

LIBRARY BOARD MEETING
Monday, February 8, 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: January 11, 2016
- V. Unfinished Business
 - a. Discussion of statistics comparing circulation and size by collection sections (chart to be distributed at meeting)
- VI. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VII. New Business
 - a. Consideration of Vouchers: January 2016
 - b. Submittal of 2015 DPI Annual Report
- VIII. Report of Friends of the Library
- IX. Next meeting date
- X. Adjournment

A handwritten signature in black ink, appearing to read "Brian Williams-Van Klooster".

Brian Williams-Van Klooster, Library Director
February 4, 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
January 11, 2016 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, E. Bennett, W. Jabas, S. Snyder
Also Present: Brian Williams-Van Klooster, Library Director

II. Call for Additional Agenda Items

E. Bennett asked to confirm that the Library's weeding policy and process be discussed.
President Lutz said it would be covered in the Strategic Plan agenda item.

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

- a. December 14, 2015 – Regular Meeting

It was moved by W. Jabas and seconded by S. Snyder to approve the minutes of the December 14, 2015 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. Update on Library Strategic Plan progress

The Library Director presented a refresher overview of the Strategic Plan. The Outline was reviewed to describe what the overall process and final Plan document will include. Outline items 2a-2d and 3a are complete. Items 2e and 4a-d are in progress as part of Library Board meeting discussion and Staff discussion at the upcoming 1/18 All Staff training day. The Director then pointed to the Strategic Goals documentation and asked for feedback or input. S. Snyder and President Lutz offered suggestions to be added to two Goal areas. A. Lutz indicated that since Library budgets affect materials budgets, increasing collection expenditures for the Core Services Goal will be impossible, so weeding practices should be considered when trying to address circulation declines.

The Board did not express concerns about Strategic Goals or the Library's activities under a Strategic Plan when asked by the Director for overall impressions or feedback.

VI. Report of Library Director

- a. Director's Report

The Director highlighted the Education Foundation of Brown Deer donation, collection inventory, and MCFLS report about COLAND's evolution into the Public Library System Redesign committees.

- b. Usage Report

The Director provided digital circulation numbers missing from the packet report. J. Baker noted that digital circulation increased 28% from 2014 to 2015.

- c. Revenue/Expense Report

The Director pointed out that some 2015 expected revenue from Rent Income has not yet been credited to the Library. He is monitoring the situation and will inquire with Village Administration if the funds continue to be outstanding at the end of January.

VII. New Business

- a. Consideration of Vouchers: November 2015, December 2015

It was moved by J. Baker and seconded by S. Snyder to approve the payment of the November 2015 and December 2015 vouchers simultaneously. The motion carried unanimously.

b. Discussion of circulation and use trends

The Director pointed to statistical reports included in the packet and said that he hoped this data would help address Board questions about what factors seem to affect circulation. President Lutz asked if circulation has dropped in any specific collection areas, for example could a drop in nonfiction circulation be shown due to information newly accessible via the internet. The Director said that this review would be possible if collection data from the early 2000s had been retained by past Directors. President Lutz asked the Director for his general analysis of the data and what factors seem to affect circulation. He said the data shows a strong correlation between circulation and patron visits, meaning that material won't be checked out if patrons don't come for it. He said library open hours are most responsible for patron visits. He pointed out that collection size seems to have an inverse relationship to circulation, that the collection size has been very stable for the past 20 years, and the current size is average for the same time period. E. Bennett asked if there are identifiable patterns in daily use. The Director said the historic and current daily/hourly circ/visits data show that hours are allocated appropriately. The most popular library hours are weekdays after 3PM, all day Friday, and Saturday until 3PM. He said this pattern of circulation is the same between 2005 and 2015 except for Saturdays, which were busier relative to other days of the week in 2005. E. Bennett inquired generally about the weeding decision making process, who is responsible, and what criteria are used. The Director said that weeding is the responsibility of all professional staff and that those who purchase for an area typically are responsible for weeding that area. Criteria used are predominantly based on 5-year no-circ lists run quarterly, poor condition including broken binding/stains/damage, and out of date content like medical information more than 3 years old. W. Jabas inquired if out of date material is replaced with newer information. The Director affirmed that it is. E. Bennett inquired if there is some process for libraries to donate weeded material to one another. The Director said this would be cumbersome to manage, and that materials weeded by one library are typically removed based on the same criteria that they would be weeded from the Brown Deer Library and therefore undesirable to us as well.

c. Review of agenda for All Staff Day on 1/18

The Director noted a correction in lunch time. W. Jabas said the Library Board agreed to supply lunch for the staff.

