

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

AGENDA

Approval of the Minutes of the October 19, 2016 meeting (action) p. 2

Public Comment

Administrative Reports (action)

1. Approval of the payrolls from October 2 through October 29, 2016 in the amount of \$98,900.89 p.3
2. Approval of the vouchers for the month of September in the amount of \$22,591.23 p 4-5

Trustees Account (action)

1. Approval to accept \$900 from MCFLS (reimbursement)
2. Approval to accept \$40.43 from Televend
3. Approval to accept \$925.00 from Wisconsin Surplus Auction
4. Approval to pay Baker & Taylor \$12.62 for purchase of books
5. Approval to pay Televend \$117.45 for prepaid FAX cards
6. Approval to reimburse Cori Lutz \$35.09 for purchase of flash drives and ear buds

Old Business

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

New Business

1. Approval of Holidays and Closings for 2017 p. 6

Minutes of the October 19, 2016 Meeting of the Wauwatosa Public Library Board of Trustees

The meeting was called to order at 6:34 by President Ann Marie Perhach. In attendance: Bill Andrae, Maureen Klein, David Marheine, Mary Newton, Tom Miller and Sarrah Oliver. Also in attendance: Ald. Jim Moldenhauer, Mary Murphy. Excused: Pete Holtz and Jane Carroll.

Maureen Klein moved approval of the Minutes of the September 21, meeting. Bill Andrae seconded and the motion passed.

Bill Andrae moved approval of the payrolls from September 4 through October 1 in the amount of \$97,964.42. Mary Newton seconded and the motion passed. Mary Newton moved approval of the vouchers for the month of September in the amount of \$31,409.51. David Marheine seconded and the motion passed.

Bill Andrae moved approval to accept \$200, unrestricted donation from Curtis Edmark. Maureen Klein seconded and the motion passed. Bill Andrae moved approval to accept \$40, unrestricted donation from Nancy Bowen, Mary Newton seconded and the motion passed. Maureen Klein moved to accept \$93.00, unrestricted donation from Boswell Book Company. Bill Andrae seconded and the motion passed. Tom Miller moved approval to pay Baker & Taylor \$241.50 for romance novels (Siebert donation.) Bill Andrae moved approval to accept the 3rd Quarter Report of the Trustees Funds. Maureen Klein seconded and the motion passed.

Ann Marie Perhach announced that the Foundation Board has chosen Isabelle Wilkerson, author of *The Warmth of Other Sons* for their keynote speaker for the 2017 Leadership Luncheon. As she had indicated she would, Ann Marie Perhach has drafted a fact sheet for Board Members to use if they are questioned about a possible sale of the property the Library sits on. Mary Murphy will in some specifics and the final version will be emailed to the Board.

The meeting was adjourned at 6:52.

