

LIBRARY BOARD MEETING
Monday June 16, 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
 - a. Representative from the 4th of July Committee
- III. Consideration of Minutes:
 - a. May 12, 2014
- IV. Unfinished Business
 - a. Update: Street Sign electrical cost increase
 - b. Update: Library vending machine
- 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. May 2014
 - b. Discussion: maintenance budgeting and CIP project proposals
 - c. Discussion: salary survey (handouts)
 - d. Discussion: cell phone tower behind Library
 - e. Discussion: sports equipment loan
 - f. Discussion and Action: Temporary Resident pType (attachment)
- 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
June 4, 2014

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

BROWN DEER LIBRARY BOARD
May 12, 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 5:02 P.M.

I. Roll Call

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

II. Persons Desiring to be Heard

None.

III. Consideration of Minutes:

- a. April 14, 2014 – Regular Meeting

It was moved by W. Jabas and seconded by J. Baker to approve the minutes of the April 14, 2014 regular meeting. The motion carried unanimously.

IV. Unfinished Business

- a. None

V. Report of Library Director

- a. Director's Report

E. Bennett inquired about the reasons for street sign additional electrical costs. The Library Director explained that the costs represent the need for a second dedicated circuit to the new sign for the electronic message center otherwise the 5 year warranty would be voided. She noted that Lemberg is a sign and electrical company and should not have missed the need for 2 separate circuits at the time of job quoting. J. Baker echoed these sentiments. The Board inquired about what other additional work was included in this increase. The Director stated that the contractor says both boring and trenching for the second line are nearly equal in cost, hence boring was quoted. W. Jabas asked if Village DPW could be employed to do some work if trenching is the primary cost increase factor. The Director noted that a cost would still be borne by the Village in either scenario. J. Baker expressed concern about this overage and noted that the Village has given Lemberg a large amount of business in the recent past. The Board reviewed previously quoted sign designs that were lower in price as a way to reduce the project cost. The Director was instructed to consult with Village Staff for advice, then pursue an adjustment to the cost increase with the current sign design before settling for less expensive designs.

The Library Director also highlighted Library staff's participation in Brown Deer Elementary's S.T.e.A.M. Day on 5/2, and noted that two recent bans of teen patrons have significantly reduced incidents of disruptive library behavior after school.

- b. Usage Report

The Library Director presented a revised format for the Monthly Usage Report that includes graphical representations of circulation, visits and computer use. Board members were mixed in their preference for the original grid format versus the graphical format. W. Jabas said she liked being able to see trends over time with the graphical format. A. Lutz asked if the new format took more time to prepare. The Director said it did not. He also noted that both formats could be kept since the graphical format is automatically generated from the grid, and the data only needs to be entered once. The Board agreed to have both formats in the packet moving forward.

- c. Revenue/Expense Report

The Library Director noted that the Report was missing income of \$108, 111 from Reciprocal Borrowing, making the net of revenues and expenditures look overspent. He assured the Board that the money was indeed in the Library's account but that the report was generated incorrectly. This will be corrected for the next report.

VI. Report of Friends of the Library

W. Jabas said that the Friends Plant Sale pickup is Saturday 5/17 and the Book Sale is August 21-23. Next Friends of the Library meeting is scheduled for July 10th at Wendy Jabas' house.

VII. New Business

a. Resignation of Library Assistant (LA)

Effective May 30 the Library will lose a part time LA. The Director presented the option of creating a new position called Desk Clerk as an alternative to hiring another LA. This position would not have the processing or acquisitions responsibilities of an LA, and would be required to work more nights and weekends than the LAs. A. Lutz asked if the new position would reduce the Library's flexibility to expand responsibilities to capable staff in this position, the Director said that it would. The Director distributed a draft job description for approval and said that the wage offered, as well as the title, would be in-line other local libraries. The Director also noted that this will give him the ability to post for either an LA or a Desk Clerk and would make the final decision within the week.

It was moved by J. Baker and seconded by W. Jabas to approve the Desk Clerk job description. The motion carried unanimously.

a. Consideration of Vouchers:

April 2014 (New format) – President Lutz informed the Board that the new Voucher format was presented to her and J. Baker by the Director after last month's meeting. She said she asked to have the new format included with this month's packet for Board review. She explained how to read the new format, and shared that this format is automatically generated by the Village's accounting software. This saves at least 2 hours of library staff time in preparing the old report, which was manually transcribed from the data already contained in the accounting software report.

