

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, February 15, 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 1-18-16.pdf](#)

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

March 21, 2016

April 18, 2016

May 16, 2016

6. Treasurer's report

- Accounts payable: \$19,835.41
- Gift fund accounts payable: \$3,656.69
- Status of accounts

Documents: [ob ap summary feb 2016.pdf](#), [gift ap summary feb 2016.pdf](#), [AP Library from Mary S..pdf](#), [Lib Chase 0216.pdf](#), [1-16 lib rev.pdf](#), [1-16 lib exp.pdf](#), [library gift accounts 2016 Jan.pdf](#), [1-16 lib gift rev.pdf](#), [1-16 lib gift exp.pdf](#)

7. Director's report

- Library activity report (statistics)
- Youth program report
- Staff news
- Gifts

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

8. Old Business

- Strategic plan update

9. New Business

- a. Authorization to sign state annual report
- b. Approve library system effectiveness statement for annual report

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
January 18, 2016 MEETING MINUTES
Draft for Approval at the February 15, 2016 Meeting
Reinders Room, Village Hall

1. Call to Order.

The meeting was called to order at 5:06 p.m. Board members present were: John Alexander, David Hecker, Bonnie Klamik, Jack Nelson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer. Excused: Kristin Olson.

2. Approval of the Agenda.

A motion to approve the agenda was made by John Alexander, seconded by Jack Nelson. Approved.

3. Hearing of the Public.

FOEGL does not meet in January so there is no official FOEGL report. The *Lights of Love* receipts and expenses are still being tallied. An official figure will be presented to the board in February.

4. Minutes of the Previous Meeting.

The minutes of the December 21, 2015 meeting were reviewed. Jack Nelson added the following statement to #11. "The board expressed pleasure with the job being done by Library Director Sarah Muench." A motion to approve the minutes as amended was made by Jack Nelson, seconded by John Alexander. Approved.

5. Future Meeting Dates.

February 15, 2016
March 21, 2016
April 18, 2016

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

6. Treasurer's Report.

a. Operating Budget accounts payable.

- (1) On a motion by John Alexander and a second by Mary Weller, the board approved the expenditure of \$1,752.26 in December 2015.
- (2) On a motion by John Alexander and a second by Mary Weller, the board approved the expenditure of \$2,895.24 in January 2016.

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 \$793.32 in December 2015.
- B. On a motion by John Alexander and a second by Jack Nelson, the board approved the expenditure of \$1,973.56 in January 2016.

(2) LGIP-10. None.

c. Gift Fund Status of Accounts. The following Gift Fund account balances were announced:

- (1) LGIP-4 \$18,928.51
- (2) LGIP-10 \$32,246.99

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 Jack Nelson, the board voted to accept the following gifts: \$25.00 from the Elm Grove Garden Club; and \$800.00 from Richard Gustafson in memory of his wife Susan Gustafson.

8. Old Business.

- a. Strategic plan update. No news to report.
- b. Outreach opportunity at St. A's. No news to report.

9. New Business.

None.

A motion to adjourn the meeting was made by John Alexander, seconded by David Hecker. Approved. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Karen A. Sopik
Secretary

ELM GROVE LIBRARY ACCOUNTS PAYABLE

February-16

551.3100	ADULT BOOKS AND BOOK PROCESSING		
	Baker & Taylor	(30 invoices)	\$3,031.59
	Gale / Cengage	(1 invoice)	\$65.77
	Center Point Large Print	(1 invoice)	\$217.93
	Milwaukee Map Service (paid)	(1 invoice)	<u>\$256.60</u>
			\$3,571.89
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(2 invoices)	\$1,467.79
	Baker & Taylor Entertainment	(1 invoice)	\$23.82
	Wisconsin Parents Association, Inc (paid)	(1 invoice)	\$29.95
	Sendik's (paid)	(3 invoices)	\$44.14
	Scholastic	(1 invoice)	<u>\$152.10</u>
			\$1,717.80
551.3106	DVD		
	Amazon (paid)	(19 invoices)	\$1,026.08
	Amazon (refund)	(1 invoice)	-\$0.03
	Baker & Taylor Entertainment	(1 invoice)	<u>\$21.59</u>
			\$1,047.64
551.3107	MUSIC CD		
	Baker & Taylor Entertainment	(5 invoices)	\$119.91
551.3300	SUPPLIES		
	The Library Store	(1 invoice)	\$786.06
	Demco	(1 invoice)	\$80.01
	Target (paid)	(1 invoice)	\$40.52
	OfficeMax (paid)	(2 invoices)	\$246.35
	Sendik's (paid)	(1 invoice)	<u>\$39.95</u>
			\$1,192.89
551.3320	COMPUTER SERVICES		
	Taylor Computer Services, Inc	(1 invoice)	\$23.35
	CIVICPLUS	(1 invoice)	\$650.00
	WiLS	(1 invoice)	\$740.00
	Bridges Library System	(1 invoice)	<u>\$10,756.00</u>
			\$12,169.35
551.3435	LIBRARY MILEAGE & PARKING		
	Daniels, Sue (reim)	(1 invoice)	\$9.83
	Brooks, Paulette (reim)	(1 invoice)	<u>\$6.10</u>
			\$15.93

