

LIBRARY BOARD MEETING
Monday, December 12, 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: November 14, 2016
- V. Unfinished Business: None
- VI. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VII. New Business
 - a. Consideration of Vouchers: November 2016
 - b. Discussion: Usage Report statistics revision
 - c. Review and Approval: Lease buyout Purchase request and 2017 copy/print system
 - d. Update: Strategic Plan quarterly update
- 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
December 8, 2016

BROWN DEER LIBRARY BOARD
November 14, 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 5:02 P.M.

I. Roll Call

Present: Board President Lutz and Board members: J. Baker, E. Bennett, S. Snyder
Also Present: Brian Williams-Van Klooster, Library Director
Excused: W. Jabas

II. Call for Additional Agenda Items: None

III. Persons Desiring to be Heard: None

a. Consideration of Minutes: October 10, 2016 – Regular Meeting

It was moved by E. Bennett and seconded by S. Snyder to approve the minutes of the October 10, 2016 regular meeting. The motion carried unanimously.

IV. Unfinished Business

a. Recap of Village Board 11/7 budget discussion

The Library Director said there was no discussion about the Library's 2017 budget.

V. Report of Library Director

a. Director's Report

The Director highlighted the Winter Market, the fact that 5 staff attended the WLA annual conference, and described the state and local downward use trends shown on the normalized use data chart. President Lutz inquired about response to the Adult Library job posting, noting that there were 6 applications submitted as of last check, but he did not review them in depth.

b. Usage Report

There were no verbal highlights or discussion of the report.

c. Revenue/Expense Report

The Director said that the YTD expense target is 83% for the end of October. Revenues are at 100%, expenditures are at 82%.

VI. New Business

a. Consideration of Vouchers: October 2016

E. Bennett inquired if the approved book trucks and security gate were purchased and already put to use. The Director confirmed that they were.

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

b. Discussion-Unique Management Service

The Director reviewed UMS' services, provided data about Brown Deer's estimated out of pocket expense, and asked the Board if they would be interested in such a service. The Board felt that BD Police should still be used to retrieve overdue materials in extreme cases, and that the UMS service has more cost and not as much teeth as the BD Police. S. Snyder suggested that BDHS students could earn volunteer hours by doing what UMS does, with a script.

VII. Report of Friends of the Brown Deer Library

The Auction earned over \$2700 before expenses.

VIII. Adjournment

Next meeting: December 12, 2016. *It was moved by E. Bennett and seconded by S. Snyder to adjourn at 5:36 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
November 15, 2016

Brown Deer Public Library - Director's Report

November 2016

Budget

- 2017 Village Budget passed with no fanfare. No changes to Library budget.

Facility

- New deadbolt lock on community room door in response to staff concerns about work area security during Winter Markets

Meetings & Training

- 11/7 Village Trustees
- 11/8 Department Heads
- 11/10 MCFLS LDAC
- 11/11 Friends of the BDPL
- 11/14 BD Library Board
- 11/15 Library Staff monthly meeting
- 11/30 Working lunch with MPL Director of Neighborhood Libraries

Marketing/Communication/Outreach/PR

- Library *Deer Reader* quarterly eNewsletter distributed 11/22, new hours announced here.
- Feedback regarding new hours has been either positive or neutral. Positive feedback is related to the earlier open time on Tues & Thurs.

Staff

- Librarian recruitment ended 11/16, 12 applications received, 8 qualified. Ranking began, interviews of top 4 to be conducted in December.
- Received one Library Assistant resignation, last day was 11/5. This employee's position was to be cut for 2017, she found a similar position at the Oak Creek Public Library. Other LAs have been very helpful in working additional hours to cover. Special thanks to Denise Wadzinski for the additional hours she's taken on.

Statistics

- Election turnout did not have any measurable effect on circulation, patron count, or new card registrations. In fact, 75% of new cards issued at BDPL in November were to Milwaukee residents.

Miscellaneous

- First Brown Deer Winter Market on 11/19. Modest turnout, few vendors. Markets in 2017 are confirmed to have at least 12 paying vendors. Village Administration is turning over to the Library all registration funds raised.

Children's / Young Adult Services

From Dana's monthly report

Did a passive program similar to our "Roaming Gnome" for part of the month of November. A stuffed turkey was hidden in the library, and when found was returned to the reference desk for a prize.

Have begun planning the 2017 children and teen summer reading programs, and three performers have been booked (Kidsplay, Mad Science of Milwaukee, and Doug the Jug). Two of these performers I met at the 2016 SEWI Youth Service Performers' Showcase.

Am in talks with a local resident on setting up a Read to Rover program.

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.

