

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, October 17, 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 9-19-16pending approval.pdf*](#)

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

November 21, 2016
December 19, 2016
January 16, 2017

6. Treasurer's report

- Accounts payable: **\$5,436.65**
- Gift fund accounts payable: **\$3,311.92**
- Status of accounts

Documents:

[*OB Accounts Payable OCT 2016.pdf*](#)
[*LGIP4 Gifts Accounts Payable OCT 2016.pdf*](#)
[*Library 10 2016.pdf*](#)
[*Library Sept 2016.pdf*](#)
[*Library Chase 10 2016.pdf*](#)
[*9-2016 lib rev.pdf*](#)
[*9-2016 lib exp.pdf*](#)
[*library gift accounts 2016 sept.pdf*](#)
[*9-2016 lib gift rev.pdf*](#)
[*9-16 lib gift exp.pdf*](#)

7. Director's Report

- Library activity report (statistics)
- Youth program report

- c. Staff news
- d. Gifts

Documents:

*[Director report October 2016.pdf](#)
[EG Library Activity Report 9-2016.pdf](#)
[Youth report September 2016.pdf](#)*

8. Old Business

- No old business

9. New Business

- Review library's 2017 Operating budget

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

September 19, 2016 MEETING MINUTES

For Approval at the October 17, 2016 Meeting
Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 4:40 p.m. Board members present were: John Alexander, Dave Hecker, Bonnie Klamik, Patty Kujawa, Kristin Olson, Mary Weller and Library Director Sarah Muench, Board Administrative Officer. Excused: Karen Sopik.

2. Approval of the Agenda.

Upon motion made by John Alexander and seconded by Kristin Olson, the Agenda was unanimously approved.

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

- a. FOEGL will sponsor the Elm Grove Reads program again next year and it will take place on April 27, 2017 at the Sunset Playhouse featuring the book *Ordinary Grace* by author William Kent Krueger.
- b. FOEGL will sponsor the Adult Coloring Drop-In program on September 21, 2016 from 6-8 pm in the Parkview Room.
- c. FOEGL has acquired a pop-up banner for use at sponsored events and is placing an advertisement in the Elm Grove Directory.
- d. Co-chairs are being sought for the annual Bookie Cookie event.
- e. Membership now stands at approximately 200.

4. Minutes of the Previous Meeting.

The minutes of the August 15, 2016 meeting were reviewed and a change of the word "effected" to "effective" in item 8 of the draft minutes was approved. Upon motion made by John Alexander and seconded by Mary Weller, the minutes as thus revised were approved.

5. Future Meeting Dates.

October 17, 2016
November 21, 2016
December 19, 2016

Upon motion made by John Alexander and seconded by Mary Weller, the future meeting dates were approved.

6. Treasurer's Report.

- a. Operating Budget accounts payable.
 - (1) On a motion by John Alexander and a second by Patty Kujawa, the board approved the expenditure of \$5,242.28 in September 2016.
- b. Gift Fund accounts payable.
 - (1) LGIP-4.
 - A. On a motion by John Alexander and a second by Mary Weller, the board approved the expenditure of \$3,774.58 in September 2016.
 - (2) LGIP-10. None.

- c. Gift Fund Status of Accounts. The following Gift Fund account balances were announced:
 - (1) LGIP-4 \$35,669.94
 - (2) LGIP-10 \$32,334.27

7. Director's Report.

- a. Library activity report (statistics).
- b. Youth program report.
- c. Library and Staff news and library programs.
- d. Gifts: none to report at this meeting.

8. Old Business

None.

9. New Business.

- a. The Library's Capital Budget Request for years 2017-2021 was reviewed by Sarah Muench.
- b. The Library's Certification of Eligibility for Exemption from County Library Levy Based on Standards Compliance was reviewed.
- c. The Library Trustees annual dinner will be held on Tuesday, October 4 2016 and any interested trustee should advise Bonnie Klamik.

Upon motion made by Mary Weller and seconded by Patty Kujawa, the meeting was adjourned at 5:30 pm.

Respectfully submitted,

David Hecker
Assistant Secretary

ELM GROVE LIBRARY ACCOUNTS PAYABLE

October-16

551.3100	ADULT BOOKS		
	Baker & Taylor	(24 invoices)	\$2,357.53
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(4 invoices)	\$741.85
	Sendik's (paid)	(2 invoices)	\$36.29
	Luck, Kathy (paid)	(1 invoice)	\$80.00
	Riehle, Cheri (paid)	(1 invoice)	<u>\$240.00</u>
			\$1,098.14
551.3105	ADULT AUDIOBOOKS		
	Baker & Taylor	(3 invoices)	\$307.90
551.3200	DUES/MEMBERSHIPS		
	Wisconsin Library Association (paid)	(3 invoices)	\$336.00
551.3220	TRAINING/CONFERENCES		
	Wisconsin Library Association (paid)	(3 invoices)	\$558.00
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	Brodart	(1 invoice)	\$150.00
	Demco	(1 invoice)	\$130.23
	OfficeMax	(1 invoice)	\$123.84
	The Library Store	(2 invoices)	<u>\$332.78</u>
			\$736.85
551.3435	MILEAGE		
	Muench, Sarah (reim)	(1 invoice)	\$12.80
	Weckwerth, Noah (reim)	(1 invoice)	<u>29.43</u>
			42.23
	TOTAL ACCOUNTS PAYABLE		\$5,436.65

