

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

## LIBRARY BOARD

Monday, January 18, 2016 \* 5:00 PM \* Park View Room

### AGENDA

**1. Call to order**

**2. Approval of Agenda**

**3. Hearing of the Public**

- FOEGL Report

**4. Minutes of the previous meeting**

*Documents: [Library Board Minutes 12-21-15.pdf](#)*

**5. Confirm/set future meeting dates at 5:00pm in the Village Hall-Park View Room**

February 15, 2016

March 21, 2016

April 18, 2016

**6. Treasurer's report**

a. Accounts payable December 2015 pt. 2: **\$1,752.26**

Accounts payable January 2016: **\$2,895.24**

b. Gift fund accounts payable December 2015 pt. 2: **\$793.32**

Gift fund accounts payable January 2016: **\$1,973.56**

c. Status of accounts

*Documents: [OB Accounts Payable DEC 15 pt 2.pdf](#), [OB Accounts Payable JAN 2016.pdf](#), [Gift Accounts Payable Dec 2015 pt. 2.pdf](#), [Gift Accounts Payable Jan 2016.pdf](#), [Chase Library 1215.pdf](#), [AP Library December 2015.pdf](#), [AP Library January 2016.pdf](#), [12-2015 lib exp.pdf](#), [12-2015 lib gift exp.pdf](#), [12-2015 lib gift rev.pdf](#), [12-2015 lib rev.pdf](#), [library gift accounts 2015 Dec.pdf](#)*

**7. Director's report**

a. Library activity report (statistics)

b. Youth program report

c. Staff news

d. Gifts

*Documents: [Director report January 2016.pdf](#), [EG Library Activity Report December 2015.pdf](#), [Youth report December 2015.pdf](#), [Gifts December 2015-January 2016.pdf](#)*

## **8. Old Business**

- a. Strategic plan update
- b. Outreach opportunity

## **9. New Business**

- No new business

## **10. Adjournment**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES**

**December 21, 2015 MEETING MINUTES**

Draft for Approval at the January 18, 2016 Meeting  
Reinders Room, Village Hall

**1. Call to Order.**

The meeting was called to order at 5:07 p.m. Board members present were: John Alexander, David Hecker, Bonnie Klamik, Jack Nelson, Kristin Olson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer.

**2. Approval of the Agenda.**

A motion to approve the agenda was made by John Alexander, seconded by Kristin Olson. Approved.

**3. Hearing of the Public.**

Presented by Sally Cashin, President of the FOEGL Board.

- A. *Lights of Love* appears to have been very successful. The amount raised will be reported at the January meeting.
- B. FOEGL has some new younger members who are making their mark on the organization in a very positive way.
- C. The next fundraiser is the Used Book Sale. The book crew receives and sorts books all year long.

**4. Minutes of the Previous Meeting.**

The minutes of the November 16, 2015 meeting were reviewed. A motion to approve the minutes was made by John Alexander, seconded by Jack Nelson. Approved.

**5. Future Meeting Dates.**

January 18, 2016  
February 15, 2016  
March 21, 2016

A motion to approve the meeting dates was made by John Alexander, seconded by Kristin Olson. Approved.

**6. Treasurer's Report.**

- a. Operating Budget accounts payable.
  - (1) On a motion by John Alexander and a second by Jack Nelson, the board approved the expenditure of \$12,470.45 in November 2015.
- b. Gift Fund accounts payable.
  - (1) LGIP-4.
    - A. On a motion by John Alexander and a second by David Hecker, the board approved the expenditure of \$4,208.37 in November 2015.
  - (2) LGIP-10. None.
- c. Gift Fund Status of Accounts. The following Gift Fund account balances were announced:
  - (1) LGIP-4 \$21,627.75

(2) LGIP-10 \$32,241.68

**7. Director's Report.**

- a. Library activity report (statistics).
- b. Children's program report.
- c. Staff news.
- d. Gifts

[1] On a motion by John Alexander and a second by Mary Weller, the board voted to accept a \$120.00 gift from the Kiwanis Club of Elm Grove-Golden K for the purchase of children's books.

**8. Old Business.**

- a. Strategic plan update.  
Karen Sopik gave a brief update from the strategic planning committee. The board will be presented with a draft plan in early 2016.
- b. Outreach opportunity at St. A's. No news to report.

**9. New Business.**

Bridges and CAFÉ Membership Agreements.

- a. On a motion by Jack Nelson and a second by John Alexander, the board voted to approve the CAFÉ Library Services Agreement.
- b. On a motion by John Alexander and a second by David Hecker, the board voted to approve the Bridges Library System Membership Agreement.

Bonnie Klamik signed the agreements as President of the Elm Grove Library Board and Karen Sopik signed the agreements as Secretary of the Elm Grove Library Board.

10. At 5:55 p.m. by unanimous vote, the board convened into closed session pursuant to WSS Section 19.85[1][c] to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding performance evaluation of Library Director. May reconvene into open session to take action on items discussed in closed session.

11. At 6:45 p.m. the board reconvened into open session.

A motion to adjourn the meeting was made by John Alexander, seconded by Kristin Olson. Approved. The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Karen A. Sopik  
Secretary

**ELM GROVE LIBRARY ACCOUNTS PAYABLE**  
**DEC 2015 Part 2**

551.3100	ADULT BOOKS AND BOOK PROCESSING Baker & Taylor	(8 invoices)	<b>\$503.76</b>
551.3107	MUSIC CD & CD-ROM Baker & Taylor Entertainment	(3 invoices)	<b>\$52.43</b>
551.3320	COMPUTER MAINTENANCE Wisconsin Dept of Administration	(1 invoice)	<b>\$600.00</b>
551.3300	LIBRARY SUPPLIES & EQUIPMENT OfficeMax Brodart The Library Store	(2 invoices) (1 invoice) (2 invoices)	\$266.22 \$90.90 <u>\$199.00</u> <b>\$556.12</b>
551.3499	PRINTING Muench, Sarah (reim)	(1 invoice)	<b>\$39.95</b>

