

LIBRARY BOARD MEETING
Monday, January 11, 2016
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. Call for Additional Agenda Items
- III. Persons Desiring to be Heard
- IV. Consideration of Minutes: December 14, 2015
- V. Unfinished Business
 - a. Update on Library Strategic Plan progress
- VI. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VII. New Business
 - a. Consideration of Vouchers: November 2015, December 2015
 - b. Discussion of Library circulation and use trends
 - c. Review of agenda for All Staff Training Day 1/18/16
- VIII. Report of Friends of the Library
- IX. Next meeting date
- X. Adjournment

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

Brian Williams-Van Klooster, Library Director
January 6, 2016

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

BROWN DEER LIBRARY BOARD
December 14, 2015 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: E. Bennett, W. Jabas, S. Snyder
Also Present: Dana Andersen-Kopczyk, Children's Librarian
Excused: J. Baker

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

- a. November 10, 2015 – Regular Meeting

It was moved by E. Bennett and seconded by W. Jabas to approve the minutes of the November 10, 2015 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. Review and action on Strategic Plan

It was decided that discussion on the Strategic Plan will be tabled until the January 2016 meeting, when the Library Director can present the plan.

VI. Report of Library Director

- a. Director's Report

There were no verbal highlights or discussion of the report.

- b. Usage Report

It was noted that circulation has once again gone down, and there was discussion about why this may be happening. D. Andersen-Kopczyk did bring up the Thanksgiving holiday closures as possibly impacting November's circulation and internet usage numbers. The library's book budget and weeding policies was also discussed.

- c. Revenue/Expense Report

It was noted that a lot of areas have gone over, but A. Lutz noted that the library is still within 91% of the yearly budget.

VII. New Business

- a. Consideration of Vouchers:

November 2015

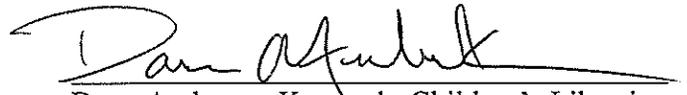
Approval of the November 2015 vouchers was tabled until the January 2016 meeting, due to the fact that the supplied spreadsheets did not provide monetary numbers.

VIII. Report of Friends of the Library

A Brown Deer High School volunteer assisted the Friends at their 2015 Annual Auction, which raised a little over \$3,200. The Friends are currently doing a matching challenge with library patrons, and will match donations made to the library up to \$500. The Friends donated 2 poinsettias for the library to display for the holiday season, and will be doing lunch for the library staff at a training day on January 18th.

IX. Adjournment

Next meeting: January 11, 2016. *It was moved by A. Lutz and seconded by E. Bennett to adjourn at 5:13 P.M.
The motion carried unanimously.*



Dana Andersen-Kopczyk, Children's Librarian
December 15th, 2015

*BROWN DEER PUBLIC LIBRARY
2015 Strategic Planning
STRATEGIC GOALS*

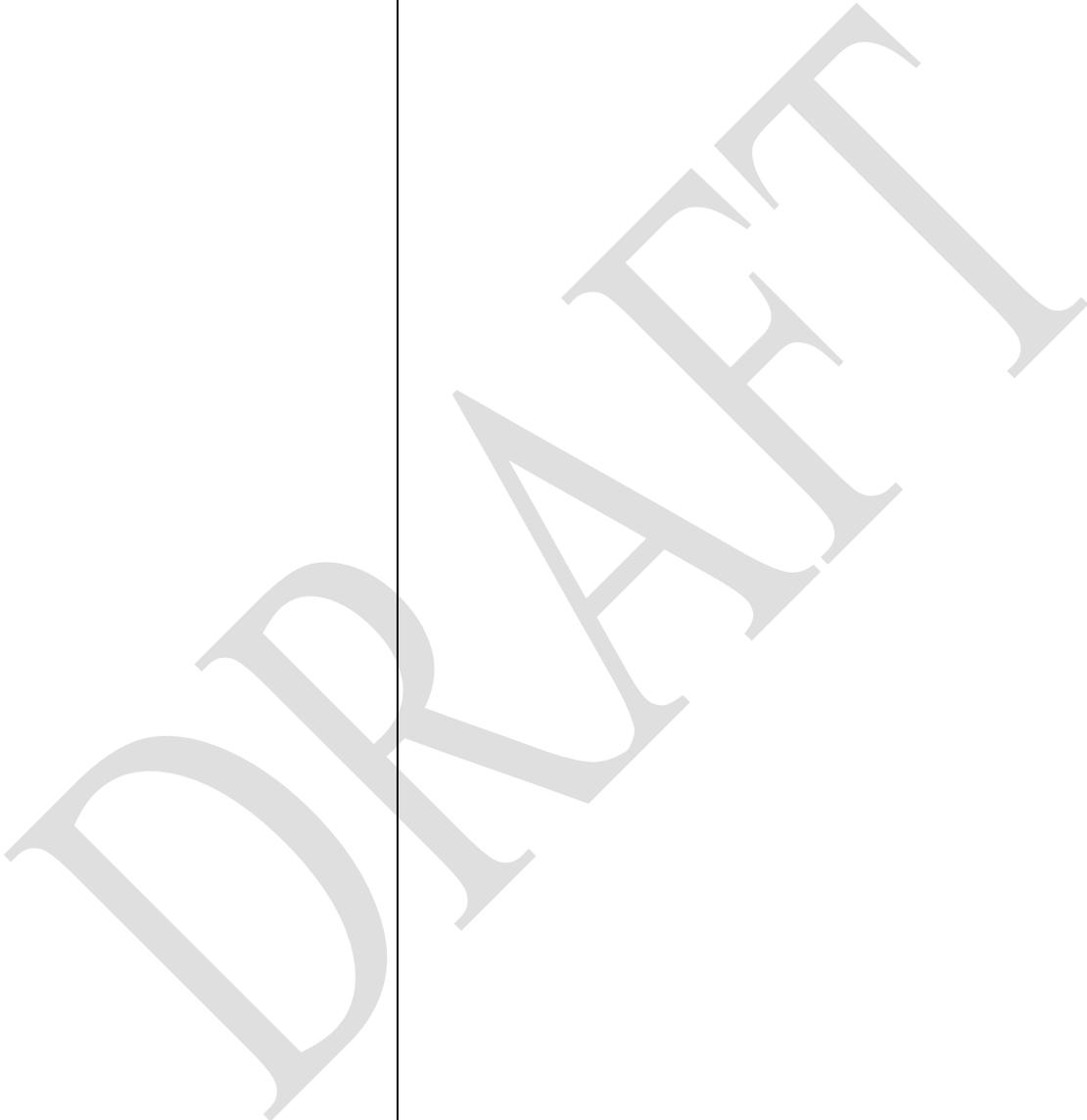
Five broad Strategic Goals that represent recurring themes from Stakeholder Team discussions were identified and defined by Consultant and Director. Current Activities and Future Opportunities that reflect the Team’s desires are developed by Director, Staff and Board. Though some consideration is given to resource requirements and limitations, Future Opportunities are included for their ability to meet Strategic Goals, rather than their predicted or actual feasibility.

