

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

**Minutes**  
**Mead Public Library**  
**“Amended” Finance Committee Meeting**  
**Thursday, September 26, 2019**  
**3:00 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, September 26, 2019 in the Loft. Present Committee Members: Finance Officer Kyle Whelton, MPL Board President Maeve Quinn and Alderperson Mary Lynne Donohue and Sherry Speth. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

**1. OPENING OF MEETING**

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Whelton called the meeting to order at 3:06 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Donohue **moved** to approve the minutes from the May 23, 2019 meeting. Quinn **seconded**. The motion **passed**.

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

- 2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Donohue **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn **seconded** the motion. The motion **passed**.
- 2.2. RECEIVE 2019 BUDGET STATUS REPORT TO DATE. DeAmico reported on the 2019 budget status. Accounts receivables were not entirely up to date, but are close. Other than that, the budget is in good order. Payroll was also not up to date. Donohue suggested that DeAmico provide quarterly numbers outside of what would be available in Munis, if it is possible for her to separate them out. DeAmico agreed. Moving forward, DeAmico will also not present on payables and credit card charges. DeAmico further discussed the changes that have had to be made to the 2020 budget due to the cut. She had presented 3 options to Erickson and they had come up with a decision.
- 2.3. REVIEW AND POSSIBLE ACTION ON 2018 MPL RESERVE FUNDS AND POSSIBLE CHANGES WITHIN THE UNRESERVED FUND. DeAmico presented the 2018 fiscal year end reserve funds. DeAmico stated that the Library has a healthy reserve after the \$25,000 restricted Insurance reserve, and 25% of the reserve as the Rainy Day Fund, which leaves a balance for 2018 of \$74,306.67 as the unreserved fund balance. DeAmico proposed to take **\$10,000.00 - \$15,000.00** from the unreserved fund balance and create a “Restricted Roof Replacement Reserve” account, which would leave \$59,306.67 in the Library reserve account as an unreserved fund balance. Donohue **moved** to allocate the funds noted to the separate unreserved account for roof repair. Quinn **seconded**. The motion **passed**.

Speth arrived at 3:31.

**3. ITEMS FOR FUTURE DISCUSSION**

**4. UPCOMING MEETINGS**

- 4.1. ESTABLISH TIME AND DATE FOR NEXT MEETING. Thursday, January 23, 2020 @ 3:00 p.m.

**5. ADJOURN**

5.1. MOTION TO ADJOURN Donohue **moved** to adjourn the meeting, Quinn **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 3:40 p.m.

Generated by Sydney Mehn on Thursday, September 26, 2019

**Minutes**  
**Mead Public Library**  
**Finance Committee Meeting**  
**Thursday, January 23, 2020**  
**3:30 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, Thursday, January 23, 2020 in the Loft. Present Committee Members: Finance Officer Kyle Whelton, MPL Board President Maeve Quinn and Alderperson Mary Lynne Donohue. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

**1. OPENING OF MEETING**

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Whelton called the meeting to order at 3:35 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Quinn **moved** to approve the minutes from the September 26, 2019 meeting. Donohue **seconded**. The motion **passed**.

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

- 2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Donohue **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn **seconded** the motion. The motion **passed**.
- 2.2. RECEIVE 2019 BUDGET STATUS REPORT TO DATE. DeAmico reported on the 2019 budget status. She is still waiting on year end, but expects it in time for next month's board meeting.
- 2.3. JOINT LIBRARY BOARD AND CITY FINANCE MEETING – JANUARY 27, 2020  
Erickson reported that the City Finance and the Library Board's annual joint meeting would take place on Monday, January 27<sup>th</sup> at 5 p.m. Items for discussion would be the parking lot meters and concerns over the City budget/staff pay scales. Quinn also intends to give a brief recap of 2019 in the form of an annual summary.

**3. ITEMS FOR FUTURE DISCUSSION**

- 3.1. 2019 13<sup>TH</sup> MONTH FINANCIAL STATEMENT

**4. UPCOMING MEETINGS**

- 4.1. MEAD PUBLIC LIBRARY FINANCE COMMITTEE MEETING ON THURSDAY, APRIL 23, 2020 @ 3:00 p.m.
- 4.2. CITY OF SHEBOYGAN & MEAD PUBLIC LIBRARY JOINT FINANCE COMMITTEE MEETING – CITY HALL ROOM CH106 @ 5:00 PM

**5. ADJOURN**

- 5.1. MOTION TO ADJOURN Donohue **moved** to adjourn the meeting, Quinn **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 3:45 p.m.

