

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, March 21, 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 2-15-16.pdf](#)

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

April 18, 2016

May 16, 2016

June 20, 2016

6. Treasurer's report

- Accounts payable: **\$6,576.60**
- Gift fund accounts payable: **\$789.36**
- Status of accounts

Documents: [O.B. ap summary 3-2016.pdf](#), [Gift ap summary 3-2016.pdf](#), [Lib 0316.pdf](#), [Lib Chase 032016.pdf](#), [2-16 lib rev.pdf](#), [2-16 lib exp.pdf](#), [library gift accounts 2016 feb.pdf](#), [2-16 lib gift rev.pdf](#), [2-16 lib gift exp.pdf](#)

7. Director's report

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

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

8. Old Business

- Strategic Plan update

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

February 15, 2016 MEETING MINUTES

For Approval at the March 21, 2016 Meeting

Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 5:15 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 Jack Nelson. Approved.

3. Hearing of the Public.

Presented by Sally Cashin, President of the FOEGL Board.

- A. *Lights of Love* officially ended on 12/31/15, although a few donations continue to trickle in. The gross amount raised was \$18,890, with a net of \$16,335. This is a record amount for FOEGL, an increase of \$2,000 over 2014. FOEGL will write a check to the library in March.
- B. The book sale will take place March 3-6. This year marks the 30th year. There has been a record amount of book donations through the past year. Also donated is a beautiful quilt which will be used in a silent auction to benefit the library. The donor would like to remain anonymous.
- C. FOEGL's partnership with the library on adult programs is going very well. The next program, featuring a Winston Churchill impersonator, will take place on February 17th. FOEGL's hospitality committee will provide tea and scones.
- D. FOEGL is currently checking into Director's and Officer's Insurance. For many reasons it is important to have this insurance, especially because of Bookie Cookie sales and the potential for liability.

4. Minutes of the Previous Meeting.

The minutes of the January 18, 2016 meeting were reviewed. A motion to approve the minutes was made by Dave Hecker, seconded by John Alexander. Approved.

5. Future Meeting Dates.

March 21, 2016

April 18, 2016

May 16, 2016

A motion to approve the meeting dates was made by Jack Nelson, seconded by John Alexander. 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 \$19,835.41 in February 2016.
- b. Gift Fund accounts payable.

(1) LGIP-4.

A. On a motion by John Alexander and a second by Mary Weller, the board approved the expenditure of \$3,656.69 in February 2016.

(2) LGIP-10. None.

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

(1) LGIP-4 \$17,140.12

(2) LGIP-10 \$32,256.12

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 David Hecker, the board voted to accept the following gifts:

A. \$50.00 from Richard Gustafson in memory of his wife Susan Gustafson.

B. \$25.00 from Sheila Steinhagen in memory of Susan Gustafson.

C. The following book donations from FOEGL in memory of Mike Flanigan: "The Source: A Guidebook to American Genealogy," and "Unofficial Guide to FamilySearch.org: How to Find Your Family History On the World's Largest Free Genealogy Website."

8. Old Business.

Strategic plan update.

The next meeting will take place on Wednesday, 2/17/16.

9. New Business.

a. Authorization to sign state annual report.

b. Approve library system effectiveness statement for annual report.

On a motion by Dave Hecker and a second by John Alexander, the board voted to approve the preparation and signing of the above documents by Bonnie Klamik and Sarah Muench. Approved.

A motion to adjourn the meeting was made by John Alexander, seconded by Jack Nelson. Approved. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Karen A. Sopik
Secretary

ELM GROVE LIBRARY ACCOUNTS PAYABLE

March-16

551.3100	ADULT BOOKS		
	Baker & Taylor	(30 invoices) ✓	\$2,062.16 ✓
	Gale / Cengage	(4 invoices) ✓	\$161.98 ✓
	Center Point Large Print	(1 invoice) ✓	<u>\$27.71</u> ✓
			\$2,251.85 ✓
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(5 invoices) ✓	\$971.82 ✓
	Riehle, Cheri (paid)	(1 invoice) ✓	\$240.00 ✓
	Amazon (paid)	(3 invoices) ✓	\$149.10 ✓
	Sendik's (paid)	(4 invoices) ✓	<u>\$33.87</u> ✓
			\$1,394.79 ✓
551.3106	DVD		
	Amazon (paid)	(14 invoices) ✓	\$778.21 ✓
	Target (paid)	(1 invoice) ✓	<u>\$47.27</u> ✓
			\$825.48 ✓
551.3107	MUSIC CD		
	Baker & Taylor Entertainment	(3 invoices) ✓	\$116.02 ✓
551.3110	MAGAZINES / NEWSPAPERS		
	Chicago Tribune	(1 invoice) ✓	\$663.00 ✓
	Highlights	(1 invoice) ✓	<u>\$32.04</u> ✓
			\$695.04 ✓
551.3200	DUES/MEMBERSHIPS		
	WLA (paid)	(1 invoice) ✓	\$144.00 ✓
551.3220	TRAINING/CONFERENCES		
	WEMTA (paid)	(1 invoice) ✓	\$195.00 ✓
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	Brodart	(1 invoice) ✓	\$177.00 ✓
	Demco	(1 invoice) ✓	\$130.23 ✓
	OfficeMax	(4 invoices) ✓	\$295.10 ✓
	The Library Store	(1 invoice) ✓	\$69.22 ✓
	Sendik's (paid)	(2 invoices) ✓	\$61.96 ✓
	Target (paid)	(1 invoice) ✓	<u>\$14.80</u> ✓
			\$748.31 ✓
551.3320	COMPUTER SERVICES		
	Team Software	(1 invoice) ✓	\$125.00 ✓
551.3420	POSTAGE		
	Weckweth, Noah (reim)	(1 invoice) ✓	\$4.99 ✓
551.3430	PROGRAMS		
	Baker & Taylor	(1 invoice) ✓	\$76.12 ✓

