

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

LIBRARY BOARD

Monday, July 18, 2016 \* 4:00 PM \* Park View Room

## AGENDA

1. Call to order
2. Approval of Agenda
3. Hearing of the public
4. Review and possible approval of strategic plan
5. Minutes of the previous meeting

*Documents:*

[\*Library Board Minutes 6-27-16 Draft.pdf\*](#)

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

August 15, 2016  
September 19, 2016  
October 17, 2016

7. Treasurer's report

- a. Accounts payable: **\$3,044.99**
- b. Gift fund accounts payable: **\$3,221.62**
- c. Status of accounts

*Documents:*

[\*OB Accounts Payable JUL 2016.pdf\*](#)  
[\*LGIP4 Gifts Accounts Payable JUL 2016.pdf\*](#)  
[\*Library 072016 June.pdf\*](#)  
[\*ChaseLib0716 June.pdf\*](#)  
[\*6-2016 lib exp.pdf\*](#)  
[\*6-2016 lib rev.pdf\*](#)  
[\*library gift accounts 2016 June.pdf\*](#)  
[\*6-2016 lib gift rev.pdf\*](#)  
[\*6-2016 lib gift exp.pdf\*](#)

8. Director's report

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

*Documents:*

*Director report July 2016.pdf*

*EG Library Activity Report 6-2016.pdf*

*Youth report part 1 Program Participation June 2016.pdf*

*Youth report part 2 SLP Reading Participation 2016.pdf*

**9. Old Business**

- No old business

**10. New Business**

- No new business

**11. 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**  
**June 27, 2016 MEETING MINUTES**  
For Approval at the July 18, 2016 Library Board meeting  
Park View Room, Village Hall

**1. Call to Order.**

The meeting was called to order at 4:41 p.m. Board members present were: John Alexander, David Hecker, Patty Kujawa, Mary Weller and Library Director Sarah Muench, Board Administrative Officer. Excused: Board President Bonnie Klamik, Board Secretary Karen Sopik and Board Assistant Secretary Kristin Olson.

**2. Approval of the Agenda.**

Upon motion made by John Alexander and seconded by Patty Kujawa, the Board unanimously approved the Agenda as presented.

**3. Hearing of the Public.**

Sally Cashin, President of the FOEGL Board, reported that FOEGL:

- a. raised \$1507 from its very successful “bookie cookie” sale;
- b. held a joint board meeting for outgoing and incoming board members;
- c. is conducting its annual membership drive and currently has 135 members;
- d. paid for 1000 new replacement bags for the library; and
- e. is in the process of working on a retractable sign that would read along the lines of “FOEGL—helping our Library grow,” for use at FOEGL sponsored library events.

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

The draft minutes of the May 16, 2016 meeting were reviewed and upon motion made by David Hecker and seconded by John Alexander, the draft minutes were unanimously approved by the Board as final.

**5. Future Meeting Dates.**

July 18, 2016 @ 4 pm  
August 15, 2016 @4:30 pm  
September 19, 2016 @ 4:30 pm

Upon motion to approve the meeting dates made by David Hecker and seconded by John Alexander, the Board unanimously approved the above specified meeting dates.

**6. Treasurer’s Report.**

- a. Operating Budget accounts payable.

(1) On motion by John Alexander and seconded by Patty Kujawa, the Board unanimously approved the expenditure of \$ 5,656.42 in June 2016.

b. Gift Fund accounts payable.

(1) LGIP-4.

a. On motion made by John Alexander and seconded by Patty Kujawa, the Board approved the expenditure of \$3,235.12.

(2) LGIP-10. None.

c. Capital Budget accounts payable. None.

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

(1) LGIP-4 \$44,579.74

(2) LGIP-10 \$32,299.90

**7. Director's Report.**

a. Library activity report (statistics).

b. Children's program report.

c. Staff news.

d. Gifts.

Upon motion made by David Hecker and seconded by John Alexander, the Board unanimously approved the acceptance of (i) a \$21,000 donation from FOEGL, representing proceeds from the March book sale and (ii) a \$121.00 donation from the Kiwanis Club of Elm Grove for the purchase of children's picture books.

**8. Old Business.**

David Hecker updated the Board on the strategic planning initiative.

**9. New Business.**

None

Upon motion to adjourn the meeting made by John Alexander and seconded by Patty Kujawa, the Board adjourned at 5:19 pm.

