

**LIBRARY BOARD MEETING**  
**Monday, April 11, 2016**  
**Library Community Room, 5:00 P.M.**



**PLEASE TAKE NOTICE** that a meeting of the Brown Deer Library Board will be held in the Community Room at the Brown Deer Library, 5600 West Bradley Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Call for Additional Agenda Items
- III. Persons Desiring to be Heard
- IV. Consideration of Minutes: March 14, 2016
- V. Unfinished Business
  - a. Discussion of SB 466/2015 Act 169: Return of Library Materials
  - b. Consideration of revisions to Brown Deer Public Library Policy Manual
  - c. Clarification of gutter repair funding source
- VI. Report of Library Director
  - a. Director's Report
  - b. Usage Report
  - c. Revenue/Expense Report
- VII. New Business
  - a. Consideration of Vouchers: March 2014
  - b. National Library Week promotion
  - c. Fieldwork job description approval
  - d. 2016 CIP update
  - e. 2015-2016 Department Performance and Goals presentation to Village Trustees
  - f. Library hours on November 8 discussion
  - g. Library Administrative Policy proposal
- 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  
April 6, 2016

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

**BROWN DEER LIBRARY BOARD**  
**March 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 5:03 P.M.

**I. Roll Call**

Present: Board President Lutz and Board members: J. Baker, E. Bennett, W. Jabas, S. Snyder  
Excused: Brian Williams-Van Klooster, Library Director  
( He did call in by phone but was told by President Lutz this was not necessary.)  
Also in attendance Village Manager: Michael Hall

**II. Call for Additional Agenda Items**

None

**III. Persons Desiring to be Heard**

Patron Robert Bougie- He expressed concern with the limited selection of new release paperback books.

**IV. Consideration of Minutes:**

- a. February 8, 2016 – Regular Meeting - *It was moved by J. Baker and seconded by S. Snyder to approve the minutes of the February 8, 2016 regular meeting as corrected. The motion carried unanimously. Correction: Friends of the Library Patron match amount is \$280 not \$560.*

**V. Unfinished Business**

None

**VI. Report of Library Director**

- a. Director's Report – Reviewed information in report. 2015 Annual Report to the Community was passed out to Board members by President Lutz.
- 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: January 2016  
Discussed MCFL overdrive charges in February. \$2,186 and \$931.72. We will ask the Library Director to explain these charges at the next meeting.  
*It was moved by J. Baker and seconded by E. Bennett to approve the payment of the February 2016 vouchers. The motion carried unanimously.*
- b. Consideration of gutter/downspout bids  
Discussed the three bids.

*It was moved by S. Snyder and seconded by J. Baker To recommend the Noffke bid which includes 85 feet of 8" gutter. The motion carried unanimously.*

- c. Discussion of SB 466/2015 Act 169: Return of Library Materials- Tabled until next meeting
- d. Consideration of revisions to Brown Deer Public Library Policy Manual – Tabled until next meeting.
- e. A thank you note was presented to the Library Board for the meal provided to the staff on January 18<sup>th</sup> during the in-service day.

**VIII. Report of Friends of the Library**

W. Jabas said Friends sponsored the Schlitz Audubon Center's Raptors program at the Library on March 12 approximately 70 patrons attended. Plant Sale order forms will be available April 1<sup>st</sup>. Plant Sale pick up will be May 21<sup>st</sup> .

**IX. Adjournment**

**Next meeting: April 11, 2016.** *It was moved by E. Bennett and seconded by J. Baker to adjourn at 5:45 P.M. The motion carried unanimously.*

Wendy Jabas, Library Board Member  
March 21, 2016

## **MEDIA TOOL KIT FOR LIBRARIANS & TRUSTEES – Return of Library Materials**

Governor Walker signed the Return of Library Materials bill into law on February 29 along with nearly 50 other bills. This legislation was supported by the Wisconsin Library Association (WLA).

The legislation clarifies how two different Wisconsin statutes work together; one is about library patron privacy (s.43.30) and the other about theft of library materials (s. 943.61). Some libraries already contracted with collection agencies or followed municipal ordinances that allowed law enforcement assistance. Other libraries had been advised by municipal attorneys that they could not.

### **Local media may be contacting individual community libraries to inquire about local policies.**

**Media coverage** of the Return of Library Materials bill during the legislative process emphasized a library's potential use of police powers, referenced "library fines" as interchangeable with the retrieval of and payment for unreturned items, and trivialized the loss of library materials. While post-bill signing coverage following a timely WLA press release on February 29 has portrayed patron privacy protection and lost item retrieval more accurately, references to librarians snitching on deadbeat borrowers and confusion over police collecting ordinary fines continues to be imperfectly understood.

**Please see page 2 for a copy of the WLA press release** that can be shared with your local media, accompanied by a paragraph or two briefly explaining your particular library's current policies and practices. It's better to be proactive and tell your library's story in your own way than end up responding to a pre-set frame.

**Be prepared for media questions** about how this may affect your library: Does your library currently contract with a library collection agency? If so, what is the return on investment? If not, will you? Does your library already receive some kind of assistance from law enforcement to retrieve unreturned items? Are policy changes by the library board anticipated with this new law? How much on average does your library lose in unreturned materials in a typical year?

### **Here are the main talking points:**

- **The legislation is directed at return of materials and replacement costs, not ordinary "nickel and dime" library fines.**
- **The legislation addresses a big problem: non-returned library materials cost Wisconsin taxpayers an estimated \$3 million annually.**
- Librarians are frugal and attentive guardians of the public's assets.
- Libraries respect and protect the privacy rights of citizens who utilize library services and resources.
- This legislation strikes the proper balance between patron privacy and the protection of public property while providing libraries with clear statutory authority.
- Information to be disclosed is limited to the individual's name, contact information, amount owed and the number and types of overdue materials (NOT the titles of the materials).
- The legislation is enabling, not mandatory. No library board will be obligated to contract with a collection agency.
- No law enforcement agency will be obligated to retrieve library materials or collect amounts owed for lost items. Mutually acceptable local agreements are constructed and implemented to appropriately fit each community's library and police policies.
- Our library board will review the new law to determine if any changes to our current policies are needed.

Co-chairs Kathy Pletcher [klpletcher@gmail.com](mailto:klpletcher@gmail.com) and Nick Dimassis [ndimassis@beloitlibrary.org](mailto:ndimassis@beloitlibrary.org)

WLA Executive Director Plumer Lovelace,(608) 245-3640 or 608 235-8887(cell) [lovelace@wisconsinlibraries.org](mailto:lovelace@wisconsinlibraries.org)



WISCONSIN  
LIBRARY  
ASSOCIATION

4610 South Biltmore Lane  
Madison, WI 53718  
608.245.3640

**FOR IMMEDIATE RELEASE**

February 29, 2016

**Media Contact:**

Plumer Lovelace, Executive Director

Office: 608.245.3640

Email: [lovelace@wisconsinlibraries.org](mailto:lovelace@wisconsinlibraries.org)

Web site: [www.wla.wisconsinlibraries.org](http://www.wla.wisconsinlibraries.org)

### **Governor Signs Bill to Assist Return of Library Materials**

Members of the Wisconsin Library Association (WLA) expressed appreciation as Senate Bill 466 was signed into law by Governor Scott Walker on Monday, February 29, 2016.

The bipartisan legislation coauthored by Senator Sheila Harsdorf (R-River Falls) and Representative Nancy VanderMeer (R-Tomah) is about retrieving unreturned public library materials and collecting replacement costs.

“This isn’t about nickel and dime fines for items that are returned late,” stated WLA Executive Director Plumer Lovelace. “This is a serious issue. More than three million dollars’ worth of taxpayer-owned library materials are simply not being returned to our public libraries each year, despite months of repeated notices and calls from library staff. Statewide, libraries are losing about 5% of their annual materials purchasing budget.”

The legislation clarifies how two different Wisconsin statutes work together; one is about library patron privacy (s.43.30) and the other about theft of library materials (s. 943.61). Some libraries already contracted with collection agencies or followed municipal ordinances that allowed law enforcement assistance. Other libraries had been advised by municipal attorneys that they could not.

Libraries take patron privacy seriously, as well as their responsibility for items purchased with tax dollars. The new law balances privacy with fiscal responsibility by authorizing public libraries to disclose a limited amount of information to third parties in order to retrieve missing library items.

The legislation allows libraries to share the patron name, amount owed, number and type of materials, but not the titles or subject matter, with collection agencies specializing in a soft but effective approach to library accounts.

The legislation also allows a library to choose to share the same limited patron information with local law enforcement for accounts with unreturned materials totaling over \$50 in value. The most common scenario is mailing a letter to the patron on police letterhead.

It is expected that local libraries choosing to use some variant of law enforcement assistance will craft agreements that take both the library board policies and municipal or county law enforcement policies into account when implementing a procedure that best fits their communities.

# State of Wisconsin



2015 Senate Bill 466

Date of enactment: **February 29, 2016**

Date of publication\*: **March 1, 2016**

## 2015 WISCONSIN ACT 169

AN ACT *to renumber* 43.30 (1b) (a); and *to create* 43.30 (1b) (ae) and 43.30 (6) of the statutes; **relating to:** authorizing certain libraries to notify collection agencies and law enforcement agencies of delinquent accounts.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 43.30 (1b) (a) of the statutes is renumbered 43.30 (1b) (ag).

**SECTION 2.** 43.30 (1b) (ae) of the statutes is created to read:

43.30 (1b) (ae) "Collection agency" has the meaning given in s. 218.04 (1) (a).