Displays & Reading Lists

- Refreshed XJ display in children's area daily
- "Books We Love" XJ display in children's area
- Christmas XJ display in children's area

Programs:

- Story time sessions, 7 total, 25 participants average
- Movie Nights, 1 evenings, 13 participants total
- Lego Club, 1 evenings, 21 participants total
- Kohl's Wild Theater, 1 evening, 8 participants total
- Afternoon Games, 1 event, 10 participants

Meetings & Training

- 11/7 SEWI Youth Services Performers' Showcase, to evaluate and recruit performers for Summer Reading
 - Monthly staff meeting
-

Adult Services

Displays

- *Holiday Music*

Meetings & Training

- Monthly staff meeting
- 11/21 MCFLS Reference and Adult Services Meeting

Miscellaneous

- Training of/supervision of one new volunteer
- Documenting and training of other staff in some duties that will be reassigned – Page scheduling, database maintenance lists
- Continued collections work including adding donations and weeding project in adult fiction

Programs

- 11/16 Adult Book Club—Discussed Kitchens of the Great Midwest – 9 attended
- 11/3 Movies for Grown Ups—14 attended, watched Miss You Already.
- 11/11 Coloring, Coffee and Conversation – 11 attended

MCFLS / Other

- Gale Analytics demonstration and discussion
 - This product was selected by MCFLS and member libraries as one of the purchases to be made with the new MCFLS ILS and Resource Sharing contract.
 - It synthesizes data from the library patron database with demographic and consumer data found in the Gale/Cengage market segmentation products
 - Could be very powerful and useful for a variety of administrative and outreach purposes. Due to the software's complexity, member library directors have called on MCFLS to develop a set of 'templates' for interesting/useful data points to help fully contextualize its value to our operations.
- PLSR update
 - Refresher: PLSR = Public Library Services Revision (was COLAND's Lean System / SRLAAW)
 - Summary of current PLSR recommendations ('service models') is attached
 - These service models foreshadow several adjustments to how libraries are served by their system office/personnel, and what services these systems might provide. The recommendations point toward more state-centralized system services that could mean many changes to MCFLS' role and functions for our membership (eg consulting, continuing education, technology purchasing/help).

