

LIBRARY BOARD MEETING
Tuesday, February 10, 2015
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: January 2014
- IV. Unfinished Business
 - a. none
- V. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VI. New Business
 - a. Consideration of Vouchers: January 2015
 - b. Discussion of logo designs
 - c. Discussion of report: Public PC use by municipality
 - d. Discussion of BDPL Strategic Plan and timeline
 - e. Discussion of street sign usage by non-library entities
- VII. Report of Friends of the Library
- 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 3, 2015

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 12, 2015 - 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
Not Present: S. Snyder

II. Persons Desiring to be Heard

None.

III. Consideration of Minutes:

November 11, 2014 – Regular Meeting

It was moved by W. Jabas and seconded by E. Bennett to approve the minutes of the November 11, 2014 regular meeting. The motion carried unanimously.

IV. Unfinished Business

There was no unfinished business to discuss.

V. Report of Library Director

a. Director's Report

The new ebook help program was discussed briefly. The Director noted that this program is a response to patron demand, will increase workload for librarians hosting program but decrease workload for librarians at the reference desk. Some Board members expressed interest in taking advantage of the program themselves.

b. Usage Report

The Director inquired how the Board would prefer missing patron counts from October 2014 to be displayed. The counts and graph will be revised based on their recommendations.

c. Revenue/Expense Report

There was no discussion on this item.

VI. New Business

a. Consideration of Vouchers:

i. November 2014

It was moved by W. Jabas and seconded by E. Bennett to approve the payment of the November 2014 vouchers. The motion carried unanimously.

ii. December 2014

J. Baker asked if there should be concern about an October Xerox base charge being paid in December. The Director noted that bills are sometimes paid late due to staff absences, but that there is no cause for concern. President Lutz inquired about lawn service charges. The Director said that the lawn needed attention due to weeds and winter kill, and pointed out that the Village's Vision Statement includes emphasis on well-tended properties, which we are trying to uphold.

It was moved by E. Bennett and seconded by J. Baker to approve the payment of the December 2014 vouchers. The motion carried unanimously.

b. Action on 2015 Library hours of operation and closed dates

The Board reviewed proposed Library closed dates based on the 2015 Village Holiday calendar and past precedent. There was brief discussion about whether or not the Library would remain open on Friday July 3rd.

It was moved by W. Jabas and seconded by J. Baker to approve the proposed 2015 library hours of operation and closed dates as presented in the attachment. The motion carried unanimously.

c. Discussion of IMPACT Survey results and letter to Editor

The Director provided background on what the IMPACT Survey is and the fact that it was conducted in November as a proactive Library response to the Director's concern that Village Trustees could use more data to support budget decisions in favor of the Library. The Survey outcomes were drafted in to a letter that the Director wants to share with local media, public and Trustees. The Library Board agreed that this data is useful and should be shared as presented.

d. Discussion of MCFLS Guideline: use of ILS for contacting patrons

The Director shared the MCFLS Board-approved Guidelines for Use of Patron Data. He recommended that the Brown Deer Library adopt this as a procedure, or create our own with desired revisions. He said that precedents set in the wider culture for automatic opt-in of communication by a business one has used is common, and the library can make good use of this. Discussion ensued regarding whether or not announcements about fundraising events could be construed as 'fundraising', which some Board members prefer to omit from library communication. The Director will draft a Brown Deer Library procedure for review at a future meeting.

e. Discussion of COLAND *Strategic Vision*...

The Director gave background on Wisconsin DPI's COLAND reports related to LEAN Library Systems and the genesis of the *Strategic Vision*. He noted how the COLAND initiatives can be both beneficial and harmful to MCFLS as well as BDPL, and shared the MCFLS Director's plea for MCFLS libraries to write letters to Tony Evers by the end of January to express their thoughts on the reports. The Director will draft a brief letter to Superintendent Evers for BDPL Board review and then mailing from the Board President. Board members were reminded of Library Legislative Day on February 17th.

f. Discussion of 1/19 Staff Day plan

The Director shared general information about the 1/19 All Staff Training Day agenda and activities. W. Jabas said the Friends of the Library will provide lunch.

VII. Report of Friends of the Library

W. Jabas said that the Auction raised over \$3200, and the End-of-Year Challenge exceeded \$1500 in donations. The January 8th Friends meeting was cancelled due to weather and rescheduled for January 29th at 7PM at Anne Lutz' house.

W. Jabas noted that lunch will be provided for Library staff during National Library Week, on April 15th.

VIII. Adjournment

Next meeting [note change]: Tuesday February 10. It was moved by E. Bennett and seconded by J. Baker to adjourn at 6:15P.M. The motion carried unanimously.



Brian Williams-Van Klooster, Library Director
January 14, 2015

Brown Deer Public Library - Director's Report

January 2015

Budget:

- 2014 has officially closed out, 2015 Amended Budget totals have not yet been entered into Department Revenue/Expense report by Treasurer's office

Meetings:

- 1/8 MCFLS LDAC
- 1/12 MCFLS Board
- 1/12 BDPL Board
- 1/13 BDPL Staff monthly meeting
- 1/19 BDPL All Staff in-service day
- 1/19 Village Trustees
- 1/19 Village Department Heads
- 1/22 Webinar-Listening to the Future of Libraries
- 1/29 Friends of the Library

Marketing/Communication/Outreach/PR:

- Logo designs were solicited from 3 designers, the top 3 selected by staff at the all staff day and will be presented to the Library Board for final review

Staff

- All Staff in-service day was a success. Strategic Planning was introduced, and presentation by Mary Wacker was excellent. Staff especially liked the afternoon Communication Styles workshop, and many noted how nice it was to have the whole team together at the same time.

