

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

LIBRARY BOARD

Monday, August 27, 2018 * 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:

[July 16, 2018 Minutes.pdf](#)

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

September 17, 2018

October 15, 2018

November 19, 2018

6. Treasurer's report

- O.B. accounts payable July: **\$6,147.18**
- LGIP4 gift fund accounts payable July: **\$1,748.23**
- Status of accounts

Documents:

[O.B. accounts payable August 2018.pdf](#)

[LGIP4 gift funds a.p. August 2018.pdf](#)

[Library 0818.pdf](#)

[Library cc 0818.pdf](#)

7. Director's report

- Library and staff activities
- Statistics
- Youth report

Documents:

[Program Participation July 2018.pdf](#)

8. Old business

- No old business

9. New business

- No new business

10. Adjournment

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 16, 2018 MEETING MINUTES
For approval at the August 27, 2018 Meeting
Park View Room, Village Hall

1. Call to Order.

The meeting was called to order at 4:36 p.m. Board members present were: John Alexander, David Hecker, Bonnie Klamik, Patty Kujawa, Karen Sopik and Library Director Sarah Muench, Board Administrative Officer. Excused: Kristin Olson and Mary Weller.

2. Approval of the Agenda.

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

3. Hearing of the Public. FOEGL does not meet in July so there is no official report. Janet Wintersberger sent a brief update which Bonnie Klamik presented.

- a. Deb Flanagan is working on the newsletter, with the next issue to be published in September
- b. Memberships are continuing to be renewed.
- c. FOEGL continues to produce posters for library programs.

4. Minutes of the Previous Meeting.

The minutes of the June 18, 2018 meeting were reviewed. Upon motion made by Patty Kujawa and seconded by John Alexander, the minutes were approved as written.

5. Future Meeting Dates.

August 27, 2018
September 17, 2018
October 15, 2018

Upon motion made by John Alexander and seconded by Dave Hecker, the dates were approved.

6. Treasurer's Report

(a) Operating Budget Accounts Payable

July 2018

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$10,387.59 in June 2018.

(b) Gift Fund Accounts Payable.

(1) LGIP-4
July 2018

- On a motion by John Alexander and seconded by Patty Kujawa, the board approved the expenditure of \$4,583.20 in June 2018.

(2) LGIP-10 None.

(c) Capital Budget Accounts Payable

July 2018

- On a motion by John Alexander and seconded by Dave Hecker, the board approved the expenditure of \$119.99 in June 2018.

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

June 2018

i. LGIP-4	\$34,243.49
ii. LGIP-10	\$32,918.73

7. Director's Report

- a. Library and staff activities
- b. Statistics report
- c. Youth report

8. Old Business

No old business.

9. New Business.

Waukesha County library standards certification.

Upon motion made by Dave Hecker and seconded by John Alexander, the board approved the *Waukesha County Library Standards Certification* document, attesting that the Elm Grove Public Library meets or exceeds the minimal standards to exempt Elm Grove residents from the county library tax.

Upon motion made by John Alexander and seconded by Dave Hecker, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