Generated by Sydney Mehn on Monday, January 27, 2020

MEAD PUBLIC LIBRARY - 2020 FINANCIAL REPORT

April 2020

Account Balances as of:

March 11, 2022

11:21 AM

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		311,661.00	57,162.24	254,498.76	18.34
	<b>SUB TOTAL</b>		<b>311,661.00</b>	<b>57,162.24</b>	<b>254,498.76</b>	<b>18.34</b>
510310	FICA		18,973.00	3,470.28	15,502.72	18.29
510311	MEDICARE		4,437.00	811.60	3,625.40	18.29
510320	WI RETIREMENT FUND		20,959.00	3,858.46	17,100.54	18.41
510340	HEALTH INSURANCE		52,233.00	8,580.24	43,652.76	16.43
510350	DENTAL INSURANCE		5,796.00	1,204.20	4,591.80	20.78
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		606.00	150.54	455.46	24.84
510400	WORKERS COMP		140.00	35.01	104.99	25.01
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>132,794.00</b>	<b>25,522.82</b>	<b>107,271.18</b>	<b>19.22</b>
521100	BANKING FEES		1,350.00	346.65	1,003.35	25.68
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	7,882.74	29,917.26	-27.85
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>36,950.00</b>	<b>8,229.39</b>	<b>43,120.61</b>	<b>-16.70</b>
525155	PROFESSIONAL DEVELOPMENT		4,000.00	0.00	4,000.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	9,343.30	1,656.70	84.94
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>15,000.00</b>	<b>9,343.30</b>	<b>5,656.70</b>	<b>62.29</b>
530100	OFFICE SUPPLIES		9,500.00	1,218.70	8,281.30	12.83
530130	POSTAGE & DELIVERY		5,000.00	1,337.47	3,662.53	26.75
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,500.00</b>	<b>2,556.17</b>	<b>11,943.83</b>	<b>17.63</b>
538001	DONATION PURCHASES		2,000.00	0.00	2,000.00	0.00
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>0.00</b>
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
590255	PARKING/SPECIAL ASSESSMENT		4,050.00	0.00	4,050.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>4,050.00</b>	<b>0.00</b>	<b>4,050.00</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>-14,400.00</b>	<b>520,055.00</b>	<b>102,813.92</b>	<b>431,641.08</b>	<b>19.77</b>

MEAD PUBLIC LIBRARY - 2020 FINANCIAL REPORT

April 2020

Account Balances as of:

March 11, 2022

11:21 AM

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		941,182.00	175,662.19	765,519.81	18.66
	<b>SUB TOTAL</b>		<b>941,182.00</b>	<b>175,662.19</b>	<b>765,519.81</b>	<b>18.66</b>
510310	FICA		56,788.00	10,563.39	46,224.61	18.60
510311	MEDICARE		27,621.00	2,470.48	25,150.52	8.94
510320	WI RETIREMENT FUND		60,280.00	11,426.78	48,853.22	18.96
510340	HEALTH INSURANCE		157,640.00	27,304.22	130,335.78	17.32
510350	DENTAL INSURANCE		9,239.00	1,700.40	7,538.60	18.40
510360	LIFE INSURANCE		848.00	172.70	675.30	20.37
510400	WORKERS COMP		460.00	114.90	345.10	24.98
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>312,876.00</b>	<b>53,752.87</b>	<b>259,123.13</b>	<b>17.18</b>
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		36,400.00	33,248.00	3,152.00	91.34
525155	PROFESSIONAL DEVELOPMENT		5,800.00	0.00	5,800.00	0.00
530205	DISPLAYS		1,000.00	67.00	933.00	6.70
538001	DONATION PURCHASES		70,000.00	17,814.01	52,185.99	25.45
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>123,200.00</b>	<b>51,129.01</b>	<b>72,070.99</b>	<b>41.50</b>
538002	MATERIALS - ALL CATAGORIES	0.00	364,234.00	89,367.47	274,866.53	24.54
538100	OTHER CONTENT	0.00	69,000.00	18,015.00	50,985.00	26.11
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	5,999.91	0.09	100.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>439,234.00</b>	<b>113,382.38</b>	<b>325,851.62</b>	<b>25.81</b>
538000	TOTAL MATRL'S ACCTS	0.00	<b>439,234.00</b>	<b>164,511.39</b>	<b>397,922.61</b>	<b>37.45</b>
<b>PUBLIC SERVICE COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,816,492.00</b>	<b>393,926.45</b>	<b>1,422,565.55</b>	<b>21.69</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		523,883.00	105,878.24	418,004.76	20.21
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>523,883.00</b>	<b>105,878.24</b>	<b>418,004.76</b>	<b>20.21</b>
510310	FICA	0.00	31,565.00	6,147.41	25,417.59	19.48
510311	MEDICARE		7,392.00	1,437.68	5,954.32	19.45
510320	WI RETIREMENT FUND	0.00	28,325.00	5,263.82	23,061.18	18.58
510340	HEALTH INSURANCE		127,842.00	35,817.12	92,024.88	28.02
510350	DENTAL INSURANCE		7,680.00	2,368.08	5,311.92	30.83
510360	LIFE INSURANCE		432.00	77.28	354.72	17.89
510400	WORKERS COMP		247.00	61.74	185.26	25.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>203,483.00</b>	<b>51,173.13</b>	<b>152,309.87</b>	<b>25.15</b>
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>727,366.00</b>	<b>157,051.37</b>	<b>570,314.63</b>	<b>21.59</b>
521900	CONTRACTED SERVICES		58,102.00	5,516.37	12,300.00	9.49
523122	SOFTWARE MAINTENANCE	0.00	31,500.00	5,794.26	25,705.74	18.39
524110	BUILDING EXTERIOR MAINT	0.00	21,000.00	6,811.92	14,188.08	32.44
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	990.00	2,010.00	33.00
524126	ELEVATOR MAINTENANCE	0.00	2,000.00	654.80	1,345.20	32.74
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>115,602.00</b>	<b>19,767.35</b>	<b>95,834.65</b>	<b>17.10</b>
525100	ELECTRICITY	0.00	94,600.00	24,319.18	70,280.82	25.71
525105	WATER	0.00	1,600.00	257.25	1,342.75	16.08
525110	SEWER	0.00	1,400.00	331.49	1,068.51	23.68
525120	TELEPHONE	0.00	4,000.00	261.48	3,738.52	6.54
525140	GAS - UTILITY	0.00	33,750.00	5,073.35	28,676.65	15.03
525155	PROFESSIONAL DEVELOPMENT	0.00	320.00	0.00	320.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>135,670.00</b>	<b>30,242.75</b>	<b>105,427.25</b>	<b>22.29</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES	0.00	12,000.00	6,048.14	5,951.86	50.40
530222	JANITORIAL SUPPLIES		7,898.00	4,390.13	3,507.87	55.59
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,898.00</b>	<b>10,438.27</b>	<b>9,459.73</b>	<b>52.46</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	100.00	100.00	50.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00</b>	<b>100.00</b>	<b>50.00</b>
538001	DONATED PURCHASES	0.00	78,000.00	21,995.27	7,558.77	90.31
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>78,000.00</b>	<b>21,995.27</b>	<b>7,558.77</b>	<b>90.31</b>
540200	INSURANCE (FIRE)	0.00	10,000.00	4,115.31	5,884.69	41.15
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>10,000.00</b>	<b>4,115.31</b>	<b>5,884.69</b>	<b>41.15</b>
642200	IT EQUIPMENT	0.00	19,500.00	15,956.91	3,543.09	81.83
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>15,956.91</b>	<b>3,543.09</b>	<b>81.83</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,106,236.00</b>	<b>259,667.23</b>	<b>790,564.04</b>	<b>23.47</b>
<b>LIBRARY TOTAL</b>		<b>34,045.96</b>	<b>3,442,783.00</b>	<b>756,407.60</b>	<b>2,644,770.67</b>	<b>21.97</b>

