

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, September 19, 2016 * 4:30pm * 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 8-15-16.pdf](#)

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

October 17, 2016

November 21, 2016

December 19, 2016

6. Treasurer's report

- Accounts payable: **\$5,608.20**
- Gift fund accounts payable: **\$3,774.58**
- Status of accounts

Documents:

[OB Accounts Payable SEP 2016.pdf](#)
[LGIP4 Gifts Accounts Payable SEP 2016.pdf](#)
[Library 0916.pdf](#)
[Library Chase 0916.pdf](#)
[OB - Rev 091416.pdf](#)
[OB - Exp 091416.pdf](#)
[library gift accounts 2016 August.pdf](#)
[Gift - Rev 091416.pdf](#)
[Gift - Exp 091416.pdf](#)

7. Director's report

- Library activity report (statistics)
- Youth program report
- Library and Staff News and Programs

Documents:

Director report September 2016.pdf
EG Library Activity Report 8-2016.pdf
Program Participation for August 2016.pdf
SLP Reading Participation 2016.pdf
Summary of SLP participation 2016.pdf

8. Old Business

- No old business

9. New Business

- a. Review library's 2017-2021 Capital budget
- b. County Library Standards compliance
- c. Trustee dinner

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

August 15, 2016 MEETING MINUTES

For Approval at the September 19, 2016 Meeting
Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 4:35 p.m. Board members present were: John Alexander, Dave Hecker, Bonnie Klamik, Kristin Olson, Karen Sopik, Mary Weller and Library Director Sarah Muench, Board Administrative Officer. Excused: Patty Kujawa.

2. Approval of the Agenda.

A motion to approve the agenda was made by Dave Hecker, seconded by John Alexander. Approved.

3. Hearing of the Public. Presented by Sally Cashin, FOEGL president.

- a. A new FOEGL board is in place. There are two vacancies left to fill, chairs of Children's Programming and Bookie Cookie.
- b. FOEGL will update its Facebook page, which has been dormant for two years.
- c. A new budget has been approved with increased funding for adult programming.
- d. In July there was a very nice donation of 3,500+ books for the used book sale.
- e. The Amazon Smile program will be introduced to the public in the next newsletter.

4. Minutes of the Previous Meeting.

The minutes of the July 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.

September 19, 2016

October 17, 2016

November 21, 2016

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

6. 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 \$5,046.50 in August 2016.
- b. Gift Fund accounts payable.
 - (1) LGIP-4.
 - A. On a motion by John Alexander and a second by Mary Weller, the board approved the expenditure of \$2,737.93 in August 2016.
 - (2) LGIP-10. None.
- c. Gift Fund Status of Accounts. The following Gift Fund account balances were announced:
 - (1) LGIP-4 \$38,350.05
 - (2) LGIP-10 \$32,322.62

7. Director's Report.

- a. Library activity report (statistics).
- b. Youth program report.
- c. Library and Staff news and library programs.
- d. Gifts.
 - (1) On a motion by John Alexander and a second by Mary Weller, the board accepted a donation of \$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.
 - (2) On a motion by John Alexander and a second by Kristin Olson, the board accepted a donation of the book *Vintage Wisconsin Gardens: A History of Home Gardens*, by Lee Somerville, from the Elm Grove Woman's Club in memory of Karen Granholm.
 - (3) On a motion by John Alexander and a second by Kristin Olson, the board accepted a donation of the book *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.

8. Old Business – Strategic Plan.

A draft of the strategic plan was reviewed, discussed, revised and ultimately approved by the board. The approved plan is attached to these minutes. On a motion by Dave Hecker and a second by John Alexander, the board approved the strategic plan as revised. The plan is effected as of October 1, 2016.

9. New Business.

None.

A motion to adjourn the meeting was made by John Alexander, seconded by Kristin Olson. Approved. The meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Karen A. Sopik
Secretary

ELM GROVE LIBRARY ACCOUNTS PAYABLE

September-16

551.3100	ADULT BOOKS		
	Baker & Taylor	(18 invoices)	\$1,839.79
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(6 invoices)	\$938.36
	Scholastic	(1 invoice)	\$152.10
	Anton, Linda (paid)	(1 invoice)	<u>\$100.00</u>
			\$1,190.46
551.3105	ADULT AUDIOBOOKS		
	Baker & Taylor	(2 invoices)	\$102.23
551.3110	MAGAZINES / NEWSPAPERS		
	Wisconsin Natural Resources	(1 invoice)	\$8.97
	Capital Newspapers	(1 invoice)	<u>\$365.92</u>
			\$374.89
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	Demco	(1 invoice)	\$102.92
	OfficeMax	(2 invoices)	\$444.57
	The Library Store	(1 invoice)	\$309.25
	Sendik's (paid)	(1 invoice)	<u>\$31.96</u>
			\$888.70
551.3435	MILEAGE		
	Arevalo, Nancy (reim)	(1 invoice)	18.90
551.3499	PRINTING & MISCELLANEOUS		
	Electro-Glo of Wisconsin, Inc	(1 invoice)	550.00
	Wrap Shop	(1 invoice)	78.83
	Raco Industries	(1 invoice)	<u>564.40</u>
			1193.23
	TOTAL ACCOUNTS PAYABLE		\$5,608.20

