

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

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**September 23, 2021**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 23, 2021 in the Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Barbara Alvarez, Chris Campe, Board Vice President Kathie Norman, Finance Officer Sherry Speth, and Andre Walton. Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Administrative Assistant Sydney Mehn. Board members absent: Meg Albrinck, Rev. William Bulson, Marcos Guevara and Alderperson Amanda Salazar. Staff absent: Support Services Manager Cheryl Nessman, and Public Services Manager Melissa Prentice

**1. OPENING OF MEETING**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order at 5:03 p.m. and determined a quorum
- 1.2 PLEDGE OF ALLEGIANCE Quinn led the group in the pledge of allegiance.
- 1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING) There was no public comment.
- 1.4 APPROVAL OF MINUTES Norman **moved** to approve the minutes from the July 29, 2021 meeting. Alvarez **seconded**. Motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS  
There was no correspondence, announcements, or common council reports

**2. COMMITTEE REPORTS**

- 2.1 AD HOC EQUITY COMMITTEE - MARCOS GUEVARA, CHAIR. REPORT OF 9/2/21 MEETING Item tabled until the next meeting
- 2.2 AD HOC ARTS AND FACILITIES COMMITTEE - CHRIS CAMPE, CHAIR. REPORT OF 9/16/21 MEETING Campe gave an overview of the meeting, noting the policies that will be submitted for consideration later in the agenda.

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- 3.1 INCLUSIVE SERVICES IN WISCONSIN PUBLIC LIBRARIES DOCUMENT Quinn introduced the document from the Ad Hoc Equity Committee. Walton **moved** to adopt the document as a guideline for our board. Campe **seconded**. The motion **passed**.
- 3.2 2022 OPERATING BUDGET Erickson noted that there were no updates yet to report, however he noted that there would likely need to be a special board meeting brought together for the reapproval of the returned budget.
- 3.3 UPDATE TO ARTWORK POLICY Campe discussed the Artwork Policy that was put together in the committee. Norman **moved** to approve the policy pending revisions. Speth **seconded**. The motion **passed**.

- 3.4 UPDATE TO POLICY FOR RECONSIDERATION OF LIBRARY MATERIALS, PROGRAMS, ART AND EXHIBITS Campe further presented a follow up policy to the Artwork Policy. Walton **moved** to approve the policy as presented. Norman **seconded**. The motion **passed**.
- 3.5 ELECTRICAL WORK FOR EMERGENCY GENERATOR CIRCUIT Erickson presented an issue that recently arose when the power went out at the library. A number of updates need to happen in order to prepare for something like that happening again. Erickson requested \$6,000 for the updates to take place. Campe **moved** to approve the spending of \$6,000 on updates to the emergency lights. Walton **seconded**. The motion **passed**. Quinn requested that we be sure to add the Friends area to the updated emergency lights. She further suggested a letter be written to the Kohler company for their donated generator.
- 3.6 MEAD PUBLIC LIBRARY'S 125 YEAR ANNIVERSARY Quinn brought to the groups attention that Mead Library will be celebrating its 125<sup>th</sup> anniversary next year. She hopes to form a committee to work on planning and intends to ask the Foundation to contribute financially.

#### **4. DIRECTOR'S REPORT**

- 4.1 CITY POLICY ON MEETING ATTENDEES GIVING A 3-DAY NOTICE WHEN USING REMOTE ACCESS TO ATTEND MEETINGS Item tabled until next month's meeting.
- 4.2 UPDATE ON SERVICES AND PROGRAMMING In Prentice's absence, Erickson updated the group on services and programming. The summer library program numbers were reported to be very similar to 2019 numbers, which is encouraging. In person storytimes are back at Mead, with masking and preregistration in place. Lastly, Erickson discussed the 100,000 Poets for Change event the following Saturday.
- 4.3 UPDATE FROM SUPPORT SERVICES In Nessman's absence, Erickson reported that the adult fiction shift is well underway, being sorted by author rather than genre. It's a large project with much attention being put into completing it.
- 4.4 UPDATE ON BUILDING PROJECTS Erickson noted some of the things being worked on, including Security Specialist Santino's desk addition in the public area on the first floor. It will serve as a resource spot for patrons. Additionally, there is now a second conference room on 2<sup>nd</sup> floor. The furniture is on order, and should be operational soon. Finally, Erickson reported that the HVAC controls are being updated and that project will be completed soon.
- 4.5 MONTHLY STATISTICS Monthly statistics were reviewed and found to be in good order. Erickson noted the increase in children's circulation, as well as the increase in workstation sessions.

#### **5. LIAISON REPORTS**

- 5.1 MONARCH LIBRARY SYSTEM - BARBARA ALVAREZ Quinn noted that there is still no report from the county board on an appointment yet, so this item is tabled until the next meeting.

- 5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported the decision to forego the Renaissance Society name. She further discussed the new donor wall coming soon.
- 5.3 FRIENDS OF MEAD - SYDNY MEHN Mehn reported that the Friends Art-O-Mat is now repaired and after two weeks of being up and running they generated \$75 in sales, approximately 15 pieces of art. The Friends are also anticipating their 50<sup>th</sup> anniversary next year and are planning several celebrations. Additionally, they are planning their fall book sale for November.

## 6. UPCOMING MEETINGS

- 6.1 AD HOC ARTS AND FACILITIES COMMITTEE (10/13/21 @ 1PM)
- 6.2 AD HOC EQUITY COMMITTEE (10/14/21 @ 1PM)
- 6.3 LIBRARY BOARD OF TRUSTEES (9/23/21 @ 5PM)

## 7. ADJOURN

- 7.1 MOTION TO ADJOURN Walton **moved** to adjourn the meeting, Speth **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 5:59 p.m.

PAID CHECK RUN REPORT

CHECK RUN:M090621

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME                       | DOCUMENT                | INV DATE | VOUCHER | PO       | CHECK NO     | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |           |
|-----------------------------------|-------------------------|----------|---------|----------|--------------|---|----------|-----------------|---------------------------|-----------|
| 635 ALLDATA LLC                   | 2010107747              | 08/27/21 | 123652  |          | 353212       | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 1,500.00  |
|                                   | INVOICE: 101417176      |          |         |          |              |   |          |                 |                           |           |
| VENDOR TOTALS                     |                         |          |         | .00      | YTD INVOICED |   |          | 3,000.00        | YTD PAID                  | 1,500.00  |
| 900009 AT&T                       | 2010107914              | 08/25/21 | 123822  |          | 353213       | P | 09/08/21 | 25551150 525120 | TELEPHONE                 | 109.90    |
|                                   | INVOICE: 920z83020008-8 |          |         |          |              |   |          |                 |                           |           |
| VENDOR TOTALS                     |                         |          |         | 110.79   | YTD INVOICED |   |          | 373.76          | YTD PAID                  | 109.90    |
| 2735 BRIDGEALL LIBRARIES, LIMITED | 2010107999              | 09/02/21 | 123907  |          | 353214       | P | 09/08/21 | 25551110 538100 | OTHER CONTENT             | 13,520.00 |
|                                   | INVOICE: SIN005326      |          |         |          |              |   |          |                 |                           |           |
| VENDOR TOTALS                     |                         |          |         | .00      | YTD INVOICED |   |          | 13,520.00       | YTD PAID                  | 13,520.00 |
| 900081 DEMCO, INC.                | 2010108002              | 09/03/21 | 123912  |          | 353215       | P | 09/08/21 | 25551100 530100 | OFFICE SUPPLIES           | 77.87     |
|                                   | INVOICE: 1246058200     |          |         |          |              |   |          |                 |                           |           |
| VENDOR TOTALS                     |                         |          |         | 1,139.60 | YTD INVOICED |   |          | 77.87           | YTD PAID                  | 77.87     |
| 6056 INGRAM INDUSTRIES, INC.      | 2010107691              | 08/19/21 | 123593  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 883.40    |
|                                   | INVOICE: 54373679       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107692              | 08/19/21 | 123594  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 159.44    |
|                                   | INVOICE: 54373680       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107693              | 08/19/21 | 123595  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 32.05     |
|                                   | INVOICE: 54373682       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107694              | 08/19/21 | 123596  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 20.02     |
|                                   | INVOICE: 54373681       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107695              | 08/20/21 | 123597  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 122.84    |
|                                   | INVOICE: 54395397       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107696              | 08/19/21 | 123598  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 190.04    |
|                                   | INVOICE: 54384682       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107697              | 08/19/21 | 123599  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 62.28     |
|                                   | INVOICE: 54373683       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107698              | 08/11/21 | 123600  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 111.44    |
|                                   | INVOICE: 54249020       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107699              | 08/11/21 | 123601  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 595.04    |
|                                   | INVOICE: 54239262       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107700              | 08/11/21 | 123602  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 665.00    |
|                                   | INVOICE: 54249019       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107701              | 08/11/21 | 123603  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 49.79     |
|                                   | INVOICE: 54239261       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107702              | 08/12/21 | 123604  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 34.22     |
|                                   | INVOICE: 54258694       |          |         |          |              |   |          |                 |                           |           |
|                                   | 2010107703              | 08/12/21 | 123605  |          | 435          | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 20.14     |
|                                   | INVOICE: 54256693       |          |         |          |              |   |          |                 |                           |           |