**MEAD PUBLIC LIBRARY - 2020 FINANCIAL REPORT**

April 2020

Account Balances as of:

March 11, 2022

11:21 AM

<b>P/Y APPROP - CURRENT YEAR</b>						
<b>ACCT</b>	<b>DESCRIPTION</b>	<b>ENCUMBERED</b>	<b>APPROP 19</b>	<b>SPENT 19</b>	<b>BALANCE 19</b>	<b>% SPENT</b>
<b>APPROPRIATIONS AND EXPENDITURES BY COST CENTER</b>						
<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ENCMB 19</b>	<b>APPROP 19</b>	<b>SPENT 19</b>	<b>BALANCE 19</b>	<b>% SPENT</b>
25551100	ADMINISTRATION	-14,400.00	520,055.00	102,813.92	431,641.08	19.77
25551110	PUBLIC SERVICES	0.00	1,816,492.00	393,926.45	1,422,565.55	21.69
25551150	SUPPORT SERVICES	48,445.96	1,106,236.00	259,667.23	790,564.04	23.47
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>34,045.96</b>	<b>3,442,783.00</b>	<b>756,407.60</b>	<b>2,652,329.44</b>	<b>21.97</b>

**REVENUES APPROPRIATIONS AND RECEIPTS**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>APPROP 19 RECEIVED 15</b>	<b>BALANCE 19</b>	<b>% REC</b>
411100	REAL ESTATE TAXES	2,423,314.00	-2,423,314.00	0.00
431709	MONARCH SHEBOYGAN COUNTY	669,835.00	100,000.06	114.93
431710	MONARCH OZAUKEE COUNTY	11,872.00	486.55	104.10
431711	MONARCH RESOURCE	100,000.00	-100,000.00	0.00
431712	MONARCH - ADJACENT COUNTIES	39,961.00	0.04	100.00
441116	JURY & WITNESS FEES		41.60	
431722	MONARCH - LSTA GRANT	0.00	0.00	
434211	STATE GRANT	0.00	0.00	
447606	PHOTOCOPIES	10,000.00	-8,420.71	15.79
447636	LATE BOOK CHARGES	30,000.00	-24,305.35	18.98
447641	LOST BOOKS	6,500.00	-5,388.66	17.10
447699	MISCELLANEOUS	0.00	33.20	
449901	VENDING COMMISSIONS	1,301.00	-928.34	28.64
467101	CONTRIBUTIONS	150,000.00	-119,548.10	20.30
461101	INTEREST ON 850 INTERFUND ACCT			
469101	SALE OF EQUIPMENT	0.00	0.00	
469501	CASH OVER/SHORT	0.00	0.00	100.00
492850	INTERFRUND FROM 850 ACCT	0.00	0.00	100.00
	<b>Total Revenues</b>	<b>3,442,783.00</b>	<b>861,439.29</b>	<b>25.02</b>

