygan, WI 53081
Phone Area/No.	9204593400
Phone Extension	3436
Applicant County	Sheboygan
County Served by Project	Sheboygan
People Served by Project	1500
DUNS Number	179196944
Federal Funds Requested	\$10600
Federal Congressional District(s) Served by Project	6
Category	Digital Creation Technology Level 2

LSTA Purpose(s)

To expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills

Project Need *Maximum Points for Competitive Grants: 10*

Target Populations

Low income teens with limited access to technology; un- and under-employed adults with limited knowledge of new technologies; community members of all ages interested in learning and creating new digital content.

Identifiable Need

Access to the most current hardware, software and digital literacy skills training is essential in bridging the digital divide. This access and training can mean the difference in the ability of some people to fully participate in education, the workforce, and democracy. Mead Public Library intends to provide access to digital content creation hardware, software, and training to our community.

Project Purpose *Maximum Points for Competitive Grants: 15*

Evidence of Need

This digital literacy and content creation initiative will be of great benefit to our community. The Sheboygan Area School District reports that 50% of its students receive free or reduced lunch with some schools recording as high as 80% of their students as economically disadvantaged. At the start of 2014, Sheboygan's unemployment rate was 5.6 according to the Department of Workforce development.

As the Common Core State Standards push for more STEM (Science, Technology, Engineering, and Math) education, it has become increasingly difficult for students of lesser means to keep up with their peers who have access to the Internet at home and to various cost-prohibitive software packages used to create digital content. We are interested in providing area youth with a digital learning environment that would give students access to more advanced technology and learning.

Additionally, the US Dept. of Commerce outlines in their Digital Literacy Factsheet (<http://www.commerce.gov/news/fact->

sheets/2011/05/13/fact-sheet-digital-literacy) the increasing importance of internet access and digital literacy skills in our society: "96% of working Americans use new communications technologies as part of their daily life, while 62% of working Americans use the Internet as an integral part of their jobs." It is our intention to provide un- and under-employed adults in the community an opportunity to learn 21st century job skills without the costly price tag required for much vocational training.

Relevance to Local/State Planning Documents

Mead Public Library intends to provide access to digital content creation hardware, software, and training to our patrons. The library will further its strategic goals to "create a foundation for educational success" and "provide opportunities for lifelong learning" by providing training and access to digital technologies in order to encourage and empower community members of all ages to create new digital content.

Project Outcome *Maximum Points for Competitive Grants: 15*

Short term goals include building awareness and tracking usage patterns in order to develop meaningful programming in the digital creation lab. To this end, we will work with existing community partners in our schools and higher education institutions, business leaders, and community organizations. The library will track usage of equipment and evaluate instructional programs. Additionally, we intend to recruit local experts to collaborate on the project willing to mentor teens and adults learning to use the technology. These mentors may be computer science or business faculty from WU Sheboygan, Lakeland College, or Lakeshore Technical College or teachers from area high schools. We will also engage local business through the Chamber of Commerce, as well as other appropriate community organizations and clubs. We will track the number of volunteer hours contributed.

Our long-term goal with this project, is to seed an interest in STEM related fields and foster an attitude of creativity and confidence for those that utilize the digital creation lab. By developing our STEM based offerings to Sheboygan's teen population we can help fulfill this growing need and encourage our teens to gain these essential 21st century skills. When the time comes for our teens to choose their future career paths, it is our hope that they will use their experiences with STEM, gained at Mead Public Library, to inform their decisions and encourage them to pursue these important and lucrative career options.

Project Components and Outputs *Maximum Points for Competitive Grants: 35*

A series of workshops will be conducted by Library Staff, Community Partners, and Volunteers:

- video and audio editing and production
- image scanning and editing
- 3D drawing and animation
- website development and design
- app development

Methods of Evaluation:

- Prior to the start of the program, participants will complete a survey regarding experience and knowledge of digital literacy /creation
- Participants will complete an evaluation after using the digital creation lab and attending programs/workshops
- Attendance at the programs will be recorded
- Number of projects produced will be recorded
- Number of hours the publishing center is open and usage stats will be recorded

Marketing and Community Partners:

- Stacey Gloede and Mariya Grabow - Local high school librarians/media specialists
- North High School Film club - Chad Stauber-Solk, advisor
- Fans Revolution - Anime/Manga club at North High School - Stacy Gloede, advisor
- John Michael Kohler Art Center - specifically their M.I.K.E recording studio
- UW Sheboygan Adult & Continuing Education director
- Others to be identified.

We will develop a variety of recruitment and training materials, including a brochure highlighting the program that will be used to recruit volunteers and program attendees as well as advertise the program to the community. We will also seek to market the project with our partners and to community groups, promoting the lab in schools and through other library initiatives, and through traditional library communication channels including email newsletters, web site, social media, and appropriate state and national venues.

Timeline:

January- June

- purchase equipment
- prepare existing space in library and set up equipment
- begin initial recruitment of volunteers and develop program calendar
- Develop print promotional material and begin advertising summer program offerings
- work with community partners to expand reach of marketing efforts

July-December

- continuous programming and marketing
- offer less structured, drop-in time with assistance from library staff
- continued evaluation of programs and usage

January-March 2015

- examine evaluation data
- determine additional needs in terms of equipment and programming
- develop new slate of programming based on data.

Project Budget and Budget Narrative *Maximum Points for Competitive Grants: 20*

Budget

Category	Local Funds	LSTA Funds
A. Salaries and Wages	43000	0
B. Library Collection	2000	0
C. Contractual Services	0	0
D. Other Operating Expenditures	0	0
E. Capital Expenditures	5000	10600
Total Local and LSTA Funds	\$50000	\$10600

Budget Narrative

A. Salaries, wages, and employee benefits

A number of staff members will be spending time on this project, amounting to approx one full time salary.