**SECTION 3.** 43.30 (6) of the statutes is created to read:

43.30 (6) (a) Subject to par. (b) and notwithstanding sub. (1m), a library that is supported in whole or in part by public funds may report the following information as provided in par. (c):

1. Information about delinquent accounts of any individual who borrows or uses the library's documents or other materials, resources, or services.

2. The number and type of documents or materials that are overdue for each individual about whom information is submitted under subd. 1.

(b) If a public library discloses information as described in par. (a), the information shall be limited to the individual's name, contact information, and the amount owed to the library.

(c) A library may report the information as described in par. (a) to any of the following:

1. A collection agency.

2. A law enforcement agency, but only if the dollar value of the individual's delinquent account is at least \$50.

**SECTION 4. Initial applicability.**

(1) This act first applies to delinquent amounts that accrue on the effective date of this subsection.

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\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

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  - H Community Room
  - J Display Case and Street Sign Electronic Message Board
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**Comment [BDPL1]:** Change to subsection J of Materials Selection Policy

**Comment [BDPL2]:** 1-Lots of duplication, esp with V:Patron Rules of Conduct. Move contents elsewhere into other relevant procedures  
2-Rename 'Library Cards'  
3-Info from VIa goes here

**Comment [BDPL3]:** 1-Move to V, rename Vb  
2-add Use of Patron Data for Return of Library Materials

**Comment [BDPL4]:** Move to IV, rename 'Library Cards'

**Comment [BDPL5]:** Add Bulletin Board from section III

## I. LIBRARY MISSION AND OBJECTIVES

**MISSION STATEMENT:** The Brown Deer Public Library, established and supported by the citizens of Brown Deer, provides access to the facilities, resources and services necessary to meet the informational, educational and recreational needs of all people in the community. It assembles preserves and administers an organized collection of print and non-print materials to fill these needs.

**Comment [BS1]:** Moved to this location from section V Rules of Conduct

**OBJECTIVES** (adopted 1979):

**Comment [BS2]:** Helpful for contextualizing the weirdness of some of this content

1. To assemble, preserve and administer in an organized manner, books and related educational, recreational and cultural material for the use of the community.
2. To serve the community as a center of reliable information by providing opportunity and encouragement for all citizens in the community to educate themselves continuously.
3. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical, ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition of ideas.
4. To seek continuously to identify and meet community needs by critical selection from the mass of available material those which best meet those needs.

## IV. LIBRARY RULES AND REGULATIONS

The following Rules and Regulations are hereby adopted:

- a. ~~Pets, except those aiding the handicapped, are not permitted in the library.~~
- b. ~~Food items, including gum, candy and beverages without a secure leakproof top are not to be consumed in the library.~~
- c. ~~The library building is a non-smoking facility.~~
- d. ~~Hours of operation will be established by the Library Board.~~
- e. ~~Library closings due to snow emergencies will coincide with Village administrative policy concerning snow emergencies.~~

f.a. The use of library bulletin board space or the posting of notices in the library is governed by the following:

1. All poster and bulletin board space is primarily to provide information about, and foster effective use of, the library's own materials and services.
2. When the library's own needs have been satisfied, community notices of a cultural, recreational, educational, or service nature sponsored by non-profit organizations may be posted subject to the following guidelines:
  - o The following notices shall not be posted: those of religious activities, those of political parties, flyers for candidate for public office, commercial advertising, personal notices.
  - o All items for posting must be given to the Library Director for approval. Acceptable material will be dated prior to posting and shall not remain posted longer than four weeks.

g.b. Solicitation in the library:

- The placing of containers or other receptacles by non-Brown Deer Library-affiliated groups for the purpose of receiving donations of money or goods is prohibited.
- In person distribution of literature or information in exchange for patron names or contact information is not permitted.

**Comment [BDPL1]:** Clear this section by moving contents to other more relevant portions of policy manual (the majority of this section dates from the original 1978 Policy Manual)  
Replace with content from section VIa, retitled LIBRARY CARDS

**Comment [BDPL2]:** Duplicated elsewhere in policy manual, esp. section V: Patron Rules of Conduct

**Comment [BDPL3]:** Delete-Statutory

**Comment [BDPL4]:** Delete, procedural

**Comment [BDPL5]:** [move section 'f' above to APPENDIX J: USE OF LIBRARY DISPLAY CASE, STREET SIGN ELECTRONIC MESSAGE BOARD, BULLETIN BOARD

**Comment [BDPL6]:** [move section 'g' above to POLICY V: RULES OF CONDUCT

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Approved by Library Board, rev. 6/8/15

## **IVa. Confidentiality of Library Records**

### *43.30 Public library records.*

(1m) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records or to libraries as authorized under sub. (5).

(5) (a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

(5) (b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

1. Brown Deer Public Library circulation records and other records identifying the name of the library users are considered to be confidential in nature. This includes surveillance system video recording and playback.
2. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Employees of the Brown Deer Public Library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such process, order, or subpoena, the library's officers shall consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they shall insist that such defects be cured.

## **IVb. Use of Patron Data for Communication and Marketing**

The Brown Deer Library has adopted the *MCFLS Guidelines for Use of Patron Data* (MCFLS Admin Manual Insert #A-11) with the further restriction that contact information not be used for direct solicitation for monetary donations.

The *MCFLS Guidelines for Use of Patron Data* is reproduced as Appendix K in this document.

### IVc. Theft of Library Materials

The Library takes theft of materials very seriously. Using Wisconsin Statutes 939.49 (Defense of property and protection against retail theft) and 943.61 (Theft of Library Materials) as guidelines, the following policy is established.

THEFT—Taking library materials past the last point of checkout without library Staff permission and/or activation of the security device. When the security gate alarm sounds, Staff will ask Patron to come back inside the security gates. If Patron refuses, or claims not to have any library materials, Patron is theft suspect and Police will be called.

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Comment [BDPL7]: MOVE TO Vb 'Patron Rules of Conduct'

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### IVc Use of Patron Data for the Return of Library Materials

Pursuant to SB466 the Brown Deer Library will exercise its right to share limited patron information with local law enforcement or contracted collection agencies to encourage the return of library materials. Though specific thresholds are not set, action will likely be taken when unreturned Brown Deer Library material replacement costs exceed \$50 and are more than 60 days overdue.

## V. Patron Rules of Conduct

~~A. **MISSION STATEMENT:** The Brown Deer Public Library, established and supported by the citizens of Brown Deer, provides access to the facilities, resources and services necessary to meet the informational, educational and recreational needs of all people in the community. It assembles preserves and administers an organized collection of print and non-print materials to fill these needs.~~

**Comment [BDPL1]:** Move to section I Library Objectives

~~B-A.~~ To provide an atmosphere that will support the Library's mission statement and to recognize the patron's First Amendment rights, the following rules shall be observed by all library patrons. The safety of patrons and staff is a major concern. Any behavior that disrupts the orderly use of the library by patrons or that affects the staff's ability to provide services is prohibited. Staff members are authorized to bring to an individual's attention any act or behavior which detracts from proper behavior in the library. Any misconduct that disturbs other patrons or employees, or, that hinders use of the library or library materials is prohibited. Misconduct might include, but is not limited to:

1. Loud or boisterous behavior.
2. Conversation that is above normally acceptable noise levels or is disturbing to other individuals.
3. Cell phone use is allowed under the following restrictions:
  - A. When you enter the library, your ringtone must be set to silent or vibrate.
  - B. Be considerate of those around you and limit your calls to brief, quiet conversations.
  - C. If you need to have an extended conversation, please exit the building to do so.
  - D. Refrain from using your cell phone at the service desks.
4. Abusing and/or misusing library furniture, equipment, materials or causing damage to the library building, equipment or furnishings
5. Harassing others, either verbally or through actions. Harassment may include unwanted conversations with other individuals or employees, impeding access to the building or an area of the building, sexual harassment as defined by WI State Statutes and U.S. Federal law, etc.
6. Running in the library.
7. Tables: the library reserves the right to limit the number of individuals who sit together. There is a limit of one person per chair and chairs may only be used for their intended purpose.
8. No bicycles are allowed in the library including the lobby. Bicycles should be left in the bike rack outside.
9. No skateboards, roller skates, roller blades or similar toy/sport articles are to be used in the library or on property surrounding the library.
10. Eating is prohibited in the library. Drinking is of liquids in a secure, leakproof container is allowed.
11. Smoking is prohibited in the library including entryways, meeting rooms, restrooms and staff areas.
12. Consumption of alcohol or the use of illegal drugs is not allowed on library property.
13. Pets, except for service animals, are not allowed in the library.
14. Restrooms are for use by library patrons only.
15. Shoes must be worn at all times in the library.
16. Sleeping is prohibited in the library.
17. An acceptable standard of personal hygiene is expected of all individuals. Unpleasant body odor, which may offend other individuals in the library, thereby causing a disruption of service, is considered unacceptable. An individual with an unacceptable standard of personal hygiene will be advised of the rule.

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~~17-18.~~ Solicitation, in the form of placement of containers or other receptacles by non-Brown Deer Library affiliated groups for the purpose of receiving donations of money or goods, or the distribution of literature or information in exchange for patron name and/or contact information.

**Comment [BDPL2]:** Moved from section IV: Library Rules and Regulations

~~C-B.~~ Persons violating the above rules will, in each case, receive one (1) warning and at the second offense must leave the library for the rest of the day. If the individual responds negatively to the first warning, they will be asked to leave immediately.

~~D-C.~~ If a patron's behavior is extremely disruptive, dangerous, or illegal, the police shall be called immediately. Included in disruptive behavior is abusive or threatening language, actions or behavior.

