

LIBRARY BOARD MEETING
Monday, October 14th , 2013
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. September 9th, 2013 – Regular Meeting
- IV. Unfinished Business
 - a. 2014 Library Budget discussion, pt. 2
 - i. Proposed solutions for deficit, short and long term
- 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. August/September 2013
 - b. 2014 Library Budget presentation to Village Trustees, 10/22, 5:30PM
 - c. 2014 Library Goals review
 - d. Consideration of Policy revisions
 - i. DVD age restriction (Policy Manual section VIa-Borrowing Privileges)
 - ii. DVD & Bestseller duplicate copy rental (Policy Manual section VIb-Fines and Charges)
 - iii. Community Room rental (proposed: Policy Manual Appendix H, (Policy Manual section VIb-Fines and Charges)
- VIII. 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
October 7, 2013

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
September 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 5:00 P.M.

I. Roll Call

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

II. Persons Desiring to be Heard

None

III. Consideration of Minutes:

a. August 12, 2013 – Regular Meeting

It was moved by J. Baker and seconded by W. Jabas to approve the minutes of the August 12th, 2013 regular meeting as corrected. The motion carried unanimously.

IV. Unfinished Business

None

V. Report of Library Director

a. Director's Report

One correction was made to the Director's report: substitution of '54' for 'x' on packet page 5, *Children's/Young Adult Services*, section *Materials*.

In addition to the Director's written report, the following items were discussed:

- b. Usage Report
- c. Revenue/Expense Report

VI. Report of Friends of the Library

Next Friends of the Library meeting is scheduled for Thursday September 12th at 7:00PM, at the Brown Deer Public Library. The Friends' 26th Annual Auction is scheduled for Thursday November 14th at 6:30PM, at the Brown Deer Public Library. The August Annual Book Sale raised slightly more than 2013.

VII. New Business

a. Consideration of Vouchers: July/August 2013

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

b. 2014 Library Budget discussion

Board Members reviewed copies of the 2014 Library Fund to be submitted to Village Hall. Also provided were copies of a budget history review showing detailed line items for the period 2000-2013, and a copy of the Director's 2013/2014 budget summary.

The Library's projected deficit for 2013 was reviewed for clarity, and discussion ensued about options for cost reduction. W. Jabas inquired about what ideas staff had provided. Brian briefly shared several items from the summary. W. Jabas inquired about the current level of expenditure for books, and what the effects of freezing further expenditures from this line in 2013 would be. Brian noted that the book budget has slightly under \$10,000 unspent as of 8/31. Members inquired about savings from the 3 month Director vacancy in the first half of the year. Brian responded that the 2014 Library Fund's 2013 Projected expenditures for wages and benefits already reflects this calculation, that wages are actually

projected to be lower than approved, but any savings from wages is lost to substantial increases to FICA and insurance. The negative impact of further reductions to public service hours or staffing on reciprocal borrowing revenue was discussed briefly by all Members. The impact of increasing hours was also discussed, including how restored hours could be allocated throughout the week.

Opportunities for revenue increases were discussed, including appeals to the resident and business community, pursuit of corporate grant-makers like Target and WalMart, a public-information campaign similar to 'Pay your bill and round up', an appeal to the Brown Deer Foundation for a one-time grant, circulating a donation box to local community activities like school games, and appeals to Brown Deer resident celebrities. J. Baker introduced the topic of appealing to the Village Trustees to increase the Library's percentage of the property tax levy, noting that other Village departments' budgets would be impacted accordingly. W. Jabas offered to draft an appeal letter to local business.

VIII. Adjournment

Next meeting: October 14th, 2013. *A motion to adjourn was not taken. The meeting ended at 6:20PM.*



Brian Williams-Van Klooster, Library Director
9/10/13

Brown Deer Public Library - Director's Report

September 2013

Budget:

- Brian and Staff have drafted recommendations for addressing the 2013 & 2014 budget deficits
- Personnel is 9% under expected YTD expenditure (66% vs 75%)
- Printing services continue to over expend due to increased printing ink costs of new equipment
- Equipment (public computer) maintenance continues to over expend from under budgeted line item, based on historical averages

Facility:

- Additional HVAC companies were contacted for estimates on a preventive maintenance contract, as recommended by the Board in July.
 - 3 estimates received: Burkhardt-\$2100 (filter change 2x/year), Best-\$2210 (filter change 2x/year), DeBelak-\$2024 (filter change 1x/year), Cliff Bergin-no response.
 - Brian recommends awarding the contract to Burkhardt.
- Brian met w/ one commercial cleaning company to get an estimate for daily cleaning services. He will meet with 2 additional companies in October.

Meetings:

- 9/5-MCFLS LDAC
- 9/9-Library Board meeting
- 9/10-Library Staff monthly meeting
- 9/16-Village Board meeting
- 9/17-Village department heads meeting

Services

- A public fax machine from Fax24 was installed at the start of this month due to consistent patron queries about the availability of this service. The library hosts the machine at no-cost to us, with a very small percentage of total sales (\$.10 per use) being returned us in commission. Customers pay for the service via credit/debit using the keypad on the machine. No staff intervention or cash handling is required. It was used 12 times in September.