**MEAD PUBLIC LIBRARY - 2020 FINANCIAL REPORT**

April 2020

Account Balances as of:

March 11, 2022

11:21 AM

**P/Y APPROP -  
CURRENT YEAR**

ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b>MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS</b>						
	<b>DESCRIPTION</b>		<b>APPROP 19</b>	<b>SPENT 19</b>	<b>BALANCE 19</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,776,726.00	338,702.67	1,438,023.33	19.06
510310	FICA		107,326.00	20,181.08	87,144.92	18.80
510311	MEDICARE		39,450.00	4,719.76	34,730.24	11.96
510320	WI RETIREMENT FUND		109,564.00	20,549.06	89,014.94	18.76
510340	HEALTH INSURANCE		337,715.00	71,701.58	266,013.42	21.23
510350	DENTAL INSURANCE		22,715.00	5,272.68	17,442.32	23.21
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		1,886.00	400.52	1,485.48	21.24
510400	WORKERS COMP		847.00	211.65	635.35	24.99
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,350.00	346.65	1,003.35	25.68
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		117,902.00	46,647.11	71,254.89	39.56
523122	SOFTWARE MAINTENANCE		31,500.00	5,794.26	25,705.74	18.39
524110	BUILDING EXT MAINT		21,000.00	6,811.92	14,188.08	32.44
524124	HVAC MAINT + BOILER INS		3,000.00	990.00	2,010.00	33.00
524126	ELEVATOR MAINTENANCE		2,000.00	654.80	1,345.20	32.74
525100	ELECTRICITY		94,600.00	24,319.18	70,280.82	25.71
525105	WATER		1,600.00	257.25	1,342.75	16.08
525110	SEWER		1,400.00	331.49	1,068.51	23.68
525120	TELEPHONE		4,000.00	261.48	3,738.52	6.54
525140	GAS - UTILITY		33,750.00	5,073.35	28,676.65	15.03
525155	PROFESSIONAL DEVELOPMENT		10,120.00	0.00	10,120.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	9,343.30	1,656.70	84.94
530100	OFFICE SUPPLIES		9,500.00	1,218.70	8,281.30	12.83
530130	POSTAGE AND DELIVERY		5,000.00	1,337.47	3,662.53	26.75
530200	PROG SUPP (CAT & CIRC SUPPLIES)		12,000.00	6,048.14	5,951.86	50.40
530205	DISPLAYS		1,000.00	67.00	933.00	6.70
530222	JANITORIAL SUPPLIES/SERVICES		7,898.00	4,390.13	3,507.87	55.59
530255	TOOLS & SMALL EQUIPMENT		200.00	100.00	100.00	50.00
538001	DONATION PURCHASES		150,000.00	39,809.28	110,190.72	26.54
538002	ADULT PRINT		364,234.00	89,367.47	274,866.53	24.54
538100	OTHER CONTENT		69,000.00	18,015.00	50,985.00	26.11
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		10,000.00	4,115.31	5,884.69	41.15
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		4,050.00	0.00	4,050.00	0.00
642200	IT EQUIPMENT		19,500.00	15,956.91	3,543.09	81.83
649200	EQUIPMENT REPLACEMENT		6,000.00	5,999.91	0.09	100.00
	<b>TOTAL MEAD PUBLIC LIBRARY EXP</b>	<b>34,045.96</b>	<b>3,442,783.00</b>	<b>756,407.60</b>	<b>2,652,329.44</b>	<b>21.97</b>

