

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

**Minutes  
Mead Public Library  
Finance Committee Meeting  
Tuesday, October 25, 2016  
4:00 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Tuesday, October 25, 2016 in the Library Board Room. Present Committee Members: MPL Board Treasurer Dirk Zylman, presiding, Henry Nelson and Dolcye Johnson. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico and Administrative Assistant Lauren Richmond. City Staff Present: City Administrator Darrell Hofland.

## **1. OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 4:00 pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES. Approval of the Finance Committee minutes for Thursday, September 22, 2016 meeting. Nelson **moved** to approve the Finance Committee minutes for the September 22, 2016 meeting, Zylman **seconded**, Johnson abstained. The motion **passed**.

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

2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Nelson **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Johnson **seconded** the motion. The motion **carried**.

### **2.2 RECEIVE 2016 BUDGET STATUS TO DATE**

All categories on pace.

### **2.3 DISCUSS AND POSSIBLE ACTION ON FUNDING FUTURE CAPITAL IMPROVEMENT PROJECTS**

City has a five year plan which was referred to City Finance and approved. It will now go back to Council for final approval. Library has boilers, new carpeting, security system and cooling system repairs within that plan). Next step is looking at Library reserve funds to see what, if any, efficiency projects could be taken care of once CIP is approved.

Johnson **moved** to recommend to full board to move forward with RFID project and e-commerce payment system contingent on city CIP final approval. Nelson **seconded**. The motion **carried**.

### **2.4 DISCUSSION AND POSSIBLE ACTION ON 2017 WAGE SCALE UPDATE**

Discussion was had by committee member, City Administrator and staff. Zylman will report to the board that HR will look at the salary scale update and makes its recommendations to the Board of Trustees.

### **2.5 DISCUSS POSSIBLE FUTURE FINANCE COMMITTEE ISSUES/AGENDA ITEMS**

-TBD

2.6 CONFIRM COMMITTEE REPORT TO MEAD PUBLIC LIBRARY BOARD OF TRUSTEES

### 3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting November 17th, 2016 @ 2:45 p.m.

### 4. ADJOURN

4.1 MOTION TO ADJOURN: Johnson **moved** to adjourn the October 25, 2016 Finance Committee meeting; Nelson **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee at 5:05 p.m.



MPL Visa Credit Card Purchases  
11/4/2016 -

Account #	Amount	Description
25551110-538100	\$ 49.00	Public Service staff planning program 1/12 of yearly cost
Total Charges for billing period	\$ 49.00	

MPL Visa Credit Card Purchases  
 10/6/2016 - 11/3/2016

Account #	Amount	Description
25551110-538100	\$ 49.00	Public Service staff planning program 1/12 of yearly cost
25551100-527110	\$ 140.00	WLA conference fees
25551110-538002	\$ 490.00	Materials purchase - Walmart
25551110-538001	\$ 45.00	Subway - Acuity Cool Picks paid for by Aucity donation
25551100-538001	\$ 20.55	Facebook advertising - paid for by Friends of MPL
25551100-521400	\$ 22.06	Indeed advertisement for Communications specialist
25551150-530222	\$ 529.27	Janitorial supplies
25551150-524110	\$ 413.18	Building maintenance supplies
Total Charges for billing period	\$ 1,709.06	

MPL Visa Credit Card Purchases  
9/7/2016 - 10/5/2016

Account #	Amount	Description
25551110-538100	\$ 49.00	Public Service staff planning program 1/12 of yearly cost
25551150-524110	\$ 369.45	Building Maintenance expense
25551150-530222	\$ 1,200.10	Janitorial supplies
25551100-527110	\$ 240.00	WLA Membership Fee - Garrett Erickson
25551110-538001	\$ 100.00	Big Read Expense Paid by Donation & Grant Funds
25551150-530210	\$ 23.15	Technical services supplies
25551150-530135	\$ 22.95	Technical services supplies
25551150-530200	\$ 29.70	Technical services supplies
25551100-538001	\$ 35.29	Facebook fees - Paid for by Friends Donation
25551100-521400	\$ 618.86	Displays/Marketing /Printing supplies
25551110-538001-10083	\$ 262.50	Film licenses for True Grit - Big Read paid for by Donations and Grant funds
25551100-538001	\$ 137.00	Summer reading prizes paid for by donations
25551100-538001	\$ 159.77	Cool Picks summer program prizes paid for by donations
25551100-538001	\$ 54.49	Maker Space supplies paid for by donations
25551100-521400	\$ 299.49	Employment ad for Communications Specialist
Total Charges for billing period	\$ 3,601.75	