**TOTAL ACCOUNTS PAYABLE**

**\$1,752.26**

**ELM GROVE LIBRARY ACCOUNTS PAYABLE**  
**January-16**

551.3100	ADULT BOOKS AND BOOK PROCESSING Baker & Taylor	(6 invoices)	<b>\$657.26</b>
551.3103	CHILDREN/YOUNG ADULT MATERIALS Baker & Taylor Aquatics Unlimited (paid) Peine, John (paid)	(1 invoices) (1 invoice) (1 invoice)	\$479.06 \$14.99 <u>\$300.00</u> <b>\$794.05</b>
551.3106	VHS & DVD Amazon Baker & Taylor Entertainment	(2 invoices) (1 invoice)	\$50.71 <u>\$147.51</u> <b>\$198.22</b>
551.3107	MUSIC CD & CD-ROM Baker & Taylor Entertainment	(1 invoice)	<b>\$66.72</b>
551.3110	MAGAZINES & NEWSPAPERS The Freeman	(1 invoice)	<b>\$120.00</b>
551.3210	PROFESSIONAL SUBSCRIPTIONS Baker & Taylor	(1 invoice)	<b>\$995.00</b>
551.3300	LIBRARY SUPPLIES & EQUIPMENT OfficeMax	(1 invoice)	<b>\$63.99</b>

**TOTAL ACCOUNTS PAYABLE**

**\$2,895.24**

**ELM GROVE LIBRARY  
GIFTS ACCOUNTS**

**DEC 2015 pt 2**

Baker & Taylor	(2 invoices)	\$319.86
Baker & Taylor Entertainment	(1 invoice)	\$14.39
Amazon (paid)	(7 invoices)	\$320.26
Amazon (refund)	(2 invoices)	-\$6.98
Michael's (paid)	(1 invoice)	\$35.71
Pick 'n Save (paid)	(1 invoice)	\$110.08

**TOTAL**

**\$793.32**

**ELM GROVE LIBRARY  
GIFTS ACCOUNTS**

**January-16**

Baker & Taylor	(3 invoices)	\$1,201.39
Amazon	(10 invoices)	\$399.75
Gale/CENGAGE	(1 invoice)	\$23.77
Upstart	(1 invoice)	\$348.65
<b>TOTAL</b>		<b>\$1,973.56</b>



# ELMGROVE, WI

## Payments

Current Period: DECEMBER 2015

Batch Name	LibChase1215	User Dollar Amt	\$924.52	
	Payments	Computer Dollar Amt	\$924.52	
			\$0.00	<b>In Balance</b>
Refer	<u>0 AMAZON</u>	Ck# 002011E	1/12/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	S Muench - DVD's		\$627.20
Invoice				
Cash Payment	E 006-5513106 SM Adult DVDs	S Muench - DVD's		\$50.71
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	S Daniels - DVD's		\$85.83
Invoice				
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$763.74
Refer	<u>0 AQUATIC UNLIMITED LLC</u>	Ck# 002012E	1/12/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Library supplies		\$14.99
Invoice				
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$14.99
Refer	<u>0 MICHAELS</u>	Ck# 002013E	1/12/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Library supplies		\$35.71
Invoice				
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$35.71
Refer	<u>0 PICK AND SAVE</u>	Ck# 002014E	1/12/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Library supplies		\$110.08
Invoice				
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$110.08

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$858.82
006 Library Operating Fund	\$65.70
	\$924.52

Pre-Written Checks	\$924.52
Checks to be Generated by the Computer	\$0.00
Total	\$924.52



# ELMGROVE, WI

## Payments

Current Period: DECEMBER 2015

Batch Name	APLib3 1215	User Dollar Amt	\$2,086.51	
	Payments	Computer Dollar Amt	\$2,086.51	
			\$0.00	<b>In Balance</b>

Refer	<u>0 BAKER &amp; TAYLOR COMPANY</u>	-		
<b>Cash Payment</b>	E 006-5513107 SM Adult Music		Music	\$14.23
Invoice	B05465520 12/23/2015			
<b>Cash Payment</b>	E 006-5513107 SM Adult Music		Music	\$26.21
Invoice	B02667340 12/11/2015			
<b>Cash Payment</b>	E 006-5513130 SF Books-Reference		Books	\$10.19
Invoice	5013913796 12/11/2015			
<b>Cash Payment</b>	E 006-5513134 NW Books NF		Books	\$13.59
Invoice	5013913796 12/11/2015			
<b>Cash Payment</b>	E 006-5513136 NW Books Travel		Books	\$78.83
Invoice	5013913796 12/11/2015			
<b>Cash Payment</b>	E 006-5513107 SM Adult Music		Music	\$11.99
Invoice	B03268971 12/17/2015			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction		Books	\$63.46
Invoice	2031539069 12/28/2015			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction		Books	\$16.15
Invoice	2031539068 12/28/2015			
<b>Cash Payment</b>	E 006-5513135 LK Books NF		Books	\$142.22
Invoice	2031539067 12/28/2015			
<b>Cash Payment</b>	E 006-5513137 SM Books NF 800		Books	\$15.70
Invoice	2031490795 12/16/2015			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction		Books	\$72.26
Invoice	2031490794 12/14/2015			
<b>Cash Payment</b>	E 006-5513134 NW Books NF		Books	\$29.65
Invoice	2031490793 12/16/2015			
<b>Cash Payment</b>	E 006-5513135 LK Books NF		Books	\$61.71
Invoice	2031490792 12/14/2015			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Books	\$284.24
Invoice	2031510575 12/21/2015			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Books	\$35.62
Invoice	2031486705 12/13/2015			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Books	\$14.39
Invoice	B03268970 12/17/2015			
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$890.44
Refer	<u>0 BRODART, INC.</u>	-		
<b>Cash Payment</b>	E 006-5513300 Library Supplies		Library Supplies	\$90.90
Invoice	420095 12/7/2015			
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$90.90
Refer	<u>0 DEPARTMENT OF ADMINISTRATIO</u>	-		
<b>Cash Payment</b>	E 006-5513320 computer Maintenance		Computer Maintenance	\$600.00
Invoice	505-0000001358 11/30/2015			
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$600.00
Refer	<u>0 LIBRARY STORE, INC. THE</u>	-		
<b>Cash Payment</b>	E 006-5513300 Library Supplies		Library Supplies	\$98.80
Invoice	180213 12/4/2015			



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## Payments

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Current Period: DECEMBER 2015