E. Library patrons who repeatedly violate the library rules of behavior will have their library privileges revoked or restricted. In all of the above cases, staff should document time, date, person's name and description of the incident. Under Chapter 43.52 of WI State Statutes, the Library Board does have the right to revoke a person's rights to access to the library if the person has a history of disruptive behavior.

1. Access to the library may be limited for an adult who has caused repeated disruption in the library or has been warned that his/her library privileges may be withheld and that his/her use of the library may not be permitted if such behavior continues. Documentation of incidents is mandatory in order for the Library Board to bar an individual.

2. A minor who has caused repeated disruption in the library will be warned that library privileges will be restricted if such behavior continues and a letter will be sent to the parent(s) or guardian(s) describing the misconduct and warning them of the consequences. A minor who becomes a continuous disturbance in the library will not be permitted to use the library unless a parent or guardian accompanies and supervises the minor while s/he is in the library.

*The Library Board reserves the right to amend this policy and to rule on situations not specifically covered herein.*

**Approved by Library Board 3/14/11, rev. 7/2015**

## **Vb. Theft of Library Materials**

The Library takes theft of materials very seriously. Using Wisconsin Statutes 939.49 (Defense of property and protection against retail theft) and 943.61 (Theft of Library Materials) as guidelines, the following policy is established.

### **Failure to Return Library Materials**

Brown Deer Village Municipal Code

Sec. 34-61. - Failure to return library books and property.

No person shall fail to return any book, periodical, pamphlet, audiovisual materials or other property belonging to or in charge of the village library. Any person who borrows or takes such property from the village library shall be deemed to have violated this section when he fails to return such property on or before the due date, as shown on the borrowing card, and after the village library or its agent shall have sent, by ordinary mail, to the person at the address at which he is registered with the library, a notice indicating that such failure constitutes a violation of this article. The penalty for violation of this section shall be in addition to any fines or charges imposed under any rules and policies established by the village library board.

(Prior Code, § 6-21.01)

**Comment [BDPL1]:** Insert from BD Municipal Code

### **Removing Library Materials from Last Point of Checkout without Library Staff Permission**

Taking library materials past the last point of checkout without library Staff permission and/or activation of the security device is considered theft. When the security gate alarm sounds, Staff will ask Patron to come back inside the security gates. If Patron refuses, or claims not to have any library materials, the Patron is suspected of theft and Law Enforcement will be notified.

## VI. Circulation / Loan

Circulation/loan periods and other policies exist to allow the patron sufficient time to fully use the item on loan. Circulation periods also exist to provide for the timely sharing of items in demand from other Library patrons, either by limiting the amount of items loaned or by limiting the period of time for which they may be loaned. In order to encourage timely return of library materials, reasonable fines may be charged for not returning an item within the circulation period.

### Loan Periods & Overdue Fines

Loan periods, grace periods and overdue fines are determined by the library that owns the item. Therefore, items borrowed from another library are subject to the owning libraries' policies. Loan periods are marked on the receipt issued at the time of checkout.

Material type	Loan Period	Renewal	Maximum checked out per card	Grace Period for Brown Deer items	Overdue Fine for Brown Deer items
Books	3 weeks	Yes, two, if not on hold	100	3 days	15¢ per item per day
New Books	7 days	Yes, two, if not on hold	100	3 days	15¢ per item per day
Friend's Books	7 days	Yes, two	20	3 days	15¢ per item per day
DVDs - Entertainment	7 days	No	20	No	\$1 per item per day
DVDs – Educational and Children's	7 days	Yes, two, if not on hold	20	3 days	15¢ per item per day
Periodicals	7 days	No	100	3 days	15¢ per item per day
Music CDs	7 days	No	20	3 days	15¢ per item per day
Audiobooks	3 weeks	Yes, two, if not on hold	20	3 days	15¢ per item per day
Reference Materials	Not Loanable without special approval from Library Director	n/a	n/a	3 days	Varies

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### **Due Dates**

The due date for each item loaned is printed on the checkout receipt provided to each patron at the completion of the circulation transaction. Due dates are not printed, stamped, or written on the items. Items returned on or before the due date printed on the checkout receipt will not be subject to overdue fees. Multi-part items (media, kits, etc) must have all parts returned on or before the due date to avoid overdue charges.

Staff are not responsible for informing patrons of due dates at the time of checkout beyond provision of the checkout receipt. Awareness of loan periods and due dates is the sole responsibility of the patron.

An item's due date is determined by the library that owns the item, not the library from where it is checked out. Therefore, similar items may have different due dates. The 'Loan Rule' associated with the owning library's item takes precedent over other criteria, including the open/closed hours or backdating policy of the library where the item is returned. For example, an item that is owned by a library that is open on Sundays might be scheduled to come due on a Sunday. The item could be considered overdue if returned to Brown Deer Library on Monday morning before opening, even though the Brown Deer Library is closed on Sundays.

### **6-week 'Vacation Loan'**

*A 6-week 'vacation loan' is available to patrons who specifically request it. This loan period is only available for adult fiction and audio over 1 year old. 6-week loans will renew at the default 3 week renewal length if no holds or blocks prevent it.*

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### **Grace Period**

The Brown Deer library has a grace period of 3 days for all of its items except DVDs. No overdue fine will be charged during the 3 day grace period. Once past the grace period, however, overdue fines are calculated from the original due date printed on the checkout receipt.

Items borrowed from another library are subject to the owning libraries' policies.

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### **Renewals**

Loan periods are carefully considered to balance patron demand for, and availability of, library materials. For this reason MCFLS libraries have designed loan and renewal policies that limit an

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items' period of consecutive exclusive use by the same patron. Materials that have reached their maximum renewals, or cannot be renewed, must be returned to the collection of the owning library before being re-loaned to the patron who most recently borrowed them.

### **Interlibrary Loan**

In order to provide for convenient access to local patrons, no items shall be loaned to any Library outside of the MCFLS which have loan periods less than 21 days, and in respect of the reciprocal nature of providing Interlibrary Loan shall any of these items be requested for patrons from other Libraries outside of the MCFLS. Items which are included currently are: New fiction, periodicals, educational or entertainment dvds. Other items may be added to this list as new forms of media arise. A limit of 5 interlibrary loan requests may be submitted by one patron on one business day. Due to special circumstances the Library Director may grant one time exceptions to the daily limits due to a special need on the part of the patron.

Approved 3/1999

Revised 11/2013, 8/2014, 4/2015

#### IV. Library Cards:

1. **Valid Card:** A valid library card allows patrons to make full use of Library resources. A valid library card is any library card issued by a MCFLS library, presented by the person to whom it was issued, unexpired, without fines over \$5.00, without blocks, and without other internal notes restricting full use.
2. **Eligibility:** Any resident of Milwaukee County, at least 6 years of age or in the First grade, and able to write their own name, may be issued a library card free of charge. The Milwaukee County address must be verified using two forms of ID, one with a legal name and address, one with a legal name. Refer to MCFLS FL-37 for examples of acceptable ID.
  - a. **Juvenile, eligibility:** The signature of a parent or legal guardian is required for issuance of a card to persons between the ages of 6 and 14, who will receive Juvenile cards. Youth age 15 and over must apply for their own cards using approved name and address ID.
3. **MCFLS:** The Brown Deer Library is a member of the Milwaukee County Federated Library System (MCFLS). Brown Deer residents may use computers or borrow materials from any library in this system either in person or by request.
4. **Special Use Card:** A Special Use card (fka 'Deposit Card') may be issued by the Brown Deer Library. Cards are valid for 1 year unless stated otherwise. Registration for a Special Use card must occur at the library of the community in which the facility is physically located. Use of the card is restricted to the municipal library of the community in which the facility is located, to materials owned by that library, and to selected electronic resources.

Special Use card categories include:

- School/Nursing Home/Daycare card
  - See MCFLS CountyCat Manual Insert #C-12
- Business card
  - See MCFLS CountyCat Manual Insert #C-11
- Nonresident Fee card
  - See MCFLS CountyCat Manual Insert #C-13
  - Includes Zinio access
- Temporary Resident card
  - Must show current non-Milwaukee County address, to be used as Address 1
  - Must be accompanied at time of application by Milwaukee County resident with whom applicant resides and for whom address ID is shown, to be used as Address 2
  - Valid for 3 months, non-renewable
  - Maximum 5 item checkout from any MCFLS library, maximum 5 item holds, no media
  - Allows internet access
- Brown Deer Village Employees

**Comment [BDPL1]:** Rename 'Library Cards', move to section IV

**Comment [BS2]:** New formatting for each section (heading word, bold)

## Brown Deer Public Library - Policy Manual

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- Village of Brown Deer municipal employees who are not Milwaukee County residents may request a Deposit Card free of charge. A fee will be charged for the replacement of lost cards, as described in the Fines and Charges section of this annual.

5. **Use:** A library card or photo ID must be presented for computer use and at time of checkout. Cards may only be used by the patron to whom they are issued, by a person picking up items reserved by another individual with a permission form on file, or by the parent listed on a child's card with the child present.

Comment [BS3]: Changed from 'card in hand'

- a. **Juvenile use restrictions:** MPAA R-rated or RIAA Restricted media from the Brown Deer Library's collection may be borrowed by children under 17 years of age with parental permission, either in person at the time of checkout or with an R-rating/Restricted Media Checkout Permission form on file.
- b. **Permission for pickup of materials on hold:** the Library wishes to safeguard its patron's privacy and strives to guard against unauthorized use of library cards. As such, all MCFLS member libraries issue library cards for a patron's personal use only. Normally, patrons who place library items on hold must pick up the held materials themselves. However, specific permission can be granted to make arrangements for another person to pick up materials using MCFLS Permission form FL-40. The permission form must be filled out and presented by the cardholder in person at any MCFLS member library.