B. Library Resources

Local funds will be used to purchase books and/or econtent for the library collection of interest to the digital creation lab users.

C. Contractual services

D. Other Operating Expenditures

E. Capital Expenditures

- 5 21.5" iMac workstations (\$1,500 each); \$7500 total
- 5 sets - headphones - \$100; \$500 total
- Studio Microphone set and USB Interface - \$250
- Digital Camera (Still Photography use) - \$200
- Digital Video Recorder - \$200
- Wall-mounted Flat Screen LED HDTV - \$250
- Adobe Creative Suite 6 Design Standard (Mac) \$1300
- 2 Bamboo Digital Drawing Pad \$200; \$400 total
- Color Printer LaserJet (\$400)
- Portable Digital Audio Recorder \$200.

Beginning in 2016, the library operating budget would be adjusted to cover the ongoing cost of the Adobe Creative Suite license which includes Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat, etc. The library would also contribute \$5000 toward the purchase of additional work stations and equipment based on initial usage and evaluation following launch of the lab.

Distribution of Funds

Abstract *Maximum Points for Competitive Grants: 5*

Mead Public Library intends to provide access to digital content creation hardware, software, and training to our patrons. The library will further its strategic goals to "create a foundation for educational success" and "provide opportunities for lifelong learning" by providing training and access to digital technologies in order to encourage and empower community members of all ages to create new digital content. Access to the most current hardware, software and digital literacy skills training is essential in bridging the digital divide. This access and training can mean the difference in the ability of some people to fully participate in education, the workforce, and democracy. The Mead Public Library exists to provide lifelong learning opportunities to the entire community, regardless of background. As our nation and particularly our school systems have identified the need for more STEM-learning opportunities, the Mead Public Library has responded by offering more opportunities for learning about technology.

. Firefox

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Administrative Services 25551100

March 2015

Account Balances as of:

February 22, 2022

3:35 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		267,394.00	43,329.94	224,064.06	16.20
	SUB TOTAL		267,394.00	43,329.94	224,064.06	16.20
510310	FICA		17,509.00	2,583.79	14,925.21	14.76
510311	MEDICARE		4,095.00	604.25	3,490.75	14.76
510320	WI RETIREMENT FUND		19,768.00	2,942.03	16,825.97	14.88
510340	HEALTH INSURANCE	0.00	53,333.00	8,826.40	44,506.60	16.55
510341	RETIREE HEALTH INS		10,673.00	1,070.80	9,602.20	10.03
510350	DENTAL INSURANCE		3,424.00	443.28	2,980.72	12.95
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		1,200.00	101.94	1,098.06	8.50
510400	WORKERS COMP		132.00	22.00	110.00	16.67
510410	UNEMPLOYMENT		5,000.00	467.52	4,532.48	9.35
	SUB TOTAL	0.00	144,784.00	22,003.67	122,780.33	15.20
		2015 Enc.				
521100	BANKING FEES		1,000.00	85.71	914.29	8.57
521110	FINANCIAL SERVICE FEES	0.00	1,800.00		1,800.00	0.00
521400	ADVERTISING & MARKETING	0.00	10,000.00		10,000.00	0.00
521420	DUPLICATION SERVICES	0.00	6,100.00	241.27	5,858.73	3.96
521510	BILLING FEES	0.00	5,200.00	105.00	5,095.00	2.02
521800-10094	PROGRAM SERVICES			646.57	-646.57	
521900	CONTRACT SERVICES	0.00	8,650.00	684.60	7,965.40	7.91
523110	OFFICE EQUIPMENT MAINT.	0.00	4,900.00		4,900.00	0.00
	SUB TOTAL	0.00	37,650.00	1,763.15	35,886.85	4.68
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,507.66	5,492.34	
527110	TRAVEL	0.00	1,800.00	248.65	1,551.35	13.81
	SUB TOTAL	0.00	16,800.00	9,756.31	7,043.69	58.07
530100	OFF SUPPLIES	0.00	8,600.00	930.71	7,669.29	10.82
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY	0.00	7,800.00	368.82	7,431.18	4.73
530135	SHIPPING	0.00	170.00		170.00	0.00
530205	DISPLAYS	0.00	140.00		140.00	0.00
	SUB TOTAL	0.00	23,360.00	1,299.53	22,060.47	5.56
		2015 Enc.				
538001	DONATION PURCHASES	0.00	36,000.00	4,631.71	31,368.29	12.87
538001-10096	DONATION PURCHASES			944.69	-944.69	
538001-10097	DONATION PURCHASES	965.00		555.00	-555.00	
538007	PROFESSIONAL		160.00		160.00	0.00
538009	BOOK RENTALS	0.00	6,200.00		6,200.00	0.00
538099	SHIPPING		0.00		0.00	
539999	MISC EXP (LATE FEES)		100.00		100.00	0.00
	SUB TOTAL	965.00	42,460.00	6,131.40	35,363.60	16.71
540215	GEN PUB OFFICIAL		8,800.00		8,800.00	0.00
	SUB TOTAL		8,800.00	0.00	8,800.00	0.00
590255	PARKING ASSESSMENT		3,000.00		3,000.00	0.00
642100-10094	OFFICE EQUIPMENT				0.00	
642200-10094	IT EQUIPMENTPROGRAMMING	0.00		1,205.39	-1,205.39	
642400-10094	AUDIO VISUAL EQUIPMENT			286.93	-286.93	
642500-10094	OFFICE FURNITURE/FURNISHINGS			620.11	-620.11	
649100-10094	OTHER EQUIPMENT	0.00			0.00	
	SUB TOTAL	0.00	3,000.00	2,112.43	887.57	
		2015 Enc	965.00			
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERV	0.00	0.00	0.00	0.00	
ADMINISTRATIVE COST CENTER TOTAL		965.00	544,248.00	86,396.43	456,886.57	16.05

