

*****ATTACHMENTS*****

Minutes
Mead Public Library
Finance Committee Meeting
Thursday, February 26, 2015
2:30 p.m.

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, February 26, 2015 in the Library Board Room. Present Committee Members: Dirk Zylman, presiding; Dolcye Johnson, Maeve Quinn, Henry Nelson and Darryl Carlson. Staff members present: Garrett Erickson and Debbie DeAmico. Others: Jim Amodeo, City of Sheboygan chief administrative officer.

Call to Order. Zylman called the meeting to order at 2:30 p.m. Zylman determined there was a quorum present.

Approval of the January 22, 2015 Finance Committee minutes. Johnson moved to approve the Finance Committee minutes for the January 22, 2015 meeting; Quinn seconded. The motion passed.

Review and possible action on payment of current expenditures, including payroll. Nelson moved to accept payment of current expenditures, including payroll and reoccurring expenditures, Quinn seconded the motion. The motion carried.

Special Revenues including Grants, Gifts and Donations. Erickson began the discussion with the "MPL Foundation Wish List." Erickson went item by item explaining the important and need for each item asked for a total gift of \$75,750.00. Erickson noted that \$22,843 were funds carried over from the 2014 gift which mainly comprised of the outdoor signage that was not purchased. Erickson explained it didn't make sense to do the signage project until the downtown plan was further along so the library could strategically place signs where they would be better viewed by the public. The balance of the funds will be \$17,263 from the Maas income Fund for youth projects and \$35,948 Endowment Income Fund for adult projects such as the Makerspace and also MPL website redesign project. Zylman read off all of the other donations that were received in February 2015. A motion was made by Nelson to accept the restricted and non-restricted Gifts and Donations that were received in February 2015. Quinn seconded the motion. The motion carried.

Review of Metrics. Zylman explained to Finance Committee members that he and DeAmico worked on creating a new personnel metric to be used as a benchmark each month. Zylman gave an example if there is a budget of \$26,000.00 divided by the 26 payrolls per year the personnel metric should be at 1,000.00 for each payroll times the number of payrolls in the reporting period vs. the budget amount of payroll for the fiscal year. The personnel metric will then show if MPL is in budget, over budget or below budget. Zylman stated that for February 2015 the budget shows -1.98% below budget. Johnson asked if that was because the replacement employee for Tory Stenske hadn't started as of February's report. DeAmico stated that would be one of the reason. Going forward Zylman stated this would be the report that will be generated each month for the Finance Committee members.

2014 Budget status report to date. Zylman began the discussion stating the 2014 Y-T-D budget income statement provided to the Finance Committee did not change much from the previous month and that the surplus for the 2014 fiscal year was at \$49,968.55. Zylman asked DeAmico if there was anything she wanted to point out in regards to the 2014 fiscal year. DeAmico stated most of the items were discussed at the January 2015 Finance Committee meeting and just pointed out the wages coming in higher than expected where do to the unexpected retirement of Smith and Stenske in December 2014. DeAmico

pointed out that this figure of \$49,968.55 should be going into the reserve account, unless the auditors would find anything during the March 12, 2015 audit, and would have to make a journal entry.

2015 Budget Status report to date. Zylman stated there was not much to report on the February 2015 Y-T-D budget income statement at this point. Johnson asked why there were such high percentages used in certain accounts. DeAmico replied that she has now asked for re-occurring PO's (purchase orders) for accounts such as Baker & Taylor, Utilities and a few others. DeAmico explained that as the invoices come in the encumbrance total would be reduced by those invoices. DeAmico also said in most cases that she asked for 3 to 6 months expenses in the re-occurring PO (purchase order) requests.

2016 Budget Preliminary Discussion. Zylman asked Amodeo if there was a timeline for the 2016 budget procedure. Amodeo responded that the Fiscal Planning Committee would be meeting in March 2015, with preliminary budgets due by May 2015, budgets introduced to City Council in July 2015, Final budgets at either August or September 2015 City Council meeting, and hopefully budget passage in October 2015. Zylman confirmed with Amodeo that the MPL would have a flat budget of \$2,305,741.00 as in the past several years. Amodeo responded yes "Flat". Amodeo also mentioned the City will be looking at an inflation rate of 2%, WRS staying at the 2015 6.8% rate, employee raises at 2%. Amodeo said the variable would be the health insurance HDP plan, and that would be looked at in June 2015 to see what the experience rate has been for the past 6 months of going with the HDP. Amodeo said it would be up to the City Council to decide if they would contribute to the HSA or not. DeAmico asked Amodeo if the HSA rates if contributed would remain at the \$750.00 for single and \$1,500.00 for family, Amodeo responded he would believe so. DeAmico stated she would still include them in her 2016 employee benefits projections in case the benefit would be approved by council.

Johnson made a **motion** to convene in closed session for the purpose of evaluating the performance of the Library Director under the exception set forth in Wisconsin State Statutes 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Carlson **seconded** the motion. Roll call vote was taken on the above motion. **Motion** passed Finance Committee convened in closed session at 2:55 pm.

At 3:20 pm the Finance Committee re-convened into open session.

Future Finance Committee agenda items.

2016 Preliminary Budget

City of Sheboygan vs. MPL agreement on sick/vacation payouts

Discuss and plan what reserve level MPL should be at by the end of a fiscal year

Donor solicitation to pay for capital improvements and building upgrades/repairs

MPL wage scale vs. City of Sheboygan wage scale

Confirm Committee Report to Mead Public Library Board of Trustees. Zylman confirmed the committee report to MPL Board of Trustees.

Next meeting: March 19, 2015 @ 2:30 pm, or as needed.

Adjourn: Nelson **moved** to adjourn the Finance Committee meeting; Quinn **seconded** the motion. The motion **passed**. Zylman concluded the Finance Committee meeting at 3:38 p.m.