<i>Strategic Goals</i>	<i>Current Activities</i>	<i>Future New Opportunities</i>
Ensure broad <u>awareness</u> of the library as one of the amenities that makes Brown Deer special	<ul style="list-style-type: none"> • eNewsletter, Tracker, OBD Magazine, social media • Informative website • Outreach to schools & community at events • Work with Friends to build, deploy and stock little free libraries w/ discards and library info • Other: 	<ul style="list-style-type: none"> • BD Hist Soc collections and programs • Better engage community through more outreach-mobile collections & checkouts/off-site registration/ mobile gaming /attend more community & school events, little free libraries with BDPL info • Outreach librarian • BDPL Car magnets • Newspaper column • Communication w/ Media • Other:
Help develop <u>community perceptions</u> of Brown Deer as stable, safe, neighborly, inclusive, family-oriented	<ul style="list-style-type: none"> • After school programs • Family programs • High quality customer service • Other: 	<ul style="list-style-type: none"> • Street sign to have Village ‘values’ slides • BDPL Car magnets • Regular BD Police patrol walk-thru & engage w/ patrons in positive manner • Other:
Support <u>out-of-school learning</u> for children and young families	<ul style="list-style-type: none"> • Reading programs for all ages • Story time • Other: 	<ul style="list-style-type: none"> • School cooperation like shared/deposit NF collection • Be at CLC-talk to Chad • Be at events • Coordinate child/youth collection purchases with school • Other:

BROWN DEER PUBLIC LIBRARY
2015 Strategic Planning
STRATEGIC GOALS

<p>Be known as a <u>technology hub</u> where training, access, exposure, 21st century skill development and help happens</p>	<ul style="list-style-type: none"> • Ebook help • Business machines and software • On-demand basic computer help • eReader loan • High speed wireless and wired internet • Laptop and desktop PCs • Other: 	<ul style="list-style-type: none"> • PC classes at BDPL or w/ laptops at Community Center • Gadget loan • Gadget 'petting zoo' • Special technology programs based on patron feedback and trends in popular consumer technology • Technology Training librarian • Other:
<p>Offer <u>core services</u> that emphasize the value of reading and maintain collections that support lifelong learning and affordable recreation</p>	<ul style="list-style-type: none"> • Reading and literacy programs for all ages • High quality reference and readers advisory service • Collection expenditures at \$4.90 per municipal capita annually, below Basic Level (Wisconsin Public Library Standards) • Employ demographic and use data to drive collection development decisions • Other: 	<ul style="list-style-type: none"> • Improve collection layout and access (wayfinding, wide aisles, reduce crouching/ reaching) • Coordinate child/youth collection purchases with school • Increase collection expenditures above \$6.51 per municipal capita annually (Moderate Level-WI Pub Lib Standards) • Hire/train for Proactive Customer Service skill at all levels • Hire/train for reader's advisory skill at all levels • Other:

BROWN DEER PUBLIC LIBRARY
2015 Strategic Planning
STRATEGIC GOALS

<i>Current Activities to discontinue</i>	<i>Reasons / Goals not reached</i>
	

BDPL Strategic Plan outline

1. Introduction
 - a. BDPL Board President message
 - b. BDPL Director message
 - c. Acknowledgements
2. Overview of Plan process and timeline
 - a. Proposal
 - b. Data collection
 - c. Stakeholder Team meetings
 - d. Goal definition
 - e. Plan development and revision
 - f. Plan publication
 - g. Plan implementation
 - h. Ongoing assessment and reporting
3. Team meetings
 - a. Summary of discussions
4. Goals
 - a. Define each
 - i. Current activities
 - ii. Future opportunities
 - b. Discuss and Refine
 - i. Director with Consultant, Board, Staff
 - c. Resource needs assessment
 - i. Partner / funding opportunities
 - ii. What has to give to make way for new opportunities
 - d. Action plan
5. Assessment and reporting
 - a. Process for evaluation and success measurement – set outcomes?
 - b. Process for revision and realignment
 - c. Schedule of reporting

Brown Deer Public Library - Director's Report

December 2015

Budget

- A donation of \$500 was received from the Education Foundation of Brown Deer to continue support for the 1000 Books Before Kindergarten program
- The Friends Patron Challenge raised \$280, including one donation of \$100

Facility

- Alarm system and extinguisher inspections conducted, fully passed
- Replaced 6 barcode scanners of various age, staff mentioned noticeable increase in scan recognition speed
- Volunteers Joe and Kristin Gosse polished community room table legs, all of which were very grimy

Meetings & Training

- Preparations continued for the 1/18/16 All Staff Training Day

Marketing/Communication/Outreach/PR

- Real Milwaukee (Fox6) segment filmed here on 11/16, link to recording is on our Facebook feed

Staff

- Two Page resignations, one unexpected, recruitment for replacement closed 12/21, remaining Pages working hard to support Saturday circ desk service, interviews conducted 12/27-29
- Staff managed library operations very competently in my absence

Miscellaneous

- Children's and Young Adult print collections have been fully inventoried, primarily by Pages and volunteers. Very few materials were identified as missing, or on the shelves but not reflected in the catalog. This is a good reflection on our collection management practices and workflows.

Children's / Young Adult Services

From Dana's monthly report

This month I started teaching Rebekah how to catalog. We started with YA fiction, before moving onto juvenile fiction.

I updated the library's website with our spring 2016 programming information, as well as the library's Google calendar. I continued to update the library's Facebook and Pinterest pages, as well as the library's blog.

Two children have now completed our 1,000 Books Before Kindergarten program, with 91 currently signed up.

Programs:

- Story time sessions, 3 total, 31 participants average
- Movie Nights, 2 evenings, 41 participants total
- Lego Club, 2 evenings, 17 participants total

Meetings & Training

- Tuesday December 8th ran the Library Staff Meeting
- Monday December 14th Library Board Meeting

Miscellaneous

- Refreshed XJ display in children's area daily
- Refreshed graphic novel display in children's area daily
- Put up a Christmas XJ display in children's area
- Made a XJ Christmas recommended reading list
- Made a XJ favorite bedtime stories recommended reading list
- Made a XJ favorite snowy day stories recommended reading list

Adult Services

Displays

- *Holiday music and books*

Meetings & Training

- Staff meeting 12/8

Miscellaneous

- Planned 2016 programming calendar and added new offerings, including year-round Adult Movie Afternoons and a monthly Adult Coloring and Coffee gathering.
- Variety of temporary Director responsibilities in Brian's absence

