

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
April 22, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 22, 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: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, and Kyle Whelton. 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: Rev. William Bulson

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. Speth **moved** to approve the minutes from the February 25, 2021 meeting, Mannchen **seconded**. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn reported on a thank you card received from staff from National Library Week. She also wished the group a happy Earth Day. She next went through the common council elections, noting the outgoing mayor and alderpersons as well as welcoming the new mayor and alderpersons. Finally, she discussed the May elections for the board and advised anyone wishing to be re-appointed to contact her.
- 1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF KYLE WHELTON AS MEAD PUBLIC LIBRARY TRUSTEE Norman **moved** to approve the resolution as written. Campe **seconded**. The motion **passed**.

2. COMMITTEE REPORTS

- 2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth **moved** to approve the report, including payroll and special revenues (grants, gifts, and donations). Mannchen **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 FOUNDATION MINI-GOLF EVENT Erickson discussed the Foundation's mini-golf event, noting that the Foundation would be putting that event off for a while. More info

in the future. Donohue **moved** to approve the DPI Report for 2021. Whelton **seconded**. The motion **passed**.

- 3.2 **DPI INCLUSIVE SERVICES ASSESSMENT AND GUIDE** Erickson updated the group about the process in which the guide had been put together and filled out. Erickson opened the group up for discussion. After some discussion, it was decided that the group would look through the document and share their feedback on the document as they go through. Guevara suggested to form an ad-hoc committee to go over the governance section and the document in general to discuss and make suggestions. Quinn will put together that committee and bring it back at the next meeting.
- 3.3 **COVID SERVICE RESPONSES** Erickson discussed the measures that have been taken to ensure vaccines for library staff. He updated the group that all staff that wanted one were able to get scheduled/vaccinated, and thanked Quinn for her role in that change. Erickson further noted that the process of quarantining items will cease as of May 3rd. He noted that newspapers would become available again to patrons, and meeting rooms would be opening again as of May 3rd. Moving forward, our summer hours will be going back to the normal times and increasing our open times again. Erickson next raised the issue of if the city moved away from the mask mandate, what direction would the board members like Erickson to go in? The board consensus was that Erickson should follow the CDC guidelines regardless of what the city does, even if there isn't a mask mandate.

4. DIRECTOR'S REPORT

- 4.1 **WISCONSIN ASSOCIATION OF PUBLIC LIBRARIES (WAPL) CONFERENCE - MAY 4-7** Erickson informed the group of the Wisconsin Association of Public Libraries conference upcoming May 4-7. He noted the library has some monies set aside and trustees would be welcome to attend and utilize those funds. He further noted that Cheryl Nessman will be presenting at the conference.
- 4.2 **UPDATE ON SERVICES AND PROGRAMMING** Prentice discussed the program updates and take-home kits. Wintergreen was a very successful virtual program with over 800 participants throughout the various workshops available. Additionally, she noted that there is a new statewide committee through WLS (Wisconsin Library Services) called the City Library Collective. It is designed for libraries to share ideas and collectively solve problems together. The committee helps libraries to face issues together and get ideas for ways to do things better. After the first meeting, the group decided that the initial focus would be to go after some of the ARPO money in the form of a grant that is framed around libraries as community recovery centers. The group will focus on 3 areas: Helping kids to get back on track academically and socially after this past year, fighting disinformation, and community reconciliation through social justice and community engagement activities.
- 4.3 **UPDATE FROM SUPPORT SERVICES** In Nessman's absence, Erickson reported that the support staff are working on changing up processes in quarantining, as well as notifying people of materials coming in.
- 4.4 **UPDATE ON BUILDING PROJECTS** Erickson discussed the list of items that Gregg Herr had uploaded, including fencing that has gone in to cover the generator as well as the heat grate in the loading dock area. Erickson also noted that maintenance has been slowly working through converting to all LED lighting, which is about 80% completed.

- 4.5 MONTHLY STATISTICS Erickson presented the statistics, noting that this would be the transition period in comparison from last year as the closure happened at this time last year.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM - NANCY MANNCHEN Mannchen discussed that the executive director had resigned from her position. The job description is out, and they are accepting applications until May 8th. Committees are at work looking at policies and employee handbook to update.
- 5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation has changed their meeting schedule to every other month. She noted that the Foundation's last meeting was primarily spent discussing possible events for the rest of the year. She also noted that the investment accounts are doing well. Finally, she reported that the Public Awareness committee has been meeting to spruce up the website for the Foundation.
- 5.3 FRIENDS OF MEAD - SYDNY MEHN Mehn reported that Friends had met the day before. They are working towards a few social events later in the year. The executive committee sent out a thank you letter for Friends members after being inspired by the Foundation's Thank a thon. The book sale brought in \$3,314.80, which is the 4th largest sale amount since the record started in 2006. The Gift of Reading which helps to fund the Summer Library program is in process, with a current total of \$2,680.00, which is great since the Friends pledged \$2,500.00 per year for Summer Reading.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES – (5/27/21 @ 3 PM)

7. ADJOURN

- 7.1 MOTION TO ADJOURN Campe **moved** to adjourn the meeting, Albrinck **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 3:52 p.m.

