

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES, MAY 18, 2016

AGENDA

Approval of the Minutes of the April 20, 2016 meeting (action) p 2

Public Comment

Administrative Reports (action)

1. Approval of the payrolls from April 3 through April 30, 2016, in the amount of \$113,990.08 p3
2. Approval of the vouchers for the month of April in the amount of \$23,747.22 p.4-5

Trustees Account (action)

1. Approval of the 1st Quarter report of the Trustees Account 6-7
2. Approval to pay Baker & Taylor \$13.89 for purchase of romance novels (Sievert donation.)
3. Approval to pay Library Planning Associates \$6,000 final payment
4. Approval to pay Televend \$124.45 for prepaid FAX cards
5. Approval to pay VPN Dominion \$2,773 for software licensing for security cameras.
6. Approval to accept \$50 from Anita Sievert in honor of Carolyn Rauen
7. Approval to accept \$25 from Daryl Fonstad in memory of Grace Fonstad
8. Approval to accept \$50 from Mary Conarchy in memory of Grace Fonstad
9. Approval to accept \$25 from Marion Youngquist in memory of Tom Kutchera
10. Approval to accept \$41.73 from Televend for Fax sales

Old Business

1. Wauwatosa Public Library Foundation – Ann Marie Perhach will report
2. Acceptance of the Final Space Needs Assessment
3. Student Commons project status report

New Business (action)

1. Appointment of a Nominating Committee for election of Board Officers
2. Meeting with S B Friedman regarding possible sale of site and possible redevelopment

Announcements

1. Summer hours

Minutes of the April 20, 2016 Meeting of the Wauwatosa Public Library Board of Trustees

The meeting was called to order at 6:31 PM by President Ann Marie Perhach. In attendance: Maureen Klein, Mary Newton, Jane Carroll, Pete Holtz, Bill Andrae, David Marheine, Sarrah Oliver, and Tom Miller. Also in attendance: Alderman Jim Moldenhauer, Robert Trunley, Anders Dahlgren and Mary Murphy.

Pete Holtz moved approval of the Minutes of the March 16, 2016 meeting. Bill Andrae seconded and the motion passed.

Anders Dahlgren presented information and recommendations regarding space needs for the Wauwatosa Public Library. He will provide his final report, which will be considered at the May, 2016 meeting.

Pete Holtz moved approval of the payrolls from March 6 through April 2, 2016 in the amount of \$99,321.38. Maureen Klein seconded and the motion passed. Mary Newton moved approval of the vouchers for the month of March in the amount of \$41,959.01. Jane Carroll seconded and the motion passed.

Tom Miller moved approval to pay Baker & Taylor \$65.30 for purchase of romance novels. David Marheine seconded and the motion passed. Maureen Klein moved approval to pay Library Planning Associates \$6,000 for consulting fees. Mary Newton seconded and the motion passed. David Marheine moved approval to pay Televend \$135.85 for purchase of fax cards. Bill Andrae seconded and the motion passed. Pete Holtz moved approval to pay VPN Dominion \$786.69 for repair of security cameras. Maureen Klein seconded and the motion passed.

Ann Marie Perhach reported on the Library Foundation's Leadership Luncheon and thanked Board members for their support of the event.

Mary Murphy requested 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. Jane Carroll moved approval of the request. Maureen Klein seconded and the motion passed.

Ann Marie Perhach reminded Board Members of the upcoming Volunteer Luncheon and informed the Board that she will be presenting a report on the Library Board to the Community Affairs Committee of the Common Council on May 10th.

Mary Murphy informed the Board of a new subscription to the New York Times.

The meeting was adjourned at 7:31 PM.