**ELM GROVE LIBRARY
GIFTS ACCOUNTS**

September-16

Baker & Taylor	(7 invoices)	\$1,227.17
Gale/CENGAGE Learning	(3 invoices)	\$117.22
Center Point Large Print	(2 invoices)	\$89.46
Findaway	(1 invoice)	\$159.92
Amazon Audio-Visual (paid)	(18 invoices)	\$877.42
Amazon-Books (paid)	(1 invoice)	\$53.94
Barnes & Noble Audio-Visual (paid)	(1 invoice)	\$30.29
Barnes & Noble Gift Card (paid)	(1 invoice)	\$40.00
First Run Features (paid)	(1 invoice)	\$44.94
RJ's Ice Cream (paid)	(1 invoice)	\$20.00
Chocolate Factory (paid)	(1 invoice)	\$30.00
Sweet Tooth (paid)	(1 invoice)	\$23.12
Brodart (paid)	(2 invoices)	\$467.40
Sendik's (paid)	(2 invoices)	\$79.42
Lego (paid)	(2 invoices)	\$475.78
Michael's (paid)	(1 invoice)	\$38.50

TOTAL

\$3,774.58



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Payments

Current Period: SEPTEMBER 2016

Batch Name	Lib0916	User Dollar Amt	\$7,151.11
Payments		Computer Dollar Amt	\$7,151.11
			\$0.00 In Balance

Refer	44 ANTON, LINDA			-
Cash Payment	E 006-5513103 SD Children/Young Adult	Sign Time program 9-28-2016		\$100.00
Invoice	003	9/7/2016		
Transaction Date	9/15/2016	Town Bank	1110300	Total \$100.00
Refer	0 BAKER & TAYLOR COMPANY			-
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books		\$64.24
Invoice	2032212397	8/9/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$15.11
Invoice	2032204362	8/5/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$14.86
Invoice	2032204362	8/5/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$415.28
Invoice	2032209256	8/9/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$14.59
Invoice	2032215327	8/10/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$32.53
Invoice	2032215326	8/10/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$18.95
Invoice	2032212396	8/9/2016		
Cash Payment	E 006-5513133 AL Books NF	Books		\$32.02
Invoice	2032212395	8/9/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$83.11
Invoice	2032213224	8/9/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$67.26
Invoice	2032211156	8/8/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$95.77
Invoice	2032226792	8/16/2016		
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books		\$37.99
Invoice	2032227976	8/17/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$62.21
Invoice	2032227975	8/17/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$631.57
Invoice	2032227977	8/17/2016		
Cash Payment	E 006-5513133 AL Books NF	Books		\$16.77
Invoice	2032233846	8/18/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$23.32
Invoice	2032233848	8/18/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$215.73
Invoice	2032233849	8/18/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$15.15
Invoice	2032233850	8/18/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$29.73
Invoice	2032233847	8/18/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$704.04
Invoice	2032231421	8/18/2016		



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Payments

Current Period: SEPTEMBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$50.19
Invoice	2032221663	8/16/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$19.69
Invoice	5014241644	8/26/2016	
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$20.39
Invoice	5014241644	8/26/2016	
Cash Payment	E 006-5513133 AL Books NF	Books	\$249.98
Invoice	5014241644	8/26/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$33.96
Invoice	5014241644	8/26/2016	
Cash Payment	E 006-5513133 AL Books NF	Books	\$16.32
Invoice	2032253909	8/29/2016	
Cash Payment	E 006-5513134 NW Books NF	Books	\$182.20
Invoice	2032253910	8/29/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$13.47
Invoice	2032253911	8/29/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$117.50
Invoice	2032253912	8/29/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$141.99
Invoice	2032252407	8/26/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$118.30
Invoice	2032240520	8/23/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$178.21
Invoice	2032253876	8/29/2016	
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$30.29
Invoice	2032259925	8/30/2016	
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$250.52
Invoice	2032266278	9/1/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$94.31
Invoice	2032266278	9/1/2016	
Transaction Date	9/1/2016	Town Bank	1110300
		Total	\$4,107.55
Refer	0 CAPITAL NEWSPAPERS		
Cash Payment	E 006-5513110 SF Magazines/newspapers	Wisconsin State Journal Subscription	\$365.92
Invoice	190-00047015	8/16/2016	
Transaction Date	9/1/2016	Town Bank	1110300
		Total	\$365.92
Refer	0 CENTER POINT LARGE PRINT		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$58.43
Invoice	1396688	7/27/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$31.03
Invoice	1398646	8/1/2016	
Transaction Date	9/1/2016	Town Bank	1110300
		Total	\$89.46
Refer	0 DEMCO		
Cash Payment	E 006-5513300 Library Supplies	Library Supplies	\$102.92
Invoice	5930812	8/9/2016	
Transaction Date	9/1/2016	Town Bank	1110300
		Total	\$102.92
Refer	0 ELECTRO-GLO OF WI		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Painting Library Drop Box	\$550.00
Invoice	4923	8/23/2016	



