

LIBRARY BOARD MEETING
Monday, December 14, 2015
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 9, 2015
- V. Unfinished Business
 - a. Update on Library Strategic Planning Process
- VI. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VII. New Business
 - a. Consideration of Vouchers: November 2015
- VIII. Report of Friends of the Library
- IX. Next Meeting
- X. Adjournment


Mary T. Dunn, Adult Services Librarian
December 7, 2015

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
November 10, 2015 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

The meeting was called to order by W. Jabas at 5:00 P.M.

I. Roll Call

Present: Board members: J. Baker, E. Bennett, W. Jabas

Also Present: Dana Andersen-Kopczyk, Children's Librarian

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None

IV. Consideration of Minutes:

- a. October 12, 2015 – Regular Meeting

It was moved by E. Bennett and seconded by J. Baker to approve the minutes of the October 12, 2015 regular meeting. The motion carried unanimously.

V. Unfinished Business

- a. Discussion of a revision to the 2016 Library Budget

A full time staff member has elected to take Family Health Insurance through the library, which has created an increase of \$16,700 over the Manager's Recommended Budget, but only \$1,188 over the 2015 Budget. There was a reduction in money budgeted for periodicals due to prepayment of 2016 subscriptions in 2015 using predicted balance from other accounts.

- b. Strategic Plan Update

The Strategic Plan will be discussed further at the December meeting when more board members are present.

VI. Report of Library Director

- a. Director's Report

The Director highlighted that a quote was received for a rear rain gutter addition from Shranz Roofing, but the D. Andersen-Kopczyk did not have that amount available at the time of the meeting.

- b. Usage Report

W. Jabas noted that circulation has once again gone down, and there was discussion about this very issue coming up at meetings of the Strategic Plan Committee. It was noted that the library needs to find way to increase circulation numbers.

- c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

VII. New Business

- a. Consideration of Vouchers: October 2015

It was moved by J. Baker and seconded by W. Jabas to approve the payment of the October 2015 vouchers. The motion carried unanimously.

- b. Review and approval of library closure dates for 2016. It was noted that these were the same dates the library was closed for 2015.

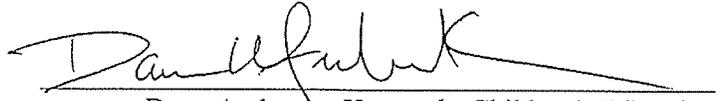
It was moved by J. Baker and seconded by E. Bennett to approve the Report as presented. The motion carried unanimously.

VIII. Report of Friends of the Library

W. Jabas said the annual Library Auction on Thursday 11/12 in the Brown Deer Library Community Room. There is a preview beginning at 6:00PM, with the auction beginning at 6:30PM. Lots of gift certificates have been donated for the auction. The Friends have one volunteer from the Brown Deer High School that will be helping at the auction.

IX. Adjournment

Next meeting: December 14, 2015. *It was moved by E. Bennett and seconded by J. Baker to adjourn at 5:20P.M. The motion carried unanimously.*



Dana Andersen-Kopczyk, Children's Librarian
November 10, 2014

BDPL Strategic Plan outline

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

BROWN DEER PUBLIC LIBRARY

2015 Strategic Planning

STRATEGIC GOALS

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

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

BROWN DEER PUBLIC LIBRARY
2015 Strategic Planning
STRATEGIC GOALS

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

BROWN DEER PUBLIC LIBRARY
2015 Strategic Planning
STRATEGIC GOALS

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

Brown Deer Public Library - Director's Report

November 2015

Budget

- The Village Board has approved the Village Budget.
- There will be a 2% COLA for all Village employees

Facility

- SimplexGrinnell conducted an inspection of fire alarms and light strobes though out the library on December 4th, 2015. All passed inspection.
 - Tyco, another division of SimplexGrinnell, performed their annual inspection of all fire extinguishers on December 4th, 2015. All were inspected and recharged as needed.
-

Children's / Young Adult Services

From Dana's monthly report

I began work on our 2016 children and teen summer reading programs this month. Next year's programs are exercise-themed: "On Your Mark Get Set Read!" and "Get in the Game Read". I've planned about 80% of our summer activities, and have booked two of our performers.