Miscellaneous:

- 1000 Books Before Kindergarten, partnership with Education Foundation of Brown Deer

Children's / Young Adult Services

From Dana's monthly report

Our 2nd Annual Make It from CDs art contest ran this month. Kids, teens, and adults could all sign up for this contest – they just had to stop by the reference desk to register and pick up their pack of CDs. They could make anything they wanted with the CDs, using any outside materials they needed to. 22 people entered this year, which is more than double the amount of people from 2014. Entries had to be submitted by Friday January 30th.

The 2015 Bucks Library Reading Challenge began this month, and continues through the end of February. In this program, children in grades 1-8 can earn a free Bucks ticket by reading 500 pages. If they read 750 pages, they get entered into drawings for free Bucks merchandize and the chance to be recognized on court during a game. As of January 30th, 22 kids have signed up and 2 have already finished (and did the extra reading!).

The Brown Deer's Early Literacy Initiative group will be generously donating books to use in our 1000 Books Before Kindergarten program. Children will now receive a softcover book or board book for each 100 books they read/listen to; previously, they would have received a small toy. The program officially began on Friday January 23rd, and 7 children are already registered.

I found a photo album dating from the opening of the library and then going forward, and am using some of these photos on our Facebook page. Each Thursday, at 1-3 photos will be posted, as a "Throwback Thursday" promotion. I currently have enough photos digitized to carry us through April 23rd.

I prepared for 2 big programs coming up in February – our 3rd annual Death by Chocolate Party, and our 3rd annual Blind Book Date. Registration for the Death by Chocolate party began on January 28th.

I am currently in talks with the Brown Deer Elementary School's social worker, to have the K-5 classrooms come to the library for special storytimes again this year. The storytimes will be sometime in late May through early June, and there will be at least five of these sessions.

I have continued to keep our Facebook page, Pinterest account, and blog updated, as well as updating library information on the website. I have set up a new function on Facebook that will allow us to track how many people visit our page, regardless if they have "liked" us, "liked" a post, or commented on a post.

Programs:

- Story time sessions, 2 total, 26 participants average
- Movie Nights, 2 evenings, 2 participants for YA movie, 42 for Children's movie

Meetings and Webinars

- "Youth Services Toolbox". Revisited free tools and resources that enhance programs, services, and collections for youth of all ages.
- "CCBC Shorts: A (Brief) Monthly Look at Books for Children and Teens". Looked at the hot books coming out in the month of January.
- "Get Out to Get Them In: Marketing Outside the Library". Discussed ideas and tricks for marketing outside your library.
- "Six Essential Skills for One-on-One Tech Instruction".
- "Every Hero Has a Story". Looked at the 2015 children's summer reading program.

Adult Services

Displays

- *Music Soundtracks*

Meetings:

- 1/13 Monthly Staff meeting
- 1/19 All Staff training day
- 1/26 Reference and Adult Services Meeting in New Berlin, follow by a joint WCFLS /MCFLS discussion on programming