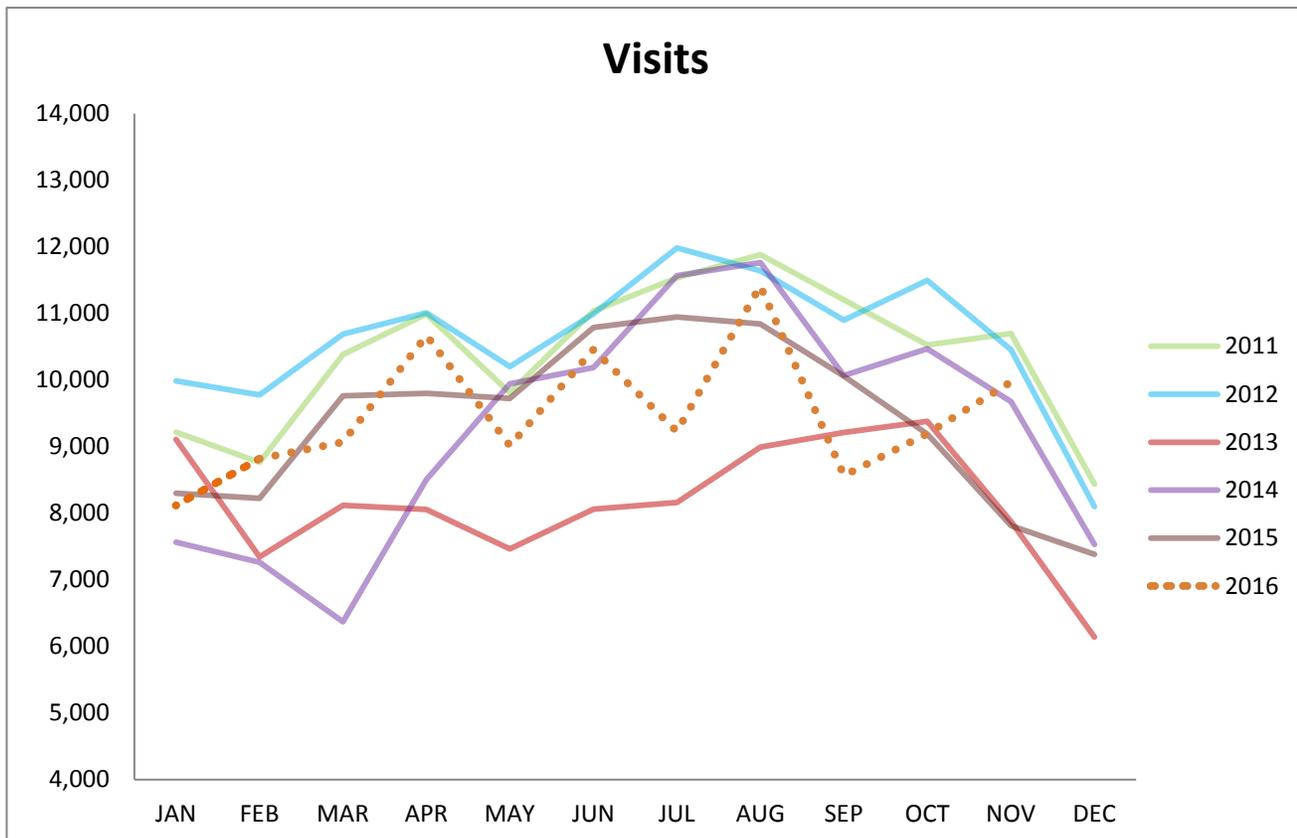
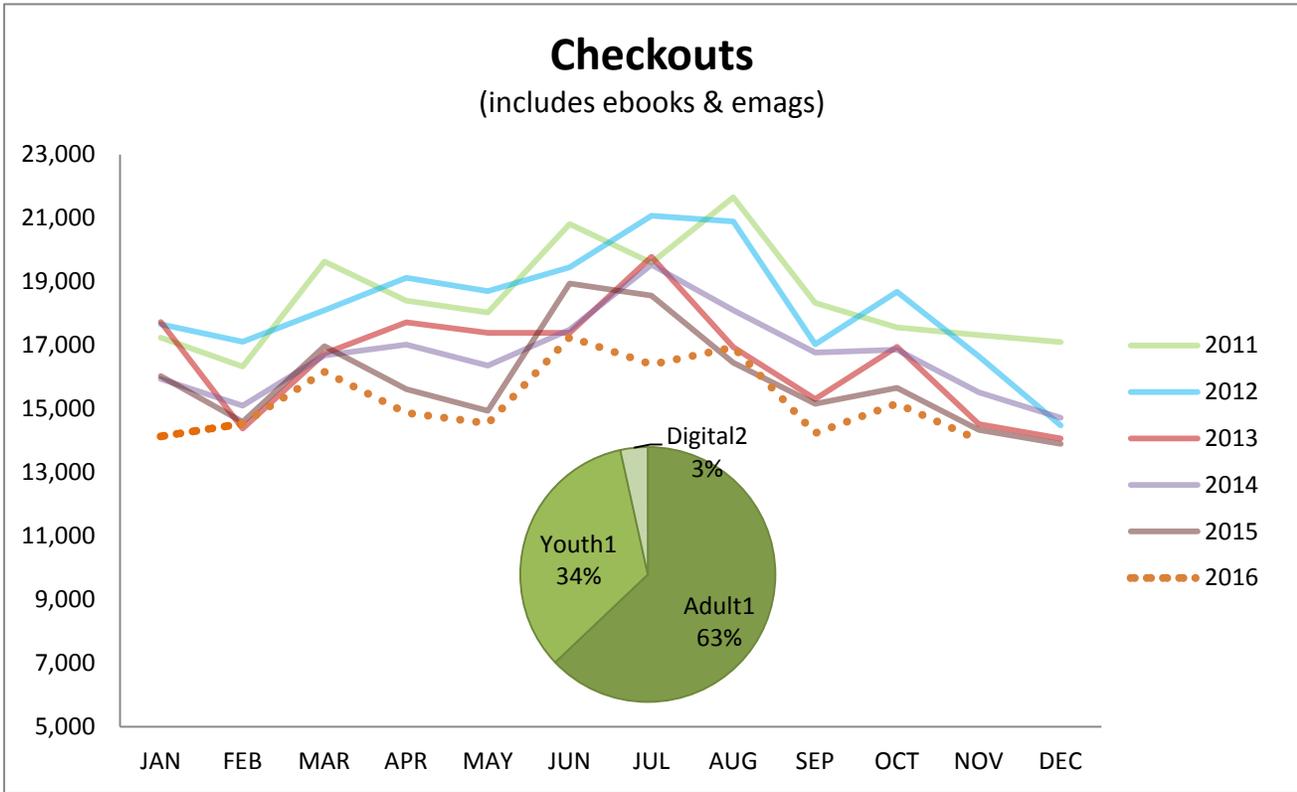
PLSR Service Model summaries

Nine workgroups were formed to develop new models for providing services. At the WLA Conference on October 26 and 27, the workgroups presented their “service models.”

