

**LIBRARY BOARD MEETING**  
**Monday, May 11, 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. Persons Desiring to be Heard
- III. Consideration of Minutes: April 22, 2015
- IV. Unfinished Business
  - a. Village Municipal Facility Feasibility Study
- V. Report of Library Director
  - a. Director's Report
  - b. Usage Report
  - c. Revenue/Expense Report
- VI. New Business
  - a. Consideration of Vouchers: April 2015
  - b. 4<sup>th</sup> of July Committee Representative
  - c. Approval of revision to Brown Deer Library Policy IVb: Library Rules and Regulations- Use of Patron Data for Communication and Marketing
  - d. Approval of Laptop Agreement Form
- VII. Report of Friends of the Library
- VIII. Adjournment

A handwritten signature in black ink, appearing to read "B. Williams-Van Klooster", is written over a horizontal line.

Brian Williams-Van Klooster, Library Director  
May 5, 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**  
**April 22, 2015 Rescheduled MEETING MINUTES**  
**HELD AT THE BROWN DEER PUBLIC LIBRARY**  
**5600 WEST BRADLEY ROAD**  
(Unapproved)

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The meeting was called to order by Board President Lutz at 5:05 P.M.

**I. Roll Call**

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

**II. Persons Desiring to be Heard**

None.

*[The Library Director arrived at 5:08PM]*

**III. Consideration of Minutes: March 9, 2015 – Regular Meeting**

*It was moved by W. Jabas and seconded by S. Snyder to approve the minutes of the March 9 2015 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

a. Library logo review and selection

The Library Director presented logos selected by staff by popular anonymous vote. Of 21 unique designs submitted from a variety of designers, one design received 5 votes, 8 others tied with 3 votes. The remainder received 2 votes or fewer each. Board members reviewed the selections and thoroughly discussed the merits of the 9 staff-preferred designs. W. Jabas said she was impressed with the quality of the submissions. The Board agreed to select design #21 to be further modified by the designer with their suggestions. The Director then revealed the sources of all of the submissions. The Director will contact Modus Design to share the Board's selection of their design and request that Modus make suggested revisions.

*It was moved by W. Jabas and seconded by E. Bennett to approve the selection of Modus Design's logo #21 as the new Brown Deer Library Logo, with the suggested revisions to be integrated into the final design and shared with the Board via email. The motion carried unanimously.*

**V. Report of Library Director**

a. Director's Report

The Library Director highlighted 3 items including the MCFLS Strategic Plan, the DPI's COLAND Strategic Vision Report, and the continued dip in circulation numbers. He said the MCFLS strategic plan is designed to ensure their services meet the needs of member libraries. He said that if the BDPL Board has questions or comments about MCFLS services, he will represent them at future meetings. The Library Director said that the DPI Strategic Vision Report has been heavily scaled back due to feedback from member libraries. Their goal is now to examine issues and opportunities at a more local, committee-based level. The Library Director noted that though the Board and others are often disappointed by the ongoing slump in circulation numbers, this is a statewide trend as evidenced by reports from the DPI.

b. Usage Report

There were no additional highlights or discussion of the report beyond the above comments regarding circulation.

c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

**VI. New Business**

a. Consideration of Vouchers: March 2015

*It was moved by S. Snyder and seconded by W. Jabas to approve the payment of the March 2015 vouchers. The*

motion carried unanimously.

b. Review and approval of revised Procedures

The Library Director opened the floor for questions and discussion about the procedure revisions. President Lutz clarified all sections in a variety of colored highlights are revisions, not just the ones in yellow highlight in section VI-Loan Periods & Overdue Fines. The Director agreed that this is true, and further noted that columns for 'grace period' and 'overdue fines' were added to this section. W. Jabas said she thought Friends Books do allow renewals, but that the section says they do not. She referred to a bookmark from a Friend's Book that confirmed her claim. The Director will make this change. President Lutz inquired if changes in Default Costs in section VIb-Library Material Replacement Charges were due to the increase in cost of these materials. The Director affirmed that this is the case.

*It was moved by J. Baker and seconded by S. Snyder to approve Procedures VI-Circulation & Loan and VIb-Fines & Charges with the requested revision. The motion carried unanimously.*