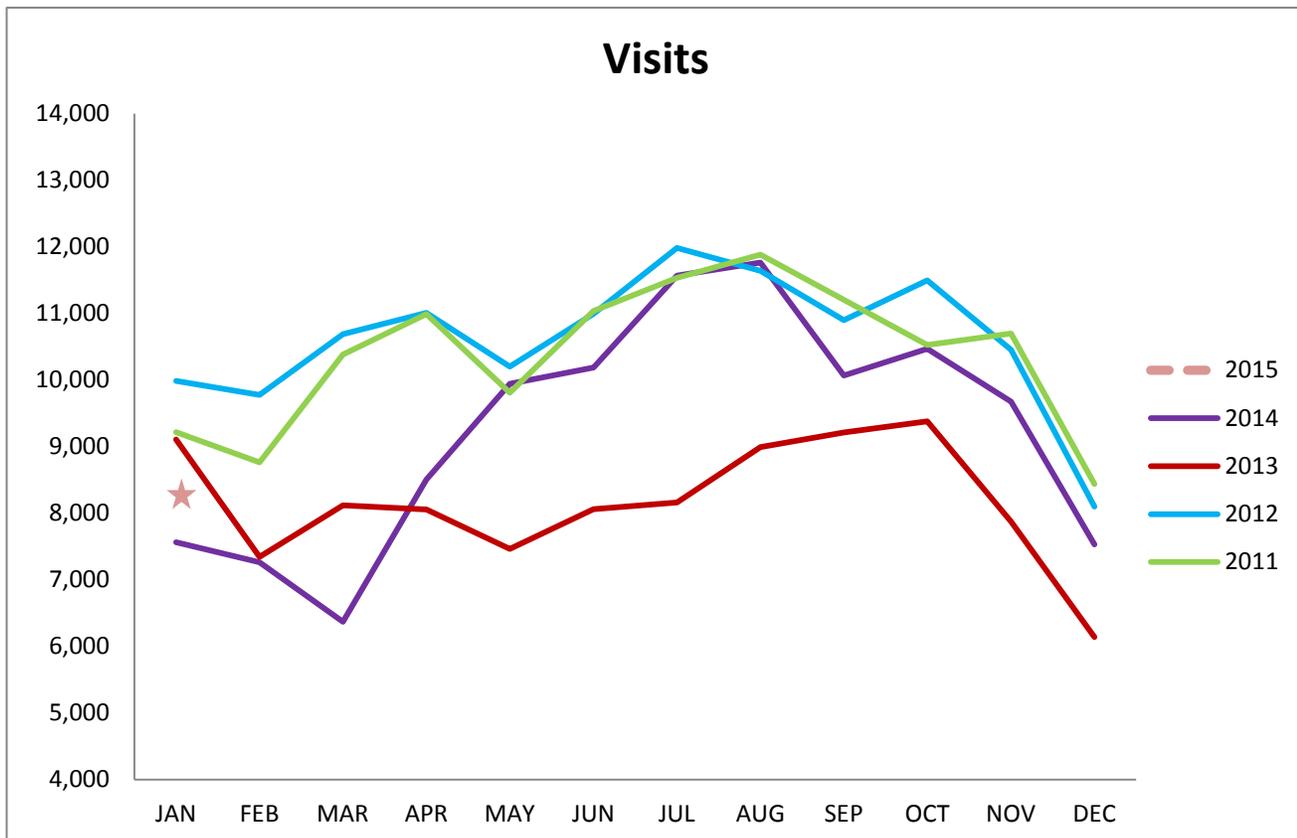
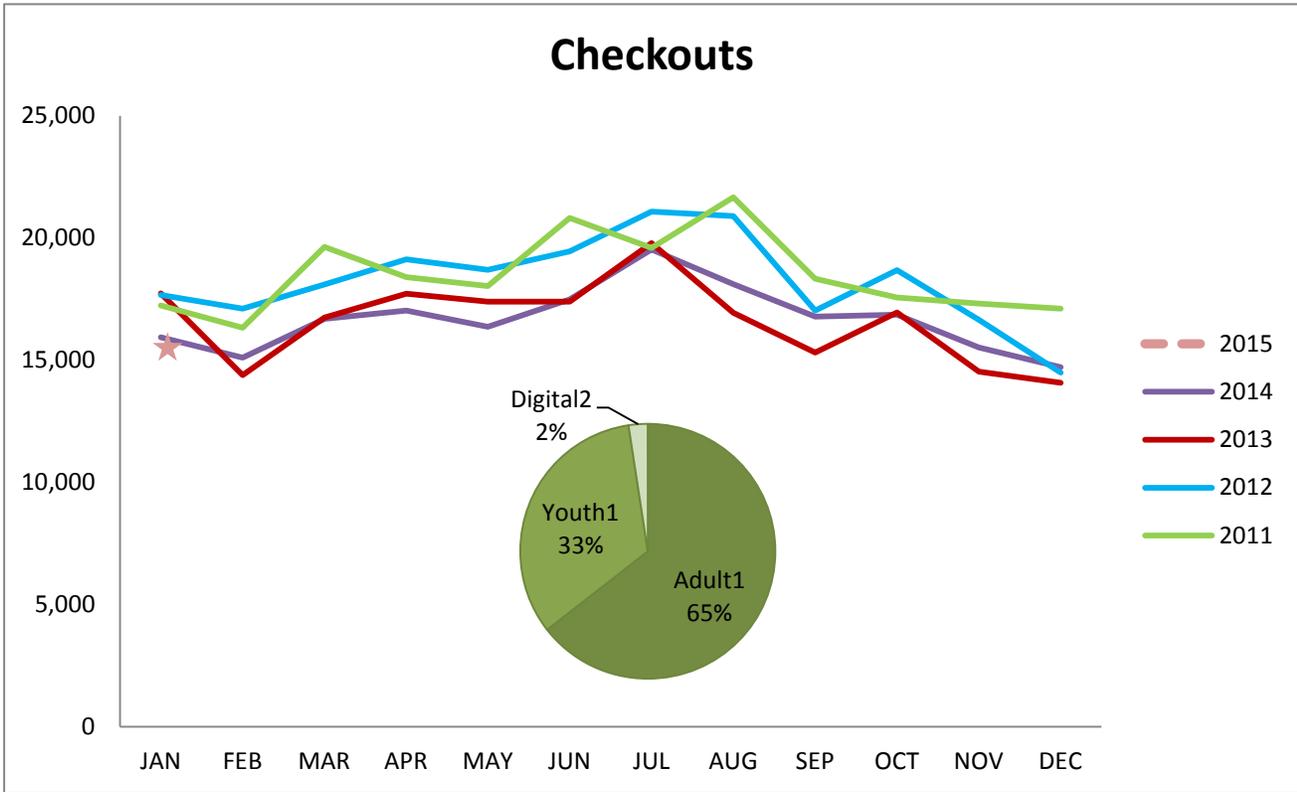
Programs:

- *Ebook Help* started mid-month, 5 appointments were hosted by 3 different reference staff, patron feedback has been very positive
- Put finishing touches on new program, *Afternoon Movies for Adults*, in which a new feature film is screened once per month on a Thursday at 2PM, tailored to adult audiences, marketing to senior citizen club and senior newsletter
- Inquired with Brown Deer Park and Rec Department about having a regular Library article in the Senior Citizen Newsletter
- Prepped handout for this year's tax season for State and Federal Tax Forms
- Began preparation for Adult Summer Reading program

