

**LIBRARY BOARD MEETING**  
**Monday, January 13th, 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. December 9, 2013-Regular meeting
- IV. Unfinished Business
  - a. Library street sign lettering change inquiry
  - b. Update on cleaning services contract comparison (attached)
- 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. November/December 2013
  - b. Action on Substitute Librarian job description (attached)
  - c. Action on proposed Library 2014 holiday closures (attached)
- 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.
- IX. Adjournment

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

Brian Williams-Van Klooster, Library Director  
January 2, 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**  
**December 9th, 2013 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 A. 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**

Gerald Arenz, 7817 N 60 St #B, spoke regarding a portion of item V. The Board made recommendations to the Director regarding Mr. Arenz' appeal.

**III. Consideration of Minutes:**

- a. November 11, 2013 – Regular Meeting

*It was moved by J. Baker and seconded by K. Lewis-Williams to approve the minutes of the November 11<sup>th</sup>, 2013 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

The Library Director shared updated pricing for the new Library street sign. New pricing brings the sign within approved budget range. Construction is expected to start after spring thaw. Board members proposed the idea of moving the old sign to the Library's parking lot entrance on 55<sup>th</sup> St. The Library Director will inquire with DPW about the feasibility of that department doing the work. Board members also inquired about the price difference in installing raised lettering that would mirror the new signage at the schools. The Library Director will inquire and report back.

**V. Report of Library Director**

The Monthly Usage Report was amended to include recently received statistics. Digital circulation and Programs attendance for November were added.

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

The Annual Auction raised approximately \$2700. The Patron Challenge has raised approximately \$900 to date, to which the Friends will match the donations dollar-for-dollar.  
Next Friends of the Library meeting is scheduled for January 9th at 6:30PM at the Brown Deer Library. Elections will also be held.

**VII. New Business**

- a. Consideration of Vouchers: October/November 2013

*It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the payment of the October/November vouchers. The motion carried unanimously.*

- b. HVAC preventive maintenance contract:

*It was moved by E. Bennett and seconded by J. Baker to approve awarding the HVAC preventive maintenance contract to Burkhardt Heating and Cooling. The motion carried unanimously.*

Cleaning services contract:

The Board inquired about pricing and services to be rendered in the proposed new cleaning contract, and pointed out the monthly cost increase compared to existing. The Library Director noted that staff have expressed dissatisfaction with the quality of cleaning offered by the current contractor. He also pointed out that many important cleaning tasks are not on a regular schedule including hard floor scrubbing, carpet shampooing and window cleaning. The current cleaning company does not provide these services, nor does it offer 6-day cleaning as was requested of new contractors who bid. It is time consuming for the Library Director to have to price compare these services on a regular basis when instead they could be packaged with an existing full-service cleaning contract. The Library's 6 day per week 2014 schedule, with 7 hour Saturdays, calls for 6 days of

cleaning.

The Library Board requested that the Director conduct more thorough price comparison, ensure the operations budget can accommodate any increases, consider options to reduce costs with new contractors, and more fully explore service contract partnership with Village Hall.

*This item was tabled for review at the January meeting.*

c. Community Room policy

*It was moved by W. Jabas and seconded by E. Bennett to approve the revised Community Room policy with the recommended correction. The motion carried unanimously.*

d. Library closure on 1/20/14 and 4/2/14

*It was moved by J. Baker and seconded by E. Bennett to approve closing the Library on the above dates for staff in-service training during Millennium server migration. The motion carried unanimously.*

e. Discussion regarding 'card in-hand' requirement

Library Director informed the Board of the Library's requirement that patrons have their library cards in their possession at the time of checkout and computer log-in. The Director noted that staff are allowed to use their discretion to override this requirement by looking up patron records using ID for checkout. At this time patrons are usually encourage to have their cards with them at the next visit or pay \$3 to replace their cards. The number of overrides received by a patron are not recorded, and this requirement is enforced inconsistently. The Director also noted that the same discretion is not allowed for look up of patron records to access the internet, instead requesting that they pay \$1 for an internet visitor pass.

The Director shared a staff member's opinion that the internet visitor pass compensates the library for the extra accommodation not required by those with their card, that not requiring a card for service devalues the need to issue a card in general, and that presenting a card when required encourages the patron to be responsible for one's action.

