

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES MARCH 15, 2017

Approval of the Minutes of the February 15, 2017 meeting. (action) p2

Public Comment

Administrative Reports (action)

1. Approval of the payrolls from February 5 – March 4, 2017 in the amount of \$102,976.51 p3
2. Approval of the vouchers for the month of February in the amount of \$13,864.64 p4-5
*** Note: No Baker & Taylor invoices this month, so the April voucher list will include both February and March Baker & Taylor expenditures

Trustees Account (action)

1. Approval to accept the following donations, made in memory of Beth Fox (restricted for use in the Children's Library) Total \$330

Patricia Laughlin	\$50
Amy Koenigs	\$25
Jennifer Loeffel Henzig	\$25
Eugene and Shirley Dobbe	\$25
Robert Ast	\$30
Suzanne Twerdochlib	\$100
Sarah Zello	\$50
Oscar and Carole Dittrich	\$25

2. Approval to pay Televend \$143.65 for purchase of prepaid FAX cards
3. Approval to reimburse Cori Lutz \$54.24 for flash drives and ear buds

Old Business

1. Wauwatosa Public Library Foundation – Ann Marie Perhach will report

Minutes of the February 15, 2017 Meeting of the Wauwatosa Public Library Board of Trustees

The meeting was called to order at 6:33 PM by President Ann Marie Perhach. In attendance: Pete Holtz, Bill Andrae, David Marheine, Maureen Klein, Mary Newton, and Sarrah Oliver. Excused: Jane Carroll and Tom Miller. Also in attendance: Mary Murphy.

Bill Andrae moved approval of the Minutes of the January 18, 2017 meeting. Maureen Klein seconded and the motion passed.

Maureen Klein moved approval of the payrolls from December 25, 2016 – February 4, 2017 in the amount of \$146,480.77. Pete Holtz seconded and the motion passed. Pete Holtz moved approval of the vouchers for the month of January in the amount of \$77,020.25. Bill Andrae seconded and the motion passed.

Maureen Klein moved approval to accept a total of \$2,225 from a variety of donors in memory of Beth Fox. (for use in the Children's Library) David Marheine seconded and the motion passed. Maureen Klein moved approval to accept \$45 from Jess Brown on the occasion of her retirement. (unrestricted) Bill Andrae seconded and the motion passed. Mary Newton moved approval to accept \$23 from Televend for fax usage. Bill Andrae seconded and the motion passed. David Marheine moved approval to accept \$325 from Wisconsin Surplus for sale of shelving. Pete Holtz seconded and the motion passed.

Maureen Klein moved approval to pay Demco \$76.24 for purchase of book bags. Mary Newton seconded and the motion passed. Bill Andrae moved approval to reimburse Cori Lutz \$54.24 for purchase of flash drives and ear buds. Maureen Klein seconded and the motion passed.

Pete Holtz moved approval of the 4th Quarter report of the Trustees Account. David Marheine seconded and the motion passed.

Ann Marie Perhach reported that the Library Foundation raised approximately \$90,000 from their annual campaign and is currently working on the Leadership Luncheon.

Noting a correction to her address and a spelling error, Sarrah Oliver moved approval of the State Annual Report. Maureen Klein seconded and the motion passed.

Ann Marie Perhach reported that she had spoken with the City's HR Department regarding a process for a search for a new Library Director, and that they indicated that there would be about one month delay from the time of Mary Murphy's retirement till a new Director would start.

The meeting was adjourned at 7:12 PM.

