

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES MAY 17, 2017

Approval of the Minutes of the April 19, 2017 meeting. (action) p2

Public Comment

Administrative Reports (action)

1. Approval of the payrolls from April 2, 2017 to April 29, 2017 in the amount of \$101,305.77 p3
2. Approval of the vouchers for the month of April in the amount of \$29,171.95 p4-6

Trustees Account (action)

1. Approval to accept \$50 from Anita Sievert in honor of Carolyn Rauen
2. Approval to accept \$200 from Curtis R. Edmark LUTCF
3. Approval to accept \$25 from Annette M. Lind
4. Approval to accept \$32.34 from Televend for fax sales.

Old Business

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

New Business (action)

1. Appointment of a Nominating Committee for election of Board Officers

Minutes of the April 19, 2017 Meeting of the Wauwatosa Public Library Board of Trustees

The meeting was called to order at 6:37 PM by President Ann Marie Perhach. In attendance: Bill Andrae, David Marheine, Maureen Klein, Mary Newton, Jane Carroll and Tom Miller. Excused: Pete Holtz and Sarrah Oliver. Also in attendance: Ald. Jim Moldenhauer, Robert Trunley and Mary Murphy.

Mary Newton moved approval of the Minutes of the March 15, 2017 meeting. Maureen Klein seconded and the motion passed.

Jane Carroll moved approval of the payrolls from March 5 – April 1, 2017 in the amount of \$93,712.10. David Marheine seconded and the motion passed. Bill Andrae moved approval of the vouchers for the month of March in the amount of \$45,986.22. Tom Miller seconded and the motion passed.

David Marheine moved approval of the 1st Quarter report of the Trustees funds. Maureen Klein seconded and the motion passed. Mary Newton moved approval to pay Demco \$81.90 for purchase of book bags. Tom Miller seconded and the motion passed.

Ann Marie Perhach reported that the Foundation has been focused on the Leadership Luncheon and reminded Board members that the luncheon is coming up on May 1st. She also provided an update on the search for a new Director.

The meeting was adjourned at 7:32 PM.

Cost Center	Account Name	2016 Budget	March	April	May	Year to Date	Balance	% Remaining
5100	Total Salaries	1,727,029.00	93,712.10	101,305.77		444,475.15	1,282,553.85	74.26%
5200	Office Supplies	29,000.00	1,511.34	1,042.04	4,056.86	9,080.42	\$19,919.58	68.69%
5210	Printing/Dup.	9,000.00	1,561.72	701.77	1,368.75	4,798.09	\$4,201.91	46.69%
5230	Books/Bindery	323,424.00	10,452.96	42,607.58	21,878.84	120,912.88	\$202,511.12	62.61%
5250	Postage	4,000.00			353.50	714.93	\$3,285.07	82.13%
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		448.91	678.75	1,627.66	\$372.34	18.62%
5730	Other Repairs	1,000.00		549.00		549.00	\$451.00	45.10%
5810	Sundry Cont. Serv.	83,524.00	122.62	636.92	778.47	31,940.74	\$51,583.26	61.76%
5900	Other Expenses	750.00			56.78	56.78	\$693.22	92.43%
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	13,864.64	45,986.22	29,171.95	169,896.50	1,014,951.50	85.66%
01-512-5530-	Rental Pictures	2,300.00				0.00	2,300.00	100.00%

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: MAY 17th, 2017
 APRIL 2017 INVOICES Sent to City Hall _____