| Cost Center | Account Name | 2016 Budget | August | September | October | November | Year to Date | Balance | % Remaining |
|--------------|----------------------|--------------|-----------|-----------|------------|-----------|--------------|---------------|----------------|
| 5100 | Total Salaries | 1,734,491.00 | 93,132.77 | 97,964.42 | 98,900.89 | | 1,081,150.75 | 653,340.25 | 37.67% |
| 5200 | Office Supplies | 29,000.00 | 4,866.49 | 1,466.67 | 3,437.32 | 1,690.72 | 25,305.40 | \$3,694.60 | 12.74% |
| 5210 | Printing/Dup. | 9,000.00 | 662.13 | 1,116.16 | 668.82 | 141.69 | 8,914.81 | \$85.19 | 0.95% |
| 5230 | Books/Bindery | 307,487.00 | 16,762.48 | 17,647.24 | 27,095.03 | 19,925.91 | 237,493.75 | \$69,993.25 | 22.76% |
| 5250 | Postage | 4,000.00 | | | 250.66 | 427.23 | 1,901.23 | \$2,098.77 | 52.47% |
| 5310 | Elec Communication | 500.00 | | | | | 112.15 | \$387.85 | 77.57% |
| 5400 | Dues/Prof. Per. | 1,300.00 | | | | | 244.00 | \$1,056.00 | 81.23% |
| 5410 | Conf./Travel | 0.00 | | | | | 0.00 | \$0.00 | 0.00% |
| 5420 | Education/Training | 1,890.00 | | | 589.00 | | 914.00 | \$976.00 | 51.64% |
| 5500 | Equip./Oper. Rent | 0.00 | | | | | 0.00 | \$0.00 | #DIV/0! |
| 5505 | General Liability | 13,136.00 | | | | | | \$0.00 | #DIV/0! |
| 5510 | Building/Maintenance | 505,539.00 | | | | | 127,453.00 | \$378,086.00 | 74.79% |
| 5520 | Info Systems | 171,897.00 | | | 83,306.13 | | 124,959.00 | \$46,938.00 | 27.31% |
| 5690 | Other Supplies | 2,000.00 | 300.00 | | | | 1,622.32 | \$377.68 | 18.88% |
| 5730 | Other Repairs | 1,000.00 | | | | | 600.00 | \$400.00 | 40.00% |
| 5810 | Sundry Cont. Serv. | 72,728.77 | 1,023.71 | 2,208.47 | | 356.23 | 72,218.30 | \$510.47 | 0.70% |
| 5900 | Other Expenses | 750.00 | | | | 49.45 | 98.10 | \$651.90 | 86.92% |
| 5970 | Office Furn./Equip. | 0.00 | | | | | 0.00 | \$0.00 | #DIV/0! |
| 5980 | Automation Project | <u>0.00</u> | | | | | <u>0.00</u> | <u>\$0.00</u> | <u>#DIV/0!</u> |
| | Total Operating | 1,120,227.77 | 23,614.81 | 22,438.54 | 115,346.96 | 22,591.23 | 601,836.06 | 518,391.71 | 46.28% |
| 01-512-5530- | Rental Pictures | 2,400.00 | | | | | 0.00 | 2,400.00 | 100.00% |

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: November 16th, 2016
 OCTOBER 2016 INVOICES