PAID CHECK RUN REPORT

CHECK RUN:M090621

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME                                   | DOCUMENT   | INV DATE  | VOUCHER      | PO | CHECK NO | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|---|------------|-----------|--------------|----|----------|---|----------|-----------------|---------------------------|----------|
| INVOICE:                                      | 54574297   |           |              |    |          |   |          |                 |                           |          |
| 2010108040                                    | 09/02/21   | 123952    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 70.49    |
| INVOICE:                                      | 54622119   |           |              |    |          |   |          |                 |                           |          |
| 2010108041                                    | 09/03/21   | 123953    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 189.16   |
| INVOICE:                                      | 54652902   |           |              |    |          |   |          |                 |                           |          |
| 2010108045                                    | 09/02/21   | 123958    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 155.51   |
| INVOICE:                                      | 54622120   |           |              |    |          |   |          |                 |                           |          |
| 2010108048                                    | 09/03/21   | 123960    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 88.71    |
| INVOICE:                                      | 54645508   |           |              |    |          |   |          |                 |                           |          |
| 2010108053                                    | 09/03/21   | 123966    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 23.06    |
| INVOICE:                                      | 54645506   |           |              |    |          |   |          |                 |                           |          |
| 2010108056                                    | 09/03/21   | 123969    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 90.37    |
| INVOICE:                                      | 54645507   |           |              |    |          |   |          |                 |                           |          |
| 2010108059                                    | 09/03/21   | 123971    |              |    | 435      | C | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 211.31   |
| INVOICE:                                      | 54601586   |           |              |    |          |   |          |                 |                           |          |
| VENDOR TOTALS                                 |            | 11,442.03 | YTD INVOICED |    |          |   |          | 25,531.63       | YTD PAID                  | 9,866.39 |
| 766 KONZ ELECTRIC, LLC                        |            |           |              |    |          |   |          |                 |                           |          |
| 2010107915                                    | 08/27/21   | 123823    |              |    | 353216   | P | 09/08/21 | 25551150 538001 | DONATION PURCHASES        | 935.00   |
| INVOICE:                                      | 16899      |           |              |    |          |   |          |                 |                           |          |
| VENDOR TOTALS                                 |            | .00       | YTD INVOICED |    |          |   |          | 1,734.38        | YTD PAID                  | 935.00   |
| 231 MIDWEST TAPE, LLC                         |            |           |              |    |          |   |          |                 |                           |          |
| 2010107918                                    | 08/26/21   | 123826    |              |    | 353217   | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 587.54   |
| INVOICE:                                      | 500903714  |           |              |    |          |   |          |                 |                           |          |
| 2010107919                                    | 08/23/21   | 123827    |              |    | 353217   | P | 09/08/21 | 25551110 538001 | DONATION PURCHASES        | 74.95    |
| INVOICE:                                      | 500887807  |           |              |    |          |   |          |                 |                           |          |
| 2010107920                                    | 08/26/21   | 123828    |              |    | 353217   | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 186.08   |
| INVOICE:                                      | 500903716  |           |              |    |          |   |          |                 |                           |          |
| 2010108037                                    | 08/30/21   | 123949    |              |    | 353217   | P | 09/08/21 | 25551110 538001 | DONATION PURCHASES        | 49.45    |
| INVOICE:                                      | 500918690  |           |              |    |          |   |          |                 |                           |          |
| 2010108039                                    | 06/30/21   | 123951    |              |    | 353217   | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 419.99   |
| INVOICE:                                      | 500651000  |           |              |    |          |   |          |                 |                           |          |
| VENDOR TOTALS                                 |            | 7,717.28  | YTD INVOICED |    |          |   |          | 8,714.52        | YTD PAID                  | 1,318.01 |
| 900182 REGENTS OF THE UNIVERSITY OF MINNESOTA |            |           |              |    |          |   |          |                 |                           |          |
| 2010107921                                    | 08/30/21   | 123829    |              |    | 353218   | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 2,404.00 |
| INVOICE:                                      | 103388     |           |              |    |          |   |          |                 |                           |          |
| VENDOR TOTALS                                 |            | .00       | YTD INVOICED |    |          |   |          | 2,404.00        | YTD PAID                  | 2,404.00 |
| 6912 FINANCE DEPT ONE TIME VENDOR             |            |           |              |    |          |   |          |                 |                           |          |
| 2010107922                                    | 08/24/21   | 123830    |              |    | 353220   | P | 09/08/21 | 25551110 542100 | REFUNDS                   | 16.50    |
| INVOICE:                                      | 9008608950 |           |              |    |          |   |          |                 |                           |          |
| 2010107923                                    | 09/02/21   | 123831    |              |    | 353219   | P | 09/08/21 | 25551110 542100 | REFUNDS                   | 14.39    |
| INVOICE:                                      | 9008630214 |           |              |    |          |   |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M092021

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME          | DOCUMENT                      | INV DATE | VOUCHER | PO  | CHECK NO     | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|----------------------|-------------------------------|----------|---------|-----|--------------|---|----------|-----------------|---------------------------|----------|
| 900142 ABC-CLIO, LLC | 2010108076                    | 08/31/21 | 123991  |     | 353437       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 2,290.00 |
|                      | INVOICE: 158076               |          |         |     |              |   |          |                 |                           |          |
| VENDOR TOTALS        |                               |          |         | .00 | YTD INVOICED |   |          | 2,290.00        | YTD PAID                  | 2,290.00 |
| 635 ALLDATA LLC      | 2010108484                    | 09/11/21 | 124405  |     | 353438       | P | 09/22/21 | 25551110 538100 | OTHER CONTENT             | 1,500.00 |
|                      | INVOICE: 101417176            | 10/21    | - 10    |     |              |   |          |                 |                           |          |
| VENDOR TOTALS        |                               |          |         | .00 | YTD INVOICED |   |          | 3,000.00        | YTD PAID                  | 1,500.00 |
| 900201 AMAZON.COM    | 2010108399                    | 08/04/21 | 124319  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 442.48   |
|                      | INVOICE: 111-0657579-1416218  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108400                    | 08/04/21 | 124320  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 299.00   |
|                      | INVOICE: 111-4848538-6009013  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108401                    | 08/04/21 | 124321  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 19.24    |
|                      | INVOICE: 111-9652862-8128203  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108402                    | 08/04/21 | 124322  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 35.49    |
|                      | INVOICE: 111-5480169-9772256  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108403                    | 08/04/21 | 124323  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 34.99    |
|                      | INVOICE: 114-6083210-2479419  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108405                    | 08/03/21 | 124325  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 16.95    |
|                      | INVOICE: 114-5513427-1181005  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108406                    | 08/06/21 | 124326  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 13.04    |
|                      | INVOICE: 114-2946956-92001833 |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108407                    | 08/09/21 | 124327  |     | 353439       | P | 09/22/21 | 25551150 642200 | IT EQUIPMENT              | 86.99    |
|                      | INVOICE: 113-5491638-5966651  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108408                    | 08/09/21 | 124328  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 16.99    |
|                      | INVOICE: 111-2185134-8014635  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108409                    | 08/10/21 | 124329  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 99.00    |
|                      | INVOICE: 111-0488265-8888220  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108409                    | 08/10/21 | 124329  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | -31.81   |
|                      | INVOICE: 111-0488265-8888220  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108410                    | 08/10/21 | 124330  |     | 353439       | P | 09/22/21 | 25551100 530100 | OFFICE SUPPLIES           | 15.19    |
|                      | INVOICE: 114-7564789-4571446  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108411                    | 08/10/21 | 124331  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 43.98    |
|                      | INVOICE: 111-4207204-0561057  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108412                    | 07/23/21 | 124332  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 89.97    |
|                      | INVOICE: 114-7031406-9986609  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108413                    | 08/12/21 | 124333  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 17.95    |
|                      | INVOICE: 114-9115772-1297830  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108414                    | 08/12/21 | 124334  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 10.67    |
|                      | INVOICE: 111-0841190-1597034  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108415                    | 08/12/21 | 124335  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 20.87    |
|                      | INVOICE: 114-6810958-0921812  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108416                    | 08/12/21 | 124336  |     | 353439       | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 110.66   |
|                      | INVOICE: 114-4864761-5232205  |          |         |     |              |   |          |                 |                           |          |
|                      | 2010108417                    | 08/13/21 | 124337  |     | 353439       | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 19.95    |
|                      | INVOICE: 112-8946239-8289061  |          |         |     |              |   |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M092021

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME   | DOCUMENT                             | INV DATE               | VOUCHER | PO                 | CHECK NO | T        | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|---------------|--------------------------------------|------------------------|---------|--------------------|----------|----------|----------|-----------------|---------------------------|----------|
| INVOICE:      | 111-1495721-7180250                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108455    | 08/31/21 124375                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551150 642200 | IT EQUIPMENT              | 173.98   |
| INVOICE:      | 114-5433577-5845810                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108456    | 08/30/21 124376                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 6.26     |
| INVOICE:      | 111-8688224-2301038A                 |                        |         |                    |          |          |          |                 |                           |          |
| 2010108457    | 08/23/21 124377                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 29.00    |
| INVOICE:      | 112-9136601-7364259                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108458    | 08/30/21 124378                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 32.54    |
| INVOICE:      | 113-9811401-7449856                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108459    | 08/30/21 124379                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 9.99     |
| INVOICE:      | 111-8688224-2301038B                 |                        |         |                    |          |          |          |                 |                           |          |
| 2010108460    | 08/30/21 124380                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 47.69    |
| INVOICE:      | 111-8688224-2301038C                 |                        |         |                    |          |          |          |                 |                           |          |
| 2010108461    | 09/01/21 124382                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 15.98    |
| INVOICE:      | 113-4508873-7260234                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108462    | 08/31/21 124383                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551150 642200 | IT EQUIPMENT              | 578.11   |
| INVOICE:      | 114-8838323-9780255                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108463    | 08/25/21 124384                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 39.99    |
| INVOICE:      | 111-8695037-1033017A                 |                        |         |                    |          |          |          |                 |                           |          |
| 2010108465    | 08/30/21 124385                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 7.29     |
| INVOICE:      | 111-8596310-2089058                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108466    | 09/01/21 124386                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 19.49    |
| INVOICE:      | 113-9304010-0917065                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108467    | 09/03/21 124387                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551150 524110 | BUILDING MAINTENANCE      | 33.36    |
| INVOICE:      | 112-4111848-6340212                  |                        |         |                    |          |          |          |                 |                           |          |
| 2010108470    | 05/20/21 124390                      |                        |         |                    | 353439   | P        | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 64.98    |
| INVOICE:      | 114-5459604-716643H                  |                        |         |                    |          |          |          |                 |                           |          |
| VENDOR TOTALS |                                      | 1,594.49 YTD INVOICED  |         | 4,541.54 YTD PAID  |          | 4,541.54 |          |                 |                           |          |
| 3200          | CDW, LLC                             |                        |         |                    |          |          |          |                 |                           |          |
| 2010108287    | 08/20/21 124205                      |                        |         |                    | 353440   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 1,308.97 |
| INVOICE:      | J634619                              |                        |         |                    |          |          |          |                 |                           |          |
| 2010108288    | 08/24/21 124206                      |                        |         |                    | 353440   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 838.14   |
| INVOICE:      | J739028                              |                        |         |                    |          |          |          |                 |                           |          |
| 2010108289    | 09/07/21 124207                      |                        |         |                    | 353440   | P        | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 805.55   |
| INVOICE:      | K367529                              |                        |         |                    |          |          |          |                 |                           |          |
| VENDOR TOTALS |                                      | 11,345.52 YTD INVOICED |         | 21,976.07 YTD PAID |          | 2,952.66 |          |                 |                           |          |
| 4404          | CHARTER COMMUNICATIONS HOLDINGS, LLC |                        |         |                    |          |          |          |                 |                           |          |
| 2010108295    | 09/01/21 124213                      |                        |         |                    | 353441   | P        | 09/22/21 | 25551150 523122 | SOFTWARE MAINTENANCE      | 604.76   |
| INVOICE:      | 12113701090121                       |                        |         |                    |          |          |          |                 |                           |          |
| VENDOR TOTALS |                                      | 3,454.27 YTD INVOICED  |         | 7,021.62 YTD PAID  |          | 604.76   |          |                 |                           |          |
| 4557          | ELM USA, INC.                        |                        |         |                    |          |          |          |                 |                           |          |
| 2010108073    | 09/07/21 123988                      |                        |         |                    | 353442   | P        | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 141.99   |
| INVOICE:      | 42403                                |                        |         |                    |          |          |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M092021

