



# MEAD PUBLIC LIBRARY FINANCE COMMITTEE AGENDA

**April 28, 2022 at 6:30 PM**

**Mead Public Library, Rocca Conference Room, 710 N 8th Street**

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Notice of the Mead Public Library Finance Committee Meeting at 6:30 PM, Thursday, April 28, 2022 at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Sydney Mehn at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Sydney Mehn at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Roll Call - Finance Committee Members: Chair Sherry Speth, Board President Maeve Quinn, Board Member Barbara Alvarez, Alderperson Amanda Salazar, Library Staff Present: Library Director Garrett Erickson, Adm. Services Manager Debbie DeAmico, Administrative Assistant Sydney Mehn.
2. Call to Order

## **MINUTES**

- [3.](#) Approval of Minutes - November 4, 2021

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

4. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations)
- [5.](#) Receive 2022 Budget Status Report to Date
6. Discussion and Possible Action: Proposed CIP Projects for 2022

## **ITEMS FOR FUTURE DISCUSSION**

## **UPCOMING MEETINGS**

7. Library Board of Trustees Finance Meeting - September 22, 2022 or as needed

## **ADJOURN**

8. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library*  
*Sheboygan County Administration Building • City's website*

**Minutes  
Mead Public Library  
Finance Committee Meeting  
Thursday, November 4, 2021  
6:30 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, November 4, 2021 in the Loft. Present Committee Members: Finance Officer Sherry Speth (presiding), Barbara Alvarez, and MPL Board President Maeve Quinn. Absent Committee Members: Alderperson Amanda Salazar. Present staff members: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

**1. OPENING OF MEETING**

1. CALL TO ORDER AND DETERMINATION OF QUORUM: Speth called the meeting to order at 6:32 p.m. and determined there was a quorum present.
2. APPROVAL OF MINUTES. Quinn **moved** to approve the minutes from the August 12, 2021 meeting. Speth **seconded**. The motion **passed**.

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

1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth **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. Alvarez **seconded** the motion. The motion **passed**.
2. RECEIVE 2021 BUDGET STATUS REPORT TO DATE Speth updated the group on the current budget status, noting that there was nothing out of the ordinary.
3. DISCUSSION AND POSSIBLE ACTION - 2022 BUDGET RE-APPROVAL Erickson discussed the council approved budget from November 1, 2021, noting that the returned budget was flat. Quinn **moved** to approve the revised budget as presented. Speth **seconded**. The motion **passed**.
4. DISCUSSION AND POSSIBLE ACTION - PROPOSED CIP PROJECTS FOR BALANCE OF 2021 Erickson updated the group on two current projects. First, a fence project for the East side of the library. The project would cost approximately \$20,000. Quinn **moved** to recommend to the full Board of Trustees to accept the fence project as presented. Speth **seconded** the motion. The motion **passed**. Erickson next presented the group with an architect project looking at the use of library spaces. The project would cost approximately \$44,000. Alvarez **moved** to recommend to the full Board of Trustees to accept the architect proposal as presented. Quinn **seconded**. The motion **passed**.

**3. ITEMS FOR FUTURE DISCUSSION**

1. FUTURE ITEMS FOR DISCUSSION There will be one more CIP project brought forth at the next meeting that will be centered around display cases for the Warschau collection, however a quote has not been received yet.

**4. UPCOMING MEETINGS**

1. MEAD PUBLIC LIBRARY BOARD OF TRUSTEES (TBD)

**5. ADJOURN**

1. MOTION TO ADJOURN Alvarez **moved** to adjourn the meeting, Quinn **seconded**. The motion **passed**.

Being no further business, the meeting adjourned at 6:52 p.m.