Vendor	Name	Document	Invoice	PO	Invoice Amt		
900002	BAKER & TAYLOR, INC.	2010047265	M66879460		\$ 64.77	Material Purchases	
900002	BAKER & TAYLOR, INC.	2010047267	M66889130		\$ 14.39		
900002	BAKER & TAYLOR, INC.	2010047279	M66493050		\$ 53.97		
900002	BAKER & TAYLOR, INC.	2010047315	3020125380		\$ 27.15		
900002	BAKER & TAYLOR, INC.	2010047316	3020125366		\$ 57.87		
900002	BAKER & TAYLOR, INC.	2010047317	3020110133		\$ 190.65		
900002	BAKER & TAYLOR, INC.	2010047318	2030350242	250214	\$ 4,966.52		
900002	BAKER & TAYLOR, INC.	2010047319	2030375647	250214	\$ 933.08		
900002	BAKER & TAYLOR, INC.	2010047320	2030375645	250214	\$ 1,477.14		
900002	BAKER & TAYLOR, INC.	2010047452	5013516675		\$ 10.86		
900002	BAKER & TAYLOR, INC.	2010047453	K37479690		\$ 10.79		
900002	BAKER & TAYLOR, INC.	2010047454	M66368690		\$ 75.55		
900002	BAKER & TAYLOR, INC.	2010047455	M67320980		\$ 21.57		
900002	BAKER & TAYLOR, INC.	2010047456	M66498970		\$ 215.84		
900002	BAKER & TAYLOR, INC.	2010047457	2030279115		\$ 59.51		
900002	BAKER & TAYLOR, INC.	2010047458	3020095682		\$ 114.85		
900002	BAKER & TAYLOR, INC.	2010047459	3020110198		\$ 32.70		
900002	BAKER & TAYLOR, INC.	2010047462	2030325100	250214	\$ 1,759.55		
900002	BAKER & TAYLOR, INC.	2010047463	2030302289	250214	\$ 1,482.61		
900002	BAKER & TAYLOR, INC.	2010047465	2030301444	250214	\$ 2,005.29		
900002	BAKER & TAYLOR, INC.	2010047467	2030279099	250214	\$ 789.28		
900002	BAKER & TAYLOR, INC.	2010047469	50135323911	250214	\$ 661.96		
900002	BAKER & TAYLOR, INC.	2010047474	2030399734	250214	\$ 1,190.65		
900002	BAKER & TAYLOR, INC.	2010047475	M68079330		\$ 79.16		
6400	C.A. FLIPSE SONS CO.	2010047277	71157		\$ 63.09		
4081	DAUN'S PROFESSIONAL	2010047322	83021	250268	\$ 525.00	Snow Removal	
900235	EASTERN SHORES LIBRA	2010047471	12/2014/718	250302	\$ 1,000.00	EDI Vendor Service	
1597	ENVIRO-CLEAN, INC.	2010047260	2553	250211	\$ 4,972.00	Building Cleaning	
900206	GRAINGER, INC	2010047278	9678700536		\$ 381.03	HVAC Parts	
8931	HOME DEPOT	2010047273	49240000299099		\$ 64.96	Misc. Building Reprs	
8931	HOME DEPOT	2010047477	49241298686		\$ 3.23	Misc. Building Reprs	
900028	LASER CARTRIDGE	2010047404	19434		\$ 129.00	Toner for printers	
900376	MARTENS TRILLING TRU	2010047266	B592109		\$ 14.38	Misc. Building Reprs	
900376	MARTENS TRILLING TRU	2010047390	B595215		\$ 1.79	Misc. Building Reprs	
900181	MENARDS	2010047275	67359 & 67422		\$ 64.99	Misc. Building Reprs	
900181	MENARDS	2010047276	67424		\$ 5.36	Misc. Building Reprs	
900181	MENARDS	2010047389	67991		\$ 2.89	Misc. Building Reprs	
231	MIDWEST TAPE	2010047406	92638273		\$ 105.93	Material Purchases	
231	MIDWEST TAPE	2010047407	92638271		\$ 39.99		
231	MIDWEST TAPE	2010047408	92638274		\$ 11.19		
231	MIDWEST TAPE	2010047409	92638275		\$ 39.99		
231	MIDWEST TAPE	2010047410	92638277		\$ 79.98		
231	MIDWEST TAPE	2010047446	92638276		\$ 84.98		
231	MIDWEST TAPE	2010047447	92622444		\$ 39.99		
231	MIDWEST TAPE	2010047448	92622443		\$ 109.97		
231	MIDWEST TAPE	2010047449	92622442		\$ 38.99		
231	MIDWEST TAPE	2010047450	92622441		\$ 194.95		
231	MIDWEST TAPE	2010047451	92622359		\$ 32.78		
231	MIDWEST TAPE	2010047476	92657928		\$ 34.99		
900046	OSHKOSH OFFICE	2010047281	029101		\$ 408.79	Helene's Color Copier	
1385	PITNEY BOWES	2010047272	500521		\$ 65.44	Postage Meter Supplie	

Vendor	Name	Document	Invoice	PO	Invoice Amt	
2248	PLATINUM TECHNOLOGIE	2010047403	944		\$ 138.00	Elevator Monitoring S
17562	RICOH AMERICA'S CORP	2010047402	5034955320		\$ 31.01	Helen's Color Copier S
444	SCHOLASTIC, INC.	2010047472	11443736		\$ 152.10	Materials Purchase
900007	SHEBOYGAN COUNTY CHA	2010047217	APR-JULY CHAMBER CSH		\$ 20.00	1 Year Staff Anniversa
1451	SHEBOYGAN MAIL HOUSE	2010047271	1120		\$ 73.78	Mailing Service Fees
900107	SHOWCASES	2010047445	284473		\$ 87.17	Programming Expense
2364	SHRED-IT MILWAUKEE	2010047274	9405076824		\$ 61.26	Paper Shredding Cont
20008	SPECIAL OPERATIONS D	2010047263	9538	250103	\$ 1,742.00	MPL Security Service
491	STAPLES ADVANTAGE	2010047314	8033363168/803328110		\$ 170.36	Office Supplies
491	STAPLES ADVANTAGE	2010047470	8033470950		\$ 105.75	Office Supplies
900260	UNIQUE MANAGEMENT	2010047270	302685		\$ 331.15	Fines & Fees Collectio
2107	VALUE LINE PUBLISHIN	2010047321	VL030415	250266	\$ 5,889.00	Materials Purchase
900103	WAL-MART COMMUNITY	2010047401	506700181660		\$ 58.03	Misc. Janitorial Suppli
900103	WAL-MART COMMUNITY	2010047485	507000264339		\$ 121.24	Program - Event Suppl

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March 4, 2015

Ms. Melissa Prentice
Mead Public Library
710 N. 8th St.
Sheboygan, WI 53081-4563

Approved Grant Number: 15-59-7403-15-128-LSTA
Title: Digital Creation Lab

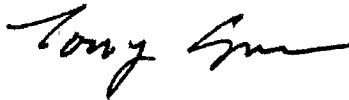
Dear Ms. Prentice:

I am pleased to inform you the Library Services and Technology Act grant application listed above has been awarded \$10,600. Monies are contingent upon conditions in this document, the *2015 LSTA Information and Guidelines for Wisconsin*, and the *FAQ about LSTA Grant Applications and Awards*, both of which you will find links to on the LSTA website (http://pld.dpi.wi.gov/pld_lsta).

LSTA grants are awarded on the basis of priorities described in the *2015 LSTA Information and Guidelines for Wisconsin*. Competitive grant applications are read and evaluated by outside reviewers with expertise in various subject areas and are reviewed by the LSTA Advisory Committee and division staff. Their advice is considered in making final determinations of grant awards. Information on reviewer points and rankings is enclosed.