**ELM GROVE LIBRARY
GIFTS ACCOUNTS**

October-16

Baker & Taylor	(5 invoices)	\$1,043.11
Baker & Taylor Entertainment	(1 invoice)	\$86.35
Gale/CENGAGE Learning	(4 invoices)	\$113.12
Amazon (paid)	(20 invoices)	\$1,049.05
Amazon (refund)	(1 invoice)	-\$4.00
Aquatics Unlimited (paid)	(1 invoice)	\$340.54
World Book, Inc	(1 invoice)	\$150.00
Beyer's Hope Unlimited, LLC	(1 invoice)	\$38.93
Sendik's (paid)	(1 invoice)	\$39.95
Target (paid)	(1 invoice)	\$7.52
Demco	(1 invoice)	\$257.43
OfficeMax (paid)	(1 invoice)	\$189.92
TOTAL		\$3,311.92



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Payments

Current Period: OCTOBER 2016

Batch Name	Lib1016	User Dollar Amt	\$6,073.07
Payments		Computer Dollar Amt	\$6,073.07
			\$0.00
			In Balance

Refer	181	<i>BAKER & TAYLOR COMPANY</i>		-
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$474.91
Invoice	2032303279	9/19/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$290.17
Invoice	2032292839	9/13/2016		
Cash Payment	E 006-5513105	SM Adult Audiobooks	Books	\$32.98
Invoice	2032305381	9/19/2016		
Cash Payment	E 006-5513105	SM Adult Audiobooks	Books	\$258.43
Invoice	2032291588	9/12/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$12.59
Invoice	2032290437	9/12/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$157.82
Invoice	2032290437	9/12/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$38.35
Invoice	2032305380	9/19/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$18.79
Invoice	2032305379	9/19/2016		
Cash Payment	E 006-5513135	LK Books NF	Books	\$96.01
Invoice	2032305378	9/19/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$93.11
Invoice	2032291033	9/13/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$507.09
Invoice	2032291716	9/13/2016		
Cash Payment	E 006-5513137	SM Books NF 800	Books	\$25.97
Invoice	2032287248	9/12/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$30.26
Invoice	2032287247	9/12/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$181.33
Invoice	2032288556	9/12/2016		
Cash Payment	E 006-5513103	SD Children/Young Adult	Books	\$558.95
Invoice	2032308235	9/20/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$103.57
Invoice	2032329508	9/27/2016		
Cash Payment	E 004-5513500	Lib Gift Expenses	Books	\$86.35
Invoice	B26428720	9/19/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$242.30
Invoice	2032317284	9/23/2016		
Cash Payment	E 006-5513135	LK Books NF	Books	\$18.51
Invoice	2032326345	9/26/2016		
Cash Payment	E 006-5513133	AL Books NF	Books	\$16.27
Invoice	2032326346	9/26/2016		
Cash Payment	E 006-5513134	NW Books NF	Books	\$173.74
Invoice	2032326347	9/26/2016		
Cash Payment	E 006-5513131	SM Books Adult Fiction	Books	\$35.87
Invoice	2032326348	9/26/2016		



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 006-5513137 SM Books NF 800	Books		\$26.05
Invoice	2032326349	9/26/2016		
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books		\$16.49
Invoice	2032317283	9/23/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$161.87
Invoice	2032344117	10/5/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$16.25
Invoice	2032329718	9/28/2016		
Cash Payment	E 006-5513133 AL Books NF	Books		\$145.38
Invoice	5014279629	9/27/2016		
Cash Payment	E 006-5513136 NW Books Travel	Books		\$13.59
Invoice	5014279629	9/27/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$8.83
Invoice	5014279629	9/27/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$34.19
Invoice	2032322426	9/26/2016		
Cash Payment	E 006-5513133 AL Books NF	Books		\$11.78
Invoice	2032337462	9/30/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$465.87
Invoice	2032337463	9/30/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$17.38
Invoice	2032337464	9/30/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$31.40
Invoice	2032337465	9/30/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$9.42
Invoice	2032337466	9/30/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$17.39
Invoice	2032343519	10/3/2016		
Cash Payment	E 006-5513136 NW Books Travel	Books		\$15.20
Invoice	2032343520	10/3/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$92.28
Invoice	2032343521	10/3/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$4,536.74
Refer	182 <i>BRODART, INC.</i>		-	
Cash Payment	E 006-5513300 Library Supplies	Library Supplies		\$150.00
Invoice	448251	9/16/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$150.00
Refer	183 <i>DEMCO</i>		-	
Cash Payment	E 006-5513300 Library Supplies	Label Protectors		\$130.23
Invoice	5957002	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Sign Holder		\$257.43
Invoice	5966690	9/22/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$387.66
Refer	184 <i>GALE/CENGAGE LEARNING</i>		-	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$31.15
Invoice	58894357	9/9/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$27.87
Invoice	58953074	9/13/2016		



