

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

**Minutes  
Mead Public Library  
Finance Committee Meeting  
Thursday, April 28, 2016  
2:45 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, April 28, 2016 in the Library Board Room. Present Committee Members: Dirk Zylman, presiding, Henry Nelson and Maeve Quinn. Staff members present: Garrett Erickson, Debbie DeAmico and Lauren Richmond. Absent: Dolcye Johnson

**1. OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM: Zylman called the meeting to order at 2:45pm. Zylman determined there was a quorum present.

1.2 APPROVAL OF MINUTES. Approval of the Finance Committee minutes for March 18, 2016 meeting. Quinn **moved** to approve the Finance Committee minutes for the March 18, 2016 meeting, Nelson **seconded**. The motion **passed**.

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

2.1 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Gifts this month include: \$17,114 from Friends for purchase of new furniture, \$13,000 federal grant, \$15,000 from Ruth DeYoung Kohler.

With no additional questions, Nelson **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn **seconded** the motion. The motion **carried**.

2.2 REVIEW AND DISCUSS 850 INVESTMENT FUNDS 2016 1<sup>ST</sup> QTR REPORT  
Increase reflects the remaining gift from Laverne Carter. Overall investment portfolio up 1.5%. Funds received \$75,910.57 from the City of Sheboygan which represents the balance in the state pool investment account was transferred to the MPL 850 funds for investment at H.C. Denison Company.

2.3 REVIEW 2016 BUDGET STATUS TO DATE  
Target percent is 33.3%. Majority of budget is largely on target.

2.4 REVIEW OF METRICS – PERSONNEL METRICS  
With accruals being posted by city finance department it was decided that there is no longer a need for the completion of the monthly personnel metrics report beginning May 1, 2016

2.5 REVIEW AND POSSIBLE ACTION ON PRIORITIZED CAPITAL PROJECTS AND PLAN THE RESERVE FUND TARGET FOR THE END OF FISCAL YEAR  
Erickson reviewed the items on the capital projects list. The committee narrowed the priorities down to the four highest safety concerns: upgrade to internal security system, phase 3 boiler replacement, carpet replacement, and emergency generator replacement. With no further discussion Nelson **moved** to recommend to the full board that an upgrade to internal security system, phase 3

boiler replacement, carpet replacement and emergency generator replacement be the four priorities, in that order, to be submitted to the CIP Committee. Quinn **seconded**. The motion **passed**.

#### 2.6 2017 BUDGET DISCUSSION AND ESLS VARIOUS COSTS

The City requested a flat budget again for 2017. Costs will be close to current costs.

#### 2.7 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS

-Employee Salary Study

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

### 3. UPCOMING MEETINGS

3.1 Mead Public Library Finance Committee next meeting May 26, 2016, 2016 @ TBD.

### 4. ADJOURN

4.1 MOTION TO ADJOURN: Nelson **moved** to adjourn the April 28, 2016 Finance Committee meeting; Quinn **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee at 3:35 p.m.