Cost Center	Account Name	2016 Budget	February	March	April	May	Year to Date	Balance	% Remaining
5100	Total Salaries	1,734,491.00	147,710.29	99,321.38	113,990.08		459,790.97	1,274,700.03	73.49%
5200	Office Supplies	29,000.00	1,950.87	3,563.57	1,729.56	1,392.66	8,693.74	\$20,306.26	70.02%
5210	Printing/Dup.	9,000.00	312.27	1,011.12	1,869.49	878.18	4,129.05	\$4,870.95	54.12%
5230	Books/Bindery	307,487.00	33,109.94	18,914.05	37,866.22	20,590.76	110,907.04	\$196,579.96	63.93%
5250	Postage	4,000.00		3.22	363.58		822.99	\$3,177.01	79.43%
5310	Elec Communication	500.00			112.15		112.15	\$387.85	77.57%
5400	Dues/Prof. Per.	1,300.00				209.00	209.00	\$1,091.00	83.92%
5410	Conf./Travel	0.00					0.00	\$0.00	0.00%
5420	Education/Training	1,890.00			225.00		225.00	\$1,665.00	88.10%
5500	Equip./Oper. Rent	0.00					0.00	\$0.00	#DIV/0!
5505	General Liability	13,136.00			13,135.00			\$0.00	#DIV/0!
5510	Building/Maintenance	505,539.00			127,453.00		127,453.00	\$378,086.00	74.79%
5520	Info Systems	171,897.00			41,652.87		41,652.87	\$130,244.13	75.77%
5690	Other Supplies	2,000.00		188.35		508.97	1,197.32	\$802.68	40.13%
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	119.00	22,998.87	\$47,430.13	67.34%
5900	Other Expenses	750.00				48.65	48.65	\$701.35	93.51%
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	58,058.01	23,745.09	224,537.03	23,747.22	318,449.68	799,478.32	71.51%
01-512-5530-	Rental Pictures	2,400.00					0.00	2,400.00	100.00%

