

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

**Minutes**  
**Mead Public Library**  
**Joint Meeting Finance and Personnel Committee**  
**& Mead Public Library Board of Trustees Meeting**  
**Monday, March 12, 2018**  
**4:00 p.m.**

The meeting of the Joint Finance and Personnel Committee and Mead Public Library (MPL) Board of Trustees was held on Monday, March 12, 2018 in the Lower level training room of City Hall. Present Board members: MPL Board President Maeve Quinn, MPL Board Vice President Kathie Norman, MPL Finance Officer Chair Dolcye Johnson, Alderman Henry Nelson, Kevin Anderson, Kyle Whelton, and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. City Finance Committee members present: Chair Mary Lynne Donohue, Vice Chair Jim Bohren, Alderperson Ron Rindfleisch, Andy Ross and Todd Wolf. City staff / officials present: Mayor Michael Vandersteen, Alderpersons Henry Nelson and Ryan Sorenson, City Administrator Darrell Hofland, Director of Public Works David Biebel, Finance Director Nancy Buss, Director of Planning and Development Chad Pelishek, Director of Human Resources and Labor Relations Sandy Rohrick, Director of Information Technology Greg Vertelka, Assistant City Attorney Thomas Cameron, Budget Analyst Carrie Arenz, Management Intern David DeTroye.

**1. OPENING OF MEETING**

- 1.1. ROLL CALL – FINANCE AND PERSONNEL COMMITTEE: Chair Mary Lynne Donohue and determined there was a quorum present.
- 1.2. ROLL CALL – MEAD PUBLIC LIBRARY BOARD OF TRUSTEES: Board president Quinn called the meeting to order at 4:00 p.m. and determined there was a quorum present.
- 1.3. CALL TO ORDER
- 1.4. PLEDGE OF ALLEGIANCE

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

- 2.1. REVIEW MEAD PUBLIC LIBRARY 2017 ANNUAL REPORT. Quinn reported on the 2017 annual report, noting the combination of the Eastern Shores Library System with the Mid-Wisconsin Library System to create the Monarch Library System. In addition, she highlighted the accomplishments of MPL in 2017, including the RFID project, the 3<sup>rd</sup> floor Children's Room re-carpet, and the new boiler installation.
- 2.2. REVIEW 2019 FUNDING. Quinn spoke about future projects at MPL. Short term projects will include the 1<sup>st</sup> floor re-carpet, replacement of the cooling towers, and a collaboration with the City for a new phone system.
- 2.3. REVIEW 2015-2020 STRATEGIC PLAN. Quinn spoke highly of the BID plan for downtown, praising their efforts to increase traffic and revamp the area. The Library has been changing programming and hours to accommodate this shift. The future for MPL will include more community collaborations, and a possible increase of business hours to comply with state regulations. MPL will also be working on a new strategic plan for the upcoming years.

**3. ADJOURN – JOINT MEETING**

3.1. MOTION TO ADJOURN Whelton **moved** to adjourn the meeting, Anderson **seconded**.  
The motion **passed**.

Being no further business the meeting of the Joint Finance and Personnel Committee and the Mead Public Library Board of Trustees adjourned at 4:23 p.m.

Generated by Sydney Mehn on Thursday, March 15, 2018

**Minutes**  
**Mead Public Library**  
**Finance Committee Meeting**  
**Thursday, February 22, 2018**  
**2:45 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 22, 2018 in The Loft meeting room. Present Committee Members: MPL Finance Officer Chair Dolcye Johnson presiding, MPL Board President Maeve Quinn, Alderman Henry Nelson, and Dirk Zylman. 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: Johnson called the meeting to order at 2:48 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, January 25<sup>th</sup> meeting. Quinn moved to approve the Finance Committee minutes for the January 25, 2017 meeting, Nelson **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). Nelson **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 2017 BUDGET STATUS REPORT TO DATE. DeAmico reported not much changed on the 2017 Y-T-D Financials since the December 2017 Finance Committee meeting. The year-end report did reflect a surplus in the budget, where it was initially thought there would not be one.
- 2.3. RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported that the 2018 numbers thus far looked good. It was noted that the program budget and the supplies budget were a bit high for annual monthly estimate, however it was also noted that some areas are costly up front and would then taper off through the rest of the year.
- 2.4. CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES Funds were reviewed and determined to be in good order. It was decided at the January meeting that there should be a policy check/modification to determine what the process should be by which funds are moved or withdrawn. DeAmico will be reviewing and determining a policy and will present that at the April finance meeting.
- 2.5. WI DEPARTMENT OF PUBLIC INSTRUCTION ANNUAL REPORT – REVIEW AND POSSIBLE ACTION Committee reviewed and will bring to the full board for consideration.
- 2.6. CITY ANNUAL REPORT – REVIEW AND POSSIBLE ACTION Committee reviewed and will bring to the full board for consideration.

**3. UPCOMING MEETINGS**

3.1. ESTABLISH TIME AND DATE FOR NEXT MEETING Mead Public Library Finance Committee next meeting March 12, 2018, at 4:00 p.m. in the Rocca Room. This will be a joint finance meeting with the city. It was also noted that the April meeting will be on April 19<sup>th</sup> at 2:45 in the Board Room.

**4. ADJOURN**

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

Being no further business the meeting adjourned at 3:35 p.m.

Generated by Sydney Mehn on Tuesday February 27, 2018

**Donations -Gifts-Grants for March - April 2018**

Date Received	Donor	Restricted Gift	Unrestricted Gift	Amount Given	In-Kind Donation
3/7/2018	Automation Products	X		\$50.00	
4/5/2018	Everhardt Insterest Earning		X	\$300.00	
4/7/2018	Friends of MPL	X		\$3,000.00	
<b>Total Donations received</b>				<b>\$3,350.00</b>	