TOTAL ACCOUNTS PAYABLE

\$19,835.41

**ELM GROVE LIBRARY
GIFTS ACCOUNTS**

February-16

Baker & Taylor	✓ (5 invoices)	- \$612.90
Amazon	✓ (4 invoices)	- \$62.44
Amazon (refund)	✓ (3 invoices)	- -\$14.00
Daedalus Books (paid)	✓ (1 invoice)	- \$41.78
Gale/CENGAGE Learning	✓ (4 invoices)	- \$137.71
NewsBank	✓ (1 invoice)	- \$1,632.00
Creative Product Source, Inc	✓ (1 invoice)	- \$259.24
Creative Business Interiors	✓ (1 invoice)	- \$790.50
Demco	✓ (1 invoice)	- \$134.12
TOTAL		✓ \$3,656.69



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Payments

Current Period: FEBRUARY 2016

Batch Name	Lib 0216	User Dollar Amt	\$21,702.39
	Payments	Computer Dollar Amt	\$21,702.39
			\$0.00
			In Balance

Refer	0 BAKER & TAYLOR COMPANY			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$164.54
Invoice	2031587431 1/8/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$261.95
Invoice	2031599144 1/12/2016			
Cash Payment	E 006-5513135 LK Books NF	Books		\$65.05
Invoice	2031585070 1/11/2016			
Cash Payment	E 006-5513134 NW Books NF	Books		\$45.83
Invoice	2031585071 1/11/2016			
Cash Payment	E 006-5513134 NW Books NF	Books		\$184.00
Invoice	2031585072 1/11/2016			
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$15.15
Invoice	2031585073 1/11/2016			
Cash Payment	E 006-5513133 AL Books NF	Books		\$259.99
Invoice	2031614217 1/15/2016			
Cash Payment	E 006-5513135 LK Books NF	Books		\$30.86
Invoice	2031614218 1/15/2016			
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$35.49
Invoice	2031614219 1/15/2016			
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$45.18
Invoice	2031614220 1/15/2016			
Cash Payment	E 006-5513136 NW Books Travel	Books		\$10.17
Invoice	5013952482 1/12/2016			
Cash Payment	E 006-5513134 NW Books NF	Books		\$13.59
Invoice	5013952482 1/12/2016			
Cash Payment	E 006-5513130 SF Books-Reference	Books		\$378.00
Invoice	5013952482 1/12/2016			
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$16.80
Invoice	2031626082 1/20/2016			
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$302.18
Invoice	2031626081 1/20/2016			
Cash Payment	E 006-5513130 SF Books-Reference	Books		\$200.97
Invoice	2031630552 1/21/2016			
Cash Payment	E 006-5513135 LK Books NF	Books		\$14.00
Invoice	2031640241 1/25/2016			
Cash Payment	E 006-5513134 NW Books NF	Books		\$188.93
Invoice	2031640242 1/25/2016			
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$15.70
Invoice	2031640243 1/25/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	CDs		\$23.82
Invoice	B08189910 1/21/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$62.02
Invoice	2031635294 1/21/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$738.96
Invoice	2031635294 1/21/2016			



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Payments

Current Period: FEBRUARY 2016

Cash Payment	E 006-5513106 SM Adult DVDs	CDs	\$21.59
Invoice	B07901641	1/18/2016	
Cash Payment	E 006-5513107 SM Adult Music	CDs	\$66.93
Invoice	B07901640	1/18/2016	
Cash Payment	E 006-5513107 SM Adult Music	Books	\$11.88
Invoice	B08147540	1/21/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$102.00
Invoice	2031620258	1/18/2016	
Cash Payment	E 006-5513107 SM Adult Music	CDs	\$11.88
Invoice	T34347110	1/18/2016	
Cash Payment	E 006-5513136 NW Books Travel	Books	\$126.00
Invoice	2031659434	1/28/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$47.10
Invoice	2031658637	1/28/2016	
Cash Payment	E 006-5513135 LK Books NF	Books	\$231.30
Invoice	2031658636	1/28/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$15.15
Invoice	2031655823	1/29/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$15.71
Invoice	2031655822	1/29/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$312.32
Invoice	2031655824	1/29/2016	
Cash Payment	E 006-5513130 SF Books-Reference	Books	\$60.09
Invoice	2031667586	2/1/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books	\$34.01
Invoice	2031651891	1/26/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$22.39
Invoice	2031653148	1/27/2016	
Cash Payment	E 006-5513107 SM Adult Music	CDs	\$12.74
Invoice	B08659170	2/2/2016	
Cash Payment	E 006-5513107 SM Adult Music	CDs	\$16.48
Invoice	B08659171	2/2/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$728.83
Invoice	2031667682	2/2/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books	\$17.00
Invoice	2031687498	2/4/2016	
Cash Payment	E 006-5513135 LK Books NF	Books	\$22.96
Invoice	2031687494	2/4/2016	
Cash Payment	E 006-5513135 LK Books NF	Books	\$12.57
Invoice	2031687493	2/4/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$9.42
Invoice	2031687497	2/4/2016	
Cash Payment	E 006-5513136 NW Books Travel	Books	\$20.88
Invoice	2031687495	2/4/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$85.70
Invoice	2031687496	2/4/2016	
Cash Payment	E 006-5513133 AL Books NF	Books	\$199.49
Invoice	2031687492	2/4/2016	
Transaction Date	2/1/2016	Town Bank	1110300
			Total
			\$5,277.60
Refer	0 CENTER POINT LARGE PRINT		



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Payments

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Current Period: FEBRUARY 2016

