

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

LIBRARY BOARD  
Monday, June 27, 2016 \* 4:30 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 5-16-16.pdf](#)*

### 5. Confirm/set future meeting dates at 4:30pm in the Village Hall-Park View Room

July 18, 2016 (**4:00pm**)

August 15, 2016 (4:30pm)

September 19, 2016 (4:30pm)

### 6. Treasurer's report

- Accounts payable: **\$5,656.42**
- Gift fund accounts payable: **\$3,235.12**
- Status of accounts

*Documents: [Accounts payable OB summary 6-2016.pdf](#), [Accounts payable GIFT summary 6-2016.pdf](#), [May AP Lib 0516b extra.pdf](#), [June AP Library.pdf](#), [June Library Chase.pdf](#), [5-16 lib rev.pdf](#), [5-16 lib exp.pdf](#), [Copy of library gift accounts 2016 May.pdf](#), [5-16 lib gift rev.pdf](#), [5-16 lib gift exp.pdf](#)*

### 7. Director's report

*Documents: [EG Library Activity Report 5-2016.pdf](#), [Youth report May 2016.pdf](#), [Gifts May-June 2016.pdf](#), [Director report June 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**

**May 16, 2016 MEETING MINUTES**

For Approval at the June 20, 2016 Meeting

Park View Room, Village Hall

**1. Call to Order.**

The meeting was called to order at 5:10 p.m. Board members present were: John Alexander, Bonnie Klamik, Patty Kujawa, Kristin Olson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer. Excused: Dave Hecker.

**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. FOEGL's annual meeting took place on May 12<sup>th</sup>. In the 2015-2016 fiscal year, FOEGL donated \$38,711.52 to the library. The monies were used primarily for collection enhancement, improvements to the children's area and a subscription to Book Page.
- b. FOEGL has 220 members, including approximately 12 lifetime members.
- c. FOEGL's new website went live in October.
- d. There is a new Garden Committee, which maintains the gardens around the library.
- e. During the past year FOEGL and the library very successfully partnered together to provide programs.

**Jack Nelson Retirement.**

Jack Nelson's contribution to the village library board was acknowledged by the board president, who presented Jack with a letter from the board thanking him for his years of service.

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

The minutes of the April 18, 2016 meeting were reviewed. A motion to approve the minutes was made by John Alexander, seconded by Kristin Olson. Approved.

**5. Future Meeting Dates.**

June 20, 2016

July 18, 2016

August 15, 2016

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

A motion to change the time of the library board meetings from 5:00 p.m. to 4:30 p.m. was made by Patty Kujawa, 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 \$3,572.08 in May 2016.
- b. Gift Fund accounts payable.
  - (1) LGIP-4.

A. On a motion by John Alexander and a second by Kristin Olson, the board approved the expenditure of \$1,105.78 in April 2016.

(2) LGIP-10. None.

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

(1) LGIP-4 \$24,477.28

(2) LGIP-10 \$32,288.41

**7. Director's Report.**

- a. Library activity report (statistics).
- b. Youth program report.
- c. Staff news.

**8. Old Business.**

None.

**9. New Business.**

**Election of Officers.**

On a motion by Karen Sopik and a second by John Alexander, the board approved the following board positions:

President – Bonnie Klamik

Vice President – Mary Weller

Secretary – Karen Sopik

Assistant Secretary – Dave Hecker

Treasurer – John Alexander

Assistant Treasurer – Kristin Olson

Village Trustee – Patty Kujawa

**10. Convene into Closed Session.**

At 5:55 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 staffing issues. May reconvene into open session to take action on items discussed in closed session.

**11. Reconvene into Open Session.**

On a motion by Patty Kujawa and a second by John Alexander, the board voted to combine two part-time librarian positions into one full time position. Five trustees voted in favor; Mary Weller abstained.

A motion to adjourn the meeting was made by John Alexander, seconded by Kristin Olson. Approved. The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Karen A. Sopik  
Secretary



## ELM GROVE LIBRARY ACCOUNTS PAYABLE

June-16

~~2,627.78~~

551.3100	ADULT BOOKS		
	Baker & Taylor	(34 invoices) ✓	\$2,643.40 ✓
	Gale / Cengage	(4 invoices) ✓	\$158.20 ✓
	Hefti, Matthew J (paid)	(1 invoice) ✓	\$17.84 ✓
			<b>\$2,819.44</b>
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(5 invoices) ✓	\$458.00 ✓
	Baker & Taylor Entertainment	(1 invoice)	\$11.88
			<b>\$469.88</b>
551.3105	ADULT AUDIOBOOKS		
	Baker & Taylor	(1 invoice) ✓	\$200.74 ✓
551.3107	MUSIC CD		
	Baker & Taylor Entertainment	(2 invoices) ✓	\$22.17 ✓
551.3110	MAGAZINES / NEWSPAPERS		
	EBSCO	(1 invoice) ✓	\$49.50 ✓
551.3220	TRAINING/CONFERENCES		
	Best Western Premier (paid)	(2 invoices) ✓	\$220.98 ✓
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	Demco	(1 invoice) ✓	\$108.47 ✓
	OfficeMax	(1 invoice) ✓	\$144.69 ✓
	OfficeMax (paid)	(2 invoices) ✓	\$57.77 ✓
	The Library Store	(1 invoice) ✓	\$359.42 ✓
	Computype	(1 invoice) ✓	\$325.08 ✓
	Sendik's (paid)	(1 invoice) ✓	\$39.95 ✓
	Target (paid)	(1 invoice) ✓	\$18.40 ✓
			<b>\$1,053.78</b>
551.3430	PROGRAMS		
	Larry's Market (paid)	(1 invoice) ✓	\$330.00 ✓
	Gibbons, Jim (paid)	(1 invoice) ✓	\$250.00 ✓
	Sendik's (paid)	(1 invoice) ✓	\$17.76 ✓
	Target (paid)	(1 invoice) ✓	\$41.75 ✓
			<b>\$639.51</b>
551.3435	MILEAGE		
	Muench, Sarah (reim)	(1 invoice) ✓	\$93.48 ✓
	Weckwerth, Noah (reim)	(1 invoice) ✓	86.94 ✓
			<b>180.42</b>

