

LIBRARY BOARD MEETING
October 10, 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: September 12, 2016
- V. Unfinished Business
 - a. Discussion-2017 Library budget, Village budget, and workshop presentation
 - b. Consideration-Library book trucks purchase request
- VI. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VII. New Business
 - a. Consideration of Vouchers: September 2016
 - b. Discussion-Community Room demand
 - c. Discussion-Communications Plan for 2017 service changes
 - d. Review and Approval- Job Descriptions and recruitment/test process
 - e. Discussion-Biannual Patron Survey in *Our Brown Deer Magazine* December issue
- 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", written over a horizontal line.

Brian Williams-Van Klooster, Library Director
October 5, 2016

BROWN DEER LIBRARY BOARD
September 12, 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: President Lutz, J. Baker, E. Bennett, W. Jabas
Also Present: Brian Williams-Van Klooster, Library Director
Excused: S. Snyder

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None.

IV. Consideration of Minutes:

a. August 8, 2016 – Regular Meeting

It was moved by J. Baker and seconded by E. Bennett to approve the minutes of the August 8, 2016 regular meeting. The motion carried unanimously.

b. August 22 – Special Meeting

It was moved by E. Bennett and seconded by W. Jabas to approve the minutes of the August 22, 2016 special meeting. The motion carried unanimously.

V. Unfinished Business

a. Discussion and re-Approval of 2017 Library Budget and Narrative

The Library Director reviewed the four budget scenarios presented at the August 22 meeting, three of which required corrections found after the meeting. The corrected scenarios show the impossibility of sustaining operations at current levels and presented several possible solutions. Three of the scenarios include overdue staff salary adjustments to reflect competitive compensation rates.

It was moved by President Lutz to approve budget Scenario 1. There was no second.

The Board discussed historical trends in revenue sources and the impacts of the various budget scenarios. The importance of having a full time adult librarian was emphasized by all members. The Budget Narrative was not discussed.

It was moved by W. Jabas and seconded by President Lutz to approve budget Scenario 8 with additional instruction to the Library Director to request an increase in tax revenue allocation in an amount that will adjust staffing to include a full time adult librarian and return the book budget back to 2015 levels. The motion carried unanimously.

b. Library employment compensation study

The Director noted that results of the compensation study were used to compute the staff compensation rates in the approved budget scenario. He said despite the challenging budget ahead he believed now is the best time to address staff compensation. There was agreement that staff compensation has been uncompetitive and should be adjusted.

VI. Report of Library Director

a. Director's Report

There were no verbal highlights or discussion of the report.

b. Usage Report

There were no verbal highlights or discussion of the report.

c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

VII. New Business

a. Consideration of Vouchers: August 2016

It was moved by E. Bennett and seconded by J. Baker to approve the payment of the August 2016 vouchers. The motion carried unanimously.

b. Fund Balance purchase requests

The Director requested permission to make four purchases from Fund Balance. He noted that current Fund Balance is at 15%. Three items were held for further investigation on pricing and sourcing.

It was moved by E. Bennett and seconded by J. Baker to approve purchase of a temporary moveable security gate from Fund Balance in the amount of \$500. The motion carried unanimously.

c. Policy discussion-lobby bulletin board use

The Director shared that the Library's recently revised bulletin board policy has been the subject of some frequent discussion and inquiry by an area community group and may come up again for future discussion.

VIII. Report of Friends of the Brown Deer Library

Recent Friends of the Library meeting was September 8. A donation in the amount of \$2000 was presented to the Library. W. Jabas noted that August's Book Sale earned the highest revenue amount in its history, with over 3000 items sold. The Auction is scheduled for November 10.

IX. Adjournment

Next meeting: October 10, 2016. *It was moved by J. Baker and seconded by E. Bennett to adjourn at 6:18P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
September 19, 2016

Fund Balance purchase requests

Security gate	\$500
Book Trucks	\$3200 (8 @400 ea)
Hold shelf lighting	\$1300
Xerox machine lease buyout	(?)

ULINE 1-800-295-5510

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Secure and protect property wherever you need it.

- Collapses and rolls out of sight. Fits through most doorways. Indoor/outdoor use.
- Corrosion-resistant, galvanized steel.
- 3" rubber casters on 28" axles.
- **Starter** - Includes hardware and two 12" locking bars that mount to walls.
- **Add-On** - Bolts to Starter and adds 6'. Includes hardware.

SHIPS VIA MOTOR FREIGHT

MODEL NO.	DESCRIPTION	EXTENDED		FOLDED		WT. (LBS.)	PRICE EACH		ADD TO CART
		WIDTH	HEIGHT	WIDTH	HEIGHT		1	2+	
H-4104	Starter	12'	6'	20"	6 1/2'	85	\$475	\$455	1 <input type="button" value="ADD"/>
H-4105	Add-On	6'	6'	11"	6 1/2'	40	265	255	1 <input type="button" value="ADD"/>

TLS™ KODIAK II™ Premium Book Trucks

Moves easily on any floor surface with 5" heavy-duty casters

In-Stock **Best Seller** **Made in USA** **RECYCLED**

[Description](#) [Specs](#) [Shipping](#) [Reviews](#)

- Holds up to 400 lbs.!
- 18-gauge steel, all welded construction with rounded handles
- Tough, powder coat paint finish

This sloping shelf book truck is a great addition to your library or classroom. It carries up to 400 lbs. of books, paper, AV equipment and many other materials. In addition it include stylish perforated end panels with rounded handles. Contemporary design with Library Logo punch-out. Sound dampening foil under each shelf reduces vibrations for an amazingly quiet ride! Select from 16 popular colors to compliment any decor. Made from 30% post-consumer recycled steel. Please note that the Anti-microbial Gray and Black finish is designed to inhibit the growth of bacteria odors, mold, mildew and fungus that can build-up and cause unclean surfaces.

