

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

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**May 27, 2021**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 27, 2021 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice President Kathie Norman, and Sherry Speth. Trustees attending remotely: Barbara Alvarez, Chris Campe, and Marcos Guevara. Staff members present: Director Garrett Erickson. Staff attending remotely: Administrative Services Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Cheryl Nessman, and Administrative Assistant Sydney Mehn. Board members absent: Meg Albrinck

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3:00 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Campe **moved** to approve the minutes from the April 22, 2021 meeting, Speth **seconded**. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS  
Quinn thanked Josh Lintereur for the wonderful SLP sign on the front entrance gate. She also shared that June would bring resolutions for both Mary Lynne Donohue and Nancy Mannchen. She informed the group that Mayor Sorenson had reappointed Kathie Norman, and William Bulson, and will be appointing 2 new trustees to our board in June. Quinn noted for the record that Rev. William Bulson has not yet been sworn in. Quinn next introduced our newest board member Barbara Alvarez, who gave a brief statement of her impressive professional background. Quinn concluded with a library nomination from United Way of Sheboygan County in the Community Nonprofit Spirit Award category.

**2. COMMITTEE REPORTS**

- 2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) DeAmico provided the financial report noting that the library is in good shape. She also noted that we have not yet transferred the levy funds from the City. DeAmico is told that it won't show on the figures until August, after the second quarter taxes have been collected, which makes the financials look skewed. Quinn discussed adding this topic to the agenda for a meeting with Erickson and Mayor Sorenson. Norman **moved** to approve the report, including payroll and special revenues (grants, gifts, and donations). Campe **seconded**. The motion **passed**.
- 2.2 RECEIVE 2021 BUDGET STATUS REPORT TO DATE The report was received and noted to be in good order.

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

- 3.1 COVID SERVICE RESPONSES Erickson discussed the measures that have been taken to ensure vaccines for library staff. He updated the group that the City is no longer requiring masks for the public, and for vaccinated staff. We are still encouraging patrons to wear masks, but not enforcing. He noted that all the meeting spaces are currently open again, and beginning after Memorial Day we will be going back to normal summer hours.

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

- 4.1 UPDATE ON SERVICES AND PROGRAMMING Prentice discussed the upcoming programs, noting the Maker Faire and Juneteenth Celebrations that would take place. She also spoke about the Tai Chi classes on the city green that would be happening. There will also be a program called Stories, Songs, and Stretches on the city green, Lil' Rev will be having ukulele lessons and a concert. All virtual programs are still doing well, and most will continue through the fall. She also updated the group on the new statewide group, the City Library collective, which was formed by WILS. It is all of the municipal libraries in Wisconsin that serve populations between 30,000 and 100,000 people, except for Milwaukee, Madison, and the two county systems in Brown and Marathon. It was started as a way for libraries to information share and problem solve together. Often, they are the resource libraries in their systems, with the way that a lot of the state is very rural, they are often the largest, by a significant margin. This group was formed to have that peer connection with comparable libraries. The first project that they are taking on is applying for ARPA money. The DPI has ear-marked the group for the Community Recovery Center project. The groups official title now is Public Libraries As Sites Of Community Recovery And Resilience. What they're starting to do is work through the scope and the scale of it, and then do a little bit of community needs assessment. There will be a very short window of time to get everything together and apply for the money. The questions that are going to be asked of our community is, how are people suffering post pandemic, and how can the library help? The list of resources pulled together addresses things like gaps in education and learning support, workforce development, racial equity, housing equity, food assistance, civic engagement, etc. One of the things being considered is building in some resource sharing and community partnerships, where they would do things like County Health Services at the library. So we can fund a certain number of hours for a social worker to be in the library, or a jobs navigator, or just general social services navigator. Prentice will continue to keep the group updated as the proposal takes shape.
- 4.2 UPDATE FROM SUPPORT SERVICES Nessman reported the emergency and disaster planning committee at the library are officially moving beyond the emergency planning phase of their work, which focus mostly on how to immediately deal with emergencies in the library. They will be moving on to the disaster planning phase, which includes things like how to report things accurately for insurance, how to deal with any damage to materials and the building, etc. The other component that they are working towards is being one of the locations within the city, if there is a disaster, where the community knows they can come to us for things like power, Wi Fi, etc. Nessman next reported that she had presented at the Wisconsin Association of Public Libraries conference earlier this month. Her presentation was on our materials handling room, the room where we cook our materials to heat treat them. She went over that and had a call to action for other libraries to help fight the stigma associated with that issue, educate the community, stopping denying services as a mitigation tool for that. Further, Ben Miller from DPI had

sat in on the presentation and reached out to afterwards with interest in seeing if there's some sort of role that DPI can play in a statewide project to deal with that. Nessman also submitted a presentation to the American Association of Public Libraries conference in 2022. Erickson notified the group that Fire Chief Monty had just hired a new assistant, who will be tasked with updating the city's disaster plan.

- 4.3 UPDATE ON BUILDING PROJECTS Erickson discussed the list of building projects. HVAC control thermostats within the building were just approved by the city. We will get a vendor in this summer to finish up all the digital thermostat conversions in the second and third floor. We also have gotten all new appliances in the staff room now, which completes that project. The final project Erickson spoke about was the recently completed countertop seating along the first-floor windows as well as one of the second-floor windows, complete with outlets and USB connections.
- 4.4 MONTHLY STATISTICS Erickson presented the statistics, again noting that this would be the transition period in comparison from last year.