<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	<b>\$100.20</b>
Invoice 181142	12/10/2015		
Transaction Date	1/12/2016	Town Bank 1110300	<b>Total</b> <u>\$199.00</u>
Refer	0 <i>MUENCH, SARAH</i>		
<b>Cash Payment</b>	E 006-5513499 Printing & Miscellaneous	Reimburse Library supplies	<b>\$39.95</b>
Invoice 123115			
Transaction Date	1/12/2016	Town Bank 1110300	<b>Total</b> <u>\$39.95</u>
Refer	0 <i>OFFICE MAX</i>		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	<b>\$33.56</b>
Invoice 429116	12/18/2015		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	<b>\$232.66</b>
Invoice 468084	12/22/2015		
Transaction Date	1/12/2016	Town Bank 1110300	<b>Total</b> <u>\$266.22</u>

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$334.25
006 Library Operating Fund	<u>\$1,752.26</u>
	\$2,086.51

Pre-Written Checks	\$0.00	
Checks to be Generated by the Computer	<u>\$2,086.51</u>	
Total	\$2,086.51	



# ELMGROVE, WI

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## Payments

Current Period: JANUARY 2016

Batch Name	LibAP 012016	User Dollar Amt	\$4,403.35
	Payments	Computer Dollar Amt	\$4,403.35
			\$0.00 In Balance

Refer	<u>0 BAKER &amp; TAYLOR COMPANY</u>			-
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$121.93
Invoice	2031534299	12/23/2015		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$1,053.38
Invoice	2031562333	1/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$26.08
Invoice	2031547437	12/29/2015		
Cash Payment	E 006-5513134 NW Books NF	Books		\$54.24
Invoice	2031554834	12/30/2015		
Cash Payment	E 006-5513135 LK Books NF	Books		\$16.27
Invoice	2031554833	12/30/2015		
Cash Payment	E 006-5513107 SM Adult Music	Music		\$66.72
Invoice	B06108350	1/4/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$436.17
Invoice	2031562347	1/4/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$19.04
Invoice	2031562348	1/4/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$86.68
Invoice	2031562349	1/4/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$44.86
Invoice	2031558689	1/4/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$479.06
Invoice	2031562729	1/5/2016		
Cash Payment	E 006-5513106 SM Adult DVDs	DVDs		\$147.51
Invoice	B06665160	1/6/2016		
Cash Payment	E 006-5513210 Professional Subscriptions	Books		\$995.00
Invoice	NS15120098	12/1/2015		
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$3,546.94
Refer	<u>0 FREEMAN</u>			-
Cash Payment	E 006-5513110 SF Magazines/newspapers	Newspapers		\$120.00
Invoice	9377	1/1/2016		
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$120.00
Refer	<u>0 GALE/CENGAGE LEARNING</u>			-
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$23.77
Invoice	56956477	12/30/2015		
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$23.77
Refer	<u>0 OFFICE MAX</u>			-
Cash Payment	E 006-5513300 Library Supplies	Library Supplies		\$63.99
Invoice	529226	12/29/2015		
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$63.99
Refer	<u>0 PEINE, JOHN</u>			-
Cash Payment	E 006-5513103 SD Children/Young Adult	Library Program (Lego City)		\$300.00
Invoice	01112016	1/11/2016		
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$300.00



# ELMGROVE, WI

## Payments

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Current Period: JANUARY 2016

Refer	0 UPSTART	-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Library Supplies		\$348.65
Invoice	5768575	1/4/2016		
Transaction Date	1/12/2016	Town Bank	1110300	<b>Total</b> \$348.65

### Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$1,573.81
006 Library Operating Fund		\$2,829.54
		<u>\$4,403.35</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$4,403.35
Total	<u>\$4,403.35</u>



**ELMGROVE, WI**  
**Library Expenditure Summary**  
**DECEMBER 2015**

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
<b>FUND 006 Library Operating Fund</b>					
E 006-5511000 Library wages	\$22,609.36	\$262,683.88	\$269,000.00	\$6,316.12	2.35%
E 006-5512000 Library WRS	\$2,491.79	\$29,012.42	\$32,000.00	\$2,987.58	9.34%
E 006-5512001 Library Employee WRS	-\$1,182.90	-\$14,443.29	-\$16,000.00	-\$1,556.71	9.73%
E 006-5512005 Library- life insurance	\$0.00	\$558.01	\$580.00	\$21.99	3.79%
E 006-5512010 Library FICA	\$1,776.52	\$20,708.48	\$21,750.00	\$1,041.52	4.79%
E 006-5512015 Library health/dental insura	\$0.00	\$103.83	\$24,000.00	\$23,896.17	99.57%
E 006-5512016 Library health opt out	\$613.44	\$7,974.72	\$0.00	-\$7,974.72	0.00%
E 006-5512017 Library- HRA Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 006-5512025 Library Disability Insurance	\$13.20	\$158.40	\$225.00	\$66.60	29.60%
E 006-5512030 Library -Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 006-5513100 Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 006-5513103 SD Children/Young Adult	\$65.38	\$10,050.03	\$9,600.00	-\$450.03	-4.69%
E 006-5513105 SM Adult Audiobooks	\$0.00	\$1,609.03	\$1,400.00	-\$209.03	-14.93%
E 006-5513106 SM Adult DVDs	\$0.00	\$2,053.72	\$1,870.00	-\$183.72	-9.82%
E 006-5513107 SM Adult Music	\$288.83	\$581.03	\$1,300.00	\$718.97	55.31%
E 006-5513110 SF Magazines/newspapers	\$5,720.75	\$6,774.17	\$7,300.00	\$525.83	7.20%
E 006-5513130 SF Books-Reference	\$2,200.94	\$5,767.45	\$4,200.00	-\$1,567.45	-37.32%
E 006-5513131 SM Books Adult Fiction	\$855.65	\$10,549.67	\$11,100.00	\$550.33	4.96%
E 006-5513132 SM Books Large Print	\$117.53	\$1,480.79	\$1,150.00	-\$330.79	-28.76%
E 006-5513133 AL Books NF	\$124.99	\$2,352.90	\$2,000.00	-\$352.90	-17.65%
E 006-5513134 NW Books NF	\$320.60	\$4,923.19	\$4,800.00	-\$123.19	-2.57%
E 006-5513135 LK Books NF	\$494.49	\$2,075.52	\$2,400.00	\$324.48	13.52%
E 006-5513136 NW Books Travel	\$183.62	\$562.95	\$900.00	\$337.05	37.45%
E 006-5513137 SM Books NF 800	\$62.55	\$867.77	\$1,200.00	\$332.23	27.69%
E 006-5513200 Dues/Memberships	\$0.00	\$573.00	\$650.00	\$77.00	11.85%
E 006-5513210 Professional Subscriptions	\$0.00	\$1,195.00	\$1,000.00	-\$195.00	-19.50%
E 006-5513220 Training/Conferences	\$0.00	\$2,083.87	\$1,500.00	-\$583.87	-38.92%
E 006-5513300 Library Supplies	\$747.52	\$7,146.66	\$7,400.00	\$253.34	3.42%
E 006-5513310 Library Copy Machine	\$258.55	\$2,600.70	\$2,600.00	-\$0.70	-0.03%
E 006-5513320 computer Maintenance	\$647.95	\$16,935.90	\$18,500.00	\$1,564.10	8.45%
E 006-5513400 Telephone	\$0.00	\$689.64	\$900.00	\$210.36	23.37%
E 006-5513420 Postage	\$0.00	\$423.10	\$400.00	-\$23.10	-5.78%
E 006-5513430 Miscellaneous Programs	\$0.00	\$900.00	\$900.00	\$0.00	0.00%
E 006-5513435 Mileage	\$0.00	\$463.66	\$900.00	\$436.34	48.48%
E 006-5513499 Printing & Miscellaneous	\$368.23	\$1,063.39	\$1,000.00	-\$63.39	-6.34%
E 006-5513800 Library deposit over/short	\$3.90	\$58.61	\$0.00	-\$58.61	0.00%
<b>FUND 006 Library Operating Fund</b>	<b>\$38,782.89</b>	<b>\$390,538.20</b>	<b>\$416,525.00</b>	<b>\$25,986.80</b>	<b>6.24%</b>
	\$38,782.89	\$390,538.20	\$416,525.00	\$25,986.80	6.24%