*[E. Bennett was excused at 5:45PM.]*

c. Basement flooding review of events and next steps

The Library Director explained that the flood has damaged all 7 furnaces, and that the Village Manager has said an insurance claim will be pursued for the cost of repairs. The Director explained that the sump pumps were unable to remove the water entering the sump pit because crucial non-visible components had broken at an earlier, unknown time. Those broken components prevented the pumps from turning on. The Director also said that a high water alarm was also triggered, which is monitored by a security company. The Library did receive a call from the monitoring company on the morning of the flood, but confused this call with a similar call the library receives very often regarding temporary loss of communication on line 2 at the dialer. The Director said that the line 2 communication problem has been checked previously by both security and telephone employees, but neither are able to reproduce the problem to identify and correct it. J. Baker asked who is on the call list from the monitoring company. The Library Director stated that currently only he himself and the library's internal phone are on the list. He said the call list had included more Village staff at one time, but they requested to be removed due to the many 'line 2' lost communication calls that were not emergencies. J. Baker strongly recommended that more Village staff be added back to the call list, the most logical of whom would be the DPW Director or his designee. The Library Director will follow up with the Village Manager on this topic. J. Baker inquired about the Director's thoughts on the source of the water that entered the sump pit. The Director said that a library roof gutter deposits rain onto an area of the lawn that had been excavated last summer by telephone crews running a fiber optic cable into the building. This area is only about 4 feet from the building, and had been excavated all the way to the foundation. He said on the day of the storm he could see water flowing from the gutter and then disappearing directly into the soil rather than running down the hill. He said this seemed strange, and supposed that the water could have been running directly to the loose soil next to the foundation, into the drain tile, and to the sump pit. J. Baker said he spoke with the DPW Director, who said a down spout should be connected to this gutter and run down the hill toward the sidewalk. The Library Director will pursue this solution with DPW and a private contractor. The Library Director also said that charges already incurred for temporary heating of the library will show on upcoming bills and expense reports, but that he hopes to have those amounts reimbursed as part of the insurance claim. W. Jabas asked if the sump pumps are now working, and recommended that a plumbing maintenance agreement be established similar to other existing agreements the library has for maintenance of mechanical systems. The Director said the pumps have temporary repairs that make them functional until parts are available, will investigate a maintenance solution and report back at a future meeting.

d. Village Municipal Facility Study

*This item was tabled for later discussion.*

**VII. Report of Friends of the Library**

W. Jabas reported that Anne Lutz and Joyce Lorfeld are coordinating this year's Plant Sale. A display is now up in the Library display case along with order forms. The display case will be shared with the Village Beautification Committee in May. W. Jabas also noted that lunch was provided for Library staff during National Library Week, on April 14th. She said that new Friends members also contributed to the lunch. The Library Director said that this lunch is always appreciated by Library staff. The Plant Sale is on May 16, the next Friends meeting is May 14.

**VIII. Adjournment**

**Next meeting: May 11, 2015.** *It was moved by W. Jabas and seconded by J. Baker to adjourn at 6:04 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director  
April 24, 2015



**BROWN DEER**  
**PUBLIC LIBRARY**



**BROWN DEER**

**PUBLIC LIBRARY**

# Brown Deer Public Library - Director's Report

## April 2015

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### **Budget**

- Brown Deer Junior Woman's Club has selected the Brown Deer Library to receive a Wish List grant this year, it will be presented at the May Library Board meeting

### **Facility**

- Hard floors stripped and waxed 4/15
- 4/9-4/10, library closed due to basement flooding, 3' of water damaged all furnaces, 3 contractors viewed facility for repair estimates with 2 bids received, Village Administration is processing insurance claim, 1 furnace has been made functional to heat reading room, community room still quite cool

### **Meetings & Training**

- 4/1 Webinar-Increasing Your Emotional Intelligence
- 4/2 MCFLS LDAC
- 4/7 Department Heads
- 4/8 MCFLS Strategic Planning
- 4/13 Facility Study committee
- 4/14 BDPL monthly staff meeting
- 4/14 Friends of BDPL
- 4/22 Library Board
- 4/27 Facility Study committee
- 4/29 MCFLS RFID committee

### **Marketing/Communication/Outreach/PR**

- Modus Design has been contacted to revise their selected library logo and provide templates to be used for newsletters, business cards, brochures, flyers/posters, signage, stationery

### **Miscellaneous**

- Two compliments – a card saying thank you for the daytime movies for grownups 'senior budget'; a verbal thanks for the great service from a patron who comes here despite proximity to North Shore
- Statewide Tornado Drill 4/17 – BDPL participated again this year, patrons were told to follow staff instruction in the time of an emergency, and were shown where the library's safe assembly areas are located, all patrons participated
- 3 teen volunteers were approved, they are working on a Brown Deer/North Shore Herald newspaper inventory that will eventually be hosted on our website

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# Children's / Young Adult Services

## From Dana's monthly report

*Our Garden Tea party was a complete success. We had 28 total people attend this program. We made flower corsages, played several games with tea cups, and enjoyed high tea and cookies/sandwiches. Our Bad Art Contest also went over very well. The kids/teens were given a blank canvas and different materials to use to create their own "bad art". They had paint, telephone wire, feathers, googley eyes, etc. The art was on display in the children's area for the week following the contest.*

*I visited the Brown Deer Elementary School for STEM Day on Friday April 17<sup>th</sup>. I talked to the 2<sup>nd</sup> grade classrooms about graphic novels, and then we made our own page for a graphic novel.*

*My summer reading materials are completely finished, and I have begun to make copies for the Brown Deer schools as well as in-house use. I've also finished the web pages for our summer information, and the pages are now live on the website.*

*I met with the middle school librarian on April 24<sup>th</sup>, and we came up with a plan on how we wanted to present the summer reading material to the middle school and high school students. I have a meeting with the elementary school librarian and the BD school library director on May 18<sup>th</sup>.*

## Programs:

- Story time sessions, 4 total, 28 participants average
- Wednesday April 8<sup>th</sup> Garden Tea Party – 28 people
- Wednesday April 15<sup>th</sup> Afternoon Games – 14 people
- Tuesday April 21<sup>st</sup> Lego Club – 11 people
- Wednesday April 22<sup>nd</sup> Bad Art Contest – 12 people
- Thursday April 23<sup>rd</sup> Afternoon Games – 13 people
- Thursday April 23<sup>rd</sup> Children's Movie Night – 25 people
- Wednesday April 29<sup>th</sup> Kohl's Wild Theater – 30 ppl

## Meetings & Training

- 4/14 Monthly Staff meeting

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## Adult Services

### Displays

- *Staff Picks* display continues

### Materials

- Over 490 catalog records added or modified.