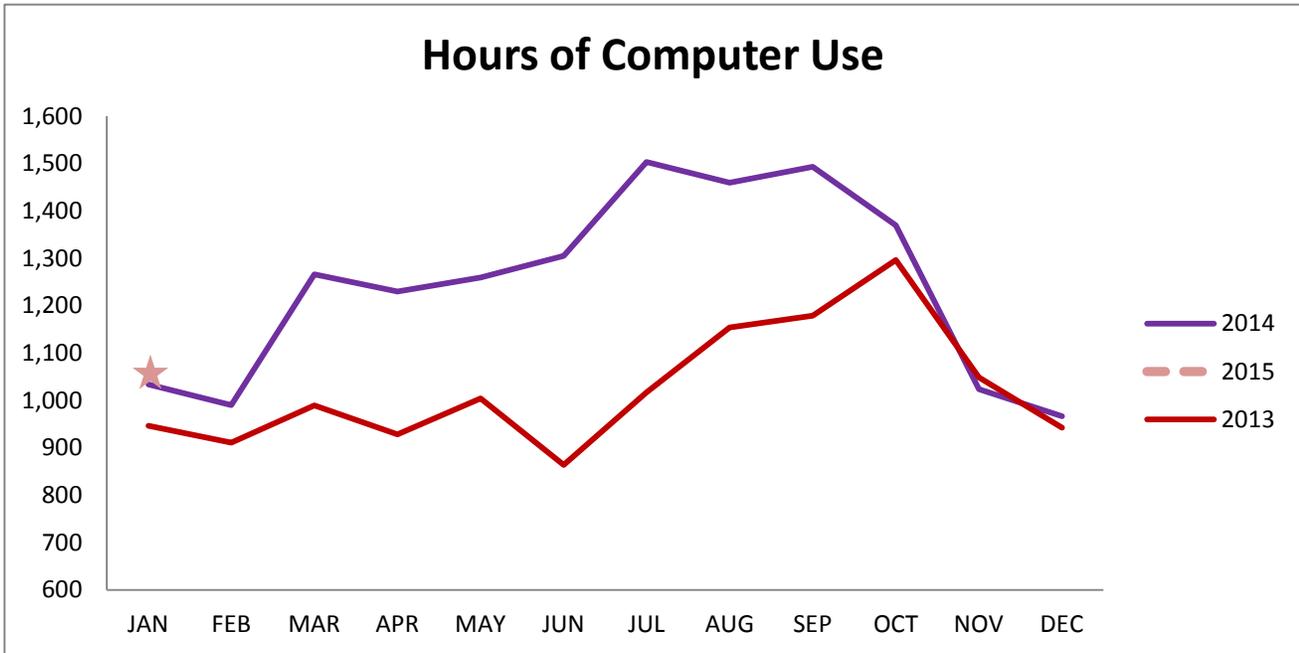
MCFLS / Other

- MCFLS plans to conduct strategic planning in 2015
- Three Board appointments were not renewed, leaving two seats currently vacant. The seat vacated by a Shorewood community member was refilled by the new Shorewood Schools Superintendent.

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



| | Reserves/Holds | | | |
|--------------|-----------------------------------|-------------------------|---------------------------------|-------------------------|
| | Staff assisted holds ¹ | % change from last year | Holds Sent from BD ⁸ | % change from last year |
| JAN | 438 | -2% | 2,252 | 33% |
| FEB | | - | | - |
| MAR | | - | | - |
| APR | | - | | - |
| MAY | | - | | - |
| JUN | | - | | - |
| JUL | | - | | - |
| AUG | | - | | - |
| SEP | | - | | - |
| OCT | | - | | - |
| NOV | | - | | - |
| DEC | | - | | - |
| TOTAL | 438 | | 2,252 | |

| | Programs | | | | | | |
|--------------|--------------------------|----------------------------|-------------------------|---------------------------|--------------|---------------------------|-------|
| | Juv/YA pgms ⁶ | Juv/YA attend ⁶ | Adult pgms ⁶ | Adult attend ⁶ | Total attend | % Attend change from last | Notes |
| JAN | 2 | 70 | 0 | 0 | 70 | -39% | |
| FEB | | | | | 0 | - | |
| MAR | | | | | 0 | - | |
| APR | | | | | 0 | - | |
| MAY | | | | | 0 | - | |
| JUN | | | | | 0 | - | |
| JUL | | | | | 0 | - | |
| AUG | | | | | 0 | - | |
| SEP | | | | | 0 | - | |
| OCT | | | | | 0 | - | |
| NOV | | | | | 0 | - | |
| DEC | | | | | 0 | - | |
| TOTAL | 2 | 70 | 0 | 0 | 70 | | |

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

CIRCULATION

| | 2015 | | | | 2014 | | | |
|--------------|---------------|--------------|----------|---------------|----------------|---------------|--------------|----------------|
| | ADULT | YOUTH | DIGITAL | TOTAL | ADULT | YOUTH | DIGITAL | TOTAL |
| JAN. | 10,695 | 4,883 | 0 | 15,578 | 10,789 | 4,802 | 347 | 15,938 |
| FEB. | 0 | 0 | 0 | 0 | 9,983 | 4,799 | 320 | 15,102 |
| MARCH | 0 | 0 | 0 | 0 | 10,843 | 5,535 | 309 | 16,687 |
| APRIL | 0 | 0 | 0 | 0 | 10,683 | 5,360 | 982 | 17,025 |
| MAY | 0 | 0 | 0 | 0 | 10,652 | 5,383 | 328 | 16,363 |
| JUNE | 0 | 0 | 0 | 0 | 10,815 | 6,334 | 341 | 17,490 |
| JULY | 0 | 0 | 0 | 0 | 12,251 | 6,946 | 333 | 19,530 |
| AUGUST | 0 | 0 | 0 | 0 | 11,550 | 6,194 | 363 | 18,107 |
| SEPT. | 0 | 0 | 0 | 0 | 10,970 | 5,456 | 351 | 16,777 |
| OCT. | 0 | 0 | 0 | 0 | 11,061 | 5,372 | 431 | 16,864 |
| NOV. | 0 | 0 | 0 | 0 | 9,638 | 5,493 | 392 | 15,523 |
| DEC. | 0 | 0 | 0 | 0 | 9,760 | 4,604 | 353 | 14,717 |
| TOTAL | 10,695 | 4,883 | 0 | 15,578 | 128,995 | 66,278 | 4,850 | 200,123 |

RESERVES/HOLDS

| | 2015 | 2014 | Paging slips '15 | Paging slips '14 |
|---------------|------|--------------|------------------|------------------|
| | Jan. | | 447 | |
| Feb. | | 383 | | 1,522 |
| Mar. | | 463 | | 1,612 |
| April | | 481 | | 1,453 |
| May | | 429 | | 1,490 |
| June | | 508 | | 1,538 |
| July | | 514 | | 1,389 |
| Aug. | | 459 | | 1,482 |
| Sept. | | 519 | | 1,703 |
| Oct. | | 428 | | 1,468 |
| Nov. | | 337 | | 1,277 |
| Dec. | | 330 | | 1,904 |
| Total: | | 5,298 | | 18,528 |