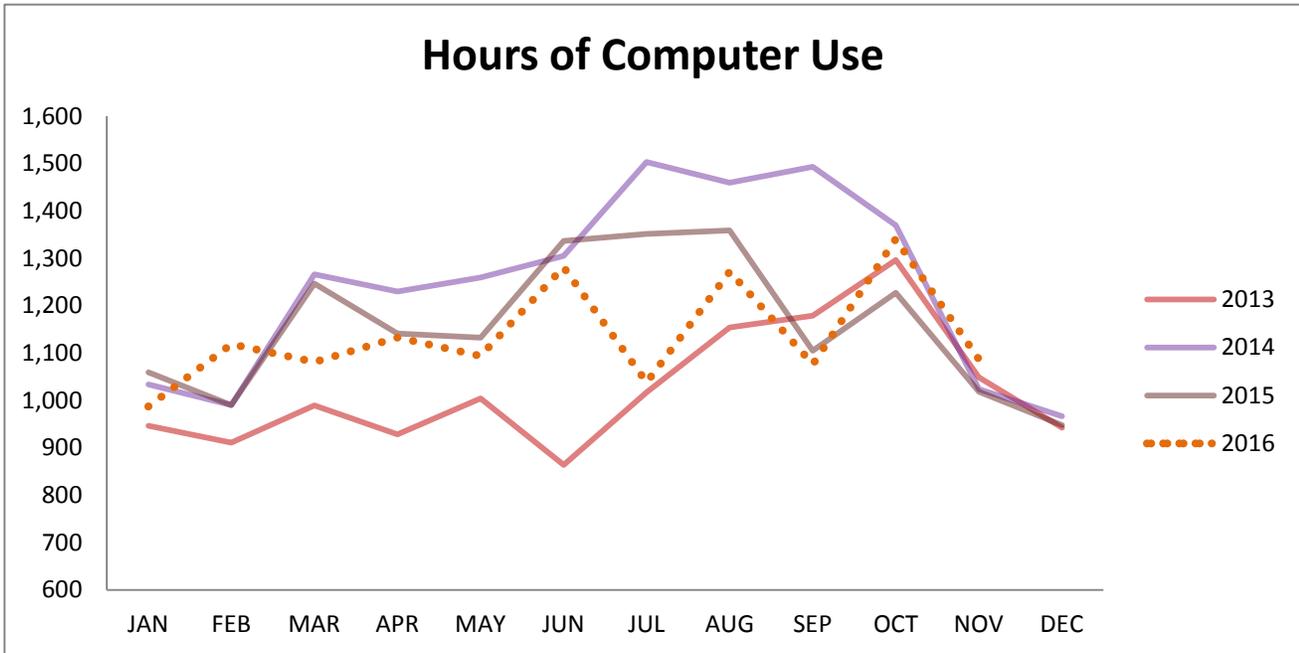
1. Chapter 43. This group will meet later to draft language to change Chapter 43 to meet the recommendations from other workgroups.
2. Consulting. The model envisions several teams around the state, each team with expertise in three areas: facilities, services, and organization. Every library would be assigned to a team. The team would connect libraries with questions to the appropriate expertise, whether in their own team or elsewhere in the state.
3. Continuing Education. Service would be provided through a single state-wide entity with training and education provided both online and in person.
4. Delivery. New regions would be organized with more efficient delivery between regions providing quicker turnaround.
5. Electronic Resources. There would be state-wide coordination and implementation of a baseline of database offerings, including training, marketing, and authentication. The system would provide savings through bulk purchasing.
6. ILL. The system would be set up so that a person could request an item not held by his or her own region and have it delivered to that person’s vacation cabin area library, and returned at another library.
7. ILS/Discovery. There would be a single state-wide “discovery layer” for the public to access the catalog. There will be several regional ILS systems. Systems would be able to access all patron records to seamlessly loan items outside of the system.
8. Resource Libraries. Will develop recommendations to help facilitate other group’s models when they are complete.
9. Technology. There will be a single high-speed library network for all libraries across the state. Other technology services, such as purchasing, technology help desk support, and the development of staff technology training, would also be run on a statewide basis. Front line assistance would be provided through regional locations.

More information is available at www.plsr.info.

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



	Reserves/Holds				Programs						
	Staff assisted holds ¹	% change from last year	Holds Pulled at 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	412	4%	1,566	11%	16	347	3	45	392	14%	
NOV	337	17%	1,421	0%	11	229	3	34	263	-11%	
DEC											
TOTAL	391	0	1,510	0	121	1,967	34	413	2,380	-10%	

**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.	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.	9,326	5,285	552	15,163	9,654	5,446	559	15,659
NOV.	8,728	4,768	527	14,023	8,924	4,736	676	14,336
DEC.	0	0	0	0	9,237	4,131	528	13,896
TOTAL	105,867	56,563	5,829	168,259	120,813	64,141	6,214	191,168

RESERVES/HOLDS

			Paging	Paging
	2016	2015	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.	412	397	1,566	1,409
Nov.	337	289	1,421	1,417
Dec.	0	315	0	1,396
Total:	391	389	1,510	1,544

COMPUTER USE

	2016			2015
	Hours used	% of Capacity	% hours used vs. last year	Hours used
JAN.	987	40%	-6.8%	1,059
FEB.	1,118	47%	12.9%	990
MARCH	1,081	43%	-13.2%	1,246
APRIL	1,133	45%	-0.7%	1,141
MAY	1,094	47%	-3.4%	1,133
JUNE	1,281	51%	-4.1%	1,336
JULY	1,038	45%	-23.2%	1,352
AUGUST	1,272	49%	-6.4%	1,359
SEPT.	1,077	47%	-2.6%	1,105
OCT.	1,340	54%	9.2%	1,227
NOV.	1,087	49%	6.7%	1,019
DEC.	0	-		948
TOTAL	12,508	47%	-2.9%	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	
16	347	3	45	392	344	
11	229	3	34	263	294	
0	0	0	0		203	
121	1,967	34	413	2,380	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
9,198	9,190
9,971	7,811
0	7,384
104,513	112,832