Generated by Sydney Mehn on Monday, November 8, 2021

**MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT**  
*Account Balances as of: January 1, 2022 - April 17, 2022*

April 18, 2022 2 Item 5.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b><u>ADMINISTRATIVE SERVICES</u></b>						
510110	FULL TIME SALARIES - REG		511,174.00	105,618.36	405,555.64	20.66
	<b>SUB TOTAL</b>		<b>511,174.00</b>	<b>105,618.36</b>	<b>405,555.64</b>	<b>20.66</b>
510310	FICA		30,890.00	6,235.41	24,654.59	20.19
510311	MEDICARE		7,226.00	1,458.28	5,767.72	20.18
510320	WI RETIREMENT FUND		32,540.00	6,719.35	25,820.65	20.65
510340	HEALTH INSURANCE		141,704.00	36,285.00	105,419.00	25.61
510350	DENTAL INSURANCE		10,121.00	2,709.92	7,411.08	26.78
510360	LIFE INSURANCE		696.00	195.08	500.92	28.03
510400	WORKERS COMP		140.00	140.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>223,317.00</b>	<b>53,743.04</b>	<b>169,573.96</b>	<b>24.07</b>
521100	BANKING FEES		1,350.00	769.79	580.21	57.02
521110	FINANCIAL SERVICE FEES		5,950.00	0.00	5,950.00	0.00
521400	ADVERTISING & MARKETING	0.00	9,400.00	0.00	9,400.00	0.00
521900	CONTRACTED SERVICES		23,400.00	5,026.60	18,373.40	21.48
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>40,100.00</b>	<b>5,796.39</b>	<b>34,303.61</b>	<b>14.45</b>
525155	PROFESSIONAL DEVELOPMENT		4,000.00	0.00	4,000.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		12,036.00	8,758.29	3,277.71	72.77
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>16,036.00</b>	<b>8,758.29</b>	<b>7,277.71</b>	<b>54.62</b>
530100	OFFICE SUPPLIES		9,500.00	4,039.23	5,460.77	42.52
530130	POSTAGE & DELIVERY		5,000.00	1,598.32	3,401.68	31.97
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>14,500.00</b>	<b>5,637.55</b>	<b>8,862.45</b>	<b>38.88</b>
538001	DONATION PURCHASES		2,000.00	1,452.06	547.94	72.60
642500	OFFICE FURNITURE/FURNISHINGS		0.00	0.00	0.00	
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>2,000.00</b>	<b>1,452.06</b>	<b>547.94</b>	<b>72.60</b>
539997	MISC EXP FOR PARTNERS		1,000.00	0.00	1,000.00	0.00
	<b>SUB TOTAL</b>	<b>6,332.73</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>
590255	PARKING/SPECIAL ASSESSMENT		6,800.00	0.00	6,800.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>6,800.00</b>	<b>0.00</b>	<b>6,800.00</b>	
<b>ADMINISTRATIVE COST CENTER TOTAL</b>		<b>6,332.73</b>	<b>814,927.00</b>	<b>181,005.69</b>	<b>633,921.31</b>	<b>22.21</b>

**MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT**  
*Account Balances as of: January 1, 2022 - April 17, 2022*

April 18, 2022 2 Item 5.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b><u>PUBLIC SERVICES</u></b>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,028,725.00	212,058.00	816,667.00	20.61
	<b>SUB TOTAL</b>		<b>1,028,725.00</b>	<b>212,058.00</b>	<b>816,667.00</b>	<b>20.61</b>
510310	FICA		62,975.00	12,583.20	50,391.80	19.98
510311	MEDICARE		14,737.00	2,942.85	11,794.15	19.97
510320	WI RETIREMENT FUND		65,172.00	13,783.75	51,388.25	21.15
510340	HEALTH INSURANCE		165,625.00	51,226.70	114,398.30	30.93
510350	DENTAL INSURANCE		10,988.00	3,203.20	7,784.80	29.15
510360	LIFE INSURANCE		979.00	276.68	702.32	28.26
510400	WORKERS COMP		460.00	460.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION			0.00		0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>320,936.00</b>	<b>84,476.38</b>	<b>236,459.62</b>	<b>26.32</b>
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		40,200.00	41,109.07	-909.07	102.26
525155	PROFESSIONAL DEVELOPMENT		6,000.00	0.00	6,000.00	0.00
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
538001	DONATION PURCHASES		60,000.00	30,126.54	29,873.46	50.21
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>117,200.00</b>	<b>71,235.61</b>	<b>45,964.39</b>	<b>60.78</b>
538002	MATERIALS - ALL CATAGORIES	-2,100.00	377,000.00	126,593.11	252,506.89	33.02
538100	OTHER CONTENT	0.00	82,000.00	52,722.19	29,277.81	64.30
542100	PATRON REFUNDS		500.00	0.00	500.00	1.00
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	0.00	6,000.00	0.00
	<b>SUB TOTAL</b>	<b>-2,100.00</b>	<b>465,500.00</b>	<b>179,315.30</b>	<b>288,284.70</b>	<b>38.52</b>
538000	TOTAL MATRL'S ACCTS	-2,100.00	465,500.00	250,550.91	334,249.09	53.82
<b>PUBLIC SERVICE COST CENTER TOTAL</b>		<b>-2,100.00</b>	<b>1,932,361.00</b>	<b>547,085.29</b>	<b>1,387,375.71</b>	<b>28.20</b>

