

WAUWATOSA PUBLIC LIBRARY MEETING OF THE
BOARD OF TRUSTEES, OCTOBER 19, 2016

AGENDA

Approval of the Minutes of the September 21, 2016 meeting (action) p. 2

Public Comment

Administrative Reports (action)

1. Approval of the payrolls from September 4 through October 1, 2016 in the amount of \$97,964.42 p.3
2. Approval of the vouchers for the month of September in the amount of \$31,409.51 p 4-5

Trustees Account (action)

1. Approval to accept \$200, unrestricted gift from Curtis Edmark
2. Approval to accept \$40, unrestricted gift from Nancy Bowen.
3. Approval to accept \$93.00, unrestricted gift from Boswell Book Company
4. Approval to pay Baker & Taylor \$241.50 for romance novels. (Siebert donation)
5. Approval of the 3rd Quarter Report of the Trustees Funds p 6-7

Old Business

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

Minutes of the September 21, 2016 Meeting of the Wauwatosa Public Library
Board of Trustees

President Ann Marie Perhach called the meeting to order at 6:33 PM. In attendance: Jane Carroll, Bill Andrae, Sarrah Oliver, Maureen Klein, Mary Newton and David Marheine. Excused: Pete Holtz and Tom Miller. Also in attendance: Mary Murphy and Robert Trunley.

Mary Newton moved approval of the Minutes of the July 20, 2016 meeting. Maureen Klein seconded and the motion passed.

Jane Carroll moved approval of the payrolls from July 10 through August 6 in the amount of \$93,043.43. Bill Andrae seconded and the motion passed. Bill Andrae moved approval of the vouchers for the month of July in the amount of \$23,614.81. David Marheine seconded and the motion passed. Maureen Klein moved approval of the payrolls from August 7 through September 3 in the amount of \$93,132.77. Bill Andrae seconded and the motion passed. Mary Newton moved approval of the vouchers for the month of August in the amount of \$22,438.54. Sarrah Oliver seconded and the motion passed.

Maureen Klein moved approval to pay Baker & Taylor \$4.63 for purchase of a book. Mary Newton seconded and the motion passed. Bill Andrae moved approval to pay Televend \$197.85 for prepaid FAX cards. Jane Carroll seconded and the motion passed. David Marheine moved approval to pay Demco \$86.13 for purchase of book bags. Maureen Klein seconded and the motion passed. Bill Andrae moved approval of the 2nd Quarter report of the Trustees Account. Mary Newton seconded and the motion passed. Jane Carroll moved approval to accept \$60.65 from Televend. Bill Andrae seconded and the motion passed.

Ann Marie Perhach reported on the Library Foundation, telling the Library Board that the Foundation Board did not meet in August because of the opening of the Student Commons. No author has been selected yet for the Leadership Luncheon, although Jody Lowe is working on this.

Mary Murphy reported that the Library's proposed 2017 Budget was approved by the Common Council's Finance Committee as it was adjusted by the Executive Committee. She also indicated that the recent article in the WauwatosaNow newspaper was an accurate accounting of the meeting of representatives from S B Friedman Company and the Community Affairs Committee of the Common Council.

The meeting was adjourned at 7:27 PM

Cost Center	Account Name	2016 Budget	July	August	September	October	Year to Date	Balance	% Remaining
5100	Total Salaries	1,734,491.00	93,043.43	93,132.77	97,964.42		982,249.86	752,241.14	43.37%
5200	Office Supplies	29,000.00	4,088.11	4,866.49	1,466.67	3,056.66	23,234.02	\$5,765.98	19.88%
5210	Printing/Dup.	9,000.00	972.38	662.13	1,116.16	668.82	8,773.12	\$226.88	2.52%
5230	Books/Bindery	307,487.00	24,442.33	16,762.48	17,647.24	27,095.03	217,567.84	\$89,919.16	29.24%
5250	Postage	4,000.00	400.35				1,223.34	\$2,776.66	69.42%
5310	Elec Communication	500.00					112.15	\$387.85	77.57%
5400	Dues/Prof. Per.	1,300.00	35.00				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							
5510	Building/Maintenance	505,539.00					127,453.00	\$378,086.00	74.79%
5520	Info Systems	171,897.00					41,652.87	\$130,244.13	75.77%
5690	Other Supplies	2,000.00		300.00			1,622.32	\$377.68	18.88%
5730	Other Repairs	1,000.00	600.00				600.00	\$400.00	40.00%
5810	Sundry Cont. Serv.	72,728.77	-533.72	1,023.71	2,208.47		71,862.07	\$866.70	1.19%
5900	Other Expenses	750.00					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	1,120,227.77	30,004.45	23,614.81	22,438.54	31,409.51	495,307.38	624,920.39	55.79%
01-512-5530-	Rental Pictures	2,400.00					0.00	2,400.00	100.00%

