

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Finance Committee Meeting
Thursday, February 25, 2016
2:45 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 25, 2016 in the Library Board Room. Present Committee Members: Henry Nelson presiding, Dolcye Johnson, and Maeve Quinn. Staff members present: Garrett Erickson, Debbie DeAmico. City Staff present: Jim Amodeo. Absent: Dirk Zylman

1. OPENING OF MEETING

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

1.2 APPROVAL OF MINUTES. Approval of the Finance Committee minutes for January 28, 2016 meeting. Quinn **moved** to approve the Finance Committee minutes for the January 28, 2016 meeting, Johnson **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). With no additional questions, 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. Johnson **seconded** the motion. The motion **carried**.

2.2 REVIEW & DISCUSSION OF 2015 DPI (WI DEPT OF PUBLIC INSTRUCTION) PUBLIC LIBRARY ANNUAL REPORT – POSSIBLE RECOMMENDATION TO BOARD OF TRUSTEES. Nelson questioned the MPL Table of Organization total FTE's vs. the DPI report FTE's. DeAmico explained that MPL is based on number of full and part-time employees and the DPI report is based on actual employee hours. DeAmico explained that there are some employee's under 20 hours per week that brings the total of FTE's on the DPI annual report lower than the MPL Table of Organization. DeAmico said that the MPL Table of Organization will be update when doing the 2017 budget process. Johnson **moved** to recommend the full board to accept and file the 2015 DPI Annual Report. Quinn **seconded** the motion. The motion **carried**.

2.3 REVIEW OF METRICS – PERSONNEL METRICS:

DeAmico reviewed the personnel metric in Zylman's absence and reported MPL payroll is under budget based on 2016 employee raises are not into effect until February 14, 2016 which won't reflect on the Y-T-D budget until the March 11, 2016 payroll.

2.4 RECEIVE 2015 & 2016 BUDGET STATUS TO DATE. DeAmico explained the accounts that were over budget for this fiscal time period being reported. Most of the overages are timing issues with purchasing inventory items.

2.5 DISCUSSION AND PRIORITIZE CAPITAL PROJECTS – PLAN THE RESERVE FUND TARGET FOR THE END OF THE FISCAL YEAR. Finance committee members were unanimous that the Library Director and his staff should prioritize the capital projects. Quinn made a suggestion that she would like to see the “security system” and “boiler” considered as top priorities.

2.6 2017 BUDGET DISCUSSION – STRATEGY – TIME LINE. Finance committee members were in agreement that MPL should follow the guidelines given out by the City Chief Administrator Jim Amodeo and follow the time-line. Amodeo stated 2017 budget would be flat again, however felt that 2017 would be better. Amodeo did mention however that was is estimates and the committee should remember there will be a new City Administrator who may have a different direction than his suggestions.

2.7 DISCUSS POSSIBLE FUTURE COMMITTEE ISSUES/AGENDA ITEMS

- Salary Study
- Library Hours 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 March 17, 2016, 2016 @ 2:45 pm.

4. ADJOURN

4.1 MOTION TO ADJOURN: Johnson **moved** to adjourn the February 25, 2016 Finance Committee meeting; Quinn **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee at 3:30 p.m.

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
		Credit refund for printer never received/Facebook advertising/JoAnn
25551100-538001	\$ 453.56	Fabrics/Constant contact
25551110-538001	\$ 108.86	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	