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: MAY 18th, 2016
 APRIL 2016 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>3,687.05</u>		
	Flyleaf Publishing		4/12/2016	154.66	Materials: Children	01-511-5230-400
	MicroMarketing		4/5/2016	40.00	Materials: Adult	01-511-5230-300
	Amazon		4/12/2016	324.02	Office Supplies	01-511-5200-300
	Price Digeests		4/12/2016	79.95	Materials: Adult	01-511-5230-300
	Amazon		4/14/2016	63.15	Materials: Adult	01-511-5230-300
	Amazon		4/14/2016	21.93	Materials: Adult	01-511-5230-300
	Allibris		4/15/2016	15.99	Materials: Adult	01-511-5230-300
	Recorded Books		4/15/2016	231.85	Materials: Adult	01-511-5230-300
	Allibris		4/19/2016	77.85	Materials: Adult	01-511-5230-300
	MicroMarketing		4/14/2016	40.00	Materials: Adult	01-511-5230-300
	Jimmy Johns		4/27/2016	48.65	Other Expenses	01-511-5900-100
	Amazon		5/2/2016	17.05	Office Supplies	01-511-5200-200
	Minltx		4/25/2016	230.00	Office Supplies	01-511-5200-300
	WPL		5/5/2016	1.00	Materials: Adult	01-511-5230-300
	FedEx		4/11/2016	456.27	Other Supplies	01-511-5690-400
	Survey Monkey		4/11/2016	250.00	Materials: Adult	01-511-5230-300
	NY Times		5/6/2016	1,440.40	Materials: Adult	01-511-5230-300
	MicroMarketing		4/7/2016	203.47	Materials: Adult	01-511-5230-300
	Allibris		4/7/2016	(9.19)	Materials: Adult	01-511-5230-300
						Already paid by city
						Already paid by city
	Baker & Taylor		5/4/2016	4,804.10	Materials: Children	see itemized below
	Baker & Taylor		5/4/2016	12,373.14	Materials: Adult	see itemized below
40217 Office Max (City P card)						
		<u>10 Invoices</u>	<u>Total</u>	<u>1247.90</u>		
			51961	4/1/2016	132.33	Printing/Dup
			133636	4/7/2016	26.10	Office Supplies
			265121	4/15/2016	202.98	Printing/Dup
			318129	4/20/2016	179.99	Office Supplies
			331553	4/20/2016	54.10	Office Supplies
			364426	4/22/2016	6.75	Office Supplies
			434893	4/28/2016	19.66	Office Supplies
			437904	4/28/2016	264.66	Printing/Dup
			454846	4/29/2016	83.10	Office Supplies
			455986	4/29/2016	278.21	Printing/Dup
						01-511-5210-300
						01-511-5200-500
						01-511-6210-300
						01-511-5200-100
						01-511-5200-200
						01-511-5200-300
						01-511-5200-500
						01-511-5210-300
						01-511-5200-500
						01-511-5210-300
2237 Baker & Taylor						
		<u>2 Invoices</u>		<u>188.36</u>	Continuation Account	01-511-5230-300
			5014046353	3/24/2016	124.03	
			5014066666	4/8/2016	64.33	
2237 Baker & Taylor						
		<u>15 Invoices</u>		<u>10,203.38</u>	Materials: Adult	01-511-5230-300
			2031837060	3/23/2016	860.90	
			2031840060	3/23/2016	785.36	
			2031844251	3/24/2016	635.86	
			2031857770	3/28/2016	983.78	
			2031862959	3/30/2016	634.78	
			2031866927	3/31/2016	330.52	
			2031882094	4/5/2016	1,246.96	
			2031882158	4/5/1946	699.37	
			2031886775	4/5/2016	554.04	
			2031894970	4/7/2016	482.28	
			2031916413	4/15/2016	465.82	
			2031927746	4/19/2016	555.68	
			2031929011	4/19/2016	1,074.84	
			2031932213	4/20/2016	423.99	
			2031938383	4/21/2016	469.10	
2237 Baker & Taylor						
		<u>13 Invoices</u>		<u>1,981.40</u>	Media: Adult	01-511-5230-300
			B12273610	3/18/2016	12.93	
			B12612620	3/22/2016	13.65	
			B12645400	3/22/2016	172.57	
			B12732740	3/23/2016	41.92	
			B12732741	3/23/2016	20.96	
			B12738910	3/23/2016	13.56	
			B13102280	3/29/2016	104.80	
			B13551900	4/5/2016	83.84	
			B13715380	4/8/2016	752.90	
			B13715390	4/8/2016	78.94	
			B14007240	4/12/2016	56.61	
			B14007241	4/12/2016	83.84	
			B14525080	4/21/2016	544.88	
2237 Baker & Taylor						
		<u>9 Invoices</u>		<u>4,203.54</u>	Materials: Children	01-511-5230-400
			2031851278	3/25/2016	429.49	
			2031858186	3/28/2016	414.59	
			2031858237	3/28/2016	588.17	
			2031885384	4/5/2016	247.27	
			2031886698	4/5/2016	620.80	
			2031900760	4/12/2016	167.80	
			2031918323	4/15/2016	629.23	
			2031918358	4/15/2016	449.22	
			2031918516	4/15/2016	656.97	
2237 Baker & Taylor Entertainment						
		<u>5 Invoices</u>		<u>600.56</u>	Media: Children's	01-511-5230-400
			B13056190	3/29/2016	561.46	
			B13056210	3/29/2016	10.47	
			B13553120	4/5/2016	9.08	
			B14008850	4/12/2016	10.47	
			B14222890	4/15/2016	9.08	

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: MAY 18th, 2016
 APRIL 2016 INVOICES Sent to City Hall _____

VENDOR NUMBER	VENDOR NAME	INVOICE #	DATE	AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER
1587	American Library Association	<u>1 Invoice</u>		<u>209.00</u> 209.00	Dues	01-511-5400-100
38034	Blackstone Audio	<u>1 Invoice</u> 823937	3/30/2016	<u>134.99</u> 134.99	Materials: Adull	01-511-5230-300
60530	Center Point Large Print	<u>2 Invoices</u> 1365774	4/1/2016	<u>124.62</u> 124.62	Materials: Adull	01-511-5230-300
15238	Office Copying Equipment	<u>2 Invoices</u> C326387 C328390	4/18/2016 4/18/2016	<u>119.00</u> 52.89 66.11	Sundry Cont. Serv.	01-511-5810-100
45748	Penguin Random House	<u>3 Invoice</u> 1086990568 1087062895 1087313884	4/1/2016 4/8/2016 4/28/2016	<u>161.25</u> 37.50 48.75 75.00	Materials: Children	01-511-5230-400
99571	Recorded Books	<u>2 Invoices</u> 75320833 75321840	4/14/2016 4/25/2016	<u>338.60</u> 297.00 41.60	Materials: Adull	01-511-5230-300
18410	Regent Book Company	<u>1 Invoice</u> 53083	4/5/2016	<u>43.00</u> 43.00	Materials: Adull	01-511-5230-300
40201	Showcases	<u>1 Invoice</u> 292679	4/28/2016	<u>317.52</u> 317.52	Office Supplies	01-511-5200-200
97833	Upstart	<u>1 Invoice</u> 5842119	4/5/2016	<u>52.70</u> 52.70	Other Supplies	01-511-5690-400
27543	Vernon Library Supplies	<u>1 Invoice</u> 82760-IN	4/28/2016	<u>134.35</u> 134.35	Office Supplies	01-511-5200-200
Total Invoices				<u>23,747.22</u>		

