

LIBRARY BOARD MEETING
Monday, July 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. June 16, 2014
- IV. Unfinished Business
 - a. Update: sports equipment loan
 - b. Update: Final CIP submittals (attachment)
- 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. June 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
July 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
June 16, 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 5:07 P.M.

I. Roll Call

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

II. Persons Desiring to be Heard

The July 4th Planning Committee representative has contacted each Board member individually.

III. Consideration of Minutes:

- a. May 12, 2014 – Regular Meeting

It was moved by W. Jabas and seconded by E. Bennett to approve the minutes of the May 12, 2014 regular meeting. The motion carried unanimously.

IV. Unfinished Business

- a. Update: Street Sign Electrical Cost increase

The Library Director presented a revised quote from Lemberg Electric that reduces the electrical cost increase by half. It was agreed to approve expenditure of the remaining increase from fund balance. The fund balance will then be at 12%.

It was moved by W. Jabas and seconded by E. Bennett to approve the revised Proposal and Purchase Agreement for a street sign from Lemberg Electric. The motion carried unanimously.

- b. Update: Library Vending Machine

The Library Director presented informed the Board that Stan Kass of Skylark Vending has been unable to identify a machine appropriate for our use and budget. Mr Kass said that the machines often seen in hotels are no longer made, and the machines seen in airports are extremely costly. Mr Kass did not have additional suggestions for potential revenue for the Library.

V. Report of Library Director

- a. Director's Report

President Lutz inquired about the Director's presentation to Bradley Estates. This was a simple 'introduction to your neighborhood library' presentation with a brief Q&A.

- b. Usage Report

There were no verbal highlights or discussion of the report.

- c. Revenue/Expense Report

Briefly discussed were the planned annual expenditures for MCFLS services that comprise an account's current 100% expenditure level.

VI. Report of Friends of the Library

Next Friends of the Library meeting is scheduled for July 10 at 6:30PM at Wendy Jabas' house. The Plant Sale bill from Shady Lane needed to be corrected. Joyce Lorfeld will report on income from the sale at a later date. Planning for the 2014 Book Sale will begin.

VII. New Business

- a. Consideration of Vouchers:

May 2014

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the payment of the May 2014 vouchers.

The motion carried unanimously.

b. CIP project proposals

The Director shared a list of his proposed 2014-2019 CIPs, as well as a description of the Village Manager's CIP deadlines. The Director noted that some items on the list are regular maintenance purchases that have not previously been part of a coordinated maintenance plan, for example, computer replacement. Other items are facility maintenance projects and workplace efficiency and environment projects. The Director noted that this more coordinated and planned approach to regular maintenance and replacement is modeled after the successful methods used by other Village departments.

c. Salary survey

The Director recently surveyed over 1 year of regional library job postings to collect data on average library employee wages for a variety of job classifications. A comparison with current Brown Deer Library staff wages indicates a demonstrated need to make staff's wages more comparable to these regional averages. He noted that though the Library is in no financial position to make salary adjustments at this time, this is valuable information to have for planning purposes.

d. Cell phone tower behind Library

Discussion ensued about the June 9 meeting of the Village Plan Commission during which time it was recommended that the plan submitted by Central States Tower for a cell phone tower behind the library be brought before the Village Trustees for final approval. There has been no additional information from Village Administration regarding contract negotiations or revenue agreements other than that they were in progress between Central States and Attorney Fuchs as of 6/9. W. Jabas briefly mentioned Library staff concerns about potential municipal appropriations to the library being reduced by the amount of lease revenue. E. Bennett stated that a precedent already exists with the Water Utility and their cell phone antennas on the water tower. She noted that as far as she was aware, their operating budget had not been reduced due to this added revenue. E. Bennett also noted that she believes a public hearing must be conducted and that it could be as soon as next week. President Lutz said she felt it is premature to reach out to Village Administration regarding a formalized revenue agreement due to the contract not yet being completed.

e. Library Assistant vacancy update

Interviews were held for 6 candidates last week, offers were made to 2. One will be a promotion, the other a new hire. It was decided not to hire a Desk Clerk at this time.

f. MCFLS 2015 budget request update

The MCFLS Board submitted a 2015 budget request to the County in the amount of \$125,000. The amount is \$41,650 less than 2014, which was a special additional allocation to help fund Sierra. The amount is \$58,350 more than requested in 2013 and previous, with the amount to be used to fund increasingly high demand electronic materials like ebooks.

g. MCFLS Director search update

The MCFLS Board selected a candidate for Library Director during their June 16 meeting's closed session. The name was not announced due to pending employment checks and offer negotiations.

h. Temporary Resident pType

The Library Director proposed to create a new pType that would allow persons like college students home for the summer to get a library card for internet access and limited materials loan. President Lutz clarified that this pType is different from the Nonresident and School/Daycare/Nursing Home cards.