## Mead Public Library

Accounts Payables May 1, 2016 through May 16, 2016

Vendor	Name	Invoice	PO	Check #	Invoice Amt	Description
900104	ALLIANT ENERGY	3/29/16 - 4/26/16	260543	321824	\$6,198.02	Electric utility cost
1418	ART IN A SUITCASE	MAY 18, 2016		321825	\$185.00	Program cost
900009	AT&T	920Z83-0200 109 8		321826	\$137.07	Telephone cost
2716	BAKER & TAYLOR, LLC	3020917824		321827	\$276.93	Materials purchase
2716	BAKER & TAYLOR, LLC	5014079161		321827	\$233.97	Materials purchase
2716	BAKER & TAYLOR, LLC	2031897384		321827	\$105.18	Materials purchase
2716	BAKER & TAYLOR, LLC	2031873257		321827	\$49.56	Materials purchase
2716	BAKER & TAYLOR, LLC	2031920450		321827	\$68.30	Materials purchase
2716	BAKER & TAYLOR, LLC	B12740060		321827	\$84.20	Materials purchase
2716	BAKER & TAYLOR, LLC	3020958059		321827	\$128.71	Materials purchase
2716	BAKER & TAYLOR, LLC	2031873254	260522	321827	\$2,788.23	Materials purchase
2716	BAKER & TAYLOR, LLC	2031944745	260523	321827	\$2,026.64	Materials purchase
2716	BAKER & TAYLOR, LLC	3020958086		321827	\$73.83	Materials purchase
2716	BAKER & TAYLOR, LLC	5014098896		321827	\$176.05	Materials purchase
2716	BAKER & TAYLOR, LLC	DED102286558		321827	\$35.80	Materials purchase
2716	BAKER & TAYLOR, LLC	3020971458		321827	\$330.23	Materials purchase
2716	BAKER & TAYLOR, LLC	3020971428		321827	\$29.76	Materials purchase
2716	BAKER & TAYLOR, LLC	2031991615		321827	\$63.49	Materials purchase
2716	BAKER & TAYLOR, LLC	2031944726	260531	321827	\$2,317.52	Materials purchase
2716	BAKER & TAYLOR, LLC	2031920451	260553	321827	\$811.32	Material purchase
2716	BAKER & TAYLOR, LLC	2031968395	260554	321827	\$1,317.17	Material purchase
2716	BAKER & TAYLOR, LLC	2031966719	260555	321827	\$4,777.13	Material purchase
900125	BOOKPAGE	S24899		321828	\$480.00	Materials purchase
3366	BRODART CO	432720		321829	\$1,611.20	Materials purchase
2146	CAVENDISH SQUARE	3022163		321830	\$193.91	Materials purchase
3200	CDWG	1BMV24Q		321831	\$562.58	IT purchases
3200	CDWG	CTS6619		321832	\$15.42	IT purchases
3200	CDWG	CXF6813	260558	321832	\$714.20	IT department purchase
3200	CDWG	DBG5629		321832	\$34.53	IT department purchase
3252	CHARTER COMMUNICAT	5/1/2016-5/31/2016		321833	\$272.99	Internet cost
4081	DAUN'S PROFESSIONAL	84438		321834	\$50.00	Snow/Salting cost
900235	EASTERN SHORES LIBRA	364572		3218325	\$10.99	Bookmobile patron refund
900235	EASTERN SHORES LIBRA	413239		321835	\$22.99	Bookmobile patron refund
900235	EASTERN SHORES LIBRA	04/2016/904	260527	321835	\$11,250.00	Materials/IT Services/etc.
900230	EBSCO SUBSCRIPTION	10000306631 ADD		321836	\$42.23	Materials purchase
900230	EBSCO SUBSCRIPTION	1516921	260526	321836	\$12,644.32	Materials purchase