I got Real Milwaukee (Channel 6) to come film at the library in the morning of Monday November 16th, highlighting all the awesome things you can check out here for free. Rob Haswell and Cassandra McShepard were the two anchors that came, and it aired on Monday November 23rd.

A photo I took at our 2015 S'mores Cookout program will be featured in the 2016 Spring Brown Deer Magazine. The focus of the main issue in the magazine this spring is volunteerism, and the photo shows a volunteer teaching a young boy how to roast a marshmallow.

Programs:

- Attendance has been excellent at special programs.
- Story time sessions, 6 total, 170 participants average
- Movie Nights, 1 evenings, 8 participants
- Lego Club, 1 evening, 19 participants
- Afternoon Games, 2 afternoons, 15 participants total

Meetings & Training

- 11/9 Library Board Meeting for Brian
- 11/10 Library Staff Meeting (ran for Brian)
- 11/17 Webinar: "New Youth Nonfiction for Fall and Beyond" (Booklist)

Adult Services

Programs

- 10/5 Movies for Grown Ups: 14 attended the screening of Mortdecai
- 10/18 Library Book Discussion Group: 14 attended to discuss Delicious by Ruth Reichl

Displays

- "It's Time to Start Making those Holiday Gifts" Books of crafts and food gifts for the holidays

Materials

- Expanded W-Z of the General Fiction Collection into open Paperback shelves
- Continued weeding of Fiction from the 4 Year No Circulation List

Meetings & Training

- 11/10 Library Staff Meeting
- 11/10 Webinar on Best Practices for the Large Print Collection sponsored by ALA's Booklist Magazine and Thorndike Large Print Press
- 11/12 Attended the LDAC meeting (for Brian) at Oak Creek Public Library)
- 11/17 Attended the Department Heads Meeting at the Village Hall for Brian
- 11/19 Attended the FMLA (Family Medical Leave Act) put on by CIVMIC and the Village.

Miscellaneous

- With permission of Michael Hall and assistance from Erin Hirn, advertised on the Village Website Employment section for Page/ Shelves Positions. BDHS was also informed of the openings and flyers were posted in the library.
- Signed Vouchers
- Made Weekly Deposits of Library income.
- Began work of the 2016 Adult Summer Reading Program