It was moved by W. Jabas and seconded by E. Bennett to approve creation of a Temporary Resident pType. The motion carried unanimously.

i. Sports equipment loan

This item was tabled for discussion at a future meeting.

VIII. Adjournment

Next meeting: July 14, 2014.

It was moved by E. Bennett and seconded by W. Jabas to adjourn at 6:01P.M. The motion carried unanimously.

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

Brian Williams-Van Klooster, Library Director
June 17, 2014

2015-2019 Library CIP Requests, submitted 6/23

CIP#	Project Name	Est Cost
LIB/15-17/1A-C	Circulation Desk and Workroom Remodel	75,000
LIB/16-17/2A-B	RFID Conversion, Self Checkout and Sorter	92,000
LIB/15/3	Fire alarm strobe/horn extension	5,000
LIB/15/4	Public PC and Wireless router replacement	15,800
LIB/17/5	Staff PC, Server and Peripheral replacement	16,200
LIB/17/6	Patio removal and landscaping, or rehabilitation	5,000
LIB/18/7	Exterior paint maintenance	9,000
LIB/19/8	Security camera system upgrade	15,500

CIP# format: Department/Year (or range)/Priority

Brown Deer Public Library - Director's Report

June 2014

Facility:

- Carpets were cleaned the weekend of June 21/22

Meetings:

- 6/2-Fire alarm strobe/horn extension project
- 6/3-Department Heads
- 6/5-MCFLS LDAC
- 6/9-Village Plan Commission
- 6/11-Library staff monthly meeting
- 6/16-MCFLS Board
- 6/16-Library Board
- 6/16-Village Trustees
- 6/17-Department Heads

Marketing/Communication/Outreach/PR:

- Patron Feedback Survey will be completed at end of July with a report at the August meeting
- Many positive comments were received by Dana and Meghan about the Smores cookout, including an email:

I just wanted to say "thank you" to you and the library staff for putting on a great event earlier this week. My 2.5 year old had a great time with the s'mores and glow jars. I also want to say how great the staff was who were working this and the reading program registration day. They interacted perfectly with my daughter on her level. She loves going to the library partly because of them!

I also wanted to say how great it is to have these activities available in the evening for working families. So many things go on during the day that we can't attend because both my husband and I work. Your evening reading program events have been the perfect timing for littler ones who get a bit crabby if things go on to long or too late!

Staff

- Three new resignations were received in June – Krystal (Page), Julius (Page), Betty (LA)
- Recruitment is scheduled or underway for current and upcoming vacancies
- Two new/promoted LAs started 6/25 and 6/30
- Scheduling for open hours and basic services has been very difficult with circulation staff vacancies and previously approved vacations - tasks have been evaluated for priority and some tasks once considered critical have been put on hold or considered for elimination (ordering and cataloging of less-popular material types, damaged material billing, discrepancy reports, handling of discards and donations, etc)

Statistics:

- Patron visits are up 26% over same month last year, partially accounted for by the 2014 17% increase in hours over the same period (open Saturdays 10-5).
- Computer use is up 51% over same month last year for the 6th month in a row, partially accounted for by the 17% increase in hours.
- Checkouts continue to be down, by 1% from same month last year despite a 17% increase in hours over the same period.

Miscellaneous:

- Director has made request to Friends of the Library to take ongoing responsibility for managing donations and discarded materials for annual book sale. Library staff must focus on customer service and handling of current material. This responsibility would entail weekly sorting/storing saleable material in our storage room for the annual book sale, and prepping of damaged/unsaleable material for the dumpster. Without a commitment for this help, the Library will be forced to drastically reduce the amount of material accepted on donation or retained from weeding.

Children's / Young Adult Services

Programs:

Lots of programming this month! Our preschool storytime sessions began, and we had several of our special summer programs.

Dana spent most of the month preparing reading records, prize bags, storytime crafts, and programming materials.

The biggest program this month was the S'mores Cookout, where kids and teens could come and make s'mores, then make a glow jar. Dana's husband acted as a volunteer to help out. Staff lost count at 114 people, although the entire program ran very smoothly. The majority of graham crackers, marshmallows, and Hershey bars were donated by the Brown Deer Walgreens. During the program, Dana's husband got the chance to talk to parents, who specifically said "This type of stuff makes my kids really want to come to the library", and "It's really nice that the village does stuff like this for kids - it's really good for them", and "I'm really impressed by this - we had a lot of fun".

