

*****ATTACHMENTS*****

Minutes
Mead Public Library
Finance Committee Meeting
Thursday, November 16, 2017
2:45 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, November 16, 2017 in The Loft meeting room. Present Committee Members: MPL Finance Officer Chair Dolcye Johnson, presiding, MPL Board President Maeve Quinn, and Dirk Zylman. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Alderman Henry Nelson

1. OPENING OF MEETING

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Johnson called the meeting to order at 3:03 p.m. Johnson determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, October 26th meeting. Quinn moved to approve the Finance Committee minutes for the October 26, 2017 meeting, Zylman **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). Zylman **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. Budget was reviewed and found to be in good order.
- 2.3. 2017 EMPLOYEE EVALUATION TIMELINE. Evaluations will be done in a timely manner, however pay raise information will be held until after the City's contracts have been negotiated.
- 2.4. MPL 2018 FRIENDS AND MPL FOUNDATION DONATION REQUEST LIST AND 5 YR DONATION REQUEST LIST. Discussed Friends decision to fund approximately \$22,750.00 worth of 2018 programming. Friends have however budgeted for \$30,000.00, the remainder of which will be used on an as needed basis. Zylman **moved** to accept the generous donation from the Friends. Quinn **seconded**. The motion **passed**. Mehn will write a formal thank you letter for the Friends.
- 2.5. CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

3. ITEMS FOR DISCUSSION

- 3.1. 2018 CITY OF SHEBOYGAN TIME-LINE FOR 2019-2023 CIP AND 2019 BUDGET

3.2. FUTURE CIP PROJECTS. The remainder of the 2018 wish list items were discussed and explained in detail by Prentice. 5 year goals briefly discussed, with more information to come.

3.3. DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/AGENDA ITEMS.
Discussion to come on funding the remaining wish list items and looking at the 5 year plan.

4. UPCOMING MEETINGS

4.1. ESTABLISH TIME AND DATE FOR NEXT MEETING Mead Public Library Finance Committee next meeting December 14, 2017, at 3 p.m.

5. ADJOURN

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

Being no further business the meeting adjourned at 3:42 p.m.

