

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, November 21, 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:

[*October 17, 2016 Minutes.pdf*](#)

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

December 19, 2016

January 16, 2017

February 20, 2017

6. Treasurer's report

- O.B. accounts payable: **\$14,175.72**
- Gift fund accounts payable: **\$7,461.45**
- Status of accounts

Documents:

[*OB Accounts Payable NOV 2016.pdf*](#)

[*GIP4 Gifts Accounts Payable NOV 2016.pdf*](#)

[*Library 1116.pdf*](#)

[*Library Chase 1116.pdf*](#)

[*10-16 lib rev.pdf*](#)

[*10-16 lib exp.pdf*](#)

[*library gift accounts 2016 Oct.pdf*](#)

[*10-16 lib gift rev.pdf*](#)

[*10-16 lib gift exp.pdf*](#)

7. Director's report

- Library activity statistics
- Youth program report
- Library and staff news

d. Gifts

Documents:

[*EG Library Activity Report 10-2016.pdf*](#)

[*Youth report October 2016.pdf*](#)

8. Old Business

- No Old Business

9. New Business

- a. Bridges Library System Member Library & CAFE Agreements
- b. Proposed 2016 staff in-service training day
- c. Proposed 2017 calendar (closed dates)

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
October 17, 2016 MEETING MINUTES
For approval at the November 21, 2016 Meeting
Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 4:38 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.

Upon motion made by Dave Hecker and seconded by John Alexander, the Agenda was unanimously approved.

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

- a. Sally passed around a bowl of chocolates from the Chocolate Factory of Elm Grove. The proceeds from sale of these chocolates from September through December will benefit FOEGL.
- b. On Saturday, October 29th, FOEGL will present a children's program by the Sunset Playhouse, entitled "The Big Blue Ball." This program will take place in the O'Neill Room at 10:00 a.m., and is ideal for children 3 through 8 years old.
- c. The annual "mini book sale" will take place on Saturday, November 12th, from 10:00 a.m. until 4:00 p.m., in conjunction with Christmas in the Grove.
- d. Lights of Love will take place on December 4th. In preparation, the annual envelope stuffing party will take place on October 27th, at 9:30 a.m. in the O'Neill Room.
- e. The next newsletter will be distributed soon. The newsletter is put together by Janet Wintersberger. It represents a great deal of time and effort.
- f. A new FOEGL pop-up banner has been created to show FOEGL's sponsorship of programs. Its debut program was the October 13th Unexplained Mysteries program.
- g. The next membership raffle will take place at the end of November.

4. Minutes of the Previous Meeting.

The minutes of the September 19, 2016 meeting were reviewed. Upon motion made by John Alexander and seconded by Kristin Olson, the minutes were approved.

5. Future Meeting Dates.

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

6. Treasurer's Report

- (a) Operating Budget Accounts Payable.

- (1) On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$5,436.65 in October 2016.
- (b) Gift Fund Accounts Payable.
 - (1) LGIP-4
 - A. On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$3,311.92 in October 2016.
 - (2) LGIP-10 None.
- (c) Gift Fund Status of Accounts. The following Gift Fund account balances were announced.

(1) LGIP-4	\$31,943.36
(2) LGIP-10	\$32,345.56

7. Director's Report

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

Upon motion by John Alexander and seconded by Kristin Olson, the board voted to accept the following gifts:

- (1) A framed print of Sanders & Sons Blacksmith Shop, from Christa Katz.
- (2) \$25.00 from Robert and Betsy Haushalter, in memory of Arnie Fladoos.
- (3) Advanced Style: Older & Wiser by Ari Seth Cohen and 20th Century Fashion by Jim Heimann, from the Elm Grove Woman's Club in memory of Katy Henschel.
- (4) \$140.00 from the Kiwanis Club of Elm Grove – Golden K, for the purchase of children's books.

8. Old Business.

No old business.

9. New Business.

The board reviewed the library's 2017 proposed Operating Budget.

Upon motion made by John Alexander and seconded by Kristin Olson, the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Karen Sopik
Secretary

ELM GROVE LIBRARY ACCOUNTS PAYABLE

November-16

551.3100	ADULT BOOKS		
	Baker & Taylor	(31 invoices)	\$2,202.12
	Gale / Cengage	(1 invoice)	\$87.71
	Value Line	(1 invoice)	\$1,000.00
	Greater Wisconsin Agency on Aging Resources	(1 invoice)	\$160.00
	Village of Mukwonago (paid)	(1 invoice)	\$8.00
	Price Digests	(1 invoice)	\$167.90
	Accounting Research and Analytics	(1 invoice)	\$1,821.75
	Heritage Books, Inc	(1 invoice)	\$82.00
			\$5,529.48
551.3103	CHILDREN/YOUNG ADULT MATERIALS		
	Baker & Taylor	(4 invoices)	\$1,003.69
	Riehle, Cheri (paid)	(1 invoice)	\$60.00
	Cerny/Great Harvest Bakery (paid)	(1 invoice)	<u>\$9.50</u>
			\$1,073.19
551.3105	ADULT AUDIOBOOKS		
	Baker & Taylor	(3 invoices)	\$346.40
551.3107	MUSIC CD		
	Baker & Taylor Entertainment	(2 invoices)	\$135.95
	Paraclete Press	(1 invoice)	<u>\$62.48</u>
			\$198.43
551.3110	MAGAZINES / NEWSPAPERS		
	EBSCO	(2 invoices)	\$6,234.72
	Highlights	(1 invoice)	\$32.04
	Our Wisconsin (paid)	(1 invoice)	<u>\$18.98</u>
			\$6,285.74
551.3200	DUES/MEMBERSHIPS		
	WLA (paid)	(1 invoice)	\$50.00
551.3210	PROFESSIONAL SUBSCRIPTIONS		
	JOURNAL SENTINEL	(1 invoice)	\$582.56
551.3300	LIBRARY SUPPLIES & EQUIPMENT		
	OfficeMax	(2 invoices)	\$103.55
551.3435	Mileage		
	Brooks, Paulette (reim)	(1 invoice)	\$23.54
551.3499	PRINTING & MISCELLANEOUS		
	Ruttum, Pat (reim)	(1 invoice)	\$14.87
	TOTAL ACCOUNTS PAYABLE		\$14,207.76