TOTAL ACCOUNTS PAYABLE

**\$5,656.42**

ELM GROVE LIBRARY  
GIFTS ACCOUNTS

June-16

Baker & Taylor	✓(9 invoices)	\$1,125.33 ✓
Gale/CENGAGE Learning	✓(1 invoice)	\$62.30 ✓
* Amazon (paid) <i>See John Olsan's note</i>	✓(7 invoices) *	\$458.05 ✓
New Day Films	✓(1 invoice)	\$114.00 ✓
Creative Product Source, Inc	✓(2 invoices)	\$518.30 ✓
Mohr, Kathleen (paid)	✓(1 invoice)	\$350.00 ✓
Heroes on Deck (paid)	✓(1 invoice)	\$24.95 ✓
Target (paid)	✓(1 invoice)	\$86.07 ✓
Weckwerth, Noah (paid)	✓(1 invoice)	\$135.00 ✓
Michael's (paid)	✓(1 invoice)	\$26.14 ✓
Aquatics Unlimited (paid)	✓(1 invoice)	\$34.98 ✓
Science Alliance (paid)	✓(1 invoice)	\$300.00 ✓
<b>TOTAL</b>		<b>\$3,235.12 ✓</b>



# ELMGROVE, WI

06/22/16 3:22 PM

Page 1

## Payments

Current Period: MAY 2016

Batch Name Lib0516 b  
Payment

Computer Dollar Amt \$330.00 Posted

Refer	0 LARRYS MARKET	Ck# 091373 5/20/2016	
Cash Payment	E 006-5513430 Miscellaneous Programs	Cheese & Chocloate pairing program 5-18-16	\$330.00
Invoice	5/20/2016		
Transaction Date	5/20/2016	Due 0 Town Bank 1110300	<b>Total</b> \$330.00

### Fund Summary

	1110300 Town Bank
006 Library Operating Fund	\$330.00
	<hr/>
	\$330.00

Pre-Written Checks	\$330.00
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$330.00



# ELMGROVE, WI

## Payments

06/23/16 3:56 PM

Page 1

Current Period: JUNE 2016

Batch Name	APLib062016	User Dollar Amt	\$7,336.48
	Payments	Computer Dollar Amt	\$7,336.48
			\$0.00 <b>In Balance</b>

Refer	<i>0 BAKER &amp; TAYLOR COMPANY</i>		
<b>Cash Payment</b>	E 006-5513130 SF Books-Reference	Books	\$29.95
Invoice	2031997118 5/9/2016		
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$10.18
Invoice	B15092390 5/9/2016		
<b>Cash Payment</b>	E 006-5513133 AL Books NF	Books	\$26.09
Invoice	2031982004 5/6/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$174.72
Invoice	2031982005 5/6/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$15.70
Invoice	2031982006 5/6/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$78.75
Invoice	2031982007 5/6/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$5.03
Invoice	2031982008 5/6/2016		
<b>Cash Payment</b>	E 006-5513135 LK Books NF	Books	\$166.56
Invoice	2031985946 5/6/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$15.70
Invoice	2031985947 5/6/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$13.46
Invoice	2031985948 5/6/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$20.78
Invoice	2031985949 5/6/2016		
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books	\$10.66
Invoice	2031989379 5/9/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	\$323.47
Invoice	2031989379 5/9/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$30.84
Invoice	2032016647 5/17/2016		
<b>Cash Payment</b>	E 006-5513135 LK Books NF	Books	\$16.10
Invoice	2032016646 5/17/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$457.54
Invoice	2032022088 5/20/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$46.30
Invoice	2032022087 5/20/2016		
<b>Cash Payment</b>	E 006-5513135 LK Books NF	Books	\$10.71
Invoice	2032022086 5/20/2016		
<b>Cash Payment</b>	E 006-5513137 SM Books NF 800	Books	\$16.27
Invoice	2032025308 5/20/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$15.71
Invoice	2032025307 5/20/2016		
<b>Cash Payment</b>	E 006-5513135 LK Books NF	Books	\$25.27
Invoice	2032025306 5/20/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$58.90
Invoice	2032028207 5/23/2016		



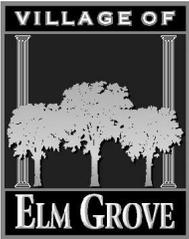
# ELMGROVE, WI

## Payments

06/23/16 3:56 PM  
Page 2

Current Period: JUNE 2016

Cash Payment	E 006-5513134 NW Books NF	Books	\$161.00
Invoice	2032028206	5/23/2016	
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books	\$200.74
Invoice	2032028458	5/20/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$70.71
Invoice	2032004921	5/12/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$385.19
Invoice	2032012922	5/17/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$22.00
Invoice	2032012922	5/17/2016	
Cash Payment	E 006-5513135 LK Books NF	Books	\$60.50
Invoice	2032046476	5/27/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$15.68
Invoice	2032046477	5/27/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$65.72
Invoice	2032028755	5/23/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$45.43
Invoice	2032040604	5/25/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books	\$87.61
Invoice	2032040605	5/25/2016	
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$15.70
Invoice	2032040606	5/25/2016	
Cash Payment	E 006-5513135 LK Books NF	Books	\$189.23
Invoice	2032059387	6/3/2016	
Cash Payment	E 006-5513133 AL Books NF	Books	\$14.56
Invoice	2032059386	6/3/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$16.27
Invoice	2032059388	6/3/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$113.23
Invoice	2032059608	6/4/2016	
Cash Payment	E 006-5513130 SF Books-Reference	Books	\$35.76
Invoice	5014132923	5/27/2016	
Cash Payment	E 006-5513133 AL Books NF	Books	\$124.99
Invoice	5014132923	5/27/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$20.19
Invoice	2032044524	5/31/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$29.36
Invoice	2032039258	5/25/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$31.95
Invoice	2032039258	5/25/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$395.52
Invoice	2032048850	6/1/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$11.20
Invoice	2032048850	6/1/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$27.00
Invoice	2032069829	6/6/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$19.00
Invoice	2032069829	6/6/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$15.68
Invoice	2032079943	6/10/2016	