MPL Visa Credit Card Purchases  
 8/5/2016 - 9/6/2016

Account #	Amount	Description
25551110-538001	\$ 115.00	Summer reading program prize expense
25551110-538001	\$ 345.18	Makerspace expense
25551150-525105	\$ 19.21	Sheboygan Water Utility expense
25551150-524110	\$ 876.52	Building maintenance expense
25551150-530210	\$ 63.52	Book club expense
25551150-530222	\$ 255.08	Janitorial expense
25551100-521400	\$ 79.00	Constant Contact - e-newsletter web-site
25551110-538001-10099	\$ 360.00	Costumes for childrens program
25551100-538001	\$ 3.30	Facebook advertising - paid by Friends of MPL donation
25551110-538100	\$ 49.00	ShiftPlanning - Public service staff work planning tool
25551150-6422200	\$ 55.00	Techsoup IT expense
Total Charges for billing period	\$ 2,220.81	

MPL Visa Credit Card Purchases

7/7/2016 - 8/4/2016

Account #	Amount	Description
25551100-523110	\$ 259.00	ALA Member Services - G. Erickson
25551110-521800	\$ 27.16	Programing expense
25551150-642200	\$ 181.99	IT Expenses - programs/supplies
25551150-524110	\$ 226.16	Building maintenance supplies
25551100-538001	\$ 27.70	Donated purchases - Advertising/State Reports (Friends of MPL to pay for these).
25551150-530210	\$ 246.46	Technical support supplies
25551150-530222	\$ 257.01	Janitorial Supplies
25551100-530100	\$ 329.02	Office supplies
25551110-538001	\$ 57.90	Supplies for Maker Space program paid by donation funds
Total Charges for billing period	\$ 1,612.40	

MPL Visa Credit Card Purchases  
 6/4/2016 - 7/6/2016

Account #	Amount	Description
25551150-530222	\$ 74.89	Janitorial supplies
25551150-524110	\$ 317.82	Building maintenance supplies
25551150-642200	\$ 9.00	IT supplies
25551100-530100	\$ 129.87	Office supplies
25551150-530200	\$ 35.07	Tech support supplies
25551110-538001	\$ 112.27	Supplies for Maker-Space paid with donated funds
25551110-538001	\$ 492.55	Cool Pick Prizes - paid for with Acuity donated funds.
25551100-538001	\$ 9.88	Facebook advertising - pd by donation Friends of MPL
25551150-530135	\$ 372.44	Postage meter supplies
Total Charges for 3/5/2016 - 4/5/2016	\$ 1,553.79	

MPL Visa Credit Card Purchases  
5/5/2016 - 6/3/2016

Account #	Amount	Description
25551110-252155	\$ 65.00	Converence fees - Melissa Prentice
25551150-524110	\$ 458.68	Building maintenance expense
25551100-539999	\$ 28.85	National Volunteer Day - bakery items
25551100-530100	\$ 20.55	Signs print shop expense
25551100-527110	\$ 189.50	Chase DeVrou IT seminar - Madison WI (Food & Lodging)
25551100-538001-10095	\$ 447.06	Course fees for Garrett Erickson
25551110-525155	\$ 235.98	Melissa Prentice convernce fees (Food & Lodging)
25551150-642200	\$ 15.00	IT program license fees
25551150-530200	\$ 19.80	Support Services expense
25551150-530135	\$ 9.65	Freight on support services expense
25551150-524110	\$ 239.00	Building maintenance expense
25551110-538001	\$ 750.00	Prizes for Cool-Picks summer reading program
25551100-538001	\$ 16.22	Facebook adverting paid for by Friends of MPL
Total Charges for 3/5/2016 - 4/5/2016	\$ 2,495.29	

MPL Visa Credit Card Purchases  
 4/6/2016 - 5/4/2016

Account #	Amount	Description
25551110-538001	\$ 107.92	Jo-Ann Fabrics (Maker Space items)
255511110-525155	\$ 810.00	WAPL Conference Fees
25551100-525155	\$ 85.00	WAPL Conference Fees
25551150-530200	\$ 159.60	Technical Services supplies
25551150-530135	\$ 9.63	Technical Services supplies
25551100-538001	\$ 44.00	Facebook advertising (Paid for by Friends Donation)
25551150-524110	\$ 59.85	Zoro - Building maintenance supplies
		Blue Harbor gift certificates - Society of St. Vincent - Walmart
		items purchased for Summer Reading program. (Summer Reading
25551110-538001	\$ 502.64	program paid for by donations. received)
25551100-527110	\$ 90.48	Hotel cost for UWM Volunteer conference
25551100-538001-10094	\$ 5.24	Computer application expense
25551110-538001-10099	\$ 33.81	Items purchaced for Shebygan Connects (Paid for by donations).
Total Charges for 3/5/2016 - 4/5/2016	\$ 1,908.17	