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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		299,126.00	302,675.28	-3,549.28	101.19
	<b>SUB TOTAL</b>		<b>299,126.00</b>	<b>302,675.28</b>	<b>-3,549.28</b>	<b>101.19</b>
510310	FICA		18,546.00	18,675.12	-129.12	100.70
510311	MEDICARE		4,337.00	4,367.40	-30.40	100.70
510320	WI RETIREMENT FUND		19,593.00	19,695.65	-102.65	100.52
510340	HEALTH INSURANCE		35,087.00	32,702.76	2,384.24	93.20
510350	DENTAL INSURANCE		3,589.00	5,268.60	-1,679.60	146.80
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,649.96	0.04	100.00
510360	LIFE INSURANCE		720.00	535.36	184.64	74.36
510400	WORKERS COMP		139.00	138.96	0.04	99.97
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>111,661.00</b>	<b>111,033.81</b>	<b>627.19</b>	<b>99.44</b>
521100	BANKING FEES		1,200.00	1,599.38	-399.38	133.28
521110	FINANCIAL SERVICE FEES		3,900.00	3,900.00	0.00	100.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	8,598.89	801.11	91.48
521900	CONTRACTED SERVICES		22,720.00	30,792.86	-22,472.86	198.91
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>37,220.00</b>	<b>44,891.13</b>	<b>-22,071.13</b>	<b>159.30</b>
525155	PROFESSIONAL DEVELOPMENT		6,000.00	2,445.66	3,554.34	40.76
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,638.45	361.55	96.71
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,000.00</b>	<b>13,084.11</b>	<b>3,915.89</b>	<b>76.97</b>
530100	OFFICE SUPPLIES		9,500.00	7,495.71	2,004.29	78.90
530130	POSTAGE & DELIVERY		4,500.00	4,728.51	-228.51	105.08
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,000.00</b>	<b>12,224.22</b>	<b>1,775.78</b>	<b>87.32</b>
538001	DONATION PURCHASES		2,000.00	3,888.29	-1,888.29	194.41
539999	MISC EXP (LATE FEES)		100.00	100.00	100.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>2,100.00</b>	<b>3,888.29</b>	<b>-1,788.29</b>	<b>185.16</b>
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
590255	PARKING/SPECIAL ASSESSMENT		4,050.00	929.66	3,120.34	22.95
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>4,050.00</b>	<b>929.66</b>	<b>3,120.34</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>0.00</b>	<b>488,157.00</b>	<b>488,726.50</b>	<b>-14,969.50</b>	<b>100.12</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		895,235.00	901,435.36	-6,200.36	100.69
	<b>SUB TOTAL</b>		<b>895,235.00</b>	<b>901,435.36</b>	<b>-6,200.36</b>	<b>100.69</b>
510310	FICA		55,505.00	54,350.10	1,154.90	97.92
510311	MEDICARE		12,980.00	12,712.36	267.64	97.94
510320	WI RETIREMENT FUND		56,395.00	56,536.99	-141.99	100.25
510340	HEALTH INSURANCE		160,095.00	147,438.82	12,656.18	92.09
510350	DENTAL INSURANCE		9,597.00	8,364.36	1,232.64	87.16
510360	LIFE INSURANCE		1,330.00	689.18	640.82	51.82
510400	WORKERS COMP		416.00	416.04	-0.04	100.01
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>296,318.00</b>	<b>280,507.85</b>	<b>15,810.15</b>	<b>94.66</b>
521800	PROGRAM SERVICES		10,000.00	6,293.05	3,706.95	62.93
521900	CONTRACTED SERVICES		30,375.00	27,275.10	3,099.90	89.79
525155	PROFESSIONAL DEVELOPMENT		7,000.00	3,253.10	3,746.90	46.47
530205	DISPLAYS		1,100.00	310.41	789.59	28.22
538001	DONATION PURCHASES		64,000.00	146,953.97	-82,953.97	229.62
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>112,475.00</b>	<b>184,085.63</b>	<b>-71,610.63</b>	<b>163.67</b>
538002	MATERIALS - ALL CATAGORIES	0.00	364,234.00	355,373.39	8,860.61	97.57
538100	OTHER CONTENT	0.00	68,450.00	71,588.51	-3,138.51	104.59
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	5,991.02	8.98	99.85
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>438,684.00</b>	<b>432,952.92</b>	<b>5,731.08</b>	<b>98.69</b>
538000	TOTAL MATRL'S ACCTS	0.00	<b>551,159.00</b>	<b>617,038.55</b>	<b>-65,879.55</b>	<b>111.95</b>
<b>PUBLIC SERVICE COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,742,712.00</b>	<b>1,798,981.76</b>	<b>-56,269.76</b>	<b>103.23</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>						
		P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		578,809.00	551,109.55	27,699.45	95.21
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>578,809.00</b>	<b>551,109.55</b>	<b>27,699.45</b>	<b>95.21</b>
510310	FICA	0.00	35,886.00	32,538.59	3,347.41	90.67
510311	MEDICARE		8,392.00	7,608.41	783.59	90.66
510320	WI RETIREMENT FUND	0.00	27,836.00	29,458.77	-1,622.77	105.83
510340	HEALTH INSURANCE		138,810.00	116,979.88	21,830.12	84.27
510350	DENTAL INSURANCE		7,874.00	8,472.98	-598.98	107.61
510360	LIFE INSURANCE		1,230.00	483.26	746.74	39.29
510400	WORKERS COMP		269.00	269.04	-0.04	100.01
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>220,297.00</b>	<b>195,810.93</b>	<b>24,486.07</b>	<b>88.88</b>
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>799,106.00</b>	<b>746,920.48</b>	<b>52,185.52</b>	<b>93.47</b>
521900	CONTRACTED SERVICES		48,813.00	328,085.70	12,300.00	672.13
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	17,527.15	12,472.85	58.42
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	26,660.77	-6,660.77	133.30
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	5,756.53	-2,756.53	191.88
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	1,665.80	-665.80	166.58
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>102,813.00</b>	<b>379,695.95</b>	<b>-276,882.95</b>	<b>369.31</b>
525100	ELECTRICITY	0.00	94,000.00	99,310.53	-5,310.53	105.65
525105	WATER	0.00	1,400.00	1,866.20	-466.20	133.30
525110	SEWER	0.00	1,400.00	2,153.54	-753.54	153.82
525120	TELEPHONE	0.00	4,000.00	991.04	3,008.96	24.78
525140	GAS - UTILITY	0.00	33,000.00	28,880.14	4,119.86	87.52
525155	PROFESSIONAL DEVELOPMENT	0.00	400.00	420.04	-20.04	105.01
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>134,200.00</b>	<b>133,621.49</b>	<b>578.51</b>	<b>99.57</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES	0.00	12,076.00	14,135.22	-2,059.22	117.05
530222	JANITORIAL SUPPLIES		5,000.00	10,379.21	-5,379.21	207.58
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,076.00</b>	<b>24,514.43</b>	<b>-7,438.43</b>	<b>143.56</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	101.40	48.60	67.60
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>101.40</b>	<b>48.60</b>	<b>67.60</b>
540200	INSURANCE (FIRE)	0.00	10,000.00	11,912.18	-1,912.18	119.12
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>10,000.00</b>	<b>11,912.18</b>	<b>-1,912.18</b>	<b>119.12</b>
642200	IT EQUIPMENT	0.00	19,500.00	19,415.69	84.31	99.57
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>19,415.69</b>	<b>84.31</b>	<b>99.57</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>0.00</b>	<b>1,082,845.00</b>	<b>1,316,181.62</b>	<b>-233,336.62</b>	<b>121.55</b>
<b>LIBRARY TOTAL</b>		<b>14,400.00</b>	<b>3,313,714.00</b>	<b>3,603,889.88</b>	<b>-304,575.88</b>	<b>108.76</b>