MCFLS / OTHER

November / December 2015 MCFLS Board

WHITEFISH BAY PUBLIC LIBRARY

5420 N. Marlborough Drive

(414) 964-4380



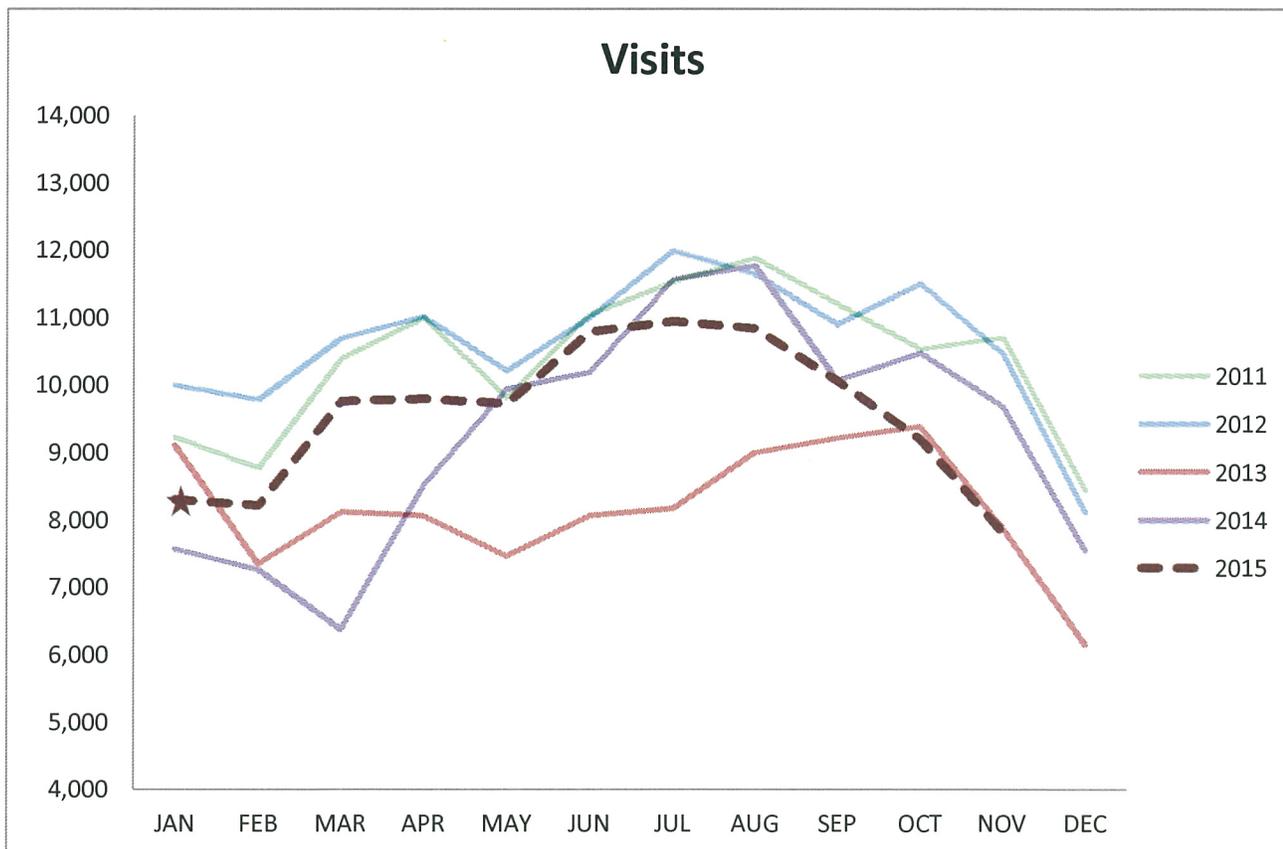
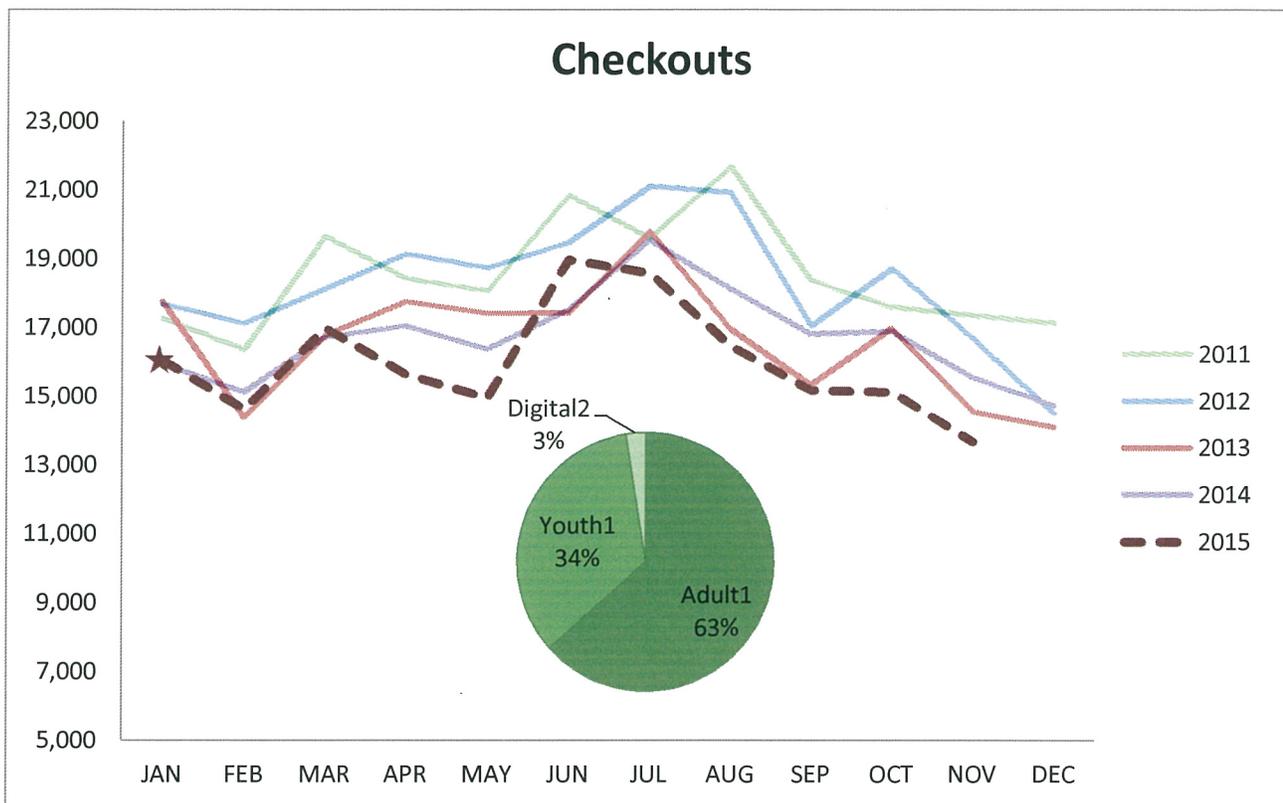
Whitefish Bay, WI 53217