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

February 22, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		742,573.00	140,359.32	602,213.68	18.90
	SUB TOTAL		742,573.00	140,359.32	602,213.68	18.90
510310	FICA	0.00	46,040.00	8,448.77	37,591.23	18.35
510311	MEDICARE		10,767.00	1,975.88	8,791.12	18.35
510320	WI RETIREMENT FUND	0.00	51,980.00	9,025.71	42,954.29	17.36
510340	HEALTH INSURANCE		149,540.00	22,801.01	126,738.99	15.25
510350	DENTAL INSURANCE		12,828.00	2,080.72	10,747.28	16.22
510360	LIFE INSURANCE		1,731.00	191.84	1,539.16	11.08
510400	WORKERS COMP		350.00	58.34	291.66	16.67
	SUB TOTAL	0.00	273,236.00	44,582.27	228,653.73	16.32
523110	OFFICE EQUIPMENT MAINT.	0.00	4,400.00		4,400.00	0.00
530135	SHIPPING	0.00	874.00	0.00	874.00	0.00
530205	DISPLAYS	0.00	1,100.00		1,100.00	0.00
	SUB TOTAL	0.00	6,374.00	0.00	6,374.00	0.00
		2015 Enc.				
538001	ADULT PRINT	6,397.32	273,980.00	12,996.48	254,586.20	4.74
538001-10087	SHEBOYGAN READS	0.00	0.00		0.00	
538003-10095	YOUNG PEOPLE'S BOOKS	18,648.46	70,750.00	2,750.90	49,350.64	3.89
538004	JUVENILE PRINT	0.00	0.00		0.00	
	SUB TOTAL	25,045.78	344,730.00	15,747.38	303,936.84	4.57
538301	PERD'LS & MICROFILM	0.00	18,100.00	4,762.71	13,337.29	26.31
	SUB TOTAL		18,100.00	4,762.71	13,337.29	26.31
		2015 Enc	25,045.78			
538000	TOTAL MATRL'S ACCTS		362,830.00	20,510.09	317,274.13	5.65
PUBLIC SERVICE COST CENTER TOTAL		25,045.78	1,385,013.00	205,451.68	1,154,515.54	16.64

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

February 22, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		438,565.00	76,286.88	362,278.12	17.39
510130	TEMP SALARIES - REG		159,424.00	27,389.66	132,034.34	17.18
510140	INTERDEPARTMENT LABOR - REG				0.00	
	SUB TOTAL		597,989.00	103,676.54	494,312.46	17.34
510310	FICA	0.00	37,076.00	6,010.75	31,065.25	16.21
510311	MEDICARE		8,671.00	1,405.92	7,265.08	16.21
510320	WI RETIREMENT FUND	0.00	35,138.00	5,941.48	29,196.52	16.91
510340	HEALTH INSURANCE		93,765.00	15,601.43	78,163.57	16.64
510350	DENTAL INSURANCE		5,160.00	1,232.61	3,927.39	23.89
510360	LIFE INSURANCE		2,001.00	196.02	1,804.98	9.80
510400	WORKERS COMP		278.00	46.34	231.66	16.67
	SUB TOTAL	0.00	182,089.00	30,434.55	151,654.45	16.71
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	3,706.00	16,400.00	5,115.00	7,579.00	31.19
521800	PROGRAM SERVICES		33,000.00	-100.00	33,100.00	-0.30
	SUB TOTAL	3,706.00	49,400.00	5,015.00	40,679.00	10.15
	2015 Enc.					
521900	CONTRACTED SVCS	25,860.00	65,715.00	17,859.43	21,995.57	27.18
	SUB TOTAL	25,860.00	65,715.00	17,859.43	21,995.57	27.18
522130	HEAVY EQUIPT MAINT (JOHNSON CN	0.00	6,000.00		6,000.00	0.00
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,400.00	21.58	3,378.42	0.63
524110	BUILDING EXTERIOR MAINT	525.00	19,600.00	917.28	18,157.72	7.36
524124	HVAC MAINT & BOILER INS	0.00	2,500.00	310.50	2,189.50	12.42
524126	ELEVATOR MAINTENANCE	0.00	9,200.00	560.80	8,639.20	6.10
	SUB TOTAL	525.00	40,700.00	1,810.16	38,364.84	5.74
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)	0.00	3,100.00		3,100.00	0.00
524135	JANITORIAL SUPPLIES	0.00	7,100.00	1,211.30	5,888.70	17.06
	SUB TOTAL	0.00	10,200.00	1,211.30	8,988.70	11.88
525100	ELECTRICITY	0.00	94,000.00	12,862.23	81,137.77	13.68
525105	WATER	0.00	1,400.00	241.58	1,158.42	17.26
525110	SEWER	0.00	1,450.00	200.48	1,249.52	13.83
525120	TELEPHONE	0.00	9,000.00	828.89	8,171.11	9.21
525140	GAS - UTILITY	5,530.44	26,000.00	6,469.56	14,000.00	46.15
	SUB TOTAL	5,530.44	131,850.00	20,602.74	105,716.82	19.82
530100	OFFICE SUPPLIES	0.00	0.00	14.38	-14.38	
530135	SHIPPING	0.00	1,100.00	154.61	945.39	14.06
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	5,247.13	23,252.87	18.41
530210	OPPERATING SUPPLIES (MENDING)	0.00	1,500.00	531.65	968.35	35.44
	SUB TOTAL	0.00	31,100.00	5,947.77	25,152.23	19.12
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	20.82	129.18	13.88
	SUB TOTAL	0.00	150.00	20.82	129.18	13.88
530500	FIRE FIGHTING SUPPLIES	0.00	300.00	135.05	164.95	45.02
540200	INSURANCE (FIRE)	0.00	7,500.00	2,128.25	5,371.75	28.38
	SUB TOTAL	0.00	7,800.00	2,263.30	5,536.70	29.02
641600	Mechanical Equipment	0.00	0.00		0.00	
642200	IT EQUIPMENT	0.00	19,500.00	1,799.72	17,700.28	9.23
	SUB TOTAL		19,500.00		17,700.28	
SUPPORT SERVICES COST CENTER TOTAL		35,621.44	1,136,493.00	190,641.33	910,230.23	19.91
LIBRARY TOTAL		61,632.22	3,065,754.00	482,489.44	2,521,632.34	15.74