It was moved by W. Jabas and seconded by J. Baker to approve the payment of the April 2014 vouchers in their new format. The motion carried unanimously.

b. Board member terms

Members referred to packet page 15. W. Jabas and President Lutz noted that they have both requested and received reappointment until 2017. K. Lewis-Williams' had not received a reappointment inquiry letter and said that she had not previously gone through the reappointment process that other Board members described. President Lutz asked if School Board administration had handled this duty. President Lutz offered to contact Village Board President Krueger to inquire about the process for reappointing the School representative to the Library Board.

c. Discussion/Approval re: Street Sign electrical cost increase

J. Baker reiterated the Board's desire to have the Library Director discuss this cost increase with Lemberg Electric and bring the outcome to the Board at the next meeting.

VIII. Adjournment

Next meeting: June 16, 2014. *It was moved by W. Jabas and seconded by E. Bennett to adjourn at 6:03 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
March 13, 2014

Brown Deer Public Library - Director's Report
May 2014

Facility:

- All hard surface flooring was refinished the weekend of Memorial Day. Rugs and runners were removed for the summer months and to show off the attractive surfaces. Carpet scrubbing will be done over a future long weekend.
- Exterior mulch beds were weeded and dead foliage trimmed immediately surrounding the front of the library. Rita Maher, a volunteer gardener who has tended the front entry flower bed for 10 years, has said that this will be her last summer taking care of the plants.
- Plans for a cell phone tower to be located behind the building were submitted to Village Administration. The Director has kept Library Board members informed of the discussions. The plans are scheduled for review at the June 9th Plan Commission meeting.

Meetings:

- 5/1-MCFLS LDAC
- 5/5-Village Trustees
- 5/6-Village Department Heads
- 5/8-Brown Deer Library Friends of the Library
- 5/12-Library Board
- 5/13-Library Staff monthly meeting
- 5/16-Webinar: Money Matters: Developing the Public Library Budget
- 5/17-Friends of the Library Plant Sale
- 5/19-MCFLS Board
- 5/20-Village Department Heads
- 5/29-Bradley Estates neighborhood association

Marketing/Communication/Outreach/PR:

- A presentation on library services and the MCFLS system was given to the meeting of Bradley Estates Neighborhood Association on May 29.
- Over 150 patron feedback survey responses have been received so far. The survey will stay open for another month to capture feedback from summer reading participants.

Staff

- A second Library Assistant resignation was received in May. Lydia Yang's last day will be June 6. Susan Phelps' last day was May 30.
- 26 applications were received for the 2 Library Assistant vacancies. Calls to interview will be made the first week of June for the top 6 applicants.

Statistics:

- Patron visits are up 33% over same month last year, partially accounted for by the 2014 7% increase in hours over the same period.
- Computer use is up 25% over same month last year, for the 5th month in a row.
- Checkouts continue to be down, by 6% from same month last year despite a 7% increase in hours over the same period.
- Rental DVDs are extremely popular with patrons and we've received lots of very positive feedback about offering new and popular movies for a modest fee with no wait. The collection does not pay for itself at the same rate as it is purchased, for example, total YTD revenue from rental DVDs is \$812 but has expenses of \$2515.

Miscellaneous:

- The Brown Deer Women's Club awarded the Library \$600 in unrestricted funds from the 2013 fundraising year. A portion of the donation will be used for purchase of additional kindle ebook titles.
- The Brown Deer Elementary School's annual art show in the Community Room was a huge success. Many patrons who stumbled upon the show shared very positive comments about the show, and many families visited specifically to view their children's artwork.
- *Law Day presented by the Milwaukee Bar* attracted 11 participants to the free drop-in legal consultations in the Community Room on May 10. This attendance is much higher than seen at Milwaukee Public Libraries in previous years.

Children's / Young Adult Services

Programs:

- Our Summer Reading Program kicked-off on Wednesday May 28th, with some fun activities for kids and teens to do outside while we signed them up for the program. We had hoola-hoops, sidewalk chalk art, bubbles, and temporary tattoos. 75 children signed up on the very first day of the program!
- Dana and Meghan also had a bake sale, where library staff and some Friends of the Library members baked treats to sell, and all proceeds will help fund our 2014 Fall children and teen programming. We were able to raise \$110.88!
- Meghan and Dana visited the high school twice to promote the summer reading programs. The first visit was on Thursday May 22nd, where they dropped off materials at the high school library and discussed with the librarian what kind of activities could be done to help promote the programs. On Wednesday May 29th, they sat in on the 7th and 8th grade lunch periods, and talked to the kids about the programs. They also did sidewalk chalk art and had bubbles for them.
- Movie Night, May 29
 - 13 participants
- Summer Story Time returns mid-June.