Cost Center	Account Name	2016 Budget	January	February	March	Year to Date	Balance	% Remaining
5100	Total Salaries	1,727,029.00	146,480.77	102,976.51		249,457.28	1,477,571.72	85.56%
5200	Office Supplies	29,000.00	337.44	2,132.74	1,511.34	3,981.52	\$25,018.48	86.27%
5210	Printing/Dup.	9,000.00		1,165.85	1,561.72	2,727.57	\$6,272.43	69.69%
5230	Books/Bindery	323,424.00	20.00	45,953.50	10,452.96	56,426.46	\$266,997.54	82.55%
5250	Postage	4,000.00		361.43		361.43	\$3,638.57	90.96%
5310	Elec Communication	500.00				0.00	\$500.00	100.00%
5400	Dues/Prof. Per.	1,300.00			216.00	216.00	\$1,084.00	83.38%
5410	Conf./Travel	0.00				0.00	\$0.00	0.00%
5420	Education/Training	1,890.00				0.00	\$1,890.00	100.00%
5500	Equip./Oper. Rent	0.00				0.00	\$0.00	#DIV/0!
5505	General Liability	6,879.00				0.00	\$0.00	#DIV/0!
5510	Building/Maintenance	533,192.00				0.00	\$533,192.00	100.00%
5520	Info Systems	188,389.00				0.00	\$188,389.00	100.00%
5690	Other Supplies	2,000.00	500.00			500.00	\$1,500.00	75.00%
5730	Other Repairs	1,000.00				0.00	\$1,000.00	100.00%
5810	Sundry Cont. Serv.	83,524.00	2,996.00	27,406.73	122.62	30,525.35	\$52,998.65	63.45%
5900	Other Expenses	750.00				0.00	\$750.00	100.00%
5970	Office Furn./Equip.	0.00				0.00	\$0.00	#DIV/0!
5980	Automation Project	0.00				0.00	\$0.00	#DIV/0!
	Total Operating	1,184,848.00	3,853.44	77,020.25	13,864.64	94,738.33	1,090,109.67	92.00%
01-512-5530-	Rental Pictures	2,300.00				0.00	2,300.00	100.00%