INVOICE DATE	VENDOR NAME	VENDOR	AMOUNT	CHECK NO	INVOICE	FULL DESC
1/2/21	AMAZON.COM	900201	\$69.98	351612	113-3010824-7784202	MATERIAL PURCHASE - ACCT #6045 7817 0004 1954
1/12/21	AMAZON.COM	900201	\$99.98	351612	111-2935018-36210238	MAT'L PURCHASE - ACCT #6045 7817 0004 1954
3/10/21	AMAZON.COM	900201	\$28.99	351612	112-9280436-1953839	BUILDING & JANITORIAL EXPENSE - ACCT #3045 7817 00
3/10/21	AMAZON.COM	900201	\$17.84	351612	112-9280436-1953839	BUILDING & JANITORIAL EXPENSE - ACCT #3045 7817 00
3/11/21	AMAZON.COM	900201	\$647.08	351612	113-1527159-5029865	PROGRAM EXPENSE -ACCT #3045 7817 0004 1954
3/16/21	AMAZON.COM	900201	\$26.95	351612	112-9681504-7915467	JANITORIAL SUPPLIES - ACCT #3045 7817 0004 1954
3/16/21	AMAZON.COM	900201	\$24.85	351612	112-6954291-2848221	JANITORIAL SUPPLIES - ACCT #3045 7817 0004 1954
3/16/21	AMAZON.COM	900201	\$108.02	351612	112-4088910-1197844	IT EXPENSE - ACCT #3045 7817 0004 1954
3/17/21	AMAZON.COM	900201	\$38.88	351612	114-5196348-7876255	PROGRAMMING EXPENSE - ACCT #3045 7817 0004 1954
3/18/21	AMAZON.COM	900201	\$19.89	351612	112-9273041-5872203	BUILDING MAINTENANCE - ACCT #3045 7817 0004 1954
3/20/21	AMAZON.COM	900201	\$125.99	351612	FEBRARY INTEREST CHG	LATE FEE - INTEREST CHARGE FOR FEBRARY'S STMT
3/25/21	AT&T	900009	\$109.95	351613	920283020003 -321	TELEPHONE EXPENSE - ACCT #920 Z83-0200 109 8
4/25/21	AT&T	900009	\$113.59	351935	3/26/21 - 4/25/21	TELEPHONE EXPENSE - MARCH 26, 21 - APRIL 25, 21
3/26/21	AURORA EMPLOYEE ASST	1293	\$5.40	351614	IN 23372	CONTRACTED SERVICE - AURORA EAP
3/26/21	AURORA EMPLOYEE ASST	1293	\$61.70	351614	IN 23372	CONTRACTED SERVICE - AURORA EAP
3/26/21	AURORA EMPLOYEE ASST	1293	\$36.40	351614	IN 23372	CONTRACTED SERVICE - AURORA EAP
3/12/21	BATZNER PEST CONTROL	5429	\$350.00	91	3097266	PEST CONTROL - BUILDING MAINTENANCE
3/18/21	BATZNER PEST CONTROL	5429	\$199.00	91	3106093	CRAWLING INSECT INSPECTION - CONTRACTED SERVICES
4/1/21	BATZNER PEST CONTROL	5429	\$199.00	91	3106094	BUILDING MAINTENANCE
5/7/21	BATZNER PEST CONTROL	5429	\$350.00	140	3131152	MONTH INSPECTION SERVICE - CUST #138091
4/26/21	CAMERA CORNER	2930	\$809.99	351936	0534953-IN	DOOR LOCKING SYSTEM FOR FENCE PROJECT
3/18/21	CAVANAUGH SYLVIA	7038	\$100.00	351615	4/29/21 PROGRAM	PROGRAMMING - POETRY ON THE AIR
5/3/21	CAVENDISH SQUARE	2146	\$195.54	351937	CAL3299351	MATERIAL PURCHASE - BILLING ACCT #1000136576
2/12/21	CDWG	3200	\$245.82	351938	8013857	IT EQUIPMENT - ORDER #1C42K7Y
2/17/21	CDWG	3200	\$301.49	351938	8169785	IT EXPENSE - ORDER #1C3XBTB
2/17/21	CDWG	3200	\$2,208.16	351938	8184432	IT EXPENSE - ORDER #1C43J62
3/11/21	CDWG	3200	\$126.94	351938	9255405	IT EXPENSE - ORDER #1C4B21N
3/16/21	CDWG	3200	\$301.49	351938	9440774	IT EXPENSE - ORDER #1C4C4PP
3/17/21	CDWG	3200	\$596.93	351616	9475845	IT PURCHASE - FMPL ORDER #1C4CLKC
3/22/21	CDWG	3200	\$697.49	351938	9662109	IT PURCHASES - ORDER #LZQX551
3/26/21	CDWG	3200	\$399.02	351938	9915139	IT EXPENSE - ORDER #1C4C4DH
4/12/21	COMPLETE OFFICE OF	2665	\$3,821.41	92	205427	COUNTER CHAIRS - FDN PROJECT
3/17/21	D.W. DAVIES	6758	\$516.24	351387	1605007	CASES (6 -ONE GALLON JUGS PER CASE) D.W.DAVIES ROO
3/17/21	DAKOTA SUPPLY	9100	\$4,318.00	351617	S100811851.001	LED LIGHT PROJECT - CUST #48063
3/18/21	DAKOTA SUPPLY	9100	\$9,030.00	351617	S100811851.002	LED LIGHTING PROJECT - DONATED FUNDS
4/7/21	DAKOTA SUPPLY	9100	\$82.01	351617	S100872325.001	BUILDING MAINTENANCE - CUST #48063
4/7/21	DAKOTA SUPPLY	9100	\$318.50	351939	S100811851.003	MATERIAL PURCHAST - CUST #48063
4/14/21	DAKOTA SUPPLY	9100	\$328.50	351939	S100892651.001	LED LIGHTING PROJECT - CUST #48063
5/10/21	DAKOTA SUPPLY	9100	\$131.14	351939	S100949288.001	LED LIGHTING PROJECT - CUST #48063