VENDOR NUMBER	VENDOR NAME	INVOICE #	DATE	AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER		
Chase (P card)		<u>23 Invoices</u>		<u>Total</u>				
				subtotal	<u>4,366.01</u>			
		Alibris	4/11/2017	43.71	Materials: Adull	01-511-5230-300		
		MicroMarketing	4/11/2017	64.99	Materials: Adull	01-511-5230-300		
		Minitex	4/11/2017	210.00	Office Supplies	01-511-5200-200		
		Best Buy	4/11/2017	249.99	Sundry Cont. Serv.	01-511-5810-100		
		Amazon	4/12/2017	9.00	Materials: Adull	01-511-5230-300		
		Alibris	4/12/2017	18.42	Materials: Adull	01-511-5230-300		
		Amazon	4/12/2017	13.09	Office Supplies	01-511-5230-300		
		Amazon	4/13/2017	19.02	Materials: Adull	01-511-5230-300		
		Demco	4/14/2017	38.80	Office Supplies	01-511-5200-400		
		MicroMarketing	4/18/2017	39.99	Materials: Adull	01-511-5230-300		
		Alibris	4/21/2017	21.54	Materials: Adull	01-511-5230-300		
		Amazon	4/24/2017	27.63	Materials: Adull	01-511-5230-300		
		Amazon	4/25/2017	8.73	Office Supplies	01-511-5200-200		
		Amazon	4/25/2017	70.93	Materials: Children	01-511-5230-400		
		Amazon	4/25/2017	70.93	Materials: Children	01-511-5230-400		
		Jimmy Johns	4/26/2017	56.78	Other Expenses	01-511-5900-100		
		Amazon	5/3/2017	9.84	Materials: Adull	01-511-5230-300		
		Minitex	5/2/2017	1,826.00	Office Supplies	01-511-5200-200		
		Amazon	5/4/2017	19.79	Materials: Children	01-511-5230-400		
		MicroMarketing	5/4/2017	119.99	Materials: Adull	01-511-5230-300		
		Townsend Press Book Center	5/4/2017	235.22	Materials: Children	01-511-5230-400		
		Alibris	5/5/2017	78.49	Materials: Adull	01-511-5230-300		
		Discount Paper Product	5/4/2017	644.00	Office Supplies	01-511-5200-200		
		Amazon	5/6/2017	502.06	Materials: Adull	01-511-5230-300		
		Boswell Book Co.	5/4/2017	38.00	Materials: Children	01-511-5230-400		
			Baker & Taylor	5/4/2017	6,109.47	Materials: Children	see itemized below	
			Baker & Taylor	5/4/2017	13,167.56	Materials: Adull	see itemized below	
		40217 Office Max (City P card)		<u>9 Invoices</u>		<u>Total</u>	<u>1341.63</u>	
				627028	4/5/2017	44.90	Printing/Dup.	01-511-5210-200
				627034	4/5/2017	22.02	Office Supplies	01-511-5200-100
				633005	4/6/2017	264.02	Printing/Dup.	01-511-5210-300
				662492	4/11/2017	496.50	Printing/Dup.	01-511-5210-300
				674491	4/13/2017	39.67	Office Supplies	01-511-5200-200
				733502	4/25/2017	53.64	Office Supplies	01-511-5200-300
				733814	4/25/2017	20.89	Office Supplies	01-511-5200-500
738786	4/26/2017			259.14	Printing/Dup.	01-511-5210-300		
754286	4/28/2017			140.85	Office Supplies	01-511-5200-500		
2237 Baker & Taylor				<u>3 Invoices</u>		<u>515.22</u>	Continuation Account	01-511-5230-300
				5014499869	3/29/2017	104.90		
				5014517084	4/12/2017	96.83		
				5014535309	4/26/2017	313.49		
2237 Baker & Taylor		<u>15 Invoices</u>		<u>10,636.10</u>	Materials: Adull	01-511-5230-300		
		2032717685	3/13/2017	621.27				
		2032756060	3/28/2017	747.60				
		2032760804	3/30/2017	1,113.59				
		2032774496	4/5/2017	1,184.32				
		2032779483	4/7/2017	405.47				
		2032783491	4/10/2017	1,197.36				
		2032786009	4/11/2017	310.45				
		2032791619	4/12/2017	520.62				
		2032798057	4/14/2017	1,583.52				
		2032801605	4/17/2017	381.13				
		2032822035	4/25/2017	474.90				
		2032825884	4/26/2017	295.69				
		2032832199	4/28/2017	419.30				
		2032832428	4/28/2017	870.83				
		2032832461	4/28/2017	510.05				
		2237 Baker & Taylor		<u>20 Invoices</u>		<u>2,016.24</u>	Media: Adull	01-511-5230-300
B46995030	3/24/2017			10.44				
B46996150	3/24/2017			10.44				
B47250420	3/28/2017			20.96				
B47250421	3/28/2017			104.80				
B47747670	4/4/2017			157.40				
B47781880	4/5/2017			860.35				
B47781881	4/5/2017			385.38				
B47781890	4/5/2017			96.36				
B47781891	4/5/2017			57.35				
B47944390	4/6/2017			8.61				
B47981110	4/7/2017			13.97				
B48242810	4/11/2017			8.61				
B48383200	4/13/2017			12.58				
B48488780	4/14/2017			10.05				
B48633670	4/17/2017			17.44				
B48700440	4/18/2017			104.70				
B48863910	4/20/2017			20.96				
B49185030	4/25/2017			10.05				
B49375030	4/28/2017			96.95				
B49465050	4/28/2017	8.84						