**Mead Public Library - March & April 2018 - Account Payables**

<b>Vendor Name</b>	<b>Invoice</b>	<b>Check #</b>	<b>Invoice Amt</b>
2716 BAKER & TAYLOR, LLC	B595483DM	332861	\$22,503.60
2716 BAKER & TAYLOR, LLC	2033503367	332861	\$1,366.60
206 LIL REV MUSIC	FEBRUARY 26, 2018	332889	\$200.00
206 LIL REV MUSIC	MARCH 5, 2018	332889	\$200.00
900124 MORNINGSTAR	3/17/18 - 3/17/19	332894	\$3,535.00
900104 ALLIANT ENERGY	1/26/2018-2/7/2018	333065	\$6,421.24
900201 AMAZON.COM	994589497856	333066	\$45.51
900201 AMAZON.COM	4579899888363	333066	\$73.98
900201 AMAZON.COM	585544977864	333066	\$119.76
900201 AMAZON.COM	P934200DMEHMECH6	333066	\$39.88
900201 AMAZON.COM	P934200DWEHMDT31	333066	\$119.92
900201 AMAZON.COM	SH180207KR	333066	\$22.75
900201 AMAZON.COM	P934200D6EHM7942S	333066	\$80.46
900201 AMAZON.COM	SH180119ZM	333066	\$53.96
900201 AMAZON.COM	P934200D5EHMDR425	333066	\$51.67
900201 AMAZON.COM	P934200DFEMEG3B4	333066	\$77.87
900201 AMAZON.COM	111-4945713-3340238	333066	\$11.11
900201 AMAZON.COM	112-8710176-7351428	333066	\$70.79
900201 AMAZON.COM	114-1802321-1465833	333066	\$199.99
900201 AMAZON.COM	114-8237042-2774626	333066	\$70.91
900201 AMAZON.COM	112-4229122-6379457	333066	\$228.11
900201 AMAZON.COM	114-9776503-7346626	333066	\$282.96
900201 AMAZON.COM	114-9196565-3035446	333066	\$26.00
1418 ART IN A SUITCASE	4/18/2018 PROGRAM	333067	\$185.00
900009 AT&T	1/26/18 - 2/25/18	333068	\$124.11
2716 BAKER & TAYLOR, LLC	5014906152	333069	\$15.99
2716 BAKER & TAYLOR, LLC	5014902152	333069	\$35.76
2716 BAKER & TAYLOR, LLC	3022079377	333069	\$26.41
2716 BAKER & TAYLOR, LLC	3022068334	333069	\$78.95
2716 BAKER & TAYLOR, LLC	5014882670	333069	\$81.18
2716 BAKER & TAYLOR, LLC	3022057772	333069	\$55.96
2716 BAKER & TAYLOR, LLC	2033514113	333069	\$745.54
2716 BAKER & TAYLOR, LLC	3022057775	333069	\$94.29
2716 BAKER & TAYLOR, LLC	2033487715	333069	\$2,531.33
2716 BAKER & TAYLOR, LLC	3022068325	333069	\$146.08
2716 BAKER & TAYLOR, LLC	3022079386	333069	\$178.24
2716 BAKER & TAYLOR, LLC	2033514209	333069	\$2,043.40
2716 BAKER & TAYLOR, LLC	2033547389	333069	\$3,213.64
2716 BAKER & TAYLOR, LLC	2033547356	333069	\$1,075.10
2716 BAKER & TAYLOR, LLC	2033534911	333069	\$1,983.61
2716 BAKER & TAYLOR, LLC	2033529775	333069	\$1,958.98
2716 BAKER & TAYLOR, LLC	3022080285	333069	\$155.40
2716 BAKER & TAYLOR, LLC	2033547964	333069	\$228.57
3644 BIBLIOTHECA, LLC	QUO-83988-W1F4	333070	\$13,365.12

1856 BURKEY, DANIEL PAUL	4/12/18 PROGRAM	333071	\$50.00
6400 C.A. FLIPSE SONS CO.	88577	333072	\$208.16
3200 CDWG	LSS7780	333073	\$83.17
3200 CDWG	LST5721	333073	\$295.65
4404 CHARTER COMMUNICATIO	0206811022318	333074	\$282.99
900036 COMPUTYPE INC	629995	333075	\$824.12
4938 CONTO, CASSY	9000926705	333076	\$13.79
3296 DARE TO DREAM	3/29/2018	333077	\$200.00
4081 DAUN'S PROFESSIONAL	86664	333078	\$740.00
900081 DEMCO, INC.	6324863	333079	\$868.15
900081 DEMCO, INC.	6321721	333079	\$1,598.83
900081 DEMCO, INC.	6329478	333079	\$99.72
900230 EBSCO SUBSCRIPTION	INV #1800737	333080	\$155.19
900230 EBSCO SUBSCRIPTION	1000073947-1	333080	\$3,049.00
239 ELDER, KARL	4/4/2018	333081	\$150.00
154 ELLA'S	030918MEAD	333082	\$442.78
4557 ELM USA, INC.	9143	333083	\$168.95
1251 HENKE, ANGELIKA	4/11/2018 PROGRAM	333084	\$250.00
4934 IDEAWORKS, THE	1037	333085	\$2,400.00
2903 KOEHLER, KARL G.	9008603451	333086	\$12.75
21770 KOHLER, VILLAGE OF	34277000401798	333087	\$23.00
3775 LAKELAND UNIVERSITY	34309001093231	333088	\$25.00
4960 LICHT, ELIZABETH RAE	3/17/2018	333089	\$25.00
206 LIL REV MUSIC	4/9/2018 & 4/16/2018	333090	\$400.00
206 LIL REV MUSIC	3/12 & 3/19/201	333091	\$400.00
206 LIL REV MUSIC	4/23/18 & 4/30/18	333092	\$400.00
900376 MARTENS TRILLING TRU	B868335	333093	\$11.69
900376 MARTENS TRILLING TRU	B868391	333093	\$32.38
900376 MARTENS TRILLING TRU	B868162	333093	\$14.43
900376 MARTENS TRILLING TRU	C887749	333093	\$25.15
12374 MBM	IN268823	333094	\$689.02
900181 MENARDS	52405	333095	\$37.29
900181 MENARDS	52102	333095	\$99.48
231 MIDWEST TAPE	95864690	333096	\$482.01
231 MIDWEST TAPE	95869022	333096	\$122.95
231 MIDWEST TAPE	95855675	333096	\$228.06
231 MIDWEST TAPE	95850836	333096	\$274.04
231 MIDWEST TAPE	95830455	333096	\$179.68
231 MIDWEST TAPE	95825963	333096	\$100.45
231 MIDWEST TAPE	95831279	333096	\$207.25
231 MIDWEST TAPE	95842960	333096	\$662.59
231 MIDWEST TAPE	95868039	333096	\$635.23
231 MIDWEST TAPE	95874475	333096	\$222.43
231 MIDWEST TAPE	95874520	333096	\$658.52
231 MIDWEST TAPE	95863695	333096	\$914.33
900137 NADAGUIDES	R1-3371-533572	333097	\$468.00

4958 OUT OF MY MIND, LLC	1/24 - 2/2/18	333098	\$300.00
4953 PANOSH, ANGELA O.	9000918183	333099	\$16.00
900304 PITNEY BOWES PURCHAS	1020.99	333100	\$1,020.99
2248 PLATINUM TECHNOLOGIE	2344	333101	\$138.00
4962 ROZGA, MARGARET	4/14/2018	333102	\$500.00
3837 SCHMEISER, POLLY	264366	333103	\$14.95
4190 SEWING MACHINE SHOP	03242018	333104	\$50.00
4956 SHERWAN, VICTORIA A.	9007546108	333106	\$9.79
900107 SHOWCASES	304948	333107	\$693.36
2364 SHRED-IT USA, LLC	8124134446	333108	\$82.29
20008 SPECIAL OPERATIONS D	17292	333109	\$2,653.00
491 STAPLES ADVANTAGE	7191493219-0-2	333110	\$27.99
491 STAPLES ADVANTAGE	7191947303-0-1	333110	\$15.49
491 STAPLES ADVANTAGE	7192038845-0-1	333110	\$185.98
491 STAPLES ADVANTAGE	7191947303-0-2	333110	\$38.98
491 STAPLES ADVANTAGE	7192200588-0-1	333110	\$204.64
491 STAPLES ADVANTAGE	7192518670-0-1	333110	\$69.43
491 STAPLES ADVANTAGE	7192919154-0-1	333110	\$130.39
491 STAPLES ADVANTAGE	7193020608-0-1	333110	\$83.75
491 STAPLES ADVANTAGE	7193182448-0-1	333110	\$58.02
20551 SUPERIOR CHEMICAL CO	186359	333111	\$154.83
2762 TELEVEND SERVICES	9722	333112	\$349.15
21462 UNIVERSITY OF WISCON	EXT0247278	333113	\$4.82
2046 VEOLIA ES TECHNICAL	EW1442411	333114	\$70.00
900103 WAL-MART COMMUNITY	805700494237	333115	\$34.09
900103 WAL-MART COMMUNITY	805900864286	333115	\$23.72
900103 WAL-MART COMMUNITY	805800430526	333115	\$24.47
900103 WAL-MART COMMUNITY	805900870308	333115	\$32.14
900103 WAL-MART COMMUNITY	806200609534	333115	\$30.67
1710 WELLS FARGO FINANCIA	5004626372	333116	\$726.19
166 WISCONSIN MEDIA	SUBSCREPTION RENEWAL	333117	\$609.83
900044 WISCONSIN PUBLIC SER	1/19/2018 - 2/7/2018	333118	\$2,945.54
2716 BAKER & TAYLOR, LLC	2033563633	333328	\$293.40
2716 BAKER & TAYLOR, LLC	3022089494	333328	\$30.58
2716 BAKER & TAYLOR, LLC	2033579883	333328	\$108.78
2716 BAKER & TAYLOR, LLC	5014921841	333328	\$252.91
2716 BAKER & TAYLOR, LLC	3022089488	333328	\$212.74
4979 BOOKLIST PUBLICATION	SUBSCRIPTION RENEWAL	333329	\$167.50
2930 CAMERA CORNER	0492502	333330	\$565.99
3200 CDWG	LVS3245	333331	\$45.45
3200 CDWG	LVH5348	333331	\$513.54
900081 DEMCO, INC.	6337151	333332	\$362.90
4811 ELLIS-STEINBERG, S	9001057448	333333	\$11.96
4981 GOODMAN, MATHEW J.	9000863478	333334	\$15.00
4980 KUCK, SUSAN K.	9001054540	333335	\$9.74
900181 MENARDS	53525	333337	\$49.73
231 MIDWEST TAPE	95908926	333338	\$391.00