Miscellaneous:

- Covered many days of desk shifts due to vacations.

Children's / Young Adult Services

Programs:

- Fall story time recess, regular weekly story times resume 10/14
- Movie Night, 9/26
 - 24 participants
- Lego Club, 9/24
 - 16 participants

Meetings

- 9/10-Library Staff monthly meeting

Displays

- Spooky Story Contest
-

Adult Services

Displays

- *Soundtracks* CD display

Materials:

- Over 610 catalog records added or modified.

Meetings:

- 9/10-Library Staff monthly meeting
- 9/18-Affordable Care Act webinar
- 9/23-MCFLS Adult Reference Services Committee
- 9/25-MCFLS Database Maintenance Committee

Programs

- Adult Book Club, 9/18
 - 16 participants, one of whom made for a very engaging discussion thanks to her sharing of stories and documents about her family genealogy as slaves in the South.
-

MCFLS / Other

- None

**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.	0	0		0	12,340	6,344	188	18,872
NOV.	0	0		0	10,992	5,663	176	16,831
DEC.	0	0		0	9,960	4,525	202	14,687
TOTAL	98,937	52,032	2,431	153,400	144,713	74,267	2,607	221,587

RESERVES/HOLDS

	2013	2012	Paging	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.	0	628	0	1,738
Nov.	0	385	0	1,470
Dec.	0	332	0	1,136
Total:	4,528	6,964	14,492	19,246

**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.	0	3,528
NOV.	0	2,577
DEC.	0	2,090
TOTAL	24,780	36,683

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
	0	0	0	0	203
	0	0	0	0	170
	0	0	0	0	181
	52	5	101	1,691	2,795

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
* 8,162	11,986
8,994	11,642
9,213	10,901
0	11,499
0	10,453
0	8,101
74,512	127,240

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

PERIOD ENDING 09/30/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BDGT
		MONTH 09/30/2013	09/30/2013	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	617.03	4,489.93	5,000.00	510.07	89.80
151-000-67-4-10-20	Library-Fines	1,072.10	14,598.26	22,000.00	7,401.74	66.36
151-000-67-4-10-30	Sale of Materials	64.61	803.12	2,000.00	1,196.88	40.16
151-000-67-4-10-40	Lost Material Charges	150.02	1,197.89	10,000.00	8,802.11	11.98
151-000-67-4-10-90	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		1,903.76	21,089.20	39,000.00	17,910.80	54.07
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	(938.00)	5,000.00	5,938.00	(18.76)
Total Dept 000-81-INTEREST INCOME		0.00	(938.00)	5,000.00	5,938.00	(18.76)
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	4,782.00	12,000.00	7,218.00	39.85
Total Dept 000-85-DONATIONS		0.00	4,782.00	12,000.00	7,218.00	39.85
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		1,903.76	523,972.21	554,732.00	30,759.79	94.46

