

*****ATTACHMENTS*****

Minutes
Mead Public Library
Finance Committee Meeting
Thursday, January 25, 2018
2:45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, January 25, 2018 in The Loft meeting room. Present Committee Members: Dirk Zylman (acting chair) presiding, MPL Board President Maeve Quinn, and Alderman Henry Nelson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: MPL Finance Officer Chair Dolcye Johnson

1. OPENING OF MEETING

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 3:08 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, December 14th meeting. Nelson moved to approve the Finance Committee minutes for the December 14, 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.
- 2.3. RECEIVE 2018 BUDGET STATUS REPORT TO DATE. DeAmico reported with only a couple of weeks into the New Year there has been very little activity on the 2018 Y-T-D Budget.
- 2.4. 850 FUNDS – 4TH QUARTER REPORT. Funds were reviewed and determined to be in good order. It was decided that there should be a policy check/modification to determine what the process should be by which funds are moved or withdrawn.
- 2.5. FUTURE CIP PROJECTS. Garrett and Debbie have met with Bernie Rammer and Abacus Architects for suggestions regarding the basement project we've been discussing. They will be getting back to us with a quote. Once decided if we move forward, the project will get bid out to various local companies for pricing. The first floor carpeting project was also discussed, we are in the process of getting bids for that. Lastly, the HVAC cooling towers replacement will be considered later this year.

2.6. CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. UPCOMING MEETINGS

3.1. ESTABLISH TIME AND DATE FOR NEXT MEETING Mead Public Library Finance Committee next meeting February 22, 2018, at 2:45 p.m.

3.2. MPL FUNDS INVESTMENT POLICY UPDATES. Quinn brought up that a policy should be in place, or perhaps reviewed to determine what the process is by which the Trustees move or withdraw funds from the 850 account. This is to be discussed and reviewed at the next Finance meeting in February.

3.3. CITY ANNUAL REPORT. Quinn **moved** to bring the annual report to the City next month. Nelson **seconded**. The motion **passed**. Quinn then suggested that we join together to decide when it might be most beneficial for us to meet with the City for the annual joint finance meeting, and then suggest that time/date to them. She further requested that the library check the cost of being opened for the required hours, in the hope that we could get to that point in the future.

4. ADJOURN

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

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

Generated by Sydney Mehn on Friday January 26, 2018

Mead Public Library January 2018 - February 2018

Name	Vendor	Invoice	Invoice Amt
ALLIANT ENERGY	900104	12/26/2017 - 1/26/18	6,670.93
ANDRE FIRE EQUIPMENT	900	18844	156.50
ART IN A SUITCASE	1418	3/21/2018 PROGRAM	185.00
AT&T	900009	1/25/2018	124.11
BAKER & TAYLOR, LLC	2716	2033449961	902.06
BAKER & TAYLOR, LLC	2716	2033455031	613.36
BAKER & TAYLOR, LLC	2716	2033466391	613.26
BAKER & TAYLOR, LLC	2716	2033434002	3,588.89
BAKER & TAYLOR, LLC	2716	203343942	4,971.94
BAKER & TAYLOR, LLC	2716	2033445643	901.26
BAKER & TAYLOR, LLC	2716	3022026525	13.59
BAKER & TAYLOR, LLC	2716	2033466244	315.86
BAKER & TAYLOR, LLC	2716	3022037560	660.42
BAKER & TAYLOR, LLC	2716	3022037743	72.69
BAKER & TAYLOR, LLC	2716	5014863569	815.06
BAKER & TAYLOR, LLC	2716	32033478896	1,749.21
BAKER & TAYLOR, LLC	2716	2033482965	1,792.44
BAKER & TAYLOR, LLC	2716	2033498942	199.04
BAKER & TAYLOR, LLC	2716	3022048239	255.04
BERNAN	379	10738877	45.37
C.A. FLIPSE SONS CO.	6400	88522	155.00
CHARTER COMMUNICATIO	4404	0206811012318-JAN	282.99
DAUN'S PROFESSIONAL	4081	86584	600.00
DEMCO, INC.	900081	6284223	1,368.17
DEMCO, INC.	900081	6295182	902.52
ELDER, KARL	239	3/7/18 POETRY CIRCLE	150.00
ELLIS-STEINBERG, S	4811	241935 1/29/2018	11.96
ELM USA, INC.	4557	8418	14.90
HENKE, ANGELIKA	1251	3/14/2018 PROGRAM	250.00
HENKE, ANGELIKA	1251	2/14/2018	250.00
HUNTZINGER, ERICA JA	3153	2/1/2018 PROGRAM	50.00
INNOVATIVE INTERFACE	4900	INV-INC 16734	6,837.59
INNOVATIVE INTERFACE	4900	INV-INC 16735	2,225.00
JAN WAY COMPANY USA	200	128151	381.80
JASON KAUFMANN	1162	261330	11.24
KACHEL, COLLIN	4895	253522	12.65
LIESEGANG, MARIA	4897	2/22/18 PROGRAM	50.00
MARTENS TRILLING TRU	900376	B864776	57.11
MARTENS TRILLING TRU	900376	B865474	19.29
MENARDS	900181	50498	29.98
MENZER, KARIN G.	900057	735235	216.00
MIDWEST TAPE	231	95759366	89.98
MIDWEST TAPE	231	95737597	1,045.79
MIDWEST TAPE	231	95768446	172.99
MIDWEST TAPE	231	95776745	268.53