TOTAL ACCOUNTS PAYABLE

\$6,576.60 ✓

**ELM GROVE LIBRARY
GIFTS ACCOUNTS**

March-16

Baker & Taylor	(3 invoices) ✓	\$321.37 ✓
Baker & Taylor Entertainment	(1 invoice) ✓	\$17.99 ✓
Amazon (paid)	(4 invoices) ✓	\$179.36 ✓
The Science Alliance (paid)	(1 invoice) ✓	\$50.00 ✓
ala store	(1 invoice) ✓	\$83.00 ✓
First Run Features (paid)	(1 invoice) ✓	\$137.64 ✓
TOTAL		\$789.36 ✓



ELMGROVE, WI

03/14/16 2:00 PM

Page 1

Payments

Current Period: MARCH 2016

Batch Name	Lib032016	User Dollar Amt	\$5,624.75
Payments		Computer Dollar Amt	\$5,624.75
			\$0.00 In Balance

Refer	0 AMERICAN LIBRARY ASSOCIATIO		
Cash Payment	E 004-5513500 Lib Gift Expenses	Posters	\$18.00
Invoice	0073617871 2/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Posters	\$18.00
Invoice	0073615462 2/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Posters	\$18.00
Invoice	0073615462 2/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Posters	\$18.00
Invoice	0073615462 2/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Shipping	\$11.00
Invoice	2/4/2016		
Transaction Date	3/10/2016	Town Bank	1110300
		Total	\$83.00

Refer	0 BAKER & TAYLOR COMPANY		
Cash Payment	E 006-5513133 AL Books NF	Books	\$32.01
Invoice	2031719672 2/17/2016		
Cash Payment	E 006-5513135 LK Books NF	Books	\$31.42
Invoice	2031719673 2/17/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$15.70
Invoice	2031719674 2/17/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$16.27
Invoice	2031719675 2/17/2016		
Cash Payment	E 006-5513132 SM Books Large Print	Books	\$15.71
Invoice	2031719676 2/17/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$289.22
Invoice	2031725605 2/17/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$242.64
Invoice	2031715810 2/16/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$144.14
Invoice	2031734053 2/19/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$73.45
Invoice	2031725580 2/17/2016		
Cash Payment	E 006-5513133 AL Books NF	Books	\$85.73
Invoice	2031733779 2/19/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$17.36
Invoice	2031733780 2/19/2016		
Cash Payment	E 006-5513107 SM Adult Music	Music	\$95.66
Invoice	B09389770 2/8/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$144.68
Invoice	2031697568 2/10/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$107.24
Invoice	2031712935 2/12/2016		
Cash Payment	E 006-5513132 SM Books Large Print	Books	\$16.37
Invoice	2031688049 2/5/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$181.15
Invoice	2031688048 2/5/2016		



ELMGROVE, WI

Payments

03/14/16 2:00 PM
Page 2

Current Period: MARCH 2016

Cash Payment	E 006-5513430	Miscellaneous Programs	Adult Programming	\$76.12
Invoice	2031775091	3/3/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$181.13
Invoice	2031761513	3/2/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$492.15
Invoice	2031775624	3/7/2016		
Cash Payment	E 006-5513137	SM Books NF 800	Books	\$105.20
Invoice	2031783969	3/7/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$16.77
Invoice	2031783966	3/7/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$15.15
Invoice	2031783967	3/7/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$122.22
Invoice	2031779708	3/4/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$10.08
Invoice	2031779707	3/4/2016		
Cash Payment	E 006-5513107	SM Adult Music	Music	\$11.03
Invoice	B10286530	3/4/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$16.97
Invoice	5014011015	2/26/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$44.70
Invoice	2031778512	3/3/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$8.18
Invoice	2031773555	3/3/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$67.26
Invoice	2031773556	3/3/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$97.03
Invoice	2031773557	3/3/2016		
Cash Payment	E 006-5513135	LK Books NF	Books	\$15.70
Invoice	2031773558	3/3/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$16.26
Invoice	2031773559	3/3/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$16.80
Invoice	2031773560	3/3/2016		
Cash Payment	E 006-5513132	SM Books Large Print	Books	\$11.97
Invoice	2031773561	3/3/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$17.99
Invoice	B09858761	2/22/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$33.00
Invoice	2031742557	2/23/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$47.65
Invoice	2031742555	2/24/2016		
Cash Payment	E 006-5513107	SM Adult Music	Music	\$9.33
Invoice	B09858760	2/22/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$85.82
Invoice	2031734022	2/22/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$14.58
Invoice	2031740479	2/23/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$32.54
Invoice	2031740480	2/23/2016		