March 2016 - Mead Public Library Accounts Payables					
Vendor	Name	Invoice	Check #	Invoice Amt	Description of Expense
1418	ART IN A SUITCASE	MARCH 16, 2016	320652	\$185.00	Programming expense
900009	AT&T	920Z893020002	320653	\$137.36	Telephone expense
2716	BAKER & TAYLOR, LLC	3020523699	320654	\$44.60	Materials Purchase
2716	BAKER & TAYLOR, LLC	3020495420	320654	\$191.89	Materials Purchase
2716	BAKER & TAYLOR, LLC	5013996331	320654	\$9.52	Materials Purchase
2716	BAKER & TAYLOR, LLC	3020826929	320654	\$20.10	Materials Purchase
2716	BAKER & TAYLOR, LLC	3020826948	320654	\$22.65	Materials Purchase
2716	BAKER & TAYLOR, LLC	5014014555	320654	\$75.44	Materials Purchase
2716	BAKER & TAYLOR, LLC	2031713599	320654	\$1,948.50	Materials Purchase
2716	BAKER & TAYLOR, LLC	2031713622	320654	\$751.85	Materials Purchase
2716	BAKER & TAYLOR, LLC	2031665810	320654	\$734.32	Materials Purchase
900289	BOOKLIST	RENEWAL BOOKLIST	320655	\$147.50	Materials Purchase
2409	BUDGET LIBRARY SUPPL	13786	320656	\$2,800.00	Technical Service supplies
3200	CDWG	1BMCT08	320686	\$68.31	IT supplies
2068	CEDARBURG PUBLIC LIB	33750001472548	320657	\$19.00	Lost book refund
3252	CHARTER COMMUNICAT	3/1/16 - 3/31/16	320658	\$272.99	Internet expense
3222	CULP, JORDAN	243471	320659	\$31.41	Patron refund
900081	DEMCO, INC.	5795543	320660	\$751.82	Technical Service supplies
239	ELDER, KARL	3-16-2016 PROGRAM	320661	\$150.00	Programming expense
216	EVANCED SOLUTIONS,	5813034	320662	\$1,874.00	Room reservation software renewal
203	FRANK L. WEYENBERG	33346003071444	320663	\$44.94	Lost book refund
900201	GE MONEY BANK/AMAZON	113-6284375-6071426	320688	\$161.35	IT supplies
900201	GE MONEY BANK/AMAZON	114-3243360-2329053	320664	\$85.96	Summer reading program expense
900201	GE MONEY BANK/AMAZON	2/20/2016	320664	\$29.99	Summer reading program expense
200	JAN WAY COMPANY USA	120931	320665	\$207.00	Office expense - MPL pens with logo on them
1577	LINDA CONROY	3/29/2016 PROGRAM	320666	\$210.00	Programming expense
3191	MANITOWOC COUNTY	STAFF IN SVS 2/16	320667	\$987.00	Staff in service day - Speaker expense
12374	MBM	IN77466	320668	\$337.41	Copier/Printer monthly maintenance expense
900181	MENARDS	93994 - CM #94515	320669	\$46.90	Building maintenance expense
900181	MENARDS	94343	320669	\$9.44	Building maintenance expense
900181	MENARDS	94517	320669	\$4.49	Building maintenance expense
231	MIDWEST TAPE	93677715	320670	\$1,077.15	Materials Purchase
231	MIDWEST TAPE	93704005	320670	\$29.99	Materials Purchase
231	MIDWEST TAPE	93685020	320670	\$111.97	Materials Purchase
231	MIDWEST TAPE	93714783	320670	\$44.97	Materials Purchase
231	MIDWEST TAPE	93699783	320670	\$1,069.00	Materials Purchase
1483	MOONWISE HERBS LLC	4/16/2016	320671	\$250.00	Programming expense
1585	PLYMOUTH PUBLIC LIB	39064001153114	320672	\$16.99	Lost book refund