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April 18, 2022 2 Item 5.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b><u>SUPPORT SERVICES</u></b>						
ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		382,913.00	79,388.92	303,524.08	20.73
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>382,913.00</b>	<b>79,388.92</b>	<b>303,524.08</b>	<b>20.73</b>
510310	FICA	0.00	23,155.00	4,548.41	18,606.59	19.64
510311	MEDICARE		5,423.00	1,063.76	4,359.24	19.62
510320	WI RETIREMENT FUND	0.00	22,193.00	4,665.10	17,527.90	21.02
510340	HEALTH INSURANCE		82,731.00	29,973.14	52,757.86	36.23
510350	DENTAL INSURANCE		4,468.00	1,585.12	2,882.88	35.48
510360	LIFE INSURANCE		322.00	92.28	229.72	28.66
510400	WORKERS COMP		247.00	247.00	0.00	100.00
510410	UNEMPLOYMENT COMPENSATION		0.00	0.00	0.00	-100.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>138,539.00</b>	<b>42,174.81</b>	<b>96,364.19</b>	<b>30.44</b>
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>521,452.00</b>	<b>121,563.73</b>	<b>399,888.27</b>	<b>23.31</b>
521900	CONTRACTED SERVICES		60,000.00	2,558.50	57,441.50	4.26
523122	SOFTWARE MAINTENANCE	0.00	23,223.00	13,843.97	9,379.03	59.61
523125	IT SERVICES (CITY OF SHEBOYGAN)		11,274.00	11,274.00	0.00	100.00
524110	BUILDING EXTERIOR MAINT	0.00	47,000.00	33,689.18	13,310.82	71.68
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	1,823.71	1,176.29	60.79
524126	ELEVATOR MAINTENANCE	0.00	2,000.00	2,562.18	-562.18	128.11
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>146,497.00</b>	<b>65,751.54</b>	<b>80,745.46</b>	<b>44.88</b>
525100	ELECTRICITY	0.00	94,600.00	12,606.78	81,993.22	13.33
525105	WATER	0.00	1,600.00	626.84	973.16	39.18
525110	SEWER	0.00	1,400.00	0.00	1,400.00	0.00
525120	TELEPHONE	0.00	4,000.00	441.06	3,558.94	11.03
525140	GAS - UTILITY	0.00	33,567.00	11,268.78	22,298.22	33.57
525155	PROFESSIONAL DEVELOPMENT	0.00	500.00	0.00	500.00	0.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>135,667.00</b>	<b>24,943.46</b>	<b>110,723.54</b>	<b>18.39</b>
530222	JANITORIAL SUPPLIES		7,798.00	5,616.52	2,181.48	72.03
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>7,798.00</b>	<b>5,616.52</b>	<b>2,181.48</b>	<b>72.03</b>
530255	TOOLS & SMALL EQUIPMENT	0.00	200.00	811.04	-611.04	405.52
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>200.00</b>	<b>811.04</b>	<b>-611.04</b>	<b>405.52</b>
538001	DONATED PURCHASES	-32,555.47	50,000.00	37,259.49	45,295.98	9.41
	<b>SUB TOTAL</b>	<b>-32,555.47</b>	<b>50,000.00</b>	<b>37,259.49</b>	<b>45,295.98</b>	<b>9.41</b>
540200	INSURANCE (FIRE)	0.00	20,100.00	9,426.79	10,673.21	46.90
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>20,100.00</b>	<b>9,426.79</b>	<b>10,673.21</b>	<b>46.90</b>
642200	IT EQUIPMENT	0.00	19,500.00	5,622.61	13,877.39	28.83
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>19,500.00</b>	<b>5,622.61</b>	<b>13,877.39</b>	<b>28.83</b>
<b>SUPPORT SERVICES COST CENTER TOTAL</b>		<b>-32,555.47</b>	<b>901,214.00</b>	<b>270,995.18</b>	<b>662,774.29</b>	<b>30.07</b>
<b>LIBRARY TOTAL</b>		<b>-28,322.74</b>	<b>3,648,502.00</b>	<b>999,086.16</b>	<b>2,684,071.31</b>	<b>27.38</b>