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME                              | DOCUMENT                      | INV DATE | VOUCHER   | PO           | CHECK NO | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|--|-------------------------------|----------|-----------|--------------|----------|---|----------|-----------------|---------------------------|----------|
| 231 MIDWEST TAPE, LLC                    | 2010108074                    | 09/02/21 | 123989    |              | 353443   | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 683.89   |
|  | INVOICE: 500931097            |          |           |              |          |   |          |                 |                           |          |
|  | 2010108489                    | 09/07/21 | 124411    |              | 353443   | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 22.49    |
|  | INVOICE: 500952799            |          |           |              |          |   |          |                 |                           |          |
|  | 2010108514                    | 09/13/21 | 124438    |              | 353443   | P | 09/22/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 1,418.65 |
|  | INVOICE: 500980272            |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                            |                               |          | 7,717.28  | YTD INVOICED |          |   |          | 8,714.52        | YTD PAID                  | 2,125.03 |
| 6912 FINANCE DEPT ONE TIME VENDOR        | 2010108474                    | 08/30/21 | 124395    |              | 353444   | P | 09/22/21 | 25551110 521800 | PROGRAM SERVICES          | 100.00   |
|  | INVOICE: 9/10/21 POETRY ON AI |          |           |              |          |   |          |                 |                           |          |
|  | 2010108481                    | 09/16/21 | 124402    |              | 353447   | P | 09/22/21 | 25551110 542100 | REFUNDS                   | 22.90    |
|  | INVOICE: 9001189933           |          |           |              |          |   |          |                 |                           |          |
|  | 2010108486                    | 08/30/21 | 124407    |              | 353446   | P | 09/22/21 | 25551110 521800 | PROGRAM SERVICES          | 100.00   |
|  | INVOICE: 10/8/21 POETRY ON AI |          |           |              |          |   |          |                 |                           |          |
|  | 2010108490                    | 09/09/21 | 124412    |              | 353445   | P | 09/22/21 | 25551110 542100 | REFUNDS                   | 17.98    |
|  | INVOICE: 9007533587           |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                            |                               |          | 90,457.17 | YTD INVOICED |          |   |          | 13,127.82       | YTD PAID                  | 240.88   |
| 7099 OPENING THE BOOK NORTH AMERICA, LLC | 2010108492                    | 09/03/21 | 124414    |              | 353448   | P | 09/22/21 | 25551110 538001 | DONATION PURCHASES        | 185.00   |
|  | INVOICE: 602                  |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                            |                               |          | .00       | YTD INVOICED |          |   |          | 185.00          | YTD PAID                  | 185.00   |
| 900046 OSHKOSH OFFICE SYSTEMS INC        | 2010108520                    | 09/13/21 | 124444    |              | 353449   | P | 09/22/21 | 25551100 521900 | CONTRACTED SERVICES       | 167.00   |
|  | INVOICE: AR66921              |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                            |                               |          | .00       | YTD INVOICED |          |   |          | 167.00          | YTD PAID                  | 167.00   |
| 16722 BINKOWSKY, INC.                    | 2010108290                    | 08/16/21 | 124208    |              | 353450   | P | 09/22/21 | 25551150 524110 | BUILDING MAINTENANCE      | 257.47   |
|  | INVOICE: 1033797              |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                            |                               |          | 2,455.39  | YTD INVOICED |          |   |          | 5,783.74        | YTD PAID                  | 257.47   |
| 900180 PROQUEST LLC                      | 2010108483                    | 09/11/21 | 124404    |              | 353451   | P | 09/22/21 | 25551110 538100 | OTHER CONTENT             | 4,767.00 |
|  | INVOICE: 62427602             |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                            |                               |          | .00       | YTD INVOICED |          |   |          | 4,767.00        | YTD PAID                  | 4,767.00 |
| 17005 QUASIUS CONSTRUCTION, INC          | 2010108541                    | 09/17/21 | 124465    |              | 353452   | P | 09/22/21 | 25551150 538001 | DONATION PURCHASES        | 4,980.00 |
|  | INVOICE: 8519                 |          |           |              |          |   |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M102121

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME                      | DOCUMENT   | INV DATE | VOUCHER   | PO           | CHECK NO | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|----------------------------------|------------|----------|-----------|--------------|----------|---|----------|-----------------|---------------------------|----------|
| 1293 AURORA HEALTH CARE, INC.    | 2010109198 | 09/29/21 | 125147    |              | 353760   | P | 10/20/21 | 25551100 521900 | CONTRACTED SERVICES       | 5.40     |
| INVOICE: IN 24207                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109198                       | 09/29/21   | 125147   |           |              | 353760   | P | 10/20/21 | 25551110 521900 | CONTRACTED SERVICES       | 61.70    |
| INVOICE: IN 24207                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109198                       | 09/29/21   | 125147   |           |              | 353760   | P | 10/20/21 | 25551150 521900 | CONTRACTED SERVICES       | 36.40    |
| INVOICE: IN 24207                |            |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                    |            |          | 2,559.30  | YTD INVOICED |          |   |          | 573,034.81      | YTD PAID                  | 103.50   |
| 3200 CDW, LLC                    | 2010109174 | 09/17/21 | 125123    |              | 353761   | P | 10/20/21 | 25551150 642200 | IT EQUIPMENT              | 169.10   |
| INVOICE: K876794                 |            |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                    |            |          | 11,345.52 | YTD INVOICED |          |   |          | 21,976.07       | YTD PAID                  | 169.10   |
| 6056 INGRAM INDUSTRIES, INC.     | 2010109187 | 09/30/21 | 125136    |              | 539      | C | 10/20/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 99.96    |
| INVOICE: 55099701                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109191                       | 09/30/21   | 125138   |           |              | 539      | C | 10/20/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 106.85   |
| INVOICE: 55099699                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109192                       | 09/30/21   | 125141   |           |              | 539      | C | 10/20/21 | 25551110 538001 | DONATION PURCHASES        | 13.85    |
| INVOICE: 55099700                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109192                       | 09/30/21   | 125141   |           |              | 539      | C | 10/20/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 365.24   |
| INVOICE: 55099700                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109194                       | 10/04/21   | 125143   |           |              | 539      | C | 10/20/21 | 25551110 538001 | DONATION PURCHASES        | 31.55    |
| INVOICE: 55149709                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109194                       | 10/04/21   | 125143   |           |              | 539      | C | 10/20/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 114.44   |
| INVOICE: 55149709                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109195                       | 10/03/21   | 125144   |           |              | 539      | C | 10/20/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 47.16    |
| INVOICE: 55142177                |            |          |           |              |          |   |          |                 |                           |          |
| 2010109196                       | 10/04/21   | 125145   |           |              | 539      | C | 10/20/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 206.36   |
| INVOICE: 55149710                |            |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                    |            |          | 11,442.03 | YTD INVOICED |          |   |          | 25,531.63       | YTD PAID                  | 985.41   |
| 5499 KANOPY, INC.                | 2010109176 | 03/09/21 | 125125    |              | 353762   | P | 10/20/21 | 25551110 538100 | OTHER CONTENT             | 5,000.00 |
| INVOICE: KDEP-8039               |            |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                    |            |          | .00       | YTD INVOICED |          |   |          | 5,000.00        | YTD PAID                  | 5,000.00 |
| 318 KRISS PREMIUM PRODUCTS, INC. | 2010109186 | 10/05/21 | 125135    |              | 353763   | P | 10/20/21 | 25551150 521900 | CONTRACTED SERVICES       | 459.60   |
| INVOICE: 174066                  |            |          |           |              |          |   |          |                 |                           |          |
| VENDOR TOTALS                    |            |          | .00       | YTD INVOICED |          |   |          | 459.60          | YTD PAID                  | 459.60   |
| 206 MARC COREY REVENSON          | 2010109173 | 10/04/21 | 125122    |              | 353764   | P | 10/20/21 | 25551110 521800 | PROGRAM SERVICES          | 1,800.00 |
| INVOICE: DEC 21 - FEB 22         |            |          |           |              |          |   |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M10421

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME                       | DOCUMENT                      | INV DATE | VOUCHER | PO     | CHECK NO     | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|-----------------------------------|-------------------------------|----------|---------|--------|--------------|---|----------|-----------------|---------------------------|----------|
| 900009 AT&T                       | 2010108782                    | 09/25/21 | 124715  |        | 353571       | P | 10/06/21 | 25551150 525120 | TELEPHONE                 | 263.86   |
|                                   | INVOICE: 920283020009-9       |          |         |        |              |   |          |                 |                           |          |
| VENDOR TOTALS                     |                               |          |         | 110.79 | YTD INVOICED |   |          | 373.76          | YTD PAID                  | 263.86   |
| 5429 RENTOKIL NORTH AMERICA, INC. | 2010108883                    | 10/01/21 | 124820  |        | 489          | T | 10/06/21 | 25551150 521900 | CONTRACTED SERVICES       | 250.00   |
|                                   | INVOICE: 3200904              |          |         |        |              |   |          |                 |                           |          |
| VENDOR TOTALS                     |                               |          |         | 350.00 | YTD INVOICED |   |          | 250.00          | YTD PAID                  | 250.00   |
| 9100 DAKOTA SUPPLY GROUP INC      | 2010108865                    | 09/29/21 | 124800  |        | 353572       | P | 10/06/21 | 25551150 524110 | BUILDING MAINTENANCE      | 547.03   |
|                                   | INVOICE: S101294620 001       |          |         |        |              |   |          |                 |                           |          |
| VENDOR TOTALS                     |                               |          |         | .00    | YTD INVOICED |   |          | 21,320.86       | YTD PAID                  | 547.03   |
| 4572 JON W. DOLL                  | 2010108858                    | 08/28/21 | 124794  |        | 353573       | P | 10/06/21 | 25551110 521800 | PROGRAM SERVICES          | 200.00   |
|                                   | INVOICE: 9/25/21 POETRY       |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108866                    | 09/30/21 | 124802  |        | 353573       | P | 10/06/21 | 25551110 521800 | PROGRAM SERVICES          | 700.00   |
|                                   | INVOICE: 1/8/21 - 2/12/21 PRO |          |         |        |              |   |          |                 |                           |          |
| VENDOR TOTALS                     |                               |          |         | .00    | YTD INVOICED |   |          | 900.00          | YTD PAID                  | 900.00   |
| 16227 INFOUSA MARKETING, INC.     | 2010108634                    | 09/17/21 | 124563  |        | 353574       | P | 10/06/21 | 25551110 538100 | OTHER CONTENT             | 936.00   |
|                                   | INVOICE: 10003896251          |          |         |        |              |   |          |                 |                           |          |
| VENDOR TOTALS                     |                               |          |         | .00    | YTD INVOICED |   |          | 936.00          | YTD PAID                  | 936.00   |
| 6056 INGRAM INDUSTRIES, INC.      | 2010108558                    | 09/16/21 | 124482  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 161.56   |
|                                   | INVOICE: 54865681             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108559                    | 09/16/21 | 124483  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 1,517.52 |
|                                   | INVOICE: 54853483             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108560                    | 09/16/21 | 124484  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 1,052.61 |
|                                   | INVOICE: 54853480             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108561                    | 09/17/21 | 124485  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 106.20   |
|                                   | INVOICE: 54876302             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108562                    | 09/20/21 | 124486  |        | 494          | C | 10/07/21 | 25551110 538001 | DONATION PURCHASES        | 83.25    |
|                                   | INVOICE: 54907825             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108562                    | 09/20/21 | 124486  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 134.27   |
|                                   | INVOICE: 54907825             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108594                    | 09/20/21 | 124519  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 18.02    |
|                                   | INVOICE: 54907826             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108595                    | 09/21/21 | 124520  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 293.30   |
|                                   | INVOICE: 54928946             |          |         |        |              |   |          |                 |                           |          |
|                                   | 2010108596                    | 09/21/21 | 124521  |        | 494          | C | 10/07/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 367.25   |
|                                   | INVOICE: 54928945             |          |         |        |              |   |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M10421