MPL Visa Credit Card Purchases  
 3/5/2016 - 4/5/2016

Account #	Amount	Description
25551110-521800	\$ 77.23	City Bakery #0972510203041612361 \$42.50 - NEH Scan Day/Ellas Ref #1493 \$34.63
25551100-521420	\$ 45.49	Print shop materials expense
25551150-530222	\$ 230.49	Janitorial supplies - Specialcay1 \$6.90/Officesupply.com \$111.01/Tacony Corp Powr Flite \$112.58
25551100-525155	\$ 560.00	Wisc Net Conference fees for Chase Devrou \$170.00 / PLA 2016 Conference fees Garrett Erickson \$240.00 / WVCA Conference fees Lauren Richmond \$150.00
25551100-538001	\$ 13.14	Facebook advertising paid for by Friends of MPL
25551150-523122	\$ 155.88	Bluehost renewal - Public Service expense
25551110-538001-10099	\$ 50.40	Sheboygan Connects FDN to reimburse - Dollar Tree #EC2332440 \$50.40
25551110-538001-10098	\$ 118.80	NEH Grant - Stefano 3/5/16 \$65.10 - Duke of Devon 3/4/2016 \$53.70
Total Charges for 3/5/2016 - 4/5/2016	\$ 1,251.43	

MPL Visa Credit Card Purchases  
 2/4/2016 - 3/4/2016

Account #	Amount	Description
25551150 - 523122	\$ 142.43	Meetup - meeting scheduling program 6 months
25551150-642200	\$ 63.19	IT Supplies/Purchases
25551110-538001		Donated Purchases - Sheboygan Connects
		Staff Development - Conference Fees/Expense Fees -
25551110-525155	\$ 998.96	Public Service
		IT Software - Adobe Creative Cloud - Donated
25551100-538001-10094	\$ 707.65	Purchase
25551110-538001	\$ 422.75	Sheboygan Connects - Donated Purchase
25551150-530210	\$ 127.50	Support Services Supplies
25551100-538001	\$ 12.66	Facebook Advertising - Donated Purchase
Total Charges for 2/4/2016 - 3/4/2016	\$ 2,475.14	

MPL Visa Credit Card Purchases  
 1/7/2016 - 2/3/2016

Account #	Amount	Description
25551150 - 524110	\$ 170.18	Building maintenance supplies
25551100 - 538001	\$ 24.96	Facebook advertising paid for by Friends of MPL
25551150 - 530200	\$ 49.95	Cash Box for Copier/Printer on 2nd Floor
25551150 - 530135	\$ 7.95	Freight on Cash Box for Copier/Printer on 2nd Flr
25551150 - 642200	\$ 12.95	IT Supplies
25551100 - 538001	\$ 251.87	Creative Cloud Software - donated purchase
Total Charges for 9/4/2015 - 10/5/2015	\$ 517.86	

MPL Visa Credit Card Purchases

11/5/2015 - 12/4/2015

Account #	Amount	Description
25551150-642200	\$ 9.95	Drop Cam Monthly Charge
25551150-524135	\$ 361.70	Janitorial supplies
25551150-524110	\$ 166.41	Office Equipment Maintenance
25551110-530205	\$ 15.00	Materials purchase
25551150-530200	\$ 84.29	Technical support supplies
25551150-530135	\$ 12.72	Technical support suplies
25551100-538001	\$ 453.56	Credit refund for printer never received/Facebook advertising/JoAnn
25551110-538001	\$ 108.86	Fabrics/Constant contact
		Donated Expense
Total Charges for 9/4/2015 - 10/5/2015	\$ 1,212.49	

MPL Visa Credit Card Purchases  
 10/6/2015 - 11/4/2015

Account #	Amount	Description
25551150-642200	\$ 9.95	Drop Cam Monthly Charge
25551150-524110	\$ 1,523.04	Building Maintenance
25551100-527110	\$ 586.34	G. Erickson - Six Sigma Class Reg Fees
25551150-523110	\$ 149.85	Technical Supplies
25551100-521400	\$ 616.69	Employment Ads
25551100-527100	\$ 911.24	WLA Conference Fees
25551150-530255	\$ 19.75	Janitorial Supplies
25551150-530200	\$ 13.90	Technical Supplies
25551150-530135	\$ 5.99	Technical Supplies
25551110-530205	\$ 293.63	1st Floor message board
25551150-530210	\$ 127.50	Magnetic Photo Pockets
25551100-538001	\$ 12.82	Donated Advertising Expense
25551100-530100	\$ 112.80	Fax Cards
25551100-530135	\$ 2.60	Freight on Fax Cards
Total Charges for 9/4/2015 - 10/5/2015	\$ 4,386.10	