MCFLS / Other

WHITEFISH BAY PUBLIC LIBRARY

5420 N. Marlborough Drive

(414) 964-4380



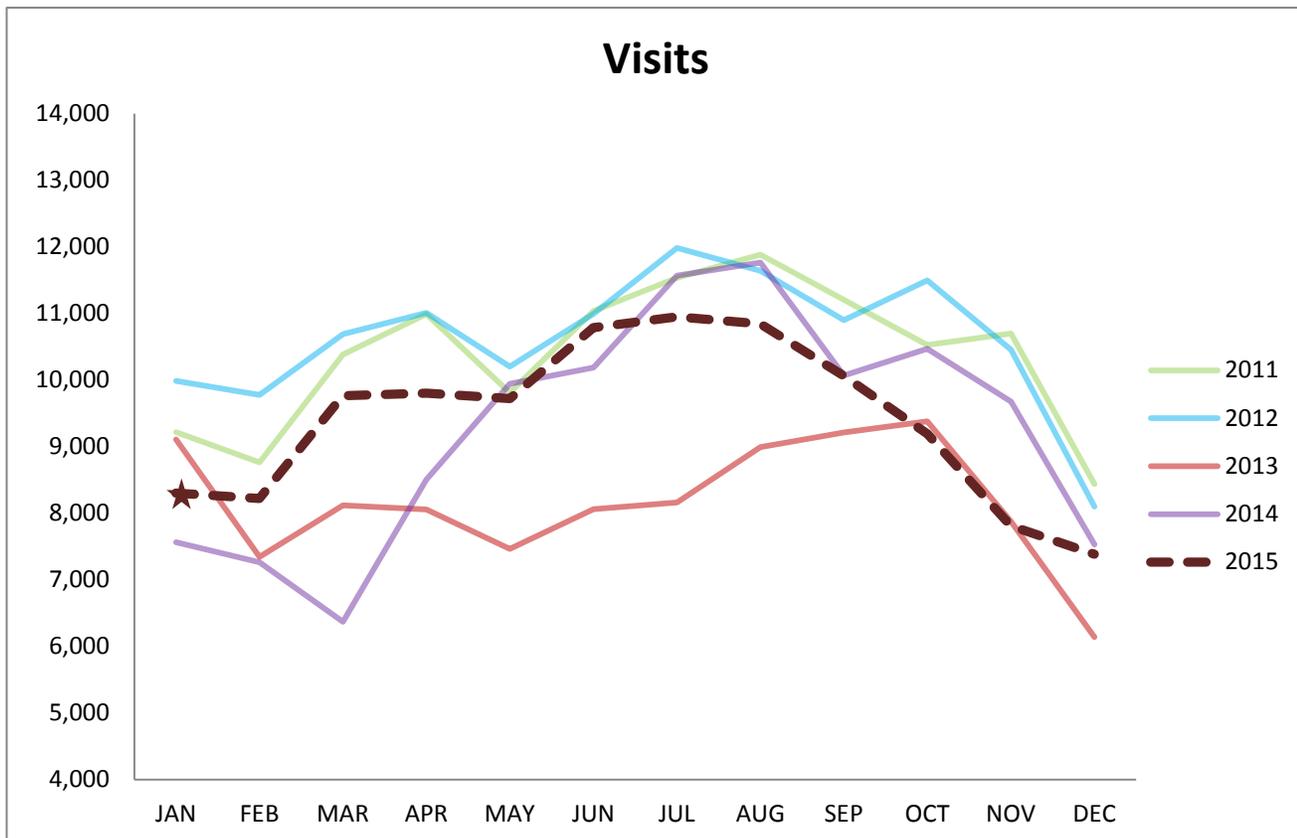
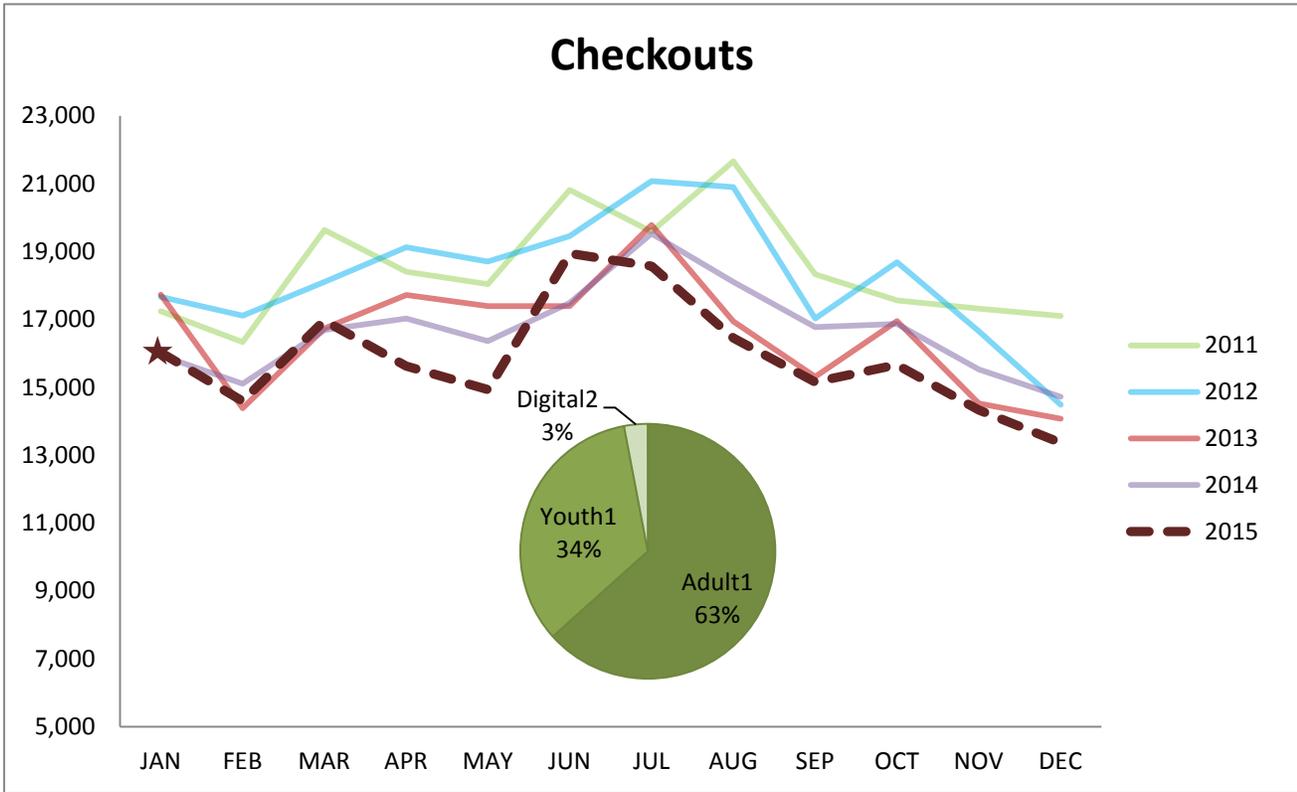
Whitefish Bay, WI 53217

www.wfblibrary.org

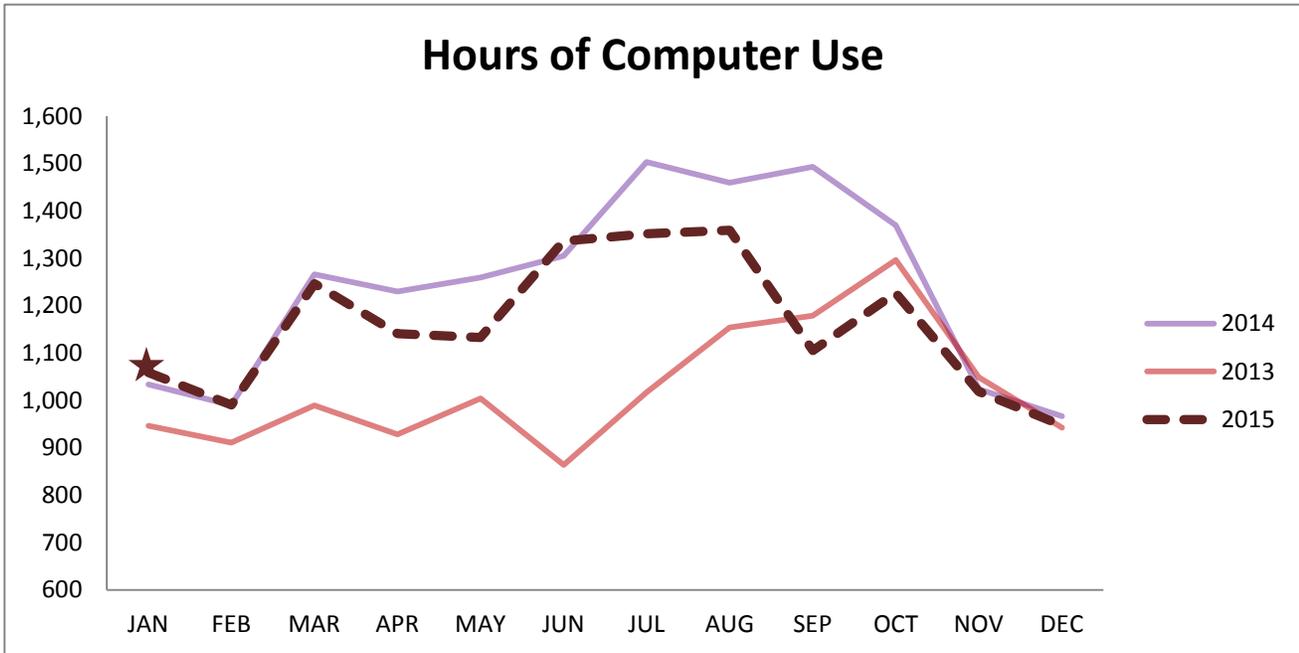
To: MCFLS Board of Trustees
From: Nyama Y. Marsh, WFBPL Director
Date: November 30, 2015 Meeting
Re: LDAC Meeting Highlights, November 12, 2015 @ Oak Creek Library