## 5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM - NANCY MANNCHEN Quinn reported per Mannchen's report. The board is in the process of searching for an executive director, and the window of accepting applicants is closed.
- 5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation has a 35% increase in investments, largely because of a decrease at this time last year, and then a correction. The finance committee also was looking into fiscal responsibility in investing. She further discussed the Foundation's website that they are working on. Finally, she noted that they had decided not to have their fall events, and will decide at a later time about the Yuletide Gala.
- 5.3 FRIENDS OF MEAD - SYDNY MEHN Mehn reported that Friends had met the week prior. They will be planning to hold a second book sale in order to get back on track, so they will be holding a sale November 11, 12, and 13. Additionally, they will be doing a new recognition system in the form of plaques. They also will not have June meeting, however will meet again in July.

## 6. ELECTION OF OFFICERS

- 6.1 NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2021-2022 (CLOSED BALLOT PERMITTED) - PRESIDENT - VICE PRESIDENT Guevara **moved** to nominate Quinn for President. Norman **seconded**. The motion unanimously **passed**. Norman **moved** to close the nominations for President. Speth **seconded**. The motion unanimously **passed**. Quinn **moved** to nominate Norman for Vice President. Guevara **seconded**. The motion unanimously **passed**. Campe **moved** to close the nominations for Vice President. Speth **seconded**. The motion unanimously **passed**. Campe then **moved** for the elections to be closed with a unanimous ballot. Speth **seconded**. The motion **passed**.
- 6.2 REMARKS FROM OUTGOING AND INCOMING OFFICERS Quinn thanked the board and expressed her appreciation in a brief speech.

- 6.3 ADOPT SCHEDULE OF MEETINGS FOR 2021-2022 Agenda item tabled until next month as the schedule of meeting was not attached.
- 6.4 APPOINT FINANCE OFFICER FOR 2021-2022 – PRESIDENT Quinn appointed Sherry Speth as the finance officer for the 2021-2022 term.
- 6.5 CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION – PRESIDENT Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.
- 6.6 CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MONARCH BOARD – PRESIDENT Quinn appointed Alvarez to serve on the Monarch board as a liaison for Mead.
- 6.7 APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Committees were updated and a list of members will be distributed post the meeting.
- 6.8 APPOINT AD HOC COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Committee chairs were updated and a list of committees will be distributed post the meeting.

## **7. UPCOMING MEETINGS**

- 7.1 LIBRARY BOARD OF TRUSTEES – (6/24/21 @ 3 PM)

## **8. ADJOURN**

- 8.1 MOTION TO ADJOURN Speth **moved** to adjourn the meeting, Campe **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 4:09 p.m.



**MEAD LIBRARY**

A RESOLUTION in recognition of the service of **Mary Lynne Donohue** to Mead Public Library.

WHEREAS, **Mary Lynne Donohue** was first appointed as the City of Sheboygan Common Council Liaison to the Library Board by Mayor Mike Vandersteen in April 2018, and

WHEREAS, **Mary Lynne Donohue** participated diligently as the Finance Committee Chairperson, and

WHEREAS, **Mary Lynne Donohue** helped guide the library through the COVID-19 pandemic, and

WHEREAS, **Mary Lynne Donohue** was an advocate for Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Mary Lynne Donohue** strived to uphold Mead Public Library's core value of inclusiveness, and

WHEREAS, **Mary Lynne Donohue** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Mary Lynne Donohue** took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Mary Lynne Donohue** for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service through designation of appropriate book titles for purchase in her honor. The Mead Public Library wishes her all the best following her service to Sheboygan residents as a Library Trustee.

Dated this 27th day of May, 2021

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Garrett Erickson      Library Director

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Maeve Quinn      Board President



**MEAD LIBRARY**

A RESOLUTION in recognition of the service of **Nancy Mannchen** to Mead Public Library.

WHEREAS, **Nancy Mannchen** was first appointed to the Library Board by Mayor Mike Vandersteen in August 2014, and

WHEREAS, **Nancy Mannchen** participated diligently on the Library Board's Human Resources and Ad Hoc Art Committees, while also representing Mead on the Monarch Library System Board, and

WHEREAS, **Nancy Mannchen** helped guide the library through the COVID-19 pandemic, and

WHEREAS, **Nancy Mannchen** was an advocate for Mead Public Library's vision of creating a vibrant, informed and cohesive community, and

WHEREAS, **Nancy Mannchen** served as a model for the conduct of the responsibilities of a Library Trustee in a well-informed and reasoned manner, and

WHEREAS, **Nancy Mannchen** took seriously her responsibilities as a board member and worked conscientiously for the benefit of the citizens of Sheboygan, and

NOW THEREFORE BE IT RESOLVED that the Mead Public Library Board does hereby publicly commend **Nancy Mannchen** for the time and attention she so generously devoted to her responsibilities as a Trustee. The Board thanks her for her commitment in serving as a Mead Public Library Trustee and recognizes her service through designation of appropriate book titles for purchase in her honor. The Mead Public Library wishes her all the best following her service to Sheboygan residents as a Library Trustee.