# ELMGROVE, WI

## Payments

Current Period: JUNE 2016

<b>Cash Payment</b>	E 006-5513137 SM Books NF 800	Books		\$41.53
Invoice	2032079944	6/10/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$171.36
Invoice	2032066221	6/7/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books		\$31.96
Invoice	2032074474	6/9/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books		\$449.89
Invoice	2032074475	6/9/2016		
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books		\$11.88
Invoice	B17884950	6/10/2016		
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Books		\$11.99
Invoice	B17884951	6/10/2016		
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$4,461.52
Refer	0 COMPUTYPE, INC.			
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies		\$325.08
Invoice	605916	5/5/2016		
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$325.08
Refer	0 CREATIVE PRODUCT SOURCING I			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Adult Activity Cards		\$259.15
Invoice	CPI057934	5/16/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Bookmark		\$259.15
Invoice	CPI057901	5/13/2016		
Transaction Date	6/21/2016	Town Bank	1110300	<b>Total</b> \$518.30
Refer	0 DEMCO			
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies		\$108.47
Invoice	5874757	5/13/2016		
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$108.47
Refer	0 EBSCO SUBSCRIPTION SERVICES			
<b>Cash Payment</b>	E 006-5513110 SF Magazines/newspapers	Subscriptions		\$49.50
Invoice	0035883	5/13/2016		
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$49.50
Refer	0 GALE/CENGAGE LEARNING			
<b>Cash Payment</b>	E 006-5513132 SM Books Large Print	Books		\$23.77
Invoice	58042972	5/13/2016		
<b>Cash Payment</b>	E 006-5513132 SM Books Large Print	Books		\$21.31
Invoice	58075851	5/19/2016		
<b>Cash Payment</b>	E 006-5513132 SM Books Large Print	Books		\$50.82
Invoice	58009033	5/6/2016		
<b>Cash Payment</b>	E 006-5513132 SM Books Large Print	Books		\$62.30
Invoice	58001684	5/5/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$62.30
Invoice	58177580	6/8/2016		
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$220.50
Refer	0 GIBBONS, JIM			
<b>Cash Payment</b>	E 006-5513430 Miscellaneous Programs	Ck# 091437 6/1/2016 Library program speaker on 06-02-2016		\$250.00
Invoice	051916			
Transaction Date	6/1/2016	Town Bank	1110300	<b>Total</b> \$250.00



# ELMGROVE, WI

## Payments

Current Period: JUNE 2016

Refer	0 LIBRARY STORE, INC. THE	-		
Cash Payment	E 006-5513300 Library Supplies		Library Supplies	\$359.42
Invoice	205559 5/20/2016			
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$359.42
Refer	0 MOHR, KATHLEEN		Ck# 091438 6/1/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses		Library program performance 6-23-16	\$350.00
Invoice	052316			
Transaction Date	6/1/2016	Town Bank	1110300	<b>Total</b> \$350.00
Refer	0 NEW DAY FILMS			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD	\$114.00
Invoice	B5-2510 5/18/2016			
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$114.00
Refer	0 OFFICE MAX			
Cash Payment	E 006-5513300 Library Supplies		Library Supplies	\$144.69
Invoice	680724 5/17/2016			
Transaction Date	6/2/2016	Town Bank	1110300	<b>Total</b> \$144.69
Refer	0 SCIENCE ALLIANCE		Ck# 091477 6/21/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses		June 29 library program	\$300.00
Invoice				
Transaction Date	6/21/2016	Town Bank	1110300	<b>Total</b> \$300.00
Refer	0 WECKWERTH, NOAH		Ck# 091455 6/6/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses		Library gift cards for Adult summer reading program	\$135.00
Invoice	6/1/2016			
Transaction Date	6/6/2016	Town Bank	1110300	<b>Total</b> \$135.00

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$2,604.93
006 Library Operating Fund	\$4,731.55
	\$7,336.48

Pre-Written Checks	\$1,035.00
Checks to be Generated by the Computer	\$6,301.48
Total	\$7,336.48



# ELMGROVE, WI

## Payments

06/24/16 11:45 AM

Page 1

Current Period: JUNE 2016

Batch Name	LibChase0616	User Dollar Amt	\$1,044.64
	Payments	Computer Dollar Amt	\$1,044.64
			\$0.00 <b>In Balance</b>

Refer	0 AMAZON	-	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$12.96
Invoice	4/21/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$14.96
Invoice	4/21/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$14.99
Invoice	4/21/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$79.36
Invoice	4/21/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$11.98
Invoice	4/21/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$224.12
Invoice	5/25/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		\$99.68
Invoice	6/3/2016		
Transaction Date	6/24/2016	Town Bank	1110300 <b>Total</b> \$458.05
Refer	0 AQUATICS UNLIMITED	-	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library supplies	\$34.98
Invoice	5/10/2016		
Transaction Date	6/21/2016	Town Bank	1110300 <b>Total</b> \$34.98
Refer	0 BEST WESTERN	-	
<b>Cash Payment</b>	E 006-5513220 Training/Conferences	N Weckwerth lodging for Library conference	\$117.99
Invoice	5/11/2016		
<b>Cash Payment</b>	E 006-5513220 Training/Conferences	S Muench lodging for Library conference	\$102.99
Invoice	5/11/2016		
Transaction Date	6/24/2016	Town Bank	1110300 <b>Total</b> \$220.98
Refer	0 HEROSONDECK.COM	-	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	DVD	\$24.95
Invoice 1085	5/24/2016		
Transaction Date	6/24/2016	Town Bank	1110300 <b>Total</b> \$24.95
Refer	0 MICHAELS	-	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library supplies	\$26.14
Invoice	6/2/2016		
Transaction Date	6/21/2016	Town Bank	1110300 <b>Total</b> \$26.14
Refer	0 OFFICE DEPOT CREDIT PLAN	-	
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library supply	\$5.79
Invoice	5/18/2016		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library supply	\$51.98
Invoice	5/18/2016		
Transaction Date	6/24/2016	Town Bank	1110300 <b>Total</b> \$57.77
Refer	0 SENDIKS	-	
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library water	\$39.95
Invoice	5/18/2016		