**ELM GROVE LIBRARY
GIFTS ACCOUNTS**

November-16

Baker & Taylor	(6 invoices)	\$2,055.66
Baker & Taylor Entertainment	(1 invoice)	\$17.96
Gale/CENGAGE Learning	(3 invoices)	\$131.15
Amazon DVD (paid)	(15 invoices)	\$1,257.91
Amazon DVD (refund)	(1 invoice)	-\$0.06
Amazon CDBK (paid)	(2 invoices)	\$71.75
Baker & Taylor Entertainment	(2 invoices)	\$35.92
Aquatic Realmz	(2 invoices)	\$174.00
Demco	(2 invoices)	\$1,057.83
Creative Product Source, Inc	(1 invoice)	\$224.35
Target (paid)	(1 invoice)	\$310.03
Sendiks (paid)	(2 invoices)	\$86.51
Aquatics Unlimited (paid)	(1 invoice)	\$136.72
NewsBank, Inc	(1 invoice)	\$1,832.50
The Library Store	(1 invoice)	\$69.22
TOTAL		\$7,461.45



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Payments

Current Period: NOVEMBER 2016

Batch Name	Lib 1116	User Dollar Amt	\$19,672.29
Payments		Computer Dollar Amt	\$19,672.29
			\$0.00 In Balance

Refer	<u>424 ACCOUNTING RESEARCH&ANALY</u>			-
Cash Payment	E 006-5513130 SF Books-Reference	Books Reference		\$1,821.75
Invoice	30620272	10/28/2016		
Transaction Date	11/15/2016	Town Bank	1110300	Total \$1,821.75
Refer	<u>390 AQUATIC REALMZ</u>			-
Cash Payment	E 004-5513500 Lib Gift Expenses	One time maintenance		\$99.00
Invoice	0000118	10/18/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Monthly aquarium maintenance		\$75.00
Invoice	0000142	11/11/2016		
Transaction Date	11/1/2016	Town Bank	1110300	Total \$174.00
Refer	<u>389 BAKER & TAYLOR COMPANY</u>			-
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$319.32
Invoice	2032359885	10/10/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$14.36
Invoice	B27892380	10/14/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$164.93
Invoice	2032354058	10/7/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$8.16
Invoice	2032354059	10/7/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$17.10
Invoice	2032354060	10/7/2016		
Cash Payment	E 006-5513134 NW Books NF	Books		\$32.54
Invoice	2032367079	10/11/2016		
Cash Payment	E 006-5513136 NW Books Travel	Books		\$15.20
Invoice	2032367081	10/11/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$14.58
Invoice	2032367082	10/11/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$21.80
Invoice	2032370284	10/12/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$34.55
Invoice	2032370285	10/12/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$51.61
Invoice	2032370286	10/12/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$510.14
Invoice	2032370934	10/14/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books		\$370.39
Invoice	2032356849	10/10/2016		
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books		\$283.21
Invoice	2032367080	10/11/2016		
Cash Payment	E 006-5513107 SM Adult Music	Music		\$124.07
Invoice	B27922260	10/17/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$21.56
Invoice	B28183080	10/19/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$360.19
Invoice	2032381203	10/18/2016		



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Payments

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Current Period: NOVEMBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$19.60
Invoice	2032279381 9/6/2016		
Cash Payment	E 006-5513107 SM Adult Music	Music	\$11.88
Invoice	T45306870 10/17/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$11.79
Invoice	2032387730 10/20/2016		
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books	\$43.97
Invoice	2032387731 10/20/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$14.41
Invoice	2032387732 10/20/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$14.59
Invoice	2032387733 10/20/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$26.39
Invoice	2032387734 10/20/2016		
Cash Payment	E 006-5513137 SM Books NF 800	Books	\$22.99
Invoice	2032387735 10/20/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$219.22
Invoice	2032388527 10/21/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$11.20
Invoice	2032415973 11/1/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$16.24
Invoice	2032423646 11/3/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$145.43
Invoice	2032423647 11/3/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$15.70
Invoice	2032417220 11/3/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$32.53
Invoice	2032417221 11/3/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$13.97
Invoice	2032417222 11/3/2016		
Cash Payment	E 006-5513133 AL Books NF	Books	\$39.72
Invoice	2032404372 10/27/2016		
Cash Payment	E 006-5513134 NW Books NF	Books	\$54.40
Invoice	2032404325 10/27/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$25.55
Invoice	2032404327 10/27/2016		
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books	\$405.35
Invoice	2032404328 10/27/2016		
Cash Payment	E 006-5513136 NW Books Travel	Books	\$31.26
Invoice	5014316693 10/26/2016		
Cash Payment	E 006-5513130 SF Books-Reference	Books	\$85.00
Invoice	5014316693 10/26/2016		
Cash Payment	E 006-5513105 SM Adult Audiobooks	Books	\$19.22
Invoice	2032404326 10/27/2016		
Cash Payment	E 006-5513103 SD Children/Young Adult	Books	\$111.96
Invoice	2032395420 10/24/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$1,050.08
Invoice	2032407465 10/28/2016		
Cash Payment	E 004-5513500 Lib Gift Expenses	Books	\$296.39
Invoice	2032430135 11/8/2016		