231 MIDWEST TAPE	95914460	333338	\$364.98
231 MIDWEST TAPE	95905626	333338	\$451.46
231 MIDWEST TAPE	95891082	333338	\$289.12
231 MIDWEST TAPE	95889427	333338	\$711.41
900035 O & W COMMUNICATIONS	39965	333339	\$95.00
900141 SALEM PRESS PRODUCT	932083	333340	\$233.05
1451 SHEBOYGAN MAIL HOUSE	1957	333341	\$124.86
19450 SHERWIN-WILLIAMS CO.	OE0179290Q3197	333343	\$301.59
19450 SHERWIN-WILLIAMS CO.	3890-5	333343	\$45.17
491 STAPLES ADVANTAGE	7193858827-0-2	333344	\$48.36
491 STAPLES ADVANTAGE	7193858827-0-1	333344	\$11.99
491 STAPLES ADVANTAGE	7194188226-0-1	333344	\$128.88
491 STAPLES ADVANTAGE	71940663096-0-1	333344	\$61.54
900301 STATE BAR OF WISCONS	5039679	333345	\$65.53
1176 USS LIBERTY MEMORIAL	34273001358681	333346	\$24.00
900103 WAL-MART COMMUNITY	807300737298	333347	\$41.60
166 WISCONSIN MEDIA	SUB RENEWAL	333348	\$609.83
900201 AMAZON.COM	FEES CHARGED	333421	\$35.00
900201 AMAZON.COM	114-1102499-5399427	333421	\$41.61
900201 AMAZON.COM	114-0541667-4662662	333421	\$52.22
900201 AMAZON.COM	113-8892442-5531426	333421	\$39.10
900201 AMAZON.COM	113-4771818-3237866	333421	\$19.64
900201 AMAZON.COM	113-8476793-8640248	333421	\$12.55
900201 AMAZON.COM	114-9009648-3121001	333421	\$144.41
900201 AMAZON.COM	113-1006554-6429022	333421	\$148.08
900201 AMAZON.COM	114-1269443-8070651	333421	\$88.20
900201 AMAZON.COM	114-7193372-3783469	333421	\$93.35
900201 AMAZON.COM	114-1369739-9284235	333421	\$188.10
900201 AMAZON.COM	114-8004245-7967449	333421	\$49.52
900201 AMAZON.COM	SH180302MB	333421	\$23.99
900201 AMAZON.COM	SH180226AW	333421	\$47.89
900201 AMAZON.COM	111-2462961-9361009	333421	\$158.29
900201 AMAZON.COM	113-3728089-0449036	333421	\$30.97
900201 AMAZON.COM	113-4692735-1488231	333421	\$106.73
900201 AMAZON.COM	114-3860383-0391435	333421	\$185.24
900201 AMAZON.COM	468877343533	333421	\$10.99
2716 BAKER & TAYLOR, LLC	3022100879	333422	\$13.31
2716 BAKER & TAYLOR, LLC	2033584646	333422	\$1,613.95
2716 BAKER & TAYLOR, LLC	2033562058	333422	\$859.68
2716 BAKER & TAYLOR, LLC	2033563450	333422	\$4,324.96
2716 BAKER & TAYLOR, LLC	2033596755	333422	\$59.35
2716 BAKER & TAYLOR, LLC	2033587772	333422	\$2,171.81
2716 BAKER & TAYLOR, LLC	2033596745	333422	\$644.88
2930 CAMERA CORNER	3D PEOPLE COUNTING	333423	\$2,260.51
3836 CEDAR GROVE LIBRARY	34275000440261	333424	\$12.99
4404 CHARTER COMMUNICATIO	0206811032318	333425	\$282.99
4334 DEARREADER.COM LLC	32737	333426	\$2,300.00

3314 DESMOULIN, DEBRA A.	735492	333427	\$75.00
4557 ELM USA, INC.	9810	333428	\$107.75
4997 JIM FROST, PHOTOGRAP	3/31/2015 PROGRAM	333430	\$100.00
766 KONZ ELECTRIC, LLC	13847	333432	\$247.79
900376 MARTENS TRILLING TRU	B874052	333433	\$29.49
12374 MBM	IN276607	333434	\$737.54
231 MIDWEST TAPE	95929996	333435	\$126.70
231 MIDWEST TAPE	95929978	333435	\$397.99
231 MIDWEST TAPE	95935507	333435	\$94.66
231 MIDWEST TAPE	95936112	333435	\$526.46
231 MIDWEST TAPE	95904659	333435	\$797.69
231 MIDWEST TAPE	95891049	333435	\$1,017.19
231 MIDWEST TAPE	95937872	333435	\$159.87
4139 MONARCH LIBRARY SYS	MOVIE LICENSE RENEWA	333436	\$1,331.00
2617 SHEBOYGAN COUNTY REA	10/12-14/2018 BOOK	333437	\$5,000.00
20008 SPECIAL OPERATIONS D	17293	333438	\$2,503.00
491 STAPLES ADVANTAGE	7194474826-0-1	333439	\$66.02
2046 VEOLIA ES TECHNICAL	EW1448413	333440	\$40.00
2046 VEOLIA ES TECHNICAL	EW1449116	333440	\$40.00
900103 WAL-MART COMMUNITY	806700274863	333441	\$59.18
4262 WEST BEND COMMUNITY	33357004461740	333442	\$25.00
900044 WISCONSIN PUBLIC SER	2/19/18-3/18/18	333443	\$1,969.46
900104 ALLIANT ENERGY	2/23/18 - 3/27/18	333491	6,423.23
900009 AT&T	920Z283020003	333493	124.11
1293 AURORA EMPLOYEE ASST	IN17815	333496	67.50
2716 BAKER & TAYLOR, LLC	2033596890	333497	291.62
2716 BAKER & TAYLOR, LLC	5014942645	333497	101.27
2716 BAKER & TAYLOR, LLC	3022122260	333497	227.16
2716 BAKER & TAYLOR, LLC	2033613988	333497	181.32
2716 BAKER & TAYLOR, LLC	2033613790	333497	2,686.68
4081 DAUN'S PROFESSIONAL	86745	333498	250.00
6570 FOX VALLEY TECHNICAL	EC63795	333500	1,085.50
766 KONZ ELECTRIC, LLC	13843	333505	1,860.00
900376 MARTENS TRILLING TRU	B875499	333506	12.06
900181 MENARDS	54931	333508	73.74
231 MIDWEST TAPE	95942056	333509	416.69
231 MIDWEST TAPE	95949484	333509	401.08
231 MIDWEST TAPE	95954696	333509	49.38
231 MIDWEST TAPE	95961887	333509	131.88
900118 SHEBOYGAN WATER UTIL	12/31/17 - 3/31/19	333514	16.20
19450 SHERWIN-WILLIAMS CO.	4270-9	333515	224.24
20551 SUPERIOR CHEMICAL CO	189368	333517	240.52
2107 VALUE LINE PUBLISHIN	KF-785625-183	333518	6,425.00
900103 WAL-MART COMMUNITY	808700654282	333519	17.82
1710 WELLS FARGO FINANCIAL	5004698190	333520	726.19