((FUND="006"))



**ELMGROVE, WI**

**Library Gift Expenditure Summary**

DECEMBER 2015

Account Descr	MTD Amount	YTD Amount	Budget	Balance
<b>FUND 004 Library Gift Fund</b>				
E 004-3240600 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00
E 004-5513500 Lib Gift Expenses	\$4,208.37	\$28,816.47	\$0.00	-\$28,816.47
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$4,208.37</b>	<b>\$28,816.47</b>	<b>\$0.00</b>	<b>-\$28,816.47</b>
	<u>\$4,208.37</u>	<u>\$28,816.47</u>	<u>\$0.00</u>	<u>-\$28,816.47</u>

((FUND="004")) and [Act Status]="Active"



**ELMGROVE, WI**  
**Library Gift Revenue Summary**  
**DECEMBER 2015**

Account Descr	MTD Amount	YTD Amount	Budget	Balance
<b>FUND 004 Library Gift Fund</b>				
R 004-4610000 Lib Donations	\$1,504.22	\$36,038.78	\$0.00	-\$36,038.78
R 004-4811000 Iinterest on Investments	\$10.22	\$70.96	\$0.00	-\$70.96
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$1,514.44</b>	<b>\$36,109.74</b>	<b>\$0.00</b>	<b>-\$36,109.74</b>
	<u>\$1,514.44</u>	<u>\$36,109.74</u>	<u>\$0.00</u>	<u>-\$36,109.74</u>

((FUND="004")) and [Act Status]="Active"



**ELMGROVE, WI**  
**Library Revenue Summary**  
**DECEMBER 2015**

Account Descr	MTD Amount	YTD Amount	2015 YTD Budget	2015 YTD Balance	2015 % YTD Balance
<b>FUND 006 Library Operating Fund</b>					
<b>SOURCE Alt Code 100</b>					
R 006-3600110 Library Tax Levy	\$0.00	\$348,425.00	\$348,425.00	\$0.00	0.00%
<b>SOURCE Alt Code 100</b>	\$0.00	\$348,425.00	\$348,425.00	\$0.00	
<b>SOURCE Alt Code 200</b>					
R 006-4289000 Misc State Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 006-4289010 Misc County Rev	\$185.00	\$185.00	\$435.00	\$250.00	57.47%
R 006-4461100 Crossover lending/borrowing	\$14,481.00	\$28,962.00	\$28,965.00	\$3.00	0.01%
<b>SOURCE Alt Code 200</b>	\$14,666.00	\$29,147.00	\$29,400.00	\$253.00	
<b>SOURCE Alt Code 322</b>					
R 006-3220200 Interest Income	\$0.00	\$208.24	\$200.00	-\$8.24	-4.12%
<b>SOURCE Alt Code 322</b>	\$0.00	\$208.24	\$200.00	-\$8.24	
<b>SOURCE Alt Code 450</b>					
R 006-4461000 Library- Misc revenue	\$312.50	\$312.50	\$13,500.00	\$13,187.50	97.69%
R 006-4661000 Library Fines	\$392.80	\$7,338.29	\$0.00	-\$7,338.29	0.00%
R 006-4662000 Library Photocopies	\$54.28	\$1,087.86	\$0.00	-\$1,087.86	0.00%
R 006-4663000 Library Computer Printouts	\$115.22	\$1,397.51	\$0.00	-\$1,397.51	0.00%
R 006-4663500 Library- Faxes	\$18.08	\$265.41	\$0.00	-\$265.41	0.00%
R 006-4664000 Library Cards	\$47.00	\$1,356.00	\$0.00	-\$1,356.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$62.93	\$463.00	\$0.00	-\$463.00	0.00%
<b>SOURCE Alt Code 450</b>	\$1,002.81	\$12,220.57	\$13,500.00	\$1,279.43	
<b>SOURCE Alt Code 700</b>					
R 006-4512000 Transfer in from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 006-4513000 Trf from Lib Gift	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SOURCE Alt Code 700</b>	\$0.00	\$0.00	\$0.00	\$0.00	
<b>FUND 006 Library Operating Fund</b>	\$15,668.81	\$390,000.81	\$391,525.00	\$1,524.19	
	\$15,668.81	\$390,000.81	\$391,525.00	\$1,524.19	