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2016	2016 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 11/30/2016	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	641.21	8,766.51	6,500.00		(2,266.51)	134.87	
151-000-67-4-10-20	Library-Fines	889.88	16,200.97	16,000.00		(200.97)	101.26	
151-000-67-4-10-30	Sale of Materials	122.05	1,397.53	900.00		(497.53)	155.28	
151-000-67-4-10-40	Lost Material Charges	91.58	1,851.31	1,500.00		(351.31)	123.42	
151-000-67-4-10-90	Miscellaneous Charges	213.00	4,004.91	4,000.00		(4.91)	100.12	
Total Dept 000-67-PARKS & CULTURE/RECREATION		1,957.72	32,221.23	28,900.00		(3,321.23)	111.49	
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	606.51	0.00		(606.51)	100.00	
Total Dept 000-81-INTEREST INCOME		0.00	606.51	0.00		(606.51)	100.00	
Dept 000-82-MISCELLANEOUS REVENUE								
151-000-82-4-00-10	Rent Income	0.00	31,242.47	33,000.00		1,757.53	94.67	
Total Dept 000-82-MISCELLANEOUS REVENUE		0.00	31,242.47	33,000.00		1,757.53	94.67	
Dept 000-84-INSURANCE RECOVERIES								
151-000-84-4-00-50	Insurance Recovery-Prop Damage	0.00	0.00	0.00		0.00	0.00	
Total Dept 000-84-INSURANCE RECOVERIES		0.00	0.00	0.00		0.00	0.00	
Dept 000-85-DONATIONS								
151-000-85-4-50-10	Donations - Library	0.00	10,265.22	8,000.00		(2,265.22)	128.32	
Total Dept 000-85-DONATIONS		0.00	10,265.22	8,000.00		(2,265.22)	128.32	
TOTAL REVENUES		1,957.72	546,847.44	541,980.00		(4,867.44)	100.90	
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	23,410.39	269,981.01	313,035.00		43,053.99	86.25	
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	1,345.41	15,196.86	18,072.00		2,875.14	84.09	
151-510-51-5-15-15	FICA	1,742.14	20,100.28	23,947.00		3,846.72	83.94	
151-510-51-5-15-20	Group Insurance	4,344.72	47,793.42	52,715.00		4,921.58	90.66	

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 11/30/2016	2016 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 11/30/2016	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE	
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		417.36	2,816.91	3,100.00		283.09	90.87
151-510-51-5-20-40	Printing Services		0.00	4,677.96	4,500.00		(177.96)	103.95
151-510-51-5-24-10	Equipment Maintenance Services		0.00	15,804.25	16,500.00		695.75	95.78
151-510-51-5-30-10	Office Supplies, Equip & Exp		644.07	5,112.43	3,700.00		(1,412.43)	138.17
151-510-51-5-30-15	Postage & Mailing		63.92	183.61	380.00		196.39	48.32
151-510-51-5-30-20	Communications		83.86	2,484.66	700.00		(1,784.66)	354.95
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		32.83	690.48	400.00		(290.48)	172.62
Total Dept 510-51-92400			32,084.70	385,015.87	438,249.00		53,233.13	87.85
Dept 511-51								
151-511-51-5-35-40	Collect Repair/Maint/Suppl		250.20	4,334.65	4,100.00		(234.65)	105.72
151-511-51-5-38-10	Periodicals		0.00	2,823.03	3,000.00		176.97	94.10
151-511-51-5-38-15	Books		5,074.15	32,203.37	38,000.00		5,796.63	84.75
151-511-51-5-38-20	Audio/Visual		1,395.50	10,354.78	11,600.00		1,245.22	89.27
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		867.11	4,260.21	8,000.00		3,739.79	53.25
151-511-51-5-38-40	Library Programming		72.46	421.54	1,000.00		578.46	42.15
Total Dept 511-51			7,659.42	54,397.58	65,700.00		11,302.42	82.80
Dept 512-51								
151-512-51-5-22-10	Natural Gas/Electric Service		1,566.29	16,798.94	17,000.00		201.06	98.82
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	13,200.00	14,800.00		1,600.00	89.19
151-512-51-5-23-15	Building Maint/Repair Services		2,401.36	16,998.01	4,431.00		(12,567.01)	383.62
151-512-51-5-35-10	Building Supplies		83.81	1,838.32	1,200.00		(638.32)	153.19
Total Dept 512-51			5,251.46	48,835.27	38,031.00		(10,804.27)	128.41
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			44,995.58	488,248.72	541,980.00		53,731.28	90.09
Fund 151 - Library Fund:								
TOTAL REVENUES			1,957.72	546,847.44	541,980.00		(4,867.44)	100.90
TOTAL EXPENDITURES			44,995.58	488,248.72	541,980.00		53,731.28	90.09
NET OF REVENUES & EXPENDITURES			(43,037.86)	58,598.72	0.00		(58,598.72)	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							
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBR FORMS & SUPPLIES, HOLD CALLS, POSTA	FL-02930	11/18/16	417.36	83922	
151-510-51-5-30-10	Office Supplies, Equip & F	MILW CO FEDERATED LIBR FORMS & SUPPLIES, HOLD CALLS, POSTA	FL-02930	11/18/16	644.07	83922	
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBR FORMS & SUPPLIES, HOLD CALLS, POSTA	FL-02930	11/18/16	63.92	83922	
151-510-51-5-30-20	Communications	AT & T	SERVICE	11/11/16	21.79	83850	
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBR FORMS & SUPPLIES, HOLD CALLS, POSTA	FL-02930	11/18/16	62.07	83922	
151-510-51-5-45-40	Mileage Reimbursement	EIFFLER, STEPHANIE	MILEAGE REIMBURSEMENT	11/04/16	16.74	83803	
151-510-51-5-45-40	Mileage Reimbursement	WADZINSKI, DENISE	MILEAGE REIMBURSEMENT	11/04/16	16.09	83844	
Total For Dept 510-51 92400						1,242.04	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	DVD CASES	5991147	11/11/16	60.00	83856
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	6 CAPACITY DVD CASES	5996116	11/18/16	190.20	83899
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032347836	11/04/16	45.65	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2032347838	11/04/16	58.42	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032347839	11/04/16	9.85	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2032378678	11/04/16	91.81	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	58 BOOKS	2032378679	11/04/16	59.33	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032378680	11/04/16	43.24	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2032347837	11/04/16	79.60	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2032343133	11/04/16	117.38	83793
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2032369250	11/04/16	140.86	83793
151-511-51-5-38-15	Books	INGRAM LIBRARY	SERVICE BOOK	95518448	11/11/16	5.19	83862
151-511-51-5-38-15	Books	INGRAM LIBRARY	SERVICE 45 BOOKS	95357146	11/11/16	234.20	83862
151-511-51-5-38-15	Books	INGRAM LIBRARY	SERVICE 1 BOOK	95392293	11/11/16	5.19	83862
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	5014311264	11/18/16	7.51	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032407467	11/18/16	46.17	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2032407468	11/18/16	25.83	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2032407469	11/18/16	24.67	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032407470	11/18/16	14.33	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032407471	11/18/16	18.59	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	2032399489	11/18/16	84.68	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	93 BOOKS	2032400632	11/18/16	800.59	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	21 BOOKS	2032403428	11/18/16	381.90	83888
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	2032282901	11/23/16	163.31	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	106 BOOKS	2032316820	11/23/16	832.73	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	82 BOOKS	2032417192	11/23/16	525.31	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	2032428507	11/23/16	107.95	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032313866	11/23/16	14.34	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032313867	11/23/16	13.81	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2032313868	11/23/16	32.32	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	14 BOOKS	2032313869	11/23/16	199.85	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2032313870	11/23/16	52.01	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032313871	11/23/16	17.26	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032389792	11/23/16	14.33	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	2032389793	11/23/16	120.39	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2032389794	11/23/16	251.98	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2032426550	11/23/16	29.74	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2032426551	11/23/16	30.78	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032426552	11/23/16	14.34	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2032426553	11/23/16	34.00	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	2032426554	11/23/16	293.91	83942
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2032426556	11/23/16	30.80	83942
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOKS	2032347840	11/04/16	24.48	83793