I appreciate the time and effort that went into your project application and am confident your project will improve library services in Wisconsin. Terrie Howe will provide additional materials and information for administering your LSTA project. If you have questions, please contact her at (608) 266-2413 or teresa.howe@dpi.wi.gov.

Sincerely,



Tony Evers, PhD
State Superintendent

TE: tdh
Enclosures

FEDERAL GRANT REQUIREMENTS (§200.331(a)(2))

All Federal Grant Programs

Allowable Costs: Costs incurred will be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR Subpart E—Cost Principles]

Applicable Statutes and Regulations: The grantee shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of -

Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]

Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]

Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]

The Age Discrimination Act [42 U.S.C. 6101 et seq.]

Budget Modifications: The grantee will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget. [2 CFR § 200.308(e)] This applies to all grants unless there are more restrictive or specific requirements of the grant award which may be the case with discretionary grants.

Confidentiality: The grantee shall comply with provisions regarding confidentiality of student information. [Wisconsin Statute § 118.125, Pupil records]

Contracts and Procurement: The grantee will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in 2 CFR §§ 200.318-200.326 Procurement Standards.

Debarred and Suspended Parties: A contract (see 2 CFR § 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Lobbying: By accepting this award, the grantee assures it will comply with the requirements of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying" published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Government-wide Guidance for New Restrictions on Lobbying" and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

OMB Standard Form 424B: The grantee will comply with all applicable assurances in OMB Standard Forms 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

<http://www.grants.gov/web/grants/forms/sf-424-family.html>

Programmatic Changes: The grantee will obtain the prior approval of the WDPI whenever any of the following actions is anticipated: (1) Any revision of the scope or objectives of the project; (2) Changes in key persons where specified in the application or grant award; (3) A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director; (4) Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award; (5) Changes in the amount of approved cost-sharing or matching provided by the subrecipient. [2 CFR § 200.308(c)(1, 2, 3, 6, 7)].

Record Retention: The grantee will comply with the requirements of 2 CFR § 200.333, Record Retention and Access. The grantee will ensure records relating to the grant are maintained for a period of at least three years after the end of the project year, consistent with the grantee's record retention policy. If any litigation, claim, negotiation, audit or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

Reporting: The grantee will ensure all required financial and program data is reported to the WDPI timely on a schedule established by the WDPI. The grantee will report to WDPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR). [2 CFR § 200.302(b)(2)]

Single Audit: Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1 – June 30) is required to conduct a single audit. If a single audit is required, a copy of the audit is to be submitted to DPI School Financial Services, Auditor. [2 CFR § 200.501]

FEDERAL GRANT REQUIREMENTS (§200.331(a)(2)) (cont'd)

particular, submission of media files (such as digital images, videos, URLs) as part of the final evaluation to show grant progress, and showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource. If a grant recipient fails to comply with the terms of the LSTA award whether stated in the federal statute, notification of grant award, regulation, application, LSTA Information and Guidelines, the DLT may take one or more actions, as appropriate in the circumstances:

- *Temporarily withhold grant funds pending correction of the deficiency by the recipient;
 - *Disallow use of funds for all or part of the cost of the activity or action not in compliance;
 - *Wholly or partly suspend or terminate grant award;
 - *Require immediate return of LSTA funds to DPI;
 - *Withhold future grant funds;
 - * Pursue other remedies that may be legally available.
-

2015 LSTA Applications—Reviewer Points

October 20, 2014

Applicant Agency: Mead Public Library
Category: Digital Creation Technology
Project Title: Digital Creation Lab
Application Number: 032
Category Rank: 9

Reviewer	A	B	C	D	E
Project Need (10 points Maximum)					
Target population identified (0-5 points)	3	3	5	5	5
Identifiable need, problem, or idea stated for project (0-5 points)	4	5	5	3	4
Project Purpose (15 points Maximum)					
Project purpose is clearly documented and justified (0-10 points)	8	9	9	10	10
Is justification for this project shown using documentation such as survey results, professional opinions, and community input? Include information about the community, library/system, and the target population(s) to be served by the project using documentation such as demographic or library data.					
Relevant planning documents stated. (0-5 points)	2	5	3	3	4
Did the library/library system use state, or local planning documents to support the project need?					
Project Outcomes (15 points Maximum)					
Outcome(s) stated; change and impact identified (0-15 points)	8	15	12	8	10
Were measurable outcome(s) based on the identifiable need of the target population(s) stated? Did applicant clearly identify how change and impact will be measured at the beginning and the end of the project?					
Project Components & Outputs (35 points Maximum)					
Did applicant describe inputs, activities, services and outputs for each intended outcome of project? (0-35 points)	25	35	32	25	30
Budget and Budget Narrative (20 points Maximum)					
Budget is clearly stated and appropriate to the project (0-10 points)	5	10	9	10	10
Budget narrative complies with grant category requirements (0-10 points)	6	10	10	8	8
Abstract (5 points Maximum)					
Concise summary provided (0-5 points)	4	5	5	5	5
Was a concise summary of the project purpose and intended outcome based on the project title, target population(s), and identifiable need provided?					
Total (100 points Maximum)	65	97	90	77	86
Reviewer Rank	9	5	9	8.5	8.5

Applicant: *Mead Public Library*

Category: *Digital Creation Technology*

Project Title: *Digital Creation Lab*

A Fit: Yes

Comments:

B Fit: Yes

Comments:

C Fit: Yes

Comments:

D Fit: Yes

Comments:

E Fit: Yes

Comments: I was impressed by the idea to survey prior to the start of the program and again after attending programs/workshops. Would like to see that tied to your measurable outcomes as well.

2015 LSTA Applications Ranked by Category

October 21, 2014

Category: *Digital Creation Technology*

Rank	Reviewer Rank Total	Application Number	Applicant Agency <i>Project Title</i>	Funds Requested	Cumulative Total
1	12	042	Kenosha County Library System <i>DIGITAL CONSUMERS TO DIGITAL ENTREPRENEURS: BRIDGING THE NEW DIGITAL DIVIDE</i>	\$18,914	\$18,914
2	15	041	La Crosse Public Library <i>La Crosse Public Library Creation Community</i>	\$5,071	\$23,985
3	18.5	011	Southwest Wisconsin Library System <i>SWLS Mobile Makerspace</i>	\$20,247	\$44,232
4	23	007	St. Croix Falls Public Library <i>Create Space: Digital, Social, Tangible</i>	\$5,000	\$49,232
5	24	048	Outagamie Waupaca Library System <i>Waupaca County Maker Boxes</i>	\$7,235	\$56,467
6	30	050	U.S.S. Liberty Memorial Public Library <i>Technology Learning Lab and Makerspace On-the-Go</i>	\$3,158	\$59,625
7	33	038	Manitowoc Public Library <i>Community Creation Room</i>	\$13,840	\$73,465
8	33.5	033	Walter E. Olson Memorial Library <i>OML Tinker Studio: a Content Creation MakerSpace</i>	\$9,995	\$83,460
9	40	032	Mead Public Library <i>Digital Creation Lab</i>	\$10,600	\$94,060
10	46	003	Oscar Grady Public Library <i>Digital Media Conversion Lab</i>	\$5,000	\$99,060
11	55	006	Racine Public Library <i>Sound Recording Learning Lab</i>	\$5,320	\$104,380
Applications Received: 11			Total Amount Requested:	\$104,380	
			Amount Budgeted:	\$150,000	



Your application has not yet been submitted. Review and print this page, then click the Next Page button to continue.