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<b>P/Y APPROP - CURRENT YEAR</b>						
<b>ACCT</b>	<b>DESCRIPTION</b>	<b>ENCUMBERED</b>	<b>APPROP 19</b>	<b>SPENT 19</b>	<b>BALANCE 19</b>	<b>% SPENT</b>
<b>APPROPRIATIONS AND EXPENDITURES BY COST CENTER</b>						
<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ENCMB 19</b>	<b>APPROP 19</b>	<b>SPENT 19</b>	<b>BALANCE 19</b>	<b>% SPENT</b>
25551100	ADMINISTRATION	14,400.00	488,157.00	488,726.50	-14,969.50	100.12
25551110	PUBLIC SERVICES	0.00	1,742,712.00	1,798,981.76	-56,269.76	103.23
25551150	SUPPORT SERVICES	0.00	1,082,845.00	1,316,181.62	-233,336.62	121.55
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>14,400.00</b>	<b>3,313,714.00</b>	<b>3,603,889.88</b>	<b>-304,575.88</b>	<b>108.76</b>

**REVENUES APPROPRIATIONS AND RECEIPTS**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>APPROP 19 RECEIVED 15</b>	<b>BALANCE 19</b>	<b>% REC</b>
411100	REAL ESTATE TAXES	2,399,321.00	2,399,321.00	100.00
431709	MONARCH SHEBOYGAN COUNTY	639,728.00	639,257.82	99.93
431710	MONARCH OZAUKEE COUNTY	10,459.00	12,966.83	123.98
431711	MONARCH RESOURCE	100,000.00	100,000.00	100.00
431712	MONARCH - ADJACENT COUNTIES	36,406.00	35,440.25	97.35
431722	MONARCH - LSTA GRANT	0.00	0.00	
434211	STATE GRANT	0.00	0.00	
447606	PHOTOCOPIES	10,000.00	9,907.60	99.08
447636	LATE BOOK CHARGES	30,000.00	24,772.81	82.58
447641	LOST BOOKS	6,500.00	4,251.78	65.41
447699	MISCELLANEOUS	0.00	0.00	
449901	VENDING COMMISSIONS	1,300.00	1,431.12	110.09
467101	CONTRIBUTIONS	80,000.00	384,037.07	480.05
469101	SALE OF EQUIPMENT	0.00	0.00	
469501	CASH OVER/SHORT	0.00	0.00	100.00
	<b>Total Revenues</b>	<b>3,313,714.00</b>	<b>3,611,386.28</b>	<b>108.98</b>