Expenditures

User: hudsonsu

DB: Brown Deer

PERIOD ENDING 09/30/2013

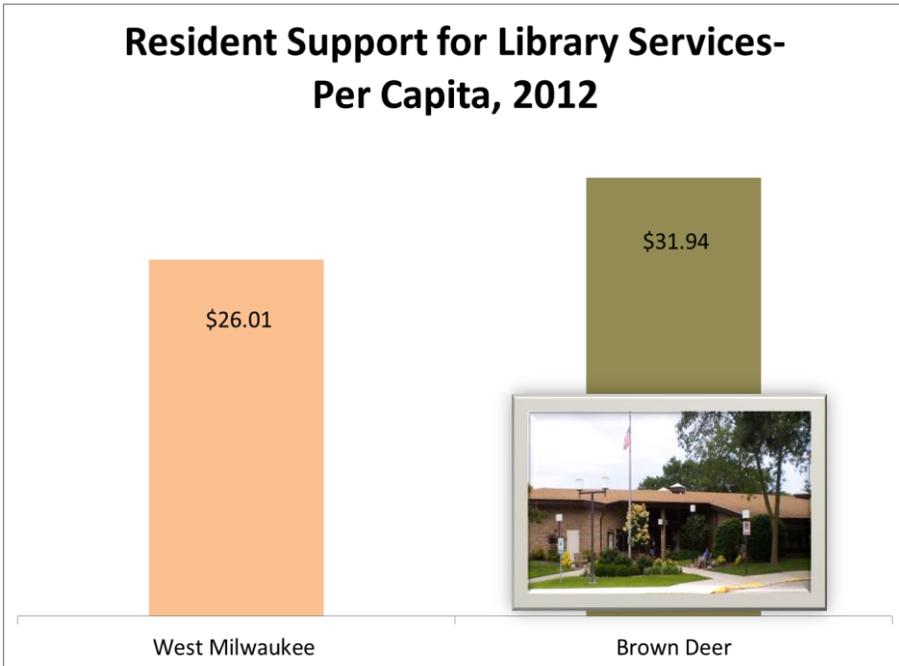
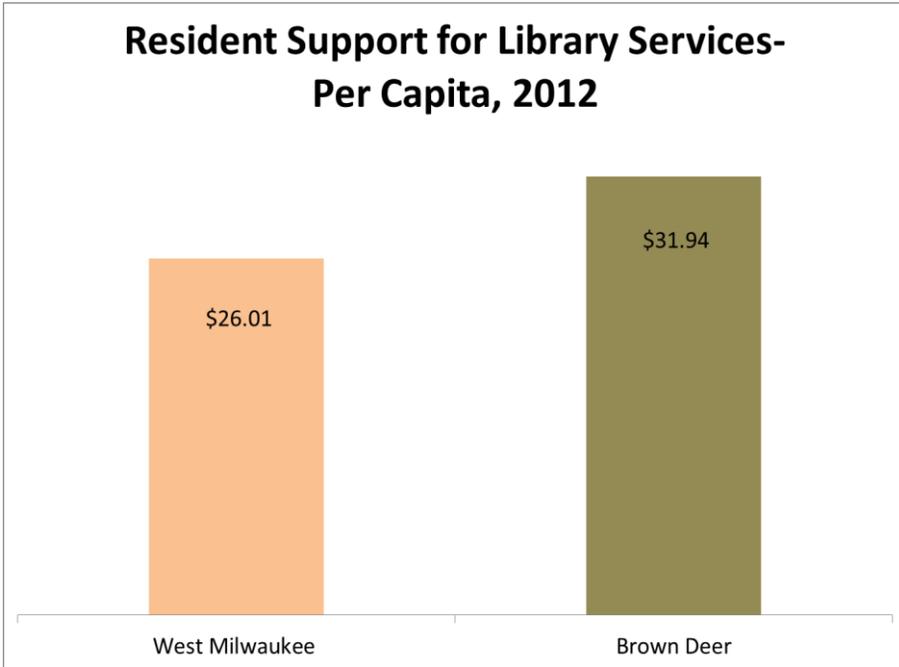
GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2013	2013 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 09/30/2013	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 151 - Library Fund								
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	22,906.31		200,420.89	325,062.00		124,641.11	61.66
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	1,401.86		12,389.38	20,452.00		8,062.62	60.58
151-510-51-5-15-15	FICA	1,662.66		14,612.56	24,867.00		10,254.44	58.76
151-510-51-5-15-20	Group Insurance	5,376.85		42,538.10	61,918.00		19,379.90	68.70
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		5,315.98	4,000.00		(1,315.98)	132.90
151-510-51-5-20-40	Printing Services	295.82		4,318.50	3,000.00		(1,318.50)	143.95
151-510-51-5-24-10	Equipment Maintenance Services	657.00		21,967.53	16,534.00		(5,433.53)	132.86
151-510-51-5-30-10	Office Supplies, Equip & Exp	82.72		5,974.69	5,500.00		(474.69)	108.63
151-510-51-5-30-15	Postage & Mailing	0.00		280.79	800.00		519.21	35.10
151-510-51-5-30-20	Communications	235.10		417.70	3,000.00		2,582.30	13.92
151-510-51-5-45-10	Professional Memberships	0.00		47.52	500.00		452.48	9.50
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	415.00		415.00	730.00		315.00	56.85
151-510-51-5-45-40	Mileage Reimbursement	0.00		94.92	700.00		605.08	13.56
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		33,033.32		308,793.56	467,063.00		158,269.44	66.11
Dept 511-51								
151-511-51-5-35-40	Equip Repair/Maint Supplies	349.32		1,490.51	2,500.00		1,009.49	59.62
151-511-51-5-38-10	Periodicals	0.00		516.62	3,400.00		2,883.38	15.19
151-511-51-5-38-15	Books	3,679.19		41,288.36	48,574.00		7,285.64	85.00
151-511-51-5-38-20	Audio/Visual	718.75		7,567.57	11,000.00		3,432.43	68.80
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	126.64		2,352.86	0.00		(2,352.86)	100.00
151-511-51-5-38-40	Library Programming	0.00		1,179.70	2,000.00		820.30	58.99
Total Dept 511-51		4,873.90		54,395.62	67,474.00		13,078.38	80.62
Dept 512-51								
151-512-51-5-22-10	Natural Gas/Electric Service	0.00		13,585.09	17,000.00		3,414.91	79.91
151-512-51-5-22-20	Sewer/Water Services	176.21		508.64	775.00		266.36	65.63
151-512-51-5-23-10	Cleaning Services	1,150.00		10,350.00	13,800.00		3,450.00	75.00
151-512-51-5-23-15	Building Maint/Repair Services	57.47		2,175.82	6,000.00		3,824.18	36.26
151-512-51-5-35-10	Building Supplies	55.00		939.67	2,500.00		1,560.33	37.59
151-512-51-5-80-10	New/Replace Equipment	0.00		0.00	0.00		0.00	0.00
Total Dept 512-51		1,438.68		27,559.22	40,075.00		12,515.78	68.77
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 09/30/2013

