

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES, APRIL 20, 2016

AGENDA

Approval of the Minutes of the March 16, 2016 meeting (action) p 2

Public Comment

New Business

1. Space needs planning. Discussion with consultant Anders Dahlgren.

Administrative Reports (action)

1. Approval of the payrolls from March 6 through April 2, 2016, in the amount of \$99,321.38
p3
2. Approval of the vouchers for the month of March in the amount of \$41,959.01 p.4-5

Trustees Account (action)

1. Approval to pay Baker & Taylor \$65.30 for purchase of romance novels (Sievert donation.)
2. Approval to pay Library Planning Associates \$6,000
3. Approval to pay Televend \$135.85 for prepaid FAX cards
4. Approval to pay VPN Dominion \$786.99 for repair of security cameras

Old Business

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

New Business (action)

1. Request from Library Director for permission to use the Firefly Room and provide beer and wine for a Circulation Staff party on May 6th from 5:00 PM to 8:45 PM.

Announcements

1. Volunteer luncheon reminder. Tuesday May 10.
2. New York Times access
3. Library Board report to the Community Affairs Committee of the Common Council May 10

Minutes of the March 16, 2016 Meeting of the Wauwatosa Public Library Board of Trustees

The meeting was called to order at 6:30 PM by President Ann Marie Perhach. In attendance: Maureen Klein, Mary Newton, Jane Carroll, Pete Holtz, Bill Andrae, David Marheine, Sarrah Oliver, Tom Miller. Also in attendance: Alderman Jim Moldenhauer, Robert Trunley, Anders Dahlgren and Mary Murphy.

Jane Carroll moved approval of the Minutes of the February 17, 2016 meeting. Maureen Klein seconded and the motion passed.

Ann Marie Perhach introduced a discussion of the preliminary plans for the Student Commons area project. After discussion, Bill Andrae moved approval and Mary Newton seconded the motion. The motion passed.

Anders Dahlgren presented information and recommendations regarding space needs for the Wauwatosa Public Library. He will present his final report at the April, 2016 meeting.

Bill Andrae moved approval of the payrolls from January 24-March 5, 2016 in the amount of \$147,410.29. Mary Newton seconded and the motion passed. Mary Newton moved approval of the vouchers for the month of February in the amount of \$23,745.09. Bill Andrae seconded and the motion passed.

Jane Carroll moved to accept \$25 from Margaret Eisenberg in memory of Mary Kettner. Bill Andrae seconded and the motion passed. Tom Miller moved approval to pay Baker & Taylor \$55.38 for purchase of romance novels. David Marheine seconded and the motion passed. Maureen Klein moved approval to pay Demco \$75.76 for purchase of book bags. Mary Newton seconded and the motion passed. Mary Newton moved approval to reimburse Cori Lutz \$39.48 for purchase of flash drives. Maureen Klein seconded and the motion passed. Bill Andrae moved approval to pay Library Planning Associates, Inc. \$1,990 for space planning services. Jane Carroll seconded and the motion passed. Maureen Klein moved approval to pay Steve Russell \$750 for a Summer Reading program. Bill Andrae seconded and the motion passed.

Ann Marie Perhach reported on the Library Foundation's effort to date related to the Leadership Luncheon and encouraged Board members to support the event.

Mary Murphy reported that City Administrator Jim Archambo informed her that the City would move forward now using a consultant to identify possible developers and finances related to a sale of the Library/City Hall site.

Maureen Klein moved approval to allow use of the Firefly Room after hours on April 8, and the serving of beer and wine on the date, at a retirement party for Ann Kriegisch. Tom Miller seconded and the motion was approved.