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME   | DOCUMENT                     | INV DATE  | VOUCHER | PO           | CHECK NO | T         | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|---------------|------------------------------|-----------|---------|--------------|----------|-----------|----------|-----------------|---------------------------|----------|
| INVOICE:      | 501000136                    |           |         |              |          |           |          |                 |                           |          |
| 2010108593    |                              | 09/17/21  | 124517  |              | 353578   | P         | 10/06/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 178.59   |
| INVOICE:      | 501000138                    |           |         |              |          |           |          |                 |                           |          |
| 2010108856    |                              | 09/21/21  | 124791  |              | 353578   | P         | 10/06/21 | 25551110 538001 | DONATION PURCHASES        | 7.49     |
| INVOICE:      | 501016634                    |           |         |              |          |           |          |                 |                           |          |
| 2010108857    |                              | 09/22/21  | 124792  |              | 353578   | P         | 10/06/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 1,960.06 |
| INVOICE:      | 501022406                    |           |         |              |          |           |          |                 |                           |          |
| VENDOR TOTALS |                              | 7,717.28  |         | YTD INVOICED |          | 8,714.52  |          | YTD PAID        |                           | 2,810.73 |
| 4139          | MONARCH LIBRARY SYSTEM       |           |         |              |          |           |          |                 |                           |          |
| 2010108790    |                              | 09/27/21  | 124723  |              | 490      | T         | 10/06/21 | 25551110 538001 | DONATION PURCHASES        | 13.59    |
| INVOICE:      | 415552                       |           |         |              |          |           |          |                 |                           |          |
| VENDOR TOTALS |                              | 243.00    |         | YTD INVOICED |          | 98.89     |          | YTD PAID        |                           | 13.59    |
| 4584          | J.D. POWER                   |           |         |              |          |           |          |                 |                           |          |
| 2010108881    |                              | 08/01/21  | 124818  |              | 353579   | P         | 10/06/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 184.63   |
| INVOICE:      | ORDUS094667                  |           |         |              |          |           |          |                 |                           |          |
| VENDOR TOTALS |                              | 408.00    |         | YTD INVOICED |          | 184.63    |          | YTD PAID        |                           | 184.63   |
| 6912          | FINANCE DEPT ONE TIME VENDOR |           |         |              |          |           |          |                 |                           |          |
| 2010108554    |                              | 09/21/21  | 124478  |              | 353584   | P         | 10/06/21 | 25551110 542100 | REFUNDS                   | 31.33    |
| INVOICE:      | 9001167172                   |           |         |              |          |           |          |                 |                           |          |
| 2010108636    |                              | 09/22/21  | 124565  |              | 353582   | P         | 10/06/21 | 25551110 521800 | PROGRAM SERVICES          | 200.00   |
| INVOICE:      | SEPT PROGRAMS                |           |         |              |          |           |          |                 |                           |          |
| 2010108852    |                              | 09/29/21  | 124787  |              | 353580   | P         | 10/06/21 | 25551110 542100 | REFUNDS                   | 9.29     |
| INVOICE:      | 9000905077                   |           |         |              |          |           |          |                 |                           |          |
| 2010108853    |                              | 09/24/21  | 124788  |              | 353583   | P         | 10/06/21 | 25551110 542100 | REFUNDS                   | 27.49    |
| INVOICE:      | 9008650724                   |           |         |              |          |           |          |                 |                           |          |
| 2010108855    |                              | 09/30/21  | 124790  |              | 353585   | P         | 10/06/21 | 25551110 542100 | REFUNDS                   | 22.90    |
| INVOICE:      | 90011899933                  |           |         |              |          |           |          |                 |                           |          |
| 2010108859    |                              | 09/27/21  | 124795  |              | 353581   | P         | 10/06/21 | 25551110 521800 | PROGRAM SERVICES          | 200.00   |
| INVOICE:      | 9/25/21 POETRY               |           |         |              |          |           |          |                 |                           |          |
| VENDOR TOTALS |                              | 90,457.17 |         | YTD INVOICED |          | 13,127.82 |          | YTD PAID        |                           | 491.01   |
| 900132        | PITNEY BOWES                 |           |         |              |          |           |          |                 |                           |          |
| 2010108863    |                              | 09/28/21  | 124799  |              | 353586   | P         | 10/06/21 | 25551100 530130 | POSTAGE & DELIVERY        | 408.24   |
| INVOICE:      | 3314374295                   |           |         |              |          |           |          |                 |                           |          |
| VENDOR TOTALS |                              | .00       |         | YTD INVOICED |          | 408.24    |          | YTD PAID        |                           | 408.24   |
| 16722         | BINKOWSKY, INC.              |           |         |              |          |           |          |                 |                           |          |
| 2010108633    |                              | 08/16/21  | 124562  |              | 353587   | P         | 10/06/21 | 25551150 530222 | JANITORIAL SUPPLIES       | 69.12    |
| INVOICE:      | 1034444                      |           |         |              |          |           |          |                 |                           |          |
| 2010108778    |                              | 08/16/21  | 124710  |              | 353587   | P         | 10/06/21 | 25551150 530222 | JANITORIAL SUPPLIES       | 13.35    |
| INVOICE:      | 1034657                      |           |         |              |          |           |          |                 |                           |          |

PAID CHECK RUN REPORT

CHECK RUN:M207

TO FISCAL 2021/01 09/01/2021 TO 10/23/2021

| VENDOR NAME                           | DOCUMENT                 | INV DATE | VOUCHER | PO        | CHECK NO     | T | CHK DATE | GL ACCOUNT      | GL ACCOUNT DESCRIPTION    |          |
|---------------------------------------|--------------------------|----------|---------|-----------|--------------|---|----------|-----------------|---------------------------|----------|
| 2146 CAVENDISH SQUARE PUBLISHING, LLC | 2010107687               | 08/15/21 | 123589  |           | 353201       | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 195.54   |
|                                       | INVOICE: CAL332929I      |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | 195.54    | YTD INVOICED |   |          | 195.54          | YTD PAID                  | 195.54   |
| 6343 CX COMPANIES AND SUBSIDIARIES    | 2010107745               | 06/11/21 | 123649  |           | 353202       | P | 09/08/21 | 25551150 642200 | IT EQUIPMENT              | 65.00    |
|                                       | INVOICE: 7094693         |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | 11,218.69 | YTD INVOICED |   |          | 7,872.14        | YTD PAID                  | 65.00    |
| 4995 GT GRAPHICS OF SHEBOYGAN LLC     | 2010107688               | 08/16/21 | 123590  |           | 353203       | P | 09/08/21 | 25551100 530100 | OFFICE SUPPLIES           | 40.00    |
|                                       | INVOICE: 34107           |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | 402.00    | YTD INVOICED |   |          | 70.00           | YTD PAID                  | 40.00    |
| 900164 JOHNSON CONTROLS INC           | 2010107685               | 08/18/21 | 123587  |           | 353204       | P | 09/08/21 | 25551150 524110 | BUILDING MAINTENANCE      | 913.00   |
|                                       | INVOICE: 88035608        |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | .00       | YTD INVOICED |   |          | 913.00          | YTD PAID                  | 913.00   |
| 7109 JON SHELTON                      | 2010107686               | 08/09/21 | 123588  |           | 353205       | P | 09/08/21 | 25551110 521800 | PROGRAM SERVICES          | 500.00   |
|                                       | INVOICE: 10/4/21 PROGRAM |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | .00       | YTD INVOICED |   |          | 500.00          | YTD PAID                  | 500.00   |
| 12374 MERIZON GROUP, INC.             | 2010107684               | 08/23/21 | 123586  |           | 353206       | P | 09/08/21 | 25551100 521900 | CONTRACTED SERVICES       | 529.35   |
|                                       | INVOICE: IN2901042       |          |         |           |              |   |          |                 |                           |          |
|                                       | 2010107746               | 06/25/21 | 123650  |           | 353206       | P | 09/08/21 | 25551100 521900 | CONTRACTED SERVICES       | 105.53   |
|                                       | INVOICE: IN2905592       |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | 5,603.00  | YTD INVOICED |   |          | 4,714.60        | YTD PAID                  | 634.88   |
| 231 MIDWEST TAPE, LLC                 | 2010107690               | 08/20/21 | 123592  |           | 353207       | P | 09/08/21 | 25551110 538002 | MATERIALS - ALL CATEGORIE | 887.88   |
|                                       | INVOICE: 500876773       |          |         |           |              |   |          |                 |                           |          |
| VENDOR TOTALS                         |                          |          |         | 7,717.28  | YTD INVOICED |   |          | 8,714.52        | YTD PAID                  | 887.88   |
| 900038 OTIS ELEVATOR COMPANY          | 2010107743               | 05/15/21 | 123647  |           | 353208       | P | 09/08/21 | 25551150 521900 | CONTRACTED SERVICES       | 9,968.64 |
|                                       | INVOICE: 100400471484    |          |         |           |              |   |          |                 |                           |          |
|                                       | 2010107744               | 08/15/21 | 123648  |           | 353208       | P | 09/08/21 | 25551150 521900 | CONTRACTED SERVICES       | 837.12   |
|                                       | INVOICE: 100400471945    |          |         |           |              |   |          |                 |                           |          |

| 1   | Wisconsin Bank & Trust P-Card |                       | Vendor : Multiple | Statement Date  | September 1, 2021 |  |                         |
|-----|-------------------------------|-----------------------|-------------------|-----------------|-------------------|--|-------------------------|
| 2   | Alison Loewen                 |                       |                   |                 |                   |  |                         |
| 3   | Date                          | Description           | Amount            | Account         | Comment           | Purchase Order #/Invoice #/<br>Reference # | Receipt Attached<br>(X) |
| 5   | 9/15/2021                     | SQ HELLO<br>HAPPINESS | \$ 38.75          | 25551110-538001 | PROGRAM EXPENSE   | 244921512587741793046438                   | X                       |
| 6   |                               |                       |                   |                 |                   |  |                         |
| 7   |                               |                       |                   |                 |                   |  |                         |
| 8   |                               |                       |                   |                 |                   |  |                         |
| 9   |                               |                       |                   |                 |                   |  |                         |
| 10  |                               |                       |                   |                 |                   |  |                         |
| 11  |                               |                       |                   |                 |                   |  |                         |
| 12  |                               |                       |                   |                 |                   |  |                         |
| 13  |                               |                       |                   |                 |                   |  |                         |
| 14  |                               |                       |                   |                 |                   |  |                         |
| 15  |                               |                       |                   |                 |                   |  |                         |
| 16  |                               |                       |                   |                 |                   |  |                         |
| 17  |                               |                       |                   |                 |                   |  |                         |
| 18  |                               |                       |                   |                 |                   |  |                         |
| 120 | GRAND TOTAL                   |                       | \$ 38.75          |                 |                   |  |                         |
| 121 |                               |                       |                   |                 |                   |  |                         |
| 122 |                               |                       |                   |                 |                   |  |                         |
| 123 |                               |                       |                   |                 |                   |  |                         |
| 124 |                               |                       |                   |                 |                   |  |                         |
| 126 | Row Labels                    |                       | Sum of Amount     |                 |                   |  |                         |
| 127 | 25551110-538001               |                       | 38.75             |                 |                   |  |                         |
| 129 | Grand Total                   |                       | 38.75             |                 |                   |  |                         |

| Vendor Name: Wisconsin Bank & Trust P-Card |                             | Vendor :      | Multiple        | Statement Date                         | September 1, 2021                      |                      |
|--|-----------------------------|---------------|-----------------|--|--|----------------------|
| Gregg Herr                                 |                             |               |                 |  |  |                      |
| Date                                       | Description                 | Amount        | Account         | Comment                                | Purchase Order #/Invoice #/Reference # | Receipt Attached (X) |
| 9/14/2021                                  | BATTERIES & BULBS           | \$329.82      | 25551150-524110 | BUILDING MAINTENANCE                   | P43649143                              | X                    |
| 9/16/2021                                  | BATTERIES & BULBS           | \$18.32       | 25551150-524110 | BUILDING MAINTENANCE                   | P43718880                              | X                    |
| 9/22/2021                                  | MARTENS-TRILLING TRUE VALUE | \$19.48       | 25551150-524110 | BUILDING MAINTENANCE                   | C1081117                               | X                    |
| 9/26/2021                                  | MENARDS                     | \$19.74       | 25551100-530100 | DISTILLED WATER FOR BOOK LABEL MACHINE | 2787950                                | X                    |
| 9/26/2021                                  | MENARDS                     | \$8.48        | 25551150-524110 | BUILDING MAINTENANCE                   | 2787950                                | X                    |
| 9/24/2021                                  | SHERWIN WILLIAMS            | \$55.09       | 25551150-524110 | BUILDING MAINTENANCE                   | 6123-8                                 | X                    |
| GRAND TOTAL                                |                             | \$ 450.93     |                 |  |  |                      |
| Row Labels                                 |                             | Sum of Amount |                 |  |  |                      |
| 25551100-530100                            |                             | \$19.74       |                 |  |  |                      |
| 25551150-524110                            |                             | \$431.19      |                 |  |  |                      |
| Grand Total                                |                             | \$450.93      |                 |  |  |                      |