Respectfully submitted,

David Hecker,  
Assistant Secretary

## ELM GROVE LIBRARY ACCOUNTS PAYABLE

July-16

551.3100	ADULT BOOKS		
	Baker & Taylor	(10 invoices)	\$1,165.11
	Amazon (paid)	(2 invoices)	<u>\$51.63</u>
			<b>\$1,216.74</b>
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(2 invoices)	<b>\$625.72</b>
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	Demco	(1 invoice)	\$244.11
	OfficeMax	(1 invoices)	\$32.49
	OfficeMax (paid)	(1 invoice)	\$285.98
	Sendik's (paid)	(1 invoice)	<u>\$39.95</u>
			<b>\$602.53</b>
551.3320	COMPUTER SERVICES		
	Wisconsin Department of Administration	(1 invoice)	<b>\$600.00</b>
	<b>TOTAL ACCOUNTS PAYABLE</b>		<b>\$3,044.99</b>

**ELM GROVE LIBRARY  
GIFTS ACCOUNTS**

**July-16**

Baker & Taylor	(5 invoices)	\$519.50
Amazon audio-visual (paid)	(16 invoices)	\$986.21
Amazon (refund)	(2 invoices)	-\$10.44
Gale/CENGAGE Learning	(1 invoice)	\$27.05
Mr. Steve Productions (paid)	(1 invoice)	\$350.00
SkyBound Canine Entertainment, LLC (paid)	(1 invoice)	\$300.00
Stokes, David (paid)	(1 invoice)	\$275.00
Obermann, Scott (paid)	(1 invoice)	\$285.00
Puppet Story Theater (paid)	(1 invoice)	\$300.00
oldfashionedthemovie.com (paid)	(1 invoice)	\$100.00
Sendik's (paid)	(4 invoices)	\$89.30

**TOTAL**

**\$3,221.62**



# ELMGROVE, WI

## Payments

Current Period: JULY 2016

Batch Name	APLib0716	User Dollar Amt	\$4,723.98	
	Payments	Computer Dollar Amt	\$4,723.98	
			\$0.00	<b>In Balance</b>

Refer	<u>0 BAKER &amp; TAYLOR COMPANY</u>	-		
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books		\$12.77
Invoice	2032094369 6/17/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$10.08
Invoice	2032094369 6/17/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$171.56
Invoice	2032093452 6/16/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$273.78
Invoice	2032082771 6/15/2016			
<b>Cash Payment</b>	E 006-5513135 LK Books NF	Books		\$16.27
Invoice	2032095629 6/21/2016			
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books		\$133.29
Invoice	2032095630 6/21/2016			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books		\$8.16
Invoice	2032095631 6/21/2016			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books		\$210.13
Invoice	2032105744 6/23/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$3.14
Invoice	2032117767 6/27/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books		\$60.94
Invoice	2032117484 6/28/2016			
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books		\$612.95
Invoice	2032121594 6/30/2016			
<b>Cash Payment</b>	E 006-5513136 NW Books Travel	Books		\$265.60
Invoice	2032124711 7/1/2016			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books		\$27.19
Invoice	2032124712 7/1/2016			
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books		\$204.68
Invoice	2032124713 7/1/2016			
<b>Cash Payment</b>	E 006-5513130 SF Books-Reference	Books		\$155.33
Invoice	5014169708 6/28/2016			
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books		\$16.31
Invoice	5014169708 6/28/2016			
<b>Cash Payment</b>	E 006-5513135 LK Books NF	Books		\$16.27
Invoice	2032126734 7/5/2016			
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books		\$111.88
Invoice	2032124735 7/5/2016			
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b> \$2,310.33

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Refer	<u>0 DEMCO</u>	-		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies		\$244.11
Invoice	5894750 6/10/2016			
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b> \$244.11

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Refer	<u>0 DEPARTMENT OF ADMINISTRATIO</u>	-		
<b>Cash Payment</b>	E 006-5513320 computer Maintenance	TEACH Services		\$600.00
Invoice	505-0000007579 6/6/2016			



# ELMGROVE, WI

## Payments

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Current Period: JULY 2016

Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b>	<b>\$600.00</b>
Refer	0 <u>GALE/CENGAGE LEARNING</u>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books			\$27.05
Invoice	58192702	6/10/2016			
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b>	<b>\$27.05</b>
Refer	0 <u>MR STEVE PRODUCTIONS</u>		<u>Ck# 091572 7/6/2016</u>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Library performance July 7, 2016			\$350.00
Invoice	EGPL7716	7/7/2016			
Transaction Date	7/6/2016	Town Bank	1110300	<b>Total</b>	<b>\$350.00</b>
Refer	0 <u>OBERMANN, SCOTT</u>		<u>Ck# 091571 7/6/2016</u>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Magically Nutritious magic show July 6, 2016			\$285.00
Invoice	070616EG	7/6/2016			
Transaction Date	7/6/2016	Town Bank	1110300	<b>Total</b>	<b>\$285.00</b>
Refer	0 <u>OFFICE MAX</u>		-		
Cash Payment	E 006-5513300 Library Supplies	Library Supplies			\$32.49
Invoice	961471	6/10/2016			
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b>	<b>\$32.49</b>
Refer	0 <u>PUPPET STORY THEATER</u>		<u>Ck# 091573 7/7/2016</u>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Light the Torch program			\$300.00
Invoice					
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b>	<b>\$300.00</b>
Refer	0 <u>SKYBOUND CANINE ENTERTAINM</u>		<u>Ck# 091575 7/7/2016</u>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Magic Poodle Show			\$300.00
Invoice					
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b>	<b>\$300.00</b>
Refer	0 <u>STOKES, DAVID</u>		<u>Ck# 091574 7/7/2016</u>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Fit where you live program			\$275.00
Invoice					
Transaction Date	7/7/2016	Town Bank	1110300	<b>Total</b>	<b>\$275.00</b>