Cash Payment	E 006-5513132 SM Books Large Print	Books		\$217.93
Invoice	1354939	1/25/2016		
Transaction Date	2/8/2016	Town Bank	1110300	Total \$217.93
Refer	0 CIVIC PLUS			
Cash Payment	E 006-5513320 computer Maintenance	Annual Website Hosting Fee		\$650.00
Invoice	157548	2/23/2016		
Transaction Date	2/1/2016	Town Bank	1110300	Total \$650.00
Refer	0 CREATIVE BUSINESS INTERIORS			
Cash Payment	E 004-5513500 Lib Gift Expenses	Deposit on furniture purchase		\$790.50
Invoice	11612	1/26/2016		
Transaction Date	2/5/2016	Town Bank	1110300	Total \$790.50
Refer	0 CREATIVE PRODUCT SOURCING I			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$259.24
Invoice	CPI055858	1/25/2016		
Transaction Date	2/1/2016	Town Bank	1110300	Total \$259.24
Refer	0 DEMCO			
Cash Payment	E 006-5513300 Library Supplies	Labels		\$80.01
Invoice	5774317	1/11/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Display Easel		\$134.12
Invoice	5786724	1/26/2016		
Transaction Date	2/1/2016	Town Bank	1110300	Total \$214.13
Refer	0 GALE/CENGAGE LEARNING			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$54.10
Invoice	57011583	1/7/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$29.51
Invoice	57025734	1/8/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$28.69
Invoice	57215999	1/21/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$25.41
Invoice	57237089	1/22/2016		
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$65.77
Invoice	57268760	1/25/2016		
Transaction Date	2/1/2016	Town Bank	1110300	Total \$203.48
Refer	0 LIBRARY STORE, INC. THE			
Cash Payment	E 006-5513300 Library Supplies	Binders		\$786.06
Invoice	186600	1/21/2016		
Transaction Date	2/1/2016	Town Bank	1110300	Total \$786.06
Refer	0 NEWSBANK, INC.			
Cash Payment	E 004-5513500 Lib Gift Expenses	Subscription		\$1,632.00
Invoice	RT538350	1/20/2016		
Transaction Date	2/1/2016	Town Bank	1110300	Total \$1,632.00
Refer	0 SCHOLASTIC LIBRARY PUBLISHIN			
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$152.10
Invoice	11460038	1/20/2016		
Transaction Date	2/4/2016	Town Bank	1110300	Total \$152.10
Refer	0 TAYLOR COMPUTER SERVICES,IN			



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Payments

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Current Period: FEBRUARY 2016

Cash Payment	E 006-5513320 computer Maintenance	Computer Maintenance	\$23.35
Invoice 14672	12/31/2015		
Transaction Date	2/1/2016	Town Bank 1110300	Total \$23.35

Refer	0 WAUKESHA CO TREASURER	-	
Cash Payment	E 006-5513320 computer Maintenance	CAFÉ Annual Support	\$10,756.00
Invoice 2016-00000006	2/1/2016		
Transaction Date	2/4/2016	Town Bank 1110300	Total \$10,756.00

Refer	0 WILS	-	
Cash Payment	E 006-5513320 computer Maintenance	WPLC 2016 Buying Pool	\$740.00
Invoice 46518	1/29/2016		
Transaction Date	2/4/2016	Town Bank 1110300	Total \$740.00

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund	\$3,566.47	
006 Library Operating Fund	\$18,135.92	
	\$21,702.39	

Pre-Written Checks	\$790.50	
Checks to be Generated by the Computer	\$20,911.89	
Total	\$21,702.39	



ELMGROVE, WI

Payments

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Current Period: FEBRUARY 2016

Batch Name	LibChase0216	User Dollar Amt	\$1,773.78	
	Payments	Computer Dollar Amt	\$1,773.78	
			\$0.00	In Balance

Refer	0 AMAZON	-		
Cash Payment	E 006-5513106 SM Adult DVDs		January charges	\$1,026.05
	Invoice			
Cash Payment	E 004-5513500 Lib Gift Expenses		January charges	\$54.72
	Invoice			
Cash Payment	E 004-5513500 Lib Gift Expenses		January charges	-\$14.00
	Invoice			
Cash Payment	E 004-5513500 Lib Gift Expenses		January charges	\$7.72
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$1,074.49
Refer	0 DAEDALUS BOOKS	-		
Cash Payment	E 004-5513500 Lib Gift Expenses		January charge	\$41.78
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$41.78
Refer	0 MILWAUKEE MAP SERVICE INC	-		
Cash Payment	E 006-5513130 SF Books-Reference		January charge	\$256.60
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$256.60
Refer	0 OFFICE MAX	-		
Cash Payment	E 006-5513300 Library Supplies		January supplies	\$185.93
	Invoice			
Cash Payment	E 006-5513300 Library Supplies		January supplies	\$60.42
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$246.35
Refer	0 SENDIKS	-		
Cash Payment	E 006-5513300 Library Supplies		Library January charge	\$39.95
	Invoice			
Cash Payment	E 006-5513103 SD Children/Young Adult		Library January charge	\$27.32
	Invoice			
Cash Payment	E 006-5513103 SD Children/Young Adult		Library January charge	\$7.88
	Invoice			
Cash Payment	E 006-5513103 SD Children/Young Adult		Library January charge	\$8.94
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$84.09
Refer	0 TARGET	-		
Cash Payment	E 006-5513300 Library Supplies		January - supplies	\$40.52
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$40.52
Refer	0 WISCONSIN PARENTS ASSOCIATI	-		
Cash Payment	E 006-5513103 SD Children/Young Adult		Homeschooling in Wisconsin	\$29.95
	Invoice			
Transaction Date	2/10/2016	Town Bank	1110300	Total \$29.95