- Summer Reading
 - Signups, **410** as of 6/30!
 - S'mores cookout, 114 participants
 - Kohl's Wild Theater, 44 participants
- Story time sessions
 - 3 sessions, average **32** participants per session
- Movie Nights, 6/5 & 6/19
 - **97** participants (73 at *The Lego Movie*)
- Lego Club, 6/24
 - **38** participants



Meetings

- Staff meeting 6/11

Materials

- **464** catalog records added or modified.

Adult Services

Displays

- *Music of Summerfest* featuring music from bands that will appear at the music festival
- *Patron Picks* from 2013 Adult Summer Reading program

Materials:

- Over 738 catalog records added or modified.

Meetings:

- Staff meeting 6/11

Miscellaneous:

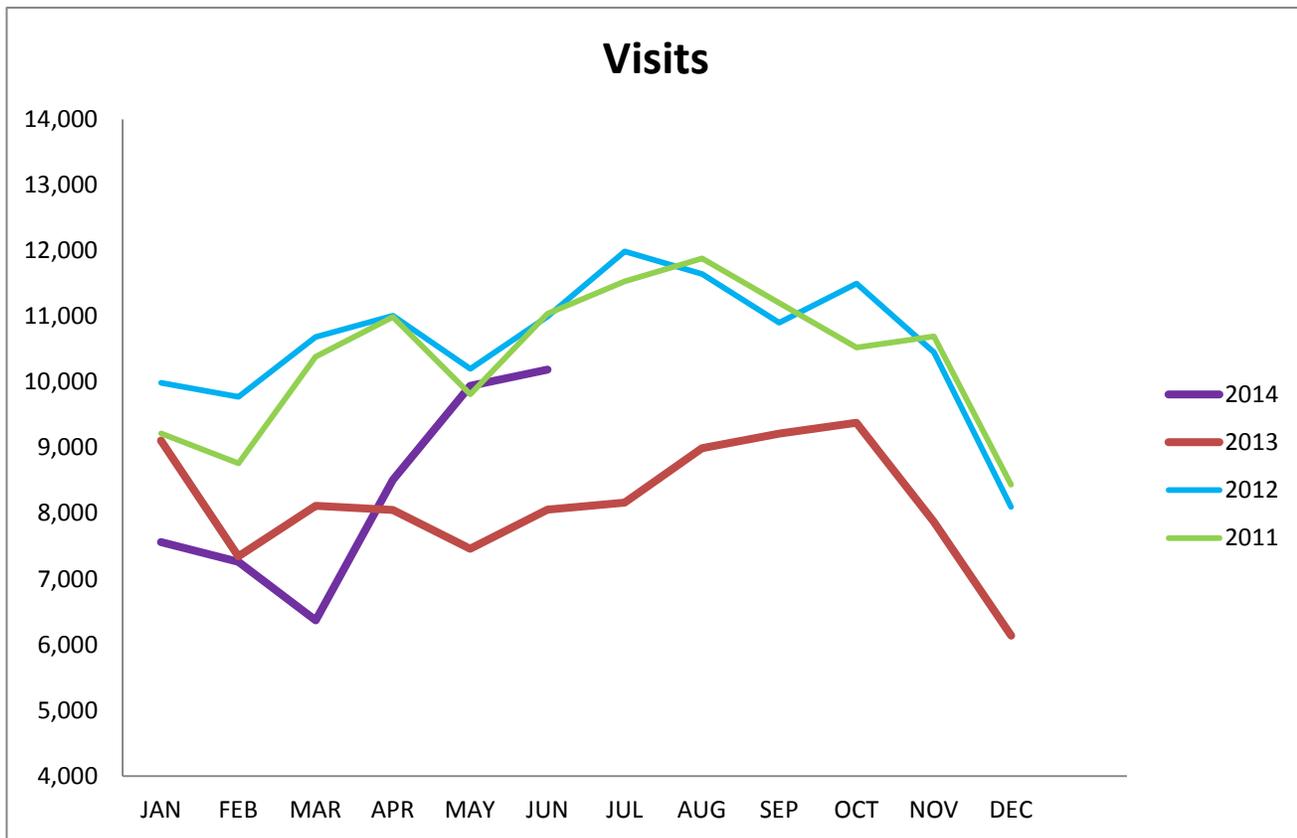
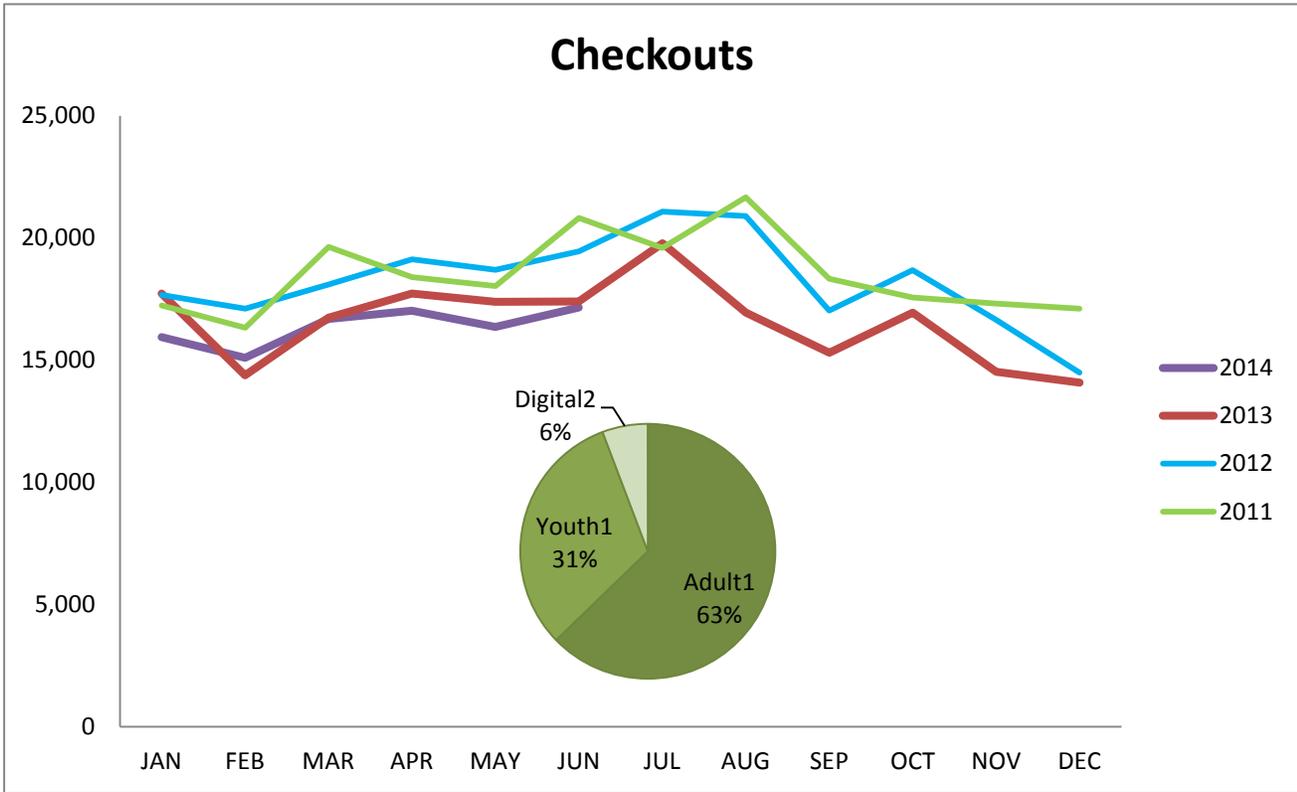
- Starting to feel the impact of the transition of Overdrive help calls from MCFLS to neighborhood staff. Also feeling the impact of increased use of tablets by patrons in their requests for ebook and device troubleshooting help.
- Coordinated project lists for volunteers
- Reviewed many donated items for addition to collection
- Made regular monthly purchases and weeding decisions

