

LIBRARY BOARD MEETING
Monday, April 14, 2014
Library Community Room, 5:00 P.M.



PLEASE TAKE NOTICE that a meeting of the Brown Deer Library Board will be held in the Community Room at the Brown Deer Library, 5600 West Bradley Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes:
 - a. March 10, 2014
- IV. Unfinished Business
 - a. none
- V. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VI. Report of Friends of the Library
- VII. New Business
 - a. Consideration of Vouchers
 - i. February/March 2014
 - b. Discussion re: Village Trustees' 2014 Goal for Village Manager re: Library
 - c. Information re: World Book Night Giver pickup at Brown Deer Library 4/14-4/23
- VIII. Adjournment

A handwritten signature in black ink, appearing to read "Brian Williams-Van Klooster", written over a horizontal line.

Brian Williams-Van Klooster, Library Director
April 8, 2014

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE LIBRARY AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING.

BROWN DEER LIBRARY BOARD
March 10th, 2014 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

The meeting was called to order by Board President Lutz at 5:03 P.M.

I. Roll Call

Present: Board President Lutz and Board members: J. Baker, E. Bennett, W. Jabas
Also Present: Brian Williams-Van Klooster, Library Director
Absent: K. Lewis-Williams

II. Persons Desiring to be Heard

None.

III. Consideration of Minutes:

- a. February 27th, 2014 – Rescheduled Regular Meeting

It was moved by E. Bennett and seconded by W. Jabas to approve the minutes of the February 27th, 2014 regular meeting. The motion carried unanimously.

IV. Unfinished Business

- a. Review and action on additional bids for cleaning services

The Library Director presented a handout containing proposal and cost comparisons between three cleaning service companies: Pro1 Janitorial, Gibb Building Maintenance and The Janitors LLC. The Director noted that all requested services were bid by The Janitors and Gibb, and that Gibb's presentation was very professional. W. Jabas inquired about the length of the proposed contract. It is one year with a 45 day right-to cure clause. The increase in cleaning services cost will be offset by funds from another budget line that will be underspent. Janitors LLC were selected for having the lowest bid of \$1365 per month.

It was moved by W. Jabas and seconded by J. Baker to award a cleaning services contract to The Janitors LLC. The motion carried unanimously.

V. Report of Library Director

- a. Director's Report

There were no verbal highlights or discussion of the report.

- b. Usage Report

W. Jabas noted that circulation for February was up compared to same month last year.

- c. Revenue/Expense Report

The Director distributed a corrected copy of the Report to replace the packet copy from 2013. There were no additional highlights or discussion of the report.

VI. Report of Friends of the Library

Next Friends of the Library meeting is scheduled for May 8th at 7PM at the Brown Deer Library Community Room. Preparation has started for the 2014 Plant Sale on Saturday, May 17th. W. Jabas offered to provide a Library staff lunch on April 2nd rather than April 15th, as the Library will be closed for a staff training day. The Director agreed that this would be a welcome change.

VII. New Business

- a. Review of plan for 4/2 Library closure and staff in-service training day

The Director shared the current plan to offer CPR training in the morning, have a group lunch, followed by team building exercises in the afternoon. The Director noted that CPR training is valuable for those working in a busy building open to the public.