### Meetings & Training

- 4/14 Monthly Staff meeting

### Miscellaneous

- Hosted last Adult Book Club of the 2014/2015 season with good attendance, attendance has been strong in recent years with a good core group and regular new faces

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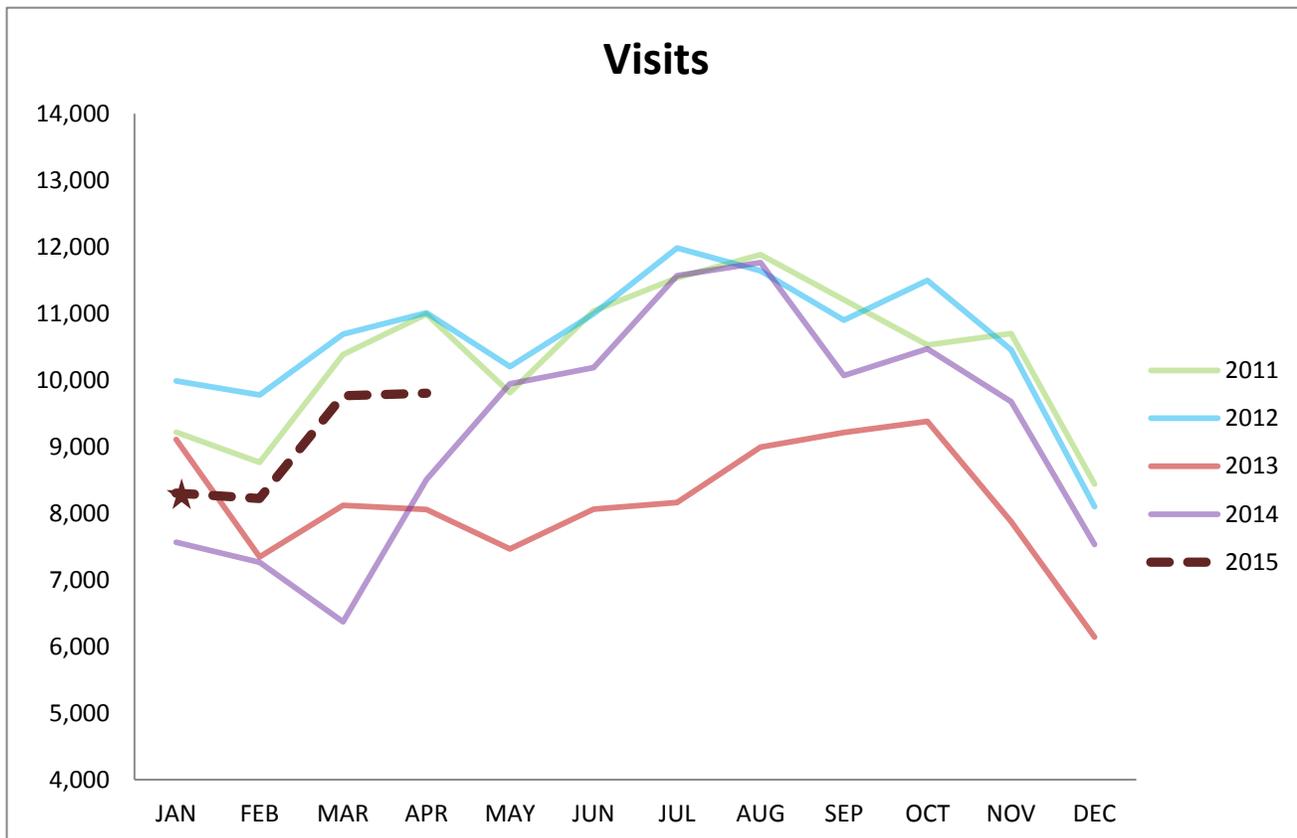
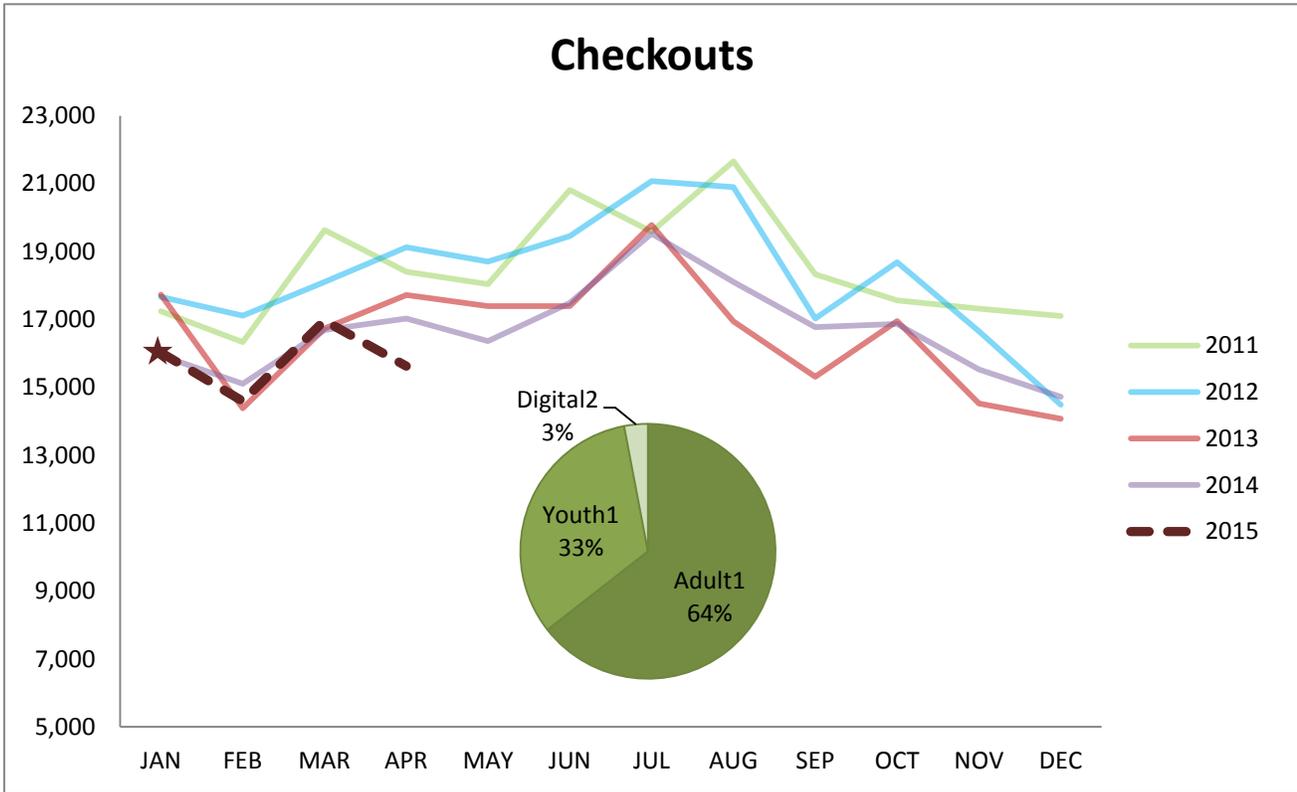
## MCFLS / Other