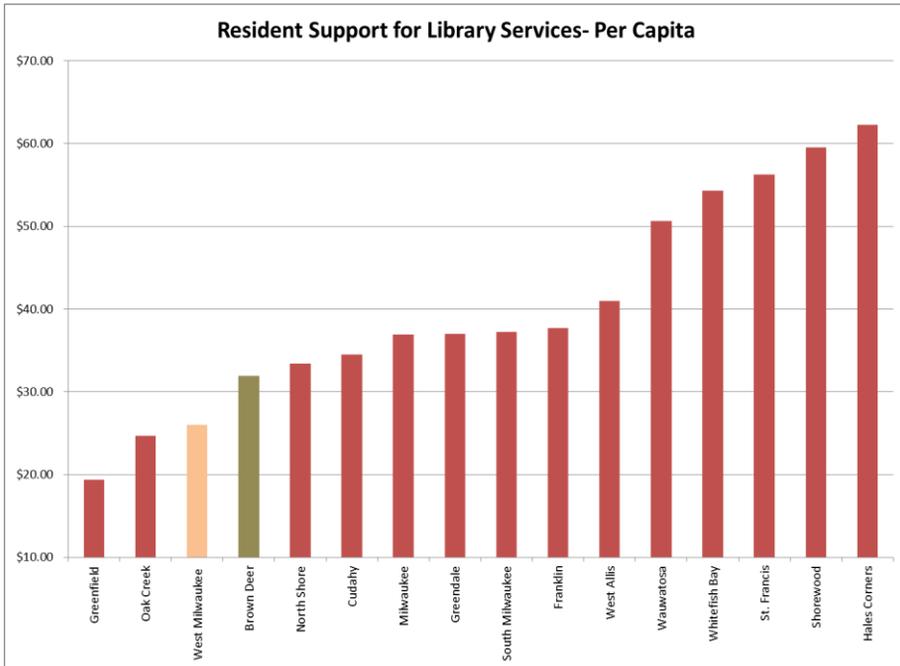
GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2013	AVAILABLE		% BDGT	
		MONTH 09/30/2013	INCREASE (DECREASE)			AMENDED	BALANCE		NORMAL (ABNORMAL)
Fund 151 - Library Fund									
Expenditures									
	Total Dept 999-01-PAYROLL CLEARING		0.00	0.00	0.00		0.00	0.00	
TOTAL Expenditures			<u>39,345.90</u>	<u>390,748.40</u>	<u>574,612.00</u>		<u>183,863.60</u>	<u>68.00</u>	
Fund 151:									
TOTAL REVENUES			1,903.76	523,972.21	554,732.00		30,759.79	94.46	
TOTAL EXPENDITURES			<u>39,345.90</u>	<u>390,748.40</u>	<u>574,612.00</u>		<u>183,863.60</u>	<u>68.00</u>	
NET OF REVENUES & EXPENDITURES			(37,442.14)	133,223.81	(19,880.00)		(153,103.81)	670.14	

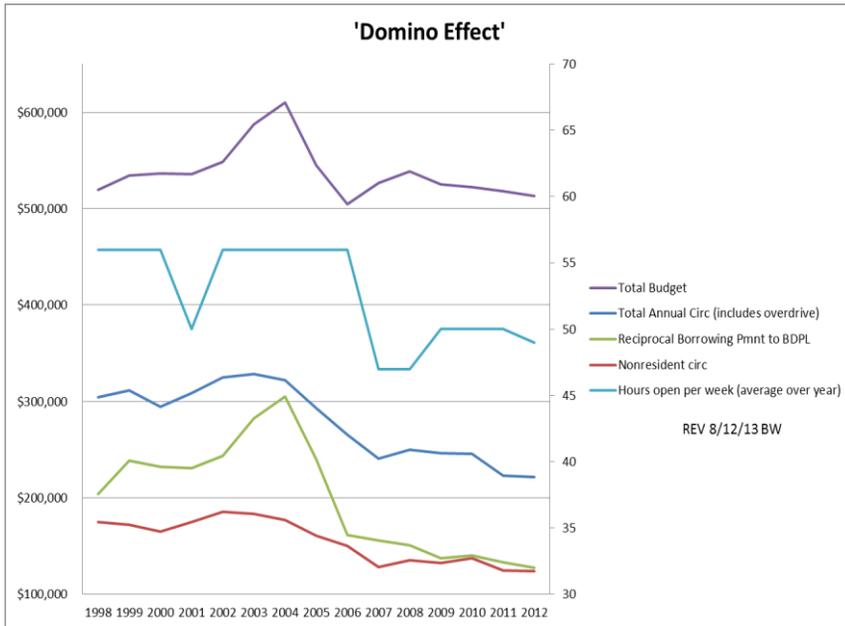
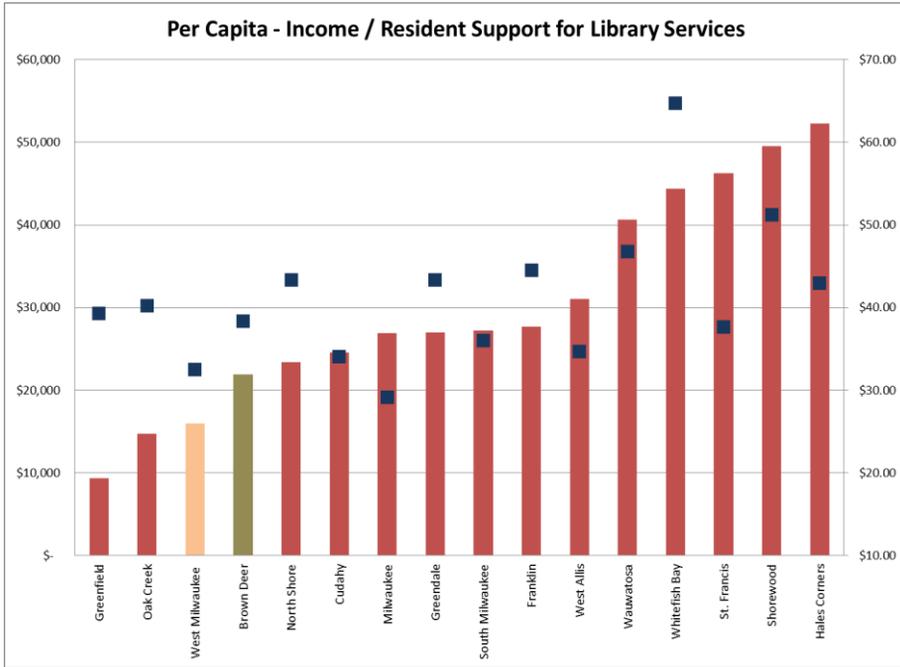
LIBRARY VOUCHERS - AUGUST - SEPTEMBER 2013