## Mead Public Library

Accounts Payables May 1, 2016 through May 16, 2016

Vendor	Name	Invoice	PO	Check #	Invoice Amt	Description
900230	EBSCO SUBSCRIPTION	1519611		321836	\$41.49	Material purchase
239	ELDER, KARL	5/18/2016 PROGRAM		321837	\$150.00	Program cost
1597	ENVIRO-CLEAN, INC.	2640 4/1/16-4/30/16	260547	321838	\$4,972.00	Cleaning service expense
2215	FIELDS, MARIA	157853		321839	\$21.35	Patron refund
2023	FRANCIS, WAYNE	735210	260549	321840	\$600.00	Program expense
900201	GE MONEY BANK/AMAZON	110-2799931-7236266		321841	\$95.13	Program cost - Summer Library Program
900201	GE MONEY BANK/AMAZON	116-0389591-7349818		321841	\$69.37	Program cost - Summer Library Program
900201	GE MONEY BANK/AMAZON	266867526837		321841	\$144.84	Materials purchase
900201	GE MONEY BANK/AMAZON	266865013382		321841	\$71.95	Materials purchase
900201	GE MONEY BANK/AMAZON	266863194004		321841	\$82.43	Materials purchase
900201	GE MONEY BANK/AMAZON	100779289302		321841	\$3.14	IT purchases
1251	HENKE, ANGELIKA	5/11/2016 PROGRAM		321842	\$250.00	Program cost
3371	JAKUM, SANDY	8014 2720 5898 9397		321843	\$9.44	Program cost - Employee reimbursement
900164	JOHNSON CONTROLS INC	1-33662052370	260563	321844	\$1,493.50	Maintenance Contract HVAC cost
1577	LINDA CONROY	HERBS PROGRAM		321846	\$210.00	Program cost
900376	MARTENS TRILLING TRU	C778746		321847	\$4.49	Building maintenance cost
900376	MARTENS TRILLING TRU	C780589		321847	\$3.20	Building maintenance cost
900376	MARTENS TRILLING TRU	C780401		321847	\$2.99	Building maintenance cost
12374	MBM	IN94916		321848	\$319.09	Photo copier/printer lease cost
900181	MENARDS	98140		321849	\$7.18	Building maintenance cost
900181	MENARDS	98844		321849	\$3.49	Building maintenance cost
900181	MENARDS	98843		321849	\$19.77	Building maintenance cost
900181	MENARDS	98625		321849	\$45.67	Building maintenance cost
900181	MENARDS	98688		321849	\$18.47	Building maintenance cost
900181	MENARDS	00162		321849	\$12.76	Building maintenance cost
900181	MENARDS	00566		321849	\$46.40	Building maintenance cost
237	MIDWEST TAPE	93931275		321850	\$153.96	Materials purchase
231	MIDWEST TAPE	93867865		321850	\$229.94	Materials purchase
231	MIDWEST TAPE	93844064		321850	\$194.95	Materials purchase
231	MIDWEST TAPE	93878780		321850	\$392.47	Materials purchase
231	MIDWEST TAPE	93882607		321850	\$319.91	Materials purchase
231	MIDWEST TAPE	93900538		321850	\$99.98	Materials purchase
231	MIDWEST TAPE	93901306		321850	\$401.94	Materials purchase
231	MIDWEST TAPE	93836235	260520	321850	\$856.03	Materials purchase
231	MIDWEST TAPE	93861583	260519	321850	\$777.92	Materials purchase
231	MIDWEST TAPE	93946753		321850	\$62.98	Materials purchase