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CERTIFICATION OF LIBRARY VOUCHERS
 BOARD MEETING: October 19th, 2016
 SEPTEMBER 2016 INVOICES

Sent to City Hall _____

<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>16 Invoices</u>		<u>5,030.76</u>		
	Amazon		9/13/2016	28.97	Materials: Adult	01-511-5230-300
	Alibris		9/12/2016	52.29	Materials: Adult	01-511-5230-300
	Amazon		9/13/2016	14.99	Materials: Adult	01-511-5230-300
	Blackstone		9/15/2016	194.25	Materials: Adult	01-511-5230-300
	Minitex		9/1/2016	140.00	Office Supplies	01-511-5200-200
	MicroMarketing		9/9/2016	139.92	Materials: Adult	01-511-5230-300
	Minitex		9/9/2016	230.00	Office Supplies	01-511-5200-200
	Value Line Institutional S		9/13/2016	950.00	Materials: Adult	01-511-5230-300
	Wisconsin Taxpayers A		9/13/2016	21.95	Materials: Adult	01-511-5230-300
	Amazon		9/20/2016	(1.00)	Materials: Adult	01-511-5230-300
	Amazon		9/21/2016	66.03	Office Supplies	01-511-5200-200
	MicroMarketing		9/13/2016	39.99	Materials: Adult	01-511-5230-300
	Alibris		9/22/2016	89.26	Materials: Adult	01-511-5230-300
	Amazon		9/22/2016	50.99	Office Supplies	01-511-5200-100
	Alibris		9/26/2016	75.52	Materials: Adult	01-511-5230-300
	Alibris		9/28/2016	276.74	Materials: Adult	01-511-5230-300
	Amazon		9/28/2016	39.99	Materials: Adult	01-511-5230-300
	Minitex		9/23/2016	2,064.00	Office Supplies	01-511-5200-200
	Amazon		9/30/2016	26.95	Materials: Adult	01-511-5230-300
	Alibris		10/3/2016	11.32	Materials: Adult	01-511-5230-300
	Amazon		10/4/2016	34.99	Materials: Adult	01-511-5230-300
	Amazon		10/5/2016	23.04	Materials: Adult	01-511-5230-300
	Amazon		10/4/2016	26.38	Materials: Adult	01-511-5230-300
	Amazon		10/5/2016	35.53	Materials: Adult	01-511-5230-300
	Amazon		10/5/2016	39.99	Materials: Adult	01-511-5230-300
	GoDaddy		9/23/2016	20.17	Materials: Adult	01-511-5230-300
	Jim Gill Music		9/27/2016	49.50	Materials: Children	01-511-5230-400
	Wisconsin Library As		10/7/2016	289.00	Education/training	01-511-5420-300
	Baker & Taylor		10/5/2016	10768.75	Materials: Adult	See itemized below
	Baker & Taylor		10/5/2016	3122.74	Materials: Children	See itemized below
40217	OfficeMax (City P card)	<u>14 Invoices</u>		<u>1,174.46</u>		
		6320	9/15/2016	209.04	Office Supplies	01-511-5200-300
		9954	9/15/2016	70.92	Printing/Dup.	01-511-5210-300
		22757	9/16/2016	141.69	Printing/Dup.	01-511-5210-300
		87415	9/21/2016	132.33	Printing/Dup.	01-511-5210-300
		87789	9/21/2016	6.24	Office Supplies	01-511-5200-400
		139785	9/27/2016	29.82	Office Supplies	01-511-5200-300
		155625	9/28/2016	29.75	Office Supplies	01-511-5200-500
		173233	9/29/2016	264.66	Printing/Dup.	01-511-5210-300
		873324	9/1/2016	33.68	Office Supplies	01-511-5200-100
		873362	9/1/2016	69.36	Office Supplies	01-511-5200-200
		923999	9/7/2016	10.73	Office Supplies	01-511-5200-100
		950980	9/9/2016	83.10	Office Supplies	01-511-5200-500
		992796	9/14/2016	59.22	Printing/Dup.	01-511-5210-200
		994326	9/14/2016	33.92	Office Supplies	01-511-5200-100
2237	Baker & Taylor	<u>2 Invoices</u>		<u>669.02</u>	Continuation Accour	01-511-5230-300
		5014256532	9/7/2016	557.16		
		5014273745	9/21/2016	111.86		
2237	Baker & Taylor	<u>16 Invoices</u>		<u>9,035.91</u>	Materials: Adult	01-511-5230-300
		2032212386	8/9/2016	4.63		
		2032272403	9/2/2016	857.95		
		2032277091	9/7/2016	512.12		
		2032288316	9/9/2016	859.96		
		2032288421	9/9/2016	837.64		
		2032294173	9/13/2016	323.94		
		2032304611	9/16/2016	667.14		
		2032305014	9/16/2016	414.95		
		2032308890	9/19/2016	783.44		
		2032308932	9/19/2016	444.16		
		2032315989	9/21/2016	414.59		
		2032319908	9/22/2016	767.25		
		2032325508	9/23/2016	390.76		
		2032325831	9/24/2016	970.36		
		2032325875	9/24/2016	128.46		
		2032331238	9/27/2016	658.56		
	Baker & Taylor	<u>7 Invoices</u>		<u>1,063.82</u>	Media: Adult	01-511-5230-300
		B25010830	9/6/2016	83.84		
		B25599010	9/13/2016	62.88		
		B25949120	9/19/2016	709.09		
		B25949130	9/19/2016	32.15		
		B26140510	9/20/2016	57.08		
		K74988980	9/22/2016	55.90		
		B26649510	9/27/2016	62.88		

