

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

**Minutes**  
**Mead Public Library**  
**Finance Committee Meeting**  
**Thursday, February 23, 2017**  
**3:00 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 23, 2017 in The Loft meeting room. Present Committee Members: MPL Board Treasurer Dirk Zylman, presiding, Board President Maeve Quinn, Henry Nelson and Dolcye Johnson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Lauren Richmond.

**1. OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 3:03 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, January 26, 2017 meeting. Johnson **moved** to approve the Finance Committee minutes for the January 26, 2017 meeting, Quinn **seconded**. The motion **passed**.

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

2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Quinn **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. Nelson **seconded** the motion. The motion **carried**.

2.2 RECEIVE 2016 BUDGET STATUS REPORT TO DATE  
\$189,000 end of year funds moved into unrestricted reserves.

2.3 RECEIVE 2017 BUDGET STATUS REPORT TO DATE  
DeAmico reported with only a month into the New Year there is little to report. Everything on pace.

2.4 RECEIVE MEAD PUBLIC LIBRARY FOUNDATION MPL INVESTMENT FUNDS – 4<sup>TH</sup> QTR AND FISCAL YEAR END REPORT  
Zylman reports that Mead has \$250,000 cash on hand in reserves for RFID project as approved in 2016. 1.3 million remains in investments.

2.5 DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL COST RELATED TO THE MPL EMERGENCY GENERATOR

Generator installed too close to electrical box, not up to code, and needs to be moved. Potential total cost of \$36,000 but it is not yet known how much Mead will be responsible for. \$6300 for an electrical engineering study that was deemed necessary after other electrical problems were identified during the process. Nelson **moved** to recommend to full board to approve moving forward with the study at the proposed cost of \$6300 to be paid from reserves following the recommendation of the Department of Public Works. Quinn **seconded**. The motion **carried**.

## 2.6 DISCUSSION ON THE 2018 BUDGET PROCESS

July 14<sup>th</sup> all departments must submit budgets to City.

## 2.7 DISCUSSION AND POSSIBLE ACTION ON DYNAMIC & KW2 MARKET RESEARCH PROPOSAL

Phase One of marketing re-branding plan would be the hiring of local company to first do the market research to determine what our true needs are and where our focus should be. Estimated cost just under \$10,000. Marketing Committee to meet and discuss and come back with a formal request.

## 2.8 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/ADENDA ITEMS

- 2018 Budget Request
- Unique Collection Agency
- Generator Update
- Marketing Proposal

## 2.9 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

## 3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting March 23, 2017 @ TBD

## 4. ADJOURN

4.1 MOTION TO ADJOURN: Quinn **moved** to adjourn the February 23, 2017 Finance Committee meeting; Johnson **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee at 3:45 p.m.

| Mead Public Library - March 2017 Accounts Payables |                      |                      |         |             |
|--|----------------------|----------------------|---------|-------------|
| Vendor   | Name                 | Invoice              | Check # | Invoice Amt |
| 4260   | ALBY, KATHRYN        | 3/18/17 WINTERGREEN  | 326902  | 235.00      |
| 900201   | AMAZON.COM           | 011422912990         | 326903  | 60.00       |
| 900201   | AMAZON.COM           | 111-4061817-45434718 | 326903  | 61.75       |
| 900201   | AMAZON.COM           | 106-8316749-6055417  | 326903  | 194.40      |
| 900201   | AMAZON.COM           | 110-9406747-9395464  | 326903  | 71.43       |
| 900201   | AMAZON.COM           | 002-5906578-9298616  | 326903  | 164.98      |
| 900201   | AMAZON.COM           | 002-5947787-6807447  | 326903  | 131.38      |
| 900201   | AMAZON.COM           | 002-7788796-7415463  | 326903  | 59.02       |
| 900201   | AMAZON.COM           | 002-7315660-0772256  | 326903  | 125.99      |
| 900201   | AMAZON.COM           | 002-0514146-58282301 | 326903  | 220.74      |
| 4261   | BAIRD, HOLLY R.      | 4/1/2016 PROGRAM     | 326904  | 100.00      |
| 2716   | BAKER & TAYLOR, LLC  | 5014440235           | 326905  | 96.88       |
| 2716   | BAKER & TAYLOR, LLC  | 2032631220           | 326905  | 2,043.84    |
| 2716   | BAKER & TAYLOR, LLC  | 2032632734           | 326905  | 1,997.68    |
| 2716   | BAKER & TAYLOR, LLC  | 2032647313           | 326905  | 2,999.19    |
| 2716   | BAKER & TAYLOR, LLC  | 3021450535           | 326905  | 61.16       |
| 2716   | BAKER & TAYLOR, LLC  | 3021450518           | 326905  | 20.77       |
| 2716   | BAKER & TAYLOR, LLC  | 2032647292           | 326905  | 563.40      |
| 2716   | BAKER & TAYLOR, LLC  | 3021461093           | 326905  | 238.83      |
| 2716   | BAKER & TAYLOR, LLC  | 3021461088           | 326905  | 69.09       |
| 2716   | BAKER & TAYLOR, LLC  | 2032667135           | 326905  | 3,253.12    |
| 2716   | BAKER & TAYLOR, LLC  | 2032662624           | 326905  | 1,714.82    |
| 2716   | BAKER & TAYLOR, LLC  | 5014457635           | 326905  | 20.39       |
| 2716   | BAKER & TAYLOR, LLC  | 2032679238           | 326905  | 230.34      |
| 2716   | BAKER & TAYLOR, LLC  | 2032679161           | 326905  | 166.01      |
| 2068   | CEDARBURG PUBLIC LIB | 33750001731224       | 326906  | 22.00       |
| 3252   | CHARTER COMMUNICAT   | FEBRUARY 2017        | 326907  | 272.99      |
| 900036   | COMPUTYPE INC        | 616202               | 326908  | 422.67      |
| 900081   | DEMCO, INC.          | 6070471              | 326909  | 113.66      |
| 4226   | ELLIS, PETER E.      | 259053               | 326910  | 33.22       |
| 4279   | GERMANTOWN COMMUNITY | 33481002024985       | 326911  | 40.00       |
| 900121   | HONOLD & LA PAGE INC | 1903402986           | 326912  | 64.93       |
| 200  | JAN WAY COMPANY USA  | 124692               | 326913  | 232.01      |
| 900164   | JOHNSON CONTROLS INC | 1-45769282772        | 326914  | 1,725.00    |
| 4280   | KOPP, MARY           | 9001025081           | 326915  | 21.95       |
| 12691  | MARSHALL SIGN LLC    | 37233                | 326916  | 160.00      |
| 900376   | MARTENS TRILLING TRU | B769396              | 326917  | 2.43        |
| 900376   | MARTENS TRILLING TRU | B774078              | 326917  | 1.99        |
| 900376   | MARTENS TRILLING TRU | C830772              | 326917  | 2.99        |
| 12374  | MBM                  | IN170922             | 326918  | 735.25      |
| 4220   | MEIDEL, TYNISHA      | 3/10/2017 STAFF PROG | 326919  | 500.00      |
| 900181   | MENARDS              | 22857                | 326920  | 131.61      |
| 900181   | MENARDS              | 22743                | 326920  | 11.94       |
| 900181   | MENARDS              | 22476 - CR22739      | 326920  | 42.75       |
| 900181   | MENARDS              | 23532                | 326920  | 183.82      |
| 900057   | MENZER, KARIN G.     | 735222               | 326921  | 159.90      |