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of:

February 22, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 15	SPENT 15	BALANCE 15	% SPENT
25551100	ADMINISTRATION	965.00	544,248.00	86,396.43	456,886.57	16.05
25551110	PUBLIC SERVICES	25,045.78	1,385,013.00	205,451.68	1,154,515.54	16.64
25551150	SUPPORT SERVICES	35,621.44	1,136,493.00	190,641.33	910,230.23	19.91
	FUND EQUITY INCREASE					
	Total All Cost Centers	61,632.22	3,065,754.00	482,489.44	2,521,632.34	15.74

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 15	RECEIVED 15	BALANCE 15	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431709	ESLS SHEBOYGAN COUNTY	533,093.00		-533,093.00	0.00
431710	ESLS OZAUKEE COUNTY	9,230.00		-9,230.00	0.00
431711	ESLS BACK UP REF	52,854.00		-52,854.00	0.00
431712	ADJ COUNTY RMBRSMNT	42,285.00	59.30	-42,225.70	0.14
431722	ESLS LSTA GRANT	4,000.00		-4,000.00	0.00
447606	PHOTOCOPIES	9,000.00	2,045.06	-6,954.94	22.72
447626	DISCARDED BOOK SALES	900.00	998.20	98.20	110.91
	LATE BOOK CHARGES	58,000.00	9,250.44	-48,749.56	15.95
447641	LOST BOOKS	5,500.00	150.94	-5,349.06	2.74
447699	MISCELLANEOUS	500.00	46.40	-453.60	9.28
449901	VENDING COMMISSIONS	650.00	191.55	-458.45	29.47
461101	INTEREST	0.00		0.00	
462105	BOOK RENTALS	8,000.00	372.34	-7,627.66	4.65
467101	CONTRIBUTIONS	36,001.00	23,204.82	-12,796.18	64.46
469501	CASH OVER/SHORT	0.00	-290.31	-290.31	
469101	SALE OF EQUIPMENT	0.00		0.00	
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	Total Revenues	3,065,754.00	2,341,769.74	-723,984.26	76.38
	Chiller II Project - 10 snow reserve revenue to offset the Chiller II Project Expenses. (Reserve withdrawl will not show up on MPL Y-T-D Budget Report				
Memo Entry	2015 TOTAL YTD BUDGET REPORT				
	YTD Actual less Encombrance		1,859,280.30	1,797,648.08	

MEAD PUBLIC LIBRARY BALANCE OF 2014 COMBINED ACCOUNTS

Account Balances as of:

22-Feb-22

3:35 PM

DESCRIPTION		APPROP 15	SPENT 15	BALANCE 15	% SPENT	
510110	FULL TIME SALARIES - REG	1,448,532.00	259,976.14	1,188,555.86	17.95	
510130	TEMP SALARIES - REG	159,424.00	27,389.66	132,034.34	17.18	
510140	INTERDEPARTMENT LABOR - REG	0.00	0.00	0.00		
510170	SEVERANCE PAY	0.00	0.00	0.00		
510310	FICA	100,625.00	17,043.31	83,581.69	16.94	
510311	MEDICARE	23,533.00	3,986.05	19,546.95	16.94	
510320	WI RETIREMENT FUND	106,886.00	17,909.22	88,976.78	16.76	
510340	HEALTH INSURANCE	296,638.00	47,228.84	249,409.16	15.92	
510341	RETIREE HEALTH INS	10,673.00	1,070.80	9,602.20	10.03	
510350	DENTAL INSURANCE	21,412.00	3,756.61	17,655.39	17.54	
510351	UNFUNDED PENSION LIABILITY	29,650.00	4,941.66	24,708.34	16.67	
510360	LIFE INSURANCE	4,932.00	489.80	4,442.20	9.93	
510400	WORKERS COMP	760.00	126.68	633.32	16.67	
510410	UNEMPLOYMENT	5,000.00	467.52	4,532.48		
521100	BANKING FEES	1,000.00	85.71	914.29	8.57	
521110	FINANCIAL SERVICES FEES	1,800.00	0.00	1,800.00	0.00	
521400	ADVERTISING & MARKETING	10,000.00	0.00	10,000.00	0.00	
521420	DUPLICATING SERVICES	6,100.00	241.27	5,858.73	3.96	
521510	BILLING SERVICES	5,200.00	105.00	5,095.00	2.02	
521700	SECURITY SERVICES	16,400.00	5,115.00	8,023.00	31.19	
521800	PROGRAM SERVICES	33,000.00	-100.00	33,100.00	-0.30	
521800-10094	PROGRAM SERVICES	0.00	646.57	-646.57		
521900	CONTRACT SVCS	74,365.00	18,544.03	55,820.97	24.94	
522130	HEAVY EQUIPT MAINT (JOHNSON CNTRLS)	6,000.00	0.00	6,000.00	0.00	
523110	OFFICE EQUIPMENT MAINTENANCE	12,700.00	21.58	12,678.42	0.17	
524110	BUILDING EXT MAINT	19,600.00	917.28	18,682.72	4.68	
524124	HVAC MAINT + BOILER INS	2,500.00	310.50	2,189.50	12.42	
524126	ELEVATOR MAINTENANCE	9,200.00	560.80	8,639.20	6.10	
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)	3,100.00	0.00	3,100.00	0.00	
524135	JANITORIAL SUPPLIES	7,100.00	1,211.30	5,888.70	17.06	
525100	ELECTRICITY	94,000.00	12,862.23	81,137.77	13.68	
525105	WATER	1,400.00	241.58	1,158.42	17.26	
525110	SEWER	1,450.00	200.48	1,249.52	13.83	
525120	TELEPHONE	9,000.00	828.89	8,171.11	9.21	
525140	GAS - UTILITY	26,000.00	6,469.56	19,530.44	24.88	
527100	STAFF PARKING - CAR ALLOWANCE	15,000.00	9,507.66	5,492.34	63.38	
527110	TRAVEL	1,800.00	248.65	1,551.35	13.81	
530100	OFFICE SUPPLIES	0.00	8,600.00	7,654.91	10.99	
530115	COMPUTER PAPER	0.00	6,650.00	6,650.00	0.00	
530130	POSTAGE & DELIVERY		7,800.00	368.82	7,431.18	4.73
530135	SHIPPING		2,144.00	154.61	1,989.39	7.21
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	5,247.13	23,252.87	18.41
530205	DISPLAYS		1,240.00	0.00	1,240.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	531.65	968.35	35.44
530255	TOOLS & SMALL EQUIPMENT		150.00	20.82	129.18	13.88
530500	FIRE FIGHTING SUPPLIES		300.00	135.05	164.95	45.02
538001	ADULT PRINT		273,980.00	12,996.48	254,586.20	4.74
538001	DONATION PURCHASES		36,000.00	4,631.71	31,368.29	12.87
538003-10095	YOUNG PEOPLE'S BOOKS		70,750.00	2,750.90	49,350.64	3.89
538001-10096	DONATION PURCHASES		0.00	944.69	-944.69	
538001-10097	DONATION PURCHASES		0.00	555.00	-555.00	
538004	JUVENILE PRINT		0.00	0.00	0.00	
538007	PROFESSIONAL		160.00	0.00	160.00	0.00
538009	BOOK RENTALS		6,200.00	0.00	6,200.00	0.00
538099	SHIPPING		0.00	0.00	0.00	
538100	ADULT DIGITAL (E-CONTENT)		0.00	0.00	0.00	
538106	JUVENILE DIGITAL		0.00	0.00	0.00	
538301	PERD'LS & MICROFILM		18,100.00	4,762.71	13,337.29	26.31
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		7,500.00	2,128.25	5,371.75	28.38
540215	GEN Pub Official		8,800.00	0.00	8,800.00	0.00
590255	PARKING ASSESSMENT		3,000.00	0.00	3,000.00	0.00
621200	10089 BUILDING IMPROVEMENTS		0.00	0.00	0.00	
641600	MECHANICAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
642100-10094	OFFICE EQUIPMENT		0.00	0.00	0.00	

642200	IT EQUIPMENT		19,500.00	1,799.72	17,700.28	9.23
642200-10094	PROGRAMMING		-	1,205.39	-1,205.39	
642400-10094	AUDIO VISUAL EQUIPMENT		-	286.93	-286.93	
642500-10094	OFFICE FURNITURE/FURNISHINGS		0.00	620.11	-620.11	
649100-10094	OTHER EQUIPMENT		0.00	0.00	0.00	
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	2015 Enc.				0.00	
	61,632.22		3,065,754.00	482,489.44	2,521,632.34	15.74

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT

EVERHARD/FORRER 85051100 FUND

Summary of Expenditures and Revenues

Account Balances as of:

February 22, 2022

85051100 APPROPRIATIONS AND EXPENDITURES

ACCT	DESCRIPTION		APPROP 15	SPENT 15	BALANCE 15	% SPENT
521800	PROGRAM Services	0.00	20,000.00	255.14	19,744.86	1.28
521900	Contracted Services	0.00	0.00		0.00	
526130	Training & Education	0.00	5,000.00	321.00	4,679.00	6.42
538100	E-Content		17,500.00		17,500.00	0.00
590100	Contributions		0.00		0.00	
811255	Interfund Exp - Mead Library		20,000.00		20,000.00	0.00
	Carry overs		0.00	0.00	0.00	
		14 Enc. 0.00				
	Total Expenditures		62,500.00	576.14	61,923.86	0.01

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION		APPROP 15	RECEIVED 15	BALANCE 15	% REC
		2015 Enc.				
104000	INVESTMENTS	0.00	0.00		0.00	
447622	BOOK BAG SALES	0.00	0.00		0.00	
461101	LOCAL FUNDS INTEREST	0.00	0.00		0.00	
461141	INTEREST ON NOTES		0.00		0.00	
467101	DONATIONS	0.00	62,500.00		62,500.00	0.00
Memo Entry	City Transfer of MPL Invested Funds				0.00	
	Total Revenues	0.00	62,500.00	0.00	62,500.00	0.00
	Total Everhard/Forrer 85051100 Funds		62,500.00	576.14	-576.14	0.92

23. Workers Compensation

- a. The Library participates in the City's self-insurance program for workers compensation.
- b. Library employees, who sustain a compensable injury while performing within the scope of their employment, are subject to the rules and regulations governing the City's policy.
- c. Each case shall be handled on an individual basis.
- d. Unless circumstances prevent, all work related injuries must be reported to the Director, **Manager** ~~Deputy Director~~ or supervisor within 24 hours.
- e. The compensation rate is 66 2/3% of base pay.