The Library Board's majority opinion was that, in the interest of good customer service, cards and charges should not be required for service. Opinions were that that most other membership programs allow persons to show ID and/or provide a SSN in lieu of the card, that the inconvenience to the patron and risk of losing a checkout or internet usage due to lack of a card in hand is greater than the inconvenience to staff or the opportunity to make a statement about individual responsibility, and that allowing checkout and internet use without a card or charge helps maximize opportunities for revenue due to reciprocal borrowing. The Board likes the fact that discretion is used to look up records for checkout, have benefitted from it themselves, and appreciate that patrons are encouraged to have their cards at their next visit.

*Action was not required on this item.*

f. Director probationary review

The Library Director's 6 month probationary performance review will be conducted by the Village Manager. The Village Manager will be invited to the Library Board's January meeting, and will recess into closed session for this discussion without the Director present.

## VIII. Recess into Closed Session

*It was moved by E. Bennett and seconded by J. Baker move into Closed session in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion carried unanimously.*

## IX. Reconvene into Open Session

*It was moved by W. Jabas and seconded by E. Bennett to move into Open session. The motion carried unanimously.*

*It was moved by E. Bennett and seconded by W. Jabas to approve funding of one full-time Library Assistant position using operating expenses through February 28<sup>th</sup>, 2014. The motion carried unanimously.*

## X. Adjournment

**Next meeting: January 13<sup>th</sup>, 2013.** *It was moved by A. Lutz and seconded by J. Baker to adjourn at 6:30 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director

12/11/13

## BDPL Janitorial Services Bid – Comparison, Dec. 2013

	<i>Reliable Cleaning Service, Inc</i>	<i>Rachil Janitorial, Inc</i>	<i>Pro1 Janitorial</i>
Full service bid	-	1660	-
Partial service bid	1150/mo	-	1950/mo
Additional service add-on	-	-	Carpet scrub \$1300/yr, Hard floor scrub/wax \$685/yr
Services requested but <i>not</i> bid	6 day/wk service, annual floor care, window wash	None	Window wash
Additional service costs for BDPL to absorb	Carpet scrub \$1400/yr, Hard floor scrub/wax \$1200/yr, Window wash \$250/yr, BDPL Staff time \$150/yr	-	Window wash \$250/yr, BDPL staff time \$30/yr
<b>Total monthly cost</b>	<b>\$1515</b> [cost =1400 for all services above +6 <sup>th</sup> day of cleaning not bid est. value +\$115/mo]	<b>\$1660</b>	<b>\$2139</b>

# Brown Deer Public Library - Director's Report

## December 2013

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### **Budget:**

- End of year update:
- Donations
  - received in December =\$2535 (includes \$1500 from Friends match)
  - during Friends Patron Challenge =\$1327 (w/o annual Rochwerger gift)
  - 2013 total received =\$8902

### **Facility:**

- Street sign Request for Consideration submitted to Finance and Public Works Committee, will be reviewed at February 12<sup>th</sup> FPW meeting (January meeting cancelled)
- Janitorial services bids received, revised, expanded comparison
  - See attachment.
  - Floor care reduced to 1x/year, all other services same.
  - Brian again recommends awarding the contract to Rachil Janitorial Group, who will likely also be providing services to Village Hall. Despite additional Village business, bid pricing is adjusted to lowest possible per company owner.

### **Meetings:**

- Monthly Staff meeting, 12/10
- Village Trustees meeting, 12/16
- Village Department Heads meeting, 12/17

### **Marketing/Communication/Outreach/PR:**

- *Our Brown Deer Now* Winter/Spring 2014 issue included a focus article called 'Library Counts on Community Support to Thrive'. It briefly discussed the history of our library, how it is funded, and notes our concerns about our current budgetary circumstances. Feedback from Library patrons about the article has been modest but positive overall.
- All media channels and Library printed publications have been updated with new Saturday hours (open until 5PM year-round).

### **Staff**

- Ugly Holiday Sweater Day for staff at the Library, 12/18

### **Statistics:**

- Several days of very cold weather and weekday holiday closures led to lower than expected usage this month.