| Mead Public Library - March 2017 Accounts Payables |                      |                      |         |             |
|--|----------------------|----------------------|---------|-------------|
| Vendor   | Name                 | Invoice              | Check # | Invoice Amt |
| 231  | MIDWEST TAPE         | 94791770             | 326922  | 169.94      |
| 231  | MIDWEST TAPE         | 94766403             | 326922  | 1,461.78    |
| 231  | MIDWEST TAPE         | 94780772             | 326922  | 1,304.11    |
| 13389  | MILWAUKEE JOURNAL SE | 1 YR SUBSCRIPTION    | 326923  | 319.80      |
| 13389  | MILWAUKEE JOURNAL SE | SUBSCRIPTION RENEWAL | 326924  | 319.80      |
| 489  | NATIONAL ELEVATOR    | 0261644              | 326925  | 328.00      |
| 900035   | O & W COMMUNICATIONS | 37664                | 326926  | 200.30      |
| 16722  | PROFESSIONAL SUPPLY  | 905459               | 326929  | 534.50      |
| 900180   | PROQUEST LC          | 10015912             | 326930  | 2,040.00    |
| 900141   | SALEM PRESS PRODUCT  | 920728               | 326932  | 257.95      |
| 900127   | SCHOLASTIC LIBRARY   | 11476377             | 326933  | 152.10      |
| 4268   | SIPE, LISA M.        | 9001119287           | 326934  | 19.39       |
| 4263   | SMILEY, JACOB C.     | 256660               | 326935  | 24.98       |
| 20008  | SPECIAL OPERATIONS D | 16011                | 326936  | 2,653.00    |
| 491  | STAPLES ADVANTAGE    | 8043042087           | 326938  | 78.54       |
| 491  | STAPLES ADVANTAGE    | 8043240633           | 326939  | 340.96      |
| 900301   | STATE BAR OF WISCONS | 5019436              | 326940  | 65.53       |
| 1704   | STATE OF WISCONSIN   | 431083               | 326941  | 50.00       |
| 1704   | STATE OF WISCONSIN   | 430506               | 326941  | 150.00      |
| 2762   | TELEVEND SERVICES    | 8515                 | 326942  | 279.25      |
| 900103   | WAL-MART COMMUNITY   | 003760               | 326944  | 6.97        |
| 900103   | WAL-MART COMMUNITY   | 006571               | 326944  | 36.26       |
| 4269   | WARNER, RAQUEL       | 0000259283           | 326945  | 16.69       |
| 1710   | WELLS FARGO FINANCIA | 5003763659           | 326946  | 726.19      |
| 4262   | WEST BEND COMMUNITY  | 33357004706821       | 326947  | 13.00       |
| 900210   | WI LIBRARY SERVICES, | 48472                | 326948  | 434.91      |
| 166  | WISCONSIN MEDIA      | AV 01 094851 7569384 | 326950  | 326.12      |
| 900044   | WISCONSIN PUBLIC SER | 1/19 - 2/7/2017      | 326952  | 2,247.16    |
| 900104   | ALLIANT ENERGY       | JAN 26 - FEB 23 ELEC | 327218  | 6,158.36    |
| 1418   | ART IN A SUITCASE    | 4/1917 ART FOR FUN   | 327220  | 185.00      |
| 900009   | AT&T                 | JAN 26-FEB 25, 2017  | 327221  | 148.71      |
| 2716   | BAKER & TAYLOR, LLC  | 3021484931           | 327222  | 30.22       |
| 2716   | BAKER & TAYLOR, LLC  | 3021484938           | 327222  | 95.81       |
| 2716   | BAKER & TAYLOR, LLC  | 2032696051           | 327222  | 913.99      |
| 2716   | BAKER & TAYLOR, LLC  | 2032696063           | 327222  | 1,808.23    |
| 3200   | CDWG                 | GVS3078              | 327223  | 10.53       |
| 3200   | CDWG                 | GVP2433              | 327223  | 42.12       |
| 3200   | CDWG                 | GWV5104              | 327223  | 643.50      |
| 3200   | CDWG                 | GZL7270              | 327223  | 273.17      |
| 4081   | DAUN'S PROFESSIONAL  | 85483                | 327224  | 330.00      |
| 900230   | EBSCO SUBSCRIPTION   | 1000051034-1         | 327225  | 2,904.00    |
| 239  | ELDER, KARL          | 4/19/17 POETRY CRCL  | 327226  | 150.00      |
| 2066   | ERICKSON, GARRETT    | 2/20/17 MADISON      | 327227  | 112.35      |
| 1251   | HENKE, ANGELIKA      | 4/12/17 ELEMENTASTIC | 327228  | 250.00      |
| 900045   | KALLAS, DIANE        | 2/28/17 WEST BEND    | 327230  | 39.59       |
| 2715   | LAKEVIEW COMMUNITY   | 34278000779522       | 327231  | 10.25       |

| Mead Public Library - March 2017 Accounts Payables |                      |                     |         |             |
|--|----------------------|---------------------|---------|-------------|
| Vendor   | Name                 | Invoice             | Check # | Invoice Amt |
| 231  | MIDWEST TAPE         | 94810170            | 327233  | 673.67      |
| 231  | MIDWEST TAPE         | 94808323            | 327233  | 336.90      |
| 231  | MIDWEST TAPE         | 94832492            | 327233  | 443.30      |
| 1451   | SHEBOYGAN MAIL HOUSE | 1660                | 327238  | 129.34      |
| 1704   | STATE OF WISCONSIN   | 432296              | 327240  | 50.00       |
| 1704   | STATE OF WISCONSIN   | 432520              | 327241  | 50.00       |
| 2107   | VALUE LINE PUBLISHIN | inv #KF-785625-173  | 327244  | 6,325.00    |
| 2997   | VIHOS, LISA B.       | 4/8/2017 PROGRAM    | 327243  | 200.00      |
| 900201   | AMAZON.COM           | 115-1978235-5552251 | 327219  | 897.00      |
| 2716   | BAKER & TAYLOR, LLC  | 3021496382          | 327222  | 227.49      |
| 3200   | CDWG                 | HCF3999             | 327223  | 920.04      |
| 3200   | CDWG                 | GXH8694             | 327223  | 8,620.33    |
| 8932   | HOME DEPOT CREDIT    | 4924 00012 62435    | 327229  | 17.96       |
| 900181   | MENARDS              | 24915               | 327232  | 51.66       |
| 900181   | MENARDS              | 24419-24912         | 327232  | 27.55       |
| 231  | MIDWEST TAPE         | 94852097            | 327233  | 178.91      |
| 2248   | PLATINUM TECHNOLOGIE | 1866                | 327235  | 138.00      |
| 2758   | QUALITY BOOKS, INC   | 199574              | 327236  | 3,985.23    |
| 491  | STAPLES ADVANTAGE    | 8043467391          | 327239  | 546.17      |
| 900260   | UNIQUE MANAGEMENT    | 441988              | 327242  | 196.90      |



| Description                      |
|----------------------------------|
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Service contract renewal         |
| Telephone system repairs         |
| Janitorial supplies              |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Refund of lost or damaged item   |
| Refund of lost or damaged item   |
| Security expense                 |
| Office supplies expense          |
| Office supplies expense          |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Programming expense              |
| Programming expense              |
| Refund of lost or damaged item   |
| Photo copier/printer expense     |
| Refund of lost or damaged item   |
| Material purchases               |
| Material purchases               |
| Gas utility expense              |
| Electric utility expense         |
| Program expense                  |
| Telephone expense                |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| Material purchases               |
| IT Dept. expense                 |
| IT Dept. expense                 |
| IT Dept. expense                 |
| IT Dept. expense                 |
| Snow removal expense             |
| Material purchases               |
| Programming expense              |
| Travel expense - Madison meeting |
| Programming expense              |
| Travel expense - Monarch meeting |
| Refund of lost or damaged item   |

| <b>Description</b>                     |
|--|
| Material purchases                     |
| Material purchases                     |
| Material purchases                     |
| Postage 1st qtr library newsletter     |
| HVAC expense                           |
| HVAC expense                           |
| Material purchases                     |
| Programming expense                    |
| Material purchases                     |
| Material purchases                     |
| IT Dept. expense                       |
| Equipment replacement expense          |
| Building maintenance expense           |
| Building maintenance expense           |
| Building maintenance expense           |
| Material purchases                     |
| Elevator monitoring - Contract renewal |
| Material purchases                     |
| Office supplies expense                |
| Fines and Fees debt collection service |