- b. Review and approval of patron survey to be administered to public in March-May
The Director reviewed the agenda packet copy of a survey drafted by Mary Dunn and Kelley Hinton. This survey is part of the Library's efforts to make data-driven decisions and gather feedback that will help shape and justify our budget for 2015 and forward. W. Jabas inquired about the length of the survey and whether or not those with limited reading skills would be provided with staff help in taking the survey. The Director noted that staff will be instructed to offer help if appropriate, as they normally do in their other public service duties. W. Jabas also inquired about whether children would be solicited for feedback, if patrons are restricted to 1 response, and if the survey will be passively or actively distributed. The Director said that children will not be solicited for feedback, that the survey instructions ask patrons to respond only once, and that the survey will be distributed both actively and passively. The Director expects the survey duration to be 2 months minimum, with at least 400 responses. The end date and distribution methods may be adjusted as the survey progresses. Other Board members agreed that the survey was good.
- c. Review of Library information to be presented to Village Trustees on 3/17 by Director
The Director reviewed the agenda packet copy of a slide presentation he will share with Village Trustees at the 3/17 Trustees Meeting. Each Village department head is responsible for making a presentation to Trustees annually. Presentations can be on any topic but generally should provide an overview of department activities, successes and challenges. The Library presentation is nearly the same as that shared with the Library Board in October 2013 and with the Trustees 2014 Budget subcommittee in November 2013. The goal of this presentation is to raise Trustee awareness of the Library's financial concerns and build momentum for addressing them at the Village level before budget season.
- d. Consideration of Vouchers:
January/February 2014
It was moved by W. Jabas and seconded by E. Bennett to approve the payment of the January/February 2014 vouchers as corrected. The motion carried unanimously.

VIII. Adjournment

Next meeting: April 14th, 2014. *It was moved by E. Bennett and seconded by W. Jabas to adjourn at 6:03 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
March 20th, 2014

Brown Deer Public Library - Director's Report

March 2014

Budget:

- A Wish List brochure has been created and placed at circulation desk by donation box. A copy is attached to the meeting packet.
- Reference staff have begun spending more heavily on duplicate copies of high demand materials to help increase circulation. Some lower demand literary works and specialized items will not be purchased.

Facility:

- The Janitors LLC began cleaning on 3/17, building cleanliness is much improved.
- Installed new people counter to replace existing failing counter (25 yrs old), will read at 1 hour intervals and output data to spreadsheet.
- Spring HVAC inspection and repair was completed. 1 blower motor replaced, 3 pressure sensors replaced, all filters replaced.

Meetings:

- 3/3- Village Trustees meeting
- 3/4-Village Department Heads meeting
- 3/6-MCFLS LDAC monthly meeting
- 3/10-Library Board monthly meeting
- 3/11-15-Brian at Public Library Annual Conference
- 3/11-Library staff monthly meeting (led by Sandy)
- 3/17- Village Trustees meeting, presented budget and use statistics for informational purposes
- 3/18-Village Department Heads meeting
- 3/20-met with Village accounting staff to identify library accounting and invoicing efficiencies
- 3/31- MCFLS Board monthly meeting

Marketing/Communication/Outreach/PR:

- Library events and news submitted for Spring/Summer *Our Brown Deer* magazine

Staff

- Two staff had or will have extended absences - one for 7 work days, one for 6 calendar weeks starting 3/27.

Statistics:

- Monthly Usage reporting of Internet Usage has been modified. It is now called 'Computer Usage'. Recording of 'User Sessions' has been changed to recording of 'Hours Used', to more accurately reflect the actual quantity of use the computers receive. 2013 Hours Used are supplied for comparison. In addition to Hours Used, '% of Capacity' will be recorded to reflect the difference between computer use and availability.
- Internet usage was up by 277 hours (28%) compared to March 2013. Factors responsible for the increase are likely the addition of 2 internet pcs in August 2013 and an increase in daily uninterrupted session length from 30 minutes to 2 hours.
- The BDPL Facebook page has 249 likes, Twitter has 226 followers.

Brown Deer Public Library - Director's Report

March 2014

Children's / Young Adult Services

Programs:

- Story time sessions, 9 total
 - 12 participants per session average
- Movie Nights, 3/17
 - 45 participants
- Blind date with a book, ended March 3
 - 47 books read by participants, two modest prizes awarded

Miscellaneous:

- Planning for Summer Reading was in full swing. All dates/times/performers/programs confirmed and brochure completed. Outreach planned for local schools to promote summer reading program including classroom visits, lunchroom tabling, brochure distribution at Brown Deer schools and MPS Thoreau.
 - Dana and Meghan continue to be very active on library social media outlets.
-

Adult Services

Displays

- Books with Blarney—Irish Fiction book display
- Catchy Tunes – CD music display

Materials:

- Over 290 catalog records added or modified.