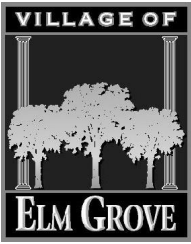
Karen Sopik
Secretary

ELM GROVE LIBRARY O.B. ACCOUNTS PAYABLE
AUGUST, 2018

551.3100	ADULT BOOKS			
	Baker & Taylor	(32 invoices)	\$2,538.77	
	ALA Store (paid)	(1 invoice)	<u>\$36.00</u>	
				\$2,574.77
551.3103	CHILDREN/YOUNG ADULT MATERIALS			
	Baker & Taylor	(2 invoices)	\$466.57	
				\$466.57
551.3105	ADULT AUDIOBOOKS			
	Baker & Taylor	(6 invoices)	\$223.09	
				\$223.09
551.3106	ADULT DVD			
	Baker & Taylor	(5 invoices)	\$135.20	
	Amazon (paid)	(6 invoices)	\$370.97	
	Amazon (refund)	(1 invoice)	-\$2.57	
				\$503.60
551.3300	LIBRARY SUPPLIES & EQUIPMENT			
	Office Depot	(4 invoices)	\$661.79	
	The Library Store	(1 invoice)	\$259.79	
	Sendik's (paid)	(2 invoices)	\$99.92	
	Best Buy (paid)	(1 invoice)	\$36.94	
				\$1,058.44
551.3320	COMPUTER SERVICES			
	Ethostream	(1 invoice)	\$360.00	
	EnvisionWare (paid)	(1 invoice)	\$564.40	
				\$924.40
551.3430	ADULT PROGRAMMING			
	Lewis, Chad (paid)	(1 invoice)	\$350.00	
				\$350.00
551.3435	MILEAGE			
	Muench, Sarah (reim)	(1 invoice)	\$16.23	
	Klostermeier, Blaire (reim)	(1 invoice)	\$30.08	
				\$46.31
	TOTAL ACCOUNTS PAYABLE			\$6,147.18

**ELM GROVE LIBRARY
LGIP4 GIFTS ACCOUNTS PAYABLE
AUGUST, 2018**

		TOTAL
		Baker & Taylor
		Amazon (paid)
		Waukesha County Clerk's Office (paid)
		Sendik's (paid)
		Aquatic Realmz
		Pick 'n Save (paid)
		Target (paid)
		Block, Joyce (paid)
		Zisters (paid)
	(6 invoices)	
\$1,175.07		
\$126.11	(1 invoice)	
\$57.80	(1 invoice)	
\$49.25	(2 invoices)	
\$75.00	(1 invoice)	
\$15.00	(1 invoice)	
\$75.00	(1 invoice)	
\$15.00	(1 invoice)	
\$75.00	(1 invoice)	
\$100.00	(1 invoice)	
\$75.00	(1 invoice)	
\$1,748.23		



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Payments

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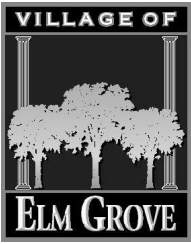
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Current Period: AUGUST 2018

Batch Name	LIB 082018	User Dollar Amt	\$6,967.48	
Payments		Computer Dollar Amt	\$6,967.48	
			\$0.00	In Balance

Refer	<u>4288 AQUATIC REALMZ</u>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses		Aquarium maintenance	\$75.00
Invoice	S18159 7/23/2018			
Transaction Date	7/27/2018	Town Bank	1110300	Total \$75.00

Refer	<u>4290 BAKER & TAYLOR COMPANY</u>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses			\$175.32
Invoice	2033839974 7/11/2018			
Cash Payment	E 004-5513500 Lib Gift Expenses			\$461.24
Invoice	2033838382 7/11/2018			
Cash Payment	E 006-5513106 Adult DVDs			\$59.01
Invoice	B94083070 7/9/2018			
Cash Payment	E 006-5513106 Adult DVDs			\$14.36
Invoice	T83014590 7/5/2018			
Cash Payment	E 006-5513106 Adult DVDs			\$33.08
Invoice	B94859440 7/17/2018			
Cash Payment	E 006-5513106 Adult DVDs			\$9.35
Invoice	B94690190 7/15/2018			
Cash Payment	E 006-5513106 Adult DVDs			\$19.40
Invoice	B94690191 7/15/2018			
Cash Payment	E 006-5513134 Books Non Fiction			\$293.12
Invoice	2033835844 7/9/2018			
Cash Payment	E 006-5513135 Books Non Fiction			\$21.39
Invoice	2033835843 7/9/2018			
Cash Payment	E 006-5513131 Books Adult Fiction			\$29.16
Invoice	2033838958 7/11/2018			
Cash Payment	E 006-5513131 Books Adult Fiction			\$58.24
Invoice	2033838959 7/11/2018			
Cash Payment	E 006-5513130 Books-Reference			\$16.99
Invoice	5015083819 7/10/2018			
Cash Payment	E 006-5513134 Books Non Fiction			\$134.99
Invoice	5015083819 7/10/2018			
Cash Payment	E 006-5513135 Books Non Fiction			\$16.82
Invoice	2033836314 7/9/2018			
Cash Payment	E 006-5513134 Books Non Fiction			\$15.71
Invoice	2033836315 7/9/2018			
Cash Payment	E 006-5513131 Books Adult Fiction			\$11.79
Invoice	2033836317 7/9/2018			
Cash Payment	E 006-5513135 Books Non Fiction			\$18.89
Invoice	2033848588 7/16/2018			
Cash Payment	E 006-5513131 Books Adult Fiction			\$15.70
Invoice	2033848591 7/16/2018			
Cash Payment	E 006-5513131 Books Adult Fiction			\$16.24
Invoice	2033848592 7/16/2018			
Cash Payment	E 006-5513131 Books Adult Fiction			\$31.42
Invoice	2033848593 7/16/2018			