The meeting was adjourned at 8:16 PM

Cost Center	Account Name	2016 Budget	January	February	March	April	Year-end	Year to Date	Balance	% Remaining
5100	Total Salaries	1,734,491.00	98,769.22	147,710.29	99,321.38			345,800.89	1,388,690.11	80.06%
5200	Office Supplies	29,000.00	57.08	1,950.87	3,563.57	1,729.56		7,301.08	\$21,698.92	74.82%
5210	Printing/Dup.	9,000.00	57.99	312.27	1,011.12	1,869.49		3,250.87	\$5,749.13	63.88%
5230	Books/Bindery	307,487.00	426.07	33,109.94	18,914.05	37,866.22		90,316.28	\$217,170.72	70.63%
5250	Postage	4,000.00	456.19		3.22	363.58		822.99	\$3,177.01	79.43%
5310	Elec Communication	500.00						0.00	\$500.00	100.00%
5400	Dues/Prof. Per.	1,300.00						0.00	\$1,300.00	100.00%
5410	Conf./Travel	0.00						0.00	\$0.00	0.00%
5420	Education/Training	1,890.00						0.00	\$0.00	0.00%
5500	Equip./Oper. Rent	0.00						0.00	\$1,890.00	100.00%
5505	General Liability	13,136.00						0.00	\$0.00	#DIV/0!
5510	Building/Maintenance	505,539.00						0.00	\$505,539.00	100.00%
5520	Info Systems	171,897.00						0.00	\$171,897.00	100.00%
5690	Other Supplies	2,000.00	500.00		188.35			688.35	\$1,311.65	65.58%
5730	Other Repairs	1,000.00						0.00	\$1,000.00	100.00%
5810	Sundry Cont. Serv.	70,429.00		22,684.93	64.78	130.16		22,879.87	\$47,549.13	67.51%
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	1,117,928.00	1,497.33	58,058.01	23,745.09	41,959.01	0.00	125,259.44	992,668.56	88.80%
01-512-5530-	Rental Pictures	2,400.00					0.00	0.00	2,400.00	100.00%

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**CERTIFICATION OF LIBRARY VOUCHERS
BOARD MEETING: April 20th, 2016
MARCH 2016 INVOICES**