Color :

Image	Description	Item No.	Options	Price	Qty
	KODIAK II™ Premium Book Truck - 6 Sloped Shelves	91-20000	Choose Color - ▾	\$376.95	0
	KODIAK II™ Premium Book Truck - 3 Sloped Shelves	91-20001	Choose Color - ▾	\$303.95	0

Brown Deer Public Library - Director's Report

September 2016

Budget

- Approved revised budget and narrative submitted to Village Administration, Library budget workshop is scheduled for Tuesday 10/11

Facility

- Fire alarm annual inspection completed
- Patio installation started by Eagle Scout using surplus DPW materials, DPW has been huge help in materials supply and site prep

Meetings & Training

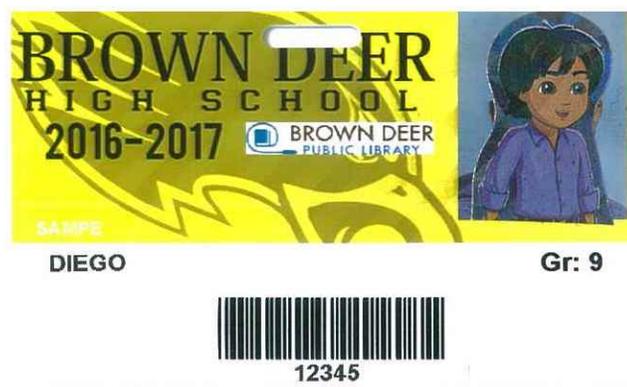
- 9/1 MCFLS LDAC
- 9/8 Friends of BDPL
- 9/12 BD Library Board
- 9/12 webinar: new revenue streams for your library
- 9/13 BDPL monthly staff meeting
- 9/14 workshop: Tech Day
- 9/20 Village Dept Heads
- 9/26 Village Dept Heads 2017 budget
- 9/27 Village Dept Heads budget follow up

Staff

- Met with each staff member individually to describe 2017 library budget's impact on staff compensation and scheduling
- Conducted 4 annual staff performance evaluations
- Developed draft job descriptions for Adult Librarian and Circulation Supervisor

Miscellaneous

- Beginning to identify issues and challenges of staffing and programming schedules for 2017, planned October 4 meeting with staff to discuss how programs and staff schedules can be adjusted
- Student ID as Library Card was launched with the first day of school. Some technical hiccups. Since then at least a dozen students have successfully used their student IDs to check out library material. 260 students signed up for the service at Forms and Fees Day. Many MCFLS Directors expressed their desire to do something similar in the near future.



Children's / Young Adult Services

From Dana's monthly report

Began to plan our Star Wars Reads program for 2016. It will run from October 3rd through October 15th, and will include a Star Wars-themed Lego Club, 2 movie afternoons, and 2 drop-in craft programs. There will be a book display by the reference desk, and a book will be raffled off.

Am planning a passive program similar to our "Roaming Gnome" for the month of November. A stuffed turkey will be hidden in the library, and when found may be returned to the reference desk for a prize.

Spoke to Stephanie at the Brown Deer Middle/High School about programming ideas for after school teens beginning in January. Tentatively planned library tours for students in December.

I continued to update the library's website, Facebook and Pinterest pages. I also continued to update the library's street sign, and to book/confirm groups wanting to use the community room.

Programs:

- Story time sessions, 4 total, 21 participants average
- Movie Nights, 1 evenings, 17 participants total
- Lego Club, 1 evenings, 5 participants total
- Afternoon Gaming, 1 evening, 4 participants

Displays

- Graphic novels, Banned Books Week

Adult Services

Displays

- *End of Summer Blues* music
- Re-started Staff Pick's Display using new wall slat shelving in Fiction area.

Meetings & Training

- Staff meeting 9/13
- 9/26 SEWI Adult Programming Meeting @ Brookfield Public Library
- 9/28 MCFLS Database Maintenance Meeting @MCFLS offices

Miscellaneous

- Continued evaluation of music CD donations for inclusion in collection
- Ordered books for upcoming book club date

Programs

- Ebook appointment
- 9/1 Movies for Grown Ups—12 attended, watched Steve Jobs
- 9/16 Coloring, Coffee and Conversation – 10 attended
- 9/21 Adult Book Club—Discussed Most Wanted by Lisa Scottoline, 22 attended
- 9/28 WHC Program, "The Paradox of being a Black Police Officer in Today's Society", 55 attended

MCFLS / Other

- e-Resources buys for 2017, continued.
 - Hoopla was approved by Member libraries for MCFLS e-Resources Buying Pool funds starting in 2017. MCFLS estimates that buying pool funds will be sufficient for current and future years as long as State Aid does not decrease.
 - Gale Courses will be continued in 2017 by all member libraries after the 2016 MCFLS-funded interest test period. MPL will pay a substantial share of the systemwide cost with the balance paid based on residence usage. For BDPL this is a bargain projected to cost less than \$300/year for a very robust and popular resource.
- System LSTA grant proposal for subscription to purpose-built automated telephone account management software. An overwhelming number of patrons still use telephone to renew materials and check on due dates. The *i-tiva* system will do this and more, allowing automated account information inquiry (eg Holds availability, etc) by telephone. All members agree this will be a dramatic improvement, and may reduce the frequency of similar calls directly to library staff.

Student ID as Library Card

Informational bookmark distributed to all BD M/HS homerooms the first week of school.

Goal is to help capture potential participants who missed missed enrollment at Forms and Fees Day.



Turn your Student ID into a Library Card!

Automatically make your Brown Deer MHS student ID your public library card when you (15 years old or over) or your parent/guardian (under 15 years) sign up at the Brown Deer Public Library. It can be used at any public library in Milwaukee County.

Check out copies of the most popular books that your school library doesn't have! Get great information for any homework topic on library computers and databases. Borrow movies and music your friends recommend.



FAQ

*I already have a library card.
Will I have 2 accounts now?
Will my old card stop working?*

No. We'll update your current library account with your student ID number and both your library card and student ID will work.

*I had a card before,
but I think I have fines on it.*
Bummer. We'll still update your library account. Stop in with your Student ID to see if we can help get it cleared.