- 1) Wisconsin Public Library System Revision Steering Team—update. Paula Kiely (MPL Director) reported that the meeting held during WLA reviewed the two Project Manager proposals, one from a Kansas group and the other from WILS. WILS was offered the contract. The contract will run from now through March for up to \$30,000. WILS will now develop the process to put together workgroups, a communications plan, and a timeline. The next meeting will be held through GoToMeeting on November 17 at 11 a.m. A contract with WILS will be executed.
- 2) Rachel Muchin-Young of Franklin PL will be LDAC Chair in 2016.
- 3) There was lively discussion regarding: 1) Temp Pool Staffing; 2) Creating a “shared” children’s services position.
- 4) Oak Creek – Jill Lininger reported that the Grand Opening will be held 10am-2pm on December 12 which coordinates with the 60th Anniversary of Oak Creek as a community. The formal program will be at 12 noon.
- 5) Milwaukee – Dawn Lauber reported that the Tippecanoe Grand Reopening will be held December 12 from 10am-5pm with entertainment and giveaways. The temporary location will be closing November 25.
- 6) South Milwaukee – Nan Champe reported that the City did a compensation study and a new pay schedule will be put in place. She will be adding a full-time Reference Librarian to the staff.
- 7) Shorewood – Emily Passey reported that the deadline for accepting Director applications has been extended to November 30. Some new furniture upgrades are being funded.
- 8) Hales Corners – Pat Laughlin reported that the meeting room hearing loop has been installed and now she is working on advertising that service and having staff trained. A community survey is underway. A newsletter was recently distributed.

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



	Reserves/Holds				Programs						
	Staff assisted holds ¹	% change from last year	Holds Sent from BD ⁸	% change from last year	Juv/YA pgms ⁶	Juv/YA attend ⁶	Adult pgms ⁶	Adult attend ⁶	Total attend	% Attend change from last	Notes
JAN	438	-2%	2,252	33%	2	70	0	0	70	-39%	
FEB	414	8%	1,531	1%	11	304	3	47	351	88%	CD art co
MAR	462	0%	1,781	10%	14	322	5	79	401	93%	Gaming-t
APR	441	-8%	1,520	5%	11	224	2	37	261	112%	
MAY	344	-20%	1,353	-9%	5	56	1	15	71	-28%	Law Day
JUN	434	-15%	1,568	2%	11	323	4	4	327	-16%	
JUL	415	-19%	1,495	8%	20	645	2	20	665	45%	
AUG	339	-26%	1,355	-9%	10	372	1	1	373	-8%	
SEP	383	-26%	1,448	-15%	9	175	2	32	207	90%	
OCT	397	-7%	1,409	-4%	16	308	2	36	344	0%	
NOV	289	-14%	1,417	11%	11	266	2	28	294	42%	
DEC	315	-5%	1,396	-27%	10	191	1	12	203	-8%	All ages
TOTAL	4,671	-12%	18,525		130	3,256	25	311	3,567	24%	

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

CIRCULATION

	2015				2014			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	10,695	4,883	450	16,028	10,789	4,802	347	15,938
FEB.	9,314	4,841	439	14,594	9,983	4,799	320	15,102
MARCH	10,648	5,833	487	16,968	10,843	5,535	309	16,687
APRIL	10,079	5,031	513	15,623	10,683	5,360	982	17,025
MAY	9,796	4,637	503	14,936	10,652	5,383	328	16,363
JUNE	11,039	7,393	516	18,948	10,815	6,334	341	17,490
JULY	11,088	6,909	570	18,567	12,251	6,946	333	19,530
AUGUST	10,654	5,287	514	16,455	11,550	6,194	363	18,107
SEPT.	9,685	5,014	459	15,158	10,970	5,456	351	16,777
OCT.	9,654	5,446	559	15,659	11,061	5,372	431	16,864
NOV.	8,924	4,736	676	14,336	9,638	5,493	392	15,523
DEC.	9,237	4,131	0	13,368	9,760	4,604	353	14,717
TOTAL	120,813	64,141	5,686	190,640	128,995	66,278	4,850	200,123

RESERVES/HOLDS

			Paging	Paging
	2015	2014	slips '15	slips '14
Jan.	438	447	2,252	1,690
Feb.	414	383	1,531	1,522
Mar.	462	463	1,781	1,612
April	441	481	1,520	1,453
May	344	429	1,353	1,490
June	434	508	1,568	1,538
July	415	514	1,495	1,389
Aug.	339	459	1,355	1,482
Sept.	383	519	1,448	1,703
Oct.	397	428	1,409	1,468
Nov.	289	337	1,417	1,277
Dec.	315	330	1,396	1,904
Total:	4,671	5,298	18,525	18,528

COMPUTER USE

	2015			2014
	Hours used	% of Capacity	% hours used vs. last year	Hours used
JAN.	1,059	38%	2.5%	1,034
FEB.	990	43%	0.0%	990
MARCH	1,246	50%	-1.6%	1,266
APRIL	1,141	52%	-7.2%	1,230
MAY	1,133	49%	-10.1%	1,259
JUNE	1,336	54%	2.4%	1,305
JULY	1,352	56%	-10.1%	1,503
AUGUST	1,359	54%	-6.9%	1,459
SEPT.	1,105	46%	-26.0%	1,493
OCT.	1,227	47%	-10.4%	1,370
NOV.	1,019	48%	-0.5%	1,023
DEC.	948	43%	-2.0%	967
TOTAL	13,914	52%	21.3%	14,899

PROGRAMS

	2015				2014	
	Juv/YA Prog	Juv/YA Attend	Adult Prog	Adult Attend	2015 Total	2014 Total
	2	70	0	0	70	115
	11	304	3	47	351	187
	14	322	5	79	401	208
	11	224	2	37	261	123
	5	56	1	15	71	99
	11	323	4	4	327	391
	20	645	2	20	665	459
	10	372	1	1	373	406
	9	175	2	32	207	109
	16	308	2	36	344	345
	11	266	2	28	294	207
	10	191	1	12	203	220
TOTAL	130	3,256	25	311	3,567	2,869

BUILDING USE

2015	2014
8,300	7,565
8,221	7,264
9,762	6,370
9,802	8,506
9,722	9,943
10,788	10,189
10,948	11,570
10,844	11,766
10,060	10,067
9,190	**10467
7,811	9,675
7,384	7,532
112,832	110,914

