

**LIBRARY BOARD MEETING**  
**Monday, February 10th, 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. January 13<sup>th</sup>, 2014-Regular Meeting
- IV. Unfinished Business
  - a. Review and action on 2014 holiday closures
  - b. Street sign additional quotes update
- 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. Update to cleaning services contract
  - b. Review of Wisconsin State Statutes 43.58(1)-*Powers and Duties*
    - i. Specifically regarding control of all land or other property for library purposes
  - c. Consideration of Vouchers
    - i. December 2013/January 2014
- VIII. Adjournment

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

Brian Williams-Van Klooster, Library Director  
February 4, 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**  
**January 13th, 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 5:01 P.M.

**I. Roll Call**

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

**II. Persons Desiring to be Heard**

None

**III. Consideration of Minutes:**

- a. December 9, 2013 – Regular Meeting

*It was moved by E. Bennett and seconded by W. Jabas to approve the minutes of the December 9th, 2013 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

The Library Director shared pricing information for the proposed raised lettering change to the new Library street sign. Two lettering options produce a similar effect, one increasing the cost by approximately \$2000, the other increasing it by substantially more. A quote for the more expensive change was not requested by the Director in order to save undue work for all parties involved until the Board could provide more direction. The Board requested that additional bids be secured from other sign vendors to be sure the Lemberg quote for the lettering change is competitive.

The Library Director shared a cleaning services contract bid comparison that more accurately illustrates current library expenses for cleaning services and compares them with the other bids. Some services were reduced to lower the contract pricing. The Library Board chose to hire Rachil Janitorial for cleaning services starting March 1st due to their competitive pricing and increased level of service required by the library.

*It was moved by W. Jabas and seconded by E. Bennett to award the cleaning contract to Rachil Janitorial effective March 1st. The motion carried unanimously.*

**V. Report of Library Director**

- a. Director's Report  
b. Usage Report

The Director pointed out two changes to the Monthly Usage Report: Circulation of Digital items was 305, for a monthly circulation total of 14,075 and an annual total of 198,950; Building usage was again estimated to account for at least 2 days of lost counts from a misaligned door counter.

- c. Revenue/Expense Report

The Director provided an updated Report (dated 1/13/14). He pointed out that the year ended \$-3800 rather than the 2013 Amended Budget's \$-19,800. He cited savings from the Director vacancy and lower than expected spending in some expense categories.

**VI. Report of Friends of the Library**

The Friends conducted elections at the January 9<sup>th</sup> meeting, all incumbents were reelected to their current positions. Next Friends of the Library meeting is scheduled for March 13<sup>th</sup>.

**VII. New Business**

- a. Action on Substitute Librarian job description

The Library Director has requested that the Board review and approve a job description for a Substitute Librarian in anticipation of possible upcoming absences. He has not requested the creation or funding of a new position at this time. The Job Description date should be changed to 2014.

*It was moved by W. Jabas and seconded by E. Bennett to approve the Substitute Librarian job description as*  
BDPL Board February 10, 2014, Page 2 of 13.

*corrected. The motion carried unanimously.*

**b. Action on proposed Library 2014 holiday closures**

Action was tabled. The Board has requested analysis of previous years' Library weekend closures after a weekday village holiday, for presentation at the next meeting.

**c. Consideration of Vouchers: November/December 2013**

*It was moved by E. Bennett and seconded by K. Lewis-Williams to approve the payment of the November/December 2013 vouchers. The motion carried unanimously.*

**VIII. Recess into Closed Session pursuant to §19.85 (1) (c) Wisconsin Statutes for the**

**following reason:** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

*It was moved by W. Jabas and seconded by K. Lewis-Williams to recess into closed session. The motion carried unanimously.*

**IX. Return to Open Session**

*It was moved by J. Baker and seconded by E. Bennett to return to open session. The motion carried unanimously.*

**X. Adjournment**

**Next meeting: February 10<sup>th</sup>, 2014.** *It was moved by K. Lewis-Williams and seconded by E. Bennett to adjourn at 6:20 P.M. The motion carried unanimously.*



