

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES, MARCH 16, 2016

AGENDA

Approval of the Minutes of the February 17, 2016 meeting (action) p 2

Public Comment

New Business (action)

1. Consideration of and approval of the plan for a new Student Commons area in the Library
2. Space needs planning. Discussion with consultant Anders Dahlgren.

Administrative Reports (action)

1. Approval of the payrolls from January 24, 2016 through March 5, 2016, in the amount of \$147,710.29 (p. 3)
2. Approval of the vouchers for the month of February in the amount of \$23,745.09 p. 4-5

Trustees Account (action)

1. Approval to accept \$25 from Margaret Eisenberg in memory of Mary Kettner
2. Approval to pay Baker & Taylor \$55.38 for purchase of romance novels (Sievert donation.)
3. Approval to pay Demco \$75.76 for purchase of book bags
4. Approval to reimburse Cori Lutz \$39.48 for purchase of flash drives
5. Approval to pay \$1,990 to Library Planning Associates, Inc for space planning services
6. Approval to pay Steve Russell for Summer Reading Program

Old Business

1. Wauwatosa Public Library Foundation – Ann Marie Perhach will report
2. MCFLS
3. Update on possible sale of the property that houses the Library and City Hall.

New Business (action)

1. Request from the Library Director to allow use of the Firefly Room after hours on April 8th for retirement party for Ann Kriegisch and permission to serve beer and wine at the party.

Announcements

MINUTES OF THE FEBRUARY 17, 2016 MEETING OF THE WAUWATOSA PUBLIC
LIBRARY BOARD OF TRUSTEES

Vice President David Marheine called the meeting to order at 6:35 PM. In attendance: Peter Holtz, Bill Andrae, Sarrah Oliver, Maureen Klein and Mary Newton. Also in attendance: Ald. Jim Moldenhauer and Assistant Director Robert Trunley.

David Marheine noted the minutes from the January meeting were not yet available.

Space Needs Planning Consultant, Anders Dahlgren, facilitated a discussion of space needs planning.

State Annual Report: Pete Holtz moved approval of the report. Maureen Klein seconded and the motion passed.

Bill Andrae moved approval of the payrolls from December 27, 2015, through January 23, 2016, in the amount of \$98,769.22. Mary Newton seconded and the motion passed. Pete Holtz moved approval of the vouchers for the month of December, charged to the 2015 budget, in the amount of \$529.28. Bill Andrae seconded and the motion passed. Pete Holtz moved approval of the vouchers for the month of January, charged to the 2016 budget, in the amount of \$58,058.01. Bill Andrae seconded and the motion passed.

Maureen Klein moved approval to pay Shaolin Center \$400.00 for a children's program. Mary Newton seconded and the motion passed. Pete Holtz moved approval to pay Wisconsin Library Association \$510.00 for two memberships. Mary Newton seconded and the motion passed. Pete Holtz moved approval to accept \$32.86 from Televend. Mary Newton seconded and the motion passed. Pete Holtz moved approval to accept \$100.00 from M. Abigail O'Dess. Maureen Klein seconded and the motion passed.

David Marheine reported on behalf of Ann Marie Perhach that the annual campaign was very successful. The Foundation is planning a Student Commons area for the library.

Robert Trunley reported that Library Director Mary Murphy had attended a MCFLS board meeting.

The meeting was adjourned at 8:05 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				246,479.51	1,488,011.49	85.79%
5200	Office Supplies	29,000.00	57.08	1,950.87	3,563.57			5,571.52	\$23,428.48	80.79%
5210	Printing/Dup.	9,000.00	57.99	312.27	1,011.12			1,381.38	\$7,618.62	84.65%
5230	Books/Bindery	307,487.00	426.07	33,109.94	18,914.05			52,450.06	\$255,036.94	82.94%
5250	Postage	4,000.00	456.19		3.22			459.41	\$3,540.59	88.51%
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	\$1,890.00	100.00%
5500	Equip./Oper. Rent	0.00						0.00	\$0.00	0.00%
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			22,749.71	\$47,679.29	67.70%
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	0.00	0.00	83,300.43	1,034,627.57	92.55%
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: MARCH 16th, 2016
 FEBRUARY 2016 INVOICES