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$2,056.55
006 Library Operating Fund	\$2,667.43
	\$4,723.98

Pre-Written Checks	\$1,510.00
Checks to be Generated by the Computer	\$3,213.98
Total	\$4,723.98



# ELMGROVE, WI

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## Payments

Current Period: JULY 2016

Batch Name	ChaseLib0716	User Dollar Amt	\$1,542.63
	Payments	Computer Dollar Amt	\$1,542.63

\$0.00 In Balance

Refer	0 AMAZON	-	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$15.99
Invoice	6/10/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$35.64
Invoice	6/10/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$12.82
Invoice	6/13/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$70.90
Invoice	6/10/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	-\$2.00
Invoice	6/16/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$9.99
Invoice	6/20/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$26.91
Invoice	6/20/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$185.41
Invoice	6/20/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$119.68
Invoice	6/20/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$285.63
Invoice	6/21/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$39.49
Invoice	6/22/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$17.99
Invoice	6/27/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$38.49
Invoice	6/28/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	-\$8.44
Invoice	6/30/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$24.88
Invoice	7/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$37.64
Invoice	7/4/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$22.05
Invoice	7/5/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$32.49
Invoice	7/5/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$55.86
Invoice	6/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$5.98
Invoice	6/20/2016		

Transaction Date	7/14/2016	Town Bank	1110300	<b>Total</b>	\$1,027.40
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Refer	0 SENDIKS	-	
Cash Payment	E 006-5513300 Library Supplies	Library Supplies	\$39.95
Invoice	6/17/2016		



# ELMGROVE, WI

## Payments

Current Period: JULY 2016

<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library Supplies		<b>\$30.73</b>
Invoice	6/14/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library Supplies		<b>\$8.48</b>
Invoice	6/20/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library Supplies		<b>\$8.33</b>
Invoice	6/22/2016			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library Supplies		<b>\$41.76</b>
Invoice	7/4/2016			
Transaction Date	7/14/2016	Town Bank	1110300	<b>Total</b> <u>\$129.25</u>
Refer	0 OFFICE MAX		-	
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies		<b>\$285.98</b>
Invoice	7/7/2016			
Transaction Date	7/14/2016	Town Bank	1110300	<b>Total</b> <u>\$285.98</u>
Refer	0 OLD FASHIONED		-	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	DVD		<b>\$100.00</b>
Invoice 00456	6/23/2016			
Transaction Date	7/14/2016	Town Bank	1110300	<b>Total</b> <u>\$100.00</u>

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,165.07
006 Library Operating Fund	<u>\$377.56</u>
	\$1,542.63

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<u>\$1,542.63</u>
Total	\$1,542.63