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Current Period: NOVEMBER 2016

Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$10.08
Invoice	2032433019		11/7/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$17.96
Invoice	B30101220		11/11/2016	
Cash Payment	E 006-5513134 NW Books NF	Books		\$31.45
Invoice	2032430134		11/8/2016	
Cash Payment	E 006-5513135 LK Books NF	Books		\$15.14
Invoice	2032437696		11/10/2016	
Cash Payment	E 006-5513133 AL Books NF	Books		\$49.84
Invoice	2032437697		11/10/2016	
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$14.49
Invoice	2032437698		11/10/2016	
Cash Payment	E 006-5513131 SM Books Adult Fiction	Books		\$430.11
Invoice	2032440030		11/11/2016	
Cash Payment	E 006-5513137 SM Books NF 800	Books		\$126.08
Invoice	2032440031		11/11/2016	
Transaction Date	11/1/2016	Town Bank	1110300	Total \$5,797.70
Refer	<u>391 CREATIVE PRODUCT SOURCE</u>			
Cash Payment	E 004-5513500 Lib Gift Expenses	Mardi Gras Pens		\$224.35
Invoice	CPI059780		8/19/2016	
Transaction Date	11/1/2016	Town Bank	1110300	Total \$224.35
Refer	<u>392 DEMCO</u>			
Cash Payment	E 004-5513500 Lib Gift Expenses	Worden Computer Table		\$1,002.32
Invoice	5984966		10/14/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Library supplies		\$55.51
Invoice	6001527		11/4/2016	
Transaction Date	11/1/2016	Town Bank	1110300	Total \$1,057.83
Refer	<u>393 EBSCO SUBSCRIPTION SERVICES</u>			
Cash Payment	E 006-5513110 SF Magazines/newspapers	Wisconsin State Journal		\$100.63
Invoice	72492		10/13/2016	
Cash Payment	E 006-5513110 SF Magazines/newspapers	Magazines/Newspapers		\$6,134.09
Invoice	1532523		11/4/2016	
Transaction Date	11/1/2016	Town Bank	1110300	Total \$6,234.72
Refer	<u>394 GALE/CENGAGE LEARNING</u>			
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$63.12
Invoice	59170314		10/6/2016	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$28.69
Invoice	59257844		10/20/2012	
Cash Payment	E 004-5513500 Lib Gift Expenses	Books		\$39.34
Invoice	59266526		10/21/2016	
Cash Payment	E 006-5513132 SM Books Large Print	Books		\$87.71
Invoice	59302514		10/28/2016	
Transaction Date	11/1/2016	Town Bank	1110300	Total \$218.86
Refer	<u>395 GWAAR</u>			
Cash Payment	E 006-5513130 SF Books-Reference	Guide to Elder Law & Benefits in Wisconsin		\$160.00
Invoice				
Transaction Date	11/1/2016	Town Bank	1110300	Total \$160.00



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Payments

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Current Period: NOVEMBER 2016

Refer	425 HERITAGE BOOKS, INC	-			
Cash Payment	E 006-5513130 SF Books-Reference	Books			\$82.00
Invoice	161788	11/7/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$82.00
Refer	418 JOURNAL SENTINEL	-			
Cash Payment	E 006-5513210 Professional Subscriptions	Library Page			\$582.56
Invoice	2627826717ELM	10/31/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$582.56
Refer	426 LIBRARY STORE, INC. THE	-			
Cash Payment	E 004-5513500 Lib Gift Expenses	DVD cases			\$69.22
Invoice	233140	11/3/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$69.22
Refer	427 NEWSBANK, INC.	-			
Cash Payment	E 004-5513500 Lib Gift Expenses	Annual Subscriptions			\$1,832.50
Invoice	RN817730	10/25/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$1,832.50
Refer	397 OFFICE MAX	-			
Cash Payment	E 006-5513300 Library Supplies	Library Supplies			\$55.00
Invoice	033128	9/19/2016			
Cash Payment	E 006-5513300 Library Supplies	Library Supplies			\$48.55
Invoice	243937	10/7/2016			
Transaction Date	11/1/2016	Town Bank	1110300	Total	\$103.55
Refer	428 PARACLETTE PRESS LLC	-			
Cash Payment	E 006-5513107 SM Adult Music	Adult music			\$62.48
Invoice	13233	10/31/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$62.48
Refer	398 PRICE DIGESTS	-			
Cash Payment	E 006-5513130 SF Books-Reference	2 Red Books			\$167.90
Invoice	233884-M				
Transaction Date	11/1/2016	Town Bank	1110300	Total	\$167.90
Refer	419 RIEHLE, CHERI	-			
Cash Payment	E 006-5513103 SD Children/Young Adult	Story Time 11/3 and 11/4			\$60.00
Invoice		11/4/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$60.00
Refer	420 RUTTUM, PAT	-			
Cash Payment	E 006-5513499 Printing & Miscellaneous	Reimbursement for Engraving			\$14.87
Invoice		11/4/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total	\$14.87
Refer	399 VALUE LINE PUBLISHING, INC	-			
Cash Payment	E 006-5513130 SF Books-Reference	1 year renewal			\$1,000.00
Invoice					
Transaction Date	11/1/2016	Town Bank	1110300	Total	\$1,000.00
Refer	396 VILLAGE OF MUKWONAGO	-			
Cash Payment	E 006-5513130 SF Books-Reference	Payment for lost item			\$8.00
Invoice		9/19/2016			