ELMGROVE, WI
Payments

Current Period: FEBRUARY 2016

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$90.22
006 Library Operating Fund		\$1,683.56
		<hr/>
		\$1,773.78

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,773.78
Total	<hr/>
	\$1,773.78



ELMGROVE, WI
Library Revenue Summary
 JANUARY 2016

Account Descr	MTD Amount	YTD Amount	2016 YTD Budget	2016 YTD Balance	2016 % YTD Balance
FUND 006 Library Operating Fund					
SOURCE Alt Code 100					
R 006-3600110 Library Tax Levy	\$350,000.00	\$350,000.00	\$350,000.00	\$0.00	0.00%
SOURCE Alt Code 100	\$350,000.00	\$350,000.00	\$350,000.00	\$0.00	
SOURCE Alt Code 200					
R 006-4289000 Misc State Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 006-4289010 Misc County Rev	\$0.00	\$0.00	\$810.00	\$810.00	100.00%
R 006-4461100 Crossover lending/borrowing	\$0.00	\$0.00	\$28,270.00	\$28,270.00	100.00%
SOURCE Alt Code 200	\$0.00	\$0.00	\$29,080.00	\$29,080.00	
SOURCE Alt Code 322					
R 006-3220200 Interest Income	\$0.00	\$0.00	\$300.00	\$300.00	100.00%
SOURCE Alt Code 322	\$0.00	\$0.00	\$300.00	\$300.00	
SOURCE Alt Code 450					
R 006-4461000 Library- Misc revenue	\$0.00	\$0.00	\$13,000.00	\$13,000.00	100.00%
R 006-4661000 Library Fines	\$773.61	\$773.61	\$0.00	-\$773.61	0.00%
R 006-4662000 Library Photocopies	\$79.34	\$79.34	\$0.00	-\$79.34	0.00%
R 006-4663000 Library Computer Printouts	\$153.12	\$153.12	\$0.00	-\$153.12	0.00%
R 006-4663500 Library- Faxes	\$30.45	\$30.45	\$0.00	-\$30.45	0.00%
R 006-4664000 Library Cards	\$86.00	\$86.00	\$0.00	-\$86.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$52.37	\$52.37	\$0.00	-\$52.37	0.00%
SOURCE Alt Code 450	\$1,174.89	\$1,174.89	\$13,000.00	\$11,825.11	
SOURCE Alt Code 700					
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%
SOURCE Alt Code 700	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 006 Library Operating Fund	\$351,174.89	\$351,174.89	\$392,380.00	\$41,205.11	
	\$351,174.89	\$351,174.89	\$392,380.00	\$41,205.11	

((FUND="006"))



ELMGROVE, WI
Library Expenditure Summary
JANUARY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
FUND 006 Library Operating Fund					
E 006-5511000 Library wages	\$20,199.17	\$20,199.17	\$275,000.00	\$243,789.01	88.65%
E 006-5512000 Library WRS	\$2,235.49	\$2,235.49	\$31,000.00	\$28,764.51	92.79%
E 006-5512001 Library Employee WRS	-\$1,117.73	-\$1,117.73	-\$15,500.00	-\$13,784.77	88.93%
E 006-5512005 Library- life insurance	\$62.35	\$62.35	\$650.00	\$587.65	90.41%
E 006-5512010 Library FICA	\$1,593.82	\$1,593.82	\$21,400.00	\$18,939.48	88.50%
E 006-5512015 Library health/dental insura	\$0.00	\$0.00	\$8,300.00	\$8,300.00	100.00%
E 006-5512016 Library health opt out	\$634.92	\$634.92	\$0.00	-\$952.38	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	\$13.20	\$225.00	\$211.80	94.13%
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	\$779.06	\$779.06	\$10,000.00	\$9,220.94	92.21%
E 006-5513105 SM Adult Audiobooks	\$0.00	\$0.00	\$1,600.00	\$1,600.00	100.00%
E 006-5513106 SM Adult DVDs	\$147.51	\$147.51	\$2,100.00	\$1,952.49	92.98%
E 006-5513107 SM Adult Music	\$66.72	\$66.72	\$1,000.00	\$933.28	93.33%
E 006-5513110 SF Magazines/newspapers	\$120.00	\$120.00	\$7,300.00	\$7,180.00	98.36%
E 006-5513130 SF Books-Reference	\$0.00	\$0.00	\$4,200.00	\$4,200.00	100.00%
E 006-5513131 SM Books Adult Fiction	\$541.89	\$541.89	\$11,100.00	\$10,558.11	95.12%
E 006-5513132 SM Books Large Print	\$0.00	\$0.00	\$1,300.00	\$1,300.00	100.00%
E 006-5513133 AL Books NF	\$0.00	\$0.00	\$2,250.00	\$2,250.00	100.00%
E 006-5513134 NW Books NF	\$54.24	\$54.24	\$4,950.00	\$4,895.76	98.90%
E 006-5513135 LK Books NF	\$16.27	\$16.27	\$2,400.00	\$2,383.73	99.32%
E 006-5513136 NW Books Travel	\$0.00	\$0.00	\$900.00	\$900.00	100.00%
E 006-5513137 SM Books NF 800	\$44.86	\$44.86	\$1,200.00	\$1,155.14	96.26%
E 006-5513200 Dues/Memberships	\$0.00	\$0.00	\$650.00	\$650.00	100.00%
E 006-5513210 Professional Subscriptions	\$995.00	\$995.00	\$1,200.00	\$205.00	17.08%
E 006-5513220 Training/Conferences	\$0.00	\$0.00	\$1,600.00	\$1,600.00	100.00%
E 006-5513300 Library Supplies	\$63.99	\$63.99	\$7,400.00	\$7,336.01	99.14%
E 006-5513310 Library Copy Machine	\$142.49	\$142.49	\$2,600.00	\$2,457.51	94.52%
E 006-5513320 computer Maintenance	\$0.00	\$0.00	\$18,500.00	\$18,500.00	100.00%
E 006-5513400 Telephone	\$0.00	\$0.00	\$900.00	\$900.00	100.00%
E 006-5513420 Postage	\$0.00	\$0.00	\$400.00	\$400.00	100.00%
E 006-5513430 Miscellaneous Programs	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100.00%
E 006-5513435 Mileage	\$0.00	\$0.00	\$1,000.00	\$993.90	99.39%
E 006-5513499 Printing & Miscellaneous	\$9.83	\$9.83	\$1,000.00	\$990.17	99.02%
E 006-5513800 Library deposit over/short	\$6.40	\$6.40	\$0.00	-\$6.40	0.00%
FUND 006 Library Operating Fund	\$26,609.48	\$26,609.48	\$407,625.00	\$369,410.94	90.63%
	\$26,609.48	\$26,609.48	\$407,625.00	\$369,410.94	90.63%