Dated this 24th day of June, 2021

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Garrett Erickson      Library Director

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Maeve Quinn      Board President

**Mead Public Library - May 2021 Invoices - June 16, 2021 Accounts Payable Check Run**

VENDOR	VENDOR NAME	ACCOUNT DESC	AMOUNT	CHECK NO	INVOICE	FULL DESC	Payment Date
900201	AMAZON.COM	BANKING FEES	35.00	352228	LATE FEE CHARGE	LATE FEE CHARGE	6/16/2021
900201	AMAZON.COM	BANKING FEES	-125.99	352228	111-2548805-0283452	PROGRAMMING EXPENSE	6/16/2021
3192	SUN GRAPHICS	CONTRACTED SERVICES	957.79	352249	24492	CONTRACTED SERVICE - ACCT #806	6/16/2021
12374	MBM/MODERN BUSINESS	CONTRACTED SERVICES	510.89	352237	IN574730	COPIER/PRINTER LEASE ACCT #MP01	6/16/2021
12374	MBM/MODERN BUSINESS	CONTRACTED SERVICES	103.75	352237	IN575039	COPIER/PRINTER LEASE - ACCT #MP01	6/16/2021
2665	COMPLETE OFFICE OF	OFFICE SUPPLIES	185.75	197	204777	OFFICE SUPPLIES - CLIENT #20133	6/16/2021
5296	STAPLES BUSINESS AD	OFFICE SUPPLIES	161.50	352247	7330963502-0-1	OFFICE SUPPLIES - CR #264388 STAPLES ACCT #1669297	6/16/2021
5296	STAPLES BUSINESS AD	OFFICE SUPPLIES	276.12	352247	7331885040-0-1	OFFICE SUPPLIES - CR #264388 STAPLES ACCT #1669297	6/16/2021
16722	PROFESSIONAL SUPPLY	OFFICE SUPPLIES	101.72	352243	1027245	OFFICE SUPPLIES - CUST ACCT #MEADP100	6/16/2021
900201	AMAZON.COM	OFFICE SUPPLIES	-74.99	352228	111-4069743-4849845	MAT'L PURCHASE-LESS CR #113-1527159-5029865	6/16/2021
900201	AMAZON.COM	OFFICE SUPPLIES	3.79	352228	111-0595149-6291413	OFFICE SUPPLIES	6/16/2021
900201	AMAZON.COM	OFFICE SUPPLIES	16.89	352228	114-2973888-2213869	OFFICE SUPPLIES	6/16/2021
900201	AMAZON.COM	OFFICE SUPPLIES	59.99	352228	111-5202843-4196225	OFFICE SUPPLIES	6/16/2021
900201	AMAZON.COM	OFFICE SUPPLIES	24.99	352228	114-9357548-6857838	OPENING OF THE REMODELED STAFF ROOM	6/16/2021
900237	STEEN MACEK PAPER CO	OFFICE SUPPLIES	176.50	352248	867126	OFFICE SUPPLIES - CUST #56390	6/16/2021
900304	PITNEY BOWES PURCHAS	POSTAGE & DELIVERY	61.89	352242	SVCS FEES-MAY 21	FEES FOR MAY 2021	6/16/2021
2997	VIHOS, LISA B.	PROGRAM SERVICES	400.00	199	6/16 & 6/18/2021	PROGRAM EXPENSE - 6/16 & 6/18/2021 POETRY ON AIR	6/16/2021
6912	SARA VANG	PROGRAM SERVICES	100.00	352240	5/14/21	PROGRAMMING EXPENSE - POETRY ON THE AIR	6/16/2021
900201	AMAZON.COM	CONTRACTED SERVICES	499.00	352228	d01-2056692-5155453	AMAZON PRIME MEMBERSHIP FEE	6/16/2021
231	MIDWEST TAPE	DONATION PURCHASES	320.99	352238	500435539	MATERIAL PURCHASE-CUST #2000015937	6/16/2021
6025	GEARBOX LABS INC.	DONATION PURCHASES	300.00	352234	SH210525AM	PROGRAM EXPENSE	6/16/2021
900103	WAL-MART COMMUNITY	DONATION PURCHASES	29.04	352250	1042000314	PROGRAM EXPENSE	6/16/2021
900127	SCHOLASTIC LIBRARY	DONATION PURCHASES	70.42	352246	29991410	PROGRAMMING EXPENSE - ACCT #2190396	6/16/2021
900127	SCHOLASTIC LIBRARY	DONATION PURCHASES	47.52	352246	30350922	PROGRAM EXPENSE - CUST #2190396	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	231.84	352228	114-0503649-1715435	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	116.93	352228	112-6031543-1442606	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	30.00	352228	111-1424021-6282610	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	7.99	352228	112-3061590-9740217	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	10.44	352228	112-0443784-8454649	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	7.50	352228	112-3730647-7805800	PROGRAMMING EXPENSES	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	17.04	352228	112-6580566-2545059	PROGRAMMING EXPENSES	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	32.60	352228	111-5291445-8669805	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	167.88	352228	111-7504219-1826665	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	14.99	352228	111-9115315-3926627A	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	120.74	352228	112-4544042-9218648	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	9.99	352228	111-7042979-3361013A	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	14.57	352228	111-7513227-9237803	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	18.74	352228	113-2821816-2877047	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	5.05	352228	112-5923856-7806657	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	14.88	352228	112-7515039-1697868	PROGRAMMING EXP - LESS CREDIT	6/16/2021