5/6/21	DASHA KELLY HAMILTON	6912	\$200.00	351948	5/7/2021 PROGRAM	PROGRAM EXPENSE - POETRY ON AIR 5/7/2021
3/15/21	DEBRA DENZER	7032	\$150.00	351618	3/20/2021 PROGRAM	PROGRAMMING - 3/20/2021 WINTER GREEN PROGRAM
4/8/21	DEBRA DENZER	6912	\$100.00	351632	5/1/2021 PROGRAM	PROGRAMMING - 5/1/2021 MICROGREENS W/DEB DENZER
3/18/21	DEMCO, INC.	900081	\$93.66	351619	6924125	MATERIAL PURCHASE - CUST #480136750
3/22/21	DEMCO, INC.	900081	\$23.33	351619	6925893	MATERIAL PURCHASE - CUST #480136750
4/22/21	DEMCO, INC.	900081	\$339.64	351940	6941910	MATERIAL SUPPLIES - CUST #480136750
4/5/21	DOLL, JON W.	4572	\$700.00	351620	JUNE/JULY 2021	PROGRAMMING - JUNE & JULY 2021 CLASSES
4/22/21	EBS CO SUBSCRIPTION	900230	\$3,461.00	351941	1000153881-1	MATERIAL PURCHASE - ACCT #CG98113-75
3/22/21	GT GRAPHICS OF SHEB	4995	\$109.75	351622	32784	OFFICE SUPPLIES - #10 ENVELOPES
3/17/21	HATCH PUBLIC LIBRARY	6912	\$20.00	351633	ILS 3-17-2021	LOST BOOK PAYMENT - ILS HATCH PUBLIC LIBRARY
3/22/21	HEDBERG PUBLIC LIB	1622	\$15.95	351942	2661197	PATRON REFUND
3/11/21	HILLSBORO PUBLIC LIB	6912	\$14.99	351634	HI901	PATRON REFUND - LOST BOOK HILLSBORO PUBLIC LIBRAR
3/10/21	INGRAM LIBRARY SERV	6056	\$470.24	351623	51812643	MATERIAL PURCHASE
3/10/21	INGRAM LIBRARY SERV	6056	\$66.20	351623	51824073	MATERIAL PURCHASE
3/11/21	INGRAM LIBRARY SERV	6056	\$220.74	351623	51854504	MATERIAL PURCHASE
3/11/21	INGRAM LIBRARY SERV	6056	\$179.14	351623	51834437	MATERIAL PURCHASE
3/12/21	INGRAM LIBRARY SERV	6056	\$1,600.20	351623	51865874	MATERIAL PURCHASE
3/15/21	INGRAM LIBRARY SERV	6056	\$566.16	351623	51896849	MATERIAL PURCHASE - ACCT #20W1532
3/15/21	INGRAM LIBRARY SERV	6056	\$68.81	351623	51896849	MATERIAL PURCHASE - ACCT #20W1532
3/16/21	INGRAM LIBRARY SERV	6056	\$181.84	351623	51916072	MATERIAL PURCHASE CUST #20W1532
3/17/21	INGRAM LIBRARY SERV	6056	\$284.24	351623	51945815	MATERIAL PURCHASE - ACCT #20W1532
3/17/21	INGRAM LIBRARY SERV	6056	\$353.91	351623	51945814	MATERIAL PURCHASE - ACCT #20W1532
3/17/21	INGRAM LIBRARY SERV	6056	\$35.40	351623	51945816	MATERIAL PURCHASE - ACCT #20W1532
3/18/21	INGRAM LIBRARY SERV	6056	\$163.36	351623	51969865	MATERIAL PURCHASE - ACCT #20W1532
3/18/21	INGRAM LIBRARY SERV	6056	\$439.86	351623	51969864	MATERIAL PURCHASE CUST #20W1532
3/19/21	INGRAM LIBRARY SERV	6056	\$257.33	351623	51990970	MATERIAL PURCHASE CUST #20W1532
3/21/21	INGRAM LIBRARY SERV	6056	\$36.67	351623	52014670	MATERIAL PURCHASE CUST #20W1532
3/23/21	INGRAM LIBRARY SERV	6056	\$115.65	351623	52040617	MATERIAL PURCHASE CUST #20W1532
3/23/21	INGRAM LIBRARY SERV	6056	\$132.12	351623	52040619	MATERIAL PURCHASE CUST #20W1532
3/23/21	INGRAM LIBRARY SERV	6056	\$40.10	351623	52055003	MATERIAL PURCHASE CUST #20W1532
3/23/21	INGRAM LIBRARY SERV	6056	\$299.33	351623	52055002	MATERIAL PURCHASE CUST #20W1532
3/23/21	INGRAM LIBRARY SERV	6056	\$29.95	351623	52040618	MATERIAL PURCHASE CUST #20W1532
3/24/21	INGRAM LIBRARY SERV	6056	\$958.51	351623	52068947	MATERIAL PURCHASE CUST #20W153
3/24/21	INGRAM LIBRARY SERV	6056	\$1,379.25	351623	52068946	MATERIAL PURCHASE CUST #20W1532
3/24/21	INGRAM LIBRARY SERV	6056	\$38.56	351623	52068945	MATERIAL PURCHASE CUST #20W1532
3/25/21	INGRAM LIBRARY SERV	6056	\$1,090.33	351623	52103993	MATERIAL PURCHASE CUST #20W1532
3/25/21	INGRAM LIBRARY SERV	6056	\$230.63	351623	52091342	MATERIAL PURCHASE CUST #20W1532
3/26/21	INGRAM LIBRARY SERV	6056	\$63.10	351623	52116341	MATERIAL PURCHASE - ACCT #20W1532
3/26/21	INGRAM LIBRARY SERV	6056	\$189.10	351623	5216340CR51983150	MATERIAL PURCHASE - ACCT #20W1532 INCLUDES CREDIT
3/28/21	INGRAM LIBRARY SERV	6056	\$160.32	351623	52137080	MATERIAL PURCHASE - ACCT #20W1532
3/30/21	INGRAM LIBRARY SERV	6056	\$2,403.99	351623	52166015	MATERIAL PURCHASE - ACCT #20W1532