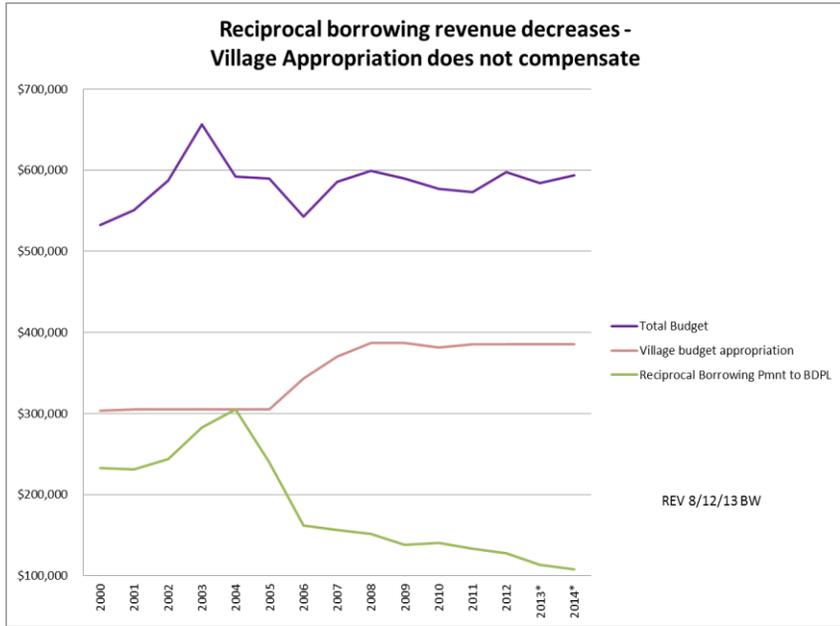
151-511-51-5-38-15	BOOKS	\$	2,088.51	Baker & Taylor Inc.	Books - 151 Adult
		\$	1,094.88	Baker & Taylor Inc.	Books - 126 Juvenile
		\$	437.63	Baker & Taylor Inc.	Books - 55 YA
		\$	224.85	INGRAM	Books - 42 Adult
	TOTAL	\$	3,845.87		
151-511-51-5-38-20	AUDIO-VISUAL	\$	92.46	Baker & Taylor Inc.	Adult Audiobooks - 4
		\$	217.79	Baker & Taylor Inc.	Juvenile Audiobooks - 19
		\$	208.79	Alliance Entertainment	17 Adult CD's
	TOTAL	\$	519.04		
151-512-51-5-23-10	CLEANING SERVICE	\$	1,150.00	Reliable Cleaning Serv.	Cleaning Service
151-512-51-5-22-10	FUEL	bill not rvcd as of 10/1		Wis. Gas	Fuel
	ELECTRIC	\$	1,371.18	Wisc.Electric	Electric
151-510-51-5-20-40	PRINTING SERVICES	\$	562.13	Xerox Corporation	Base Charge for August & Meter usage from 6/30/13 - 7/23/13, Base Charge for Sept & Meter Usage from 8/21 - 9/25/2013
151-510-51-5-24-10	EQUIPMENT MAINTENANCE SERVICES	\$	435.00	Closed Circuit Innovation	Monthly Maintanance Fee for IVAC Digital Video System Oct-Dec 2013
151-512-51-5-23-15	BUILDING MAINT/REPAIR SERVICES	\$	57.47	ITU, Inc.	Mat Service
151-510-51-5-30-10	OFFICE SUPPLIES, EQUIPMENT & EXPENSES	\$	300.00	Demco, Inc.	DVD Security Cases
151-512-51-5-35-10	BUILDING SUPPLIES	\$	55.00	NASSCO, Inc.	Paper Towels
151-511-51-5-35-40	EQUIPMENT REPAIR/ MAINTENANCE SUPPLIES	\$	222.00	Stanley Convergent Sec.	Fire Alarm Service
151-511-51-5-38-30	DONATION EXPENDITURES	\$	239.26	Baker & Taylor Inc.	Juvenile Classics - 17
GRAND TOTAL		\$	8,756.95		