March 2016 - Mead Public Library Accounts Payables					
Vendor	Name	Invoice	Check #	Invoice Amt	Description of Expense
900180	PROQUEST LC	ORDER @US10015912	320673	\$1,970.00	Electronic - Ancestry Library renewal 7/1/2016 - 6/30/2017
2265	RESEARCH TECHNOLOGY	196313	320674	\$104.00	Technical Service supplies
900141	SALEM PRESS PRODUCT	904460	320675	\$257.95	Materials Purchase
900007	SHEBOYGAN COUNTY CHA	2ND QTR 2016	320676	\$55.00	Employee anniversary gift cards -personnel development cost
20008	SPECIAL OPERATIONS D	15033	320677	\$2,644.00	Security service expense
491	STAPLES ADVANTAGE	8038136798	320678	\$270.20	Office & janitorial supplies
491	STAPLES ADVANTAGE	8038048410	320678	\$55.86	Office supplies
900260	UNIQUE MANAGEMENT	422132	320679	\$456.45	Fines & Fees collection service
2997	VIHOS, LISA B.	APRIL PROGRAMS	320680	\$250.00	Programming expense
1710	WELLS FARGO FINANCIA	5002880157	320681	\$698.11	Copier/Printers monthly lease payment
900044	WI PUBLIC SERVICE CO	0403257315	320683	\$2,632.31	Gas utility expense
166	WISCONSIN MEDIA	3/1/2016 - 2/28/17	320684	\$326.12	Post Cresent newspaper annual subscription renewal
900104	ALLIANT ENERGY	1/25/16 - 2/24/16	320685	\$6,620.06	Electric Utility Usage
1597	ENVIRO-CLEAN, INC.	2628	320687	\$4,972.00	Monthly cleaning service expense
3229	KRAMER, JAYNE	2444146	320690	\$10.79	Patron refund
3197	LANDGRAF, DIONNE	735494	320691	\$33.33	Programming expense
900181	MENARDS	95022	320692	\$52.46	Building maintenance expense
231	MIDWEST TAPE	93728958	320693	\$946.02	Materials Purchase
1585	PLYMOUTH PUBLIC LIB	29064000160993	320694	\$15.40	Lost book refund
3228	STANDFORD, PAMELA K.	255942	320696	\$15.85	Patron refund
491	STAPLES ADVANTAGE	8038247467	320697	\$97.89	Office supplies

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT

GENERAL OPERATIONS 255 FUND

Fund Balance December 31, 2015 (Unaudited)

2014 GENERAL OPERATIONS FUND BALANCE

Unreserved Fund Balance	49,968.55	
GASB54 Reserve	413,494.82	
Donations (Project #10096 & #10097)	12,809.83	
General Liability Insurance Reserve	25,000.00	
Chiller II Project (Encumbered Funds)	73,640.00	
Total 2012 Fund Balance		574,913.20

2015 REVENUES

City Tax Appropriation	2,305,741.00	
Library Generated Revenue	76,025.35	
Contributions	81,474.19	
LaVerne Carter Legacy Fund Donation	153,505.33	
ESLS - Sheboygan County	538,888.00	
ESLS - Ozaukee County	9,230.00	
ESLS Contracts - Backup Reference	53,114.00	
Adj. County Reimbursements	42,288.30	
LSTA - Grants	16,465.13	
Inter-Transfer General Fund	119,546.00	
Total 2013 Revenues		3,396,277.30
		3,971,190.50

2015 EXPENSES

Personnel Services	2,025,250.62	
Contractual Services	79,386.96	
Commodities	437,535.80	*
Operating Expenses	221,699.51	*
Utilities Expense	111,537.39	
LaVerne Carter Legacy Fund Donation	153,505.33	Δ
Chiller II - Air Conditioning Project	73,640.00	*
Total 2013 Expenses		(3,102,555.61)

2015 GENERAL OPERATIONS FUND BALANCE

868,634.89

FUND BALANCE SUMMARY

2015 RESERVED ACCOUNTS

GASB54 Reserve	549,913.20	
Donations (Project #10094, #10095 & #10097)	17,224.10	
General Liability Insurance Reserve	25,000.00	
MPL Sick Leave Liability Reserve Fund	177,104.73	
Total Reserved Accounts		769,242.03

2015 UNRESERVED FUND BALANCE

99,392.86

2015 GENERAL OPERATIONS FUND BALANCE

868,634.89

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT

GENERAL OPERATIONS 255 FUND

Fund Balance December 31, 2015 (Unaudited)

DONATIONS TO 255 OPERATIONS ACCOUNTS

2014 Balance & 2015 Revenues

2014 Balance Forward	40,273.44	
2015 Revenues	81,474.19	121,747.63

2015 Donation Expenses

Children's Programs, Early Literacy Programs, Lego Club, Acuity Cool Picks Teen Summer Reading Club, Adult Programs, Brainfuse, Children's Book Festival, Movie License, Art for Fun Program, Make It At Mead Program, Digital Creation Lab, Adult Book Club, Mead Seed Exchange Program, In Memory or Honor of Patron Donations 2014 & 2015 balance of \$17,224.10 donations carried over will be spent in 2015.	104,523.53	104,523.53
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2015 DONATIONS TO 255 OPERATIONS ACCOUNTS