Highlights from the 5/2/15 meeting of the MCFLS LDAC:

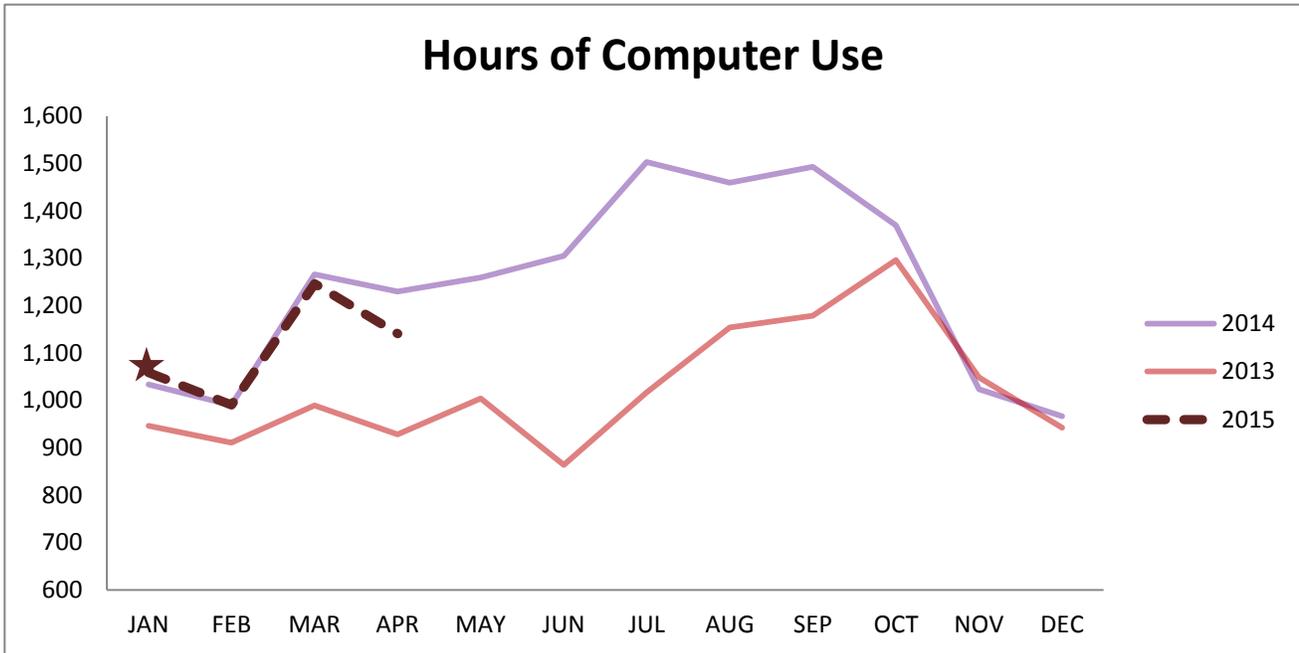
- 1) 2014 SEWI Continuing Education. Continuing education is a vital component for directors to maintain their certification, and is valuable for staff to learn about new issues in librarianship. Four sessions are being planned for 2015
  - a) SEWI = SouthEast Wisconsin continuing education for libraries in Eastern Shores (Ozaukee and Sheboygan Counties), Kenosha County, Milwaukee County, Lakeshores (Racine and Walworth Counties), Mid-Wisconsin (Dodge, Jefferson and Washington Counties) and Waukesha County systems.
- 2) Bruce Gay referred to the Criterion Collection pricing he received. Due to the high annual cost per library, MCFLS will not follow-up on licensing this product. \$24,622.55 PER library = \$369,338.25 per year.
  - a) Libraries receive feedback from patrons that they want access to more online materials, in particular movies, however current prices are out of the reach of most budgets.
- 3) LDAC unanimously approved RFID Standards which were developed by the RFID Technology Committee. It is hoped that moving forward the recommendations can be incorporated at libraries which currently have RFID, which will make it easier for all libraries to process materials efficiently and effectively. Further, the Standards will be helpful for libraries adding RFID to their buildings.
  - a) Currently 9 of 15 libraries in MCFLS have RFID.
  - b) One of the main stumbling blocks for adding RFID at the remaining libraries is the significant start-up cost. As RFID becomes more standardized and mainstream, prices are coming down which hopefully will enable the remaining libraries to add it in the next few years.
- 4) Multiple libraries mentioned having Community Read programs this year.