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Current Period: NOVEMBER 2016

Transaction Date	11/1/2016	Town Bank	1110300	Total	\$8.00
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Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$5,598.59
006 Library Operating Fund		\$14,073.70
		<hr/>
		\$19,672.29

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$19,672.29
Total	<hr/>
	\$19,672.29



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Payments

Current Period: NOVEMBER 2016

Batch Name	LibChase1116	User Dollar Amt	\$1,973.38	
	Payments	Computer Dollar Amt	\$1,973.38	
			\$0.00	In Balance

Refer	<u>421 AMAZON</u>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses		Juv DVD's	\$98.38
Invoice	11/8/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$14.99
Invoice	10/10/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$230.04
Invoice	10/12/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$43.97
Invoice	10/21/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$22.99
Invoice	10/22/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$83.96
Invoice	10/24/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$125.20
Invoice	10/24/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		CD book	\$34.99
Invoice	10/25/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		CD book	\$36.76
Invoice	10/26/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$40.22
Invoice	10/27/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$10.40
Invoice	10/30/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$70.97
Invoice	10/30/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$104.88
Invoice	10/31/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$183.09
Invoice	10/31/2018			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD's	\$78.92
Invoice	11/1/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		refund	-\$0.06
Invoice	11/2/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD	\$133.91
Invoice	11/6/2016			
Cash Payment	E 004-5513500 Lib Gift Expenses		DVD	\$15.99
Invoice	11/8/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total \$1,329.60
Refer	<u>422 AQUATICS UNLIMITED</u>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses		Supplies for fish tank	\$136.72
Invoice	10/17/2016			
Transaction Date	11/15/2016	Town Bank	1110300	Total \$136.72
Refer	<u>423 GREAT HARVEST</u>	-		
Cash Payment	E 006-5513103 SD Children/Young Adult		Bakery for storytime	\$9.50
Invoice	10/7/2016			



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Transaction Date	11/15/2016	Town Bank	1110300	Total	\$9.50
Refer	469 HIGHLIGHTS				
Cash Payment	E 006-5513110 SF Magazines/newspapers	-	Renew subscription		\$32.04
Invoice					
Transaction Date	11/16/2016	Town Bank	1110300	Total	\$32.04
Refer	470 OUR WI MAGAZINE				
Cash Payment	E 006-5513110 SF Magazines/newspapers	-	Subscription		\$18.98
Invoice	10/21/2016				
Transaction Date	11/16/2016	Town Bank	1110300	Total	\$18.98
Refer	472 SENDIKS				
Cash Payment	E 004-5513500 Lib Gift Expenses	-	misc supplies		\$62.44
Invoice					
Cash Payment	E 004-5513500 Lib Gift Expenses	-	misc supplies		\$24.07
Invoice					
Transaction Date	11/16/2016	Town Bank	1110300	Total	\$86.51
Refer	471 TARGET				
Cash Payment	E 004-5513500 Lib Gift Expenses	-	DVD's, upright vac		\$310.03
Invoice					
Transaction Date	11/16/2016	Town Bank	1110300	Total	\$310.03
Refer	473 WISCONSIN LIBRARY ASSOC, INC				
Cash Payment	E 006-5513200 Dues/Memberships	-	L Kuban dues		\$50.00
Invoice	10/25/2016				
Transaction Date	11/16/2016	Town Bank	1110300	Total	\$50.00

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,862.86
006 Library Operating Fund	\$110.52
	\$1,973.38

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,973.38
Total	\$1,973.38



ELMGROVE, WI
Library Revenue Summary
 OCTOBER 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	\$539.84	\$6,709.70	\$0.00	-\$6,709.70	0.00%
R 006-4662000 Library Photocopies	\$49.00	\$878.86	\$0.00	-\$878.86	0.00%
R 006-4663000 Library Computer Printouts	\$145.12	\$1,344.74	\$0.00	-\$1,344.74	0.00%
R 006-4663500 Library- Faxes	\$14.27	\$200.06	\$0.00	-\$200.06	0.00%
R 006-4664000 Library Cards	\$132.00	\$1,232.00	\$0.00	-\$1,232.00	0.00%
R 006-4665000 Library Lost/Used Materials	\$111.45	\$996.47	\$0.00	-\$996.47	0.00%
SOURCE Alt Code 450	\$991.68	\$11,361.83	\$13,000.00	\$1,638.17	
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	\$991.68	\$375,832.65	\$392,380.00	\$16,547.35	
	\$991.68	\$375,832.65	\$392,380.00	\$16,547.35	