Generated by Sydney Mehn on Friday November 17, 2017

Mead Public Library

Accounts Payables 2017 November EOM - December 4, 2017

Vendor	Name	Invoice	Check #	Invoice Amt
2716	BAKER & TAYLOR, LLC	3021906699	330961	\$141.67
2716	BAKER & TAYLOR, LLC	2033281132	330961	\$2,909.78
2142	BATTERIES PLUS LLC	506-P134967	330962	\$93.95
2448	DALHAIMER, MARY M.	735492 - 11-10-17	330963	\$47.38
4515	FINKE, ANNELIESE	11/15/17 MILWAUKEE	330964	\$31.24
4515	FINKE, ANNELIESE	11152017	330964	\$14.94
4698	KAAT, BETH	111517 MILWAUKEE	330965	\$40.87
766	KONZ ELECTRIC	13522	330966	\$48,637.00
900376	MARTENS TRILLING TRU	B842790	330968	\$22.41
900181	MENARDS	44004	330969	\$15.82
900118	SHEBOYGAN WATER UTIL	7/5/17 - 10/3/17	330970	\$939.38
1176	USS LIBERTY MEMORIAL	34273001720849	330971	\$15.07
2716	BAKER & TAYLOR, LLC	5014759716	331161	\$200.18
2716	BAKER & TAYLOR, LLC	3021906695	331161	\$292.17
2716	BAKER & TAYLOR, LLC	3021928253	331161	\$90.80
2716	BAKER & TAYLOR, LLC	2033297429	331161	\$1,687.32
2716	BAKER & TAYLOR, LLC	2033296342	331161	\$2,797.44
2716	BAKER & TAYLOR, LLC	2033263886	331161	\$1,843.69
2716	BAKER & TAYLOR, LLC	2033281238	331161	\$1,047.47
2716	BAKER & TAYLOR, LLC	2033313028	331161	\$149.28
2716	BAKER & TAYLOR, LLC	3021917748	331161	\$123.26
2716	BAKER & TAYLOR, LLC	3021928242	331161	\$61.64
4404	CHARTER COMMUNICATIO	0206811112317	331162	\$282.99
3403	FIELDS, SAMUEL S.	9001084678	331163	\$9.51
4703	MENDINA, DEBRA	9008614872	331167	\$14.93
231	MIDWEST TAPE	95551518	331168	\$67.47
231	MIDWEST TAPE	95613669	331168	\$627.85
231	MIDWEST TAPE	95544151	331168	\$951.30
231	MIDWEST TAPE	95564435	331168	\$945.59
231	MIDWEST TAPE	95551132	331168	\$765.92
231	MIDWEST TAPE	95590499	331168	\$43.80
231	MIDWEST TAPE	95585158	331168	\$291.31
231	MIDWEST TAPE	95568779	331168	\$44.98
4700	REINKE, SUSAN M.	9001111343	331171	\$3.75
1499	SHEBOYGAN COUNTY HIS	171113KD	331172	\$313.00
2602	SHEBOYGAN FALLS MEM	34282000185631	331173	\$10.00
20008	SPECIAL OPERATIONS D	17197	331174	\$2,203.00
491	STAPLES ADVANTAGE	8047292764	331175	\$59.44
491	STAPLES ADVANTAGE	8047511101	331175	\$48.99
491	STAPLES ADVANTAGE	8047403409	331175	\$427.51
4699	STATE OF CRAFT BEER	12417 PROGRAM	331176	\$160.00
22449	WI DEPT OF AGRICULTU	20-202650 2018	331179	\$25.00
900201	AMAZON.COM	BNWAIEAHIITR	331157	\$118.80
900201	AMAZON.COM	GOGFIEDZJVMY	331157	\$239.84

Mead Public Library

Accounts Payables 2017 November EOM - December 4, 2017

Vendor	Name	Invoice	Check #	Invoice Amt
900201	AMAZON.COM	CFPEXZAKHGEW	331157	\$15.96
900201	AMAZON.COM	111-3459320-7534633	331157	\$33.87
900201	AMAZON.COM	114-5965980-2383415	331157	\$59.22
900201	AMAZON.COM	111-8869202-8585013	331157	\$41.09
900201	AMAZON.COM	112-339207-4259416	331157	\$109.94
900201	AMAZON.COM	114-2043388-7490635	331157	\$50.05
900201	AMAZON.COM	111-3254687-9344225	331157	\$206.52
900201	AMAZON.COM	111-8517769-2282669	331157	\$218.40
900201	AMAZON.COM	111-7684308-45369232	331157	\$25.54
900009	AT&T	920Z83020111	331159	\$124.11
900213	AUTOMATED FLAGPOLE P	11-14927	331160	\$137.00
12691	MARSHALL SIGN LLC	38906	331165	\$32.50
900181	MENARDS	45147	331166	\$6.97
900181	MENARDS	45004	331166	\$47.40
900304	PITNEY BOWES PURCHAS	30097430-10/17	331169	\$520.99
900103	WAL-MART COMMUNITY	729900821575	331177	\$127.14
1710	WELLS FARGO FINANCIA	5004411217	331178	\$726.19
900104	ALLIANT ENERGY	OCT 30 - NOV 28	331282	\$6,022.75
2716	BAKER & TAYLOR, LLC	2033327885	331284	\$1,256.66
12374	MBM	IN243314	331291	\$1,091.18
900044	WISCONSIN PUBLIC SER	10/20/17 - 11/01/201	331297	\$1,874.13

Description
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Material purchases
Telephone expense
Building maintenance
Advertising expense
Building maintenance
Building maintenance
Postage meter refill
Programming expense
Photo copier/printer lease
Electric Utility billing
Material purchases
Photo copier/printer lease
Gas Utility biling

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100

December 2017

Account Balances as of:

March 11, 2022

9:12 AM

ACCT	DESCRIPTION	Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		260,506.19	245,212.66	15,293.53	94.13
	SUB TOTAL		260,506.19	245,212.66	15,293.53	94.13
510310	FICA		15,736.00	14,824.99	911.01	94.21
510311	MEDICARE		3,680.00	3,467.24	212.76	94.22
510320	WI RETIREMENT FUND		16,751.00	16,045.26	705.74	95.79
510340	HEALTH INSURANCE	0.00	40,332.00	26,460.51	13,871.49	65.61
510341	RETIREE HEALTH INS		3,408.00	14,100.64	-10,692.64	413.75
510350	DENTAL INSURANCE		4,397.00	4,905.58	-508.58	111.57
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		392.00	295.31	96.69	75.33
510400	WORKERS COMP		118.00	108.24	9.76	91.73
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	116,464.00	107,386.90	9,077.10	92.21
521100	BANKING FEES		1,200.00	1,403.73	-203.73	116.98
521110	FINANCIAL SERVICE FEES	0.00	2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING	4,200.00	9,400.00	2,692.92	2,507.08	73.33
521900	CONTRACTED SERVICES		20,200.00	17,638.58	2,561.42	87.32
	SUB TOTAL	4,200.00	33,250.00	23,536.23	5,513.77	83.42
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	2,411.76	-411.76	120.59
	SUB TOTAL	0.00	17,520.00	17,922.32	-402.32	102.30
530100	OFFICE SUPPLIES	0.00	9,500.00	8,286.84	1,213.16	87.23
530130	POSTAGE & DELIVERY	1,020.99	4,500.00	4,897.64	-1,418.63	131.53
	SUB TOTAL	0.00	14,000.00	13,184.48	-205.47	101.47
538001	DONATION PURCHASES	0.00	5,000.00	2,770.56	2,229.44	55.41
538001-10094	DONATION PURCHASES		0.00	0.00	0.00	
538001-10096	DONATION PURCHASES	0.00	0.00	0.00	0.00	
538001-10097	DONATION PURCHASES	0.00	0.00	0.00	0.00	
538001-10099	DONATION PURCHASES	0.00	0.00	0.00	0.00	
539999	MISC EXP (LATE FEES)	0.00	100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	5,100.00	2,770.56	2,329.44	54.32
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	201 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		5,220.99	452,956.19	411,795.45	35,939.75	92.07

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	P/Y	APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG			726,347.81	690,418.69	35,929.12	95.05
	SUB TOTAL			726,347.81	690,418.69	35,929.12	95.05
510310	FICA	0.00		44,849.00	41,327.82	3,521.18	92.15
510311	MEDICARE			10,489.00	9,665.29	823.71	92.15
510320	WI RETIREMENT FUND	0.00		45,053.00	43,965.09	1,087.91	97.59
510340	HEALTH INSURANCE			132,303.00	118,587.96	13,715.04	89.63
510350	DENTAL INSURANCE			9,399.00	8,735.33	663.67	92.94
510360	LIFE INSURANCE			1,017.00	1,017.10	-0.10	100.01
510400	WORKERS COMP	0.00		313.00	286.99	26.01	91.69
	SUB TOTAL	0.00		243,423.00	223,585.58	19,837.42	91.85
521800	PROGRAM SERVICES			10,000.00	10,013.44	-13.44	100.13
521900	CONTRACTED SERVICES	0.00		37,300.00	20,802.85	16,497.15	55.77
525155	PROFESSIONAL DEVELOPMENT			9,000.00	9,604.35	-604.35	106.72
530205	DISPLAYS			1,100.00		1,100.00	0.00
538001	DONATION PURCHASES	15,279.01		61,000.00	33,893.27	11,827.72	80.61
538001-10067	DONATION PURCHASES	0.00		0.00	173.23	-173.23	
538001-10097	DONATION PURCHASES			0.00	759.50	-759.50	
538001-10098	DONATION PURCHASES	0.00		639.06	552.60	86.46	86.47
538001-10099	DONATION PURCHASES	13,500.00		21,031.56	7,476.80	54.76	35.55
	SUB TOTAL	28,779.01		140,070.62	83,276.04	28,015.57	59.45
538002	MATERIALS - ALL CATAGORIES	2,737.19		364,234.00	372,363.62	-10,866.81	102.98
538100	OTHER CONTENT	0.00		53,600.00	25,971.63	27,628.37	48.45
649200	EQUIPMENT REPLACEMENT	0.00		22,200.00	22,130.01	69.99	99.68
	SUB TOTAL	2,737.19		440,034.00	420,465.26	16,831.55	95.55
538000	TOTAL MATRL'S ACCTS	20	31,516.20	580,104.62	503,741.30	44,847.12	86.84
	PUBLIC SERVICE COST CENTER TOTAL		31,516.20	1,549,875.43	1,417,745.57	100,613.66	93.51

MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 11, 2022

ACCT	DESCRIPTION	Y/Y APPROP	APPROP 17	SPENT 17	BALANCE 17	% SPENT
510110	FULL TIME SALARIES - REG		629,620.00	550,606.29	79,013.71	87.45
	SUB TOTAL		629,620.00	550,606.29	79,013.71	87.45
510310	FICA	0.00	39,311.00	33,013.32	6,297.68	83.98
510311	MEDICARE		13,980.00	7,720.71	6,259.29	55.23
510320	WI RETIREMENT FUND	0.00	32,660.00	30,728.64	1,931.36	94.09
510340	HEALTH INSURANCE		97,822.00	86,501.18	11,320.82	88.43
510350	DENTAL INSURANCE		6,243.00	6,685.56	-442.56	107.09
510360	LIFE INSURANCE		653.00	685.60	-32.60	104.99
510400	WORKERS COMP		291.00	266.75	24.25	91.67
	SUB TOTAL	0.00	190,960.00	165,601.76	25,358.24	86.72
	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	21,327.83	8,672.17	71.09
524110	BUILDING EXTERIOR MAINT	0.00	29,840.00	75,685.81	-45,845.81	253.64
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	116,666.15	-37,163.15	146.74
525100	ELECTRICITY	0.00	93,800.00	76,836.03	16,963.97	81.91
525105	WATER	0.00	1,350.00	1,247.76	102.24	92.43
525110	SEWER	0.00	1,350.00	1,412.18	-62.18	104.61
525120	TELEPHONE	0.00	4,000.00	1,909.88	2,090.12	47.75
525140	GAS - UTILITY	0.00	31,000.00	19,216.58	11,783.42	61.99
	SUB TOTAL	0.00	131,500.00	100,622.43	30,877.57	76.52
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	20,000.00	18,169.75	1,830.25	90.85
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	24,267.04	1,832.96	92.98
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	9,541.80	-4,541.80	190.84
	SUB TOTAL	0.00	5,000.00	9,541.80	-4,541.80	190.84
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	1,108,333.00	1,001,096.14	107,236.86	90.32
	LIBRARY TOTAL	36,737.19	3,111,164.62	2,830,637.16	243,790.27	90.98

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	5,220.99	452,956.19	411,795.45	35,939.75	92.07
25551110	PUBLIC SERVICES	31,516.20	1,549,875.43	1,417,745.57	100,613.66	93.51
25551150	SUPPORT SERVICES	0.00	1,108,333.00	1,001,096.14	107,236.86	90.32
	FUND EQUITY INCREASE					
	Total All Cost Centers	36,737.19	3,111,164.62	2,830,637.16	243,790.27	90.98

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	6,615.31	-3,384.69	66.15
447626	DISCARDED BOOK SALES			0.00	
447636	LATE BOOK CHARGES	50,000.00	28,623.49	-21,376.51	57.25
447641	LOST BOOKS	5,000.00	5,089.04	89.04	101.78
447699	MISCELLANEOUS	0.00		0.00	
449901	VENDING COMMISSIONS	500.00	1,242.41	742.41	248.48
467101	CONTRIBUTIONS	66,000.00	39,469.87	-26,530.13	59.80
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00	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	3,076,659.95	-2,994.05	99.90