17,224.10

GENERAL LIABILITY INSURANCE RESERVE FUND 247700

2014 Balance & 2015 Revenues

2014 Balance	25,000.00	
2015 Revenues	0.00	25,000.00

2015 General Liability Insurance Reserve Fund Expenses

2015 General Liability Insurance Reserve Fund Expense	0.00	0.00
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2015 GENERAL LIABILITY INSURANCE RESERVE FUND 247700

25,000.00

MPL SICK LEAVE LIABILITY RESERVE FUND 492101

2015 Balance

2015 Transfer from City of Sheboygan to Mead Public Library		119,546.00
2015 Mead Public Library Liability to Fund Sick Leave Liability		57,558.73

2015 MPL SICK LEAVE LIABILITY RESERVE FUND 492101

177,104.73

Note: * - \$121,747.63 of operating and commodities expenses were paid with donated funds received from the Mead Public Library Foundation, Friends of Mead Public Library, Green Bay Packer Foundation, Acuity Foundation, Inc., Kohler Foundation Inc., and other generous donors.

★ - \$230,815.00 total cost of the Chiller II (Air Conditioning) project. \$75,000.00 capital improvement fund from the City of Sheboygan, \$155,815.00 paid for out of the Mead Public Library reserves. \$82,175.00 paid in 2014 fiscal year balance of \$73,640.00 cost to finish project was paid from the 2015 fiscal year budget.

- MPL sick Leave Liability Reserve Fund created per Mead Public Board of Trustees Meeting Minutes dated November 19, 2015 and City of Sheboygan Resolution No. 6-15-16 dated May 4 2015.

Δ - LaVerne Carter Legacy Fund - Restricted donation transferred from Mead Public Library to Mead Public Library Foundation for temporary investment.

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT

EVERHARD/FORRER 850 FUND

Fund Balance December 31, 2015

2014 EVERHARD/FORRER FUND BALANCE SUMMARY

Invested with Mead Public Library Foundation	<u>987,646.26</u>
H.C. Denison Company	
Total 2015 Fund Balance	<u>987,646.26</u>

2015 REVENUES

Increase/(Decrease) in Investment Account	1,211.16
LaVerne Carter Legacy Fund	153,505.33 *
Total 2015 Revenues	<u>154,716.49</u>

TOTAL 2014 FUND BALANCE AND 2015 REVENUES **1,142,362.75**

2015 EXPENSES & TRANSFERS

Investment Fees	0.00
<u>TOTAL 2015 EXPENSES AND TRANSFERS</u>	<u>0.00</u>

2015 EVERHARD/FORRER FUND BALANCE **1,142,362.75**

FUND BALANCE SUMMARY

Invested with Mead Public Library Foundation	988,857.42
LaVerne Carter Legacy Fund	153,505.33 *

2015 EVERHARD/FORRER FUND BALANCE **1,142,362.75**

* \$153,505.33 LaVerne Carter Legacy Fund was received in fiscal year 2015 by the Mead Public Library, and was placed for investment with the Mead Public Library Foundation, Inc. for temporary investment.

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Administrative Services 25551100

March 2016

Account Balances as of:

March 10, 2022

4:42 PM

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		241,506.00	42,315.48	199,190.52	17.52
	SUB TOTAL		241,506.00	42,315.48	199,190.52	17.52
510310	FICA		14,974.00	2,524.67	12,449.33	16.86
510311	MEDICARE		3,502.00	590.44	2,911.56	16.86
510320	WI RETIREMENT FUND		16,423.00	2,776.32	13,646.68	16.91
510340	HEALTH INSURANCE	0.00	52,877.00	7,282.90	45,594.10	13.77
510341	RETIREE HEALTH INS		4,000.00	821.15	3,178.85	20.53
510350	DENTAL INSURANCE		4,397.00	655.86	3,741.14	14.92
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		666.00	77.54	588.46	11.64
510400	WORKERS COMP		125.00	20.84	104.16	16.67
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	128,614.00	19,691.38	108,922.62	15.31
521100	BANKING FEES		1,150.00	112.98	1,037.02	9.82
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	1,264.30	4,935.70	20.39
521510	BILLING FEES	0.00	5,000.00	1,040.54	3,959.46	20.81
523110	OFFICE EQUIPMENT MAINT.	0.00	4,200.00	0.00	4,200.00	0.00
	SUB TOTAL	0.00	27,700.00	2,417.82	25,282.18	8.73
525155	PROFESSIONAL DEVELOPMENT		2,500.00	235.00		9.40
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	
527110	TRAVEL	0.00	2,000.00	0.00	2,000.00	0.00
	SUB TOTAL	0.00	17,000.00	10,166.48	6,833.52	59.80
530100	OFFICE SUPPLIES	0.00	9,200.00	1,425.77	7,774.23	15.50
	SUB TOTAL	0.00	9,200.00	1,425.77	7,774.23	15.50
538001	DONATION PURCHASES	0.00	2,000.00	2,297.85	-297.85	114.89
538001-10096	DONATION PURCHASES	0.00	0.00		0.00	
538001-10097	DONATION PURCHASES	0.00	0.00	555.00	-555.00	
538001-10099	DONATION PURCHASES	0.00	0.00	216.95	-216.95	
539999	MISC EXP (LATE FEES)	0.00	100.00	0.00	100.00	0.00
	SUB TOTAL	0.00	2,100.00	3,069.80	-969.80	146.18
540215	GEN PUB OFFICIAL	0.00	8,500.00		8,500.00	0.00
	SUB TOTAL	0.00	8,500.00	0.00	8,500.00	0.00
590255	PARKING ASSESSMENT	0.00	3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	201 0.00	3,000.00	0.00	3,000.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERV	0.00	0.00	0.00	0.00	
	ADMINISTRATIVE COST CENTER TOTAL	0.00	437,620.00	79,086.73	358,533.27	18.07

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Public Services 25551110

Account Balances as of: March 10, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		734,346.00	150,344.87	584,001.13	20.47
	SUB TOTAL		734,346.00	150,344.87	584,001.13	20.47
510310	FICA	0.00	45,530.00	9,052.10	36,477.90	19.88
510311	MEDICARE		10,649.00	2,117.06	8,531.94	19.88
510320	WI RETIREMENT FUND	0.00	45,428.00	9,280.61	36,147.39	20.43
510340	HEALTH INSURANCE		120,149.00	22,490.15	97,658.85	18.72
510350	DENTAL INSURANCE		11,562.00	2,331.75	9,230.25	20.17
510360	LIFE INSURANCE		1,569.00	214.12	1,354.88	13.65
510400	WORKERS COMP	0.00	360.00	60.00	300.00	16.67
	SUB TOTAL	0.00	235,247.00	45,545.79	189,701.21	19.36
521800	PROGRAM SERVICES		5,000.00	1,601.06	3,398.94	32.02
523110	OFFICE EQUIPMENT MAINT.	0.00	3,800.00	0.00	3,800.00	0.00
525155	PROFESSIONAL SERVICES		3,000.00	0.00	3,000.00	0.00
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
538001	DONATION PURCHASES	0.00	38,000.00	2,577.62	35,422.38	6.78
538001-10098	DONATION PURCHASES		0.00	519.11	-519.11	
538001-10099	DONATION PURCHASES	0.00	0.00	165.00	-165.00	
	SUB TOTAL	0.00	50,900.00	4,862.79	46,037.21	9.55
538002	MATERIALS - ALL CATAGORIES	674.10	364,234.00	53,602.27	309,957.63	14.72
538100	OTHER CONTENT	0.00	61,500.00	9,125.84	52,374.16	14.84
	SUB TOTAL	674.10	425,734.00	62,728.11	362,331.79	14.73
538000	TOTAL MATRL'S ACCTS	20 674.10	476,634.00	67,590.90	408,369.00	24.29
	PUBLIC SERVICE COST CENTER TOTAL	674.10	1,446,227.00	263,481.56	1,182,071.34	64.12