Meetings

- Dana did a video for the elementary school, promoting the children's summer reading program. The elementary school librarian came over for an afternoon and we shot the video here in the library. It is online, and can be viewed here: <https://www.youtube.com/watch?v=8QuOv9putlk>

Materials

- 452 catalog records added or modified.

Adult Services

Displays

- Adult Summer Reading Program '*Literary Elements*' display for library and informational bulletin board.

Materials:

- 365 catalog records added or modified.

Meetings:

- 5/13-Library Staff monthly meeting

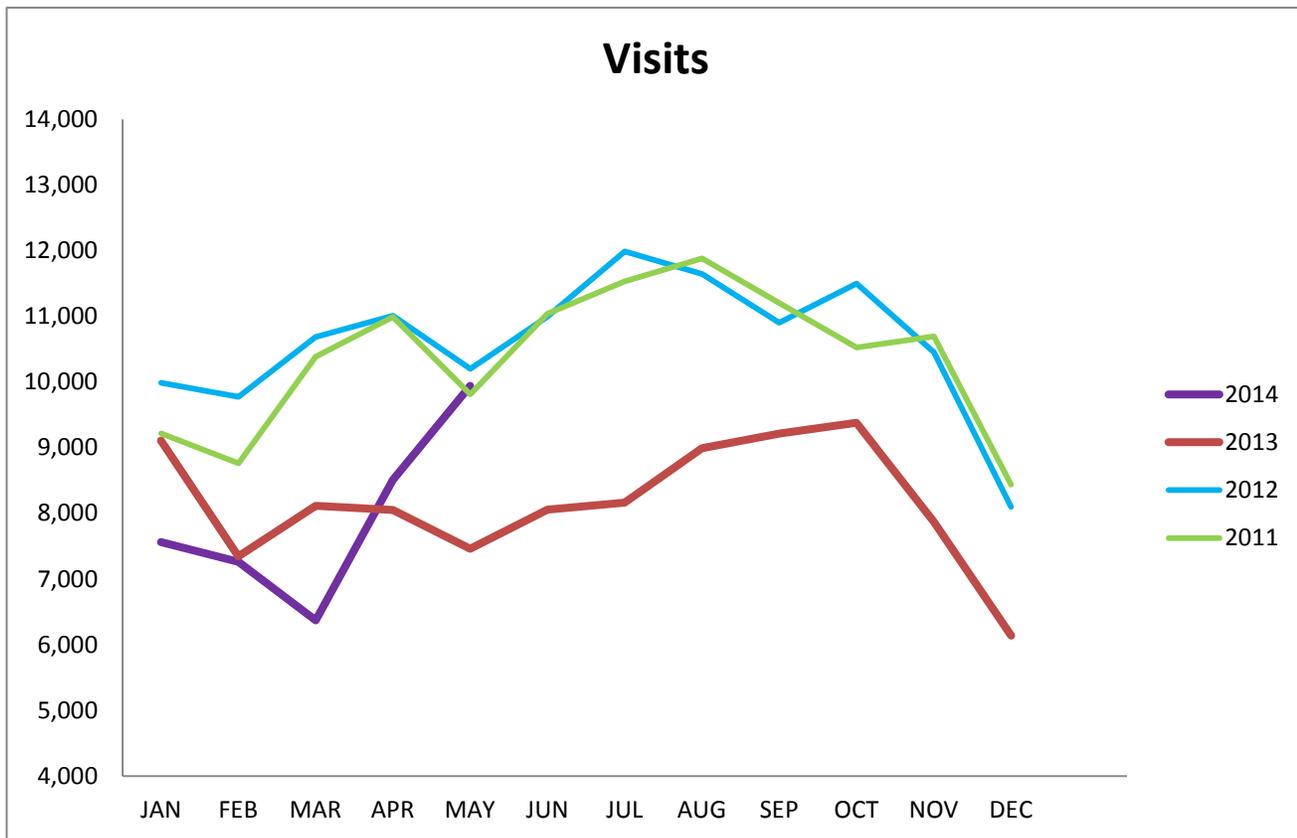
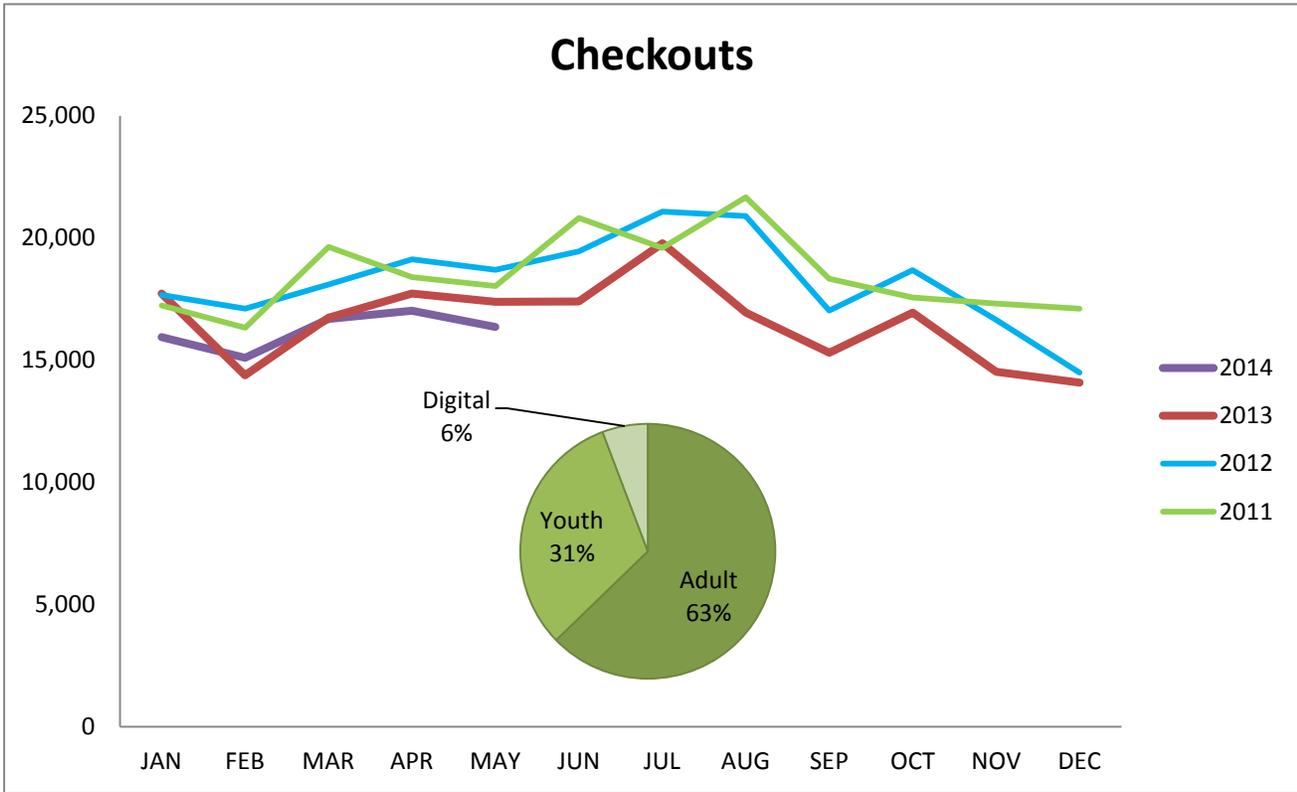
Miscellaneous:

- Continued training exercises and practice questions for Overdrive Support Training, to be transitioned from MCFLS to library staff on June 2.
- Training of/supervision of existing volunteers

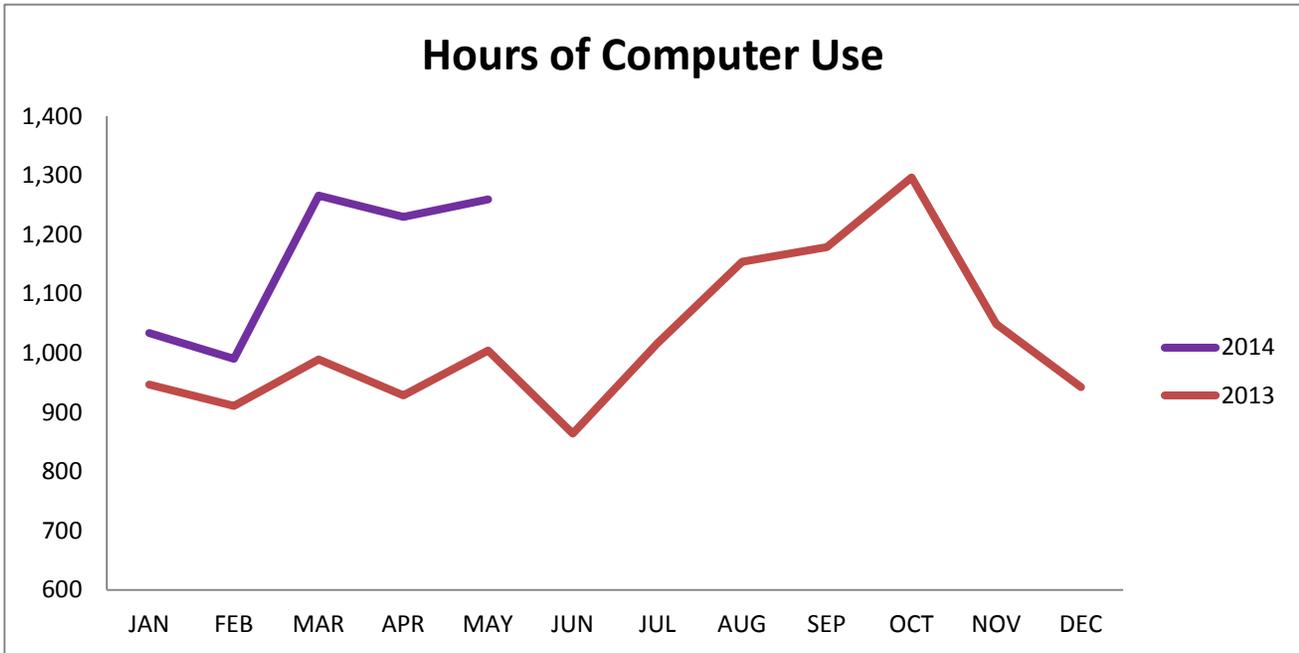
MCFLS / Other

- Reciprocal Borrowing 2015 payout amounts and supporting documentation were reviewed, based on October 2012-September 2013 circulation. Amounts have not changed since this data was originally shared with Directors in November 2013. There were no comments or discussion.
- Directors and Jim continue to be aware of supply and increased demand for ebooks. Cudahy has begun to supplement Overdrive titles with a subscription to 3M Cloud ebooks. Directors had additional discussion regarding how Overdrive's recommendation algorithm has impacted the number of titles recommended for purchase. In a recent month, over \$4000 in titles were recommended for purchase by MCFLS patrons. The process by which titles are purchased at the local and state level does not adequately address this type of demand, and traditional selection practices are difficult to employ using the current demand model. Hence, the number and amount of detail in Director questions have necessitated even further follow up with WPLC program administrators. Jim has suggested a conference call with WPLC and Directors at an upcoming LDAC meeting.
- MCFLS staff have been extremely proactive in resolving small yet important technical issues with Sierra.
- MCFLS staff supported member libraries with recent HeartBleed and Windows security issues.

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



	Reserves/Holds			
	Holds Placed by BD	% change from last year	Holds Sent from BD	% 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	-	-	-	-
JUL	-	-	-	-
AUG	-	-	-	-
SEP	-	-	-	-
OCT	-	-	-	-
NOV	-	-	-	-
DEC	-	-	-	-
TOTAL	2,203		7,767	

	Programs						
	Juv/YA pgms	Juv/YA attend	Adult pgms	Adult attend	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	-	-	-	-	0	-	
JUL	-	-	-	-	0	-	
AUG	-	-	-	-	0	-	
SEP	-	-	-	-	0	-	
OCT	-	-	-	-	0	-	
NOV	-	-	-	-	0	-	
DEC	-	-	-	-	0	-	
TOTAL	34	685	5	47	732		

**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	0	0	0	0	10,430	6,662	304	17,396
JULY	0	0	0	0	12,233	7,284	268	19,785
AUGUST	0	0	0	0	10,948	5,732	259	16,939
SEPT.	0	0	0	0	9,945	5,102	263	15,310
OCT.	0	0	0	0	10,773	5,907	271	16,951
NOV.	0	0	0	0	9,488	4,773	263	14,524
DEC.	0	0	0	0	9,635	4,135	305	14,075
TOTAL	52,950	25,879	2,286	81,115	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			0	463	0	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:			2,203	5,852	7,767	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	0	-	-	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
	0	0	0	0	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
TOTAL	34	5	47	732	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
0	8,060
0	8,162*
0	8,994
0	9,213
0	9,378
0	7,875
0	6,141^
39,648	97,906