## Mead Public Library

Accounts Payables May 1, 2016 through May 16, 2016

Vendor	Name	Invoice	PO	Check #	Invoice Amt	Description
231	MIDWEST TAPE	93919284		321850	\$34.99	Materials purchase
231	MIDWEST TAPE	93920675	260545	321850	\$963.46	Materials purchase
231	MIDWEST TAPE	93947246	260546	321850	\$562.44	Materials purchase
3186	OTTER CREEK LANDSC	Seasonal Floral		321851	\$250.00	Program cost
2998	PEASEBLOSSOM MUSIC	MUSIC PROGRAM	260556	321852	\$800.00	Program expense
900132	PITNEY BOWES CREDIT	3300398198 4-28-16		321853	\$368.82	Postage meter expense
900304	PITNEY BOWES PURCHAS	Postage Meter refill	260544	321854	\$1,020.99	Postage meter postage refill
2248	PLATINUM TECHNOLOGIE	1439		321855	\$75.00	Building maintenance cost
2311	PRENTICE, MELISSA S.	5/11/2016 WAPL		321856	\$113.89	Reimbursement travel expense WAPL Conference
2758	QUALITY BOOKS, INC	193494		321857	\$34.68	Materials purchase
3397	RAMEY, PAULETTE	255408		321858	\$18.95	Patron refund
2801	REDEMPTION RECYCLING	70		321859	\$100.00	Disposal of old computer equipment
3370	RICHMOND, LAUREN	5/5/2016		321860	\$68.44	Mileage reimbursement - conference in Pewaukee
900141	SALEM PRESS PRODUCT	918145		321861	\$451.05	Materials purchase
900118	SHEBOYGAN WATER UTIL	1/5/16-4/4/16		321862	\$463.81	Water utility cost
3369	SMILEY, ERIN	4-16/4-23/4-30-2016		321863	\$200.00	Program cost
20008	SPECIAL OPERATIONS D	15048	260538	321864	\$1,903.00	Security cost
491	STAPLES ADVANTAGE	8038738303		321865	\$66.07	Office supplies
491	STAPLES ADVANTAGE	8038830738		321865	\$28.56	Office supplies
491	STAPLES ADVANTAGE	8038922377		321865	\$14.58	Office supplies
491	STAPLES ADVANTAGE	8039013803		321865	\$81.51	Office supplies
900301	STATE BAR OF WISCONS	5004198		321866	\$135.26	Materials purchase
900301	STATE BAR OF WISCONS	5005314		321866	\$135.26	Materials purchase
2653	STOCK, JUDY K.	735212		321867	\$250.00	Program cost
3192	SUN GRAPHICS	91243		321868	\$85.18	Updated notary seals - reimbursed by D. DeAmico
3192	SUN GRAPHICS	91366	260557	321868	\$1,759.50	Summer reading program expense-Paid by donation
2762	TELEVEND SERVICES	7478		321869	\$143.85	Materials purchase
900260	UNIQUE MANAGEMENT	427532		321870	\$232.70	Patron fines & fees collection service
3362	VANDEVELDE, POL G.	161218		321871	\$15.00	Patron refund
2654	W.J. NIEDERKORN LIB	1053231		321872	\$24.95	Patron refund to another library
900103	WAL-MART COMMUNITY	609900274998		321873	\$3.93	Program cost
1710	WELLS FARGO FINANCIA	5003028916	260548	321874	\$698.11	Photo copier/printer lease cost
900210	WI LIBRARY SERVICES,	46884		321875	\$434.91	Materials purchase
900044	WI PUBLIC SERVICE CO	3/21/16-4/8/16	260542	321876	\$1,650.25	Gas utility cost
		<b>Total Accounts Payables</b>			<b>\$75,496.84</b>	