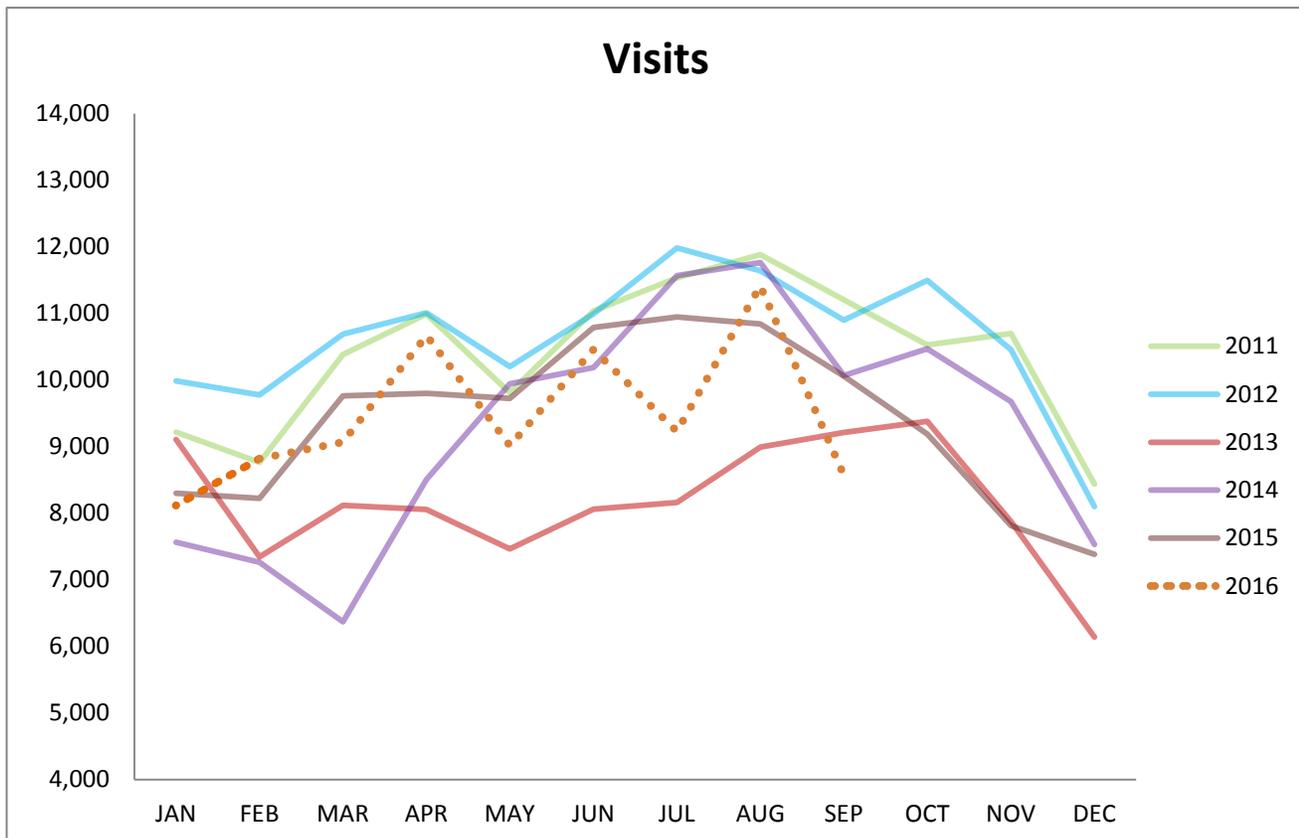
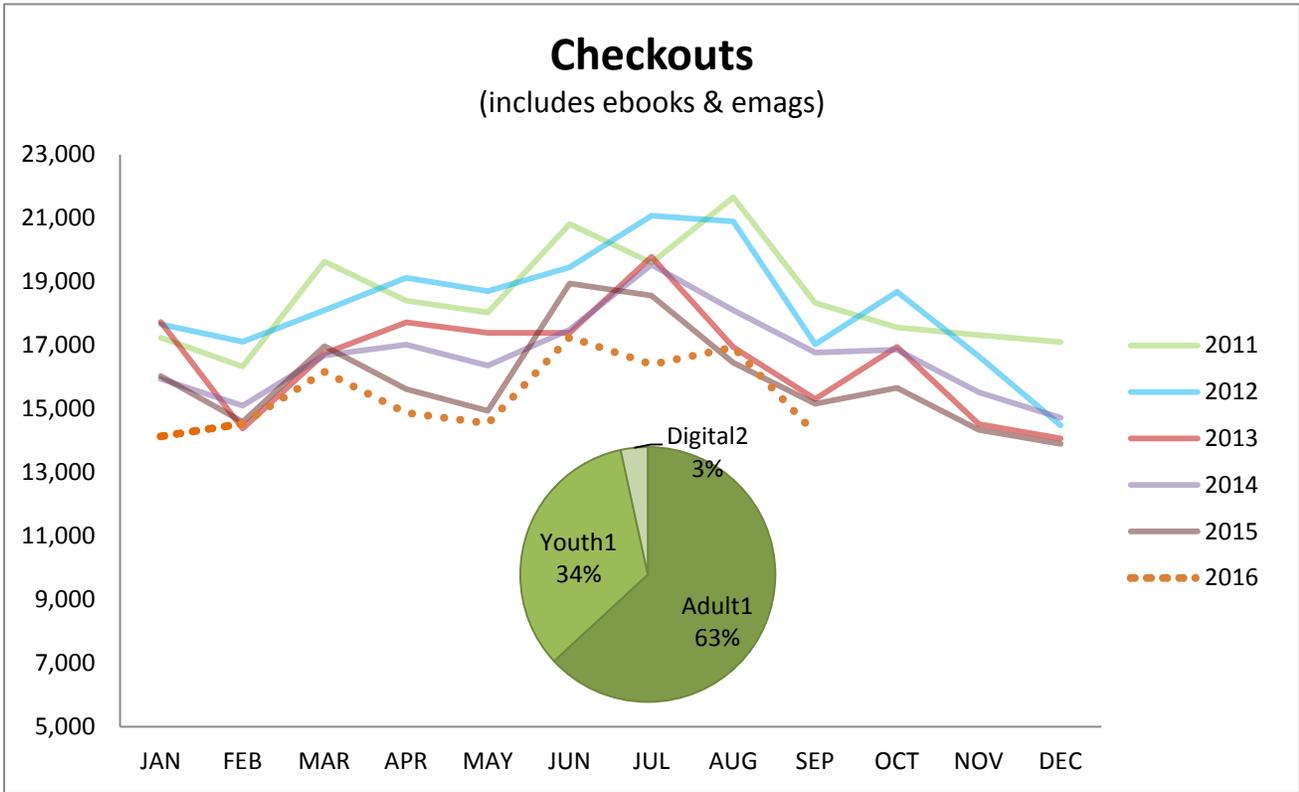
*I had a card,
but I lost it.*

Not a problem!
Just use your student ID!