Resident Support for Library Services- Per Capita, 2012







2014 GOALS, OBJECTIVES AND WORKPLAN Library

TITLE/GOAL	OBJECTIVE	START DATE	COMPLETION DATE	STATUS	STAFF ASSIGNED
Policy/Procedure Manual Revision	Revise Policy Manual and create Procedure Manual for improved safety and service consistency by April	10/2013	By April 2014		Brian
RFID CIP	Submit CIP request in August for RFID conversion, evaluate options for patron self service holds and checkout in the interim	1/2014	By September 2014		Brian & Sandy
Back-of-house efficiency study	Review all back-of-house activities for efficiencies, cost savings and ergonomics by November (cataloging, sorting, check-in, processing, ordering, retrieval)	1/2014	By November 2014		Sandy & Mary K
Patron use data collection and analysis	Collect and analyze data from patron use patterns and satisfaction survey, to propose service adjustments by February	11/2013	By February 2014		Kelley & Mary D

Brown Deer Public Library - Policy Manual

VI. BORROWING PRIVILEGES:

1. Any resident of Milwaukee County, at least 6 years of age or in 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 parent or 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 obtain books through the Milwaukee County Federated Library System which are not available at the Brown Deer Library. All libraries' holdings can be viewed on the CountyCat Computer.
4. Deposit cards may be issued to people living outside Milwaukee County upon proper application and payment of a ~~\$40.00~~\$75.00 annual fee. The deposit card holders are restricted to the Brown Deer collection and may not charge out more than 10 books at any one time. Brown Deer Public School teachers and Village of Brown Deer municipal employees who are non-residents may obtain an annual deposit card free of charge. Cards are good for one year.
5. A \$3.00 fee will be charged for the replacement of lost cards.

~~6. Due to a higher overall value of the following items and higher overdue fines and the development of the collection in a more specific manner, a Library patron must be 18 years of age or over to circulate any entertainment video or dvd.~~

Comment [BDPL1]: Changed to reflect fee increase per Policy Manual Sec. VIb revision approved by Board on 12.2010, BW 10/7/13

Comment [BDPL2]: Recommendation to remove this restriction, Submitted for Board reconsideration on 10/14/13, BW

Fines & Charges

Overdue Fines

Entertainment DVDs: \$1 per day
All other items: 15¢ per day

Suspension of Library Privileges

The maximum overdue fine is \$5 per item. An individual's use of library services will be blocked once an individual has accrued charges over \$5. The block will be lifted only after all existing fines and charges are paid in full. In order to update a library card, all fines must be paid in full.

Grace Period

The library has a grace period of 3 days for all items except DVDs. No overdue fine will be charged during the 3 day grace period. Once past the grace period, however, overdue fines are calculated from the due date.

Items borrowed from another library are subject to the owning libraries' policies.

Library Material Replacement Charges

If an item is lost or damaged beyond repair, the replacement charge shall be the actual cost of the item plus a processing fee as reflected on the item record. If the cost is not present in the item record, a cost from Books-In-Print, Baker & Taylor, or Ingram will be used plus the processing fee. If an item is out of print, a default cost will be used.

The following table indicates default costs and processing fees:

Item	Default Cost	Processing Fee
Books, hardcover, Adult	\$23	\$5
Books, hardcover, Children's	\$13	\$5
Books, softcover, Adult	\$5	\$5
Books, softcover, Children's	\$3	\$5
Board Books	\$4	\$3
DVD	\$15	\$5
VHS	\$15	\$5
Audiobooks	\$20	\$5
CDs	\$15	\$5
CD-ROM	\$15	\$5

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Magazine	\$3	\$2
Kits	\$15	\$5

The following table indicates costs for replacement of missing/damaged processing items:

ITEM	COST
DVD case	\$5
CD case	\$2
CD Pamphlet (liner notes)	\$5
VHS case	\$1
Barcode missing	\$1
Audiobook cases	\$5
Kit bag	\$3
Minor repairs	The library charges a fee for damaged Brown Deer materials requiring minor repair which can be performed by staff. The exact amount of the fee depends on staff time needed to repair the materials; cost of supplies needed to complete the repair; and length of time the materials will be out of circulation.

Refunds

There are no refunds on lost & paid items.