www.wfblibrary.org

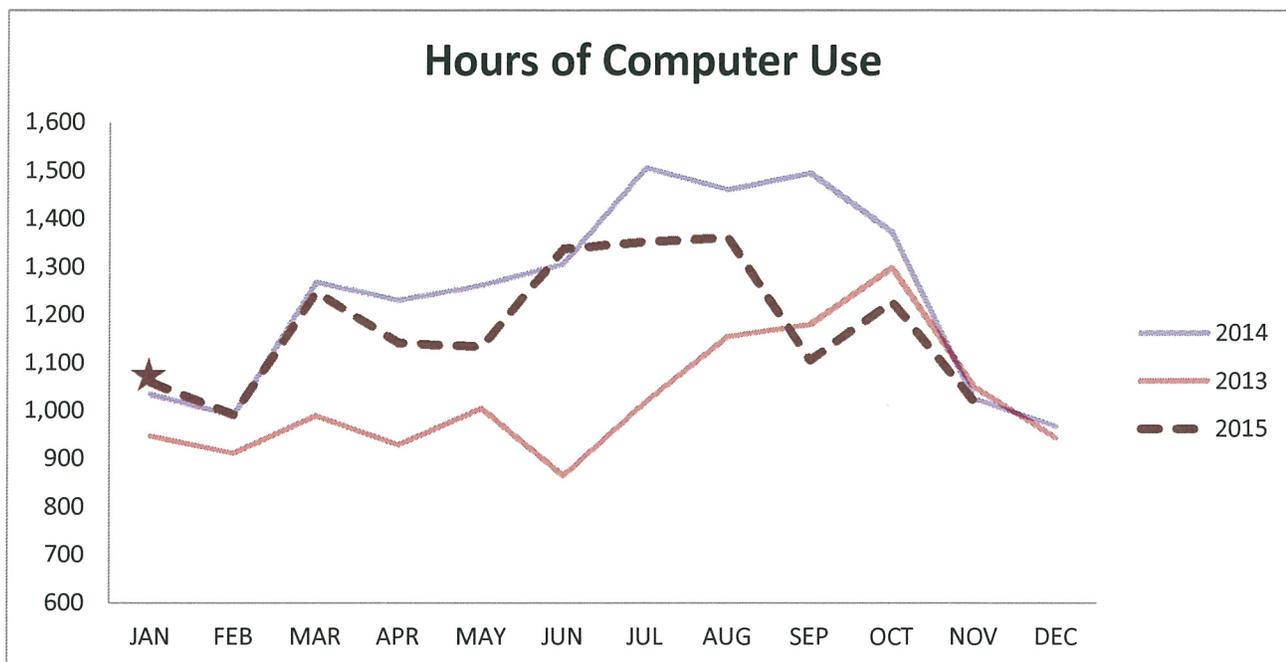
To: MCFLS Board of Trustees
From: Nyama Y. Marsh, WFBPL Director
Date: November 30, 2015 Meeting
Re: LDAC Meeting Highlights, November 12, 2015 @ Oak Creek Library