VIII. Report of Friends of the Library

W. Jabas said the 2015 Patron Challenge \$500 match raised \$280 in donations. The next Friends of the Library meeting is scheduled for Thursday January 14, 7PM at the Brown Deer Library Community Room.

IX. Adjournment

Next meeting: February 8, 2016. *It was moved by W. Jabas and seconded by A. Lutz to adjourn at 5:48 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
February 12, 2016

Brown Deer Public Library - Director's Report

January 2016

Budget

- \$275 donation received from Brown Deer Social Club, put toward adult programming

Facility

- 1/5, backups to restrooms were widespread, no damage, sewer lateral was jetted and is back to normal
- Phone and internet troubles on Thurs 1/21, all calls went to VM for several hours while MCFLS internet access was disrupted
- Joe Gosse continued to volunteer his time doing small jobs, including wall paint behind copier, patch and paint in bathrooms, sand and paint heater grilles in foyer, sand and reseal wood lobby doors around push plates

Meetings & Training

- 1/7 MCFLS LDAC
- 1/11 BDPL Board
- 1/12 Monthly Staff meeting
- 1/14 Friends of the Library
- 1/18 All Staff in-service day
- 1/19 Village Department Heads

Marketing/Communication/Outreach/PR

- Movies for Grownups series included in BD Recreation Senior Newsletter
- Quarterly electronic Library newsletter sent to BD residents with valid email address on file (report follows)
- BDPL has been working gradually on a project to digitize the complete run of back issues of the Brown Deer Historical Society Newsletter, make them searchable, and available online. An article about the project was in the January issue of the BDHS Newsletter. This effort is a combined volunteer and staff project.

Staff

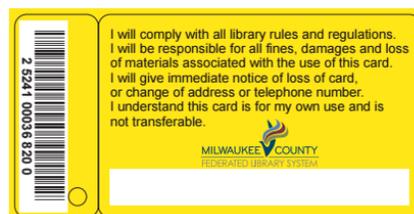
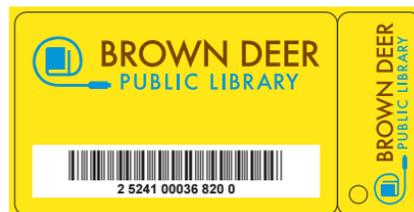
- Two new Pages began employment mid-month. Both are performing well.
- Extended leave is expected for one reference staff this summer, starting in June.

Statistics

- Completed Annual Report to Wisconsin Department of Public Instruction and ALA's Public Library Data Service, to be reviewed by Board and approved by President
- Began work on Annual Report to Village

Miscellaneous

- Current library card supply is exhausted. New cards have been ordered using new BDPL logo. Existing old style cards will continue to work fine, new cards will include keyring card with matching number. Old cards will be traded out free of charge if requested by patron.



Children's / Young Adult Services

From Dana's monthly report

The 2016 Bucks Reading Challenge began on January 18th, and will end on February 19th.

Our annual CD Art Contest ended on Saturday January 30th, and we received 5 entries. The public will be able to select the top 3 winners, and they will each win a small prize.

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. I also confirmed and booked groups wanting to use the community room.

I began working ahead on spring storytime materials and summer reading program materials, in preparation for being away from the library this summer. Other than specific movie titles for our Children's Movie Nights, both the children and teen summer reading program are completely planned.

Programs:

- Teen Gaming, 1 session, 6 participants total
- Story time sessions, 2 total, 29 participants average
- Movies, 2 screenings, 29 participants total
- Lego Club, 1 evening, 12 participants total

Meetings & Training

- Attended 4 webinars from the 2-day *Wild Wisconsin Winter Web Conference*, related to programming and social media

Adult Services

Displays & Programs

- Grammy 2016 CD display
- Movies for Grownups, 1 screening, 10 participants
- Coloring Coffee and Conversation, 1 afternoon, 8 participants
- Christmas Card Ornament craft, 1 program, 10 participants

Meetings & Training

- 1/12 monthly staff meeting
- 1/18 All Staff day
- 1/25 Reference and Adult Services meeting
- Attended 2 webinars from the 2-day *Wild Wisconsin Winter Web Conference*

Miscellaneous

- Training of two new Pages
- Variety of collection management lists and

E-Newsletter report from Rebekah Hosford, Librarian Intern

Our second e-newsletter went out on Thursday January 7, 2016, at 8:00 AM to 1,339 patrons. To date, it has been opened by 454 patrons, giving us an open rate of 34.4%. On average, most government based companies have an open rate of 23%. In total the newsletter has been opened 818 times, which means that patrons have opened the e-newsletter more than once. Our first e-newsletter released on Saturday, September 26, 2015, performed better. I believe this is due to the fact the first e-newsletter was released on a weekend. More patrons opened the first newsletter throughout the day, while the second newsletter was opened in the morning and in the evening. The first e-newsletter, as of January 12