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Payments

Current Period: SEPTEMBER 2016

Transaction Date	9/1/2016	Town Bank	1110300	Total	\$550.00
Refer	45 <i>FINDAWAY WORLD LLC</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	8 - Lanyard 25 pack			\$159.92
Invoice	195232	9/8/2016			
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$159.92
Refer	0 <i>GALE/CENGAGE LEARNING</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books			\$59.84
Invoice	58469257	8/5/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books			\$26.23
Invoice	58564190	8/19/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books			\$31.15
Invoice	58754630	8/31/2016			
Transaction Date	9/1/2016	Town Bank	1110300	Total	\$117.22
Refer	46 <i>LIBRARY STORE, INC. THE</i>		-		
Cash Payment	E 006-5513300 Library Supplies	CD-DVD Storage & Circulation binders			\$309.25
Invoice	221837	8/30/2016			
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$309.25
Refer	0 <i>OFFICE MAX</i>		-		
Cash Payment	E 006-5513300 Library Supplies	Library Supplies			\$39.75
Invoice	423628	7/21/2016			
Cash Payment	E 006-5513300 Library Supplies	Library Supplies			\$404.82
Invoice	584238	8/5/2016			
Transaction Date	9/1/2016	Town Bank	1110300	Total	\$444.57
Refer	23 <i>RACO INDUSTRIES</i>		-		
Cash Payment	E 006-5513499 Printing & Miscellaneous				\$564.40
Invoice	IN467763	8/29/2016			
Transaction Date	9/13/2016	Town Bank	1110300	Total	\$564.40
Refer	47 <i>SCHOLASTIC LIBRARY PUBLISHIN</i>		-		
Cash Payment	E 006-5513103 SD Children/Young Adult	books			\$152.10
Invoice	11469128	8/30/2016			
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$152.10
Refer	0 <i>WISCONSIN NATURAL RESOURCE</i>		-		
Cash Payment	E 006-5513110 SF Magazines/newspapers	1 year subscription renewal			\$8.97
Invoice					
Transaction Date	9/1/2016	Town Bank	1110300	Total	\$8.97
Refer	0 <i>WRAP SHOP, THE</i>		-		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Library drop box decals			\$78.83
Invoice	564	8/30/2016			
Transaction Date	9/1/2016	Town Bank	1110300	Total	\$78.83



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Payments

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Current Period: **SEPTEMBER 2016**

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$1,593.77
006 Library Operating Fund		\$5,557.34
		<hr/>
		\$7,151.11

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$7,151.11
Total	<hr/>
	\$7,151.11



ELMGROVE, WI

Payments

Current Period: **SEPTEMBER 2016**

Batch Name	LibChase0916	User Dollar Amt	\$2,212.77	
	Payments	Computer Dollar Amt	\$2,212.77	
			\$0.00	In Balance
Refer	48 AMAZON			
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$57.97
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$217.95
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$45.70
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$53.94
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$15.96
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$48.54
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$72.95
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$33.74
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$43.67
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$34.38
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$22.98
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$42.03
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$9.99
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$14.85
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	Juv DVD		\$16.99
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	Juv DVD's		\$19.14
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	Juv DVD's		\$8.32
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	Juv DVD's		\$162.30
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	Juv DVD		\$9.96
Invoice				
Transaction Date	9/15/2016	Town Bank	1110300	Total \$931.36
Refer	51 BARNES & NOBLE, INC			
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's		\$30.29
Invoice	8/26/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses	Gift cards		\$40.00
Invoice	8/10/2016			



ELMGROVE, WI

Payments

Current Period: SEPTEMBER 2016

Transaction Date	9/15/2016	Town Bank	1110300	Total	\$70.29
Refer	53 <i>BRODART, INC.</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies			\$262.08
Invoice	9/2/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$262.08
Refer	54 <i>CHILDRENS FACTORY LLC</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	2 floor pillows			\$205.32
Invoice	9/2/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$205.32
Refer	57 <i>CHOCOLATE FACTORY</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies			\$30.00
Invoice					
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$30.00
Refer	50 <i>FIRST RUN FEATURES</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's			\$44.94
Invoice	8/25/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$44.94
Refer	55 <i>LEGO STORE</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Lego Club			\$193.91
Invoice	9/6/2016				
Cash Payment	E 004-5513500 Lib Gift Expenses	Lego Club			\$281.87
Invoice	8/31/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$475.78
Refer	56 <i>MICHAELS</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Supplies			\$38.50
Invoice	9/6/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$38.50
Refer	58 <i>RJ ICE CREAM</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Juv misc			\$20.00
Invoice					
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$20.00
Refer	49 <i>SENDIKS</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Misc supplies			\$51.34
Invoice	9/1/2016				
Cash Payment	E 006-5513300 Library Supplies	Misc supplies			\$31.96
Invoice	8/10/2016				
Cash Payment	E 004-5513500 Lib Gift Expenses	Teen meeting supplies			\$28.08
Invoice	8/17/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$111.38
Refer	52 <i>SWEET TOOTH</i>		-		
Cash Payment	E 004-5513500 Lib Gift Expenses	Teen meeting treat			\$23.12
Invoice	8/17/2016				
Transaction Date	9/15/2016	Town Bank	1110300	Total	\$23.12



ELMGROVE, WI
Payments

Current Period: **SEPTEMBER 2016**

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$2,180.81
006 Library Operating Fund		\$31.96
		<hr/>
		\$2,212.77

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$2,212.77
Total	<hr/>
	\$2,212.77