COMPUTER USE

| | 2015 | | | 2014 |
|--------------|--------------|---------------|----------------------------|---------------|
| | Hours used | % of Capacity | % hours used vs. last year | Hours used |
| JAN. | 1,059 | 38% | 2.5% | 1,034 |
| FEB. | 0 | - | - | 990 |
| MARCH | 0 | - | - | 1,266 |
| APRIL | 0 | - | - | 1,230 |
| MAY | 0 | - | - | 1,259 |
| JUNE | 0 | - | - | 1,305 |
| JULY | 0 | - | - | 1,503 |
| AUGUST | 0 | - | - | 1,459 |
| SEPT. | 0 | - | - | 1,493 |
| OCT. | 0 | - | - | 1,370 |
| NOV. | 0 | - | - | 1,023 |
| DEC. | 0 | - | - | 967 |
| TOTAL | 1,059 | | | 14,899 |

PROGRAMS

| | 2015 | | | | 2014 | |
|--------------|-------------|---------------|------------|--------------|------------|--------------|
| | Juv/YA Prog | Juv/YA Attend | Adult Prog | Adult Attend | 2015 Total | 2014 Total |
| | 2 | 70 | 0 | 0 | 70 | 115 |
| | 0 | 0 | 0 | 0 | 0 | 187 |
| | 0 | 0 | 0 | 0 | 0 | 208 |
| | 0 | 0 | 0 | 0 | 0 | 123 |
| | 0 | 0 | 0 | 0 | 0 | 99 |
| | 0 | 0 | 0 | 0 | 0 | 391 |
| | 0 | 0 | 0 | 0 | 0 | 459 |
| | 0 | 0 | 0 | 0 | 0 | 406 |
| | 0 | 0 | 0 | 0 | 0 | 109 |
| | 0 | 0 | 0 | 0 | 0 | 345 |
| | 0 | 0 | 0 | 0 | 0 | 207 |
| | 0 | 0 | 0 | 0 | 0 | 220 |
| TOTAL | 2 | 70 | 0 | 0 | 70 | 2,869 |

BUILDING USE

| 2015 | 2014 |
|--------------|----------------|
| 8,300 | 7,565 |
| 0 | 7,264 |
| 0 | 6,370 |
| 0 | 8,506 |
| 0 | 9,943 |
| 0 | 10,189 |
| 0 | 11,570 |
| 0 | 11,766 |
| 0 | 10,067 |
| 0 | **10467 |
| 0 | 9,675 |
| 0 | 7,532 |
| 8,300 | 110,914 |

** Avg of last 3 Octo-

User: BRIAN

DB: Brown Deer

PERIOD ENDING 01/31/2015

| GL NUMBER | DESCRIPTION | ACTIVITY FOR | | YTD BALANCE | 2015 | AVAILABLE | % BDGT |
|--|--------------------------------|------------------|---------------------|-------------|--------|-------------|------------|
| | | MONTH 01/31/2015 | INCREASE (DECREASE) | | | | |
| | | | | NORMAL | BUDGET | NORMAL | (ABNORMAL) |
| Fund 151 - Library Fund | | | | | | | |
| Revenues | | | | | | | |
| Dept 000-11-TAXES | | | | | | | |
| 151-000-11-4-00-10 | General Property Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000-11-TAXES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 000-67-PARKS & CULTURE/RECREATION | | | | | | | |
| 151-000-67-4-10-10 | Photocopies | 552.28 | 552.28 | 0.00 | 0.00 | (552.28) | 100.00 |
| 151-000-67-4-10-20 | Library-Fines | 1,063.56 | 1,063.56 | 0.00 | 0.00 | (1,063.56) | 100.00 |
| 151-000-67-4-10-30 | Sale of Materials | 43.72 | 43.72 | 0.00 | 0.00 | (43.72) | 100.00 |
| 151-000-67-4-10-40 | Lost Material Charges | 90.00 | 90.00 | 0.00 | 0.00 | (90.00) | 100.00 |
| 151-000-67-4-10-90 | Miscellaneous Charges | 313.00 | 313.00 | 0.00 | 0.00 | (313.00) | 100.00 |
| Total Dept 000-67-PARKS & CULTURE/RECREATION | | 2,062.56 | 2,062.56 | 0.00 | 0.00 | (2,062.56) | 100.00 |
| Dept 000-73-INTERGOVERNMENTAL CHARGES | | | | | | | |
| 151-000-73-4-60-10 | MCFLS-Reciprocal Borrowing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000-73-INTERGOVERNMENTAL CHARGES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 000-81-INTEREST INCOME | | | | | | | |
| 151-000-81-4-00-10 | Investment Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000-81-INTEREST INCOME | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 000-82-MISCELLANEOUS REVENUE | | | | | | | |
| 151-000-82-4-00-10 | Rent Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000-82-MISCELLANEOUS REVENUE | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 0.00 |
| Total Dept 000-84-INSURANCE RECOVERIES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept 000-85-DONATIONS | | | | | | | |
| 151-000-85-4-50-10 | Donations - Library | 2,179.73 | 2,179.73 | 0.00 | 0.00 | (2,179.73) | 100.00 |
| Total Dept 000-85-DONATIONS | | 2,179.73 | 2,179.73 | 0.00 | 0.00 | (2,179.73) | 100.00 |
| TOTAL Revenues | | 4,242.29 | 4,242.29 | 0.00 | 0.00 | (4,242.29) | 100.00 |
| Expenditures | | | | | | | |
| Dept 510-51-92400 | | | | | | | |
| 151-510-51-5-10-10 | Salaries/Wages | 13,517.51 | 13,517.51 | 0.00 | 0.00 | (13,517.51) | 100.00 |
| 151-510-51-5-11-10 | Part-time/Temporary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 151-510-51-5-15-10 | WI Retirement | 798.74 | 798.74 | 0.00 | 0.00 | (798.74) | 100.00 |
| 151-510-51-5-15-15 | FICA | 991.56 | 991.56 | 0.00 | 0.00 | (991.56) | 100.00 |
| 151-510-51-5-15-20 | Group Insurance | 4,098.63 | 4,098.63 | 0.00 | 0.00 | (4,098.63) | 100.00 |