900201	AMAZON.COM	DONATION PURCHASES	7.99	352228	111-7042979-3361013B	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	18.41	352228	111-7765084-8090629	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	108.84	352228	111-2097461-8258622	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	7.00	352228	112-0260442-3653013	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	119.65	352228	111-8436879-7994603	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	411.17	352228	114-1248093-6997000	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	8.25	352228	112-0236543-8614620B	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	22.87	352228	112-4321374-5912223	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	426.69	352228	114-2028942-0957015	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	20.95	352228	111-2613733-3796257	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	22.50	352228	1115034278-0662649	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	15.51	352228	111-2471420-9870647	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	312.82	352228	111-8108481-5027432	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	206.32	352228	111-5376263-5561000	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	51.78	352228	111-3954604-8843408	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	53.50	352228	114-7500091-1611466	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	21.95	352228	114-0041142-0478605	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	237.87	352228	114-4435420-8197009	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	18.07	352228	111-4280920-2307469	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	341.72	352228	111-3167092-8717	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	DONATION PURCHASES	220.35	352228	111-2548805-0283452	PROGRAMMING EXPENSE	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	52.49	352238	500487098	MATERIAL PURCHASE - CUST #2000015656	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	693.31	352238	500435947	Maria - Grafton Aurora	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	42.43	352238	500457700	MATERIAL PURCHASE - CUST	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	979.05	352238	500499239	MATERIAL PURCHASE-CUST #200015	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	717.34	352238	500470839	MATERIAL PURCHASE-CUST #2000015656	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	143.04	352238	500435258	MATERIAL PURCHASE-CUST #200016317	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	73.77	352238	500470874	MATERIAL PURCHASE-CUST #2000016317	6/16/2021
231	MIDWEST TAPE	MATERIALS - ALL CATEGORIES	73.77	352238	500470875		6/16/2021
2428	XELLO	MATERIALS - ALL CATEGORIES	825.00	352252	INV32872	MATERIAL PURCHASE - CAREER CRUISING FOR LIBRARIES	6/16/2021
4557	ELM USA, INC.	MATERIALS - ALL CATEGORIES	107.45	352233	39745	MATERIAL PURCHASE - PO #11683	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	245.74	352235	500402442	MATERIAL PURCHASE - CUST #2000016317	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	2,100.00	352235	52729891	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	11.85	352235	52833476	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	75.93	352235	52912073	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	386.23	352235	52892527	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	584.07	352235	52882841	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	1,135.10	352235	52904222	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	202.95	352235	52924531	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	27.47	352235	52840621	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	73.90	352235	52840622	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	5.03	352235	52870265	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	1,138.90	352235	52857206	MATERIAL PURCHASE ACCT #2021532	6/16/2021

6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	808.36	352235	52924530	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	529.63	352235	52968208	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	126.05	352235	52981894	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	109.13	352235	53141750	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	137.85	352235	53141749	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	749.30	352235	53154024	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	282.09	352235	53122947	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	123.83	352235	53053068	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	349.00	352235	53060989	MATERIAL PURCHASE ACCT #2021532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	62.28	352235	53013560	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	36.58	352235	53013561	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	452.64	352235	52994706	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	53.03	352235	53034228	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	334.79	352235	53013559	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	132.41	352235	53013558	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	3,446.63	352235	53102172	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	65.70	352235	53111918	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	1,358.67	352235	53060988	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	196.76	352235	53091461	MATERIAL PURCHASE ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	101.58	352235	53079317	MATERIAL PURCHASE - ACCT	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	345.75	352235	53190879	MATERIAL PURCHASE - CUST #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	213.92	352235	53190880	MATERIAL PURCHASE - CUST #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	501.63	352235	53209508	MATERIAL PURCHASE - CUST #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	1,294.29	352235	53222146	MATERIAL PURCHASE - ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	268.45	352235	53243195	MATERIAL PURCHASE - ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	104.59	352235	53222145	MATERIAL PURCHASE - ACCT #20W1532	6/16/2021
6056	INGRAM LIBRARY SERV	MATERIALS - ALL CATEGORIES	103.12	352235	53222147	MATERIAL PURCHASE - ACCT #20W1532	6/16/2021
900180	PROQUEST LC	MATERIALS - ALL CATEGORIES	2,282.18	352244	70683822	MATERIALS PURCHASE - ORDER #US10015912	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	33.88	352228	111-5214754-7867402	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	39.88	352228	114-5594164-1425019b	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	119.94	352228	111-4069743-4849845	MAT'L PURCHASE-LESS CR #113-1527159-5029865	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	30.54	352228	113-8118713-8833861D	MAT'L PURCHASE LESS CR #112-2360440-0362646	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	14.24	352228	111-8986562-8638638	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	19.57	352228	111-2252919-2467414	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	59.99	352228	111-2935018-3621023H	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	6.95	352228	112-0236543-8614620A	PROGRAMMING EXPENSE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	179.97	352228	111-2935018-3621023J	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	-10.05	352228	112-7515039-1697868	PROGRAMMING EXP - LESS CREDIT	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	12.99	352228	111-7487141-0032242	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	7.92	352228	111-8877010-6148232	PROGRAM EXPENSE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	43.49	352228	111-2787595-4913021	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	12.96	352228	111-0981231-1801859	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	34.98	352228	111-9115315-3926627B	MATERIAL PURCHASE	6/16/2021