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$28.69
Invoice	58934216	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$25.41
Invoice	59077160	9/23/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$113.12
Refer	185 <u>LIBRARY STORE, INC. THE</u> -			
Cash Payment	E 006-5513300 Library Supplies	Headphone		\$24.58
Invoice	225482	9/19/2016		
Cash Payment	E 006-5513300 Library Supplies	Label Protectors		\$308.20
Invoice	225304	9/16/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$332.78
Refer	186 <u>OFFICE MAX</u> -			
Cash Payment	E 006-5513300 Library Supplies	Toner		\$123.84
Invoice	988779	9/14/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$123.84
Refer	187 <u>WORLD BOOK SCHOOL & LIBRAR</u> -			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$150.00
Invoice	1539801	9/12/2016		
Transaction Date	10/4/2016	Town Bank	1110300	Total \$150.00
Refer	235 <u>BEYERS HOPE UNLIMITED, LLC</u> -			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$38.93
Invoice		9/14/2016		
Transaction Date	10/11/2016	Town Bank	1110300	Total \$38.93
Refer	236 <u>RIEHLE, CHERI</u> <u>Ck# 091927 10/11/2016</u>			
Cash Payment	E 006-5513103 SD Children/Young Adult	Library Programs (6)		\$240.00
Invoice		10/6/2016		
Transaction Date	10/11/2016	Town Bank	1110300	Total \$240.00

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,688.94
006 Library Operating Fund	\$4,384.13
	\$6,073.07

Pre-Written Checks	\$240.00
Checks to be Generated by the Computer	\$5,833.07
Total	\$6,073.07



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Payments

Current Period: **SEPTEMBER 2016**

Batch Name Lib2-0916
Payments

User Dollar Amt \$80.00
Computer Dollar Amt \$80.00
\$0.00 **In Balance**

Refer 179 LUCK, KATHY Ck# 091917 9/29/2016

Cash Payment E 006-5513103 SD Children/Young Adult Storytime Sept 29 and Sept 30 **\$80.00**

Invoice

Transaction Date 9/29/2016 Town Bank 1110300 **Total \$80.00**

Fund Summary

1110300 Town Bank
006 Library Operating Fund \$80.00
\$80.00

Pre-Written Checks	\$80.00
Checks to be Generated by the Computer	\$0.00
Total	\$80.00



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Payments

Current Period: OCTOBER 2016

Batch Name	LibChase1016	User Dollar Amt	\$2,603.27
Payments		Computer Dollar Amt	\$2,603.27
			\$0.00 In Balance

Refer	231 AMAZON		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$12.99
Invoice	8/26/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$5.99
Invoice	8/26/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books - refund	-\$4.00
Invoice	9/21/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$50.40
Invoice	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVDs	\$191.60
Invoice	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$19.92
Invoice	10/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$19.51
Invoice	9/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$173.77
Invoice	9/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$75.58
Invoice	9/14/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$9.79
Invoice	9/12/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$18.88
Invoice	9/15/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$24.62
Invoice	9/16/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$3.99
Invoice	9/17/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$4.17
Invoice	9/18/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$28.51
Invoice	9/19/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$35.95
Invoice	9/25/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$72.63
Invoice	9/30/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$61.17
Invoice	9/30/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$14.79
Invoice	10/1/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD's	\$209.80
Invoice	10/3/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD	\$14.99
Invoice	10/3/2016		
Transaction Date	10/11/2016	Town Bank	1110300
			Total \$1,045.05

