

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES JUNE 21, 2017

Approval of the Minutes of the May 17 and May 24, 2017 meetings. (action) p2-3

Public Comment

Administrative Reports (action)

1. Approval of the payrolls from April 30, 2017 to May 27, 2017 in the amount of \$103,700.96 p4
2. Approval of the vouchers for the month of May in the amount of \$49,055.40 p5-6

Trustees Account (action)

1. Approval to pay Televend \$160.35 for purchase of prepaid FAX cards
2. Approval to pay Cori Lutz \$44.38 for purchase of 20 headphone sets

Old Business

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

New Business

1. Report of Nominating Committee

Minutes of the May 24, 2017 Special Meeting of the Wauwatosa Public Library Board of Trustees

In Attendance: Board Members: Ann Marie Perhach, Tom Miller, Sarrah Oliver, Mary Newton, David Marheine, Jane Carroll, Maureen Klein, Pete Holtz. Also present Wauwatosa Human Resources: Beth Mbow

The meeting was called to order at 5:00 PM by President Perhach

Motion to move to closed session under Wisconsin State Statute 19.85 (1) (c) for purposes of conducting interviews of candidates for the position of Wauwatosa Library Director. (Moved by Mary Newton, seconded by Tom Miller)

Roll Call Vote: Perhach, Klein, Miller, Newton, Marheine, Holtz, Oliver voted "yes".

Motion passed 7-0 in favor of beginning closed session (J Carroll arrived after start of closed session)

Motion to end closed session at 8:00PM (Moved by Tom Miller, seconded by Mary Newton)

Roll Call Vote: Perhach, Klein, Miller, Newton, Marheine, Holtz, Oliver voted "yes".

Motion passed 7-0 in favor of ending closed session (J Carroll left prior to end of closed session)

Motion to reconvene in open session at 8:04 PM under Wisconsin State Statute 19.85 (2) (Moved by Ann Marie Perhach, seconded by Maureen Klein) Motion approved unanimously.

Motion to conduct vote on hiring new Library Director (Moved by Maureen Klein, seconded by Mary Newton) Motion passed unanimously.

Motion to direct Wauwatosa Human Resources Department to offer the position of Wauwatosa Library Director to Pete Loeffel (Moved by David Marheine, seconded by Ann Marie Perhach). Motion passed unanimously.

The meeting was adjourned by President Perhach at 8:30 PM

Minutes of the May 17, 2017 Meeting of the Wauwatosa Public Library Board of Trustees

The meeting was called to order at 6:35 PM by President Ann Marie Perhach. In attendance: Jane Carroll, Bill Andrae, David Marheine, Maureen Klein, Mary Newton, and Tom Miller. Excused: Sarrah Oliver and Pete Holtz. Also in attendance: Ald. Jim Moldenhauer and Interim Director Robert Trunley.

Jane Carroll moved approval of the Minutes of the April 19, 2017 meeting. Maureen Klein seconded and the motion passed.

Mary Newton moved approval of the payrolls from April 2, 2017 to April 29, 2017 in the amount of \$101,305.77. David Marheine seconded and the motion passed. Bill Andrae moved approval of the vouchers for the month of April in the amount of \$29,171.95. Tom Miller seconded and the motion passed.

Maureen Klein moved approval to accept \$50 from Anita Sievert in honor of Carolyn Rau. Bill Andrae seconded and the motion passed. Jane Carroll moved approval to accept \$200 from Curtis R. Edmark LUTCF. Tom Miller seconded and the motion passed. Mary Newton moved approval to accept \$25 from Annette M. Lind. Maureen Klein seconded and the motion passed. David Marheine moved approval to accept \$32.34 from Televend for sale of fax cards. Bill Andrae seconded and the motion passed.

Ann Marie Perhach reported that the Library Foundation Leadership Luncheon was a great success. She suggested that the Library Board and the Library Foundation Board should meet together when the new director is hired.

David Marheine moved approval of the Nominating Committee (Mary Newton, Tom Miller, and Maureen Klein). Jane Carroll seconded and the motion passed.