900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	69.00	352228	111-2935018-3621023K	MATERIAL EXPENSE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	17.98	352228	111-0687729-7917802	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	17.98	352228	111-0687729-7917802	MATERIAL PURCHASE	6/16/2021
900201	AMAZON.COM	MATERIALS - ALL CATEGORIES	20.80	352228	111-5907389-7033041	MATERIAL PURCHASE	6/16/2021
900210	WISCONSIN LIBRARY SE	MATERIALS - ALL CATEGORIES	5,534.60	352251	494512	MATERIAL PURCHASE - CUST ID #MEADP010	6/16/2021
900230	EBSCO SUBSCRIPTION	MATERIALS - ALL CATEGORIES	12,253.21	352232	1625951	MATERIAL PURCHASE - ACCT #CG-F-98112-00 MULTI SUB	6/16/2021
900230	EBSCO SUBSCRIPTION	MATERIALS - ALL CATEGORIES	2.04	352232	2106945	MATERIAL PURCHASE - ACCT #CG-F-98112-00	6/16/2021
900230	EBSCO SUBSCRIPTION	MATERIALS - ALL CATEGORIES	7,835.00	352232	1000157754-1	MATERIAL PURCHASE-ACCT #CG98113-75	6/16/2021
6912	RALPH A KATT	REFUNDS	16.23	352239	9001160577	PATRON REFUND	6/16/2021
6912	SUSAN A FRANK	REFUNDS	13.98	352241	9007537381	PATRON REFUND	6/16/2021
16722	PROFESSIONAL SUPPLY	BUILDING MAINTENANCE	133.81	352243	1027220	JANITORIAL SUPPLIES - CUST ACCT #MEADP100	6/16/2021
900201	AMAZON.COM	BUILDING MAINTENANCE	28.99	352228	112-2452080-7583444	BLDG MAINTENANCE-JANITORIAL SUPPLIES	6/16/2021
900201	AMAZON.COM	BUILDING MAINTENANCE	25.98	352228	112-5677897-3788263	JANITORIAL EXPENSE	6/16/2021
900201	AMAZON.COM	BUILDING MAINTENANCE	44.45	352228	112-6887963-5751419	JANITORIAL SUPPLIES	6/16/2021
900009	AT&T	TELEPHONE	110.05	352229	STMT 4/26 - 5/25	TELEPHONE EXPENSE APRIL 26, 21 - MAY 25, 21	6/16/2021
900081	DEMCO, INC.	PROGRAM SUPPLIES	7,275.22	352231	480136750	PROGRAM SUPPLIES - CUST #480136750	6/16/2021
318	KRISS PREMIUM PROD	JANITORIAL SUPPLIES	1,666.54	352236	172024	JANITORIAL SUPPLIES - CUST# MEADLIBRAR	6/16/2021
9100	DAKOTA SUPPLY	JANITORIAL SUPPLIES	18.81	352230	S101006649.001	BUILDING MAINT - CUST #48063	6/16/2021
16722	PROFESSIONAL SUPPLY	JANITORIAL SUPPLIES	32.80	352243	1026109	JANITORIAL SUPPLIES	6/16/2021
20551	SUPERIOR CHEMICAL CO	JANITORIAL SUPPLIES	20.00	198	302718	JANITORIAL SUPPLIES - CUST #3996800	6/16/2021
900201	AMAZON.COM	JANITORIAL SUPPLIES	123.96	352228	112-2452080-7583444	BLDG MAINTENANCE-JANITORIAL SUPPLIES	6/16/2021
900201	AMAZON.COM	JANITORIAL SUPPLIES	33.28	352228	112-2961787-7111463	JANITORIAL SUPPLIES	6/16/2021
900201	AMAZON.COM	JANITORIAL SUPPLIES	111.00	352228	112-6813809-9603444	JANITORIAL SUPPLIES	6/16/2021
9100	DAKOTA SUPPLY	DONATION PURCHASES	214.20	352230	S100949302.001	LED LIGHTING PROJECT - CUST #48063	6/16/2021
9100	DAKOTA SUPPLY	DONATION PURCHASES	222.69	352230	S100987505.001	LED LIGHTING PROJECT - CUST #48063	6/16/2021
9100	DAKOTA SUPPLY	DONATION PURCHASES	1,095.00	352230	S100811851.004	LED LIGHTING PROJECT - CUST #48063	6/16/2021
9100	DAKOTA SUPPLY	DONATION PURCHASES	216.00	352230	S100993693.001	LED LIGHTING PROJECT - CUST #48063	6/16/2021
17005	QUASIOUS CONSTRUCTION	DONATION PURCHASES	5,768.00	352245	8353	INSTALL COUNTER TOPS ON 1ST & 2ND FLOOR	6/16/2021

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Account Balances as of: May 2021

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b><u>ADMINISTRATIVE SERVICES</u></b>						
510110	FULL TIME SALARIES - REG		507,366.00	185,379.36	321,986.64	36.54
	<b>SUB TOTAL</b>		<b>507,366.00</b>	<b>185,379.36</b>	<b>321,986.64</b>	<b>36.54</b>
510310	FICA		30,629.00	10,944.27	19,684.73	35.73
510311	MEDICARE		7,162.00	2,559.55	4,602.45	35.74
510320	WI RETIREMENT FUND		33,334.00	12,236.81	21,097.19	36.71
510340	HEALTH INSURANCE		124,050.00	49,243.40	74,806.60	39.70
510350	DENTAL INSURANCE		10,121.00	3,906.65	6,214.35	38.60
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,650.00	0.00	100.00
510360	LIFE INSURANCE		649.00	267.73	381.27	41.25
510400	WORKERS COMP		140.00	140.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>235,735.00</b>	<b>108,948.41</b>	<b>126,786.59</b>	<b>46.22</b>
521100	BANKING FEES		1,350.00	713.23	636.77	52.83
521110	FINANCIAL SERVICE FEES		2,800.00	0.00	2,800.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521900	CONTRACTED SERVICES		23,400.00	7,040.61	16,359.39	30.09
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>36,950.00</b>	<b>7,753.84</b>	<b>29,196.16</b>	<b>20.98</b>
525155	PROFESSIONAL DEVELOPMENT		4,000.00	552.50	3,447.50	13.81
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	9,035.81	1,964.19	82.14
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>15,000.00</b>	<b>9,588.31</b>	<b>5,411.69</b>	<b>63.92</b>
530100	OFFICE SUPPLIES		9,500.00	3,747.60	5,752.40	39.45
530130	POSTAGE & DELIVERY		5,000.00	1,528.76	3,471.24	30.58
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,500.00</b>	<b>5,276.36</b>	<b>9,223.64</b>	<b>36.39</b>
538001	DONATION PURCHASES		2,000.00	1,445.18	554.82	72.26
539999	MISC EXP (LATE FEES)		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>2,000.00</b>	<b>1,445.18</b>	<b>554.82</b>	<b>72.26</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	0.00	6,800.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>6,800.00</b>	<b>0.00</b>	<b>6,800.00</b>	
642500	OFFICE FURNITURE/FURNISHINGS					
	<b>ADMINISTRATIVE COST CENTER TOTAL</b>	<b>10,368.16</b>	<b>818,351.00</b>	<b>318,391.46</b>	<b>499,959.54</b>	<b>38.91</b>