User: BRIAN

DB: Brown Deer

PERIOD ENDING 01/31/2015

| GL NUMBER | DESCRIPTION | ACTIVITY FOR | | YTD BALANCE | 2015 | AVAILABLE | | % BDGT | |
|--------------------------------|--------------------------------|------------------|---------------------|-------------|------|------------|----------------|--------|--------|
| | | MONTH 01/31/2015 | INCREASE (DECREASE) | | | 01/31/2015 | AMENDED BUDGET | | NORMAL |
| Fund 151 - Library Fund | | | | | | | | | |
| Expenditures | | | | | | | | | |
| 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 | | 59.17 | 59.17 | 0.00 | | (59.17) | 100.00 | |
| 151-510-51-5-20-40 | Printing Services | | 52.62 | 52.62 | 0.00 | | (52.62) | 100.00 | |
| 151-510-51-5-24-10 | Equipment Maintenance Services | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 151-510-51-5-30-10 | Office Supplies, Equip & Exp | | 53.72 | 53.72 | 0.00 | | (53.72) | 100.00 | |
| 151-510-51-5-30-15 | Postage & Mailing | | 99.58 | 99.58 | 0.00 | | (99.58) | 100.00 | |
| 151-510-51-5-30-20 | Communications | | 57.10 | 57.10 | 0.00 | | (57.10) | 100.00 | |
| 151-510-51-5-45-10 | Professional Memberships | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 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 | | 61.10 | 61.10 | 0.00 | | (61.10) | 100.00 | |
| 151-510-51-5-45-40 | Mileage Reimbursement | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| Total Dept 510-51-92400 | | | 19,789.73 | 19,789.73 | 0.00 | | (19,789.73) | 100.00 | |
| Dept 511-51 | | | | | | | | | |
| 151-511-51-5-35-40 | Collect Repair/Maint/Suppl | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 151-511-51-5-38-10 | Periodicals | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 151-511-51-5-38-15 | Books | | 4,579.70 | 4,579.70 | 0.00 | | (4,579.70) | 100.00 | |
| 151-511-51-5-38-20 | Audio/Visual | | 805.43 | 805.43 | 0.00 | | (805.43) | 100.00 | |
| 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 | | 2,059.89 | 2,059.89 | 0.00 | | (2,059.89) | 100.00 | |
| 151-511-51-5-38-40 | Library Programming | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| Total Dept 511-51 | | | 7,445.02 | 7,445.02 | 0.00 | | (7,445.02) | 100.00 | |
| Dept 512-51 | | | | | | | | | |
| 151-512-51-5-22-10 | Natural Gas/Electric Service | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 151-512-51-5-22-20 | Sewer/Water Services | | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| 151-512-51-5-23-10 | Cleaning Services | | 1,365.00 | 1,365.00 | 0.00 | | (1,365.00) | 100.00 | |
| 151-512-51-5-23-15 | Building Maint/Repair Services | | 3,840.35 | 3,840.35 | 0.00 | | (3,840.35) | 100.00 | |
| 151-512-51-5-35-10 | Building Supplies | | 121.50 | 121.50 | 0.00 | | (121.50) | 100.00 | |
| Total Dept 512-51 | | | 5,326.85 | 5,326.85 | 0.00 | | (5,326.85) | 100.00 | |
| 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 | |
| TOTAL Expenditures | | | 32,561.60 | 32,561.60 | 0.00 | | (32,561.60) | 100.00 | |
| Fund 151 - Library Fund: | | | | | | | | | |
| TOTAL REVENUES | | | 4,242.29 | 4,242.29 | 0.00 | | (4,242.29) | 100.00 | |
| TOTAL EXPENDITURES | | | 32,561.60 | 32,561.60 | 0.00 | | (32,561.60) | 100.00 | |
| NET OF REVENUES & EXPENDITURES | | | (28,319.31) | (28,319.31) | 0.00 | | 28,319.31 | 100.00 | |