((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		
1/1/2016				17,735.44			32,246.99	49,982.43
January	8.45	970.04	(1,573.81)		9.13			
Balance at 1/31				17,140.12			32,256.12	49,396.24

Year to Date	8.45	970.04	(1,573.81)		9.13	-		
	revenue	987.62		Payments		1,573.81		
				2015invoices				
				2016 Expenditures		<u>1,573.81</u>		

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



ELMGROVE, WI

Library Gift Revenue Summary

JANUARY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
FUND 004 Library Gift Fund				
R 004-4610000 Lib Donations	\$970.04	\$970.04	\$0.00	-\$995.89
R 004-4811000 Interest on Investments	\$17.58	\$17.58	\$0.00	-\$17.58
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	<u>\$987.62</u>	<u>\$987.62</u>	<u>\$0.00</u>	<u>-\$1,013.47</u>
	\$987.62	\$987.62	\$0.00	-\$1,013.47

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



ELMGROVE, WI

Library Gift Expenditure Summary

JANUARY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
FUND 004 Library Gift Fund				
E 004-3240600 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00
E 004-5513500 Lib Gift Expenses	\$1,573.81	\$1,573.81	\$0.00	-\$1,573.81
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	<u>\$1,573.81</u>	<u>\$1,573.81</u>	<u>\$0.00</u>	<u>-\$1,573.81</u>
	\$1,573.81	\$1,573.81	\$0.00	-\$1,573.81

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

Library Director's Report

February 2016

a. Library activity report (statistics)

b. Youth program report

c. Staff news

- “Being Mortal” film and discussion 1/20/2016: 74 people attended
- “Build a Lego Village” program 1/25/2016: 70 participants
- Noah Weckwerth attended a combined Bridges/MCFLS adult programming meeting, 1/2016
- Paulette Brooks attended the CAFECats catalogers meeting, 1/2016

Upcoming programs:

Adult

- Winston Churchill program – Wed. 2/17/2016, 7:00pm
- Adult coloring drop-in, early March, date TBA
- “Downsizing: Let’s Get Started” with clutter coach Kathi Miller – Wed. 3/30/2016, 7:00pm

Youth

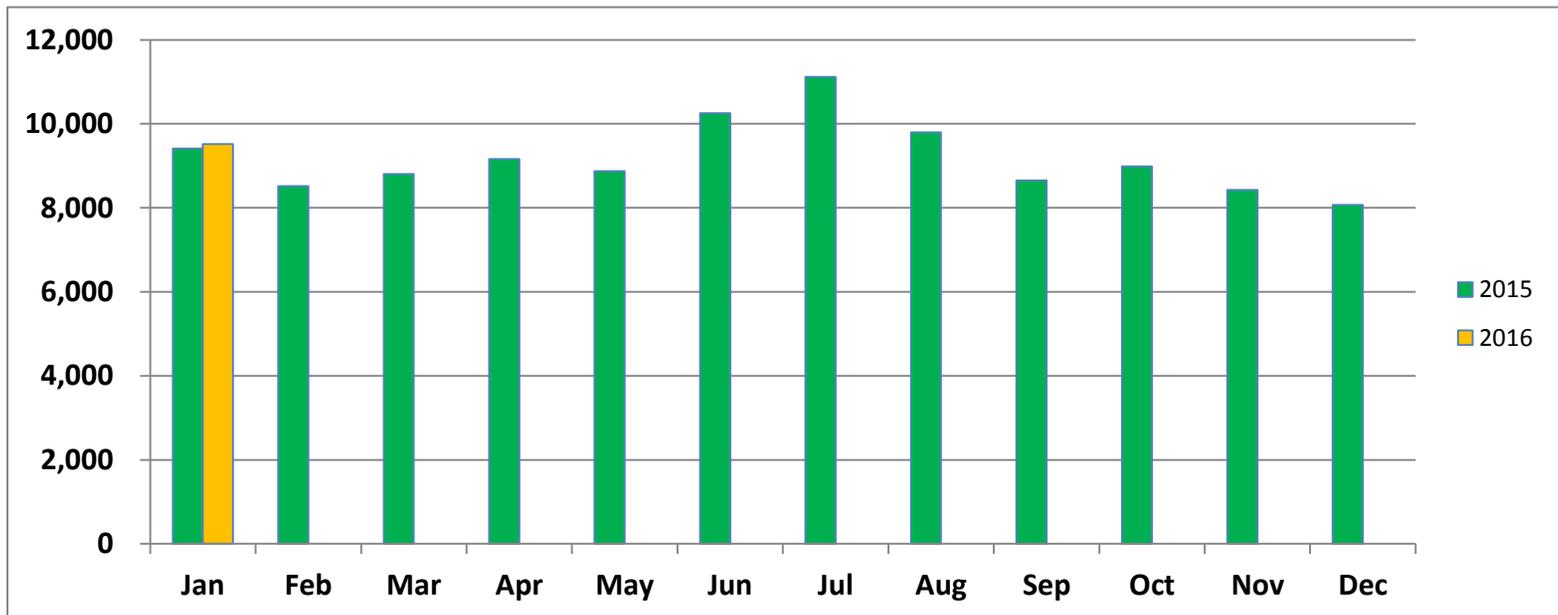
- Regular Story times, play groups and therapy pet reading programs
- Baby Signing Time with Linda Anton, 2/23/2016, 10:30am