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

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
<b>FUND 006 Library Operating Fund</b>					
E 006-5511000 Library wages	\$20,344.76	\$134,964.41	\$275,000.00	\$140,035.59	50.92%
E 006-5512000 Library WRS	\$2,328.16	\$15,141.61	\$31,000.00	\$15,858.39	51.16%
E 006-5512001 Library Employee WRS	-\$1,164.05	-\$7,570.72	-\$15,500.00	-\$7,929.28	51.16%
E 006-5512005 Library- life insurance	\$69.34	\$443.44	\$650.00	\$206.56	31.78%
E 006-5512010 Library FICA	\$1,604.94	\$10,634.60	\$21,400.00	\$10,765.40	50.31%
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	\$4,126.98	\$0.00	-\$4,126.98	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	\$79.20	\$225.00	\$145.80	64.80%
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	\$469.88	\$5,910.62	\$10,000.00	\$4,089.38	40.89%
E 006-5513105 SM Adult Audiobooks	\$200.74	\$576.29	\$1,600.00	\$1,023.71	63.98%
E 006-5513106 SM Adult DVDs	\$0.00	\$2,161.36	\$2,100.00	-\$61.36	-2.92%
E 006-5513107 SM Adult Music	\$22.17	\$526.63	\$1,000.00	\$473.37	47.34%
E 006-5513110 SF Magazines/newspapers	\$49.50	\$1,189.54	\$7,300.00	\$6,110.46	83.70%
E 006-5513130 SF Books-Reference	\$65.71	\$1,153.25	\$4,200.00	\$3,046.75	72.54%
E 006-5513131 SM Books Adult Fiction	\$1,209.63	\$4,884.90	\$11,100.00	\$6,215.10	55.99%
E 006-5513132 SM Books Large Print	\$245.81	\$1,194.15	\$1,300.00	\$105.85	8.14%
E 006-5513133 AL Books NF	\$165.64	\$1,402.47	\$2,250.00	\$847.53	37.67%
E 006-5513134 NW Books NF	\$590.78	\$2,511.63	\$4,950.00	\$2,438.37	49.26%
E 006-5513135 LK Books NF	\$468.37	\$1,148.25	\$2,400.00	\$1,251.75	52.16%
E 006-5513136 NW Books Travel	\$0.00	\$384.10	\$900.00	\$515.90	57.32%
E 006-5513137 SM Books NF 800	\$73.50	\$392.65	\$1,200.00	\$807.35	67.28%
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	\$220.98	\$803.98	\$1,600.00	\$796.02	49.75%
E 006-5513300 Library Supplies	\$1,053.78	\$4,436.99	\$7,400.00	\$2,963.01	40.04%
E 006-5513310 Library Copy Machine	\$266.45	\$1,421.39	\$2,600.00	\$1,178.61	45.33%
E 006-5513320 computer Maintenance	\$0.00	\$13,689.82	\$18,500.00	\$4,810.18	26.00%
E 006-5513400 Telephone	\$75.18	\$354.18	\$900.00	\$545.82	60.65%
E 006-5513420 Postage	\$0.00	\$10.23	\$400.00	\$389.77	97.44%
E 006-5513430 Miscellaneous Programs	\$309.51	\$760.21	\$1,000.00	\$239.79	23.98%
E 006-5513435 Mileage	\$0.00	\$449.94	\$1,000.00	\$550.06	55.01%
E 006-5513499 Printing & Miscellaneous	\$0.00	\$280.38	\$1,000.00	\$719.62	71.96%
E 006-5513800 Library deposit over/short	\$0.50	\$29.15	\$0.00	-\$29.15	0.00%
<b>FUND 006 Library Operating Fund</b>	<b>\$29,319.40</b>	<b>\$204,630.63</b>	<b>\$407,625.00</b>	<b>\$202,994.37</b>	<b>49.80%</b>
	\$29,319.40	\$204,630.63	\$407,625.00	\$202,994.37	49.80%

((FUND="006"))



**ELMGROVE, WI**  
**Library Revenue Summary**  
 JUNE 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	\$0.00	\$14,071.50	\$28,270.00	\$14,198.50	50.22%
<b>SOURCE Alt Code 200</b>	\$0.00	\$14,198.70	\$29,080.00	\$14,881.30	
<b>SOURCE Alt Code 322</b>					
R 006-3220200 Interest Income	\$272.12	\$272.12	\$300.00	\$27.88	9.29%
<b>SOURCE Alt Code 322</b>	\$272.12	\$272.12	\$300.00	\$27.88	
<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	\$816.90	\$4,074.52	\$0.00	-\$4,074.52	0.00%
R 006-4662000 Library Photocopies	\$152.01	\$631.44	\$0.00	-\$631.44	0.00%
R 006-4663000 Library Computer Printouts	\$82.03	\$779.83	\$0.00	-\$779.83	0.00%
R 006-4663500 Library- Faxes	\$42.67	\$134.95	\$0.00	-\$134.95	0.00%
R 006-4664000 Library Cards	\$136.00	\$659.00	\$0.00	-\$659.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$222.02	\$754.04	\$0.00	-\$754.04	0.00%
<b>SOURCE Alt Code 450</b>	\$1,451.63	\$7,033.78	\$13,000.00	\$5,966.22	
<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>	\$1,723.75	\$371,504.60	\$392,380.00	\$20,875.40	
	\$1,723.75	\$371,504.60	\$392,380.00	\$20,875.40	

((FUND="006"))

**Library Gift Funds  
LGIP Accounts**

	<b>LGIP #4</b>			<b>LGIP #10 K Schmidt Donation</b>			<b>Total</b>	
	<b>Revenue</b>		<b>Expense</b>	<b>Balance</b>	<b>Revenue</b>	<b>Expense</b>	<b>Balance</b>	
	Interest	Donations	Checks Written		Interest	Checks Written		
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>
June	12.88	24.31	(3,235.12)		11.22			
balance 6/30				<b>41,381.81</b>			<b>32,311.12</b>	<b>73,692.93</b>
<b>Year to Date</b>	<b>61.84</b>	<b>38,392.15</b>	<b>(14,807.62)</b>		<b>64.13</b>	<b>-</b>		
	revenue	38,518.12			Payments	14,807.62		
					2015invoices			
					2016 Expenditures	<u>14,807.62</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**  
JUNE 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
<b>FUND 004 Library Gift Fund</b>				
R 004-4610000 Lib Donations	\$24.31	\$38,392.15	\$0.00	-\$38,392.15
R 004-4811000 Interest on Investments	\$24.10	\$125.97	\$0.00	-\$125.97
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$48.41</b>	<b>\$38,518.12</b>	<b>\$0.00</b>	<b>-\$38,518.12</b>
	\$48.41	\$38,518.12	\$0.00	-\$38,518.12