Sent to City Hall _____

<u>JDR</u> <u>JMBER</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>21,704.45</u>		
		Value Line Publishing	3/11/2016	5,400.00	Materials: Adult	01-511-5230-300
		Micto Marketing	3/17/2016	903.31	Materials: Adult	01-511-5230-300
		Bruce Forciea	3/17/2016	15.00	Materials: Adult	01-511-5230-300
		Amazon	3/18/2016	109.99	Printing/Dup.	01-511-5210-300
	Harvard Business Review		3/21/2016	89.00	Materials: Adult	01-511-5230-300
		Blackstone	3/23/2016	756.71	Materials: Adult	01-511-5230-300
		Minitex	3/21/2016	460.00	Office Supplies	01-511-5200-200
		Infogroup	3/15/2016	7,177.00	Materials: Adult	01-511-5230-300
		Alibris	3/29/2016	89.76	Materials: Adult	01-511-5230-300
		Alibris	3/29/2016	148.94	Materials: Adult	01-511-5230-300
		Amazon	3/28/2016	(109.99)	Printing/Dup.	01-511-5210-300
		Best Buy	3/28/2016	199.99	Printing/Dup.	01-511-5210-300
		Alibris	3/29/2016	20.88	Materials: Adult	01-511-5230-300
		Alibris	3/29/2016	11.40	Materials: Adult	01-511-5230-300
		Alibris	4/1/2016	132.58	Materials: Adult	01-511-5230-300
		Morningstar	3/24/2016	6,037.00	Materials: Adult	01-511-5230-300
		Alibris	4/1/2016	137.79	Materials: Adult	01-511-5230-300
		Alibris	4/1/2016	63.54	Materials: Adult	01-511-5230-300
		Amazon	4/5/2016	26.87	Materials: Adult	01-511-5230-300
		Alibris	4/5/2016	34.68	Materials: Adult	01-511-5230-300
	Baker & Taylor		4/6/2016	1,082.72	Materials: Children	see itemized below
	Baker & Taylor		4/6/2016	6,672.52	Materials: Adult	see itemized below
40217	Office Max (City P card)	<u>13 Invoices</u>	<u>Total</u>	<u>1411.41</u>		
		33787	3/31/2016	57.51	Office Supplies	01-511-5200-100
		603725	3/3/2016	39.69	Office Supplies	01-511-5200-200
		699518	3/9/2016	132.33	Printing/Dup.	01-511-5210-300
		702371	3/9/2016	202.98	Printing/Dup.	01-511-5210-300
		703115	3/11/2016	80.30	Office Supplies	01-511-5200-200
		717390	3/10/2016	18.00	Office Supplies	01-511-5200-100
		803458	3/16/2016	124.80	Printing/Dup.	01-511-5210-500
		828972	3/17/2016	26.25	Office Supplies	01-511-5200-300
		908773	3/23/2016	70.65	Office Supplies	01-511-5200-200
		908834	3/23/2016	210.88	Printing/Dup.	01-511-5210-300
		934692	3/24/2016	236.04	Printing/Dup.	01-511-5210-300
		954943	3/25/2016	70.29	Office Supplies	01-511-5200-500
		989297	3/29/2016	141.69	Printing/Dup.	01-511-5210-300
2237	Baker & Taylor	<u>1 Invoice</u>		<u>137.35</u>	Continuation Account	01-511-5230-300
		5014027519	3/10/2016	137.35		
2237	Baker & Taylor	<u>6 Invoices</u>		<u>3,632.41</u>	Materials: Adult	01-511-5230-300
		2031761565	3/1/2016	254.38		
		2031788386	3/8/2016	685.21		
		2031811600	3/14/2016	700.09		
		2031816338	3/16/2016	472.58		
		2031820966	3/16/2016	439.36		
		2031821137	3/16/2016	1,080.79		
2237	Baker & Taylor Entertainment	<u>15 Invoices</u>		<u>2,902.76</u>	Media: Adult	01-511-5230-300
		B11088240	3/1/2016	893.03		
		B11088241	3/1/2016	41.92		
		B11088250	3/1/2016	81.04		
		B11250420	3/2/2016	41.92		
		B11396610	3/4/2016	64.28		
		B11668960	3/8/2016	314.40		
		B11668961	3/8/2016	125.79		
		B11668962	3/8/2016	99.18		
		B12172560	3/15/2016	209.52		
		B12172561	3/15/2016	20.96		
		B12263110	3/21/2016	673.22		
		B12263120	3/17/2016	83.84		
		B12273180	3/16/2016	17.44		
		B12273600	3/17/2016	222.57		
		B12343700	3/17/2016	13.65		
2237	Baker & Taylor	<u>3 Invoices</u>		<u>1,071.23</u>	Materials: Children	01-511-5230-400
		2031768595	3/1/2016	508.62		
		2031792148	3/9/2016	237.49		
		2031819897	3/17/2016	325.12		
2237	Baker & Taylor Entertainment	<u>1 Invoice</u>		<u>11.49</u>	Media: Children	01-511-5230-400
		B10997360	3/1/2016	11.49		