((FUND="006"))



ELMGROVE, WI
Library Expenditure Summary
OCTOBER 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance	% of Budget Remain
FUND 006 Library Operating Fund					
E 006-5511000 Library wages	\$21,445.38	\$231,641.52	\$275,000.00	\$32,673.81	11.88%
E 006-5512000 Library WRS	\$2,484.41	\$26,304.01	\$31,000.00	\$4,695.99	15.15%
E 006-5512001 Library Employee WRS	-\$1,242.20	-\$13,151.87	-\$15,500.00	-\$1,735.53	11.20%
E 006-5512005 Library- life insurance	\$69.34	\$720.80	\$650.00	-\$70.80	-10.89%
E 006-5512010 Library FICA	\$1,682.86	\$18,223.83	\$21,400.00	\$2,337.65	10.92%
E 006-5512015 Library health/dental insura	\$475.29	\$1,867.79	\$8,300.00	\$6,439.92	77.59%
E 006-5512016 Library health opt out	\$634.92	\$6,984.12	\$0.00	-\$7,301.58	0.00%
E 006-5512017 Library- HRA Expense	\$0.00	\$234.00	\$0.00	-\$234.00	0.00%
E 006-5512025 Library Disability Insurance	\$19.80	\$158.40	\$225.00	\$66.60	29.60%
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	\$1,018.14	\$9,154.63	\$10,000.00	\$845.37	8.45%
E 006-5513105 SM Adult Audiobooks	\$307.90	\$1,142.60	\$1,600.00	\$457.40	28.59%
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	\$1,447.51	\$7,300.00	\$6,075.07	83.22%
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	\$1,422.45	\$8,528.51	\$11,100.00	\$2,571.49	23.17%
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	\$285.33	\$2,127.88	\$2,250.00	\$122.12	5.43%
E 006-5513134 NW Books NF	\$410.81	\$4,317.97	\$4,950.00	\$632.03	12.77%
E 006-5513135 LK Books NF	\$114.52	\$1,295.31	\$2,400.00	\$1,104.69	46.03%
E 006-5513136 NW Books Travel	\$28.79	\$694.23	\$900.00	\$205.77	22.86%
E 006-5513137 SM Books NF 800	\$95.63	\$607.22	\$1,200.00	\$592.78	49.40%
E 006-5513200 Dues/Memberships	\$336.00	\$480.00	\$650.00	\$170.00	26.15%
E 006-5513210 Professional Subscriptions	\$0.00	\$995.00	\$1,200.00	\$205.00	17.08%
E 006-5513220 Training/Conferences	\$558.00	\$1,361.98	\$1,600.00	\$238.02	14.88%
E 006-5513300 Library Supplies	\$736.85	\$7,243.10	\$7,400.00	\$156.90	2.12%
E 006-5513310 Library Copy Machine	\$400.04	\$2,642.42	\$2,600.00	-\$42.42	-1.63%
E 006-5513320 computer Maintenance	\$0.00	\$15,259.62	\$18,500.00	\$3,240.38	17.52%
E 006-5513400 Telephone	\$63.43	\$634.17	\$900.00	\$265.83	29.54%
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	\$0.00	\$511.07	\$1,000.00	\$441.85	44.19%
E 006-5513499 Printing & Miscellaneous	-\$16.54	\$1,560.99	\$1,000.00	-\$560.99	-56.10%
E 006-5513800 Library deposit over/short	\$26.54	\$89.33	\$0.00	-\$89.33	0.00%
FUND 006 Library Operating Fund	\$31,357.69	\$340,197.05	\$407,625.00	\$56,383.11	13.83%
	\$31,357.69	\$340,197.05	\$407,625.00	\$56,383.11	13.83%

((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
October	15.34	81.15	(3,361.92)		11.82			
balance 10/31				28,677.93			32,357.38	61,035.31
Year to Date	121.86	38,724.30	(27,903.67)		110.39	-		
	revenue	38,956.55			Payments	27,903.67		
					2015 Invoices			
					2016 Expenditures	<u>27,903.67</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

OCTOBER 2016

Account Descr	MTD Amount	YTD Amount	Budget	Balance
FUND 004 Library Gift Fund				
R 004-4610000 Lib Donations	\$81.15	\$38,724.30	\$0.00	-\$38,724.60
R 004-4811000 Interest on Investments	\$27.16	\$232.25	\$0.00	-\$232.25
R 004-4840000 Lib Lost/Used Material	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$108.31	\$38,956.55	\$0.00	-\$38,956.85
	\$108.31	\$38,956.55	\$0.00	-\$38,956.85

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



ELMGROVE, WI

Library Gift Expenditure Summary

OCTOBER 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	\$3,361.92	\$27,903.67	\$0.00	-\$27,903.67
E 004-5513600 Lib Gift Exp-K Schmidt	\$0.00	\$0.00	\$0.00	\$0.00
FUND 004 Library Gift Fund	\$3,361.92	\$27,903.67	\$0.00	-\$27,903.67
	\$3,361.92	\$27,903.67	\$0.00	-\$27,903.67