MCFLS / Other

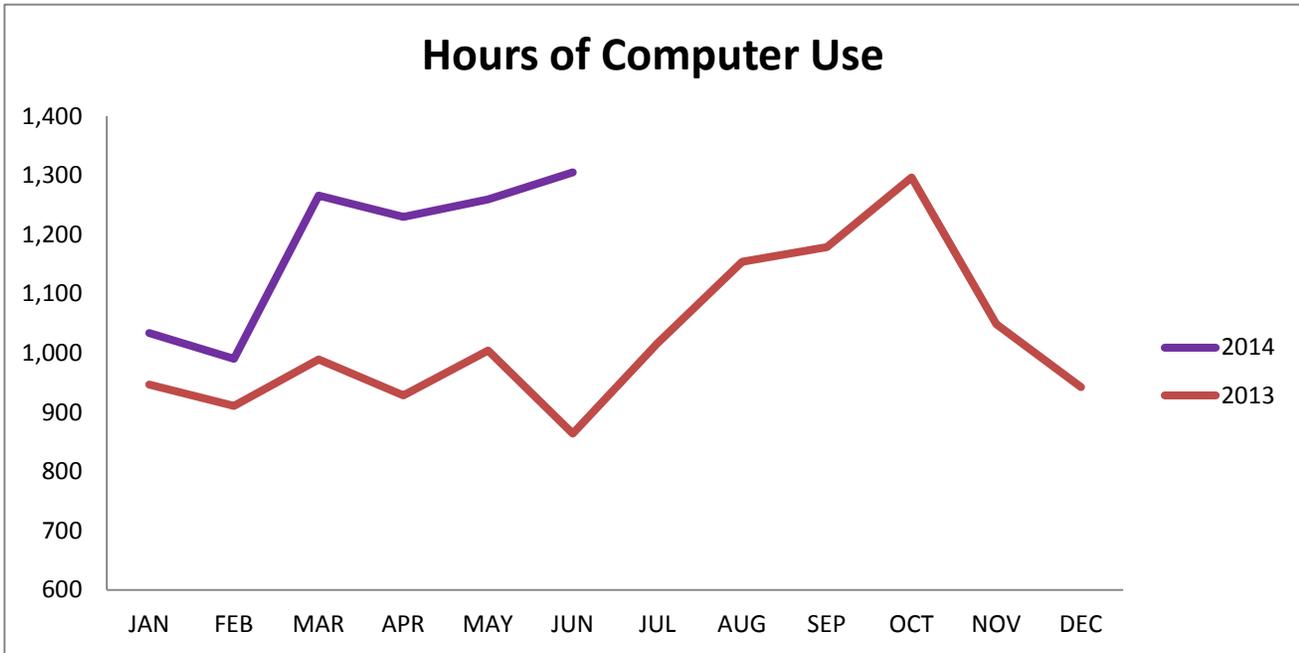
Highlights from the June 5 2014 meeting of the MCFLS LDAC meeting:

- Steve Hesel hosted a conference call for the LDAC with Sara Gold of Wisconsin Library Services (WiLS) regarding recently discussed topics concerning OverDrive and OverDrive Advantage. Two representatives from Overdrive were also on the call. Several LDAC members asked questions of the Sara and Overdrive reps which helped everyone gain clarity on how Recommend to Library titles are handled at the state and local levels. This additional information will inform LDAC recommendations for future Overdrive Advantage preference settings and subscription models. No changes to the current Overdrive Advantage preferences or subscription were recommended at the meeting.
- Jim Gingery reviewed MCFLS' 2015 county budget request. Several LDAC members expressed satisfaction with the Board's attempt to secure additional funding for materials that have shown increased demand, including ebooks.
- Bruce Gay shared information about MPL's request to the MCFLS Board to include the new express library in the standard delivery route. Several LDAC members asked a variety of questions about the new express library, including expected opening date, material availability and type, etc. It was observed by two members that, with this request, a third party vendor (the delivery company) is being contracted to place and retrieve holds at the new location. This has traditionally been a library employee task.
- The meeting was concluded with a round of applause to Jim for his many years of service to the residents of Milwaukee County. A social gathering was organized in Jim's honor following the meeting.

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



	Reserves/Holds			
	Holds from BD patrons ⁷	% change from last year	Holds Sent from BD ⁸	% change from last year
JAN	447	-27%	1,690	-1%
FEB	383	-39%	1,522	7%
MAR	463	-25%	1,612	-1%
APR	481	6%	1,453	-19%
MAY	429	23%	1,490	0%
JUN	508	10%	1,538	3%
JUL	-	-	-	-
AUG	-	-	-	-
SEP	-	-	-	-
OCT	-	-	-	-
NOV	-	-	-	-
DEC	-	-	-	-
TOTAL	2,711		9,305	

	Programs						
	Juv/YA pgms ⁶	Juv/YA attend ⁶	Adult pgms ⁶	Adult attend ⁶	Total attend	% Attend change from last	Notes
JAN	3	110	1	5	115	1%	
FEB	10	178	1	9	187	97%	
MAR	12	200	1	8	208	28%	
APR	7	109	1	14	123	23%	
MAY	2	88	1	11	99	5%	
JUN	8	391	0	0	391	-13%	
JUL	-	-	-	-	0	-	
AUG	-	-	-	-	0	-	
SEP	-	-	-	-	0	-	
OCT	-	-	-	-	0	-	
NOV	-	-	-	-	0	-	
DEC	-	-	-	-	0	-	
TOTAL	42	1,076	5	47	1,123		

**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	309	16,687	10,366	6,063	312	16,741
APRIL	10,683	5,360	982	17,025	11,906	5,563	255	17,724
MAY	10,652	5,383	328	16,363	11,520	5,616	257	17,393
JUNE	10,815	6,334	0	17,149	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	63,765	32,213	2,286	98,264	128,833	66,847	3,270	198,645