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b><u>PUBLIC SERVICES</u></b>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		984,044.00	359,577.94	624,466.06	36.54
	<b>SUB TOTAL</b>		<b>984,044.00</b>	<b>359,577.94</b>	<b>624,466.06</b>	<b>36.54</b>
510310	FICA		60,044.00	21,441.74	38,602.26	35.71
510311	MEDICARE		14,044.00	5,014.58	9,029.42	35.71
510320	WI RETIREMENT FUND		66,098.00	24,200.46	41,897.54	36.61
510340	HEALTH INSURANCE		198,529.00	66,514.32	132,014.68	33.50
510350	DENTAL INSURANCE		9,875.00	4,495.04	5,379.96	45.52
510360	LIFE INSURANCE		867.00	355.76	511.24	41.03
510400	WORKERS COMP		460.00	460.00	0.00	100.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>349,917.00</b>	<b>122,481.90</b>	<b>227,435.10</b>	<b>35.00</b>
521800	PROGRAM SERVICES		10,000.00	500.00	9,500.00	5.00
521900	CONTRACTED SERVICES		40,200.00	39,061.72	1,138.28	97.17
525155	PROFESSIONAL DEVELOPMENT		6,000.00	0.00	6,000.00	0.00
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
538001	DONATION PURCHASES		78,000.00	26,796.61	51,203.39	34.35
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>135,200.00</b>	<b>66,358.33</b>	<b>68,841.67</b>	<b>49.08</b>
538002	MATERIALS - ALL CATAGORIES	0.00	365,000.00	160,315.42	204,684.58	43.92
538100	OTHER CONTENT	0.00	69,000.00	1,500.00	67,500.00	2.17
542100	REFUNDS		0.00	121.08	-121.08	1.00
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	0.00	6,000.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>440,000.00</b>	<b>161,936.50</b>	<b>278,063.50</b>	<b>36.80</b>
538000	TOTAL MATRL'S ACCTS	0.00	440,000.00	228,294.83	346,905.17	51.89
<b>PUBLIC SERVICE COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,909,161.00</b>	<b>710,354.67</b>	<b>1,198,806.33</b>	<b>37.21</b>

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b><u>SUPPORT SERVICES</u></b>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		363,334.00	133,439.71	229,894.29	36.73
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>363,334.00</b>	<b>133,439.71</b>	<b>229,894.29</b>	<b>36.73</b>
510310	FICA	0.00	21,492.00	7,654.81	13,837.19	35.62
510311	MEDICARE		5,147.00	1,790.24	3,356.76	34.78
510320	WI RETIREMENT FUND	0.00	20,973.00	7,866.44	13,106.56	37.51
510340	HEALTH INSURANCE		71,922.00	38,936.62	32,985.38	54.14
510350	DENTAL INSURANCE		4,467.00	2,098.57	2,368.43	46.98
510360	LIFE INSURANCE		309.00	130.67	178.33	42.29
510400	WORKERS COMP		247.00	247.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION		0.00	0.00	0.00	-100.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>124,557.00</b>	<b>58,724.35</b>	<b>65,832.65</b>	<b>47.15</b>
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>487,891.00</b>	<b>192,164.06</b>	<b>295,726.94</b>	<b>39.39</b>
521900	CONTRACTED SERVICES		58,000.00	38,267.28	19,732.72	69.70
523122	SOFTWARE MAINTENANCE	0.00	31,500.00	12,951.93	18,548.07	41.12
524110	BUILDING EXTERIOR MAINT	0.00	21,000.00	6,804.02	14,195.98	32.40
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE	0.00	2,000.00	560.80	1,439.20	28.04
	<b>SUB TOTAL</b>	<b>2,159.03</b>	<b>115,500.00</b>	<b>58,584.03</b>	<b>54,756.94</b>	<b>52.59</b>
525100	ELECTRICITY	0.00	94,600.00	23,310.26	71,289.74	24.64
525105	WATER	0.00	1,600.00	371.64	1,228.36	23.23
525110	SEWER	0.00	1,400.00	408.13	991.87	29.15
525120	TELEPHONE	0.00	4,000.00	649.37	3,350.63	16.23
525140	GAS - UTILITY	0.00	33,567.00	12,223.99	21,343.01	36.42
525155	PROFESSIONAL DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>135,667.00</b>	<b>36,963.39</b>	<b>98,703.61</b>	<b>27.25</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES	0.00	12,000.00	7,624.26	4,375.74	63.54
530222	JANITORIAL SUPPLIES		7,798.00	5,581.71	2,216.29	71.58
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,798.00</b>	<b>13,205.97</b>	<b>6,592.03</b>	<b>66.70</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	0.00	200.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>
538001	DONATED PURCHASES	42,897.26	95,339.20	49,847.92	2,594.02	97.28
	<b>SUB TOTAL</b>	<b>42,897.26</b>	<b>95,339.20</b>	<b>49,847.92</b>	<b>2,594.02</b>	<b>97.28</b>
540200	INSURANCE (FIRE)	0.00	10,000.00	8,884.41	1,115.59	88.84
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>10,000.00</b>	<b>8,884.41</b>	<b>1,115.59</b>	<b>88.84</b>
642200	IT EQUIPMENT	0.00	19,500.00	7,086.15	12,413.85	36.34
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>7,086.15</b>	<b>12,413.85</b>	<b>36.34</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>45,056.29</b>	<b>883,895.20</b>	<b>366,735.93</b>	<b>472,102.98</b>	<b>41.49</b>
<b>LIBRARY TOTAL</b>		<b>55,424.45</b>	<b>3,611,407.20</b>	<b>1,395,482.06</b>	<b>2,170,868.85</b>	<b>38.64</b>