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Current Period: AUGUST 2018

Cash Payment	E 006-5513105 Adult Audiobooks	\$88.00
Invoice	2033836475 7/6/2018	
Cash Payment	E 006-5513105 Adult Audiobooks	\$8.24
Invoice	2033848589 7/16/2018	
Cash Payment	E 006-5513105 Adult Audiobooks	\$49.48
Invoice	2033848590 7/14/2018	
Cash Payment	E 004-5513500 Lib Gift Expenses	\$179.79
Invoice	2033852077 7/11/2018	
Cash Payment	E 004-5513500 Lib Gift Expenses	\$135.23
Invoice	2033865061 7/24/2018	
Cash Payment	E 006-5513134 Books Non Fiction	\$129.59
Invoice	2033859930 7/20/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$11.96
Invoice	2033859931 7/20/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$81.86
Invoice	2033859932 7/20/2018	
Cash Payment	E 006-5513136 Books Travel	\$83.70
Invoice	2033857289 7/19/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$15.12
Invoice	2033857290 7/19/2018	
Cash Payment	E 006-5513134 Books Non Fiction	\$12.59
Invoice	2033862204 7/23/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$15.15
Invoice	2033862205 7/23/2018	
Cash Payment	E 006-5513132 Books Large Print	\$81.88
Invoice	2033862216 7/23/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$15.70
Invoice	2033851252 7/18/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$291.56
Invoice	2033851253 7/18/2018	
Cash Payment	E 006-5513135 Books Non Fiction	\$91.37
Invoice	2033876128 7/31/2018	
Cash Payment	E 006-5513135 Books Non Fiction	\$34.17
Invoice	2033876129 7/31/2018	
Cash Payment	E 006-5513134 Books Non Fiction	\$47.08
Invoice	2033876130 7/31/2018	
Cash Payment	E 006-5513105 Adult Audiobooks	\$30.23
Invoice	2033876131 7/31/2018	
Cash Payment	E 006-5513105 Adult Audiobooks	\$24.75
Invoice	2033876132 7/31/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$8.81
Invoice	2033876133 7/31/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$33.64
Invoice	2033876134 7/31/2018	
Cash Payment	E 006-5513131 Books Adult Fiction	\$16.26
Invoice	2033876135 7/31/2018	
Cash Payment	E 004-5513500 Lib Gift Expenses	\$33.79
Invoice	2033885422 8/2/2018	
Cash Payment	E 006-5513103 Children/Young Adult	\$9.54
Invoice	2033882281 8/1/2018	