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

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



	Reserves/Holds				Programs						
	Staff assisted holds ¹	% change from last year	Holds Sent from BD ⁸	% change from last year	Juv/YA pgms ⁶	Juv/YA attend ⁶	Adult pgms ⁶	Adult attend ⁶	Total attend	change from last year	Notes
JAN	438	-2%	2,252	33%	2	70	0	0	70	-39%	
FEB	414	8%	1,531	1%	11	304	3	47	351	88%	CD art cc
MAR	462	0%	1,781	10%	14	322	5	79	401	93%	Gaming-t
APR	441	-8%	1,520	5%	11	224	2	37	261	112%	
MAY	344	-20%	1,353	-9%	5	56	1	15	71	-28%	Law Day
JUN	434	-15%	1,568	2%	11	323	4	4	327	-16%	
JUL	415	-19%	1,495	8%	20	645	2	20	665	45%	
AUG	339	-26%	1,355	-9%	10	372	1	1	373	-8%	
SEP	383	-26%	1,448	-15%	9	175	2	32	207	90%	
OCT	397	-7%	1,409	-4%	16	308	2	36	344	0%	
NOV	289	-14%	1,417	11%	11	266	2	28	294	42%	
DEC		-							0	-	
TOTAL	4,356		17,129		120	3,065	24	299	3,364		

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

CIRCULATION

	2015			2014			TOTAL
	ADULT	YOUTH	DIGITAL	ADULT	YOUTH	DIGITAL	
JAN.	10,695	4,883	450	10,789	4,802	347	15,938
FEB.	9,314	4,841	439	9,983	4,799	320	15,102
MARCH	10,648	5,833	487	10,843	5,535	309	16,687
APRIL	10,079	5,031	513	10,683	5,360	982	17,025
MAY	9,796	4,637	503	10,652	5,383	328	16,363
JUNE	11,039	7,393	516	10,815	6,334	341	17,490
JULY	11,088	6,909	570	12,251	6,946	333	19,530
AUGUST	10,654	5,287	514	11,550	6,194	363	18,107
SEPT.	9,685	5,014	459	10,970	5,456	351	16,777
OCT.	9,654	5,446	0	11,061	5,372	431	16,864
NOV.	8,924	4,736	0	9,638	5,493	392	15,523
DEC.	0	0	0	9,760	4,604	353	14,717
TOTAL	111,576	60,010	4,451	128,995	66,278	4,850	200,123

RESERVES/HOLDS

	2015		2014		Paging slips '15
	Jan.	Feb.	Mar.	April	
Jan.	438	414	462	441	2,252
Feb.	414	462	441	344	1,531
Mar.	462	441	344	434	1,781
April	441	344	434	415	1,520
May	344	434	415	339	1,353
June	434	415	339	383	1,568
July	415	339	383	397	1,495
Aug.	339	383	397	289	1,355
Sept.	383	397	289	0	1,448
Oct.	397	289	0	330	1,409
Nov.	289	0	330		1,417
Dec.	0				330
Total:	4,356	5,298	17,129		

COMPUTER USE

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

PROGRAMS

	2015			2014	
	Juv/YA Prog	Juv/YA Attend	Adult Prog	Adult Attend	2014 Total
JAN.	2	70	0	0	115
FEB.	11	304	3	47	187
MARCH	14	322	5	79	208
APRIL	11	224	2	37	123
MAY	5	56	1	15	99
JUNE	11	323	4	4	391
JULY	20	645	2	20	459
AUGUST	10	372	1	1	406
SEPT.	9	175	2	32	109
OCT.	16	308	2	36	345
NOV.	11	266	2	28	207
DEC.	0	0	0	0	220
TOTAL	120	3,065	24	299	2,869

BUILDING

	2015
JAN.	8,300
FEB.	8,221
MARCH	9,762
APRIL	9,802
MAY	9,722
JUNE	10,788
JULY	10,948
AUGUST	10,844
SEPT.	10,060
OCT.	9,190
NOV.	7,811
DEC.	0
TOTAL	105,448