MIDWEST TAPE	231 95785264	436.04
MIDWEST TAPE	231 95798121	261.78
MIDWEST TAPE	231 95771774	831.26
MIDWEST TAPE	231 95811020	152.70
MIDWEST TAPE	231 95807494	35.69
MIDWEST TAPE	231 95821411	79.18
MIDWEST TAPE	231 95821265	321.05
MILWAUKEE JOURNAL SE	13389 MJ0086055 - 2018	369.52
MILWAUKEE JOURNAL SE	13389 MJ2606211 - 2018	377.77
MONARCH LIBRARY SYS	4139 414120	21,139.40
MOVIE LICENSING USA	900058 2452486	290.00
MUNICIPAL TREASURER	4896 4/25/2018 MTAW WKSHP	65.00
MUNICIPAL TREASURER	4896 4/26- 4/27/18 MTAW	120.00
MUNICIPAL TREASURER	4896 MTAW 2018 DUES STMT	55.00
OTIS ELEVATOR CO	900038 CM22042001	490.00
PLATINUM TECHNOLOGIE	2248 2241	138.00
PROFESSIONAL SUPPLY	16722 931164	1,082.05
SCHMEISER, POLLY	3837 9008636994	14.38
SCHOLASTIC LIBRARY	900127 16441059	50.70
SCHOLASTIC LIBRARY	900127 16436366	101.40
SHEBOYGAN COUNTY HIS	1499 735492	100.00
SHEBOYGAN WATER UTIL	900118 10/4/2017 - 1/4/2018	536.58
STAPLES ADVANTAGE	491 7188331107-0-2	4.99
STAPLES ADVANTAGE	491 7189670770-0-1	225.70
STAPLES ADVANTAGE	491 7189761183-0-1	59.94
STAPLES ADVANTAGE	491 7190299285-0-1	170.21
STAPLES ADVANTAGE	491 7190529280-0-1	138.24
STAPLES ADVANTAGE	491 7190525887-0-1	136.37
STAPLES ADVANTAGE	491 7190299285-1-1	56.60
STAPLES ADVANTAGE	491 7190659671-0-1	27.49
STAPLES ADVANTAGE	491 7190659671-0-3	151.36
STAPLES ADVANTAGE	491 7190867326-0-1	86.72
STAPLES ADVANTAGE	491 7190987507-0-1	75.36
STAPLES ADVANTAGE	491 7190867326.0.2	27.99
STAPLES ADVANTAGE	491 7191493219-0-1	43.33
STAPLES ADVANTAGE	491 7191385636-0-1	76.58
STAPLES ADVANTAGE	491 7190659671-0-2	26.99
STAPLES ADVANTAGE	491 719159838-0-1	63.92
STEEN MACEK PAPER CO	900237 809785	383.69
STEEN MACEK PAPER CO	900237 810171	58.67
SUPERIOR CHEMICAL CO	20551 182577	136.74
TIETZ'S PIGGLY WIGGL	3640 6743	44.03
VIHOS, LISA B.	2997 4/29/2018 PROGRAM	200.00
WAL-MART COMMUNITY	900103 803700546810	37.56
WAL-MART COMMUNITY	900103 804400742924	30.92
WELLS FARGO FINANCIA	1710 5004554828	726.19
WI LIBRARY SERVICES,	900210 488188	3,391.75

WISCONSIN PUBLIC SER

900044 12/2017 - 1/9/2018

3,557.47

Gas Utility expense

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - December 31, 2017

Administrative Services - 25551100

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		266,106.19	266,083.00	23.19	99.99
	SUB TOTAL		266,106.19	266,083.00	23.19	99.99
510310	FICA		16,086.00	16,082.16	3.84	99.98
510311	MEDICARE		3,780.00	3,761.25	18.75	99.50
510320	WI RETIREMENT FUND		16,751.00	17,453.88	-702.88	104.20
510340	HEALTH INSURANCE	0.00	40,332.00	27,586.12	12,745.88	68.40
510341	RETIREE HEALTH INS		14,908.00	14,872.60	35.40	99.76
510350	DENTAL INSURANCE		4,907.00	4,905.58	1.42	99.97
510351	UNFUNDED PENSION LIABILITY		29,650.00	29,649.96	0.04	100.00
510360	LIFE INSURANCE		392.00	323.02	68.98	82.40
510400	WORKERS COMP		118.00	118.08	-0.08	100.07
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	128,924.00	114,752.65	14,171.35	89.01
521100	BANKING FEES		1,200.00	1,622.93	-422.93	135.24
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING	1,200.00	9,400.00	8,333.95	-133.95	101.43
521900	CONTRACTED SERVICES		20,200.00	16,536.08	3,663.92	81.86
	SUB TOTAL	1,200.00	33,250.00	28,293.96	3,756.04	88.70
525155	PROFESSIONAL DEVELOPMENT		4,520.00	4,481.61	38.39	99.15
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	11,028.95	-28.95	100.26
527110	TRAVEL	0.00	2,000.00	2,456.06	-456.06	122.80
	SUB TOTAL	0.00	17,520.00	17,966.62	-446.62	102.55
530100	OFFICE SUPPLIES	0.00	9,500.00	8,653.99	846.01	91.09
530130	POSTAGE & DELIVERY	0.00	4,500.00	5,418.63	-918.63	120.41
	SUB TOTAL	0.00	14,000.00	14,072.62	-72.62	100.52
538001	DONATION PURCHASES	0.00	5,163.96	5,163.96	0.00	100.00
538001-10094	DONATION PURCHASES		0.00		0.00	
538001-10096	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES	0.00	0.00		0.00	
538001-10099	DONATION PURCHASES	0.00	10,121.39		10,121.39	0.00
539999	MISC EXP (LATE FEES)	0.00	100.00		100.00	0.00
	SUB TOTAL	0.00	15,385.35	5,163.96	10,221.39	33.56
540215	GEN PUB OFFICIAL	0.00	3,116.00	0.00	3,116.00	0.00
	SUB TOTAL	0.00	3,116.00	0.00	3,116.00	0.00
590255	PARKING ASSESSMENT	0.00	3,000.00	1,782.30	1,217.70	59.41
	SUB TOTAL	2016 Em	0.00	3,000.00	1,782.30	1,217.70
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERV	0.00	0.00	0.00	0.00	
	ADMINISTRATIVE COST CENTER TOTAL	1,200.00	481,301.54	448,115.11	31,986.43	93.35