WAUWATOSA PUBLIC LIBRARY BOARD OF TRUSTEES ACCOUNT
QUARTERLY REPORT

July 1 - September 30, 2015

SOURCE AND USE OF FUNDS

Balance June 30, 2016 173,558.33

Receipts

Gifts given	616.25
Televend	0.00
Interest on M&I Fund	52.91
Dividend on M&I Fund	0.00
Realized Gains (M&I Fund)	0.00
Total receipts	669.16

Expenses

Materials, Equipment, Furniture and Services	(1,164.01)
Bank Fees (M&I Fund)	0.00
Depreciation (M&I Fund)	0.00
Non-cash asset changes (M&I Fund)	0.00
Total Expenses	(1,164.01)

Net change in accounts value: (494.85)

Individual account values

Certificates of deposit	50,000.00
Checking	5,589.42
M&I investment	<u>117,474.06</u>
Total all accounts 9/30/15	173,063.48

Previous balance (6/30/15)	173,558.33
Net change in accounts values	<u>(494.85)</u>
Balance	173,063.48

GUTENBERG ENDOWMENT

Robert James	10,000.00
Sirotkin	1,000.00
Ziperski	50.00
McGowan	1,000.00
Brotherhood/Sileno wedding donations	1,025.00

Interest to 6/30/09	<u>7,068.68</u>
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Committed Funds (Gutenberg Endowment)	<u>20,143.68</u>
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Uncommitted funds

CERTIFICATES OF DEPOSIT (all interest to Gutenberg Endowment)

Certificate of deposit	50,000.00
CHECKING ACCOUNT as of 9/30/16	5,589.42
M&I Investment ACCT as of 9/30/16	<u>117,474.06</u>
Total Trustee accounts funds:	173,063.48

Certificates of deposit	50,000.00
Checking Account	5,589.42
M&I Investment account	<u>117,474.06</u>
	173,063.48

Director's Report, September, 2016

On September 6th, I attended a Common Council Committee meeting in which S. B. Friedman gave its report on possible uses for the land that now houses the Library and City Hall. The company indicated there is great interest among developers but as of this point, no real indication of what the property would likely sell for. They also indicated that all of the parties they interviewed, developers and local citizens, cited traffic congestion as an area of real concern. They reported that although they did a limited survey of surrounding neighborhood associations, there was a majority of opinion from residents that nothing should be done at this site.

On September 8th, Board President Ann Marie Perhach and I presented the Library's 2017 budget request to the Financial Affairs Committee of the Council. The committee received the Library's request well and made no changes to the Executive Committee's recommendation.