3/30/21	INGRAM LIBRARY SERV	6056	\$281.28	351623	52166017	MATERIAL PURCHASE - ACCT #20W1532
3/30/21	INGRAM LIBRARY SERV	6056	\$111.87	351623	52166016	MATERIAL PURCHASE - ACCT #20W1532
3/31/21	INGRAM LIBRARY SERV	6056	\$34.22	351623	52116342	MATERIAL PURCHASE - ACCT #20W1532
4/1/21	INGRAM LIBRARY SERV	6056	\$257.66	351623	52229784	MATERIAL PURCHASE - ACCT #20W1532
4/2/21	INGRAM LIBRARY SERV	6056	\$478.28	351623	52240688	MATERIAL PURCHASE - ACCT #20W1532
4/5/21	INGRAM LIBRARY SERV	6056	\$251.79	351623	52267978	MATERIAL PURCHASE - ACCT #20W1532
4/5/21	INGRAM LIBRARY SERV	6056	\$171.35	351623	52267981	MATERIAL PURCHASE - ACCT #20W1532
4/5/21	INGRAM LIBRARY SERV	6056	\$2,006.23	351623	52267979	MATERIAL PURCHASE - ACCT #20W1532
4/5/21	INGRAM LIBRARY SERV	6056	\$480.66	351623	52267980	MATERIAL PURCHASE - ACCT #20W1532
4/7/21	INGRAM LIBRARY SERV	6056	\$36.58	351623	52312378	MATERIAL PURCHASE - ACCT #20W1532
4/8/21	INGRAM LIBRARY SERV	6056	\$207.14	351623	52345663	MATERIAL PURCHASE - ACCT #20W1532
4/8/21	INGRAM LIBRARY SERV	6056	\$120.36	145	52332934	MATERIAL PURCHASE - ACCT #20W1532
4/8/21	INGRAM LIBRARY SERV	6056	\$474.34	351623	52332935	MATERIAL PURCHASE - ACCOUNT #20W1532
4/8/21	INGRAM LIBRARY SERV	6056	\$79.04	145	52332934	MATERIAL PURCHASE - ACCT #20W1532
4/8/21	INGRAM LIBRARY SERV	6056	\$100.02	145	52332936	MATERIAL PURCHASE - ACCT #20W1532
4/9/21	INGRAM LIBRARY SERV	6056	\$162.12	145	52356903	MATERIAL PURCHASE - ACCT #20W1532
4/13/21	INGRAM LIBRARY SERV	6056	\$169.90	145	52402359	MAT'L /#52402359/51132033/51042502/50738091
4/13/21	INGRAM LIBRARY SERV	6056	\$98.65	145	52418691	MATERIAL PURCHASE - ACCT #20W1532
4/13/21	INGRAM LIBRARY SERV	6056	\$95.30	145	52402360	MATERIAL PURCHASE - ACCT #20W1532
4/13/21	INGRAM LIBRARY SERV	6056	\$1,207.25	145	52402358	MATERIAL PURCHASE - ACCT #20W1532
4/14/21	INGRAM LIBRARY SERV	6056	\$165.09	145	52430443	MATERIAL PURCHASE - ACCT #20W1532
4/14/21	INGRAM LIBRARY SERV	6056	\$95.51	145	52440134	MATERIAL PURCHASE - ACCT #20W1532
4/14/21	INGRAM LIBRARY SERV	6056	\$994.89	145	52470886	MATERIAL PURCHASE - ACCT #20W1532
4/14/21	INGRAM LIBRARY SERV	6056	\$372.54	145	52450534	MATERIAL PURCHASE - ACCT #20W1532
4/14/21	INGRAM LIBRARY SERV	6056	\$539.60	145	52430444	MATERIAL PURCHASE - ACCT #20W1532
4/15/21	INGRAM LIBRARY SERV	6056	\$30.21	145	52450533	MATERIAL PURCHASE - ACCT #20W1532
4/19/21	INGRAM LIBRARY SERV	6056	\$303.50	145	52499849	MATERIAL PURCHASE - ACCT #20W1532
4/20/21	INGRAM LIBRARY SERV	6056	\$129.06	145	52518284	MATERIAL PURCHASE - ACCT #20W1532
4/20/21	INGRAM LIBRARY SERV	6056	\$437.68	145	52518285	MATERIAL PURCHASE - ACCT #20W1532
4/21/21	INGRAM LIBRARY SERV	6056	\$186.51	145	52544499	MATERIAL PURCHASE - ACCOUNT #20W1532
4/22/21	INGRAM LIBRARY SERV	6056	\$27.07	145	52566392	MATERIAL PURCHASE - ACCOUNT #20W1532
4/22/21	INGRAM LIBRARY SERV	6056	\$301.16	145	52566393	MATERIAL PURCHASE - ACCOUNT #20W1532
4/23/21	INGRAM LIBRARY SERV	6056	\$55.22	145	52586593	MATERIAL PURCHASE - ACCT #20w1532
4/25/21	INGRAM LIBRARY SERV	6056	\$121.46	145	52607372	MATERIAL PURCHASE - ACCT #20w1532
4/25/21	INGRAM LIBRARY SERV	6056	\$33.23	145	52607371	MATERIAL PURCHASE - ACCT #20W1532
4/26/21	INGRAM LIBRARY SERV	6056	\$127.32	145	52616153	MATERIAL PURCHASE - ACCT #20W1532
4/26/21	INGRAM LIBRARY SERV	6056	\$146.78	145	52616154	MATERIAL PURCHASE - ACCT #20W1532
4/26/21	INGRAM LIBRARY SERV	6056	\$1,029.05	145	52616153	MATERIAL PURCHASE - ACCT #20W1532
4/27/21	INGRAM LIBRARY SERV	6056	\$49.05	145	52668546	MATERIAL PURCHASE - ACCT #20W1532
4/27/21	INGRAM LIBRARY SERV	6056	\$901.03	145	52634549	MATERIAL PURCHASE - ACCT #20W1532
4/28/21	INGRAM LIBRARY SERV	6056	\$174.05	145	52668547	MATERIAL PURCHASE - ACCT #20W1532