# ELMGROVE, WI

## Payments

Current Period: JUNE 2016

<b>Cash Payment</b>	E 006-5513430 Miscellaneous Programs	Library supplies		<b>\$17.76</b>
Invoice	5/18/2016			
Transaction Date	6/24/2016	Town Bank	1110300	<b>Total</b> <u>\$57.71</u>
Refer	0 TARGET			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library supplies		<b>\$86.07</b>
Invoice	6/2/2016			
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library supplies		<b>\$18.40</b>
Invoice	6/2/2016			
<b>Cash Payment</b>	E 006-5513430 Miscellaneous Programs	Library supplies		<b>\$41.75</b>
Invoice	6/2/2016			
Transaction Date	6/21/2016	Town Bank	1110300	<b>Total</b> <u>\$146.22</u>
Refer	0 UNIVERSITY BOOKSTORE OSHKO			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Adult fiction		<b>\$17.84</b>
Invoice	5/12/2016			
Transaction Date	6/24/2016	Town Bank	1110300	<b>Total</b> <u>\$17.84</u>

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$630.19
006 Library Operating Fund	<u>\$414.45</u>
	<b>\$1,044.64</b>

Pre-Written Checks	\$0.00	
Checks to be Generated by the Computer	<u>\$1,044.64</u>	
Total	<b>\$1,044.64</b>	



**ELMGROVE, WI**  
**Library Revenue Summary**  
 MAY 2016

Account Descr	MTD Amount	YTD Amount	2016 YTD Budget	2016 YTD Balance	2016 % YTD Balance
<b>FUND 006 Library Operating Fund</b>					
<b>SOURCE Alt Code 100</b>					
R 006-3600110 Library Tax Levy	\$0.00	\$350,000.00	\$350,000.00	\$0.00	0.00%
<b>SOURCE Alt Code 100</b>	\$0.00	\$350,000.00	\$350,000.00	\$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	\$0.00	\$127.20	\$810.00	\$682.80	84.30%
R 006-4461100 Crossover lending/borrowing	\$14,071.50	\$14,071.50	\$28,270.00	\$14,198.50	50.22%
<b>SOURCE Alt Code 200</b>	\$14,071.50	\$14,198.70	\$29,080.00	\$14,881.30	
<b>SOURCE Alt Code 322</b>					
R 006-3220200 Interest Income	\$0.00	\$0.00	\$300.00	\$300.00	100.00%
<b>SOURCE Alt Code 322</b>	\$0.00	\$0.00	\$300.00	\$300.00	
<b>SOURCE Alt Code 450</b>					
R 006-4461000 Library- Misc revenue	\$0.00	\$0.00	\$13,000.00	\$13,000.00	100.00%
R 006-4661000 Library Fines	\$624.65	\$3,257.62	\$0.00	-\$3,257.62	0.00%
R 006-4662000 Library Photocopies	\$101.14	\$479.43	\$0.00	-\$479.43	0.00%
R 006-4663000 Library Computer Printouts	\$124.02	\$697.80	\$0.00	-\$697.80	0.00%
R 006-4663500 Library- Faxes	\$39.96	\$92.28	\$0.00	-\$92.28	0.00%
R 006-4664000 Library Cards	\$49.00	\$523.00	\$0.00	-\$523.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$156.85	\$532.02	\$0.00	-\$532.02	0.00%
<b>SOURCE Alt Code 450</b>	\$1,095.62	\$5,582.15	\$13,000.00	\$7,417.85	
<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>	\$15,167.12	\$369,780.85	\$392,380.00	\$22,599.15	
	\$15,167.12	\$369,780.85	\$392,380.00	\$22,599.15	

((FUND="006"))



**ELMGROVE, WI**  
**Library Expenditure Summary**  
 MAY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
<b>FUND 006 Library Operating Fund</b>					
E 006-5511000 Library wages	\$20,748.15	\$114,619.65	\$275,000.00	\$150,451.52	54.71%
E 006-5512000 Library WRS	\$2,342.74	\$12,813.45	\$31,000.00	\$18,186.55	58.67%
E 006-5512001 Library Employee WRS	-\$1,171.36	-\$6,406.67	-\$15,500.00	-\$8,517.63	54.95%
E 006-5512005 Library- life insurance	\$62.35	\$374.10	\$650.00	\$275.90	42.45%
E 006-5512010 Library FICA	\$1,635.80	\$9,029.66	\$21,400.00	\$11,586.50	54.14%
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	\$3,492.06	\$0.00	-\$3,809.52	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	\$66.00	\$225.00	\$159.00	70.67%
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	\$610.73	\$5,440.74	\$10,000.00	\$4,559.26	45.59%
E 006-5513105 SM Adult Audiobooks	\$88.47	\$375.55	\$1,600.00	\$1,224.45	76.53%
E 006-5513106 SM Adult DVDs	\$28.79	\$2,161.36	\$2,100.00	-\$61.36	-2.92%
E 006-5513107 SM Adult Music	\$46.47	\$504.46	\$1,000.00	\$495.54	49.55%
E 006-5513110 SF Magazines/newspapers	\$0.00	\$1,140.04	\$7,300.00	\$6,159.96	84.38%
E 006-5513130 SF Books-Reference	\$113.87	\$1,087.54	\$4,200.00	\$3,112.46	74.11%
E 006-5513131 SM Books Adult Fiction	\$692.84	\$3,675.27	\$11,100.00	\$7,424.73	66.89%
E 006-5513132 SM Books Large Print	\$284.26	\$948.34	\$1,300.00	\$351.66	27.05%
E 006-5513133 AL Books NF	\$288.23	\$1,236.83	\$2,250.00	\$1,013.17	45.03%
E 006-5513134 NW Books NF	\$567.88	\$1,920.85	\$4,950.00	\$3,029.15	61.19%
E 006-5513135 LK Books NF	\$65.75	\$679.88	\$2,400.00	\$1,720.12	71.67%
E 006-5513136 NW Books Travel	\$0.00	\$384.10	\$900.00	\$515.90	57.32%
E 006-5513137 SM Books NF 800	\$10.71	\$319.15	\$1,200.00	\$880.85	73.40%
E 006-5513200 Dues/Memberships	\$0.00	\$144.00	\$650.00	\$506.00	77.85%
E 006-5513210 Professional Subscriptions	\$0.00	\$995.00	\$1,200.00	\$205.00	17.08%
E 006-5513220 Training/Conferences	\$254.43	\$583.00	\$1,600.00	\$1,017.00	63.56%
E 006-5513300 Library Supplies	\$315.69	\$3,383.21	\$7,400.00	\$4,016.79	54.28%
E 006-5513310 Library Copy Machine	\$288.11	\$1,154.94	\$2,600.00	\$1,445.06	55.58%
E 006-5513320 computer Maintenance	\$0.00	\$13,689.82	\$18,500.00	\$4,810.18	26.00%
E 006-5513400 Telephone	\$63.29	\$279.00	\$900.00	\$621.00	69.00%
E 006-5513420 Postage	\$5.24	\$10.23	\$400.00	\$389.77	97.44%
E 006-5513430 Miscellaneous Programs	\$330.00	\$450.70	\$1,000.00	\$549.30	54.93%
E 006-5513435 Mileage	\$180.42	\$449.94	\$1,000.00	\$550.06	55.01%
E 006-5513499 Printing & Miscellaneous	\$95.94	\$280.38	\$1,000.00	\$719.62	71.96%
E 006-5513800 Library deposit over/short	\$1.74	\$28.65	\$0.00	-\$28.65	0.00%
<b>FUND 006 Library Operating Fund</b>	<b>\$28,598.66</b>	<b>\$175,311.23</b>	<b>\$407,625.00</b>	<b>\$221,859.34</b>	<b>54.43%</b>
	\$28,598.66	\$175,311.23	\$407,625.00	\$221,859.34	54.43%