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		1,616,474.00	1,486,237.64	130,236.36	91.94
510310	FICA		99,896.00	89,166.13	10,729.87	89.26
510311	MEDICARE		28,149.00	20,853.24	7,295.76	74.08
510320	WI RETIREMENT FUND		94,464.00	90,738.99	3,725.01	96.06
510340	HEALTH INSURANCE		270,457.00	231,549.65	38,907.35	85.61
510341	RETIREE HEALTH INS		3,408.00	14,100.64	-10,692.64	413.75
510350	DENTAL INSURANCE		20,039.00	20,326.47	-287.47	101.43
510351	UNFUNDED PENSION LIABILITY		29,650.00	27,179.13	2,470.87	91.67
510360	LIFE INSURANCE		2,062.00	1,998.01	63.99	96.90
510400	WORKERS COMP		722.00	661.98	60.02	91.69
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
521100	BANKING FEES		1,200.00	1,403.73	-203.73	116.98
521110	FINANCIAL SERVICES FEES		2,450.00	1,801.00	649.00	73.51
521400	ADVERTISING & MARKETING		9,400.00	2,692.92	6,707.08	28.65
521700	SECURITY SERVICES		26,000.00	19,987.00	6,013.00	76.87
521800	PROGRAM SERVICES		10,000.00	10,013.44	-13.44	100.13
521900	CONTRACTED SERVICES		73,663.00	56,550.17	17,112.83	76.77
523122	SOFTWARE MAINTENANCE		30,000.00	21,327.83	8,672.17	71.09
524110	BUILDING EXT MAINT		29,840.00	75,685.81	-45,845.81	253.64
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	76,836.03	16,963.97	81.91
525105	WATER		1,350.00	1,247.76	102.24	92.43
525110	SEWER		1,350.00	1,412.18	-62.18	104.61
525120	TELEPHONE		4,000.00	1,909.88	2,090.12	47.75
525140	GAS - UTILITY		31,000.00	19,216.58	11,783.42	61.99
525155	PROFESSIONAL DEVELOPMENT		13,520.00	14,085.96	-565.96	104.19
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	11,028.95	-28.95	100.26
527110	TRAVEL		2,000.00	2,411.76	-411.76	120.59
530100	OFFICE SUPPLIES	0.00	9,500.00	8,286.84	1,213.16	87.23
530130	POSTAGE AND DELIVERY		4,500.00	4,897.64	-397.64	108.84
530200	PROG SUPP (CAT & CIRC SUPPLIES)		20,000.00	18,169.75	1,830.25	90.85
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	45,625.96	2,229.44	52.04
538002	ADULT PRINT		364,234.00	372,363.62	-10,866.81	102.23
538100	OTHER CONTENT		53,600.00	25,971.63	27,628.37	48.45
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		5,000.00	9,541.80	-4,541.80	190.84
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	36,737.19	3,111,164.62	2,830,637.16	243,790.27	90.98

Non-Represented Employee Development and Reward Program Guide

Salary Increase Reward Guide for Proven Engagement, Growth and Personal Development