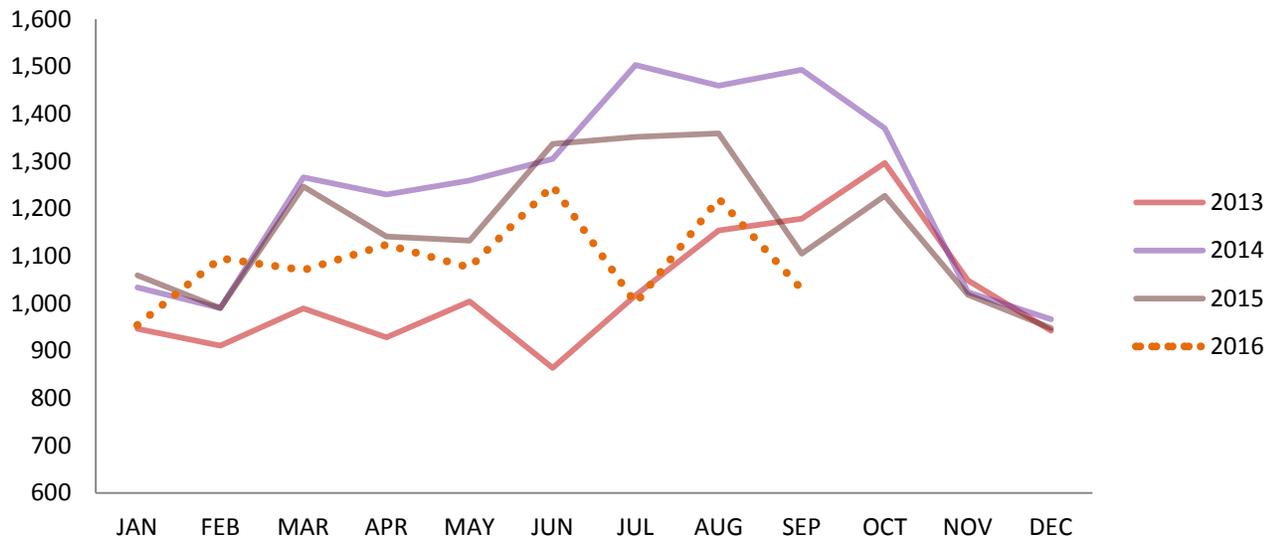
I don't ever go to the library.

Why not?
We're right across pond!





Hours of Computer Use



	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	418	1%	1,715	12%	13	274	3	35	309	-12%	
MAR	424	-8%	1,561	-12%	13	243	2	23	266	-34%	
APR	393	-11%	1,231	-19%	9	125	4	39	164	-37%	
MAY	351	2%	1,488	10%	5	86	3	23	109	54%	
JUN	391	-10%	1,444	-8%	15	158	3	31	189	-42%	
JUL	363	-13%	1,604	7%	17	205	2	24	229	-66%	
AUG	447	32%	1,670	23%	9	84	3	31	115	-69%	
SEP	383	0%	1,277	-12%	7	110	5	100	210	1%	
OCT		-									
NOV		-									
DEC		-									
TOTAL	3,551		13,625	0	94	1,391	28	334	1,725	-13%	

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.	9,166	4,863	502	14,531	9,314	4,841	439	14,594
MARCH	9,916	5,768	480	16,164	10,648	5,833	487	16,968
APRIL	9,801	4,564	513	14,878	10,079	5,031	513	15,623
MAY	9,244	4,708	594	14,546	9,796	4,637	503	14,936
JUNE	10,340	6,381	532	17,253	11,039	7,393	516	18,948
JULY	9,996	5,890	507	16,393	11,088	6,909	570	18,567
AUGUST	10,886	5,462	590	16,938	10,654	5,287	514	16,455
SEPT.	9,165	4,524	546	14,235	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	87,813	46,510	4,750	139,073	120,813	64,141	6,214	191,168

RESERVES/HOLDS

	2016	2015	Paging	Paging
			slips '16	slips '15
Jan.	381	438	1,635	2,252
Feb.	418	414	1,715	1,531
Mar.	424	462	1,561	1,781
April	393	441	1,231	1,520
May	351	344	1,488	1,353
June	391	434	1,444	1,568
July	363	415	1,604	1,495
Aug.	447	339	1,670	1,355
Sept.	383	383	1,277	1,448
Oct.	0	397	0	1,409
Nov.	0	289	0	1,417
Dec.	0	315	0	1,396
Total:	3,551	4,671	13,625	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.	1,095	46%	10.6%	990
MARCH	1,070	43%	-14.1%	1,246
APRIL	1,124	45%	-1.5%	1,141
MAY	1,076	47%	-5.0%	1,133
JUNE	1,248	50%	-6.6%	1,336
JULY	1,001	43%	-26.0%	1,352
AUGUST	1,221	47%	-10.2%	1,359
SEPT.	1,030	45%	-6.8%	1,105
OCT.	0	-		1,227
NOV.	0	-		1,019
DEC.	0	-		948
TOTAL	9,819	45%	-7.7%	13,914

PROGRAMS

	2016				2015	
	Juv/YA Prog	Juv/YA Attend	Adult Prog	Adult Attend	Total	Total
	6	106	3	28	134	70
	13	274	3	35	309	351
	13	243	2	23	266	401
	9	125	4	39	164	261
	5	86	3	23	109	71
	15	158	3	31	189	327
	17	205	2	24	229	665
	9	84	3	31	115	373
	7	110	5	100	210	207
	0	0	0	0		344
	0	0	0	0		294
	0	0	0	0		203
TOTAL	94	1,391	28	334	1,725	3,567

BUILDING USE

2016	2015
8,114	8,300
8,820	8,221
9,065	9,762
10,666	9,802
9,014	9,722
10,455	10,788
9,230	10,948
11,415	10,844
8,565	10,060
0	9,190
0	7,811
0	7,384
85,344	112,832

User: BRIAN

DB: Brown Deer

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2016	2016 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 09/30/2016	INCREASE (DECREASE)			NORMAL	(ABNORMAL)	
Fund 151 - Library Fund								
Revenues								
Dept 000-11-TAXES								
151-000-11-4-00-10	General Property Taxes		0.00	385,346.01	385,346.00		(0.01)	100.00
Total Dept 000-11-TAXES			0.00	385,346.01	385,346.00		(0.01)	100.00
Dept 000-67-PARKS & CULTURE/RECREATION								
151-000-67-4-10-10	Photocopies		783.93	6,947.07	6,500.00		(447.07)	106.88
151-000-67-4-10-20	Library-Fines		1,077.20	12,673.77	16,000.00		3,326.23	79.21
151-000-67-4-10-30	Sale of Materials		75.01	1,079.13	900.00		(179.13)	119.90
151-000-67-4-10-40	Lost Material Charges		87.80	1,513.31	1,500.00		(13.31)	100.89
151-000-67-4-10-90	Miscellaneous Charges		271.00	3,321.11	4,000.00		678.89	83.03
Total Dept 000-67-PARKS & CULTURE/RECREATION			2,294.94	25,534.39	28,900.00		3,365.61	88.35
Dept 000-73-INTERGOVERNMENTAL CHARGES								
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing		0.00	87,166.00	86,734.00		(432.00)	100.50
Total Dept 000-73-INTERGOVERNMENTAL CHARGES			0.00	87,166.00	86,734.00		(432.00)	100.50
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	25,492.50	33,000.00		7,507.50	77.25
Total Dept 000-82-MISCELLANEOUS REVENUE			2,832.50	25,492.50	33,000.00		7,507.50	77.25
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		4,070.00	9,620.22	8,000.00		(1,620.22)	120.25
Total Dept 000-85-DONATIONS			4,070.00	9,620.22	8,000.00		(1,620.22)	120.25
TOTAL Revenues			9,197.44	533,159.12	541,980.00		8,820.88	98.37
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages		34,669.60	223,170.52	313,035.00		89,864.48	71.29
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		1,967.36	12,518.12	18,072.00		5,553.88	69.27
151-510-51-5-15-15	FICA		2,597.84	16,616.82	23,947.00		7,330.18	69.39
151-510-51-5-15-20	Group Insurance		4,348.35	39,103.98	52,715.00		13,611.02	74.18