Refer 232 AQUATICS UNLIMITED



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Payments

Current Period: OCTOBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	aquarium supplies	\$340.54
Invoice	9/12/2016		
Transaction Date	10/11/2016	Town Bank 1110300	Total \$340.54
Refer	259 <i>MUENCH, SARAH</i>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Chase card - should be personal. Paid Village	\$50.00
Invoice			
Transaction Date	10/13/2016	Town Bank 1110300	Total \$50.00
Refer	255 <i>OFFICE MAX</i>		
Cash Payment	E 004-5513500 Lib Gift Expenses	Office supplies	\$189.92
Invoice	9/23/2016		
Transaction Date	10/13/2016	Town Bank 1110300	Total \$189.92
Refer	233 <i>SENDIKS</i>		
Cash Payment	E 006-5513103 SD Children/Young Adult	Story time	\$14.97
Invoice	9/16/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Story time	\$21.32
Invoice	9/9/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies	\$39.95
Invoice	9/23/2016		
Transaction Date	10/11/2016	Town Bank 1110300	Total \$76.24
Refer	234 <i>TARGET</i>		
Cash Payment	E 004-5513500 Lib Gift Expenses	lego club	\$7.52
Invoice	9/28/2016		
Transaction Date	10/11/2016	Town Bank 1110300	Total \$7.52
Refer	251 <i>WISCONSIN LIBRARY ASSOC, INC</i>		
Cash Payment	E 006-5513200 Dues/Memberships	P Brooks membership	\$81.00
Invoice			
Cash Payment	E 006-5513220 Training/Conferences	P Brooks conference registration	\$233.00
Invoice			
Cash Payment	E 006-5513200 Dues/Memberships	S Muench membership	\$180.00
Invoice			
Cash Payment	E 006-5513220 Training/Conferences	S Muench conference registration	\$164.00
Invoice			
Cash Payment	E 006-5513200 Dues/Memberships	N Weckwerth membership	\$75.00
Invoice			
Cash Payment	E 006-5513220 Training/Conferences	N Weckwerth conference	\$161.00
Invoice			
Transaction Date	10/13/2016	Town Bank 1110300	Total \$894.00

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,672.98
006 Library Operating Fund	\$930.29
	\$2,603.27

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$2,603.27
Total	\$2,603.27



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	\$697.85	\$6,169.86	\$0.00	-\$6,169.86	0.00%
R 006-4662000 Library Photocopies	\$61.61	\$829.86	\$0.00	-\$829.86	0.00%
R 006-4663000 Library Computer Printouts	\$119.77	\$1,199.62	\$0.00	-\$1,199.62	0.00%
R 006-4663500 Library- Faxes	\$9.51	\$185.79	\$0.00	-\$185.79	0.00%
R 006-4664000 Library Cards	\$287.00	\$1,100.00	\$0.00	-\$1,100.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$28.43	\$885.02	\$0.00	-\$885.02	0.00%
SOURCE Alt Code 450	\$1,204.17	\$10,370.15	\$13,000.00	\$2,629.85	
SOURCE Alt Code 700					
R 006-4512000 Transfer in from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 006-4513000 Trf from Lib Gift	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SOURCE Alt Code 700	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 006 Library Operating Fund	\$1,204.17	\$374,840.97	\$392,380.00	\$17,539.03	
	\$1,204.17	\$374,840.97	\$392,380.00	\$17,539.03	

((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	\$31,485.53	\$210,196.14	\$275,000.00	\$64,803.86	23.57%
E 006-5512000 Library WRS	\$3,687.32	\$23,819.60	\$31,000.00	\$7,180.40	23.16%
E 006-5512001 Library Employee WRS	-\$1,843.64	-\$11,909.67	-\$15,500.00	-\$3,590.33	23.16%
E 006-5512005 Library- life insurance	\$69.34	\$651.46	\$650.00	-\$1.46	-0.22%
E 006-5512010 Library FICA	\$2,472.07	\$16,540.97	\$21,400.00	\$4,859.03	22.71%
E 006-5512015 Library health/dental insura	\$434.21	\$1,392.50	\$8,300.00	\$6,907.50	83.22%
E 006-5512016 Library health opt out	\$952.38	\$6,349.20	\$0.00	-\$6,349.20	0.00%
E 006-5512017 Library- HRA Expense	\$117.00	\$234.00	\$0.00	-\$234.00	0.00%
E 006-5512025 Library Disability Insurance	\$19.80	\$138.60	\$225.00	\$86.40	38.40%
E 006-5512030 Library -Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 006-5513100 Books	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 006-5513103 SD Children/Young Adult	\$1,270.46	\$8,136.49	\$10,000.00	\$1,863.51	18.64%
E 006-5513105 SM Adult Audiobooks	\$102.23	\$834.70	\$1,600.00	\$765.30	47.83%
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	\$8.97	\$1,447.51	\$7,300.00	\$5,852.49	80.17%
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	\$1,001.59	\$7,106.06	\$11,100.00	\$3,993.94	35.98%
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	\$315.09	\$1,842.55	\$2,250.00	\$407.45	18.11%
E 006-5513134 NW Books NF	\$442.69	\$3,907.16	\$4,950.00	\$1,042.84	21.07%
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	\$80.42	\$511.59	\$1,200.00	\$688.41	57.37%
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	\$888.70	\$6,506.25	\$7,400.00	\$893.75	12.08%
E 006-5513310 Library Copy Machine	\$295.58	\$2,242.38	\$2,600.00	\$357.62	13.75%
E 006-5513320 computer Maintenance	\$0.00	\$15,259.62	\$18,500.00	\$3,240.38	17.52%
E 006-5513400 Telephone	\$63.51	\$570.74	\$900.00	\$329.26	36.58%
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	\$61.13	\$511.07	\$1,000.00	\$488.93	48.89%
E 006-5513499 Printing & Miscellaneous	\$1,281.49	\$1,577.53	\$1,000.00	-\$577.53	-57.75%
E 006-5513800 Library deposit over/short	\$9.84	\$62.79	\$0.00	-\$62.79	0.00%
FUND 006 Library Operating Fund	\$43,215.71	\$308,839.36	\$407,625.00	\$98,785.64	24.23%
	\$43,215.71	\$308,839.36	\$407,625.00	\$98,785.64	24.23%