*Est.: Door

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

User: BRIAN

DB: Brown Deer

PERIOD ENDING 05/31/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2014 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 05/31/2014	YTD BALANCE 05/31/2014			
		INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	0.00	318,012.73	385,346.00	67,333.27	82.53
Total Dept 000-11-TAXES		0.00	318,012.73	385,346.00	67,333.27	82.53
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	887.68	2,580.22	4,600.00	2,019.78	56.09
151-000-67-4-10-20	Library-Fines	1,426.65	7,987.19	18,500.00	10,512.81	43.17
151-000-67-4-10-30	Sale of Materials	74.45	451.34	900.00	448.66	50.15
151-000-67-4-10-40	Lost Material Charges	98.99	958.99	1,200.00	241.01	79.92
151-000-67-4-10-90	Miscellaneous Charges	424.00	812.00	0.00	(812.00)	100.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,911.77	12,789.74	25,200.00	12,410.26	50.75
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	746.00	2,500.00	1,754.00	29.84
Total Dept 000-81-INTEREST INCOME		0.00	746.00	2,500.00	1,754.00	29.84
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	653.00	5,223.12	8,000.00	2,776.88	65.29
Total Dept 000-85-DONATIONS		653.00	5,223.12	8,000.00	2,776.88	65.29
TOTAL Revenues		3,564.77	445,282.59	529,157.00	83,874.41	84.15
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	33,082.41	118,627.23	293,350.00	174,722.77	40.44
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	2,131.12	7,547.89	19,506.00	11,958.11	38.70
151-510-51-5-15-15	FICA	2,450.42	8,663.46	22,441.00	13,777.54	38.61
151-510-51-5-15-20	Group Insurance	4,000.80	28,743.01	53,611.00	24,867.99	53.61
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	97.70	2,021.91	2,000.00	(21.91)	101.10
151-510-51-5-20-40	Printing Services	541.97	1,247.39	5,500.00	4,252.61	22.68
151-510-51-5-24-10	Equipment Maintenance Services	0.00	18,021.40	20,000.00	1,978.60	90.11
151-510-51-5-30-10	Office Supplies, Equip & Exp	528.72	953.33	5,500.00	4,546.67	17.33
151-510-51-5-30-15	Postage & Mailing	87.05	194.77	900.00	95.29	64.92

User: BRIAN

DB: Brown Deer

PERIOD ENDING 05/31/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2014	AVAILABLE	% BDGT USED
		MONTH 05/31/2014	05/31/2014	AMENDED BUDGET	BALANCE	
		INCREASE (DECREASE)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	
Fund 151 - Library Fund						
Expenditures						
151-510-51-5-30-20	Communications	74.33	228.98	300.00	71.02	76.33
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	52.59	583.12	730.00	146.88	79.88
151-510-51-5-45-40	Mileage Reimbursement	0.00	0.00	700.00	700.00	0.00
Total Dept 510-51-92400		43,047.11	187,227.49	424,438.00	237,210.51	44.11
Dept 511-51						
151-511-51-5-35-40	Collect Repair/Maint/Suppl	158.50	1,825.33	2,500.00	674.67	73.01
151-511-51-5-38-10	Periodicals	0.00	2,238.31	5,500.00	3,261.69	40.70
151-511-51-5-38-15	Books	4,689.90	15,753.02	42,000.00	26,246.98	37.51
151-511-51-5-38-20	Audio/Visual	2,862.72	6,329.74	11,000.00	4,670.26	57.54
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	325.00	325.00	5,000.00	4,675.00	6.50
151-511-51-5-38-40	Library Programming	52.09	108.41	750.00	641.59	14.45
Total Dept 511-51		8,088.21	26,579.81	66,750.00	40,170.19	39.82
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	3,289.69	9,684.56	16,000.00	6,315.44	60.53
151-512-51-5-22-20	Sewer/Water Services	0.00	169.96	850.00	680.04	20.00
151-512-51-5-23-10	Cleaning Services	1,150.00	5,429.99	13,800.00	8,370.01	39.35
151-512-51-5-23-15	Building Maint/Repair Services	3,816.71	4,279.71	6,000.00	1,720.29	71.33
151-512-51-5-35-10	Building Supplies	99.68	653.81	1,200.00	546.19	54.48
Total Dept 512-51		8,356.08	20,218.03	37,850.00	17,631.97	53.42
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		59,491.40	234,025.33	529,038.00	295,012.67	44.24
Fund 151 - Library Fund:						
TOTAL REVENUES		3,564.77	445,282.59	529,157.00	83,874.41	84.15
TOTAL EXPENDITURES		59,491.40	234,025.33	529,038.00	295,012.67	44.24
NET OF REVENUES & EXPENDITURES		(55,926.63)	211,257.26	119.00	(211,138.26)	7,527.11

JOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 151 Library Fund					
Dept 510-51 92400					
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBRARY	MCFLS FORMS, TNS HOLDS CALLS, POSTAGE,	97.70	77233
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	MARCH PERIODIC PAYMENT	52.62	77261
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	APRIL PERIODIC PAYMENT	52.62	77261
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	METER READING	436.73	77261
151-510-51-5-30-10	Office Supplies, Equip & Exp	BUBRICKS COMPLETE OFFICE	LEGAL COPY PAPER, VELCRO TIES	89.97	77201
151-510-51-5-30-10	Office Supplies, Equip & Exp	MILW CO FEDERATED LIBRARY	MCFLS FORMS, TNS HOLDS CALLS, POSTAGE,	438.75	77233
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBRARY	MCFLS FORMS, TNS HOLDS CALLS, POSTAGE,	80.78	77233
151-510-51-5-30-15	Postage & Mailing	BROWN DEER, VILLAGE	PROGRAMMING SUPPLIES, POSTAGE, MAINTEN	6.27	77200
151-510-51-5-30-20	Communications	AT & T	SERVICE	17.63	77159
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBRARY	MCFLS FORMS, TNS HOLDS CALLS, POSTAGE,	56.70	77233
151-510-51-5-45-30	Professional Training	WILLIAMS-VAN KLOOSTER, BR	REIMBURSEMENT FOR LUNCH-CONFERENCE, SUE	52.59	77257
Total For Dept 510-51 92400				1,382.36	
Dept 511-51					
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	DVD CASES	158.50	77211
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	19.72	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	55.29	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	43.52	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	13.25	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	99.29	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	14.31	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	26.50	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	57.24	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	14.49	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	29.68	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	43.54	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	86.51	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	43.55	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	101.33	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	14.31	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	14.33	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	14.31	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	8.70	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	8.69	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	58.42	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	121.75	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	15.90	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	260.93	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	337.01	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	249.75	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	16 BOOKS	249.96	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	17.79	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	18.57	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	9.00	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	14.18	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	25.60	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	34.16	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	12.99	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	39.77	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	17.51	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	9.02	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	9.55	77269

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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 151 Library Fund					
Dept 511-51					
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	14.64	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	16.65	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	39.42	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	8.49	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	9.85	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	19.74	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	33.68	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	8.67	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	18.99	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	27 BOOKS	195.15	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	92.62	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	129.94	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	156.66	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	172.39	77269
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	79.48	77269
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOK	5.19	77289
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	37 BOOKS	196.59	77289
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	4 BOOKS	20.76	77289
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	11.68	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	17.86	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	9.55	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	20.81	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	66.30	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	47.27	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	68.50	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	53.59	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	12.19	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	14.33	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	29.68	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	72.21	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	17.37	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	14.49	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	57.36	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	21 BOOKS	305.98	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	17 BOOKS	226.49	77322
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	214.91	77322
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	5 CD'S	59.53	77266
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	7 CD'S	84.31	77266
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	1 CD	11.49	77266
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	1 CD	13.75	77266
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	11 CD'S	129.00	77266
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	3 AUDIOBOOKS	54.39	77322
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	3 AUDIOBOOKS	66.33	77322
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	2 AUDIOBOOKS	39.16	77322
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	3 AUDIOBOOKS	54.38	77322
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	1 BOOK	7.61	77322
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	15 AUDIOBOOKS	299.57	77322
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK CREDIT	(21.75)	77322
151-511-51-5-38-20	Audio/Visual	GECRE/AMAZON	DVD'S, PROGRAM SUPPLIES	2,064.95	77331
151-511-51-5-38-30	Donation Expenditures	MOVIE LICENSING USA	MOVIE LICENSING FOR 2014	325.00	77301
151-511-51-5-38-40	Library Programming	BROWN DEER, VILLAGE	PROGRAMMING SUPPLIES, POSTAGE, MAINTENF	52.09	77200