### **Miscellaneous:**

- Theft of 3 books on 12/11/13, seen clearly on security video, reported to Police, requested that citation be issued to suspect whose identity is known. Suspect banned 6 months by Library Director, Board may review and increase if so moved.
- Restricted DVDs loan change effective January 2<sup>nd</sup>
  - Children may now borrow any media items in the collection except for R or TV-MA rated DVDs
  - Parents may sign a permission form to allow children to check out these materials

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## Children's / Young Adult Services

### Programs:

- Story time sessions
  - 6 story times, 20 participants average
- Movie Night, 12/19
  - 33 participants
- Lego Club, 12/17
  - 12 participants
- Make It, Take It, Family holiday craft program 12/18
  - 15 participants

### Meetings

- Monthly Staff meeting, 12/10

### Materials

- 5 Kindle catalog records added.

### Miscellaneous:

- Preparation of 5 special story time sessions for Brown Deer Elementary's K5 classes in January
- Early preparation for 2014 Summer Reading program

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## Adult Services

### Displays

- *Make It, Take It*, Christmas crafts to give and decorate
- Holiday music
- Christmas themed fiction

### Materials:

- 100 catalog records added or modified.
- 5 Kindle catalog records added.

### Meetings:

- Monthly Staff meeting, 12/10
- Webinar, Detecting Current Trends within the Mystery Genre, 12/13

### Miscellaneous:

- Training of/supervision of volunteers, including Holiday appreciation cards and treats
- Designed preliminary patron survey for first review
- Caught up on low priority cataloging corrections, catalog cleanup

### Programs:

- Make It, Take It, Family holiday craft program 12/18
  - 15 participants
- Continued planning for January SuperBowl author program

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## MCFLS / Other

- MCFLS Board of Trustees approved 2014 and 2015 budgets on 7/15
  - % of allocations based on percentage of State Aid received by MCFLS :
    - State Aid Year 2014 – Reciprocal borrowing 41% (paid Feb 2015), Resource Library Agreement 7% (paid in 2014), Cataloging Contract 10% (paid in 2014)
    - State Aid Year 2015 – Reciprocal borrowing 41% (paid Feb 2016), Resource Library Agreement 7% (paid in 2015), Cataloging Contract 11% (paid in 2015)
  - State Aid to MCFLS is flat for 2013 & 2014, as are reciprocal borrowing payment percentages of 43%. However, this still represents a decrease from \$113,386 in 2013, to \$108,111 in 2014.
- Brown Deer Public Library’s Board of Directors submitted a letter to Stef Morrill of WiLS in support of the MCFLS Board of Trustee’s opposition to SRLAAW subcommittee’s preliminary recommendations #1&6.
- Brian will be the 2014 LDAC Committee Chair.
- New CountyCat interface (Encore) to be released to public in late August. Exact date not yet set.

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

### CIRCULATION

	2013				2012			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	12,059	5,400	271	17,730	12,417	5,247	185	17,849
FEB.	9,530	4,610	242	14,382	11,575	5,534	200	17,309
MARCH	10,366	6,063	312	16,741	12,295	5,808	214	18,317
APRIL	11,906	5,563	255	17,724	12,161	6,961	249	19,371
MAY	11,520	5,616	257	17,393	12,537	6,165	265	18,967
JUNE	10,430	6,662	304	17,396	12,024	7,430	277	19,731
JULY	12,233	7,284	268	19,785	13,271	7,804	203	21,278
AUGUST	10,948	5,732	259	16,939	13,777	7,122	257	21,156
SEPT.	9,945	5,102	263	15,310	11,364	5,664	191	17,219
OCT.	10,773	5,907	271	16,951	12,340	6,344	188	18,872
NOV.	9,488	4,773	263	14,524	10,992	5,663	176	16,831
DEC.	9,635	4,135		13,770	9,960	4,525	202	14,687
<b>TOTAL</b>	<b>128,833</b>	<b>66,847</b>	<b>2,965</b>	<b>198,645</b>	<b>144,713</b>	<b>74,267</b>	<b>2,607</b>	<b>221,587</b>