MEAD PUBLIC LIBRARY - 2016 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

March 10, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		605,102.00	115,675.16	489,426.84	19.12
	SUB TOTAL		605,102.00	115,675.16	489,426.84	19.12
510310	FICA	0.00	37,517.00	7,021.83	30,495.17	18.72
510311	MEDICARE		8,774.00	1,642.34	7,131.66	18.72
510320	WI RETIREMENT FUND	0.00	33,941.00	6,672.63	27,268.37	19.66
510340	HEALTH INSURANCE		97,822.00	15,058.45	82,763.55	15.39
510350	DENTAL INSURANCE		6,243.00	1,232.61	5,010.39	19.74
510360	LIFE INSURANCE		1,557.00	160.60	1,396.40	10.31
510400	WORKERS COMP		274.00	45.66	228.34	16.66
	SUB TOTAL	0.00	186,128.00	31,834.12	154,293.88	17.10
521700	SECURITY SERVICES (FIRE ALARM- SECURITY GUARDS)	0.00	20,000.00	7,153.00	12,847.00	35.77
	SUB TOTAL	0.00	20,000.00	7,153.00	12,847.00	35.77
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,000.00	296.58	2,703.42	9.89
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	13,744.87	16,255.13	45.82
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	1,519.33	18,480.67	7.60
524124	HVAC MAINT & BOILER INS	0.00	9,000.00	1,830.91	7,169.09	20.34
524126	ELEVATOR MAINTENANCE	0.00	8,500.00	0.00	8,500.00	0.00
	SUB TOTAL	0.00	70,500.00	17,391.69	53,108.31	24.67
524135	JANITORIAL SUPPLIES/SERVICES	0.00	62,500.00	10,027.49	52,472.51	16.04
	SUB TOTAL	0.00	62,500.00	10,027.49	52,472.51	16.04
525100	ELECTRICITY	0.00	92,000.00	12,508.75	79,491.25	13.60
525105	WATER	0.00	1,419.00	207.19	1,211.81	14.60
525110	SEWER	0.00	1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE	0.00	7,000.00	564.24	6,435.76	8.06
525140	GAS - UTILITY	0.00	29,000.00	5,374.47	23,625.53	18.53
	SUB TOTAL	0.00	130,719.00	18,928.34	111,790.66	14.48
530135	SHIPPING	0.00	9,000.00	469.37	8,530.63	5.22
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	9,154.00	19,346.00	32.12
530210	OPERATING SUPPLIES	0.00	1,500.00	133.80	1,366.20	8.92
530222	JANITORIAL SUPPLIES		8,000.00	221.09	7,778.91	2.76
530210	OPPERATING SUPPLIES (MENDING)	0.00		0.00	0.00	
	SUB TOTAL	0.00	47,000.00	9,978.26	37,021.74	21.23
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	0.00	150.00	0.00
	SUB TOTAL	0.00	150.00	0.00	150.00	0.00
540200	INSURANCE (FIRE)	0.00	8,400.00	604.80	7,795.20	7.20
	SUB TOTAL	0.00	8,400.00	604.80	7,795.20	7.20
642200	IT EQUIPMENT	0.00	19,500.00	1,311.49	18,188.51	6.73
	SUB TOTAL	0.00	19,500.00	1,311.49	18,188.51	6.73
SUPPORT SERVICES COST CENTER TOTAL		0.00	1,149,999.00	212,904.35	937,094.65	
LIBRARY TOTAL		674.10	3,033,846.00	555,472.64	2,477,699.26	18.31

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 15	SPENT 15	BALANCE 15	% SPENT
25551100	ADMINISTRATION	0.00	437,620.00	79,086.73	358,533.27	18.07
25551110	PUBLIC SERVICES	674.10	1,446,227.00	263,481.56	1,182,071.34	64.12
25551150	SUPPORT SERVICES	0.00	1,149,999.00	212,904.35	937,094.65	0.00
	FUND EQUITY INCREASE					
	Total All Cost Centers	674.10	3,033,846.00	555,472.64	2,477,699.26	18.31