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		P/Y APPROP -				
		CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b>MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS</b>						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,773,170.00	1,755,220.19	17,949.81	98.99
510310	FICA		109,937.00	105,563.81	4,373.19	96.02
510311	MEDICARE		25,709.00	24,688.17	1,020.83	96.03
510320	WI RETIREMENT FUND		103,824.00	105,691.41	-1,867.41	101.80
510340	HEALTH INSURANCE		333,992.00	297,121.46	36,870.54	88.96
510350	DENTAL INSURANCE		21,060.00	22,105.94	-1,045.94	104.97
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,649.96	0.04	100.00
510360	LIFE INSURANCE		3,280.00	1,707.80	1,572.20	52.07
510400	WORKERS COMP		824.00	824.00	-0.04	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	1,599.38	-399.38	133.28
521110	FINANCIAL SERVICES FEES		3,900.00	3,900.00	0.00	100.00
521400	ADVERTISING & MARKETING		9,400.00	8,598.89	801.11	91.48
521800	PROGRAM SERVICES		10,000.00	6,293.05	3,706.95	62.93
521900	CONTRACTED SERVICES		101,908.00	386,153.66	-284,245.66	378.92
523122	SOFTWARE MAINTENANCE		30,000.00	17,527.15	12,472.85	58.42
524110	BUILDING EXT MAINT		20,000.00	26,660.77	-6,660.77	133.30
524124	HVAC MAINT + BOILER INS		3,000.00	5,756.53	-2,756.53	191.88
524126	ELEVATOR MAINTENANCE		1,000.00	1,665.80	-665.80	166.58
525100	ELECTRICITY		94,000.00	99,310.53	-5,310.53	105.65
525105	WATER		1,400.00	1,866.20	-466.20	133.30
525110	SEWER		1,400.00	2,153.54	-753.54	153.82
525120	TELEPHONE		4,000.00	991.04	3,008.96	24.78
525140	GAS - UTILITY		33,000.00	28,880.14	4,119.86	87.52
525155	PROFESSIONAL DEVELOPMENT		13,400.00	6,118.80	7,281.20	45.66
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,638.45	361.55	96.71
530100	OFFICE SUPPLIES	0.00	9,500.00	7,495.71	2,004.29	78.90
530130	POSTAGE AND DELIVERY		4,500.00	4,728.51	-228.51	105.08
530200	PROG SUPP (CAT & CIRC SUPPLIES)		12,076.00	14,135.22	-2,059.22	117.05
530205	DISPLAYS		1,100.00	310.41	789.59	28.22
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	10,379.21	-5,379.21	207.58
530255	TOOLS & SMALL EQUIPMENT		150.00	101.40	48.60	67.60
538001	DONATION PURCHASES		66,000.00	150,842.26	-84,842.26	228.55
538002	ADULT PRINT		364,234.00	355,373.39	8,860.61	97.57
538100	OTHER CONTENT		68,450.00	71,588.51	-3,138.51	104.59
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		10,000.00	11,912.18	-1,912.18	119.12
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		4,050.00	929.66	3,120.34	22.95
642200	IT EQUIPMENT		19,500.00	19,415.69	84.31	99.57
649200	EQUIPMENT REPLACEMENT		6,000.00	5,991.02	8.98	99.85
	<b>TOTAL MEAD PUBLIC LIBRARY EXP</b>	<b>14,400.00</b>	<b>3,313,714.00</b>	<b>3,603,889.88</b>	<b>-304,575.88</b>	<b>108.76</b>

**Mead Public Library - 2019 Fiscal Year End Reserve Accounts**

<b>Reserve - Expense - Donation Description</b>	<b>Amount in Reserve Account</b>
Unreserved Fund Balance -Rainy Day Fund (Contingency Fund) - (2020 Budget \$3,442,783.00 x 25%)	\$860,695.75
Insurance Claims Reserve	\$25,000.00
Donations Received in 20 Carried Over to 2020	\$0.00
Mead Public Library Roof Repair Reserve	\$20,000.00
Encumbered Expense	\$14,400.00
2019 Spent Over Budget	(\$6,903.50)
Unreserved Fund Balance after - Reserved accounts - Encumbered Expense - Rainy Day Fund (Contingency Fund) - Donations Carry Over	\$22,039.42
<b>TOTAL 2019 MEAD PUBLIC LIBRARY RESERVE FUND CARRY OVER TO FISCAL YEAR 2020</b>	<b>\$935,231.67</b>
<b>Note:</b> Figures are before City of Sheboygan annual outside audit and could be subject to adjustments or change in value. \$10,000.00 - \$15,000.00 will be transferred in December 2021 to the MPL Roof Repair Reserve Fund if not used by December 15, 2021.	

Mead Public Library - 2018 Fiscal Year End Reserve Accounts	
Reserve Description	Amount in Reserve Account
Encumbered Expense	\$0.00
Insurance Claims Reserve	\$25,000.00
Donations Received in 2018 Carried Over to 2019	\$0.00
Frozen Sick Leave Payout Restricted Fund	\$169,306.07
Unreserved Balance (2018 Reserve Balance)	\$879,598.07
2018 Spent Over Budget	-\$146,168.97
Total Reserve Accounts and Funds Carried Over to 2018 Fiscal Year	\$927,735.17
<b>Target Reserves to Carry Over for Rainy Day Fund (Contingency Fund)</b>	
2019 Revenue Budget	\$3,313,714.00
2018 Unreserved fund Blance Carried Forward (2017 Reserve Carried Forward \$879,598.07 2018 Frozen Sick Leave Transfer in \$169,306.07 Less 2018 Over Budget \$(146,168.97), Less \$25,000.00 Insurance Reserve).	\$927,735.17
MPL Reserve Target @ 25% of Current Operating Budget (Rainy Day Fund)	\$828,428.50
Total Unreserve Budget After Target Reserve	\$99,306.67
<b>*Note - (\$146,168.97) Over Budget consisted of:</b>	
1. Retiree Health Insurance transferred to intergovernmental account for balance of premiums payout to retirees still on health/dental plan.	
2. Frozen Sick Leave payout to MPL Employees eligible for Sick Leave Payout.*	