**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Administrative Services 25551100**

March 2017

Account Balances as of:

March 11, 2022

8:51 AM

| ACCT                                    | DESCRIPTION                             | Y APPROP        | APPROP 17         | SPENT 17         | BALANCE 17        | % SPENT      |
|---|---|-----------------|-------------------|------------------|-------------------|--------------|
| 510110                                  | FULL TIME SALARIES - REG                |                 | 253,802.00        | 56,088.88        | 197,713.12        | 22.10        |
|   | <b>SUB TOTAL</b>                        |                 | <b>253,802.00</b> | <b>56,088.88</b> | <b>197,713.12</b> | <b>22.10</b> |
| 510310                                  | FICA                                    |                 | 15,736.00         | 3,402.65         | 12,333.35         | 21.62        |
| 510311                                  | MEDICARE                                |                 | 3,680.00          | 795.82           | 2,884.18          | 21.63        |
| 510320                                  | WI RETIREMENT FUND                      |                 | 16,751.00         | 3,421.70         | 13,329.30         | 20.43        |
| 510340                                  | HEALTH INSURANCE                        | 0.00            | 40,332.00         | 6,802.89         | 33,529.11         | 16.87        |
| 510341                                  | RETIREE HEALTH INS                      |                 | 3,408.00          | 1,832.69         | 1,575.31          | 53.78        |
| 510350                                  | DENTAL INSURANCE                        |                 | 4,397.00          | 1,048.02         | 3,348.98          | 23.83        |
| 510351                                  | UNFUNDED PENSION LIABILITY              |                 | 29,650.00         | 4,941.66         | 24,708.34         | 16.67        |
| 510360                                  | LIFE INSURANCE                          |                 | 392.00            | 52.90            | 339.10            | 13.49        |
| 510400                                  | WORKERS COMP                            |                 | 118.00            | 19.68            | 98.32             | 16.68        |
| 510410                                  | UNEMPLOYMENT                            |                 | 2,000.00          | 0.00             | 2,000.00          | 0.00         |
|   | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>116,464.00</b> | <b>22,318.01</b> | <b>94,145.99</b>  | <b>19.16</b> |
| 521100                                  | BANKING FEES                            |                 | 1,200.00          | 100.20           | 1,099.80          | 8.35         |
| 521110                                  | FINANCIAL SERVICE FEES                  | 0.00            | 2,450.00          |                  | 2,450.00          | 0.00         |
| 521400                                  | ADVERTISING & MARKETING                 | 0.00            | 9,400.00          |                  | 9,400.00          | 0.00         |
| 521900                                  | CONTRACTED SERVICES                     |                 | 20,200.00         | 2,669.00         | 17,531.00         | 13.21        |
|   | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>33,250.00</b>  | <b>2,769.20</b>  | <b>30,480.80</b>  | <b>8.33</b>  |
| 525155                                  | PROFESSIONAL DEVELOPMENT                |                 | 4,520.00          | 953.06           | 3,566.94          | 21.09        |
| 527100                                  | STAFF PARKING - CAR ALLOWANCE           |                 | 11,000.00         | 10,182.91        | 817.09            | 92.57        |
| 527110                                  | TRAVEL                                  | 0.00            | 2,000.00          | 299.07           | 1,700.93          | 14.95        |
|   | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>17,520.00</b>  | <b>11,435.04</b> | <b>6,084.96</b>   | <b>65.27</b> |
| 530100                                  | OFFICE SUPPLIES                         | 0.00            | 9,500.00          | 1,848.38         | 7,651.62          | 19.46        |
| 530130                                  | POSTAGE & DELIVERY                      | 0.00            | 4,500.00          | 561.55           | 3,938.45          | 12.48        |
|   | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>14,000.00</b>  | <b>2,409.93</b>  | <b>11,590.07</b>  | <b>17.21</b> |
| 538001                                  | DONATION PURCHASES                      | 0.00            | 5,000.00          | 232.01           | 4,767.99          | 4.64         |
| 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            | 0.00              |                  | 0.00              |              |
| 539999                                  | MISC EXP (LATE FEES)                    | 0.00            | 100.00            |                  | 100.00            | 0.00         |
|   | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>5,100.00</b>   | <b>232.01</b>    | <b>4,867.99</b>   | <b>4.55</b>  |
| 540215                                  | GEN PUB OFFICIAL                        | 0.00            | 3,116.00          | 0.00             | 3,116.00          | 0.00         |
|   | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>3,116.00</b>   | <b>0.00</b>      | <b>3,116.00</b>   | <b>0.00</b>  |
| 590255                                  | PARKING ASSESSMENT                      | 0.00            | 3,000.00          |                  | 3,000.00          | 0.00         |
|   | <b>SUB TOTAL</b>                        | <b>201 0.00</b> | <b>3,000.00</b>   | <b>0.00</b>      | <b>3,000.00</b>   |              |
| <b>810101</b>                           | <b>FUND EQUITY</b>                      | <b>0.00</b>     | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       |              |
| <b>810111</b>                           | <b>SALARY &amp; FRINGE TRUST RESERV</b> | <b>0.00</b>     | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       |              |
| <b>ADMINISTRATIVE COST CENTER TOTAL</b> |   | <b>0.00</b>     | <b>446,252.00</b> | <b>95,253.07</b> | <b>350,998.93</b> | <b>21.35</b> |