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 BOARD MEETING: April 20th, 2016
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<u>ENDOR NUMBER</u>	<u>VENDOR NAME</u>	<u>INVOICE #</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
45846	Bibliotheca, LLC	<u>1 Invoice</u> SI0011890-US	3/22/2016	<u>149.00</u> 149.00	Printing/Dup.	01-511-5210-500
38034	Blackstone	<u>1 Invoice</u> 822682	3/24/2016	<u>711.71</u> 711.71	Materials: Adult	01-511-5230-300
2721	Brodart	<u>2 Invoices</u> 430493 431031	3/17/2016 3/22/2016	<u>394.15</u> 6.88 387.27	Office Supplies	01-511-5200-200
4430	Demco	<u>1 Invoice</u> 5838938	3/31/2016	<u>120.72</u> 120.72	Office Supplies	01-511-5200-200
	Elite Supplies	<u>1 Invoice</u> 20711	3/23/2016	<u>433.00</u> 433.00	Printing/Dup.	01-511-5210-300
27111	Midwest Tape	<u>1 Invoice</u> 93844766	4/8/2016	<u>6000.00</u> 6000.00	Materials: Adult	01-511-5230-300
96508	MCFLS	<u>1 Invoice</u> FL-02895	4/11/2016	<u>2,523.36</u> 1,729.00 392.00 38.78 363.58	Materials: Adult Office Supplies Printing/Dup. Postage	01-511-5230-300 01-511-5200-200 01-511-5210-500 01-511-5250-500
15238	Office Copying Equipment	<u>2 Invoices</u> C326842 C326845	3/17/2016 3/17/2016	<u>130.16</u> 91.96 38.20	Sundry Cont. Service	01-511-5810-100
45748	Penguin Randum House	<u>4 Invoices</u> 1086707915 1086783381 1086844012 1086968607	3/4/2016 3/11/2016 3/15/2016 3/28/2016	<u>262.50</u> 37.50 30.00 37.50 157.50	Media: Children	01-511-5230-400
99571	Recorded Books	<u>2 Invoice</u> 75306426 75308946	3/23/2016 3/24/2016	<u>301.80</u> 41.60 260.20	Materials: Adult	01-511-5230-300
18410	Regent	<u>1 Invoice</u> 52915	3/16/2016	<u>29.53</u> 29.53	Materials: Adult	01-511-5230-300
40744	Taste of Home	<u>1 Invoice</u>	5/1/2016	<u>31.98</u> 31.98	Materials: Adult	01-511-5230-300

Total Invoices 41,959.01

Trustees have audited and approved the same.

Date: _____

Secretary of the Wauwatosa Public Library Board of Trustees

1,729.56 01-511-5200
 1,869.49 01-511-5210
 37,866.22 01-511-5230
 363.58 01-511-5250
 130.16 01-511-5810

41,959.01

Director's Report March, 2016

Circulation was down slightly from the same month last year, but when the loan of e books and e audio books is included, circulation is actually higher than that of March, 2015. 626 unique patrons checked out 3,271 digital books during the month. A recent report for publishing sales in the US showed that in 2015, the sale of e books was flat, while the sale of printed books increased over the preceding year by 2%. We live in interesting times.

Interviews for the position of Children's library supervisor were held. 4 candidates were interviewed and at the end of the process, Anne Kissinger was chosen to replace Ann Kriegisch. That promotion created a vacancy in the position Anne Kissinger previously held, so another one of the candidates, Sue Marshall was chosen to replace Anne Kissinger. Sue will start on April 11. Ann Kriegisch's last day will be April 4th.

I met with Bill Robison of Enberg Anderson architects on March 9th, to talk about the Student Commons project. Mr. Robison is a Tosa resident and annual contributor to the Library Foundation. He is very well informed about the City's interest in re-developing the site that houses the Library and City Hall and expressed an interest in having his firm participate in that development, should it occur.

With the launch of the new website at the end of February, staff were provided training on both editing the new website and on navigating the Library Intranet. Staff schedules are loaded onto the Intranet as well as children's programs.

Invitations to the Leadership Luncheon went out in early March and toward the end of the month, a substantial amount of time was given to preparing for that event.

Children's department

An outstanding Parochial School Art Show was displayed in the Children's Library during the month of March. Six Wauwatosa schools submitted creative and technically challenging artwork from students in Kindergarten through 8th grades.