Mead Public Library

Position Description

Revised: 3/5/2015

Approved: xx/xx/xxxx

POSITION INFORMATION

Title: ~~Chief Maintenance Technician~~ Maintenance Supervisor

Reports to: Support Services Manager

Pay Grade: 8

FLSA Status: Exempt

PURPOSE OF POSITION

- The primary purpose of this position is to supervise the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

ESSENTIAL JOB DUTIES

- Performs duties independently with minimum supervision
- Supervises or performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
 - Wash, dust, vacuum and clean Library facility and furniture
 - Clean restrooms and maintain supplies
 - Maintain interior and exterior plants, shrubbery and holiday decorations
 - Dispose of trash and recycle applicable materials
 - Set up meeting rooms for programs and activities
 - Oversee or assist with snow removal
 - Receive and retrieve Library materials and supplies
 - Operate and maintain Library security systems and HVAC systems
 - Handle and transport cash
- Contacts vendors as needed to ensure robust library services
- Supervises maintenance of the Library facilities, equipment and grounds
- Makes purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Acts as key resource for administration in regards to facilities management
- Provides input to Support Services Manager and Director in the development of Library policies, plans, and goals

- Offers ideas for improving operational effectiveness or efficiency to management team
- Reports Library safety and security matters to Library Management
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

KNOWLEDGE AND ABILITIES

- Considerable knowledge of modern library maintenance services and procedures
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 75 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

MENTAL REQUIREMENTS

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

Mead Public Library

Position Description

Modified: 02/20/2015

Approved: xx/xx/xxxx

POSITION INFORMATION

Title: Business Specialist
Reports to: Library Director
Pay Grade: 10
FLSA Status: Exempt

PURPOSE OF POSITION

The primary purpose of the position is to assist the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic level human resource tasks.

ESSENTIAL FUNCTIONS

- Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
- Assists in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares financial statements; verifies fund balances; assists in preparing for and coordinating annual and special audits
- Processes accounts payable, maintains accurate records and control reports
- Assists city officials with accounts payable vendor files
- Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation
- May assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
- Assists the Library Administration and City Finance Department in preparing for financial audits
- Assists director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
- Gathers data and monitors progress and trends related to organizational strategic measures and indicators
- Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
- Works on various committees or teams to solve problems and facilitate communication across the organization
- Makes library purchases

- Maintains positive relationships with municipal officers and various other community stakeholders
- May attend local and state-wide related conferences and workshops
- Handles materials and supplies according to MSDS guidelines
- Performs other related work as assigned by the Director

KNOWLEDGE AND ABILITIES

- Ability to understand financial, information technology and space resources
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
- Ability to partner, work within teams, build alliances and relationships
- Ability to analyze data and make decisions based on that data within an organizational framework
- Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
- Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
- Ability to develop and maintain constructive relationships with staff and public
- Ability to demonstrate accountability, integrity, and a positive influence on others

PHYSICAL DEMANDS OF THE POSITION

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

MENTAL REQUIREMENTS

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
- Time Management: set priorities in order to meet assignment deadlines

E. Classification Schedule

1. Position grades are designated by listing the Library grade followed by the equivalent City Pay Schedule A grade if applicable.
2. The Library Grade/City Schedule A Grade and Library Positions are:

Grade	Position
15/na	Library Director
14/na	Deputy Director
12/22	Manager
10/19	Librarian II Information Technology Specialist Business Specialist (If salary scale change is approved)
9/17	Administrative Specialist II Librarian I Specialist II Page Supervisor Public Information Specialist
8/15	Chief Maintenance Technician Maintenance Supervisor (If approved) Senior Programming Specialist
7/13	Administrative Specialist I Programming Specialist Specialist I
5/10	Library Assistant III Office Assistant Administrative Assistant
4/7	Maintenance Technician II
3/4	Library Assistant II Maintenance Technician I
2/2	Library Assistant I
1/1	Maintenance Cleaner
na/na	Page I Page II Page

Residence requirement (Director only)

~~VI. The Director shall establish and maintain residence within the City within six months of the date of hire.~~

66.0502 Employee residency requirements prohibited.

(1) The legislature finds that public employee residency requirements are a matter of statewide concern.

(2) In this section, "local governmental unit" means any city, village, town, county, or school district.

(3)

(a) Except as provided in sub. (4), no local governmental unit may require, as a condition of employment, that any employee or prospective employee reside within any jurisdictional limit.

(b) If a local governmental unit has a residency requirement that is in effect on July 2, 2013, the residency requirement does not apply and may not be enforced.

(4)

(a) This section does not affect any statute that requires residency within the jurisdictional limits of any local governmental unit or any provision of state or local law that requires residency in this state.

(b) Subject to par. (c), a local governmental unit may impose a residency requirement on law enforcement, fire, or emergency personnel that requires such personnel to reside within 15 miles of the jurisdictional boundaries of the local governmental unit.

(c) If the local governmental unit is a county, the county may impose a residency requirement on law enforcement, fire, or emergency personnel that requires such personnel to reside within 15 miles of the jurisdictional boundaries of the city, village, or town to which the personnel are assigned.

(d) A residency requirement imposed by a local governmental unit under par. (b) or (c) does not apply to any volunteer law enforcement, fire, or emergency personnel who are employees of a local governmental unit.

History: [2013 a. 20](#).