**MEAD PUBLIC LIBRARY - 2021 FINANCIAL REPORT**  
*Account Balances as of: October 2021*

November 2, 2021 8:46 AM

| ACCT                                    | DESCRIPTION                   | P/Y APPROP -<br>CURRENT YEAR<br>ENCUMBERED | APPROP 19         | SPENT 19          | BALANCE 19        | % SPEN       |
|---|-------------------------------|--|-------------------|-------------------|-------------------|--------------|
| <b><u>ADMINISTRATIVE SERVICES</u></b>   |                               |  |                   |                   |                   |              |
| 510110                                  | FULL TIME SALARIES - REG      |  | 507,366.00        | 376,473.22        | 130,892.78        | 74.2         |
|   | <b>SUB TOTAL</b>              |  | <b>507,366.00</b> | <b>376,473.22</b> | <b>130,892.78</b> | <b>74.2</b>  |
| 510310                                  | FICA                          |  | 30,629.00         | 22,157.20         | 8,471.80          | 72.3         |
| 510311                                  | MEDICARE                      |  | 7,162.00          | 5,181.92          | 1,980.08          | 72.3         |
| 510320                                  | WI RETIREMENT FUND            |  | 33,334.00         | 24,920.47         | 8,413.53          | 74.7         |
| 510340                                  | HEALTH INSURANCE              |  | 124,050.00        | 107,667.10        | 16,382.90         | 86.7         |
| 510350                                  | DENTAL INSURANCE              |  | 10,121.00         | 8,122.55          | 1,998.45          | 80.2         |
| 510351                                  | UNFUNDED PENSION LIABILITY    |  | 29,650.00         | 29,650.00         | 0.00              | 100.0        |
| 510360                                  | LIFE INSURANCE                |  | 649.00            | 544.51            | 104.49            | 83.9         |
| 510400                                  | WORKERS COMP                  |  | 140.00            | 140.00            | 0.00              | 100.0        |
| 510410                                  | UNEMPLOYMENT                  |  | 0.00              | 0.00              | 0.00              |              |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>235,735.00</b> | <b>198,383.75</b> | <b>37,351.25</b>  | <b>84.1</b>  |
| 521100                                  | BANKING FEES                  |  | 1,350.00          | 1,521.73          | -171.73           | 112.7        |
| 521110                                  | FINANCIAL SERVICE FEES        |  | 2,800.00          | 0.00              | 2,800.00          | 0.0          |
| 521400                                  | ADVERTISING & MARKETING       | 0.00                                       | 9,400.00          | 5,000.00          | 4,400.00          | 53.2         |
| 521900                                  | CONTRACTED SERVICES           |  | 23,400.00         | 17,533.15         | 5,866.85          | 74.9         |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>36,950.00</b>  | <b>24,054.88</b>  | <b>12,895.12</b>  | <b>65.1</b>  |
| 525155                                  | PROFESSIONAL DEVELOPMENT      |  | 4,000.00          | 572.50            | 3,427.50          | 14.3         |
| 527100                                  | STAFF PARKING - CAR ALLOWANCE |  | 11,000.00         | 9,035.81          | 1,964.19          | 82.1         |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>15,000.00</b>  | <b>9,608.31</b>   | <b>5,391.69</b>   | <b>64.0</b>  |
| 530100                                  | OFFICE SUPPLIES               |  | 9,500.00          | 6,829.69          | 2,670.31          | 71.9         |
| 530130                                  | POSTAGE & DELIVERY            |  | 5,000.00          | 4,054.75          | 945.25            | 81.1         |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>14,500.00</b>  | <b>10,884.44</b>  | <b>3,615.56</b>   | <b>75.0</b>  |
| 538001                                  | DONATION PURCHASES            |  | 2,000.00          | 1,608.69          | 391.31            | 80.4         |
| 642500                                  | OFFICE FURNITURE/FURNISHINGS  |  | 0.00              | 10,368.16         | -10,368.16        |              |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>2,000.00</b>   | <b>11,976.85</b>  | <b>-9,976.85</b>  | <b>598.1</b> |
| 540215                                  | GEN PUB OFFICIAL              |  | 0.00              | 0.00              | 0.00              |              |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       |              |
| 590255                                  | PARKING/SPECIAL ASSESSMENT    |  | 6,800.00          | 2,272.68          | 4,527.32          | 33.4         |
|   | <b>SUB TOTAL</b>              | <b>0.00</b>                                | <b>6,800.00</b>   | <b>2,272.68</b>   | <b>4,527.32</b>   |              |
| <b>ADMINISTRATIVE COST CENTER TOTAL</b> |                               | <b>0.00</b>                                | <b>818,351.00</b> | <b>633,654.13</b> | <b>184,696.87</b> | <b>77.5</b>  |

**MEAD PUBLIC LIBRARY - 2021 FINANCIAL REPORT**  
*Account Balances as of: October 2021*

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| ACCT                                    | DESCRIPTION                | P/Y APPROP -<br>CURRENT YEAR<br>ENCUMBERED | APPROP 19           | SPENT 19            | BALANCE 19        | % SPEN      |
|---|----------------------------|--|---------------------|---------------------|-------------------|-------------|
| <b><u>PUBLIC SERVICES</u></b>           |                            |  |                     |                     |                   |             |
| ACCT                                    | DESCRIPTION                | P/Y APPROP -<br>CURRENT YEAR<br>ENCUMBERED | APPROP 19           | SPENT 19            | BALANCE 19        | % SPEN      |
| 510110                                  | FULL TIME SALARIES - REG   |  | 984,044.00          | 736,179.94          | 247,864.06        | 74.8        |
|   | <b>SUB TOTAL</b>           |  | <b>984,044.00</b>   | <b>736,179.94</b>   | <b>247,864.06</b> | <b>74.8</b> |
| 510310                                  | FICA                       |  | 60,044.00           | 43,830.53           | 16,213.47         | 73.0        |
| 510311                                  | MEDICARE                   |  | 14,044.00           | 10,250.67           | 3,793.33          | 72.9        |
| 510320                                  | WI RETIREMENT FUND         |  | 66,098.00           | 49,621.09           | 16,476.91         | 75.0        |
| 510340                                  | HEALTH INSURANCE           |  | 198,529.00          | 134,678.12          | 63,850.88         | 67.8        |
| 510350                                  | DENTAL INSURANCE           |  | 9,875.00            | 9,070.84            | 804.16            | 91.8        |
| 510360                                  | LIFE INSURANCE             |  | 867.00              | 743.08              | 123.92            | 85.7        |
| 510400                                  | WORKERS COMP               |  | 460.00              | 460.00              | 0.00              | 100.0       |
| 510410                                  | UNEMPLOYMENT COMPENSATION  |  |                     | 8,880.00            |                   | -8880.0     |
|   | <b>SUB TOTAL</b>           | <b>0.00</b>                                | <b>349,917.00</b>   | <b>257,534.33</b>   | <b>92,382.67</b>  | <b>73.0</b> |
| 521800                                  | PROGRAM SERVICES           |  | 10,000.00           | 7,011.00            | 2,989.00          | 70.1        |
| 521900                                  | CONTRACTED SERVICES        |  | 40,200.00           | 39,230.12           | 969.88            | 97.6        |
| 525155                                  | PROFESSIONAL DEVELOPMENT   |  | 6,000.00            | 0.00                | 6,000.00          | 0.0         |
| 530205                                  | DISPLAYS                   |  | 1,000.00            | 78.85               | 921.15            | 7.9         |
| 538001                                  | DONATION PURCHASES         |  | 78,000.00           | 55,608.79           | 18,825.45         | 71.2        |
|   | <b>SUB TOTAL</b>           | <b>3,565.76</b>                            | <b>135,200.00</b>   | <b>101,928.76</b>   | <b>29,705.48</b>  | <b>75.4</b> |
| 538002                                  | MATERIALS - ALL CATAGORIES | 0.00                                       | 365,000.00          | 290,247.52          | 74,752.48         | 79.5        |
| 538100                                  | OTHER CONTENT              | 0.00                                       | 69,000.00           | 27,223.00           | 41,777.00         | 39.4        |
| 542100                                  | PATRON REFUNDS             |  | 0.00                | 371.32              | -371.32           | 1.0         |
| 649200                                  | EQUIPMENT REPLACEMENT      | 0.00                                       | 6,000.00            | 3,924.96            | 2,075.04          | 65.4        |
|   | <b>SUB TOTAL</b>           | <b>0.00</b>                                | <b>440,000.00</b>   | <b>321,766.80</b>   | <b>118,233.20</b> | <b>73.0</b> |
| 538000                                  | TOTAL MATRL'S ACCTS        | 3,565.76                                   | 440,000.00          | 423,695.56          | 147,938.68        | 96.1        |
| <b>PUBLIC SERVICE COST CENTER TOTAL</b> |                            | <b>3,565.76</b>                            | <b>1,909,161.00</b> | <b>1,417,409.83</b> | <b>488,185.41</b> | <b>74.2</b> |

MEAD PUBLIC LIBRARY - 2021 FINANCIAL REPORT  
 Account Balances as of: October 2021