JOURNALIZED
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 511-51							
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	2 AUDIOBOOKS	20332378681	11/04/16	46.24	83793
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	CD, DVD'S,SUPPLIES, CHARGING STATIO	113770535713	11/04/16	1,263.85	83838
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOKS	2032389795	11/23/16	21.76	83942
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	2 AUDIOBOOKS	2032426557	11/23/16	39.17	83942
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	78 BOOKS	2032412091	11/23/16	474.52	83942
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	29 BOOKS	2032426555	11/23/16	392.59	83942
151-511-51-5-38-40	Library Programming	HOSFORD, REBEKAH	REIMBURSEMENT-SUPPLIES-BOOK CLUB	10192016	11/04/16	15.20	83810
151-511-51-5-38-40	Library Programming	SYNCB/AMAZON	CD, DVD'S,SUPPLIES, CHARGING STATIO	113770535713	11/04/16	57.26	83838
Total For Dept 511-51						7,659.42	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	11302016	11/30/16	1,340.63	83982
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	11302016A	11/30/16	225.66	83982
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	MONTHLY CLEANING SERVICE	12665	11/11/16	1,200.00	83859
151-512-51-5-23-15	Building Maint/Repair Ser	THE LIBRARY STORE INC	6 BOOK TRUCKS	229832	11/04/16	2,087.76	83839
151-512-51-5-23-15	Building Maint/Repair Ser	REUPERT PLUMBING	PLUMBING SERVICE-PUBLIC RESTROOM	46831	11/11/16	174.60	83872
151-512-51-5-23-15	Building Maint/Repair Ser	NABCO ENTRANCES INC	SERVICE-OUTSIDE DOOR	112179	11/30/16	139.00	83975
151-512-51-5-35-10	Building Supplies	SYNCB/AMAZON	CD, DVD'S,SUPPLIES, CHARGING STATIO	113770535713	11/04/16	63.98	83838
151-512-51-5-35-10	Building Supplies	BATTERIES PLUS	LIGHT BULBS	545-284685	11/11/16	19.83	83852
Total For Dept 512-51						5,251.46	
Total For Fund 151 Library Fund						14,152.92	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
		Fund Totals:					
			Fund 151 Library Fund			14,152.92	
			Total For All Funds:			<u>14,152.92</u>	

2017 Village Holiday closures and proposed Library closures

January 16 – Martin Luther King Jr/All Staff In-Service day
need approval

April 15-16 - Easter Weekend (Saturday-Sunday)
need approval for 15th (Saturday)