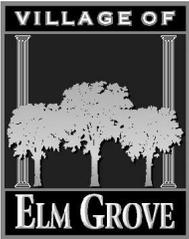


ELMGROVE, WI

Payments

Current Period: MARCH 2016

Cash Payment	E 006-5513132 SM Books Large Print	Books		\$18.27
Invoice	2031740481		2/23/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$472.83
Invoice	2013783968		3/7/2016	
Transaction Date	3/3/2016	Town Bank	1110300	Total \$3,565.48
Refer	0 <i>BRODART, INC.</i>			
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$177.00
Invoice	427654		2/22/2016	
Transaction Date	3/10/2016	Town Bank	1110300	Total \$177.00
Refer	0 <i>CENTER POINT LARGE PRINT</i>			
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$27.71
Invoice	1355486		2/1/2016	
Transaction Date	3/3/2016	Town Bank	1110300	Total \$27.71
Refer	0 <i>CHICAGO TRIBUNE</i>			
Cash Payment	E 006-5513110 SF Magazines/newspapers	Newspaper subscription		\$663.00
Invoice	50002734		2/2/2016	
Transaction Date	3/3/2016	Town Bank	1110300	Total \$663.00
Refer	0 <i>DEMCO</i>			
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$130.23
Invoice	5802039		2/12/2016	
Transaction Date	3/3/2016	Town Bank	1110300	Total \$130.23
Refer	0 <i>GALE/CENGAGE LEARNING</i>			
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$49.68
Invoice	57451671		2/5/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$25.41
Invoice	57685194		3/3/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$27.05
Invoice	57615774		2/22/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$59.84
Invoice	57695586		3/4/2016	
Transaction Date	3/3/2016	Town Bank	1110300	Total \$161.98
Refer	0 <i>HIGHLIGHTS</i>			
Cash Payment	E 006-5513110 SF Magazines/newspapers	Subscription		\$32.04
Invoice	0318209087		2/19/2016	
Transaction Date	3/10/2016	Town Bank	1110300	Total \$32.04
Refer	0 <i>LIBRARY STORE, INC. THE</i>			
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$69.22
Invoice	191839		2/22/2016	
Transaction Date	3/10/2016	Town Bank	1110300	Total \$69.22
Refer	0 <i>OFFICE MAX</i>			
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$105.06
Invoice	094981		1/29/2016	
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$60.10
Invoice	514158		2/26/2016	
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$50.86
Invoice	435153		2/22/2016	



ELMGROVE, WI

Payments

Current Period: MARCH 2016

Cash Payment	E 006-5513300 Library Supplies	Supplies		\$79.08
Invoice	454023	2/23/2016		
Transaction Date	3/3/2016	Town Bank	1110300	Total <u>\$295.10</u>
Refer	0 <u>RIEHLE, CHERI</u>			
Cash Payment	E 006-5513103 SD Children/Young Adult	Library Programs		\$240.00
Invoice		3/2/2016		
Transaction Date	3/3/2016	Town Bank	1110300	Total <u>\$240.00</u>
Refer	0 <u>TEAM SOFTWARE SOLUTIONS</u>			
Cash Payment	E 006-5513320 computer Maintenance	Public Web Browser Renewal		\$125.00
Invoice	9484	2/19/2016		
Transaction Date	3/3/2016	Town Bank	1110300	Total <u>\$125.00</u>
Refer	0 <u>THE SCIENCE ALLIANCE</u>			
Cash Payment	E 004-5513500 Lib Gift Expenses	Library Program Deposit		\$50.00
Invoice		2/11/2016		
Transaction Date	3/3/2016	Town Bank	1110300	Total <u>\$50.00</u>
Refer	0 <u>WECKWERTH, NOAH</u> <u>Ck# 091129 3/14/2016</u>			
Cash Payment	E 006-5513420 Postage	Library postage		\$4.99
Invoice	030316			
Transaction Date	3/14/2016	Town Bank	1110300	Total <u>\$4.99</u>

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$472.36
006 Library Operating Fund	<u>\$5,152.39</u>
	\$5,624.75

Pre-Written Checks	\$4.99
Checks to be Generated by the Computer	<u>\$5,619.76</u>
Total	\$5,624.75



ELMGROVE, WI

Payments

Current Period: MARCH 2016

Batch Name	LibChase0316	User Dollar Amt	\$1,741.21	
	Payments	Computer Dollar Amt	\$1,741.21	
			\$0.00	In Balance