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	

**MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100**

May 2016

Account Balances as of:

March 10, 2022

4:46 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 16	SPENT 16	BALANCE 16	% SPENT
510110	FULL TIME SALARIES - REG		241,506.00	86,668.98	154,837.02	35.89
	<b>SUB TOTAL</b>		<b>241,506.00</b>	<b>86,668.98</b>	<b>154,837.02</b>	<b>35.89</b>
510310	FICA		14,974.00	5,138.17	9,835.83	34.31
510311	MEDICARE		3,502.00	1,201.65	2,300.35	34.31
510320	WI RETIREMENT FUND		16,423.00	5,656.30	10,766.70	34.44
510340	HEALTH INSURANCE	0.00	52,877.00	14,565.80	38,311.20	27.55
510341	RETIREE HEALTH INS		4,000.00	1,642.30	2,357.70	41.06
510350	DENTAL INSURANCE		4,397.00	1,093.10	3,303.90	24.86
510351	UNFUNDED PENSION LIABILITY		29,650.00	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		666.00	193.85	472.15	29.11
510400	WORKERS COMP		125.00	41.68	83.32	33.34
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>128,614.00</b>	<b>39,416.17</b>	<b>89,197.83</b>	<b>30.65</b>
521100	BANKING FEES		1,150.00	504.62	645.38	43.88
521110	FINANCIAL SERVICE FEES	0.00	1,750.00	0.00	1,750.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521420	DUPLICATION SERVICES	0.00	6,200.00	2,986.51	3,213.49	48.17
521510	BILLING FEES	0.00	5,000.00	1,796.94	3,203.06	35.94
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	0.00	4,200.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>27,700.00</b>	<b>5,288.07</b>	<b>22,411.93</b>	<b>19.09</b>
525155	PROFESSIONAL DEVELOPMENT		2,500.00	2,097.20		83.89
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	
527110	TRAVEL	0.00	2,000.00	68.44	1,931.56	3.42
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>17,000.00</b>	<b>12,097.12</b>	<b>4,902.88</b>	<b>71.16</b>
530100	OFFICE SUPPLIES	0.00	9,200.00	2,425.68	6,774.32	26.37
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>9,200.00</b>	<b>2,425.68</b>	<b>6,774.32</b>	<b>26.37</b>
538001	DONATION PURCHASES	-300.00	2,000.00	2,800.65	-500.65	125.03
538001-10096	DONATION PURCHASES	3,686.50	0.00	2,563.09	-2,563.09	
538001-10097	DONATION PURCHASES	0.00	0.00	925.00	-925.00	
538001-10099	DONATION PURCHASES	0.00	0.00	231.27	-231.27	
539999	MISC EXP (LATE FEES)	0.00	100.00	0.00	100.00	0.00
	<b>SUB TOTAL</b>	<b>3,386.50</b>	<b>2,100.00</b>	<b>6,520.01</b>	<b>-7,806.51</b>	<b>471.74</b>
540215	GEN PUB OFFICIAL	0.00	8,500.00		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	0.00	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>3,386.50</b>	<b>437,620.00</b>	<b>152,416.03</b>	<b>281,817.47</b>	<b>35.60</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	303,081.54	431,264.46	41.27
	<b>SUB TOTAL</b>		<b>734,346.00</b>	<b>303,081.54</b>	<b>431,264.46</b>	<b>41.27</b>
510310	FICA	0.00	45,530.00	18,189.11	27,340.89	39.95
510311	MEDICARE		10,649.00	4,254.02	6,394.98	39.95
510320	WI RETIREMENT FUND	0.00	45,428.00	18,605.73	26,822.27	40.96
510340	HEALTH INSURANCE		120,149.00	44,980.30	75,168.70	37.44
510350	DENTAL INSURANCE		11,562.00	3,886.25	7,675.75	33.61
510360	LIFE INSURANCE		1,569.00	526.03	1,042.97	33.53
510400	WORKERS COMP	0.00	360.00	120.00	240.00	33.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>235,247.00</b>	<b>90,561.44</b>	<b>144,685.56</b>	<b>38.50</b>
521800	PROGRAM SERVICES		5,000.00	4,613.04	386.96	92.26
523110	OFFICE EQUIPMENT MAINT.	0.00	3,800.00	0.00	3,800.00	0.00
525155	PROFESSIONAL DEVELOPMENT		3,000.00	1,169.12	1,830.88	38.97
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES	650.00	38,000.00	8,489.25	28,860.75	24.05
538001-10098	DONATION PURCHASES		0.00	1,346.91	-1,346.91	
538001-10099	DONATION PURCHASES	0.00	0.00	2,788.73	-2,788.73	
	<b>SUB TOTAL</b>	<b>650.00</b>	<b>50,900.00</b>	<b>18,407.05</b>	<b>31,842.95</b>	<b>36.16</b>
538002	MATERIALS - ALL CATAGORIES	4,147.90	364,234.00	123,806.86	236,279.24	35.13