Meetings:

- 3/24-Hosted the MCFLS Reference Services Committee Meeting at Brown Deer Library
- Viewed 3 webinars for Sierra transition: Reference, Cataloging and Create Lists

Miscellaneous:

- Training of a new volunteer, supervision of existing volunteers
- Created an instructional trifold for using Zinio.

Programs:

- 3/19-Adult Book Club, led by Librarian Intern Meghan Odegard, *Mr. Penumbra's 24 Hour Bookstore* by Robin Sloan

Brown Deer Public Library - Director's Report

March 2014

MCFLS / Other

- MCFLS has nearly fully expended the buying pool funds allocated in 2012 to purchase ebooks through Overdrive. The funds will be depleted in April. MCFLS member libraries are likely to approve supplementary voluntary contributions to cover the remainder of 2014 at the April LDAC meeting. The voluntary contributions will be based on percentage of county ebook circulation and a total pool of either \$15,000 or \$20,000. Brown Deer Library's contribution would be either \$290 or \$380, respectively.

Director Gingery generously offered to contribute MCFLS funds of either \$1000 or \$1500 of 'bridge funding' to the buying pool when a plan is approved for the remainder of 2014. This will help maintain steady purchasing while member library volunteer contributions are being collected. Members will discuss strategies to sustain the buying pool for 2015 and future years at a later LDAC meeting. MPL has been a leader in providing system support for Overdrive purchasing by allocating Librarian staff time to this important duty.

- MCFLS members have approved renewal of the Zinio electronic magazines subscription service for another year. Magazine titles will be reviewed at the April LDAC meeting. Decisions to continue or eliminate titles will be based on a variety of factors.

**Brown Deer Public Library
Director's Monthly Usage Report**

CIRCULATION

	2014				2013			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	10,789	4,802	347	15,938	12,059	5,400	271	17,730
FEB.	9,983	4,799	320	15,102	9,530	4,610	242	14,382
MARCH	10,843	5,535	0	16,378	10,366	6,063	312	16,741
APRIL	0	0	0	0	11,906	5,563	255	17,724
MAY	0	0	0	0	11,520	5,616	257	17,393
JUNE	0	0	0	0	10,430	6,662	304	17,396
JULY	0	0	0	0	12,233	7,284	268	19,785
AUGUST	0	0	0	0	10,948	5,732	259	16,939
SEPT.	0	0	0	0	9,945	5,102	263	15,310
OCT.	0	0	0	0	10,773	5,907	271	16,951
NOV.	0	0	0	0	9,488	4,773	263	14,524
DEC.	0	0	0	0	9,635	4,135	305	14,075
TOTAL	31,615	15,136	667	47,418	128,833	66,847	3,270	198,645

RESERVES/HOLDS

			2014	2013	Paging slips '14	Paging slips '13
			2014	2013		
Jan.			447	615	1,690	1,705
Feb.			383	631	1,522	1,420
Mar.			463	615	1,612	1,634
April				452		1,792
May				350		1,496
June				463		1,492
July				538		1,733
Aug.				427		1,599
Sept.				437		1,621
Oct.				480		1,572
Nov.				345		1,403
Dec.				499		1,354
Total:			1,293	5,852	4,824	18,821

COMPUTER USAGE

	2014			2013
	Hours used	% of Capacity**	% hours used vs. last year	Hours used
JAN.	1,034	43%	9.2%	947
FEB.	990	45%	8.7%	911
MARCH	1,266	51%	28.0%	989
APRIL	0	0	0	928
MAY	0	0	0	1,004
JUNE	0	0	0	864
JULY	0	0	0	1,017
AUGUST	0	0	0	1,154
SEPT.	0	0	0	1,179
OCT.	0	0	0	1,296
NOV.	0	0	0	1,049
DEC.	0	0	0	943
TOTAL	3,290			12,281

PROGRAMS

Juv/YA Prog	2014 Att.	Adult Prog	2014 Att.	2014 Total	2013 Total
	3	1	5	115	114
	10	1	9	187	95
	12	1	8	208	162
				0	100
				0	94
				0	451
				0	440
				0	179
				0	56
				0	287
				0	266
				0	211
				0	211
TOTAL	25	3	22	510	2,455