The meeting was adjourned at 7:30 PM.

Cost Center	Account Name	2017 Budget	April	May	June	Year to Date	Balance	% Remaining
5100	Total Salaries	1,727,029.00	101,305.77	103,700.96		548,176.11	1,178,852.89	68.26%
5200	Office Supplies	29,000.00	1,042.04	4,056.86	2,635.87	11,716.29	\$17,283.71	59.60%
5210	Printing/Dup.	9,000.00	701.77	1,368.75	1,164.66	5,962.75	\$3,037.25	33.75%
5230	Books/Bindery	323,424.00	42,607.58	21,755.04	3,239.32	124,028.40	\$199,395.60	61.65%
5250	Postage	4,000.00		353.50		725.57	\$3,274.43	81.86%
5310	Elec Communication	500.00			10.64		\$0.00	100.00%
5400	Dues/Prof. Per.	1,300.00				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	875.00	2,502.66	(\$502.66)	-25.13%
5730	Other Repairs	1,000.00	549.00		480.00	1,029.00	(\$29.00)	-2.90%
5810	Sundry Cont. Serv.	83,524.00	636.92	778.47	40,649.91	72,590.65	\$10,933.35	13.09%
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	45,986.22	29,048.15	49,055.40	218,828.10	966,019.90	81.53%
01-512-5530-	Rental Pictures	2,300.00				0.00	2,300.00	100.00%

CERTIFICATION OF LIBRARY VOUCHERS
BOARD MEETING: JUNE 21st, 2017
MAY 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>
	Chase (P card)	<u>24 Invoices</u>	<u>Total</u>	<u>2,785.09</u>		
		UPS Store	5/11/2017	10.64	Postage	01-511-5250-100
		Alibris	5/11/2017	116.91	Materials: Adult	01-511-5230-300
		Boswell Book Co	5/16/2017	35.98	Materials: Childrens	01-511-5230-400
		Our Wisconsin	5/16/2017	18.98	Materials: Adult	01-511-5230-300
		Wisconsin Taxpayer Alliance	5/11/2017	48.00	Materials: Adult	01-511-5230-300
		Alibris	5/18/2017	27.93	Materials: Adult	01-511-5230-300
		Amazon	5/18/2017	27.82	Office Supplies	01-511-5200-100
		The New York Times	5/14/2017	1482.00	Materials: Adult	01-511-5230-300
		Chicago Tribune	5/11/2017	363.74	Materials: Adult	01-511-5230-300
		MicroMarketing	5/23/2017	40.00	Materials: Adult	01-511-5230-300
		Amazon	5/27/2017	17.14	Materials: Adult	01-511-5230-300
		Minitex	5/26/2017	540.00	Office Supplies	01-511-5200-200
		Amazon	6/3/2017	13.98	Office Supplies	01-511-5200-100
		Amazon	6/3/2017	19.99	Materials: Adult	01-511-5230-300
		Amazon	6/7/2017	21.98	Office Supplies	01-511-5200-100
	40217 Office Max (City P card)	<u>6 Invoices</u>	<u>Total</u>	<u>1440.94</u>		
		784071	5/4/2017	209.04	Office Supplies	01-511-5200-300
		788006	5/4/2017	290.09	Printing/Dup.	01-511-5210-300
		807830	5/9/2017	874.57	Printing/Dup.	01-511-5210-300
		821382	5/11/2017	29.47	Office Supplies	01-511-5200-100
		856869	5/12/2017	4.11	Office Supplies	01-511-5200-400
		860097	5/19/2017	33.66	Office Supplies	01-511-5200-500
2237	Baker & Taylor	<u>0 Invoices</u>		<u>0.00</u>	Continuation Account	01-511-5230-300
2237	Baker & Taylor	<u>0 Invoices</u>		<u>0.00</u>	Materials: Adult	01-511-5230-300
237	Baker & Taylor	<u>0 Invoices</u>		<u>0.00</u>	Media: Adult	01-511-5230-300
2237	Baker & Taylor Entertainment	<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	01-511-5230-400
64119	Beyer's Hope Unlimited, LLC	<u>1 Invoice</u>	5/22/2017	<u>22.94</u> 22.94	Materials: Adult	01-511-5230-300
2721	Brodart	<u>1 Invoice</u> 470300	5/18/2017	<u>243.90</u> 243.90	Office Supplies	01-511-5200-200
60530	Center Point Large Print	<u>2 Invoices</u> 1470680 1472792	5/1/2017 5/3/2017	<u>128.82</u> 85.68 43.14	Materials: Adult	01-511-5230-300
4430	Demco	<u>1 Invoice</u> 6147097	6/2/2007	<u>92.11</u> 92.11	Office Supplies	01-511-5200-200
64986	Gale/Cengage Learning	<u>2 Invoices</u> 60599444 60599963	5/17/2017 5/17/2017	<u>139.44</u> 46.48 92.96	Materials: Adult	01-511-5230-300
91926	Grey House Publishing	<u>1 Invoice</u> 344604	5/5/2017	<u>384.25</u> 384.25	Materials: Adult	01-511-5230-300
60490	ID Cards Unlimited	<u>1 Invoice</u> 201770	5/12/2017	<u>1,419.80</u> 1,419.80	Office Supplies	01-511-5200-500
46147	Kidsplay	<u>1 Invoice</u>	6/15/2017	<u>250.00</u> 250.00	Other Supplies	01-511-5690-400
60491	Milwaukee Ballet	<u>2 Invoices</u> 13-Jul 27-Jul	6/15/2017 6/15/2017	<u>225.00</u> 75.00 150.00	Other Supplies Other Supplies	01-511-5690-400 01-511-5690-400
96508	MCFLS	<u>1 Invoices</u> FL-02980	6/15/2017	<u>40,503.00</u> 40,503.00	Sundry Cont. Service	01-511-5810-100