RESERVES/HOLDS

			2014	2013	Paging slips '14	Paging slips '13
Jan.			447	615	1,690	1,705
Feb.			383	631	1,522	1,420
Mar.			463	615	1,612	1,634
April			481	452	1,453	1,792
May			429	350	1,490	1,496
June			508	463	1,538	1,492
July			0	538	0	1,733
Aug.			0	427	0	1,599
Sept.			0	437	0	1,621
Oct.			0	480	0	1,572
Nov.			0	345	0	1,403
Dec.			0	499	0	1,354
Total:			2,711	5,852	9,305	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	1,230	53%	32.5%	928
MAY	1,259	52%	25.4%	1,004
JUNE	1,305	54%	51.1%	864
JULY	0	-	-	1,017
AUGUST	0	-	-	1,154
SEPT.	0	-	-	1,179
OCT.	0	-	-	1,296
NOV.	0	-	-	1,049
DEC.	0	-	-	943
TOTAL	0			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
	7	1	14	123	100
	2	1	11	99	94
	8	0	0	391	451
	0	0	0	0	440
	0	0	0	0	179
	0	0	0	0	56
	0	0	0	0	287
	0	0	0	0	266
	0	0	0	0	211
	42	5	47	1,123	2,455

BUILDING USAGE

2014	2013
7,565	9,107
7,264	7,344
6,370	8,116
8,506	8,054
9,943	7,462
10,189	8,060
0	8,162*
0	8,994
0	9,213
0	9,378
0	7,875
0	6,141^
49,837	97,906

*Est.: Door

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

User: BRIAN

DB: Brown Deer

PERIOD ENDING 06/30/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2014 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BGD USED
		MONTH 06/30/2014	YTD BALANCE 06/30/2014			
		INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	25,847.89	343,860.62	385,346.00	41,485.38	89.23
Total Dept 000-11-TAXES		25,847.89	343,860.62	385,346.00	41,485.38	89.23
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	734.08	3,314.30	4,600.00	1,285.70	72.05
151-000-67-4-10-20	Library-Fines	1,062.00	9,049.19	18,500.00	9,450.81	48.91
151-000-67-4-10-30	Sale of Materials	60.55	511.89	900.00	388.11	56.88
151-000-67-4-10-40	Lost Material Charges	80.00	1,038.99	1,200.00	161.01	86.58
151-000-67-4-10-90	Miscellaneous Charges	308.00	1,120.00	0.00	(1,120.00)	100.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,244.63	15,034.37	25,200.00	10,165.63	59.66
Dept 000-73-INTERGOVERNMENTAL CHARGES						
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	108,511.00	108,111.00	(400.00)	100.37
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	108,511.00	108,111.00	(400.00)	100.37
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	0.00	953.00	2,500.00	1,547.00	38.12
Total Dept 000-81-INTEREST INCOME		0.00	953.00	2,500.00	1,547.00	38.12
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	0.00	5,223.12	8,000.00	2,776.88	65.29
Total Dept 000-85-DONATIONS		0.00	5,223.12	8,000.00	2,776.88	65.29
TOTAL Revenues		28,092.52	473,582.11	529,157.00	55,574.89	89.50
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	20,987.58	139,614.81	293,350.00	153,735.19	47.59
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	1,369.74	8,917.63	19,506.00	10,588.37	45.72
151-510-51-5-15-15	FICA	1,388.84	10,052.30	22,441.00	12,388.70	44.79
151-510-51-5-15-20	Group Insurance	3,949.03	32,665.02	53,611.00	20,945.98	60.93
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	198.00	2,219.91	2,000.00	(219.91)	111.00
151-510-51-5-20-40	Printing Services	1,000.66	2,248.05	5,500.00	3,251.95	40.87
151-510-51-5-24-10	Equipment Maintenance Services	(465.00)	17,556.40	20,000.00	2,443.60	87.78
151-510-51-5-30-10	Office Supplies, Equip & Exp	77.55	1,136.63	5,500.00	4,363.37	29.67
151-510-51-5-30-15	Postage & Mailing	0.00	194.77	500.00	305.23	61.92