CERTIFICATION OF LIBRARY VOUCHERS
BOARD MEETING: MARCH 15th, 2017
FEBRUARY 2017 INVOICES

VENDOR NUMBER	VENDOR NAME	INVOICE #	DATE	AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER
Chase (P card)						
		<u>19 Invoices</u>	<u>Total</u>	<u>10040.40</u>		
		Amazon	2/13/2017	36.00	Materials: Adult	01-511-5230-300
		Amazon	2/13/2017	9.99	Materials: Adult	01-511-5230-300
		Amazon	2/13/2017	11.79	Materials: Adult	01-511-5230-300
		Alibris	2/14/2017	133.35	Materials: Adult	01-511-5230-300
		Amazon	2/14/2017	60.14	Materials: Adult	01-511-5230-300
		Alibris	2/15/2017	286.42	Materials: Adult	01-511-5230-300
		Alibris	2/16/2017	-8.99	Materials: Adult	01-511-5230-300
		Amazon	2/25/2017	6.85	Materials: Adult	01-511-5230-300
		Lakeshore	2/23/2017	298.91	Materials: Children	01-511-5230-400
		Amazon	2/23/2017	31.48	Materials: Children	01-511-5230-400
		Alibris	2/28/2017	189.48	Materials: Adult	01-511-5230-300
		Alibris	2/28/2017	77.10	Materials: Adult	01-511-5230-300
		MicroMarketing	3/2/2017	153.47	Materials: Adult	01-511-5230-300
		Blackstone	3/2/2017	180.00	Materials: Adult	01-511-5230-300
		Alibris	3/3/2017	138.72	Materials: Adult	01-511-5230-300
		Alibris	3/3/2017	98.74	Materials: Adult	01-511-5230-300
		Amazon	3/4/2017	14.95	Materials: Adult	01-511-5230-300
		Ebsco	3/6/2017	2504.00	Materials: Adult	01-511-5230-300
		Minitex	3/7/2017	280.00	Office Supplies	01-511-5200-200
		Value Line	2/24/2017	5500.00	Materials: Adult	01-511-5230-300
		Alibris	3/7/2017	-21.94	Materials: Adult	01-511-5230-300
		MicroMarketing	3/8/2017	29.99	Materials: Adult	01-511-5230-300
		MicroMarketing	3/8/2017	49.95	Materials: Adult	01-511-5230-300
40217 Office Max (City P card)						
		<u>9 Invoices</u>	<u>Total</u>	<u>2094.44</u>		
		250121	2/9/2017	209.04	Office Supplies	01-511-5200-300
		250946	2/9/2017	95.82	Office Supplies	01-511-5200-200
		250964	2/9/2017	28.66	Office Supplies	01-511-5200-100
		250998	2/9/2017	132.01	Printing/Dup.	01-511-5210-300
		264058	2/10/2017	331.00	Printing/Dup.	01-511-5210-300
		334038	2/21/2017	132.01	Printing/Dup.	01-511-5210-300
		343391	2/22/2017	80.05	Office Supplies	01-511-5200-200
		363364	2/24/2017	245.15	Office Supplies	01-511-5200-400
		381222	2/28/2017	840.70	Printing/Dup.	01-511-5210-300
37	Baker & Taylor	<u>0 Invoices</u>		<u>0.00</u>	Continuation Account	01-511-5230-300
02237	Baker & Taylor	<u>0 Invoices</u>		<u>0.00</u>	Materials: Adult	01-511-5230-300
2237	Baker & Taylor Entertainment	<u>0 Invoices</u>		<u>0.00</u>	Media: Adult	01-511-5230-300
02237	Baker & Taylor	<u>0 Invoices</u>		<u>0.00</u>	Materials: Children	01-511-5230-400
2237	Baker & Taylor Entertainment	<u>0 Invoices</u>		<u>0.00</u>	Media: Children's	01-511-5230-400
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38034	Blackstone	<u>1 Invoices</u>		<u>3.97</u>	Office Supplies	01-511-5200-200
		885186	2/3/2017	3.97		
3770	Brookstone	<u>1 Invoice</u>		<u>126.00</u>	Printing/Dup.	01-511-5210-400
			3/3/2017	126.00		
60530	Center Point Large Print	<u>2 Invoices</u>		<u>128.82</u>	Materials: Adult	01-511-5230-300
		1446788	2/1/2017	85.68		
		1448304	2/1/2017	43.14		
4430	Demco	<u>1 Invoice</u>		<u>568.65</u>	Office Supplies	01-511-5200-500
		6065733	2/10/2017	568.65		
64986	Gale/Cengage Learning	<u>2 Invoices</u>		<u>139.44</u>	Materials: Adult	01-511-5230-300
		60212041	2/22/2017	46.48		
		60212355	2/22/2017	92.96		
15238	Office Copying Equipment	<u>2 Invoices</u>		<u>122.62</u>	Sundry Cont. Service	01-511-5810-100
		AR18455	2/20/2017	87.75		
		AR18456	2/20/2017	34.87		
99571	Recorded Books	<u>6 Invoices</u>		<u>340.92</u>	Materials: Adult	01-511-5230-300
		75467855	1/20/2017	69.97		
		75471511	1/27/2017	30.00		
		75476638	2/16/2017	41.60		
		75478940	2/8/2017	82.20		
		75480166	2/10/2017	34.95		
		75487383	3/1/2017	82.20		
40744	Taste of Home	<u>1 Invoice</u>		<u>32.98</u>	Materials: Adult	01-511-5230-300
			2/7/2017	32.98		
23710	WI Library Association	<u>1 Invoice</u>		<u>216.00</u>	Dues/Prof. Per.	01-511-5400-100

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: MARCH 15th, 2017
 FEBRUARY 2017 INVOICES

<u>VENDOR NUMBER</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
			3/7/2017	216.00		
98184	World Book Encyclopedia	<u>1 Invoice</u>	3/7/2017	<u>50.40</u>	Materials: Adult	01-511-5230-300
				50.40		
				<u>13864.64</u>		

Trustees have audited and approved the same.

Date: _____

 Secretary of the Wauwatosa Public Library Board of Trustees

1511.34 01-511-5200
 1561.72 01-511-5210
 10028.66 01-511-5230
 424.30 01-511-5230
 216.00 01-511-5400
122.62 01-511-5810
13864.64

Director's Report February, 2017

29,465 people came to the Library in February. They checked out 61,330 items, which down a bit less than 1% from last February. Additionally, 2,573 people used the Library's Wi-Fi and their own devices to access the Internet. Staff and volunteers searched for 4,600 items requested from other libraries from Wauwatosa's collections. Wauwatosa continues its number one ranking among Milwaukee County libraries.

During the same month, we lost Beth Fox and Pat Miller, former staff members and friends. Jess Brown retired as Reference Supervisor after 27 years.