Comment [BS4]: Added

6. **User Agreement:** By signing a library card application, the user agrees to the following terms and conditions, shared at the time of application:

*I agree to be responsible for the loss or damage to materials and overdue charges on materials borrowed on my library card, including materials borrowed on it by others with our without my consent. I agree to pay all overdue charges, damage and replacement costs promptly. I will observe the rules of the library and will give immediate notice of change of street address, email address or telephone numbers. I also agree to report loss of my card immediately and know that I am held responsible for materials borrowed on my card up to the time it is reported lost to the library. I understand this card is for my own use and is not transferable. I certify that all of the information on this application is true, current and correct. [Responsibility for young people's use of library materials rests with the parent/guardian (in the case of applicants under the age of 15 cosigned by an adult)].*

Comment [BS5]: Added

**Approved by the Brown Deer Library Board in March 1999**

Revised and reapproved: 2/14/14; 4/25/14; 6/24/14; 8/18/14; 10/18/14; 4/22/15; 6/8/15

## ~~VI~~Va. ~~Other Fees~~**Fines & Charges**

### Overdue Fines

Entertainment DVDs: \$1 per day

All other items: 15¢ per day

Refer to Policy Manual section VI Circulation for more detailed information by material type.

**Comment [BDPL1]:** DELETE-duplicated in section VI Circulation / Loan

### Restriction of Borrowing Privileges

The maximum overdue fine is \$5 per item. A patron's use of library services will be restricted when fines exceed \$5. When fines exceed \$5, restrictions will be lifted with full payment in person at a library, or with partial payment to a balance below \$5 using CountyCat online payment. In order to renew a library card, all fines must be paid in full.

### Library Material Replacement Charges

If an item is lost or damaged beyond repair, the replacement charge shall be the actual cost of the item plus a processing fee as reflected on the item record. If the cost is not present in the item record, a cost from Books-In-Print, Baker & Taylor, or Ingram will be used plus the processing fee. If an item is out of print, a default cost will be used.

Library staff will accept a replacement purchased by the patron in lieu of the default cost at the discretion of the Library Director. A patron-purchased replacement must be an exact match to the item being replaced as shown by the ISBN, and if it is in new or like-new condition free of markings or damage. The replacement default cost billed to the patron will then be reduced to the standard processing fee.

The following table indicates default costs and processing fees:

Item	Default Cost	Processing Fee
Books, hardcover, Adult	\$30	\$5
Books, hardcover, Children's	\$17	\$5
Books, softcover, Adult	\$20	\$5
Books, softcover, Children's	\$8	\$5
Board Books	\$9	\$5
DVD	\$20 (+\$5 for each additional disc in a set)	\$5
Audiobooks	\$45	\$5
Music CDs	\$12 (single), \$20 (double)	\$5
Magazine	\$5	\$2
Laptop	\$1000	\$0

## Brown Deer Public Library - Policy Manual

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The following table indicates costs for replacement of missing/damaged processing items:

ITEM	COST
DVD case	\$5
CD case	\$2
DVD / CD Pamphlet (liner notes)	\$5
Barcode missing	\$1
Audiobook cases	\$5
Kit bag	\$3
Minor repairs	The library charges a fee for damaged Brown Deer materials requiring minor repair which can be performed by staff. The exact amount of the fee depends on staff time needed to repair the materials; cost of supplies needed to complete the repair; and length of time the materials will be out of circulation.

### **Refunds**

There are no refunds on lost & paid items.

### **Miscellaneous Fines & Charges**

Replacement for lost/missing library card	\$1
<u>Special Use Card (fka Deposit card <del>(out-of-county residents)</del>)</u>	\$75
Visitor Pass (internet use)	\$1
Photocopies	15¢ b&w / 50¢ color
Computer generated printing	15¢ b&w / 50¢ color
Rental Videos	\$2 per circulation, per item
Meeting Room Use by For-profits and Individuals	\$15 per hour

*Approved by Library Board December 13, 2010;  
Rev 11.23.13, 4/22/15*

## Appendix J: USE OF LIBRARY DISPLAY CASE, ~~AND~~ STREET SIGN ELECTRONIC MESSAGE BOARD, BULLETIN BOARDS

### **Display case:**

The Library's display case is primarily designated for the promotion of Brown Deer Library and Brown Deer Village government programs and activities. However, when the case is not reserved or in use it may be used by members of the community for the following non-commercial purposes:

- Sharing of community members' talents and hobbies
- Advertising of community clubs and societies
- Promotion of community events

The user must supply all stands, mounts, holders, Velcro, etc. for items on display. Materials may only be attached to the case back, and only using Velcro-type hook and loop material.

Tapes and pins may not be used.

Displays must be installed and removed promptly on dates agreed-upon by the exhibitor and Library Director. Displays that are not removed by those dates may be removed by Library staff. Any display materials left for more than 30 days after the display end date becomes property of the Brown Deer Public Library.

Display materials must be approved by the Library Director before they are installed, and must conform to the requirements of the *Patron Rules of Conduct*. The Library Director reserves the right to refuse display requests for any reason he/she deems appropriate.

### **Street sign electronic message board**

The Brown Deer Library's street sign electronic message board is designated expressly and solely for the use of the Library to advertise and promote Brown Deer Library-sponsored programs, activities, services and collections. It may not be used by outside groups or individuals.

### **Bulletin boards**

All poster and bulletin board space is primarily to provide information about, and foster effective use of, the library's own materials and services.

When the library's own needs have been satisfied, community notices of a cultural, recreational, educational, or service nature sponsored by non-profit organizations may be posted subject to the following guidelines:

The following notices shall not be posted: those of religious activities, those of political parties, flyers for candidate for public office, commercial advertising, personal notices.

All items for posting must be given to the Library Director for approval. Acceptable material will be dated prior to posting and shall not remain posted longer than four weeks.

**Comment [BDPL1]:** Moved from section IV: Library Rules and Regulations

Approved by Library Board: 3/9/15; Rev.

# Brown Deer Public Library - Director's Report

## March 2016

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### Meetings & Training

- 3/4 SOIS accreditation panel
- 3/3 BDMHS school ID/Lib card proposal
- 3/10 Friends of Brown Deer Library
- 3/14 Library Board
- 3/22 Village Department heads
- 3/24 Monthly library staff meeting

### Marketing/Communication/Outreach/PR

- Completed 2015 Annual Report to the Community brochure, posted to social media, forwarded to Village Trustees

### Staff

- Conducted 2 annual staff reviews

### Miscellaneous

- Was invited to serve on, and participated in first meeting of, 2016 UWM School of Information Studies accreditation panel. Commitment to run through May 2017 to include approximately 1 hour per week of work or less.

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## Children's / Young Adult Services

### From Dana's monthly report

*On Wednesday March 2<sup>nd</sup> I went to the Brown Deer Elementary School and read Dr Seuss books to second and first grade classrooms for Read Across America Day. We read "There's a Wocket in my Pocket" and then watched the cartoon version of "Green Eggs and Ham". I also met and discussed our 2016 summer reading program with the elementary school librarians.*

*I got our children and teen summer reading info ready for uploading onto our website and Facebook pages. I also continued to run brochures for the programs for handing out at the schools and in-house.*

*I continued to update the library's Facebook and Pinterest pages. I did update the library's blog this month, but the blog is being discontinued after March 31<sup>st</sup> (per My Brown Deer Now's decision they will no longer host blogs on their site). I also confirmed and booked groups wanting to use the community room.*

### Programs:

- Attendance has been excellent at special programs.
- Story time sessions, 7 total, 22 participants average
- Movie Nights, 2 evenings, 24 participants total
- Lego Club, 1 evening, 13 participants total
- Kohl's Wild Theater – 31 participants total
- Afternoon Games – 5 participants total
- Library Mini Golf – 14 participants total

### Miscellaneous

- Put together complete listings of Caldecott and Newberry books (award winners and runner-ups, by year)
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## Adult Services

### Displays

- *Gardening*

### Programs

- 3/3 Movies for Grown Ups—11 attended, watched McFarland USA
- 3/18 Coloring, Coffee and Conversation --12 attended
- Prepped for adult summer reading program

### Materials

- Over 490 catalog records added or modified.