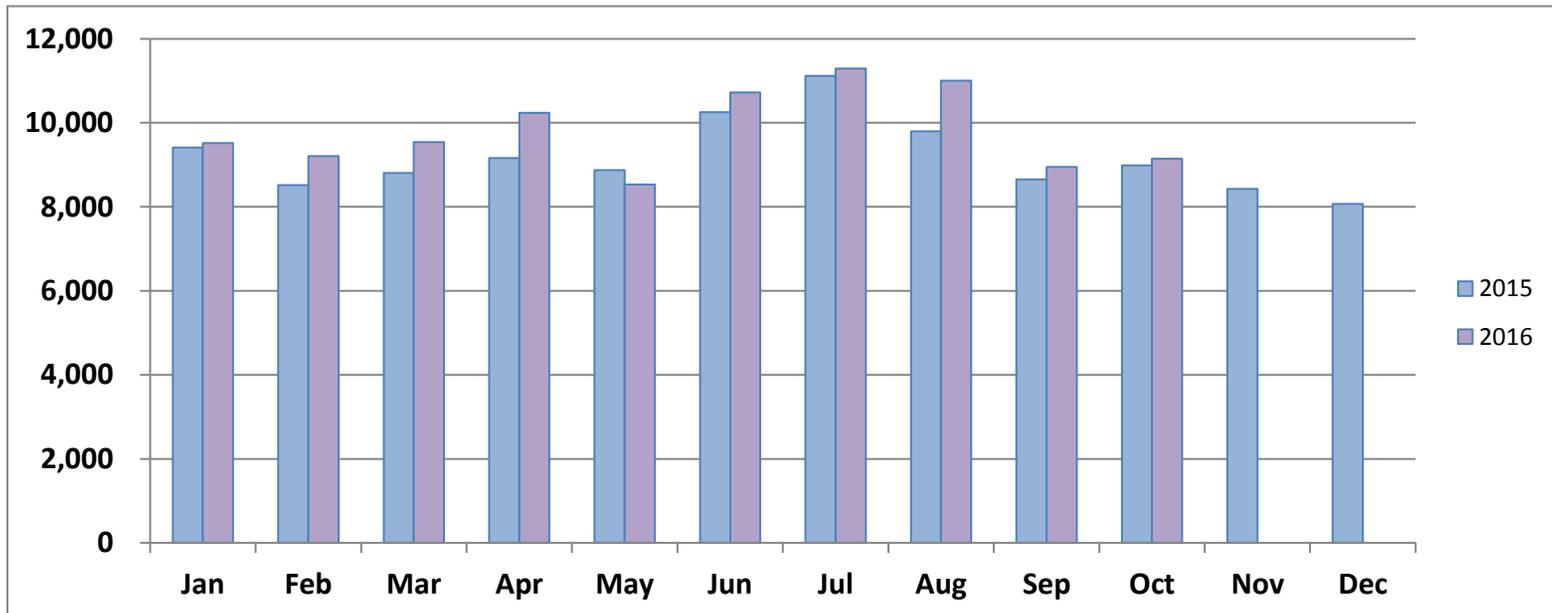
((FUND="004")) and [Act Status]="Active"

Elm Grove Public Library

Activity Report

Circulation

	2015			2016			Y-T-Y Change	
	Shelved	Overdrive	Total	Shelved	Overdrive	Total	Total Circulation	
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	8,593	556	9,149	165	1.84%
Nov	7,931	495	8,426					
Dec	7,770	301	8,071					
Y-T-D	104,590	5,485	110,075	93,290	4,874	98,164	4,586	-10.82%