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| ACCT                                      | DESCRIPTION                    | P/Y APPROP -<br>CURRENT YEAR<br>ENCUMBERED | APPROP 19           | SPENT 19            | BALANCE 19        | % SPEN       |
|---|--------------------------------|--|---------------------|---------------------|-------------------|--------------|
| <b><u>SUPPORT SERVICES</u></b>            |                                |  |                     |                     |                   |              |
| ACCT                                      | DESCRIPTION                    | P/Y APPROP -<br>CURRENT YEAR<br>ENCUMBERED | APPROP 19           | SPENT 19            | BALANCE 19        | % SPEN       |
| 510110                                    | FULL TIME SALARIES - REG       |  | 363,334.00          | 272,163.03          | 91,170.97         | 74.9         |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>363,334.00</b>   | <b>272,163.03</b>   | <b>91,170.97</b>  | <b>74.9</b>  |
| 510310                                    | FICA                           | 0.00                                       | 21,492.00           | 15,564.84           | 5,927.16          | 72.4         |
| 510311                                    | MEDICARE                       |  | 5,147.00            | 3,640.16            | 1,506.84          | 70.7         |
| 510320                                    | WI RETIREMENT FUND             | 0.00                                       | 20,973.00           | 16,561.29           | 4,411.71          | 78.9         |
| 510340                                    | HEALTH INSURANCE               |  | 71,922.00           | 72,734.72           | -812.72           | 101.1        |
| 510350                                    | DENTAL INSURANCE               |  | 4,467.00            | 3,959.17            | 507.83            | 88.6         |
| 510360                                    | LIFE INSURANCE                 |  | 309.00              | 261.97              | 47.03             | 84.7         |
| 510400                                    | WORKERS COMP                   |  | 247.00              | 247.00              | 0.00              | 100.0        |
| 510410                                    | UNEMPLOYMENT COMPENSATION      |  | 0.00                | 0.00                | 0.00              | -100.0       |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>124,557.00</b>   | <b>112,969.15</b>   | <b>11,587.85</b>  | <b>90.7</b>  |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>487,891.00</b>   | <b>385,132.18</b>   | <b>102,758.82</b> | <b>78.9</b>  |
| 521900                                    | CONTRACTED SERVICES            |  | 58,000.00           | 53,018.67           | 4,981.33          | 91.4         |
| 523122                                    | SOFTWARE MAINTENANCE           | 0.00                                       | 31,500.00           | 17,986.19           | 13,513.81         | 57.1         |
| 524110                                    | BUILDING EXTERIOR MAINT        | 13,305.00                                  | 21,000.00           | 17,222.64           | 3,777.36          | 145.3        |
| 524124                                    | HVAC MAINT & BOILER INS        | 0.00                                       | 3,000.00            | 0.00                | 3,000.00          | 0.0          |
| 524126                                    | ELEVATOR MAINTENANCE           | 0.00                                       | 2,000.00            | 560.80              | 1,439.20          | 28.0         |
|   | <b>SUB TOTAL</b>               | <b>13,305.00</b>                           | <b>115,500.00</b>   | <b>88,788.30</b>    | <b>13,406.70</b>  | <b>88.2</b>  |
| 525100                                    | ELECTRICITY                    | 0.00                                       | 94,600.00           | 54,512.37           | 40,087.63         | 57.0         |
| 525105                                    | WATER                          | 0.00                                       | 1,600.00            | 795.71              | 804.29            | 49.7         |
| 525110                                    | SEWER                          | 0.00                                       | 1,400.00            | 833.48              | 566.52            | 59.8         |
| 525120                                    | TELEPHONE                      | 0.00                                       | 4,000.00            | 1,415.21            | 2,584.79          | 35.4         |
| 525140                                    | GAS - UTILITY                  | 0.00                                       | 33,567.00           | 18,906.48           | 14,660.52         | 56.2         |
| 525155                                    | PROFESSIONAL DEVELOPMENT       | 0.00                                       | 500.00              | 0.00                | 500.00            | 0.0          |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>135,667.00</b>   | <b>76,463.25</b>    | <b>59,203.75</b>  | <b>56.2</b>  |
| 530200                                    | PROG SUPP (CAT & CIRC SUPPLIES | 0.00                                       | 12,000.00           | 8,516.17            | 3,483.83          | 70.9         |
| 530222                                    | JANITORIAL SUPPLIES            |  | 7,798.00            | 10,308.45           | -2,510.45         | 132.1        |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>19,798.00</b>    | <b>18,824.62</b>    | <b>973.38</b>     | <b>95.0</b>  |
| 530255                                    | TOOLS & SMALL EQUIPMENT        | 0.00                                       | 200.00              | 67.12               | 132.88            | 33.6         |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>200.00</b>       | <b>67.12</b>        | <b>132.88</b>     | <b>33.6</b>  |
| 538001                                    | DONATED PURCHASES              | 28,265.47                                  | 95,339.20           | 73,361.59           | -6,287.86         | 106.3        |
|   | <b>SUB TOTAL</b>               | <b>28,265.47</b>                           | <b>95,339.20</b>    | <b>73,361.59</b>    | <b>-6,287.86</b>  | <b>106.3</b> |
| 540200                                    | INSURANCE (FIRE)               | 0.00                                       | 10,000.00           | 20,039.33           | -10,039.33        | 200.4        |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>10,000.00</b>    | <b>20,039.33</b>    | <b>-10,039.33</b> | <b>200.4</b> |
| 642200                                    | IT EQUIPMENT                   | 0.00                                       | 19,500.00           | 16,046.24           | 3,453.76          | 82.3         |
|   | <b>SUB TOTAL</b>               | <b>0.00</b>                                | <b>19,500.00</b>    | <b>16,046.24</b>    | <b>3,453.76</b>   | <b>82.3</b>  |
| <b>SUPPORT SERVICES COST CENTER TOTAL</b> |                                | <b>41,570.47</b>                           | <b>883,895.20</b>   | <b>678,722.63</b>   | <b>163,602.10</b> | <b>76.3</b>  |
| <b>LIBRARY TOTAL</b>                      |                                | <b>45,136.23</b>                           | <b>3,611,407.20</b> | <b>2,729,786.59</b> | <b>836,484.38</b> | <b>75.3</b>  |

**MEAD PUBLIC LIBRARY - 2021 FINANCIAL REPORT**  
*Account Balances as of: October 2021*

November 2, 2021 8:46 AM

| ACCT  | DESCRIPTION                   | P/Y APPROP -<br>CURRENT YEAR<br>ENCUMBERED | APPROP 19           | SPENT 19            | BALANCE 19        | % SPEN      |
|---|-------------------------------|--|---------------------|---------------------|-------------------|-------------|
| <b>APPROPRIATIONS AND EXPENDITURES BY COST CENTER</b> |                               |  |                     |                     |                   |             |
| ACCOUNT   | DESCRIPTION                   | ENCMB 19                                   | APPROP 19           | SPENT 19            | BALANCE 19        | % SPEN      |
| 25551100  | ADMINISTRATION                | 0.00                                       | 818,351.00          | 633,654.13          | 184,696.87        | 77.4        |
| 25551110  | PUBLIC SERVICES               | 3,565.76                                   | 1,909,161.00        | 1,417,409.83        | 488,185.41        | 74.4        |
| 25551150  | SUPPORT SERVICES              | 41,570.47                                  | 883,895.20          | 678,722.63          | 163,602.10        | 76.7        |
|   | FUND EQUITY INCREASE          |  |                     |                     |                   |             |
|   | <b>Total All Cost Centers</b> | <b>45,136.23</b>                           | <b>3,611,407.20</b> | <b>2,729,786.59</b> | <b>836,484.38</b> | <b>75.5</b> |

| ACCT  | DESCRIPTION                    | APPROP 19    | RECEIVED 15         | BALANCE 19          | % RE         |
|---|--------------------------------|--------------|---------------------|---------------------|--------------|
| <b>REVENUES APPROPRIATIONS AND RECEIPTS</b> |                                |              |                     |                     |              |
| 411100                                      | REAL ESTATE TAXES              | 2,499,313.00 | 2,499,313.00        | 0.00                | 100.0        |
| 441116                                      | JURY & WITNESS FEES            |              | 168.99              | -168.99             |              |
| 431251                                      | COVID-19 ROAD TO RECOVERY      |              | 0.00                | 0.00                |              |
| 431709                                      | MONARCH SHEBOYGAN COUNTY       | 669,835.00   | 776,391.03          | 106,556.03          | 115.9        |
| 431710                                      | MONARCH OZAUKEE COUNTY         | 12,531.00    | 12,530.88           | -0.12               | 100.0        |
| 431711                                      | MONARCH RESOURCE               | 100,000.00   | 100,000.00          | 0.00                | 100.0        |
| 431712                                      | MONARCH - ADJACENT COUNTIES    | 42,173.00    | 42,982.11           | 809.11              | 101.9        |
| 441116                                      | JURY & WITNESS FEES            |              | 0.00                | 0.00                |              |
| 431722                                      | MONARCH - LSTA GRANT           | 0.00         | 0.00                | 0.00                |              |
| 434211                                      | STATE GRANT                    | 0.00         | 0.00                | 0.00                |              |
| 447606                                      | PHOTOCOPIES                    | 5,000.00     | 5,794.01            | 794.01              | 115.8        |
| 447636                                      | LATE BOOK CHARGES              | 10,000.00    | 4,087.14            | -5,912.86           | 40.9         |
| 447641                                      | LOST BOOKS                     | 5,000.00     | 3,723.98            | -1,276.02           | 74.5         |
| 447699                                      | MISCELLANEOUS                  | 0.00         | 1,004.39            | 1,004.39            |              |
| 449901                                      | VENDING COMMISSIONS            | 500.00       | 0.00                | -500.00             | 0.0          |
| 467101                                      | CONTRIBUTIONS                  | 175,339.20   | 112,035.79          | -63,303.41          | 63.9         |
| 467101                                      | 10099 CONTRIBUTION             |              | 415.22              |                     |              |
| 461101                                      | INTEREST ON 850 INTERFUND ACCT |              | 0.00                |                     |              |
| 469101                                      | SALE OF EQUIPMENT              | 0.00         |                     | 0.00                |              |
| 469501                                      | CASH OVER/SHORT                | 0.00         | 0.10                | 0.10                | 100.0        |
| 492850                                      | INTERFRUND FROM 850 ACCT       | 0.00         |                     | 0.00                | 100.0        |
|   | <b>Total Revenues</b>          |              | <b>3,519,691.20</b> | <b>3,558,446.64</b> | <b>101.1</b> |

MEAD PUBLIC LIBRARY - 2021 FINANCIAL REPORT  
 Account Balances as of: October 2021