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: JUNE 21st, 2017
 MAY 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>
15238	Office Copying Equipment Ltd.	<u>4 Invoices</u> AR25938 AR25939 AR28444 AR28445	5/10/2017 5/10/2017 6/12/2017 6/12/2017	<u>146.91</u> 41.38 38.66 34.58 32.29	Sundry Cont. Serv	01-511-5810-100
46148	Pro-Forma	<u>1 Invoice</u> 20170518WPL	5/18/2017	<u>170.40</u> 170.40	Materials: Adult	01-511-5230-300
99571	Recorded Books	<u>2 Invoices</u> 75536513 75541182	5/18/2017 5/31/2017	<u>222.80</u> 41.60 181.20	Materials: Adult	01-511-5230-300
46149	Science Alliance	<u>1 Invoice</u> 10-Aug	6/15/2017	<u>400.00</u> 400.00	Other Supplies	01-511-5690-400
62697	VPN Dominion Corp	<u>1 Invoice</u> 2017583	5/26/2017	<u>480.00</u> 480.00	Other Repairs	01-511-5730-100

TOTAL INVOICES 49,055.40

Trustees have audited and approved the same.

 Secretary of the Wauwatosa Public Library Board of Trustees

2,635.87	01-511-5200
1,164.66	01-511-5210
3,239.32	01-511-5230
10.64	01-511-5250
875.00	01-511-5690
480.00	01-511-5730
40,649.91	01-511-5810
<u>49,055.40</u>	

Director's Report, May 2017

Shellie Anderson, Reference Supervisor, and Robert Trunley have been interviewing candidates for the full time reference librarian position. Final interviews will be conducted the week of June 26 with the participation of our new director, Pete Loeffel.

Robert Trunley has contacted the Building Maintenance department to coordinate the repainting of the chalkboard walls in the Student Commons. This is something for which the Foundation will need to approve funding.

The Volunteer Luncheon in the Firefly Room was attended by over 50 people, including Mayor Kathy Ehley, City Administrator Jim Archambo, and Library Board Trustees. One of the highlights of the afternoon was a game of "Jeopardy" emceed by Circulation Supervisor Tristan Marshall. Thanks to Cori Lutz for organizing this uplifting event.

Library security guards had their last day on June 8 and we look forward to seeing them again in the Fall.