# 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	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 c
MAR	462	0%	1,781	10%	14	322	5	79	401	93%	Gaming-
APR	441	-8%	1,520	5%	11	224	2	37	261	112%	
MAY		-		-					0	-	
JUN		-		-					0	-	
JUL		-		-					0	-	
AUG		-		-					0	-	
SEP		-		-					0	-	
OCT		-		-					0	-	
NOV		-		-					0	-	
DEC		-		-					0	-	
<b>TOTAL</b>	<b>1,755</b>		<b>7,084</b>		<b>38</b>	<b>920</b>	<b>10</b>	<b>163</b>	<b>####</b>		

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

**CIRCULATION**

	2015				2014			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	10,695	4,883	450	16,028	10,789	4,802	347	15,938
FEB.	9,314	4,841	439	14,594	9,983	4,799	320	15,102
MARCH	10,648	5,833	487	16,968	10,843	5,535	309	16,687
APRIL	10,079	5,031	513	15,623	10,683	5,360	982	17,025
MAY	0	0	0	#N/A	10,652	5,383	328	16,363
JUNE	0	0	0	#N/A	10,815	6,334	341	17,490
JULY	0	0	0	#N/A	12,251	6,946	333	19,530
AUGUST	0	0	0	#N/A	11,550	6,194	363	18,107
SEPT.	0	0	0	#N/A	10,970	5,456	351	16,777
OCT.	0	0	0	#N/A	11,061	5,372	431	16,864
NOV.	0	0	0	#N/A	9,638	5,493	392	15,523
DEC.	0	0	0	#N/A	9,760	4,604	353	14,717
<b>TOTAL</b>	<b>40,736</b>	<b>20,588</b>	<b>1,889</b>	<b>63,213</b>	<b>128,995</b>	<b>66,278</b>	<b>4,850</b>	<b>200,123</b>

**RESERVES/HOLDS**

			Paging	Paging
	2015	2014	slips '15	slips '14
Jan.	438	447	2,252	1,690
Feb.	414	383	1,531	1,522
Mar.	462	463	1,781	1,612
April	441	481	1,520	1,453
May	0	429	0	1,490
June	0	508	0	1,538
July	0	514	0	1,389
Aug.	0	459	0	1,482
Sept.	0	519	0	1,703
Oct.	0	428	0	1,468
Nov.	0	337	0	1,277
Dec.	0	330	0	1,904
<b>Total:</b>	<b>1,755</b>	<b>5,298</b>	<b>7,084</b>	<b>18,528</b>

**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	46%	-7.2%	1,230
MAY	#N/A	-	#N/A	1,259
JUNE	#N/A	-	#N/A	1,305
JULY	#N/A	-	#N/A	1,503
AUGUST	#N/A	-	#N/A	1,459
SEPT.	#N/A	-	#N/A	1,493
OCT.	#N/A	-	#N/A	1,370
NOV.	#N/A	-	#N/A	1,023
DEC.	#N/A	-	#N/A	967
<b>TOTAL</b>	<b>#N/A</b>			<b>14,899</b>

