

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

LIBRARY BOARD

Monday, August 15, 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 7-18-16.pdf](#)

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

September 19, 2016

October 17, 2016

November 21, 2016

### 6. Treasurer's report

- Accounts payable: \$5,046.50
- Gift fund accounts payable: \$2,737.93
- Status of accounts

*Documents:*

[OB Accounts Payable AUG 2016.pdf](#)

[LGIP4 Gifts Accounts Payable AUG 2016.pdf](#)

[AP Library 072016 b.pdf](#)

[AP Library 082016.pdf](#)

[Library - Chase 082016.pdf](#)

[7-2016 lib exp.pdf](#)

[7-2016 lib gift exp.pdf](#)

[7-2016 lib rev.pdf](#)

[7-2016 lib gift rev.pdf](#)

[library gift accounts 2016 July.pdf](#)

### 7. Director's Report

- Library activity report (statistics)
- Youth program report

- c. Staff and programming news
- d. Gifts

*Documents:*

*Director report August 2016.pdf*  
*EG Library Activity Report 7-2016.pdf*  
*Youth Program participation July 2016.pdf*  
*Youth SLP Reading Participation 2016.pdf*  
*Gifts July-August 2016.pdf*

## **8. Old Business**

- Review and possible approval of strategic plan

## **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**

**July 18, 2016 MEETING MINUTES**

For Approval at the August 15, 2016 Meeting  
Park View Room, Village Hall

**1. Call to Order.**

The meeting was called to order at 4:10 p.m. Board members present were: John Alexander, Dave Hecker, Bonnie Klamik, Patty Kujawa, Kristin Olson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer. Guest: Paul Byrne.

**2. Approval of the Agenda.**

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

**3. Hearing of the Public.**

There is no FOEGL meeting in July, so no FOEGL report this month.

**4. Review and Possible Approval of Strategic Plan.**

Paul Byrne reviewed the results of the strategic planning process and presented the group with the draft of a plan. A great deal of discussion took place, with revisions made to the draft. The revised draft will be presented at the August board meeting for approval.

**5. Minutes of the Previous Meeting.**

The minutes of the June 27, 2016 meeting were reviewed. A change was made to #1, Call to Order, that Kristin Olson is the Board Assistant Treasurer. A motion to approve the minutes as amended was made by John Alexander, seconded by Kristin Olson. Approved.

**6. Future Meeting Dates.**

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

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

**7. Treasurer's Report.**

a. Operating Budget accounts payable.

(1) On a motion by John Alexander and a second by Dave Hecker, the board approved the expenditure of \$3,044.99.

b. Gift Fund accounts payable.

(1) LGIP-4.

A. On a motion by John Alexander and a second by Patty Kujawa, the board approved the expenditure of \$3,221.62.

(2) LGIP-10. None.

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

(1) LGIP-4 \$41,381.81

(2) LGIP-10 \$32,311.12

**8. Director's Report.**

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

**9. Old Business.**

None.

**10. New Business.**

None.

A motion to adjourn the meeting was made by John Alexander, seconded by Dave Hecker. Approved. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Karen A. Sopik  
Secretary

## ELM GROVE LIBRARY ACCOUNTS PAYABLE

August-16

551.3100	ADULT BOOKS		
	Baker & Taylor	(19 invoices)	\$1,680.77
	Value Line	(1 invoice)	<u>\$425.00</u>
			<b>\$2,105.77</b>
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(3 invoices)	<b>\$329.69</b>
551.3105	ADULT AUDIOBOOKS		
	Baker & Taylor	(2 invoices)	<b>\$156.18</b>
551.3107	MUSIC CD		
	Baker & Taylor Entertainment	(7 invoices)	<b>\$336.88</b>
551.3110	MAGAZINES / NEWSPAPERS		
	Bridges Library System	(1 invoice)	\$184.00
	Wisconsin Historical Society	(1 invoice)	<u>\$65.00</u>
			<b>\$249.00</b>
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	Demco	(1 invoice)	\$136.53
	OfficeMax	(1 invoice)	\$122.12
	Brodart	(1 invoice)	\$127.05
	The Library Store	(2 invoices)	\$152.38
	Sendik's (paid)	(1 invoice)	<u>\$39.95</u>
			<b>\$578.03</b>
551.3320	COMPUTER SERVICES		
	Faronics (paid)	(1 invoice)	\$45.40
	EnvisionWare (paid)	(1 invoice)	\$564.40
	Ethostream	(1 invoice)	<u>\$360.00</u>
			<b>\$969.80</b>
551.3420	POSTAGE		
	Weckwerth, Noah (reim)	(1 invoice)	<b>\$5.49</b>
551.3430	PROGRAMS		
	Allen, Terese (paid)	(1 invoice)	<b>\$300.00</b>
551.3435	MILEAGE		
	Brooks, Paulette (reim)	(1 invoice)	<b>15.66</b>
	<b>TOTAL ACCOUNTS PAYABLE</b>		<b>\$5,046.50</b>

## LGIP4 GIFTS ACCOUNTS PAYABLE

Aug-16

Baker & Taylor	(5 invoices)	\$965.10
Amazon DVD (paid)	(16 invoices)	\$778.15
Amazon - SLP (paid)	(1 invoice)	\$69.99
Collective Eye Films (paid)	(1 invoice)	\$56.00
CENGAGE Learning	(2 invoices)	\$123.78
Sendik's (paid)	(3 invoices)	\$45.65
Elliott Ace Hardware (paid)	(1 invoice)	\$99.98
Metcalfe's (paid)	(1 invoice)	\$17.99
Construct Playthings (paid)	(1 invoice)	\$34.94
Lakeshore Learning (paid)	(1 invoice)	\$171.35
Krerowicz, Aaron (paid)	(1 invoice)	\$300.00
Weckwerth, Noah (reim)	(1 invoice)	\$75.00