### Meetings & Training

- Webinar-Gale Courses
- 3/24 Monthly staff meeting

### Miscellaneous

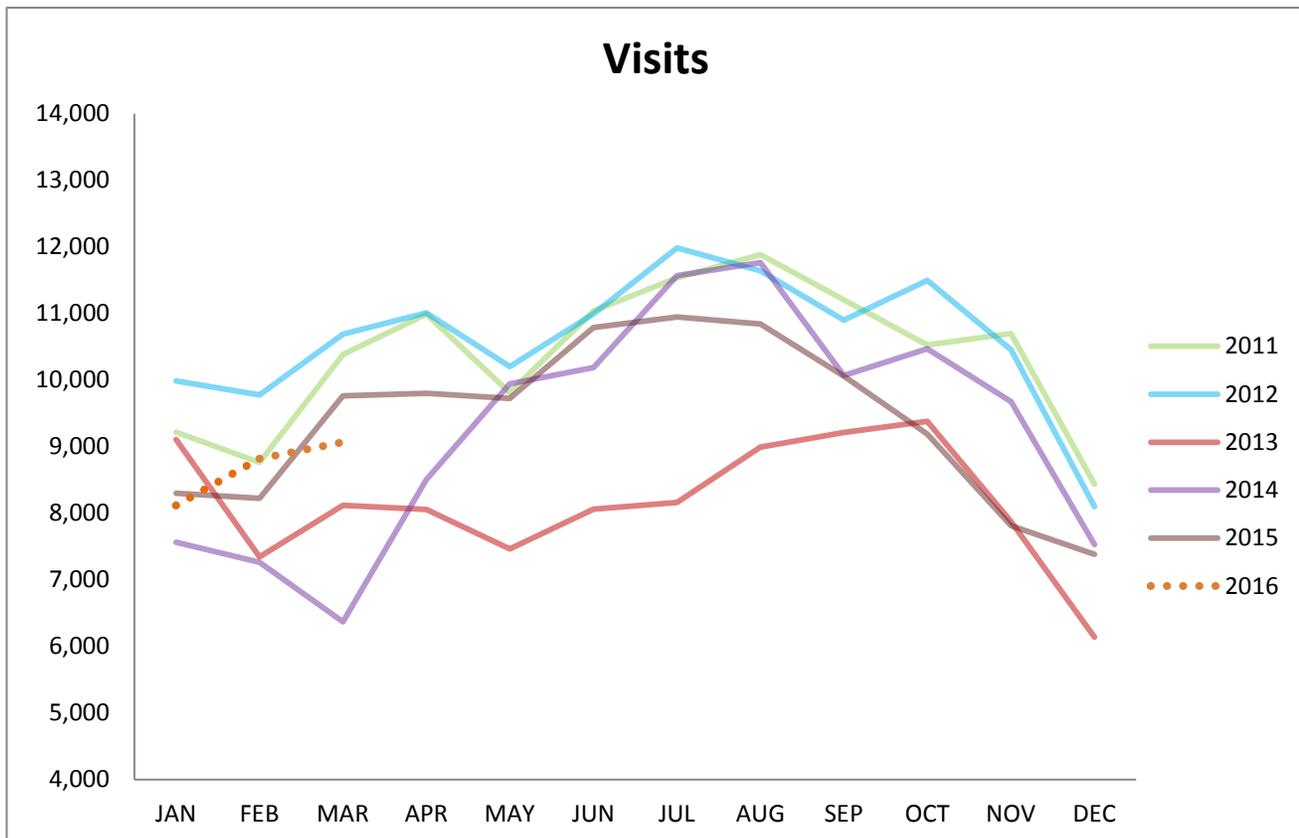
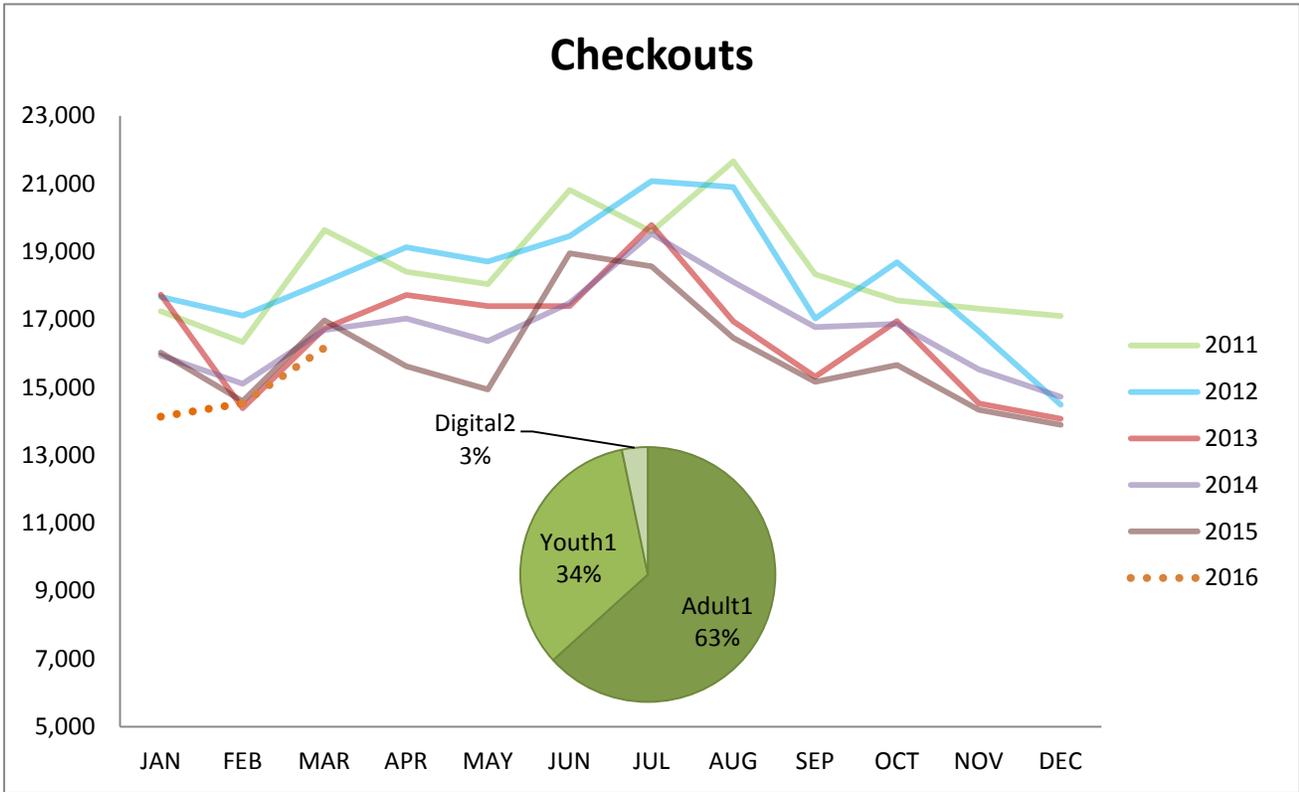
- Prepared content for Our Brown Deer Magazine and Brown Deer Senior Newsletter
- Trained new shelfreading volunteer

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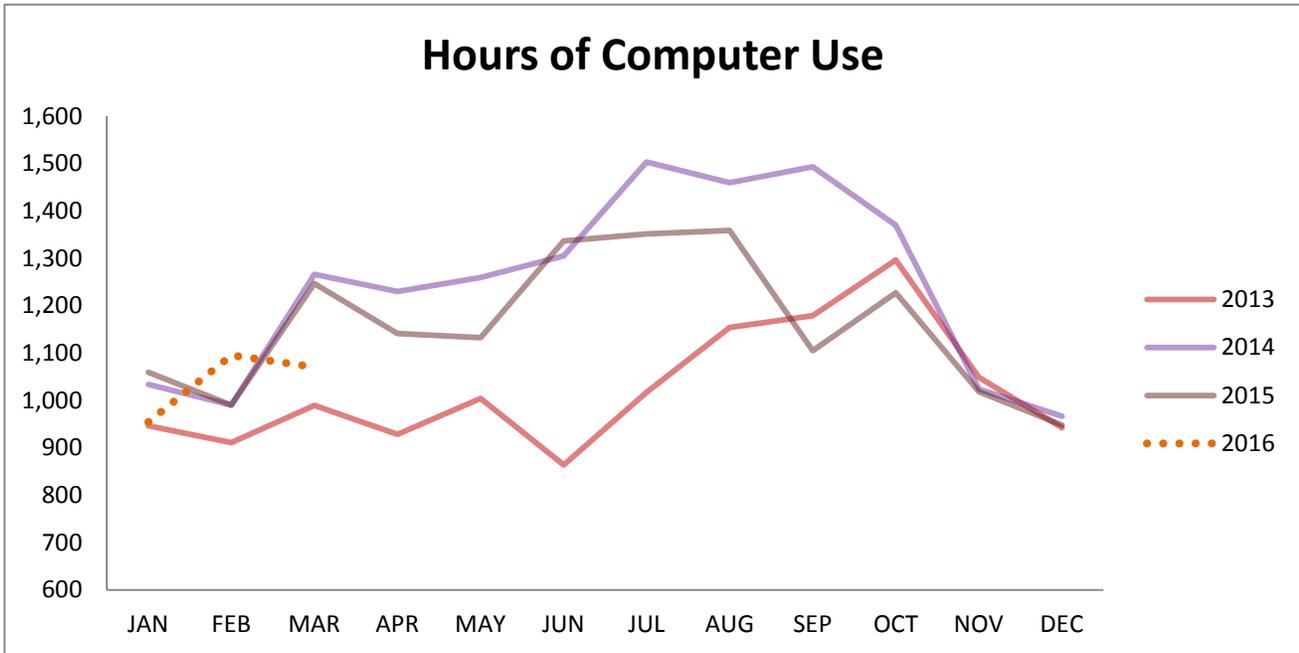
## MCFLS / Other

- Update on Wisconsin PLSR (Public Library System Revision) (fka SRLAAW Report on creating effective library systems). Each workgroup has a member from Milwaukee County on it and the expertise of the workgroup members is diverse. Paula Kiely is on the Steering Team. Bruce Gay noted that he feels that it is not impossible for statewide changes to be made to systems, but that it will take a lot of time and effort on the part of state government officials.
- OverDrive Advantage Funding Proposal. Libraries agreed to continue pooling funds for Overdrive Advantage ebook purchases for another year. Bruce Gay notes that ebook use is still strong by Milwaukeeans and the additional purchases are well-used.