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



**ELMGROVE, WI**

**Library Gift Expenditure Summary**

JUNE 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	\$3,235.12	\$14,807.62	\$0.00	-\$14,807.62
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$3,235.12</b>	<b>\$14,807.62</b>	<b>\$0.00</b>	<b>-\$14,807.62</b>
	<u>\$3,235.12</u>	<u>\$14,807.62</u>	<u>\$0.00</u>	<u>-\$14,807.62</u>

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

# Library Director's Report

## July 2016

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

**b. Youth program report**

**c. Staff news**

### **Upcoming programs:**

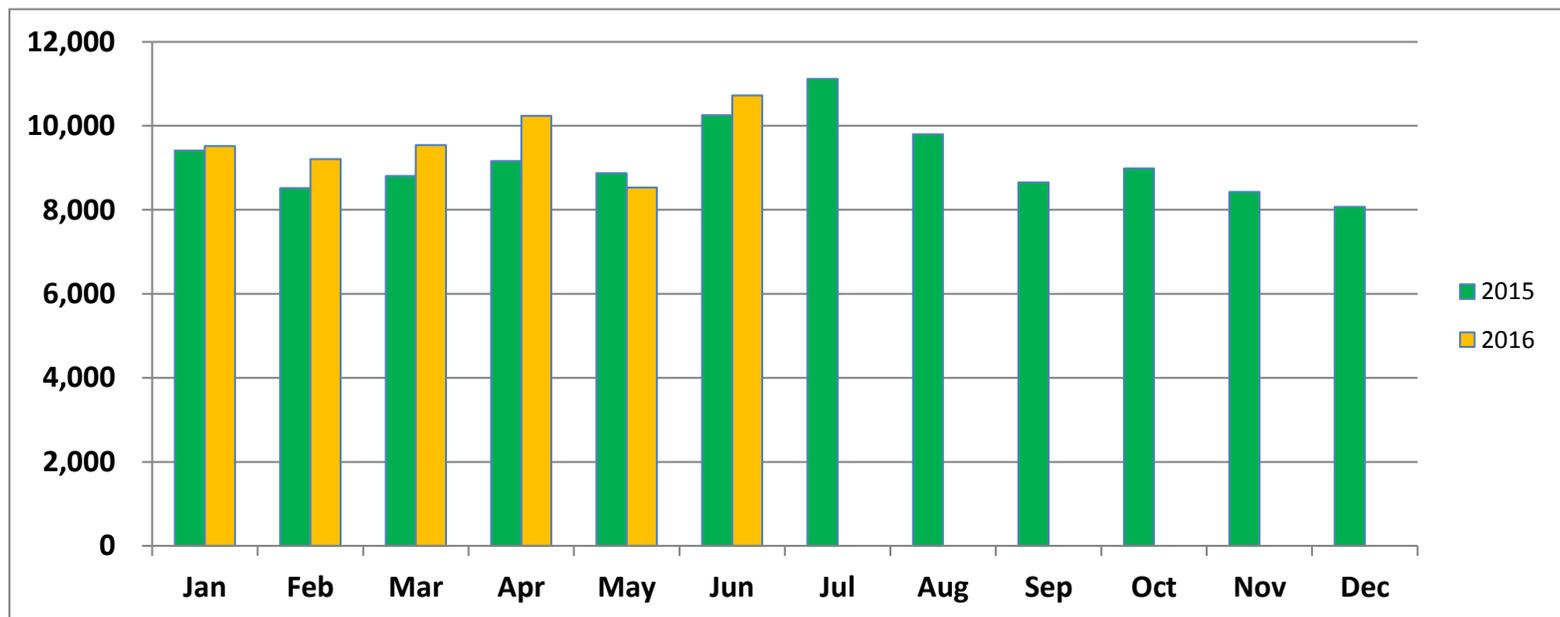
#### **Adult**

- “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.