Library Services and Technology Act (LSTA) Application 2015

Library System	Eastern Shores Library System
Applicant Agency	Mead Public Library
Project Administrator	Ms. Melissa Prentice
E-Mail	melissa.prentice@meadpl.org
Project Title	Digital Creation Lab
Address	710 N 8th St PO Box Sheboygan, WI 53081
Phone Area/No.	9204593400
Phone Extension	3436
Applicant County	Sheboygan
County Served by Project	Sheboygan
People Served by Project	1500
DUNS Number	179196944
Federal Funds Requested	\$10600
Federal Congressional District(s) Served by Project	6
Category	Digital Creation Technology Level 2

LSTA Purpose(s)

To expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills

Project Need *Maximum Points for Competitive Grants: 10*

Target Populations

Low income teens with limited access to technology; un- and under-employed adults with limited knowledge of new technologies; community members of all ages interested in learning and creating new digital content.

Identifiable Need

Access to the most current hardware, software and digital literacy skills training is essential in bridging the digital divide. This access and training can mean the difference in the ability of some people to fully participate in education, the workforce, and democracy. Mead Public Library intends to provide access to digital content creation hardware, software, and training to our community.

Project Purpose *Maximum Points for Competitive Grants: 15*

Evidence of Need

This digital literacy and content creation initiative will be of great benefit to our community. The Sheboygan Area School District reports that 50% of its students receive free or reduced lunch with some schools recording as high as 80% of their students as economically disadvantaged. At the start of 2014, Sheboygan's unemployment rate was 5.6 according to the Department of Workforce development.

As the Common Core State Standards push for more STEM (Science, Technology, Engineering, and Math) education, it has become increasingly difficult for students of lesser means to keep up with their peers who have access to the Internet at home and to various cost-prohibitive software packages used to create digital content. We are interested in providing area youth with a digital learning environment that would give students access to more advanced technology and learning.

Additionally, the US Dept. of Commerce outlines in their Digital Literacy Factsheet (<http://www.commerce.gov/news/fact->

sheets/2011/05/13/fact-sheet-digital-literacy) the increasing importance of internet access and digital literacy skills in our society: "96% of working Americans use new communications technologies as part of their daily life, while 62% of working Americans use the Internet as an integral part of their jobs." It is our intention to provide un- and under-employed adults in the community an opportunity to learn 21st century job skills without the costly price tag required for much vocational training.

Relevance to Local/State Planning Documents

Mead Public Library intends to provide access to digital content creation hardware, software, and training to our patrons. The library will further its strategic goals to "create a foundation for educational success" and "provide opportunities for lifelong learning" by providing training and access to digital technologies in order to encourage and empower community members of all ages to create new digital content.

Project Outcome *Maximum Points for Competitive Grants: 15*

Short term goals include building awareness and tracking usage patterns in order to develop meaningful programming in the digital creation lab. To this end, we will work with existing community partners in our schools and higher education institutions, business leaders, and community organizations. The library will track usage of equipment and evaluate instructional programs. Additionally, we intend to recruit local experts to collaborate on the project willing to mentor teens and adults learning to use the technology. These mentors may be computer science or business faculty from WU Sheboygan, Lakeland College, or Lakeshore Technical College or teachers from area high schools. We will also engage local business through the Chamber of Commerce, as well as other appropriate community organizations and clubs. We will track the number of volunteer hours contributed.

Our long-term goal with this project, is to seed an interest in STEM related fields and foster an attitude of creativity and confidence for those that utilize the digital creation lab. By developing our STEM based offerings to Sheboygan's teen population we can help fulfill this growing need and encourage our teens to gain these essential 21st century skills. When the time comes for our teens to choose their future career paths, it is our hope that they will use their experiences with STEM, gained at Mead Public Library, to inform their decisions and encourage them to pursue these important and lucrative career options.

Project Components and Outputs *Maximum Points for Competitive Grants: 35*

A series of workshops will be conducted by Library Staff, Community Partners, and Volunteers:

- video and audio editing and production
- image scanning and editing
- 3D drawing and animation
- website development and design
- app development

Methods of Evaluation:

- Prior to the start of the program, participants will complete a survey regarding experience and knowledge of digital literacy /creation
- Participants will complete an evaluation after using the digital creation lab and attending programs/workshops
- Attendance at the programs will be recorded
- Number of projects produced will be recorded
- Number of hours the publishing center is open and usage stats will be recorded

Marketing and Community Partners:

- Stacey Gloede and Mariya Grabow - Local high school librarians/media specialists
- North High School Film club - Chad Stauber-Solk, advisor
- Fans Revolution - Anime/Manga club at North High School - Stacy Gloede, advisor
- John Michael Kohler Art Center - specifically their M.I.K.E recording studio
- UW Sheboygan Adult & Continuing Education director
- Others to be identified.

We will develop a variety of recruitment and training materials, including a brochure highlighting the program that will be used to recruit volunteers and program attendees as well as advertise the program to the community. We will also seek to market the project with our partners and to community groups, promoting the lab in schools and through other library initiatives, and through traditional library communication channels including email newsletters, web site, social media, and appropriate state and national venues.

Timeline:

January- June

- purchase equipment
- prepare existing space in library and set up equipment
- begin initial recruitment of volunteers and develop program calendar
- Develop print promotional material and begin advertising summer program offerings
- work with community partners to expand reach of marketing efforts

July-December

- continuous programming and marketing
- offer less structured, drop-in time with assistance from library staff
- continued evaluation of programs and usage

January-March 2015

- examine evaluation data
- determine additional needs in terms of equipment and programming
- develop new slate of programming based on data.

Project Budget and Budget Narrative *Maximum Points for Competitive Grants: 20*

Budget

Category	Local Funds	LSTA Funds
A. Salaries and Wages	43000	0
B. Library Collection	2000	0
C. Contractual Services	0	0
D. Other Operating Expenditures	0	0
E. Capital Expenditures	5000	10600
Total Local and LSTA Funds	\$50000	\$10600

Budget Narrative

A. Salaries, wages, and employee benefits

A number of staff members will be spending time on this project, amounting to approx one full time salary.