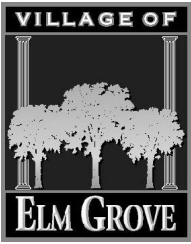


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Payments

Current Period: AUGUST 2018

Cash Payment	E 006-5513103 Children/Young Adult		\$457.03
Invoice	2033883421	8/3/2018	
Cash Payment	E 006-5513134 Books Non Fiction		\$16.82
Invoice	2033895792	8/8/2018	
Cash Payment	E 004-5513500 Lib Gift Expenses		\$189.70
Invoice	2033895313	8/9/2018	
Cash Payment	E 006-5513130 Books-Reference		\$115.39
Invoice	5015119023	8/8/2018	
Cash Payment	E 006-5513134 Books Non Fiction		\$155.36
Invoice	5015119023	8/8/2018	
Cash Payment	E 006-5513135 Books Non Fiction		\$13.59
Invoice	5015119023	8/8/2018	
Cash Payment	E 006-5513136 Books Travel		\$13.59
Invoice	5015119023	8/8/2018	
Cash Payment	E 006-5513135 Books Non Fiction		\$37.84
Invoice	2033889312	8/8/2018	
Cash Payment	E 006-5513105 Adult Audiobooks		\$22.39
Invoice	2033889313	8/8/2018	
Cash Payment	E 006-5513131 Books Adult Fiction		\$535.28
Invoice	2033889314	8/8/2018	
Transaction Date	7/27/2018	Town Bank 1110300	Total \$4,538.70
Refer	4402 <i>BLOCK, JOYCE</i>	Ck# 094659 8/15/2018	
Cash Payment	E 004-5513500 Lib Gift Expenses	Memory Café - program	\$100.00
Invoice			
Transaction Date	8/15/2018	Town Bank 1110300	Total \$100.00
Refer	4364 <i>ENVISION WARE</i>	Ck# 094658 8/10/2018	
Cash Payment	E 006-5513320 computer Maintenance	Annual system maintenance	\$564.40
Invoice	INV-US-36279	5/17/2018	
Transaction Date	8/10/2018	Town Bank 1110300	Total \$564.40
Refer	4354 <i>ETHOSTREAM</i>	-	
Cash Payment	E 006-5513320 computer Maintenance	HSIA support	\$360.00
Invoice	ETH0017425	8/1/2018	
Transaction Date	8/9/2018	Town Bank 1110300	Total \$360.00
Refer	4296 <i>LEWIS, CHAD</i>	Ck# 094638 8/2/2018	
Cash Payment	E 006-5513430 Miscellaneous Programs	Speaker fee for 'Mysterious Creatures of Wisconsin' August 8, 2018	\$350.00
Invoice			
Transaction Date	8/2/2018	Town Bank 1110300	Total \$350.00
Refer	4355 <i>LIBRARY STORE, INC. THE</i>	-	
Cash Payment	E 006-5513300 Library Supplies	Supplies	\$259.79
Invoice	341821	7/27/2018	
Transaction Date	8/9/2018	Town Bank 1110300	Total \$259.79
Refer	4289 <i>OFFICE DEPOT INC</i>	-	
Cash Payment	E 006-5513300 Library Supplies	Supplies	\$55.98
Invoice	158670925001	7/3/2018	
Cash Payment	E 006-5513300 Library Supplies	Supplies	\$16.99
Invoice	160428492001	7/6/2018	



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Current Period: AUGUST 2018

Cash Payment	E 006-5513300 Library Supplies	Supplies		\$304.96
Invoice	167749025001	7/23/2018		
Cash Payment	E 006-5513300 Library Supplies	Supplies		\$283.86
Invoice	175460474001	8/2/2018		
Transaction Date	7/27/2018	Town Bank	1110300	Total <u>\$661.79</u>
Refer	4347 WAUKESHA CO CLERK	Ck# 094644	8/8/2018	
Cash Payment	E 004-5513500 Lib Gift Expenses	Patron copies of Waukesha County Directory of Public Officials		\$57.80
Invoice				
Transaction Date	8/8/2018	Town Bank	1110300	Total <u>\$57.80</u>

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$1,407.87
006 Library Operating Fund	<u>\$5,559.61</u>
	\$6,967.48

Pre-Written Checks	\$1,072.20	
Checks to be Generated by the Computer	<u>\$5,895.28</u>	
Total	\$6,967.48	