Refer	<u>0 AMAZON</u>	-		
Cash Payment	E 006-5513103 SD Children/Young Adult	Juv books		\$19.99
Invoice	1/12/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	Juv books		\$8.29
Invoice	1/12/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	Juv books		\$120.82
Invoice	2/12/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$84.61
Invoice	2/2/2016			
Cash Payment	E 006-5513106 SM Adult DVDs	DVD's		\$778.21
Invoice	1/12/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$77.76
Invoice	1/12/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$16.99
Invoice	1/12/2016			
Transaction Date	3/14/2016	Town Bank	1110300	Total \$1,106.67
Refer	<u>0 FIRST RUN FEATURES</u>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$137.64
Invoice	3/4/2016			
Transaction Date	3/14/2016	Town Bank	1110300	Total \$137.64
Refer	<u>0 SENDIKS</u>	-		
Cash Payment	E 006-5513103 SD Children/Young Adult	Supplies		\$9.98
Invoice	2/12/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	Supplies		\$8.98
Invoice	2/19/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	Supplies		\$7.98
Invoice	2/26/2016			
Cash Payment	E 006-5513103 SD Children/Young Adult	Supplies		\$6.93
Invoice	3/4/2016			
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$31.96
Invoice	3/8/2016			
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$30.00
Invoice	2/15/2016			
Transaction Date	3/14/2016	Town Bank	1110300	Total \$95.83
Refer	<u>0 TARGET</u>	-		
Cash Payment	E 006-5513106 SM Adult DVDs	DVDs		\$47.27
Invoice				
Cash Payment	E 006-5513300 Library Supplies	supplies		\$14.80
Invoice				
Transaction Date	3/14/2016	Town Bank	1110300	Total \$62.07
Refer	<u>0 WISCONSIN EMTA</u>	-		
Cash Payment	E 006-5513220 Training/Conferences	S Daniels registration for conference		\$195.00
Invoice	3/8/2016			
Transaction Date	3/14/2016	Town Bank	1110300	Total \$195.00



ELMGROVE, WI

Payments

03/14/16 3:43 PM

Page 2

Current Period: MARCH 2016

Refer	0 WISCONSIN LIBRARY ASSOC, INC	-		
Cash Payment	E 006-5513200 Dues/Memberships	S Daniels renew membership		\$144.00
Invoice	10498817	3/2/2016		
Transaction Date	3/14/2016	Town Bank	1110300	Total \$144.00

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$317.00
006 Library Operating Fund		\$1,424.21
		<u>\$1,741.21</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,741.21
Total	<u>\$1,741.21</u>



ELMGROVE, WI
Library Revenue Summary
FEBRUARY 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	\$0.00	\$350,000.00	\$350,000.00	\$0.00	0.00%
SOURCE Alt Code 100	\$0.00	\$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	\$127.20	\$127.20	\$810.00	\$682.80	84.30%
R 006-4461100 Crossover lending/borrowing	\$0.00	\$0.00	\$28,270.00	\$28,270.00	100.00%
SOURCE Alt Code 200	\$127.20	\$127.20	\$29,080.00	\$28,952.80	
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	\$609.24	\$1,382.85	\$0.00	-\$1,382.85	0.00%
R 006-4662000 Library Photocopies	\$115.27	\$194.61	\$0.00	-\$194.61	0.00%
R 006-4663000 Library Computer Printouts	\$115.13	\$268.25	\$0.00	-\$268.25	0.00%
R 006-4663500 Library- Faxes	\$7.61	\$38.06	\$0.00	-\$38.06	0.00%
R 006-4664000 Library Cards	\$168.00	\$254.00	\$0.00	-\$254.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$50.88	\$103.25	\$0.00	-\$103.25	0.00%
SOURCE Alt Code 450	\$1,066.13	\$2,241.02	\$13,000.00	\$10,758.98	
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	\$1,193.33	\$352,368.22	\$392,380.00	\$40,011.78	
	\$1,193.33	\$352,368.22	\$392,380.00	\$40,011.78	

((FUND="006"))