**TOTAL**

**\$2,737.93**



**ELMGROVE, WI**  
**Payments**

Current Period: JULY 2016

Batch Name    APLib0716b  
 Payment                      Computer Dollar Amt              \$300.00    **Posted**

Refer            0 ALLEN, TERESE                      Ck# 091594 7/18/2016  
 Cash Payment    E 006-5513430 Miscellaneous Programs    Supper Clubs Program speaker fee                      \$300.00  
 Invoice                                      7/19/2016  
 Transaction Date    7/18/2016                      Due 0    Town Bank                      1110300                      **Total**                      \$300.00

Fund Summary

	1110300 Town Bank
006 Library Operating Fund	\$300.00
	<u>                    </u>
	\$300.00

Pre-Written Checks	\$300.00
Checks to be Generated by the Computer	\$0.00
	<u>                    </u>
Total	\$300.00



# ELMGROVE, WI

## Payments

**Current Period: AUGUST 2016**

Batch Name	LIB082016	User Dollar Amt	\$6,109.37	
Payments		Computer Dollar Amt	\$6,109.37	
			\$0.00	<b>In Balance</b>

Refer	0 BAKER & TAYLOR COMPANY		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	\$66.83
Invoice	2032164593 7/19/2016		
<b>Cash Payment</b>	E 006-5513105 SM Adult Audiobooks	Books	\$118.19
Invoice	2032170370 7/21/2016		
<b>Cash Payment</b>	E 006-5513105 SM Adult Audiobooks	Books	\$37.99
Invoice	2032170083 7/21/2016		
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$15.73
Invoice	B20903611 7/22/2016		
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$55.29
Invoice	B20903610 7/22/2016		
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books	\$266.41
Invoice	2032156521 7/18/2016		
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books	\$4.40
Invoice	2032147424 7/11/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$17.36
Invoice	2032170082 7/21/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$27.73
Invoice	2032170081 7/21/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$298.17
Invoice	2032172462 7/25/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	\$219.77
Invoice	2032149562 7/14/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$10.07
Invoice	2032150638 7/14/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$160.34
Invoice	2032150637 7/14/2016		
<b>Cash Payment</b>	E 006-5513130 SF Books-Reference	Books	\$55.00
Invoice	2032147310 7/11/2016		
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$15.71
Invoice	2032138005 7/8/2016		
<b>Cash Payment</b>	E 006-5513136 NW Books Travel	Books	\$15.74
Invoice	2032138004 7/8/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$28.61
Invoice	2032138003 7/8/2016		
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$15.71
Invoice	2032138002 7/8/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	\$214.94
Invoice	2032141491 7/11/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	\$325.38
Invoice	2032177133 7/27/2016		
<b>Cash Payment</b>	E 006-5513130 SF Books-Reference	Books	\$37.38
Invoice	5014203948 7/27/2016		
<b>Cash Payment</b>	E 006-5513133 AL Books NF	Books	\$124.99
Invoice	5014203948 7/27/2016		



# ELMGROVE, WI

## Payments

Current Period: AUGUST 2016

<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$357.97
Invoice	2032186676	7/28/2016	
<b>Cash Payment</b>	E 006-5513137 SM Books NF 800	Books	\$29.73
Invoice	2032186590	7/28/2016	
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$10.08
Invoice	2032186589	7/28/2016	
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$167.44
Invoice	2032189210	7/29/2016	
<b>Cash Payment</b>	E 006-5513103 SD Children/Young Adult	Books	\$58.88
Invoice	2032179177	7/26/2016	
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$36.71
Invoice	T41360780	7/25/2016	
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$12.73
Invoice	B21525130	7/29/2016	
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$14.23
Invoice	B21525131	7/29/2016	
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$74.99
Invoice	B22048450	8/5/2016	
<b>Cash Payment</b>	E 006-5513107 SM Adult Music	Music	\$127.20
Invoice	B20830660	7/20/2016	
<b>Cash Payment</b>	E 006-5513137 SM Books NF 800	Books	\$8.79
Invoice	2032192286	8/2/2016	
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$10.07
Invoice	2032192285	8/2/2016	
<b>Cash Payment</b>	E 006-5513131 SM Books Adult Fiction	Books	\$15.71
Invoice	2032192284	8/2/2016	
<b>Cash Payment</b>	E 006-5513134 NW Books NF	Books	\$274.17
Invoice	2032192283	8/2/2016	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	\$138.18
Invoice	2032192606	8/3/2016	
Transaction Date	8/2/2016	Town Bank	1110300
		<b>Total</b>	\$3,468.62
Refer	0 <u>BRODART, INC.</u>		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	\$127.05
Invoice	441641	7/11/2016	
Transaction Date	8/2/2016	Town Bank	1110300
		<b>Total</b>	\$127.05
Refer	0 <u>DEMCO</u>		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	\$136.53
Invoice	5917517	7/20/2016	
Transaction Date	8/9/2016	Town Bank	1110300
		<b>Total</b>	\$136.53
Refer	0 <u>ENVISION WARE</u>		
<b>Cash Payment</b>	E 006-5513320 computer Maintenance	Annual Maintenance	\$564.40
Invoice	INV-US-26201	5/31/2016	
Transaction Date	8/2/2016	Town Bank	1110300
		<b>Total</b>	\$564.40
Refer	0 <u>ETHOSTREAM</u>		
<b>Cash Payment</b>	E 006-5513320 computer Maintenance	Computer Maintenance	\$360.00
Invoice	N234157		
Transaction Date	8/11/2016	Town Bank	1110300
		<b>Total</b>	\$360.00
Refer	0 <u>GALE/CENGAGE LEARNING</u>		