Program expense  
Patron refund  
Postage meter refill  
Building maintenance expense  
Program expense  
Patron refund  
Program expense  
Patron refund  
Technical Services cost  
Janitorial expense  
Security expense  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Janitorial expense  
Technical Services cost  
Patron refund  
Janitorial expense  
Program expense  
Program expense  
Program expense  
Program expense  
Program expense  
Program expense  
Photo/Copier lease payments  
Material purchase  
Gas utility expense  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
IT Dept. expense  
IT Dept. expense  
IT Dept. expense  
Technical Services cost  
Patron refund  
Patron refund  
Patron refund  
Building maintenance expense  
Material purchase

Material purchase  
Material purchase  
Material purchase  
Material purchase  
Telephone expense  
Material purchase  
Mailing/Postage expense  
Building maintenance expense  
Building maintenance expense  
Office supplies  
Office supplies  
Office supplies  
Office supplies  
Material purchase  
Lost or Damaged Item Refund  
Program expense  
Material purchase  
Program expense  
IT Dept. expense  
Janitorial expense  
Program expense  
Program expense  
Program expense  
Program expense  
Janitorial expense  
Program expense  
Janitorial expense  
Janitorial expense  
Circulation Desk Item - Paid by FMPL  
Building maintenance expense  
Material purchase  
Material purchase  
Material purchase  
Program expense  
Material purchase  
IT Dept. expense  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
People Counter Equipment  
Lost or Damaged Item Refund  
Internet expense  
Material purchase

Program expense  
Technical Services cost  
Program expense  
Electrical work - 3rd floor Childrens Room  
Building maintenance expense  
Photo/Copier payment  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Movie License  
Donation from FMPL to Childrens Festival  
Security expense  
Office supplies  
Janitorial expense  
Janitorial expense  
Program expense  
Lost or Damaged Item Refund  
Gas utility expense  
Electric utility expense  
Telephone expense  
Employee assisant program expense  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Snow removal expense  
Staff development - In service day  
Electrical cost to move 1st floor desk  
Building maintenance expense  
Building maintenance expense  
Material purchase  
Material purchase  
Material purchase  
Material purchase  
Fire protection expense  
Paint for 3rd Floor - Building maintenance  
Janitorial expense  
Material purchase  
Program expense  
Copier/Printer expense





**MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100**

April 2018

Account Balances as of:

March 11, 2022

9:34 AM

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	83,316.00	198,559.00	29.56
	<b>SUB TOTAL</b>		<b>281,875.00</b>	<b>83,316.00</b>	<b>198,559.00</b>	<b>29.56</b>
510310	FICA		17,476.00	4,969.87	12,506.13	28.44
510311	MEDICARE		4,087.00	1,162.29	2,924.71	28.44
510320	WI RETIREMENT FUND		18,886.00	5,582.19	13,303.81	29.56
510340	HEALTH INSURANCE		42,968.00	14,959.37	28,008.63	34.82
510341	RETIREE HEALTH INS		4,000.00	6,893.03	-2,893.03	172.33
510350	DENTAL INSURANCE		4,587.00	2,437.28	2,149.72	53.13
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		399.00	83.13	315.87	20.83
510400	WORKERS COMP		131.00	32.76	98.24	25.01
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>122,184.00</b>	<b>43,532.41</b>	<b>78,651.59</b>	<b>35.63</b>
521100	BANKING FEES		1,200.00	246.88	953.12	20.57
521110	FINANCIAL SERVICE FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	2,400.00	7,000.00	25.53
521900	CONTRACTED SERVICES		20,200.00	5,016.72	15,183.28	24.84
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>34,500.00</b>	<b>7,663.60</b>	<b>26,836.40</b>	<b>22.21</b>
525155	PROFESSIONAL DEVELOPMENT		3,820.00	785.02	3,034.98	20.55
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	83.47	1,916.53	4.17
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>16,820.00</b>	<b>11,503.67</b>	<b>5,316.33</b>	<b>68.39</b>
530100	OFFICE SUPPLIES		9,500.00	2,741.97	6,758.03	28.86
530130	POSTAGE & DELIVERY		4,500.00	1,517.50	2,982.50	33.72
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,000.00</b>	<b>4,259.47</b>	<b>9,740.53</b>	<b>30.42</b>
538001	DONATION PURCHASES		1,000.00	992.83	7.17	99.28
538001-10099	DONATION PURCHASES		0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>1,100.00</b>	<b>992.83</b>	<b>107.17</b>	<b>90.26</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 ASSESSMENT		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>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>0.00</b>	<b>476,479.00</b>	<b>151,267.98</b>	<b>325,211.02</b>	<b>31.75</b>

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

0.00

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		788,573.00	224,434.75	564,138.25	28.46
	<b>SUB TOTAL</b>		<b>788,573.00</b>	<b>224,434.75</b>	<b>564,138.25</b>	<b>28.46</b>
510310	FICA		48,892.00	13,413.42	35,478.58	27.43
510311	MEDICARE		11,434.00	3,136.96	8,297.04	27.44
510320	WI RETIREMENT FUND		50,894.00	14,677.33	36,216.67	28.84
510340	HEALTH INSURANCE		154,988.00	40,108.75	114,879.25	25.88
510350	DENTAL INSURANCE		10,731.00	3,024.52	7,706.48	28.18
510360	LIFE INSURANCE		700.00	224.31	475.69	32.04
510400	WORKERS COMP		367.00	91.74	275.26	25.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>278,006.00</b>	<b>74,677.03</b>	<b>203,328.97</b>	<b>26.86</b>
521800	PROGRAM SERVICES		10,000.00	7,070.65	2,929.35	70.71
521900	CONTRACTED SERVICES		30,000.00	34,504.52	-4,504.52	115.02
525155	PROFESSIONAL DEVELOPMENT		5,000.00	2,212.47	2,787.53	44.25
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	17,943.38	37,056.62	32.62
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>101,100.00</b>	<b>61,731.02</b>	<b>39,368.98</b>	<b>61.06</b>
538002	MATERIALS - ALL CATAGORIES	5,000.00	364,234.00	107,382.38	251,851.62	30.85
538100	OTHER CONTENT	4,896.66	53,600.00	38,952.75	9,750.59	72.67
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>9,896.66</b>	<b>417,834.00</b>	<b>146,335.13</b>	<b>261,602.21</b>	<b>35.02</b>
538000	TOTAL MATRL'S ACCTS	9,896.66	518,934.00	208,066.15	300,971.19	40.09
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>9,896.66</b>	<b>1,585,513.00</b>	<b>507,177.93</b>	<b>1,068,438.41</b>	<b>32.61</b>