ELMGROVE, WI
Library Expenditure Summary
FEBRUARY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
FUND 006 Library Operating Fund					
E 006-5511000 Library wages	\$21,403.07	\$41,602.24	\$275,000.00	\$222,872.67	81.04%
E 006-5512000 Library WRS	\$2,367.54	\$4,603.03	\$31,000.00	\$26,396.97	85.15%
E 006-5512001 Library Employee WRS	-\$1,183.76	-\$2,301.49	-\$15,500.00	-\$12,616.45	81.40%
E 006-5512005 Library- life insurance	\$62.35	\$187.05	\$650.00	\$462.95	71.22%
E 006-5512010 Library FICA	\$1,685.91	\$3,279.73	\$21,400.00	\$17,290.82	80.80%
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	\$1,269.84	\$0.00	-\$1,587.30	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	\$26.40	\$225.00	\$198.60	88.27%
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	\$1,717.80	\$2,496.86	\$10,000.00	\$7,503.14	75.03%
E 006-5513105 SM Adult Audiobooks	\$0.00	\$0.00	\$1,600.00	\$1,600.00	100.00%
E 006-5513106 SM Adult DVDs	\$1,047.64	\$1,195.15	\$2,100.00	\$904.85	43.09%
E 006-5513107 SM Adult Music	\$119.91	\$186.63	\$1,000.00	\$813.37	81.34%
E 006-5513110 SF Magazines/newspapers	\$0.00	\$120.00	\$7,300.00	\$7,180.00	98.36%
E 006-5513130 SF Books-Reference	\$895.66	\$895.66	\$4,200.00	\$3,304.34	78.67%
E 006-5513131 SM Books Adult Fiction	\$855.01	\$1,396.90	\$11,100.00	\$9,703.10	87.42%
E 006-5513132 SM Books Large Print	\$334.71	\$334.71	\$1,300.00	\$965.29	74.25%
E 006-5513133 AL Books NF	\$459.48	\$459.48	\$2,250.00	\$1,790.52	79.58%
E 006-5513134 NW Books NF	\$448.06	\$502.30	\$4,950.00	\$4,447.70	89.85%
E 006-5513135 LK Books NF	\$376.74	\$393.01	\$2,400.00	\$2,006.99	83.62%
E 006-5513136 NW Books Travel	\$157.05	\$157.05	\$900.00	\$742.95	82.55%
E 006-5513137 SM Books NF 800	\$45.18	\$90.04	\$1,200.00	\$1,109.96	92.50%
E 006-5513200 Dues/Memberships	\$0.00	\$0.00	\$650.00	\$650.00	100.00%
E 006-5513210 Professional Subscriptions	\$0.00	\$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	\$1,192.89	\$1,256.88	\$7,400.00	\$6,143.12	83.02%
E 006-5513310 Library Copy Machine	\$242.11	\$384.60	\$2,600.00	\$2,215.40	85.21%
E 006-5513320 computer Maintenance	\$12,169.35	\$12,169.35	\$18,500.00	\$6,330.65	34.22%
E 006-5513400 Telephone	\$114.49	\$114.49	\$900.00	\$785.51	87.28%
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	\$6.10	\$6.10	\$1,000.00	\$929.20	92.92%
E 006-5513499 Printing & Miscellaneous	\$62.00	\$71.83	\$1,000.00	\$928.17	92.82%
E 006-5513800 Library deposit over/short	\$18.90	\$25.30	\$0.00	-\$25.30	0.00%
FUND 006 Library Operating Fund	\$45,246.31	\$71,918.14	\$407,625.00	\$324,552.22	79.62%
	\$45,246.31	\$71,918.14	\$407,625.00	\$324,552.22	79.62%

((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	Balance	
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
February	9.33	77.15	(3,656.69)		10.08			
Balance at 2/28				13,569.91			32,266.20	45,836.11
Year to Date	17.78	1,047.19	(5,230.50)		19.21	-		
	revenue	1,084.18		Payments	5,230.50			
				2015 Invoices				
				2016 Expenditures	5,230.50			

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

FEBRUARY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
FUND 004 Library Gift Fund				
R 004-4610000 Lib Donations	\$77.15	\$1,047.19	\$0.00	-\$1,047.59
R 004-4811000 Interest on Investments	\$19.41	\$36.99	\$0.00	-\$36.99
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	<u>\$96.56</u>	<u>\$1,084.18</u>	<u>\$0.00</u>	<u>-\$1,084.58</u>
	\$96.56	\$1,084.18	\$0.00	-\$1,084.58

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



ELMGROVE, WI

Library Gift Expenditure Summary

FEBRUARY 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	\$3,656.69	\$5,230.50	\$0.00	-\$5,230.50
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$3,656.69	\$5,230.50	\$0.00	-\$5,230.50
	<u>\$3,656.69</u>	<u>\$5,230.50</u>	<u>\$0.00</u>	<u>-\$5,230.50</u>

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

Library Director's Report

March 2016

a. Library activity report (statistics)

b. Youth program report

c. Staff news

- Winston Churchill program 2/17/2016
- “Color Your Way to a Calmer You” drop-in afternoon program 3/16/2016
- Noah Weckwerth attended “Graphic Design and Marketing Your Library Effectively” workshop.

Upcoming programs:

Adult

- “Downsizing: Let’s Get Started” with clutter coach Kathi Miller, Wed. 3/30/2016, 7pm
- Philip Chard: “Happiness: What It Is and How We Grow It”, Wed. 4/13/2016, 7pm

Youth

- Regular Story times, play groups and therapy pet reading programs
- Homeschool Book Club: Wed. April 6th, 1:00-2:00pm
- David Landau – musical entertainment: Fri. April 15th, 10:30am