### RESERVES/HOLDS

	2013	2012	Paging	
			Slips '13	Slips '12
Jan.	615	621	1,705	1,705
Feb.	631	636	1,420	1,651
Mar.	615	634	1,634	1,690
April	452	758	1,792	1,684
May	350	514	1,496	1,617
June	463	546	1,492	1,558
July	538	485	1,733	1,795
Aug.	427	667	1,599	1,698
Sept.	437	758	1,621	1,504
Oct.	480	628	1,572	1,738
Nov.	345	385	1,403	1,470
Dec.	499	332	1,354	1,136
<b>Total:</b>	<b>5,852</b>	<b>6,964</b>	<b>18,821</b>	<b>19,246</b>

### INTERNET USAGE (user sessions)

	2013	2012
JAN.	2,582	2,814
FEB.	2,484	3,045
MARCH	2,698	3,348
APRIL	2,532	3,462
MAY	2,739	3,705
JUNE	2,468	2,944
JULY	2,905	3,125
AUGUST	3,297	3,227
SEPT.	3,075	2,818
OCT.	2,357	3,528
NOV.	1,798	2,577
DEC.	1,616	2,090
<b>TOTAL</b>	<b>30,551</b>	<b>36,683</b>

### PROGRAMS

Juv/YA Prog	2013 Att.	Adult Prog	2013 Att.	2013 Total	2012 Total
	5	0	0	114	118
	3	1	11	95	263
	6	1	13	162	270
	3	1	13	100	141
	2	1	48	94	35
	11	0	0	451	454
	14	0	0	440	496
	6	0	0	179	301
	2	1	16	56	163
	11	0	0	287	203
	10	2	67	266	170
	10	0	0	211	181
<b>TOTAL</b>	<b>83</b>	<b>7</b>	<b>168</b>	<b>2,455</b>	<b>2,795</b>

### BUILDING USAGE

	2013	2012
	9,107	9,987
	7,344	9,776
	8,116	10,687
	8,054	11,010
	7,462	10,201
	8,060	10,997
	<b>8,162</b>	11,986
	8,994	11,642
	9,213	10,901
	9,378	11,499
	7,875	10,453
	<b>6,141</b>	8,101
<b>TOTAL</b>	<b>97,906</b>	<b>127,240</b>

\*Est.: Door counter misaligned, lost 2 weeks of use

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

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BDGT
		MONTH 12/31/2013	12/31/2013	AMENDED	BALANCE	
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	USED
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	0.00	385,346.01	385,346.00	(0.01)	100.00
Total Dept 000-11-TAXES		0.00	385,346.01	385,346.00	(0.01)	100.00
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	497.64	6,251.45	5,000.00	(1,251.45)	125.03
151-000-67-4-10-20	Library-Fines	1,165.29	19,213.87	22,000.00	2,786.13	87.34
151-000-67-4-10-30	Sale of Materials	92.25	1,088.72	2,000.00	911.28	54.44
151-000-67-4-10-40	Lost Material Charges	97.49	1,641.40	10,000.00	8,358.60	16.41
151-000-67-4-10-90	Miscellaneous Charges	500.00	500.00	0.00	(500.00)	100.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,352.67	28,695.44	39,000.00	10,304.56	73.58
Dept 000-73-INTERGOVERNMENTAL CHARGES						
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	113,693.00	113,386.00	(307.00)	100.27
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	113,693.00	113,386.00	(307.00)	100.27
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	0.00	183.00	5,000.00	4,817.00	3.66
Total Dept 000-81-INTEREST INCOME		0.00	183.00	5,000.00	4,817.00	3.66
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	3,059.25	10,189.79	12,000.00	1,810.21	84.91
Total Dept 000-85-DONATIONS		3,059.25	10,189.79	12,000.00	1,810.21	84.91
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		5,411.92	538,107.24	554,732.00	16,624.76	97.00