Miscellaneous Fines & Charges

Replacement for lost/missing library card	\$3
Deposit card (out-of-county residents)	\$75
Photocopies	15¢
Computer generated printing	15¢ b&w / 50¢ color
<u>Rental Books and Videos</u>	<u>\$2 per circulation, per item</u>
<u>Meeting Room Use by For-profits and Individuals</u>	<u>\$15 per hour</u>

Comment [BDPL1]: Addition, for Board consideration, BW 10.7.13

Comment [BDPL2]: Addition, for Board consideration, BW 10/7/13

Approved by Library Board December 13, 2010

Brown Deer Public Library Community Room Policy

Comment [BDPL1]: Not currently included in official Policy Manual, BW requests permission to include in Manual as Appendix H, 10/14/13

The Library Community Room may be used by the following groups and in this order of priority:

- The Library Board
- The Library for library-sponsored activities (including the Friends of the Library volunteer organization)
- Village Committees and Departments to carry on functions relating to government and/or the health, education, safety, culture and general welfare of the citizens of the Village of Brown Deer
- Brown Deer community and school groups
- Local non-profit groups, with provision of tax-exemption documentation
- For-profit groups, and Individuals for personal use

Comment [BDPL2]: Changes here and below proposed for approval by Board on 10/14/13 by BW

The Library Administration reserves the right to adjust and to rearrange Community Room schedules and assignments as the Library/Village requirements demand. The Library reserves the right to refuse a request when submitted less than 48 hours before its start time.

Groups permitted to use the room will be subject to the following rules:

- A completed reservation request form must be on file at the library
- The event **must** be open to the public. No admission fee may be charged nor may a collection be taken
- For-profit groups, and Individuals using the room for personal use will be charged a fee according to the Library's Fines & Charges schedule in this Manual.
- ~~Meeting rooms may not be used for commercial demonstrations or sales promotions of products or services~~
- ~~Fund raising events are not allowed unless they are co-sponsored by the Library or the Village~~
- Groups of young people under eighteen years of age must have the meeting room application completed by two (2) adults and two (2) adults must be present at the meeting

- A responsible person from the group will alert the library staff to open the room and must notify the library staff when the event is over so the room can be locked
- Groups are financially responsible for any damage, missing items, or cleaning beyond what is normally done

**Brown Deer Public Library
Community Room Policy (cont.)**

Granting permission to use the Community Room does not constitute endorsement by the Library or Village of the group or its activities

In order to establish the fact that the Village and the Library are not sponsoring the event, All publicity must include the following statement:

"Sponsored by the (insert name of organization booking the room)

An organization may not use the name and address of the Library as its headquarters or as the official address of the organization (exception: the Friends of the Brown Deer Library)

~~No groups may use the Community Room more than twice a month~~ Groups will be allowed a maximum of 12 uses per year in order to maintain equity of access among current and future requestors.

Set-up & Equipment

- Staff cannot set up the room. Chairs and tables are available for groups to set up themselves to meet their needs. The furniture is to be returned to the position in which it was found (see diagram)
- If AV equipment is requested, the person reserving the room should make arrangements ahead of time to learn how to use the equipment. Library staff is not available for assistance with AV equipment during the requested reservation date.
- Food and beverages may be served with permission. Alcoholic beverages or smoking are not permitted. Kitchen facilities are not available.
- The Library is not responsible for the equipment, materials or property brought to the room by the group or its members
- Staff should be notified of any emergency, accident or unusual occurrence

Comment [BDPL3]: Looking for clarification here, Meeting Room Reservation Request form clearly indicates 'NO FOOD OR DRINK', BW 10/7/13

- All meetings must take place during the Library's normal hours of operation
- The Library Director is authorized to deny permission to any group that is disorderly or that has violated any regulations

Amended by Library Board on April 20, 2009

VILLAGE OF BROWN DEER
MEETING ROOM RESERVATION REQUEST

BROWN DEER PUBLIC LIBRARY
FAX #414 357-0156

NAME OF ORGANIZATION_____

CONTACT PERSON_____

TELEPHONE # OF CONTACT PERSON_____

DATE(S) OF MEETING: Day of Week_____Date_____

TIME OF MEETING: START_____END_____

NUMBER OF PERSONS ATTENDING_____

PLEASE ATTACH A COPY OF ANY PROMOTIONAL BROCHURES, FLIERS OR POSTERS. NOTE: ALL PUBLICITY FOR YOUR EVENT MUST INCLUDE THE STATEMENT: "SPONSORED BY (INSERT NAME OF YOUR ORGANIZATION HERE)- NOT AFFILIATED WITH BROWN DEER PUBLIC LIBRARY OR THE VILLAGE OF BROWN DEER".

*****ALL MEETINGS AT THE BROWN DEER LIBRARY MUST END 15 MINUTES BEFORE CLOSING. IF YOUR GROUP CHANGES THE TABLE & CHAIR SETUP, EVERYTHING MUST BE RETURNED TO THE ORIGINAL POSITION**

REMEMBER TO OBSERVE THE VILLAGE'S REGULATIONS REGARDING THE USE OF THE MEETING ROOM. FAILURE TO COMPLY MAY AFFECT YOUR ABILITY TO USE IN THE FUTURE.

