

LIBRARY BOARD MEETING
Monday, September 9th, 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. August 12th, 2013 – Regular Meeting
- IV. Unfinished Business
- 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. July/August 2013
 - b. 2014 Library Budget discussion
- VIII. Adjournment

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

Brian Williams-Van Klooster, Library Director
September 4, 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
August 13, 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 A. Lutz and Board members: J. Baker, W. Jabas, E. Bennett, K. Lewis-Williams

Also Present: Brian Williams-Van Klooster, Library Director

II. Persons Desiring to be Heard

None; Discussion of patron request for reevaluation of library use restriction ensued, with the Board recommending that the restriction be lifted with the caveat that additional progressive restrictions be used by library staff in any future disciplinary interactions with this patron.

III. Consideration of Minutes:

a. June 10, 2013 – Regular Meeting

It was moved by J. Baker and seconded by K. Lewis-Williams to approve the minutes of the June 10, 2013 regular meeting as corrected. The motion carried unanimously.

b. July 8, 2013 – Regular Meeting

It was moved by W. Jabas and seconded by J. Baker to approve the minutes of the July 8 2013 regular meeting. The motion carried unanimously.

IV. Unfinished Business

None

V. Report of Library Director

a. Director's Report

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

Board members recommended that 2 additional local HVAC contractors be contacted for annual service contracts. Brief discussion ensued regarding implementation of the new circulating ereaders, and potential opportunities for revenue generation through special library programming.

b. Usage Report

Supplemental statistical graphs were reviewed and discussed briefly.

c. Revenue/Expense Report

VI. Report of Friends of the Library

W. Jabas noted the upcoming Book Sale, distributed advertising bookmarks, and noted that help for setup and management would be welcome.

VII. New Business

a. Consideration of Vouchers:

May/June 2013

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the payment of the May-June 2013 vouchers. The motion carried unanimously.

June/July 2013

It was moved by K. Lewis-Williams and seconded by W. Jabas to approve the payment of the June-July

2013 vouchers. The motion carried unanimously.

b. Library collection management-Discussion

Director Wms-Van Klooster briefly presented a 2-page document summarizing library use and collection statistics for the 2011-2013 periods. Professional standards and techniques for collection management were also shared. The Board asked for additional time to review the document before engaging in further discussion.

VIII. Adjournment

Next meeting: September 9th, 2013.

It was moved by K. Lewis-Williams and seconded by J. Baker to adjourn at 6:22 P.M. The motion carried unanimously.



Brian Williams-Van Klooster, Library Director
8/13/13

Brown Deer Public Library - Director's Report

August 2013

Budget

- Preliminary 2014 library budget submitted to Village hall (attached)
 - Staff budget discussion 8/27

Facility:

- Update on street sign design

Meetings:

- 8/5-Village Board meeting
- 8/6-Village department heads meeting
- 8/8-MCFLS LDAC
- 8/12-Library Board meeting
- 8/13-Library Staff monthly meeting
- 8/16-Village Board meeting
- 8/17-Village department heads meeting
- 8/21-Community Vibes concert
- 8/27-Library Staff special budget meeting
- 8/28-Brown Deer Elementary Open House

Marketing/Communication/Outreach:

- *Brown Deer Now* magazine is a very effective event marketing tool-
 - signups for Adult Book Club and inquiries about Appraisal program spiked after distribution
- Community Vibes, August 21: 2 library staff interacted with dozens concert-goers, talked up programs, handed out program and services flyers
- Brown Deer Elementary School Open House, August 28: Brian staffed an information table outside the IMC, interacted with many attendees, used ipad to create library cards and check out books on-site, got to know IMC librarian Kathy LaPlante, recognized many familiar faces as regular library users

Miscellaneous:

- Donations deposited from
 - Brown Deer Woman's Club (\$700) for refreshing of classic children's books
 - BD Junior Woman's Club (\$1200) for 10 loanable Kindle ereaders, preloaded with 5 books each
 - Special circulation procedure and policy currently being drafted in consultation with staff and other LDAC colleagues, for review at upcoming Library Board meeting.
 - Thanks letters have been sent to both, a card by the Interim Director, a letter by the Director (*Attachment*).

Children's / Young Adult Services

Programs:

- Summer Reading participation was comparable to 2012
 - 71% of children and 68% of teens successfully completed the program
 - Many children took advantage of the opportunity to earn extra raffle tickets by reading additional amounts beyond the completion goal
 - An extra 2,050 books were read by the children aged 7 and younger who completed the program
 - An extra 770 hours were read by the children aged 8-12 who completed the program
 - An extra 388 hours were read by the teens who completed the program
- Summer story time sessions
 - Average of **26** participants over 2 sessions
- Movie Nights, August 8th & 29th
 - Average of **28** participants over 2 evenings
- Lego Club – August 6th & 27th
 - Average of **35** participants over 2 evenings

Materials

- 244 catalog records added or modified.
- Started and completed 5-year no-circ list.
- Purchased x titles from Brown Deer Woman's Club donation funds. Many have already made their way to the shelves and are available for borrowing!