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150**

*Account Balances as of:*

*March 11, 2022*

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		610,729.00	164,884.73	445,844.27	27.00
	<b>SUB TOTAL</b>		<b>610,729.00</b>	<b>164,884.73</b>	<b>445,844.27</b>	<b>27.00</b>
510310	FICA	0.00	37,865.00	9,800.80	28,064.20	25.88
510311	MEDICARE		8,856.00	2,292.15	6,563.85	25.88
510320	WI RETIREMENT FUND	0.00	26,134.00	9,024.90	17,109.10	34.53
510340	HEALTH INSURANCE		105,685.00	32,971.06	72,713.94	31.20
510350	DENTAL INSURANCE		12,405.00	2,545.28	9,859.72	20.52
510360	LIFE INSURANCE		1,875.00	141.18	1,733.82	7.53
510400	WORKERS COMP		284.00	71.01	212.99	25.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>193,104.00</b>	<b>56,846.38</b>	<b>136,257.62</b>	<b>29.44</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	33,000.00	10,212.00	22,788.00	30.95
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>33,000.00</b>	<b>10,212.00</b>	<b>22,788.00</b>	<b>30.95</b>
521900	CONTRACTED SERVICES	5,800.00	17,203.00	3,502.84	7,900.16	54.08
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	14,405.57	15,594.43	48.02
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	6,973.96	13,026.04	34.87
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	490.00	510.00	49.00
	<b>SUB TOTAL</b>	<b>5,800.00</b>	<b>71,203.00</b>	<b>25,372.37</b>	<b>40,030.63</b>	<b>43.78</b>
525100	ELECTRICITY	0.00	93,800.00	19,515.40	74,284.60	20.81
525105	WATER	0.00	1,400.00	274.00	1,126.00	19.57
525110	SEWER	0.00	1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE	0.00	4,000.00	447.46	3,552.54	11.19
525140	GAS - UTILITY	0.00	32,550.00	8,472.47	24,077.53	26.03
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>133,150.00</b>	<b>28,988.11</b>	<b>104,161.89</b>	<b>21.77</b>
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	5,723.88	14,276.12	28.62
530210	OPERATING SUPPLIES	0.00	1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES		5,000.00	2,016.60	2,983.40	40.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>26,100.00</b>	<b>8,450.52</b>	<b>17,649.48</b>	<b>32.38</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	46.98	103.02	31.32
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>46.98</b>	<b>103.02</b>	<b>31.32</b>
540200	INSURANCE (FIRE)	0.00	5,000.00	3,226.08	1,773.92	64.52
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>5,000.00</b>	<b>3,226.08</b>	<b>1,773.92</b>	<b>64.52</b>
642200	IT EQUIPMENT	0.00	19,500.00	11,912.39	7,587.61	61.09
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>11,912.39</b>	<b>7,587.61</b>	<b>61.09</b>
	<b>SUPPORT SERVICES COST CENTER TOTAL</b>	<b>5,800.00</b>	<b>1,091,936.00</b>	<b>309,939.56</b>	<b>776,196.44</b>	<b>28.38</b>
	<b>LIBRARY TOTAL</b>	<b>15,696.66</b>	<b>3,153,928.00</b>	<b>968,385.47</b>	<b>2,169,845.87</b>	<b>30.70</b>

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 11, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	0.00	476,479.00	151,267.98	325,211.02	31.75
25551110	PUBLIC SERVICES	9,896.66	1,585,513.00	507,177.93	1,068,438.41	32.61
25551150	SUPPORT SERVICES	5,800.00	1,091,936.00	309,939.56	776,196.44	28.38
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>15,696.66</b>	<b>3,153,928.00</b>	<b>968,385.47</b>	<b>2,169,845.87</b>	<b>30.70</b>

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 17	RECEIVED 15	BALANCE 17	% REC
411100	REAL ESTATE TAXES	2,335,829.00	2,335,829.00	0.00	100.00
431216-10083	FEDERAL GRANT	0.00	0.00	0.00	
431709	MONARCH SHEBOYGAN COUNTY	540,666.00	545,157.57	4,491.57	100.83
431710	MONARCH OZAUKEE COUNTY	11,181.00	10,458.97	-722.03	93.54
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	37,452.00	36,405.51	-1,046.49	97.21
431722	MONARCH - LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	2,484.24	-7,515.76	24.84
447636	LATE BOOK CHARGES	45,000.00	7,297.07	-37,702.93	16.22
447641	LOST BOOKS	6,500.00	1,147.15	-5,352.85	17.65
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	427.22	-872.78	32.86
467101	CONTRIBUTIONS	66,000.00	8,112.47	-57,887.53	12.29
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	<b>Total Revenues</b>	<b>3,153,928.00</b>	<b>3,047,319.20</b>	<b>-106,608.80</b>	<b>96.62</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS**

*Account Balances as of:*

*March 11, 2022*

	<b>DESCRIPTION</b>		<b>APPROP 17</b>	<b>SPENT 17</b>	<b>BALANCE 17</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,681,177.00	472,635.48	1,208,541.52	28.11
510310	FICA		104,233.00	28,184.09	76,048.91	27.04
510311	MEDICARE		24,377.00	6,591.40	17,785.60	27.04
510320	WI RETIREMENT FUND		95,914.00	29,284.42	66,629.58	30.53
510340	HEALTH INSURANCE		303,641.00	88,039.18	215,601.82	28.99
510341	RETIREE HEALTH INS		4,000.00	6,893.03	-2,893.03	172.33
510350	DENTAL INSURANCE		27,723.00	8,007.08	19,715.92	28.88
510351	UNFUNDED PENSION LIABILITY		29,650.00	7,412.49	22,237.51	25.00
510360	LIFE INSURANCE		2,974.00	448.62	2,525.38	15.08
510400	WORKERS COMP		782.00	195.51	586.49	25.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	246.88	953.12	20.57
521110	FINANCIAL SERVICES FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	2,400.00	7,000.00	25.53
521700	SECURITY SERVICES		33,000.00	10,212.00	22,788.00	30.95
521800	PROGRAM SERVICES		10,000.00	7,070.65	2,929.35	70.71
521900	CONTRACTED SERVICES		67,403.00	43,024.08	24,378.92	63.83
523122	SOFTWARE MAINTENANCE		30,000.00	14,405.57	15,594.43	48.02
524110	BUILDING EXT MAINT		20,000.00	6,973.96	13,026.04	34.87
524124	HVAC MAINT + BOILER INS		3,000.00	0.00	3,000.00	0.00
524126	ELEVATOR MAINTENANCE		1,000.00	490.00	510.00	49.00
525100	ELECTRICITY		93,800.00	19,515.40	74,284.60	20.81
525105	WATER		1,400.00	274.00	1,126.00	19.57
525110	SEWER		1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE		4,000.00	447.46	3,552.54	11.19
525140	GAS - UTILITY		32,550.00	8,472.47	24,077.53	26.03
525155	PROFESSIONAL DEVELOPMENT		8,820.00	2,997.49	5,822.51	33.99
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	83.47	1,916.53	4.17
530100	OFFICE SUPPLIES	0.00	9,500.00	2,741.97	6,758.03	28.86
530130	POSTAGE AND DELIVERY		4,500.00	1,517.50	2,982.50	33.72
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	5,723.88	14,276.12	28.62
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	710.04	389.96	64.55
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	2,016.60	2,983.40	40.33
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		56,000.00	18,936.21	7.17	33.81
538002	ADULT PRINT		364,234.00	107,382.38	251,851.62	29.48
538100	OTHER CONTENT		53,600.00	38,952.75	14,647.25	72.67
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	3,226.08	1,773.92	64.52
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
642200	IT EQUIPMENT		19,500.00	11,912.39	7,587.61	61.09
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	<b>TOTAL MEAD PUBLIC LIBRARY EX</b>	<b>15,696.66</b>	<b>3,153,928.00</b>	<b>968,385.47</b>	<b>2,169,845.87</b>	<b>30.70</b>