NO FOOD OR DRINK

XVII. CIRCULATION

Circulation periods and other policies exist to allow the Library Patron sufficient time to absorb (read/view/listen to) the item on loan. They also exist to provide for the timely sharing of items in demand from other Library patrons, either in limiting the amount of items loaned or in limiting the period of time during which they may be loaned, to this end, reasonable fines may be charged for not returning an item within the circulation period. One of the criterion to be used, but not exclusively, in the determination of loan limits is the relative popularity of types of items. High demand types of items such as entertainment videocassettes and dvds will necessitate fewer items loaned at any one time and more brief loan periods in order to share items with a greater number of the public. ~~Age limits may be placed on the loaning of some items in respect of the overall value of an item or higher overdue fines and the wish to develop the collection in a more specific manner.~~

Most Brown Deer library materials, except reference books, shall be loaned for a period of 21 days and may be renewed ~~once~~ ^{twice}, provided the item is not on hold. New fiction, , CD-ROMs, periodicals, and educational videos shall circulate for 7 days and may also be renewed once, if not on hold. Entertainment videos and dvds circulate for ~~37~~ days and may not be renewed. However, extensions or limitations may be made by the Library Director. ~~There is a limit of 5 entertainment videos and 3 entertainment dvds to be circulated on one Library card at any one time. There is a limit of 10 CD-ROMs to be circulated on one Library card at any one time. A Library patron must be over 18 years of age to circulate any entertainment video or entertainment dvd.~~

LOAN PERIODS

<u>Material type</u>	<u>Loan Period</u>	<u>Renewal</u>
<u>Adult and Juvenile Books</u>	<u>3 weeks</u>	<u>Yes, two, if not on hold</u>
<u>New Books</u>	<u>7 days</u>	<u>Yes, two, if not on hold</u>
<u>Adult and Juvenile DVDs and VHS</u>	<u>7 days</u>	<u>No</u>
<u>Adult and Juvenile Periodicals</u>	<u>7 days</u>	<u>No</u>
<u>Adult and Juvenile Music CDs</u>	<u>7 days</u>	<u>No</u>
<u>Adult and Juvenile Audiobooks</u>	<u>3 weeks</u>	<u>Yes</u>
<u>Adult and Juvenile Reference Materials</u>	<u>Not Loanable without special approval from Library Director</u>	<u>n/a</u>

INTERLIBRARY LOAN

In order to provide for convenient access to local patrons, no items shall be loaned to any Library outside of the MCFLS which have loan periods less than 21 days, and in respect of the reciprocal nature of providing Interlibrary Loan shall any of these items be requested for patrons from other Libraries outside of the MCFLS. Items which are included currently are: New fiction, CD-ROMs, periodicals, educational or entertainment videos or dvds. Other items may be added to this list as new forms of media arise. A limit of 5 interlibrary loan requests may be submitted by one patron on one business day. Due to special circumstances the Library Director may grant one time exceptions to the daily limits due to a special need on the part of the patron.

FINES AND OTHER CHARGES for the Brown Deer Library:

~~— There is a three (3) day grace period, excluding the entertainment videocassettes and entertainment dvds, on overdue library materials. On the fourth day the fine shall include the three day grace period. Sundays and holidays are also included. Fines are to be as follows:~~

Comment [BDPL1]: Recommendation to remove for consistency with proposed removal of age restriction on DVDs, Submitted for Board reconsideration on 10/14/13, BW

Comment [BDPL2]: Submitted for formal approval by Board on 10/14/13, MCFLS system setting change in 2012, not reflected in Policy, BW 10/7/13

Comment [BDPL3]: Submitted for formal approval by Board on 10/14/13, changed in 1/2013 but not reflected in Policy, BW 10/7/13

Comment [BDPL4]: Submitted for formal revision by Board on 10/14/13, MCFLS allows 20 DVDs, 20 CDs, 100 books, with a maximum checkout of 100 items per card. Staff have been using this limit for some time without it being reflected in Policy, BW 10/7/13

Comment [BDPL5]: Recommendation to remove this restriction, Submitted for Board reconsideration on 10/14/13, BW

Comment [BDPL6]: Recommendation to replace text above with Loan Periods table, submitted for Board consideration on 10/14/13, BW

Comment [BDPL7]: Submitted for removal by Board on 10/14/13, information repeated in new Fines and Charges Policy approved by Board in 12/2010, BW 10/7/13

~~10 cents per day — Adult and juvenile books — \$5.00 maximum
including paperbacks, CD's,
audiocassettes, book cassette
sets, ed. Videocassettes,
periodicals, CD Roms,
pamphlets, audio CDs.~~

~~\$1.00 per day — Entertainment videocassettes — \$5.00 maximum
Entertainment dvds~~

<u>Type of Material</u>	<u>Default Price</u>
Non-circulating	\$100.00
Hardcover book (adult)	\$ 30.00
Hardcover book (child)	\$ 20.00
Trade paperback (adult)	\$ 20.00
Trade paperback (child)	\$ 10.00
Mass Market pbk (adult)	\$ 8.00
Mass Market pbk (child)	\$ 5.00
Romance pbk (adult)	\$ 3.00
CD/Cassette/Kit	\$ 20.00
Videocassette	\$ 25.00
CD Rom	\$ 50.00
Periodical	\$ 5.00

~~———— If a book that was declared lost is returned within six months of the due date, a partial refund may be given, providing a receipt accompanies the claim, and the item is in good condition. The overdue fine will be subtracted from the amount refunded.~~