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April 18, 2022 2 Item 5.

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b>APPROPRIATIONS AND EXPENDITURES BY COST CENTER</b>						
ACCOUNT	DESCRIPTION	ENCMB 19	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	6,332.73	814,927.00	181,005.69	633,921.31	22.21
25551110	PUBLIC SERVICES	-2,100.00	1,932,361.00	547,085.29	1,387,375.71	28.20
25551150	SUPPORT SERVICES	-32,555.47	901,214.00	270,995.18	662,774.29	30.07
	FUND EQUITY INCREASE					
	<b>Total All Cost Centers</b>	<b>-28,322.74</b>	<b>3,648,502.00</b>	<b>999,086.16</b>	<b>2,677,738.58</b>	<b>27.38</b>

**REVENUES APPROPRIATIONS AND RECEIPTS**

ACCT	DESCRIPTION	APPROP 19	RECEIVED 15	BALANCE 19	% REC
411100	REAL ESTATE TAXES	2,557,264.00	2,557,264.00	0.00	100.00
441116	JURY & WITNESS FEES		26.63	-26.63	
431251	COVID-19 ROAD TO RECOVERY		0.00	0.00	
431709	MONARCH SHEBOYGAN COUNTY	776,391.03	809,988.92	33,597.89	104.33
431710	MONARCH OZAUKEE COUNTY	10,174.32	10,174.32	0.00	100.00
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00
431712	MONARCH - ADJACENT COUNTIES	40,093.00	40,092.88	-0.12	100.00
441116	JURY & WITNESS FEES		0.00	0.00	
431722	MONARCH - LSTA GRANT	0.00	0.00	0.00	
434211	STATE GRANT	0.00		0.00	
447606	PHOTOCOPIES	5,000.00	1,921.92	-3,078.08	38.44
447636	LATE BOOK CHARGES	0.00	0.00	0.00	
447641	LOST BOOKS	4,500.00	1,862.16	-2,637.84	41.38
447699	MISCELLANEOUS	1,000.00	603.71	-396.29	60.37
449901	VENDING COMMISSIONS	500.00	306.50	-193.50	61.30
467101	CONTRIBUTIONS	112,000.00	129,368.24	17,368.24	115.51
467101	10099 CONTRIBUTION		0.00		
461101	INTEREST ON INVESTMENTS		0.00		
469101	SALE OF EQUIPMENT	0.00		0.00	
469501	CASH OVER/SHORT	0.00		0.00	100.00
492850	INTERFRUND FROM 850 ACCT	0.00		0.00	100.00
	<b>Total Revenues</b>	<b>3,606,922.35</b>	<b>3,651,609.28</b>	<b>44,686.93</b>	<b>101.24</b>

**MEAD PUBLIC LIBRARY - 2022 FINANCIAL REPORT**  
*Account Balances as of: January 1, 2022 - April 17, 2022*

April 18, 2022 2 Item 5.