** Avg of last 3 Octs-

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 12/31/2015 INCREASE (DECREASE)	YTD BALANCE 12/31/2015 NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	0.00	385,346.00	385,346.00	0.00	100.00
Total Dept 000-11-TAXES		0.00	385,346.00	385,346.00	0.00	100.00
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	554.68	7,398.50	5,500.00	(1,898.50)	134.52
151-000-67-4-10-20	Library-Fines	1,129.42	14,813.75	15,000.00	186.25	98.76
151-000-67-4-10-30	Sale of Materials	103.90	1,355.42	900.00	(455.42)	150.60
151-000-67-4-10-40	Lost Material Charges	175.00	1,812.73	1,500.00	(312.73)	120.85
151-000-67-4-10-90	Miscellaneous Charges	333.00	3,908.00	2,000.00	(1,908.00)	195.40
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,296.00	29,288.40	24,900.00	(4,388.40)	117.62
Dept 000-73-INTERGOVERNMENTAL CHARGES						
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	97,010.00	96,852.00	(158.00)	100.16
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	97,010.00	96,852.00	(158.00)	100.16
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	0.00	142.00	2,500.00	2,358.00	5.68
Total Dept 000-81-INTEREST INCOME		0.00	142.00	2,500.00	2,358.00	5.68
Dept 000-82-MISCELLANEOUS REVENUE						
151-000-82-4-00-10	Rent Income	0.00	13,750.00	33,000.00	19,250.00	41.67
Total Dept 000-82-MISCELLANEOUS REVENUE		0.00	13,750.00	33,000.00	19,250.00	41.67
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	66.69	13,847.44	8,000.00	(5,847.44)	173.09
Total Dept 000-85-DONATIONS		66.69	13,847.44	8,000.00	(5,847.44)	173.09
TOTAL Revenues		2,362.69	539,383.84	550,598.00	11,214.16	97.96
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	23,040.43	287,376.18	300,789.00	13,412.82	95.54
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	1,326.64	16,777.41	18,008.00	1,230.59	93.17
151-510-51-5-15-15	FICA	1,701.63	21,179.80	23,011.00	1,831.20	92.04
151-510-51-5-15-20	Group Insurance	4,354.62	43,652.64	51,527.00	7,874.36	84.72

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 12/31/2015 INCREASE (DECREASE)	YTD BALANCE 12/31/2015 NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Expenditures						
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	2,726.48	3,500.00	773.52	77.90
151-510-51-5-20-40	Printing Services	438.77	6,613.14	3,500.00	(3,113.14)	188.95
151-510-51-5-24-10	Equipment Maintenance Services	0.00	15,601.45	20,000.00	4,398.55	78.01
151-510-51-5-30-10	Office Supplies, Equip & Exp	0.00	5,536.36	4,500.00	(1,036.36)	123.03
151-510-51-5-30-15	Postage & Mailing	0.00	219.34	380.00	160.66	57.72
151-510-51-5-30-20	Communications	20.89	723.75	300.00	(423.75)	241.25
151-510-51-5-45-10	Professional Memberships	0.00	357.00	500.00	143.00	71.40
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	266.64	730.00	463.36	36.53
151-510-51-5-45-40	Mileage Reimbursement	0.00	463.39	200.00	(263.39)	231.70
Total Dept 510-51-92400		31,080.98	401,493.58	426,945.00	25,451.42	94.04
Dept 511-51						
151-511-51-5-35-40	Collect Repair/Maint/Suppl	767.77	5,083.88	4,100.00	(983.88)	124.00
151-511-51-5-38-10	Periodicals	0.00	7,244.48	5,500.00	(1,744.48)	131.72
151-511-51-5-38-15	Books	2,376.59	40,666.81	42,000.00	1,333.19	96.83
151-511-51-5-38-20	Audio/Visual	996.38	14,634.48	11,000.00	(3,634.48)	133.04
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	2,320.34	11,663.69	8,000.00	(3,663.69)	145.80
151-511-51-5-38-40	Library Programming	27.85	966.50	750.00	(216.50)	128.87
Total Dept 511-51		6,488.93	80,259.84	71,350.00	(8,909.84)	112.49
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	1,468.68	17,552.06	17,000.00	(552.06)	103.25
151-512-51-5-22-20	Sewer/Water Services	185.45	746.23	600.00	(146.23)	124.37
151-512-51-5-23-10	Cleaning Services	1,200.00	15,060.00	11,500.00	(3,560.00)	130.96
151-512-51-5-23-15	Building Maint/Repair Services	1,243.78	11,698.02	6,500.00	(5,198.02)	179.97
151-512-51-5-35-10	Building Supplies	123.62	1,761.88	1,200.00	(561.88)	146.82
Total Dept 512-51		4,221.53	46,818.19	36,800.00	(10,018.19)	127.22
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		41,791.44	528,571.61	535,095.00	6,523.39	98.78
Fund 151 - Library Fund:						
TOTAL REVENUES		2,362.69	539,383.84	550,598.00	11,214.16	97.96
TOTAL EXPENDITURES		41,791.44	528,571.61	535,095.00	6,523.39	98.78
NET OF REVENUES & EXPENDITURES		(39,428.75)	10,812.23	15,503.00	4,690.77	69.74

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	FORMS, SUPPLIES, POSTAGE.ECOMMERCE	FL-02821	11/06/15	175.59	81231
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE AND METER CHARGE	81930124	11/13/15	440.09	81314
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIOD PAYMENT	502012736	11/20/15	52.62	81366
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	2016 CALENDARS, FOLDERS	432840	11/06/15	132.00	81219
151-510-51-5-30-10	Office Supplies, Equip & F	MILW CO FEDERATED LIBR	FORMS, SUPPLIES, POSTAGE.ECOMMERCE	FL-02821	11/06/15	260.61	81231
151-510-51-5-30-10	Office Supplies, Equip & F	CLEAR CUT PRINT SOLUTI	10 CASES COPY PAPER	1725	11/20/15	483.00	81324
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	PENCILS, STAMP PADS, TAPE	450033	11/25/15	181.37	81371
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBR	FORMS, SUPPLIES, POSTAGE.ECOMMERCE	FL-02821	11/06/15	55.86	81231
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBR	FORMS, SUPPLIES, POSTAGE.ECOMMERCE	FL-02821	11/06/15	57.64	81231
151-510-51-5-30-20	Communications	AT & T	SERVICE	10282015	11/13/15	20.89	81249
151-510-51-5-45-40	Mileage Reimbursement	EIFFLER, STEPHANIE	MILEAGE REIMBURSEMENT	11112015	11/13/15	19.55	81264
151-510-51-5-45-40	Mileage Reimbursement	WILLIAMS-VAN KLOOSTER,	MILEAGE REIMBURSEMENT	11112015	11/13/15	260.53	81311
Total For Dept 510-51 92400						2,139.75	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	BOOK JACKET ROLLS	50715100	11/06/15	375.34	81220
151-511-51-5-35-40	Collect Repair/Maint/Suppl	R.T. BARBEE CO.,INC	12" BOOK JACKET COVERS	34424	11/06/15	183.59	81236
151-511-51-5-35-40	Collect Repair/Maint/Suppl	PARAGON DEVELOPMENT SY	SCANNERS	902555	11/20/15	1,150.00	81352
151-511-51-5-38-10	Periodicals	JOURNAL SENTINEL INC	YEARLY RENEWAL	00014674	11/06/15	324.65	81228
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031196197	11/06/15	30.74	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031196199	11/06/15	44.57	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031196200	11/06/15	15.93	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031196202	11/06/15	15.93	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031196203	11/06/15	31.92	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	CREDIT	0002726301	11/06/15	(15.37)	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	11 BOOKS	2031196198	11/06/15	160.25	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	34 BOOKS	2031193969	11/06/15	279.09	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	25 BOOKS	2031183151	11/06/15	225.48	81216
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 REFERENCE BOOKS	5013854537	11/13/15	69.42	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	13 BOOKS	2031243924	11/13/15	104.32	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	59 BOOKS	2031252823	11/13/15	442.91	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	64 BOOKS	2031258855	11/13/15	523.39	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2031258902	11/13/15	79.44	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	17 BOOKS	2031264966	11/13/15	164.16	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256245	11/13/15	29.74	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256246	11/13/15	30.26	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256247	11/13/15	23.58	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2031256248	11/13/15	64.22	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256249	11/13/15	29.74	81251
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2031256252	11/13/15	70.08	81251
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOKS	89992997	11/20/15	232.93	81337
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOKS	90025342	11/20/15	10.38	81337
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031308018	11/20/15	29.68	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031308019	11/20/15	44.61	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031308020	11/20/15	22.52	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031308021	11/20/15	142.99	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031308025	11/20/15	23.90	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2031308026	11/20/15	64.76	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031325610	11/20/15	29.74	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031325611	11/20/15	28.66	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	2031325612	11/20/15	109.05	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2031325613	11/20/15	68.66	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	2031332460	11/20/15	154.38	81319