# Brown Deer Library Monthly Usage Report



# Brown Deer Library Monthly Usage Report



	<b>Reserves/Holds</b>				<b>Programs</b>						
	Staff assisted holds <sup>1</sup>	% change from last year	Holds Sent from BD <sup>8</sup>	% change from last year	Juv/YA pgms <sup>6</sup>	Juv/YA attend <sup>6</sup>	Adult pgms <sup>6</sup>	Adult attend <sup>6</sup>	Total attend	% Attend change from last	Notes
<b>JAN</b>	381	-13%	1,635	-27%	6	106	3	28	134	91%	
<b>FEB</b>	418	1%	1,715	12%	13	274	3	35	309	-12%	
<b>MAR</b>	424	-8%	1,561	-12%	13	243	2	23	266	-34%	
<b>APR</b>		-									
<b>MAY</b>		-									
<b>JUN</b>		-									
<b>JUL</b>		-									
<b>AUG</b>		-									
<b>SEP</b>		-									
<b>OCT</b>		-									
<b>NOV</b>		-									
<b>DEC</b>		-									
<b>TOTAL</b>	1,223		4,911	0	32	623	8	86	709	15%	

**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	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
<b>TOTAL</b>	<b>28,381</b>	<b>14,981</b>	<b>1,468</b>	<b>44,830</b>	<b>120,813</b>	<b>64,141</b>	<b>6,214</b>	<b>191,168</b>

**RESERVES/HOLDS**

			2016	2015	Paging slips '16	Paging slips '15
Jan.			381	438	1,635	2,252
Feb.			418	414	1,715	1,531
Mar.			424	462	1,561	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
<b>Total:</b>			<b>1,223</b>	<b>4,671</b>	<b>4,911</b>	<b>18,525</b>

**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	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
<b>TOTAL</b>	<b>3,119</b>	<b>42%</b>	<b>-4.5%</b>	<b>13,914</b>

**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	
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	
<b>32</b>	<b>623</b>	<b>8</b>	<b>86</b>	<b>709</b>	<b>3,567</b>	

**BUILDING USE**

2016	2015
8,114	8,300
8,820	8,221
9,065	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
<b>25,999</b>	<b>112,832</b>

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2016 AMENDED BUDGET	AVAILABLE	
		MONTH 03/31/2016 INCREASE (DECREASE)	YTD BALANCE 03/31/2016 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	274,596.65	385,346.00	110,749.35	71.26
Total Dept 000-11-TAXES		0.00	274,596.65	385,346.00	110,749.35	71.26
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	867.35	1,836.16	6,500.00	4,663.84	28.25
151-000-67-4-10-20	Library-Fines	1,344.36	3,977.00	16,000.00	12,023.00	24.86
151-000-67-4-10-30	Sale of Materials	100.17	294.28	900.00	605.72	32.70
151-000-67-4-10-40	Lost Material Charges	296.01	759.42	1,500.00	740.58	50.63
151-000-67-4-10-90	Miscellaneous Charges	475.00	778.80	4,000.00	3,221.20	19.47
Total Dept 000-67-PARKS & CULTURE/RECREATION		3,082.89	7,645.66	28,900.00	21,254.34	26.46
Dept 000-73-INTERGOVERNMENTAL CHARGES						
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	87,166.00	87,166.00	86,734.00	(432.00)	100.50
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		87,166.00	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	8,497.50	33,000.00	24,502.50	25.75
Total Dept 000-82-MISCELLANEOUS REVENUE		2,832.50	8,497.50	33,000.00	24,502.50	25.75
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	3,055.00	8,000.00	4,945.00	38.19
Total Dept 000-85-DONATIONS		0.00	3,055.00	8,000.00	4,945.00	38.19
TOTAL Revenues		93,081.39	380,960.81	541,980.00	161,019.19	70.29
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	34,758.41	71,846.82	313,035.00	241,188.18	22.95
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	1,969.34	4,075.87	18,072.00	13,996.13	22.55
151-510-51-5-15-15	FICA	2,598.31	5,352.68	23,947.00	18,594.32	22.35
151-510-51-5-15-20	Group Insurance	4,352.39	13,049.91	52,715.00	39,665.09	24.76

PERIOD ENDING 03/31/2016

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 03/31/2016	2016 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 03/31/2016	INCREASE (DECREASE)				
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
151-510-51-5-20-35	Technical Services	0.00	130.86	3,100.00	2,969.14	4.22	
151-510-51-5-20-40	Printing Services	500.30	1,345.55	4,500.00	3,154.45	29.90	
151-510-51-5-24-10	Equipment Maintenance Services	0.00	16,103.25	16,500.00	396.75	97.60	
151-510-51-5-30-10	Office Supplies, Equip & Exp	199.56	1,278.08	3,700.00	2,421.92	34.54	
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	55.56	2,099.95	700.00	(1,399.95)	299.99	
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		44,433.87	115,282.97	438,249.00	322,966.03	26.31	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	669.04	1,213.02	4,100.00	2,886.98	29.59	
151-511-51-5-38-10	Periodicals	9.83	1,513.03	3,000.00	1,486.97	50.43	
151-511-51-5-38-15	Books	3,270.67	10,139.41	38,000.00	27,860.59	26.68	
151-511-51-5-38-20	Audio/Visual	1,290.86	2,869.16	11,600.00	8,730.84	24.73	
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	99.64	1,165.22	8,000.00	6,834.78	14.57	
151-511-51-5-38-40	Library Programming	47.79	47.79	1,000.00	952.21	4.78	
Total Dept 511-51		5,387.83	16,947.63	65,700.00	48,752.37	25.80	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	3,536.93	5,816.47	17,000.00	11,183.53	34.21	
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	3,600.00	14,800.00	11,200.00	24.32	
151-512-51-5-23-15	Building Maint/Repair Services	265.75	2,699.84	4,431.00	1,731.16	60.93	
151-512-51-5-35-10	Building Supplies	56.66	242.99	1,200.00	957.01	20.25	
Total Dept 512-51		5,059.34	12,359.30	38,031.00	25,671.70	32.50	
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		54,881.04	144,589.90	541,980.00	397,390.10	26.68	
Fund 151 - Library Fund:							
TOTAL REVENUES		93,081.39	380,960.81	541,980.00	161,019.19	70.29	
TOTAL EXPENDITURES		54,881.04	144,589.90	541,980.00	397,390.10	26.68	
NET OF REVENUES & EXPENDITURES		38,200.35	236,370.91	0.00	(236,370.91)	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							
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIODIC PAYMENT	502166804	03/11/16	52.62	82352
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE & METER USAGE	83554096	03/11/16	447.68	82352
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	1 X 3 LABELS	519680	03/11/16	59.60	82324
151-510-51-5-30-10	Office Supplies, Equip & F	SYNCB/AMAZON	CD,DVDS, BOOKS, TONER CARTRIDGES, P	031689590861	03/25/16	139.96	82415
151-510-51-5-30-20	Communications	BROWN DEER LIBRARY	PROGRAM SUPPLIES, STAMPS, DVD	03102016	03/11/16	34.62	82321
151-510-51-5-30-20	Communications	AT&T	SERVICE	02282016	03/18/16	20.94	82356
Total For Dept 510-51 92400						755.42	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	CUSTOM LABELS	5800641	03/11/16	369.04	82325
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	SECURITY CASES	58213928	04/01/16	300.00	82431
151-511-51-5-38-10	Periodicals	BAKER & TAYLOR	BOOK	2031730917	03/11/16	9.83	82319
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	8 BOOKS	91859802	03/11/16	42.82	82327
151-511-51-5-38-15	Books	BAKER & TAYLOR	REFERENCE BOOK	5013970422	03/11/16	8.67	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031671330	03/11/16	44.57	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031730916	03/11/16	29.21	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031730919	03/11/16	28.39	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	2031730918	03/11/16	293.34	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	42 BOOKS	2031703856	03/11/16	347.16	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	30 BOOKS	2031711831	03/11/16	206.36	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	CREDIT	0002786191	03/11/16	(31.86)	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 REF BOOKS	5014011033	03/11/16	28.94	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2031764151	03/11/16	58.41	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031764152	03/11/16	23.90	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031764153	03/11/16	14.34	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031764154	03/11/16	14.33	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2031751460	03/11/16	167.17	82319
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2031756110	03/11/16	75.98	82319
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOK	92045109	03/11/16	5.19	82327
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	26 BOOKS	92087683	03/11/16	134.29	82327
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031780969	03/25/16	29.18	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031795325	03/25/16	14.87	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031803864	03/25/16	28.11	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031803865	03/25/16	26.55	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2031716784	03/25/16	70.22	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	19 BOOKS	2031780970	03/25/16	295.83	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	17 BOOKS	2031795326	03/25/16	237.53	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	34 BOOKS	2031803866	03/25/16	484.65	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	2031794738	03/25/16	180.87	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	2031804023	03/25/16	166.80	82391
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	2031804075	03/25/16	92.27	82391
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	15 BOOKS	92235279	04/01/16	82.58	82436
151-511-51-5-38-15	Books	BUSZKA, MARY	REIMBURSEMENT	03252016	04/01/16	70.00	82427
151-511-51-5-38-20	Audio/Visual	BROWN DEER LIBRARY	PROGRAM SUPPLIES, STAMPS, DVD	03102016	03/11/16	10.00	82321
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	CD,DVDS, BOOKS, TONER CARTRIDGES, P	031689590861	03/25/16	1,280.86	82415
151-511-51-5-38-30	Donation Expenditures	SYNCB/AMAZON	CD,DVDS, BOOKS, TONER CARTRIDGES, P	031689590861	03/25/16	99.64	82415
151-511-51-5-38-40	Library Programming	BROWN DEER LIBRARY	PROGRAM SUPPLIES, STAMPS, DVD	03102016	03/11/16	47.79	82321
Total For Dept 511-51						5,387.83	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	03082016M	03/11/16	1,342.24	82349
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	03082016N	03/11/16	562.84	82349
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	03302016A	04/01/16	323.19	82461

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	03302016B	04/01/16	1,308.66	82461
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENANCE	MONTHLY CLEANING SERVICE	12166	03/25/16	1,200.00	82400
151-512-51-5-23-15	Building Maint/Repair Service	ITU ABSORBTECH INC	MONTHLY MAT SERVICE	6539054	03/11/16	148.85	82328
151-512-51-5-23-15	Building Maint/Repair Service	BATZNER PEST MGMT	RONDENT CONTROL & SUPPLIES	2035306	03/25/16	116.90	82392
151-512-51-5-35-10	Building Supplies	BROWN DEER LIBRARY	PROGRAM SUPPLIES, STAMPS, DVD	03102016	03/11/16	24.99	82321
151-512-51-5-35-10	Building Supplies	NASSCO INC	DISINFECTANT WIPES	S2011263.001	03/25/16	31.67	82406
Total For Dept 512-51						5,059.34	
Total For Fund 151 Library Fund						11,202.59	

**TITLE:** Student Fieldworker (2016)  
**DEPARTMENT:** Library  
**SUPERVISED BY:** Library Director or Designee

**POSITION SUMMARY:**

This is an unpaid fieldwork experience for course credit. Total hours per placement cannot exceed 150 in an 8 week period. Minimum schedule is 10 hours per week, maximum is 20 hours per week.  
The position will focus on: Youth Services and cataloging.

**DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

- Help prepare materials for youth programming and outreach.
- Assist with youth programming, especially summer reading activities. This may include set up for programs, assist in running programs, or promoting programs.
- Receive training in cataloging of materials in a variety of formats. Independently catalog with supervision after training completed.
- Receive training in basic reference service. Perform basic reference service with supervision.
- Regular and predictable attendance.
- Perform other duties as assigned.

**EDUCATION, EXPERIENCE AND TRAINING:**

- Basic knowledge of computers, and Microsoft Word
- Currently pursuing a degree in Library or Information Science

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

- Familiarity with basic library services.
- Ability to communicate effectively with staff and public.
- Ability to work well with the public and to promote a positive image of the Library.
- Presentation of a friendly and helpful manner appropriate for work with the Public.
- Ability to effectively communicate ideas and information both in written and oral form.
- Ability to use computer software and manage computerized files.
- Working knowledge of English grammar and spelling.
- Ability to effectively read and understand information contained in reports, bulletins, etc.
- Ability to effectively follow instructions from supervisor in both verbal and written form.
- Ability to set priorities in order to meet assignment deadlines.

**PHYSICAL DEMANDS:**

- Sitting, standing, walking, climbing, and stooping.
- Bending/twisting and reaching.
- Talking and hearing, use of the telephone.
- Far vision at 20 feet or further, near vision at 20 feet or less.
- Lifting and carrying: 35 pounds or less.
- Handling: processing, lifting and shelving books.
- Fingering: typing, writing, filing, sorting, shelving, and processing.
- Pushing and pulling: objects weighing 60 - 80 pounds on wheels.

**EQUIPMENT USED:**

Computer, fax machine, calculator, copy machine, telephone, audiovisual equipment, 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.

Approved:



## Library



## Mission

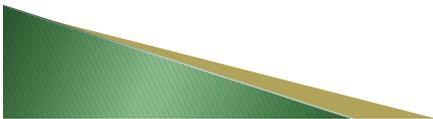


▶ **Mission**

- Provide educational, information and cultural materials and services to those who live in Brown Deer and Milwaukee County

▶ **Goal**

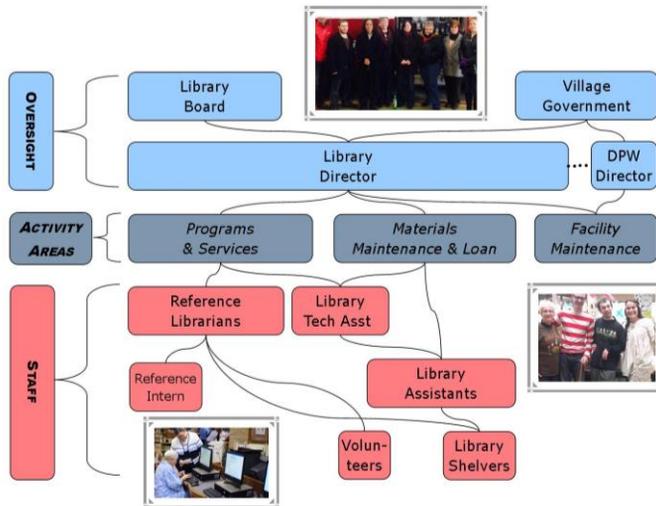
- To serve the community as a center of reliable information by providing opportunity and encouragement for all citizens interested in personal growth, self-enrichment, and the pursuit of life-long learning