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION	APPROP 15	RECEIVED 15	BALANCE 15	% 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	0.00	-8,290.00	0.00
431711	ESLS BACK UP REF	51,100.00	53,114.00	2,014.00	103.94
431712	ADJ COUNTY RMBRSMNT	41,896.00	39,602.10	-2,293.90	94.52
431722	ESLS LSTA GRANT	4,000.00	0.00	-4,000.00	0.00
447606	PHOTOCOPIES	10,000.00	1,741.54	-8,258.46	17.42
447626	DISCARDED BOOK SALES	4,000.00	1.00	-3,999.00	0.03
	LATE BOOK CHARGES	50,000.00	10,183.27	-39,816.73	20.37
447641	LOST BOOKS	1,000.00	1,606.31	606.31	160.63
447699	MISCELLANEOUS	200.00	0.00	-200.00	0.00
449901	VENDING COMMISSIONS	500.00	240.21	-259.79	48.04
467101	CONTRIBUTIONS	40,000.00	13,071.97	-26,928.03	32.68
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	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	
	Total Revenues	3,033,846.00	2,949,806.38	-84,039.62	97.23

MEAD PUBLIC LIBRARY BALANCE OF 2016 COMBINED ACCOUNTS

Account Balances as of:

March 10, 2022

	DESCRIPTION		APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		1,580,954.00	308,335.51	1,272,618.49	19.50
510310	FICA		98,021.00	18,598.60	79,422.40	18.97
510311	MEDICARE		22,925.00	4,349.84	18,575.16	18.97
510320	WI RETIREMENT FUND		95,792.00	18,729.56	77,062.44	19.55
510340	HEALTH INSURANCE		270,848.00	44,831.50	226,016.50	16.55
510341	RETIREE HEALTH INS		4,000.00	821.15	3,178.85	20.53
510350	DENTAL INSURANCE		22,202.00	4,220.22	17,981.78	19.01
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		3,792.00	452.26	3,339.74	11.93
510400	WORKERS COMP		759.00	126.50	632.50	16.67
510410	UNEMPLOYMENT		2,000.00	0.00	2,000.00	
521100	BANKING FEES		1,150.00	112.98	1,037.02	9.82
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	1,264.30	4,935.70	20.39
521510	BILLING SERVICES		5,000.00	1,040.54	3,959.46	20.81
521700	SECURITY SERVICES		20,000.00	7,153.00	9,585.00	35.77
521800	PROGRAM SERVICES		5,000.00	1,601.06	3,398.94	32.02
523110	OFFICE EQUIPMENT MAINTENANCE		11,000.00	296.58	10,703.42	2.70
523122	SOFTWARE MAINTENANCE		30,000.00	13,744.87	16,255.13	45.82
524110	BUILDING EXT MAINT		20,000.00	1,519.33	18,480.67	7.60
524124	HVAC MAINT + BOILER INS		9,000.00	1,830.91	7,169.09	20.34
524126	ELEVATOR MAINTENANCE		8,500.00	0.00	8,500.00	0.00
524135	JANITORIAL SUPPLIES/SERVICES		62,500.00	10,027.49	52,472.51	16.04
525100	ELECTRICITY		92,000.00	12,508.75	79,491.25	13.60
525105	WATER		1,419.00	207.19	1,211.81	14.60
525110	SEWER		1,300.00	273.69	1,026.31	21.05
525120	TELEPHONE		7,000.00	564.24	6,435.76	8.06
525140	GAS - UTILITY		29,000.00	5,374.47	23,625.53	18.53
525155	PROFESSIONAL DEVELOPMENT		5,500.00	235.00	5,265.00	4.27
527100	STAFF PARKING - CAR ALLOWANCE		12,500.00	9,931.48	2,568.52	79.45
527110	TRAVEL		2,000.00	0.00	2,000.00	0.00
530100	OFFICE SUPPLIES	0.00	9,200.00	1,425.77	7,774.23	15.50
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	9,154.00	19,346.00	32.12
530205	DISPLAYS		1,100.00	0.00	1,100.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	133.80	1,366.20	8.92
530222	JANITORIAL SUPPLIES/SERVICES		8,000.00	221.09	7,778.91	2.76
530255	TOOLS & SMALL EQUIPMENT		150.00	0.00	150.00	0.00
538001	DONATION PURCHASES		40,000.00	6,331.53	-297.85	15.83
538002	ADULT PRINT		364,234.00	53,602.27	309,957.63	14.72
538099	SHIPPING		9,000.00	469.37	8,530.63	5.22
538100	OTHER CONTENT		61,500.00	9,125.84	52,374.16	14.84
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		8,400.00	604.80	7,795.20	7.20
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	1,311.49	18,188.51	6.73
949999	FUND EQUITY INCREASE		0.00	0.00	0.00	
810101	FUND EQUITY	0.00	0.00	0.00	0.00	
810111	SALARY & FRINGE TRUST RESERVE	0.00	0.00	0.00	0.00	
	TOTAL MEAD PUBLIC LIBRARY EX	674.10	3,033,846.00	555,472.64	2,477,699.26	18.31