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 511-51							
151-511-51-5-38-15	Books	BAKER & TAYLOR	29 BOOKS	2031293885	11/20/15	253.02	81319
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	2031325614	11/20/15	111.72	81319
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	7 AUDIOBOOKS	2031256250	11/13/15	145.74	81251
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2031308022	11/20/15	13.59	81319
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	3 AUDIOBOOKS	2031308023	11/20/15	59.82	81319
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2031325615	11/20/15	17.41	81319
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	1 LP BOOK	2031196201	11/06/15	16.82	81216
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	3 BOOKS	2031256251	11/13/15	74.20	81251
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	LP BOOKS	2031308024	11/20/15	31.00	81319
151-511-51-5-38-40	Library Programming	ANDERSEN-KOPCZYK, DANA	SUPPLIES REIMBURSED	10272015	11/13/15	53.97	81248
Total For Dept 511-51						6,192.93	
Dept 512-51							
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	CLEANING SERVICE	11927	11/20/15	1,200.00	81331
151-512-51-5-23-15	Building Maint/Repair Serv	ITU ABSORBTECH INC	NAT SERVICE-NOVEMBER	6077084	11/25/15	180.13	81374
151-512-51-5-35-10	Building Supplies	NASSCO INC	DISINFECTING WIPES	S1972127.001	11/20/15	31.67	81350
Total For Dept 512-51						1,411.80	
Total For Fund 151 Library Fund						9,744.48	

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
POST DATES 11/01/2015 - 11/30/2015
JOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
			Fund Totals:				
			Fund 151 Library Fund			9,744.48	
			Total For All Funds:			<u>9,744.48</u>	

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BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 000-67 PARKS & CULTURE/RECREATION							
151-000-67-4-10-90	Miscellaneous Charges	ZAHN, SANDRA A	REFUND-COMMUNITY ROOM RENTAL	12082015	12/11/15	45.00	81466
						45.00	
Total For Dept 000-67 PARKS & CULTURE/RECREATION						45.00	
Dept 510-51 92400							
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBR	INSTALLED NEW SCANNERS	FL02843	12/30/15	198.00	81726
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE & METER USAGE	82325240	12/11/15	386.15	81464
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIOD PAYMENT	502055297	12/18/15	52.62	81596
151-510-51-5-30-20	Communications	AT & T	SERVICE	12112015	12/11/15	20.89	81404
						20.89	
Total For Dept 510-51 92400						657.66	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	VISTAFOIL, BOOK TAPE	5738655	12/11/15	605.30	81413
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	CREDIT	42951131	12/11/15	(37.32)	81413
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	DVD CASES	5753819	12/18/15	132.50	81494
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	FILAMENT TAPE	5753324	12/18/15	67.29	81494
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	54 BOOKS	90236374	12/11/15	282.24	81422
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	38 BOOKS	90236375	12/11/15	194.62	81422
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	3 BOOKS	90250079	12/11/15	15.57	81422
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	1 BOOK	20186393	12/11/15	5.19	81422
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2031338620	12/11/15	46.20	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031338622	12/11/15	13.27	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031338625	12/11/15	15.39	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2031349132	12/11/15	27.62	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031349133	12/11/15	11.60	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031349136	12/11/15	13.25	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2031365098	12/11/15	85.82	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	2031349087	12/11/15	142.38	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2031349134	12/11/15	238.32	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2031338621	12/11/15	181.19	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2031374390	12/11/15	297.85	81407
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2031367523	12/11/15	139.37	81407
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOKS	9039*1894	12/11/15	14.92	81422
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	5013893382	12/18/15	80.49	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031403779	12/18/15	8.70	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031403781	12/18/15	13.27	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031403780	12/18/15	14.87	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031403782	12/18/15	16.49	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031403785	12/18/15	29.74	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031403786	12/18/15	45.67	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	17 BOOKS	2031423252	12/18/15	164.81	81470
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2031432281	12/18/15	46.74	81470
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOK	90672697	12/30/15	5.19	81714
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	38 BOOKS	90672698	12/30/15	197.90	81714
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	3 BOOKS	90672669	12/30/15	13.65	81714
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	3 BOOKS	90724229	12/30/15	14.27	81714
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	CD'S, DVD'S, CREDIT	10112015	12/11/15	823.43	81447
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2031338623	12/11/15	19.04	81407
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOKS	2031349135	12/11/15	132.16	81407
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIO BOOK	2031403783	12/18/15	21.75	81470
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	BOOK	2031338624	12/11/15	16.46	81407
151-511-51-5-38-30	Donation Expenditures	GALE/CENGAGE LEARNING	4 LP BOOKS	56676708	12/11/15	103.47	81415
151-511-51-5-38-30	Donation Expenditures	GALE/CENGAGE LEARNING	1 LP BOOK	56752694	12/11/15	21.00	81415
151-511-51-5-38-30	Donation Expenditures	GALE/CENGAGE LEARNING	BOOK	56682430	12/11/15	23.99	81415

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 511-51							
151-511-51-5-38-30	Donation Expenditures	GALE/CENGAGE LEARNING	CREDIT	56808012	12/11/15	(29.24)	81415
151-511-51-5-38-30	Donation Expenditures	GALE/CENGAGE LEARNING	BOOK	56697715	12/11/15	23.99	81415
151-511-51-5-38-30	Donation Expenditures	GALE/CENGAGE LEARNING	LARGE PRINT BOOK	5681467	12/18/15	28.49	81507
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	1 LP BOOK	2031403784	12/18/15	32.18	81470
151-511-51-5-38-30	Donation Expenditures	WILS	STRATEGIC PLANNING	46246	12/30/15	2,100.00	81769
151-511-51-5-38-40	Library Programming	SYNCB/AMAZON	CD'S, DVD'S, CREDIT	10112015	12/11/15	27.85	81447
Total For Dept 511-51						6,488.93	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	12092015	12/11/15	1,334.22	81461
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	12082015A	12/11/15	134.46	81461
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	MONTHLY CLEANING SERVICE	11988	12/11/15	1,200.00	81416
151-512-51-5-23-15	Building Maint/Repair Ser	ITU ABSORBTECH INC	MAT SERVICE	6089102	12/18/15	180.13	81521
151-512-51-5-23-15	Building Maint/Repair Ser	ENERGY CONSULTANTS OF	LIGHT BULB & BALLAST REPLACEMENT	8086	12/30/15	125.00	81705
151-512-51-5-23-15	Building Maint/Repair Ser	SIMPLEX GRINNEL	FIRE EXTINGUISHER SERVICE	81998896	12/30/15	156.00	81751
151-512-51-5-23-15	Building Maint/Repair Ser	THE LIBRARY STORE INC	200 BOOKENDS	181083	12/30/15	862.25	81758
151-512-51-5-23-15	Building Maint/Repair Ser	THE LIBRARY STORE INC	CREDIT	181770	12/30/15	(79.60)	81758
151-512-51-5-35-10	Building Supplies	NASSCO INC	PAPER TOWEL ROLLS	S1977545.001	12/11/15	75.46	81436
151-512-51-5-35-10	Building Supplies	SYNCB/AMAZON	CD'S, DVD'S, CREDIT	10112015	12/11/15	(215.55)	81447
151-512-51-5-35-10	Building Supplies	NASSCO INC	PAPER TOWELS, HAND SOAP,	S1979797.001	12/11/15	180.11	81436
151-512-51-5-35-10	Building Supplies	NASSCO INC	TRASH CAN LINERS	S1988509.001	12/30/15	83.60	81731
Total For Dept 512-51						4,036.08	
Total For Fund 151 Library Fund						11,227.67	