## Elm Grove Public Library Activity Report

### Circulation

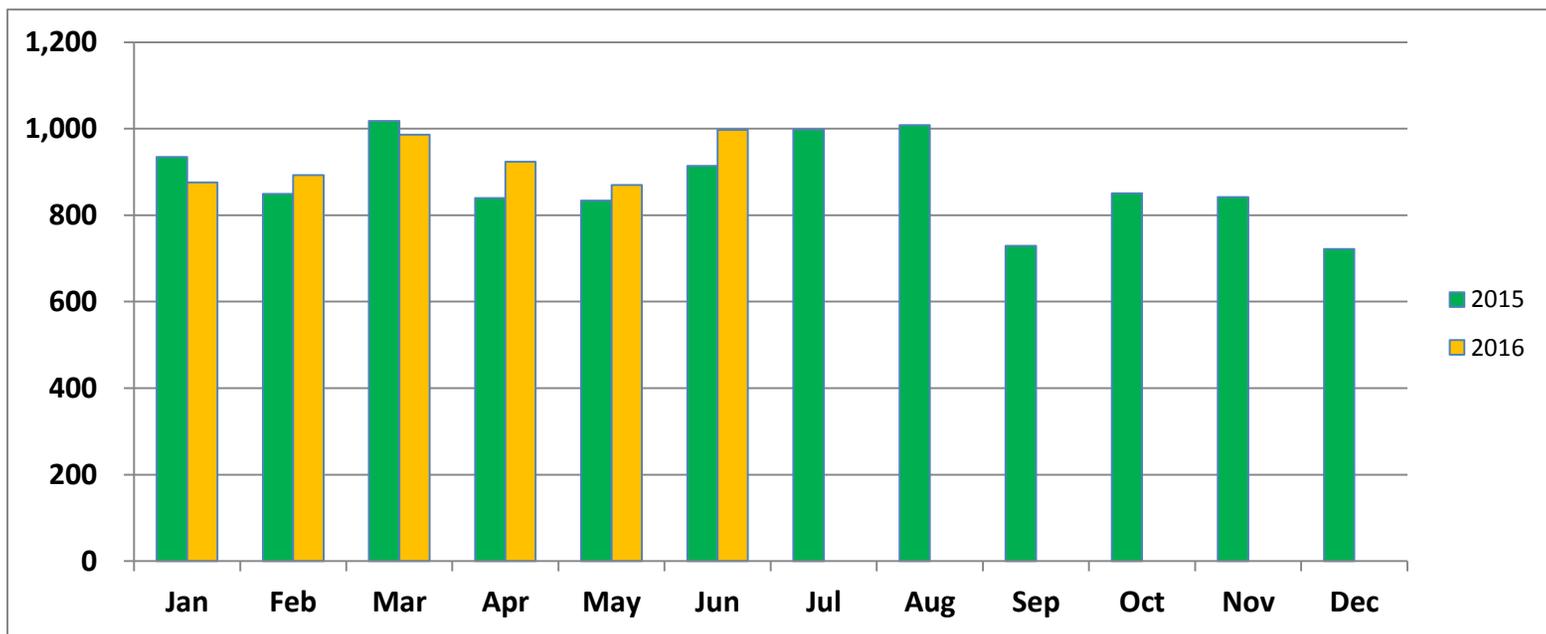
	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
<b>Jan</b>	8,954	461	9,415	9,073	449	9,522	107	1.14%
<b>Feb</b>	8,079	437	8,516	8,777	430	9,207	691	8.11%
<b>Mar</b>	8,280	522	8,802	9,011	527	9,538	736	8.36%
<b>Apr</b>	8,710	450	9,160	9,758	484	10,242	1,082	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	10,237	486	10,723	467	4.55%
<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>54,889</b>	<b>2,876</b>	<b>57,765</b>	<b>2,739</b>	<b>-47.52%</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	524	473	997	83	9.08%
<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>2,998</b>	<b>2,548</b>	<b>5,546</b>	<b>156</b>	<b>-47.38%</b>