Children's department

The children's department is still preparing for summer. Although our calendars and programs are planned, we are waiting for MCFLS incentives to come in (Zoo/State Fair/Ballet/etc).

However, the following incentives have been received by Wauwatosa area businesses supporting the 2017 WPL Raffle!

- Hoyt Park Pool
5 day passes (5 chances to win 1 day pass to Hoyt Park Pool)
- Rocket Baby Bakery
"Club Bread" 1 free loaf each month
- BelAir Cantina
5 gift certificates (first draw--1 chance @ \$50.00 then 3 chances @ \$30.00)
- Soaps & Scents gift bag (duck w/bubble bath & book) & Green Market puzzle
- YO Mama!
\$20.00 gift certificate (+ 300 Mama bucks for the challenge)

Additionally, P.F. Changs and SuperCuts have incentives for every finisher.

The month of May, with the support of Boswell Book Company, brought two authors to WPL. Drew Daywalt (Rock, Paper, Scissors) and Dean Robbins (Margaret and the Moon) both gave great presentations, and spent a good amount of time with the children. Boswell Book Company is also sending WPL Children's Department two \$25.00 gift certificates for the summer Raffle!

	May	YTD 2017	YTD 2016	% change
Adult Materials				
Hardcover added	676	3,236	3,127	3.5%
Paperback added	2	224	381	-41.2%
Total books added	678	3,460	3,508	-1.4%
Hardcover withdrawn	380	2,743	2,413	13.7%
Paperback withdrawn	194	301	2,376	-87.3%
Total books withdrawn	574	3,044	4,789	-36.4%
Compact discs added	29	176	140	25.7%
Compact discs withdrawn	73	284	143	98.6%
Books on CD added	15	161	240	-32.9%
Books on CD withdrawn	18	31	213	-85.4%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	421	-100.0%
DVDs added	133	646	632	2.2%
DVDs withdrawn	484	918	363	152.9%
Art reproductions added	0	0	0	NA
Art reproductions withdrawn	0	22	1	2100.0%
Children's Materials				
Hardcover added	518	1,846	1,634	13.0%
Paperback added	606	1,024	517	98.1%
Total books added	1,124	2,870	2,151	33.4%
Hardcover withdrawn	861	2,985	2,280	30.9%
Paperback withdrawn	135	380	277	37.2%
Total books withdrawn	996	3,365	2,557	31.6%
Books on CD added	25	137	87	57.5%
Books on CD withdrawn	5	64	114	-43.9%
Music CDs added	16	63	20	215.0%
Music CDs withdrawn	0	39	6	550.0%
DVDs added	36	300	365	-17.8%
DVDs withdrawn	9	132	150	-12.0%
Kits added	0	0	0	NA
Kits withdrawn	0	0	13	-100.0%
Total items added	2,056	7,813	7,143	9.4%
Total items withdrawn	2,159	7,899	8,770	-9.9%
Items repaired	188	1,330	1,733	-23.3%

2017 circulation statistics .xls

	May	YTD	This month 2016	2016 YTD	% Change YTD 2016	2015 YTD	%Change YTD 2015
Attendance							
Gate count divided by 2	29,472	148,326	30,115	166,331	-10.82%	126,282	17.46%
Circulation							
Total chkouts, Wauwatosa circ	61,056	323,521	60,588	317,900	1.77%	320,821	0.84%
Manual circ	2	35	4	12	191.67%	12	191.67%
Total circ	61,058	323,556	60,592	317,912	1.78%	320,833	0.85%
Chkouts by residence (from Crosstabs):							
Wauwatosa	35,704	187,847	34,353	181,387	3.56%	183,762	2.22%
Milwaukee	24,073	127,841	24,244	127,757	0.07%	128,193	-0.27%
Other	1,281	7,681	1,995	8,948	-14.16%	8,878	-13.48%
% Wauwatosa	58.48%	58.09%	56.70%	57.02%	1.07%	57.28%	0.81%
Chkouts by Tosa residents of other library's materials:*	10,497	55,882	9,889	51,484	8.54%	53,160	5.12%
Items circd at Tosa, owned by other libraries*	9,397	50,400	9,241	47,136	6.92%	45,484	10.81%
Items circd by Tosa residents at other libraries	4,697	24,721	4,289	23,285	6.17%	25,991	-4.89%
Net circ of Tosa materials to other libraries' patrons	15,670	84,114	17,205	89,619	-6.14%	88,796	-5.27%
Chkouts at Tosa by intellectual level:							
Adult	32,254	172,588	34,846	182,346	-5.35%	186,667	-7.54%
Juvenile	28,783	150,845	25,722	135,428	11.38%	134,002	12.57%
Undefined	19	88	20	126	-30.16%	151	-41.72%
Holds placed on materials	1,017	5,725	974	5,143	11.32%	5,624	1.80%
Paging slips	5,145	25,026	4,403	24,559	1.90%	24,587	1.79%