The Student Commons area is being used exactly as we hoped it would be, with adults and college aged people occupying the space during the morning and early afternoons, and the middle school students using it after school. We have had to quiet the students down occasionally, but they have been cooperative when we've done that.

Microform cabinets were sold at auction, making space for redefining the microfilm room as another small conference room. Furniture will be moved next month to complete that project. In addition to offering the shelving to area schools, and with the Board's permission, I offered the remaining shelving to other City Departments and City employees in September and also listed it on the State's auction site.

Late in the month, the Building Maintenance manager asked the Fire Department to check on the effect of opening up the ceiling tiles in the Student Commons on the workings of the fire alarm system. The Fire department has asked for documentation from the architect about this situation and the Building Maintenance manager has indicated that he will want all the ceiling tiles replaced if the architectural firm cannot supply documentation that the design can accommodate the requirements of the fire department.

Pat Miller has resigned her position, so we are once again understaffed in the Children's Department. We will recruit for a part-time Children's Librarian later this fall. I can't believe its October!

Children's Department

The children's department hosted author, Doreen Cronin and illustrator, Betsy Lewin. The famous team of *Click Clack Moo* read their latest book *Click Clack Surprise*, presented a small lesson in drawing and spent a generous amount of time talking one-on-one with our patrons. Thanks to Boswell Book Company for sponsoring the event--120 patrons and close to \$100.00, from Boswell to WPL, as a % of sales.

Regular programming offered 4 Rhyme Times serving 301, 6 Storytimes serving 92, and 2 Family Storytimes serving 87. Children's department also presented to 6 different Wauwatosa Schools through 10 class visits serving 530 children.

	Sep	YTD 2016	YTD 2015	% change
Adult Materials				
Hardcover added	547	5,399	5,246	2.9%
Paperback added	0	633	1,070	-40.8%
Total books added	547	6,032	6,316	-4.5%
Hardcover withdrawn	541	6,568	6,285	4.5%
Paperback withdrawn	52	2,688	523	414.0%
Total books withdrawn	593	9,256	6,808	36.0%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	146	-100.0%
Compact discs added	0	210	338	-37.9%
Compact discs withdrawn	109	497	213	133.3%
Books on CD added	75	482	425	13.4%
Books on CD withdrawn	64	350	121	189.3%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	552	45	1126.7%
DVDs added	72	1,008	1,189	-15.2%
DVDs withdrawn	2	476	1,903	-75.0%
Art reproductions added	0	0	15	-100.0%
Art reproductions withdrawn	0	1	2	-50.0%
Children's Materials				
Hardcover added	244	2,731	2,676	2.1%
Paperback added	0	1,055	885	19.2%
Total books added	244	3,786	3,561	6.3%
Hardcover withdrawn	263	3,697	1,671	121.2%
Paperback withdrawn	16	542	375	44.5%
Total books withdrawn	279	4,239	2,046	107.2%
Bks on tape added	0	0	0	NA
Bks on tape withdrawn	0	0	0	#DIV/0!
Books on CD added	6	140	118	18.6%
Books on CD withdrawn	0	116	23	404.3%
Music CDs added	4	46	28	64.3%
Music CDs withdrawn	1	13	10	30.0%
Videocassettes added	0	0	0	NA
Videocassettes withdrawn	0	0	0	#DIV/0!
DVDs added	46	773	388	99.2%
DVDs withdrawn	71	329	496	-33.7%
Kits added	0	0	4	-100.0%
Kits withdrawn	0	13	0	#DIV/0!
Total items added	994	12,477	12,382	0.8%
Total items withdrawn	1,119	15,842	11,813	34.1%
Items repaired	248	3,260	3,501	-6.9%