((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				<b>17,735.44</b>			<b>32,246.99</b>	<b>49,982.43</b>
January	8.45	970.04	(1,573.81)		9.13			
Balance at 1/31				<b>17,140.12</b>			<b>32,256.12</b>	<b>49,396.24</b>
February	9.33	77.15	(3,656.69)		10.08			
Balance at 2/28				<b>13,569.91</b>			<b>32,266.20</b>	<b>45,836.11</b>
March	10.37	16,003.41	(789.36)		11.21			
Balance 3/31		<i>FOEGL LOL \$16,000</i>		<b>28,794.33</b>			<b>32,277.41</b>	<b>61,071.74</b>
April	10.18	119.63	(4,446.86)		11.00			
balance 4/30				<b>24,477.28</b>			<b>32,288.41</b>	<b>56,765.69</b>
May	10.63	21,197.61	(1,105.78)		11.49			
5/31/2015				<b>44,579.74</b>			<b>32,299.90</b>	<b>76,879.64</b>
Year to Date	<b>48.96</b>	<b>38,367.84</b>	<b>(11,572.50)</b>		<b>52.91</b>	<b>-</b>		

revenue	<b>38,469.71</b>	Payments	<b>11,572.50</b>
		2015 invoices	
		2016 Expenditures	<b>11,572.50</b>

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**  
MAY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
<b>FUND 004 Library Gift Fund</b>				
R 004-4610000 Lib Donations	\$21,197.61	\$38,367.84	\$0.00	-\$38,367.84
R 004-4811000 Interest on Investments	\$22.12	\$101.87	\$0.00	-\$101.87
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$21,219.73</b>	<b>\$38,469.71</b>	<b>\$0.00</b>	<b>-\$38,469.71</b>
	<u>\$21,219.73</u>	<u>\$38,469.71</u>	<u>\$0.00</u>	<u>-\$38,469.71</u>

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



**ELMGROVE, WI**

**Library Gift Expenditure Summary**

MAY 2016

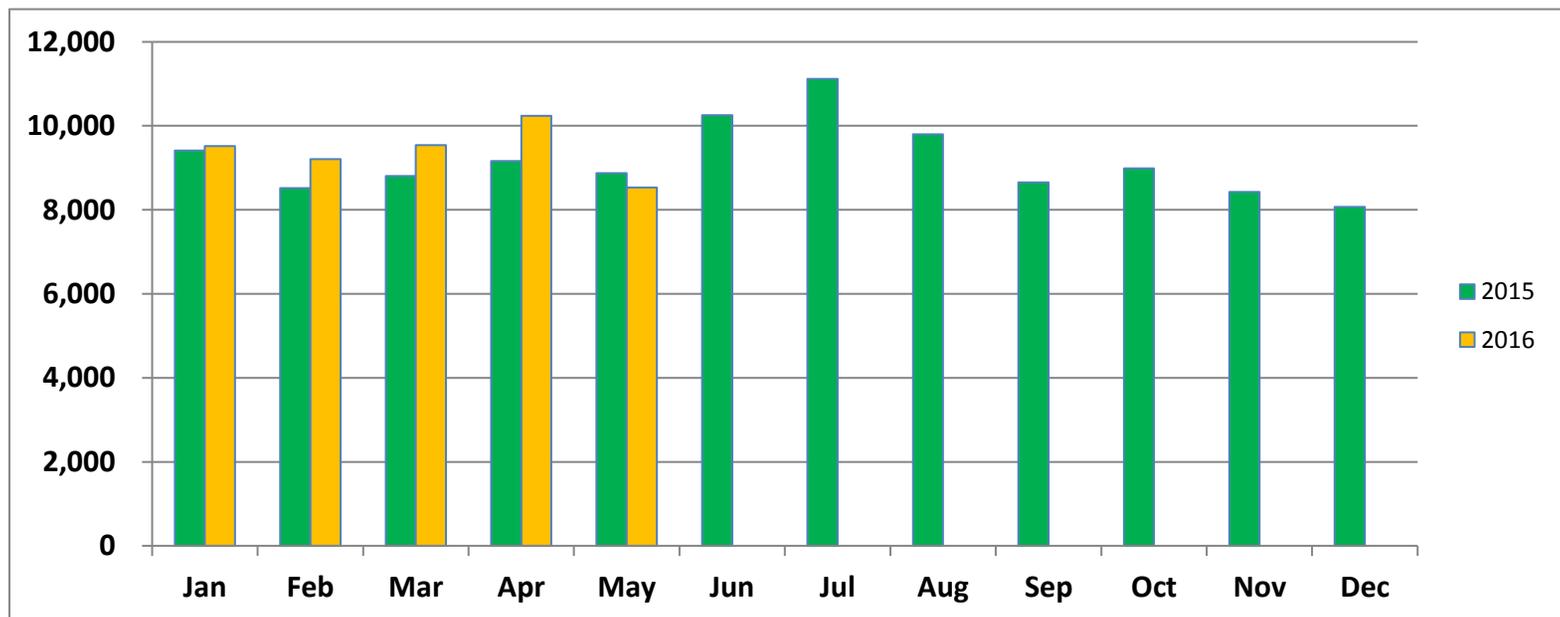
Account Descr	MTD Amount	YTD Amount	Budget	Balance
<b>FUND 004 Library Gift Fund</b>				
E 004-3240600 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00
E 004-5513500 Lib Gift Expenses	\$1,105.78	\$11,572.50	\$0.00	-\$11,572.50
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$1,105.78</b>	<b>\$11,572.50</b>	<b>\$0.00</b>	<b>-\$11,572.50</b>
	<u>\$1,105.78</u>	<u>\$11,572.50</u>	<u>\$0.00</u>	<u>-\$11,572.50</u>