Expenditures

User: hudsonsu

DB: Brown Deer

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2013 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 12/31/2013 INCREASE (DECREASE)	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	23,335.70	283,020.01	325,062.00	42,041.99	87.07
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	1,461.07	17,485.39	20,452.00	2,966.61	85.49
151-510-51-5-15-15	FICA	1,695.46	20,652.93	24,867.00	4,214.07	83.05
151-510-51-5-15-20	Group Insurance	5,377.12	60,404.55	61,918.00	1,513.45	97.56
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	5,757.24	4,000.00	(1,757.24)	143.93
151-510-51-5-20-40	Printing Services	535.69	5,120.50	3,000.00	(2,120.50)	170.68
151-510-51-5-24-10	Equipment Maintenance Services	0.00	22,402.53	16,534.00	(5,868.53)	135.49
151-510-51-5-30-10	Office Supplies, Equip & Exp	1,080.15	8,047.82	5,500.00	(2,547.82)	146.32
151-510-51-5-30-15	Postage & Mailing	38.98	397.97	800.00	402.03	49.75
151-510-51-5-30-20	Communications	17.55	485.39	3,000.00	2,514.61	16.18
151-510-51-5-45-10	Professional Memberships	0.00	172.52	500.00	327.48	34.50
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	415.00	730.00	315.00	56.85
151-510-51-5-45-40	Mileage Reimbursement	128.82	223.74	700.00	476.26	31.96
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		33,670.54	424,585.59	467,063.00	42,477.41	90.91
Dept 511-51						
151-511-51-5-35-40	Equip Repair/Maint Supplies	583.56	2,903.19	2,500.00	(403.19)	116.13
151-511-51-5-38-10	Periodicals	4,233.56	5,054.31	3,400.00	(1,654.31)	148.66
151-511-51-5-38-15	Books	889.83	49,748.73	48,574.00	(1,174.73)	102.42
151-511-51-5-38-20	Audio/Visual	1,178.39	11,703.90	11,000.00	(703.90)	106.40
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	533.35	4,038.63	0.00	(4,038.63)	100.00
151-511-51-5-38-40	Library Programming	134.12	1,825.41	2,000.00	174.59	91.27
Total Dept 511-51		7,552.81	75,274.17	67,474.00	(7,800.17)	111.56
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	0.00	17,589.15	17,000.00	(589.15)	103.47
151-512-51-5-22-20	Sewer/Water Services	181.21	689.85	775.00	85.15	89.01
151-512-51-5-23-10	Cleaning Services	1,150.00	13,800.00	13,800.00	0.00	100.00
151-512-51-5-23-15	Building Maint/Repair Services	136.51	3,944.62	6,000.00	2,055.38	65.74
151-512-51-5-35-10	Building Supplies	94.92	1,197.27	2,500.00	1,302.73	47.89
151-512-51-5-80-10	New/Replace Equipment	0.00	0.00	0.00	0.00	0.00
Total Dept 512-51		1,562.64	37,220.89	40,075.00	2,854.11	92.88
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 12/31/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2013	AVAILABLE		% BDGT
		MONTH 12/31/2013	INCREASE (DECREASE)			AMENDED	BALANCE	
				NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 151 - Library Fund								
Expenditures								
	Total Dept 999-01-PAYROLL CLEARING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		<u>42,785.99</u>	<u>537,080.65</u>	<u>574,612.00</u>	<u>37,531.35</u>	<u>93.47</u>		
Fund 151:								
TOTAL REVENUES		5,411.92	538,107.24	554,732.00	16,624.76	97.00		
TOTAL EXPENDITURES		<u>42,785.99</u>	<u>537,080.65</u>	<u>574,612.00</u>	<u>37,531.35</u>	<u>93.47</u>		
NET OF REVENUES & EXPENDITURES		(37,374.07)	1,026.59	(19,880.00)	(20,906.59)	5.16		