((FUND="006"))

**Library Gift Funds  
LGIP Accounts**

	LGIP #4			LGIP #10 K Schmidt Donation			Total	
	Revenue		Expense	Balance	Revenue	Expense	Balance	
	Interest	Donations	Checks Written		Interest	Checks Written		
1/1/2015				<b>14,806.14</b>			<b>32,204.35</b>	<b>47,010.49</b>
January	1.25	8.61	(3,342.88)		2.72			
Balance at 1/31				<b>11,473.12</b>			<b>32,207.07</b>	<b>43,680.19</b>
February	1.20	14,011.02	(334.98)		2.60			
Balance at 2/28		FOEGL LOL		<b>25,150.36</b>			<b>32,209.67</b>	<b>57,360.03</b>
March	1.50	556.00	(4,981.26)		3.26			
Balance 3/31				<b>20,726.60</b>			<b>32,212.93</b>	<b>52,939.53</b>
April	1.49	128.86	(1,941.83)		3.24			
balance 4/30				<b>18,915.12</b>			<b>32,216.17</b>	<b>51,131.29</b>
May	1.63	568.32	(870.96)		3.54			
5/31/2015				<b>18,614.11</b>			<b>32,219.71</b>	<b>50,833.82</b>
June	1.68	18,152.48	(1,976.36)		3.65			
balance 6/30		FOEGL \$17000		<b>34,791.91</b>			<b>32,223.36</b>	<b>67,015.27</b>
July	1.69	47.17	(1,555.37)		3.68			
balance 7/31				<b>33,285.40</b>			<b>32,227.04</b>	<b>65,512.44</b>
Aug	2.69	18.46	(1,984.07)		3.54			
balance 8/31				<b>31,322.48</b>			<b>32,230.58</b>	<b>63,553.06</b>
September	3.35	596.83	(3,417.11)		3.61			
balance 9/30				<b>28,505.55</b>			<b>32,234.19</b>	<b>60,739.74</b>
October	3.52	129.97	(3,519.00)		3.80			
balance 10/31				<b>25,120.04</b>			<b>32,237.99</b>	<b>57,358.03</b>
Nov	3.41	316.84	(3,812.54)		3.69			
balance 11/30				<b>21,627.75</b>			<b>32,241.68</b>	<b>53,869.43</b>
Dec	4.91	1,504.22	(4,208.37)		5.31			
balance 12/31				<b>18,928.51</b>			<b>32,246.99</b>	<b>51,175.50</b>
<b>Year to Date</b>	<b>28.32</b>	<b>36,038.78</b>	<b>(31,944.73)</b>		<b>42.64</b>	<b>-</b>		
	revenue	36,109.74		Payments	31,944.73			
				2014 invoices	(3,128.26)			
				2015 Expenditures	<u>28,816.47</u>			

Library Gift fund includes \$5000 endowment fund in LGIP #4 made by the Elm Grove Womens' Club 3/22/72

# Library Director's Report

## January 2016

### **a. Library activity report (statistics)**

### **b. Youth program report**

### **c. Staff news**

- Librarian substitute position has been filled
- EGPL Facebook page is up and running
- Formulating procedure to begin homebound delivery service
- Youth librarian Sue Daniels served on Bridges' Mock Awards committee

### **Upcoming programs:**

#### **Adult**

- "Being Mortal" film and discussion – Wed. 1/20/2016, 6:30pm
- Winston Churchill program – Wed. 2/17/2016, 7:00pm

#### **Youth**

- Regular Story times, play groups and therapy pet reading programs beginning 1/2016
- "Build a Lego Village" Mon. 1/25/2016