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VENDOR NUMBER	VENDOR NAME	INVOICE #	DATE	AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER		
2237 Baker & Taylor		<u>12 Invoices</u>		<u>5,533.37</u>	Materials: Children	01-511-5230-400		
		2032759377	3/30/2017	290.90				
		2032765931	4/3/2017	745.73				
		2032765963	4/3/2017	796.03				
		2032766073	4/3/2017	372.26				
		2032780404	4/7/2017	475.48				
		2032784914	4/11/2017	132.13				
		2032810555	4/19/2017	237.56				
		2032807131	4/19/2017	345.17				
		2032814826	4/21/2017	320.64				
		2032814889	4/21/2017	424.88				
		2032814987	4/21/2017	826.01				
		2032830932	4/28/2017	566.58				
		2237 Baker & Taylor Entertainment		<u>10 Invoices</u>		<u>576.10</u>	Media: Children's	01-511-5230-400
B47840820	4/5/2017			18.66				
B47954260	4/7/2017			228.81				
B47954270	4/7/2017			41.91				
K95710430	4/14/2017			10.48				
B48702150	4/18/2017			76.80				
B48746150	4/19/2017			83.82				
B48864270	4/20/2017			20.96				
B48938630	4/21/2017			20.94				
B48949920	4/21/2017			35.98				
B49186630	4/25/2017			37.74				
38034 Blackstone Audio				<u>2 Invoices</u>		<u>941.99</u>	Materials: Adult	01-511-5230-300
				894437	3/30/2017	896.99		
		896326	4/11/2017	45.00				
2721 Brodart		<u>2 Invoices</u>		<u>547.96</u>	Office Supplies	01-511-5200-200		
		466384	4/5/2017	262.94				
		468187	4/25/2017	285.02				
CCI Solutions		<u>2 Invoices</u>		<u>210.10</u>	Office Supplies	01-511-5200-200		
		30408663	4/5/2017	115.90				
		30408714	4/6/2017	94.20				
60530 Center Point Large Print		<u>2 Invoices</u>		<u>128.82</u>	Materials: Adult	01-511-5230-300		
		1461757	4/1/2017	85.68				
		1465633	4/3/2017	43.14				
4430 Demco		<u>1 Invoice</u>		<u>266.14</u>	Office Supplies	01-511-5200-200		
		6110904	4/13/2017	266.14				
19069 Digidcorp Inc.		<u>1 Invoice</u>		<u>123.75</u>	Sundry Cont. Serv.	01-511-5810-100		
		317866	3/31/2017	123.75				
64986 Gale/Cengage Learning		<u>2 Invoices</u>		<u>92.96</u>	Materials: Adult	01-511-5230-300		
		60356944	3/22/2017	46.48				
		60484285	4/19/2017	46.48				
Magic Morgan & Liliana		<u>1 Invoice</u>		<u>600.00</u>	Other Supplies	01-511-5690-400		
			5/10/2017	600.00				
59004 MicroMarketing		<u>1 Invoice</u>		<u>53.50</u>	Materials: Adult	01-511-5230-300		
		663286	3/31/2017	53.50				
96508 MCFLS		<u>1 Invoice</u>		<u>243.18</u>				
		FL-03021	4/21/2017	14.97	Office Supplies	01-511-5200-500		
				304.19	Printing/Dup.	01-511-5210-200		
				-696.00	Materials: Adult	01-511-5230-300		
				353.50	Postage	01-511-5250-500		
				266.52	Sundry Cont. Serv.	01-511-5810-100		
15238 Office Copying Equipment		<u>2 Invoices</u>		<u>138.21</u>	Sundry Cont. Serv.	01-511-5810-100		
		AR23644	4/18/2017	73.98				
		AR23645	4/18/2017	64.23				
60047 Penworthy Company, LLC		<u>1 Invoice</u>		<u>108.56</u>	Materials: Children	01-511-5230-400		
		527469-IN	4/5/2017	108.56				

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VENDOR NUMBER	VENDOR NAME	INVOICE #	DATE	AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER
99571	Recorded Books	<u>6 Invoices</u>		<u>590.00</u>	Materials: Adult	01-511-5230-300
		75487383	3/1/2017	82.20		
		75505859	3/29/2017	41.60		
		75515951	4/10/2017	260.20		
		75517482	4/20/2017	41.60		
		75522094	5/1/2017	82.20		
75524455	5/1/2017	82.20				
18410	Regent Book Company	<u>1 Invoice</u>		<u>30.38</u>	Materials: Adult	01-511-5230-300
		54938	4/5/2017	30.38		
40744	Taste of Home	<u>1 Invoice</u>		<u>32.98</u>	Materials: Adult	01-511-5230-300
			3/20/2017	32.98		
	Jonathan Thomm	<u>1 Invoice</u>		<u>78.75</u>	Other Supplies	01-511-5690-400
		1	5/15/2017	78.75		
Total Invoices				<u>29,171.95</u>		

 Secretary of the Wauwatosa Public Library Board of Trustees

Trustees have audited and approved the same.