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

ACCT	DESCRIPTION	P/Y	APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG			736,347.81	738,315.25	-1,967.44	100.27
	SUB TOTAL			736,347.81	738,315.25	-1,967.44	100.27
510310	FICA	0.00		44,849.00	44,170.83	678.17	98.49
510311	MEDICARE			10,489.00	10,330.17	158.83	98.49
510320	WI RETIREMENT FUND	0.00		45,053.00	47,079.27	-2,026.27	104.50
510340	HEALTH INSURANCE			124,303.00	123,877.44	425.56	99.66
510350	DENTAL INSURANCE			8,889.00	8,735.33	153.67	98.27
510360	LIFE INSURANCE			1,017.00	1,091.87	-74.87	107.36
510400	WORKERS COMP	0.00		313.00	313.08	-0.08	100.03
	SUB TOTAL	0.00		234,913.00	235,597.99	-684.99	100.29
521800	PROGRAM SERVICES			10,000.00	10,765.05	-765.05	107.65
521900	CONTRACTED SERVICES	0.00		37,300.00	21,218.13	16,081.87	56.89
525155	PROFESSIONAL DEVELOPMENT			9,000.00	10,082.40	-1,082.40	112.03
530205	DISPLAYS			1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	0.00		50,714.65	50,714.65	0.00	100.00
538001-10067	DONATION PURCHASES	0.00		0.00	0.00	0.00	
538001-10097	DONATION PURCHASES			0.00	0.00	0.00	
538001-10098	DONATION PURCHASES	0.00		639.06	639.06	0.00	100.00
538001-10099	DONATION PURCHASES	0.00		21,031.56	21,031.56	0.00	100.00
	SUB TOTAL	0.00		129,785.27	114,450.85	15,334.42	88.18
538002	MATERIALS - ALL CATAGORIES	0.00		364,234.00	373,414.96	-9,180.96	102.52
538100	OTHER CONTENT	0.00		53,600.00	53,508.73	91.27	99.83
649200	EQUIPMENT REPLACEMENT	0.00		22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	0.00		440,034.00	449,053.70	-9,019.70	102.05
538000	TOTAL MATRL'S ACCTS	20	0.00	569,819.27	563,504.55	6,314.72	98.89
PUBLIC SERVICE COST CENTER TOTAL			0.00	1,541,080.08	1,537,417.79	3,662.29	99.76

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

ACCT	DESCRIPTION	P/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		614,020.00	613,788.11	231.89	99.96
	SUB TOTAL		614,020.00	613,788.11	231.89	99.96
510310	FICA	0.00	38,961.00	36,142.30	2,818.70	92.77
510311	MEDICARE		13,880.00	8,452.50	5,427.50	60.90
510320	WI RETIREMENT FUND	0.00	32,660.00	33,053.93	-393.93	101.21
510340	HEALTH INSURANCE		94,322.00	91,600.24	2,721.76	97.11
510350	DENTAL INSURANCE		6,243.00	6,685.56	-442.56	107.09
510360	LIFE INSURANCE		653.00	732.66	-79.66	112.20
510400	WORKERS COMP		291.00	291.00	0.00	100.00
	SUB TOTAL	0.00	187,010.00	176,958.19	10,051.81	94.62
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	26,000.00	19,987.00	6,013.00	76.87
	SUB TOTAL	0.00	26,000.00	19,987.00	6,013.00	76.87
521900	CONTRACTED SERVICES	0.00	16,163.00	18,108.74	-1,945.74	112.04
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	22,743.32	7,256.68	75.81
524110	BUILDING EXTERIOR MAINT	0.00	29,840.00	77,736.55	-47,896.55	260.51
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	1,128.77	1,871.23	37.63
524126	ELEVATOR MAINTENANCE	0.00	500.00	415.00	85.00	83.00
	SUB TOTAL	0.00	79,503.00	120,132.38	-40,629.38	151.10
525100	ELECTRICITY	0.00	93,800.00	83,068.86	10,731.14	88.56
525105	WATER	0.00	1,350.00	1,263.96	86.04	93.63
525110	SEWER	0.00	1,350.00	1,536.29	-186.29	113.80
525120	TELEPHONE	0.00	4,000.00	2,009.92	1,990.08	50.25
525140	GAS - UTILITY	0.00	31,000.00	21,712.27	9,287.73	70.04
	SUB TOTAL	0.00	131,500.00	109,591.30	21,908.70	83.34
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	18,820.87	1,179.13	94.10
530210	OPERATING SUPPLIES	0.00	1,100.00	1,075.78	24.22	97.80
530222	JANITORIAL SUPPLIES		5,000.00	5,021.51	-21.51	100.43
	SUB TOTAL	0.00	26,100.00	24,918.16	1,181.84	95.47
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	49.96	100.04	33.31
	SUB TOTAL	0.00	150.00	49.96	100.04	33.31
540200	INSURANCE (FIRE)	0.00	5,000.00	10,404.70	-5,404.70	208.09
	SUB TOTAL	0.00	5,000.00	10,404.70	-5,404.70	208.09
642200	IT EQUIPMENT	0.00	19,500.00	13,753.71	5,746.29	70.53
	SUB TOTAL	0.00	19,500.00	13,753.71	5,746.29	70.53
	SUPPORT SERVICES COST CENTER TOTAL	0.00	1,088,783.00	1,089,583.51	-800.51	100.07
	LIBRARY TOTAL	1,200.00	3,111,164.62	3,075,116.41	34,848.21	98.84