ELMGROVE, WI
Library Revenue Summary
 SEPTEMBER 2016

Account Descr	MTD Amount	YTD Amount	2016 YTD Budget	2016 YTD Balance	2016 % YTD Balance
FUND 006 Library Operating Fund					
SOURCE Alt Code 100					
R 006-3600110 Library Tax Levy	\$0.00	\$350,000.00	\$350,000.00	\$0.00	0.00%
SOURCE Alt Code 100	\$0.00	\$350,000.00	\$350,000.00	\$0.00	
SOURCE Alt Code 200					
R 006-4289000 Misc State Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 006-4289010 Misc County Rev	\$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%
SOURCE Alt Code 200	\$0.00	\$14,198.70	\$29,080.00	\$14,881.30	
SOURCE Alt Code 322					
R 006-3220200 Interest Income	\$0.00	\$272.12	\$300.00	\$27.88	9.29%
SOURCE Alt Code 322	\$0.00	\$272.12	\$300.00	\$27.88	
SOURCE Alt Code 450					
R 006-4461000 Library- Misc revenue	\$0.00	\$0.00	\$13,000.00	\$13,000.00	100.00%
R 006-4661000 Library Fines	\$277.30	\$5,749.31	\$0.00	-\$5,749.31	0.00%
R 006-4662000 Library Photocopies	\$38.96	\$807.21	\$0.00	-\$807.21	0.00%
R 006-4663000 Library Computer Printouts	\$51.71	\$1,131.56	\$0.00	-\$1,131.56	0.00%
R 006-4663500 Library- Faxes	\$0.95	\$177.23	\$0.00	-\$177.23	0.00%
R 006-4664000 Library Cards	\$124.00	\$937.00	\$0.00	-\$937.00	0.00%
R 006-4665000 Library Lost/Used Materials	-\$27.82	\$828.77	\$0.00	-\$828.77	0.00%
SOURCE Alt Code 450	\$465.10	\$9,631.08	\$13,000.00	\$3,368.92	
SOURCE Alt Code 700					
R 006-4512000 Transfer in from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 006-4513000 Trf from Lib Gift	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SOURCE Alt Code 700	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 006 Library Operating Fund	\$465.10	\$374,101.90	\$392,380.00	\$18,278.10	
	\$465.10	\$374,101.90	\$392,380.00	\$18,278.10	

((FUND="006"))



ELMGROVE, WI
Library Expenditure Summary
 SEPTEMBER 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
FUND 006 Library Operating Fund					
E 006-5511000 Library wages	\$20,753.84	\$199,464.45	\$275,000.00	\$75,535.55	27.47%
E 006-5512000 Library WRS	\$0.00	\$20,132.28	\$31,000.00	\$10,867.72	35.06%
E 006-5512001 Library Employee WRS	-\$1,220.36	-\$11,286.39	-\$15,500.00	-\$4,213.61	27.18%
E 006-5512005 Library- life insurance	\$0.00	\$582.12	\$650.00	\$67.88	10.44%
E 006-5512010 Library FICA	\$1,629.95	\$15,698.85	\$21,400.00	\$5,701.15	26.64%
E 006-5512015 Library health/dental insura	-\$48.79	\$909.50	\$8,300.00	\$7,390.50	89.04%
E 006-5512016 Library health opt out	\$634.92	\$6,031.74	\$0.00	-\$6,031.74	0.00%
E 006-5512017 Library- HRA Expense	\$117.00	\$234.00	\$0.00	-\$234.00	0.00%
E 006-5512025 Library Disability Insurance	\$0.00	\$118.80	\$225.00	\$106.20	47.20%
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	\$0.00	\$6,866.03	\$10,000.00	\$3,133.97	31.34%
E 006-5513105 SM Adult Audiobooks	\$0.00	\$732.47	\$1,600.00	\$867.53	54.22%
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	\$863.51	\$1,000.00	\$136.49	13.65%
E 006-5513110 SF Magazines/newspapers	\$0.00	\$1,438.54	\$7,300.00	\$5,861.46	80.29%
E 006-5513130 SF Books-Reference	\$0.00	\$1,825.96	\$4,200.00	\$2,374.04	56.52%
E 006-5513131 SM Books Adult Fiction	\$0.00	\$6,104.47	\$11,100.00	\$4,995.53	45.00%
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	\$1,527.46	\$2,250.00	\$722.54	32.11%
E 006-5513134 NW Books NF	\$0.00	\$3,464.47	\$4,950.00	\$1,485.53	30.01%
E 006-5513135 LK Books NF	\$0.00	\$1,180.79	\$2,400.00	\$1,219.21	50.80%
E 006-5513136 NW Books Travel	\$0.00	\$665.44	\$900.00	\$234.56	26.06%
E 006-5513137 SM Books NF 800	\$0.00	\$431.17	\$1,200.00	\$768.83	64.07%
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	\$0.00	\$5,617.55	\$7,400.00	\$1,782.45	24.09%
E 006-5513310 Library Copy Machine	\$0.00	\$1,946.80	\$2,600.00	\$653.20	25.12%
E 006-5513320 computer Maintenance	\$0.00	\$15,259.62	\$18,500.00	\$3,240.38	17.52%
E 006-5513400 Telephone	\$0.00	\$507.23	\$900.00	\$392.77	43.64%
E 006-5513420 Postage	\$0.00	\$15.72	\$400.00	\$384.28	96.07%
E 006-5513430 Miscellaneous Programs	\$0.00	\$1,060.21	\$1,000.00	-\$60.21	-6.02%
E 006-5513435 Mileage	\$18.90	\$468.84	\$1,000.00	\$531.16	53.12%
E 006-5513499 Printing & Miscellaneous	\$0.00	\$296.04	\$1,000.00	\$703.96	70.40%
E 006-5513800 Library deposit over/short	-\$0.11	\$52.84	\$0.00	-\$52.84	0.00%
FUND 006 Library Operating Fund	\$21,885.35	\$287,509.00	\$407,625.00	\$120,116.00	29.47%
	\$21,885.35	\$287,509.00	\$407,625.00	\$120,116.00	29.47%

((FUND="006"))