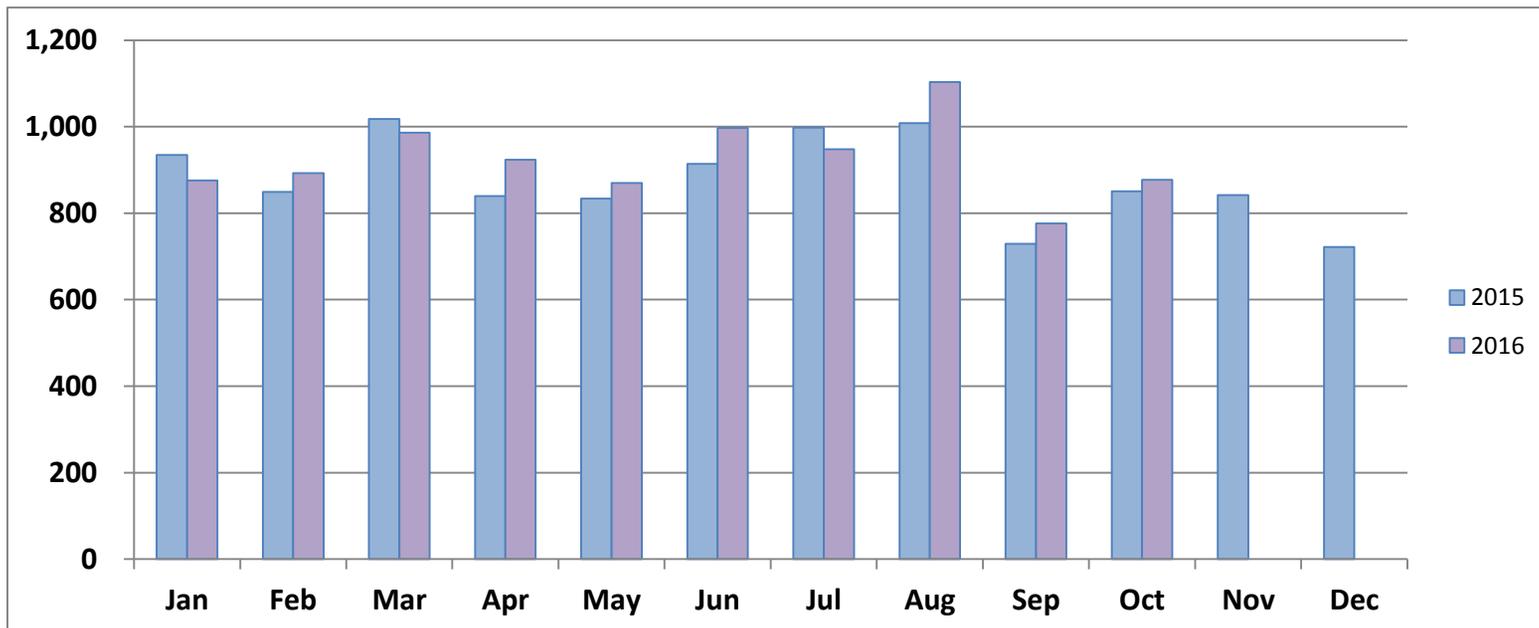


Elm Grove Public Library

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	512	365	877	26	3.06%
Nov	460	382	842					
Dec	415	307	722					
Y-T-D	6,195	4,345	10,540	5,115	4,135	9,250	274	-12.24%

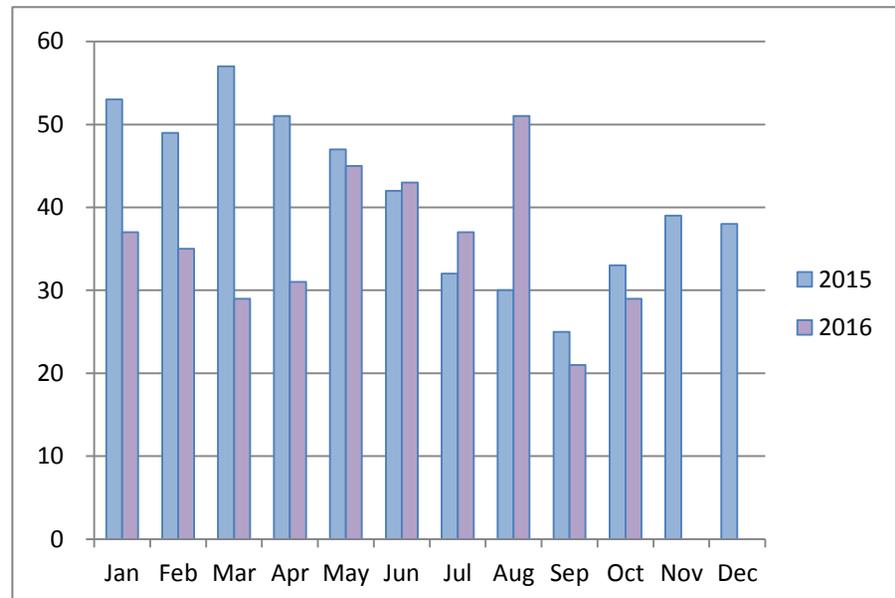


Elm Grove Public Library

Activity Report

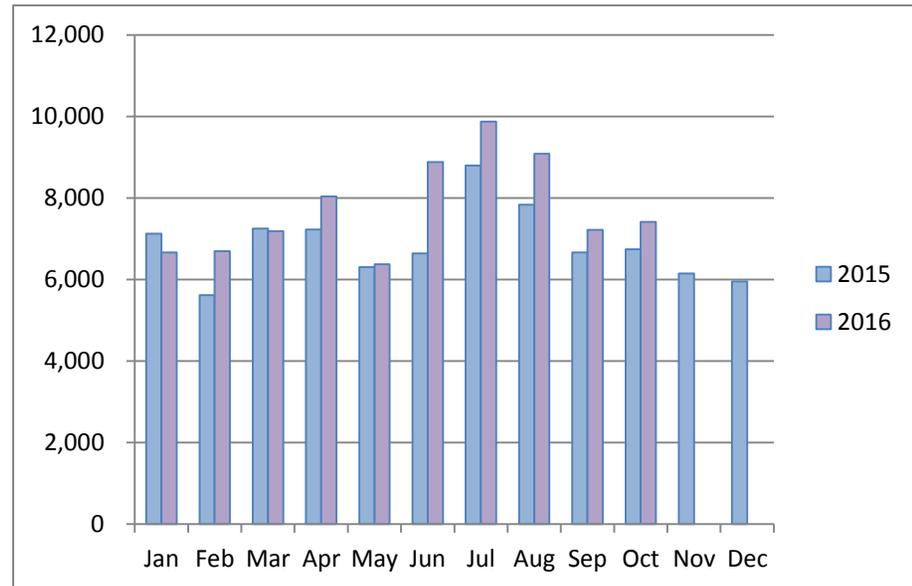
Study Room Use

	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	29	(4)	-12.12%
Nov	39			
Dec	38			
Y-T-D	496	358	(138)	-27.82%