\_\_\_\_\_  
Brian Williams-Van Klooster, Library Director  
1/21/13

## **2014 Library and Village holiday closures**

January 1 – approved

January 20 - approved

April 19 - approved

May 24-26 – Memorial Day, **need approval for 24<sup>th</sup> (Saturday)**

July 4, 5 – Independence Day, **need approval for 5<sup>th</sup> (Saturday)**

August 30 – **need approval (Saturday)**

September 1 – Labor Day

November 27-29 – Thanksgiving, Friday after, **need approval for 29<sup>th</sup> (Saturday)**

December 24, 25, 31 – approved

January 1 (2015) – approved

# Brown Deer Public Library - Director's Report

## January 2014

---

### Facility:

- Self service printing installation completed 1/24. Office supplies expenditures expected to come back under control due to reduced toner/ink costs, transactions expected to decrease at circulation desk, patron instruction on the new equipment primarily now reference staff responsibility but expected to decrease as regulars become familiar with new process. The equipment is intuitive and simple to use. Occasional backups when both copier and printing are being used simultaneously.
- Small natural gas leak by exterior meter connection was detected by staff and repaired promptly by WE.

### Meetings:

- Performance evaluation with Michael Hall, 1/6
- MCFLS LDAC, 1/9
- Library Friends Board, 1/9
- MCFLS Board, 1/13
- Library Board, 1/13
- Monthly staff meeting, 1/14
- All staff training day, 1/20
- MCFLS RFID technology committee, 1/29

### Marketing/Communication/Outreach/PR:

- Library Twitter account reached 200 followers due to the diligence of Librarian Intern Meghan Odegard.
- Expanded hours were reflected on new bookmarks and About the Library buckslips, as well as all social media and internet outlets.

### Staff

- All staff training day held 1/20, when closed for Martin Luther King Jr day. First time in recent memory that Library was closed on this day, this also intentionally coincided with a planned MCFLS server upgrade. All regular staff were required to attend. North Shore Fire Department hosted a fire extinguisher training, short presentation and tour of their facility. Staff returned to library for fire drill, evacuation review, theft response training, change management video and discussion, and team building exercises. Staff response and involvement was much better than expected.

### Statistics:

- Compared to same month last year, an additional holiday closure and much colder than average temperatures resulted in a drop of -12% in patron visits, despite a 7% increase in hours. Schools were closed for 3 days in total.

### Miscellaneous:

- Brian will be at PLA Indy 3/11-3/15
  - Pre-conference training to include day-long Emotional Intelligence workshop

---

## Children's / Young Adult Services

### Programs:

- Story time started Wednesday 1/2: 32 participants
- Movie Night, 1/30: 19 participants
- Lego Club, postponed due to weather
- CD art contest, all month: 8 participants, 59 votes

### Meetings

- Monthly staff meeting, 1/14
- Summer Reading program webinar, 1/29

### Materials

- 281 catalog records added or modified.

### Miscellaneous:

- Assisted Director with preparation of Librarian Intern's probationary performance evaluation.
- Began coaching and training Librarian Intern to take full responsibility for YA collection, including selection, cataloging, weeding and programming.
- Updated social media on a daily basis, including while on vacation!
- Began self-directed training on use of 4 popular styles of ebook readers in order to better serve patrons.

---

## Adult Services

### Displays

- *Staff Picks* was brought back after a several month hiatus, with the goal of highlighting interesting items in the collection that might not get attention otherwise.
- Created Kindle announcement for the electronic frame at the circulation desk.

### Materials:

- Select volunteers have begun a long term project to inventory our collection of *Brown Deer Herald* newspapers, going back to the early 1950s.
- Kindles have generated lots of interest, with every one checked out at the end of the month.
- Over 187 catalog records added or modified, including the first batch of 2014 materials budget purchases and a backlog of donated popular music CDs.
- Proactively procured additional donated copies of February book club book

### Meetings:

- Monthly staff meeting, 1/14
- Attended Webinar called "No Thanks, I Don't Want to Learn Anything New" on motivating staff to accept change, 1/15 [Mary Dunn]
- All staff training day, 1/20

### Miscellaneous:

- Hosted *Meet the Author* program with Jim Rice on 1/29. Low turnout despite football theme.
- Began self-directed training on use of 4 popular styles of ebook readers in order to better serve patrons.
- Created marketing materials including bibliography of read-a-likes for Downton Abbey fans, publicity for author visit, sign for Rental DVD display.
- Finalized draft of library user survey.
- Completed low priority collection and catalog cleanup projects.