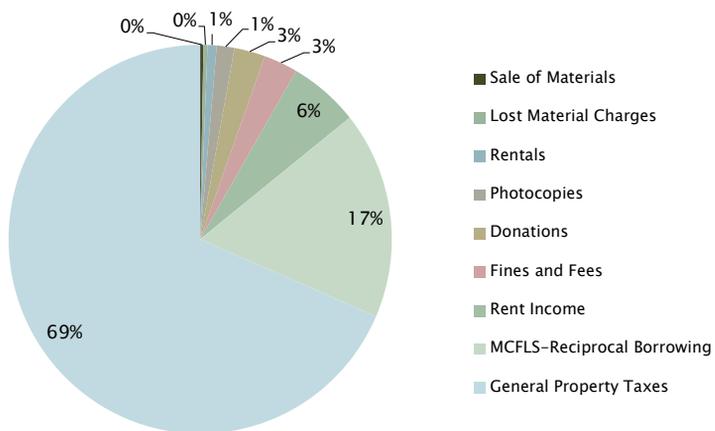
# Inputs



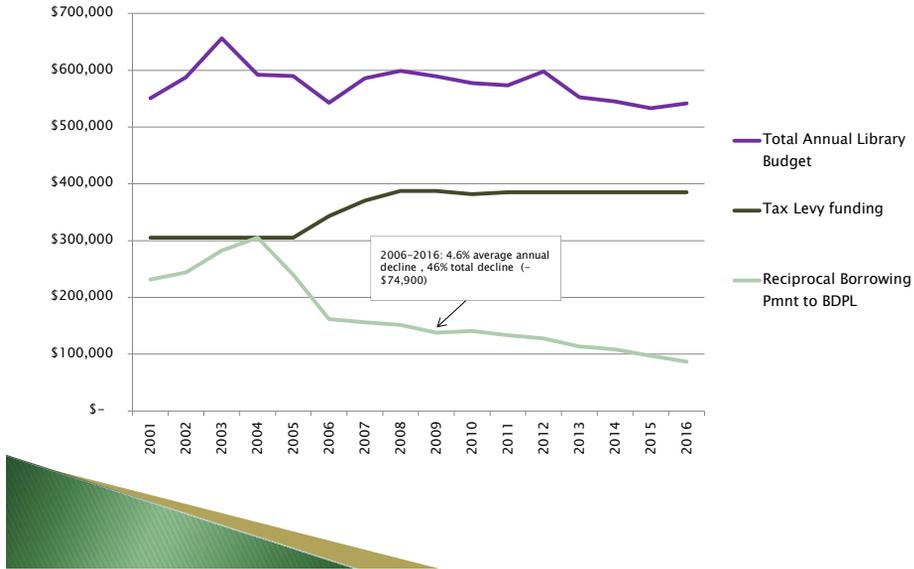
### Organizational Chart



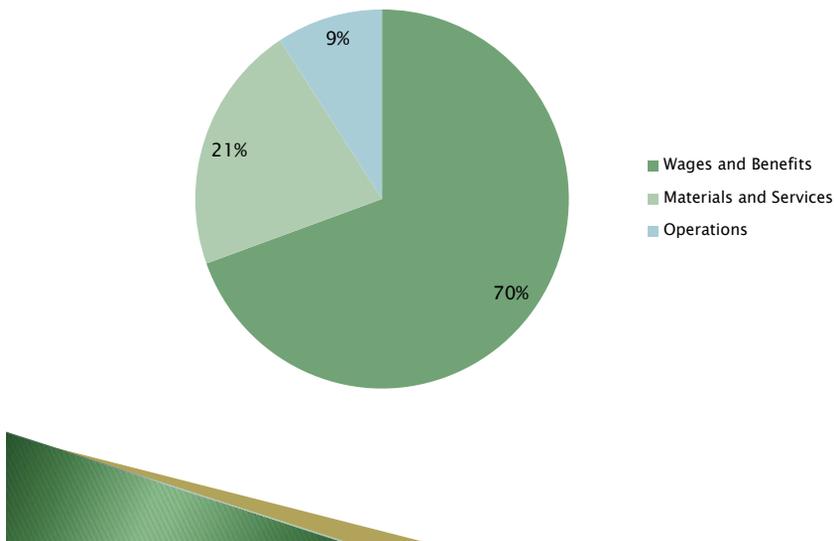
### 2015 Budget – Revenues



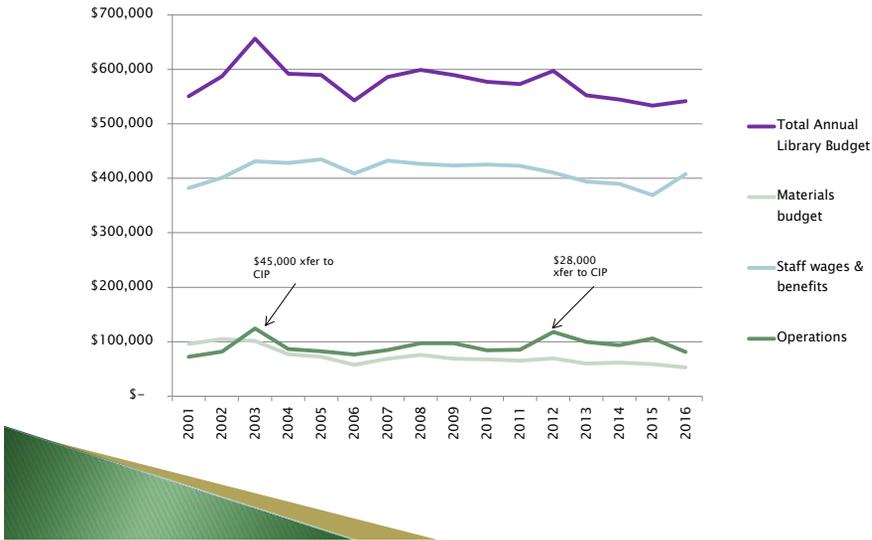
## Major Revenues 2000-2016



## 2015 Budget – Expenses

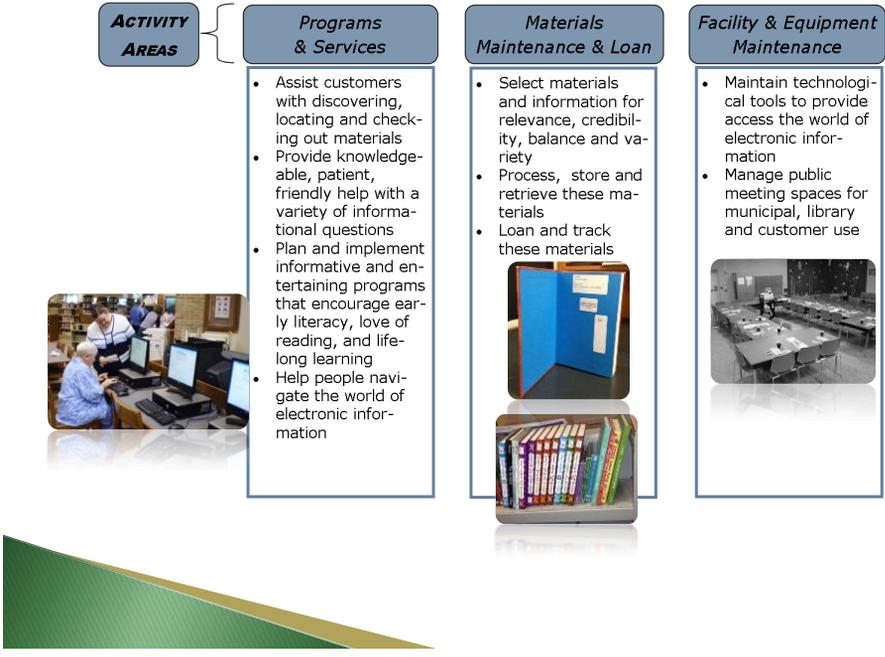


# Major Expenses 2000-2016



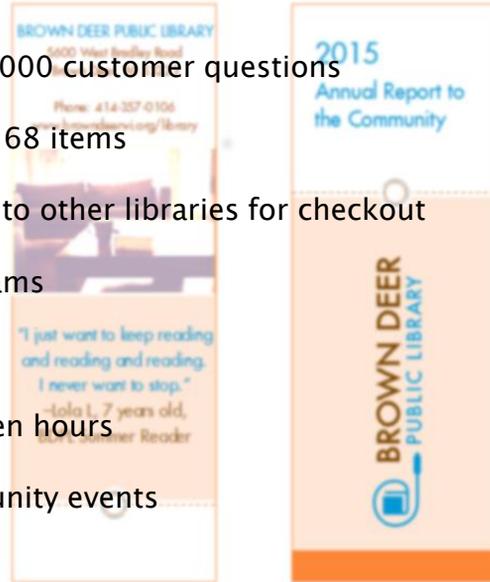
# Activities





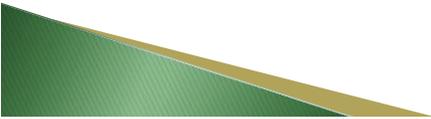
# Outputs

- Answered over 20,000 customer questions
- Checked out 191,168 items
- Sent 18,528 items to other libraries for checkout
- Hosted 155 programs
- Added 6081 items
- Staffed 28,608 open hours
- Attended 8 community events



## Efficiency

- Cost per circulation, \$2.81
  - MCFLS 2014 average, \$3.09
- Collection expenditure per capita, \$5.13
  - MCFLS 2014 average, \$5.31
- Local revenue per capita, \$31.54
  - MCFLS average, \$41.59
- Total expenditures per capita, \$43.66
  - MCFLS average, \$46.40



## 2015 Goals



1) Develop 5-Year Strategic Plan for Brown Deer Library with input from staff, community stakeholders and Village Administration—by September

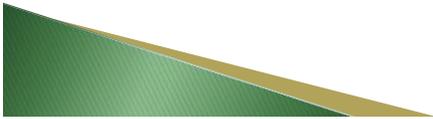
*In progress. 5-year Strategic Plan Goals developed in September 2015, reviewed by Stakeholders, Staff and Library Board in February 2016, complete Plan release postponed from September 2015 to April 2016.*

2) Identify two potential community partners for innovation in Brown Deer Library operations leading to reduction in future service costs, with report to Village Administration—by September

*Not completed. Most promising partner opportunity, coffee kiosk hosted by BDHS business student club, did not gain traction after meeting with District representation and pilot in School Library.*

3) Install 14 new public internet computers without disruption to public service, using laptops to increase capacity—by June

*Completed July.*

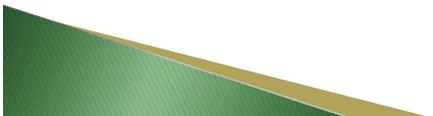


4) To inventory materials collection in order to reduce customer service problems due to missing items and increase accuracy of holdings as reflected in CountyCat.

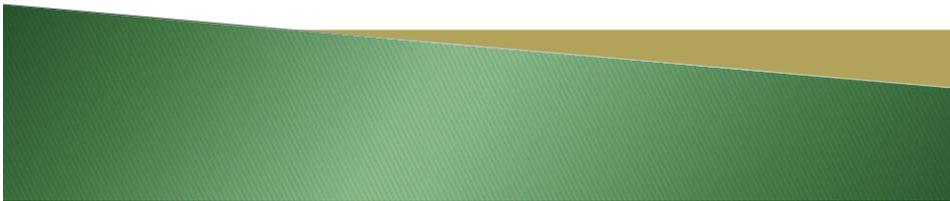
*Goal added. In progress. Inventoried 14,600 items in youth and juvenile collections.*

5) To develop a collection of digitized Brown Deer local history resources in cooperation with the Brown Deer Historical Society in order to increase access to unique historical information about the local community.

*Goal added. In progress. Built relationship with BDHS and received permission to conduct project from BDHS Board, researched process, established digitization procedures and workflows, started project.*



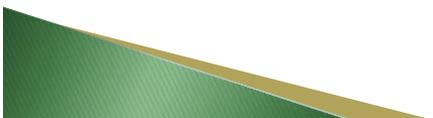
# 2016 Goals & Performance Measurements



1) To collaborate with the Brown Deer School District to include library card applications as part of fall student registration, and implement technology to allow student IDs to be used as library cards, in order to increase ease of access to library materials by District students, increase public library resource awareness, and support District student achievement. 10% of new library users registered through the Brown Deer School District school-ID-as-library-card pilot will use their IDs to check out materials at the Brown Deer Public Library.

2) To complete digitization of 162 Brown Deer Historical Society Newsletters and supply to Recollection Wisconsin for uploading to their online collection order to increase access to unique historical information about the local community. Project to be complete, available online, and promoted via local media, internal advertisement, BD school district, social media, special interest groups by year-end.

3) To continue inventory of materials collection in order to reduce customer service problems due to missing items and increase accuracy of holdings as reflected in CountyCat. 25,000 items in the nonfiction collection will be inventoried by year-end.

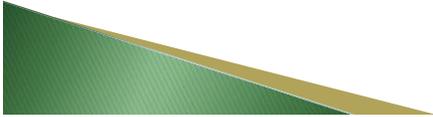


4) To administer the bi-annual All-Patron Survey and annual Technology Impact Survey in order to support goals forwarded by the VoBD Comprehensive Plan Vision that ensure Library alignment with community values, support for community stability, and demonstration of high user satisfaction with government services.

a) Based on the Brown Deer Library annual Impact Survey, more than 50% of computer users will report increased confidence after working on a resume or applying for a job using Library resources.

b) Based on the Brown Deer Library bi-annual All-Patron Survey, over 75% of surveyed patrons will report that access to the library's recreational and educational resources has helped to improve their quality of life.

c) Based on the Brown Deer Library bi-annual All-Patron Survey, over 95% of surveyed patrons will report feeling favorably about the library's customer service.



## Proposal and Goals for BDPL Administrative Policy

### Goals

- Library Board section
  - Better orient new Board members with duties/responsibilities/etc
  - Outline difference between Board authority compared to other Village Administrative and Legislative authorities
- Clarify current/past/best practice and codify preferred practice
  - Director performance evaluation
  - Facility management and maintenance
  - Others?
- Adopt Village Employee Personnel Manual
  - Establish exceptions to Village Employee Personnel Manual
    - Employment classifications (professional vs non-exempt)
    - Salary Plan and Wage Considerations (performance/seniority/etc)
    - Normal Working Hours
    - Holiday Observance and Pay
    - Others?
- Adopt Village Financial Policy
  - Establish exceptions to Village Financial Policy
    - Fund balance, amount and use