# ELMGROVE, WI

## Payments

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Current Period: AUGUST 2016

<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	<b>\$94.27</b>
Invoice	58378705	7/18/2016	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Books	<b>\$29.51</b>
Invoice	58461309	8/4/2016	
Transaction Date	8/2/2016	Town Bank	<b>Total</b> <u>\$123.78</u>
Refer	0 <i>KREROWICZ, AARON</i> Ck# 091684 8/3/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Library presentation - The Beatles and Rolling Stones	<b>\$300.00</b>
Invoice	080116		
Transaction Date	8/3/2016	Town Bank	<b>Total</b> <u>\$300.00</u>
Refer	0 <i>LIBRARY STORE, INC. THE</i>		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	<b>\$116.61</b>
Invoice	212257	7/12/2016	
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	<b>\$35.77</b>
Invoice	213412	7/19/2016	
Transaction Date	8/2/2016	Town Bank	<b>Total</b> <u>\$152.38</u>
Refer	0 <i>OFFICE MAX</i>		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	Library Supplies	<b>\$122.12</b>
Invoice	400094	7/20/2016	
Transaction Date	8/9/2016	Town Bank	<b>Total</b> <u>\$122.12</u>
Refer	0 <i>VALUE LINE PUBLISHING, INC</i>		
<b>Cash Payment</b>	E 006-5513130 SF Books-Reference	Value Line Investment Survey Small & Mid Cap	<b>\$425.00</b>
Invoice			
Transaction Date	8/2/2016	Town Bank	<b>Total</b> <u>\$425.00</u>
Refer	0 <i>WAUKESHA CO TREASURER</i>		
<b>Cash Payment</b>	E 006-5513110 SF Magazines/newspapers	Flipster e-magazine	<b>\$184.00</b>
Invoice	2016-00000157	6/17/2016	
Transaction Date	8/2/2016	Town Bank	<b>Total</b> <u>\$184.00</u>
Refer	0 <i>WECKWERTH, NOAH</i> Ck# 091691 8/4/2016		
<b>Cash Payment</b>	E 006-5513420 Postage	Reimbursement for postage	<b>\$5.49</b>
Invoice		7/25/2016	
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Sunset Playhouse gift cards	<b>\$75.00</b>
Invoice		8/4/2016	
Transaction Date	8/2/2016	Town Bank	<b>Total</b> <u>\$80.49</u>
Refer	0 <i>WISCONSIN HISTORICAL SOCIET</i>		
<b>Cash Payment</b>	E 006-5513110 SF Magazines/newspapers	Membership and subscription	<b>\$65.00</b>
Invoice	024346	7/29/2016	
Transaction Date	8/11/2016	Town Bank	<b>Total</b> <u>\$65.00</u>



**ELMGROVE, WI**  
**Payments**

Current Period: AUGUST 2016

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Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$1,463.88
006 Library Operating Fund		\$4,645.49
		<hr/>
		\$6,109.37

Pre-Written Checks	\$944.89
Checks to be Generated by the Computer	\$5,164.48
Total	<hr/>
	\$6,109.37



# ELMGROVE, WI

## Payments

Current Period: **AUGUST 2016**

Batch Name	LIBChase0816	User Dollar Amt	\$1,359.40	
	Payments	Computer Dollar Amt	\$1,359.40	
			\$0.00	<b>In Balance</b>

Refer	<u>0 ACE HARDWARE</u>	-			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		2 - Tower fans		\$99.98
Invoice	7/29/2016				
Transaction Date	8/10/2016	Town Bank	1110300	<b>Total</b>	\$99.98

Refer	<u>0 AMAZON</u>	-			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$27.77
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$162.30
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$12.96
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$14.99
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$48.11
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$27.50
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$91.45
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$41.87
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$14.79
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$102.97
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$20.98
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$32.00
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$14.93
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		DVD's		\$69.99
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Juv DVD's		\$71.82
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Juv DVD's		\$35.42
Invoice					
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Juv DVD's		\$58.29
Invoice					
Transaction Date	8/10/2016	Town Bank	1110300	<b>Total</b>	\$848.14

Refer	<u>0 COLLECTIVE EYE INC</u>	-			
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses		Library		\$56.00
Invoice					
Transaction Date	8/10/2016	Town Bank	1110300	<b>Total</b>	\$56.00