We conducted interviews for a part-time Children's Librarian and Reference Supervisor and hired Sharon Long to join the Children's staff. In the mean time, both Robert Trunley and I have been filling in at the Reference desk to help out.

At the state level, a major effort to reorganize library systems is underway. This is something that will be on-going for at least another year, and anticipates change to state law effecting public libraries and library systems. I have been reading the reports from the various committees involved in this effort, but so far, little specific information is being provided. What is known, is that one result is likely to be a reduction in the number of library systems in the state, and a reconfiguration of how state funds are distributed. This is something that Wauwatosa will need to follow closely after I retire.

Children's Department

In February, the Children's Department welcomed Sharon Long. Sharon begins WPL with experience in children's literature and programming. In addition to covering the children/adult reference desks, she will participate in programming as needed.

The Florentine Opera presented *Billy Goats Gruff* to 185 patron's praise. As is every year, patrons commented on the "lovely program" and how nice of us to "offer it for free." Bravo!

Jeff Newman, author/illustrator of several books, volunteered his time to work with our younger patrons in evaluating and interpreting wordless picturebooks. During the workshop, the children created different emotions, as Jeff demonstrated the many possibilities on how to illustrate that emotion. He then had the children illustrate their own wordless stories with Jeff's one-on-one support.

The children's team is currently planning for Summer Reading. We're offering a variety of programs--from our own city engineer, Maggie Anderson (Tosa Underground), to Ballet Fitness (Milwaukee Ballet).

Looking forward to another spectacular year.

	Feb	YTD 2017	YTD 2016	% change
Adult Materials				
Hardcover added	717	1,326	1,060	25.1%
Paperback added	66	67	192	-65.1%
Total books added	783	1,393	1,252	11.3%
Hardcover withdrawn	940	1,342	1,060	26.6%
Paperback withdrawn	15	38	651	-94.2%
Total books withdrawn	955	1,380	1,711	-19.3%
Compact discs added	16	38	62	-38.7%
Compact discs withdrawn	42	144	28	414.3%
Books on CD added	35	59	55	7.3%
Books on CD withdrawn	3	6	177	-96.6%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	421	-100.0%
DVDs added	108	173	273	-36.6%
DVDs withdrawn	70	125	74	68.9%
Art reproductions added	0	0	0	NA
Art reproductions withdrawn	11	11	0	NA
Children's Materials				
Hardcover added	225	611	764	-20.0%
Paperback added	88	115	274	-58.0%
Total books added	313	726	1,038	-30.1%
Hardcover withdrawn	338	871	865	0.7%
Paperback withdrawn	43	89	74	20.3%
Total books withdrawn	381	960	939	2.2%
Books on CD added	23	41	20	105.0%
Books on CD withdrawn	2	3	53	-94.3%
Music CDs added	0	30	5	500.0%
Music CDs withdrawn	25	37	0	NA
DVDs added	79	132	203	-35.0%
DVDs withdrawn	29	82	121	-32.2%
Kits added	0	0	0	NA
Kits withdrawn	0	0	0	#DIV/0!
Total items added	1,357	2,592	2,908	-10.9%
Total items withdrawn	1,518	2,748	3,524	-22.0%
Items repaired	223	580	677	-14.3%

2017 circulation statistics .xls

	February YTD		This month 2016	2016 YTD	% Change YTD 2016	2015 YTD	%Change YTD 2015
Attendance							
Gate count divided by 2	29,465	59,673	36,479	67,659	-11.80%	49,347	20.93%
Circulation							
Total chkouts, Wauwatosa circ	61,321	126,880	62,804	123,911	2.40%	127,814	-0.73%
Manual circ	9	14	3	5	180.00%	5	180.00%
Total circ	61,330	126,894	62,807	123,916	2.40%	127,819	-0.72%
Chkouts by residence (from Crosstabs):							
Wauwatosa	34,846	72,904	35,706	70,415	3.53%	73,327	-0.58%
Milwaukee	24,995	51,049	25,421	50,385	1.32%	50,964	0.17%
Other	1,482	2,934	1,860	3,296	-10.98%	3,528	-16.84%
% Wauwatosa	56.82%	57.46%	56.69%	56.74%	0.71%	57.37%	0.09%
Chkouts by Tosa residents of other library's materials:*	10,614	21,710	10,225	20,032	8.38%	21,833	-0.56%
Items circd at Tosa, owned by other libraries*	9,632	19,695	9,259	18,312	7.55%	18,441	6.80%
Items circd by Tosa residents at other libraries	4,749	9,590	4,684	9,256	3.61%	10,759	-10.87%
Net circ of Tosa materials to other libraries' patrons	16,732	34,237	17,833	35,309	-3.04%	34,769	-1.53%
Chkouts at Tosa by intellectual level:							
Adult	32,987	68,732	35,284	71,531	-3.91%	75,053	-8.42%
Juvenile	28,318	58,113	27,475	52,310	11.09%	52,697	10.28%
Undefined	16	35	45	70	-50.00%	64	-45.31%
Holds placed on materials	1,036	2,272	975	2,034	11.70%	2,312	-1.73%
Paging slips	4,600	10,148	4,853	10,348	-1.93%	10,707	-5.22%