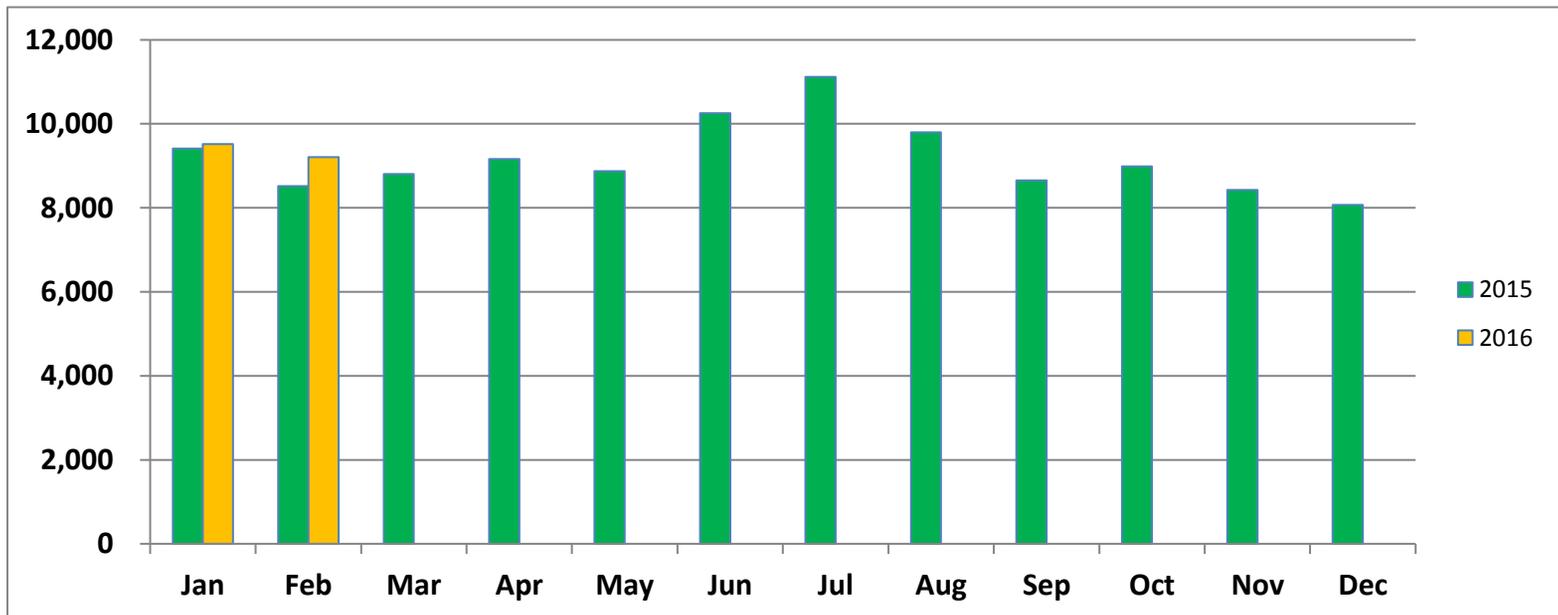
d. Gifts

Elm Grove Public Library

Activity Report

Circulation

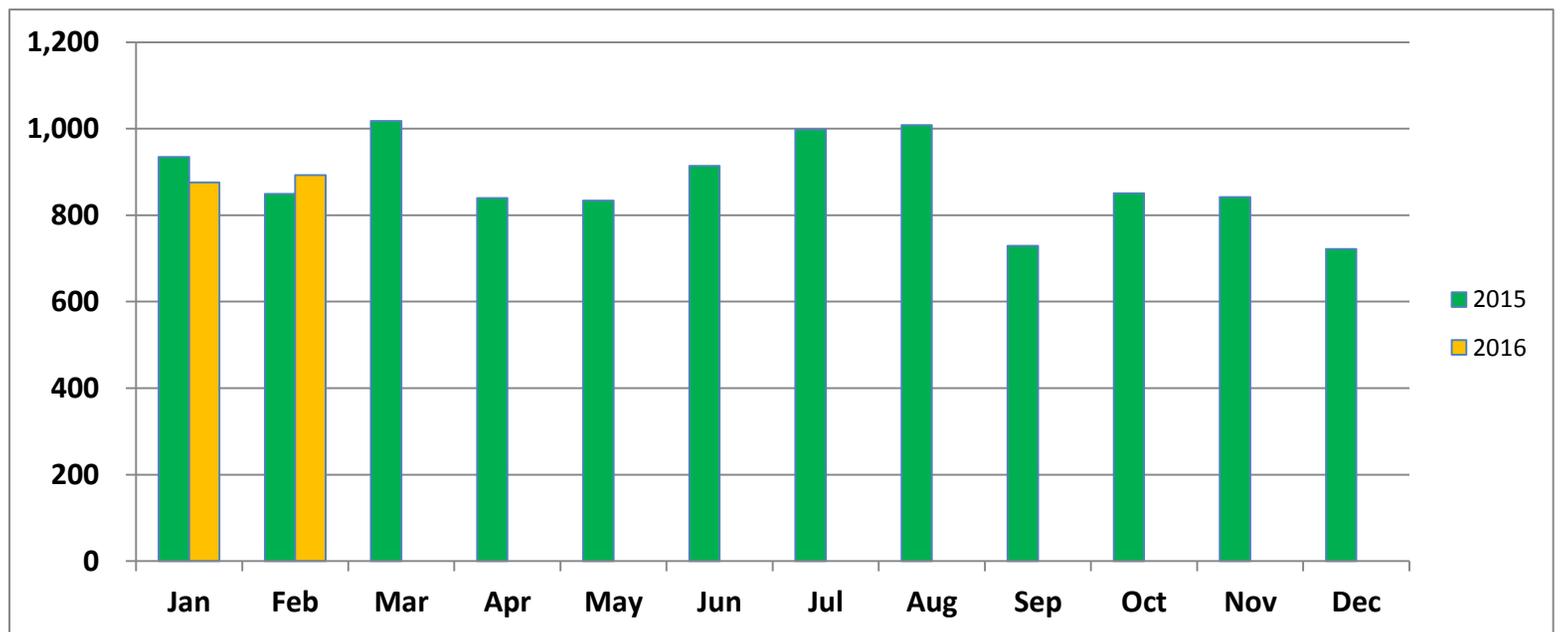
	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
Jan	8,954	461	9,415	9,073	449	9,522	107	1.14%
Feb	8,079	437	8,516	8,777	430	9,207	691	8.11%
Mar	8,280	522	8,802					
Apr	8,710	450	9,160					
May	8,434	443	8,877					
Jun	9,869	387	10,256					
Jul	10,663	452	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	17,850	879	18,729	798	-82.99%