LIBRARY VOUCHERS - NOVEMBER - DECEMBER 2013

151-511-51-5-38-15	BOOKS	\$	259.71	Baker & Taylor Inc.	Books - 15 Adult
		\$	126.20	Baker & Taylor Inc.	Books - 11 Juvenile
		\$	197.91	INGRAM	Books - 37 Adult
	TOTAL	\$	583.82		
151-511-51-5-38-20	AUDIO-VISUAL	\$	27.15	Baker & Taylor Inc.	Juvenile Audiobooks - 5
		\$	437.35	Amazon	21 Juvenile DVD's
		\$	170.10	Amazon	8 Adult DVD's
	TOTAL	\$	634.60		
151-512-51-5-23-10	CLEANING SERVICE	\$	1,150.00	Reliable Cleaning Serv.	Cleaning Service
151-512-51-5-22-10	FUEL		572.03	Wis. Gas	Fuel
	ELECTRIC	\$	1,366.23	Wisc.Electric	Electric
151-512-51-5-23-15	BUILDING MAINT/REPAIR	\$	105.54	ITU, Inc.	Mat Service
	SERVICES	\$	30.97	Batteries Plus Bulbs	Light Bulbs
	TOTAL	\$	136.51		
151-510-51-5-30-10	OFFICE SUPPLIES, EQUIPMENT	\$	744.76	MCFLS	Toner Cartridges
	& EXPENSES	\$	35.13	Bubrick's Complete	Click Eraser, Stamp Pads
		\$	286.78	Demco, Inc.	Labels, Book Tape
	TOTAL	\$	1,066.67		
151-510-51-5-20-40	PRINTING	\$	280.87	Xerox Corporation	Base Charge for November Meter Usage from 10/24/13-11/21/13
151-512-51-5-35-10	BUILDING SUPPLIES	\$	59.12	NASSCO, Inc.	Jumbo Toilet Tissue, Paper Towels
151-511-51-5-35-40	EQUIPMENT REPAIR/ MAINTENANCE SUPPLIES	\$	583.56	Demco, Inc.	CD & DVD Security Cases, Vistafoil
151-511-51-5-38-40	LIBRARY PROGRAMMING	\$	87.09	Dana Andersen-Kopczyk	DIY Craft Day Supplies & Cookie Decorating Program
		\$	21.16	Mary T. Dunn	DIY Craft Day Supplies
	TOTAL	\$	108.25		
151-511-51-5-38-10	PERIODICALS	\$	303.67	Milw Journal Sentinal	Yearly Renewal
		\$	29.00	Antiques Roadshow	Yearly Renewal
		\$	3,900.89	WT Cox Subscriptions	Magazine Renewal for 2014
	TOTAL	\$	4,233.56		
151-511-51-5-38-30	DONATION EXPENDITURES	\$	315.12	Baker & Taylor Inc.	33 Juvenile Classic Books
		\$	107.37	Amazon	USB Chargers
	TOTAL	\$	422.49		
151-510-51-5-45-40	MILEAGE REIMBURSEMENT	\$	90.40	Sandra Haase	Mileage for 2013
		\$	38.42	Mary T. Dunn	Mileage from June - Dec 2013
	TOTAL	\$	128.82		
GRAND TOTAL		\$	11,326.53		

**Village of Brown Deer**  
**POSITION DESCRIPTION**

**TITLE:** Reference Librarian–Substitute, hours vary by need (2013)  
**DEPARTMENT:** Library  
**SUPERVISED BY:** Library Director

**POSITION SUMMARY:**

This position is responsible for providing basic reference and information service to all library patrons at short notice.

**DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

Essential functions include, but are not limited to:

1. Regular and predictable availability at short notice.
2. Assisting all patrons in locating needed materials and information.
3. Performing reader's advisory and other basic library services.
4. Monitoring work of junior employees while on duty.
5. Maintaining and applying up-to-date knowledge of local library policies and procedures.
6. Acting as Person in Charge in absence of more senior reference staff.
7. Performing other duties as requested by the Library Director.

**EDUCATION, EXPERIENCE AND TRAINING:**

1. Masters Degree from an ALA accredited Library School desired.
2. Public Library work experience not required but advantageous.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

1. Comprehensive knowledge and understanding of library principles, procedures, technology, goals, and philosophy of service.
2. Ability to meet, communicate with and work effectively with library staff and patrons.
3. Ability to work well with the public and to promote a positive image of the Library.
4. Presentation of a friendly and helpful manner appropriate for work with the Public.
5. Ability to effectively communicate ideas and information both in written and oral form.
6. Ability to effectively read and understand information contained in memoranda, reports and bulletins.
7. Ability to effectively follow instructions from supervisor provided in oral and written form.
8. Use of sound judgment to make appropriate decisions based on Library policy and procedure, cooperation with colleagues, and professional experience, knowledge and training.
9. Advanced knowledge of and experience with Milwaukee's CountyCat.

**PHYSICAL DEMANDS:**

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing, use of the telephone.
4. Far vision at 20 feet or further, near vision at 20 feet or less.
5. Lifting and carrying: 35 pounds or less.
6. Handling: processing, lifting and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.

**EQUIPMENT USED:**

Computer, fax machine, calculator, copy machine, telephone, audiovisual equipment, printers, and building security system.

**NON-DISCRIMINATION:**

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Approved:      Revised:

DRAFT

## **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