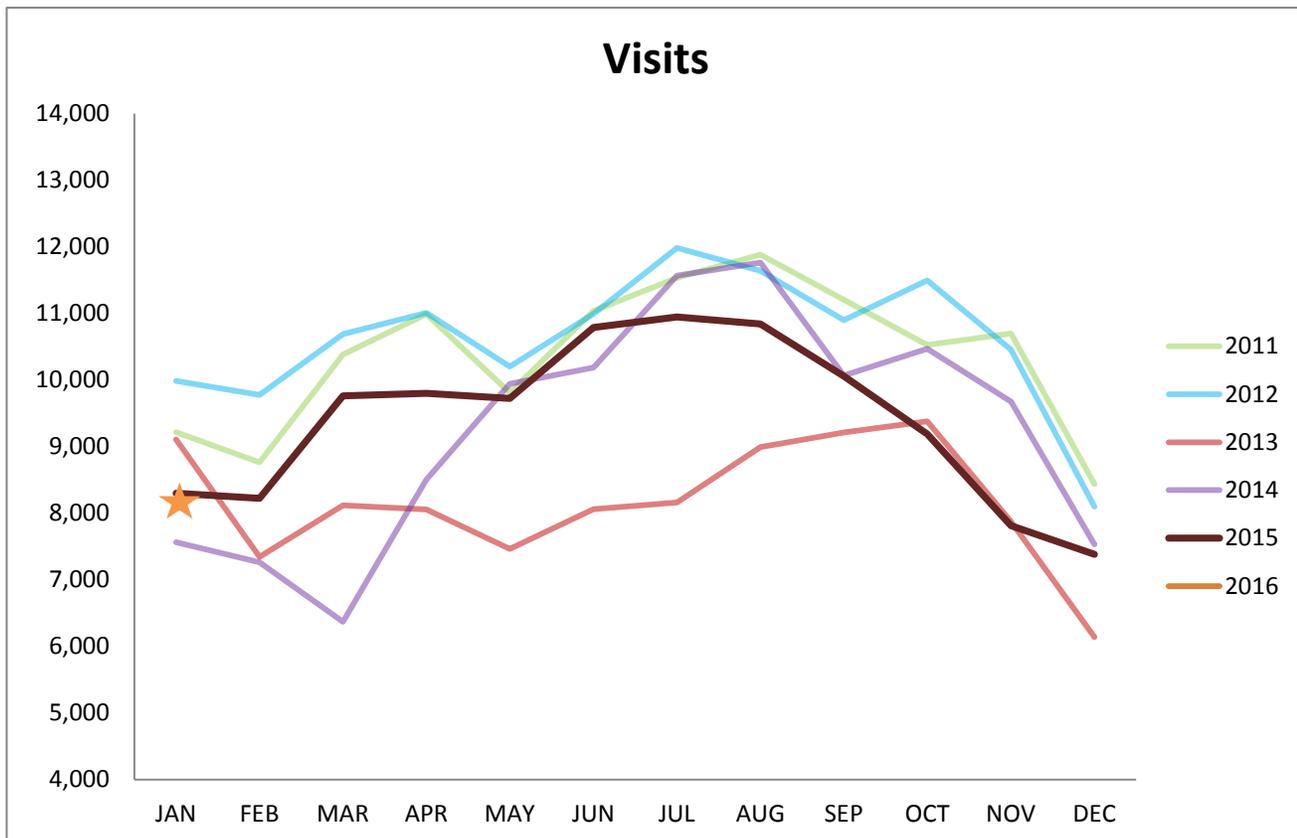
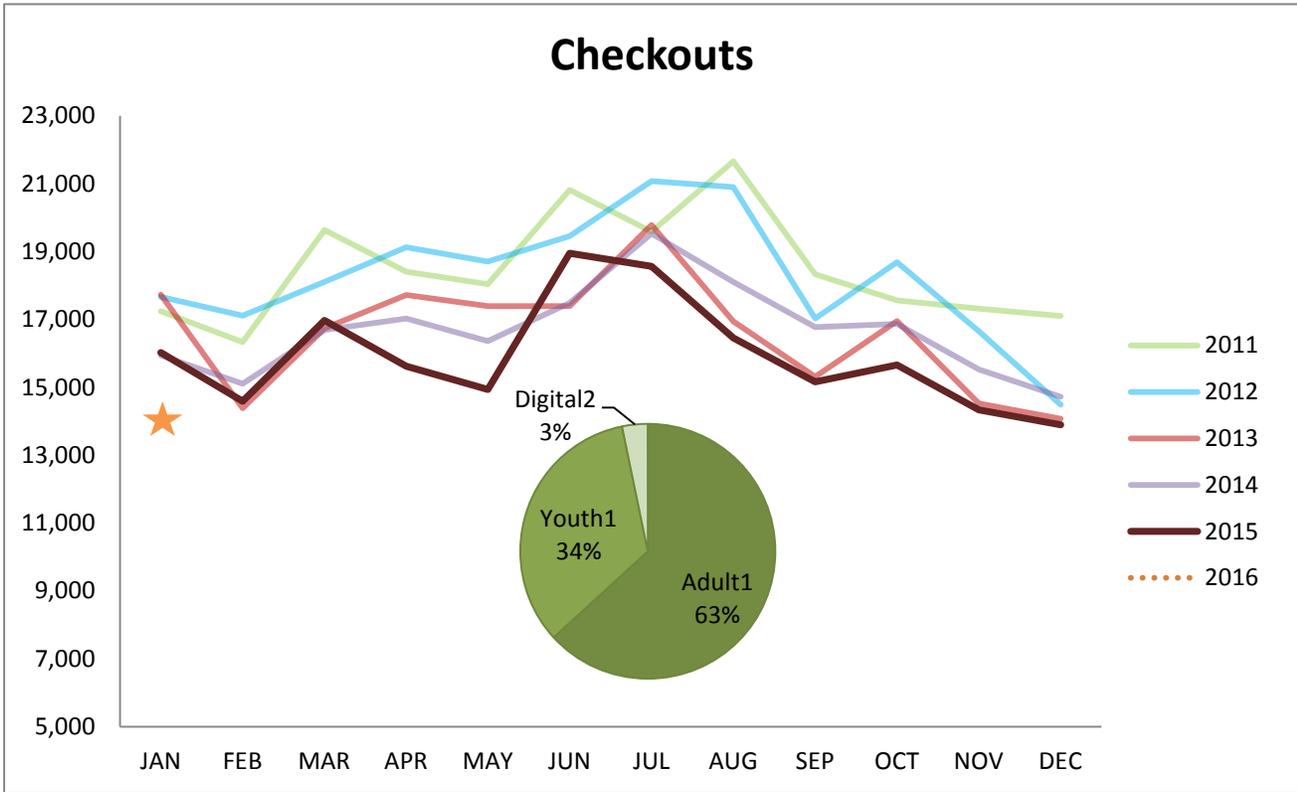
(when the first newsletter was last opened), has been opened by 557 patrons and opened 1,081 times total (with an open rate of 43%). It has been opened 100 more times since last reported in September, showing that patrons have used the e-newsletter as a reference. Hopefully, in a few months' time, patrons are still referring to the second e-newsletter as well. On a more positive note, less emails bounced, more emails were delivered successfully, and fewer people unsubscribed during the second email newsletter campaign.