Sent to City Hall _____

| VENDOR NUMBER | VENDOR NAME | INVOICE # | DATE | AMOUNT | ACCOUNT NAME | ACCOUNT NUMBER |
|-----------------------------------|-------------|---------------------------|------------|-----------------|----------------------|--------------------|
| Chase (P card) | | <u>16 Invoices</u> | | <u>3,512.41</u> | | |
| | | Alibris | 10/10/2016 | 26.51 | Materials: Adult | 01-511-5230-300 |
| | | DigiCopy | 10/5/2016 | 388.50 | Office Supplies | 01-511-5200-100 |
| | | MicroMarketing | 10/4/2016 | 94.99 | Materials: Adult | 01-511-5230-300 |
| | | inforgroup | 10/12/2016 | 1200.00 | Materials: Adult | 01-511-5230-300 |
| | | Wisconsin Taxpayers Allie | 10/20/2016 | 32.95 | Materials: Adult | 01-511-5230-300 |
| | | Alibris | 10/13/2016 | 76.04 | Materials: Adult | 01-511-5230-300 |
| | | Alibris | 10/17/2016 | 10.98 | Materials: Adult | 01-511-5230-300 |
| | | Alibris | 10/17/2016 | 106.21 | Materials: Adult | 01-511-5230-300 |
| | | Amazon | 10/19/2016 | 29.99 | Materials: Adult | 01-511-5230-300 |
| | | Amazon | 10/20/2016 | 29.35 | Materials: Adult | 01-511-5230-300 |
| | | Jimmy Johns | 10/20/2016 | 49.45 | Other expenses | 01-511-5900-100 |
| | | Alibris | 10/24/2016 | 22.49 | Materials: Adult | 01-511-5230-300 |
| | | Utrecht | 10/29/2016 | 388.68 | Office Supplies | 01-511-5200-100 |
| | | Amazon | 10/28/2016 | 79.98 | Materials: Adult | 01-511-5230-300 |
| | | Alibris | 10/31/2016 | 121.22 | Materials: Adult | 01-511-5230-300 |
| | | Amazon | 11/2/2016 | 24.94 | Materials: Adult | 01-511-5230-300 |
| | | Utrecht | 11/1/2016 | -20.61 | Office Supplies | 01-511-5200-100 |
| | | Price Digests | 11/2/2016 | 79.95 | Materials: Adult | 01-511-5230-300 |
| | | Minilix | 11/1/2016 | 180.00 | Office Supplies | 01-511-5200-200 |
| | | MicroMarketing | 11/1/2016 | 310.92 | Materials: Adult | 01-511-5230-300 |
| | | MicroMarketing | 11/3/2016 | 85.00 | Materials: Adult | 01-511-5230-300 |
| | | www.1and1.com | 11/21/2016 | 179.88 | Materials: Adult | 01-511-5230-300 |
| | | www.1and1.com | 11/11/2016 | 14.99 | Materials: Adult | 01-511-5230-300 |
| | | Baker & Taylor | | 9995.12 | Materials: Adult | see itemized below |
| | | Baker & Taylor | | 3380.76 | Materials: Children | see itemized below |
| 40217 OfficeMax (City P card) | | <u>5 Invoices</u> | | <u>547.84</u> | | |
| | | 228776 | 10/5/2016 | 141.69 | Printing/Dup | 01-511-5210-300 |
| | | 236890 | 10/6/2016 | 67.96 | Office Supplies | 01-511-5200-200 |
| | | 290767 | 10/12/2016 | 10.78 | Office Supplies | 01-511-5200-300 |
| | | 305609 | 10/13/2016 | 70.58 | Office Supplies | 01-511-5200-200 |
| | | 362168 | 10/19/2016 | 256.83 | Office Supplies | 01-511-5200-300 |
| 2237 Baker & Taylor | | <u>2 Invoices</u> | | <u>619.03</u> | Continuation Account | 01-511-5230-300 |
| | | 5014291295 | 10/5/16 | 365.90 | | |
| | | 5014308422 | 10/19/2016 | 253.13 | | |
| 2237 Baker & Taylor | | <u>11 Invoices</u> | | <u>8,685.75</u> | Materials: Adult | 01-511-5230-300 |
| | | 2032339384 | 9/29/2016 | 788.43 | | |
| | | 2032343266 | 10/3/2016 | 459.00 | | |
| | | 2032352912 | 10/4/2016 | 499.00 | | |
| | | 2032358528 | 10/7/2016 | 1,030.33 | | |
| | | 2032362183 | 10/10/2016 | 408.90 | | |
| | | 2032370708 | 10/12/2016 | 2,154.36 | | |
| | | 2032372826 | 10/12/2016 | 461.43 | | |
| | | 2032384954 | 10/18/2016 | 1,186.03 | | |
| | | 2032390341 | 10/19/2016 | 820.02 | | |
| | | 2032396406 | 10/24/2016 | 587.68 | | |
| | | 2032398514 | 10/24/2016 | 290.57 | | |
| 2237 Baker & Taylor Entertainment | | <u>14 Invoices</u> | | <u>690.34</u> | Media: Adult | 01-511-5230-300 |
| | | B26818630 | 9/29/2016 | 217.01 | | |
| | | B26818640 | 9/30/2016 | 10.05 | | |
| | | B27144990 | 10/4/2016 | 41.92 | | |
| | | B27166720 | 10/4/2016 | 8.61 | | |
| | | B27171120 | 10/4/2016 | 10.05 | | |
| | | B27310330 | 10/6/2016 | 16.06 | | |
| | | B27660160 | 10/11/2016 | 62.88 | | |
| | | B28124330 | 10/18/2016 | 185.51 | | |
| | | B28124331 | 10/18/2016 | 8.61 | | |
| | | B28190000 | 10/18/2016 | 8.61 | | |
| | | B28124340 | 10/18/2016 | 38.76 | | |
| | | B28235050 | 10/19/2016 | 9.34 | | |
| | | B28654310 | 10/25/2016 | 10.05 | | |
| | | B28654311 | 10/25/2016 | 62.88 | | |
| 2237 Baker & Taylor | | <u>7 Invoices</u> | | <u>3,224.36</u> | Materials: Children | 01-511-5230-400 |
| | | 2032003133 | 5/11/2016 | 75.94 | | |
| | | 2032341584 | 9/30/2016 | 288.81 | | |
| | | 2032360760 | 10/10/2016 | 831.67 | | |
| | | 2032370550 | 10/12/2016 | 404.77 | | |
| | | 2032377736 | 10/17/2016 | 518.60 | | |
| | | 2032384924 | 10/18/2016 | 940.83 | | |
| | | 2032396890 | 10/24/2016 | 163.74 | | |
| 2237 Baker & Taylor Entertainment | | <u>8 Invoices</u> | | <u>156.40</u> | Media: Children | 01-511-5230-400 |
| | | B26804720 | 9/29/2016 | 20.94 | | |
| | | B26895770 | 9/30/2016 | 6.98 | | |
| | | B26992210 | 10/3/2016 | 9.78 | | |
| | | B27146630 | 10/4/2016 | 20.95 | | |
| | | B27146631 | 10/4/2016 | 27.90 | | |
| | | B27399670 | 10/7/2016 | 6.98 | | |
| | | B27661920 | 10/11/2016 | 48.90 | | |
| | | B27661921 | 10/11/2016 | 13.97 | | |

CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: November 16th, 2016
 OCTOBER 2016 INVOICES

Sent to City Hall _____

| VENDOR NUMBER | VENDOR NAME | INVOICE # | DATE | AMOUNT | ACCOUNT NAME | ACCOUNT NUMBER |
|-----------------------|-------------------------------|---|--|---|---|---|
| 2721 | Brodart | <u>1 Invoice</u> 450924 | 10/13/2016 | <u>275.06</u> 275.06 | Office Supplies | 01-511-5200-200 |
| 38034 | Blackstone Audio | <u>1 Invoice</u> 862150 | 9/30/2016 | <u>90.00</u> 90.00 | Materials Adult | 01-511-5230-300 |
| 60530 | Center Point Large Print | <u>2 Invoices</u> 1415422 1417704 | 10/1/2016 10/1/2016 | <u>128.82</u> 85.68 43.14 | Materials Adult | 01-511-5230-300 |
| 62299 | EnvisionWare | <u>1 Invoice</u> 28363 | 10/17/2016 | <u>559.81</u> 559.81 | Materials Adult | 01-511-5230-300 |
| 98422 | Grimm Book Bindery | <u>1 Invoice</u> 64947 | 10/15/2016 | <u>2,108.85</u> 2,108.85 | Materials Adult | 01-511-5230-300 |
| 45527 | Mergent | <u>1 Invoice</u> 190375 | 11/4/2016 | <u>324.00</u> 324.00 | Materials Adult | 01-511-5230-300 |
| 96508 | MCFLS | <u>1 Invoice</u> FL-02942 | 10/31/2016 | <u>752.49</u> 56.97 427.23 268.29 | Office Supplies Postage Sundry Cont. Services | 01-511-5200-500 01-511-5250-500 01-511-5810-100 |
| 45980 | Obbink, Katie | <u>1 Invoice</u> | 10/17/2016 | <u>15.97</u> 15.97 | Office Supplies | 01-511-5200-300 |
| 15238 | Office Copying Equipment Ltd. | <u>2 Invoices</u> C337546 C337549 | 10/20/2016 10/20/2016 | <u>87.94</u> 35.67 52.27 | Sundry Cont. Services | 01-511-5810-100 |
| 45748 | Penguin Random House LLC | <u>2 Invoices</u> 1088943579 1089026817 | 10/14/2016 10/21/2016 | <u>56.25</u> 26.25 30.00 | Materials: Adult | 01-511-5230-300 |
| 60 | inworthy | <u>1 Invoice</u> 522195-IN | 11/3/2016 | <u>212.88</u> 212.88 | Materials: Children | 01-511-5230-400 |
| 99571 | Recorded Books | <u>5 Invoices</u> 75246905 75420501 75422904 75424947 75429803 | 11/18/2015 10/10/2016 10/17/2016 10/19/2016 10/28/2016 | <u>526.97</u> 103.60 35.00 235.40 41.60 111.37 | Materials: Adult | 01-511-5230-300 |
| 18410 | Regent Book Co | <u>1 Invoice</u> 53736 | 9/13/2016 | <u>16.06</u> 16.06 | Materials: Adult | 01-511-5230-300 |
| TOTAL INVOICES | | | | <u>22,591.23</u> | | |

Trustees have audited and approved the same.