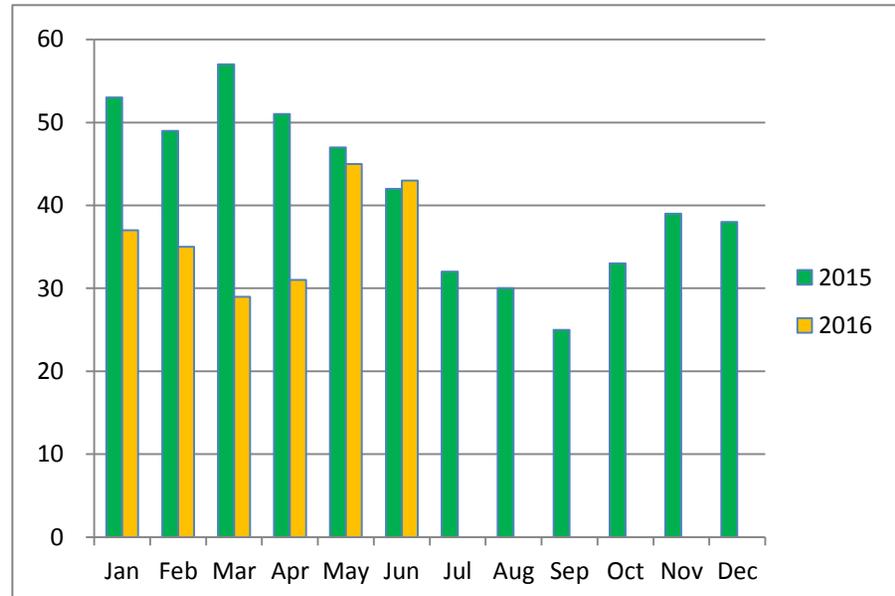


# Elm Grove Public Library

## Activity Report

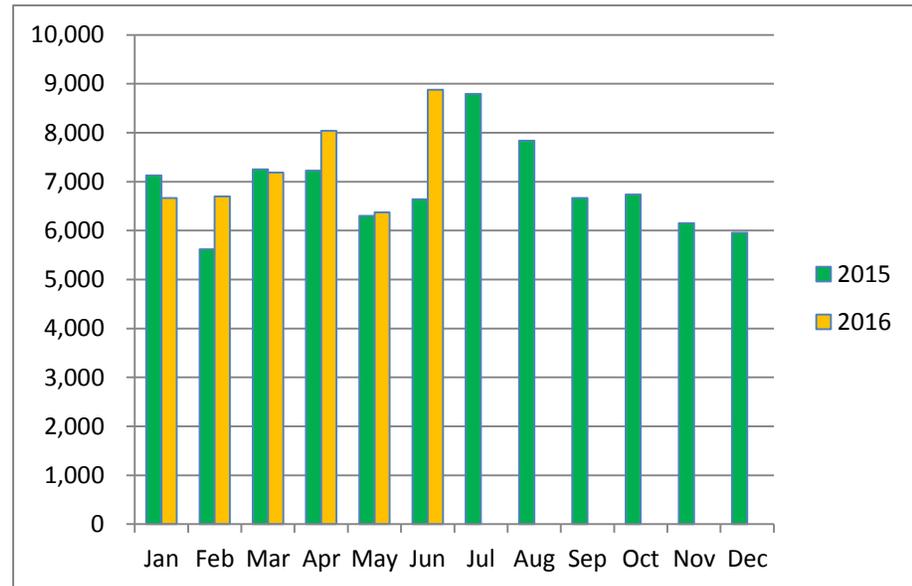
### Study Room Use

	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	43	1	2.38%
Jul	32			
Aug	30			
Sep	25			
Oct	33			
Nov	39			
Dec	38			
<b>Y-T-D</b>	<b>496</b>	<b>220</b>	<b>(276)</b>	<b>-55.65%</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	8,878	2,239	33.72%
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>43,836</b>	<b>(38,463)</b>	<b>-46.74%</b>