Refer 0 FARONICS TECHNOLOGIES



# ELMGROVE, WI

## Payments

Current Period: AUGUST 2016

<b>Cash Payment</b>	E 006-5513320 computer Maintenance	Deep Freeze maintenance renewal	<b>\$45.40</b>
Invoice	7/29/2016		
Transaction Date	8/10/2016	Town Bank 1110300	<b>Total \$45.40</b>
Refer	0 LAKESHORE LEARNING		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Giant soft building blocks	<b>\$171.35</b>
Invoice	7/11/2016		
Transaction Date	8/10/2016	Town Bank 1110300	<b>Total \$171.35</b>
Refer	0 MAGENTO		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	Giant constructive blocks	<b>\$34.94</b>
Invoice	7/11/2016		
Transaction Date	8/10/2016	Town Bank 1110300	<b>Total \$34.94</b>
Refer	0 METCALFES MARKET		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	supplies for staff meeting	<b>\$17.99</b>
Invoice	7/7/2016		
Transaction Date	8/10/2016	Town Bank 1110300	<b>Total \$17.99</b>
Refer	0 SENDIKS		
<b>Cash Payment</b>	E 006-5513300 Library Supplies	drinking water	<b>\$39.95</b>
Invoice	7/13/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	supplies	<b>\$6.93</b>
Invoice	7/8/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	movie program	<b>\$20.76</b>
Invoice	7/14/2016		
<b>Cash Payment</b>	E 004-5513500 Lib Gift Expenses	program	<b>\$17.96</b>
Invoice	7/27/2016		
Transaction Date	8/10/2016	Town Bank 1110300	<b>Total \$85.60</b>

### Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,274.05
006 Library Operating Fund	\$85.35
	\$1,359.40

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,359.40
Total	\$1,359.40



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

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
<b>FUND 006 Library Operating Fund</b>					
E 006-5511000 Library wages	\$21,941.43	\$156,905.84	\$275,000.00	\$106,999.78	38.91%
E 006-5512000 Library WRS	\$2,500.91	\$17,642.52	\$31,000.00	\$13,357.48	43.09%
E 006-5512001 Library Employee WRS	-\$1,250.45	-\$8,821.17	-\$15,500.00	-\$6,053.13	39.05%
E 006-5512005 Library- life insurance	\$69.34	\$512.78	\$650.00	\$137.22	21.11%
E 006-5512010 Library FICA	\$1,723.95	\$12,358.55	\$21,400.00	\$8,171.59	38.19%
E 006-5512015 Library health/dental insura	-\$41.08	-\$41.08	\$8,300.00	\$8,382.16	100.99%
E 006-5512016 Library health opt out	\$634.92	\$4,761.90	\$0.00	-\$5,079.36	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	\$92.40	\$225.00	\$132.60	58.93%
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	\$625.72	\$6,536.34	\$10,000.00	\$3,463.66	34.64%
E 006-5513105 SM Adult Audiobooks	\$0.00	\$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	\$0.00	\$526.63	\$1,000.00	\$473.37	47.34%
E 006-5513110 SF Magazines/newspapers	\$0.00	\$1,189.54	\$7,300.00	\$6,110.46	83.70%
E 006-5513130 SF Books-Reference	\$155.33	\$1,308.58	\$4,200.00	\$2,891.42	68.84%
E 006-5513131 SM Books Adult Fiction	\$501.79	\$5,386.69	\$11,100.00	\$5,713.31	51.47%
E 006-5513132 SM Books Large Print	\$0.00	\$1,194.15	\$1,300.00	\$105.85	8.14%
E 006-5513133 AL Books NF	\$0.00	\$1,402.47	\$2,250.00	\$847.53	37.67%
E 006-5513134 NW Books NF	\$261.48	\$2,773.11	\$4,950.00	\$2,176.89	43.98%
E 006-5513135 LK Books NF	\$32.54	\$1,180.79	\$2,400.00	\$1,219.21	50.80%
E 006-5513136 NW Books Travel	\$265.60	\$649.70	\$900.00	\$250.30	27.81%
E 006-5513137 SM Books NF 800	\$0.00	\$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	\$0.00	\$803.98	\$1,600.00	\$796.02	49.75%
E 006-5513300 Library Supplies	\$602.53	\$5,039.52	\$7,400.00	\$2,360.48	31.90%
E 006-5513310 Library Copy Machine	\$241.06	\$1,662.45	\$2,600.00	\$937.55	36.06%
E 006-5513320 computer Maintenance	\$600.00	\$14,289.82	\$18,500.00	\$4,210.18	22.76%
E 006-5513400 Telephone	\$0.00	\$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	\$300.00	\$1,060.21	\$1,000.00	-\$60.21	-6.02%
E 006-5513435 Mileage	\$0.00	\$449.94	\$1,000.00	\$550.06	55.01%
E 006-5513499 Printing & Miscellaneous	\$15.66	\$296.04	\$1,000.00	\$703.96	70.40%
E 006-5513800 Library deposit over/short	\$7.95	\$37.10	\$0.00	-\$52.90	0.00%
<b>FUND 006 Library Operating Fund</b>	<b>\$29,201.88</b>	<b>\$233,832.51</b>	<b>\$407,625.00</b>	<b>\$162,161.77</b>	<b>39.78%</b>
	\$29,201.88	\$233,832.51	\$407,625.00	\$162,161.77	39.78%

((FUND="006"))



**ELMGROVE, WI**

**Library Gift Expenditure Summary**

JULY 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	\$3,221.62	\$18,029.24	\$0.00	-\$18,029.24
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$3,221.62</b>	<b>\$18,029.24</b>	<b>\$0.00</b>	<b>-\$18,029.24</b>
	<u>\$3,221.62</u>	<u>\$18,029.24</u>	<u>\$0.00</u>	<u>-\$18,029.24</u>