**PROGRAMS**

2015				2014	
Juv/YA Prog	Juv/YA Attend	Adult Prog	Adult Attend	2015 Total	2014 Total
2	70	0	0	70	115
11	304	3	47	351	187
14	322	5	79	401	208
11	224	2	37	261	123
0	0	0	0	0	99
0	0	0	0	0	391
0	0	0	0	0	459
0	0	0	0	0	406
0	0	0	0	0	109
0	0	0	0	0	345
0	0	0	0	0	207
0	0	0	0	0	220
<b>38</b>	<b>920</b>	<b>10</b>	<b>163</b>	<b>1,083</b>	<b>2,869</b>

**BUILDING USE**

2015	2014
8,300	7,565
8,221	7,264
9,762	6,370
9,802	8,506
0	9,943
0	10,189
0	11,570
0	11,766
0	10,067
0	**10467
0	9,675
0	7,532
<b>36,085</b>	<b>110,914</b>

\*\* Avg of last 3 Octs-

PERIOD ENDING 04/30/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 04/30/2015	2015 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 04/30/2015	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE	
Fund 151 - Library Fund								
Revenues								
Dept 000-11-TAXES								
151-000-11-4-00-10	General Property Taxes	0.00	288,346.13	385,346.00	96,999.87		74.83	
Total Dept 000-11-TAXES		0.00	288,346.13	385,346.00	96,999.87		74.83	
Dept 000-67-PARKS & CULTURE/RECREATION								
151-000-67-4-10-10	Photocopies	676.04	2,138.08	5,500.00	3,361.92		38.87	
151-000-67-4-10-20	Library-Fines	1,477.32	4,306.63	15,000.00	10,693.37		28.71	
151-000-67-4-10-30	Sale of Materials	129.50	318.47	900.00	581.53		35.39	
151-000-67-4-10-40	Lost Material Charges	105.08	320.78	1,500.00	1,179.22		21.39	
151-000-67-4-10-90	Miscellaneous Charges	319.70	1,151.70	2,000.00	848.30		57.59	
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,707.64	8,235.66	24,900.00	16,664.34		33.07	
Dept 000-73-INTERGOVERNMENTAL CHARGES								
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	97,010.00	96,852.00	(158.00)		100.16	
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	97,010.00	96,852.00	(158.00)		100.16	
Dept 000-81-INTEREST INCOME								
151-000-81-4-00-10	Investment Interest	0.00	142.00	2,500.00	2,358.00		5.68	
Total Dept 000-81-INTEREST INCOME		0.00	142.00	2,500.00	2,358.00		5.68	
Dept 000-82-MISCELLANEOUS REVENUE								
151-000-82-4-00-10	Rent Income	2,750.00	11,000.00	33,000.00	22,000.00		33.33	
Total Dept 000-82-MISCELLANEOUS REVENUE		2,750.00	11,000.00	33,000.00	22,000.00		33.33	
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	1,023.00	7,202.73	8,000.00	797.27		90.03	
Total Dept 000-85-DONATIONS		1,023.00	7,202.73	8,000.00	797.27		90.03	
TOTAL Revenues		6,480.64	411,936.52	550,598.00	138,661.48		74.82	
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	33,933.04	93,367.89	300,789.00	207,421.11		31.04	
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	1,982.80	5,461.04	18,008.00	12,546.96		30.33	
151-510-51-5-15-15	FICA	2,515.29	6,874.99	23,011.00	16,136.01		29.88	
151-510-51-5-15-20	Group Insurance	4,150.40	16,446.29	51,527.00	35,080.71		31.92	

User: BRIAN

DB: Brown Deer

PERIOD ENDING 04/30/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2015	AVAILABLE	% BDGT USED
		MONTH 04/30/2015	04/30/2015	AMENDED	BALANCE	
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	
Fund 151 - Library Fund						
Expenditures						
151-510-51-5-15-25	Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00
151-510-51-5-20-35	Technical Services	(9.73)	1,864.27	3,500.00	1,635.73	53.26
151-510-51-5-20-40	Printing Services	416.99	1,301.93	3,500.00	2,198.07	37.20
151-510-51-5-24-10	Equipment Maintenance Services	0.00	14,296.45	20,000.00	5,703.55	71.48
151-510-51-5-30-10	Office Supplies, Equip & Exp	489.33	1,545.47	4,500.00	2,954.53	34.34
151-510-51-5-30-15	Postage & Mailing	57.07	57.07	380.00	322.93	15.02
151-510-51-5-30-20	Communications	167.02	222.07	300.00	77.93	74.02
151-510-51-5-45-10	Professional Memberships	0.00	183.00	500.00	317.00	36.60
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	76.10	730.00	653.90	10.42
151-510-51-5-45-40	Mileage Reimbursement	0.00	0.00	200.00	200.00	0.00
Total Dept 510-51-92400		43,702.21	141,696.57	426,945.00	285,248.43	33.19
Dept 511-51						
151-511-51-5-35-40	Collect Repair/Maint/Suppl	440.17	1,063.16	4,100.00	3,036.84	25.93
151-511-51-5-38-10	Periodicals	24.98	2,212.49	5,500.00	3,287.51	40.23
151-511-51-5-38-15	Books	2,006.12	14,068.05	42,000.00	27,931.95	33.50
151-511-51-5-38-20	Audio/Visual	1,318.87	5,252.98	11,000.00	5,747.02	47.75
151-511-51-5-38-25	Library Grant Materials	0.00	0.00	0.00	0.00	0.00
151-511-51-5-38-30	Donation Expenditures	0.00	2,985.23	8,000.00	5,014.77	37.32
151-511-51-5-38-40	Library Programming	175.90	636.92	750.00	113.08	84.92
Total Dept 511-51		3,966.04	26,218.83	71,350.00	45,131.17	36.75
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	3,228.61	7,352.76	17,000.00	9,647.24	43.25
151-512-51-5-22-20	Sewer/Water Services	0.00	178.49	600.00	421.51	29.75
151-512-51-5-23-10	Cleaning Services	2,730.00	5,460.00	11,500.00	6,040.00	47.48
151-512-51-5-23-15	Building Maint/Repair Services	2,222.74	8,679.12	6,500.00	(2,179.12)	133.52
151-512-51-5-35-10	Building Supplies	176.59	544.16	1,200.00	655.84	45.35
Total Dept 512-51		8,357.94	22,214.53	36,800.00	14,585.47	60.37
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		56,026.19	190,129.93	535,095.00	344,965.07	35.53
Fund 151 - Library Fund:						
TOTAL REVENUES		6,480.64	411,936.52	550,598.00	138,661.48	74.82
TOTAL EXPENDITURES		56,026.19	190,129.93	535,095.00	344,965.07	35.53
NET OF REVENUES & EXPENDITURES		(49,545.55)	221,806.59	15,503.00	(206,303.59)	1,430.73

## INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER

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POST DATES 04/01/2015 - 04/30/2015

JOURNALIZED

BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Chk Date	Amount
Fund 151 Library Fund					
Dept 510-51 92400					
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBRARY SYS	MCFLS FORMS, TNS HOLD CALLS, POSTAGE, CRI	5/1/2015	-9.73
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIODIC PAYMENT	4/17/2015	52.62
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE & METER USAGE-FEB 2015 TO M	4/24/2015	364.37
151-510-51-5-30-10	Office Supplies, Equip & Exp	COMPLETE OFFICE OF WISCONSIN	TAPE, DISPENSER, PACKAGING TAPE	4/10/2015	136.38
151-510-51-5-30-10	Office Supplies, Equip & Exp	COMPLETE OFFICE OF WISCONSIN	SUPPLY CREDIT	4/10/2015	-44.38
151-510-51-5-30-10	Office Supplies, Equip & Exp	DEMCO	SNAP IN TRAYS FOR DVD CASES	4/17/2015	35
151-510-51-5-30-10	Office Supplies, Equip & Exp	THE SHOPPER INC	SECURITY LABELS	4/17/2015	59.62
151-510-51-5-30-10	Office Supplies, Equip & Exp	COMPLETE OFFICE OF WISCONSIN	SHREDDER & GOLF PENCILS	4/24/2015	136.74
151-510-51-5-30-10	Office Supplies, Equip & Exp	MILW CO FEDERATED LIBRARY SYS	MCFLS FORMS, TNS HOLD CALLS, POSTAGE, CRI	5/1/2015	165.97
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBRARY SYS	MCFLS FORMS, TNS HOLD CALLS, POSTAGE, CRI	5/1/2015	57.07
151-510-51-5-30-20	Communications	AT & T	SERVICE	4/10/2015	19.82
151-510-51-5-30-20	Communications	DIGITAL EDGE COPY & PRINT CENTI	REPLACEMENT LETTERS FOR DOOR, SIGNS FOR	5/1/2015	90
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBRARY SYS	MCFLS FORMS, TNS HOLD CALLS, POSTAGE, CRI	5/1/2015	57.2
			Total For Dept 510-51 92400		1,120.68
Dept 511-51					
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	VISTAFOIL-3 SIZES	5/1/2015	440.17
151-511-51-5-38-10	Periodicals	GAME INFORMER	2 YEAR SUBSCRIPTION	4/10/2015	24.98
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	4/3/2015	18.59
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	4/3/2015	74.29
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	4/3/2015	100.84
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	4/3/2015	13.81
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	4/3/2015	14.33
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	4/3/2015	35.89
151-511-51-5-38-15	Books	BAKER & TAYLOR	23 BOOKS	4/3/2015	192.46
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	4/24/2015	56.28
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	4/24/2015	30.4
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	4/24/2015	41.4
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	4/24/2015	29.46
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	4/24/2015	29.17