Secretary of the Wauwatosa Public Library Board of Trustees

_____ has audited and approved the same.

1,392.66 01-511-5200
 878.18 01-511-5210
 20,590.76 01-511-5230
 209.00 01-511-5400
 508.97 01-511-5690
 119.00 01-511-5810
48.65 01-511-5900

Date: _____

23,747.22

**WAUWATOSA PUBLIC LIBRARY BOARD OF TRUSTEES ACCOUNT
QUARTERLY REPORT**

January 1, 2016 - March 31, 2016

SOURCE AND USE OF FUNDS

Balance December 31, 2015	191,024.30
<u>Receipts</u>	
Gifts given:	1,393.32
Televend	32.86
Consumer Reports	
Interest on M&I Fund	33.07
Dividend on M&I Fund	
Total receipts	1,459.25
<u>Expenses</u>	
Materials, Equipment, Furniture and Services	(1,404.68)
Appreciation/Depreciation (M&I Fund)	
Bank Fees (M&I Fund)	
Realized Gain (M&I Fund)	
Non-cash asset changes (M&I Fund)	
Total Expenses	(1,404.68)
Net change in accounts value:	54.57
<u>Individual account values</u>	
Certificates of deposit	50,000.00
Checking	23,668.72
M&I investment	<u>117,410.15</u>
Total all accounts 3/31/16	191,078.87
Previous balance (12/31/15)	191,024.30
Net change in accounts values	<u>54.57</u>
Balance	191,078.87

WAUWATOSA PUBLIC LIBRARY BOARD OF TRUSTEES ACCOUNT
QUARTERLY REPORT

January 1, 2016 - March 31, 2016

GUTENBERG ENDOWMENT

Hobart James	10,000.00
Sirotkin	1,000.00
Ziperski	50.00
McGowan	1,000.00
Brotherhood/Sileno wedding donations	1,025.00
Interest on cashed out CDs effective June, 2009	<u>7,068.68</u>
Committed Funds (Gutenberg Endowment)	<u>20,143.68</u>

CERTIFICATES OF DEPOSIT (all interest to Gutenberg Endowment)

Certificates of deposit as of 3/31/16	50,000.00
CHECKING ACCOUNT as of 3/31/16	23,668.72
M&I Investment ACCT as of 3/31/16	<u>117,410.15</u>
Total Trustee accounts funds:	<u>191,078.87</u>
Certificates of deposit	50,000.00
Checking Account	23,668.72
M&I Investment account	117,410.15

Director's Report, April 2016

Ann Kriegisch retired as Children's Library Supervisor on April 4th. Before leaving, she and the staff of the Children's Library had organized most of the special programming for this summer. Anne Kissinger was named new Children's Supervisor and on April 18, Sue Marshall joined the staff in the Children's department. Sue brings years of experience to the job and is a most welcome addition.

Work on the Student Commons project continued through the month, with the design group coming back to the architect's original design and a significantly lower price than they had previously presented. The architect and design team made their revised presentation to the Foundation Board at their April 27th meeting and the Foundation Board agreed to spend approximately \$120,000 to complete the project.

The April 11 Leadership Luncheon was another success for the Foundation. Although attendance was down compared to last year's luncheon, Jordan Ellenberg's speech on everyday uses of mathematics was lively and entertaining. John Kissinger's acceptance speech was heartfelt and humble. A very nice event once again.