---

## MCFLS / Other

- \$100,000 of one-time funding was allocated from a 2014 Milwaukee County Budget amendment, to offset the year-1 (of 3) purchase costs for the new library catalog platform, Sierra. This offsets the member libraries' annual financial responsibilities for the purchase by a small amount.
- MCFLS Director Jim Gingery announced his June retirement, and North Shore Library Director Dick Nelson will retire in March.



PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2014	2014 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 01/31/2014	INCREASE (DECREASE)				
Fund 151 - Library Fund							
Revenues							
Dept 000-11-TAXES							
151-000-11-4-00-10	General Property Taxes	182,552.08	182,552.08	385,346.00	202,793.92	47.37	
Total Dept 000-11-TAXES		182,552.08	182,552.08	385,346.00	202,793.92	47.37	
Dept 000-35-STATE GRANTS							
151-000-35-4-70-10	Grants-Library	0.00	0.00	0.00	0.00	0.00	
Total Dept 000-35-STATE GRANTS		0.00	0.00	0.00	0.00	0.00	
Dept 000-67-PARKS & CULTURE/RECREATION							
151-000-67-4-10-10	Photocopies	360.66	360.66	4,600.00	4,239.34	7.84	
151-000-67-4-10-20	Library-Fines	2,326.40	2,326.40	18,500.00	16,173.60	12.58	
151-000-67-4-10-30	Sale of Materials	68.30	68.30	900.00	831.70	7.59	
151-000-67-4-10-40	Lost Material Charges	274.00	274.00	1,200.00	926.00	22.83	
151-000-67-4-10-90	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00	
Total Dept 000-67-PARKS & CULTURE/RECREATION		3,029.36	3,029.36	25,200.00	22,170.64	12.02	
Dept 000-73-INTERGOVERNMENTAL CHARGES							
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	0.00	108,111.00	108,111.00	0.00	
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	108,111.00	108,111.00	0.00	
Dept 000-81-INTEREST INCOME							
151-000-81-4-00-10	Investment Interest	0.00	0.00	2,500.00	2,500.00	0.00	
Total Dept 000-81-INTEREST INCOME		0.00	0.00	2,500.00	2,500.00	0.00	
Dept 000-84-INSURANCE RECOVERIES							
151-000-84-4-00-50	Insurance Recovery-Prop Damage	0.00	0.00	0.00	0.00	0.00	
Total Dept 000-84-INSURANCE RECOVERIES		0.00	0.00	0.00	0.00	0.00	
Dept 000-85-DONATIONS							
151-000-85-4-50-10	Donations - Library	2,596.21	2,596.21	8,000.00	5,403.79	32.45	
Total Dept 000-85-DONATIONS		2,596.21	2,596.21	8,000.00	5,403.79	32.45	
Dept 000-93-TRANSFER FROM RESERVES							
151-000-93-4-00-10	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	
Total Dept 000-93-TRANSFER FROM RESERVES		0.00	0.00	0.00	0.00	0.00	
TOTAL Revenues		188,177.65	188,177.65	529,157.00	340,979.35	35.56	