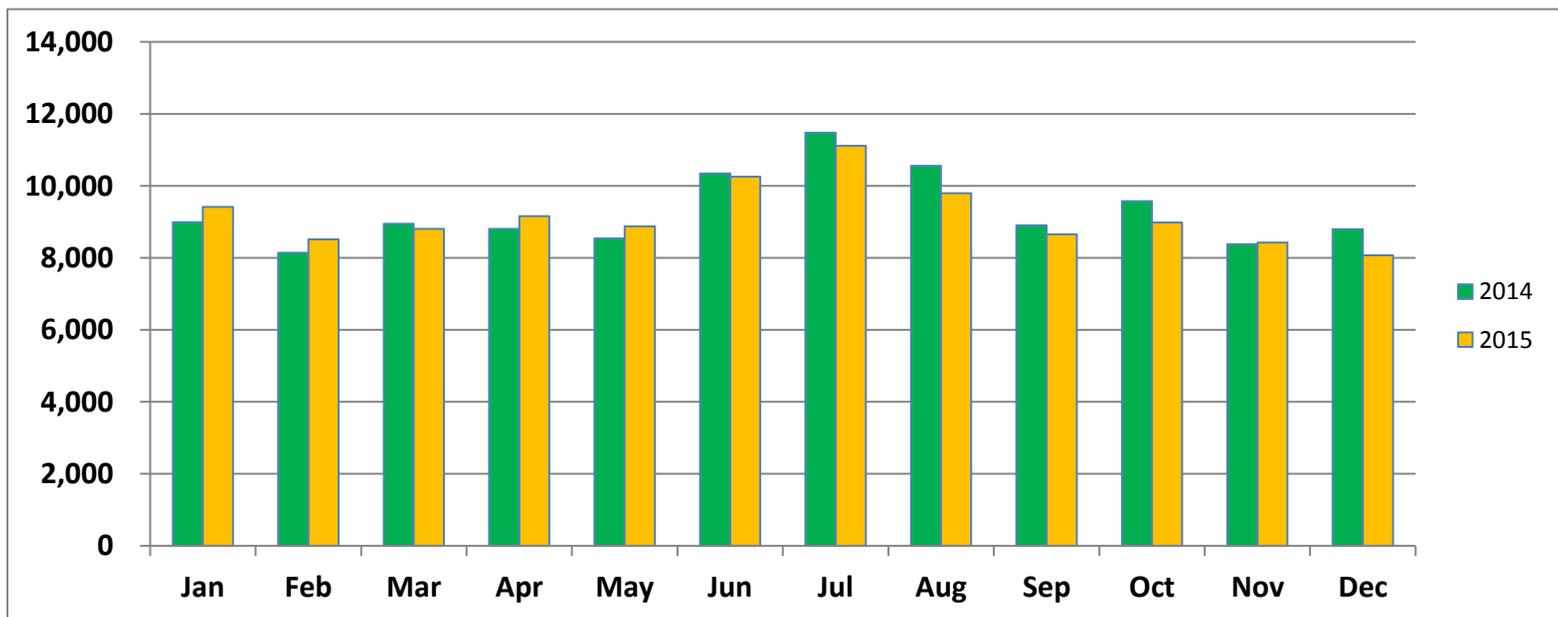
### **d. Gifts**

# Elm Grove Public Library

## Activity Report

### Circulation

	2014			2015			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
<b>Jan</b>	8,743	247	8,990	8,954	461	9,415	425	4.73%
<b>Feb</b>	7,907	234	8,141	8,079	437	8,516	375	4.61%
<b>Mar</b>	8,717	230	8,947	8,280	522	8,802	(145)	-1.62%
<b>Apr</b>	8,529	276	8,805	8,710	450	9,160	355	4.03%
<b>May</b>	8,267	274	8,541	8,434	443	8,877	336	3.93%
<b>Jun</b>	10,024	316	10,340	9,869	387	10,256	(84)	-0.81%
<b>Jul</b>	11,181	294	11,475	10,663	452	11,115	(360)	-3.14%
<b>Aug</b>	10,240	317	10,557	9,256	541	9,797	(760)	-7.20%
<b>Sep</b>	8,556	350	8,906	8,163	493	8,656	(250)	-2.81%
<b>Oct</b>	9,229	345	9,574	8,481	503	8,984	(590)	-6.16%
<b>Nov</b>	7,966	415	8,381	7,931	495	8,426	45	0.54%
<b>Dec</b>	8,402	393	8,795	7,770	301	8,071	(724)	-8.23%
<b>Y-T-D</b>	<b>107,761</b>	<b>3,691</b>	<b>111,452</b>	<b>104,590</b>	<b>5,485</b>	<b>110,075</b>	<b>(1,377)</b>	<b>-1.24%</b>

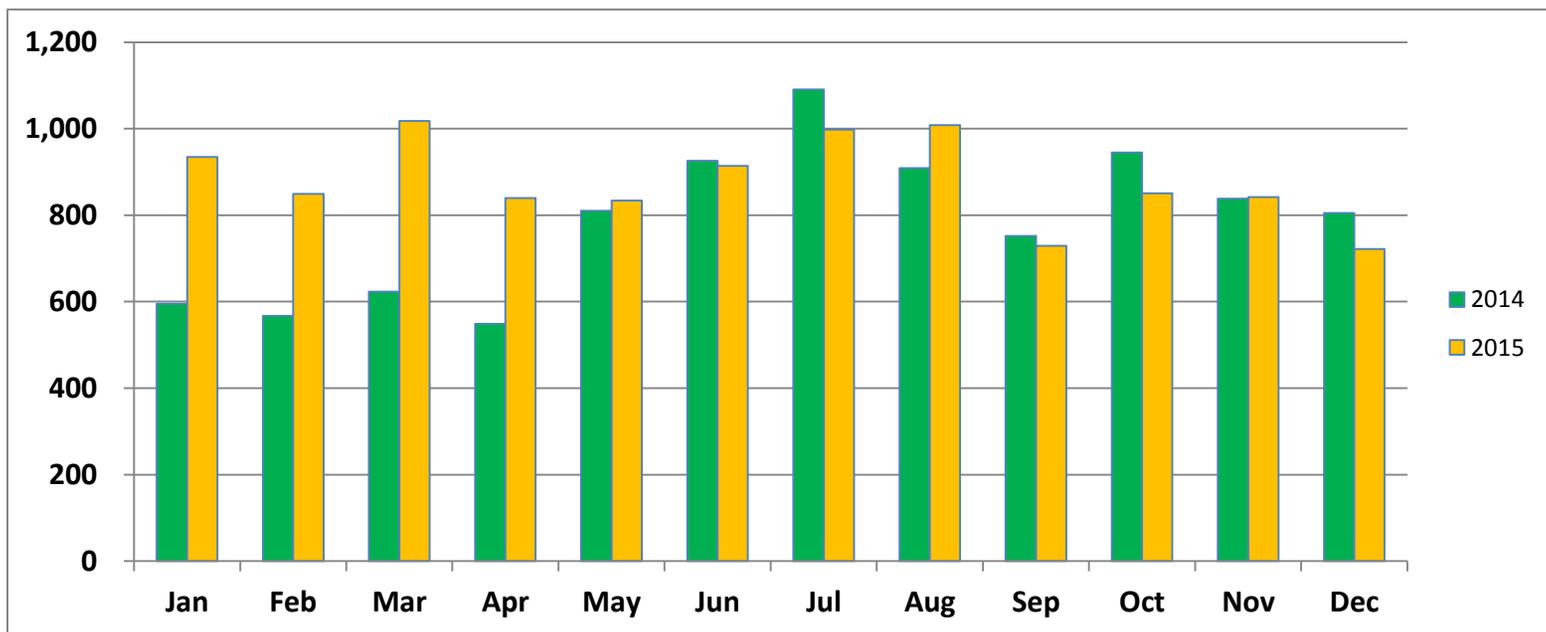


# Elm Grove Public Library

## Activity Report

### Computer Use

	2014			2015			Y-T-Y Change	
	Library	Wi-Fi	Total	Library	Wi-Fi	Total	Total Usage	
<b>Jan</b>	320	275	595	610	325	935	340	57.14%
<b>Feb</b>	288	279	567	519	330	849	282	49.74%
<b>Mar</b>	267	356	623	576	442	1,018	395	63.40%
<b>Apr</b>	183	366	549	511	329	840	291	53.01%
<b>May</b>	498	312	810	488	346	834	24	2.96%
<b>Jun</b>	510	416	926	548	366	914	(12)	-1.30%
<b>Jul</b>	604	487	1,091	554	444	998	(93)	-8.52%
<b>Aug</b>	514	395	909	577	431	1,008	99	10.89%
<b>Sep</b>	428	324	752	447	282	729	(23)	-3.06%
<b>Oct</b>	593	352	945	490	361	851	(94)	-9.95%
<b>Nov</b>	510	328	838	460	382	842	4	0.48%
<b>Dec</b>	556	249	805	415	307	722	(83)	-10.31%
<b>Y-T-D</b>	<b>5,271</b>	<b>4,139</b>	<b>9,410</b>	<b>6,195</b>	<b>4,345</b>	<b>10,540</b>	<b>1,130</b>	<b>12.01%</b>