710 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
920-459-3400

## MEMORANDUM

TO: Darrell Hofland, City Administrator

FROM: Garrett Erickson, Library Director

DATE: March 28, 2018

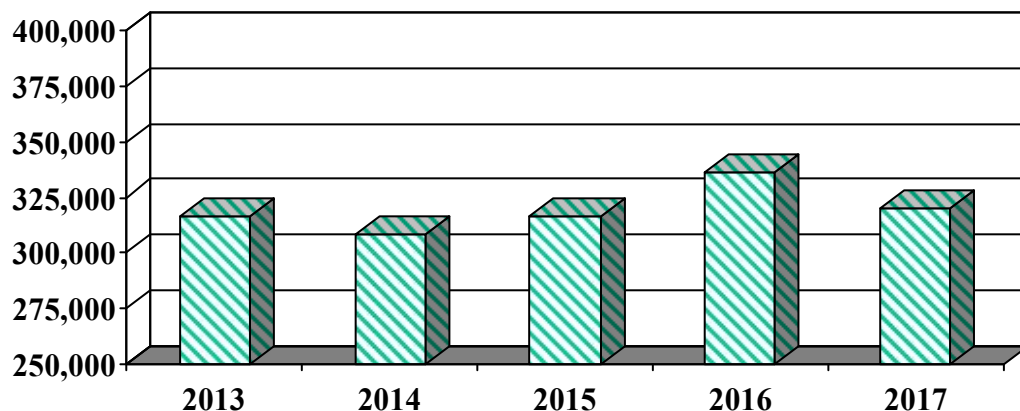
SUBJECT: 2017 Annual Report

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Mead Public Library continued providing materials, programs and services to help meet the informational, recreational, educational, social and cultural needs of the community. The type of materials, services and programs available were adjusted to better meet the needs of the Sheboygan citizens and the surrounding communities. In addition, Mead staff have dramatically increased the number of workshops, lectures and other educational events available to the public.

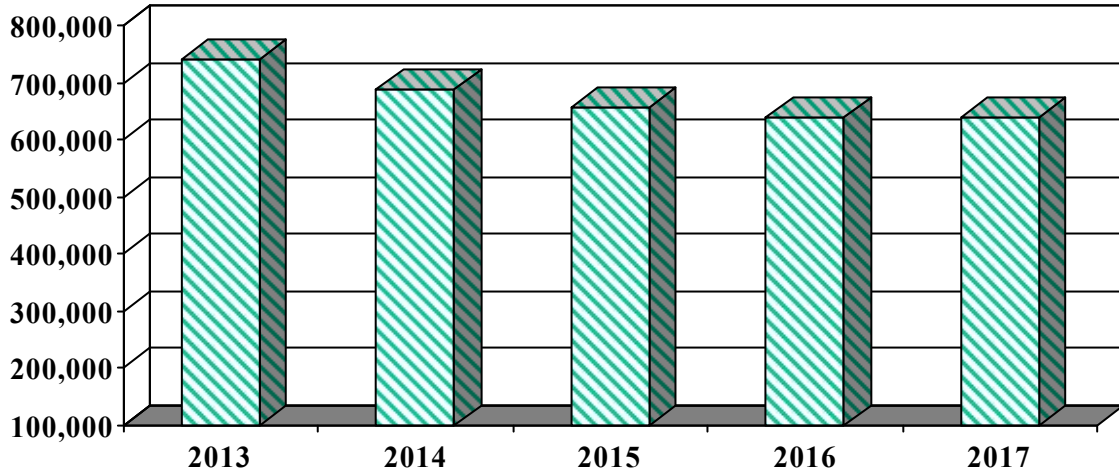
In 2017, 319,693 people visited the library, down from 335,999 the year before. However, a technical issue with equipment used to track attendance may account for the slight drop-off. Mead's steady gate count underscores its transformation from a book-first venue into a community hub that remains a major draw by offering free access to lifelong learning opportunities, while also serving as a social outlet, gathering place and entertainment space.

**Annual Library Visits**



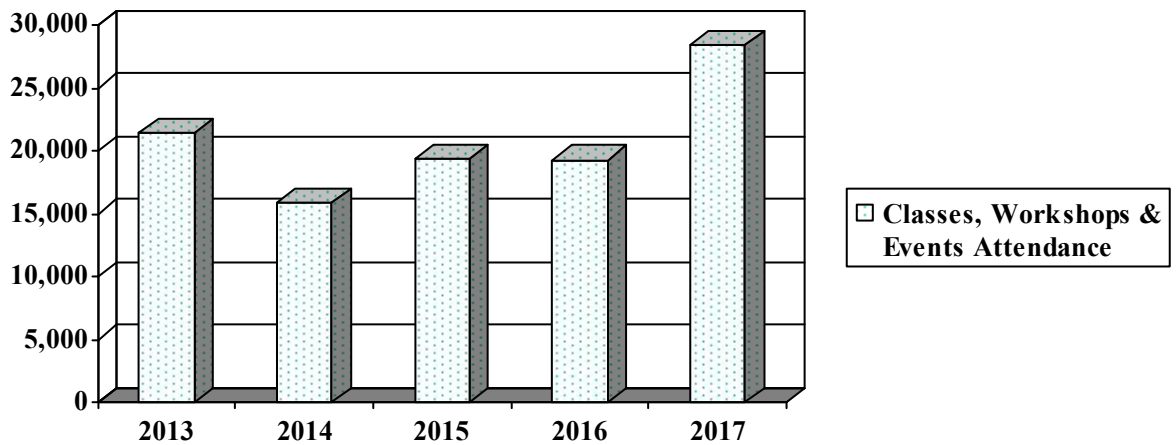
In 2017, library users checked out 639,584 items, which included books, CDs, DVDs, magazines as well as digital downloads. This number is nearly identical to the number of items checked out in the previous year.

### Checkout of Combined Physical and Digital Materials



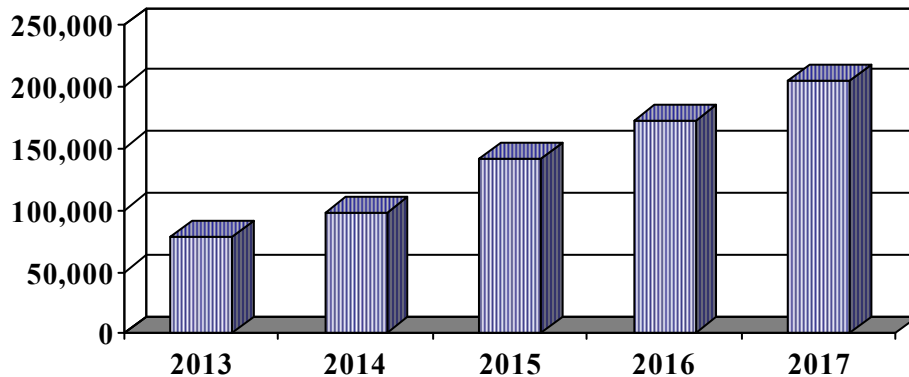
The library offered 1,251 classes, workshops and events that together attracted 28,361 people. These attendance numbers were an increase of 47 percent over figures from the previous year.