VENDOR NUMBER	VENDOR NAME	INVOICE #	DATE	AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER
	Chase (P card)	<u>19 Invoices</u>	<u>Total</u>	<u>2768.47</u>		
		USPS	2/11/2016	3.22	Postage	01-511-5250-300
		Amazon	2/13/2016	23.98	Materials: Adult	01-511-5230-300
		Amazon	2/13/2016	45.86	Materials: Adult	01-511-5230-300
		Amazon	2/13/2016	46.58	Materials: Adult	01-511-5230-300
		WPL Circulation	2/15/2016	2.00	Materials: Adult	01-511-5230-300
		WPL Circulation	2/15/2016	1.00	Materials: Adult	01-511-5230-300
		Alibris	2/15/2016	94.90	Materials: Adult	01-511-5230-300
		Amazon	2/19/2016	12.79	Materials: Adult	01-511-5230-300
		Amazon	2/20/2016	8.99	Materials: Adult	01-511-5230-300
		Amazon	2/19/2016	33.36	Materials: Adult	01-511-5230-300
		Amazon	2/21/2016	42.42	Materials: Adult	01-511-5230-300
		Amazon	2/23/2016	26.77	Materials: Adult	01-511-5230-300
		Amazon	2/24/2016	44.49	Materials: Adult	01-511-5230-300
		Amazon	2/24/2016	-2.89	Materials: Adult	01-511-5230-300
		Minilex	2/25/2016	2360.00	Office Supplies	01-511-5200-200
		Isle Creative	2/10/2015	25.00	Materials: Adult	01-511-5230-300
		Baker & Taylor	3/1/2016	10431.78	Materials: Adult	see itemized below
		Baker & Taylor	3/1/2016	4881.19	Materials: Children	see itemized below
40217	Office Max (City P card)	<u>7 Invoices</u>	<u>Total</u>	<u>1409.23</u>		
		191612	2/4/2016	188.35	Other Supplies	01-511-5690-400
		216939	2/5/2016	126.66	Office Supplies	01-511-5200-200
		217534	2/5/2016	83.10	Office Supplies	01-511-5200-500
		257123	2/9/2016	660.80	Printing/Dup.	01-511-5210-300
		290962	2/10/2016	90.65	Printing/Dup.	01-511-5210-200
		423246	2/19/2016	169.02	Printing/Dup.	01-511-5210-300
		501053	2/25/2016	90.65	Printing/Dup.	01-511-5210-200
2237	Baker & Taylor	<u>2 Invoices</u>		<u>381.79</u>	Continuation Account	01-511-5230-300
		5013992123	2/11/2016	144.27		
		5014009282	2/25/2016	237.52		
237	Baker & Taylor	<u>12 Invoices</u>		<u>8769.65</u>	Materials: Adult	01-511-5230-300
		2031680621	2/3/2016	514.08		
		2031687315	2/4/2016	365.12		
		2031688988	2/5/2016	645.17		
		2031698815	2/8/2016	438.73		
		2031698983	2/9/2016	1648.63		
		2031702653	2/9/2016	1159.75		
		2771029	1/21/2016	-9.83		
		2031707239	2/10/2016	1441.30		
		2031714602	2/12/2016	362.54		
		2031736037	2/20/2016	701.04		
		2031748634	2/23/2016	657.46		
		2031755948	2/26/2016	845.66		
2237	Baker & Taylor Entertainment	<u>11 Invoices</u>		<u>1280.34</u>	Media: Adult	01-511-5230-300
		B09102560	2/2/2016	75.30		
		B09102561	2/2/2016	83.84		
		B09313840	2/5/2016	58.62		
		B09313850	2/5/2016	13.96		
		B09540140	2/8/2016	34.92		
		B09605960	2/9/2016	123.60		
		B09605961	2/9/2016	106.16		
		B09715270	2/11/2016	301.59		
		B09715280	2/11/2016	33.03		
		B10141830	2/16/2016	28.00		
		B10851640	2/26/2016	421.32		
02237	Baker & Taylor	<u>8 Invoices</u>		<u>4353.75</u>	Materials: Children	01-511-5230-400
		2031680602	2/3/2016	223.08		
		2031688683	2/5/2016	1067.42		
		2031688897	2/5/2016	351.52		
		2031709854	2/11/2016	259.09		
		2031721300	2/16/2016	839.43		
		2031721357	2/16/2016	806.18		
		2031742003	2/23/2016	307.35		
		2031748402	2/23/2016	499.68		
2237	Baker & Taylor Entertainment	<u>9 Invoices</u>		<u>527.44</u>	Media: Children's	01-511-5230-400
		B09104030	2/2/2016	20.94		
		B09194270	2/4/2016	10.47		
		B10103820	2/16/2016	47.38		
		B10103821	2/16/2016	328.29		
		B10104820	2/16/2016	20.62		
		B10286600	2/23/2016	11.49		
		B10286601	2/23/2016	27.94		
		B10735870	2/25/2016	43.09		
		B10891970	2/26/2016	17.22		