Fifteen sessions of Rhyme Time for babies through 3-year-olds with an adult had an attendance of 861. Children's librarians made 7 presentations to visiting school classes, reaching a total of 268 students. Three outreach programs were presented to a total of 143 children at St. Joseph School and St. Jude the Apostle School. A special thank you to Anne Kissinger for doing all these classes. It was a challenging about of storytelling, book-talking and singing to so many different and large groups.

The Health Department partnered with the Children's Department in presenting a Health Fair for Middle School students. At least 40 students visited 6 interactive booths, that included information and activities about nutrition, tutor.com, ways to avoid being bullied and the dangers of walking while being preoccupied with an electronic device. Many students came to the Health Fair because they heard about the backpack-weighting station.

Participation in "1001 Books Before Kindergarten" remains strong. As of March 31st, 214 children are working on their logs and 26 children have completed their logs of 1001 books. Parents of 30 children turned in logs during March.

	Mar	YTD 2016	YTD 2015	% change
Adult Materials				
Hardcover added	723	1,783	1,819	-2.0%
Paperback added	18	210	436	-51.8%
Total books added	741	1,993	2,255	-11.6%
Hardcover withdrawn	299	1,359	2,874	-52.7%
Paperback withdrawn	1041	1,692	247	585.0%
Total books withdrawn	1,340	3,051	3,121	-2.2%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	146	-100.0%
Compact discs added	23	85	91	-6.6%
Compact discs withdrawn	17	45	103	-56.3%
Books on CD added	62	117	187	-37.4%
Books on CD withdrawn	0	177	97	82.5%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	421	45	835.6%
DVDs added	174	447	328	36.3%
DVDs withdrawn	77	151	677	-77.7%
Art reproductions added	0	0	1	-100.0%
Art reproductions withdrawn	1	1	0	NA
Children's Materials				
Hardcover added	193	957	946	1.2%
Paperback added	15	289	294	-1.7%
Total books added	208	1,246	1,240	0.5%
Hardcover withdrawn	187	1,052	558	88.5%
Paperback withdrawn	69	143	169	-15.4%
Total books withdrawn	256	1,195	727	64.4%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	0	#DIV/0!
Books on CD added	40	60	36	66.7%
Books on CD withdrawn	3	56	8	600.0%
Music CDs added	2	7	4	75.0%
Music CDs withdrawn	2	2	4	-50.0%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	0	#DIV/0!
DVDs added	23	226	125	80.8%
DVDs withdrawn	21	142	284	-50.0%
Kits added	0	0	0	NA
Kits withdrawn	0	0	0	#DIV/0!
Total items added	1,273	4,181	4,267	-2.0%
Total items withdrawn	1,717	5,241	5,212	0.6%
Items repaired	474	1,151	1,417	-18.8%

2016 circulation statistics .xls

	March	YTD	This month 2015	2015 YTD	% Change YTD 2015	2014 YTD	%Change YTD 2014
Attendance							
Gate count divided by 2	33,630	101,289	30,442	79,789	26.95%	98,670	2.65%
Circulation							
Total chkouts, Wauwatosa circ	67,596	191,507	68,873	196,687	-2.63%	204,345	-6.28%
Renewals					#DIV/0!		#DIV/0!
Manual circ	2	7	3	8	-12.50%	5	40.00%
Total circ	67,598	191,514	68,876	196,695	-2.63%	204,350	-6.28%
Chkouts by residence (from Crosstabs):							
Wauwatosa	38,575	108,990	39,530	112,857	-3.43%	115,940	-5.99%
Milwaukee	27,290	77,675	27,566	78,530	-1.09%	83,410	-6.88%
Other	1,733	5,029	1,780	5,308	-5.26%	5,000	0.58%
% Wauwatosa	57.07%	56.86%	57.39%	57.38%	-0.52%	56.74%	0.12%
Chkouts by Tosa residents of other library's materials:*	10,546	30,578	11,334	33,167	-7.81%	26,125	17.04%
Items circd at Tosa, owned by other libraries*	9,776	28,088	9,715	28,156	-0.24%	21,767	29.04%
Items circd by Tosa residents at other libraries	4,741	13,997	5,537	16,296	-14.11%	17,061	-17.96%
Net circ of Tosa materials to other libraries' patrons	19,405	54,714	19,028	53,797	1.70%	57,896	-5.50%
Chkouts at Tosa by intellectual level:							
Adult	38,638	110,169	39,748	114,801	-4.03%	121,593	-9.40%
Juvenile	28,937	81,247	29,090	81,787	-0.66%	82,688	-1.74%
Undefined	21	91	35	99	-8.08%	35	160.00%
Holds placed on materials	1,046	3,080	1,239	3,551	-13.26%	3,994	-22.88%
Paging slips	4,923	15,271	5,122	15,829	-3.53%	16,553	-7.74%