Total For Dept 511-51

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 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 151 Library Fund					
Dept 512-51					
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	528.04	77255
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	1,328.92	77255
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	1,217.06	77351
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	215.67	77351
151-512-51-5-23-10	Cleaning Services	THE JANITORS LLC	MONTHLY CLEANING SERVICE-MAY 2014	1,150.00	77250
151-512-51-5-23-15	Building Maint/Repair Services	BURKHARDT HEATING & A/C	SERVICE CONTRACT	2,100.00	77202
151-512-51-5-23-15	Building Maint/Repair Services	LAFORCE INC	REAR EXIT DOR ALIGNMENT	360.00	77226
151-512-51-5-23-15	Building Maint/Repair Services	SIMPLEX GRINNEL	ANNUAL FIRE ALARM/EXTINGUISHER INSPECTI	906.00	77245
151-512-51-5-23-15	Building Maint/Repair Services	WILLIAMS-VAN KLOOSTER, BR	REIMBURSEMENT FOR LUNCH-CONFERENCE, SUE	52.99	77257
151-512-51-5-23-15	Building Maint/Repair Services	WM. A. ZACHOW & SONS INC	CLEAR MENS ROOM DRAIN	125.00	77260
151-512-51-5-23-15	Building Maint/Repair Services	BROWN DEER, VILLAGE	PROGRAMMING SUPPLIES, POSTAGE, MAINTENF	36.26	77200
151-512-51-5-23-15	Building Maint/Repair Services	ITU ABSORBTECH INC	MAT SERVICE	111.46	77290
151-512-51-5-23-15	Building Maint/Repair Services	WM. A. ZACHOW & SONS INC	SERVICE-WOMENS ROOM	125.00	77352
151-512-51-5-35-10	Building Supplies	NASSCO INC	URINAL DEODORIZER	43.68	77302
151-512-51-5-35-10	Building Supplies	NASSCO INC	TRASH CAN LINERS	13.53	77302
151-512-51-5-35-10	Building Supplies	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	10.85	77331
151-512-51-5-35-10	Building Supplies	NASSCO INC	BATH TISSUE	31.62	77339
Total For Dept 512-51				8,356.08	
Total For Fund 151 Library Fund				17,826.65	
Fund 180 Strehlow Donation Fund					
Dept 000-51 DUE FROM OTHER FUNDS					
180-000-51-5-39-11	Donation Expense Library	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	477.08	77331
Total For Dept 000-51 DUE FROM OTHER FUNDS				477.08	
Total For Fund 180 Strehlow Donation Fund				477.08	

JOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 151 Library Fund	17,826.65
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Fund 180 Strehlow Donati	477.08
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Total For All Funds:	<u>18,303.73</u>
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Vla. Borrowing Privileges:

1. Any resident of Milwaukee County, at least 6 years of age or in the First grade, and able to write their own name, may be issued a library card free of charge. The Milwaukee County address must be verified.
2. The signature of a parent or legal guardian is required for issuance of a card to persons between the ages of 6 and 14, who will receive Juvenile cards.
3. The Brown Deer Library is a member of the Milwaukee County Federated Library System. Brown Deer residents may borrow books from any library in this system. All libraries' holdings can be viewed on CountyCat.
4. A Special Use card (fka 'Deposit Card') may also be issued by the Brown Deer Library. The card is valid for 1 year. Registration for a Special Use card must occur at the library of the community in which the facility is physically located. Use of the card is restricted to the municipal library of the community in which the facility is located, to materials owned by that library, and to selected electronic resources.

Special Use card categories include:

- School/Nursing Home/Daycare card
 - See MCFLS CountyCat Manual Insert #C-12
 - Business card
 - See MCFLS CountyCat Manual Insert #C-11
 - Nonresident Fee card
 - See MCFLS CountyCat Manual Insert #C-13
 - Includes Zinio access
 - Brown Deer Village Employees
 - Village of Brown Deer municipal employees who are not Milwaukee County residents may request a Deposit Card free of charge.
5. A fee will be charged for the replacement of lost cards, as described in the Fines and Charges section of this annual.
 6. A Library patron must be 17 years of age or over to borrow any MPAA R-rated or RIAA Restricted media from the Brown Deer Library's collection.

Vla. Borrowing Privileges:

1. Any resident of Milwaukee County, at least 6 years of age or in the First grade, and able to write their own name, may be issued a library card free of charge. The Milwaukee County address must be verified.
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Special Use card categories include:

 - School/Nursing Home/Daycare card
 - See MCFLS CountyCat Manual Insert #C-12
 - Business card
 - See MCFLS CountyCat Manual Insert #C-11
 - Nonresident Fee card
 - See MCFLS CountyCat Manual Insert #C-13
 - Includes Zinio access
 - Temporary Resident card
 - Must show current non-Milwaukee address
 - Must be accompanied at time of application by Milwaukee resident who gives authorization to use his/her address
 - Valid for 3 months, non-renewable
 - Maximum 5 item checkout
 - Brown Deer Village Employees
 - Village of Brown Deer municipal employees who are not Milwaukee County residents may request a Deposit Card free of charge.
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