4/28/21	INGRAM LIBRARY SERV	6056	\$273.69	145	52655600	MATERIAL PURCHASE - ACCT #20W1532
4/29/21	INGRAM LIBRARY SERV	6056	\$148.05	145	52683363	MATERIAL PURCHASE - ACCT #20W1532
4/29/21	INGRAM LIBRARY SERV	6056	\$63.16	145	52683364	MATERIAL PURCHASE - ACCT #20W1532
4/30/21	INGRAM LIBRARY SERV	6056	\$584.97	145	52704932	MATERIAL PURCHASE - ACCT #20W1532
4/30/21	INGRAM LIBRARY SERV	6056	\$298.66	145	52714087	MATERIAL PURCHASE - ACCT #20W1532
4/30/21	INGRAM LIBRARY SERV	6056	\$53.11	145	52714086	MATERIAL PURCHASE - ACCT #20W1532
5/3/21	INGRAM LIBRARY SERV	6056	\$1,332.48	145	52732375	MATERIAL PURCHASE - ACCT #20W1532
5/5/21	INGRAM LIBRARY SERV	6056	\$136.99	351943	52774220	MATERIAL PURCHASE - ACCT #20W1532
5/5/21	INGRAM LIBRARY SERV	6056	\$304.90	351943	52774221	MATERIAL PURCHASE - ACCT #20W1532
5/6/21	INGRAM LIBRARY SERV	6056	\$120.00	351943	52806032	MATERIAL PURCHASE - ACCT #20W1532
5/6/21	INGRAM LIBRARY SERV	6056	\$31.10	351943	52806033	MATERIAL PURCHASE - ACCT #20W1532
5/6/21	INGRAM LIBRARY SERV	6056	\$160.75	351943	52793881	MATERIAL PURCHASE - ACCT #20W1532
5/6/21	INGRAM LIBRARY SERV	6056	\$58.56	351943	52793882	MATERIAL PURCHASE - ACCT #20W1532
5/7/21	INGRAM LIBRARY SERV	6056	\$1,300.85	351943	52815736	MATERIAL PURCHASE - ACCT #20W1532
5/7/21	INGRAM LIBRARY SERV	6056	\$118.40	351943	52815735	MATERIAL PURCHASE - ACCT #20W1532
4/29/21	KARL TROTTER	6912	\$12.99	351949	9008602748	PATRON REFUND
3/25/21	KONZ ELECTRIC, LLC	766	\$87.00	351624	16510	BUILDING MAINTANCE - ELECTRICAL REPAIR
5/4/21	KONZ ELECTRIC, LLC	766	\$1,526.88	351944	16603	ELECTRICAL EXPENSE - MATERIAL HANDLING RM PROJECT
4/1/21	LIBRARY MARKET	2727	\$600.00	351625	1750	SOFTWARE UPDATE
4/4/21	LIL REV MUSIC	206	\$3,800.00	351626	JUNE-JULY-AUGUST 21	PROGRAMMING - JUNE-JULY-AUGUST CLASSES
3/11/21	MANNENBACH MECHANICA	2524	\$2,034.20	93	12462	HVAC SYSTEM MAINTENANCE - CONTRACTED SERVICES
3/22/21	MBM/MODERN BUSINESS	12374	\$739.35	351627	IN561380	PHOTO COPIER/PRINTER LEASE - ACCT #NP01
3/25/21	MBM/MODERN BUSINESS	12374	\$138.87	351945	IN562111	COPIER/PRINTER LEASE - ACCT #MP01
4/22/21	MBM/MODERN BUSINESS	12374	\$633.14	351945	IN568139	PHOTO COPIER/PRINTER LEASE - ACCT #MP01
4/26/21	MBM/MODERN BUSINESS	12374	\$78.72	351945	IN568836	MATERIAL PURCHASE - ACCT #MP01
3/12/21	MIDWEST TAPE	231	\$796.93	351628	500154048	MATERIAL PURCHASE - CUST #2000015656
3/12/21	MIDWEST TAPE	231	\$310.35	351628	500154150	MATERIAL PURCHASE CUST #2000016317
3/17/21	MIDWEST TAPE	231	\$150.66	351628	500179148	MATERIAL PURCHASE - CUST #2000016317
3/17/21	MIDWEST TAPE	231	\$722.94	351628	500179144	MATERIAL PURCHASE - CUST #2000015656
3/29/21	MIDWEST TAPE	231	\$563.17	351628	500234361	MATERIAL PURCHASE - CUST #2000015656
3/29/21	MIDWEST TAPE	231	\$98.94	351628	500231961	MATERIAL PURCHASE - CUSTOMER #2000016317
3/31/21	MIDWEST TAPE	231	\$549.75	351946	500249104	MATERIAL PURCHASE - CUST #2000015656
4/1/21	MIDWEST TAPE	231	\$352.16	351628	500248839	MATERIAL PURCHASE - CUST #2000015656
4/8/21	MIDWEST TAPE	231	\$219.64	351946	500280357	MATERIAL PURCHASE - CUSTOMER #2000015656
4/8/21	MIDWEST TAPE	231	\$52.46	351946	500282793	MATERIAL PURCHASE - CUST #2000016317
4/13/21	MIDWEST TAPE	231	\$146.16	351946	500300641	MATERIAL PURCHASE - CUST #2000016317
4/13/21	MIDWEST TAPE	231	\$474.94	351946	500303436	MATERIAL PURCHASE - CUSTOMER #2000015656
4/21/21	MIDWEST TAPE	231	\$414.37	351946	500336487	MATERIAL PURCHASE CUST #2000015656
4/21/21	MIDWEST TAPE	231	\$386.76	351946	500336489	MATERIAL PURCHASE - CUST #2000016317
4/27/21	MIDWEST TAPE	231	\$119.99	351946	500357689	MATERIAL PURCHASE - CUST #2000015656
4/30/21	MIDWEST TAPE	231	\$654.60	351946	500384244	MATERIAL PURCHASE - PROCESSING SERVICE #2000015656