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



**ELMGROVE, WI**  
**Library Revenue Summary**  
 JULY 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	\$0.00	\$272.12	\$300.00	\$27.88	9.29%
<b>SOURCE Alt Code 322</b>	\$0.00	\$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	\$614.14	\$4,688.66	\$0.00	-\$4,688.66	0.00%
R 006-4662000 Library Photocopies	\$76.68	\$708.12	\$0.00	-\$708.12	0.00%
R 006-4663000 Library Computer Printouts	\$166.90	\$946.73	\$0.00	-\$946.73	0.00%
R 006-4663500 Library- Faxes	\$30.87	\$165.82	\$0.00	-\$165.82	0.00%
R 006-4664000 Library Cards	\$59.00	\$718.00	\$0.00	-\$718.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$10.56	\$764.60	\$0.00	-\$764.60	0.00%
<b>SOURCE Alt Code 450</b>	\$958.15	\$7,991.93	\$13,000.00	\$5,008.07	
<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>	\$958.15	\$372,462.75	\$392,380.00	\$19,917.25	
	\$958.15	\$372,462.75	\$392,380.00	\$19,917.25	

((FUND="006"))



**ELMGROVE, WI**

**Library Gift Revenue Summary**

JULY 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
<b>FUND 004 Library Gift Fund</b>				
R 004-4610000 Lib Donations	\$174.94	\$38,567.09	\$0.00	-\$38,579.39
R 004-4811000 Interest on Investments	\$26.42	\$152.39	\$0.00	-\$152.39
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND 004 Library Gift Fund</b>	<b>\$201.36</b>	<b>\$38,719.48</b>	<b>\$0.00</b>	<b>-\$38,731.78</b>
	\$201.36	\$38,719.48	\$0.00	-\$38,731.78

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

**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>
July	14.92	174.94	(3,221.62)		11.50			
balance 7/31				<b>38,350.05</b>			<b>32,322.62</b>	<b>70,672.67</b>
Year to Date	<b>76.76</b>	<b>38,567.09</b>	<b>(18,029.24)</b>		<b>75.63</b>	<b>-</b>		
	revenue	<b>38,719.48</b>		Payments		<b>18,029.24</b>		
				2015 invoices				
				2016 Expenditures		<b>18,029.24</b>		

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

# Library Director's Report

## August 2016

### a. Library activity report (statistics)

### b. Youth program report

### c. Library and Staff news and library programs

- Capital budget in progress
- Sidewalk Astronomy Sat. 6/25/2016 – about 40 walk-ups
- Supper Club program, 7/19/2016 – 105 people attended
- Adult coloring drop-in program 7/20/2016 – 2 people
- Beatles and Rolling Stones 8/11/2016 – 49 people

#### Upcoming programs:

##### Adult

- “Maximize Your Medicare Benefits! program , Thursday, September 8<sup>th</sup>, 1pm

##### Youth

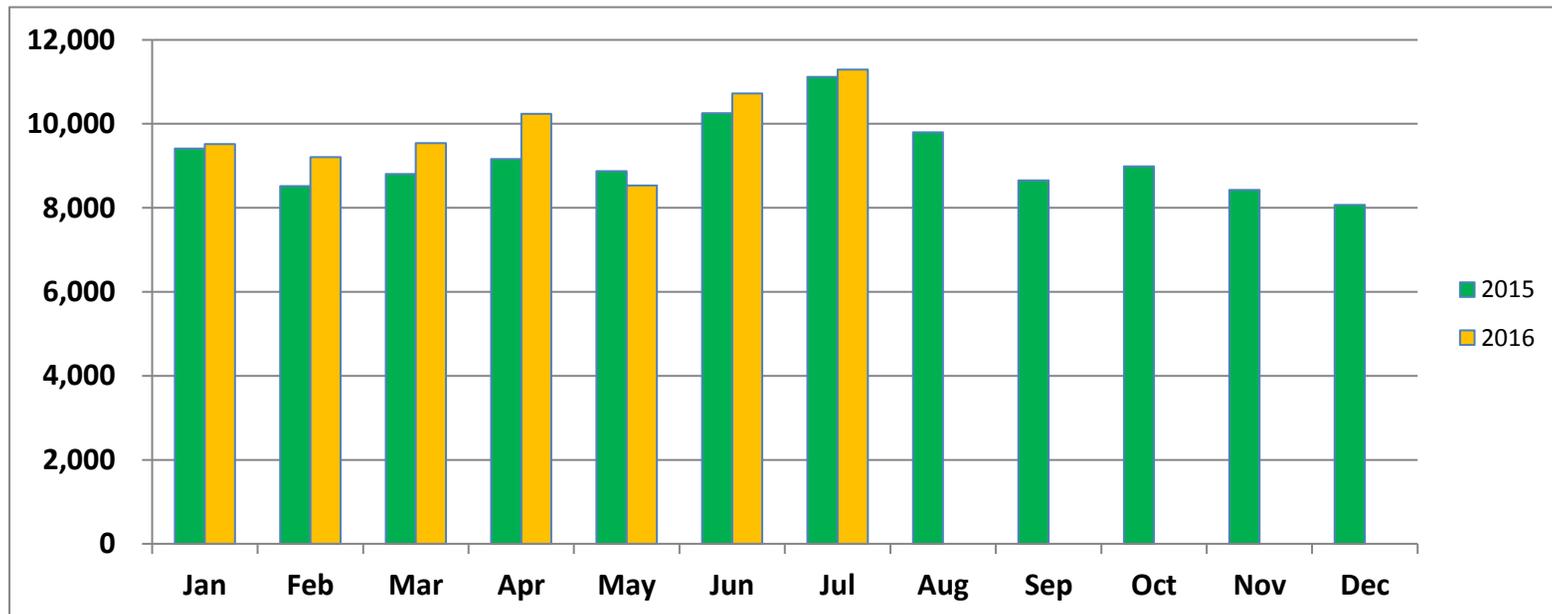
- Fall programs begin Tuesday, September 6<sup>th</sup>.
- Baby Signing Time Wed. 9/28
- Homeschool Book Club will meet Wed. 10/5 and Wed. 11/16
- NEW monthly Lego Club beginning in October.