Meetings:

- 8/13-Library Staff monthly meeting
- 8/27-Library Staff special budget meeting

Miscellaneous:

- Continued coordination of existing volunteer and projects.
- Provided continued leadership in training Intern for additional duties and responsibilities.

Adult Services

Displays

- Fall Adult Book Club flyers and bulletin board.
- *End of Summer Blues*, music CD display.

Materials:

- 140 catalog records added or modified.

Meetings:

- 8/13-Library Staff monthly meeting
- 8/27-Library Staff special budget meeting

Miscellaneous:

- Continued coordination of existing volunteers and their projects.
- Created revised Overdrive how-to pamphlet.

MCFLS / Other

- MCFLS 2014-2015 Member Agreement finalized, ready for approval signature by Library Board President Lutz.

**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.	0	0		0	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	88,992	46,930	2,168	138,090	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.	0	758	0	1,504
Oct.	0	628	0	1,738
Nov.	0	385	0	1,470
Dec.	0	332	0	1,136
Total:	4,091	6,964	12,871	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.	0	2,818
OCT.	0	3,528
NOV.	0	2,577
DEC.	0	2,090
TOTAL	21,705	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
	0	0	0	0	163
	0	0	0	0	203
	0	0	0	0	170
	0	0	0	0	181
	50	4	85	1,635	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
5,618	11,986
8,994	11,642
0	10,901
0	11,499
0	10,453
0	8,101
62,755	127,240

Door counter misaligned, lost 2

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

weeks of use

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	2013 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	32,616.62	385,346.01	385,346.00	(0.01)	100.00
Total Dept 000-11-TAXES		32,616.62	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	513.13	3,872.90	5,000.00	1,127.10	77.46
151-000-67-4-10-20	Library-Fines	1,174.55	13,526.16	22,000.00	8,473.84	61.48
151-000-67-4-10-30	Sale of Materials	77.86	738.51	2,000.00	1,261.49	36.93
151-000-67-4-10-40	Lost Material Charges	270.51	1,047.87	10,000.00	8,952.13	10.48
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		2,036.05	19,185.44	39,000.00	19,814.56	49.19
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	(623.00)	5,000.00	5,623.00	(12.46)
Total Dept 000-81-INTEREST INCOME		0.00	(623.00)	5,000.00	5,623.00	(12.46)
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		34,652.67	522,383.45	554,732.00	32,348.55	94.17

Expenditures

User: hudsonsu

DB: Brown Deer

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2013	2013 AMENDED BUDGET	AVAILABLE		% BGD USED
		MONTH 08/31/2013	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 151 - Library Fund								
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	23,271.22		177,514.58	325,062.00		147,547.42	54.61
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	1,436.34		10,987.52	20,452.00		9,464.48	53.72
151-510-51-5-15-15	FICA	1,690.66		12,949.90	24,867.00		11,917.10	52.08
151-510-51-5-15-20	Group Insurance	5,376.58		37,161.25	61,918.00		24,756.75	60.02
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	42.40		5,315.98	4,000.00		(1,315.98)	132.90
151-510-51-5-20-40	Printing Services	289.82		4,022.68	3,000.00		(1,022.68)	134.09
151-510-51-5-24-10	Equipment Maintenance Services	145.00		21,310.53	16,534.00		(4,776.53)	128.89
151-510-51-5-30-10	Office Supplies, Equip & Exp	623.79		5,891.97	5,500.00		(391.97)	107.13
151-510-51-5-30-15	Postage & Mailing	76.36		280.79	800.00		519.21	35.10
151-510-51-5-30-20	Communications	62.80		182.60	3,000.00		2,817.40	6.09
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	0.00		0.00	730.00		730.00	0.00
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		33,014.97		275,760.24	467,063.00		191,302.76	59.04
Dept 511-51								
151-511-51-5-35-40	Equip Repair/Maint Supplies	1,141.19		1,141.19	2,500.00		1,358.81	45.65
151-511-51-5-38-10	Periodicals	(0.55)		516.62	3,400.00		2,883.38	15.19
151-511-51-5-38-15	Books	5,126.03		37,609.17	48,574.00		10,964.83	77.43
151-511-51-5-38-20	Audio/Visual	788.85		6,848.82	11,000.00		4,151.18	62.26
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	254.55		2,226.22	0.00		(2,226.22)	100.00
151-511-51-5-38-40	Library Programming	388.13		1,179.70	2,000.00		820.30	58.99
Total Dept 511-51		7,698.20		49,521.72	67,474.00		17,952.28	73.39
Dept 512-51								
151-512-51-5-22-10	Natural Gas/Electric Service	1,458.28		13,585.09	17,000.00		3,414.91	79.91
151-512-51-5-22-20	Sewer/Water Services	0.00		332.43	775.00		442.57	42.89
151-512-51-5-23-10	Cleaning Services	1,150.00		9,200.00	13,800.00		4,600.00	66.67
151-512-51-5-23-15	Building Maint/Repair Services	57.47		2,118.35	6,000.00		3,881.65	35.31
151-512-51-5-35-10	Building Supplies	128.38		884.67	2,500.00		1,615.33	35.39
151-512-51-5-80-10	New/Replace Equipment	0.00		0.00	0.00		0.00	0.00
Total Dept 512-51		2,794.13		26,120.54	40,075.00		13,954.46	65.18
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 08/31/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2013	AVAILABLE		% BDGT	
		MONTH 08/31/2013	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>43,507.30</u>	<u>351,402.50</u>	<u>574,612.00</u>		<u>223,209.50</u>	<u>61.15</u>	
Fund 151:									
TOTAL REVENUES			34,652.67	522,383.45	554,732.00		32,348.55	94.17	
TOTAL EXPENDITURES			<u>43,507.30</u>	<u>351,402.50</u>	<u>574,612.00</u>		<u>223,209.50</u>	<u>61.15</u>	
NET OF REVENUES & EXPENDITURES			(8,854.63)	170,980.95	(19,880.00)		(190,860.95)	860.07	