**MEAD PUBLIC LIBRARY - 2017 FINANCIAL REPORT - Public Services 25551110**

*Account Balances as of: March 11, 2022*

| ACCT         | DESCRIPTION                             | Y APPROP        | APPROP 17           | SPENT 17          | BALANCE 17          | % SPENT      |
|--------------|---|-----------------|---------------------|-------------------|---------------------|--------------|
| 510110       | FULL TIME SALARIES - REG                |                 | 723,367.00          | 140,443.30        | 582,923.70          | 19.42        |
|              | <b>SUB TOTAL</b>                        |                 | <b>723,367.00</b>   | <b>140,443.30</b> | <b>582,923.70</b>   | <b>19.42</b> |
| 510310       | FICA                                    | 0.00            | 44,849.00           | 8,466.00          | 36,383.00           | 18.88        |
| 510311       | MEDICARE                                |                 | 10,489.00           | 1,979.94          | 8,509.06            | 18.88        |
| 510320       | WI RETIREMENT FUND                      | 0.00            | 45,053.00           | 9,252.64          | 35,800.36           | 20.54        |
| 510340       | HEALTH INSURANCE                        |                 | 132,303.00          | 26,643.67         | 105,659.33          | 20.14        |
| 510350       | DENTAL INSURANCE                        |                 | 9,399.00            | 2,434.27          | 6,964.73            | 25.90        |
| 510360       | LIFE INSURANCE                          |                 | 1,017.00            | 228.80            | 788.20              | 22.50        |
| 510400       | WORKERS COMP                            | 0.00            | 313.00              | 52.18             | 260.82              | 16.67        |
|              | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>243,423.00</b>   | <b>49,057.50</b>  | <b>194,365.50</b>   | <b>20.15</b> |
| 521800       | PROGRAM SERVICES                        |                 | 10,000.00           | 4,454.96          | 5,545.04            | 44.55        |
| 521900       | CONTRACTED SERVICES                     | 0.00            | 37,300.00           | 20,086.64         | 17,213.36           | 53.85        |
| 525155       | PROFESSIONAL DEVELOPMENT                |                 | 9,000.00            | 183.52            | 8,816.48            | 2.04         |
| 530205       | DISPLAYS                                |                 | 1,100.00            |                   | 1,100.00            | 0.00         |
| 538001       | DONATION PURCHASES                      | 0.00            | 61,000.00           | 2,085.00          | 58,915.00           | 3.42         |
| 538001-10083 | DONATION PURCHASES                      | 0.00            | 0.00                |                   | 0.00                |              |
| 538001-10097 | DONATION PURCHASES                      |                 | 0.00                | 185.00            | -185.00             |              |
| 538001-10099 | DONATION PURCHASES                      | 0.00            | 0.00                |                   | 0.00                |              |
|              | <b>SUB TOTAL</b>                        | <b>0.00</b>     | <b>118,400.00</b>   | <b>26,995.12</b>  | <b>91,404.88</b>    | <b>22.80</b> |
| 538002       | MATERIALS - ALL CATAGORIES              | 6,213.37        | 364,234.00          | 68,512.52         | 289,508.11          | 20.52        |
| 538100       | OTHER CONTENT                           | 0.00            | 53,600.00           | 540.00            | 53,060.00           | 1.01         |
| 649200       | EQUIPMENT REPLACEMENT                   | 0.00            | 22,200.00           | 22,130.01         | 69.99               | 99.68        |
|              | <b>SUB TOTAL</b>                        | <b>6,213.37</b> | <b>440,034.00</b>   | <b>91,182.53</b>  | <b>342,638.10</b>   | <b>20.72</b> |
| 538000       | TOTAL MATRL'S ACCTS                     | 2( 6,213.37     | <b>558,434.00</b>   | <b>118,177.65</b> | <b>434,042.98</b>   | <b>21.16</b> |
|              | <b>PUBLIC SERVICE COST CENTER TOTAL</b> | <b>6,213.37</b> | <b>1,525,224.00</b> | <b>307,678.45</b> | <b>1,211,332.18</b> | <b>20.58</b> |

**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                  |                 | 639,305.00          | 120,492.85        | 518,812.15          | 18.85        |
|        | <b>SUB TOTAL</b>                          |                 | <b>639,305.00</b>   | <b>120,492.85</b> | <b>518,812.15</b>   | <b>18.85</b> |
| 510310 | FICA                                      | 0.00            | 39,311.00           | 7,286.88          | 32,024.12           | 18.54        |
| 510311 | MEDICARE                                  |                 | 13,980.00           | 1,704.09          | 12,275.91           | 12.19        |
| 510320 | WI RETIREMENT FUND                        | 0.00            | 32,660.00           | 6,793.40          | 25,866.60           | 20.80        |
| 510340 | HEALTH INSURANCE                          |                 | 97,822.00           | 17,353.44         | 80,468.56           | 17.74        |
| 510350 | DENTAL INSURANCE                          |                 | 6,243.00            | 1,476.14          | 4,766.86            | 23.64        |
| 510360 | LIFE INSURANCE                            |                 | 653.00              | 124.48            | 528.52              | 19.06        |
| 510400 | WORKERS COMP                              |                 | 291.00              | 48.50             | 242.50              | 16.67        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>190,960.00</b>   | <b>34,786.93</b>  | <b>156,173.07</b>   | <b>18.22</b> |
|        | SECURITY SERVICES (FIRE ALARM-            |                 |                     |                   |                     |              |
| 521700 | SECURITY GUARDS)                          | 0.00            | 26,000.00           | 7,579.00          | 18,421.00           | 29.15        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>26,000.00</b>    | <b>7,579.00</b>   | <b>18,421.00</b>    | <b>29.15</b> |
| 521900 | CONTRACTED SERVICES                       | 0.00            | 16,163.00           | 2,950.50          | 13,212.50           | 18.25        |
| 523122 | SOFTWARE MAINTENANCE                      | 0.00            | 30,000.00           | 4,035.22          | 25,964.78           | 13.45        |
| 524110 | BUILDING EXTERIOR MAINT                   | 0.00            | 20,000.00           | 3,963.54          | 16,036.46           | 19.82        |
| 524124 | HVAC MAINT & BOILER INS                   | 0.00            | 3,000.00            | 100.00            | 2,900.00            | 3.33         |
| 524126 | ELEVATOR MAINTENANCE                      | 0.00            | 500.00              | 200.00            | 300.00              | 40.00        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>69,663.00</b>    | <b>11,249.26</b>  | <b>58,413.74</b>    | <b>16.15</b> |
| 525100 | ELECTRICITY                               | 0.00            | 93,800.00           | 12,472.85         | 81,327.15           | 13.30        |
| 525105 | WATER                                     | 0.00            | 1,350.00            | 250.80            | 1,099.20            | 18.58        |
| 525110 | SEWER                                     | 0.00            | 1,350.00            | 248.04            | 1,101.96            | 18.37        |
| 525120 | TELEPHONE                                 | 0.00            | 4,000.00            | 506.67            | 3,493.33            | 12.67        |
| 525140 | GAS - UTILITY                             | 0.00            | 31,000.00           | 5,091.86          | 25,908.14           | 16.43        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>131,500.00</b>   | <b>18,570.22</b>  | <b>112,929.78</b>   | <b>14.12</b> |
|        | PROG SUPP (CAT & CIRC SUPPLIES)           | 0.00            | 20,000.00           | 4,916.93          | 15,083.07           | 24.58        |
| 530210 | OPERATING SUPPLIES                        | 0.00            | 1,100.00            | 25.04             | 1,074.96            | 2.28         |
| 530222 | JANITORIAL SUPPLIES                       |                 | 5,000.00            | 1,286.62          | 3,713.38            | 25.73        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>26,100.00</b>    | <b>6,228.59</b>   | <b>19,871.41</b>    | <b>23.86</b> |
| 530255 | TOOLS & SMALL EQUIPMENT                   | 0.00            | 150.00              |                   | 150.00              | 0.00         |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>150.00</b>       | <b>0.00</b>       | <b>150.00</b>       | <b>0.00</b>  |
| 540200 | INSURANCE (FIRE)                          | 0.00            | 5,000.00            | 816.90            | 4,183.10            | 16.34        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>5,000.00</b>     | <b>816.90</b>     | <b>4,183.10</b>     | <b>16.34</b> |
| 642200 | IT EQUIPMENT                              | 0.00            | 19,500.00           | 4,274.07          | 15,225.93           | 21.92        |
|        | <b>SUB TOTAL</b>                          | <b>0.00</b>     | <b>19,500.00</b>    | <b>4,274.07</b>   | <b>15,225.93</b>    | <b>21.92</b> |
|        | <b>SUPPORT SERVICES COST CENTER TOTAL</b> | <b>0.00</b>     | <b>1,108,178.00</b> | <b>203,997.82</b> | <b>904,180.18</b>   | <b>18.41</b> |
|        | <b>LIBRARY TOTAL</b>                      | <b>6,213.37</b> | <b>3,079,654.00</b> | <b>606,929.34</b> | <b>2,466,511.29</b> | <b>19.71</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            | 446,252.00          | 95,253.07         | 350,998.93          | 21.35        |
| 25551110 | PUBLIC SERVICES               | 6,213.37        | 1,525,224.00        | 307,678.45        | 1,211,332.18        | 20.58        |
| 25551150 | SUPPORT SERVICES              | 0.00            | 1,108,178.00        | 203,997.82        | 904,180.18          | 18.41        |
|          | FUND EQUITY INCREASE          |                 |                     |                   |                     |              |
|          | <b>Total All Cost Centers</b> | <b>6,213.37</b> | <b>3,079,654.00</b> | <b>606,929.34</b> | <b>2,466,511.29</b> | <b>19.71</b> |