It is interesting to note that the most opened links for both campaigns were: Movies for Grown Ups webpage, our Preschool Storytime webpage, Children's movies, and the sidebar promotion. This gives us an idea of what our patrons care most about and about the demographic of the patrons opening the e-newsletter. I can then take this data, and design an e-newsletter with more pertinent information. Even though our statistics show the second e-newsletter was not as successful, it still performed better than the industry average and is helping library patrons become more informed about the programs and services offered by the library.

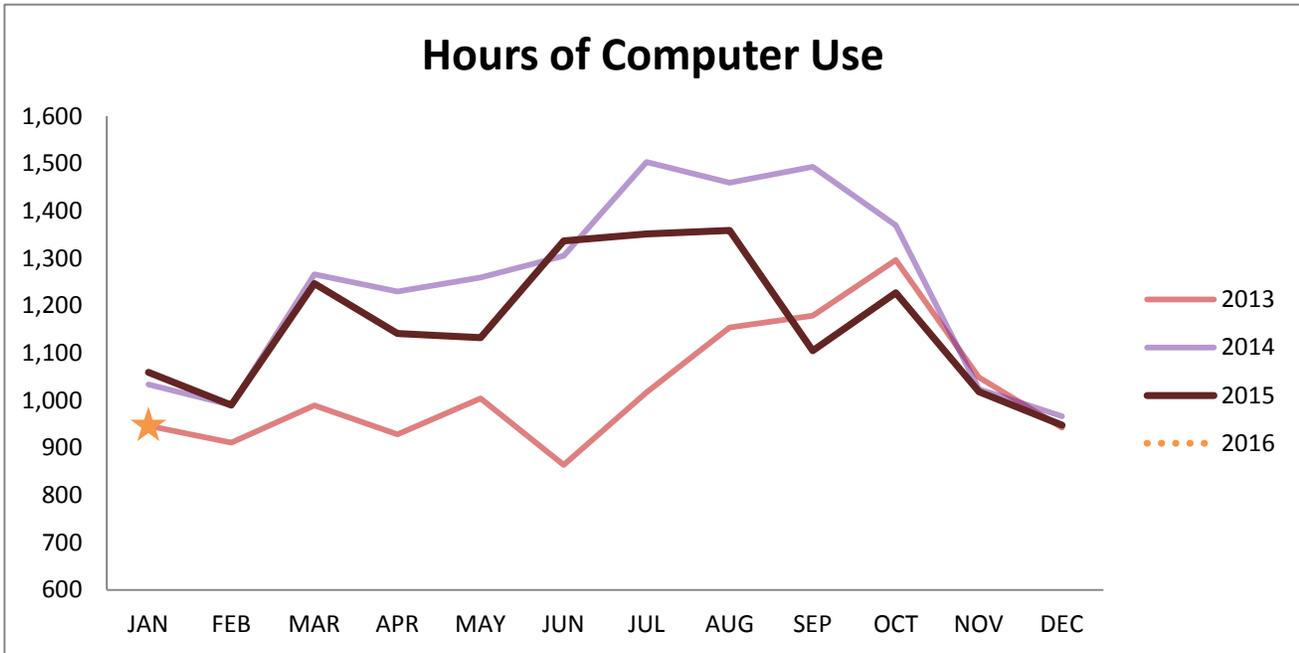
MCFLS / Other

- *Short Takes for Trustees* video series has been purchased by MCFLS for use by system member library trustees (See attachment).
- All county public libraries have signed the new Member Agreement and ILS/Resource Sharing/Technology Agreement.
- Discussion and preliminary preparation has been started for a MCFLS Staff Sharing program, the result of several member libraries having difficulty recruiting and retaining part-time children's librarians. The proposed solutions are complex and will require 1-year commitments from participating libraries.

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	381	-13%	1,635	-27%	6	106	3	28	134	91%	
FEB		-									
MAR		-									
APR		-									
MAY		-									
JUN		-									
JUL		-									
AUG		-									
SEP		-									
OCT		-									
NOV		-									
DEC		-									
TOTAL	381		1,635	0	6	106	3	28	134	91%	

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

CIRCULATION

	2016				2015			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	9,299	4,350	486	14,135	10,695	4,883	450	16,028
FEB.	0	0	0	0	9,314	4,841	439	14,594
MARCH	0	0	0	0	10,648	5,833	487	16,968
APRIL	0	0	0	0	10,079	5,031	513	15,623
MAY	0	0	0	0	9,796	4,637	503	14,936
JUNE	0	0	0	0	11,039	7,393	516	18,948
JULY	0	0	0	0	11,088	6,909	570	18,567
AUGUST	0	0	0	0	10,654	5,287	514	16,455
SEPT.	0	0	0	0	9,685	5,014	459	15,158
OCT.	0	0	0	0	9,654	5,446	559	15,659
NOV.	0	0	0	0	8,924	4,736	676	14,336
DEC.	0	0	0	0	9,237	4,131	528	13,896
TOTAL	9,299	4,350	486	14,135	120,813	64,141	6,214	191,168

RESERVES/HOLDS

	2016		2015	
	2016	2015	Paging slips '16	Paging slips '15
Jan.	381	438	1,635	2,252
Feb.	0	414	0	1,531
Mar.	0	462	0	1,781
April	0	441	0	1,520
May	0	344	0	1,353
June	0	434	0	1,568
July	0	415	0	1,495
Aug.	0	339	0	1,355
Sept.	0	383	0	1,448
Oct.	0	397	0	1,409
Nov.	0	289	0	1,417
Dec.	0	315	0	1,396
Total:	381	4,671	1,635	18,525

COMPUTER USE

	2016			2015
	Hours used	% of Capacity	% hours used vs. last year	Hours used
JAN.	954	38%	-9.9%	1,059
FEB.	0	-		990
MARCH	0	-		1,246
APRIL	0	-		1,141
MAY	0	-		1,133
JUNE	0	-		1,336
JULY	0	-		1,352
AUGUST	0	-		1,359
SEPT.	0	-		1,105
OCT.	0	-		1,227
NOV.	0	-		1,019
DEC.	0	-		948
TOTAL	954	38%	-9.9%	13,914

PROGRAMS

2016					2015	
Juv/YA Prog	Juv/YA Attend	Adult Prog	Adult Attend	Total	Total	
6	106	3	28	134	70	
0	0	0	0		351	
0	0	0	0		401	
0	0	0	0		261	
0	0	0	0		71	
0	0	0	0		327	
0	0	0	0		665	
0	0	0	0		373	
0	0	0	0		207	
0	0	0	0		344	
0	0	0	0		294	
0	0	0	0		203	
6	106	3	28	134	3,567	