November 2, 2021 8:46 AM

| ACCT  | DESCRIPTION                          | P/Y APPROP -     |                     | BALANCE 19          | % SPEN      |
|---|--------------------------------------|------------------|---------------------|---------------------|-------------|
|   |                                      | CURRENT YEAR     | ENCUMBERED          |                     |             |
| MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS |                                      | APPROP 19        | SPENT 19            | BALANCE 19          | % SPEN      |
|   | DESCRIPTION                          | APPROP 19        | SPENT 19            | BALANCE 19          | % SPEN      |
| 510110  | FULL TIME SALARIES - REG             | 1,854,744.00     | 1,384,816.19        | 469,927.81          | 74.6        |
| 510310  | FICA                                 | 112,165.00       | 81,552.57           | 30,612.43           | 72.7        |
| 510311  | MEDICARE                             | 26,353.00        | 19,072.75           | 7,280.25            | 72.2        |
| 510320  | WI RETIREMENT FUND                   | 120,405.00       | 91,102.85           | 29,302.15           | 75.6        |
| 510340  | HEALTH INSURANCE                     | 394,501.00       | 315,079.94          | 79,421.06           | 79.8        |
| 510350  | DENTAL INSURANCE                     | 24,463.00        | 21,152.56           | 3,310.44            | 86.4        |
| 510351  | UNFUNDED PENSION LIABILITY           | 29,650.00        | 29,650.00           | 0.00                | 100.0       |
| 510360  | LIFE INSURANCE                       | 1,825.00         | 1,549.56            | 275.44              | 84.9        |
| 510400  | WORKERS COMP                         | 847.00           | 847.00              | 0.00                | 100.0       |
| 510410  | UNEMPLOYMENT                         | 0.00             | 8,880.00            | -8,880.00           |             |
| 521100  | BANKING FEES                         | 1,350.00         | 1,521.73            | -171.73             | 112.7       |
| 521110  | FINANCIAL SERVICES FEES              | 2,800.00         | 0.00                | 2,800.00            | 0.0         |
| 521400  | ADVERTISING & MARKETING              | 9,400.00         | 5,000.00            | 4,400.00            | 53.1        |
| 521800  | PROGRAM SERVICES                     | 10,000.00        | 7,011.00            | 2,989.00            | 70.1        |
| 521900  | CONTRACTED SERVICES                  | 121,600.00       | 109,781.94          | 11,818.06           | 90.2        |
| 523122  | SOFTWARE MAINTENANCE                 | 31,500.00        | 17,986.19           | 13,513.81           | 57.1        |
| 524110  | BUILDING EXT MAINT                   | 21,000.00        | 17,222.64           | 3,777.36            | 82.0        |
| 524124  | HVAC MAINT + BOILER INS              | 3,000.00         | 0.00                | 3,000.00            | 0.0         |
| 524126  | ELEVATOR MAINTENANCE                 | 2,000.00         | 560.80              | 1,439.20            | 28.0        |
| 525100  | ELECTRICITY                          | 94,600.00        | 54,512.37           | 40,087.63           | 57.6        |
| 525105  | WATER                                | 1,600.00         | 795.71              | 804.29              | 49.7        |
| 525110  | SEWER                                | 1,400.00         | 833.48              | 566.52              | 59.8        |
| 525120  | TELEPHONE                            | 4,000.00         | 1,415.21            | 2,584.79            | 35.4        |
| 525140  | GAS - UTILITY                        | 33,567.00        | 18,906.48           | 14,660.52           | 56.3        |
| 525155  | PROFESSIONAL DEVELOPMENT             | 10,500.00        | 572.50              | 9,927.50            | 5.4         |
| 527100  | STAFF PARKING - CAR ALLOWANCE        | 11,000.00        | 9,035.81            | 1,964.19            | 82.1        |
| 530100  | OFFICE SUPPLIES                      | 9,500.00         | 6,829.69            | 2,670.31            | 71.9        |
| 530130  | POSTAGE AND DELIVERY                 | 5,000.00         | 4,054.75            | 945.25              | 81.1        |
| 530200  | PROG SUPP (CAT & CIRC SUPPLIES)      | 12,000.00        | 8,516.17            | 3,483.83            | 70.9        |
| 530205  | DISPLAYS                             | 1,000.00         | 78.85               | 921.15              | 7.9         |
| 530222  | JANITORIAL SUPPLIES/SERVICES         | 7,798.00         | 10,308.45           | -2,510.45           | 132.2       |
| 530255  | TOOLS & SMALL EQUIPMENT              | 200.00           | 67.12               | 132.88              | 33.6        |
| 538001  | DONATION PURCHASES                   | 175,339.20       | 130,579.07          | 44,760.13           | 74.5        |
| 538002  | ADULT PRINT                          | 365,000.00       | 290,247.52          | 74,752.48           | 79.5        |
| 538100  | OTHER CONTENT                        | 69,000.00        | 27,223.00           | 41,777.00           | 39.6        |
| 642500  | OFFICE FURNITURE/FURNISHINGS         | 0.00             | 10,368.16           | -10,368.16          |             |
| 540200  | INSURANCE (FIRE)                     | 10,000.00        | 20,039.33           | -10,039.33          | 200.4       |
| 540215  | GEN PUB OFFICIAL                     | 0.00             | 0.00                | 0.00                |             |
| 542100  | REFUNDS                              | 0.00             | 371.32              | -371.32             |             |
| 590255  | PARKING (SPECIAL) ASSESSMENT         | 6,800.00         | 2,272.68            | 4,527.32            | 33.4        |
| 642200  | IT EQUIPMENT                         | 19,500.00        | 16,046.24           | 3,453.76            | 82.3        |
| 649200  | EQUIPMENT REPLACEMENT                | 6,000.00         | 3,924.96            | 2,075.04            | 65.4        |
|   | <b>TOTAL MEAD PUBLIC LIBRARY EXP</b> | <b>45,136.23</b> | <b>3,611,407.20</b> | <b>2,729,786.59</b> | <b>75.8</b> |

|   |   |
|---|---|
| Title: <b>Code of Conduct</b><br>Chapter: <b>Miscellaneous</b><br>Approved By: <b>Library Board of Trustees</b> | Document Type: <b>Policy</b><br>Document Number: <b>14.01</b><br>Original Effective Date:<br>Date of Last Revision: |
|---|---|

## **Code of Conduct**

Mead Public Library is committed to providing a safe and inviting atmosphere conducive to the use of library spaces and resources. Staff and library patrons share the responsibility to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define conduct that is not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

### **The following are examples of conduct not allowed on Library property:**

- All illegal activities
- Entering with concealed or openly visible firearms or other weapons
- Damaging or stealing library property
- Carrying and/or consuming drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a manner that interferes with library use and service
- Entering without being fully clothed, including, but not limited to, a shirt or other covering of upper body and shoes or other footwear.
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes
- Smoking or vaping in the library or within 25 ft. of the main entrance
- Violating computer use policies
- Bringing animals into the library except for service animals as defined by the Americans with Disabilities Act (ADA)
- Refusing to provide library card or identification to library staff when requested
- Leaving children under the age of 10 unattended by a responsible person
- Trespassing on library property during a banning period

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.







Mead Public Library - 2022 Budget including previous MPL Board Approved Option #4

As of 10/22/2021

| ORG      | OBJ    | DESCRIPTION                          | 2021 City of Sheboygan & MPL Board of Trustees Approved Budget | 2022 Department Budget Presented to City Administrator | 2022 City Administrator Approved Budget | 2022 Committee of the Whole Approved Budget | 2022 Council Approved Budget Pending 11/1/2021 Approval | 2022 Board Approved Option #4 Sept. 2021 |
|----------|--------|--------------------------------------|--|--|---|---|---|--|
| 25551150 | 525120 | TELEPHONE                            | 4,000.00   | 4,000.00   | 4,000.00                                | 4,000.00                                    | 4,000.00  | 4,000.00                                 |
| 25551150 | 525140 | GAS - UTILITY                        | 33,567.00  | 33,567.00  | 33,567.00                               | 33,567.00                                   | 33,567.00   | 33,567.00                                |
| 25551150 | 525155 | PROFESSIONAL DEVELOPMENT             | 0.00   | 0.00   | 0.00                                    | 0.00  | 0.00  | 0.00                                     |
| 25551150 | 526125 | TRAINING & CONFERENCES               | 500.00   | 500.00   | 500.00                                  | 500.00                                      | 500.00  | 500.00                                   |
| 25551150 | 530200 | PROGRAM SUPPLIES                     | 8,516.17   | 0.00   | 0.00                                    | 0.00  | 0.00  | 0.00                                     |
| 25551150 | 530210 | OPERATING SUPPLIES                   | 0.00   | 0.00   | 0.00                                    | 0.00  | 0.00  | 0.00                                     |
| 25551150 | 530222 | JANITORIAL SUPPLIES                  | 10,000.00  | 7,798.00   | 7,798.00                                | 7,798.00                                    | 7,798.00  | 7,798.00                                 |
| 25551150 | 530255 | TOOLS & SMALL EQUIPMENT              | 200.00   | 200.00   | 200.00                                  | 200.00                                      | 200.00  | 200.00                                   |
| 25551150 | 538001 | DONATION PURCHASES                   | 50,000.00  | 50,000.00  | 50,000.00                               | 50,000.00                                   | 50,000.00   | 50,000.00                                |
| 25551150 | 540200 | INSURANCE                            | 20,040.00  | 20,100.00  | 20,100.00                               | 20,100.00                                   | 20,100.00   | 10,000.00                                |
| 25551150 | 642200 | IT EQUIPMENT                         | 19,500.00  | 19,500.00  | 19,500.00                               | 19,500.00                                   | 19,500.00   | 19,500.00                                |
|          |        | <b>TOTAL SUPPORT EXPENSES</b>        | <b>857,211.17</b>  | <b>875,214.00</b>                                      | <b>901,214.00</b>                       | <b>901,214.00</b>                           | <b>901,214.00</b>                                       | <b>908,983.60</b>                        |
|          |        | <b>TOTAL EXPENSES</b>                | <b>3,629,452.17</b>  | <b>3,626,552.00</b>                                    | <b>3,648,502.00</b>                     | <b>3,648,502.00</b>                         | <b>3,648,502.00</b>                                     | <b>3,788,479.55</b>                      |
|          |        | <b>TOTAL REVENUES</b>                | <b>(3,619,874.52)</b>  | <b>(3,656,202.00)</b>                                  | <b>(3,606,922.35)</b>                   | <b>(3,606,922.35)</b>                       | <b>(3,606,922.35)</b>                                   | <b>(3,788,479.55)</b>                    |
|          |        | <b>BALANCED OR UNBALANCED BUDGET</b> | <b>9,577.65</b>  | <b>(29,650.00)</b>                                     | <b>41,579.65</b>                        | <b>41,579.65</b>                            | <b>41,579.65</b>  | <b>0.00</b>                              |

## Code of Conduct

- Updates and revisions to clean up the document. Reduce wording to have more of an inclusive language
- Clear wording to minimize confusion and opportunities to argue
- Refined the structure of the document and content to have less ambiguous content/feel

## Data

### Trends/statistics

During the pandemic library staff were inodiated with unmasked patrons coming into the library. Improper use of the mask was a daily fight in educating and addressing the concern of proper wear. This was during the time that the vaccine was early in its production phase, and not available for the public. Once the order of mandatory wearing of the mask for the public

### Success stories:

- Helped a family (mother and 3 children) gain stay at the Salvation Army. Helped her find a place to live and a job. Reached out to various groups to help with clothing, hygiene items, furniture for apartment, etc. Mom was in an abusive relationship, left Georgia to Wisconsin. Her son and his wife live here but their apartment is too small to house them all.
- Man drinking (alcohol) in first floor restroom. Very intoxicated. Contacted HHS crisis working. They took him to hospital for clearance to detox treatment
- Daily involvement with community members. Over 50 applications for housing support given out. Double digit percentage of applications approved for housing.
- Feeding the community during lunch hours.
- Emmaus meals on Saturday's
- Patrons have had their bicycles stolen from our property. I have successfully had 4 bikes returned after speaking with various people involved or had knowledge of who was involved
- Assist with investigations with law enforcement. This partnership has led to keeping our community safe and patrons experience at the library positive

## Collaborations (within the city)

- Youth Agency Network
- Bridgeway
- Sheboygan County Interfaith Organization
- Housing Coalition
- Sheboygan Foodbank
- Runaway Youth Services
- United Way

- Boys & Girls Club
- Big Brothers Big Sisters
- Sheboygan County Health Department
- Salvation Army
- Mental Health of America