*Beginning April 2014 these circ numbers include renewals

Programs and Other Building Use Measures 2016

	Sessions Mar	Attend Mar	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	4	75	9	185	8	180	14	300
Other programs	51	618	127	1,635	47	803	141	2,086
Total	55	693	136	1,820	55	983	155	2,386
Children								
School visits	7	268	21	853	7	352	21	861
Storytimes	15	861	39	1,937	15	204	44	1,286
Outreach	3	143	5	215	6	245	8	315
Passive programming	1	30	5	132	2	96	6	288
Miscellaneous	1	40	7	302	4	76	14	419
Summer Programs	0	0	0	0	0	0	0	0
Total	27	1,342	77	3,439	34	973	93	3,169
Total Adult & Children	82	2,035	213	5,259	89	1,956	248	5,555

	Mar	YTD	Prev YTD	% change
Adult computer sessions	3,324	9,264	9,567	-3.17%
Total time used, hours	2,773	7,954	8,891	-10.54%
Children's computer sessions	327	870	1,014	-14.20%
Total time used, hours	200	514	557	-7.72%
Small study room uses	349	1,032	865	19.31%

MARCH 2016, STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine & Fee Money Collected		
2016	3988.65	15,241.93
2016 Self-Pay Credit Card	<u>4229.64</u>	<u>10,770.62</u>
	2016 Subtotal	26012.55
2015	4126.13	15,673.88
2015 Self-Pay Credit Card	<u>2755.39</u>	<u>8,982.78</u>
	2015 Subtotal	24656.66
2014	6091.19	20,110.79
2014 Self-Pay Credit Card	<u>2707.57</u>	<u>7,843.09</u>
	2014 Subtotal	27953.88
<hr/>		
Reciprocal Borrowing		
2016	243,081.00	243,139.21
2015	16.00	247,795.61
2014	273,297.10	273,329.60
<hr/>		
Photocopier		
2016	342.75	944.47
2015	409.40	1,038.70
2014	401.00	935.00
<hr/>		
Scanner-Printers, Computer Copies, Etc.		
2016	1,252.10	3,072.86
2015	847.32	2,489.84
2014	1,121.52	2,596.96
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Picture Rental and Sales		
2016	58.00	160.00
2015	72.00	188.00
2014	80.00	206.00
<hr/>		
Book Sales		
2016	295.55	769.14
2015	159.40	441.18
2014	111.05	340.39
<hr/>		
Lost Materials		
2016	486.74	1,944.96
2016 Self-Pay Credit Card	<u>642.57</u>	<u>1,503.02</u>
	2016 Subtotal	3,447.98
2015	323.68	1,581.98
2015 Self-Pay Credit Card	<u>439.80</u>	<u>1,339.42</u>
	2015 Subtotal	2,921.40
2014	371.92	2,078.61
2014 Self-Pay Credit Card	<u>293.20</u>	<u>894.74</u>
	2014 Subtotal	2,973.35
<hr/>		
Total Revenue		
2016	254,377.00	277,546.21
2015	9,149.12	279,531.39
2014	284,474.55	308,335.18