538100	OTHER CONTENT	0.00	61,500.00	27,207.48	34,292.52	44.24
	<b>SUB TOTAL</b>	<b>4,147.90</b>	<b>425,734.00</b>	<b>151,014.34</b>	<b>270,571.76</b>	<b>35.47</b>
538000	TOTAL MATRL'S ACCTS	20 4,147.90	<b>476,634.00</b>	<b>169,421.39</b>	<b>302,414.71</b>	<b>35.55</b>
	<b>PUBLIC SERVICE COST CENTER TOTAL</b>	<b>4,797.90</b>	<b>1,446,227.00</b>	<b>563,064.37</b>	<b>878,364.73</b>	<b>39.27</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		605,102.00	229,877.03	375,224.97	37.99
	<b>SUB TOTAL</b>		<b>605,102.00</b>	<b>229,877.03</b>	<b>375,224.97</b>	<b>37.99</b>
510310	FICA	0.00	37,517.00	13,916.46	23,600.54	37.09
510311	MEDICARE		8,774.00	3,254.82	5,519.18	37.10
510320	WI RETIREMENT FUND	0.00	33,941.00	13,133.92	20,807.08	38.70
510340	HEALTH INSURANCE		97,822.00	30,116.90	67,705.10	30.79
510350	DENTAL INSURANCE		6,243.00	2,054.35	4,188.65	32.91
510360	LIFE INSURANCE		1,557.00	390.43	1,166.57	25.08
510400	WORKERS COMP		274.00	91.32	182.68	33.33
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>186,128.00</b>	<b>62,958.20</b>	<b>123,169.80</b>	<b>33.83</b>
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	11,586.00	8,414.00	57.93
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>20,000.00</b>	<b>11,586.00</b>	<b>8,414.00</b>	<b>57.93</b>
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	1,590.53	1,409.47	53.02
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	21,708.75	8,291.25	72.36
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	2,897.52	17,102.48	14.49
524124	HVAC MAINT & BOILER INS	0.00	9,000.00	2,987.00	6,013.00	33.19
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	666.00	7,834.00	7.84
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>70,500.00</b>	<b>29,849.80</b>	<b>40,650.20</b>	<b>42.34</b>
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	20,036.73	42,463.27	32.06
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>62,500.00</b>	<b>20,036.73</b>	<b>42,463.27</b>	<b>32.06</b>
525100	ELECTRICITY	0.00	92,000.00	25,687.27	66,312.73	27.92
525105	WATER	0.00	1,419.00	687.20	731.80	48.43
525110	SEWER	0.00	1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE	0.00	7,000.00	873.07	6,126.93	12.47
525140	GAS - UTILITY	0.00	29,000.00	8,871.60	20,128.40	30.59
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>130,719.00</b>	<b>36,392.83</b>	<b>94,326.17</b>	<b>27.84</b>
530135	SHIPPING	48.96	9,000.00	4,396.18	4,554.86	49.39
530200	PROG SUPP (CAT & CIRC SUPPLIES)	612.00	28,500.00	11,185.61	16,702.39	41.40
530210	OPERATING SUPPLIES	0.00	1,500.00	271.26	1,228.74	18.08
530222	JANITORIAL SUPPLIES		8,000.00	1,559.94	6,440.06	19.50
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	<b>SUB TOTAL</b>	<b>660.96</b>	<b>47,000.00</b>	<b>17,412.99</b>	<b>28,926.05</b>	<b>38.46</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	31.15	118.85	20.77
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>150.00</b>	<b>31.15</b>	<b>118.85</b>	<b>20.77</b>
540200	INSURANCE (FIRE)	0.00	8,400.00	3,618.20	4,781.80	43.07
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>8,400.00</b>	<b>3,618.20</b>	<b>4,781.80</b>	<b>43.07</b>
642200	IT EQUIPMENT	-6,080.00	19,500.00	14,245.92	11,334.08	41.88
	<b>SUB TOTAL</b>	<b>-6,080.00</b>	<b>19,500.00</b>	<b>14,245.92</b>	<b>11,334.08</b>	<b>41.88</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>-5,419.04</b>	<b>1,149,999.00</b>	<b>426,008.85</b>	<b>729,409.19</b>	
<b>LIBRARY TOTAL</b>		<b>2,765.36</b>	<b>3,033,846.00</b>	<b>1,141,489.25</b>	<b>1,889,591.39</b>	<b>37.63</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	3,386.50	437,620.00	152,416.03	281,817.47	35.60
25551110	PUBLIC SERVICES	4,797.90	1,446,227.00	563,064.37	878,364.73	39.27
25551150	SUPPORT SERVICES	-5,419.04	1,149,999.00	426,008.85	729,409.19	0.00