**Library Gift Funds
LGIP Accounts**

	LGIP #4			LGIP #10 K Schmidt Donation			Total	
	Revenue		Expense	Balance	Revenue	Expense	Balance	
	Interest	Donations	Checks Written		Interest	Checks Written		
1/1/2016				17,735.44			32,246.99	49,982.43
January	8.45	970.04	(1,573.81)		9.13			
Balance at 1/31				17,140.12			32,256.12	49,396.24
February	9.33	77.15	(3,656.69)		10.08			
Balance at 2/28				13,569.91			32,266.20	45,836.11
March	10.37	16,003.41	(789.36)		11.21			
Balance 3/31		<i>FOEGL LOL \$16,000</i>		28,794.33			32,277.41	61,071.74
April	10.18	119.63	(4,446.86)		11.00			
balance 4/30				24,477.28			32,288.41	56,765.69
May	10.63	21,197.61	(1,105.78)		11.49			
5/31/2015				44,579.74			32,299.90	76,879.64
June	12.88	24.31	(3,235.12)		11.22			
balance 6/30				41,381.81			32,311.12	73,692.93
July	14.92	174.94	(3,221.62)		11.50			
balance 7/31				38,350.05			32,322.62	70,672.67
Aug	15.11	42.71	(2,737.93)		11.65			
balance 8/31				35,669.94			32,334.27	68,004.21
Year to Date	91.87	38,609.80	(20,767.17)		87.28	-		
	revenue	38,788.95			Payments	20,767.17		
					2015 Invoices			
					2016 Expenditures	<u>20,767.17</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
SEPTEMBER 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
FUND 004 Library Gift Fund				
R 004-4610000 Lib Donations	\$8.82	\$38,618.62	\$0.00	-\$38,618.62
R 004-4811000 Iinterest on Investments	\$0.00	\$179.15	\$0.00	-\$179.15
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$8.82	\$38,797.77	\$0.00	-\$38,797.77
	\$8.82	\$38,797.77	\$0.00	-\$38,797.77

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



ELMGROVE, WI

Library Gift Expenditure Summary

SEPTEMBER 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
FUND 004 Library Gift Fund				
E 004-3240600 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00
E 004-5513500 Lib Gift Expenses	\$0.00	\$20,767.17	\$0.00	-\$20,767.17
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$0.00	\$20,767.17	\$0.00	-\$20,767.17
	\$0.00	\$20,767.17	\$0.00	-\$20,767.17

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

Library Director's Report

September 2016

a. Library activity report (statistics)

b. Youth program report

c. Library and Staff news and library programs

- Adult Summer Reading program: **728 entries in the weekly drawings + 32 Bingo cards completed for entry into grand prize**
- Youth Summer Reading program: **648 reading sheets completed**
- “Maximize Your Medicare Benefits! program , Thursday, September 8th
- Sidewalk Astronomy, Mon. 9/12/2016
- Banned Books Week 9/25-10/1/2016
- Tonawanda 3rd-graders visit – week of 9/19

Upcoming programs:

Adult

- Adult coloring drop-in program 9/21/2016, 6-8pm
- Human Trafficking, Thurs. 9/22/2016, 7pm
- Unexplained Mysteries, Thurs. 10/13/2016, 7pm

Youth

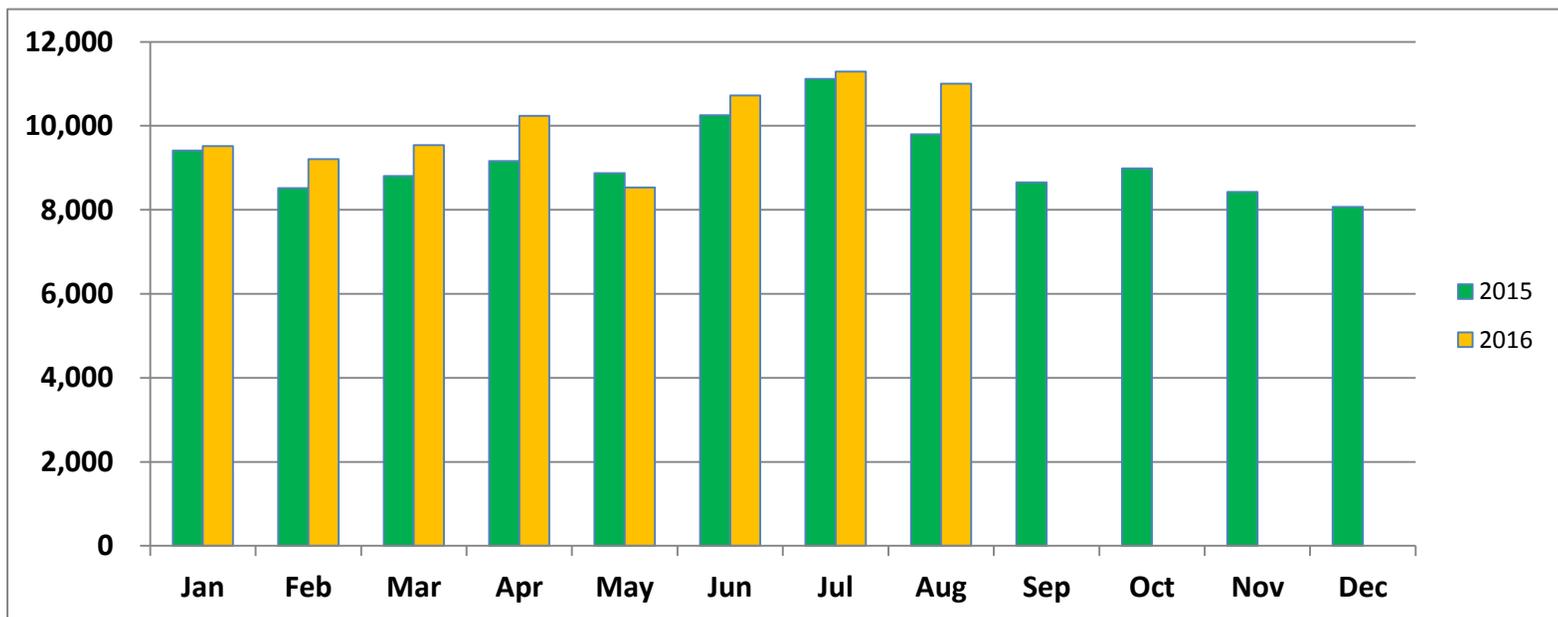
- Fall programs began Tuesday, September 6th.
- Baby Signing Time Wed. 9/28
- Homeschool Book Club will meet Wed. 10/5 and Wed. 11/16
- NEW monthly Lego Club beginning October 20th