((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
September	14.65	33.35	(3,774.58)		11.29			
balance 9/30				31,943.36			32,345.56	64,288.92
Year to Date	106.52	38,643.15	(24,541.75)		98.57	-		
	revenue	38,848.24						
				Payments		24,541.75		
				2015 Invoices				
				2016 Expenditures		24,541.75		

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	\$33.35	\$38,643.15	\$0.00	-\$38,643.15
R 004-4811000 Interest on Investments	\$25.94	\$205.09	\$0.00	-\$205.09
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$59.29	\$38,848.24	\$0.00	-\$38,848.24
	\$59.29	\$38,848.24	\$0.00	-\$38,848.24

((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	\$3,774.58	\$24,541.75	\$0.00	-\$24,541.75
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$3,774.58	\$24,541.75	\$0.00	-\$24,541.75
	\$3,774.58	\$24,541.75	\$0.00	-\$24,541.75

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

Library Director's Report

October 2016

a. Library activity report (statistics)

b. Youth program report

c. Library and Staff news and library programs

- New library staff
- New aquarium in story time room
- OPAC table
- Human Trafficking adult program, 9/22/2016
- Baby Signing Time program held 9/28/2016
- Sidewalk Astronomy, 10/10/2016
- Tonawanda 3rd-graders visits to library took place 10/10 through 10/12/2016
- "Unexplained Mysteries" adult program 10/13/2016
- NEW monthly Lego Club begins October 20th
- Wisconsin Library Association (WLA) annual conference, 10/25 through 10/28/2016

Upcoming programs:

Adult

- ADRC disability specialist presentation Wed. 10/19/2016, 2pm
- Adult coloring drop-in program 10/19/2016 and 11/16/2016, 6-8pm
- Brett Favre biographer in conjunction w/Boswell Books Tues. 11/1/2016 6:30pm
- Judy Bridges Writing Workshop Thurs. 11/3/2016 7pm
- Gary Beyer Tues. 11/15/2016 1pm

Youth

- Homeschool Book Club will meet Wed. 11/16 (10/5 cancelled – lack of interest)
- Holiday Family event – Christmas Carol Holiday Magic Show 12/8/2016