4/30/21	MIDWEST TAPE	231	\$951.38	351946	500367834	MATERIAL PURCHASE - CUST #2000015656
4/30/21	MIDWEST TAPE	231	\$268.64	351946	500372996	MATERIAL PURCHASE CUST #2000016317
5/6/21	MIDWEST TAPE	231	\$924.33	351946	500402182	MATERIAL PURCHASE - ACCOUNT #2000015656
5/6/21	MILWAUKEE PUBLIC LIB	2162	\$12.95	351947	2664351	PATRON REFUND
3/26/21	MM MECHANICAL	7033	\$1,700.00	94	2021181	BUILDING MAINTENANCE - PREVENTIVE MAINTENANCE HVAC
3/22/21	MONARCH LIBRARY SYS	4139	\$1,434.00	95	415452	MATERIAL PURCHASE - SWANK MOVIE LICENSING RENEWAL
4/14/21	MONARCH LIBRARY SYS	4139	\$92.82	141	415479	TELEPHONE EXPENSE - JAN, FEB & MAR 2021 TELEPHONY
5/7/21	MONARCH LIBRARY SYS	4139	\$2,187.90	141	415490	ANTI SPAM SERVICES 1 YEAR RENEWAL
3/20/21	MONTEMAYOR, MARILYN	3899	\$58.53	351629	3/20/2021	PROGRAMMING EXPENSE - WINTERGREEN COOKING DEMO
3/26/21	MORNINGSTAR	900124	\$3,863.00	351630	1-35889367	MATERIAL PURCHASE - SUBSCRIPTION ID #35889367
3/25/21	PITNEY BOWES CREDIT	900132	\$244.64	351950	1017800662 -C	POSTAGE METER LEASE - ACCT #0013152143
3/26/21	PITNEY BOWES CREDIT	900132	\$408.24	351635	3313267967	POSTAGE METER LEASE
3/17/21	PITNEY BOWES PURCHAS	900304	\$520.99	351951	PBP#30097430-C	POSTAGE REFILL - ACCT #8000-9000-1102-0652
4/18/21	PITNEY BOWES PURCHAS	900304	\$578.90	351951	30097430 - 4-18-2021	POSTAGE METER REFILL - ACCT #8000-9000-1102-0652
5/4/21	PROFESSIONAL SUPPLY	16722	\$816.80	351952	1025675	JANITORIAL SUPPLIES - ACCT #MEADP100
3/24/21	QUALITY CONTROL SERV	5874	\$517.67	351637	11691	BUILDING MAINTENANCE
4/30/21	QUASIOUS CONSTRUCTION	17005	\$8,500.00	351953	8337	INSTALL COUNTER TOPS ON 1ST & 2ND FLR - ACCT #MEAD
12/28/20	ROGERS, RAYMOND J.	5829	\$100.00	351260	PROGRAM 03-20-2021	SEED PRESENTATION AT WINTERGREEN 2021
5/4/21	SHEBOYGAN WATER UTIL	900118	\$148.08	351954	4/5/2021	WATER UTILITY 1-6-2021 - 4-5-2021
5/4/21	SHEBOYGAN WATER UTIL	900118	\$223.60	351954	4/5/2021	WATER UTILITY 1-6-2021 - 4-5-2021
4/30/21	ST. NICHOLAS HOSPITA	17980	\$34.60	351955	21154	CONTRACTED SERVICES - NEW EMPLOYEE EXPENSE
3/25/21	STAPLES BUSINESS AD	5296	\$99.16	351638	7327365409-0-1	OFFICE SUPPLIES - CR ACCT 264388/STAPLES 1669297DET
3/29/21	STAPLES BUSINESS AD	5296	\$73.16	351638	7327365409-0-2	OFFICE SUPPLIES - CR ACCT #264388 STAPLES #1669297
4/1/21	STAPLES BUSINESS AD	5296	\$79.00	351638	7327901693	MEMBERSHP FEE - OFFICE SUPPLIES
4/12/21	STAPLES BUSINESS AD	5296	\$121.40	351956	7328486732-0-1	OFFICE SUPPLIES-CR #264388 STAPLES #7328486732-0-1
4/19/21	STAPLES BUSINESS AD	5296	\$81.59	351956	7328989847-0-1	OFFICE SUPPLIES - CR #264388 - STAPLES #1669297DET
4/22/21	STAPLES BUSINESS AD	5296	\$329.13	351956	7329258209-0-1	OFFICE SUPPLIES CR #264388 -STAPLES #1669297DET
3/15/21	STATE BAR OF WISCONS	22667	\$70.20	351639	5089545	MATERIAL PURCHASE
3/11/21	STATE OF WISCONSIN	1704	\$150.00	351640	532941	ELEVATOR PERMIT FEES - ELEVATOR MAINTENANCE
4/1/21	STATE OF WISCONSIN	1704	\$50.00	351640	534149	LICENSE FOR DUMBWAITER/MATERIAL LIFT
4/28/21	SUN GRAPHICS	3192	\$1,940.71	351957	24361	SUMMER READING PROGRAM - DONATED FUNDS
4/21/21	SUPERIOR CHEMICAL CO	20551	\$180.30	142	2999924	JANITORIAL SUPPLIES - ACCT #3996800 ORDER #425318
3/15/21	VALUE LINE PUBLISHIN	2107	\$6,625.00	351641	KF-785625-213	MATERIAL PURCHASE - ACCT #785625
3/18/21	VIHOS, LISA B.	2997	\$1,000.00	96	MAR-MAY 21 PROGRAMS	PROGRAM EXPENSE - POETRY ON AIR
3/17/21	WAL-MART COMMUNITY	900103	\$49.10	351642	107600011736	PROGRAMMING EXPENSE - SLP PRIZES
3/25/21	WISCONSIN LIBRARY SE	900210	\$1,500.00	351643	494296	MATERIAL PURCHASE - CUST ID MEADP010
3/10/21	WISCONSIN MEDIA	166	\$807.56	351644	2021 ANNUAL RENEWAL	MATERIAL PURCHASE - ACCT #SH1453242

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>ADMINISTRATIVE SERVICES</u>						
510110	FULL TIME SALARIES - REG		507,366.00	146,776.16	360,589.84	28.93
	SUB TOTAL		507,366.00	146,776.16	360,589.84	28.93
510310	FICA		30,629.00	8,678.51	21,950.49	28.33
510311	MEDICARE		7,162.00	2,029.64	5,132.36	28.34
510320	WI RETIREMENT FUND		33,334.00	9,688.64	23,645.36	29.07
510340	HEALTH INSURANCE		124,050.00	37,558.66	86,491.34	30.28
510350	DENTAL INSURANCE		10,121.00	3,063.47	7,057.53	30.27
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,650.00	0.00	100.00
510360	LIFE INSURANCE		649.00	213.91	435.09	32.96
510400	WORKERS COMP		140.00	140.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	235,735.00	91,022.83	144,712.17	38.61
521100	BANKING FEES		1,350.00	657.06	692.94	48.67
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	7,468.18	15,931.82	31.92
	SUB TOTAL	0.00	36,950.00	8,125.24	28,824.76	21.99
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
	SUB TOTAL	0.00	15,000.00	9,588.31	5,411.69	63.92
530100	OFFICE SUPPLIES		9,500.00	2,815.34	6,684.66	29.64
530130	POSTAGE & DELIVERY		5,000.00	1,466.87	3,533.13	29.34
	SUB TOTAL	0.00	14,500.00	4,282.21	10,217.79	29.53
538001	DONATION PURCHASES		2,000.00	1,445.18	554.82	72.26
539999	MISC EXP (LATE FEES)		0.00	0.00	0.00	
	SUB TOTAL	0.00	2,000.00	1,445.18	554.82	72.26
540215	GEN PUB OFFICIAL		0.00	0.00	0.00	
	SUB TOTAL	0.00	0.00	0.00	0.00	
590255	PARKING/SPECIAL ASSESSMENT		6,800.00	0.00	6,800.00	0.00
	SUB TOTAL	0.00	6,800.00	0.00	6,800.00	
ADMINISTRATIVE COST CENTER TOTAL		0.00	818,351.00	261,239.93	557,111.07	31.92