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 17	SPENT 17	BALANCE 17	% SPENT
25551100	ADMINISTRATION	1,200.00	481,301.54	448,115.11	31,986.43	93.35
25551110	PUBLIC SERVICES	0.00	1,541,080.08	1,537,417.79	3,662.29	99.76
25551150	SUPPORT SERVICES	0.00	1,088,783.00	1,089,583.51	-800.51	100.07
	FUND EQUITY INCREASE					
	Total All Cost Centers	1,200.00	3,111,164.62	3,075,116.41	34,848.21	98.84

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 17	RECEIVED 15	BALANCE 17	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431216-10083	FEDERAL GRANT	0.00	0.00	0.00	
431709	ESLS SHEBOYGAN COUNTY	540,666.00	540,666.21	0.21	100.00
431710	ESLS OZAUKEE COUNTY	11,181.00	11,181.00	0.00	100.00
431711	ESLS BACK UP REF	53,114.00	100,000.00	46,886.00	188.27
431712	ADJ COUNTY RMBRSMNT	37,452.00	37,479.02	27.02	100.07
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00	552.60	552.60	
447606	PHOTOCOPIES	10,000.00	7,232.60	-2,767.40	72.33
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	29,975.38	-20,024.62	59.95
447641	LOST BOOKS	5,000.00	5,218.38	218.38	104.37
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	1,242.41	742.41	248.48
467101	CONTRIBUTIONS	66,000.00	51,388.90	-14,611.10	77.86
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00		0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	Total Revenues	3,079,654.00	3,090,677.50	11,023.50	100.36

MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS

	DESCRIPTION	APPROP 17	SPENT 17	BALANCE 17	% SPENT	
510110	FULL TIME SALARIES - REG	1,616,474.00	1,618,186.36	-1,712.36	100.11	
510310	FICA	99,896.00	96,395.29	3,500.71	96.50	
510311	MEDICARE	28,149.00	22,543.92	5,605.08	80.09	
510320	WI RETIREMENT FUND	94,464.00	97,587.08	-3,123.08	103.31	
510340	HEALTH INSURANCE	258,957.00	243,063.80	15,893.20	93.86	
510341	RETIREE HEALTH INS	14,908.00	14,872.60	35.40	99.76	
510350	DENTAL INSURANCE	20,039.00	20,326.47	-287.47	101.43	
510351	UNFUNDED PENSION LIABILITY	29,650.00	29,649.96	0.04	100.00	
510360	LIFE INSURANCE	2,062.00	2,147.55	-85.55	104.15	
510400	WORKERS COMP	722.00	722.16	-0.16	100.02	
510410	UNEMPLOYMENT	2,000.00	0.00	2,000.00	0.00	
521100	BANKING FEES	1,200.00	1,622.93	-422.93	135.24	
521110	FINANCIAL SERVICES FEES	2,450.00	1,801.00	649.00	73.51	
521400	ADVERTISING & MARKETING	9,400.00	8,333.95	1,066.05	88.66	
521700	SECURITY SERVICES	26,000.00	19,987.00	6,013.00	76.87	
521800	PROGRAM SERVICES	10,000.00	10,765.05	-765.05	107.65	
521900	CONTRACTED SERVICES	73,663.00	55,862.95	17,800.05	75.84	
523122	SOFTWARE MAINTENANCE	30,000.00	22,743.32	7,256.68	75.81	
524110	BUILDING EXT MAINT	29,840.00	77,736.55	-47,896.55	260.51	
524124	HVAC MAINT + BOILER INS	3,000.00	1,128.77	1,871.23	37.63	
524126	ELEVATOR MAINTENANCE	500.00	415.00	85.00	83.00	
525100	ELECTRICITY	93,800.00	83,068.86	10,731.14	88.56	
525105	WATER	1,350.00	1,263.96	86.04	93.63	
525110	SEWER	1,350.00	1,536.29	-186.29	113.80	
525120	TELEPHONE	4,000.00	2,009.92	1,990.08	50.25	
525140	GAS - UTILITY	31,000.00	21,712.27	9,287.73	70.04	
525155	PROFESSIONAL DEVELOPMENT	13,520.00	14,564.01	-1,044.01	107.72	
527100	STAFF PARKING - CAR ALLOWANCE	11,000.00	11,028.95	-28.95	100.26	
527110	TRAVEL	2,000.00	2,456.06	-456.06	122.80	
530100	OFFICE SUPPLIES	0.00	9,500.00	846.01	91.09	
530130	POSTAGE AND DELIVERY		4,500.00	5,418.63	-918.63	120.41
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	18,820.87	1,179.13	94.10
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	1,075.78	24.22	97.80
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	5,021.51	-21.51	100.43
530255	TOOLS & SMALL EQUIPMENT		150.00	49.96	100.04	33.31
538001	DONATION PURCHASES		87,670.62	77,549.23	0.00	88.46
538002	ADULT PRINT		364,234.00	373,414.96	-9,180.96	102.52
538100	OTHER CONTENT		53,600.00	53,508.73	91.27	99.83
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	10,404.70	-5,404.70	208.09
540215	GEN PUB OFFICIAL		3,116.00	0.00	3,116.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	1,782.30	1,217.70	59.41
642200	IT EQUIPMENT		19,500.00	13,753.71	5,746.29	70.53
649200	EQUIPMENT REPLACEMENT		22,200.00	22,130.01	69.99	99.68
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	1,200.00	3,111,164.62	3,075,116.41	34,848.21	98.84