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Programs and Other Building Use Measures 2017

	Sessions May	Attend May	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	125	23	1,116	4	358	18	1,138
Other programs	50	664	220	2,884	43	473	225	2,669
Total	55	789	243	4,000	47	831	243	3,807
Children								
School visits	5	220	29	1,316	14	612	41	1,692
Storytimes	16	913	80	4,558	0	0	48	2,097
Outreach	1	65	8	286	1	17	7	257
Passive programming	2	82	12	521	1	35	7	196
Miscellaneous	5	103	23	1,282	0	0	10	688
Summer Programs	0	0	0	0	0	0	0	0
Total	29	1,383	152	7,963	16	664	113	4,930
Total Adult & Children	84	2,172	395	11,963	63	1,495	356	8,737

	May	YTD	Prev YTD	% change
Adult computer sessions	2.985	14.843	15.465	-4.02%
Total time used, hours	2.606	13.328	13.551	-1.65%
Children's computer sessions	280	1.464	1.465	-0.07%
Total time used, hours	216	1.109	875	26.74%
Small study room uses	383	1.778	1.746	1.83%
Wi-Fi Distinct Clients	2577	13.291	na	

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MAY 2017 STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine & Fee Money Collected		
2017	2781.73	22,920.55
2017 Self Pay-Credit Card	<u>3484.65</u>	<u>16,927.70</u>
<i>2017 Subtotal</i>	6266.38	39,848.25
2016	2803.79	26,199.43
2016 Self Pay-Credit Card	<u>3275.73</u>	<u>17,465.25</u>
<i>2016 Subtotal</i>	6079.52	43,664.68
2015	3330.18	27,186.64
2015 Self Pay-Credit Card	<u>2801.96</u>	<u>14,561.33</u>
<i>2015 Subtotal</i>	6132.14	41,747.97
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Reciprocal Borrowing		
2017	41.50	223,835.25
2016	35.00	243,189.71
2015	20.00	247,844.61
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Photocopier		
2017	363.30	1,840.55
2016	256.35	1,701.82
2015	239.00	1,706.90
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Scanner-Printers, Computer Copies, Etc.		
2017	1,398.62	6,354.42
2016	831.36	4,810.95
2015	727.40	4,337.34
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Picture Rental and Sales		
2017	965.99	1,250.99
2016	2,124.50	2,342.50
2015	68.00	330.00
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Book Sales		
2017	280.50	4,975.13
2016	100.80	4,706.04
2015	85.20	4,087.58
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Lost Materials		
2017	161.11	3,119.95
2017 Self Pay-Credit Card	<u>321.16</u>	<u>2,171.64</u>
<i>2017 Subtotal</i>	482.27	5,291.59
2016	314.76	3,491.84
2016 Self Pay-Credit Card	<u>585.38</u>	<u>2,489.86</u>
<i>2016 Subtotal</i>	900.14	5,981.70
2015	331.87	3,516.17
2015 Self Pay-Credit Card	<u>356.30</u>	<u>1,957.46</u>
<i>2015 Subtotal</i>	688.17	5,473.63
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Total Revenue		
2017	9,798.56	283,396.18
2016	10,327.67	306,397.40
2015	7,959.91	305,528.03