Elm Grove Public Library

Activity Report

Circulation

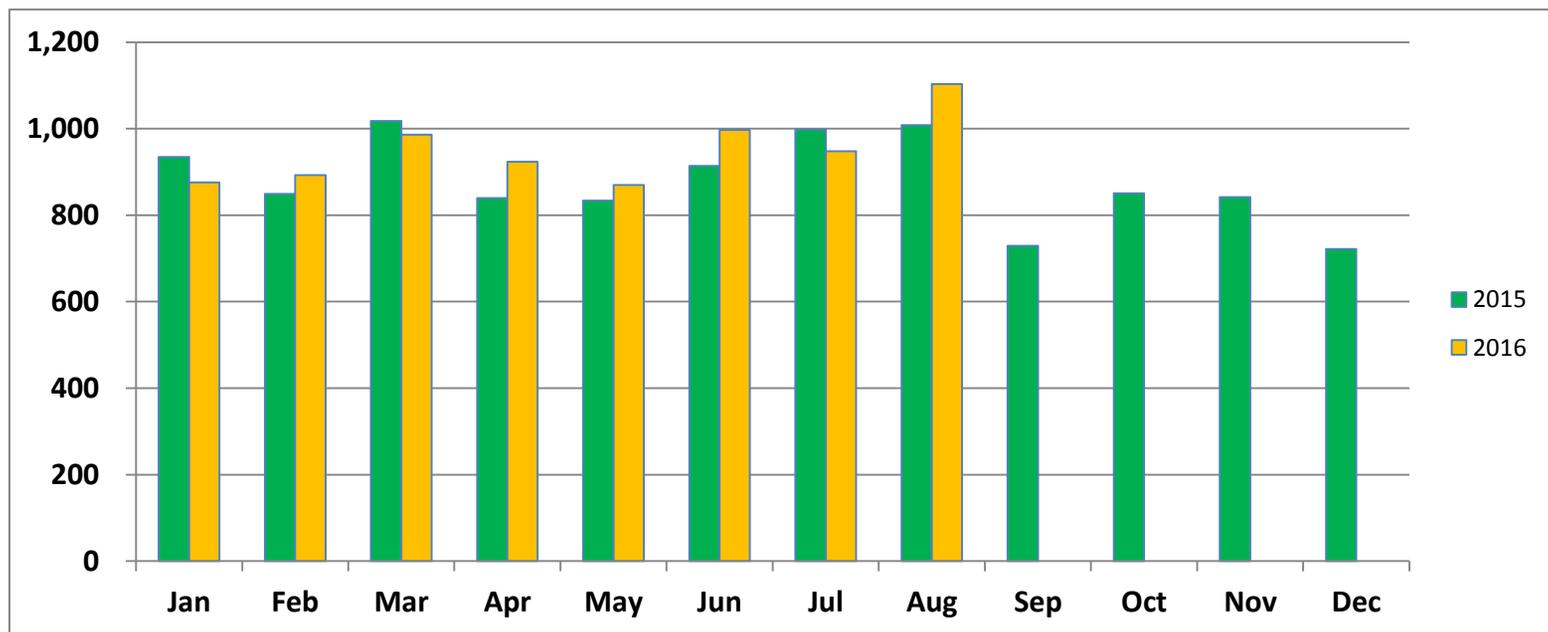
	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
Jan	8,954	461	9,415	9,073	449	9,522	107	1.14%
Feb	8,079	437	8,516	8,777	430	9,207	691	8.11%
Mar	8,280	522	8,802	9,011	527	9,538	736	8.36%
Apr	8,710	450	9,160	9,758	484	10,242	1,082	11.81%
May	8,434	443	8,877	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	10,522	484	11,006	1,209	12.34%
Sep	8,163	493	8,656					
Oct	8,481	503	8,984					
Nov	7,931	495	8,426					
Dec	7,770	301	8,071					
Y-T-D	104,590	5,485	110,075	76,198	3,867	80,065	4,127	-27.26%



Elm Grove Public Library Activity Report

Computer Use

	2015			2016			Y-T-Y Change	
	Library	Wi-Fi	Total	Library	Wi-Fi	Total	Total Usage	
Jan	610	325	935	508	368	876	(59)	-6.31%
Feb	519	330	849	473	420	893	44	5.18%
Mar	576	442	1,018	556	430	986	(32)	-3.14%
Apr	511	329	840	502	422	924	84	10.00%
May	488	346	834	435	435	870	36	4.32%
Jun	548	366	914	524	473	997	83	9.08%
Jul	554	444	998	517	431	948	(50)	-5.01%
Aug	577	431	1,008	585	518	1,103	95	9.42%
Sep	447	282	729					
Oct	490	361	851					
Nov	460	382	842					
Dec	415	307	722					
Y-T-D	6,195	4,345	10,540	4,100	3,497	7,597	201	-27.92%