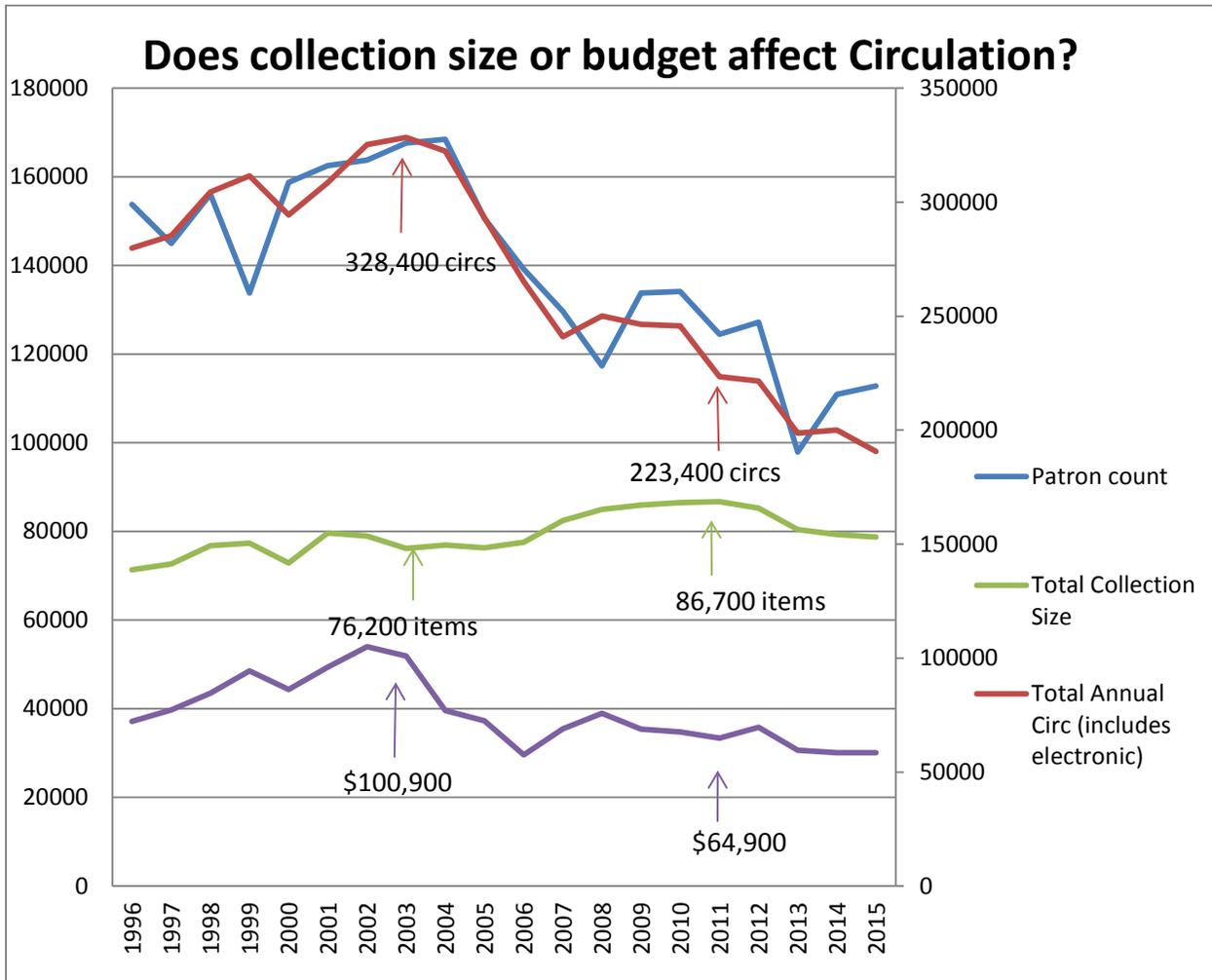
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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
POST DATES 12/01/2015 - 12/31/2015
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BOTH OPEN AND PAID

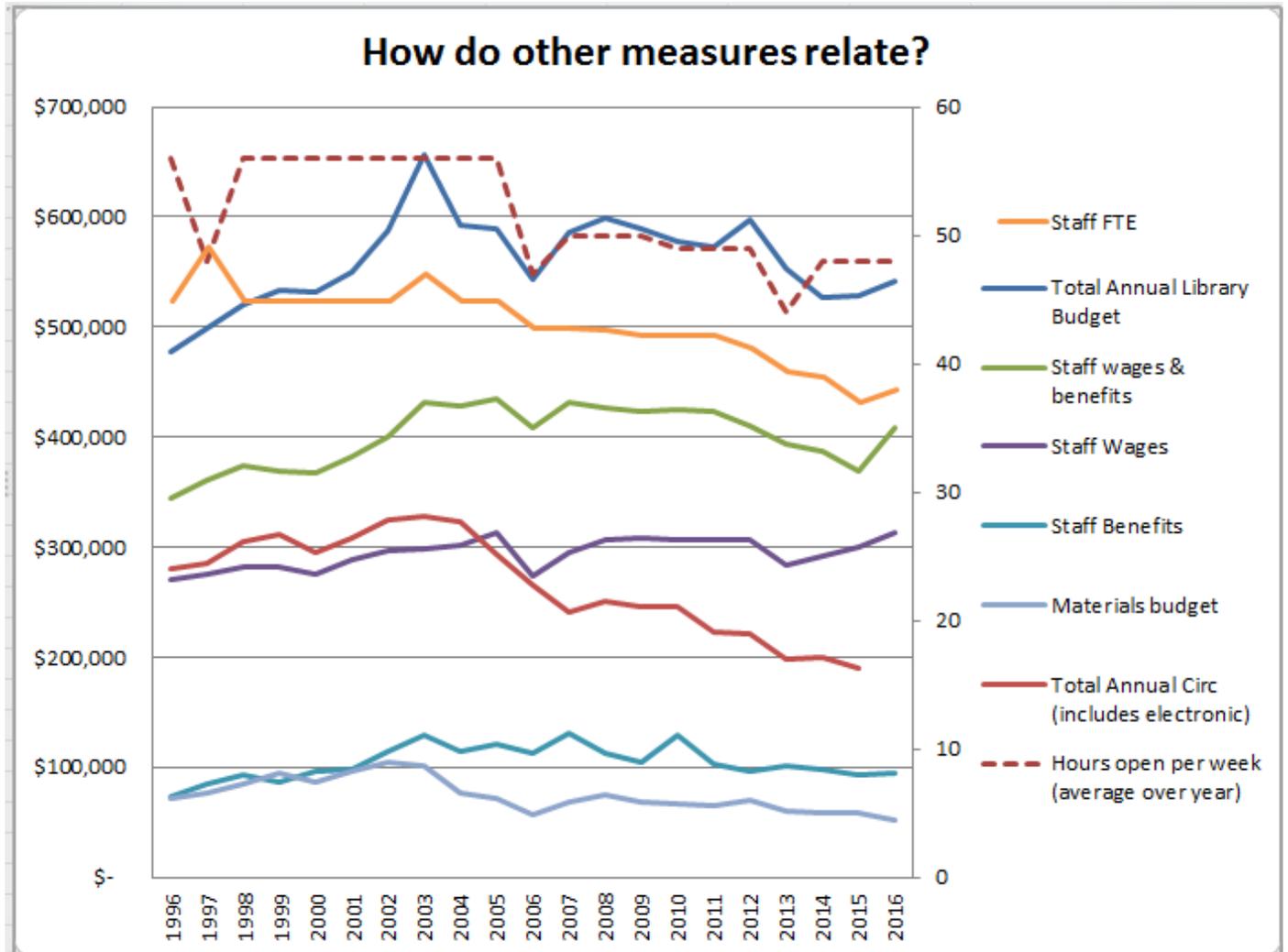
GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
			Fund Totals:				
			Fund 151 Library Fund			11,227.67	
			Total For All Funds:			<u>11,227.67</u>	