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	7,411	673	9.99%
Nov	6,151			
Dec	5,953			
Y-T-D	82,299	77,418	(4,881)	-5.93%

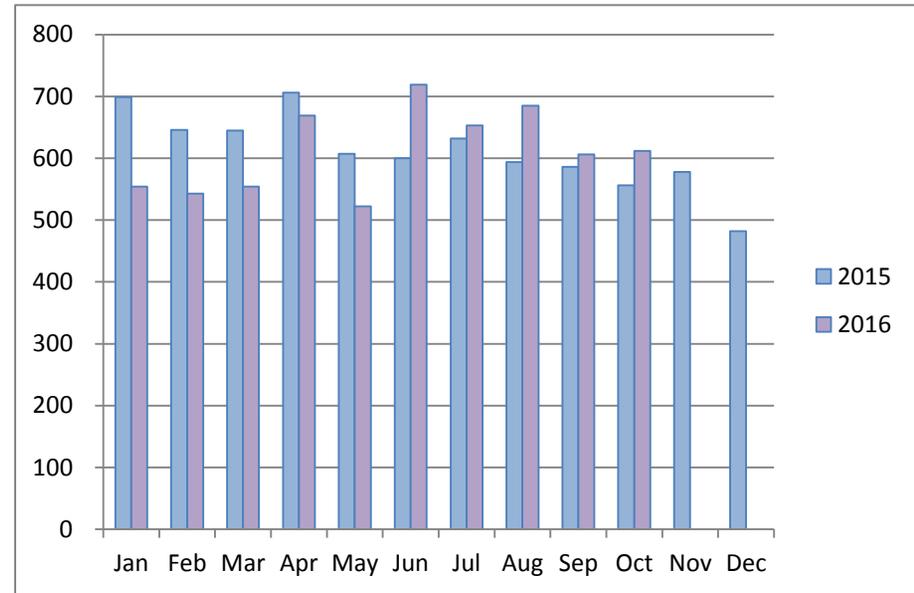


Elm Grove Public Library

Activity Report

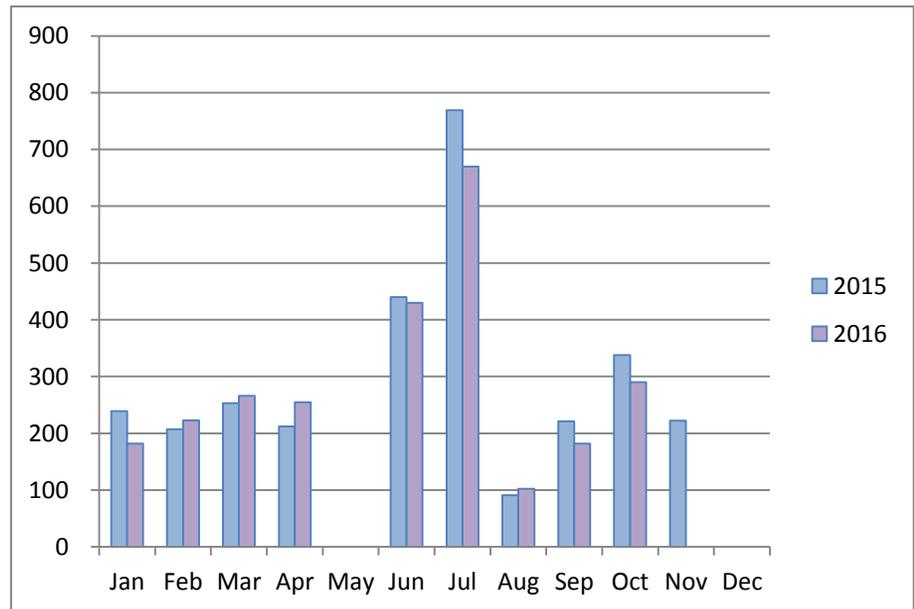
Reference Requests

	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	612	56	10.07%
Nov	578			
Dec	482			
Y-T-D	7,331	6,117	(1,214)	-16.56%



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	182	(39)	-17.65%
Oct	338	290	(48)	-14.20%
Nov	222			
Dec	0			
Y-T-D	2,992	2,600	(392)	-13.10%



Participation in Youth Programs for October 2016

Weekly Programs

Event	Participation
Toddler Play Group (4)	45K, 33A = 78
Preschool Story Time (3)	26K, 22A = 48
Baby & Me with Cheri Riehle (3)	71K, 71A = 142
Morning Coffee Break (1)*	12K, 10A = 22
Total attendance at weekly programs for October 2016	290 participants
Total attendance at weekly programs for October 2015	368 participants

*There would normally be 3 sessions, but one session was cancelled and one session was pre-empted by a Bridges meeting.

Special Programs

Date	Event	Participation
October 10, 11, 12	Tonawanda third grade visits	3 classes (61 students)
October 17	Therapy Pet (cat)	3 readers
October 18	PPMS – Kids’ Choice presentations (4)	All 6 th grade students (300 students)
October 19	Therapy Pet – Cooper (dog)	3 readers
October 20	Lego Club	15 K, 6 A = 21 total
October 29	Therapy Pet – Enzo (dog)	3 readers
Month of October	1000 Books before K	No completions or new registrations

Note: The homeschool book club for October was cancelled because of low registrations.