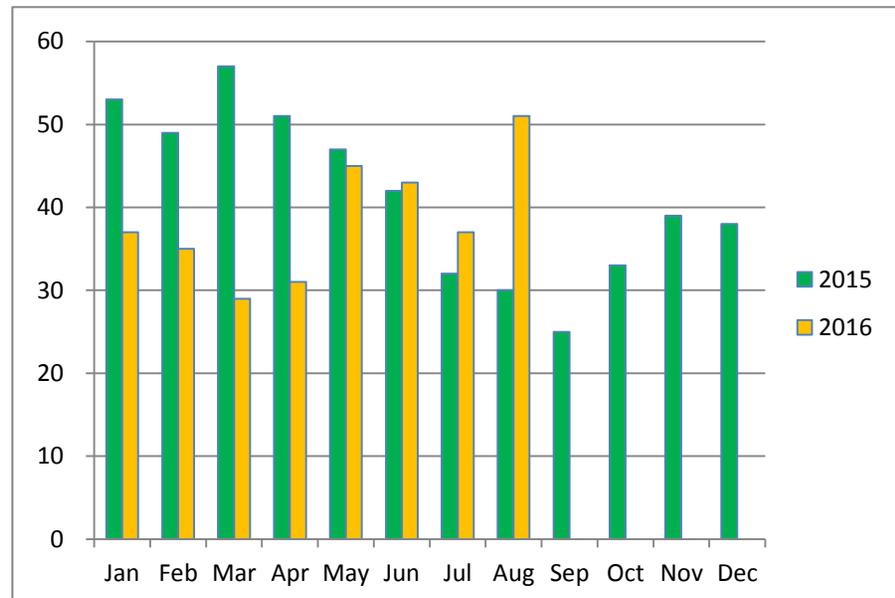


Elm Grove Public Library

Activity Report

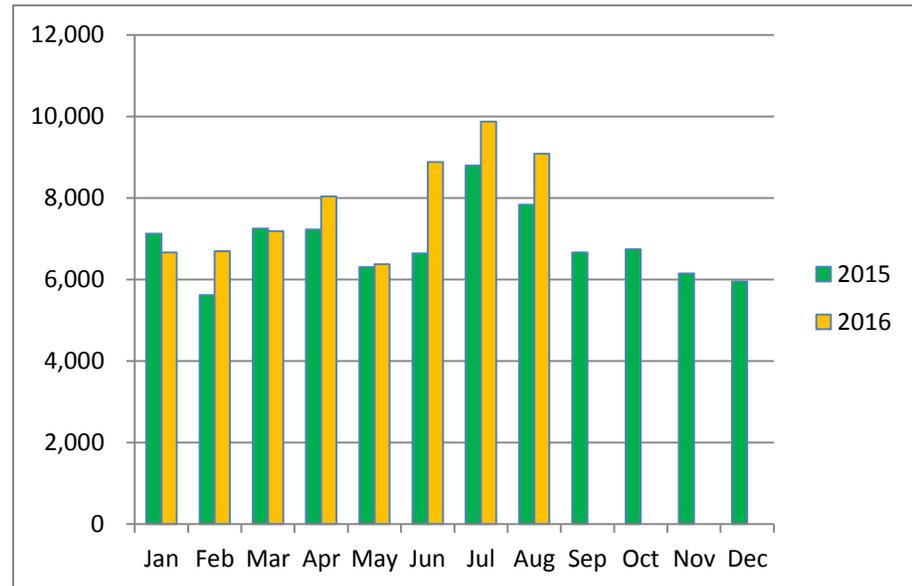
Study Room Use

	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	51	21	70.00%
Sep	25			
Oct	33			
Nov	39			
Dec	38			
Y-T-D	496	308	(188)	-37.90%



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	9,084	1,250	15.96%
Sep	6,666			
Oct	6,738			
Nov	6,151			
Dec	5,953			
Y-T-D	82,299	62,792	(19,507)	-23.70%