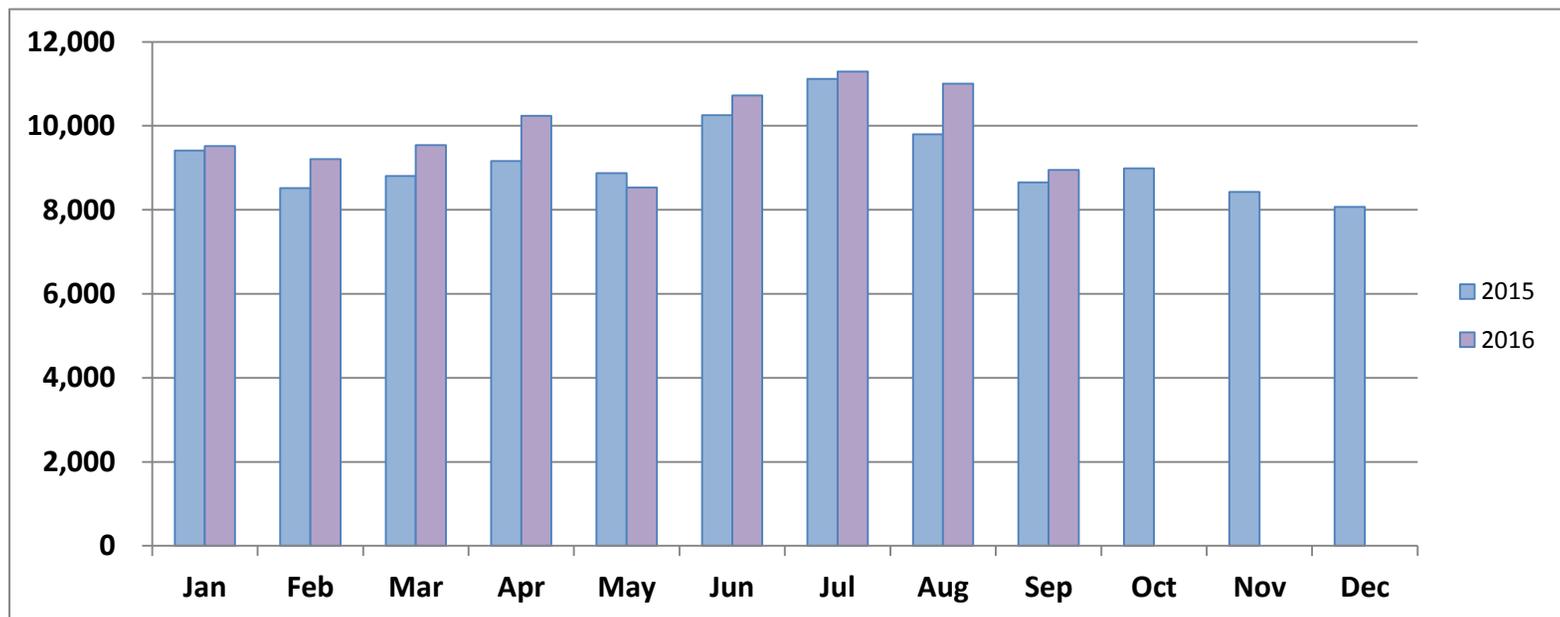
d. Gifts

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	10,522	484	11,006	1,209	12.34%
Sep	8,163	493	8,656	8,499	451	8,950	294	3.40%
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	84,697	4,318	89,015	4,421	-19.13%