Negative interactions

Community input

Mental health/homelessness

- This is struggle we face on a daily basis. These individuals do not want specific help for their illness, however, they want us to fix the problem in the moment. Resources such as transportation, constant support during their crisis, follow up, shelter, etc.
- Drug abuse is high within this population. They come in for shelter from the elements, wanting food, sleeping on our furniture

What are we doing to benefit the downtown area

Police interaction/contact

- I've spoken with police on 10 different occasions on situations here at the library

Called 911 on four separate occasions

- Male not responding. Blood pressure was extremely low. Could barely walk, EMS checked on him, he refused care
- Male not responding, he was from another county over 3 hours away. Taken to the hospital
- Law enforcement arrested a subject across the street on 8<sup>th</sup> and Wisconsin. Secured the area of 8<sup>th</sup> and Wisconsin Ave down to New York Ave. This area was secured for approximately 2 hours
- Woman seemed to have had a seizure. Medical personal came and wanted to take her to the hospital, she refused
- Male (teenager) was visibly upset. Crying and wanting to hurt himself. Brought him into the ROCCA room, fed him and listened to him. EMS arrive with law enforcement and took him to Aurora for evaluation
- Male in bathroom stall unresponsive. Took 5 minute to wake him. Seemed to be under the influence. Successful in getting him out of the building under his own free will

- Juveniles damaging the flagpole. This has happened approximately 5 times since I joined the team in August of 2020.
- Juveniles damaging the book return drop boxes.

| Type   | Name   | October 2020 | October 2021 | Monthly 2020 vs 2021  | Year-to-date 2020 | Year-to-date 2021 | YTD 2020 vs 2021 |
|--|--|--------------|--------------|-----------------------|-------------------|-------------------|------------------|
| <b>Circulation Transactions</b>              | Adult Materials                                      | 20337        | 19614        | -4%                   | 184024            | 189413            | 3%               |
|  | Teen Materials                                       | 1216         | 1047         | -14%                  | 9934              | 10888             | 10%              |
|  | Children's Materials                                 | 10711        | 14384        | 34%                   | 84476             | 120382            | 43%              |
|  | Total Adult/Teen/Children's Materials                | 32264        | 35045        | 9%                    | 278434            | 320683            | 15%              |
| <b>Materials Shared With Other Libraries</b> | Items provided to other libraries from Mead          | 9204         | 8685         | -6%                   | 56381             | 90448             | 60%              |
|  | Items received for Mead patrons from other libraries | 6183         | 4749         | -23%                  | 48657             | 51303             | 5%               |
|  | Total Interlibrary Loans (Transits)                  | 15387        | 13434        | -13%                  | 105038            | 141751            | 35%              |
| <b>E-Content Checkouts</b>                   | Books and audiobooks (Libby, Hoopla, RB Digital)     | 7201         | 6698         | -7%                   | 71341             | 68143             | -4%              |
|  | Music (Hoopla)                                       | 63           | 52           | -17%                  | 909               | 613               | -33%             |
|  | Video (Hoopla, Kanopy)                               | 765          | 666          | -13%                  | 7655              | 6416              | -16%             |
|  | Magazines (RB Digital)                               | 387          | 138          | -64%                  | 2582              | 1912              | -26%             |
|  | Total E-Content Checkouts                            | 8416         | 7554         | -10%                  | 82487             | 77084             | -7%              |
| <b>Library Visits</b>                        | Gate count   | 11420        | 16326        | 43%                   | 117494            | 128499            | 9%               |
| <b>Research Inquiries</b>                    | Research Inquiries                                   | 4131         | 4951         | 20%                   | 31707             | 31116             | -2%              |
| <b>Internet Usage Provided</b>               | Library Workstation Sessions                         | 1510         | 2048         | 36%                   | 16137             | 26590             | 65%              |
|  | Wireless Sessions                                    | 4617         | 6298         | 36%                   | 41057             | 48423             | 18%              |
| <b>Number of Library Card Holders</b>        | Sheboygan Residents                                  |              |              |                       | 32099             | 33024             | 3%               |
|  | Non-Sheboygan Residents                              |              |              |                       | 8650              | 8226              | -5%              |
|  | Total Number of Library Card Holders                 |              |              |                       | 40749             | 41250             | 1%               |
| <b>Classes, Seminars, Workshops, Events</b>  | Children (0-11) Quantity                             | 4            | 53           | 1225%                 | 184               | 187               | 2%               |
|  | Children (0-11) Participants                         | 52           | 1164         | 2138%                 | 4281              | 6450              | 51%              |
|  | Teen (12-18) Quantity                                | 0            | 4            | No Previous Year Data | 15                | 9                 | -40%             |
|  | Teen (12-18) Participants                            | 0            | 95           | No Previous Year Data | 381               | 194               | -49%             |
|  | Adult (18+) Quantity                                 | 16           | 20           | 25%                   | 192               | 132               | -31%             |
|  | Adult (18+) Participants                             | 379          | 549          | 45%                   | 4227              | 5363              | 27%              |
|  | Total number of Classes, Seminars, Workshops, Events | 20           | 77           | 285%                  | 391               | 328               | -16%             |
| Total number of Participants                 | 431  | 1808         | 319%         | 8889                  | 12007             | 35%               |                  |
| <b>Conference Room Utilization</b>           | Rocca Meeting Room                                   | 18%          | 35%          | 17%                   | 10%               | 24%               | 14%              |
|  | Loft Meeting Room                                    | 0%           | 16%          | 16%                   | 8%                | 9%                | 1%               |
|  | 2nd Floor Small Meeting Room                         | 5%           | 23%          | 18%                   | 9%                | 8%                | 0%               |
| <b>Study Rooms Utilization</b>               | Study Rooms Hours Used                               | 185          | 899          | 386%                  | 1887              | 2984.5            | 58%              |
|  | Percent Utilization                                  | 45%          | 31%          | -14%                  | 29%               | 21%               | -7%              |
| <b>Volunteer Hours</b>                       | Volunteer Hours                                      | 66.3         | 174.75       | 164%                  | 2265.19           | 1303.7            | -42%             |

| Type   | Name   | September 2020 | September 2021 | Monthly 2020 vs 2021  | Year-to-date 2020 | Year-to-date 2021 | YTD 2020 vs 2021 |
|--|--|----------------|----------------|-----------------------|-------------------|-------------------|------------------|
| <b>Circulation Transactions</b>              | Adult Materials                                      | 19088          | 18040          | -5%                   | 163687            | 169799            | 4%               |
|  | Teen Materials                                       | 1170           | 1077           | -8%                   | 8718              | 9841              | 13%              |
|  | Children's Materials                                 | 9828           | 13082          | 33%                   | 73765             | 105998            | 44%              |
|  | Total Adult/Teen/Children's Materials                | 30086          | 32199          | 7%                    | 246170            | 285638            | 16%              |
| <b>Materials Shared With Other Libraries</b> | Items provided to other libraries from Mead          | 8123           | 8892           | 9%                    | 47177             | 81763             | 73%              |
|  | Items received for Mead patrons from other libraries | 5550           | 5251           | -5%                   | 42474             | 46554             | 10%              |
|  | Total Interlibrary Loans (Transits)                  | 13673          | 14143          | 3%                    | 89651             | 128317            | 43%              |
| <b>E-Content Checkouts</b>                   | Books and audiobooks (Libby, Hoopla, RB Digital)     | 7230           | 6612           | -9%                   | 64140             | 61445             | -4%              |
|  | Music (Hoopla)                                       | 80             | 77             | -4%                   | 846               | 561               | -34%             |
|  | Video (Hoopla, Kanopy)                               | 651            | 692            | 6%                    | 6890              | 5750              | -17%             |
|  | Magazines (RB Digital)                               | 339            | 133            | -61%                  | 2195              | 1774              | -19%             |
|  | Total E-Content Checkouts                            | 8300           | 7514           | -9%                   | 74071             | 69530             | -6%              |
| <b>Library Visits</b>                        | Gate count   | 11038          | 15002          | 36%                   | 106074            | 112173            | 6%               |
| <b>Research Inquiries</b>                    | Research Inquiries                                   | 3804           | 4528           | 19%                   | 27576             | 26937             | -2%              |
| <b>Internet Usage Provided</b>               | Library Workstation Sessions                         | 1411           | 2140           | 52%                   | 14627             | 24542             | 68%              |
|  | Wireless Sessions                                    | 4577           | 5891           | 29%                   | 36440             | 42125             | 16%              |
| <b>Number of Library Card Holders</b>        | Sheboygan Residents                                  |                |                |                       | 32630             | 32257             | -1%              |
|  | Non-Sheboygan Residents                              |                |                |                       | 7996              | 8348              | 4%               |
|  | Total Number of Library Card Holders                 |                |                |                       | 40626             | 40605             | 0%               |
| <b>Classes, Seminars, Workshops, Events</b>  | Children (0-11) Quantity                             | 4              | 39             | 875%                  | 180               | 134               | -26%             |
|  | Children (0-11) Participants                         | 54             | 1110           | 1956%                 | 4229              | 5286              | 25%              |
|  | Teen (12-18) Quantity                                | 0              | 0              | No Previous Year Data | 15                | 5                 | -67%             |
|  | Teen (12-18) Participants                            | 0              | 0              | No Previous Year Data | 381               | 99                | -74%             |
|  | Adult (18+) Quantity                                 | 10             | 27             | 170%                  | 176               | 112               | -36%             |
|  | Adult (18+) Participants                             | 205            | 356            | 74%                   | 3848              | 4814              | 25%              |
|  | Total number of Classes, Seminars, Workshops, Events | 14             | 66             | 371%                  | 371               | 251               | -32%             |
|  | Total number of Participants                         | 259            | 1466           | 466%                  | 8458              | 10199             | 21%              |
| <b>Conference Room Utilization</b>           | Rocca Meeting Room                                   | 6%             | 21%            | 15%                   | 9%                | 23%               | 14%              |
|  | Loft Meeting Room                                    | 0%             | 18%            | 18%                   | 9%                | 8%                | -1%              |
|  | 2nd Floor Small Meeting Room                         | 1%             | 9%             | 9%                    | 9%                | 7%                | -2%              |
| <b>Study Rooms Utilization</b>               | Study Rooms Hours Used                               | 178            | 424            | 138%                  | 1702              | 2085.5            | 23%              |
|  | Percent Utilization                                  | 48%            | 15%            | -33%                  | 27%               | 20%               | -7%              |
| <b>Volunteer Hours</b>                       | Volunteer Hours                                      | 64.45          | 194.15         | 201%                  | 2198.89           | 1128.95           | -49%             |

## **Friends of the Mead Public Library Meeting Report - 10-20-2021**

- Preparations are underway for a 50<sup>th</sup> anniversary celebration for the Friends in 2022, with 5 major events being planned:
  - Friends annual meeting and 50<sup>th</sup> anniversary kick-off (January)
  - Friends 50<sup>th</sup> anniversary open house and raffle (Date TBD, Spring)
  - Friends 50<sup>th</sup> anniversary midsummer golden ticket event (Summer)
  - Friends members only dinner and 50<sup>th</sup> celebration (October 6<sup>th</sup>)
  - Friends BIG book sale (Fall)
- Preparing for fall book sale; to be held on November 11, 12, and 13: please like/share the event on Facebook!