May 29 – Memorial Day Observed (Monday)
need approval for 27th (Saturday)

July 4 – Independence Day (Tuesday)
need approval for 1st (Saturday)

September 4 – Labor Day (Monday)
need approval for 2nd (Saturday)

November 23-24 – Thanksgiving, Friday after (Thursday, Friday)
need approval for 25th (Saturday)

December 25-26 – Christmas Day Observed, Christmas Eve (Monday-Tuesday)
need approval for 23rd (Saturday)

December 29 – New Year's Eve Observed (Friday)
need approval for 30th (Saturday)

January 1, 2018 – New Year's Day Observed (Monday)

Lease buyout Purchase request & 2017 copy/print system

Our Xerox copier and coin/bill acceptor lease will expire end of December 2016. Rather than immediately enter into a new 5 year lease in January, I want us to wait until we are positioned to implement some improvements to our copy/print system. I expect this occur sometime in early-mid 2017. In order to avoid entering into a new lease, we need to buy out our leased equipment for \$700.

Improvements desired:

1. Increase patron self service for those printing from the computer, so that front desk staff are not routinely handling transactions of very low value.
2. Reduce incidents of patrons printing and photocopying at the same time, causing lost funds and machine errors.
3. Use a print system that is compatible with other nearby MCFLS libraries, reducing patron frustration over unusable funds and MCFLS Directors' time spent managing and negotiating diverse contracts and equipment.
4. Make it possible to pay for copy/print using credit/debit, as people are coming to expect in an increasingly cashless society (I bought a soda at a vending machine with my debit card recently)

Rationale:

- Good timing. Our timeline is very compatible with the announcement of similar goals at MPL. MPL plans to replace their copy/print system in 2017 using an RFP. If the solution they choose is also right for Brown Deer, our many crossover users will benefit from a uniform experience. Until MPL has selected a vendor it would be unwise for us to commit to our own solution.
- Possible uniform solution among MANY county libraries: 8 other libraries are also dissatisfied with their copy/print system and responded favorably to my proposal to explore a county-wide solution with MCFLS and MPL. Increased member participation could help reduce individual library costs.
- Better customer service and increased operating efficiencies.

Cost:

- Xerox copier and coin/bill acceptor lease buyout: \$700
- New copy/print system, when implemented: estimated to be equal to current combined costs of copier lease and print software (based on quote from TBS for system equivalent to SAM)

Note:

- Credit/Debit transactions carry additional charges that cash does not. Standard transaction charge is .009¢ of each 15¢ transaction, applied by the card payment processor. This will reduce our revenue by a small amount (revenue estimated to be approximately \$200 less if half of all copy/print transactions are paid for by CC).

Milwaukee Public Library and IMLS ConnectED Library Challenge

Milwaukee Public Library is participating in an initiative called the IMLS ConnectED Library Challenge. This initiative is a way for communities throughout the country to create or strengthen partnerships **so that every child enrolled in school can receive a library card**. The ConnectED Library Challenge calls upon library directors to work with their mayors, school leaders, and school librarians, to provide wider access to the learning resources and books of America's libraries. More information on this initiative can be found here: <https://www.ims.gov/issues/national-initiatives/connected-library-challenge>

How will this participation impact suburban libraries?

As of November 11, 2016 MCFLS has created virtual accounts for all Milwaukee Public School (MPS) students. These accounts will be created with a specific PTYPE (30 – DIGITAL CARD MILWAUKEE) that restricts access only to the following library services:

- Public computers
- Electronic resources like OverDrive and Zinio
- Electronic databases

These accounts are called “digital cards” because PTYPE 30 only allows access to electronic resources provided by the library. **No physical library materials can be checked out on these accounts. These accounts cannot place holds.** Almost all MPS students will be using these accounts for public computer access if they come into your library.

To access these resources, a PIN number *will* be created as part of the account setup **using the student's four digit birth year (20xx) or for the oldest students (199x).**

Why are you also referring to these as “virtual” accounts?

We refer to these as virtual accounts because **NO physical library card will be given to the students**. Instead of a library card number, students will use their **SCHOOL ID** number as the access point to these electronic resources. Students know their school ID and using this field as their access point will remove one barrier to access. Since the SCHOOL ID field is included within the patron barcode index, this number (along with a PIN number) will allow access to resources like OverDrive with very little work required by the vendor or MCFLS staff. The Sierra database will view these SCHOOL ID numbers as an access point to their account in the same way that it treats the library card number.

What will these virtual accounts look like in Sierra?