MEAD PUBLIC LIBRARY - 2018 FINANCIAL REPORT - Administrative Services 25551100

January 2018

Account Balances as of:

March 11, 2022

9:28 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		281,875.00	22,217.60	259,657.40	7.88
	SUB TOTAL		281,875.00	22,217.60	259,657.40	7.88
510310	FICA		17,476.00	1,326.17	16,149.83	7.59
510311	MEDICARE		4,087.00	310.15	3,776.85	7.59
510320	WI RETIREMENT FUND		18,886.00	1,488.59	17,397.41	7.88
510340	HEALTH INSURANCE		42,968.00	4,276.42	38,691.58	9.95
510341	RETIREE HEALTH INS		4,000.00	2,003.80	1,996.20	50.10
510350	DENTAL INSURANCE		4,587.00	609.32	3,977.68	13.28
510351	UNFUNDED PENSION LIABILITY		29,650.00	2,470.83	27,179.17	8.33
510360	LIFE INSURANCE		399.00	27.71	371.29	6.94
510400	WORKERS COMP		131.00	10.92	120.08	8.34
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	SUB TOTAL	0.00	122,184.00	12,523.91	109,660.09	10.25
521100	BANKING FEES		1,200.00	0.00	1,200.00	0.00
521110	FINANCIAL SERVICE FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING	2,400.00	9,400.00	0.00	7,000.00	25.53
521900	CONTRACTED SERVICES		20,200.00	2,137.78	18,062.22	10.58
	SUB TOTAL	2,400.00	34,500.00	2,137.78	29,962.22	13.15
525155	PROFESSIONAL DEVELOPMENT		3,820.00	240.00	3,580.00	6.28
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	16,820.00	10,875.18	5,944.82	64.66
530100	OFFICE SUPPLIES		9,500.00	1,390.30	8,109.70	14.63
530130	POSTAGE & DELIVERY		4,500.00	371.65	4,128.35	8.26
	SUB TOTAL	0.00	14,000.00	1,761.95	12,238.05	12.59
538001	DONATION PURCHASES		1,000.00	0.00	1,000.00	0.00
538001-10099	DONATION PURCHASES		0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	1,100.00	0.00	1,100.00	0.00
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	0.00
590255	PARKING ASSESSMENT		3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	
ADMINISTRATIVE COST CENTER TOTAL		2,400.00	476,479.00	49,516.42	424,562.58	10.39

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	59,074.95	729,498.05	7.49
	SUB TOTAL		788,573.00	59,074.95	729,498.05	7.49
510310	FICA		48,892.00	3,529.07	45,362.93	7.22
510311	MEDICARE		11,434.00	825.35	10,608.65	7.22
510320	WI RETIREMENT FUND		50,894.00	3,878.57	47,015.43	7.62
510340	HEALTH INSURANCE		154,988.00	11,467.55	143,520.45	7.40
510350	DENTAL INSURANCE		10,731.00	756.13	9,974.87	7.05
510360	LIFE INSURANCE		700.00	74.77	625.23	10.68
510400	WORKERS COMP		367.00	30.58	336.42	8.33
	SUB TOTAL	0.00	278,006.00	20,562.02	257,443.98	7.40
521800	PROGRAM SERVICES		10,000.00	3,148.36	6,851.64	31.48
521900	CONTRACTED SERVICES		30,000.00	21,139.40	8,860.60	70.46
525155	PROFESSIONAL DEVELOPMENT		5,000.00	49.54	4,950.46	0.99
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES		55,000.00	2,514.00	52,486.00	4.57
	SUB TOTAL	0.00	101,100.00	26,851.30	74,248.70	26.56
538002	MATERIALS - ALL CATAGORIES	29,936.53	364,234.00	28,009.92	306,287.55	15.91
538100	OTHER CONTENT	0.00	53,600.00	37,621.75	15,978.25	70.19
649200	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	
	SUB TOTAL	29,936.53	417,834.00	65,631.67	322,265.80	15.71
538000	TOTAL MATRL'S ACCTS	29,936.53	518,934.00	92,482.97	396,514.50	17.82
PUBLIC SERVICE COST CENTER TOTAL		29,936.53	1,585,513.00	172,119.94	1,383,456.53	12.74