B. Library Resources

Local funds will be used to purchase books and/or econtent for the library collection of interest to the digital creation lab users.

C. Contractual services

D. Other Operating Expenditures

E. Capital Expenditures

- 5 21.5" iMac workstations (\$1,500 each); \$7500 total
- 5 sets - headphones - \$100; \$500 total
- Studio Microphone set and USB Interface - \$250
- Digital Camera (Still Photography use) - \$200
- Digital Video Recorder - \$200
- Wall-mounted Flat Screen LED HDTV - \$250
- Adobe Creative Suite 6 Design Standard (Mac) \$1300
- 2 Bamboo Digital Drawing Pad \$200; \$400 total
- Color Printer LaserJet (\$400)
- Portable Digital Audio Recorder \$200.

Beginning in 2016, the library operating budget would be adjusted to cover the ongoing cost of the Adobe Creative Suite license which includes Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat, etc. The library would also contribute \$5000 toward the purchase of additional work stations and equipment based on initial usage and evaluation following launch of the lab.

Distribution of Funds

Abstract *Maximum Points for Competitive Grants: 5*

Mead Public Library intends to provide access to digital content creation hardware, software, and training to our patrons. The library will further its strategic goals to "create a foundation for educational success" and "provide opportunities for lifelong learning" by providing training and access to digital technologies in order to encourage and empower community members of all ages to create new digital content. Access to the most current hardware, software and digital literacy skills training is essential in bridging the digital divide. This access and training can mean the difference in the ability of some people to fully participate in education, the workforce, and democracy. The Mead Public Library exists to provide lifelong learning opportunities to the entire community, regardless of background. As our nation and particularly our school systems have identified the need for more STEM-learning opportunities, the Mead Public Library has responded by offering more opportunities for learning about technology.

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Through March 2015 payroll

Personnel Costs Metric

Two Week Withholding

Pay Date 7.2

of Pay Dates in Year 26

Percentage of Pay Dates 27.69%

Expense Category	Appropriation	Spent	Percent of Spent
Full & Part Time Wages	1,607,956.00	287,365.80	17.87%

Full & Part Time Wages 17.87%

Payroll Percentage of Pay Dates 27.69%

Percentage for February 2015 -9.82%

Month	% Difference	Memo's
February 2015	-1.98%	Through payroll #3 2/27/2015 Wages covered through 1/18/2015 - 02/28/2015
March 2015	-9.82%	Through payroll #7 3/31/2015 Wages covered through 1/18/2015 - 03/31/2015 Does not include wage increases
April 2015		
May 2015		
June 2015		
July 2015		
August 2015		
September 2015		
October 2015		
November 2015		
December 2015		

MEAD PUBLIC LIBRARY - 2015 FINANCIAL REPORT - Administrative Services 25551100

March 2015

Account Balances as of:

February 22, 2022

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ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		267,394.00	43,329.94	224,064.06	16.20
	SUB TOTAL		267,394.00	43,329.94	224,064.06	16.20
510310	FICA		17,509.00	2,583.79	14,925.21	14.76
510311	MEDICARE		4,095.00	604.25	3,490.75	14.76
510320	WI RETIREMENT FUND		19,768.00	2,942.03	16,825.97	14.88
510340	HEALTH INSURANCE	0.00	53,333.00	8,826.40	44,506.60	16.55
510341	RETIREE HEALTH INS		10,673.00	1,070.80	9,602.20	10.03
510350	DENTAL INSURANCE		3,424.00	443.28	2,980.72	12.95
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		1,200.00	101.94	1,098.06	8.50
510400	WORKERS COMP		132.00	22.00	110.00	16.67
510410	UNEMPLOYMENT		5,000.00	467.52	4,532.48	9.35
	SUB TOTAL	0.00	144,784.00	22,003.67	122,780.33	15.20
	2015 Enc.					
521100	BANKING FEES		1,000.00	85.71	914.29	8.57
521110	FINANCIAL SERVICE FEES	0.00	1,800.00		1,800.00	0.00
521400	ADVERTISING & MARKETING	0.00	10,000.00		10,000.00	0.00
521420	DUPLICATION SERVICES	0.00	6,100.00	241.27	5,858.73	3.96
521510	BILLING FEES	0.00	5,200.00	105.00	5,095.00	2.02
521800-10094	PROGRAM SERVICES			646.57	-646.57	
521900	CONTRACT SERVICES	0.00	8,650.00	684.60	7,965.40	7.91
523110	OFFICE EQUIPMENT MAINT.	0.00	4,900.00		4,900.00	0.00
	SUB TOTAL	0.00	37,650.00	1,763.15	35,886.85	4.68
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,507.66	5,492.34	
527110	TRAVEL	0.00	1,800.00	248.65	1,551.35	13.81
	SUB TOTAL	0.00	16,800.00	9,756.31	7,043.69	58.07
530100	OFF SUPPLIES	0.00	8,600.00	930.71	7,669.29	10.82
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY	0.00	7,800.00	368.82	7,431.18	4.73
530135	SHIPPING	0.00	170.00		170.00	0.00
530205	DISPLAYS	0.00	140.00		140.00	0.00
	SUB TOTAL	0.00	23,360.00	1,299.53	22,060.47	5.56
	2015 Enc.					
538001	DONATION PURCHASES	0.00	36,000.00	4,631.71	31,368.29	12.87
538001-10096	DONATION PURCHASES			944.69	-944.69	
538001-10097	DONATION PURCHASES	965.00		555.00	-555.00	
538007	PROFESSIONAL		160.00		160.00	0.00
538009	BOOK RENTALS	0.00	6,200.00		6,200.00	0.00
538099	SHIPPING		0.00		0.00	
539999	MISC EXP (LATE FEES)		100.00		100.00	0.00
	SUB TOTAL	965.00	42,460.00	6,131.40	35,363.60	16.71
540215	GEN PUB OFFICIAL		8,800.00		8,800.00	0.00
	SUB TOTAL		8,800.00	0.00	8,800.00	0.00
590255	PARKING ASSESSMENT		3,000.00		3,000.00	0.00
642100-10094	OFFICE EQUIPMENT				0.00	
642200-10094	IT EQUIPMENTPROGRAMMING	0.00		1,205.39	-1,205.39	
642400-10094	AUDIO VISUAL EQUIPMENT			286.93	-286.93	
642500-10094	OFFICE FURNITURE/FURNISHINGS			620.11	-620.11	
649100-10094	OTHER EQUIPMENT	0.00			0.00	
	SUB TOTAL	0.00	3,000.00	2,112.43	887.57	
	2015 Enc	965.00				
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		965.00	544,248.00	86,396.43	456,886.57	16.05