User: BRIAN

DB: Brown Deer

PERIOD ENDING 06/30/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2014	AVAILABLE	% BDGT USED
		MONTH 06/30/2014 INCREASE (DECREASE)	06/30/2014 NORMAL (ABNORMAL)	AMENDED BUDGET	BALANCE NORMAL (ABNORMAL)	
Fund 151 - Library Fund						
Expenditures						
151-510-51-5-30-20	Communications	19.52	272.50	300.00	27.50	90.83
151-510-51-5-45-10	Professional Memberships	0.00	395.00	500.00	105.00	79.00
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	140.00	723.12	730.00	6.88	99.06
151-510-51-5-45-40	Mileage Reimbursement	0.00	0.00	700.00	700.00	0.00
Total Dept 510-51-92400		28,665.92	215,996.14	424,438.00	208,441.86	50.89
Dept 511-51						
151-511-51-5-35-40	Collect Repair/Maint/Suppl	463.61	2,288.94	2,500.00	211.06	91.56
151-511-51-5-38-10	Periodicals	1,309.16	3,547.47	5,500.00	1,952.53	64.50
151-511-51-5-38-15	Books	2,935.08	18,688.10	42,000.00	23,311.90	44.50
151-511-51-5-38-20	Audio/Visual	1,063.44	7,393.18	11,000.00	3,606.82	67.21
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	74.79	399.79	5,000.00	4,600.21	8.00
151-511-51-5-38-40	Library Programming	0.00	108.41	750.00	641.59	14.45
Total Dept 511-51		5,846.08	32,425.89	66,750.00	34,324.11	48.58
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	1,417.29	11,101.85	16,000.00	4,898.15	69.39
151-512-51-5-22-20	Sewer/Water Services	177.41	347.37	850.00	502.63	40.87
151-512-51-5-23-10	Cleaning Services	2,207.50	7,637.49	13,800.00	6,162.51	55.34
151-512-51-5-23-15	Building Maint/Repair Services	1,684.50	5,974.21	6,000.00	25.79	99.57
151-512-51-5-35-10	Building Supplies	85.81	739.62	1,200.00	460.38	61.64
Total Dept 512-51		5,572.51	25,800.54	37,850.00	12,049.46	68.17
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		40,084.51	274,222.57	529,038.00	254,815.43	51.83
Fund 151 - Library Fund:						
TOTAL REVENUES		28,092.52	473,582.11	529,157.00	55,574.89	89.50
TOTAL EXPENDITURES		40,084.51	274,222.57	529,038.00	254,815.43	51.83
NET OF REVENUES & EXPENDITURES		(11,991.99)	199,359.54	119.00	(199,240.54)	7,529.03

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 510-51 92400							
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBR	TECHNICAL ASSISTANCE, OVERDRIVE ADV.	FL02626	06/27/14	198.00	77506
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIODIC PAYMENT	501382075	06/20/14	52.62	77463
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE FOR MAY	74215094	06/20/14	408.04	77463
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	APRIL BASE CHARGE, METER USAGE	74032799	06/27/14	540.00	77534
151-510-51-5-24-10	Equipment Maintenance Serv	CLOSED CIRCUIT INNOVAT	MONTHLY MAINTENANCE FEE	5439	06/20/14	435.00	77418
151-510-51-5-24-10	Equipment Maintenance Serv	MILW CO FEDERATED LIBR	TECHNICAL ASSISTANCE, OVERDRIVE ADV.	FL02626	06/27/14	(900.00)	77506
151-510-51-5-30-10	Office Supplies, Equip & E	BUBRICKS COMPLETE OFFI	PENCILS, INK CARTRIDGE, TAPE	908907	06/27/14	77.55	77476
151-510-51-5-30-20	Communications	AT & T	SERVICE	06102014	06/12/14	19.20	77382
151-510-51-5-30-20	Communications	CENTURY LINK	LIBRARY, VILLAGE HALL, PD, HEALTH F.	1303419111	06/20/14	0.32	77416
151-510-51-5-45-30	Professional Training	NORTH SHORE FIRE DEPAR	2014 CPR INSTRUCTION CLASS	201169	06/20/14	140.00	77438
Total For Dept 510-51 92400						970.73	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	R.T. BARBEE CO.,INC	BOOK JACKET COVERS	33134	06/20/14	163.61	77443
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	DVD CASES	5319491	06/27/14	300.00	77486
151-511-51-5-38-10	Periodicals	MILW CO FEDERATED LIBR	TECHNICAL ASSISTANCE, OVERDRIVE ADV.	FL02626	06/27/14	1,309.16	77506
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029380359	06/06/14	29.74	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2029380362	06/06/14	57.28	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029380363	06/06/14	31.18	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029371687	06/06/14	2.89	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029371688	06/06/14	9.02	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	202931689	06/06/14	36.23	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	21 BOOKS	2029380360	06/06/14	299.02	77356
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029400428	06/20/14	9.86	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029415618	06/20/14	14.17	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029415619	06/20/14	32.88	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029415620	06/20/14	4.63	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029401055	06/20/14	9.02	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029415621	06/20/14	9.55	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029396620	06/20/14	214.23	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029401054	06/20/14	265.44	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029415622	06/20/14	57.20	77412
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029400429	06/20/14	140.49	77412
151-511-51-5-38-15	Books	MILW CO FEDERATED LIBR	TECHNICAL ASSISTANCE, OVERDRIVE ADV.	FL02626	06/27/14	380.57	77506
151-511-51-5-38-15	Books	BAKER & TAYLOR	REF BOOK	5013121824	06/27/14	11.57	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	REF BOOK	5013057928	06/27/14	17.39	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029402612	06/27/14	21.75	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2029402613	06/27/14	102.94	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	202940261	06/27/14	12.66	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029423591	06/27/14	42.98	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029423592	06/27/14	46.23	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029423593	06/27/14	19.72	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	21 BOOKS	2029423594	06/27/14	290.08	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	2029423595	06/27/14	299.29	77471
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2029402611	06/27/14	234.12	77471
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	44 BOOKS	78904587	06/27/14	227.76	77494
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOK	78882838	06/27/14	5.19	77494
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2029380361	06/06/14	27.20	77356
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	CD'S	PLS72416018	06/12/14	50.28	77379
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	17 CD'S	PLS72961377	06/27/14	201.46	77467
151-511-51-5-38-20	Audio/Visual	GECRB/AMAZON	DVD'S, BEAN BAG GAME, SUMMER READIN	239571663531	06/27/14	784.50	77491
151-511-51-5-38-30	Donation Expenditures	GECRB/AMAZON	DVD'S, BEAN BAG GAME, SUMMER READIN	239571663531	06/27/14	74.79	77491