d. Gifts

Elm Grove Public Library Activity Report

Circulation

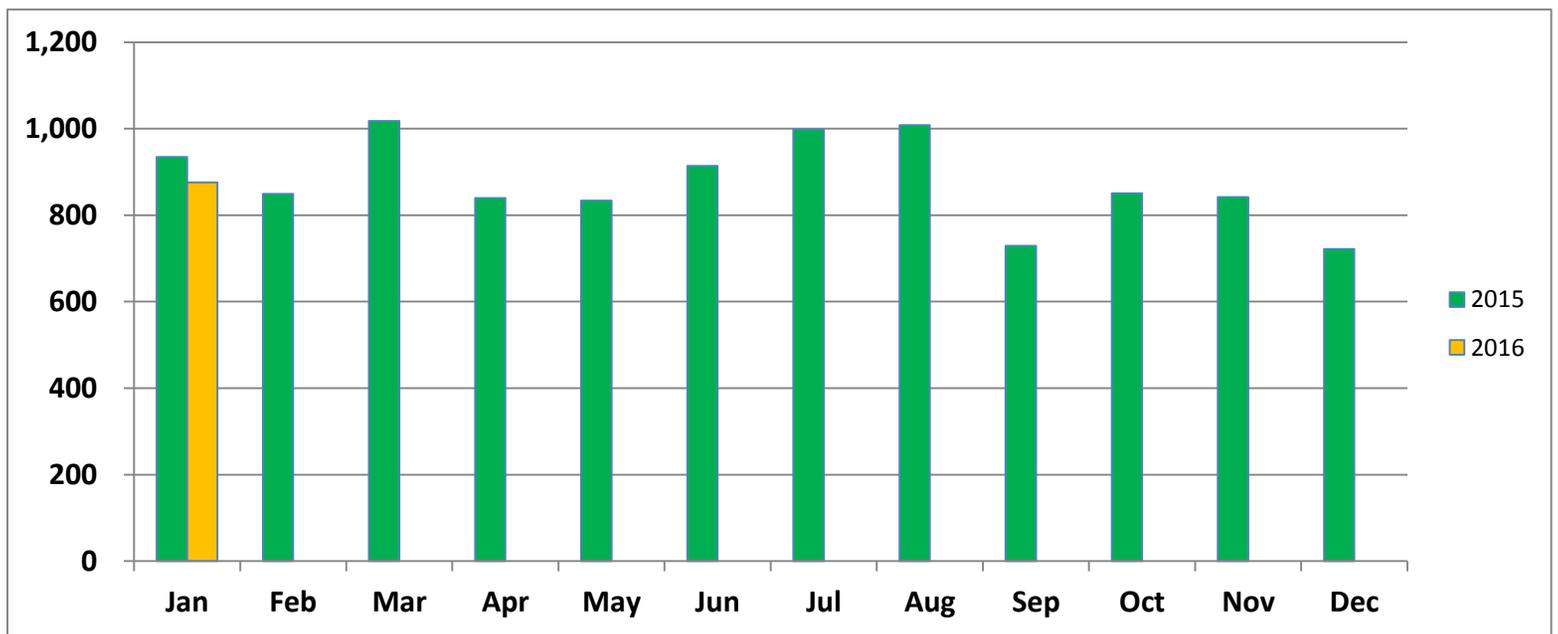
	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
Jan	8,954	461	9,415	9,073	449	9,522	107	1.14%
Feb	8,079	437	8,516					
Mar	8,280	522	8,802					
Apr	8,710	450	9,160					
May	8,434	443	8,877					
Jun	9,869	387	10,256					
Jul	10,663	452	11,115					
Aug	9,256	541	9,797					
Sep	8,163	493	8,656					
Oct	8,481	503	8,984					
Nov	7,931	495	8,426					
Dec	7,770	301	8,071					
Y-T-D	104,590	5,485	110,075	9,073	449	9,522	107	-91.35%