Anders Dahlgren's final report on Space Needs for the Wauwatosa Public Library was presented to the Board at their April 20th meeting. After a review of regional, state and national comparisons and usage of the library, the consultant has indicated a need for 71,000 square feet and 215 dedicated parking spaces for a new library. The Board will take official action on the report at their May meeting. Afterward, the full report will be given to the Common Council, for their consideration when evaluating the possible sale of the current site of the Library and City Hall.

On April 28th I did a presentation about the Library for the Citizen Academy program offered through the Rec Department. After the talk, I gave the group a tour of the Library, highlighting the sorting room, StoryRoom and Student Commons project.

Donations of books to the Library nearly overwhelmed us in April, just ahead of the May book sale. All donations are reviewed by the librarians. Some are added to the collection, others are sold. The Circulation staff did yeomen's work in handling the extraordinary volume of donations.

Circulation was up slightly from April of 2015, taking into consideration only those items that are physically checked out at the desk.

Children's Department

As we gave Ann our best wishes for a well deserved retirement, the Children's Department welcomed Sue Marshall into our storytelling family. Sue came from St. Francis and fits in so well it is hard to believe she has been here only 1 month!

Other than our wonderful presentation by the Florentine Opera of "Jack and the Beanstalk" and the well received Public Elementary Art Show, it has been somewhat of an uneventful month, or known in children's as the calm before the storm. The slow month of programming has allowed staff to prepare necessary calendars, reading logs and incentives for the summer reading program.

The Summer Reading Program for 2016 will entail a few changes. The reading logs seek more visits to the library, a bit more required reading and more local business participation (i.e. Johnson's Cycle & Fitness, local chief meteorologist Drew Burgoyne, Ruckus & Glee, 31 flavors, Niemann's candy, Phase2 skateboard shop, Target and possibly our new Whole Foods). In addition to our patrons, we look forward to a productive summer.

	Apr	YTD 2016	YTD 2015	% change
Adult Materials				
Hardcover added	770	2,553	2,453	4.1%
Paperback added	106	316	559	-43.5%
Total books added	876	2,869	3,012	-4.7%
Hardcover withdrawn	610	1,969	3,188	-38.2%
Paperback withdrawn	34	1,726	274	529.9%
Total books withdrawn	644	3,695	3,462	6.7%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	146	-100.0%
Compact discs added	13	98	122	-19.7%
Compact discs withdrawn	46	91	105	-13.3%
Books on CD added	60	177	216	-18.1%
Books on CD withdrawn	31	208	97	114.4%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	421	45	835.6%
DVDs added	100	547	429	27.5%
DVDs withdrawn	111	262	1,046	-75.0%
Art reproductions added	0	0	1	-100.0%
Art reproductions withdrawn	0	1	0	NA
Children's Materials				
Hardcover added	249	1,206	1,170	3.1%
Paperback added	0	289	294	-1.7%
Total books added	249	1,495	1,464	2.1%
Hardcover withdrawn	466	1,518	841	80.5%
Paperback withdrawn	115	258	186	38.7%
Total books withdrawn	581	1,776	1,027	72.9%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	0	#DIV/0!
Books on CD added	2	62	58	6.9%
Books on CD withdrawn	0	56	8	600.0%
Music CDs added	13	20	13	53.8%
Music CDs withdrawn	2	4	7	-42.9%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	0	#DIV/0!
DVDs added	78	304	125	143.2%
DVDs withdrawn	0	142	340	-58.2%
Kits added	0	0	0	NA
Kits withdrawn	13	13	0	#DIV/0!
Total items added	1,391	5,572	5,440	2.4%
Total items withdrawn	1,428	6,669	6,283	6.1%
Items repaired	311	1,462	1,757	-16.8%