Expenditures

User: hudsonsu

DB: Brown Deer

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2014	2014 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 01/31/2014	INCREASE (DECREASE)				
Fund 151 - Library Fund							
Expenditures							
Dept 510-51-92400							
151-510-51-5-10-10	Salaries/Wages	15,187.40		15,187.40	293,350.00	278,162.60	5.18
151-510-51-5-11-10	Part-time/Temporary	0.00		0.00	0.00	0.00	0.00
151-510-51-5-15-10	WI Retirement	990.51		990.51	19,506.00	18,515.49	5.08
151-510-51-5-15-15	FICA	1,092.53		1,092.53	22,441.00	21,348.47	4.87
151-510-51-5-15-20	Group Insurance	5,187.84		5,187.84	53,611.00	48,423.16	9.68
151-510-51-5-15-25	Workers Comp Insurance	0.00		0.00	0.00	0.00	0.00
151-510-51-5-20-35	Technical Services	0.00		0.00	2,000.00	2,000.00	0.00
151-510-51-5-20-40	Printing Services	0.00		0.00	5,500.00	5,500.00	0.00
151-510-51-5-24-10	Equipment Maintenance Services	0.00		0.00	20,000.00	20,000.00	0.00
151-510-51-5-30-10	Office Supplies, Equip & Exp	112.11		112.11	5,500.00	5,387.89	2.04
151-510-51-5-30-15	Postage & Mailing	0.00		0.00	300.00	300.00	0.00
151-510-51-5-30-20	Communications	12.00		12.00	300.00	288.00	4.00
151-510-51-5-45-10	Professional Memberships	230.00		230.00	500.00	270.00	46.00
151-510-51-5-45-20	Professional Publications	0.00		0.00	0.00	0.00	0.00
151-510-51-5-45-30	Professional Training	0.00		0.00	730.00	730.00	0.00
151-510-51-5-45-40	Mileage Reimbursement	0.00		0.00	700.00	700.00	0.00
151-510-51-5-80-10	New/Replace Equipment	0.00		0.00	0.00	0.00	0.00
151-510-51-5-90-10	Contingency	0.00		0.00	0.00	0.00	0.00
Total Dept 510-51-92400		22,812.39		22,812.39	424,438.00	401,625.61	5.37
Dept 511-51							
151-511-51-5-35-40	Equip Repair/Maint Supplies	0.00		0.00	2,500.00	2,500.00	0.00
151-511-51-5-38-10	Periodicals	0.00		0.00	5,500.00	5,500.00	0.00
151-511-51-5-38-15	Books	1,837.13		1,837.13	42,000.00	40,162.87	4.37
151-511-51-5-38-20	Audio/Visual	4.96		4.96	11,000.00	10,995.04	0.05
151-511-51-5-38-25	Library Grant Materials	0.00		0.00	0.00	0.00	0.00
151-511-51-5-38-30	Donation Expenditures	0.00		0.00	5,000.00	5,000.00	0.00
151-511-51-5-38-40	Library Programming	0.00		0.00	750.00	750.00	0.00
Total Dept 511-51		1,842.09		1,842.09	66,750.00	64,907.91	2.76
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	2,252.42		2,252.42	16,000.00	13,747.58	14.08
151-512-51-5-22-20	Sewer/Water Services	0.00		0.00	850.00	850.00	0.00
151-512-51-5-23-10	Cleaning Services	1,150.00		1,150.00	13,800.00	12,650.00	8.33
151-512-51-5-23-15	Building Maint/Repair Services	0.00		0.00	6,000.00	6,000.00	0.00
151-512-51-5-35-10	Building Supplies	0.00		0.00	1,200.00	1,200.00	0.00
151-512-51-5-80-10	New/Replace Equipment	0.00		0.00	0.00	0.00	0.00
Total Dept 512-51		3,402.42		3,402.42	37,850.00	34,447.58	8.99
Dept 512-92							
151-512-92-5-40-10	Transfer to Capital Imprvmt	0.00		0.00	0.00	0.00	0.00
Total Dept 512-92		0.00		0.00	0.00	0.00	0.00
Dept 999-01-PAYROLL CLEARING							
151-999-01-5-15-10	WRS General NonUnion Clearing	0.00		0.00	0.00	0.00	0.00