LIBRARY VOUCHERS - JULY - AUGUST 2013

151-511-51-5-38-15	BOOKS	\$	3,321.24	Baker & Taylor Inc.	Books - 262 Adult
		\$	436.53	Baker & Taylor Inc.	Books - 58 Juvenile
		\$	461.72	Baker & Taylor Inc.	Books - 61 YA
		\$	395.00	Baker & Taylor Inc.	ts3 Silver Annual Renewal
		\$	349.12	INGRAM	Books - 66 Adult
		\$	468.58	MCFLS	Database - Netadvantage
	TOTAL	\$	5,432.19		
151-511-51-5-38-20	AUDIO-VISUAL	\$	303.44	Baker & Taylor Inc.	Adult Audiobooks - 15
		\$	250.60	Alliance Entertainment	21 Adult CD's
	TOTAL	\$	554.04		
151-512-51-5-23-10	CLEANING SERVICE	\$	1,150.00	Reliable Cleaning Serv.	Cleaning Service
151-512-51-5-22-10	FUEL	\$	10.15	Wis. Gas	Fuel
	ELECTRIC	\$	1,448.13	Wisc.Electric	Electric
151-510-51-5-20-40	PRINTING SERVICES	\$	289.82	Xerox Corporation	Base Charge for July & Meter usage from 6/30/13 - 7/23/13
151-510-51-5-30-15	POSTAGE & MAILING	\$	76.36	MCFLS	Postage for MCFLS Notices
151-510-51-5-30-20	COMMUNICATIONS	\$	216.55	RGS Telecom LLC	Wired for 2nd Fax Machine
		\$	62.80	MCFLS	TNS Holds Calls
	TOTAL	\$	279.35		
151-510-51-5-20-35	TECHNICAL SERVICES	\$	42.40	MCFLS	Ecommerce Fee
151-512-51-5-23-15	BUILDING MAINT/REPAIR SERVICES	\$	57.47	ITU, Inc.	Mat Service for July Interior & Exterior Window Cleaning
151-510-51-5-30-10	OFFICE SUPPLIES, EQUIPMENT & EXPENSES	\$	64.33	Bubrick's Complete Office	Desk Protector, LCD Printer Stand, Golf Pencils, Mouse Pads
		\$	119.99	Demco, Inc.	Custom Rubber Stamp, 4 Capacity DVD Security Cases
		\$	110.47	The Shopper, Inc.	Security Stickers
		\$	233.82	MCFLS	MCFLS Forms, labels & Receipt paper
	TOTAL	\$	528.61		
151-511-51-5-35-40	EQUIPMENT REPAIR/ MAINTENANCE SUPPLIES	\$	339.84	Demco, Inc.	Book Jacket
		\$	565.98	Stanley Convergent Sec.	Fire Alarm Monitoring (9/01/13 - 2/28/14), Critical Condition Monitoring (9/01/13 - 2/28/14)
		\$	575.21	MCFLS	Technical Assistance, Computer Equipment
	TOTAL	\$	1,481.03		
151-511-51-5-38-10	PERIODICALS	\$	(22.50)	Visa	Cancelled Consumer Reports Online
151-511-51-5-38-30	DONATIONS EXPENDITURES	\$	254.55	Baker & Taylor Inc.	Juvenile Classic Books - 25
180-000-51-5-39-11	SUMMER READING PROGRAM FUND	\$	23.85	Dana Andersen-Kopczyk	YA Summer Reading Prog. Supplies
GRAND TOTAL		\$	11,605.45		