## Mead Public Library Accounts Payables

*October - November 2016*

Vendor	Name	Invoice	Check #	Invoice Amt	Description
900661	ALDAG/HONOLD MECH	189671	324551	\$150.00	HVAC Expense
2716	BAKER & TAYLOR, LLC	5014299978	324554	\$461.32	Materials purchase
2716	BAKER & TAYLOR, LLC	2032378424	324554	\$69.19	Materials purchase
2716	BAKER & TAYLOR, LLC	3021256300	324554	\$8.18	Materials purchase
2716	BAKER & TAYLOR, LLC	2032394952	324554	\$892.31	Materials purchase
2716	BAKER & TAYLOR, LLC	2032378353	324554	\$2,105.16	Materials purchase
2716	BAKER & TAYLOR, LLC	5014316698	324554	\$240.43	Materials purchase
2716	BAKER & TAYLOR, LLC	2032395071	324554	\$45.15	Materials purchase
3252	CHARTER COMMUNICAT	OCTOBER 2016	324555	\$272.99	Internet Services
900081	DEMCO, INC.	598072/5969822	324556	\$407.70	Technical services supplies
1341	EMBURY, LTD.	125600	324558	\$4,532.07	Materials purchase
2066	ERICKSON, GARRETT	10/25/16-10/26/16	324559	\$143.39	Travel expense
203	FRANK L. WEYENBERG	2759593	324560	\$19.00	Refund of lost item
900201	GE MONEY BANK/AMAZON	002-3751526-1222601	324561	\$11.98	Materials purchase
900201	GE MONEY BANK/AMAZON	002-5082850-0348250	324561	\$87.00	Materials purchase
16226	INFOGROUP	83507755	324562	\$936.00	Materials purchase
3692	KARACATURE	101	324563	\$500.00	Logo design for Maker Space
3707	KOCH, MELANIE	1165	324564	\$14.95	Patron refund
21770	KOHLER, VILLAGE OF	608624	324565	\$17.00	Refund of lost item
318	KRISS PREMIUM PROD	147841	324566	\$1,737.09	Maintenance supplies
900376	MARTENS TRILLING TRU	B741111	324567	\$1.71	Building maintenance
12374	MBM	IN139495	324568	\$580.34	Copier/Printer expense
900181	MENARDS	12922	324569	\$114.94	Building maintenance
900181	MENARDS	12618	324569	\$3.29	Building maintenance
900181	MENARDS	13743 - CR 13888	324569	\$32.37	Building maintenance
900181	MENARDS	13752	324569	\$14.40	Building maintenance
900181	MENARDS	13891 - 14302	324569	\$29.31	Building maintenance
900181	MENARDS	14303	324569	\$35.62	Building maintenance
900181	MENARDS	1404/8-14432	324569	\$28.79	Building maintenance
231	MIDWEST TAPE	94406837	324570	\$2,000.00	Materials purchase
231	MIDWEST TAPE	94420853	324570	\$309.90	Materials purchase
231	MIDWEST TAPE	94419258	324570	\$692.83	Materials purchase
231	MIDWEST TAPE	9444550	324570	\$128.96	Materials purchase
3705	ORTIZ, MELISSA	238424	324571	\$16.89	Patron refund
900132	PITNEY BOWES CREDIT	3301827058	324572	\$368.82	Postage expense
3704	SCHWINN, NATASHA	9133	324573	\$22.95	Patron refund

## Mead Public Library Accounts Payables

*October - November 2016*

Vendor	Name	Invoice	Check #	Invoice Amt	Description
2602	SHEBOYGAN FALLS MEM	204580	324574	\$30.00	Refund of lost item
1451	SHEBOYGAN MAIL HOUSE	1516	324575	\$74.44	Postage expense
491	STAPLES ADVANTAGE	DET 1669297	324576	\$171.48	Office supplies
491	STAPLES ADVANTAGE	8041455926	324576	\$126.01	Office supplies
491	STAPLES ADVANTAGE	8041549300	324576	\$250.42	Office supplies
3295	THE SIGN SHOP OF	165696	324577	\$40.00	Maker Space signage
900103	WAL-MART COMMUNITY	000249	324578	\$22.43	Summer reading program expense
900103	WAL-MART COMMUNITY	009115	324578	\$28.91	Summer reading program expense
900044	WISCONSIN PUBLIC SER	9/21/16-10/4/16	324579	\$620.31	Gas utility expense
900104	ALLIANT ENERGY	SEPT 28 - OCT 27 16	324581	\$7,876.60	Electric utility expense
1418	ART IN A SUITCASE	12/21/2016 PROGRAM	324582	\$185.00	Program expense
900009	AT&T	SEP 26 - OCT 25 2016	324584	\$136.71	Telephone expense
2716	BAKER & TAYLOR, LLC	3021281581	324585	\$17.00	Materials purchase
2716	BAKER & TAYLOR, LLC	3021281552	324585	\$80.64	Materials purchase
2716	BAKER & TAYLOR, LLC	2032409639	324585	\$1,591.89	Materials purchase
2716	BAKER & TAYLOR, LLC	2032410621	324585	\$900.30	Materials purchase
2716	BAKER & TAYLOR, LLC	2032427918	324585	\$1,709.63	Materials purchase
2716	BAKER & TAYLOR, LLC	3021294447	324585	\$67.19	Materials purchase
2716	BAKER & TAYLOR, LLC	3021294210	324585	\$41.31	Materials purchase
2716	BAKER & TAYLOR, LLC	B29837660	324585	\$28.79	Materials purchase
2142	BATTERIES PLUS LLC	506-311506	324586	\$290.35	Janitorial supplies
6400	C.A. FLIPSE SONS CO.	15580	324587	\$285.06	Janitorial supplies
3200	CDWG	FTD5560	324588	\$22.78	IT supplies
3200	CDWG	FQH3229	324588	\$198.08	IT supplies
3200	CDWG	FRG8373	324588	\$331.44	IT supplies
900235	EASTERN SHORES LIBRA	413372	324589	\$807.18	Self check fees and collection agency fees
239	ELDER, KARL	12-7-16 POETRY	324590	\$150.00	Program expense
1597	ENVIRO-CLEAN, INC.	2676	324591	\$4,972.00	Cleaning service
1251	HENKE, ANGELIKA	12/14/16 PROGRAM	324592	\$250.00	Program expense
2554	HORICON PUBLIC LIB	8-12-16	324593	\$19.95	Refund of lost item
12691	MARSHALL SIGN LLC	36724	324594	\$22.50	Signs for 2nd floor re-design
900181	MENARDS	15536	324595	\$92.95	Building maintenance
231	MIDWEST TAPE	94452850	324596	\$89.96	Materials purchase
231	MIDWEST TAPE	94557630	324596	\$39.98	Materials purchase
231	MIDWEST TAPE	94463206	324596	\$1,051.78	Materials purchase
231	MIDWEST TAPE	94438574	324596	\$877.59	Materials purchase