4,056.86 01-511-5200
 1,368.75 01-511-5210
 21,878.84 01-511-5230
 353.50 01-511-5250
 678.75 01-511-5690
 778.47 01-511-5810
56.78 01-511-5900

Date: _____

29,171.95

Director's Report, April 2017

Shellie Anderson, our new Reference Supervisor, and Robert Trunley have begun reviewing applications for the full time Adult Reference Librarian position.

The Spring Book Sale was a popular event. 355 people attended on Saturday April 29, and 236 attended on Sunday April 30. Sales total was \$3,205.73 which is about average.

Library staff are preparing for the annual Library Volunteer Luncheon which is Tuesday May 23 at 12:00 in the Firefly Room.

The library's small but growing Lucky Day collection is very popular. These are extra copies of high demand and bestseller books that cannot be put on hold. They circulate for one week only and then go straight back to the shelving unit opposite the checkout desk.

Children's department

The ever so popular Public Elementary Art Show brought in approximately 600 people during the two open houses offered on the evening of April 4th & 5th. From ceiling to floor, wall to wall, the children's department is full of color and imagination--public loves and looks forward to this event every year.

Elizabeth Fox's family has been donating picture books to the children's library throughout the month. The Technical Services department in the library will be processing them with a label in her honor. The titles tend to be classics and in great condition. The Children's department is very grateful.

Librarians and parents have enjoyed watching the children work and solve problems with the wooden blocks. This has been an extremely beneficial addition to the children's area. Everything from collaboration, sharing with strangers, and balance has been demonstrated by the kids.

	Apr	YTD 2017	YTD 2016	% change
Adult Materials				
Hardcover added	544	2,560	2,553	0.3%
Paperback added	132	222	316	-29.7%
Total books added	676	2,782	2,869	-3.0%
Hardcover withdrawn	155	2,363	1,969	20.0%
Paperback withdrawn	37	107	1,726	-93.8%
Total books withdrawn	192	2,470	3,695	-33.2%
Compact discs added	56	147	98	50.0%
Compact discs withdrawn	50	211	91	131.9%
Books on CD added	53	146	177	-17.5%
Books on CD withdrawn	4	13	208	-93.8%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	421	-100.0%
DVDs added	153	513	547	-6.2%
DVDs withdrawn	79	434	262	65.6%
Art reproductions added	0	0	0	NA
Art reproductions withdrawn	0	22	1	2100.0%
Children's Materials				
Hardcover added	306	1,328	1,206	10.1%
Paperback added	211	418	289	44.6%
Total books added	517	1,746	1,495	16.8%
Hardcover withdrawn	614	2,124	1,518	39.9%
Paperback withdrawn	52	245	258	-5.0%
Total books withdrawn	666	2,369	1,776	33.4%
Books on CD added	19	112	62	80.6%
Books on CD withdrawn	54	59	56	5.4%
Music CDs added	3	47	20	135.0%
Music CDs withdrawn	0	39	4	875.0%
DVDs added	63	264	304	-13.2%
DVDs withdrawn	8	123	142	-13.4%
Kits added	0	0	0	NA
Kits withdrawn	0	0	13	-100.0%
Total items added	1,540	5,757	5,572	3.3%
Total items withdrawn	1,053	5,740	6,669	-13.9%
Items repaired	279	1,142	1,462	-21.9%