CERTIFICATION OF LIBRARY VOUCHERS
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 FEBRUARY 2016 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>
2721	Brodart	<u>1 Invoice</u> 428708	3/1/2016	<u>151.55</u> 151.55	Office Supplies	01-511-5200-200
60530	Center Point Large Print	<u>1 Invoice</u> 1359403	3/1/2016	<u>124.62</u> 124.62	Materials: Adult	01-511-5230-300
4430	Demco	<u>1 Invoice</u> 5818709	3/4/2016	<u>817.26</u> 817.26	Office Supplies	01-511-5200-100
98422	Grimm Book Bindery	<u>1 Invoice</u> 64043	2/15/2016	<u>1356.35</u> 1356.35	Materials: Adult	01-511-5230-300
15238	Office Copying Equipment	<u>2 Invoices</u> C325337 C325340	2/22/2016 2/22/2016	<u>64.78</u> 29.62 35.16	Sundry Cont. Service	01-511-5810-100
45748	Penguin Random House LLC	<u>7 Invoices</u> 1086431015 1086478421 1086556459 1086589600 1086637109 108664299 1186431015	2/4/2016 2/9/2016 2/19/2016 2/18/2016 3/1/2016 2/25/2016 2/4/2016	<u>644.96</u> 41.25 11.25 30.00 22.50 67.50 11.25 461.21	Media: Children's	01-511-5230-400
60047	Penworthy	<u>3 Invoices</u> 512892 513460 513561	2/19/2016 3/3/2016 3/7/2016	<u>872.92</u> 162.37 337.23 373.32	Materials: Children	01-511-5230-400
99571	Recorded Books	<u>2 Invoice</u> 75284912 75287214	2/11/2016 2/18/2016	<u>140.60</u> 99.00 41.60	Materials: Adult	01-511-5230-300
J744	Taste of Home	<u>1 Invoice</u> 1024	2/8/2016	<u>31.98</u> 31.98	Materials: Adult	01-511-5230-300
98184	World Book Encyclopedia	<u>1 Invoice</u>		<u>49.40</u> 49.40	Materials: Adult	01-511-5230-300
TOTAL INVOICES				<u>23745.09</u>		

Trustees have audited and approved the same.

Date: _____

 Secretary of the Wauwatosa Public Library Board of Trustees

3563.57 01-511-5200
 1011.12 01-511-5210
 18914.05 01-511-5230
 3.22 01-511-5250
 188.35 01-511-5690
64.78 01-511-5810
23745.09

Director's Report February, 2016

After the announcement in the BizTimes that the City has released an RFP for consultant services related to valuing the property that currently houses the Library and City Hall and identifying possible developers, City Administrator Jim Archambo gave me a clearer sense of the timing of a possible sale. He suggested a possible move in date for a new Library of early 2019. Since the Foundation's annual campaign this year has been so very successful, and because there is obvious enthusiasm for development of a Student Commons, I spent considerable time in February on this matter. The Foundation intends to move ahead with a smaller scale Student Commons project and hopes to have it done and ready for the September, 2016 school year. A preliminary drawing of the plan will be presented for Board approval at the March meeting.

Jody Lowe had contacted Gene Guzkowski of AG Architects and invited him to work up a rendering of a possible Student Commons and at their February meeting, the Foundation voted to move ahead with AG Architects for the Student Commons, given the press for time. I met with representatives of AG and their contacts several times during the month.

The Leadership Luncheon also consumed time in February. All of the students have been identified by their respective schools and students and parents notified. The layout for the e-vite and invitation is all but complete as of today. (March 1) We are waiting to hear from a few more corporate sponsors before going to print.

Anders Dahlgren met with staff and the Board to report first findings of his comparative analysis of Wauwatosa Public Library vs. peer libraries and gather information for the next phase of his work on space planning. I notified Anders ahead of the Board meeting that it looked increasingly likely that the property will be sold and encouraged him to think about space needs in light of that news.