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Programs and Other Building Use Measures 2017

	Sessions Feb	Attend Feb	Sessions YTD	Attend YTD	Sessions month last year	Attend month last year	Sessions YTD last year	Attend YTD last year
Adult								
Tours & visits	0	0	0	0	0	0	0	0
Library-sponsored programs	5	120	10	245	4	90	5	110
Other programs	42	626	86	1,112	40	327	76	1,017
Total	47	746	96	1,357	44	417	81	1,127
Children								
School visits	3	169	8	389	8	323	14	585
Storytimes	14	845	30	1,758	9	145	24	1,076
Outreach	1	12	2	77	0	0	2	72
Passive programming	3	138	5	220	3	63	4	102
Miscellaneous	6	373	11	476	6	262	6	262
Summer Programs	0	0	0	0	0	0	0	0
Total	27	1,537	56	2,920	26	793	50	2,097
Total Adult & Children	74	2,283	152	4,277	70	1,210	131	3,224

	Feb	YTD	Prev YTD	% change
Adult computer sessions	2,932	5,831	5,940	-1.84%
Total time used, hours	2,664	5,461	5,181	5.40%
Children's computer sessions	292	598	543	10.13%
Total time used, hours	215	418	314	33.12%
Small study room uses	334	629	683	-7.91%
Wi-Fi Distinct Clients	2573	5,303	na	

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FEBRUARY 2017 STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine & Fee Money Collected		
2017	2,494.57	9,462.80
2017 Self-Pay Credit Card	<u>2,901.73</u>	<u>6,288.41</u>
2017 Subtotal	5,396.30	15,751.21
2016	3,075.09	11,253.28
2016 Self-Pay Credit Card	<u>2,952.23</u>	<u>6,540.98</u>
2016 Subtotal	6,027.32	17,794.26
2015	3,984.21	11,547.75
2015 Self-Pay Credit Card	<u>3,325.32</u>	<u>6,227.39</u>
2015 Subtotal	7,309.53	17,775.14
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Reciprocal Borrowing		
2017	10.75	27.75
2016	23.20	58.21
2015	247,750.50	247,779.61
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Photocopier		
2017	244.75	639.90
2016	316.42	601.72
2015	495.50	629.30
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Reader-Printers, Computer Copies, Etc.		
2017	1,296.13	2,378.30
2016	894.64	1,820.76
15	875.78	1,642.52
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Picture Rental and Sales		
2017	58.00	88.00
2016	68.00	102.00
2015	56.00	116.00
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Book Sales		
2017	358.30	679.40
2016	256.30	473.59
2015	169.63	281.78
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Lost Materials		
2017	441.67	1,407.86
2017 Self-Pay Credit Card	<u>346.32</u>	<u>842.08</u>
2017 Subtotal	787.99	2,249.94
2016	285.43	1,458.22
2016 Self-Pay Credit Card	<u>310.38</u>	<u>860.45</u>
2016 Subtotal	595.81	2,318.67
2015	216.28	1,258.30
2015 Self-Pay Credit Card	<u>372.54</u>	<u>899.62</u>
2015 Subtotal	588.82	2,157.92
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Total Revenue		
2017	8,152.22	21,814.50
2016	8,181.69	23,169.21
2015	257,245.76	270,382.27