JOURNALIZED
 BOTH OPEN AND PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|---------------------------------|----------------------------|------------------------|-------------------------------------|-------------|----------|----------|---------|
| Fund 151 Library Fund | | | | | | | |
| Dept 000-12 TAXES | | | | | | | |
| 151-000-12-2-00-10 | Accounts Payable Year End | AT & T | SERVICE | 01142014A | 01/15/15 | 19.75 | 79258 |
| 151-000-12-2-00-10 | Accounts Payable Year End | ITU ABSORBTECH INC | MAT SERVICE-DEC 2014 | 5944747 | 01/30/15 | 170.49 | 79388 |
| 151-000-12-2-00-10 | Accounts Payable Year End | SYNCB/AMAZON | DVD'S, GAMES | 12122014 | 01/30/15 | 236.49 | 79409 |
| 151-000-12-2-00-10 | Accounts Payable Year End | WM. A. ZACHOW & SONS I | TOILET REPAIRS | 45016 | 01/30/15 | 555.00 | 79419 |
| 151-000-12-2-00-10 | Accounts Payable Year End | XEROX CORPORATION | BASE CHARGE-DEC 2014 | 77515299 | 01/30/15 | 363.48 | 79420 |
| Total For Dept 000-12 TAXES | | | | | | 1,345.21 | |
| Dept 000-85 DONATIONS | | | | | | | |
| 151-000-85-4-50-10 | Donations - Library | MB WACKER ASSOCIATES | WORKSHOP | 01212015 | 01/30/15 | 300.00 | 79392 |
| Total For Dept 000-85 DONATIONS | | | | | | 300.00 | |
| Dept 510-51 92400 | | | | | | | |
| 151-510-51-5-20-35 | Technical Services | MILW CO FEDERATED LIBR | MCFLS FORMS, TNS HOLDS CALLS, NOTIC | FL-02692 | 01/30/15 | 59.17 | 79394 |
| 151-510-51-5-20-40 | Printing Services | XEROX CORPORATION | PERIOD PAYMENT | 501632681 | 01/30/15 | 52.62 | 79420 |
| 151-510-51-5-30-10 | Office Supplies, Equip & E | MILW CO FEDERATED LIBR | MCFLS FORMS, TNS HOLDS CALLS, NOTIC | FL-02692 | 01/30/15 | 53.72 | 79394 |
| 151-510-51-5-30-15 | Postage & Mailing | MILW CO FEDERATED LIBR | MCFLS FORMS, TNS HOLDS CALLS, NOTIC | FL-02692 | 01/30/15 | 99.58 | 79394 |
| 151-510-51-5-30-20 | Communications | MILW CO FEDERATED LIBR | MCFLS FORMS, TNS HOLDS CALLS, NOTIC | FL-02692 | 01/30/15 | 57.10 | 79394 |
| 151-510-51-5-45-30 | Professional Training | HINTON, KELLEY | STAFF TRAINING DAY EXPENSES | 01282015 | 01/30/15 | 61.10 | 79386 |
| Total For Dept 510-51 92400 | | | | | | 383.29 | |
| Dept 511-51 | | | | | | | |
| 151-511-51-5-38-15 | Books | GALE/CENGAGE LEARNING | PLAN 6 RENEWAL | 54046024 | 01/30/15 | 1,700.00 | 79381 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 5013010641 | 01/30/15 | 6.35 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 5013329855 | 01/30/15 | 11.59 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 5013372567 | 01/30/15 | 37.00 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 20320181855 | 01/30/15 | 8.66 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 2030202388 | 01/30/15 | 9.55 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202390 | 01/30/15 | 55.42 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030225179 | 01/30/15 | 47.73 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202387 | 01/30/15 | 18.92 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030197306 | 01/30/15 | 487.25 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030225178 | 01/30/15 | 64.77 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030197029 | 01/30/15 | 189.28 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | REFERENCE BOOKS | 5013446726 | 01/30/15 | 69.17 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030211883 | 01/30/15 | 42.77 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030211884 | 01/30/15 | 28.62 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 2030197027 | 01/30/15 | 4.05 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 2030197030 | 01/30/15 | 2.31 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030197031 | 01/30/15 | 28.98 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOK | 2030197032 | 01/30/15 | 9.79 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202386 | 01/30/15 | 19.66 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030225177 | 01/30/15 | 42.25 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030225180 | 01/30/15 | 30.62 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202114 | 01/30/15 | 222.09 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202115 | 01/30/15 | 375.60 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202727 | 01/30/15 | 432.51 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030181853 | 01/30/15 | 107.12 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030181854 | 01/30/15 | 346.92 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030197028 | 01/30/15 | 59.65 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030225176 | 01/30/15 | 21.36 | 79368 |
| 151-511-51-5-38-15 | Books | BAKER & TAYLOR | BOOKS | 2030202389 | 01/30/15 | 99.71 | 79368 |
| 151-511-51-5-38-20 | Audio/Visual | SYNCB/AMAZON | DVD'S, GAMES | 12122014 | 01/30/15 | 456.28 | 79409 |
| 151-511-51-5-38-20 | Audio/Visual | BAKER & TAYLOR | AUDIOBOOKS | 2030211885 | 01/30/15 | 349.15 | 79368 |