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                | 2,600.00            | 2,600.00           |              |
| 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           |                     | -53,114.00         | 0.00         |
| 431712       | ADJ COUNTY RMBRSMNT         | 37,452.00           | 152.00              | -37,300.00         | 0.41         |
| 431722       | ESLS LSTA GRANT             | 0.00                |                     | 0.00               |              |
| 434211       | STATE GRANT                 | 0.00                |                     | 0.00               |              |
| 447606       | PHOTOCOPIES                 | 10,000.00           | 1,163.15            | -8,836.85          | 11.63        |
| 447626       | DISCARDED BOOK SALES        |                     |                     | 0.00               |              |
| 447636       | LATE BOOK CHARGES           | 50,000.00           | 6,583.45            | -43,416.55         | 13.17        |
| 447641       | LOST BOOKS                  | 5,000.00            | 1,296.24            | -3,703.76          | 25.92        |
| 447699       | MISCELLANEOUS               | 0.00                |                     | 0.00               |              |
| 449901       | VENDING COMMISSIONS         | 500.00              |                     | -500.00            | 0.00         |
| 467101       | CONTRIBUTIONS               | 66,000.00           | 15,201.76           | -50,798.24         | 23.03        |
| 469101       | SALE OF EQUIPMENT           | 0.00                |                     | 0.00               |              |
| 469501       | CASH OVER/SHORT             | 0.00                | 201.05              | 201.05             | 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               |              |
|              | <b>Total Revenues</b>       | <b>3,079,654.00</b> | <b>2,884,785.86</b> | <b>-194,868.14</b> | <b>93.67</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            |                 | 1,616,474.00        | 317,025.03        | 1,299,448.97        | 19.61          |
| 510310 | FICA                                |                 | 99,896.00           | 19,155.53         | 80,740.47           | 19.18          |
| 510311 | MEDICARE                            |                 | 28,149.00           | 4,479.85          | 23,669.15           | 15.91          |
| 510320 | WI RETIREMENT FUND                  |                 | 94,464.00           | 19,467.74         | 74,996.26           | 20.61          |
| 510340 | HEALTH INSURANCE                    |                 | 270,457.00          | 50,800.00         | 219,657.00          | 18.78          |
| 510341 | RETIREE HEALTH INS                  |                 | 3,408.00            | 1,832.69          | 1,575.31            | 53.78          |
| 510350 | DENTAL INSURANCE                    |                 | 20,039.00           | 4,958.43          | 15,080.57           | 24.74          |
| 510351 | UNFUNDED PENSION LIABILITY          |                 | 29,650.00           | 4,941.66          | 24,708.34           | 16.67          |
| 510360 | LIFE INSURANCE                      |                 | 2,062.00            | 406.18            | 1,655.82            | 19.70          |
| 510400 | WORKERS COMP                        |                 | 722.00              | 120.36            | 601.64              | 16.67          |
| 510410 | UNEMPLOYMENT                        |                 | 2,000.00            | 0.00              | 2,000.00            | 0.00           |
| 521100 | BANKING FEES                        |                 | 1,200.00            | 100.20            | 1,099.80            | 8.35           |
| 521110 | FINANCIAL SERVICES FEES             |                 | 2,450.00            | 0.00              | 2,450.00            | 0.00           |
| 521400 | ADVERTISING & MARKETING             |                 | 9,400.00            | 0.00              | 9,400.00            | 0.00           |
| 521700 | SECURITY SERVICES                   |                 | 26,000.00           | 7,579.00          | 18,421.00           | 29.15          |
| 521800 | PROGRAM SERVICES                    |                 | 10,000.00           | 4,454.96          | 5,545.04            | 44.55          |
| 521900 | CONTRACTED SERVICES                 |                 | 73,663.00           | 25,706.14         | 47,956.86           | 34.90          |
| 523122 | SOFTWARE MAINTENANCE                |                 | 30,000.00           | 4,035.22          | 25,964.78           | 13.45          |
| 524110 | BUILDING EXT MAINT                  |                 | 20,000.00           | 3,963.54          | 16,036.46           | 19.82          |
| 524124 | HVAC MAINT + BOILER INS             |                 | 3,000.00            | 100.00            | 2,900.00            | 3.33           |
| 524126 | ELEVATOR MAINTENANCE                |                 | 500.00              | 200.00            | 300.00              | 40.00          |
| 525100 | ELECTRICITY                         |                 | 93,800.00           | 12,472.85         | 81,327.15           | 13.30          |
| 525105 | WATER                               |                 | 1,350.00            | 250.80            | 1,099.20            | 18.58          |
| 525110 | SEWER                               |                 | 1,350.00            | 248.04            | 1,101.96            | 18.37          |
| 525120 | TELEPHONE                           |                 | 4,000.00            | 506.67            | 3,493.33            | 12.67          |
| 525140 | GAS - UTILITY                       |                 | 31,000.00           | 5,091.86          | 25,908.14           | 16.43          |
| 525155 | PROFESSIONAL DEVELOPMENT            |                 | 13,520.00           | 1,136.58          | 12,383.42           | 8.41           |
| 527100 | STAFF PARKING - CAR ALLOWANCE       |                 | 11,000.00           | 10,182.91         | 817.09              | 92.57          |
| 527110 | TRAVEL                              |                 | 2,000.00            | 299.07            | 1,700.93            | 14.95          |
| 530100 | OFFICE SUPPLIES                     | 0.00            | 9,500.00            | 1,848.38          | 7,651.62            | 19.46          |
| 530130 | POSTAGE AND DELIVERY                |                 | 4,500.00            | 561.55            | 3,938.45            | 12.48          |
| 530200 | PROG SUPP (CAT & CIRC SUPPLIES)     |                 | 20,000.00           | 4,916.93          | 15,083.07           | 24.58          |
| 530205 | DISPLAYS                            |                 | 1,100.00            | 0.00              | 1,100.00            | 0.00           |
| 530210 | OPPERATING SUPPLIES                 |                 | 1,100.00            | 25.04             | 1,074.96            | 2.28           |
| 530222 | JANITORIAL SUPPLIES/SERVICES        |                 | 5,000.00            | 1,286.62          | 3,713.38            | 25.73          |
| 530255 | TOOLS & SMALL EQUIPMENT             |                 | 150.00              | 0.00              | 150.00              | 0.00           |
| 538001 | DONATION PURCHASES                  |                 | 66,000.00           | 2,502.01          | 4,767.99            | 3.79           |
| 538002 | ADULT PRINT                         |                 | 364,234.00          | 68,512.52         | 289,508.11          | 18.81          |
| 538100 | OTHER CONTENT                       |                 | 53,600.00           | 540.00            | 53,060.00           | 1.01           |
| 539999 | MISC EXP (LATE FEES)                |                 | 100.00              | 0.00              | 100.00              | 0.00           |
| 540200 | INSURANCE (FIRE)                    |                 | 5,000.00            | 816.90            | 4,183.10            | 16.34          |
| 540215 | GEN PUB OFFICIAL                    |                 | 3,116.00            | 0.00              | 3,116.00            | 0.00           |
| 590255 | PARKING (SPECIAL) ASSESSMENT        |                 | 3,000.00            | 0.00              | 3,000.00            | 0.00           |
| 642200 | IT EQUIPMENT                        |                 | 19,500.00           | 4,274.07          | 15,225.93           | 21.92          |
| 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                |                |
|        | <b>TOTAL MEAD PUBLIC LIBRARY EX</b> | <b>6,213.37</b> | <b>3,079,654.00</b> | <b>606,929.34</b> | <b>2,466,511.29</b> | <b>19.71</b>   |