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

## Elm Grove Public Library Activity Report

### Circulation

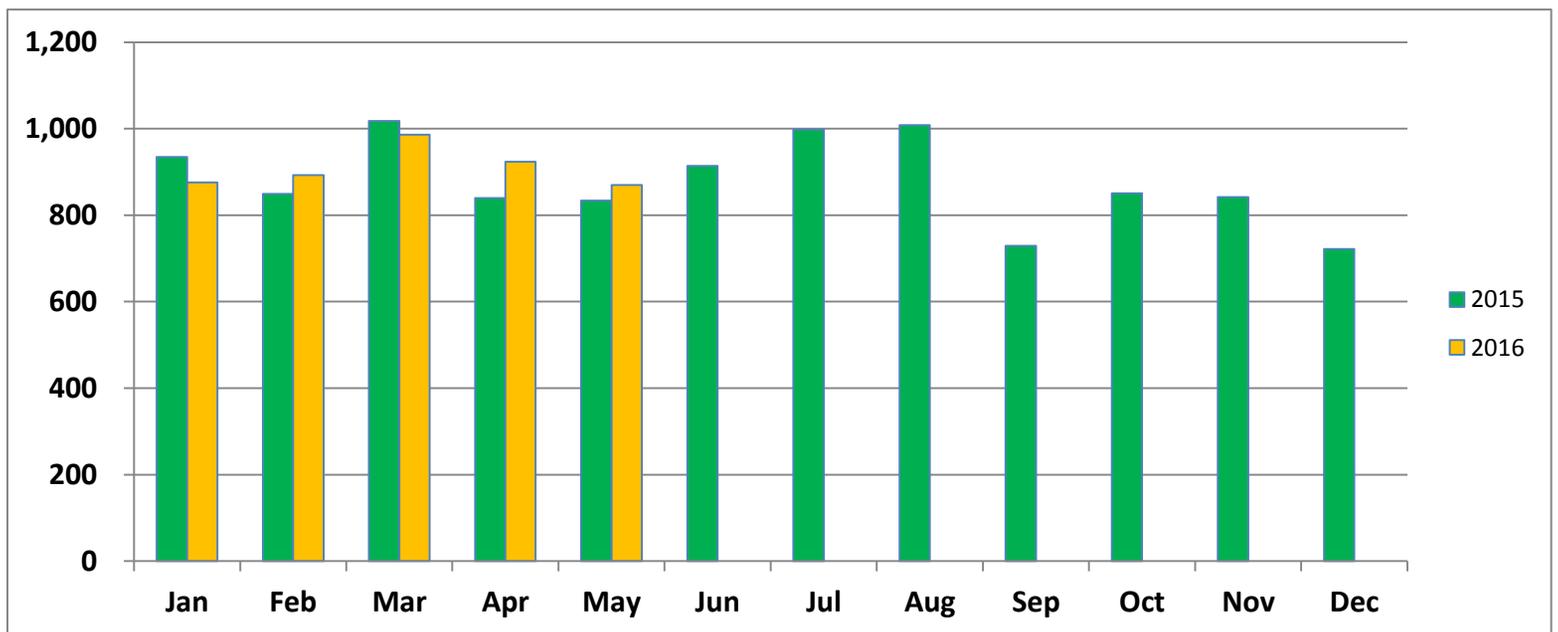
	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
<b>Jan</b>	8,954	461	9,415	9,073	449	9,522	107	1.14%
<b>Feb</b>	8,079	437	8,516	8,777	430	9,207	691	8.11%
<b>Mar</b>	8,280	522	8,802	9,011	527	9,538	736	8.36%
<b>Apr</b>	8,710	450	9,160	9,758	484	10,242	1,082	11.81%
<b>May</b>	8,434	443	8,877	8,033	500	8,533	(344)	-3.88%
<b>Jun</b>	9,869	387	10,256					
<b>Jul</b>	10,663	452	11,115					
<b>Aug</b>	9,256	541	9,797					
<b>Sep</b>	8,163	493	8,656					
<b>Oct</b>	8,481	503	8,984					
<b>Nov</b>	7,931	495	8,426					
<b>Dec</b>	7,770	301	8,071					
<b>Y-T-D</b>	<b>104,590</b>	<b>5,485</b>	<b>110,075</b>	<b>44,652</b>	<b>2,390</b>	<b>47,042</b>	<b>2,272</b>	<b>-57.26%</b>