## Mead Public Library Accounts Payables

*October - November 2016*

<b>Vendor</b>	<b>Name</b>	<b>Invoice</b>	<b>Check #</b>	<b>Invoice Amt</b>	<b>Description</b>
3728	MILLER, ANN	9/26/2016 SEMINAR	324597	\$25.73	Employee refund for program expenses
900038	OTIS ELEVATOR CO	CVS16611 001	324598	\$395.00	Elevator 3 month service contract renewed
16722	PROFESSIONAL SUPPLY	897490	324599	\$743.55	Janitorial supplies
2758	QUALITY BOOKS, INC	197156	324600	\$3,503.60	Materials purchase
2758	QUALITY BOOKS, INC	197329	324600	\$167.10	Materials purchase
2602	SHEBOYGAN FALLS MEM	649131	324601	\$30.00	Refund of lost item
2602	SHEBOYGAN FALLS MEM	3488	324601	\$30.00	Refund of lost item
900118	SHEBOYGAN WATER UTIL	7/11 - 10/4/16 METER	324603	\$993.62	Water Utilities
20008	SPECIAL OPERATIONS D	15229	324604	\$2,553.00	Security guard service
491	STAPLES ADVANTAGE	8041663010	324605	\$258.72	Office supplies
900301	STATE BAR OF WISCONS	5013606	324606	\$198.17	Materials purchase
900260	UNIQUE MANAGEMENT	436054	324607	\$143.20	Fines & Fees collection agency cost
1710	WELLS FARGO FINANCIA	5003475347	324608	\$726.19	Copier/Printer expense
900073	WESTON WOODS STUDIOS	14057980	324609	\$119.90	Materials purchase

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

November 301

Account Balances as of:

March 10, 2022

4:58 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		248,826.00	204,189.05	44,636.95	82.06
	<b>SUB TOTAL</b>		<b>248,826.00</b>	<b>204,189.05</b>	<b>44,636.95</b>	<b>82.06</b>
510310	FICA		14,974.00	12,127.14	2,846.86	80.99
510311	MEDICARE		3,502.00	2,836.16	665.84	80.99
510320	WI RETIREMENT FUND		16,423.00	13,387.43	3,035.57	81.52
510340	HEALTH INSURANCE	0.00	52,877.00	32,136.00	20,741.00	60.78
510341	RETIREE HEALTH INS		4,000.00	3,448.83	551.17	86.22
510350	DENTAL INSURANCE		4,397.00	2,520.17	1,876.83	57.32
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		666.00	422.45	243.55	63.43
510400	WORKERS COMP		125.00	104.20	20.80	83.36
510410	UNEMPLOYMENT		2,000.00	1,366.72	633.28	68.34
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>128,614.00</b>	<b>93,057.40</b>	<b>35,556.60</b>	<b>72.35</b>
521100	BANKING FEES		1,150.00	1,383.83	-233.83	120.33
521110	FINANCIAL SERVICE FEES	0.00	1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING	0.00	9,400.00	3,878.60	5,521.40	41.26
521420	DUPLICATION SERVICES	0.00	6,200.00	5,900.55	299.45	95.17
521510	BILLING FEES	0.00	5,000.00	3,692.74	1,307.26	73.85
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	2,662.80	1,537.20	63.40
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>27,700.00</b>	<b>19,318.52</b>	<b>8,381.48</b>	<b>69.74</b>
525155	PROFESSIONAL DEVELOPMENT		2,500.00	2,487.20		99.49
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,990.88	2,509.12	79.93
527110	TRAVEL	0.00	2,000.00	1,329.09	670.91	66.45
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,000.00</b>	<b>13,807.17</b>	<b>3,192.83</b>	<b>81.22</b>
530100	OFFICE SUPPLIES	0.00	9,200.00	5,650.04	3,549.96	61.41
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>9,200.00</b>	<b>5,650.04</b>	<b>3,549.96</b>	<b>61.41</b>
538001	DONATION PURCHASES	0.00	2,300.00	4,267.86	-1,967.86	185.56
538001-10094	DONATION PURCHASES		3,261.68	4,476.82	-1,215.14	137.26
538001-10096	DONATION PURCHASES	0.00	1,178.80	1,178.80	0.00	100.00
538001-10097	DONATION PURCHASES	0.00	880.60	880.60	0.00	100.00
538001-10099	DONATION PURCHASES	0.00	0.00	231.27	-231.27	
539999	MISC EXP (LATE FEES)	0.00	100.00	93.85	6.15	93.85
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>7,721.08</b>	<b>11,129.20</b>	<b>-3,408.12</b>	<b>144.14</b>
540215	GEN PUB OFFICIAL	0.00	8,500.00	0.00	8,500.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>
590255	PARKING ASSESSMENT	0.00	3,000.00	671.60	2,328.40	22.39
	<b>SUB TOTAL</b>	<b>201 0.00</b>	<b>3,000.00</b>	<b>671.60</b>	<b>2,328.40</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>450,561.08</b>	<b>347,822.98</b>	<b>102,738.10</b>	<b>77.20</b>

**MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Public Services 25551110**

*Account Balances as of: March 10, 2022*

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		734,346.00	635,956.31	98,389.69	86.60
	<b>SUB TOTAL</b>		<b>734,346.00</b>	<b>635,956.31</b>	<b>98,389.69</b>	<b>86.60</b>
510310	FICA	0.00	45,530.00	38,198.76	7,331.24	83.90
510311	MEDICARE		10,649.00	8,934.00	1,715.00	83.90
510320	WI RETIREMENT FUND	0.00	45,428.00	39,178.72	6,249.28	86.24
510340	HEALTH INSURANCE		120,149.00	92,599.01	27,549.99	77.07
510350	DENTAL INSURANCE		11,562.00	8,549.75	3,012.25	73.95
510360	LIFE INSURANCE		1,569.00	1,093.16	475.84	69.67
510400	WORKERS COMP	0.00	360.00	300.00	60.00	83.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>235,247.00</b>	<b>188,853.40</b>	<b>46,393.60</b>	<b>80.28</b>
521800	PROGRAM SERVICES		5,000.00	4,999.06	0.94	99.98
523110	OFFICE EQUIPMENT MAINT.	0.00	3,800.00	3,800.00	0.00	100.00
525155	PROFESSIONAL DEVELOPMENT		3,000.00	2,280.10	719.90	76.00
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES	0.00	38,000.00	37,840.55	159.45	99.58
538001-10083			13,000.00	11,266.94	1,733.06	86.67
538001-10098	DONATION PURCHASES		10,802.00	10,171.44	630.56	94.16
538001-10099	DONATION PURCHASES	0.00	44,000.00	17,641.48	26,358.52	40.09
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>118,702.00</b>	<b>87,999.57</b>	<b>30,702.43</b>	<b>74.13</b>
538002	MATERIALS - ALL CATAGORIES	3,764.54	364,697.61	265,762.93	95,170.14	73.90
538100	OTHER CONTENT	0.00	61,500.00	58,045.13	3,454.87	94.38
	<b>SUB TOTAL</b>	<b>3,764.54</b>	<b>426,197.61</b>	<b>323,808.06</b>	<b>98,625.01</b>	<b>75.98</b>
538000	TOTAL MATRL'S ACCTS	2( 3,764.54	<b>544,899.61</b>	<b>411,807.63</b>	<b>129,327.44</b>	<b>75.57</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>3,764.54</b>	<b>1,514,492.61</b>	<b>1,236,617.34</b>	<b>274,110.73</b>	<b>81.90</b>

**MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Support Services 25551150**

*Account Balances as of:*

*March 10, 2022*

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		597,782.00	466,614.83	131,167.17	78.06
	<b>SUB TOTAL</b>		<b>597,782.00</b>	<b>466,614.83</b>	<b>131,167.17</b>	<b>78.06</b>
510310	FICA	0.00	37,517.00	28,165.88	9,351.12	75.07
510311	MEDICARE		8,774.00	6,587.32	2,186.68	75.08
510320	WI RETIREMENT FUND	0.00	33,941.00	26,168.80	7,772.20	77.10
510340	HEALTH INSURANCE		97,822.00	63,238.20	34,583.80	64.65
510350	DENTAL INSURANCE		6,243.00	4,519.57	1,723.43	72.39
510360	LIFE INSURANCE		1,557.00	785.63	771.37	50.46
510400	WORKERS COMP		274.00	228.30	45.70	83.32
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>186,128.00</b>	<b>129,693.70</b>	<b>56,434.30</b>	<b>69.68</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	16,945.00	3,055.00	84.73
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>20,000.00</b>	<b>16,945.00</b>	<b>3,055.00</b>	<b>84.73</b>
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	6,058.72	-3,058.72	201.96
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	30,543.61	-543.61	101.81
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	10,697.57	9,302.43	53.49
524124	HVAC MAINT & BOILER INS	1,493.50	9,000.00	6,493.22	1,013.28	88.74
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	8,337.00	163.00	98.08
	<b>SUB TOTAL</b>	<b>1,493.50</b>	<b>70,500.00</b>	<b>62,130.12</b>	<b>6,876.38</b>	<b>90.25</b>
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	50,071.93	12,428.07	80.12
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>62,500.00</b>	<b>50,071.93</b>	<b>12,428.07</b>	<b>80.12</b>
525100	ELECTRICITY	0.00	92,000.00	78,853.27	13,146.73	85.71
525105	WATER	0.00	1,419.00	1,453.53	-34.53	102.43
525110	SEWER	0.00	1,300.00	1,283.51	16.49	98.73
525120	TELEPHONE	0.00	7,000.00	2,779.90	4,220.10	39.71
525140	GAS - UTILITY	0.00	29,000.00	12,003.28	16,996.72	41.39
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>130,719.00</b>	<b>96,373.49</b>	<b>34,345.51</b>	<b>73.73</b>
530135	SHIPPING	0.00	9,000.00	7,611.16	1,388.84	84.57
	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	18,270.67	10,229.33	64.11
530210	OPERATING SUPPLIES	0.00	1,500.00	1,045.76	454.24	69.72
530222	JANITORIAL SUPPLIES		8,000.00	5,870.74	2,129.26	73.38
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>47,000.00</b>	<b>32,798.33</b>	<b>14,201.67</b>	<b>69.78</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	69.11	80.89	46.07
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>69.11</b>	<b>80.89</b>	<b>46.07</b>
540200	INSURANCE (FIRE)	0.00	8,400.00	7,919.05	480.95	94.27
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,400.00</b>	<b>7,919.05</b>	<b>480.95</b>	<b>94.27</b>
642200	IT EQUIPMENT	0.00	25,580.00	20,416.36	5,163.64	79.81
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>25,580.00</b>	<b>20,416.36</b>	<b>5,163.64</b>	<b>79.81</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>1,493.50</b>	<b>1,148,759.00</b>	<b>883,031.92</b>	<b>264,233.58</b>	
<b>LIBRARY TOTAL</b>		<b>5,258.04</b>	<b>3,113,812.69</b>	<b>2,467,472.24</b>	<b>641,082.41</b>	<b>79.24</b>

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of: March 10, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 16	SPENT 16	BALANCE 16	% SPENT
25551100	ADMINISTRATION	0.00	450,561.08	347,822.98	102,738.10	77.20
25551110	PUBLIC SERVICES	3,764.54	1,514,492.61	1,236,617.34	274,110.73	81.90
25551150	SUPPORT SERVICES	1,493.50	1,148,759.00	883,031.92	264,233.58	0.00
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>5,258.04</b>	<b>3,113,812.69</b>	<b>2,467,472.24</b>	<b>641,082.41</b>	<b>79.24</b>

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 16	RECEIVED 15	BALANCE 16	% REC
411100	REAL ESTATE TAXES	2,305,741.00	2,305,741.00	0.00	100.00
431216-10083	FEDERAL GRANT	13,000.00	10,400.00	-2,600.00	80.00
431709	ESLS SHEBOYGAN COUNTY	517,119.00	523,580.00	6,461.00	101.25
431710	ESLS OZAUKEE COUNTY	8,290.00	8,304.00	14.00	100.17
431711	ESLS BACK UP REF	51,100.00	53,114.00	2,014.00	103.94
431712	ADJ COUNTY RMBRSMNT	41,896.00	42,608.10	712.10	101.70
431722	ESLS LSTA GRANT	4,000.00	0.00	-4,000.00	0.00
434211	STATE GRANT	10,802.00	10,162.95	-639.05	94.08
447606	PHOTOCOPIES	10,000.00	6,867.02	-3,132.98	68.67
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
447636	LATE BOOK CHARGES	50,000.00	41,124.39	-8,875.61	82.25
447641	LOST BOOKS	1,000.00	6,049.33	5,049.33	604.93
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	737.98	237.98	147.60
467101	CONTRIBUTIONS	84,000.00	64,148.70	-19,851.30	76.37
469101	SALE OF EQUIPMENT	0.00	924.98	924.98	
469501	CASH OVER/SHORT	0.00	-0.40	-0.40	100.00
468116	E-RATE DISCOUNT	0.00	0.00	0.00	
469950	PRIOR YEAR ADJUST	0.00	0.00	0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00	0.00	0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	
	<b>Total Revenues</b>	<b>3,101,648.00</b>	<b>3,073,763.05</b>	<b>-27,884.95</b>	<b>99.10</b>