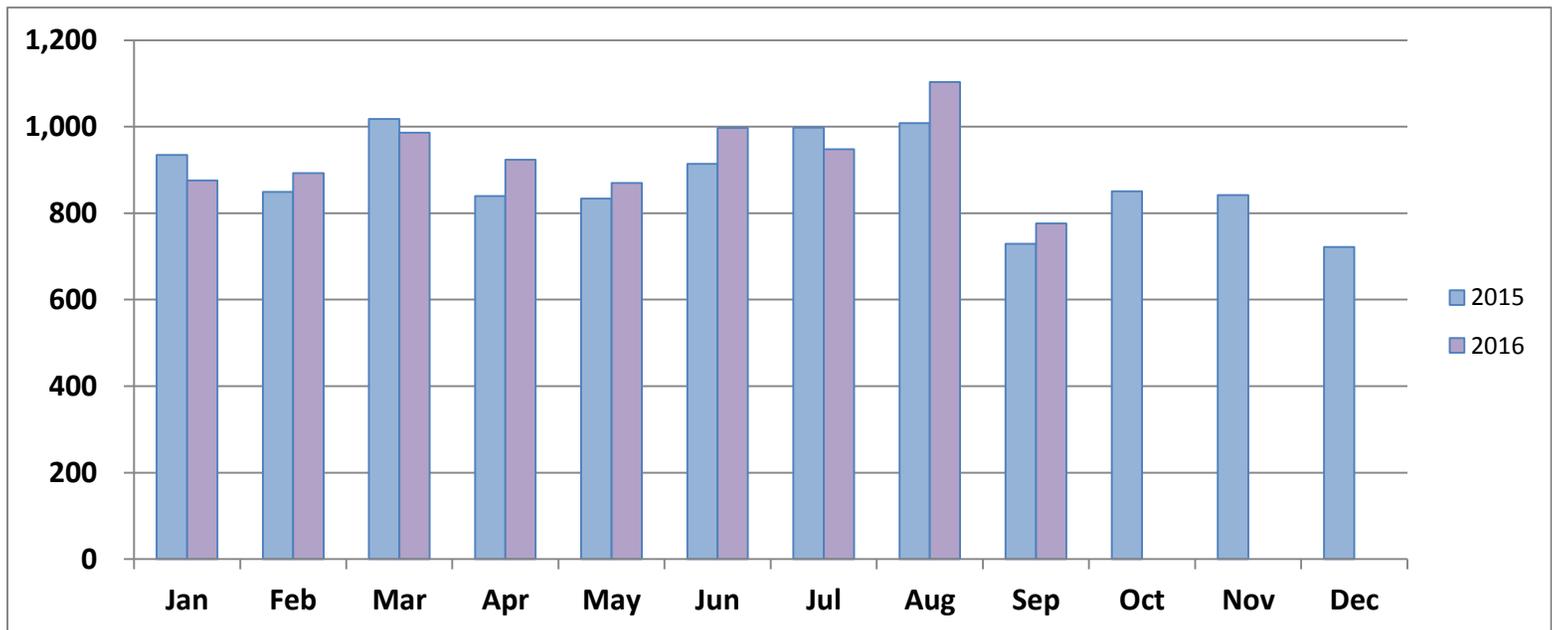


Elm Grove Public Library

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	503	273	776	47	6.45%
Oct	490	361	851					
Nov	460	382	842					
Dec	415	307	722					
Y-T-D	6,195	4,345	10,540	4,603	3,770	8,373	248	-20.56%

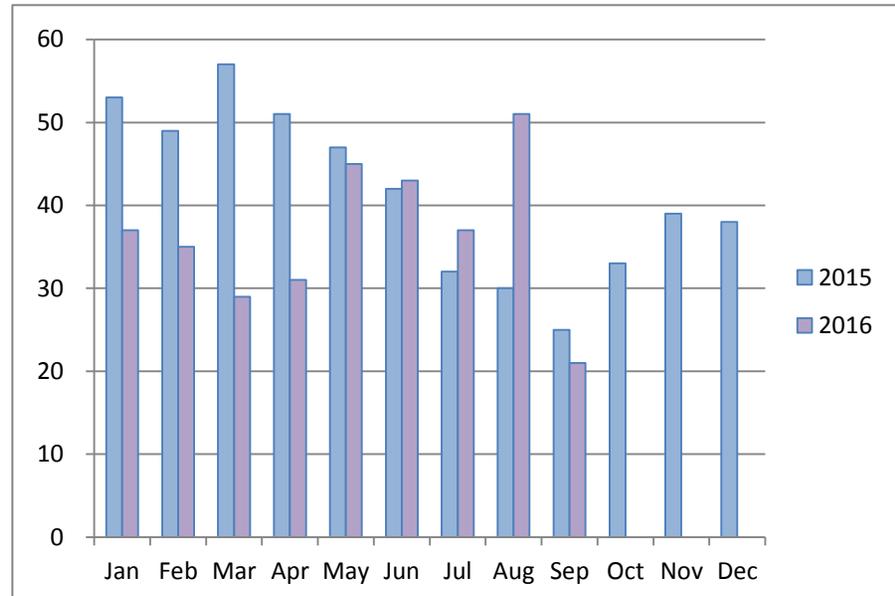


Elm Grove Public Library

Activity Report

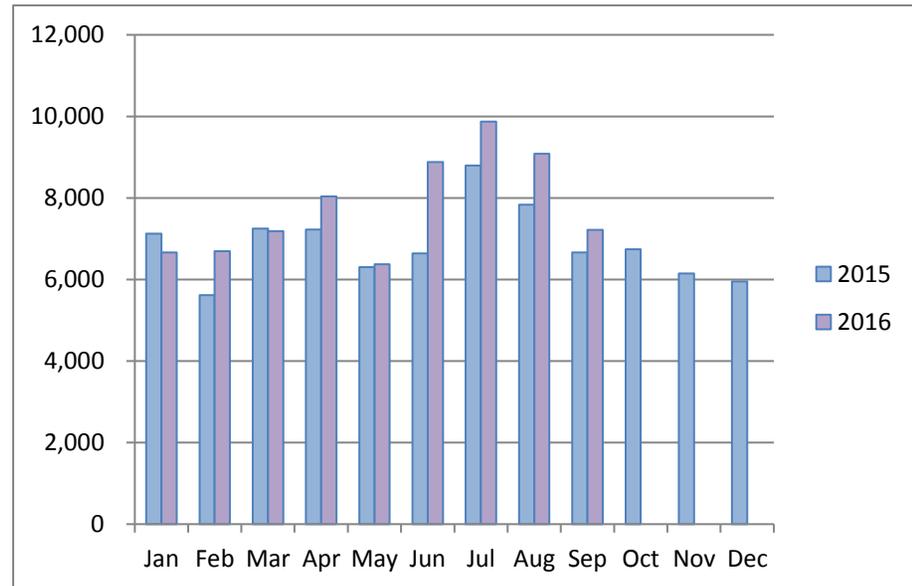
Study Room Use

	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	21	(4)	-16.00%
Oct	33			
Nov	39			
Dec	38			
Y-T-D	496	329	(167)	-33.67%



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	7,215	549	8.24%
Oct	6,738			
Nov	6,151			
Dec	5,953			
Y-T-D	82,299	70,007	(12,292)	-14.94%