		P/Y APPROP - CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<b>MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS</b>						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,922,812.00	397,065.28	1,525,746.72	20.65
510310	FICA		117,020.00	23,367.02	93,652.98	19.97
510311	MEDICARE		27,386.00	5,464.89	21,921.11	19.96
510320	WI RETIREMENT FUND		119,905.00	25,168.20	94,736.80	20.99
510340	HEALTH INSURANCE		390,060.00	117,484.84	272,575.16	30.12
510350	DENTAL INSURANCE		25,577.00	7,498.24	18,078.76	29.32
510351	UNFUNDED PENSION LIABILITY		0.00	0.00	0.00	
510360	LIFE INSURANCE		1,997.00	564.04	1,432.96	28.24
510400	WORKERS COMP		847.00	847.00	0.00	100.00
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,350.00	769.79	580.21	57.02
521110	FINANCIAL SERVICES FEES		5,950.00	0.00	5,950.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	0.00	9,400.00	0.00
521800	PROGRAM SERVICES		10,000.00	0.00	10,000.00	0.00
521900	CONTRACTED SERVICES		123,600.00	48,694.17	74,905.83	39.40
523122	SOFTWARE MAINTENANCE		23,223.00	13,843.97	9,379.03	59.61
523125	IT SERVICES (CITY OF SHEBOYGAN)		11,274.00	11,274.00	0.00	100.00
524110	BUILDING EXT MAINT		47,000.00	33,689.18	13,310.82	71.68
524124	HVAC MAINT + BOILER INS		3,000.00	1,823.71	1,176.29	60.79
524126	ELEVATOR MAINTENANCE		2,000.00	2,562.18	-562.18	128.11
525100	ELECTRICITY		94,600.00	12,606.78	81,993.22	13.33
525105	WATER		1,600.00	626.84	973.16	39.18
525110	SEWER		1,400.00	0.00	1,400.00	0.00
525120	TELEPHONE		4,000.00	441.06	3,558.94	11.03
525140	GAS - UTILITY		33,567.00	11,268.78	22,298.22	33.57
525155	PROFESSIONAL DEVELOPMENT		10,500.00	0.00	10,500.00	0.00
527100	STAFF PARKING - CAR ALLOWANCE		12,036.00	8,758.29	3,277.71	72.77
530100	OFFICE SUPPLIES		9,500.00	4,039.23	5,460.77	42.52
530130	POSTAGE AND DELIVERY		5,000.00	1,598.32	3,401.68	31.97
530200	PROG SUPP (CAT & CIRC SUPPLIES)		0.00	0.00	0.00	
530205	DISPLAYS		1,000.00	0.00	1,000.00	0.00
530222	JANITORIAL SUPPLIES/SERVICES		7,798.00	5,616.52	2,181.48	72.03
530255	TOOLS & SMALL EQUIPMENT		200.00	811.04	-611.04	405.52
538001	DONATION PURCHASES		112,000.00	68,838.09	43,161.91	61.46
538002	ADULT PRINT		377,000.00	126,593.11	250,406.89	33.58
538100	OTHER CONTENT		82,000.00	52,722.19	29,277.81	64.30
642500	OFFICE FURNITURE/FURNISHINGS		0.00	0.00	0.00	
540200	INSURANCE (FIRE)		20,100.00	9,426.79	10,673.21	46.90
540215	GEN PUB OFFICIAL		1,000.00	0.00	1,000.00	0.00
542100	REFUNDS		500.00	0.00	500.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		6,800.00	0.00	6,800.00	0.00
642200	IT EQUIPMENT		19,500.00	5,622.61	13,877.39	28.83
649200	EQUIPMENT REPLACEMENT		6,000.00	0.00	6,000.00	0.00
	<b>TOTAL MEAD PUBLIC LIBRARY EXP</b>	<b>-28,322.74</b>	<b>3,648,502.00</b>	<b>999,086.16</b>	<b>2,677,738.58</b>	<b>27.38</b>