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 12-14)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2014

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

I. GENERAL INFORMATION

1. Name of Library Mead Public Library		2. Public Library System Eastern Shores Library System			
3a. Head Librarian First Name Garrett	3b. Head Librarian Last Name Erickson	4a. Certification Grade Gr I	4b. Certification Type Regular	5. Certification Expiration Date 07/31/2018	
6a. Street Address 710 N. 8th St.	6b. Mailing Address or PO Box 710 N. 8th St.	7. City / Village / Town Sheboygan	8a. ZIP 53081	8b. ZIP4 4563	9. County Sheboygan
10. Library Phone Number (920)459-3400	11. Fax Number (920)459-0204	12. Library E-mail Address of Director Garrett.Erickson@meadpubliclibrary.org			
13. Library Website URL www.meadpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 64	19b. Number of Winter Weeks 38	19c. Summer Hours Open per Week 50	19d. Number of Summer Weeks 14		
20. Square Footage of Public Library 88,000	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No				

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	281,636	18,656
2. Electronic Books <i>E-books</i>	123,795	
3. Audio Materials	17,976	5,026
4. Electronic Audio Materials <i>Downloadable</i>	28,424	
5. Video Materials	24,413	3,201
6. Electronic Video Materials <i>Downloadable</i>	1,403	
7. Other Materials Owned <i>Describe</i> Kindles, pamphlets, maps, toys, energy meters	10,755	
8. Databases Locally Owned or Leased	9	
9. Total Databases <i>Local, regional, and state</i>	58	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	428	

III. LIBRARY SERVICES

1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
648,034		200,236		97,653		51,799	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
30,617	10,203	40,820	Actual Count	24,454	Actual Count	308,293	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8a. Number of Licensed Database Sessions		8b. No. of Locally-Created, Non-commercial Database Sessions	
a. Method	b. Annual Count	a. Method	b. Annual Count				
Actual Count	65,552	Password Controlled	29,219	74,893		1	
9. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio		c. E-Video		d. Total Electronic Materials Uses	
32,273		6,214		147		38,634	
10. Programs and Program Attendance Annual Count						11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	595	51	189	835	87	83	
Total Attendance	11,686	1,910	2,315	15,911			

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Maeve	Quinn	310 St. Clair Avenue	Sheboygan	53081	maeve.quinn@meadpubliclibrary.org
2. Dolcye	Johnson	1306 North 3rd Street	Sheboygan	53081	dolcyerod@earthlink.net
3. Darryl	Carlson	917 Bluff Avenue	Sheboygan	53083	darryl.carlson@ci.sheboygan.wi.us
4. Henry	Nelson	1926 Settlement Trail	Sheboygan	53081	henry.nelson@meadpubliclibrary.org
5. Nancy	Mannchen	1708 Barrett Street	Sheboygan	53081	munchwink2@aol.com
6. David	Hoffman	504 Lincoln Avenue	Sheboygan	53081	bidmanager@harborcentre.com
7. Christine	Campe	714 Spring Avenue	Sheboygan	53083	ccampe@sheboygan.k12.wi.us
8. Martha	Wortche	2016 N 5th Street	Sheboygan	53081	none
9. Dirk	Zylman	W910 Garton Rd	Sheboygan	53083	zylmandj@hotmail.com
10. Kathie	Norman	3217 North Sixth Street	Sheboygan	53083	knorman@charter.net
11.					
12.					

No. of Library Board Members <i>Include vacancies in this count</i>	10
--	----

VI. LIBRARY OPERATING EXPENDITURES
Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$1,646,029		\$569,331		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$284,874	\$85,328	\$15,565	\$5,749	\$391,516
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider	Amount	Provider	Amount	
Eastern Shores Library	\$25,193			
University of Wisconsin Systems	\$4,680			
City of Sheboygan	\$6,982			
		Subtotal 4	\$36,855	
5. Other Operating Expenditures				\$490,780
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$3,134,511
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$5,387

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal				
b. State				
c. Municipal	City of Sheboygan -Chiller II Project	\$75,000	\$155,815	
d. County				
e. Other				
2. Debt Retirement	3. Rent Paid to Municipality / County	Total Revenue	Total Expenditure	
		\$75,000	\$155,815	

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD	IX. TRUST FUNDS
--	------------------------

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year \$-2,881	1. Total Amount of Trust Funds Held by the Library Board at End of Year \$984,485
--	---	--

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$79,080	40.00				
Adult Service Manager	MLS (ALA)	\$64,644	40.00				
IT Specialist	Other	\$64,396	40.00				
Circ/TS Manager	Other	\$72,703	40.00				
PR Specialist	Other	\$58,516	40.00				
	Other						
	Other						

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Librarian	MLS (ALA)	\$439,616	270.00	Maintenance Chief	Other	\$54,964	40.00
Librarian Assistant	Librn. no-MLS	\$398,095	440.00	Maintenance Technician I	Other	\$36,677	40.00
Business Specialist	Other	\$43,536	40.00	Page Supervisor	Other	\$56,274	40.00
Office Assistant	Other	\$33,226	40.00	Pages	Other	\$154,984	420.00
Administrative Assistant II	Other	\$33,226	40.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

9.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

9.00

b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*

31.00

c. Total Library Staff (FTE)

40.00

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
 173,828

Divide nonresident circulation among the following categories. The total for 2 through 6 below should equal the number reported in question 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	36,813	115,155	151,968
3. Circulation to Nonresidents Living in Another County in Your System	2,757	1,951	4,708
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	2,781	12,350	15,131
5. Circulation to All Other Wisconsin Residents 1,237	6. Circulation to Persons from Out of the State 778		

7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards? No
---	---	---

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Calumet	262	f.	
b. Fond du Lac	682	g.	
c. Manitowoc	11,406	h.	
d. Washington	45	i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection Local cable, telco, community network, etc.
---	---