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2014	AVAILABLE		% BGD	
		MONTH 01/31/2014	MONTH 01/31/2014			AMENDED	BALANCE		USED
		INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	BUDGET	NORMAL	(ABNORMAL)	
Fund 151 - Library Fund									
Expenditures									
	Total Dept 999-01-PAYROLL CLEARING	0.00		0.00		0.00		0.00	0.00
TOTAL Expenditures		<u>28,056.90</u>		<u>28,056.90</u>		<u>529,038.00</u>		<u>500,981.10</u>	<u>5.30</u>
Fund 151 - Library Fund:									
TOTAL REVENUES		188,177.65		188,177.65		529,157.00		340,979.35	35.56
TOTAL EXPENDITURES		<u>28,056.90</u>		<u>28,056.90</u>		<u>529,038.00</u>		<u>500,981.10</u>	<u>5.30</u>
NET OF REVENUES & EXPENDITURES		160,120.75		160,120.75		119.00		(160,001.75)	4,555.25

2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the board and the county board.

(c) A majority of the membership of a board under sub. (4) (a) or (b) constitutes a quorum, but any such board may, by resolution, provide that 3 or more members constitute a quorum.

(d) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter within 30 days after the beginning of terms, the members of the board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

(e) Section 43.52 (2) applies to consolidated county libraries and county library services.

(f) A library organized under this section may participate in a public library system subject to s. 43.15.

**(6) GIFTS AND GRANTS.** Any county may receive, by bequest or gift, property for the purpose of establishing a public library for the county and may enter into an agreement to maintain a public library in consideration thereof, and shall be bound to faithfully perform such agreement. In such case the library board appointed under s. 43.57 (4) or, in the absence of a library board, the county board may properly administer the same.

**History:** 1971 c. 152 s. 25; Stats. 1971 s. 43.57; 1981 c. 282 s. 47; 1985 a. 177 ss. 35 to 41, 51; 1989 a. 286; 1993 a. 241; 1995 a. 354.

**43.58 Powers and duties. (1)** The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. **The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.**

**(2)** (a) The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure, and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.

(b) Notwithstanding par. (a), regular wages or salary or other recurring payments, authorized by the library board and verified by the appropriate library official, may be paid by the appropriate municipal, county, or school district official by the date due or, in the case of salaries, by the regular pay day. The library board shall audit and approve any such payment at its next regular meeting.

**(3)** Any person having a claim or demand against the municipality or county growing out of any act or omission of the library board shall file with the library board a written statement thereof. If the claim or demand or any part thereof is disallowed, the claimant may bring an action against the municipality or county.

**(4)** Notwithstanding ss. 59.17 (2) (br) and 59.18 (2) (b), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.

**(5)** The library board may employ competent persons to deliver lectures upon scientific, literary, historical or educational subjects; and may cooperate with the University of Wisconsin System, technical college district boards, the historical society, the department, cooperative educational service agencies, school boards and other educational institutions to secure such lectures or to foster and encourage by other means the wider use of books and other resource, reference and educational materials upon

scientific, historical, economic, literary, educational and other useful subjects.

**(6)** (a) Within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year.

(b) The report to the division shall include data concerning library materials, facilities, personnel, operations and such other information as the division requests.

(c) The report to the division shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so. The division shall design the form of the statement so that it may be removed from the report and forwarded to the division before it is sent to the public library system.

**(7)** The library board may receive, manage and dispose of gifts and donations as follows:

(a) All persons wishing to make donations of property for the benefit of a public library may vest the title thereto in the library board, to be held and controlled by the board, when accepted, according to the terms of the deed of gift, devise or bequest. As to such property the board shall be deemed special trustees.

(b) 1. In this paragraph, "community foundation" means a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, dedicated to encouraging and assisting charitable activities and enterprises in a designated community in this state and having expertise in finance, fund development, and grantmaking.