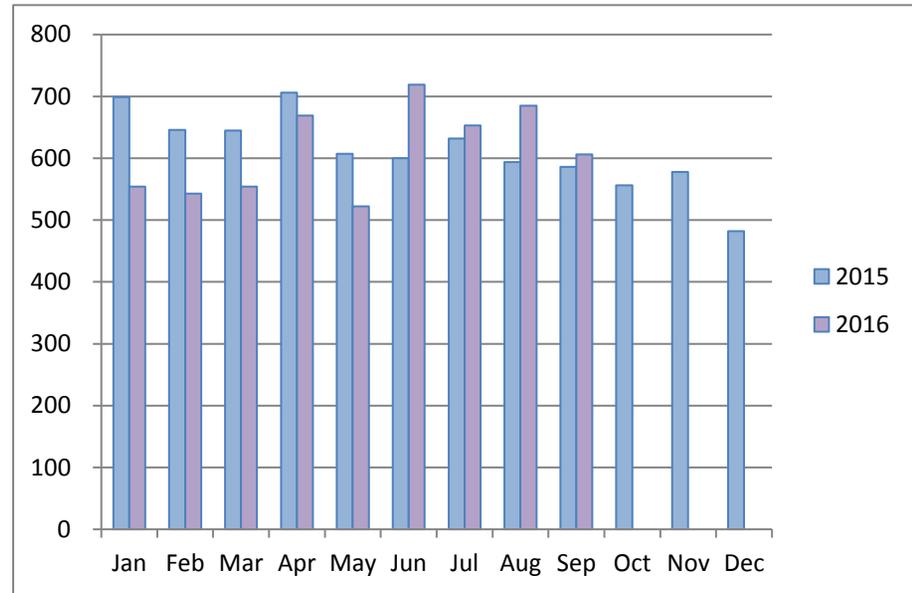


Elm Grove Public Library

Activity Report

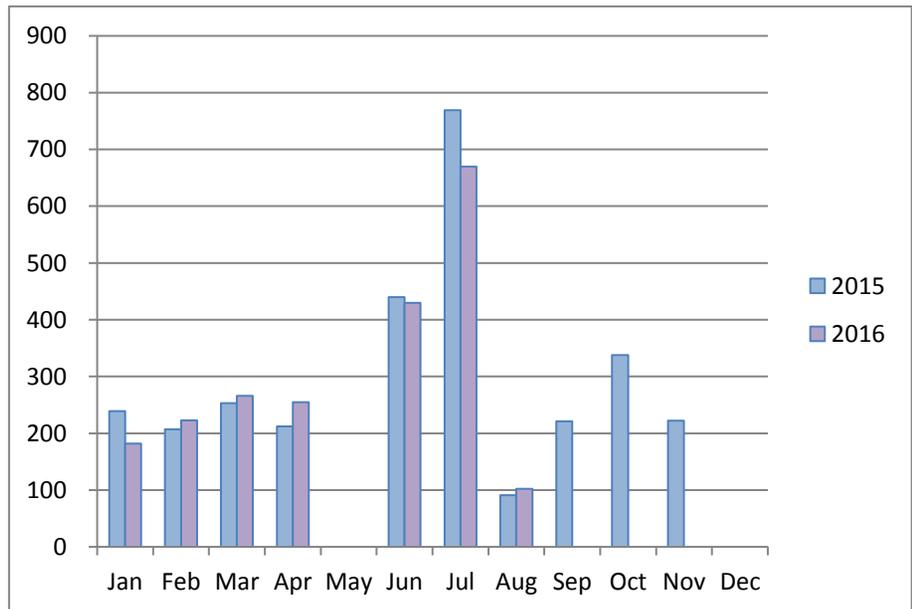
Reference Requests

	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	606	20	3.41%
Oct	556			
Nov	578			
Dec	482			
Y-T-D	7,331	5,505	(1,826)	-24.91%



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%



Participation in Youth Programs for September 2016

Weekly Programs

Event	Participation
Toddler Playgroup (4 sessions)	48K, 37A = 85
Preschool Story Time (4 sessions)	23K, 22A = 45
Morning Break Story Time (3 sessions)	29K, 23A = 52
Total attendance at weekly programs for September 2016	182
Total attendance at weekly programs for September 2015	221

Special Programs

Date	Event	Participation
September 21	Introduction to the library for homeschool students	4 students
September 26	Therapy Pet (cat)	2 readers
September 28	Therapy Pet (dog)	2 readers + Girl Scouts
September 28	Girl Scout troop tour	24 girls*
September 28	Baby Signing Time	18K, 19A = 37
Month of September	1000 Books before Kindergarten	1 free book (halfway) 1 completion

*The second grade Girl Scout troop from Tonawanda came for a library tour and then spent time reading with the therapy dog afterward.