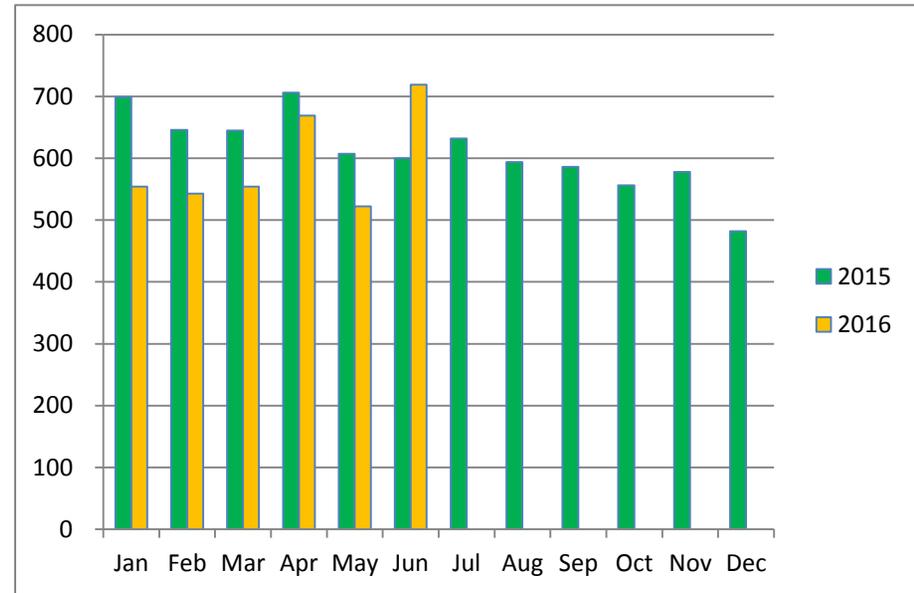


# Elm Grove Public Library

## Activity Report

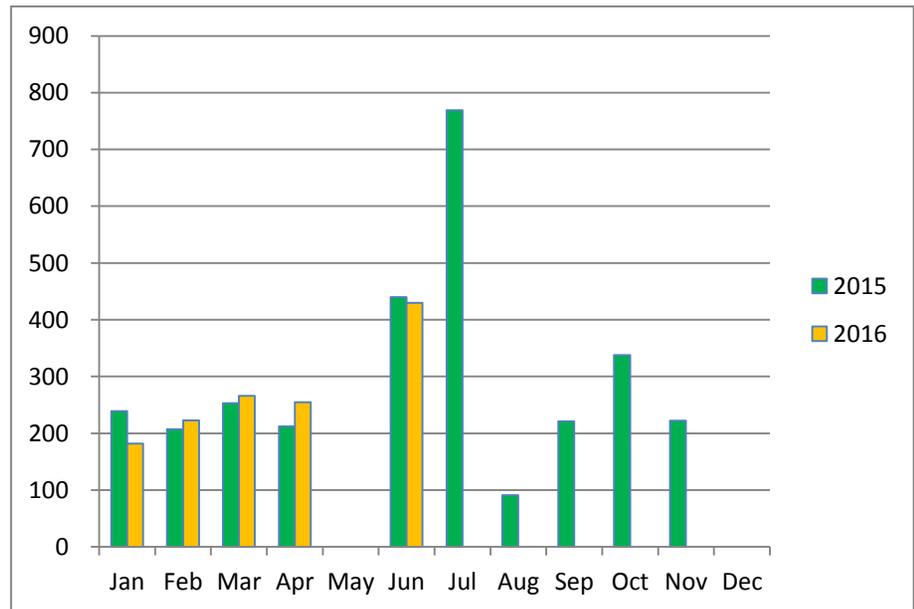
### Reference Requests

	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	719	119	19.83%
Jul	632			
Aug	594			
Sep	586			
Oct	556			
Nov	578			
Dec	482			
<b>Y-T-D</b>	<b>7,331</b>	<b>3,561</b>	<b>(3,770)</b>	<b>-51.43%</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	430	(10)	-2.27%
Jul	769			
Aug	91			
Sep	221			
Oct	338			
Nov	222			
Dec	0			
<b>Y-T-D</b>	<b>2,992</b>	<b>1,356</b>	<b>(1,636)</b>	<b>-54.68%</b>



## Program Participation – June 2016

Date	Event	Attendance
June 2	Play Group	4K, 4A = 8
June 9	Play Group	4K, 4A = 8
June 14	Movie "Inside Out"	24K, 16A = 40
June 16	Play Group	4K, 4A = 8
June 16	Magician Rick Allen	47K, 23A = 70
June 17	Story Time	6K, 3A = 9
June 21	Movie "Jump In"	39K, 13A = 52
June 23	Play Group	12K, 7A = 19
June 23	Pocket Lady Sports	31K, 14A = 45
June 24	Story Time	12K, 7A = 19
June 28	Movie "Cinderella"	43K, 11A = 54
June 29	The Science Alliance Get Hip to Health	19K, 8A = 27
June 30	Play Group	7K, 6A = 13
June 30	Kidsplay	40K, 18A = 58
<b>Total participation in Programs:</b>	14 events	292K, 138A = 430 participants

Total program participation for June 2015: 440 people

Total program participation for June 2014: 390 people

### Drop-In Activities

Date	Activity	Participation
June 20-25	Bike to the Library	27 bookmarks given out
Month of June	Bedtime Math	29 star chart packets given out
June 27-July 1	Bird feeder kits	27 given out
Month of June	Book Reviews	1 received

### **Teen Volunteer Participation (June 2016)**

New teen volunteers trained on shelf reading: 5

Total number of teen volunteers (programs + SR unduplicated): 9

Volunteer hours worked for June: 16.0 (programs) and 12.75 (shelf reading)

28.75 volunteer hours total

### **1000 Books Before Kindergarten**

3 new registrations

Summer Library Program Participation 2016  
Reading Program Participation

**Juvenile Registrations (birth-11 years)**

	June	July	August	Total
<b>Registrations</b>	251			

**Juvenile Reading Sheets Returned (birth-11 years)**

	June	July	August	Total
<b>#1</b>	92			
<b>#2</b>	36			
<b>#3</b>	1			
<b>#4</b>				
<b>#5</b>				
<b>#6</b>				
<b>#7</b>				
<b>#8</b>				
<b>Total # sheets returned</b>	129			

**YA Registrations (12-18 years)**

	June	July	August	Total
<b>Number of Registrations</b>	27			

**YA Reading Sheets Returned (12-18 years)**

	June	July	August	Total
<b>#1</b>	8			
<b>#2</b>	2			
<b>#3</b>				
<b>#4</b>				
<b>#5</b>				
<b>#6</b>				
<b>#7</b>				
<b>#8</b>				
<b>Total # sheets returned</b>	10			