Elm Grove Public Library Activity Report

Computer Use

	2015			2016			Y-T-Y Change	
	Library	Wi-Fi	Total	Library	Wi-Fi	Total	Total Usage	
Jan	610	325	935	508	368	876	(59)	-6.31%
Feb	519	330	849					
Mar	576	442	1,018					
Apr	511	329	840					
May	488	346	834					
Jun	548	366	914					
Jul	554	444	998					
Aug	577	431	1,008					
Sep	447	282	729					
Oct	490	361	851					
Nov	460	382	842					
Dec	415	307	722					
Y-T-D	6,195	4,345	10,540	508	368	876	(59)	-91.69%

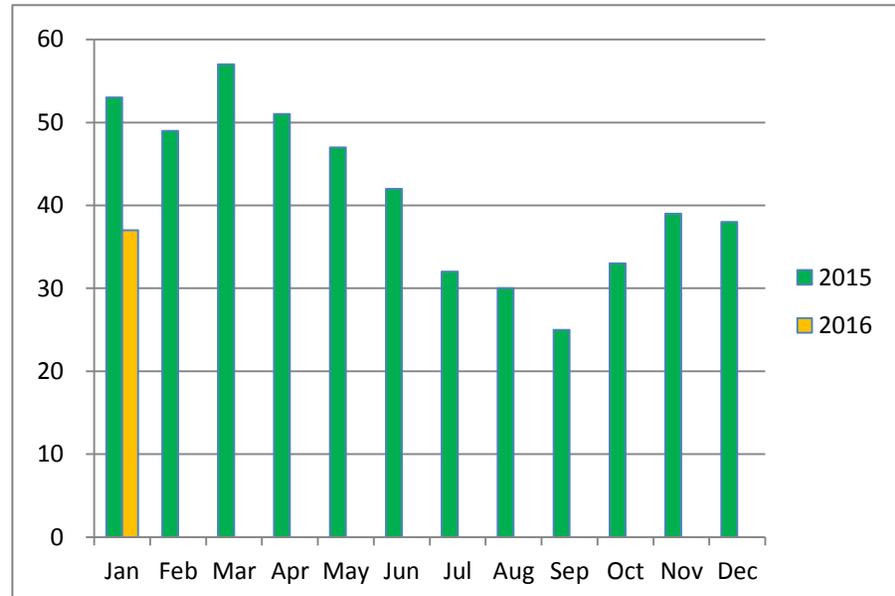


Elm Grove Public Library

Activity Report

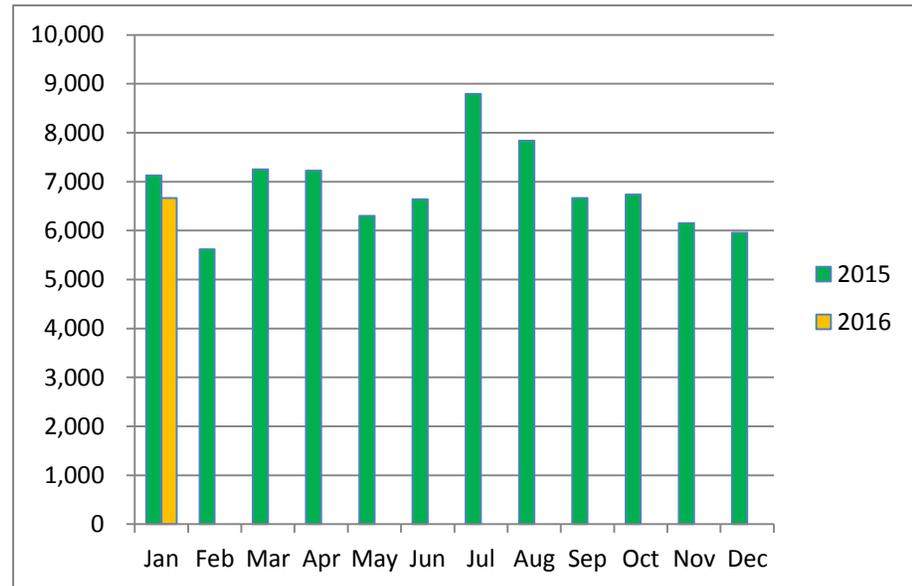
Study Room Use

	2015	2016	Y-T-Y Change	
Jan	53	37	(16)	-30.19%
Feb	49			
Mar	57			
Apr	51			
May	47			
Jun	42			
Jul	32			
Aug	30			
Sep	25			
Oct	33			
Nov	39			
Dec	38			
Y-T-D	496	37	(459)	-92.54%



Walk-in Patrons

	2015	2016	Y-T-Y Change	
Jan	7,126	6,666	(460)	-6.46%
Feb	5,620			
Mar	7,252			
Apr	7,225			
May	6,302			
Jun	6,639			
Jul	8,793			
Aug	7,834			
Sep	6,666			
Oct	6,738			
Nov	6,151			
Dec	5,953			
Y-T-D	82,299	6,666	(75,633)	-91.90%