### d. Gifts

## Elm Grove Public Library Activity Report

### Circulation

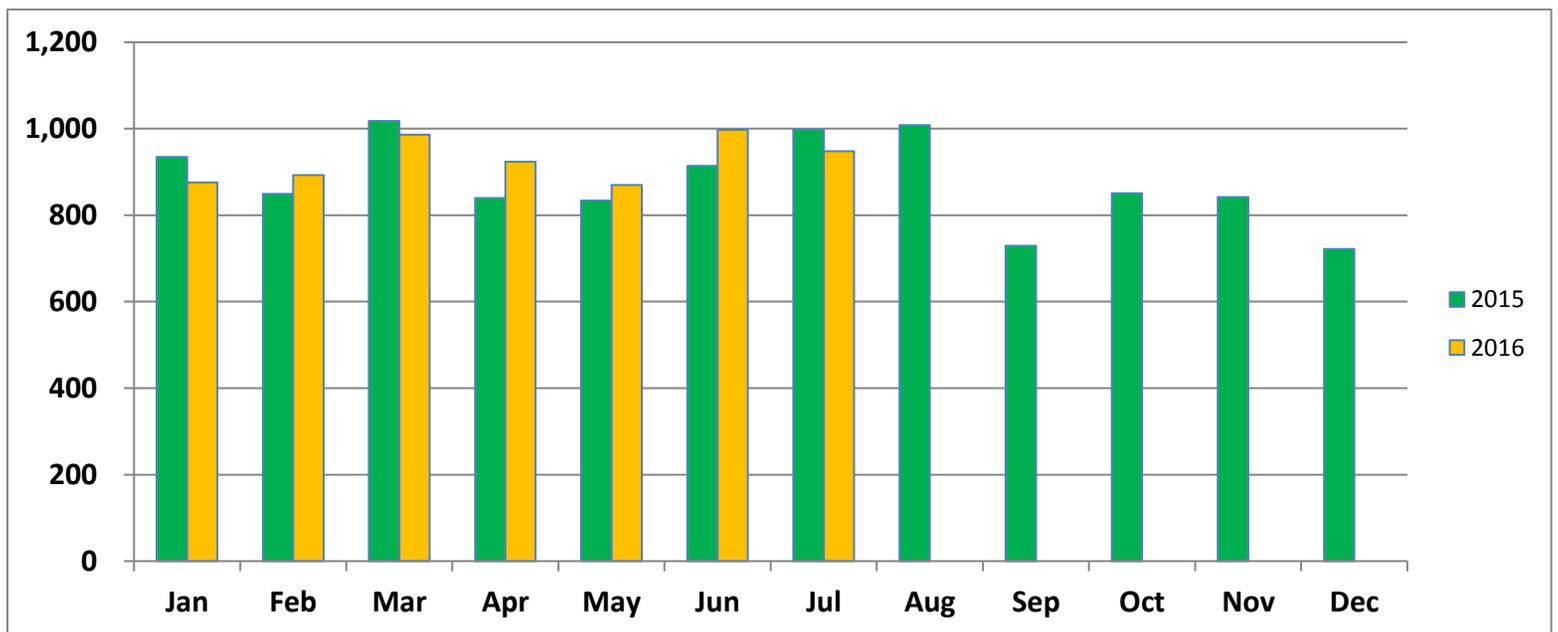
	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
Jan	8,954	461	9,415	9,073	449	9,522	107	1.14%
Feb	8,079	437	8,516	8,777	430	9,207	691	8.11%
Mar	8,280	522	8,802	9,011	527	9,538	736	8.36%
Apr	8,710	450	9,160	9,758	484	10,242	1,082	11.81%
May	8,434	443	8,877	8,033	500	8,533	(344)	-3.88%
Jun	9,869	387	10,256	10,237	486	10,723	467	4.55%
Jul	10,663	452	11,115	10,787	507	11,294	179	1.61%
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					
<b>Y-T-D</b>	<b>104,590</b>	<b>5,485</b>	<b>110,075</b>	<b>65,676</b>	<b>3,383</b>	<b>69,059</b>	<b>2,918</b>	<b>-37.26%</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	524	473	997	83	9.08%
<b>Jul</b>	554	444	998	517	431	948	(50)	-5.01%
<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>3,515</b>	<b>2,979</b>	<b>6,494</b>	<b>106</b>	<b>-38.39%</b>