**Mead Public Library - 2016 Fiscal Year End Reserve Accounts**

| <b>Reserve Description</b>   | <b>Amount in Reserve Account</b> |
|--|----------------------------------|
| Encumbered Expense - Konz Electric Emergency Generator Open Expense      | \$9,840.00                       |
| Insurance Claims Reserve   | \$25,000.00                      |
| Frozen Sick Leave/Retiree Health insurance Reserve                       | \$169,306.07                     |
| Donations Received in 2016 Carried Over to 2017 Budget                   | \$4,965.00                       |
| Unreserved Balance   | \$846,631.98                     |
| <b>Total Reserve Accounts and Funds Carried Over to 2017 Fiscal Year</b> | <b>\$1,055,743.05</b>            |
|  |                                  |
|  |                                  |
| <b>Target Reserves to Carry Over for Rainy Day Fund</b>                  |                                  |
| 2017 Revenue Budget  | \$3,079,654.00                   |
| 2017 Unreserved Fund Balance Carried Forward                             | \$846,631.98                     |
| MPL Reserve Target @ 25% of Current Operating Budget                     | \$769,913.50                     |
| <b>Total Unreserved Budget After Target Reserve</b>                      | <b>\$76,718.48</b>               |
|  |                                  |



| I. GENERAL INFORMATION                                 |                               |  |                          |  |   |
|--|-------------------------------|--|--------------------------|--|---|
| 1. Name of Library                                     |                               |  | 2. Public Library System |  |   |
| 3a. Head Librarian First Name                          | 3b. Head Librarian Last Name  |  | 4a. Certification Grade  | 4b. Certification Type                 | 5. Certification Expiration Date        |
| 6a. Street Address                                     | 6b. Mailing Address or PO Box |  | 7. City / Village / Town | 8a. ZIP                                | 8b. ZIP4                                |
| 10. Library Phone Number                               |                               | 11. Fax Number   |                          | 12. Library E-mail Address of Director |   |
| 13. Library Website URL                                |                               |  | 14. No. of Branches      | 15. No. of Bookmobiles Owned           | 16. No. of Other Public Service Outlets |
| 17. Does your library operate a books-by-mail program? |                               | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? |                          |  |   |
| 19a. Winter Hours Open per Week                        |                               | 19b. Number of Winter Weeks  |                          | 19c. Summer Hours Open per Week        |   |
| 19d. Number of Summer Weeks                            |                               |  |                          |  |   |
| 20. Square Footage of Public Library                   |                               | 21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?   |                          |  | 22. DUNS Number <i>Nine digits</i>      |

| II. LIBRARY COLLECTION  |                          |                 |
|---|--------------------------|-----------------|
|   | a. Number Owned / Leased | b. Number Added |
| 1. Books in Print <i>Non-periodical printed publications</i>                                    |                          |                 |
| 2. Electronic Books <i>E-books</i>  |                          |                 |
| 3. Audio Materials  |                          |                 |
| 4. Electronic Audio Materials <i>Downloadable</i>   |                          |                 |
| 5. Video Materials  |                          |                 |
| 6. Electronic Video Materials <i>Downloadable</i>   |                          |                 |
| 7. Other Materials Owned <i>Describe</i>  |                          |                 |
| 8. Electronic Collections <i>Locally Owned or Leased</i>  |                          |                 |
| 9. Total Electronic Collections <i>Local, regional, and state</i>                               |                          |                 |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i> |                          |                 |

**III. LIBRARY SERVICES**

|  |                    |                        |                         |          |   |                    |  |  |
|--|--------------------|------------------------|-------------------------|----------|---|--------------------|--|--|
| 1. Circulation Transactions<br>a. Total Circulation      |                    |                        | b. Children's Materials |          | 2. Interlibrary Loans<br>a. Items Loaned <i>Provided to</i> |                    | b. Items Received <i>Received from</i>     |  |
| 3. Number of Registered Users<br>a. Resident             |                    |                        | b. Nonresident          |          | c. TOTAL  |                    | 4. Reference Transactions<br>a. Method     |  |
|  |                    |                        |                         |          |   |                    | b. Annual Count                            |  |
|  |                    |                        |                         |          |   |                    | 5. Library Visits<br>a. Method             |  |
|  |                    |                        |                         |          |   |                    | b. Annual Count                            |  |
| 6. Uses of Public Internet Computers<br>a. Method        |                    |                        | b. Annual Count         |          | 7. Uses of Public Wireless Internet<br>a. Method            |                    | b. Annual Count                            |  |
|  |                    |                        |                         |          |   |                    | 8a. Local Electronic Collection Retrievals |  |
|  |                    |                        |                         |          |   |                    | 8b. Total Electronic Collection Retrievals |  |
| 9. Uses of Electronic Materials by Users of Your Library |                    |                        |                         |          |   |                    |  |  |
| a. E-Books   |                    |                        | b. E-Audio              |          | c. E-Video  |                    | d. Total Uses of Electronic Materials      |  |
|  |                    |                        |                         |          |   |                    | e. Uses of Children's Electronic Materials |  |
| 10. Programs and Program Attendance Annual Count         |                    |                        |                         |          |   |                    |  |  |
|  | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages)     | d. TOTAL | 11. Number of Public Use Computers                          |                    |  |  |
| Number of Programs                                       |                    |                        |                         |          | a. Total  | b. Internet Access |  |  |
| Total Attendance   |                    |                        |                         |          |   |                    |  |  |

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

| First Name       | Last Name | Street Address | City | ZIP+4 | Email Address |
|------------------|-----------|----------------|------|-------|---------------|
| <b>PRESIDENT</b> |           |                |      |       |               |
| 1.               |           |                |      |       |               |
| 2.               |           |                |      |       |               |
| 3.               |           |                |      |       |               |
| 4.               |           |                |      |       |               |
| 5.               |           |                |      |       |               |
| 6.               |           |                |      |       |               |
| 7.               |           |                |      |       |               |
| 8.               |           |                |      |       |               |
| 9.               |           |                |      |       |               |
| 10.              |           |                |      |       |               |
| 11.              |           |                |      |       |               |
| 12.              |           |                |      |       |               |

|  |  |
|--|--|
| No. of Library Board Members<br><i>Include vacancies in this count</i> |  |
|--|--|