STRATEGY DEPLOYMENT AND PERSONAL PERFORMANCE PLAN EVALUATION	Quadrant 1 (Q1) 85% - 92.49% of CP	Quadrant 2 (Q2) 92.50%-99.99% of CP	CONTROL POINT (MARKET VALUE)	Quadrant 3 (Q3) 100.01% - 107.49%	Quadrant 4 (Q4) Maximum Pay (115%)
EXCEEDS/OUTSTANDING Overall performance throughout the year was outstanding/ outstanding. Consistently excelled in all critical aspects of the job including accomplishing goals and development plans and was exceptional in the use business skills. Positive contributor; cooperative throughout all areas within and outside the organization.	Up to 4.00%	Up to 3.00%		Yealy Budgeted Amount	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
SUCCESSFULLY ACHIEVED Overall performance results were achieved that met or exceeded expectations for challenging and difficult goals. Consistently exceeded in accomplishing daily job duties and assignments and very effective in utilizing business tools and skills.	Up to 3.00%	Up to 2.00%		Yealy Budgeted Amount	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
DEVELOPING / NOT YET ACHIEVED Overall performance results were consistent and effective in learning the new position or responsibility. Goals me expectations. Accomplished established measures and development plans and effectively demonstrated position skills.	Up to 2.00%	Up to 1.00%		Not Available	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
NEW TO POSITION / NOT COMPETENT / PERFORMANCE IMPROVEMENTS NEEDED Overall performance results were inconsistent and did not meet expectations. May not have accomplished goals and development plans, and/or effectively demonstrated business skills. May be new to position or role and needs development to effectively meet performance requirements.	0%	0%		0%	Under Max: Yeasry budgeted amount. At/Over Max: No additional increases are available for those at or over the maximum pay for the position.
	Employees in Q1 are hired at entry level. On-the-job training is expected. As such, this level typically achieves a great deale of learning and advancement in the job. Pay increases represent a greater acceleration at this level until the employee achieves the competitive market value for the position.	Employees in Q2 have developed considerably in their position, yet additional development is needed to reach market value.	Control Point is the market value of the position at approximately the 75th percentile point for the position.	Employees in Q3 are expected to know how to do their job competently and effectively. Little supervision is needed in the completion of most tasks at this point. More complex assignments and variations of duties are expected at this level, and greater multitasking is anticipated. Employees in this level are often able to teach and mentor others in similar roles or overlapping duties.	Employees in Q4 have been rewarded for their knowledge and expertise and are considered as being "at the top of their game." Greater expectation of performance is placed on employees in this category as they should be the best at what they do and should be able to "hit the ground running" on a daily basis, with little to no daily direction, and are often the "go-to" person for answers or direction.

NOTES:

This guide is for use in assisting in the allocation of salary merit increases. Categories are used to determine appropriate increases only.

Performance evaluations should support strategy deployment / personal performance plans with discretionary merit amounts allocated accordingly.

Q1: Eligible for Q1 increase plus budgeted wage increase amount (based on merit)

Q2: Eligible for Q2 increase plus budgeted wage increase amount (based on merit)

Q3: Eligible for wage increase amount only

Performance evaluations should support strategy deployment / personal performance plans with discretionary merit amounts allocated accordingly.

**AGREEMENT REGARDING INVESTMENT OF 850 FUNDS
WITH MEAD LIBRARY FOUNDATION**

THIS AGREEMENT is made and entered into on the 24th day of April, 2014, by and between the Library Board of Mead Public Library (the "Library Board"), a board charged with administration and oversight of Mead Public Library, organized pursuant to Chapter 43 of the Wisconsin Statutes and Chapter 58 of the City of Sheboygan Municipal Code, AND the Mead Public Library Foundation (the "Foundation"), a charitable organization pursuant to section 501(c)(3) of the Internal revenue Code and Chapter 181 of the Wisconsin Statutes, the purpose of which is to provide financial support to Mead Public Library.

RECITALS

WHEREAS, the Mead Public Library has received gifts and bequests over the years of its existence, segregated and accounted for in Account "85051100" of its financial statements, commonly referred to as the "850 Investment Funds."

WHEREAS, the 850 Investment Funds are largely unrestricted, to be used by the Library Board as it sees fit for the betterment of the library.