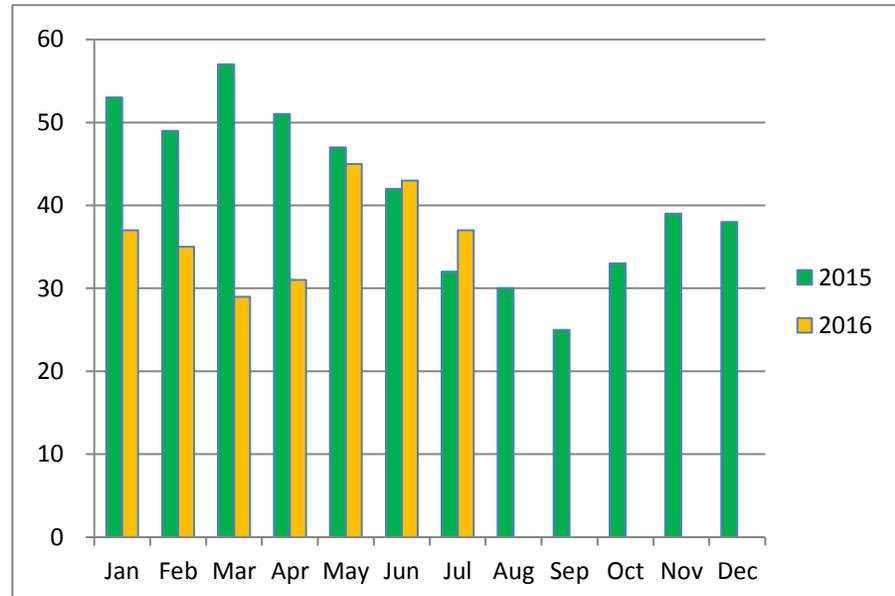


# Elm Grove Public Library

## Activity Report

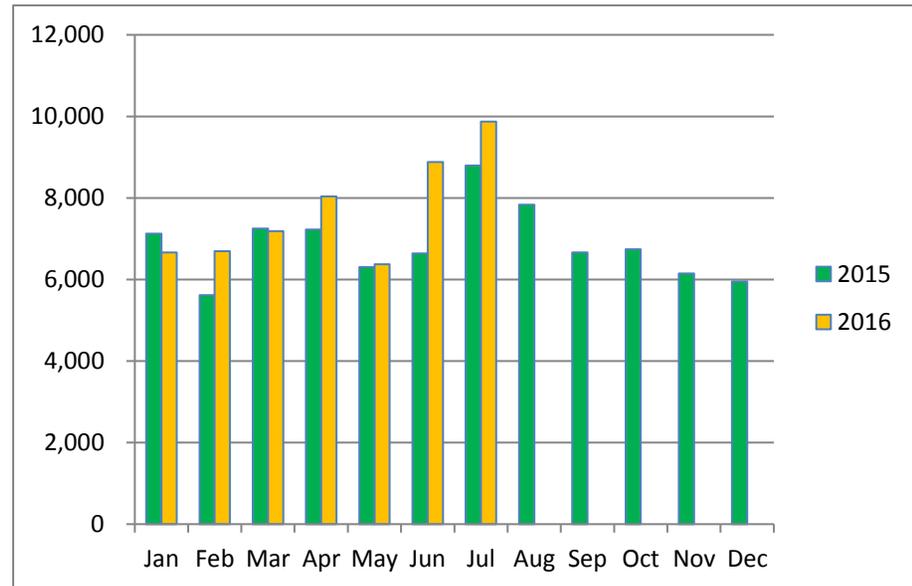
### Study Room Use

	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	37	5	15.63%
Aug	30			
Sep	25			
Oct	33			
Nov	39			
Dec	38			
<b>Y-T-D</b>	<b>496</b>	<b>257</b>	<b>(239)</b>	<b>-48.19%</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	9,872	1,079	12.27%
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>53,708</b>	<b>(28,591)</b>	<b>-34.74%</b>