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT - Public Services 25551110

Account Balances as of:

February 22, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		742,573.00	140,359.32	602,213.68	18.90
	SUB TOTAL		742,573.00	140,359.32	602,213.68	18.90
510310	FICA	0.00	46,040.00	8,448.77	37,591.23	18.35
510311	MEDICARE		10,767.00	1,975.88	8,791.12	18.35
510320	WI RETIREMENT FUND	0.00	51,980.00	9,025.71	42,954.29	17.36
510340	HEALTH INSURANCE		149,540.00	22,801.01	126,738.99	15.25
510350	DENTAL INSURANCE		12,828.00	2,080.72	10,747.28	16.22
510360	LIFE INSURANCE		1,731.00	191.84	1,539.16	11.08
510400	WORKERS COMP		350.00	58.34	291.66	16.67
	SUB TOTAL	0.00	273,236.00	44,582.27	228,653.73	16.32
523110	OFFICE EQUIPMENT MAINT.	0.00	4,400.00		4,400.00	0.00
530135	SHIPPING	0.00	874.00	0.00	874.00	0.00
530205	DISPLAYS	0.00	1,100.00		1,100.00	0.00
	SUB TOTAL	0.00	6,374.00	0.00	6,374.00	0.00
		2015 Enc.				
538001	ADULT PRINT	6,397.32	273,980.00	12,996.48	254,586.20	4.74
538001-10087	SHEBOYGAN READS	0.00	0.00		0.00	
538003-10095	YOUNG PEOPLE'S BOOKS	18,648.46	70,750.00	2,750.90	49,350.64	3.89
538004	JUVENILE PRINT	0.00	0.00		0.00	
	SUB TOTAL	25,045.78	344,730.00	15,747.38	303,936.84	4.57
538301	PERD'LS & MICROFILM	0.00	18,100.00	4,762.71	13,337.29	26.31
	SUB TOTAL		18,100.00	4,762.71	13,337.29	26.31
		2015 Enc	25,045.78			
538000	TOTAL MATRL'S ACCTS		362,830.00	20,510.09	317,274.13	5.65
	PUBLIC SERVICE COST CENTER TOTAL	25,045.78	1,385,013.00	205,451.68	1,154,515.54	16.64

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT - Support Services 25551150

Account Balances as of:

February 22, 2022

ACCT	DESCRIPTION	Y APPROP	APPROP 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		438,565.00	76,286.88	362,278.12	17.39
510130	TEMP SALARIES - REG		159,424.00	27,389.66	132,034.34	17.18
510140	INTERDEPARTMENT LABOR - REG				0.00	
	SUB TOTAL		597,989.00	103,676.54	494,312.46	17.34
510310	FICA	0.00	37,076.00	6,010.75	31,065.25	16.21
510311	MEDICARE		8,671.00	1,405.92	7,265.08	16.21
510320	WI RETIREMENT FUND	0.00	35,138.00	5,941.48	29,196.52	16.91
510340	HEALTH INSURANCE		93,765.00	15,601.43	78,163.57	16.64
510350	DENTAL INSURANCE		5,160.00	1,232.61	3,927.39	23.89
510360	LIFE INSURANCE		2,001.00	196.02	1,804.98	9.80
510400	WORKERS COMP		278.00	46.34	231.66	16.67
	SUB TOTAL	0.00	182,089.00	30,434.55	151,654.45	16.71
	SECURITY SERVICES (FIRE ALARM-					
521700	SECURITY GUARDS)	3,706.00	16,400.00	5,115.00	7,579.00	31.19
521800	PROGRAM SERVICES		33,000.00	-100.00	33,100.00	-0.30
	SUB TOTAL	3,706.00	49,400.00	5,015.00	40,679.00	10.15
		2015 Enc.				
521900	CONTRACTED SVCS	25,860.00	65,715.00	17,859.43	21,995.57	27.18
	SUB TOTAL	25,860.00	65,715.00	17,859.43	21,995.57	27.18
522130	HEAVY EQUIPT MAINT (JOHNSON CT	0.00	6,000.00		6,000.00	0.00
523110	OFFICE EQUIPMENT MAINTENANCE	0.00	3,400.00	21.58	3,378.42	0.63
524110	BUILDING EXTERIOR MAINT	525.00	19,600.00	917.28	18,157.72	7.36
524124	HVAC MAINT & BOILER INS	0.00	2,500.00	310.50	2,189.50	12.42
524126	ELEVATOR MAINTENANCE	0.00	9,200.00	560.80	8,639.20	6.10
	SUB TOTAL	525.00	40,700.00	1,810.16	38,364.84	5.74
524130	CUSTODIAL SUPPLIES (LIGHT BULBS	0.00	3,100.00		3,100.00	0.00
524135	JANITORIAL SUPPLIES	0.00	7,100.00	1,211.30	5,888.70	17.06
	SUB TOTAL	0.00	10,200.00	1,211.30	8,988.70	11.88
525100	ELECTRICITY	0.00	94,000.00	12,862.23	81,137.77	13.68
525105	WATER	0.00	1,400.00	241.58	1,158.42	17.26
525110	SEWER	0.00	1,450.00	200.48	1,249.52	13.83
525120	TELEPHONE	0.00	9,000.00	828.89	8,171.11	9.21
525140	GAS - UTILITY	5,530.44	26,000.00	6,469.56	14,000.00	46.15
	SUB TOTAL	5,530.44	131,850.00	20,602.74	105,716.82	19.82
530100	OFFICE SUPPLIES	0.00	0.00	14.38	-14.38	
530135	SHIPPING	0.00	1,100.00	154.61	945.39	14.06
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	28,500.00	5,247.13	23,252.87	18.41
530210	OPPERATING SUPPLIES (MENDING)	0.00	1,500.00	531.65	968.35	35.44
	SUB TOTAL	0.00	31,100.00	5,947.77	25,152.23	19.12
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	20.82	129.18	13.88
	SUB TOTAL	0.00	150.00	20.82	129.18	13.88
530500	FIRE FIGHTING SUPPLIES	0.00	300.00	135.05	164.95	45.02
540200	INSURANCE (FIRE)	0.00	7,500.00	2,128.25	5,371.75	28.38
	SUB TOTAL	0.00	7,800.00	2,263.30	5,536.70	29.02
641600	Mechanical Equipment	0.00	0.00		0.00	
642200	IT EQUIPMENT	0.00	19,500.00	1,799.72	17,700.28	9.23
	SUB TOTAL		19,500.00		17,700.28	
	SUPPORT SERVICES COST CENTER TOTAL	35,621.44	1,136,493.00	190,641.33	910,230.23	19.91
	LIBRARY TOTAL	61,632.22	3,065,754.00	482,489.44	2,521,632.34	15.74