Date: _____
 Secretary of the Wauwatosa Public Library Board of Trustees

1,890.72 01-511-5200
 141.69 01-511-5210
 19,170.00 01-511-5230
 755.91 01-511-5230
 427.23 01-511-5250
 356.23 01-511-5810
 49.45 01-511-5900
 22,591.23

19,925.91

WAUWATOSA PUBLIC LIBRARY
HOLIDAYS & LIBRARY CLOSINGS 2017

| | | | |
|-------------|------------|--|-------------------------------------|
| January 1 | (Sunday) | New Year's Day | Library closed |
| January 2 | (Monday) | City holiday | Library closed |
| April 14 | (Friday) | City Spring holiday | Library closed |
| April 16 | | Easter Sun. (closed to extend Suns. in Spring) | Library closed |
| May 21 | | Last Sunday open until October 1 | |
| May 27 | (Saturday) | | Library closed |
| May 28 | (Sunday) | (closed to extend Suns.) | Library closed |
| May 29 | (Monday) | Memorial Day | Library closed |
| June 3 | (Saturday) | Summer hours begin | Library open 9 to 1 on Saturdays |
| July 4 | (Tuesday) | Independence Day | Library closed |
| September 2 | (Saturday) | | Library closed |
| September 3 | (Sunday) | (closed to extend Suns.) | Library closed |
| September 4 | (Monday) | Labor Day | Library closed |
| September 9 | (Saturday) | Winter hours begin | Library open 9 to 5 on Saturdays |
| October 1 | (Sunday) | Sunday hours begin | Library open 1-4 |
| November 23 | (Thursday) | Thanksgiving | Library closed |
| November 24 | (Friday) | City holiday | Library closed |
| November 26 | (Sunday) | Closed Suns. until end of year | |
| December 22 | (Friday) | City holiday | Library closed |
| December 24 | (Sunday) | Christmas Eve | Library closed |
| December 25 | (Monday) | Christmas Day | Library closed |
| December 29 | (Friday) | City holiday | Library closed |
| December 31 | (Sunday) | New Year's Eve | Library closed |

Director's report, October, 2016

October is always one of our busiest months. Longer Saturday hours begin, as do Sunday openings. The book sale on October 22 and 23 drew a somewhat smaller crowd this year, but was another success, even with the smaller turnout. Once again, my thanks to Robert Trunley, Jess Brown and all of the volunteers who help to put it together and staff it.

The Student Commons continues to be well received, and the last of the furniture was delivered. There have been no problems with the students and during school hours, it is mostly used by college students and adults. We noticed that the Internet connection was slow in the Commons compared to other parts of the Library and Robert made some changes to the settings on our WiFi, which improved the situation. The microform cabinets were sold and the shelving was posted to the state auction site.

I met with Bashir Easter of the Milwaukee County Department on Aging to discuss the Library's participation in the County's "Creating a Dementia Capable County." Cranky Al's will act as a Memory Café in Wauwatosa, and the Library will provide literature for those seeking information about resources for those suffering dementia and their care givers.

The Foundation's Annual Campaign letters were sent to previous donors and the general mailing to all City residences will go out soon. Use of Tutor.com hit an all time high in October, with higher level math being the most frequently asked for assistance.

MCFLS is considering offering Hoopla County-wide, with individual libraries contributing to the cost, based on population. We have subscribed to Hoopla for several years now, offering 8 downloads per person per month at an annual cost of \$7,000. The MCFLS proposal, distributing costs based on population, would mean that we would pay \$9,200 per year and limit downloads to 2 items per person per month. I notified the MCFLS office that we would not agree to their proposal, as it amounted to us paying 31% more to provide less service. The MCFLS Director hopes to negotiate a better proposal from Hoopla.