BUILDING USE

2016	2015
8,114	8,300
0	8,221
0	9,762
0	9,802
0	9,722
0	10,788
0	10,948
0	10,844
0	10,060
0	9,190
0	7,811
0	7,384
8,114	112,832

PERIOD ENDING 12/31/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015 AMENDED BUDGET	AVAILABLE	
		MONTH 12/31/2015 INCREASE (DECREASE)	YTD BALANCE 12/31/2015 NORMAL (ABNORMAL)		BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	1,541.48	8,385.30	5,500.00	(2,885.30)	152.46
151-000-67-4-10-20	Library-Fines	2,532.61	16,216.94	15,000.00	(1,216.94)	108.11
151-000-67-4-10-30	Sale of Materials	259.65	1,511.17	900.00	(611.17)	167.91
151-000-67-4-10-40	Lost Material Charges	307.00	1,944.73	1,500.00	(444.73)	129.65
151-000-67-4-10-90	Miscellaneous Charges	729.00	4,304.00	2,000.00	(2,304.00)	215.20
Total Dept 000-67-PARKS & CULTURE/RECREATION		5,369.74	32,362.14	24,900.00	(7,462.14)	129.97
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	2,832.50	33,165.00	33,000.00	(165.00)	100.50
Total Dept 000-82-MISCELLANEOUS REVENUE		2,832.50	33,165.00	33,000.00	(165.00)	100.50
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	851.89	14,632.64	8,000.00	(6,632.64)	182.91
Total Dept 000-85-DONATIONS		851.89	14,632.64	8,000.00	(6,632.64)	182.91
TOTAL Revenues		9,054.13	562,657.78	550,598.00	(12,059.78)	102.19
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	215.94	2,744.42	3,500.00	755.58	78.41
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	13.40	15,614.85	20,000.00	4,385.15	78.07
151-510-51-5-30-10	Office Supplies, Equip & Exp	311.19	5,868.55	4,500.00	(1,368.55)	130.41
151-510-51-5-30-15	Postage & Mailing	79.53	298.87	380.00	81.13	78.65
151-510-51-5-30-20	Communications	120.05	831.23	300.00	(531.23)	277.08
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	641.64	730.00	88.36	87.90
151-510-51-5-45-40	Mileage Reimbursement	130.53	593.92	200.00	(393.92)	296.96
Total Dept 510-51-92400		31,732.73	402,549.65	426,945.00	24,395.35	94.29
Dept 511-51						
151-511-51-5-35-40	Collect Repair/Maint/Suppl	770.68	5,086.79	4,100.00	(986.79)	124.07
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	2,998.93	41,301.65	42,000.00	698.35	98.34
151-511-51-5-38-20	Audio/Visual	1,694.70	15,364.48	11,000.00	(4,364.48)	139.68
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	2,337.40	11,725.75	8,000.00	(3,725.75)	146.57
151-511-51-5-38-40	Library Programming	80.02	1,086.61	750.00	(336.61)	144.88
Total Dept 511-51		7,881.73	81,809.76	71,350.00	(10,459.76)	114.66
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	3,308.80	19,392.18	17,000.00	(2,392.18)	114.07
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	1,431.53	11,938.57	6,500.00	(5,438.57)	183.67
151-512-51-5-35-10	Building Supplies	123.62	1,930.01	1,200.00	(730.01)	160.83
Total Dept 512-51		6,249.40	49,066.99	36,800.00	(12,266.99)	133.33
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		45,863.86	533,426.40	535,095.00	1,668.60	99.69
Fund 151 - Library Fund:						
TOTAL REVENUES		9,054.13	562,657.78	550,598.00	(12,059.78)	102.19
TOTAL EXPENDITURES		45,863.86	533,426.40	535,095.00	1,668.60	99.69
NET OF REVENUES & EXPENDITURES		(36,809.73)	29,231.38	15,503.00	(13,728.38)	188.55

PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2016	2016 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 01/31/2016	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 151 - Library Fund								
Revenues								
Dept 000-11-TAXES								
151-000-11-4-00-10	General Property Taxes	167,249.95	167,249.95	385,346.00	218,096.05	43.40		
Total Dept 000-11-TAXES		167,249.95	167,249.95	385,346.00	218,096.05	43.40		
Dept 000-67-PARKS & CULTURE/RECREATION								
151-000-67-4-10-10	Photocopies	651.41	651.41	6,500.00	5,848.59	10.02		
151-000-67-4-10-20	Library-Fines	1,267.63	1,267.63	16,000.00	14,732.37	7.92		
151-000-67-4-10-30	Sale of Materials	117.96	117.96	900.00	782.04	13.11		
151-000-67-4-10-40	Lost Material Charges	71.91	71.91	1,500.00	1,428.09	4.79		
151-000-67-4-10-90	Miscellaneous Charges	233.80	233.80	4,000.00	3,766.20	5.85		
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,342.71	2,342.71	28,900.00	26,557.29	8.11		
Dept 000-73-INTERGOVERNMENTAL CHARGES								
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	0.00	86,734.00	86,734.00	0.00		
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	86,734.00	86,734.00	0.00		
Dept 000-81-INTEREST INCOME								
151-000-81-4-00-10	Investment Interest	0.00	0.00	0.00	0.00	0.00		
Total Dept 000-81-INTEREST INCOME		0.00	0.00	0.00	0.00	0.00		
Dept 000-82-MISCELLANEOUS REVENUE								
151-000-82-4-00-10	Rent Income	2,832.50	2,832.50	33,000.00	30,167.50	8.58		
Total Dept 000-82-MISCELLANEOUS REVENUE		2,832.50	2,832.50	33,000.00	30,167.50	8.58		
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	2,780.00	2,780.00	8,000.00	5,220.00	34.75		
Total Dept 000-85-DONATIONS		2,780.00	2,780.00	8,000.00	5,220.00	34.75		
TOTAL Revenues		175,205.16	175,205.16	541,980.00	366,774.84	32.33		
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	22,364.56	22,364.56	313,035.00	290,670.44	7.14		
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	1,315.59	1,315.59	18,072.00	16,756.41	7.28		
151-510-51-5-15-15	FICA	1,655.82	1,655.82	23,947.00	22,291.18	6.91		
151-510-51-5-15-20	Group Insurance	4,348.76	4,348.76	52,715.00	48,366.24	8.25		

PERIOD ENDING 01/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2016	AVAILABLE	% BGD
		MONTH 01/31/2016	01/31/2016				
		INCREASE (DECREASE)	NORMAL (ABNORMAL)		BUDGET	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	0.00	0.00		3,100.00	3,100.00	0.00
151-510-51-5-20-40	Printing Services	417.08	417.08		4,500.00	4,082.92	9.27
151-510-51-5-24-10	Equipment Maintenance Services	525.00	525.00		16,500.00	15,975.00	3.18
151-510-51-5-30-10	Office Supplies, Equip & Exp	17.47	17.47		3,700.00	3,682.53	0.47
151-510-51-5-30-15	Postage & Mailing	0.00	0.00		380.00	380.00	0.00
151-510-51-5-30-20	Communications	0.00	0.00		700.00	700.00	0.00
151-510-51-5-45-10	Professional Memberships	0.00	0.00		500.00	500.00	0.00
151-510-51-5-45-20	Professional Publications	0.00	0.00		0.00	0.00	0.00
151-510-51-5-45-30	Professional Training	0.00	0.00		700.00	700.00	0.00
151-510-51-5-45-40	Mileage Reimbursement	0.00	0.00		400.00	400.00	0.00
Total Dept 510-51-92400		30,644.28	30,644.28		438,249.00	407,604.72	6.99
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	511.00	511.00		4,100.00	3,589.00	12.46
151-511-51-5-38-10	Periodicals	571.48	571.48		3,000.00	2,428.52	19.05
151-511-51-5-38-15	Books	1,784.00	1,784.00		38,000.00	36,216.00	4.69
151-511-51-5-38-20	Audio/Visual	270.19	270.19		11,600.00	11,329.81	2.33
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	850.00	850.00		8,000.00	7,150.00	10.63
151-511-51-5-38-40	Library Programming	0.00	0.00		1,000.00	1,000.00	0.00
Total Dept 511-51		3,986.67	3,986.67		65,700.00	61,713.33	6.07
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	0.00	0.00		17,000.00	17,000.00	0.00
151-512-51-5-22-20	Sewer/Water Services	0.00	0.00		600.00	600.00	0.00
151-512-51-5-23-10	Cleaning Services	1,200.00	1,200.00		14,800.00	13,600.00	8.11
151-512-51-5-23-15	Building Maint/Repair Services	413.16	413.16		4,431.00	4,017.84	9.32
151-512-51-5-35-10	Building Supplies	0.00	0.00		1,200.00	1,200.00	0.00
Total Dept 512-51		1,613.16	1,613.16		38,031.00	36,417.84	4.24
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		36,244.11	36,244.11		541,980.00	505,735.89	6.69
Fund 151 - Library Fund:							
TOTAL REVENUES		175,205.16	175,205.16		541,980.00	366,774.84	32.33
TOTAL EXPENDITURES		36,244.11	36,244.11		541,980.00	505,735.89	6.69
NET OF REVENUES & EXPENDITURES		138,961.05	138,961.05		0.00	(138,961.05)	100.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 510-51 92400							
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIOD PAYMENT	502092782	01/22/16	52.62	82042
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE	82753616	01/22/16	364.46	82042
151-510-51-5-24-10	Equipment Maintenance Ser	CLOSED CIRCUIT INNOVAT	JAN-MARCH SERVICE AGREEMENT FOR CAM	1ST 2016	01/08/16	525.00	81804
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	2016 CALENDAR	484836	01/29/16	17.47	82054
Total For Dept 510-51 92400						959.55	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	DVD CASES & CD CASES	5772679	01/29/16	511.00	82056
151-511-51-5-38-10	Periodicals	CHICAGO TRIBUNE	YEARLY RENEWAL	12142015	01/08/16	571.48	81799
151-511-51-5-38-15	Books	GALE/CENGAGE LEARNING	BESTSELLER VALUE PLAN	56981216	01/22/16	1,784.00	82002
151-511-51-5-38-20	Audio/Visual	SYNCE/AMAZON	CD'S,DVD'S, CREDIT	01062016	01/29/16	270.19	82089
151-511-51-5-38-30	Donation Expenditures	KELLY, ALONZO	STAFF LEADERSHIP PRESENTATION	11816	01/22/16	850.00	82007
Total For Dept 511-51						3,986.67	
Dept 512-51							
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	MONTHLY CLEANING SERVICE	12050	01/22/16	1,200.00	82004
151-512-51-5-23-15	Building Maint/Repair Ser	HAPPY LAWNS INC	FULL SEASON PROGRAM	01252016	01/29/16	413.16	82065
Total For Dept 512-51						1,613.16	
Total For Fund 151 Library Fund						6,559.38	