XIII. YOUTH SERVICES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
<i>A summer library program, winter break reading program, and eight-week community read are three kinds of offerings. A summer library program for children is one offering, an all-ages fall reading program is one "Other (all ages)" offering in the Other Literacy Offerings category.</i>				
Number of Summer Literacy Offerings	1	1	1	3
Total Unduplicated Individuals Involved	1,573	620	54	2,247
Number of Other Literacy Offerings				
Total Unduplicated Individuals Involved				
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants; e.g., DIY station, 1000 Books Before Kindergarten, and Frequent Reader Club.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Drop-in Activities	13	203		216
Total Participation	2,099	1,287		3,386

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary is displayed here.*

a. First Name Melissa	b. Last Name Prentice	c. Email Address melissa.prentice@meadpl.org
--------------------------	--------------------------	---

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County
Sheboygan

The Mead Public Library Board of Trustees hereby states that in 2014, the Eastern Shores Library System
Name of Public Library Name of Public Library System / Service

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
- Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement *may* be sent directly to the Division for Libraries and Technology (DLT), Jamie McCanless, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
➤		

	COMMENTS	
--	-----------------	--

SECTION_V

Program Name

Sheboygan Historical Document IV Project--2015-03-02

Program Name

LSTA Eastern shores DOA/TEACH LSTA system technology block grant. (Part of Eastern shores Technology Block Grant)(Eastern Shores paid MPL \$707.00)--2015-03-02

Mead Public Library Statistics - January 2015

Circulation Transactions	January 2014	January 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014
Adult Materials	40,500	39,007	-0.0369	447798
Children's Materials	15,520	16,943	0.0917	200236
Total circulation Transactions	56,020	55,950	-0.0012	648034
In House Use	7,645	6,957	-0.0900	7,645
Number of Registered Users				
Resident				31,551
Non-Resident				10,466
Total Number of Registered Users				42017
Library Visits				
Gate count	22,995	28,336	0.2323	312363
Reference Inquiries				
Reference Inquiries	2,653	2,416	-0.0893	2,653
Users of Public Internet PCs				
Library workstations	4,604	0	-1.0000	4,604
Uses of E-Content				
E-Books (Overdrive)	0	0	0.0000	0
E-Audio (Overdrive)	2,727	2,947	0.0807	30208
E-Video (Overdrive)	523	593	0.1338	6214
E-Magazines (Zinio)	3	21	6.0000	171
Total Uses of E-Content	3,253	3,561	0.0947	36593
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	0	39	0.0000	0
Children (0-11) Attendance	8	889	110.1250	336
Teen (12-18) Number of Programs	17	1	-0.9412	10399
Teen (12-18) Attendance	1	38	37.0000	51
Adult (18+) Number of Programs	34	22	-0.3529	1910
Adult (18+) Attendance	8	253	30.6250	189
Total number of Programs	51	62	0.2157	12309
Total number of Attendance	17	1,180	68.4118	576

Year-to-date 2015	YTD % Change 2014 vs. 2015
72330	-0.8385
31180	-0.8443
103510	-0.8403
6,957	-0.0900
30,582	-0.0307
10,187	-0.0267
40769	-0.0274
55285	-0.8230
2,416	-0.0893
5,413	0.1757
0	0.0000
5692	-0.8116
1090	-0.8246
39	-0.7719
6821	-0.8136
0	0.0000
0	-1.0000
0	-1.0000
0	-1.0000
0	-1.0000
0	-1.0000
0	-1.0000
0	-1.0000

Mead Public Library Statistics - February 2015

Circulation Transactions	February 2014	February 2015	Monthly % Change 2014 vs. 2015	Year-to-date 2014
Adult Materials	36,247	33,323	-0.0807	76,747
Children's Materials	14,645	14,237	-0.0279	30,165
Total Circulation Transactions	50892	47560	-0.0655	106,912
In House Use	6,694	5,751	-0.1409	14,339
Number of Registered Users				
Resident				31,486
Non-Resident				10,461
Total Number of Registered Users				41947
Library Visits				
Gate count	23,090	26,949	0.1671	46,085
Reference Inquiries				
Reference Inquiries	2,437	2,207	-0.0944	5,090
Users of Public Internet PCs				
Library workstations	4,490	4,997	0.1129	9,094
Uses of E-Content				
E-Books (Overdrive)	2,328	2,745	0.0000	5,055
E-Audio (Overdrive)	442	497	0.1244	965
E-Video (Overdrive)	1	18	17.0000	4
E-Magazines (Zinio)	163	804	3.9325	447
Total Uses of E-Content	2934	4064	0.3851	6471
Programs (Number of Programs, Attendance)				
Children (0-11) Number of Programs	6	49	7.1667	14
Children (0-11) Attendance	136	1,061	6.8015	153
Teen (12-18) Number of Programs	2	3	0.5000	3
Teen (12-18) Attendance	7	42	5.0000	41
Adult (18+) Number of Programs	7	27	2.8571	15
Adult (18+) Attendance	72	331	3.5972	214
Total number of Programs	15	79	4.2667	32
Total number of Attendance	215	1434	5.6698	408

Year-to-date 2015	YTD % Change 2014 vs. 2015
72,330	-0.0576
31,180	0.0336
103,510	-0.0318
12,708	-0.1137
30,500	-0.0313
10,153	-0.0294
40653	-0.0303
55,285	0.1996
0	-1.0000
10,410	0.1447
5,692	0.1260
1,090	0.1295
39	8.7500
1,807	
8628	0.3333
88	5.2857
1,950	11.7451
4	0.3333
80	0.9512
49	2.2667
584	1.7290
141	3.4063
2614	5.4069