<b>SUGGESTED MPL RESERVE FUND BALANCES</b>	
Mead Public Library - 2018 Fiscal Year End Reserve Accounts	
<b>Reserve Description</b>	<b>Amount in Reserve Account</b>
Encumbered Expense	\$0.00
Insurance Claims Reserve	\$25,000.00
Donations Received in 2018 Carried Over to 2019	\$0.00
Unreserved Balance (2017 Reserve Balance)	\$148,904.14
<b>Total Reserve Accounts and Funds Carried Over to 2018 Fiscal Year</b>	<b>\$173,904.14</b>
<b>Target Reserves to Carry Over for Rainy Day Fund (Contingency Fund)</b>	
2019 Revenue Budget	\$3,313,714.00
2018 Unreserved fund Blance Carried Forward (2017 Reserve Carried Forward \$879,598.07 2018 Frozen Sick Leave Transfer in \$169,306.07 Less 2018 Over Budget \$(146,168.97), Less \$25,000.00 Insurance Reserve).	\$902,735.17
MPL Reserve Target @ 25% of Current Operating Budget (Rainy Day Fund)	\$828,428.50
MPL Restricted Roof Replacement Reserve	\$15,000.00
<b>Total Unreserve Budget After Target Reserve</b>	<b>\$59,306.67</b>
<b>*Note - (\$146,168.97) Over Budget consisted of:</b>	
1. Retiree Health Insurance transferred to intergovernmental account for balance of premiums payout to retirees still on health/dental plan.	
2. Frozen Sick Leave payout to MPL Employees eligible for Sick Leave Payout.*	
Restricted Reserve Suggestion: 10 year roof replacement on MPL (Good Faith Reserve)	
\$15,000.00 each year for 10 years to apply to Roof replacement CIP to equal \$150,000.00	
if reserve can bare the funds to be transferred into the "Roof Replacement Reserve." Beginning	
with the 2018 Reserve carry over.	

**Mead Public Library - 2017 Fiscal Year End Reserve Accounts**

<b>Reserve Description</b>	<b>Amount in Reserve Account</b>
Encumbered Expense - Dynamic Inc. - Logo Design Work	\$1,200.00
Insurance Claims Reserve	\$25,000.00
Frozen Sick Leave/Retiree Health insurance Reserve	\$169,306.07
Donations Received in 2017 Carried Over to 2018 Budget (25551100-538001-10099)	\$10,121.39
Unreserved Balance (2017 Reserve Balance) (\$4239.70 = 2017 carry over)	\$868,276.68
<b>Total Reserve Accounts and Funds Carried Over to 2018 Fiscal Year</b>	<b>\$1,073,904.14</b>
<b>Target Reserves to Carry Over for Rainy Day Fund</b>	
2018 Revenue Budget	\$3,153,928.00
2017 Unreserved fund Blance Carried Forward	\$868,276.68
MPL Reserve Target @ 25% of Current Operating Budget	\$788,482.00
<b>Total Unreserve Budget After Target Reserve</b>	<b>\$79,794.68</b>

**CITY OF SHEBOYGAN**

**REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** 2020 – 2024 Mead Public Library Capital Improvement Program Request Submissions

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**REPORT PREPARED BY:** Garrett Erickson, Director – Mead Public Library

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**REPORT DATE:** April 22, 2019

**MEETING DATE:** April 24, 2019

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item: N/A  
Budget Summary: N/A  
Budgeted Expenditure: N/A  
Budgeted Revenue: N/A

Wisconsin Statutes: N/A  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:**

The Mead Public Library has prepared the attached Capital Improvements Program Requests for the 2020 – 2024 Capital Improvements Program. The projects are all sequential. A portion of each project occurs during the first three years of the five-year CIP program. The projects will be completed in 2022. The details of each project are attached for reference.

1. 2020 - Carpet Replacement – \$40,492. This is the final request to complete the resurfacing of floors within the Mead Public Library building.
2. 2020 - HVAC Control Replacement - \$66,278. This is second year in a four year phase to update the HVAC Controls within the Mead Public Library building.
3. 2021 - HVAC Control Replacement - \$66,278. This is third year in a four year phase to update the HVAC Controls within the Mead Public Library building.
4. 2022 - HVAC Control Replacement - \$66,278. This is fourth year in a four year phase to update the HVAC Controls within the Mead Public Library building.

**STAFF COMMENTS:**

Any overages or differences have been funded by the Mead Public Library Finance Committee.

**ACTION REQUESTED:**

For discussion purposes only.

**ATTACHMENTS:**

- I. Mead Public Library Capital Improvements Program Requests – 2020 – 2024 detail information.