**V. LIBRARY OPERATING REVENUE**  
*Report operating revenue only. Do not report capital receipts here.*

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

| Municipality Type | Name | Amount |
|-------------------|------|--------|
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
|                   |      |        |
| Subtotal 1        |      |        |

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|-------------|--------|-------------|--------|
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
|             |        |             |        |
| Subtotal 2b |        |             |        |

3. State Funds

a. Public Library System State Funds

| Description                                 | Amount | Description                   | Amount |
|---|--------|-------------------------------|--------|
|   |        |                               |        |
|   |        |                               |        |
|   |        |                               |        |
| b. Funds Carried Forward from Previous Year |        | c. Other State Funded Program |        |
| Subtotal 3                                  |        |                               |        |

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

| Program or Project | Amount |
|--------------------|--------|
|                    |        |
|                    |        |
|                    |        |
|                    |        |
| Subtotal 4         |        |

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

| Name       | Amount | Name | Amount |
|------------|--------|------|--------|
|            |        |      |        |
|            |        |      |        |
|            |        |      |        |
| Subtotal 5 |        |      |        |

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

7. All Other Operating Income

8. Total Operating Income  
*Add 1 through 7*

9. What is the 2017 annual appropriation provided by your governing body/bodies for your public library?

10. Was your library's municipality exempt from the county library tax for 2016? *Wis. Stat. s. 43.64(2)*

**VI. LIBRARY OPERATING EXPENDITURES**

*Report operating expenditures from all sources. Do not report capital expenditures here.*

- |  |   |
|--|---|
| 1. Salaries and Wages <i>Include maintenance, security, plant operations</i> | 2. Employee Benefits <i>Include maintenance, security, plant operations</i> |
|--|---|

3. Library Collection Expenditures

- |                    |                         |                          |                                |               |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | e. Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

| Provider   | Amount | Provider | Amount |
|------------|--------|----------|--------|
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
|            |        |          |        |
| Subtotal 4 |        |          |        |

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income.

*Do not report any expenditures reported above. Provide a brief description of any expenditures.*

| Source             | Brief Description of Expenditure    | Revenue       | Expenditure       |
|--------------------|-------------------------------------|---------------|-------------------|
| a. Federal         |                                     |               |                   |
| b. State           |                                     |               |                   |
| c. Municipal       |                                     |               |                   |
| d. County          |                                     |               |                   |
| e. Other           |                                     |               |                   |
| 2. Debt Retirement | 3. Rent Paid to Municipality/County | Total Revenue | Total Expenditure |

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

**IX. TRUST FUNDS**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

1. Total Amount of Trust Funds Held by the Library Board at End of Year

**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

| Position                  | Type of Staff | Annual Salary | Hours Worked per Week | Position | Type of Staff | Annual Salary | Hours Worked per Week |
|---------------------------|---------------|---------------|-----------------------|----------|---------------|---------------|-----------------------|
| Director / Head Librarian |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |
|                           |               |               |                       |          |               |               |                       |

b. Other Paid Staff *See instructions*

| Position | Type of Staff | Total Annual Wages | Hours Worked per Week | Position | Type of Staff | Total Annual Wages | Hours Worked per Week |
|----------|---------------|--------------------|-----------------------|----------|---------------|--------------------|-----------------------|
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |
|          |               |                    |                       |          |               |                    |                       |

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)  
*Include maintenance, plant operations, and security*

c. Total Library Staff (FTE)

---

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

|   |   |   |                            |             |
|---|---|---|----------------------------|-------------|
| Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above. |   | a. Those with a Library   | b. Those without a Library | c. Subtotal |
| 2. Circulation to Nonresidents Living in Your County  |   |   |                            |             |
| 3. Circulation to Nonresidents Living in Another County in Your System  |   |   |                            |             |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in Your System  |   |   |                            |             |
| 5. Circulation to All Other Wisconsin Residents   |   | 6. Circulation to Persons from Out of the State                                   |                            |             |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample?   | 8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? | 8b. If yes, do you allow residents in adjacent systems to purchase library cards? |                            |             |

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

| Name of County | Circulation | Name of County | Circulation |
|----------------|-------------|----------------|-------------|
| a.             |             | f.             |             |
| b.             |             | g.             |             |
| c.             |             | h.             |             |
| d.             |             | i.             |             |
| e.             |             | j.             |             |

**XII. TECHNOLOGY**

|  |   |   |   |
|--|---|---|---|
| 1. Does your library provide wireless Internet access for patrons' mobile devices? | 2. What type of Internet connection do you have? <i>Mark all that apply</i><br><input type="checkbox"/> a. State TEACH line<br><input type="checkbox"/> b. Other broadband connection<br><i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?<br><input type="checkbox"/> a. Yes, on all Internet workstations<br><input type="checkbox"/> b. Yes, on some Internet workstations<br><input type="checkbox"/> c. No filtering on any Internet workstation | 4. Does your library use door counters? |
|--|---|---|---|

**XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES**

|   |   |                    |                        |                     |          |
|---|---|--------------------|------------------------|---------------------|----------|
| 1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>              |   | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. TOTAL |
|   | Number of Summer Literacy Offerings     |                    |                        |                     |          |
|   | Total Unduplicated Individuals Involved |                    |                        |                     |          |
|   | Number of Other Literacy Offerings      |                    |                        |                     |          |
| 2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i> |   | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. TOTAL |
|   | Number of Drop-in Activities            |                    |                        |                     |          |
|   | Total Drop-in Activity Participation    |                    |                        |                     |          |

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name                      b. Last Name                      c. Email Address



**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT,** to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

|   |  |             |
|---|--|-------------|
| President, Library Board of Trustees Signature<br> | Name of President <i>Print or type</i>                 | Date Signed |
| Library Director / Head Librarian Signature<br>    | Name of Director / Head Librarian <i>Print or type</i> | Date Signed |

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County \_\_\_\_\_

The \_\_\_\_\_ Board of Trustees hereby states that in 2016, the  
*Name of Public Library*

\_\_\_\_\_  
*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
- Did not provide effective leadership and adequately meet the needs of the library.


Explanation of library board's response. *Attach additional sheets if necessary.*

\* The statement **may** be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

**CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

|   |  |             |
|---|--|-------------|
| President, Library Board of Trustees Signature<br><br> | Name of President <i>Print or type</i> | Date Signed |
|---|--|-------------|

**COMMENTS**



*Mead Public Library*

CIP Request for 2018 - 2022

| <b>Department</b>  | <b>Project</b>               | <b>Fund</b> | <b>Estimated<br/>Total Project</b> | <b>2017</b>  | <b>2018</b>   | <b>2019</b>  | <b>2020</b>  |
|--|------------------------------|-------------|------------------------------------|--------------|---------------|--------------|--------------|
| Mead   | Carpet Replacement           | General     | \$ 161,966.98                      | \$ 40,491.75 | \$ 40,491.75  | \$ 40,491.75 | \$ 40,491.73 |
| Mead   | Phone System Replacement     | General     | \$ 26,896.00                       | \$ 26,896.00 |               |              |              |
| Mead   | Cooling Towers (Roof of MPL) | General     | \$ 100,000.00                      |              | \$ 100,000.00 |              |              |
|  | <b>Total</b>                 |             |                                    |              |               |              |              |
| *Note* CIP Project was approved with the 2017 CIP process.                                   |                              |             |                                    |              |               |              |              |
| Non-Highlighted CIP projects would be funded by MPL Budget/Reserves or other funding sources |                              |             |                                    |              |               |              |              |

| 2021 | Debt/Levy            | Comments  |
|------|----------------------|---|
|      | \$ 161,966.98        | Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff. |
|      | \$ 26,896.00         | Update outdated phone system - Possible tie into city option for replacement.                     |
|      | \$ 100,000.00        | Cooling Towers need replacing within the next two years   |
|      | <b>\$ 288,862.98</b> |   |
|      |                      |   |
|      |                      |   |
|      |                      |   |