Final editing of the Library's new website was completed and then we were notified by MCFLS that they are planning to pay for access to the Gale Courses online for all member libraries for one year. Additional information and links were forwarded to the site developer and I expect training on updating the site will occur in mid-March.

Children's Department

Children's Librarians made 8 presentations to visiting school classes reaching a total of 323 students. One hundred and fifty of those students were 7th graders from Longfellow Middle School. They listened to historical fiction and mystery/horror book talks.

Story Time for 3 through 6-year-olds ran the first 3 weeks of February. Nine sessions reached 145 children. We cut 5 sessions of Story Time and had roughly the same number of children attend, thereby reaching as many children with less work. By comparison, the 12 sessions of Story Time in December reached 130 children; the 15 sessions in October reached 150 children. Four sessions of Tot Time were offered on the first 2 Fridays in February, with a total attendance of 174 parents and tots. Parents are asking for more Tot Times, but we have decided

to keep it a winter program for parents & little ones who are stuck in the house during the coldest months.

Our tie-in program for the "Tosa's All-City Read: Junior Edition," was held Wednesday, February 17th at 3:45 p.m. Ann Kreigisch coordinated the program with Maureen Badding, one of the organizers of "Tosa's All-City Read" program. Approximately 6 children and adults listened to book talks about the "Secret Places in the United States" and heard the story, "The Secret River" by Marjorie Kinnan Rawlings. Afterwards the children colored magic fish and made paper flowers. I had a number of the craft items left over, which I put on a table near the Children's Reference Desk with a display of the book, "The Secret River." Twenty children colored a paper fish and/or made a paper flower.

The Children's Department offered a special program, *Lion Dance*, in the Civic Center Auditorium on Saturday, February 13th. The ShaoLin Center presented a spectacular traditional Chinese dance celebrating the Lunar New Year to an audience of 82 children and adults. The program included 3 huge dancing Lion puppets, a "Happy" Buddha, and eating of the greens accompanied by drum, gong and cymbal.

The Milwaukee Buck's "Read-to-Achieve" program ended Friday, February 19, 2016. Students in grades 1st through 8th earned a voucher for a free ticket to a Buck's game by reading 500 pages and recording them on a reading card. If they read 250 more pages, their names were entered in a raffle for a signed basketball. Eighty-five students signed up for the program. One of those students reported reading 500 or more pages and two of those students reported reading 750 or more pages. The program ran for only 4 weeks this year instead of 6 to 8 weeks. Also, the coordinator did not require a librarian's signature to receive the order form. It is probable that a number of students sent in their order form without reporting their scores to us.

Participation in "1001 Books Before Kindergarten" remains strong. As of February 29th, 211 children are working on their logs. Twenty-five children have finished the program. Parents of 40 children turned in logs during February.

	Feb	YTD 2016	YTD 2015	% change
Adult Materials				
Hardcover added	576	1,060	1,032	2.7%
Paperback added	167	192	210	-8.6%
Total books added	743	1,252	1,242	0.8%
Hardcover withdrawn	548	1,060	1,489	-28.8%
Paperback withdrawn	61	651	227	186.8%
Total books withdrawn	609	1,711	1,716	-0.3%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	139	-100.0%
Compact discs added	39	62	66	-6.1%
Compact discs withdrawn	15	28	89	-68.5%
Books on CD added	36	55	64	-14.1%
Books on CD withdrawn	2	177	94	88.3%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	421	46	815.2%
DVDs added	144	273	132	106.8%
DVDs withdrawn	44	74	86	-14.0%
Art reproductions added	0	0	1	-100.0%
Art reproductions withdrawn	0	0	0	NA
Children's Materials				
Hardcover added	369	764	469	62.9%
Paperback added	211	274	289	-5.2%
Total books added	580	1,038	758	36.9%
Hardcover withdrawn	745	865	373	131.9%
Paperback withdrawn	44	74	67	10.4%
Total books withdrawn	789	939	440	113.4%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	0	#DIV/0!
Books on CD added	1	20	26	-23.1%
Books on CD withdrawn	0	53	4	1225.0%
Music CDs added	4	5	3	66.7%
Music CDs withdrawn	0	0	1	-100.0%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	0	#DIV/0!
DVDs added	13	203	104	95.2%
DVDs withdrawn	16	121	47	157.4%
Kits added	0	0	0	NA
Kits withdrawn	0	0	0	#DIV/0!
Total items added	1,560	2,908	2,396	21.4%
Total items withdrawn	1,475	3,524	2,661	32.4%
Items repaired	342	677	885	-23.5%