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2016	2016 AMENDED BUDGET	AVAILABLE		% BGD USED
		MONTH 09/30/2016	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE 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	0.00	0.00
151-510-51-5-20-35	Technical Services	0.00	2,399.55	3,100.00	700.45	77.40		
151-510-51-5-20-40	Printing Services	0.00	3,267.35	4,500.00	1,232.65	72.61		
151-510-51-5-24-10	Equipment Maintenance Services	0.00	15,279.25	16,500.00	1,220.75	92.60		
151-510-51-5-30-10	Office Supplies, Equip & Exp	559.52	3,814.11	3,700.00	(114.11)	103.08		
151-510-51-5-30-15	Postage & Mailing	0.00	119.69	380.00	260.31	31.50		
151-510-51-5-30-20	Communications	21.83	2,375.09	700.00	(1,675.09)	339.30		
151-510-51-5-45-10	Professional Memberships	0.00	174.00	500.00	326.00	34.80		
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	85.86	400.00	314.14	21.47		
Total Dept 510-51-92400			44,164.50	318,924.34	438,249.00	119,324.66	72.77	
Dept 511-51								
151-511-51-5-35-40	Collect Repair/Maint/Suppl	134.17	3,928.40	4,100.00	171.60	95.81		
151-511-51-5-38-10	Periodicals	0.00	2,498.03	3,000.00	501.97	83.27		
151-511-51-5-38-15	Books	3,773.40	26,226.72	38,000.00	11,773.28	69.02		
151-511-51-5-38-20	Audio/Visual	1,636.11	8,951.83	11,600.00	2,648.17	77.17		
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	0.00	3,296.11	8,000.00	4,703.89	41.20		
151-511-51-5-38-40	Library Programming	0.00	119.25	1,000.00	880.75	11.93		
Total Dept 511-51			5,543.68	45,020.34	65,700.00	20,679.66	68.52	
Dept 512-51								
151-512-51-5-22-10	Natural Gas/Electric Service	3,403.29	13,805.67	17,000.00	3,194.33	81.21		
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	10,800.00	14,800.00	4,000.00	72.97		
151-512-51-5-23-15	Building Maint/Repair Services	640.50	12,727.32	4,431.00	(8,296.32)	287.23		
151-512-51-5-35-10	Building Supplies	0.00	1,185.55	1,200.00	14.45	98.80		
Total Dept 512-51			5,243.79	38,518.54	38,031.00	(487.54)	101.28	
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			54,951.97	402,463.22	541,980.00	139,516.78	74.26	
Fund 151 - Library Fund:								
TOTAL REVENUES			9,197.44	533,159.12	541,980.00	8,820.88	98.37	
TOTAL EXPENDITURES			54,951.97	402,463.22	541,980.00	139,516.78	74.26	
NET OF REVENUES & EXPENDITURES			(45,754.53)	130,695.90	0.00	(130,695.90)	100.00	