Mead Public Library Personnel Cost Metric

Payroll Period Ending February 2016

Description	Amount	# of Payroll Periods		Per Payroll Period
2016 Budget appropriation for wages (less page wages)	\$ 1,580,954.00	÷	26	\$ 60,805.92
Total Budget appropriation per payroll period	\$ 60,805.92	x	5	\$ 304,029.62
Budget appropriation per payroll period through payroll #4	\$ 304,029.62			
Actual payroll expense through payroll #4	\$ 308,335.51			
Difference in budget to date vs. payroll to date				
(-) under budget /+over budget	\$ 4,305.89			Over Budget

Month to Month Comparison

February 2016 - Under Budget (February Finance Committee Meeting)	(\$8,220.08)	1
February 2016 - Over Budget (One Time Lump Sum Bonuses Paid Out)	\$4,305.89	2

Notes:

- 1 - Lump sum bonus's and raises were not on payroll #4 (Lump sum bonus's equaled \$9,203.78)
- 2 - Includes lump sum bonus's and raises in payroll #5

Mead Public Library Personnel Cost Metric

Payroll Period Ending February 2016

Description	Amount	# of Payroll Periods		Per Payroll Period
2015 Budget appropriation for wages (less page wages)	\$ 1,580,954.00	÷	26	\$ 60,805.92
Total Budget appropriation per payroll period	\$ 60,805.92	x	4	\$ 243,223.69
Budget appropriation per payroll period through payroll #4	\$ 243,223.69			
Actual payroll expense through payroll #4	\$ 235,003.61			
Difference in budget to date vs. payroll to date				
(-) under budget /+over budget	(\$8,220.08)			Under Budget

Month to Month Comparison

February 2016 - Under Budget

(\$8,220.08)

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	General	\$ 25,000.00	\$ 25,000.00					\$ 25,000.00	To increase safety measures for Staff
Mead	RFID System (Camera Corner)	General	\$ 150,000.00	\$ 150,000.00					\$ 300,000.00	Security of Collection System & Efficiency in Circulation
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	Emergency Generator - Replacement	General	\$ 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.
Mead	Brick Side Walk Replacement	General	\$ 29,000.00						\$ 29,000.00	Bricks are broken & warn and is a potential safety hazard for injuries to the public & staff
Mead	Bollard Replacement & Clock Tower Repair	General	\$ 6,835.00						\$ 6,835.00	Current bollards are not working
Mead	Lobby Grates & Floor Tile	General	Waiting for Estimate to arrive						\$ -	Broken tiles and grates are a safety hazard to patrons and staff. Possible suggestions use bricks and sell them for donor recognition.
Mead	Carpet Replacement	General	\$ 161,966.98						\$ 161,966.98	Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.
Mead	Phone System Replacement	General	\$ 20,021.70						\$ 20,021.70	Update outdated phone system
Mead	Replace all 7 ft. Shelving with 5 ft. Shelving	General	Waiting for Estimate to arrive						\$ 100,000.00	It is safer to shelve and reach a 5ft. Shelve vs. the 7 ft. shelving.
	Total								\$ 952,823.68	

Mead Public Library

CIP Request for 2017 - 2021

<u>Department</u>	<u>Project</u>	<u>Fund</u>	<u>Estimated Total Project</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Debt/Levy</u>	<u>Comments</u>	<u>Federal</u>	<u>Other</u>
Mead	Phase 3 Boiler Replacement	General	285,000	285,000					285,000	To complete phase III of the HVAC upgrades - Boiler replacements		
Mead	Emergency Generator - Replacement	General	25,000	25,000					25,000	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.		
Mead	Carpet Replacement	General	Waiting for Estimate to arrive							Carpet is getting very warn and is a potential safety hazard for injuries for the public & staff.		