**MEAD PUBLIC LIBRARY BALANCE OF 2016 COMBINED ACCOUNTS**

*Account Balances as of:*

*March 10, 2022*

	<b>DESCRIPTION</b>		<b>APPROP 16</b>	<b>SPENT 16</b>	<b>BALANCE 16</b>	<b>% SPENT</b>
510110	FULL TIME SALARIES - REG		1,580,954.00	1,306,760.19	274,193.81	82.66
510310	FICA		98,021.00	78,491.78	19,529.22	80.08
510311	MEDICARE		22,925.00	18,357.48	4,567.52	80.08
510320	WI RETIREMENT FUND		95,792.00	78,734.95	17,057.05	82.19
510340	HEALTH INSURANCE		270,848.00	187,973.21	82,874.79	69.40
510341	RETIREE HEALTH INS		4,000.00	3,448.83	551.17	86.22
510350	DENTAL INSURANCE		22,202.00	15,589.49	6,612.51	70.22
510351	UNFUNDED PENSION LIABILITY		29,650.00	24,708.30	4,941.70	83.33
510360	LIFE INSURANCE		3,792.00	2,301.24	1,490.76	60.69
510400	WORKERS COMP		759.00	632.50	126.50	83.33
510410	UNEMPLOYMENT		2,000.00	1,366.72	633.28	68.34
521100	BANKING FEES		1,150.00	1,383.83	-233.83	120.33
521110	FINANCIAL SERVICES FEES		1,750.00	1,800.00	-50.00	102.86
521400	ADVERTISING & MARKETING		9,400.00	3,878.60	5,521.40	41.26
521420	DUPLICATING SERVICES		6,200.00	5,900.55	299.45	95.17
521510	BILLING SERVICES		5,000.00	3,692.74	1,307.26	73.85
521700	SECURITY SERVICES		20,000.00	16,945.00	-207.00	84.73
521800	PROGRAM SERVICES		5,000.00	4,999.06	0.94	99.98
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	12,521.52	-1,521.52	113.83
523122	SOFTWARE MAINTENANCE		30,000.00	30,543.61	-543.61	101.81
524110	BUILDING EXT MAINT		20,000.00	10,697.57	9,302.43	53.49
524124	HVAC MAINT + BOILER INS		9,000.00	6,493.22	2,506.78	72.15
524126	ELEVATOR MAINTENANCE		8,500.00	8,337.00	163.00	98.08
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	50,071.93	12,428.07	80.12
525100	ELECTRICITY		92,000.00	78,853.27	13,146.73	85.71
525105	WATER		1,419.00	1,453.53	-34.53	102.43
525110	SEWER		1,300.00	1,283.51	16.49	98.73
525120	TELEPHONE		7,000.00	2,779.90	4,220.10	39.71
525140	GAS - UTILITY		29,000.00	12,003.28	16,996.72	41.39
525155	PROFESSIONAL DEVELOPMENT		5,500.00	4,767.30	732.70	86.68
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,990.88	2,509.12	79.93
527110	TRAVEL		2,000.00	1,329.09	670.91	66.45
530100	OFFICE SUPPLIES	0.00	9,200.00	5,650.04	3,549.96	61.41
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	18,270.67	10,229.33	64.11
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	1,045.76	454.24	69.72
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	5,870.74	2,129.26	73.38
530255	TOOLS & SMALL EQUIPMENT		150.00	69.11	80.89	46.07
538001	DONATION PURCHASES		113,423.08	87,955.76	-1,967.86	77.55
538002	ADULT PRINT		364,697.61	265,762.93	95,170.14	72.87
538099	SHIPPING		9,000.00	7,611.16	1,388.84	84.57
538100	OTHER CONTENT		61,500.00	58,045.13	3,454.87	94.38
539999	MISC EXP (LATE FEES)		100.00	93.85	6.15	93.85
540200	INSURANCE (FIRE)		8,400.00	7,919.05	480.95	94.27
540215	GEN PUB OFFICIAL		8,500.00	0.00	8,500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	671.60	2,328.40	22.39
642200	IT EQUIPMENT		25,580.00	20,416.36	5,163.64	79.81
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>5,258.04</b>	<b>3,113,812.69</b>	<b>2,467,472.24</b>	<b>641,082.41</b>	<b>79.24</b>