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 511-51							
Total For Dept 511-51						5,846.08	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	06252014B	06/27/14	29.50	77529
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	06252014C	06/27/14	1,387.79	77529
151-512-51-5-23-10	Cleaning Services	MERRY MAIDS	CLEANING SERVICE	06062014	06/27/14	305.00	77504
151-512-51-5-23-10	Cleaning Services	THE JANITORS LLC	CLEANING SERVICES	5156	06/27/14	1,902.50	77524
151-512-51-5-23-15	Building Maint/Repair Ser	BATZNER PEST MGMT	ANNUAL PEST CONTROL SERVICE	1764912	06/06/14	198.00	77357
151-512-51-5-23-15	Building Maint/Repair Ser	ITU ABSORBTECH INC	MAT SERVICE-MAY	5848336	06/20/14	63.50	77427
151-512-51-5-23-15	Building Maint/Repair Ser	WISCONSIN AUTOMATIC DO	PREVENATIVE MAINTENANCE	2259	06/20/14	300.00	77461
151-512-51-5-23-15	Building Maint/Repair Ser	STANLEY SECURITY SOLUT	FIRE ALARM SERVICE	7180199359	06/27/14	409.00	77518
151-512-51-5-23-15	Building Maint/Repair Ser	LAFORCE INC	REPAIRS REAR DOOR	8178721RI	06/27/14	280.00	77499
151-512-51-5-23-15	Building Maint/Repair Ser	SIMPLEX GRINNEL	SERVICE ON FIRE ALARM PANEL	80196558	06/27/14	434.00	77515
151-512-51-5-35-10	Building Supplies	NASSCO INC	TRASH CAN LINERS	S1798616.001	06/27/14	56.37	77511
151-512-51-5-35-10	Building Supplies	NASSCO INC	HAND TOWELS	S1800461	06/27/14	29.44	77511
Total For Dept 512-51						5,395.10	
Total For Fund 151 Library Fund						12,211.91	
Fund 180 Strehlow Donation Fund							
Dept 000-51 DUE FROM OTHER FUNDS							
180-000-51-5-39-11	Donation Expense Library	ANDERSEN-KOPCZYK, DANA	SUMMER READING PROGRAM SUPPLIES	06182014	06/20/14	42.92	77410
180-000-51-5-39-11	Donation Expense Library	AMMEN, AMY	SUMMER PROGRAM PERFORMER	06242014	06/27/14	425.00	77469
180-000-51-5-39-11	Donation Expense Library	ANDERSEN-KOPCZYK, DANA	SUMMER PROGRAM SUPPLIES	05242014	06/27/14	136.40	77470
180-000-51-5-39-11	Donation Expense Library	CLEAR CUT PRINT SOLUTI	BOOKMARKS-LIBRARY	11404	06/27/14	258.53	77484
180-000-51-5-39-11	Donation Expense Library	ANDERSEN-KOPCZYK, DANA	SUMMER READING PROGRAM SUPPLIES	06212014	06/27/14	45.90	77470
180-000-51-5-39-11	Donation Expense Library	GECRB/AMAZON	DVD'S, BEAN BAG GAME, SUMMER READIN	239571663531	06/27/14	23.83	77491
Total For Dept 000-51 DUE FROM OTHER FUNDS						932.58	
Total For Fund 180 Strehlow Donation Fund						932.58	

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BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 151 Library Fund			12,211.91	
			Fund 180 Strehlow Donation Fund			932.58	
			Total For All Funds:			<u>13,144.49</u>	