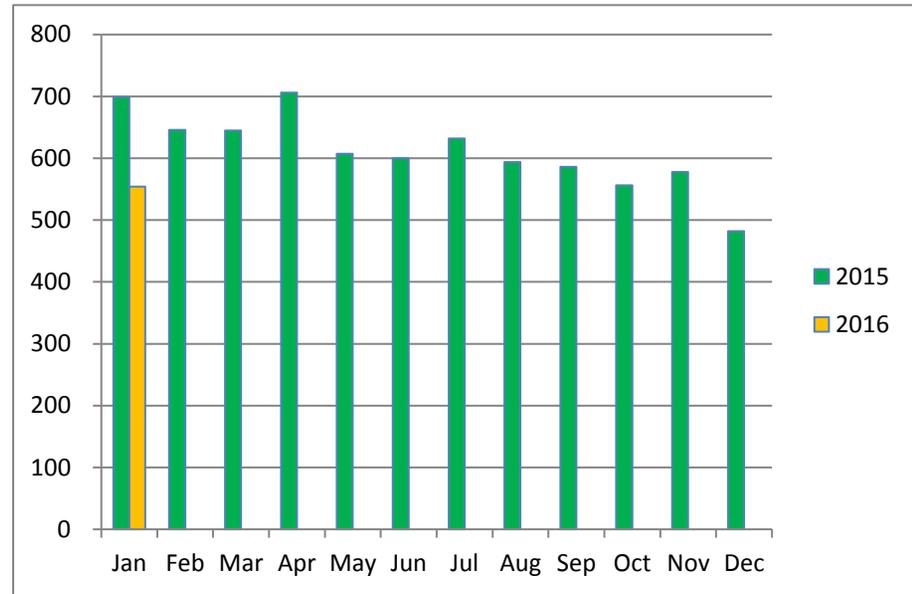


Elm Grove Public Library

Activity Report

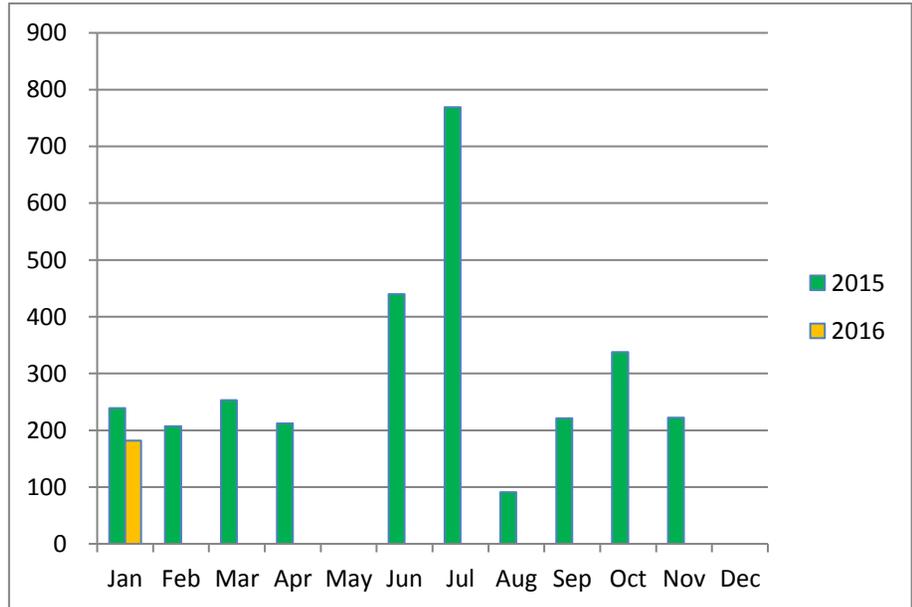
Reference Requests

	2015	2016	Y-T-Y Change	
Jan	699	554	(145)	-20.74%
Feb	646			
Mar	645			
Apr	706			
May	607			
Jun	600			
Jul	632			
Aug	594			
Sep	586			
Oct	556			
Nov	578			
Dec	482			
Y-T-D	7,331	554	(6,777)	-92.44%



Attendance at Children's Programs

	2015	2016	Y-T-Y Change	
Jan	239	182	(57)	-23.85%
Feb	207			
Mar	253			
Apr	212			
May	0			0.00%
Jun	440			
Jul	769			
Aug	91			
Sep	221			
Oct	338			
Nov	222			
Dec	0			
Y-T-D	2,992	182	(2,810)	-93.92%



Participation in Youth Programs for January 2016

Weekly Programs

Event	Participation
Toddler Play Group (4 sessions)	39K, 29A = 68
Preschool Story Time (3 sessions)	28K, 19A = 47
Morning Break Story Time (3 sessions)	38K, 29A = 67
Total attendance at weekly programs for January 2016	182 people
Total attendance at weekly programs for January 2015	239 people

Special Programs

Date	Event	Participation
January 13	Intro to the library (homeschoolers)*	0
January 20	Therapy Cat (Dexter)	3 readers
January 25	Lego Village with John and Sylvia Peine	50K, 20A = 70 people
January	1000 Books before Kindergarten	1 completion

*The Intro to the Library class had been requested by a homeschool family, but nobody was able to attend. It will be offered again in the fall which may be a better time for it.

ELM GROVE LIBRARY

GIFTS RECEIVED

January – February 2016

- \$50.00 from Richard Gustafson in memory of his wife Susan Gustafson
- \$25.00 from Sheila Steinhagen in memory of Susan Gustafson
- Donations from the Friends of the Elm Grove Library in memory of Mike Flanigan:

The Source: A Guidebook to American Genealogy edited by Loretto Dennis Szucs and Sandra Hargreaves Luebking

Unofficial Guide to FamilySearch.org: How to Find Your Family History On the World's Largest Free Genealogy Website by Dana McCullough