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>PUBLIC SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		984,044.00	285,646.14	698,397.86	29.03
	SUB TOTAL		984,044.00	285,646.14	698,397.86	29.03
510310	FICA		60,044.00	17,041.05	43,002.95	28.38
510311	MEDICARE		14,044.00	3,985.39	10,058.61	28.38
510320	WI RETIREMENT FUND		66,098.00	19,210.03	46,887.97	29.06
510340	HEALTH INSURANCE		198,529.00	53,706.30	144,822.70	27.05
510350	DENTAL INSURANCE		9,875.00	3,620.26	6,254.74	36.66
510360	LIFE INSURANCE		867.00	284.60	582.40	32.83
510400	WORKERS COMP		460.00	460.00	0.00	100.00
	SUB TOTAL	0.00	349,917.00	98,307.63	251,609.37	28.09
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		40,200.00	38,562.72	1,637.28	95.93
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	22,038.65	55,961.35	28.25
	SUB TOTAL	0.00	135,200.00	60,601.37	74,598.63	44.82
538002	MATERIALS - ALL CATAGORIES	0.00	365,000.00	109,360.69	255,639.31	29.96
538100	OTHER CONTENT	0.00	69,000.00	1,500.00	67,500.00	2.17
542100	REFUNDS		0.00	90.87	-90.87	1.00
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	0.00	6,000.00	0.00
	SUB TOTAL	0.00	440,000.00	110,951.56	329,048.44	25.22
538000	TOTAL MATRL'S ACCTS	0.00	440,000.00	171,552.93	403,647.07	38.99
PUBLIC SERVICE COST CENTER TOTAL		0.00	1,909,161.00	555,506.70	1,353,654.30	29.10

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>SUPPORT SERVICES</u>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		363,334.00	105,631.34	257,702.66	29.07
	SUB TOTAL	0.00	363,334.00	105,631.34	257,702.66	29.07
510310	FICA	0.00	21,492.00	6,068.90	15,423.10	28.24
510311	MEDICARE		5,147.00	1,419.33	3,727.67	27.58
510320	WI RETIREMENT FUND	0.00	20,973.00	6,166.77	14,806.23	29.40
510340	HEALTH INSURANCE		71,922.00	32,177.00	39,745.00	44.74
510350	DENTAL INSURANCE		4,467.00	1,726.45	2,740.55	38.65
510360	LIFE INSURANCE		309.00	104.81	204.19	33.92
510400	WORKERS COMP		247.00	247.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION		0.00	0.00	0.00	-100.00
	SUB TOTAL	0.00	124,557.00	47,910.26	76,646.74	38.46
	SUB TOTAL	0.00	487,891.00	153,541.60	334,349.40	31.47
521900	CONTRACTED SERVICES		58,000.00	37,969.30	20,030.70	69.19
523122	SOFTWARE MAINTENANCE	0.00	31,500.00	12,787.05	18,712.95	40.59
524110	BUILDING EXTERIOR MAINT	0.00	21,000.00	6,353.67	14,646.33	30.26
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
	SUB TOTAL	2,159.03	115,500.00	57,670.82	55,670.15	51.80
525100	ELECTRICITY	0.00	94,600.00	17,796.69	76,803.31	18.81
525105	WATER	0.00	1,600.00	350.64	1,249.36	21.92
525110	SEWER	0.00	1,400.00	408.13	991.87	29.15
525120	TELEPHONE	0.00	4,000.00	538.92	3,461.08	13.47
525140	GAS - UTILITY	0.00	33,567.00	6,502.23	27,064.77	19.37
525155	PROFESSIONAL DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
	SUB TOTAL	0.00	135,667.00	25,596.61	110,070.39	18.87
530200	PROG SUPP (CAT & CIRC SUPPLIES	0.00	12,000.00	349.04	11,650.96	2.91
530222	JANITORIAL SUPPLIES		7,798.00	3,575.32	4,222.68	45.85
	SUB TOTAL	0.00	19,798.00	3,924.36	15,873.64	19.82
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	0.00	200.00	0.00
	SUB TOTAL	0.00	200.00	0.00	200.00	0.00
538001	DONATED PURCHASES	45,788.41	95,339.20	41,113.08	8,437.71	91.15
	SUB TOTAL	45,788.41	95,339.20	41,113.08	8,437.71	91.15
540200	INSURANCE (FIRE)	0.00	10,000.00	8,884.41	1,115.59	88.84
	SUB TOTAL	0.00	10,000.00	8,884.41	1,115.59	88.84
642200	IT EQUIPMENT	0.00	19,500.00	7,086.15	12,413.85	36.34
	SUB TOTAL	0.00	19,500.00	7,086.15	12,413.85	36.34
SUPPORT SERVICES COST CENTER TOTAL		47,947.44	883,895.20	297,817.03	538,130.73	33.69
LIBRARY TOTAL		47,947.44	3,611,407.20	1,114,563.66	2,448,896.10	30.86

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ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
APPROPRIATIONS AND EXPENDITURES BY COST CENTER						
ACCOUNT	DESCRIPTION	ENCMB 19	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	0.00	818,351.00	261,239.93	557,111.07	31.92
25551110	PUBLIC SERVICES	0.00	1,909,161.00	555,506.70	1,353,654.30	29.10
25551150	SUPPORT SERVICES	47,947.44	883,895.20	297,817.03	538,130.73	33.69
	FUND EQUITY INCREASE					
	Total All Cost Centers	47,947.44	3,611,407.20	1,114,563.66	2,448,896.10	30.86