Mead Public Library

CIP Request for 2017 - 2021

| Department | Project  | Fund    | Estimated Total Project                                | 2017          | 2018         | 2019         | 2020          |
|------------|--|---------|--|---------------|--------------|--------------|---------------|
| Mead       | Up Grade to Internal Security System (Camera Corner)               | General | \$ 25,000.00   | \$ 25,000.00  |              |              |               |
| Mead       | Phase 3 Boiler Replacement   | General | \$ 285,000.00  | \$ 285,000.00 |              |              |               |
| Mead       | Carpet Replacement   | General | \$ 161,966.98  | \$ 40,491.75  | \$ 40,491.75 | \$ 40,491.75 | \$ 40,491.73  |
| Mead       | Emergency Generator - Replacement                                  | General | \$ 25,000.00   | \$ 25,000.00  |              |              |               |
| Mead       | RFID System - After June 2016                                      | General | \$ 150,000.00  | \$ 150,000.00 |              |              |               |
| Mead       | Phone System Replacement   | General | \$ 20,021.70   | \$ 20,021.70  |              |              |               |
| Mead       | Lobby Grates & Floor Tile  | General | Waiting for Estimate to arrive & what to replace with. |               |              |              |               |
| Mead       | Brick Side Walk Replacement  | General | \$ 29,000.00   | \$ 29,000.00  |              |              |               |
| Mead       | Bollard Replacement & Clock Tower Repair                           | General | \$ 6,835.00  | \$ 6,835.00   |              |              |               |
| Mead       | Cooling Towers (Roof of MPL)                                       | General |  |               |              |              |               |
| Mead       | Replace all 7 ft. Shelving with 5 ft. Shelving                     | General | \$ 100,000.00  |               |              |              | \$ 100,000.00 |
|            | <b>Total</b>   |         |  |               |              |              |               |
|            | **Note** \$153,505.33 Laverne Carter Legacy funds are available.** |         |  |               |              |              |               |

| 2021 | Debt/Levy            | Comments   |
|------|----------------------|--|
|      | \$ 25,000.00         | To increase safety measures for Staff  |
|      | \$ 285,000.00        | To complete phase III of the HVAC upgrades - Boiler replacements   |
|      | \$ 161,966.98        | Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.  |
|      | \$ 25,000.00         | To upgrade the emergency generator that has been at the library since it was built. The current generator doesn't always start and parts are obsolete for repairs.<br><b>Possible Donation from a Business</b> |
|      | \$ 150,000.00        | Security of Collection System & Efficiency in Circulation  |
|      | \$ 20,021.70         | Update outdated phone system - Possible tie into city option for replacement.  |
|      |                      | Broken tiles and grates are a safety hazard to patrons and staff. Possible suggestions use bricks and sell them for donor recognition.   |
|      | \$ 29,000.00         | Bricks are broken & warn and is a potential safety hazard for injuries to the public & staff - Waiting for decision as to which department is responsible for the repairs.                                     |
|      | \$ 6,835.00          | Waiting for decision as to which department is responsible for the repairs.  |
|      |                      | Cooling Towers need replacing within the next two years  |
|      | \$ 100,000.00        | It is safer to shelve and reach a 5ft. Shelve vs. the 7 ft. shelving.  |
|      | <b>\$ 802,823.68</b> |  |

|                                     |     | <u>2017 Requested</u> | <u>2018 Requested</u> |
|-------------------------------------|-----|-----------------------|-----------------------|
| <b><u>REVENUES</u></b>              |     |                       |                       |
| Property Tax Levy:                  |     |                       |                       |
| General Projects                    | (1) | \$0                   | \$0                   |
| Street Improvement Fund / Sidewalks | (2) | \$0                   | \$0                   |
| Equipment Fund                      | (3) | \$0                   | \$0                   |
| Fire Equipment Fund                 | (4) | \$0                   | \$0                   |
| Park and Open Space Fund            | (5) | \$0                   | \$0                   |
| Impact Fees                         | (6) | \$0                   | \$0                   |
| Vehicle Sales                       | (7) | \$0                   | \$0                   |
| State / Federal Grants              | (8) | \$0                   | \$0                   |
| Other Municipality Contributions    | (9) | \$0                   | \$0                   |
| G. O. Borrowed Funds                | 10) | \$375,492             | \$140,492             |
| Other Borrowed Funds (TIF)          | 11) | \$0                   | \$0                   |
| Donations                           | 12) | \$0                   | \$0                   |
| Sewer & Water User Fees             | 13) | \$0                   | \$0                   |
| Special Assessment                  | 14) | \$0                   | \$0                   |
| Interest Income                     | 15) | \$0                   | \$0                   |
| Other                               | 16) | \$0                   | \$0                   |
| Fund Balance                        | 17) | \$0                   | \$0                   |

|                      |  |           |           |
|----------------------|--|-----------|-----------|
| <b>TOTAL REVENUE</b> |  | \$375,492 | \$140,492 |
|----------------------|--|-----------|-----------|

|                         |  |     |     |
|-------------------------|--|-----|-----|
| Total Property Tax Levy |  | \$0 | \$0 |
| City Buildings          |  | \$0 | \$0 |
| Police                  |  | \$0 | \$0 |
| Fire                    |  | \$0 | \$0 |
| Public Works            |  | \$0 | \$0 |
| Parks and Recreation    |  | \$0 | \$0 |
| Library                 |  | \$0 | \$0 |
| Equal                   |  | \$0 | \$0 |

**EXPENDITURES**

Mead Library

|  |    |           |    |           |
|--|----|-----------|----|-----------|
| Upgrade Internal Security System   | 10 | \$25,000  |    |           |
| Phase 3 Boiler Replacement   | 10 | \$285,000 |    |           |
| Carpet Replacement   | 10 | \$40,492  | 10 | \$40,492  |
| Two Cooling Towers   |    |           | 10 | \$100,000 |
| Emergency Generator Replacement - Donated & Received by Kohler Company 12/1/2016 | 10 | \$25,000  |    |           |

|                             |  |           |           |
|-----------------------------|--|-----------|-----------|
| <b>Total - Mead Library</b> |  | \$375,492 | \$140,492 |
|-----------------------------|--|-----------|-----------|

2019 Requested

2020 Requested

2021 Requested

Total Requested

|          |          |     |           |
|----------|----------|-----|-----------|
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$40,492 | \$40,492 | \$0 | \$596,968 |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |
| \$0      | \$0      | \$0 | \$0       |

|          |          |     |           |
|----------|----------|-----|-----------|
| \$40,492 | \$40,492 | \$0 | \$596,968 |
|----------|----------|-----|-----------|

|     |     |     |     |
|-----|-----|-----|-----|
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |
| \$0 | \$0 | \$0 | \$0 |

|    |          |    |           |
|----|----------|----|-----------|
|    |          |    | \$25,000  |
|    |          |    | \$285,000 |
| 10 | \$40,492 | 10 | \$40,492  |
|    |          |    | \$161,968 |
|    |          |    | \$100,000 |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|          |          |     |           |
|----------|----------|-----|-----------|
| \$40,492 | \$40,492 | \$0 | \$596,968 |
|----------|----------|-----|-----------|