** Avg of last

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

PERIOD ENDING 11/30/2015

% Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	
		MONTH 11/30/2014	MONTH 11/30/2015	11/30/2015	
		INCR (DECR)	INCR (DECR)	NORM (ABNORM)	
Fund 151 - Library Fund					
Revenues					
151-000-11-4-00-10	General Property Taxes	0.00	0.00	385,346.00	38
151-000-67-4-10-10	Photocopies	511.54	367.04	6,843.82	
151-000-67-4-10-20	Library-Fines	1,122.36	381.90	13,684.33	1
151-000-67-4-10-30	Sale of Materials	27.60	67.50	1,251.52	
151-000-67-4-10-40	Lost Material Charges	87.00	87.95	1,637.73	
151-000-67-4-10-90	Miscellaneous Charges	949.56	162.20	3,575.00	
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	0.00	97,010.00	9
151-000-81-4-00-10	Investment Interest	114.00	0.00	142.00	
151-000-82-4-00-10	Rent Income	2,750.00	0.00	13,750.00	3
151-000-85-4-50-10	Donations - Library	1,053.35	558.57	13,780.75	
TOTAL Revenues		6,615.41	1,625.16	537,021.15	55
Expenditures					
151-510-51-5-10-10	Salaries/Wages	22,143.73	23,171.17	264,335.75	30
151-510-51-5-15-10	WI Retirement	1,328.91	1,342.42	15,450.77	1
151-510-51-5-15-15	FICA	1,622.02	1,714.43	19,478.17	2
151-510-51-5-15-20	Group Insurance	3,949.03	2,634.26	39,298.02	5
151-510-51-5-20-35	Technical Services	258.06	175.59	2,528.48	
151-510-51-5-20-40	Printing Services	0.00	492.71	6,174.37	
151-510-51-5-24-10	Equipment Maintenance Services	0.00	0.00	15,601.45	2
151-510-51-5-30-10	Office Supplies, Equip & Exp	1,041.04	1,056.98	5,467.73	
151-510-51-5-30-15	Postage & Mailing	75.90	55.86	219.34	
151-510-51-5-30-20	Communications	85.53	78.53	702.86	
151-510-51-5-45-10	Professional Memberships	0.00	0.00	357.00	
151-510-51-5-45-30	Professional Training	0.00	0.00	266.64	
151-510-51-5-45-40	Mileage Reimbursement	169.92	280.08	463.39	
151-511-51-5-35-40	Collect Repair/Maint/Suppl	1,237.63	1,708.93	4,316.11	
151-511-51-5-38-10	Periodicals	0.00	324.65	7,244.48	
151-511-51-5-38-15	Books	1,473.85	3,746.80	38,290.22	4
151-511-51-5-38-20	Audio/Visual	1,129.08	236.56	13,638.10	1
151-511-51-5-38-30	Donation Expenditures	2,409.91	122.02	9,271.64	
151-511-51-5-38-40	Library Programming	351.51	53.97	938.65	
151-512-51-5-22-10	Natural Gas/Electric Service	1,348.11	0.00	16,083.38	1
151-512-51-5-22-20	Sewer/Water Services	0.00	0.00	178.49	
151-512-51-5-23-10	Cleaning Services	0.00	1,200.00	13,860.00	1
151-512-51-5-23-15	Building Maint/Repair Services	96.91	180.13	10,358.07	
151-512-51-5-35-10	Building Supplies	0.00	31.67	1,521.76	
TOTAL Expenditures		38,721.14	38,606.76	486,044.87	53
Fund 151 - Library Fund:					
TOTAL REVENUES		6,615.41	1,625.16	537,021.15	55
TOTAL EXPENDITURES		38,721.14	38,606.76	486,044.87	53
NET OF REVENUES & EXPENDITURES		(32,105.73)	(36,981.60)	50,976.28	1

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

PERIOD ENDING 11/30/2015

% Fiscal Year Completed: 91.51

ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE
MONTH 11/30/2014	MONTH 11/30/2015	11/30/2015
INCR (DECR)	INCR (DECR)	NORM (ABNORM)

GL NUMBER	DESCRIPTION	INCR (DECR)	INCR (DECR)	NORM (ABNORM)
Fund 151 - Library Fund				
BEG. FUND BALANCE				64,687.91 6
END FUND BALANCE				115,664.19 8