## Elm Grove Public Library Activity Report

### Computer Use

	2015			2016			Y-T-Y Change	
	Library	Wi-Fi	Total	Library	Wi-Fi	Total	Total Usage	
<b>Jan</b>	610	325	935	508	368	876	(59)	-6.31%
<b>Feb</b>	519	330	849	473	420	893	44	5.18%
<b>Mar</b>	576	442	1,018	556	430	986	(32)	-3.14%
<b>Apr</b>	511	329	840	502	422	924	84	10.00%
<b>May</b>	488	346	834	435	435	870	36	4.32%
<b>Jun</b>	548	366	914					
<b>Jul</b>	554	444	998					
<b>Aug</b>	577	431	1,008					
<b>Sep</b>	447	282	729					
<b>Oct</b>	490	361	851					
<b>Nov</b>	460	382	842					
<b>Dec</b>	415	307	722					
<b>Y-T-D</b>	<b>6,195</b>	<b>4,345</b>	<b>10,540</b>	<b>2,474</b>	<b>2,075</b>	<b>4,549</b>	<b>73</b>	<b>-56.84%</b>

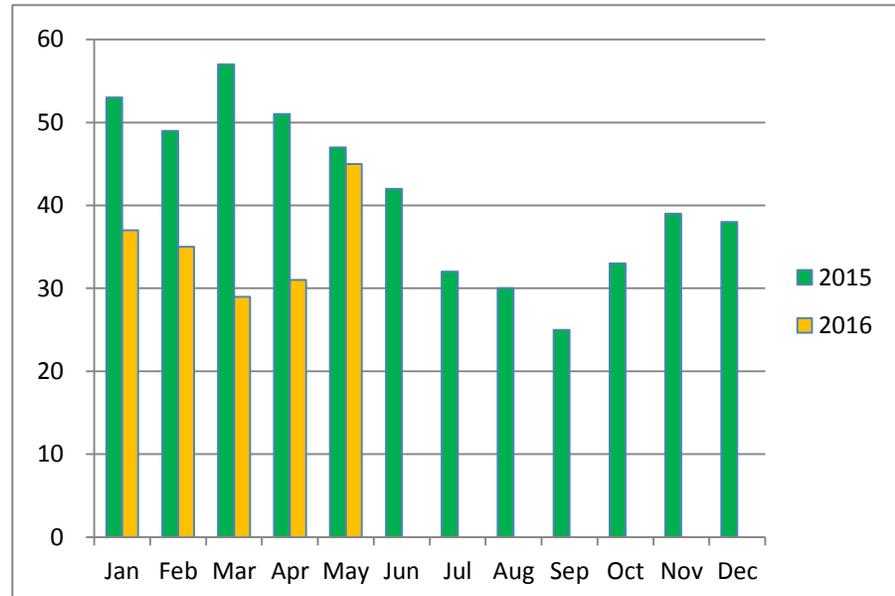


# Elm Grove Public Library

## Activity Report

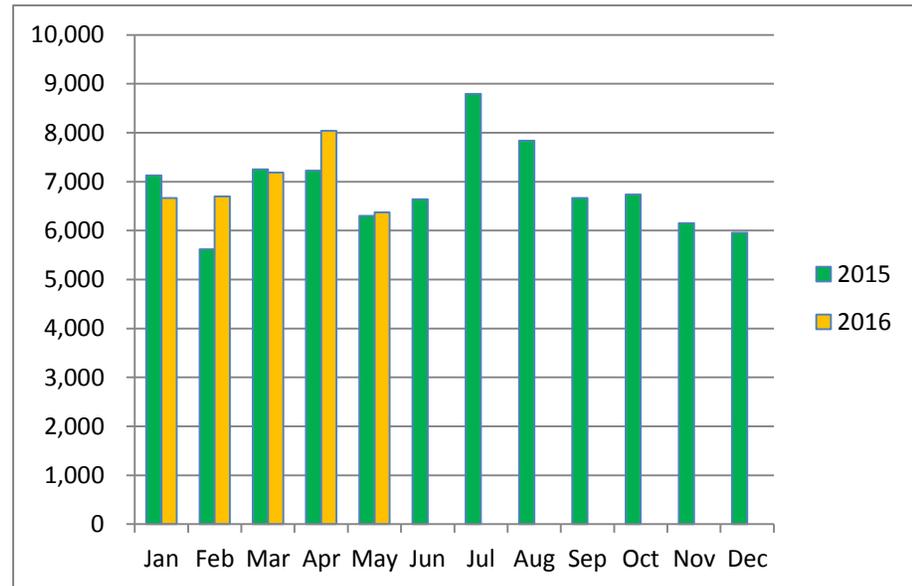
### Study Room Use

	2015	2016	Y-T-Y Change	
Jan	53	37	(16)	-30.19%
Feb	49	35	(14)	-28.57%
Mar	57	29	(28)	-49.12%
Apr	51	31	(20)	-39.22%
May	47	45	(2)	-4.26%
Jun	42			
Jul	32			
Aug	30			
Sep	25			
Oct	33			
Nov	39			
Dec	38			
<b>Y-T-D</b>	<b>496</b>	<b>177</b>	<b>(319)</b>	<b>-64.31%</b>



### 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	7,186	(66)	-0.91%
Apr	7,225	8,040	815	11.28%
May	6,302	6,371	69	1.09%
Jun	6,639			
Jul	8,793			
Aug	7,834			
Sep	6,666			
Oct	6,738			
Nov	6,151			
Dec	5,953			
<b>Y-T-D</b>	<b>82,299</b>	<b>34,958</b>	<b>(47,341)</b>	<b>-57.52%</b>