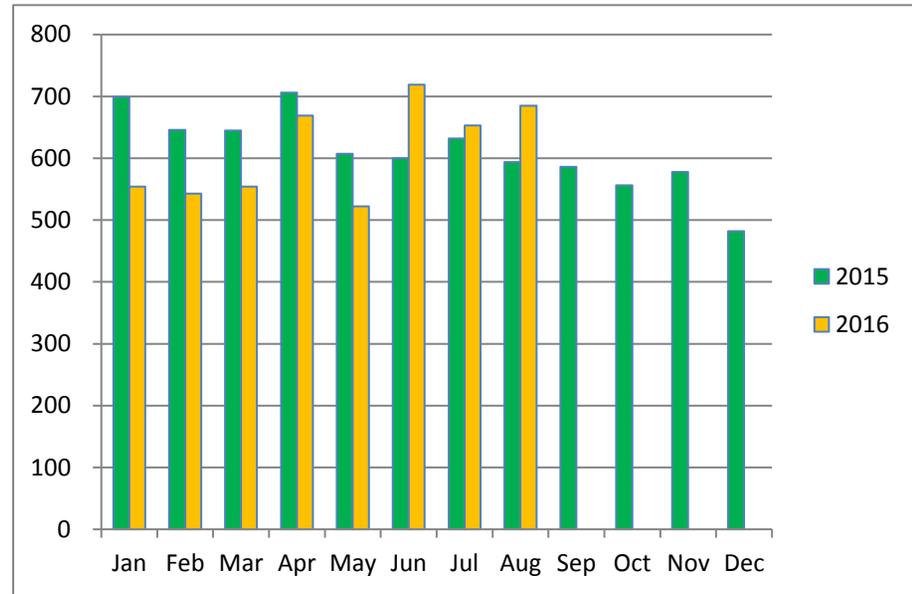


Elm Grove Public Library

Activity Report

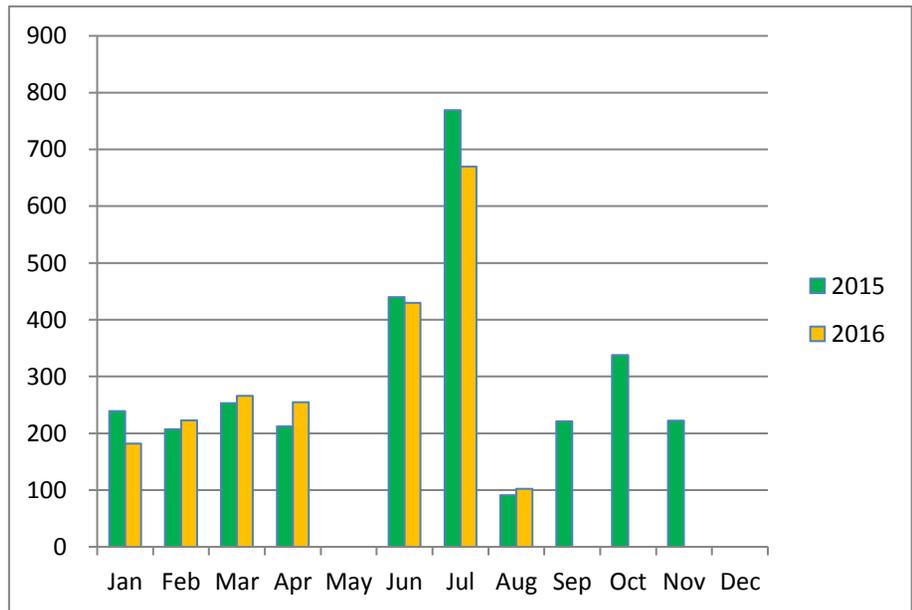
Reference Requests

	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	685	91	15.32%
Sep	586			
Oct	556			
Nov	578			
Dec	482			
Y-T-D	7,331	4,899	(2,432)	-33.17%



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	102	11	12.09%
Sep	221			
Oct	338			
Nov	222			
Dec	0			
Y-T-D	2,992	2,128	(864)	-28.88%



Program Participation for August 2016

<u>Date</u>	<u>Event</u>	<u>Attendance</u>
August 3 (pm)	Magical Poodles	37K, 15A = 52
August 4	Play Group	9K, 9A = 18
August 6	Writing Contest (end) – Juv	5 entries
	Writing Contest (end) – YA	3 entries
August 11	Play Group	11K, 8A = 19
August 18	Teen volunteer appreciation and advisory meeting	5 attended
Total participation in programs	6 events	102 people

Total program attendance for August 2015: 91

Total program attendance for August 2014: 24

Drop-in Activities

<u>Date</u>	<u>Activity</u>	<u>Participation</u>
August	Bedtime Math	0 star charts given out
August	Book Reviews	1
August	Library Scavenger Hunt	4
August	Nature Explorer	9
August	Name Collages	11

Teen Volunteer Participation (August 2016)

New teen volunteers trained on shelf reading: 0

Total number of teen volunteers (programs + SR unduplicated): 3

Volunteer hours worked for August: 1.5 hrs (programs) and 4.25 (shelf reading)
5.75 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
Registrations	251	47	0	298

Juvenile Reading Sheets Returned (birth-11 years)

	June	July	August	Total
#1	92	81	6	179
#2	36	85	8	129
#3	1	72	23	96
#4		51	20	71
#5		39	15	54
#6		14	28	42
#7		6	15	21
#8		2	18	20
Total # sheets returned	129	350	133	612

YA Registrations (12-18 years)

	June	July	August	Total
Number of Registrations	27	7	1	35

YA Reading Sheets Returned (12-18 years)

	June	July	August	Total
#1	8	2		10
#2	2	5		7
#3		3	2	5
#4		3	1	4
#5		3		3
#6		3		3
#7		1	2	3
#8		1		1
Total # sheets returned	10	21	5	36

Total registrations 2016 (YA + Juvenile) = 333

Total registrations 2015 (YA + Juvenile) = 225

Total reading sheets returned 2016 (YA + Juvenile) = 648

Total reading sheets returned 2015 (YA + Juvenile) = 433

Summary of SLP participation 2016

Summary of Programs (June, July, August) 2016 compared to previous year (excluding the reading program and 1000 Books before Kindergarten)

Total number of programs summer **2016**: 43 (includes scheduled and drop-in activities)

Total number of participants in scheduled programs summer **2016**: 1202

Total number of participants in drop-in programs summer **2016**: 115

Total number of programs summer 2015: 41

Total number of participants in scheduled programs summer 2015: 1311

Total number of participants in drop-in programs summer 2015: 213

Drop-in Activities

Date	Activity	Participation
June	Bike to the Library	27 participants
June, July, August	Bedtime Math	33 packets given out
June, July, August	Book reviews	4 turned in
June	Bird feeder kits	27 given out
June, July, August	Library Scavenger Hunt	4 sheets returned
June, July, August	Nature Explorer Activity	9 sheets returned
June, July, August	Name Collages	11 returned
Total participation	7 activities	115 participants

Reading Program Participation

Total Registrations (2016) Juv + YA = 333 Total reading sheets 2016 (Juv + YA) = 648

Total Registrations (2015) Juv + YA = 225

Total reading sheets 2015 (Juv + YA) = 433

Total Registrations (2014) Juv. + YA = 245

Total Reading Sheets (2014) Juv. + YA = 433

Total Registrations (2013) Juv. + YA = 280

Total Reading Sheets (2013) Juv. + YA = 415

Teen Volunteer Participation (Summer 2016)

Total number of teen volunteers: 12

Total number of teen volunteer hours: 50.5 hours (programs) + 31.25 hours (shelf reading) = 81.75 total hours