2016 circulation statistics .xls

	April	YTD	This month 2015	2015 YTD	% Change YTD 2015	2014 YTD	%Change YTD 2014
Attendance							
Gate count divided by 2	34,927	136,216	21,233	114,310	19.16%	133,191	2.27%
Circulation							
Total chkouts, Wauwatosa circ	65,805	257,312	65,303	261,990	-1.79%	271,703	-5.30%
Renewals					#DIV/0!		#DIV/0!
Manual circ	1	8	2	10	-20.00%	7	14.29%
Total circ	65,806	257,320	65,305	262,000	-1.79%	271,710	-5.30%
Chkouts by residence (from Crosstabs):							
Wauwatosa	38,044	147,034	37,602	150,459	-2.28%	152,899	-3.84%
Milwaukee	25,838	103,513	26,016	104,546	-0.99%	111,945	-7.53%
Other	1,924	6,953	1,687	6,995	-0.60%	6,866	1.27%
% Wauwatosa	57.81%	57.10%	57.58%	57.43%	-0.33%	56.27%	0.83%
Chkouts by Tosa residents of other library's materials:*	11,017	41,595	10,591	43,758	-4.94%	46,614	-10.77%
Items circd at Tosa, owned by other libraries*	9,807	37,895	9,100	37,256	1.72%	30,231	25.35%
Items circd by Tosa residents at other libraries	4,999	18,996	5,148	21,444	-11.42%	23,090	-17.73%
Net circ of Tosa materials to other libraries' patrons	17,700	72,414	18,021	71,818	0.83%	78,385	-7.62%
Chkouts at Tosa by intellectual level:							
Adult	37,331	147,500	37,851	152,652	-3.37%	160,367	-8.02%
Juvenile	28,459	109,706	27,418	109,205	0.46%	111,250	-1.39%
Undefined	15	106	34	133	-20.30%	57	85.96%
Holds placed on materials							
Paging slips	1,089	4,169	1,088	4,639	-10.13%	5,117	-18.53%
	4885	20,156	4,516	20,345	-0.93%	22,045	-8.57%

*Beginning April 2014 these circ numbers include renewals

Programs and Other Building Use Measures 2016

	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	595	14	780	5	120	19	420
Other programs	55	561	182	2,196	46	808	187	2,894
Total	60	1,156	196	2,976	51	928	206	3,314
Children								
School visits	6	227	27	1,080	7	352	29	1,069
Storytimes	9	160	48	2,097	15	204	52	1,791
Outreach	1	25	6	240	6	245	11	415
Passive programming	1	29	6	161	2	96	7	325
Miscellaneous	3	386	10	688	4	76	21	701
Summer Programs	0	0	0	0	0	0	0	0
Total	20	827	97	4,266	34	973	120	4,301
Total Adult & Children	80	1,983	293	7,242	89	1,956	326	7,605

	Apr	YTD	Prev YTD	% change
Adult computer sessions	3,108	12,372	12,949	-4.46%
Total time used, hours	2,711	10,665	12,027	-11.32%
Children's computer sessions	287	1,157	1,370	-15.55%
Total time used, hours	176	690	768	-10.16%
Small study room uses	348	1,380	1,126	22.56%

126

APRIL 2016 STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine & Fee Money Collected		
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
2014	9407.99	29,518.78
2014 Self-Pay Credit Card	<u>3081.00</u>	<u>10,924.09</u>
2014 Subtotal	12488.99	40442.87
<hr/>		
Reciprocal Borrowing		
2016	15.50	243,154.71
2015	29.00	247,824.61
2014	16.00	273,345.60
<hr/>		
Photocopier		
2016	501.00	1,445.47
2015	429.20	1,467.90
2014	482.35	1,417.35
<hr/>		
Reader-Printers, Computer Copies, Etc.		
2016	906.73	3,979.59
2015	1,120.10	3,609.94
2014	880.61	3,477.57
<hr/>		
Picture Rental and Sales		
2016	58.00	218.00
2015	74.00	262.00
2014	64.00	270.00
<hr/>		
Book Sales		
2016	3,836.10	4,605.24
2015	3,561.20	4,002.38
2014	79.00	419.39
<hr/>		
Lost Materials		
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
2014	1,029.56	3,108.17
2014 Self Pay-Credit Card	<u>317.28</u>	<u>1,212.02</u>
2014 Subtotal	1,346.84	4,320.19
<hr/>		
Total Revenue		
2016	18,523.52	296,069.73
2015	18,036.73	297,568.12
2014	15,357.79	323,692.97