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	473	420	893	44	5.18%
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	981	788	1,769	(15)	-83.22%

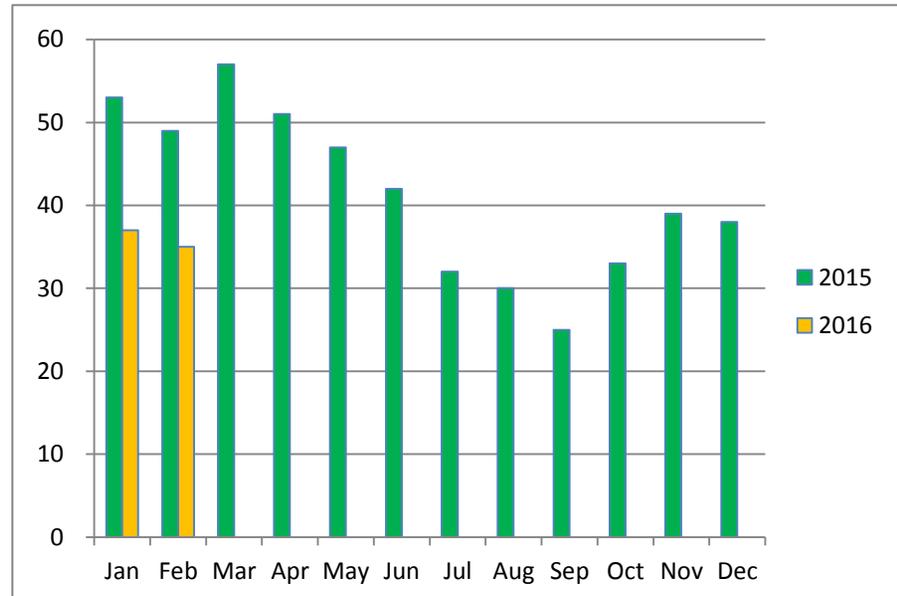


Elm Grove Public Library

Activity Report

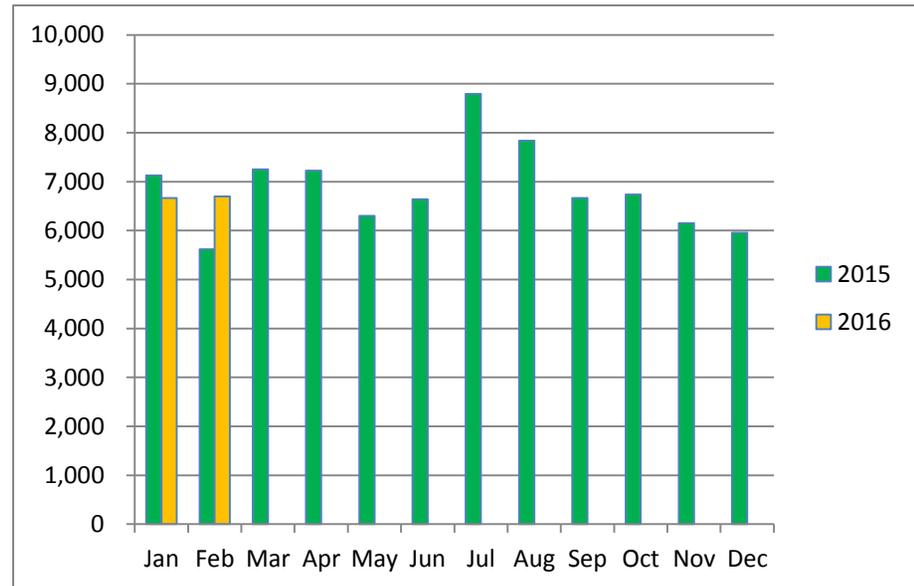
Study Room Use

	2015	2016	Y-T-Y Change	
Jan	53	37	(16)	-30.19%
Feb	49	35	(14)	-28.57%
Mar	57			
Apr	51			
May	47			
Jun	42			
Jul	32			
Aug	30			
Sep	25			
Oct	33			
Nov	39			
Dec	38			
Y-T-D	496	72	(424)	-85.48%



Walk-in Patrons

	2015	2016	Y-T-Y Change	
Jan	7,126	6,666	(460)	-6.46%
Feb	5,620	6,695	1,075	19.13%
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	13,361	(68,938)	-83.77%