JOURNALIZED
 BOTH OPEN AND PAID

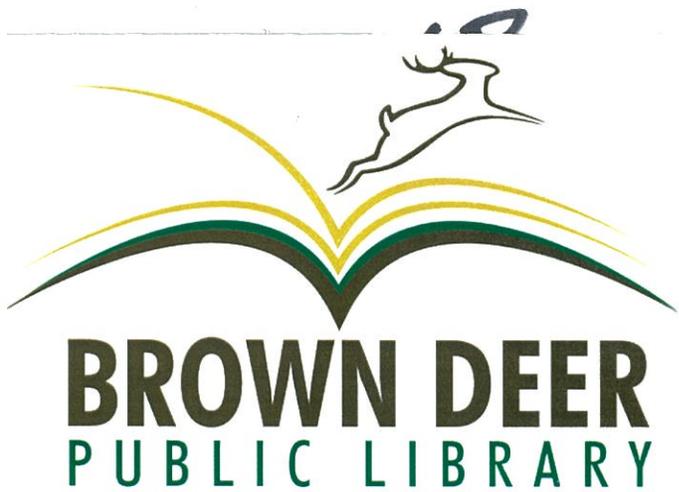
| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|--|----------------------------|------------------------|--------------------------------------|--------------|----------|-----------|---------|
| Fund 151 Library Fund | | | | | | | |
| Dept 511-51 | | | | | | | |
| 151-511-51-5-38-30 | Donation Expenditures | MB WACKER ASSOCIATES | HALF DAY STAFF DEVELOPMENT DAY PROG: | 12312014 | 01/05/15 | 1,500.00 | 78913 |
| 151-511-51-5-38-30 | Donation Expenditures | SYNCB/AMAZON | DVD'S, GAMES | 12122014 | 01/30/15 | 559.89 | 79409 |
| Total For Dept 511-51 | | | | | | 7,445.02 | |
| Dept 512-51 | | | | | | | |
| 151-512-51-5-23-10 | Cleaning Services | THE JANITORS LLC | MONTHLY CLEANING | 5764 | 01/30/15 | 1,365.00 | 79410 |
| 151-512-51-5-23-15 | Building Maint/Repair Serv | BURKHARDT HEATING & A/ | SERVICE AGREEMENT | 2287 | 01/30/15 | 2,100.00 | 79375 |
| 151-512-51-5-23-15 | Building Maint/Repair Serv | LEMBERG ELECTRIC COMPA | FRONT ENTRANCE LIGHTING REPAIRS | 135027 | 01/30/15 | 1,740.35 | 79391 |
| 151-512-51-5-35-10 | Building Supplies | NASSCO INC | FACIAL TISSUE, CAN LINERS, HAND TOW: | 81865092.001 | 01/30/15 | 121.50 | 79396 |
| Total For Dept 512-51 | | | | | | 5,326.85 | |
| Total For Fund 151 Library Fund | | | | | | 14,800.37 | |
| Fund 180 Strehlow Donation Fund | | | | | | | |
| Dept 000-51 DUE FROM OTHER FUNDS | | | | | | | |
| 180-000-51-5-39-11 | Donation Expense Library | ANDERSEN-KOPCZYK, DANA | PROGRAM SUPPLIES REIMBURSED | 01282015 | 01/30/15 | 72.71 | 79365 |
| Total For Dept 000-51 DUE FROM OTHER FUNDS | | | | | | 72.71 | |
| Total For Fund 180 Strehlow Donation Fund | | | | | | 72.71 | |

02/02/2015 02:45 PM
User: BRIAN
DB: Brown Deer

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
POST DATES 01/01/2015 - 01/31/2015
JOURNALIZED
BOTH OPEN AND PAID

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|-----------|----------------|--------|---------------------------------|---------|----------|------------------|---------|
| | | | Fund Totals: | | | | |
| | | | Fund 151 Library Fund | | | 14,800.37 | |
| | | | Fund 180 Strehlow Donation Fund | | | 72.71 | |
| | | | Total For All Funds: | | | <u>14,873.08</u> | |

BDPL



Votes
9

Votes
9

Brown Deer Library - Computer use by Municipality

| Dec-14 | Total # of sessions | Sessions by Brown Deer residents | BD % | Sessions by Milwaukee residents | Mke % | Sessions by other residents | Other % | Average session time-minutes |
|--------|---------------------|----------------------------------|------|---------------------------------|-------|-----------------------------|---------|------------------------------|
| | 449 | 91 | 20 | 335 | 75 | 23 | 5 | 43 |

| Jan-15 | Total # of sessions | Sessions by Brown Deer residents | BD % | Sessions by Milwaukee residents | Mke % | Sessions by other residents | Other % | Average session time-minutes |
|--------|---------------------|----------------------------------|------|---------------------------------|-------|-----------------------------|---------|------------------------------|
| | 1388 | 359 | 26 | 981 | 71 | 47 | 3 | 42 |

2010 public computer replacement cost 12789 21871 sessions in 2014
 Annual replacement cost over 5 years \$ 2,558 per year

| | |
|---|-------------------------------|
| 70% of annual replacement cost \$ 1,790 | 15310 70% of sessions in 2014 |
| 75% of annual replacement cost \$ 1,918 | 16403 75% of sessions in 2014 |



BROWN DEER PUBLIC LIBRARY
5600 West Bradley Road
Brown Deer, Wisconsin 53223

2/2/2015

State Superintendent of Public Instruction Tony Evers
Department of Public Instruction
PO Box 7841
125 S Webster St
Madison, WI 53707

Dear Superintendent Evers,

I am taking this opportunity to contact you about a topic of great importance to my community and library, namely the substantial state-wide changes to libraries being discussed as part of the *Strategic Vision for Library Services in the 21st Century*. As the President of the Board of the Brown Deer Public Library, it's important that I share feedback about the effect many of the changes may have on the users I represent.

The Milwaukee County Federated Library System, of which the Brown Deer Public Library is a member, is unique in the state. It is the only single-county library system due to the dense population it serves. This population is also quite diverse, with collections that represent the depth and breadth of our user's needs and interests. The Milwaukee Public Library's Central Library has been a statewide-resource library for many years, serving the print material needs of not only our unique community, but also the special needs of other users in the state. We fear that changes to the resource library requirement will have negative effects for all those who depend on MPL Central for its unique resources.

A one-state, one-ILS proposal may well be a substantial efficiency for many small systems. However, the Milwaukee County Federated Library System contains a significantly larger quantity of items than any other state system, and we fear that increased ease of access to our collections by smaller systems will put a strain on their use and make the most sought-after titles frequently unavailable to our patrons. Unless state-provided funding is given to support the demand, we do not feel favorably about this proposal.

Finally, we believe that MCFLS has long been a leader in providing dependable training and professional education to its members. MCFLS partners closely with Waukesha County Federated Library System to make coordinated and smart use of limited training resources. By removing some local control over how continuing education funds are allocated and spent, we fear that our expertise in this area will disappear to the detriment of our local system. Our program offerings will become sporadic and dependent on grant funding.

We appreciate the work you're doing to keep our libraries ahead of the game and thinking strategically about our futures. It's our hope that the combined input of all the library systems in the state will drive your final recommendations, and will respect the unique characteristics that many of us have developed and are counted upon to offer to our communities.

Sincerely,

Anne Lutz, President of the Board
Brown Deer Public Library