BUILDING USAGE

2014	2013
7,565	9,107
7,264	7,344
6,370	8,116
0	8,054
0	7,462
0	8,060
0	8,162*
0	8,994
0	9,213
0	9,378
0	7,875
0	6,141^
21,199	97,906

*Est.: Door

^Est: Door counter misaligned for several days at month's end

User: BRIAN

DB: Brown Deer

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2014	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	385,346.00	277,108.05	0.00	108,237.95	71.91
Total Dept 000-11-TAXES		385,346.00	277,108.05	0.00	108,237.95	71.91
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	4,600.00	1,343.13	768.74	3,256.87	29.20
151-000-67-4-10-20	Library-Fines	18,500.00	4,784.33	1,698.75	13,715.67	25.86
151-000-67-4-10-30	Sale of Materials	900.00	219.89	80.59	680.11	24.43
151-000-67-4-10-40	Lost Material Charges	1,200.00	630.50	112.50	569.50	52.54
151-000-67-4-10-90	Miscellaneous Charges	0.00	262.00	213.00	(262.00)	100.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		25,200.00	7,239.85	2,873.58	17,960.15	28.73
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	2,500.00	313.00	0.00	2,187.00	12.52
Total Dept 000-81-INTEREST INCOME		2,500.00	313.00	0.00	2,187.00	12.52
Dept 000-85-DONATIONS						
151-000-85-4-50-10	Donations - Library	8,000.00	2,687.21	0.00	5,312.79	33.59
Total Dept 000-85-DONATIONS		8,000.00	2,687.21	0.00	5,312.79	33.59
TOTAL Revenues		421,046.00	287,348.11	2,873.58	133,697.89	68.25
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	293,350.00	63,587.94	24,419.76	229,762.06	21.68
151-510-51-5-15-10	WI Retirement	19,506.00	4,005.51	1,452.92	15,500.49	20.53
151-510-51-5-15-15	FICA	22,441.00	4,605.58	1,781.79	17,835.42	20.52
151-510-51-5-15-20	Group Insurance	53,611.00	21,570.33	10,728.43	32,040.67	40.23
151-510-51-5-20-35	Technical Services	2,000.00	1,924.21	0.00	75.79	96.21
151-510-51-5-20-40	Printing Services	5,500.00	705.42	376.27	4,794.58	12.83
151-510-51-5-24-10	Equipment Maintenance Services	20,000.00	17,970.40	435.00	2,029.60	89.85
151-510-51-5-30-10	Office Supplies, Equip & Exp	5,500.00	(199.31)	(156.68)	5,699.31	(3.62)
151-510-51-5-30-15	Postage & Mailing	300.00	107.72	0.00	192.28	35.91
151-510-51-5-30-20	Communications	300.00	100.52	17.65	199.48	33.51
151-510-51-5-45-10	Professional Memberships	500.00	395.00	0.00	105.00	79.00
151-510-51-5-45-30	Professional Training	730.00	41.47	0.00	688.53	5.68
151-510-51-5-45-40	Mileage Reimbursement	700.00	0.00	0.00	700.00	0.00
Total Dept 510-51-92400		424,438.00	114,814.79	39,055.14	309,623.21	27.05
Dept 511-51						
151-511-51-5-35-40	Equip Repair/Maint Supplies	2,500.00	1,536.78	863.20	963.22	61.47
151-511-51-5-38-10	Periodicals	5,500.00	1,772.03	0.00	3,727.97	32.22
151-511-51-5-38-15	Books	42,000.00	9,982.11	1,907.15	32,017.89	23.77
151-511-51-5-38-20	Audio/Visual	11,000.00	3,005.86	2,140.83	7,994.14	27.33
151-511-51-5-38-30	Donation Expenditures	5,000.00	0.00	0.00	5,000.00	0.00