WHEREAS, the Library Board has until now chosen to invest the funds with the Wisconsin Department of Administration, Local Government Investment Pool, which is invested conservatively;

WHEREAS, the Library Board, in exercising its fiduciary duty, wishes to be better stewards of the 850 Investment Funds and seek a better return, enabling it to put the funds to better use for the library;

WHEREAS, Chapter 43.58(7) of the Wisconsin Statutes contemplates and authorizes the jurisdiction of a library board to pay or transfer gifts, bequests, or

endowments to a charitable organization, whose purpose is to provide financial or material support to the library;

WHEREAS, the Mead Public Library Foundation is a charitable organization whose purpose is to provide financial support to the library, and which manages its own investment portfolio with an outside investment manager:

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

AGREEMENT

1. **Investment of Funds.** The Library Board will transfer 850 Investment Funds, in whole or in part, to the Foundation Board, for investment and oversight. The Library Board will determine which of the funds it chooses to transfer. The Library Board may also transfer any gifts or bequests that it receives in the future, pursuant to this Agreement. The Foundation Board will exercise its fiduciary duty in overseeing the investment of the funds as it currently does with the Foundation portfolio.

2. **Segregation of Accounts.** The Foundation Board will invest the 850 Funds as part of its overall investment portfolio, using the same allocations and policies, and will separately account for the 850 Investment Funds, such that balances and returns will be segregated and clearly delineated for these separate funds.

3. **Disbursements.** The Foundation Board agrees to disburse the 850 Funds upon written request of the Library Board, within 7 business days.

4. **Successors and Assigns.** The terms and covenants and conditions of this Agreement shall be binding upon future Library Boards and Foundation Boards, and shall inure to the benefit of Mead Public Library and the Mead Public Library Foundation.

IN WITNESS WHEREOF, this Agreement is executed as of the day and year first above written.

MEAD PUBLIC LIBRARY BOARD

By: _____
Maeve Quinn, President

MEAD PUBLIC LIBRARY FOUNDATION BOARD

By: _____
Bernie Markevitch, President

EXHIBIT A

850 Investment Funds

Invested in the Dept. of Administration-Local Government Investment Pool - State of Wisconsin
Fund Name & Designated Usages

Name of Fund	Current Amount	Restricted or Unrestricted	Restricted Use of Funds.
Ethel Everhard Trust Fund	\$534,682.11	Use as per the Library Boards decision.	(4-g)"Shall use the income and corpus of said trusts in such manner as their respective Board of Directors or governing bodies direct.
Minnie M. Forrer Estate	\$218,391.29	Unrestricted	No restrictions noted in the Will or Court documents
Robert J. Eck Estate	\$13,592.90	Unrestricted	No restrictions noted in the Will or Court documents
William R. Werk Memorial	\$29,294.55	Unrestricted	3rd Article in the Will states: "I give and bequeath to the MEAD PUBLIC LIBRARY" Sheboygan, Wisconsin, the sum of Twenty-Five Thousand (\$25,000.00) dollars to be used to further the work of the Leone Werk Memorial Fund for the Visually Handicapped. "
Myrtle and Hazel Hansen Estate	\$98,086.05	Unrestricted	Unrestricted as per in Hazel's Will. Funds Naming is also in the Will
Theodore A. Grote Residual Trust	\$15,423.35	Unrestricted	No restrictions noted in the Will or Court documents
Marian H. Jenkins Estate	\$21,640.48	Unrestricted	Will states "In memory of Eleanor and Marian Jenkins"
Erna Schulse Estate	\$56,255.14	Unrestricted	No restrictions noted in the Will or Court documents

***Current Amounts** are as of February, 2014.

Donations Spreadsheet Board Edition As of December 31, 2013

850 Donations Current Balance

Account		Amount		
101030	Cash/Investment Equity	\$	-	Not Available
104000	Investments	\$	987,365.87	1/17/2014
	Current Total	\$	987,365.87	

Contributors

Upcoming Projects Expenses Balances

Everhard/Forrer Principal*	\$	753,073.40
Eck Estate Balance	\$	13,592.90
Werk Memorial	\$	29,294.55
Hazel Hansen Estate	\$	98,086.05
Grote Estate Residue	\$	15,423.35
Jenkins	\$	21,640.48
Schulse Bequest Balance	\$	56,255.14

Bequests Apprx. Tot.	\$	987,365.87	Unrestricted Funds	\$	387,365.87
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\$	987,365.87	*Everhard/Forrer Principal of \$600,000 is
\$	-	restricted from use by Board Policy