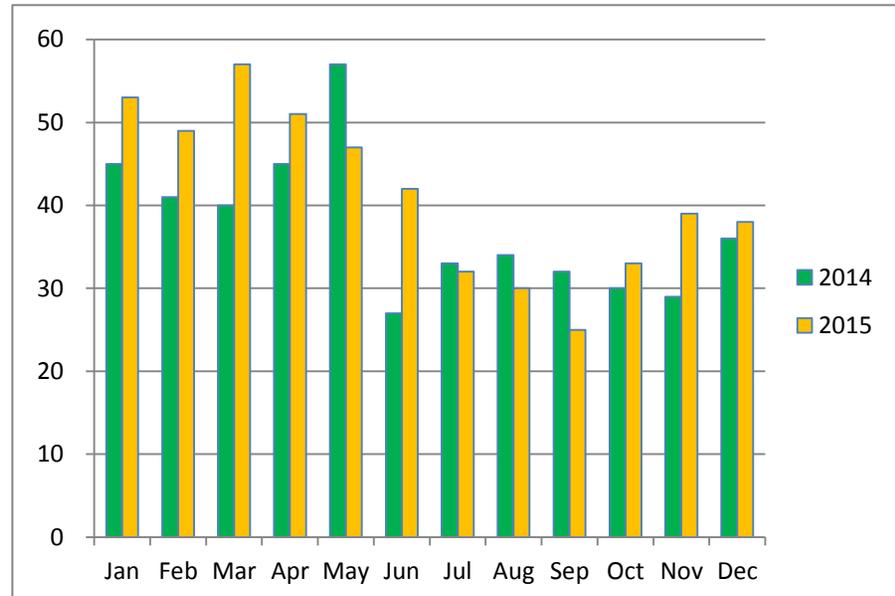


# Elm Grove Public Library

## Activity Report

### Study Room Use

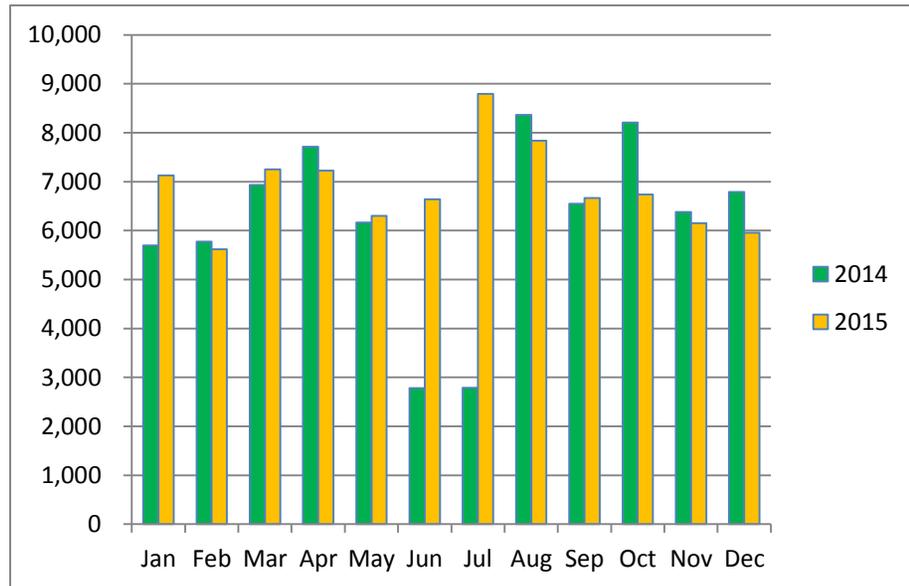
	2014	2015	Y-T-Y Change	
Jan	45	53	8	17.78%
Feb	41	49	8	19.51%
Mar	40	57	17	42.50%
Apr	45	51	6	13.33%
May	57	47	(10)	-17.54%
Jun	27	42	15	55.56%
Jul	33	32	(1)	-3.03%
Aug	34	30	(4)	-11.76%
Sep	32	25	(7)	-21.88%
Oct	30	33	3	10.00%
Nov	29	39	10	34.48%
Dec	36	38	2	5.56%
<b>Y-T-D</b>	<b>449</b>	<b>496</b>	<b>47</b>	<b>10.47%</b>



### Walk-in Patrons

Note: Walk-in patron numbers for 6/2014 and 7/2014 are inaccurate due to counter error.

	2014	2015	Y-T-Y Change	
Jan	5,693	7,126	1,433	25.17%
Feb	5,775	5,620	(155)	-2.68%
Mar	6,935	7,252	317	4.57%
Apr	7,716	7,225	(491)	-6.36%
May	6,163	6,302	139	2.26%
Jun	2,783	6,639	3,856	138.56%
Jul	2,787	8,793	6,006	215.50%
Aug	8,362	7,834	(528)	-6.31%
Sep	6,550	6,666	116	1.77%
Oct	8,207	6,738	(1,469)	-17.90%
Nov	6,379	6,151	(228)	-3.57%
Dec	6,791	5,953	(838)	-12.34%
<b>Y-T-D</b>	<b>74,141</b>	<b>82,299</b>	<b>8,158</b>	<b>11.00%</b>