User: BRIAN

DB: Brown Deer

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2014	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 151 - Library Fund						
Expenditures						
151-511-51-5-38-40	Library Programming	750.00	56.32	0.00	693.68	7.51
Total Dept 511-51		66,750.00	16,353.10	4,911.18	50,396.90	24.50
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	16,000.00	4,387.20	2,134.78	11,612.80	27.42
151-512-51-5-22-20	Sewer/Water Services	850.00	169.96	169.96	680.04	20.00
151-512-51-5-23-10	Cleaning Services	13,800.00	2,300.00	0.00	11,500.00	16.67
151-512-51-5-23-15	Building Maint/Repair Services	6,000.00	217.00	111.46	5,783.00	3.62
151-512-51-5-35-10	Building Supplies	1,200.00	125.79	4.98	1,074.21	10.48
Total Dept 512-51		37,850.00	7,199.95	2,421.18	30,650.05	19.02
TOTAL Expenditures		529,038.00	138,367.84	46,387.50	390,670.16	26.15
Fund 151 - Library Fund:						
TOTAL REVENUES		421,046.00	287,348.11	2,873.58	133,697.89	68.25
TOTAL EXPENDITURES		529,038.00	138,367.84	46,387.50	390,670.16	26.15
NET OF REVENUES & EXPENDITURES		(107,992.00)	148,980.27	(43,513.92)	(256,972.27)	137.95
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		421,046.00	287,348.11	2,873.58	133,697.89	68.25
TOTAL EXPENDITURES - ALL FUNDS		529,038.00	138,367.84	46,387.50	390,670.16	26.15
NET OF REVENUES & EXPENDITURES		(107,992.00)	148,980.27	(43,513.92)	(256,972.27)	137.95

LIBRARY VOUCHERS - FEBRUARY - MARCH 2014

151-511-51-5-38-15	BOOKS	\$	1,060.61	Baker & Taylor Inc.	Books - 82 Adult
		\$	753.38	Baker & Taylor Inc.	Books - 99 Juvenile
		\$	53.97	Baker & Taylor Inc.	Books - 20 YA
		\$	215.44	INGRAM	Books - 42 Adult
		\$	72.16	GECRB/Amazon	Adult Books
	TOTAL	\$	2,155.56		
151-511-51-5-38-20	AUDIO-VISUAL	\$	(17.64)	Baker & Taylor Inc.	Audiobook - Juvenile - 1 - Credit for \$27.19
		\$	269.19	Alliance Entertainment	24 Adult CD's
		\$	364.26	GECRB/Amazon	Juvenile DVD's
		\$	1,420.04	GECRB/Amazon	Adult DVD's
		\$	52.10	GECRB/Amazon	Adult Non-Fiction DVD's
	TOTAL	\$	2,087.95		
151-512-51-5-22-10	FUEL		783.15	Wis. Gas	Fuel
	ELECTRIC	\$	1,224.52	Wisc.Electric	Electric
151-512-51-5-23-15	BUILDING MAINT/REPAIR SERVICES	\$	111.46	ITU, Inc.	Monthly Mat Service
		\$	246.00	Burkhardt Heating & A/C	Furnace Service & Filters
	TOTAL	\$	357.46		
151-510-51-5-24-10	EQUIPMENT MAINTENANCE SERVICES	\$	435.00	Closed Circuit Innov.	Maintenance Fee for Cameras from April - June 2014
151-510-51-5-30-10	OFFICE SUPPLIES, EQUIPMENT, & EXPENSES	\$	167.12	Bubrick's	Tape, Double-sided Tape
151-510-51-5-20-40	PRINTING	\$	376.27	Xerox Corporation	Periodic Payment #2 & Base Charge from 1/22/14 - 2/25/14
151-512-51-5-35-10	BUILDING SUPPLIES	\$	4.98	Batteries & Bulbs Klooster	Bathroom Light Bulbs
		\$	188.35	NASSCO, Inc.	Toilet Paper, Paper Towels, Trash Can Liners, Tissues
	TOTAL	\$	193.33		
151-511-51-5-35-40	EQUIPMENT REPAIR/ MAINTENANCE SUPPLIES	\$	624.05	Demco, Inc.	Book Tape, Filament Tape, CD & DVD Security Cases
GRAND TOTAL		\$	8,404.41		