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		610,729.00	43,912.03	566,816.97	7.19
	SUB TOTAL		610,729.00	43,912.03	566,816.97	7.19
510310	FICA	0.00	37,865.00	2,610.98	35,254.02	6.90
510311	MEDICARE		8,856.00	610.65	8,245.35	6.90
510320	WI RETIREMENT FUND	0.00	26,134.00	2,406.62	23,727.38	9.21
510340	HEALTH INSURANCE		105,685.00	9,439.01	96,245.99	8.93
510350	DENTAL INSURANCE		12,405.00	636.32	11,768.68	5.13
510360	LIFE INSURANCE		1,875.00	47.06	1,827.94	2.51
510400	WORKERS COMP		284.00	23.67	260.33	8.33
	SUB TOTAL	0.00	193,104.00	15,774.31	177,329.69	8.17
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	0.00	33,000.00	5,056.00	27,944.00	15.32
	SUB TOTAL	0.00	33,000.00	5,056.00	27,944.00	15.32
521900	CONTRACTED SERVICES	5,800.00	17,203.00	742.50	10,660.50	38.03
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	7,734.41	20,040.59	33.20
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	1,986.49	18,013.51	9.93
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
	SUB TOTAL	8,025.00	71,203.00	10,953.40	52,224.60	26.65
525100	ELECTRICITY	0.00	93,800.00	6,670.93	87,129.07	7.11
525105	WATER	0.00	1,400.00	257.80	1,142.20	18.41
525110	SEWER	0.00	1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE	0.00	4,000.00	118.69	3,881.31	2.97
525140	GAS - UTILITY	0.00	32,550.00	3,557.47	28,992.53	10.93
	SUB TOTAL	0.00	133,150.00	10,883.67	122,266.33	8.17
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	2,443.68	17,556.32	12.22
530210	OPERATING SUPPLIES	0.00	1,100.00	14.90	1,085.10	1.35
530222	JANITORIAL SUPPLIES		5,000.00	999.58	4,000.42	19.99
	SUB TOTAL	0.00	26,100.00	3,458.16	22,641.84	13.25
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	46.98	103.02	31.32
	SUB TOTAL	0.00	150.00	46.98	103.02	31.32
540200	INSURANCE (FIRE)	0.00	5,000.00	637.38	4,362.62	12.75
	SUB TOTAL	0.00	5,000.00	637.38	4,362.62	12.75
642200	IT EQUIPMENT	591.30	19,500.00	8,785.17	10,123.53	48.08
	SUB TOTAL	591.30	19,500.00	8,785.17	10,123.53	48.08
	SUPPORT SERVICES COST CENTER TOTAL	8,616.30	1,091,936.00	99,507.10	983,812.60	9.11
	LIBRARY TOTAL	40,952.83	3,153,928.00	321,143.46	2,791,831.71	10.18

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	2,400.00	476,479.00	49,516.42	424,562.58	10.39
25551110	PUBLIC SERVICES	29,936.53	1,585,513.00	172,119.94	1,383,456.53	12.74
25551150	SUPPORT SERVICES	8,616.30	1,091,936.00	99,507.10	983,812.60	9.11
	FUND EQUITY INCREASE					
	Total All Cost Centers	40,952.83	3,153,928.00	321,143.46	2,791,831.71	10.18

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	540,666.00		-540,666.00	0.00
431709	ESLS SHEBOYGAN COUNTY	0.00		0.00	
431710	ESLS OZAUKEE COUNTY	11,181.00		-11,181.00	0.00
431711	ESLS BACK UP REF	100,000.00		-100,000.00	0.00
431712	ADJ COUNTY RMBRSMNT	37,452.00		-37,452.00	0.00
431722	ESLS LSTA GRANT	0.00		0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	10,000.00	907.59	-9,092.41	9.08
447636	LATE BOOK CHARGES	45,000.00	3,150.34	-41,849.66	7.00
447641	LOST BOOKS	6,500.00	615.58	-5,884.42	9.47
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	1,300.00	427.22	-872.78	32.86
467101	CONTRIBUTIONS	66,000.00	820.00	-65,180.00	1.24
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
	Total Revenues	3,153,928.00	2,341,749.73	-812,178.27	74.25

MEAD PUBLIC LIBRARY BALANCE OF 2017 COMBINED ACCOUNTS

Account Balances as of:

March 11, 2022

	DESCRIPTION		APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		1,681,177.00	125,204.58	1,555,972.42	7.45
510310	FICA		104,233.00	7,466.22	96,766.78	7.16
510311	MEDICARE		24,377.00	1,746.15	22,630.85	7.16
510320	WI RETIREMENT FUND		95,914.00	7,773.78	88,140.22	8.10
510340	HEALTH INSURANCE		303,641.00	25,182.98	278,458.02	8.29
510341	RETIREE HEALTH INS		4,000.00	2,003.80	1,996.20	50.10
510350	DENTAL INSURANCE		27,723.00	2,001.77	25,721.23	7.22
510351	UNFUNDED PENSION LIABILITY		29,650.00	2,470.83	27,179.17	8.33
510360	LIFE INSURANCE		2,974.00	149.54	2,824.46	5.03
510400	WORKERS COMP		782.00	65.17	716.83	8.33
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	0.00	1,200.00	0.00
521110	FINANCIAL SERVICES FEES		3,700.00	0.00	3,700.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521700	SECURITY SERVICES		33,000.00	5,056.00	27,944.00	15.32
521800	PROGRAM SERVICES		10,000.00	3,148.36	6,851.64	31.48
521900	CONTRACTED SERVICES		67,403.00	24,019.68	43,383.32	35.64
523122	SOFTWARE MAINTENANCE		30,000.00	7,734.41	22,265.59	25.78
524110	BUILDING EXT MAINT		20,000.00	1,986.49	18,013.51	9.93
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	6,670.93	87,129.07	7.11
525105	WATER		1,400.00	257.80	1,142.20	18.41
525110	SEWER		1,400.00	278.78	1,121.22	19.91
525120	TELEPHONE		4,000.00	118.69	3,881.31	2.97
525140	GAS - UTILITY		32,550.00	3,557.47	28,992.53	10.93
525155	PROFESSIONAL DEVELOPMENT		8,820.00	289.54	8,530.46	3.28
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,635.18	364.82	96.68
527110	TRAVEL		2,000.00	0.00	2,000.00	0.00
530100	OFFICE SUPPLIES	0.00	9,500.00	1,390.30	8,109.70	14.63
530130	POSTAGE AND DELIVERY		4,500.00	371.65	4,128.35	8.26
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	2,443.68	17,556.32	12.22
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES		1,100.00	14.90	1,085.10	1.35
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	999.58	4,000.42	19.99
530255	TOOLS & SMALL EQUIPMENT		150.00	46.98	103.02	31.32
538001	DONATION PURCHASES		56,000.00	2,514.00	1,000.00	4.49
538002	ADULT PRINT		364,234.00	28,009.92	306,287.55	7.69
538100	OTHER CONTENT		53,600.00	37,621.75	15,978.25	70.19
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	637.38	4,362.62	12.75
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	8,785.17	10,714.83	45.05
649200	EQUIPMENT REPLACEMENT		-	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	40,952.83	3,153,928.00	321,143.46	2,791,831.71	10.18



710 North 8th Street
Sheboygan, WI 53081
920-459-3400

MEMORANDUM

TO: Darrell Hofland, City Administrator

FROM: Garrett Erickson, Library Director

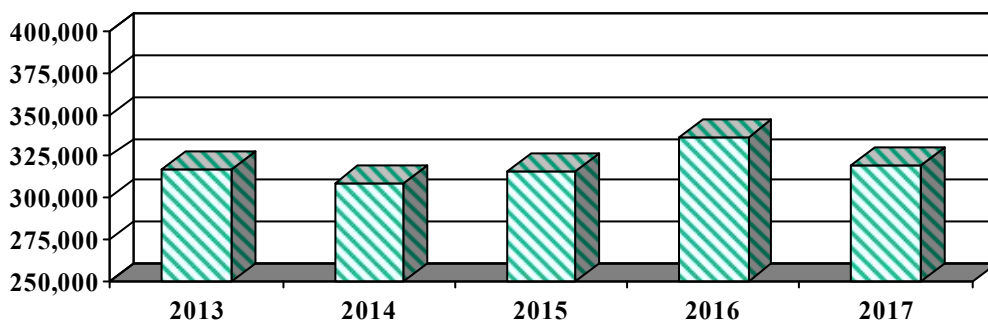
DATE: March 20, 2018

SUBJECT: 2017 Annual Report

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.

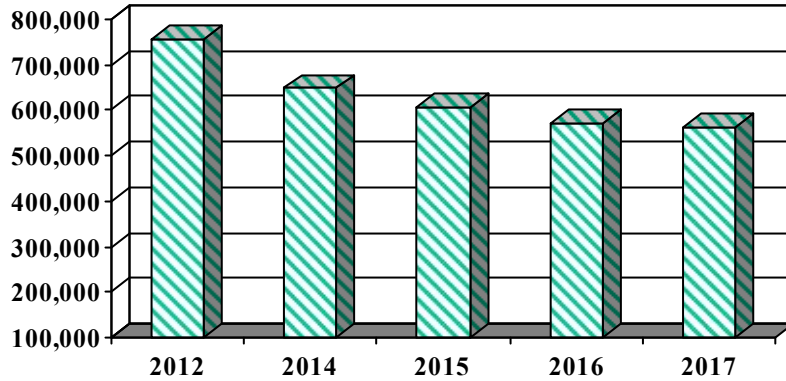
In 2017, 319,693 people visited the library, down from 335,999 the year before, but still up from 316,162 in 2015. Mead's steady gate count underscores its transformation from a book-first venue into a community hub that remains a major draw by offering free access to lifelong learning opportunities, while also serving as a social outlet, gathering place and entertainment space.