Children's Department

On October 5th, the Children's Department participated in the National Walk to School Day at McKinley Elementary. As our 'walking school bus' moved from 84th & Meinecke to McKinley, the children were asked to yell out 100 different book titles before arriving at school.

Author & illustrator team, Tania Del Rio & Will Staehle, presented an outstanding program to 4th & 5th graders from Lincoln and Roosevelt elementary schools on October 5th. Their discussion included the process of becoming a writer from their childhood influences and first writings to the rejection of 23 covers for their book *Warren the 13th and the all-seeing eye*. Will showed the students each cover that was rejected with each explanation from the editor/publisher. Teachers loved it!

One of our family story times asked the children to bring a stuffed animal to sleep over at the library. After the library closed, and all the librarians were gone, the animals made some

mischievous. Their shenanigans included sliding down the banister, copying themselves on the copier, roasting marshmallows over a bon fire, reading at the reference desk, etc. The children picked up their friends along with their pictures the following day.

Children's 3rd annual Scary Tales was held on October 13th. Each year we see familiar faces from the past and new--it keeps growing. Three librarians and several children told traditional and original oral scary tales!

Rhyme & Story Times included 16 programs meeting the needs of 879 patrons, and 12 class visits reaching approx. 500 children.

| | Oct | YTD 2016 | YTD 2015 | % change |
|------------------------------|--------------|---------------|---------------|---------------|
| Adult Materials | | | | |
| Hardcover added | 560 | 5,959 | 5,967 | -0.1% |
| Paperback added | 491 | 1,124 | 1,279 | -12.1% |
| Total books added | 1,051 | 7,083 | 7,246 | -2.2% |
| Hardcover withdrawn | 514 | 7,082 | 7,459 | -5.1% |
| Paperback withdrawn | 65 | 2,753 | 655 | 320.3% |
| Total books withdrawn | 579 | 9,835 | 8,114 | 21.2% |
| Bks on tape added | 0 | 0 | 0 | NA |
| Bks on tape withdrawn | 0 | 0 | 146 | -100.0% |
| Compact discs added | 47 | 257 | 377 | -31.8% |
| Compact discs withdrawn | 119 | 616 | 230 | 167.8% |
| Books on CD added | 99 | 581 | 509 | 14.1% |
| Books on CD withdrawn | 2 | 352 | 122 | 188.5% |
| Videocassettes added | 0 | 0 | 0 | NA |
| Videocassettes withdrawn | 0 | 552 | 45 | 1126.7% |
| DVDs added | 44 | 1,052 | 1,252 | -16.0% |
| DVDs withdrawn | 319 | 795 | 1,990 | -60.1% |
| Art reproductions added | 0 | 0 | 15 | -100.0% |
| Art reproductions withdrawn | 11 | 12 | 41 | -70.7% |
| Children's Materials | | | | |
| Hardcover added | 314 | 3,045 | 3,025 | 0.7% |
| Paperback added | 14 | 1,069 | 1,084 | -1.4% |
| Total books added | 328 | 4,114 | 4,109 | 0.1% |
| Hardcover withdrawn | 721 | 4,418 | 2,039 | 116.7% |
| Paperback withdrawn | 159 | 701 | 414 | 69.3% |
| Total books withdrawn | 880 | 5,119 | 2,453 | 108.7% |
| Bks on tape added | 0 | 0 | 0 | NA |
| Bks on tape withdrawn | 0 | 0 | 0 | #DIV/0! |
| Books on CD added | 17 | 157 | 140 | 12.1% |
| Books on CD withdrawn | 161 | 277 | 38 | 628.9% |
| Music CDs added | 3 | 49 | 29 | 69.0% |
| Music CDs withdrawn | 3 | 16 | 12 | 33.3% |
| Videocassettes added | 0 | 0 | 0 | NA |
| Videocassettes withdrawn | 0 | 0 | 0 | #DIV/0! |
| DVDs added | 25 | 798 | 433 | 84.3% |
| DVDs withdrawn | 301 | 630 | 574 | 9.8% |
| Kits added | 0 | 0 | 4 | -100.0% |
| Kits withdrawn | 0 | 13 | 0 | #DIV/0! |
| Total items added | 1,614 | 14,091 | 14,114 | -0.2% |
| Total items withdrawn | 2,375 | 18,217 | 13,765 | 32.3% |
| Items repaired | 314 | 3,574 | 3,735 | -4.3% |