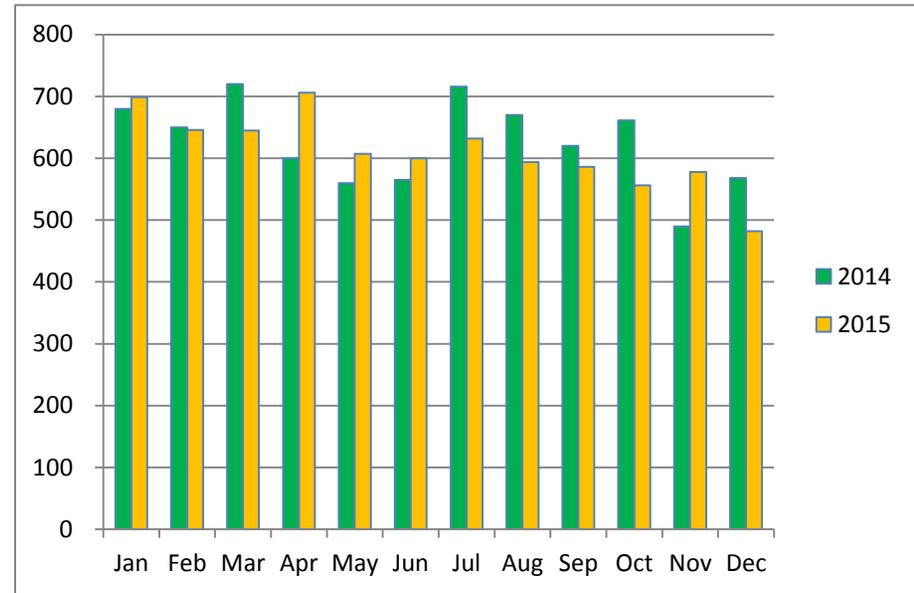


# Elm Grove Public Library

## Activity Report

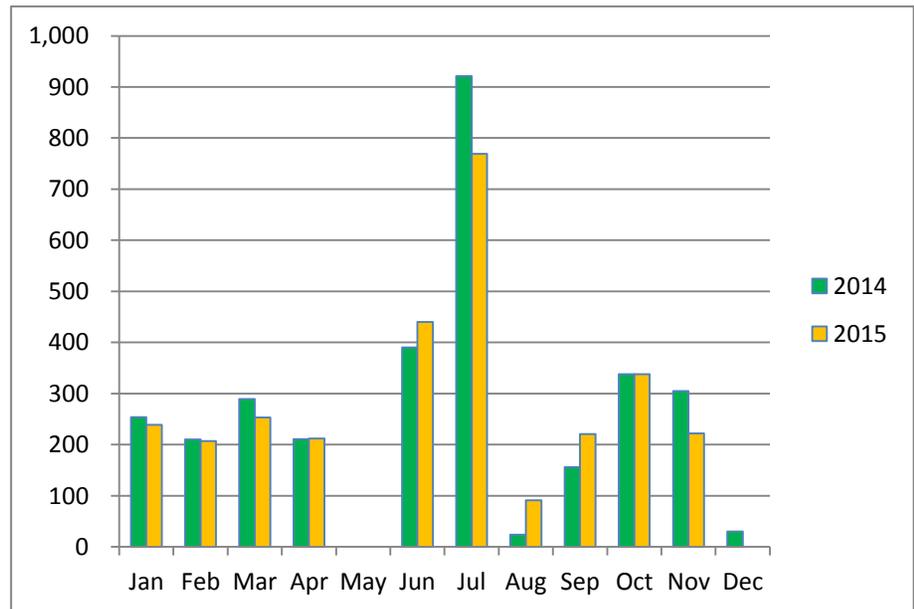
### Reference Requests

	2014	2015	Y-T-Y Change	
Jan	680	699	19	2.79%
Feb	650	646	(4)	-0.62%
Mar	720	645	(75)	-10.42%
Apr	600	706	106	17.67%
May	560	607	47	8.39%
Jun	565	600	35	6.19%
Jul	716	632	(84)	-11.73%
Aug	670	594	(76)	-11.34%
Sep	620	586	(34)	-5.48%
Oct	661	556	(105)	-15.89%
Nov	490	578	88	17.96%
Dec	568	482	(86)	-15.14%
<b>Y-T-D</b>	<b>7,500</b>	<b>6,271</b>	<b>(1,229)</b>	<b>-16.39%</b>



### Attendance at Children's Programs

	2014	2015	Y-T-Y Change	
Jan	254	239	(15)	-5.91%
Feb	210	207	(3)	-1.43%
Mar	289	253	(36)	-12.46%
Apr	211	212	1	0.47%
May	0	0	0	0.00%
Jun	390	440	50	12.82%
Jul	921	769	(152)	-16.50%
Aug	24	91	67	279.17%
Sep	156	221	65	41.67%
Oct	338	338	0	0.00%
Nov	305	222	(83)	-27.21%
Dec	30	0	(30)	-100.00%
<b>Y-T-D</b>	<b>3,128</b>	<b>2,770</b>	<b>(358)</b>	<b>-11.45%</b>



## Participation in Juvenile Programs for December 2015

There were no weekly programs this month.

### Special Programs

Date	Event	Participation
<b>December 1</b>	Raising Readers in Elmbrook	20 parents in attendance
<b>December 4</b>	Polar Express Tonawanda Kindergarteners	49 students and about 15 adults (2 classes)
<b>December 10</b>	Family Christmas Event*	70 participants (120 tickets given out, 63 tickets redeemed, 7 walk-ins)
<b>December 14-18</b>	Kids' Choice Book Talks to grades 4-6 at Elmbrook schools	18 presentations total: 5 elementary schools with approximately 750 students in grades 4-5; 1 middle school (PPMS) with approximately 300 students in grade 6
<b>Month of December</b>	1000 Books before Kindergarten	No new registrations or completions

\*At last year's Family Christmas Event, 142 tickets were handed out and 112 attended.

### Teen Volunteers

#### September-December 2015

	Number of teen volunteers	Number of visits to EGPL	Number of volunteer hours
<b>Shelf reading</b>	<b>3</b>	<b>30</b>	<b>29.5</b>
<b>Christmas Event</b>	<b>1</b>	<b>1</b>	<b>3</b>

#### September-December 2014

	Number of volunteers	Number of visits to EGPL	Number of volunteer hours
Shelf reading	6	23	23.0
Christmas Event	7	1 (3.5 hour event)	24.5

**ELM GROVE LIBRARY**

**GIFTS RECEIVED**

December 2015 - January 2016

- \$25.00 from the Elm Grove Garden Club
- \$800 from Richard Gustafson in memory of his wife Susan Gustafson