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
POST DATES 01/01/2016 - 01/31/2016
JOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
			Fund Totals:				
			Fund 151 Library Fund			6,559.38	
			Total For All Funds:			<u>6,559.38</u>	



I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?		22. DUNS Number <i>Nine digits</i>		

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8. Databases Locally Owned or Leased		
9. Total Databases <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions a. Total Circulation			b. Children's Materials		2. Interlibrary Loans a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
3. Number of Registered Users a. Resident			b. Nonresident		c. TOTAL		4. Reference Transactions a. Method	
							b. Annual Count	
							5. Library Visits a. Method	
							b. Annual Count	
6. Uses of Public Internet Computers a. Method			b. Annual Count		7. Uses of Public Wireless Internet a. Method		b. Annual Count	
							8a. Number of Licensed Database Sessions	
							8b. No. of Locally-Created, Non-commercial Database Sessions	
9. Uses of Electronic Materials by Users of Your Library								
a. E-Books			b. E-Audio		c. E-Video		d. Total Uses of Electronic Materials	
							e. Uses of Children's Electronic Materials	
10. Programs and Program Attendance Annual Count							11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total		b. Internet Access	
Number of Programs								
Total Attendance								

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members <i>Include vacancies in this count</i>	
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X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection Local cable, telco, community network, etc.	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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XIII. YOUTH SERVICES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings				
	Total Unduplicated Individuals Involved				
	Number of Other Literacy Offerings				
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities				
	Total Drop-in Activity Participation				

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary is displayed here.*

a. First Name	b. Last Name	c. Email Address
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

The _____ Board of Trustees hereby states that in 2015, the _____
Name of Public Library *Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- Did** provide effective leadership and adequately meet the needs of the library.
- Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement **may** be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
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	COMMENTS	
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Short Takes for Trustees

Available through December 31, 2016

What it is: Short Takes for Trustees is a series of 10 short videos (8-10 minutes each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries or individual Trustees can log in on their own to watch the videos. A computer with high speed Internet access and speakers/headphones is needed. Topics in the series explain the basics, such as what it means to be a Trustee (discussing the broad fiduciary responsibilities of governing boards as well as the limits of an advisory board), as well as how to set policy, how to evaluate the library director (and why you should!), along with board self evaluation, and the ethical and parliamentary standards for boards — both governing and advisory. Access to these videos is restricted to participating library systems and member libraries.

The courses are: What It Means to Be a Trustee; Board Meetings; Board Ethics; Library Advocacy; Library Policies; Strategic Planning; Working with Friends; Evaluating the Library Director; Board Self Evaluation, and Succession Planning and New Board Orientation.

Format: Short Takes for Trustees courses are in video format through Adobe Connect. Access is available at any time day or night. Videos range between 8-10 minutes.

Login instructions for Milwaukee County Federated Library System and member libraries:

Click on this link:

http://www.ala.org/AUTH/Shibboleth.sso/Login?target=http://www.ala.org/united/trustees/short_takes/videos

Login: milwaukee-st

Password: 9652371