2016 circulation statistics .xls

| | October | YTD | This month 2015 | 2015 YTD | % Change YTD 2015 | 2014 YTD | %Change YTD 2014 |
|---|---------|---------|-----------------|----------|-------------------|----------|------------------|
| Attendance | | | | | | | |
| Gate count divided by 2 | 32,735 | 327,435 | 32,050 | 303,274 | 7.97% | 329,790 | -0.71% |
| Circulation | | | | | | | |
| Total chkouts, Wauwatosa circ | 62,236 | 657,318 | 62,486 | 658,579 | -0.19% | 680,474 | -3.40% |
| Renewals | | | | | #DIV/0! | 0 | #DIV/0! |
| Manual circ | 3 | 22 | 2 | 25 | -12.00% | 17 | 29.41% |
| Total circ | 62,239 | 657,340 | 62,488 | 658,604 | -0.19% | 680,491 | -3.40% |
| Chkouts by residence (from Crosstabs): | | | | | | | |
| Wauwatosa | 35,178 | 379,382 | 35,158 | 378,449 | 0.25% | 384,647 | -1.37% |
| Milwaukee | 25,063 | 259,884 | 25,669 | 263,036 | -1.20% | 277,497 | -6.35% |
| Other | 1,998 | 18,253 | 1,661 | 17,119 | 6.62% | 18,347 | -0.51% |
| % Wauwatosa | 56.52% | 57.70% | 56.26% | 57.46% | 0.24% | 56.52% | 1.17% |
| Chkouts by Tosa residents of other library's materials:* | | | | | | | |
| | 10,585 | 106,046 | 10,004 | 106,730 | -0.64% | 160,406 | -33.89% |
| Items circd at Tosa, owned by other libraries* | | | | | | | |
| | 9,350 | 94,606 | 8,860 | 91,071 | 3.88% | 84,434 | 12.05% |
| Items circd by Tosa residents at other libraries | | | | | | | |
| | 4,852 | 48,730 | 4,729 | 48,529 | 0.41% | 57,522 | -15.28% |
| Net circ of Tosa materials to other libraries' patrons | | | | | | | |
| | 17,412 | 180,325 | 18,338 | 183,587 | -1.78% | 194,644 | -7.36% |
| Chkouts at Tosa by intellectual level: | | | | | | | |
| Adult | 33,215 | 356,797 | 35,064 | 373,401 | -4.45% | 390,940 | -8.73% |
| Juvenile | 29,005 | 300,287 | 27,387 | 284,868 | 5.41% | 289,221 | 3.83% |
| Undefined | 16 | 233 | 33 | 308 | -24.35% | 280 | -16.79% |
| Holds placed on materials | | | | | | | |
| Paging slips | 1,179 | 10,886 | 1,087 | 10,997 | -1.01% | 12,557 | -13.31% |
| | 4,784 | 48,169 | 4,642 | 48,043 | 0.26% | 52,969 | -9.06% |

*Beginning April 2014 these circ numbers include renewals

Programs and Other Building Use Measures 2016

| | Sessions Oct | Attend Oct | 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 | 1 | 50 | 0 | 0 | 1 | 20 |
| Library-sponsored programs | 5 | 606 | 34 | 1,969 | 6 | 638 | 41 | 1,908 |
| Other programs | 50 | 563 | 404 | 4,996 | 54 | 635 | 426 | 6,099 |
| Total | 55 | 1,169 | 439 | 7,015 | 60 | 1,273 | 468 | 8,027 |
| Children | | | | | | | | |
| School visits | 10 | 457 | 77 | 3,627 | 11 | 550 | 88 | 4,004 |
| Storytimes | 16 | 879 | 110 | 5,259 | 20 | 521 | 114 | 4,243 |
| Outreach | 2 | 28 | 12 | 352 | 3 | 48 | 20 | 618 |
| Passive programming | 1 | 29 | 12 | 345 | 1 | 50 | 13 | 576 |
| Miscellaneous | 2 | 144 | 15 | 1,014 | 4 | 157 | 27 | 903 |
| Summer Programs | 0 | 0 | 34 | 6,178 | 0 | 0 | 39 | 3,474 |
| Total | 31 | 1,537 | 260 | 16,775 | 39 | 1,326 | 301 | 13,818 |
| Total Adult & Children | 86 | 2,706 | 699 | 23,790 | 99 | 2,599 | 769 | 21,846 |