2. If a gift, bequest, or endowment is made to any public library, the library board may pay or transfer the gift, bequest, or endowment, or its proceeds, to the treasurer of the municipality or county in which the public library is situated; may entrust the gift, bequest, or endowment to a public depository under ch. 34; may pay or transfer the gift, bequest, or endowment to the library board's financial secretary; or may, subject to subd. 3., pay or transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code, the purpose of which is providing financial or material support to the public library or to a community foundation. A payment or transfer of a gift, bequest, or endowment by a library board to a charitable organization described in this paragraph made prior to March 19, 2008, is not invalid as lacking statutory authority to make the payment or transfer. If the library board pays or transfers the gift, bequest, or endowment to the financial secretary, the financial secretary may invest the gift, bequest, or endowment as permitted under s. 66.0603 (1m) or 112.11 (3); or may delegate investment authority for the gift, bequest, or endowment as permitted under s. 66.0603 (2) or 112.11 (5). The financial secretary shall hold office only during membership on the library board and shall be elected annually at the same time and in the same manner as the other officers of the library board.

3. A library board may pay or transfer a gift, bequest, or endowment to a charitable organization described in subd. 2. or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to each of the following:

## LIBRARY VOUCHERS - DECEMBER - JANUARY 2014

151-511-51-5-38-15	BOOKS		\$ 1,941.37	Baker & Taylor Inc.	Books - 137 Adult
			\$ 954.66	Baker & Taylor Inc.	Books - 102 Juvenile
			\$ 459.69	Baker & Taylor Inc.	Books - 52 YA
			\$ 232.63	INGRAM	Books - 45 Adult
			\$ 1,684.00	Gale/Cengage Learning	Bestseller Value Plan for 2014
	TOTAL		\$ 5,272.35		
151-511-51-5-38-20	AUDIO-VISUAL		\$ 70.68	Baker & Taylor Inc.	Juvenile Audiobooks - 4
			\$ 292.56	Baker & Taylor Inc.	Adult Audiobooks - 16
			\$ 52.20	Baker & Taylor Inc.	YA Audiobooks - 4
			\$ 237.40	Alliance Entertainment	22 Adult CD
	TOTAL		\$ 652.84		
151-512-51-5-23-10	CLEANING SERVICE		\$ 1,150.00	Reliable Cleaning Serv.	Cleaning Service
151-512-51-5-22-10	FUEL		805.86	Wis. Gas	Fuel
	ELECTRIC		\$ 1,446.56	Wisc.Electric	Electric
151-512-51-5-23-15	BUILDING MAINT/REPAIR	2013	\$ 211.08	ITU, Inc.	Mat Service
	SERVICES	2013	\$ 80.00	Boulder Graphics Inc.	Changing Hours on Front Doors
	TOTAL		\$ 291.08		
151-510-51-5-30-10	OFFICE SUPPLIES, EQUIPMENT,		\$ 36.43	MCFLS	MCFLS Supplies & Forms
	& EXPENSES		\$ 87.81	Bubrick's Complete	Velcro Tape, Paper Clips, Labels
			\$ 32.86	Demco, Inc.	"R" Rated Labels, Colored Labels
	TOTAL		\$ 157.10		
151-510-51-5-20-35	TECHNICAL SERVICES		\$ 50.21	MCFLS	Ecommerce Fee
151-510-51-5-30-15	POSTAGE & MAILING		\$ 67.62	MCFLS	Postage for MCFLS Notices
151-510-51-5-30-20	COMMUNICATIONS		\$ 1.97	MCFLS	TNS Holds Calls minus Erate Rebate
151-510-51-5-20-40	PRINTING		\$ 283.60	Xerox Corporation	Base Charge for December Meter Usage from 11/21/13 - 12/27/13
151-512-51-5-35-10	BUILDING SUPPLIES		\$ 37.50	NASSCO, Inc.	Toilet Paper
151-511-51-5-35-40	EQUIPMENT REPAIR/		\$ 30.00	Demco, Inc.	DVD Page Inserts
	MAINTENANCE SUPPLIES		\$ 506.62	AMI Corporation	Small Audiobook Cases
	TOTAL		\$ 536.62		
151-511-51-5-38-40	LIBRARY PROGRAMMING		\$ 18.77	Dana Andersen-Kopczyk	Storytime Supplies
151-510-51-5-45-30	PROFESSIONAL TRAINING	2013	\$ 80.00	Outagamie Waupaca Library System	Bus to PLA Conference in Indian- apolis, IN - 2/7/14
GRAND TOTAL			\$ 10,852.08		