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice
Fund 151 Library Fund				
Dept 510-51 92400				
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBR FORMS, SUPPLIES, POSTAGE.ECOMMERCE		FL-02821
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE AND METER CHARGE	81930124
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIOD PAYMENT	502012736
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	2016 CALENDARS, FOLDERS	432840
151-510-51-5-30-10	Office Supplies, Equip & F	MILW CO FEDERATED LIBR FORMS, SUPPLIES, POSTAGE.ECOMMERCE		FL-02821
151-510-51-5-30-10	Office Supplies, Equip & F	CLEAR CUT PRINT SOLUTI	10 CASES COPY PAPER	1725
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	PENCILS, STAMP PADS, TAPE	450033
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBR FORMS, SUPPLIES, POSTAGE.ECOMMERCE		FL-02821
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBR FORMS, SUPPLIES, POSTAGE.ECOMMERCE		FL-02821
151-510-51-5-30-20	Communications	AT & T	SERVICE	10282015
151-510-51-5-45-40	Mileage Reimbursement	EIFFLER, STEPHANIE	MILEAGE REIMBURSEMENT	11112015
151-510-51-5-45-40	Mileage Reimbursement	WILLIAMS-VAN KLOOSTER,	MILEAGE REIMBURSEMENT	11112015

Total For Dept 510-51 92400

Dept 511-51				
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	BOOK JACKET ROLLS	50715100
151-511-51-5-35-40	Collect Repair/Maint/Suppl	R.T. BARBEE CO., INC	12" BOOK JACKET COVERS	34424
151-511-51-5-35-40	Collect Repair/Maint/Suppl	PARAGON DEVELOPMENT SY	SCANNERS	902555
151-511-51-5-38-10	Periodicals	JOURNAL SENTINEL INC	YEARLY RENEWAL	00014674
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031196197
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031196199
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031196200
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031196202
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031196203
151-511-51-5-38-15	Books	BAKER & TAYLOR	CREDIT	0002726301
151-511-51-5-38-15	Books	BAKER & TAYLOR	11 BOOKS	2031196198
151-511-51-5-38-15	Books	BAKER & TAYLOR	34 BOOKS	2031193969
151-511-51-5-38-15	Books	BAKER & TAYLOR	25 BOOKS	2031183151
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 REFERENCE BOOKS	5013854537
151-511-51-5-38-15	Books	BAKER & TAYLOR	13 BOOKS	2031243924
151-511-51-5-38-15	Books	BAKER & TAYLOR	59 BOOKS	2031252823
151-511-51-5-38-15	Books	BAKER & TAYLOR	64 BOOKS	2031258855
151-511-51-5-38-15	Books	BAKER & TAYLOR	18 BOOKS	2031258902
151-511-51-5-38-15	Books	BAKER & TAYLOR	17 BOOKS	2031264966
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256245
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256246
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256247
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2031256248
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031256249
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2031256252
151-511-51-5-38-15	Books	INGRAM LIBRARY	SERVICE BOOKS	89992997
151-511-51-5-38-15	Books	INGRAM LIBRARY	SERVICE BOOKS	90025342
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031308018
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031308019
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031308020
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031308021
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031308025
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2031308026
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031325610
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031325611
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	2031325612
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2031325613
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	2031332460

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice
Fund 151 Library Fund				
Dept 511-51				
151-511-51-5-38-15	Books	BAKER & TAYLOR	29 BOOKS	2031293885
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	2031325614
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	7 AUDIOBOOKS	2031256250
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2031308022
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	3 AUDIOBOOKS	2031308023
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2031325615
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	1 LP BOOK	2031196201
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	3 BOOKS	2031256251
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	LP BOOKS	2031308024
151-511-51-5-38-40	Library Programming	ANDERSEN-KOPCZYK, DANA	SUPPLIES REIMBURSED	10272015
			Total For Dept 511-51	
Dept 512-51				
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	CLEANING SERVICE	11927
151-512-51-5-23-15	Building Maint/Repair Serv	ITU ABSORBTECH INC	NAT SERVICE-NOVEMBER	6077084
151-512-51-5-35-10	Building Supplies	NASSCO INC	DISINFECTING WIPES	81972127.001
			Total For Dept 512-51	
			Total For Fund 151 Library Fund	

12/04/2015 03:41 PM
User: hudsonsu
DB: Brown Deer

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

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice
			Fund Totals:	
			Fund 151 Library Fund	
			Total For All Funds:	—