| | Oct | YTD | Prev YTD | % change |
|-------------------------------------|-------|--------|----------|----------|
| Adult computer sessions | 3,057 | 29,837 | 31,436 | -5.09% |
| Total time used, hours | 2,761 | 26,005 | 28,577 | -9.00% |
| Children's computer sessions | 437 | 3,228 | 3,456 | -6.60% |
| Total time used, hours | 287 | 1,937 | 1,962 | -1.27% |
| Small study room uses | 316 | 3,197 | 2,850 | 12.18% |

OCTOBER 2016 STATISTICS

REVENUE

| | <u>TOTAL</u> | <u>TO DATE</u> |
|--|------------------|------------------|
| Fine Money Collected | | |
| 2016 | 6,965.74 | 51,362.76 |
| 2016 Self Pay-Credit Card | <u>2,928.33</u> | <u>33,764.14</u> |
| 2016 Subtotal | 9,894.07 | 85,126.90 |
| 2015 | 8,108.76 | 54,112.32 |
| 2015 Self Pay-Credit Card | <u>3,964.37</u> | <u>31,903.58</u> |
| 2015 Subtotal | 12,073.13 | 86,015.90 |
| 2014 | 8,216.89 | 64,190.35 |
| 2014 Self Pay-Credit Card | <u>2,269.96</u> | <u>24,874.66</u> |
| 2014 Subtotal | 10,486.85 | 89,065.01 |
| <hr/> | | |
| Reciprocal Borrowing | | |
| 2016 | 12.50 | 243,304.21 |
| 2015 | 42.50 | 247,974.36 |
| 2014 | 32.50 | 273,499.70 |
| <hr/> | | |
| Photocopier | | |
| 2016 | 409.05 | 3,486.67 |
| 2015 | 277.25 | 3,289.70 |
| 2014 | 444.25 | 3,280.60 |
| <hr/> | | |
| Scanner-Printers, Computer Copies, Etc. | | |
| 2016 | 1,148.31 | 9,671.70 |
| 2015 | 1,003.24 | 8,506.46 |
| 2014 | 729.58 | 7,962.47 |
| <hr/> | | |
| Picture Rental and Sales | | |
| 2015 | 42.00 | 2,597.10 |
| 2015 | 98.00 | 675.80 |
| 2014 | 63.00 | 622.02 |
| <hr/> | | |
| Book Sales | | |
| 2016 | 2,511.34 | 8,245.52 |
| 2015 | 2,895.40 | 7,534.69 |
| 2014 | 3,315.19 | 10,219.06 |
| <hr/> | | |
| Lost Materials | | |
| 2016 | 1,424.73 | 6,935.76 |
| 2016 Self Pay-Credit Card | <u>470.42</u> | <u>4,773.18</u> |
| 2016 Subtotal | 1,895.15 | 11,708.94 |
| 2015 | 1,966.06 | 7,276.36 |
| 2015 Self Pay-Credit Card | <u>663.11</u> | <u>4,577.33</u> |
| 2015 Subtotal | 2,629.17 | 11,853.69 |
| 2014 | 1,167.59 | 6,862.07 |
| 2014 Self Pay-Credit Card | <u>350.27</u> | <u>3,399.19</u> |
| 2014 Subtotal | 1,517.86 | 10,261.26 |
| <hr/> | | |
| Total Revenue | | |
| 2016 | 15,912.42 | 364,141.04 |
| 2015 | 19,018.69 | 365,850.60 |
| 2014 | 16,589.23 | 394,910.12 |