ELMGROVE, WI

Payments

Current Period: **AUGUST 2018**

Batch Name	LIBcc082018	User Dollar Amt	\$881.62	
	Payments	Computer Dollar Amt	\$881.62	
			\$0.00	In Balance
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Refer	4389 <i>AMAZON</i>	-		
Cash Payment	E 006-5513106 Adult DVDs	DVD		\$27.99
Invoice				
Cash Payment	E 006-5513106 Adult DVDs	DVD		\$29.92
Invoice				
Cash Payment	E 006-5513106 Adult DVDs	DVD		\$175.74
Invoice				
Cash Payment	E 006-5513106 Adult DVDs	DVD		\$57.20
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	Jigsaw puzzle spinner, etc		\$126.11
Invoice				
Cash Payment	E 006-5513106 Adult DVDs	DVD		\$12.96
Invoice				
Cash Payment	E 006-5513106 Adult DVDs	DVD		\$67.16
Invoice				
Cash Payment	E 006-5513106 Adult DVDs	credit		-\$2.57
Invoice				
Transaction Date	8/14/2018	Town Bank	1110300	Total \$494.51
<hr/>				
Refer	4391 <i>AMERICAN LIBRARY ASSOCIATIO</i>	-		
Cash Payment	E 006-5513130 Books-Reference	Poster, bookmarks		\$36.00
Invoice	33621			
Transaction Date	8/14/2018	Town Bank	1110300	Total \$36.00
<hr/>				
Refer	4392 <i>BEST BUY</i>	-		
Cash Payment	E 006-5513300 Library Supplies	Library supplies		\$36.94
Invoice	7/24/2018			
Transaction Date	8/14/2018	Town Bank	1110300	Total \$36.94
<hr/>				
Refer	4403 <i>PICK AND SAVE</i>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses	SLP gift card		\$15.00
Invoice				
Transaction Date	8/15/2018	Town Bank	1110300	Total \$15.00
<hr/>				
Refer	4390 <i>SENDIKS</i>	-		
Cash Payment	E 006-5513300 Library Supplies	supplies		\$43.96
Invoice				
Cash Payment	E 006-5513300 Library Supplies	supplies		\$55.96
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies		\$28.79
Invoice				
Cash Payment	E 004-5513500 Lib Gift Expenses	supplies		\$20.46
Invoice				
Transaction Date	8/14/2018	Town Bank	1110300	Total \$149.17
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Refer	4393 <i>TARGET</i>	-		
Cash Payment	E 004-5513500 Lib Gift Expenses	gift cards		\$75.00
Invoice	8/9/2018			



ELMGROVE, WI
Payments

Current Period: AUGUST 2018

Transaction Date	8/14/2018	Town Bank	1110300	Total	\$75.00
Refer	4394 ZISTERS				
Cash Payment	E 004-5513500 Lib Gift Expenses	-	gift cards		\$75.00
Invoice					
Transaction Date	8/14/2018	Town Bank	1110300	Total	\$75.00

Fund Summary

	1110300 Town Bank
004 Library Gift Fund	\$340.36
006 Library Operating Fund	\$541.26
	\$881.62

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$881.62
Total	\$881.62

Program Participation July 2018

Date	Event	Attendance
July 3	Play Group	5K, 3A = 8
July 10	Play Group	11K, 8A = 19
July 10	Movie: Rock Dog	23K, 6A = 29
July 11	Ozobots Pt. 2	6K, 2A = 8
July 12	Mr. Steve	65K, 30A = 95
July 13	Story Time	12K, 8A = 20
July 17	Play Group	9K, 7A = 16
July 17	Movie: Peter Rabbit	32K, 12A = 44
July 19	Fox and Branch	42K, 24A = 66
July 20	Story Time	19K, 11A = 30
July 21	Therapy dog, Enzo	2 readers
July 24	Play Group	4K, 4A = 8
July 24	Movie: Paddington 2	12K, 4A = 16
July 24	Therapy dog, Clover	2 readers
July 25	Library Sleepover	24 children with toys
July 26	Great Scott	65K, 35A = 100
July 27	Story Time	13K, 8A = 21
July 31	Play Group	4K, 4A = 8
July 31	Movie: Lego Ninjago	20K, 9A = 29
Total participation in July	18 programs	370K, 175A = 545 participants

Total program participation for July 2017: 657 participants

Total program participation for July 2016: 670 participants

Drop-in activities

Date	Activity	Participation
Month of July	Bedtime Math	+9 star charts given out
Month of July	Book Reviews	6 received

Teen Volunteer participation (July 2018)

Volunteer hours worked for July: 6 teens worked a total of 22.75 hours
(Plus 3 adult volunteers helped with the Library Sleepover)

1000 Books Before Kindergarten

No activity in July