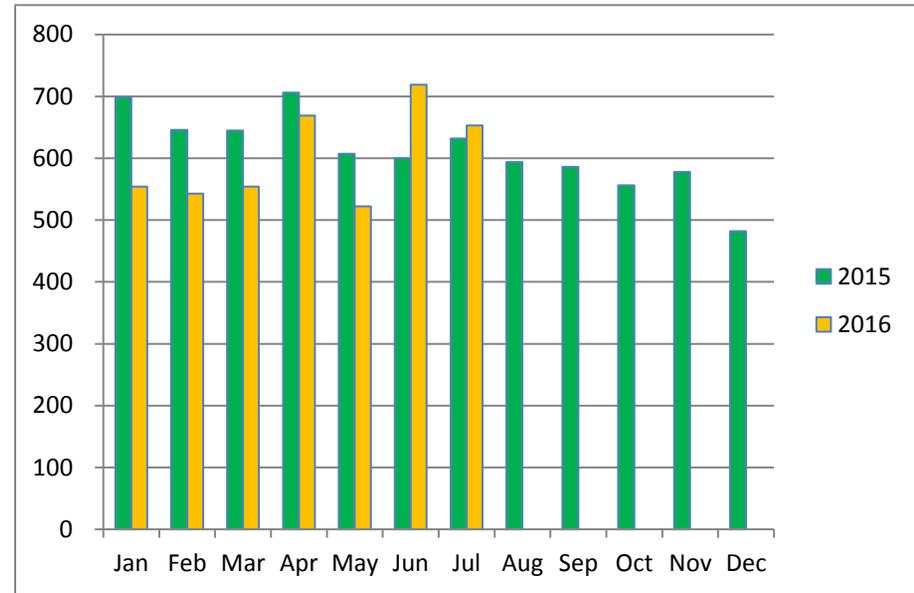


# Elm Grove Public Library

## Activity Report

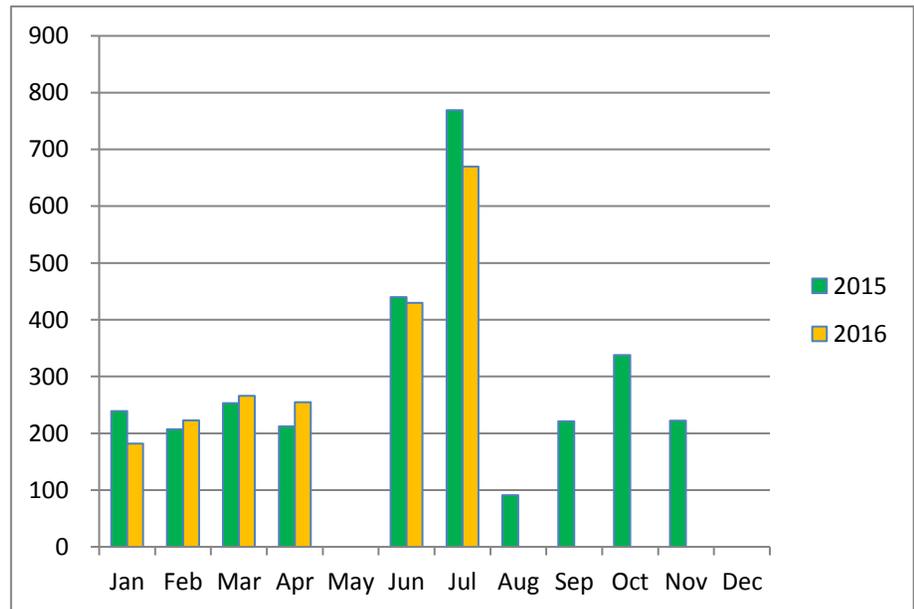
### Reference Requests

	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	653	21	3.32%
Aug	594			
Sep	586			
Oct	556			
Nov	578			
Dec	482			
<b>Y-T-D</b>	<b>7,331</b>	<b>4,214</b>	<b>(3,117)</b>	<b>-42.52%</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	670	(99)	-12.87%
Aug	91			
Sep	221			
Oct	338			
Nov	222			
Dec	0			
<b>Y-T-D</b>	<b>2,992</b>	<b>2,026</b>	<b>(966)</b>	<b>-32.29%</b>



## Program Participation - July 2016

Date	Event	Attendance
July 1	Story Time	13K, 6A = 19
July 5	Movie "Zootopia"	43K, 13A = 56
July 6	Great Scott	18K, 10A = 27
July 7	Mr. Steve	51K, 31A = 82
July 7	Play Group	13K, 7A = 20
July 8	Story Time	14K, 8A = 22
July 12	Movie "Angels in the Outfield"	25K, 10A = 35
July 14	Puppet Story Theater	57K, 30A = 87
July 14	Play Group	10K, 8A = 18
July 19	Movie "The Good Dinosaur"	43K, 8A = 51
July 21	Mr. Billy	52K, 24A = 76
July 21	Play Group	8K, 5A = 13
July 26	Movie "Norm of the North"	36K, 11A = 47
July 27	Toy Sleepover	20K
July 28	David Stokes	58K, 26A = 84
July 28	Play Group	8K, 5A = 13
<b>Total participation in programs</b>	<b>15 events</b>	<b>670 people</b>

Total program participation for July 2015: 769 people (17 events)

Total program participation for July 2014: 921 people (21 events)

### Drop-In Activities

Date	Activity	Participation
July	Bedtime Math	4 more star charts
July	Book Reviews	2

### Teen Volunteer Participation (July 2016)

New teen volunteers trained on shelf reading: 1

Total number of teen volunteers (programs + SR unduplicated): 12

Volunteer hours worked for July: 33.0 (programs) and 14.25 (shelf reading)

47.25 volunteer hours total

### 1000 Books Before Kindergarten

No new registrations or completions

Summer Library Program Participation 2016  
Reading Program Participation

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

	June	July	August	Total
<b>Registrations</b>	251	47		

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

	June	July	August	Total
<b>#1</b>	92	79		
<b>#2</b>	36	80		
<b>#3</b>	1	69		
<b>#4</b>		51		
<b>#5</b>		31		
<b>#6</b>		10		
<b>#7</b>		3		
<b>#8</b>		1		
<b>Total # sheets returned</b>	129	324		

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

	June	July	August	Total
<b>Number of Registrations</b>	27	7		

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

	June	July	August	Total
<b>#1</b>	8	2		
<b>#2</b>	2	5		
<b>#3</b>		2		
<b>#4</b>		3		
<b>#5</b>		3		
<b>#6</b>		3		
<b>#7</b>		1		
<b>#8</b>		1		
<b>Total # sheets returned</b>	10	20		

**Total registrations 2016 (YA + Juvenile) = 332 (June/July only)**

Total registrations 2015 (YA + Juvenile) = 225 (June/July/August)

**Total reading sheets returned 2016 (YA + Juvenile) = 483 (June/July only)**

Total reading sheets returned 2015 (YA + Juvenile) = 433 (June/July/August)

# ELM GROVE LIBRARY

## GIFTS RECEIVED

July-August 2016

- \$166.53 from the Elm Grove Junior Guild, proceeds from the Santa Breakfast, a joint effort between the Junior Guild and the Elm Grove Woman's Club
- *Vintage Wisconsin Gardens: A History of Home Gardens* by Lee Somerville, from the EG Woman's Club, in memory of Karen Granholm
- *Sailing Alone Around the World* by Joshua Slocum, and *Your Pilot's License* by Jerry Eichenberger, from the Brookfield-Elm Grove Literary Society (BEGLS) Book Club, in memory of Curt Scherer