2017 circulation statistics .xls

	April	YTD	This month 2016	2016 YTD	% Change YTD 2016	2015 YTD	%Change YTD 2015
Attendance							
Gate count divided by 2	33,000	118,854	34,927	136,216	-12.75%	114,310	3.98%
Circulation							
Total chkouts, Wauwatosa circ	64,673	262,465	65,805	257,312	2.00%	261,990	0.18%
Manual circ	4	33	1	8	312.50%	10	230.00%
Total circ	64,677	262,498	65,806	257,320	2.01%	262,000	0.19%
Chkouts by residence (from Crosstabs):							
Wauwatosa	37,990	152,143	38,044	147,034	3.47%	150,459	1.12%
Milwaukee	25,007	103,768	25,838	103,513	0.25%	104,546	-0.74%
Other	1,680	6,400	1,924	6,953	-7.95%	6,995	-8.51%
% Wauwatosa	58.74%	58.00%	57.81%	57.10%	0.90%	57.43%	0.57%
Chkouts by Tosa residents of other library's materials:*	11,125	45,385	11,017	41,595	9.11%	43,758	3.72%
Items circd at Tosa, owned by other libraries*	10,177	41,003	9,807	37,895	8.20%	37,256	10.06%
Items circd by Tosa residents at other libraries	4,820	20,024	4,999	18,996	5.41%	2,144	833.96%
Net circ of Tosa materials to other libraries' patrons	16,249	68,444	17,700	72,414	-5.48%	71,818	-4.70%
Chkouts at Tosa by intellectual level:							
Adult	34,404	140,334	37,331	147,500	-4.86%	152,652	-8.07%
Juvenile	30,249	122,062	28,459	109,706	11.26%	109,205	11.77%
Undefined	20	69	15	106	-34.91%	133	-48.12%
Holds placed on materials	1,173	4,708	1,089	4,169	12.93%	4,639	1.49%
Paging slips	4,584	19,881	4,885	20,156	-1.36%	20,345	-2.28%

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Programs and Other Building Use Measures 2017

	Sessions Apr	Attend Apr	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	686	18	991	5	595	14	780
Other programs	34	460	170	2,220	55	561	182	2,196
Total	39	1,146	188	3,211	60	1,156	196	2,976
Children								
School visits	5	258	24	1,096	6	227	27	1,080
Storytimes	16	850	64	3,645	9	160	48	2,097
Outreach	4	79	7	221	1	25	6	240
Passive programming	3	137	10	439	1	29	6	161
Miscellaneous	2	600	18	1,179	3	386	10	688
Summer Programs	0	0	0	0	0	0	0	0
Total	30	1,924	123	6,580	20	827	97	4,266
Total Adult & Children	69	3,070	311	9,791	80	1,983	293	7,242

	Apr	YTD	Prev YTD	% change
Adult computer sessions	2,901	11,858	12,372	-4.15%
Total time used, hours	2,506	10,722	10,665	0.53%
Children's computer sessions	286	1,184	1,157	2.33%
Total time used, hours	243	893	690	29.42%
Small study room uses	373	1,395	1,380	1.09%
Wi-Fi Distinct Clients	2670	10,714	na	

APRIL 2017 STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine & Fee Money Collected		
2017	7044.69	20,138.82
2017 Self-Pay Credit Card	<u>2998.29</u>	<u>13,443.05</u>
2017 Subtotal	10042.98	33581.87
2016	8153.71	23,395.64
2016 Self-Pay Credit Card	<u>3418.90</u>	<u>14,189.52</u>
2016 Subtotal	11572.61	37585.16
2015	8182.58	23,856.46
2015 Self-Pay Credit Card	<u>2776.59</u>	<u>11,759.37</u>
2015 Subtotal	10959.17	35615.83
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Reciprocal Borrowing		
2017	48.00	223,793.75
2016	15.50	243,154.71
2015	29.00	247,824.61
<hr/>		
Photocopier		
2017	315.15	1,477.25
2016	501.00	1,445.47
2015	429.20	1,467.90
<hr/>		
Reader-Printers, Computer Copies, Etc.		
2017	1,154.10	4,955.80
2016	906.73	3,979.59
2015	1,120.10	3,609.94
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Picture Rental and Sales		
2017	87.00	285.00
2016	58.00	218.00
2015	74.00	262.00
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Book Sales		
2017	3,535.03	4,694.63
2016	3,836.10	4,605.24
2015	3,561.20	4,002.38
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Lost Materials		
2017	1,299.16	2,958.84
2017 Self Pay-Credit Card	<u>321.37</u>	<u>1,850.48</u>
2017 Subtotal	1,620.53	4,809.32
2016	1,232.12	3,177.08
2016 Self Pay-Credit Card	<u>401.46</u>	<u>1,904.48</u>
2016 Subtotal	1,633.58	5,081.56
2015	1,602.32	3,184.30
2015 Self Pay-Credit Card	<u>261.74</u>	<u>1,601.16</u>
2015 Subtotal	1,864.06	4,785.46
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Total Revenue		
2017	16,802.79	273,597.62
2016	18,523.52	296,069.73
2015	18,036.73	297,568.12