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT Version7

GENERAL OPERATIONS 255 FUND

Summary of Expenditures and Revenues

Account Balances as of:

February 22, 2022

APPROPRIATIONS AND EXPENDITURES BY COST CENTER

CC	DESCRIPTION	ENCMB 15	APPROP 15	SPENT 15	BALANCE 15	% SPENT
25551100	ADMINISTRATION	965.00	544,248.00	86,396.43	456,886.57	16.05
25551110	PUBLIC SERVICES	25,045.78	1,385,013.00	205,451.68	1,154,515.54	16.64
25551150	SUPPORT SERVICES	35,621.44	1,136,493.00	190,641.33	910,230.23	19.91
	FUND EQUITY INCREASE					
	Total All Cost Centers	61,632.22	3,065,754.00	482,489.44	2,521,632.34	15.74

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	533,093.00		-533,093.00	0.00
431710	ESLS OZAUKEE COUNTY	9,230.00		-9,230.00	0.00
431711	ESLS BACK UP REF	52,854.00		-52,854.00	0.00
431712	ADJ COUNTY RMBRSMNT	42,285.00	59.30	-42,225.70	0.14
431722	ESLS LSTA GRANT	4,000.00		-4,000.00	0.00
447606	PHOTOCOPIES	9,000.00	2,045.06	-6,954.94	22.72
447626	DISCARDED BOOK SALES	900.00	998.20	98.20	110.91
	LATE BOOK CHARGES	58,000.00	9,250.44	-48,749.56	15.95
447641	LOST BOOKS	5,500.00	150.94	-5,349.06	2.74
447699	MISCELLANEOUS	500.00	46.40	-453.60	9.28
449901	VENDING COMMISSIONS	650.00	191.55	-458.45	29.47
461101	INTEREST	0.00		0.00	
462105	BOOK RENTALS	8,000.00	372.34	-7,627.66	4.65
467101	CONTRIBUTIONS	36,001.00	23,204.82	-12,796.18	64.46
469501	CASH OVER/SHORT	0.00	-290.31	-290.31	
469101	SALE OF EQUIPMENT	0.00		0.00	
468116	E-RATE DISCOUNT	0.00		0.00	
469950	PRIOR YEAR ADJUST	0.00		0.00	
492101	INTER TRANSFER-GENERAL FUND	0.00		0.00	
810101	FUND EQUITY	0.00		0.00	
	Total Revenues	3,065,754.00	2,341,769.74	-723,984.26	76.38
	Chiller II Project -To show reserve revenue to offset the Chiller II Project Expenses. (Reserve withdrawl will not show up on MPL Y-T-D Budget				
Memo Entry	2015 TOTAL YTD BUDGET REPORT				
	YTD Actual less Encombrance		1,859,280.30	1,797,648.08	

MEAD PUBLIC LIBRARY BALANCE OF 2014 COMBINED ACCOUNTS

Account Balances as of:

22-Feb-22

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	DESCRIPTION		APPROX 15	SPENT 15	BALANCE 15	% SPENT
510110	FULL TIME SALARIES - REG		1,448,532.00	259,976.14	1,188,555.86	17.95
510130	TEMP SALARIES - REG		159,424.00	27,389.66	132,034.34	17.18
510140	INTERDEPARTMENT LABOR - REG		0.00	0.00	0.00	
510170	SEVERANCE PAY		0.00	0.00	0.00	
510310	FICA		100,625.00	17,043.31	83,581.69	16.94
510311	MEDICARE		23,533.00	3,986.05	19,546.95	16.94
510320	WI RETIREMENT FUND		106,886.00	17,909.22	88,976.78	16.76
510340	HEALTH INSURANCE		296,638.00	47,228.84	249,409.16	15.92
510341	RETIREE HEALTH INS		10,673.00	1,070.80	9,602.20	10.03
510350	DENTAL INSURANCE		21,412.00	3,756.61	17,655.39	17.54
510351	UNFUNDED PENSION LIABILITY		29,650.00	4,941.66	24,708.34	16.67
510360	LIFE INSURANCE		4,932.00	489.80	4,442.20	9.93
510400	WORKERS COMP		760.00	126.68	633.32	16.67
510410	UNEMPLOYMENT		5,000.00	467.52	4,532.48	
521100	BANKING FEES		1,000.00	85.71	914.29	8.57
521110	FINANCIAL SERVICES FEES		1,800.00	0.00	1,800.00	0.00
521400	ADVERTISING & MARKETING		10,000.00	0.00	10,000.00	0.00
521420	DUPLICATING SERVICES		6,100.00	241.27	5,858.73	3.96
521510	BILLING SERVICES		5,200.00	105.00	5,095.00	2.02
521700	SECURITY SERVICES		16,400.00	5,115.00	8,023.00	31.19
521800	PROGRAM SERVICES		33,000.00	-100.00	33,100.00	-0.30
521800-10094	PROGRAM SERVICES		0.00	646.57	-646.57	
521900	CONTRACT SVCS		74,365.00	18,544.03	55,820.97	24.94
522130	HEAVY EQUIPT MAINT (JOHNSON CNTRLS)		6,000.00	0.00	6,000.00	0.00
523110	OFFICE EQUIPMENT MAINTENANCE		12,700.00	21.58	12,678.42	0.17
524110	BUILDING EXT MAINT		19,600.00	917.28	18,682.72	4.68
524124	HVAC MAINT + BOILER INS		2,500.00	310.50	2,189.50	12.42
524126	ELEVATOR MAINTENANCE		9,200.00	560.80	8,639.20	6.10
524130	CUSTODIAL SUPPLIES (LIGHT BULBS)		3,100.00	0.00	3,100.00	0.00
524135	JANITORIAL SUPPLIES		7,100.00	1,211.30	5,888.70	17.06
525100	ELECTRICITY		94,000.00	12,862.23	81,137.77	13.68
525105	WATER		1,400.00	241.58	1,158.42	17.26
525110	SEWER		1,450.00	200.48	1,249.52	13.83
525120	TELEPHONE		9,000.00	828.89	8,171.11	9.21
525140	GAS - UTILITY		26,000.00	6,469.56	19,530.44	24.88
527100	STAFF PARKING - CAR ALLOWANCE		15,000.00	9,507.66	5,492.34	63.38
527110	TRAVEL		1,800.00	248.65	1,551.35	13.81
530100	OFFICE SUPPLIES	0.00	8,600.00	945.09	7,654.91	10.99
530115	COMPUTER PAPER	0.00	6,650.00		6,650.00	0.00
530130	POSTAGE & DELIVERY		7,800.00	368.82	7,431.18	4.73
530135	SHIPPING		2,144.00	154.61	1,989.39	7.21
530200	PROG SUPP (CAT & CIRC SUPPLIES)		28,500.00	5,247.13	23,252.87	18.41
530205	DISPLAYS		1,240.00	0.00	1,240.00	0.00
530210	OPPERATING SUPPLIES (MENDING)		1,500.00	531.65	968.35	35.44
530255	TOOLS & SMALL EQUIPMENT		150.00	20.82	129.18	13.88
530500	FIRE FIGHTING SUPPLIES		300.00	135.05	164.95	45.02
538001	ADULT PRINT		273,980.00	12,996.48	254,586.20	4.74
538001	DONATION PURCHASES		36,000.00	4,631.71	31,368.29	12.87
538003-10095	YOUNG PEOPLE'S BOOKS		70,750.00	2,750.90	49,350.64	3.89
538001-10096	DONATION PURCHASES		0.00	944.69	-944.69	
538001-10097	DONATION PURCHASES		0.00	555.00	-555.00	
538004	JUVENILE PRINT		0.00	0.00	0.00	
538007	PROFESSIONAL		160.00	0.00	160.00	0.00
538009	BOOK RENTALS		6,200.00	0.00	6,200.00	0.00
538099	SHIPPING		0.00	0.00	0.00	
538100	ADULT DIGITAL (E-CONTENT)		0.00	0.00	0.00	
538106	JUVENILE DIGITAL		0.00	0.00	0.00	
538301	PERD'LS & MICROFILM		18,100.00	4,762.71	13,337.29	26.31
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		7,500.00	2,128.25	5,371.75	28.38
540215	GEN Pub Official		8,800.00	0.00	8,800.00	0.00
590255	PARKING ASSESSMENT		3,000.00	0.00	3,000.00	0.00
621200	10089 BUILDING IMPROVEMENTS		0.00	0.00	0.00	