### Classes, Workshops and Events Attendance



Free Internet access continues to be among the most in-demand resources offered by the library, whether it's through library-provided workstations or Wi-Fi that's accessible from mobile devices. Library-provided Internet access rose 18.6 percent during the past year, with citizens using it for research, skills training, job searching, homework help, social connection and entertainment.

### Internet Sessions



### 2017 Highlights & Achievements

Mead Public Library had a busy and productive year in 2017 that continued to focus on repurposing spaces and expanding the range of services offered to the Sheboygan community.

Our mission is to meet the needs and interests of our diverse community, so Mead staff members have worked diligently to make the library a welcoming and functional environment for our patrons. Our gate count (visitors who enter the building) has remained steady for several years (over 100 people per hour on average), an indicator of the importance of maintaining and improving our physical facility.

The third floor Youth Services Area was redesigned with new carpeting, which was funded through the city's capital improvement projects process. In addition, the entire area was re-painted, which gave the space a renewed sense of fun and creativity.

The library played a major role in consolidating two regional library systems into one. The Eastern Shores Library System and the Mid-Wisconsin Library System merged to become the Monarch Library System. This was the first time in Wisconsin that two library systems were consolidated, giving hope that the project can be replicated in other parts of the state. Many Mead staff members spent countless hours helping to plan the merger. Mead receives IT and delivery services through the Monarch System

and citizens are now able to quickly receive library materials from Sheboygan, Ozaukee, Dodge and Washington County Libraries.

Mead also implemented an RFID inventory system in 2017 to make the check-in and check-out process easier for the public and more efficient for library staff. In all, over a quarter of a million library items received a 2" x 2" RFID tag (essentially a computer chip and antenna) so equipment could read the tags if nearby. This system replaces laser-equipment, which is more cumbersome. The net result is an easier to use and more efficient library for Sheboygan-area citizens.

Finally, the library updated several key pieces of infrastructure. During the summer, two 43-year-old boilers were replaced with a modular boiler system that is more efficient. The old boilers were no longer dependable or easy to maintain. The library was also fortunate to receive a new emergency generator thanks to a donation from the Kohler Company. In late fall, the Kohler Company donated the new generator to Mead valued at about \$30,000. A big thank you to the Kohler Company!

The library also continued to ramp up its digital communication efforts. The library's Facebook page reaches tens of thousands of people each month and had 3,100 followers by December, up from 2,100 from the same time in 2016. This past year also saw the launch of the Mead Instagram page, while the library's e-newsletter topped 1,800 subscribers.

### **A Survey of Classes & Events Held at or Sponsored by the Library in 2017:**

- Largest venue for the Sheboygan Children's Book Festival, with the library hosting 30 events that together attracted nearly 2,000 people
- Launched the WinterGreen festival in 2017 with nearly a dozen local organizations, including schools, colleges, businesses and nonprofits participating
- Brought the Great Decisions lecture series to Sheboygan for the first time, featuring discussions on global issues and U.S. foreign policy, moderated by UW-Sheboygan professors
- Expanded early childhood literacy classes, with new storytimes for infants and caregivers
- Hosted spring and fall Academy talks, featuring current-event lectures in conjunction with the Wisconsin Academy of Sciences, Arts and Letters
- Launched new computer coding classes and workshops for teens
- Art4Fun and Science4Fun, learning-focused after school programs for children
- Curiosity Labs, MilliporeSigma Corp. scientists lead hands-on experiments for kids, teens and adults
- Make it @ Mead, Teen Craft programs: makerspace provides material and space to create arts and crafts, technology/fabrication projects

Additional program offerings included numerous film series, poetry circle, book groups, lectures and visits from local authors, game tournaments, music classes and crafting events. The library is grateful to the organizations that offer financial support for programming: the Mead Public Library Foundation, the Friends of Mead Public Library, and the Kohler Foundation.

### **Looking Ahead:**

The library and library board will undertake several large projects in 2018, including an update of the library's strategic plan.

Improvements to the interior of the library will continue, as the carpet will be replaced on the first floor, several areas of the building will receive fresh paint, aging and worn furniture will be replaced and signage will be updated throughout the building.

The staff will work with the Department of Public Works and City Development to update the look and functionality of the area outside the library.

Several infrastructure update projects will likely take place in 2018, including: the replacement of the library's cooling towers to complete the update of the HVAC system and the adoption of the city's VOIP phone system.

The library remains committed to building community partnerships to ensure that resources are used wisely. We will continue to be one of the main venues of the Sheboygan Book Festival in the fall. We are working with the City Development to ensure the new City Green has a multitude of family programming throughout the summer months. The library staff will continue partnering with the Sheboygan Area School District, including ongoing projects with the Étude Group and Red Raider Robotics. Finally, the library will continue the exploration of a community makerspace concept in conjunction with the Sheboygan County Economic Development Corporation and City City Development.

### 5 YEAR CAPITAL IMPROVEMENTS PROGRAM

	2019 <u>Requested</u>	2020 <u>Requested</u>	2021 <u>Requested</u>	2022 <u>Requested</u>	2023 <u>Requested</u>	<u>Total</u>
<b>REVENUES</b>						
<b>Property Tax Levy: Capital Project Fund</b>						
Police	\$0	\$0	\$0	\$0	\$0	\$0
Street Improvement and Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0
General Government Projects	\$0	\$0	\$0	\$0	\$0	\$0
Fire	\$0	\$0	\$0	\$0	\$0	\$0
Park, Forestry and Open Space Fund	\$0	\$0	\$0	\$0	\$0	\$0
Parks and Forestry	\$0	\$0	\$0	\$0	\$0	\$0
Impact Fees / Room Tax	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle / Land Sales	\$0	\$0	\$0	\$0	\$0	\$0
County / State / Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Municipality Contributions	\$0	\$0	\$0	\$0	\$0	\$0
G. O. Borrowed Funds	\$106,770	\$106,770	\$66,278	\$66,278	\$0	\$346,096
Other Borrowed Funds	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$0	\$0	\$0	\$0	\$0	\$0
User Fees	\$0	\$0	\$0	\$0	\$0	\$0
Special Assessment	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other/CDBG	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$106,770</b>	<b>\$106,770</b>	<b>\$66,278</b>	<b>\$66,278</b>	<b>\$0</b>	<b>\$346,096</b>

**Mead Library**

Carpet Replacement	\$40,492	\$0	\$0	\$0	\$0	\$40,492
HVAC Control Replacement	\$66,278	\$0	\$0	\$0	\$0	\$66,278
Carpet Replacement	\$0	\$40,492	\$0	\$0	\$0	\$40,492
HVAC Control Replacement	\$0	\$66,278	\$0	\$0	\$0	\$66,278
HVAC Control Replacement	\$0	\$0	\$66,278	\$0	\$0	\$66,278
Carpet Replacement	\$0	\$0	\$0	\$66,278	\$0	\$66,278
<b>Total - Mead Library</b>	<b>\$106,770</b>	<b>\$106,770</b>	<b>\$66,278</b>	<b>\$66,278</b>	<b>\$0</b>	<b>\$346,096</b>

# CAPITAL IMPROVEMENTS REQUESTS

## 2019

<b>Project Title:</b>	HVAC Control Replacement
<b>Department:</b>	Mead Public Library
<b>Budgetary Fund:</b>	Capital Improvements Fund

### JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase one of four.

<p><b>Discussion of Operating Cost Impact:</b>          Improved energy efficiency generating annual savings of \$5,239.          Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.</p> <p>Item Replace: Model <u>Johnson Controls</u> Make/Model _____ Age <u>44</u> years</p>	<p><b>Disposition</b> (Check one box)</p> <p>Trade-In <input type="checkbox"/></p> <p>Sale/Auction <input type="checkbox"/></p> <p>Transfer <input type="checkbox"/></p> <p>Salvage <input checked="" type="checkbox"/></p>
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### DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Personal Services</b>						0
<b>Supplies</b>						0
<b>Services</b>						0
<b>Utilities</b>						0
<b>Other</b>						0
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

### DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
<b>G O Debt</b>	66,278					66,278
<b>Grant - County</b>						0
<b>County - Grant</b>						0
-----						0
-----						0
<b>Total</b>	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66,278

### DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Planning</b>						0
<b>Land Acquisition</b>						0
<b>Purchase</b>						0
<b>Construction</b>						0
<b>Other</b>	66,278					66,278
<b>Total</b>	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66,278

# CAPITAL IMPROVEMENTS REQUESTS 2020

<b>Project Title:</b>	HVAC Control Replacement
<b>Department:</b>	Mead Public Library
<b>Budgetary Fund:</b>	Capital Improvements Fund

### JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase two of four.

<p><b>Discussion of Operating Cost Impact:</b> Improved energy efficiency generating annual savings of \$5,239. Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.</p> <p>Item Replace: Model <u>Johnson Controls</u> Make/Model _____ Age <u>44</u> years</p>	<p><b>Disposition</b> (Check one box)</p> <p>Trade-In <input type="checkbox"/></p> <p>Sale/Auction <input type="checkbox"/></p> <p>Transfer <input type="checkbox"/></p> <p>Salvage <input checked="" type="checkbox"/></p>
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### DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Personal Services</b>						0
<b>Supplies</b>						0
<b>Services</b>						0
<b>Utilities</b>						0
<b>Other</b>						0
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

### DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
<b>G O Debt</b>	-	66,278				66,278
<b>Grant - County</b>						0
<b>County - Grant</b>						0
-----						0
-----						0
<b>Total</b>	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 66,278

### DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Planning</b>						0
<b>Land Acquisition</b>						0
<b>Purchase</b>						0
<b>Construction</b>						0
<b>Other</b>		66,278				66,278
<b>Total</b>	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 0	\$ 66,278

# CAPITAL IMPROVEMENTS REQUESTS

## 2021

<b>Project Title:</b>	HVAC Control Replacement
<b>Department:</b>	Mead Public Library
<b>Budgetary Fund:</b>	Capital Improvements Fund

### JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase three of four.

<p><b>Discussion of Operating Cost Impact:</b>          Improved energy efficiency generating annual savings of \$5,239.          Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.</p> <p>Item Replace: Model <u>Johnson Controls</u> Make/Model _____ Age <u>44</u> years</p>	<p><b>Disposition</b> (Check one box)</p> <p>Trade-In <input type="checkbox"/></p> <p>Sale/Auction <input type="checkbox"/></p> <p>Transfer <input type="checkbox"/></p> <p>Salvage <input checked="" type="checkbox"/></p>
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### DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Personal Services</b>						0
<b>Supplies</b>						0
<b>Services</b>						0
<b>Utilities</b>						0
<b>Other</b>						0
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

### DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
<b>G O Debt</b>	-		66,278			66,278
<b>Grant - County</b>						0
<b>County - Grant</b>						0
-----						0
-----						0
<b>Total</b>	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 66,278

### DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Planning</b>						0
<b>Land Acquisition</b>						0
<b>Purchase</b>						0
<b>Construction</b>						0
<b>Other</b>			66,278			66,278
<b>Total</b>	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 0	\$ 66,278

# CAPITAL IMPROVEMENTS REQUESTS

## 2022

<b>Project Title:</b>	HVAC Control Replacement
<b>Department:</b>	Mead Public Library
<b>Budgetary Fund:</b>	Capital Improvements Fund

### JUSTIFICATION

The replacement of existing Johnson pneumatic HVAC controls is needed. Current controls in each room are based on the 1950's compressed air technology, lacking the ability to monitor and report issues from the central controller. Existing controllers are proprietary and require an annual maintenance agreement with Johnson Controls, eliminating the ability to obtain competitive bids in an effort to reduce annual maintenance costs. Upgrading to the digital control system will improve efficiency and realize savings of \$5,239 annually on the library's energy costs. Phase four of four.

<p><b>Discussion of Operating Cost Impact:</b>          Improved energy efficiency generating annual savings of \$5,239.          Obtaining the ability to secure competitive bids for annual maintenance agreements realizing additional cost savings unavailable with current proprietary technology.</p> <p>Item Replace: Model <u>Johnson Controls</u> Make/Model _____ Age <u>44</u> years</p>	<p><b>Disposition</b> (Check one box)</p> <p>Trade-In <input type="checkbox"/></p> <p>Sale/Auction <input type="checkbox"/></p> <p>Transfer <input type="checkbox"/></p> <p>Salvage <input checked="" type="checkbox"/></p>
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### DEPARTMENT OPERATING COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Personal Services</b>						0
<b>Supplies</b>						0
<b>Services</b>						0
<b>Utilities</b>						0
<b>Other</b>						0
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

### DEPARTMENT REVENUE SUMMARY

	2019	2020	2021	2022	2023	TOTAL
<b>G O Debt</b>	-			66,278		66,278
<b>Grant - County</b>						0
<b>County - Grant</b>						0
-----						0
-----						0
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 66,278

### DEPARTMENT COST ANALYSIS

	2019	2020	2021	2022	2023	TOTAL
<b>Planning</b>						0
<b>Land Acquisition</b>						0
<b>Purchase</b>						0
<b>Construction</b>						0
<b>Other</b>				66,278		66,278
<b>Total</b>	\$ 0	\$ 0	\$ 0	\$ 66,278	\$ 0	\$ 66,278

**Justification:**

To replace current Johnson pneumatic HVAC controls with (non-proprietary) digital controls. The current controls located in each room of the library are based on 1950s (compressed air) technology that does not have the capacity to monitor and report issues to the central controller. With a digital control system, troubleshooting and adjusting of individual zone temperatures are handled by a server connected to the various HVAC central devices.

Currently, each of the library's existing controllers requires annual maintenance and since the controllers are proprietary through Johnson Controls, the library does not have the ability to contract with competing vendors to reduce our annual service contract fee.

Digital control systems are much more efficient than pneumatic systems, with a typical energy savings of 5-25% (Source: US Department of Energy, <http://www.eere.energy.gov>). Library administration also expects to reduce annual maintenance agreement costs once this service can be put out for bid.

If funded, the library administration would explore energy grant rebates, such as Focus on Energy.

In recent years, the city has funded multiple upgrades to Mead Public Library's aging HVAC system and, if approved, the controls replacement project would complete the entire update of the library's HVAC system:

- In 2018, the two chiller **cooling towers** will be replaced due to corrosion (budgeted amount \$100,000)
- In 2017, aging Kewaunee **boilers** were replaced with new high efficiency boilers (budgeted amount \$280,000)
- In 2015, the **chiller system** was replaced with a redundant, modular chiller system, along with corresponding controls (budgeted amount \$280,000)
- In 2011, variable frequency **drives/motors and controls** were added to the air handling system. A lower capacity **boiler** was also installed for use in the spring and fall (budgeted amount \$138,000).

**Discussion of Operating Cost Impact:**

According to US Department of Energy estimates (<http://www.eere.energy.gov>), digital control systems are 5-25% or \$.10-\$1.00 per square foot more energy efficient compared to pneumatic controls. On the conservative end, that would be a savings of \$5,239 per year in energy costs.

Library administration also expects to reduce annual maintenance agreement costs once this service can be put out for bid. Current cost of Johnson Control maintenance contract is \$3,450 per year.