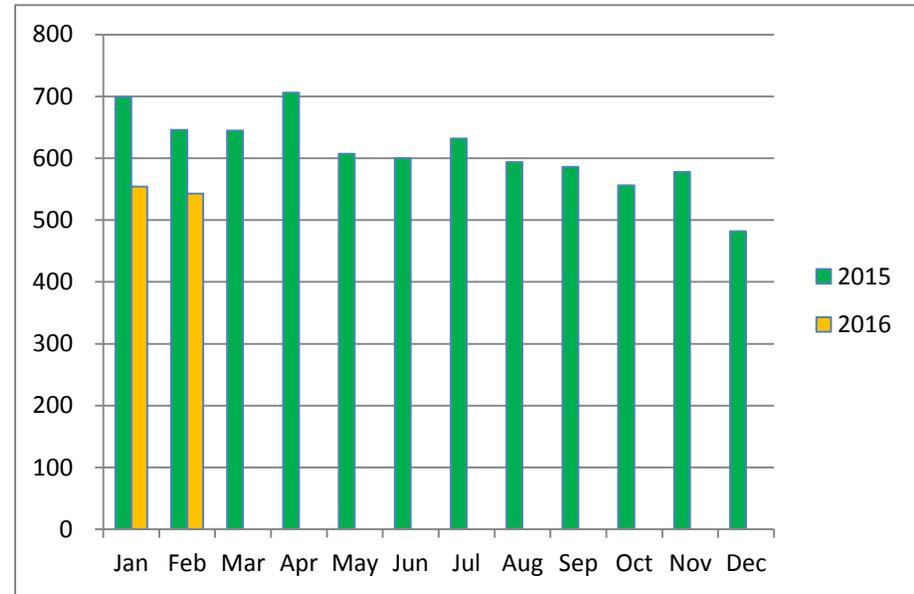


Elm Grove Public Library

Activity Report

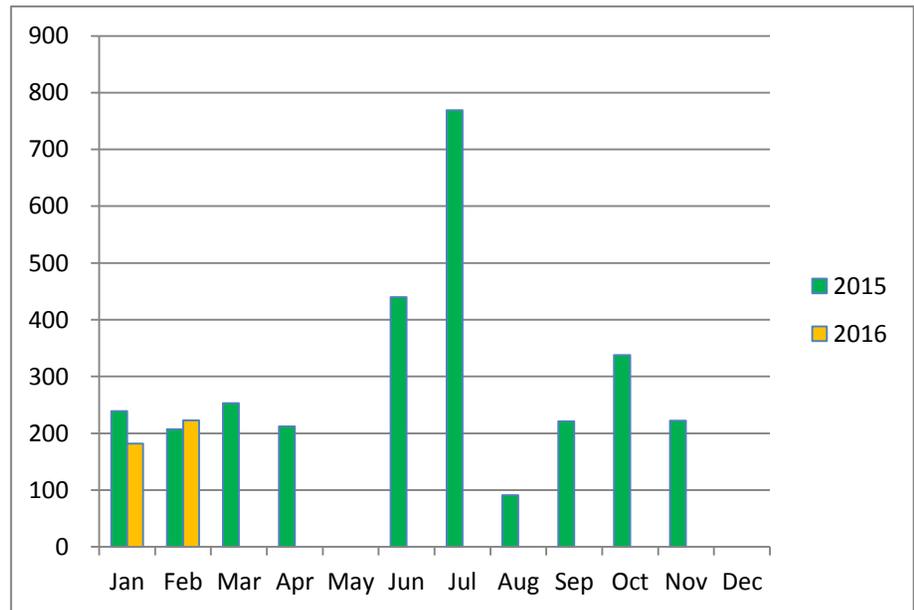
Reference Requests

	2015	2016	Y-T-Y Change	
Jan	699	554	(145)	-20.74%
Feb	646	543	(103)	-15.94%
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	1,097	(6,234)	-85.04%



Attendance at Children's Programs

	2015	2016	Y-T-Y Change	
Jan	239	182	(57)	-23.85%
Feb	207	223	16	7.73%
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	405	(2,587)	-86.46%



Participation in Youth Programs for February 2016

Weekly Programs

Event	Participation
Toddler Play Group (4 sessions)	50K, 36A = 86
Preschool Story Time (3 sessions)	22K, 19A = 41
Morning Coffee Break Story Time (3 sessions)	56K, 40A = 96
Total Attendance at Weekly Programs for February 2016	223
Total Attendance at Weekly Programs for February 2015	207

Special Programs

Date	Event	Participation
February 3	Homeschool Book Club	5
February 6	Therapy Dog (Enzo)	2 readers
Feb. 17	Therapy Cat	Cancelled – owner ill
Feb. 23	Baby Signing Class	12K, 7A = 19
Feb. 24	Therapy Dog (Cooper)	4 readers
January 18- February 19	Bucks' Reading Challenge (grades 1-8)	14 signed up 7 completed
Month of February	1000 Books before Kindergarten	4 new registrations 2 completions

The Bucks' Reading Challenge came back this year, completely redesigned. It is now for grades 1-8 (used to be grades 3-10) and the record keeping is much simpler. It was not available to us at all last year and the year before we had no participation.

The list of children who have completed 1000 Books before Kindergarten is posted in the story room along with the titles of the books with their completion bookplates. Five children have completed the program since it began in January 2014.

ELM GROVE LIBRARY

GIFTS RECEIVED

March 2016

- \$50.00 from Neal and Carla Butenhoff in memory of Jim Landree
- \$16,000 proceeds from the 2015 Lights of Love campaign, from the Friends of the Elm Grove Library