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>2,765.36</b>	<b>3,033,846.00</b>	<b>1,141,489.25</b>	<b>1,889,591.39</b>	<b>37.63</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
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	41,908.10	12.10	100.03
431722	ESLS LSTA GRANT	4,000.00	0.00	-4,000.00	0.00
447606	PHOTOCOPIES	10,000.00	3,324.30	-6,675.70	33.24
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
	LATE BOOK CHARGES	50,000.00	19,654.06	-30,345.94	39.31
447641	LOST BOOKS	1,000.00	2,852.23	1,852.23	285.22
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	501.28	1.28	100.26
467101	CONTRIBUTIONS	40,000.00	18,558.75	-21,441.25	46.40
469101	SALE OF EQUIPMENT	0.00	924.98	924.98	
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
46999	OTHER MISCELLANEOUS REVENUE	0.00		0.00	100.00
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	<b>Total Revenues</b>	<b>3,033,846.00</b>	<b>2,978,463.70</b>	<b>-55,382.30</b>	<b>98.17</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	619,627.55	961,326.45	39.19
510310	FICA		98,021.00	37,243.74	60,777.26	38.00
510311	MEDICARE		22,925.00	8,710.49	14,214.51	38.00
510320	WI RETIREMENT FUND		95,792.00	37,395.95	58,396.05	39.04
510340	HEALTH INSURANCE		270,848.00	89,663.00	181,185.00	33.10
510341	RETIREE HEALTH INS		4,000.00	1,642.30	2,357.70	41.06
510350	DENTAL INSURANCE		22,202.00	7,033.70	15,168.30	31.68
510351	UNFUNDED PENSION LIABILITY		29,650.00	9,883.32	19,766.68	33.33
510360	LIFE INSURANCE		3,792.00	1,110.31	2,681.69	29.28
510400	WORKERS COMP		759.00	253.00	506.00	33.33
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	
521100	BANKING FEES		1,150.00	504.62	645.38	43.88
521110	FINANCIAL SERVICES FEES		1,750.00	0.00	1,750.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521420	DUPLICATING SERVICES		6,200.00	2,986.51	3,213.49	48.17
521510	BILLING SERVICES		5,000.00	1,796.94	3,203.06	35.94
521700	SECURITY SERVICES		20,000.00	11,586.00	5,152.00	57.93
521800	PROGRAM SERVICES		5,000.00	4,613.04	386.96	92.26
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	1,590.53	9,409.47	14.46
523122	SOFTWARE MAINTENANCE		30,000.00	21,708.75	8,291.25	72.36
524110	BUILDING EXT MAINT		20,000.00	2,897.52	17,102.48	14.49
524124	HVAC MAINT + BOILER INS		9,000.00	2,987.00	6,013.00	33.19
524126	ELEVATOR MAINTENANCE		8,500.00	666.00	7,834.00	7.84
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	20,036.73	42,463.27	32.06
525100	ELECTRICITY		92,000.00	25,687.27	66,312.73	27.92
525105	WATER		1,419.00	687.20	731.80	48.43
525110	SEWER		1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE		7,000.00	873.07	6,126.93	12.47
525140	GAS - UTILITY		29,000.00	8,871.60	20,128.40	30.59
525155	PROFESSIONAL DEVELOPMENT		5,500.00	3,266.32	2,233.68	59.39
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	79.45
527110	TRAVEL		2,000.00	68.44	1,931.56	3.42
530100	OFFICE SUPPLIES	0.00	9,200.00	2,425.68	6,774.32	26.37
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	11,185.61	17,314.39	39.25
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	271.26	1,228.74	18.08
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	1,559.94	6,440.06	19.50
530255	TOOLS & SMALL EQUIPMENT		150.00	31.15	118.85	20.77
538001	DONATION PURCHASES		40,000.00	19,144.90	-500.65	47.86
538002	ADULT PRINT		364,234.00	123,806.86	236,279.24	33.99
538099	SHIPPING		9,000.00	4,396.18	4,603.82	48.85
538100	OTHER CONTENT		61,500.00	27,207.48	34,292.52	44.24
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		8,400.00	3,618.20	4,781.80	43.07
540215	GEN PUB OFFICIAL		8,500.00	0.00	8,500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		3,000.00	0.00	3,000.00	0.00
642200	IT EQUIPMENT		19,500.00	14,245.92	5,254.08	73.06
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>2,765.36</b>	<b>3,033,846.00</b>	<b>1,141,489.25</b>	<b>1,889,591.39</b>	<b>37.63</b>