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
441116	JURY & WITNESS FEES		84.50	84.50	
431251	COVID-19 ROAD TO RECOVERY		0.00	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	1,813.72	-8,186.28	18.14
447636	LATE BOOK CHARGES	30,000.00	1,011.43	-28,988.57	3.37
447641	LOST BOOKS	6,500.00	728.67	-5,771.33	11.21
447699	MISCELLANEOUS	0.00	182.48	182.48	
449901	VENDING COMMISSIONS	1,301.00	0.00	-1,301.00	0.00
467101	CONTRIBUTIONS	150,000.00	1,398.69	-148,601.31	0.93
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
	Total Revenues		3,518,782.00	937,623.33	26.65

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		P/Y APPROP - CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
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	538,053.64	1,316,690.36	29.01
510310	FICA		112,165.00	31,788.46	80,376.54	28.34
510311	MEDICARE		26,353.00	7,434.36	18,918.64	28.21
510320	WI RETIREMENT FUND		120,405.00	35,065.44	85,339.56	29.12
510340	HEALTH INSURANCE		394,501.00	123,441.96	271,059.04	31.29
510350	DENTAL INSURANCE		24,463.00	8,410.18	16,052.82	34.38
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,650.00	0.00	100.00
510360	LIFE INSURANCE		1,825.00	603.32	1,221.68	33.06
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	657.06	692.94	48.67
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	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		121,600.00	84,000.20	37,599.80	69.08
523122	SOFTWARE MAINTENANCE		31,500.00	12,787.05	18,712.95	40.59
524110	BUILDING EXT MAINT		21,000.00	6,353.67	14,646.33	30.26
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	17,796.69	76,803.31	18.81
525105	WATER		1,600.00	350.64	1,249.36	21.92
525110	SEWER		1,400.00	408.13	991.87	29.15
525120	TELEPHONE		4,000.00	538.92	3,461.08	13.47
525140	GAS - UTILITY		33,567.00	6,502.23	27,064.77	19.37
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	2,815.34	6,684.66	29.64
530130	POSTAGE AND DELIVERY		5,000.00	1,466.87	3,533.13	29.34
530200	PROG SUPP (CAT & CIRC SUPPLIES)		12,000.00	349.04	11,650.96	2.91
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
530222	JANITORIAL SUPPLIES/SERVICES		7,798.00	3,575.32	4,222.68	45.85
530255	TOOLS & SMALL EQUIPMENT		200.00	0.00	200.00	0.00
538001	DONATION PURCHASES		175,339.20	64,596.91	110,742.29	36.84
538002	ADULT PRINT		365,000.00	109,360.69	255,639.31	29.96
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
	TOTAL MEAD PUBLIC LIBRARY EXPI	47,947.44	3,611,407.20	1,114,486.78	2,448,972.98	30.86

Project List:

In Process

HVAC Controls upgrades Phase III – awaiting scheduling from contractor, city gave approval

Air Conditioning in Page Room – awaiting completion by controls contractor

LED Lighting updates – majority of 1st and 3rd floors are completed, 2nd floor and basement is work in progress, 95% completed

Rocca Room kitchen update - getting information on requirements

Furniture replacement – Melissa is working with vendors on getting sample piece to look at

Media & Radio Rooms –group needs to discuss, then send out to bid

Holocaust & Local History Room – getting sizing requirements, then meet with group to send out to bid – This project will likely be pushed to 2022

Recently Completed

Countertop seating along 1st floor windows – completed

Update Office Furniture – completed

Renovation of Staff Lounge –completed

Steel Gate & Fence – Completed

Fencing off loading dock area – Completed

Painting 2nd Floor – completed

Type	Name	April 2020	April 2021	Monthly 2020 vs 2021	Year-to-date 2020	Year-to-date 2021	YTD 2020 vs 2021
Circulation Transactions	Adult Materials	409	18062	4316%	75597	75582	0%
	Teen Materials	20	910	4450%	3237	3428	6%
	Children's Materials	168	9387	5488%	39583	33951	-14%
	Total Adult/Teen/Children's Materials	597	28359	4650%	118417	112961	-5%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	344	9436	2643%	14117	38979	176%
	Items received for Mead patrons from other libraries	133	4949	3621%	17299	22627	31%
	Total Interlibrary Loans (Transits)	477	14385	2916%	31416	61606	96%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	7881	6980	-11%	27902	27978	0%
	Music (Hoopla)	129	87	-33%	494	249	-50%
	Video (Hoopla, Kanopy)	1236	871	-30%	3320	2362	-29%
	Magazines (RB Digital)	268	219	-18%	774	1103	43%
	Total E-Content Checkouts	9514	8157	-14%	32490	31692	-2%
Library Visits	Gate count	0	10890	No Previous Year Data	57527	40003	-30%
Research Inquiries	Research Inquiries	102	2957	2799%	9054	9288	3%
Internet Usage Provided	Library Workstation Sessions	0	1383	No Previous Year Data	8332	15138	82%
	Wireless Sessions	1114	4137	271%	17936	13987	-22%
Number of Library Card Holders	Sheboygan Residents				33515	31652	-6%
	Non-Sheboygan Residents				8783	8441	-4%
	Total Number of Library Card Holders				42298	40093	-5%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	10	11	10%	161	38	-76%
	Children (0-11) Participants	475	291	-39%	3779	1191	-68%
	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	9	-18%	136	39	-71%
	Adult (18+) Participants	774	389	-50%	2516	1578	-37%
	Total number of Classes, Seminars, Workshops, Events	21	20	-5%	305	77	-75%
Total number of Participants	1249	680	-46%	6581	2769	-58%	
Conference Room Utilization	Rocca Meeting Room	0%	35%	35%	15%	22%	7%
	Loft Meeting Room	0%	0%	0%	20%	0%	-20%
	2nd Floor Small Meeting Room	0%	1%	1%	20%	1%	-19%
Study Rooms Utilization	Study Rooms Hours Used	0	382.5	No Previous Year Data	1156	614.5	-47%
	Percent Utilization	0%	38%	38%	20%	24%	4%
Volunteer Hours	Volunteer Hours	0	125	No Previous Year Data	1933.69	457.75	-76%

Friends of the Mead Public Library Meeting Report-5-19-2021

- Fall book sale to be held on November 11, 12, and 13
- Working on a new recognition system for past/present Friends, which will include a plaque in the bookstore
- Friends will not have a June meeting