2016 circulation statistics .xls

Attendance

Gate count divided by 2	36,479	67,659	21,573	49,347	37.11%	62,611	8.06%
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Circulation

Total chkouts, Wauwatosa circ	62,804	123,911	60,849	127,814	-3.05%	132,048	-6.16%
Renewals					#DIV/0!		#DIV/0!
Manual circ	3	5	3	5	0.00%	3	66.67%
Total circ	62,807	123,916	60,852	127,819	-3.05%	132,051	-6.16%

Chkouts by residence (from Crosstabs):

Wauwatosa	35,706	70,415	35,119	73,327	-3.97%	74,391	-5.34%
Milwaukee	25,421	50,385	23,990	50,964	-1.14%	54,478	-7.51%
Other	1,860	3,296	1,743	3,528	-6.58%	3,182	3.58%
% Wauwatosa	56.69%	56.74%	57.71%	57.37%	-0.63%	56.34%	0.41%

Chkouts by Tosa residents of other library's materials:*	10,225	20,032	10,643	21,833	-8.25%	17,111	17.07%
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Items circd at Tosa, owned by other libraries*	9,259	18,312	8,899	18,441	-0.70%	14,484	26.43%
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Items circd by Tosa residents at other libraries	4,684	9,256	5,257	10,759	-13.97%	10,929	-15.31%
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Net circ of Tosa materials to other libraries' patrons	17,833	35,309	16,107	34,769	1.55%	37,908	-6.86%
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Chkouts at Tosa by intellectual level:

Adult	35,284	71,531	35,443	75,053	-4.69%	79,751	-10.31%
Juvenile	27,475	52,310	25,381	52,697	-0.73%	52,263	0.09%
Undefined	45	70	25	64	9.38%	34	105.88%

Holds placed on materials	975	2,034	1,117	2,312	-12.02%	2,587	-21.38%
Paging slips	4,853	10,348	4,821	10,707	-3.35%	11,035	-6.23%

*Beginning April 2014 these circ numbers include renewals

Programs and Other Building Use Measures 2016

	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	4	90	5	110	3	60	6	120
Other programs	40	327	76	1,017	49	634	94	1,283
Total	44	417	81	1,127	52	694	100	1,403
Children								
School visits	8	323	14	585	6	190	14	509
Storytimes	9	145	24	1,076	15	901	29	1,082
Outreach	0	0	2	72	1	30	2	70
Passive programming	3	63	4	102	3	146	4	192
Miscellaneous	6	262	6	262	8	261	10	343
Summer Programs	0	0	0	0	0	0	0	0
Total	26	793	50	2,097	33	1,528	59	2,196
Total Adult & Children	70	1,210	131	3,224	85	2,222	159	3,599

	Feb	YTD	Prev YTD	% change
Adult computer sessions	3,104	5,940	6,188	-4.01%
Total time used, hours	2,667	5,181	5,823	-11.03%
Children's computer sessions	322	543	670	-18.96%
Total time used, hours	184	314	378	-16.93%
Small study room uses	367	683	533	28.14%

FEBRUARY 2016 STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine & Fee Money Collected		
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
2014	4,734.06	14,019.60
2014 Self-Pay Credit Card	<u>2,770.29</u>	<u>5,135.52</u>
2014 Subtotal	7,504.35	19,155.12
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Reciprocal Borrowing		
2016	23.20	58.21
2015	247,750.50	247,779.61
2014	18.00	32.50
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Photocopier		
2016	316.42	601.72
2015	495.50	629.30
2014	168.00	534.00
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Reader-Printers, Computer Copies, Etc.		
2016	894.64	1,820.76
2015	875.78	1,642.52
2014	833.79	1,475.44
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Picture Rental and Sales		
2016	68.00	102.00
2015	56.00	116.00
2014	56.00	126.00
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Book Sales		
2016	256.30	473.59
2015	169.63	281.78
2014	106.64	229.34
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Lost Materials		
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
2014	484.24	1,706.69
2014 Self-Pay Credit Card	<u>233.80</u>	<u>601.54</u>
2014 Subtotal	718.04	2,308.23
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Total Revenue		
2016	8,181.69	23,169.21
15	257,245.76	270,382.27
14	9,404.82	23,860.63