JOURNALIZED
BOTH OPEN AND PAID

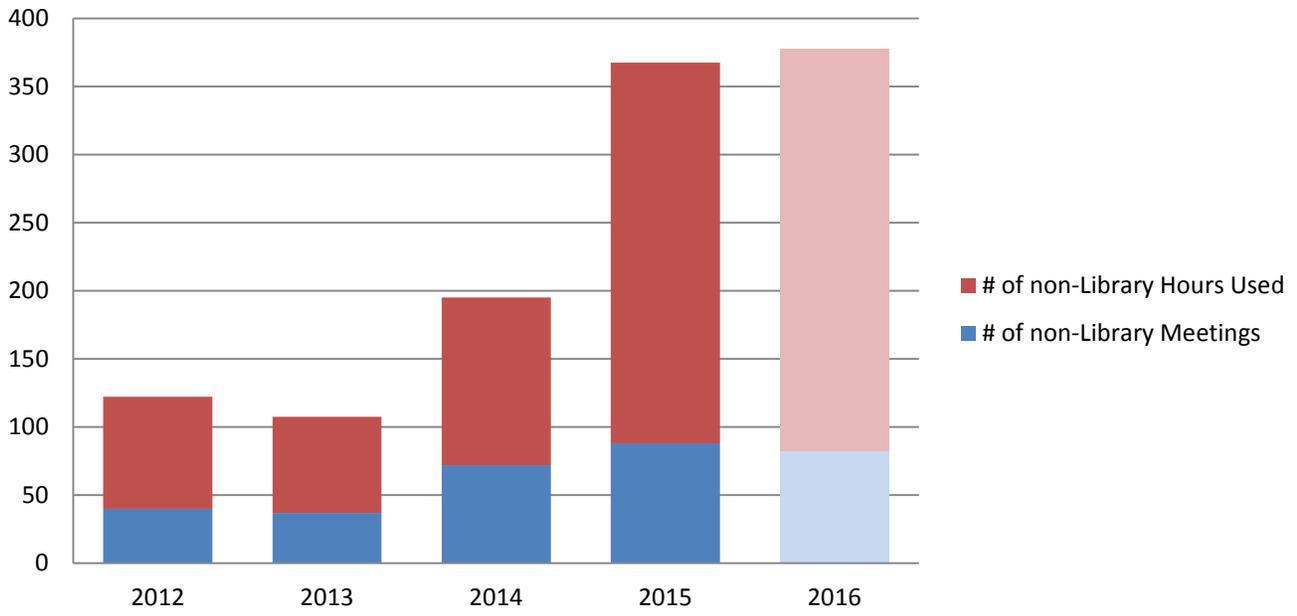
GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 510-51 92400							
151-510-51-5-30-10	Office Supplies, Equip & F	UCDAHY FAMILY LIBRARY	4 TONER CARTRIDGES	08192016	09/02/16	450.00	83459
151-510-51-5-30-10	Office Supplies, Equip & F	THE SHOPPER INC	SECURITY LABELS	IN739716	09/16/16	109.52	83526
151-510-51-5-30-20	Communications	AT & T	SERVICE	09092016	09/09/16	21.83	83477
Total For Dept 510-51 92400						581.35	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	RENTAL LABELS	5936404	09/02/16	16.94	83460
151-511-51-5-35-40	Collect Repair/Maint/Suppl	LIBRARY BUREAU STEEL	ADJUSTABLE BOOK STOP	LBS46587	09/16/16	117.23	83516
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	5014234890	09/16/16	48.94	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2032219153	09/16/16	72.20	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2032219155	09/16/16	44.08	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2032231237	09/16/16	30.78	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032231238	09/16/16	14.86	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2032231240	09/16/16	27.22	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032231241	09/16/16	13.28	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032239759	09/16/16	14.31	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2032239760	09/16/16	51.69	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032212490	09/16/16	5.79	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	2032219154	09/16/16	184.25	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2032239758	09/16/16	97.36	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	12 BOOKS	2032231239	09/16/16	165.08	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2032231242	09/16/16	122.80	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2032247499	09/16/16	116.94	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	48 BOOKS	2032250561	09/16/16	443.06	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	2032251102	09/16/16	142.53	83503
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032256061	09/30/16	14.84	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2032256062	09/30/16	29.74	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032256063	09/30/16	42.45	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032256064	09/30/16	41.42	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032256065	09/30/16	15.93	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2032256066	09/30/16	100.34	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032256067	09/30/16	44.61	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032274013	09/30/16	13.81	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2032274014	09/30/16	51.17	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032274015	09/30/16	68.77	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2032274016	09/30/16	87.61	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2032274017	09/30/16	62.81	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	65 BOOKS	2032266103	09/30/16	637.30	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	35 BOOKS	2032275230	09/30/16	282.76	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	30 BOOKS	203229972	09/30/16	287.79	83597
151-511-51-5-38-15	Books	BAKER & TAYLOR	27 BOOKS	2032291165	09/30/16	176.96	83597
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	43 BOOKS	94850100	09/30/16	219.92	83604
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	12 AUDIOBOOKS	2032239761	09/16/16	257.76	83503
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	DVD'S, CD, SUPPLIES, CREDITS	221982912098	09/23/16	1,282.09	83586
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	5 AUDIOBOOKS	2032274018	09/30/16	96.26	83597
Total For Dept 511-51						5,543.68	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	08302016E	09/02/16	1,794.31	83473
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	08302016G	09/02/16	11.34	83473
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	09222016	09/30/16	1,597.64	83622
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	SERVICE	12556	09/23/16	1,200.00	83550
151-512-51-5-23-15	Building Maint/Repair Serv	LAFORCE INC	REAR DOOR HINGE REPLACEMENT	1005369	09/23/16	329.00	83558

10/04/2016 03:04 PM
User: BRIAN
DB: Brown Deer

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
POST DATES 09/01/2016 - 09/30/2016
JOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 512-51							
151-512-51-5-23-15	Building Maint/Repair Serv	NABCO ENTRANCES INC	FRONT DOOR REPAIRS	WI-0019	09/23/16	111.50	83571
			Total For Dept 512-51			5,243.79	
			Total For Fund 151 Library Fund			11,368.82	

Community Room Use



Village of Brown Deer
POSITION DESCRIPTION

TITLE: Adult Services Librarian

DEPARTMENT: Library

SUPERVISED BY: Library Director

POSITION SUMMARY:

This position is responsible for the growth and maintenance of the adult collections and providing library services to all library patrons.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Assist all patrons in locating needed materials and information; procure materials from other libraries when necessary.
2. Select library materials: Books, periodicals, and audio-visual materials, subject to the approval of the Library Director, in a timely manner.
3. Classify adult materials and maintain computer database of adult materials.
4. Weed and inventory the adult and reference collections.
5. Serve as OPAC contact. Train and supervise staff with on-line cataloging and database maintenance.
6. Represent the Library at MCFLS Reference Services meetings and be responsible for Library's contribution to C.I.D.
7. Compile statistical reports relating to the adult department.
8. Plan, publicize and carry-out programs for adults.
9. Coordinate the volunteer program of the Library, including the scheduling, training and supervision of volunteers.
10. Train support staff in use of the computer for such things as reports and graphics.
11. Schedule and supervise Library Pages.
12. Attend meetings, programs and CE classes in order to keep current with library developments.
13. May assist the Director with interviewing and training of new personnel.
14. Assume responsibility for Library in absence of the Library Director.
15. Perform other duties as requested by the Library Director.
16. Regular and predictable attendance.

EDUCATION, EXPERIENCE AND TRAINING:

1. Masters Degree from an ALA accredited Library School required.
2. Capable of possessing a Grade 1 Public Librarian certificate issued by the Dept. of Public Instruction, State of Wisconsin.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Well-developed knowledge of adult literature and ability to communicate well with patrons and Library staff.
2. Ability to supervise support personnel in assigning and prioritizing tasks.
3. Ability to work well with the public and to promote a positive image of the Library.
4. Comprehensive and broad knowledge of basic modern library principles, procedures, technology, goals, and philosophy of service as applied in public libraries.

PHYSICAL DEMANDS:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing, use of the telephone.
4. Far vision at 20 feet or further, near vision at 20 feet or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, lifting and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
9. Mobility: travel to meetings outside the library.

EQUIPMENT USED:

Typewriter, computer terminal, fax machine, reference computer, CD-ROM disc drives and software, calculator, copy machine, telephone, TDD, cash register, audiovisual equipment, microcomputer, printers, and building security system.

NON-DISCRIMINATION:

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Revised 3/02

Village of Brown Deer
POSITION DESCRIPTION

TITLE: Adult Services Librarian (Part Time, 18-20 hours/week)
DEPARTMENT: Library
SUPERVISED BY: Library Director

POSITION SUMMARY:

The Adult Services Librarian is an integral part of a small suburban library team on the northern border of Milwaukee County. The candidate will promote a positive image of the library and reinforce the value of its services through conscientious collection management, relevant programming, engaged reference assistance, enthusiastic readers advisory, confident leadership, creative outreach, sincere customer service, consistent performance, general curiosity, and excellent dependability. Employees are not required to live in the Village of Brown Deer.