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b>APPROPRIATIONS AND EXPENDITURES BY COST CENTER</b>						
ACCOUNT	DESCRIPTION	ENCMB 19	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	10,368.16	818,351.00	318,391.46	499,959.54	38.91
25551110	PUBLIC SERVICES	0.00	1,909,161.00	710,354.67	1,198,806.33	37.21
25551150	SUPPORT SERVICES	45,056.29	883,895.20	366,735.93	472,102.98	41.49
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>55,424.45</b>	<b>3,611,407.20</b>	<b>1,395,482.06</b>	<b>2,170,868.85</b>	<b>38.64</b>

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 19	RECEIVED 15	BALANCE 19	% REC
411100	REAL ESTATE TAXES	2,499,313.00	0.00	-2,499,313.00	0.00
431709	MONARCH SHEBOYGAN COUNTY	669,835.00	776,391.03	106,556.03	115.91
431710	MONARCH OZAUKEE COUNTY	11,872.00	12,530.88	658.88	105.55
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	39,961.00	42,982.11	3,021.11	107.56
441116	JURY & WITNESS FEES		84.50	-84.50	
431722	MONARCH - LSTA GRANT	0.00	0.00	0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	2,436.11	-7,563.89	24.36
447636	LATE BOOK CHARGES	30,000.00	1,360.98	-28,639.02	4.54
447641	LOST BOOKS	6,500.00	1,631.16	-4,868.84	25.09
447699	MISCELLANEOUS	0.00	395.29	395.29	
449901	VENDING COMMISSIONS	1,301.00	0.00	-1,301.00	0.00
467101	CONTRIBUTIONS	150,000.00	1,974.65	-148,025.35	1.32
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	100.00
492850	INTERFRUND FROM 850 ACCT	0.00		0.00	100.00
	<b>Total Revenues</b>	<b>3,518,782.00</b>	<b>940,202.03</b>	<b>-2,578,579.97</b>	<b>26.72</b>

## MEAD PUBLIC LIBRARY - 2021 FINANCIAL REPORT

June 22, 2021 6:31 PM

Account Balances as of: May 2021

ACCT	DESCRIPTION	P/Y APPROP -		BALANCE 19	% SPENT	
		CURRENT YEAR	ENCUMBERED			
MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS						
	DESCRIPTION	APPROP 19	SPENT 19	BALANCE 19	% SPENT	
510110	FULL TIME SALARIES - REG	1,854,744.00	678,397.01	1,176,346.99	36.58	
510310	FICA	112,165.00	40,040.82	72,124.18	35.70	
510311	MEDICARE	26,353.00	9,364.37	16,988.63	35.53	
510320	WI RETIREMENT FUND	120,405.00	44,303.71	76,101.29	36.80	
510340	HEALTH INSURANCE	394,501.00	154,801.43	239,699.57	39.24	
510350	DENTAL INSURANCE	24,463.00	10,500.26	13,962.74	42.92	
510351	UNFUNDED PENSION LIABILITY	29,650.00	29,650.00	0.00	100.00	
510360	LIFE INSURANCE	1,825.00	754.16	1,070.84	41.32	
510400	WORKERS COMP	847.00	847.00	0.00	100.00	
510410	UNEMPLOYMENT	0.00	0.00	0.00		
521100	BANKING FEES	1,350.00	713.23	636.77	52.83	
521110	FINANCIAL SERVICES FEES	2,800.00	0.00	2,800.00	0.00	
521400	ADVERTISING & MARKETING	9,400.00	0.00	9,400.00	0.00	
521800	PROGRAM SERVICES	10,000.00	500.00	9,500.00	5.00	
521900	CONTRACTED SERVICES	121,600.00	84,369.61	37,230.39	69.38	
523122	SOFTWARE MAINTENANCE	31,500.00	12,951.93	18,548.07	41.12	
524110	BUILDING EXT MAINT	21,000.00	6,804.02	14,195.98	32.40	
524124	HVAC MAINT + BOILER INS	3,000.00	0.00	3,000.00	0.00	
524126	ELEVATOR MAINTENANCE	2,000.00	560.80	1,439.20	28.04	
525100	ELECTRICITY	94,600.00	23,310.26	71,289.74	24.64	
525105	WATER	1,600.00	371.64	1,228.36	23.23	
525110	SEWER	1,400.00	408.13	991.87	29.15	
525120	TELEPHONE	4,000.00	649.37	3,350.63	16.23	
525140	GAS - UTILITY	33,567.00	12,223.99	21,343.01	36.42	
525155	PROFESSIONAL DEVELOPMENT	10,500.00	552.50	9,947.50	5.26	
527100	STAFF PARKING - CAR ALLOWANCE	11,000.00	9,035.81	1,964.19	82.14	
530100	OFFICE SUPPLIES	9,500.00	3,747.60	5,752.40	39.45	
530130	POSTAGE AND DELIVERY	5,000.00	1,528.76	3,471.24	30.58	
530200	PROG SUPP (CAT & CIRC SUPPLIES)	12,000.00	7,624.26	4,375.74	63.54	
530205	DISPLAYS	1,000.00	0.00	1,000.00	0.00	
530222	JANITORIAL SUPPLIES/SERVICES	7,798.00	5,581.71	2,216.29	71.58	
530255	TOOLS & SMALL EQUIPMENT	200.00	0.00	200.00	0.00	
538001	DONATION PURCHASES	175,339.20	78,089.71	97,249.49	44.54	
538002	ADULT PRINT	365,000.00	160,315.42	204,684.58	43.92	
538100	OTHER CONTENT	69,000.00	1,500.00	67,500.00	2.17	
539999	MISC EXP (LATE FEES)	0.00	0.00	0.00		
540200	INSURANCE (FIRE)	10,000.00	8,884.41	1,115.59	88.84	
540215	GEN PUB OFFICIAL	0.00	0.00	0.00		
542100	REFUNDS	0.00	13.99	-13.99		
590255	PARKING (SPECIAL) ASSESSMENT	6,800.00	0.00	6,800.00	0.00	
642200	IT EQUIPMENT	19,500.00	7,086.15	12,413.85	36.34	
649200	EQUIPMENT REPLACEMENT	6,000.00	0.00	6,000.00	0.00	
642500	OFFICE FURNITURE/FURNISHINGS					
	<b>TOTAL MEAD PUBLIC LIBRARY EXPI</b>	<b>55,424.45</b>	<b>3,611,407.20</b>	<b>1,395,482.06</b>	<b>2,160,500.69</b>	<b>38.64</b>