641600	MECHANICAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
642100-10094	OFFICE EQUIPMENT		0.00	0.00	0.00	0.00
642200	IT EQUIPMENT		19,500.00	1,799.72	17,700.28	9.23
642200-10094	PROGRAMMING		-	1,205.39	-1,205.39	
642400-10094	AUDIO VISUAL EQUIPMENT		-	286.93	-286.93	
642500-10094	OFFICE FURNITURE/FURNISHINGS		0.00	620.11	-620.11	
649100-10094	OTHER EQUIPMENT		0.00	0.00	0.00	
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	
	2015 Enc.				0.00	
		61,632.22	3,065,754.00	482,489.44	2,521,632.34	15.74

MEAD PUBLIC LIBRARY - 2014 FINANCIAL REPORT

EVERHARD/FORRER 85051100 FUND

Summary of Expenditures and Revenues

Account Balances as of:

February 22, 2022

85051100 APPROPRIATIONS AND EXPENDITURES

ACCT	DESCRIPTION		APPROP 15	SPENT 15	BALANCE 15	% SPENT
521800	PROGRAM Services	0.00	20,000.00	255.14	19,744.86	1.28
521900	Contracted Services	0.00	0.00		0.00	
526130	Training & Education	0.00	5,000.00	321.00	4,679.00	6.42
538100	E-Content		17,500.00		17,500.00	0.00
590100	Contributions		0.00		0.00	
811255	Interfund Exp - Mead Library		20,000.00		20,000.00	0.00
	Carry overs		0.00	0.00	0.00	
		14 Enc.	0.00			
	Total Expenditures		62,500.00	576.14	61,923.86	0.01

REVENUES APPROPRIATIONS AND RECEIPTS

ACCT	DESCRIPTION		APPROP 15	RECEIVED 15	BALANCE 15	% REC
		2015 Enc.				
104000	INVESTMENTS	0.00	0.00		0.00	
447622	BOOK BAG SALES	0.00	0.00		0.00	
461101	LOCAL FUNDS INTEREST	0.00	0.00		0.00	
461141	INTEREST ON NOTES		0.00		0.00	
467101	DONATIONS	0.00	62,500.00		62,500.00	0.00
Memo Entry	City Transfer of MPL Invested Funds				0.00	
	Total Revenues	0.00	62,500.00	0.00	62,500.00	0.00
	Total Everhard/Forrer 85051100 Funds		62,500.00	576.14	-576.14	0.92

Mead Public Library

Position Description

October 2013

POSITION INFORMATION

Title: Business Specialist
Reports to: Library Director
Pay Grade: 07-08
FLSA Status: Exempt

PURPOSE OF POSITION

The primary purpose of the position is to assist the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic level human resource tasks.

ESSENTIAL FUNCTIONS

- Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
- Assists in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares financial statements; verifies fund balances; assists in preparing for and coordinating annual and special audits
- Assists director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
- Gathers data and monitors progress and trends related to organizational strategic measures and indicators
- Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
- Works on various committees or teams to solve problems and facilitate communication across the organization
- Makes library purchases
- Maintains positive relationships with municipal officers and various other community stakeholders
- May attend local and state-wide related conferences and workshops
- Handles materials and supplies according to MSDS guidelines
- Performs other related work as assigned by the Director

KNOWLEDGE AND ABILITIES

- Ability to understand financial, information technology and space resources
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
- Ability to partner, work within teams, build alliances and relationships
- Ability to analyze data and make decisions based on that data within an organizational framework
- Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
- Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
- Ability to develop and maintain constructive relationships with staff and public
- Ability to demonstrate accountability, integrity, and a positive influence on others

PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

MENTAL REQUIREMENTS

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the use of a calculator
- Time Management: set priorities in order to meet assignment deadlines

ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations exist

EQUIPMENT USED

- Standard general office machines
- Materials processing, handling and repair tools
- Personal computers and peripherals
- Library automation equipment

EDUCATION AND EXPERIENCE

- Associate Degree in accounting, business or related field
- Three years of job related experience

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

Employee Signature	Date
Supervisor Signature	Date

Mead Public Library

Position Description

Modified: 02/20/2015

Approved: xx/xx/xxxx

POSITION INFORMATION

Title: Business Specialist
Reports to: Library Director
Pay Grade: 10
FLSA Status: Exempt

PURPOSE OF POSITION

The primary purpose of the position is to assist the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic level human resource tasks.

ESSENTIAL FUNCTIONS

- Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
- Assists in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares financial statements; verifies fund balances; assists in preparing for and coordinating annual and special audits
- Processes accounts payable, maintains accurate records and control reports
- Assists city officials with accounts payable vendor files
- Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation
- May assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
- Assists the Library Administration and City Finance Department in preparing for financial audits
- Assists director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
- Gathers data and monitors progress and trends related to organizational strategic measures and indicators
- Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
- Works on various committees or teams to solve problems and facilitate communication across the organization
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