ESSENTIAL DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Reference Assistance and Reader's Advisory – provide enthusiastic and accurate reference and reader's advisory to patrons of all ages, show curiosity in patron questions, advise patrons in the use of library-supplied technology, demonstrate patience with complex and routine questions, show comfort with problem resolution, develop engaging displays and bibliographies, ensure outstanding communication with public

Collection Management – take responsibility for a variety of material types in the adult collection including selection, cataloging, and database maintenance, be skilled in work of a clerical nature, use good judgment in collection decisions through knowledge of the community and the existing collection

Programming – organize and produce a variety of adult programs that are relevant to the community, routinely seek out and attend outreach events, develop external relationships that further community and library goals

Supervision –manage the library's Volunteer program, with duties that include training, scheduling, supervision

Leadership – be an active and engaged leader on the library team, act as a representative of the library on various community and library committees, assume responsibility for library operations in absence of the Director, show comfort with change, maintain effective communication with colleagues within and outside of the library, align regular tasks with community and library goals, show comfort with conflict resolution and solve problems creatively

MINIMUM EDUCATION, EXPERIENCE AND TRAINING:

1. Master's Degree in Library or Information Science from an ALA accredited Library School.
2. Previous library employment or library volunteer experience.
3. Basic proficiency with Microsoft Windows, Word and Excel, as evidenced by passing score on Biddle OPAC Office Skills proficiency test.
4. Proficiency with soft skills as evidenced by passing score on Biddle Encounter Situational Testing.
5. Schedule flexibility for day, evening and weekend work with a minimum of 2 evenings per week and up to 2 Saturdays per month.
6. Excellent oral and written communication in English.

ADDITIONAL PREFERRED EDUCATION, EXPERIENCE AND TRAINING:

1. Previous employment or volunteer experience in customer service, training or education (?)

REQUIRED PHYSICAL ABILITIES:

1. Sitting, standing, walking, climbing, stooping, bending, twisting and reaching.
3. Talking and hearing at normal volume in person and on telephone, with or without corrective device.
4. Far vision at 20 feet or further, near vision at 20 feet or less, with or without corrective lenses.
5. Lifting and carrying: up to 30 pounds at one time.
6. Handling: processing, lifting and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
9. Mobility: independent travel to meetings outside the library.

EQUIPMENT USED:

Computer and standard peripherals, variety of computer software, calculator, photocopier, scanner, telephone, cash register, computer projector, mobile device, audio system.

NON-DISCRIMINATION:

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Revised 9/2016

Village of Brown Deer
POSITION DESCRIPTION

TITLE: Library Technical Assistant (2002)

DEPARTMENT: Library

SUPERVISED BY: Library Director

POSITION SUMMARY:

This position is responsible for performing paraprofessional responsibilities such as circulation services, bookkeeping, cataloging, and technical services.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Directs personnel in registration, circulation or technical services procedures. Performs circulation desk procedures when scheduled.
2. Plans, schedules and assists in directing the work of support staff positions.
3. Processes invoices and vouchers and performs bookkeeping functions.
4. Enters fiction materials into computer database.
5. Performs acquisition procedures such as ordering and checking in materials.
6. Attends MCFLS circulation staff meetings.
7. Word Processing and some Spreadsheet work.
8. Regular and predictable attendance.

Marginal functions include, but are not limited to:

1. Perform other duties as requested by the Library Director.

EDUCATION, EXPERIENCE AND TRAINING:

1. High school diploma required.
2. Three years keyboarding and general office experience to include basic accounting desirable..
3. Minimum of two(2) years general library work experience desirable.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Considerable knowledge of library operations, services and materials.

2. Ability to supervise and direct the work of others.
3. Ability to communicate effectively with staff and patrons and to maintain effective public relations.
4. Ability to operate library business machines properly to include a working knowledge of databases and search methods.
5. Working knowledge of English grammar and spelling.
6. Ability to understand library policies and procedures and to apply them to library operations.
7. Ability to use computer software and manage computerized files.
8. Ability and willingness to maintain aforementioned skills through participation in appropriate library learning experiences.
9. Ability to identify problems and opportunities; to review possible solutions before selecting one; to utilize resources and information available when making decisions.
10. Ability to develop feasible and realistic solutions to problems; to recommend preventative, proactive solutions to prevent problems from occurring; and to refer problems to a supervisor when necessary.

PHYSICAL DEMANDS:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing, use of the telephone.
4. Far vision at 20 feet or further, near vision at 20 feet or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, lifting and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving, and processing.
8. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
9. Mobility: travel to meetings outside the library.

EQUIPMENT USED:

Typewriter, computer terminal, fax machine, reference computer, CD-ROM disc drives and software, calculator, copy machine, telephone, TDD, cash register, audiovisual equipment, microcomputer, printers, and building security system.

NON-DISCRIMINATION:

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Revised 7/00

Village of Brown Deer
POSITION DESCRIPTION

TITLE: Library Circulation Supervisor (Full Time, Non-exempt)
DEPARTMENT: Library
SUPERVISED BY: Library Director

POSITION SUMMARY:

The Library Circulation Supervisor is an integral part of a small suburban library team on the northern border of Milwaukee County. The candidate will promote a positive image of the library and reinforce the value of its services through conscientious staff supervision, enthusiastic leadership, confident technical ability, creative problem-solving, sincere customer service, consistent performance, general curiosity, and excellent dependability. Employees are not required to live in the Village of Brown Deer.

ESSENTIAL DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Customer Service – provide enthusiastic and accurate circulation services to patrons of all ages, show curiosity in patron questions, advise patrons in the use of library-supplied technology, demonstrate patience with complex and routine questions, show comfort with problem resolution, ensure outstanding communication with public.

Supervision – confidently direct the work of circulation team using established local and system policies and procedures, develop and maintain effective training processes and documentation for new staff, conduct probationary and annual performance evaluations for circulation staff, draft circulation staff work schedules to meet the needs of the library, monitor staff performance and implement improvement plans when needed.

Materials Processing – maintain clear communication with reference staff to ensure materials are processed accurately, propose and implement processing improvements, assist with cataloging or processing of materials as time permits.

Workflow Management – ensure high standards in accuracy and quality for all circulation workflows, routinely review processing workflows to ensure highest efficiency, propose and implement workflow improvements.

Recordkeeping – prepare accounts payable billing and vouchers, track and document department expenses.