2016 circulation statistics .xls

	September	YTD	This month 2015	2015 YTD	% Change YTD 2015	2014 YTD	%Change YTD 2014
Attendance							
Gate count divided by 2	27,968	294,700	27,659	271,224	8.66%	294,793	-0.03%
Circulation							
Total chkouts, Wauwatosa circ	59,555	595,082	58,720	596,093	-0.17%	613,912	-3.07%
Renewals					#DIV/0!	0	#DIV/0!
Manual circ	2	19	3	23	-17.39%	14	35.71%
Total circ	59,557	595,101	58,723	596,116	-0.17%	613,926	-3.07%
Chkouts by residence (from Crosstabs):							
Wauwatosa	34,541	344,204	33,474	343,291	0.27%	346,983	-0.80%
Milwaukee	23,163	234,821	23,736	237,367	-1.07%	250,423	-6.23%
Other	1,852	16,255	1,513	15,458	5.16%	16,520	-1.60%
% Wauwatosa	58.00%	57.82%	57.00%	57.59%	0.23%	56.52%	1.30%
Chkouts by Tosa residents of other library's materials:*	10,059	95,461	10,247	96,726	-1.31%	142,173	-32.86%
Items circd at Tosa, owned by other libraries*	9,135	85,256	8,867	82,211	3.70%	74,532	14.39%
Items circd by Tosa residents at other libraries	4,382	43,878	4,932	43,800	0.18%	52,098	-15.78%
Net circ of Tosa materials to other libraries' patrons	15,667	162,913	15,967	165,249	-1.41%	176,411	-7.65%
Chkouts at Tosa by intellectual level:							
Adult	31,597	323,582	34,044	338,337	-4.36%	353,355	-8.43%
Juvenile	27,940	271,282	24,645	257,481	5.36%	260,265	4.23%
Undefined	18	217	31	275	-21.09%	259	-16.22%
Holds placed on materials	1,090	9,707	949	9,910	-2.05%	11,412	-14.94%
Paging slips	4454	43,385	4,483	43,401	-0.04%	47,834	-9.30%

*Beginning April 2014 these circ numbers include renewals

Programs and Other Building Use Measures 2016

	Sessions Sep	Attend Sep	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	4	85	29	1,363	6	100	35	1,270
Other programs	38	633	354	4,433	33	458	372	5,464
Total	42	718	384	5,846	39	558	408	6,754
Children								
School visits	9	503	67	3,170	10	726	77	3,454
Storytimes	10	340	94	4,380	11	599	94	3,722
Outreach	1	27	10	324	1	17	17	570
Passive programming	1	26	11	316	1	36	12	526
Miscellaneous	2	145	13	870	2	45	23	746
Summer Programs	0	0	34	6,178	0	0	39	3,474
Total	23	1,041	229	15,238	25	1,423	262	12,492
Total Adult & Children	65	1,759	613	21,084	64	1,981	670	19,246

	Sep	YTD	Prev YTD	% change
Adult computer sessions	2,880	26,780	28,070	-4.60%
Total time used, hours	2,469	23,244	25,549	-9.02%
Children's computer sessions	340	2,791	3,094	-9.79%
Total time used, hours	205	1,650	1,756	-6.04%
Small study room uses	253	2,881	2,537	13.56%

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SEPTEMBER 2016 STATISTICS

REVENUE

	<u>TOTAL</u>	<u>TO DATE</u>
Fine Money Collected		
2016	2529.28	44,397.02
2016 Self Pay-Credit Card	2892.21	30,835.81
2016 Subtotal	5421.49	75232.83
2015	2594.75	46,003.56
2015 Self Pay-Credit Card	2617.00	27,939.21
2015 Subtotal	5211.75	73942.77
2014	3702.46	55,973.46
2014 Self Pay-Credit Card	<u>2195.68</u>	22,604.70
2014 Subtotal	5898.14	78578.16
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Reciprocal Borrowing		
2016	26.50	243,291.71
2015	12.00	247,931.86
2014	24.50	273,467.20
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Photocopier		
2016	359.50	3,077.62
2015	276.20	3,012.45
2014	193.25	2,836.35
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Reader-Printers, Computer Copies, Etc.		
'6	889.28	8,523.39
.5	791.36	7,503.22
2014	653.65	7,232.89
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Picture Rental and Sales		
2016	64.00	2,555.10
2015	46.30	577.80
2014	52.00	559.02
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Book Sales		
2016	273.97	5,734.18
2015	155.65	4,639.29
2014	154.41	6,903.87
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Lost Materials		
2016	255.44	5,511.03
2016 Self Pay-Credit Card	<u>432.73</u>	4,302.76
2016 Subtotal	688.17	9,813.79
2015	235.42	5,310.30
2015 Self Pay-Credit Card	<u>447.27</u>	3,914.22
2015 Subtotal	682.69	9,224.52
2014	202.28	5,694.48
2014 Self Pay-Credit Card	<u>416.86</u>	3,048.92
2014 Subtotal	619.14	8,743.40
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Total Revenue		
'16	7,722.91	348,228.62
2015	7,175.95	346,831.91
2014	7,595.09	378,320.89