The virtual MPS accounts will include enough information to allow access to electronic resources, but not much else. These fields are part of all virtual accounts:

- School ID number
- WI Student State ID number
- Name
- Birth date
- Expected graduation date (to be used as the EXP DATE in the record)

These fields will also be added by MCFLS to each account:

- A MESSAGE field explaining the purpose of the card and who to contact at MPL for further information
- A CAMPAIGN field identifying the account is part of the ConnectED Library Challenge

Here's an example of what the account might look like:

Edit Patron Record - p2780074x

File Edit View Tools

Insert Save/CI... Delete Print Close

p2780074x Last Updated: 11-09-2016 Created: 05-27-2016 Revisions: 27

EXP DATE	05-31-2030	BIRTH DATE	02-04-2002	CUR ITEM B	0
LIB OF REG	1 MPL CENTRAL	RESIDENCE	1 MPL Central	PIUSE	0
GENDER	-	PMESSAGE	- ---	OD PENALTY	0
REGION	1 CITY OF MILWAUKEE	MBLOCK	-	CUR ITEM C	0
P TYPE	30 DIGITAL CARD MILWAUKEE	CL RTRND	0	CUR ITEM D	0
TOT CHKOUT	0	MONEY OWED	\$0.00	NSL DIVISIONS	0 -
TOT RENWAL	0	BLK UNTIL	- -	CIRCACTIVE	10-11-2016
CUR CHKOUT	0	CUR ITEM A	0	NOTICE PREF	- NONE

MESSAGE
IMPORTANT! This account uses a PTYPE limited to DIGITAL ACCESS ONLY, meaning access to computers and digital resources like databases and OverDrive is allowed, but Sierra will prevent checkout of physical materials to this patron. <more>

MESSAGE
The account can be upgraded to a REGULAR PTYPE when full registration is completed. Update all fields as appropriate, and remove all messages when completed. PLEASE RETAIN EXP DATE if possible. EXP DATE is based on expected graduation date. Please contact Mary Evans at MPL if you have any questions. Thank you.

PATRN NAME
SMITH, ROBERT A

SCHOOL ID
0123456

CAMPAIGN
DO NOT DELETE NOTE - MPL CONNECTED LIBRARY CHALLENGE 2016

NOTE
WSN: 9876543210

PIN
F6QivThDYsm0Q

Edit Mode (INS)

Will MPS students be able to upgrade their accounts to standard PTYPEs with actual library cards?

Yes. The ultimate goal of the ConnectED Library Challenge is to provide wider access to the learning resources and books of America's libraries. The path for MPS students to gain this access is to upgrade their cards by completing full registration at the library. This process will work the same way as online patron registration. The virtual accounts can be supplemented with the standard information required for registration and at the conclusion of the process the student will be issued a physical library card with full access to all materials within the system.

Can suburban libraries participate in the ConnectED Library Challenge?

Yes. We can use the MPS ConnectED experience as an example and refine it for use by suburban libraries if they wish to participate. Please consult the addendum to this document and contact Steve Hesper when you are ready to proceed.

Who do I contact if I have questions about this initiative?

Joan Johnson from MPL is the point person for MPL ConnectED Library Challenge. Her email is JRJohns@milwaukee.gov. Steve Hesper from MCFLS is also part of the ConnectED workgroup headed by Joan which meets regularly.

Addendum

Member Library Participation in the IMLS ConnectED Library Challenge

MCFLS member libraries can choose to participate in the IMLS Library Challenge at any time. While there are different ways to get library access into the hands of students, MCFLS recommends the MPL model. We recommend this model because it does not require library staff to do a substantial amount of work merging and de-duping records within the patron database after the records are loaded. During MPL beta testing, it was found that a significant amount of staff time was spent merging existing patron records with the new records. Conversely, the digital cards can be upgraded and any de-duping done by library staff at the point of contact when students arrive at the library for full registration. Regardless of the model, we ask that you please work with MCFLS staff to ensure the process can be done correctly. Since this process is new, some of these steps are fluid and will most likely change over time.

To get started with the IMLS ConnectED Library Challenge:

1. Reach out to your school administration and city administrators to gauge interest. Active participation by all parties (particularly school administration) is essential. Develop a plan to work with school district staff to promote the increase in library access. MPL is working closely with MPS staff in a number of areas and can assist with questions in this area.
2. Once interest in the project is established, develop a Memorandum of Understanding (MOU) between your library, the school district and municipality. Milwaukee Public Library has an MOU in place; contact Joan Johnson at MPL for more information.
 - a. If your library covers multiple school districts, this will need to be spelled out in the MOU.
 - b. Schools are required by law to protect student information via the Family Educational Rights and Privacy Act (FERPA). Your MOU will need to account for FERPA protections.
 - c. The MOU should indicate the data elements to be provided by the school district. MCFLS recommends the following data elements. Additional data elements can be entered into the record, but we view these as the most important.
 - i. School ID number
 - ii. WI Student State ID number
 - iii. Name
 - iv. Birth date
 - v. Expected graduation date (to be used as the EXP DATE in the record)
 - d. The MOU should also indicate when and how the student data will be sent to MCFLS. MPS is currently providing updated data in January, May and September of each year in accordance with "3rd Friday" attendance counts. Students no longer in the district will be purged at the end of the school year.
3. Arrange for a meeting between school district staff and MCFLS staff to discuss the data transfer. In all cases, the data must be transferred securely using SFTP, SSL/TLS encryption or other method.
4. Once the records are uploaded to Sierra, school district staff can work with librarians to promote the increased access. Outreach to school staff and students is necessary to ensure long-term success.
5. MCFLS staff will be able to provide ongoing statistics on digital card use upon request.

If you have any questions about this process, please contact Steve Hesel at MCFLS.