Leadership – represent library on relevant MCFLS committees, assume voluntary leadership roles when opportunities arise, conduct circulation staff meetings when needed, represent circulation staff interests and concerns at monthly staff meetings, assist with annual all-staff training days, develop feasible and realistic solutions to problems, recommend proactive solutions to prevent problems from occurring.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING:

1. High school diploma or equivalent.
2. Basic proficiency with Microsoft Windows, Word and Excel, as evidenced by passing score on Biddle OPAC Office Skills proficiency test.
3. Proficiency with soft skills as evidenced by passing score on Biddle Encounter Situational Testing.
4. Schedule flexibility for day, evening and weekend work with a minimum of 2 evenings per week and up to 1 Saturday per month.
5. Excellent oral and written communication in English.

ADDITIONAL PREFERRED EDUCATION, EXPERIENCE AND TRAINING:

1. Previous employment or volunteer experience in public libraries.
2. Previous employment or volunteer experience in customer service, training or education.

REQUIRED PHYSICAL ABILITIES:

1. Sitting, standing, walking, climbing, stooping, bending, twisting and reaching.
2. Talking and hearing: at normal volume in person and on telephone, with or without corrective device.
3. Seeing: clearly both near and far, with or without corrective lenses.
4. Lifting and carrying: up to 30 pounds at one time.
5. Handling: processing, lifting and shelving books.

6. Fingering: typing, writing, filing, sorting, shelving, and processing.
7. Pushing and pulling: objects weighing 60 - 80 pounds on wheels.
8. Mobility: independent travel to meetings outside the library.

EQUIPMENT USED:

Computer and standard peripherals, variety of computer software, calculator, photocopier, scanner, telephone, cash register, computer projector, mobile device, audio system.

NON-DISCRIMINATION:

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Revised 9/2016

Please take a moment to answer this anonymous survey about the library so that we may serve you better. All questions are optional. Please take this survey only once.

Section 1: Please check one answer for each of the following:

1. Do you have a library card? Yes No

2. On average, how often do you visit the Brown Deer Library?

Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	A couple times a year <input type="checkbox"/>	Almost Never <input type="checkbox"/>
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3. How would you **rate** each of the following library services?

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Customer service	<input type="checkbox"/>				
Print Collection (Books, Newspapers, Magazines)	<input type="checkbox"/>				
Media Collection (DVDs, Music, CD Audiobooks)	<input type="checkbox"/>				
eBooks, eMagazines, MP3 Audiobooks (Zinio, Overdrive)	<input type="checkbox"/>				
Computers, Internet Access, Printers	<input type="checkbox"/>				
Youth Programs (Storytime, Summer Reading, etc.)	<input type="checkbox"/>				
Adult Programs (Author visits, Book Club, Summer Reading, etc.)	<input type="checkbox"/>				
Meeting Room Availability	<input type="checkbox"/>				
Lounging/Seating/Study Areas	<input type="checkbox"/>				
Hours of operation	<input type="checkbox"/>				

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Overall, how would you rate the library?	<input type="checkbox"/>				

4. How **important** is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing materials from Brown Deer Library's Collection	<input type="checkbox"/>				
Borrowing materials from other public libraries in Milwaukee County	<input type="checkbox"/>				
Borrowing materials from libraries outside Milwaukee County (Interlibrary loan)	<input type="checkbox"/>				
Youth Programs (Storytime, Summer Reading, etc.)	<input type="checkbox"/>				
Adult Programs (Author visits, Book Club, Summer Reading, etc.)	<input type="checkbox"/>				
Books	<input type="checkbox"/>				
Newspapers and Magazines	<input type="checkbox"/>				
Media (DVDs, Music, CD Audiobooks)	<input type="checkbox"/>				
eBooks, eMagazines, MP3 Audiobooks (Zinio, Overdrive)	<input type="checkbox"/>				
Online services (Library Website, Library Catalog, Research Databases, etc.)	<input type="checkbox"/>				
Computers, Internet Access, Printers	<input type="checkbox"/>				
Office Equipment (Photocopier, Fax Machine, Scanner)	<input type="checkbox"/>				
Staff Help with General Library Questions	<input type="checkbox"/>				
Staff Help with Library Computers, Office Equipment, etc.	<input type="checkbox"/>				
Community Meeting Room	<input type="checkbox"/>				
Lounging/Seating/Study Areas	<input type="checkbox"/>				
Inviting environment for after-school youth	<input type="checkbox"/>				

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Overall, how important is the library to you and/or your family?	<input type="checkbox"/>				

5. How do you typically find out about library programs and events?

Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Library website | <input type="checkbox"/> <i>Our Brown Deer Magazine</i> |
| <input type="checkbox"/> Social media (Facebook or Twitter) | <input type="checkbox"/> Signs or flyers in the library |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Library staff | <input type="checkbox"/> Don't know/Not applicable |
| <input type="checkbox"/> <i>Brown Deer Tracker</i> | |

Section 2: We value your opinions. Please answer the following questions:

6. What do you value most about the library?

7. How could the library or its services be improved?

8. How does the library benefit you or the community?

Section 3: Please tell us about yourself so that we may better serve you. Please check one answer for each of the following.

9. How old are you?

- | | |
|--------------------------------|--------------------------------------|
| <input type="checkbox"/> 12-17 | <input type="checkbox"/> 45-54 |
| <input type="checkbox"/> 18-24 | <input type="checkbox"/> 55-64 |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 65-74 |
| <input type="checkbox"/> 35-44 | <input type="checkbox"/> 75 or older |

10. What gender best describes you?

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

11. What is the highest level of education you have completed?

- | | |
|--|---|
| <input type="checkbox"/> Middle school | <input type="checkbox"/> Some college |
| <input type="checkbox"/> Some high school | <input type="checkbox"/> College degree or higher |
| <input type="checkbox"/> High school graduate or GED | |

12. What municipality do you live in?

- | | |
|--|---|
| <input type="checkbox"/> Brown Deer | <input type="checkbox"/> West Allis |
| <input type="checkbox"/> City of Milwaukee | <input type="checkbox"/> Greenfield |
| <input type="checkbox"/> Fox Point | <input type="checkbox"/> West Milwaukee |
| <input type="checkbox"/> Bayside | <input type="checkbox"/> Franklin |
| <input type="checkbox"/> River Hills | <input type="checkbox"/> St. Francis |
| <input type="checkbox"/> Glendale | <input type="checkbox"/> Oak Creek |
| <input type="checkbox"/> Whitefish Bay | <input type="checkbox"/> Hales Corners |
| <input type="checkbox"/> Shorewood | <input type="checkbox"/> Cudahy |
| <input type="checkbox"/> Wauwatosa | <input type="checkbox"/> Other |

*Thank you for your feedback!
-from the staff of the Brown Deer Library*