**Mead Public Library  
Board of Trustees  
Schedule of Meetings, 2021 - 2022**

**2021**

June 24

July 22

NO AUGUST MEETING

September 23

October 28

November 18\*

NO DECEMBER MEETING

**2022**

January 27

February 24

NO MARCH MEETING

April 28

May 26

Meetings are held at 3:00pm on the 4th Thursday of each month (except where noted) in the Council Chambers, or virtually.

\*Denotes a 3<sup>rd</sup> Thursday

**Mead Public Library  
Board of Trustees Finance Committee  
Schedule of Meetings, 2021 - 2022**

**2021**

January 28, 2021

April 22, 2021

July 22, 2021

November 18\*

**2022**

January 27, 2022

April 28, 2022

July 28, 2022

November 17\*

Meetings are held at 3:00 p.m. on the 4<sup>th</sup> Thursday (except where noted) every 3 months (Quarterly) or as needed in the Council Chambers, or virtually.

\*Denotes a 3<sup>rd</sup> Thursday

Type	Name	May 2020	May 2021	Monthly 2020 vs 2021	Year-to-date 2020	Year-to-date 2021	YTD 2020 vs 2021
<b>Circulation Transactions</b>	Adult Materials	6541	17384	166%	82138	92966	13%
	Teen Materials	311	1018	227%	3548	4446	25%
	Children's Materials	2205	11142	405%	41788	45093	8%
	Total Adult/Teen/Children's Materials	9057	29544	226%	127474	142505	12%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	1096	8004	630%	15213	46983	209%
	Items received for Mead patrons from other libraries	1701	4485	164%	19000	27112	43%
	Total Interlibrary Loans (Transits)	2797	12489	347%	34213	74095	117%
<b>E-Content Checkouts</b>	Books and audiobooks (Libby, Hoopla, RB Digital)	7520	6730	-11%	35422	34708	-2%
	Music (Hoopla)	81	73	-10%	575	322	-44%
	Video (Hoopla, Kanopy)	835	843	1%	4155	3205	-23%
	Magazines (RB Digital)	318	173	-46%	1092	1276	17%
	Total E-Content Checkouts	8754	7819	-11%	41244	39511	-4%
<b>Library Visits</b>	Gate count	1895	10065	431%	59422	50068	-16%
<b>Research Inquiries</b>	Research Inquiries	2962	3220	9%	12016	11728	-2%
<b>Internet Usage Provided</b>	Library Workstation Sessions	211	1265	500%	8543	16403	92%
	Wireless Sessions	1940	4519	133%	19876	18506	-7%
<b>Number of Library Card Holders</b>	Sheboygan Residents				33093	31970	-3%
	Non-Sheboygan Residents				8626	8484	-2%
	Total Number of Library Card Holders				41719	40454	-3%
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	6	9	50%	167	47	-72%
	Children (0-11) Participants	185	248	34%	3964	1439	-64%
	Teen (12-18) Quantity	0	0	No Previous Year Data	8	0	-100%
	Teen (12-18) Participants	0	0	No Previous Year Data	286	0	-100%
	Adult (18+) Quantity	11	7	-36%	147	46	-69%
	Adult (18+) Participants	593	77	-87%	3109	1655	-47%
	Total number of Classes, Seminars, Workshops, Events	17	16	-6%	322	93	-71%
	Total number of Participants	778	325	-58%	7359	3094	-58%
<b>Conference Room Utilization</b>	Rocca Meeting Room	0%	21%	21%	12%	22%	10%
	Loft Meeting Room	0%	10%	10%	16%	2%	-14%
	2nd Floor Small Meeting Room	0%	9%	9%	16%	3%	-13%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	7.5	407.5	5333%	1163.5	1022	-12%
	Percent Utilization	17%	15%	-2%	19%	22%	3%
<b>Volunteer Hours</b>	Volunteer Hours	22	89.25	306%	1955.69	547	-72%