Brown Deer Library circulation discussion

- What factors seem to affect circulation most? Weeding and collection size? Materials budget? Patron visits? Hours?
- Is circulation our only measure of value or concern? What does it say, or not say, about the Library and its value?



Brown Deer Library circulation discussion



Brown Deer Library circulation discussion

- Are open hours best distributed in relationship to costs (\$ for staff to stay open) and benefits (patron access to and/or use of materials and services)?

Circulations - 2015

	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	1880	2474	2706	2672	2911	3198	4003	3645	3237	3000
Tuesday				2775	2988	3284	3665	3436	2856	2560
Wednesday	1997	2996	2413	2805	2855	3323	3456	3479	3045	2373
Thursday				2880	3380	3303	3498	3753	2717	2827
Friday	1760	2434	2573	2876	2980	3695	5231			
Saturday	2474	3306	3411	3286	2869	2553	2705			

Visits - 2015

	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	3229	3489	3196	3317	3894	4625	4613	4202	3651	2580
Tuesday				4303	4212	4748	4985	4662	3680	2459
Wednesday	3249	3187	3031	3400	3908	4215	4288	4103	3763	2482
Thursday				3712	3560	4154	4176	3716	3049	2500
Friday	2715	2841	3115	3364	3504	4193	4344			
Saturday	3397	3764	3796	3705	3264	2641	2731			

Circs per Visit - 2015

	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	0.58	0.71	0.85	0.81	0.75	0.69	0.87	0.87	0.89	1.16
Tuesday				0.64	0.71	0.69	0.74	0.74	0.78	1.04
Wednesday	0.61	0.94	0.80	0.83	0.73	0.79	0.81	0.85	0.81	0.96
Thursday				0.78	0.95	0.80	0.84	1.01	0.89	1.13
Friday	0.65	0.86	0.83	0.85	0.85	0.88	1.20			
Saturday	0.73	0.88	0.90	0.89	0.88	0.97	0.99			

Brown Deer Library circulation discussion

- How do things look compared to 10 years ago?

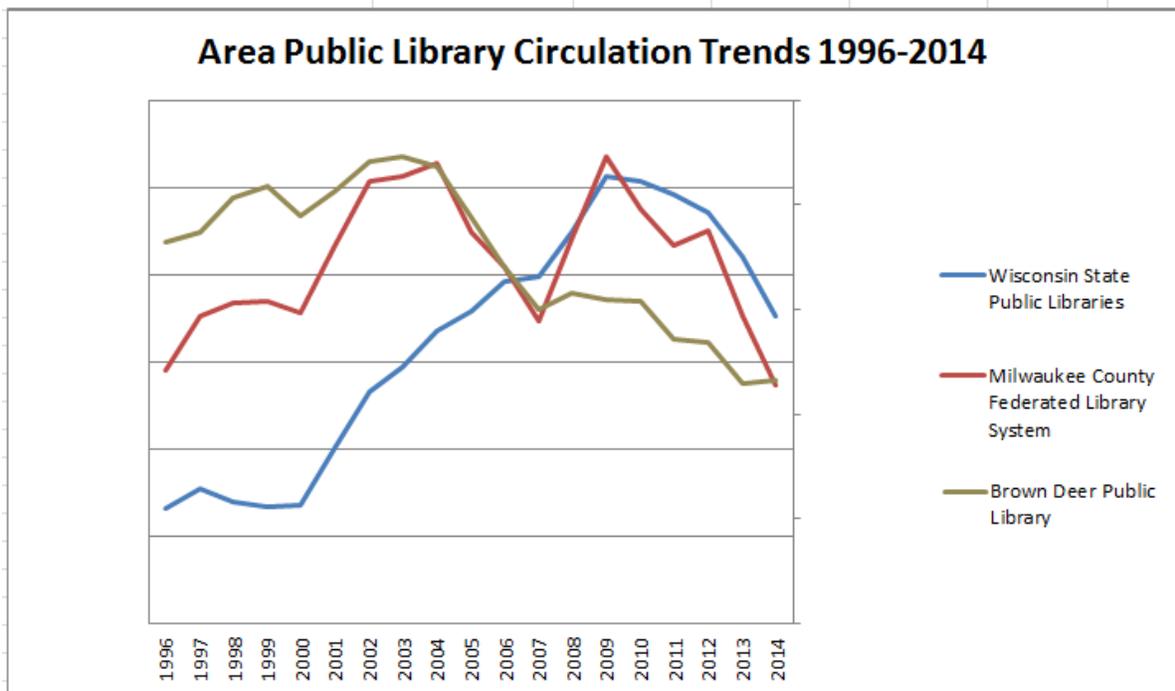
Circulations - 2005

	10-11 AM	11-12 PM	12-1 PM	1-2 PM	2-3 PM	3-4 PM	4-5 PM	5-6 PM	6-7 PM	7-8 PM
Monday	3258	3830	4070	4477	4703	5158	6675	6628	6654	6331
Tuesday	3314	5340	3973	4152	4048	4677	6295	5531	5047	4864
Wednesday	3049	4725	3581	3534	3724	4573	4630	4327	4201	3628
Thursday	3598	3976	4482	5045	4981	5913	7232	6820	7030	6809
Friday	3495	4398	4267	4311	5132	5733	8986	200	200	200
Saturday	4694	6070	5632	5391	5538	6062	5816	200	200	200

Circulations - 2015

	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday	1880	2474	2706	2672	2911	3198	4003	3645	3237	3000
Tuesday				2775	2988	3284	3665	3436	2856	2560
Wednesday	1997	2996	2413	2805	2855	3323	3456	3479	3045	2373
Thursday				2880	3380	3303	3498	3753	2717	2827
Friday	1760	2434	2573	2876	2980	3695	5231			
Saturday	2474	3306	3411	3286	2869	2553	2705			

- How about the rest of the County and State?



1/18/16 Staff Training Day AGENDA

830-9

Paging slips, morning snacks

9-10:30

Strategic Plan: update, workshop

10:30-10:45

BREAK

11-12:30

Active Shooter training from BD Police Dept

12-12:45

LUNCH

1-2

Fire Drill

2-4

Motivation and Leadership [Alonzo Kelly, Kellyleadershipgroup.com]