Mead Public Library

CIP Request for 2017 - 2021

Department	Project	Fund	Estimated Total Project	2017	2018	2019	2020	2021	Debt/Levy	Comments
Mead	Up Grade to Internal Security System (Camera Corner)	General	\$ 25,000.00	\$ 25,000.00					\$ 25,000.00	To increase safety measures for Staff
Mead	Phase 3 Boiler Replacement	General	\$ 285,000.00		\$ 285,000.00				\$ 285,000.00	To complete phase III of the HVAC upgrades - Boiler replacements
Mead	Carpet Replacement	General	\$ 161,966.98	\$ 40,491.75	\$ 40,491.75	\$ 40,491.75	\$ 40,491.73		\$ 161,966.98	Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.
Mead	Emergency Generator - Replacement	General	\$ 25,000.00	\$ 25,000.00					\$ 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. <b>Possible Donation from a Business</b>
Mead	RFID System - After June 2016	General	\$ 150,000.00	\$ 150,000.00					\$ 150,000.00	Security of Collection System & Efficiency in Circulation
Mead	Phone System Replacement	General	\$ 20,021.70	\$ 20,021.70					\$ 20,021.70	Update outdated phone system - Possible tie into city option for replacement.
Mead	Lobby Grates & Floor Tile	General	Waiting for Estimate to arrive & what to replace with.							Broken tiles and grates are a safety hazard to patrons and staff. Possible suggestions use bricks and sell them for donor recognition.
Mead	Brick Side Walk Replacement	General	\$ 29,000.00	\$ 29,000.00					\$ 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.
Mead	Bollard Replacement & Clock Tower Repair	General	\$ 6,835.00	\$ 6,835.00					\$ 6,835.00	Waiting for decision as to which department is responsible for the repairs.
Mead	Cooling Towers (Roof of MPL)	General								Cooling Towers need replacing within the next two years
Mead	Replace all 7 ft. Shelving with 5 ft. Shelving	General	\$ 100,000.00				\$ 100,000.00		\$ 100,000.00	It is safer to shelve and reach a 5ft. Shelve vs. the 7 ft. shelving.

Mead Public Library

CIP Request for 2017 - 2021

Department	Project	Fund	Estimated Total Project	2017	2018	2019	2020	2021	Debt/Levy	Comments
	<b>Total</b>								<b>\$ 802,823.68</b>	

**Mead Public Library Annual Report**

Long Version vs. Short Version

Employee Name	Amount of Time to Complete in Hours			Cost in Wages	Material Cost to Produce	
	Long Version	Cost in Wages	Short Version		Long Version	Short Version
Melissa	6.00	\$192.42				
Helen	8.00	\$230.80	12.00	\$346.20	\$20.10	\$39.90
Lauren	3.00	\$53.40	1.00	\$17.80		
Diane	3.00	\$106.08				
Debbie	2.00	\$53.36	1.00	\$26.68		
Garrett	3.00	\$125.49				
<b>Total Hours/Cost</b>	<b>25.00</b>	<b>\$761.55</b>	<b>14.00</b>	<b>\$390.68</b>	<b>\$20.10</b>	<b>\$39.90</b>
<b>Wage Cost:</b>						
Total Wage Cost Long Version		\$761.55				
Total Wage Cost Short Version		\$390.68				
<b>Material Cost:</b>						
30 copies Long version @\$0.67 per copy		\$20.10				
30 copies Short Version @ 1.33 per copy		\$39.90				
<b>Total Cost by Version:</b>						
Total Cost Long Version		\$781.65				
Total cost Short Version		\$430.58				

**Mead Public Library Annual Report**

Long Version vs. Short Version

Employee Name	Amount of Time to Complete in Hours			Cost in Wages	Material Cost to Produce	
	Long Version	Cost in Wages	Short Version		Long Version	Short Version
Melissa Prentice	6.00	\$192.42				
Helen Capizzi	8.00	\$230.80	12.00	\$346.20	\$20.10	\$39.90
Lauren Richmond	3.00	\$53.40	1.00	\$17.80		
Diane Kallas	3.00	\$106.08				
Debbie DeAmico	2.00	\$53.36	1.00	\$26.68		
Garrett Erickson	3.00	\$125.49				
<b>Total Hours/Cost</b>	<b>25.00</b>	<b>\$761.55</b>	<b>14.00</b>	<b>\$390.68</b>	<b>\$20.10</b>	<b>\$39.90</b>
<b>Wage Cost:</b>						
Total Wage Cost Long Version		\$761.55				
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<b>Total Cost by Version:</b>						
Total Cost Long Version		\$781.65				
Total cost Short Version		\$430.58				