Annual Library Visits



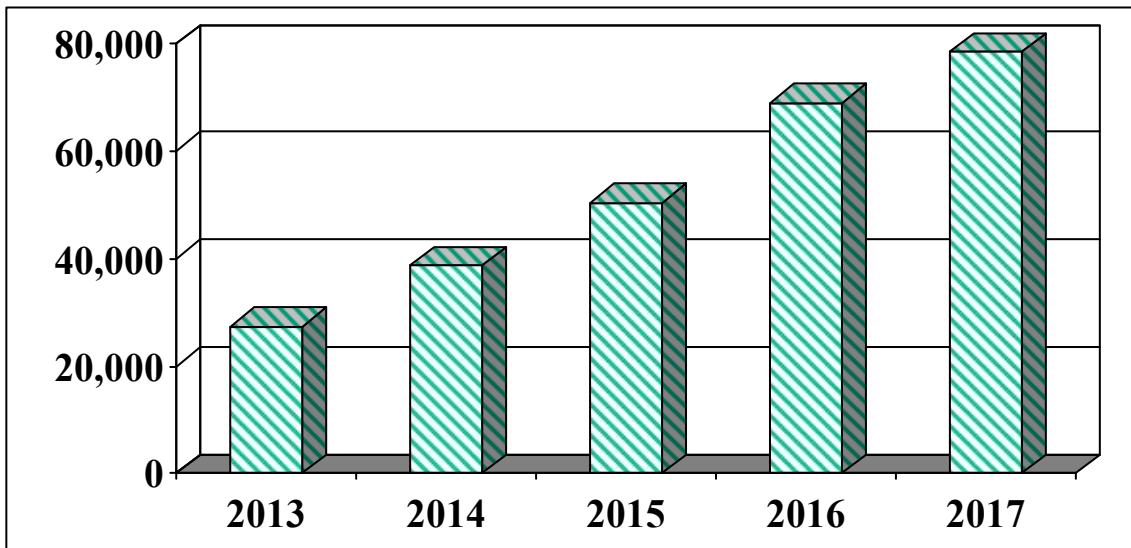
In 2017, the library circulated 561,312 physical items, which included books, CDs, DVDs, magazines and other materials. This marked a 1.6-percent decrease from the previous year.

Checkout of Physical Materials



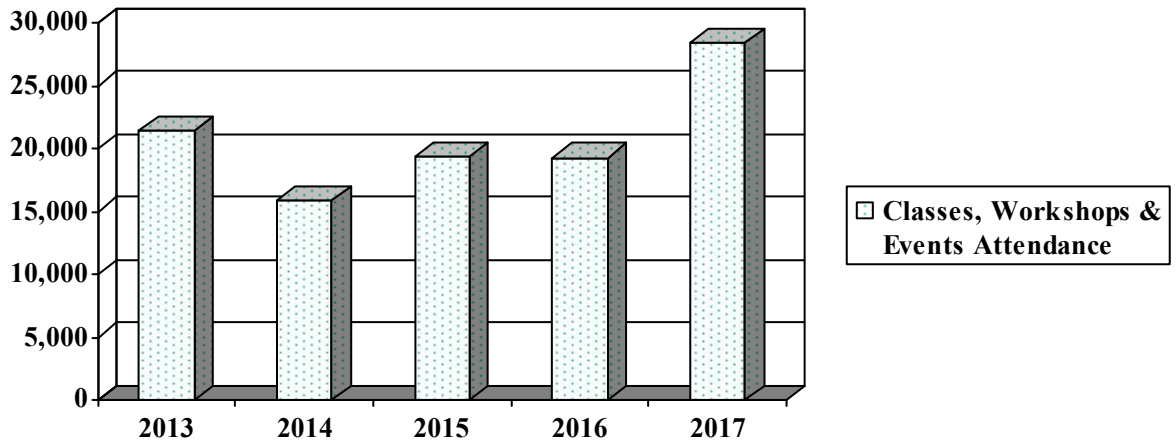
While the checkout of physical materials declined slightly, checkouts of digital content has increased dramatically in recent years as mobile device technology has improved and come down in price. There was a 13.5-percent increase in the checkout of digital content over the previous year.

Checkout of Digital Content



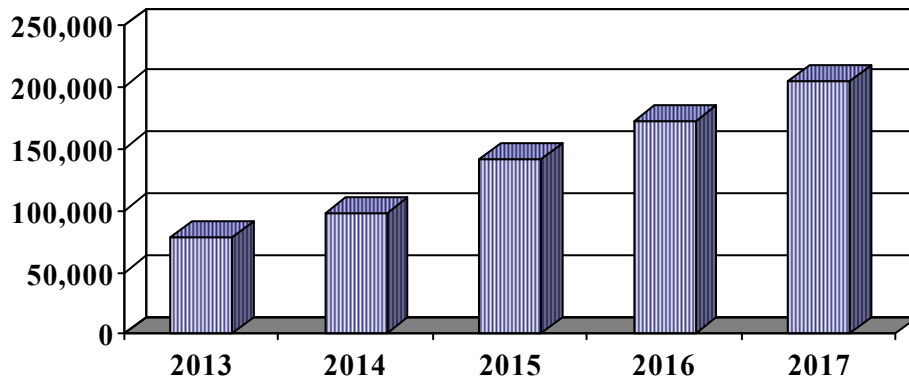
The library offered 1,251 classes, workshops and events that together attracted 28,361 people. These attendance numbers were an increase of 47 percent over figures from the previous year.

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 Planning Department to update the look and functionality of the library block.

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 Planning Department to ensure the new City Greenspace 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 Economic Development Corporation and City Planning Department.