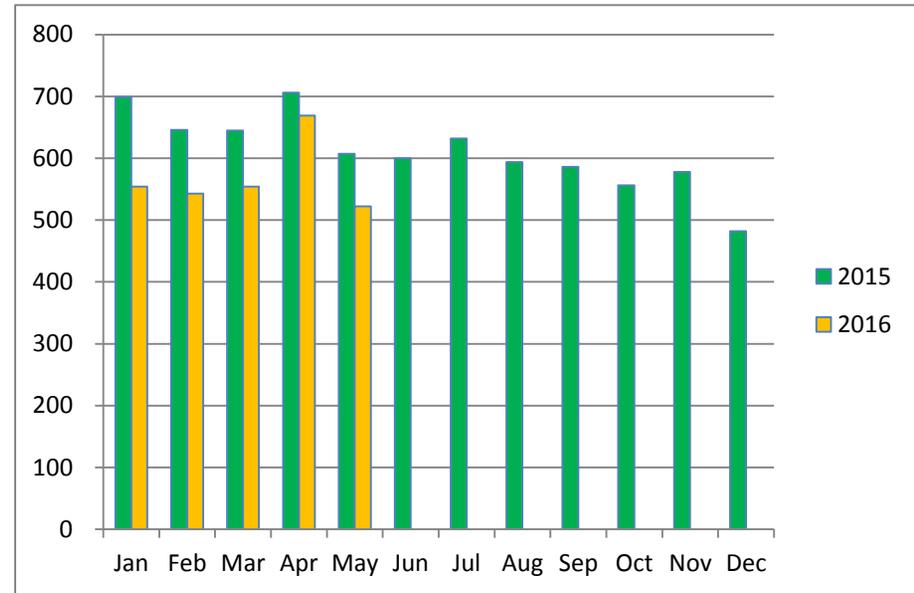


# Elm Grove Public Library

## Activity Report

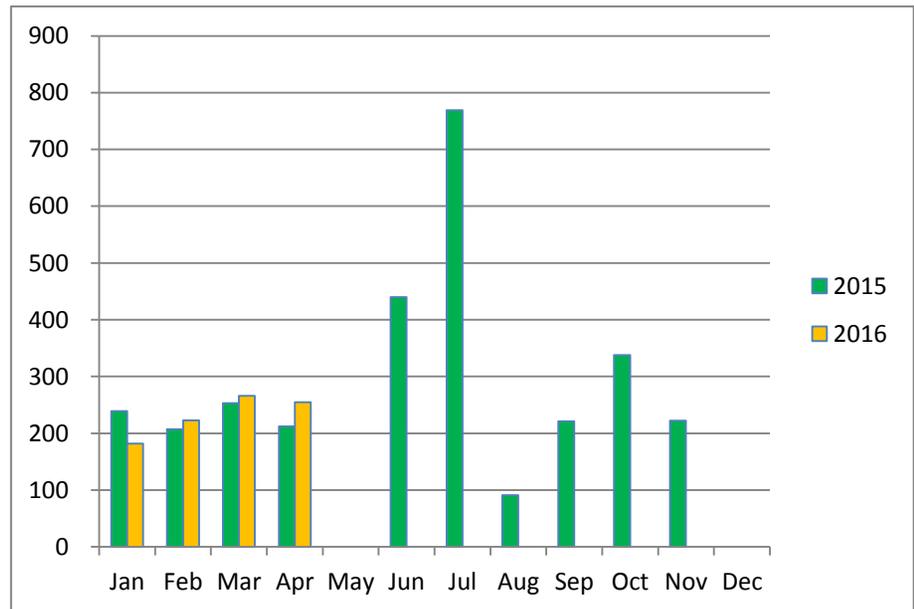
### Reference Requests

	2015	2016	Y-T-Y Change	
Jan	699	554	(145)	-20.74%
Feb	646	543	(103)	-15.94%
Mar	645	554	(91)	-14.11%
Apr	706	669	(37)	-5.24%
May	607	522	(85)	-14.00%
Jun	600			
Jul	632			
Aug	594			
Sep	586			
Oct	556			
Nov	578			
Dec	482			
<b>Y-T-D</b>	<b>7,331</b>	<b>2,842</b>	<b>(4,489)</b>	<b>-61.23%</b>



### 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	266	13	5.14%
Apr	212	255	43	20.28%
May	0	0	0	0.00%
Jun	440			
Jul	769			
Aug	91			
Sep	221			
Oct	338			
Nov	222			
Dec	0			
<b>Y-T-D</b>	<b>2,992</b>	<b>926</b>	<b>(2,066)</b>	<b>-69.05%</b>



## Participation in Youth Programs for May 2016

There were no weekly programs in the month of May.

### Special Programs

Date	Event	Participation
May 26	SLP promos at SMV	5 presentations for all students in grades 4K-7* (about 270 students)
Month of May	1000 Books before Kindergarten	1 new registration 1 completion

\*The 8<sup>th</sup> grade class at SMV was unable to attend the presentations this year because of schedule conflicts.

### Summary of Teen Volunteer Activity for January-May 2015

#### Shelf Reading

	Volunteers	Volunteer Visits	Volunteer Hours
Jan-May 2016	5	30	25.5
Jan-May 2015	5	21	18.75

#### Other Volunteer Events

Date	Event	Volunteers/hours
Jan 25	Lego Village	2 (8.5 hrs. total)
February	Senior Project for Emma Woods (DVD shelf list)	12 hours

**ELM GROVE LIBRARY**  
**GIFTS RECEIVED**

May- June 2016

- \$21,000 (proceeds from the March 2016 used book sale) donated by the Friends of the Elm Grove Library
- \$120.00 from Kiwanis Club of Elm Grove for the purchase of children's picture books

# Library Director's Report

## June 2016

### a. Library activity report (statistics)

### b. Youth program report

### c. Staff news

- Nancy Arevalo attended a Safety Awareness training workshop 5/24/2016
- Paulette Brooks attended a customer service workshop 6/1/2016
  
- Adult coloring drop-in program 5/18/2016
- Cookbook exchange with cheese and chocolate pairing 5/18/2016
- Roosevelt program 6/2/2016
- Author event and book club night in conjunction with Boswell Books, featuring J. Ryan Stradal, author of *Kitchens of the Great Midwest*, Tues. 6/14, 6:30pm.
- Adult coloring drop-in program 6/15/2016

### Upcoming programs:

#### Adult

- “Fish Frys and Rib-Eyes and Highballs, Oh My! The History and Culture of Wisconsin Supper Clubs”, Tuesday, July 19<sup>th</sup>, 7:00pm, in the O’Neill Room. No reservations needed.

#### Youth

- Children’s and teen summer library reading program began 6/13/2016. (154 registrations already after the first week!)

### d. Gifts