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151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	4/24/2015	13.8
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	4/24/2015	67.39
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	4/24/2015	58.89
151-511-51-5-38-15	Books	BAKER & TAYLOR	11 BOOKS	4/24/2015	150.18
151-511-51-5-38-15	Books	BAKER & TAYLOR	16 BOOKS	4/24/2015	133.39
151-511-51-5-38-15	Books	BAKER & TAYLOR	24 BOOKS	4/24/2015	195.55
151-511-51-5-38-15	Books	BAKER & TAYLOR	35 BOOKS	4/24/2015	322.92
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	5/1/2015	13.25
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	5/1/2015	15.37
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	5/1/2015	44.05
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	5/1/2015	28.14
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	5/1/2015	14.33
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	5/1/2015	311.94
151-511-51-5-38-20	Audio/Visual	GRAHAM, RICHARD L	REIMBURSEMENT	4/10/2015	50
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	10 AUDIOBOOKS	4/24/2015	207.77
151-511-51-5-38-20	Audio/Visual	SHOREWOOD LIBRARY	REPLACEMENT COST FOR DVD	4/24/2015	34.99
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	1 AUDIOBOOK	5/1/2015	21.76
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	31 BOOKS	5/1/2015	185.45
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	DVD'S & CDS	5/1/2015	818.9
151-511-51-5-38-40	Library Programming	ANDERSEN-KOPCZYK, DANA	CHILDREN'S PROGRAM SUPPLIES	4/17/2015	69.16
151-511-51-5-38-40	Library Programming	SYNCB/AMAZON	DVD'S & CDS	5/1/2015	106.74
			Total For Dept 511-51		3,966.04

Dept 512-51

151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	4/3/2015	403.41
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	4/3/2015	1,404.30
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	5/1/2015	1,275.97
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	5/1/2015	144.93
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENANCE	CLEANING SERVICES-PARTIAL MONTH	4/10/2015	648
151-512-51-5-23-10	Cleaning Services	THE JANITORS LLC	CLEANING SERVICES-MARCH 1-14	4/10/2015	882
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENANCE	CLEANING SERVICES	4/24/2015	1,200.00
151-512-51-5-23-15	Building Maint/Repair Service	BATZNER PEST MGMT	BUG INSPECTION & SPRAY	4/17/2015	100
151-512-51-5-23-15	Building Maint/Repair Service	SIMPLEX GRINNEL	FIRE ALRM & EXTINGUISHER INSPECTION	4/24/2015	906

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151-512-51-5-23-15	Building Maint/Repair Service	BURKHARDT HEATING & A/C	BRYANT CIRCUIT BOARD & LABOR	4/24/2015	1,017.99
151-512-51-5-23-15	Building Maint/Repair Service	LEMBERG ELECTRIC COMPANY INC	SERVICE-BASEBOARD HEATER	5/1/2015	198.75
151-512-51-5-35-10	Building Supplies	NASSCO INC	3 WASTEBASKETS	4/17/2015	35.79
151-512-51-5-35-10	Building Supplies	NASSCO INC	WASTEBASKETS, BATH TISSUE, CREDIT	4/24/2015	54.11
151-512-51-5-35-10	Building Supplies	NASSCO INC	RECYCLING CONTAINERS	5/1/2015	57.8
151-512-51-5-35-10	Building Supplies	NASSCO INC	HAND TOWELS	5/1/2015	28.89
				Total For Dept 512-51	8,357.94
				<b>Total For Fund 151 Library Fund</b>	<b>13,444.66</b>

Fund 180 Strehlow Donation Fund

Dept 000-51 DUE FROM OTHER FUNDS

180-000-51-5-39-11	Donation Expense Library	CLEAR CUT PRINT SOLUTIONS	BOOKMARKS	5/1/2015	326.97
180-000-51-5-39-11	Donation Expense Library	SYNCB/AMAZON	DVD'S & CDS	5/1/2015	51.67
				<b>Total For Dept 000-51 DUE FROM OTHER FUNDS</b>	<b>378.64</b>

Fund 320 Capital Improvement Project Fund

Dept 000-76

320-000-76-5-81-10	Library Equipment	PARAGON DEVELOPMENT SYSTEM:	LAPTOPS, WARRANTIES, SURGE SUPPRESSOR	4/10/2015	582
320-000-76-5-81-10	Library Equipment	PARAGON DEVELOPMENT SYSTEM:	4 LAPTOPS	4/24/2015	2,432.00
320-000-76-5-81-10	Library Equipment	PARAGON DEVELOPMENT SYSTEM:	4 LAPTOPS	5/1/2015	2,964.00
320-000-76-5-81-10	Library Equipment	PARAGON DEVELOPMENT SYSTEM:	CREDIT-WRONG LAPTOPS & WARRANTY	5/1/2015	-2,952.00
320-000-76-5-82-10	Building Improvements-Librar	JM REMODELING & CONSTRUCTIO	REMODEL DESIGN AGREEMENT-BD LIBRARY	4/17/2015	2,500.00
320-000-76-5-82-55	Park Improvements	JSD PROFESSIONAL SERVICES, INC	CONSTRUCTION BID COORDINATION	4/24/2015	1,000.00
				<b>Total For Fund 320 Capital Improvement Project Fund</b>	<b>7,634.88</b>

Fund Totals:

Fund 151 Library Fund	13,444.66
Fund 320 Capital Improvement Project Fund	7,634.88
Fund 180 Strehlow Donation Fund	378.64
<b>Total For All Funds:</b>	<b>21,079.54</b>

## 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 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. 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:
    - 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.
- g. Solicitation in the library:
  - The placing of containers or other receptacles 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

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

43.30 Public library records. (1) 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 subs.

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.

Comment [BS1]: Added

### **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 permission and/or activation of the security device.

1. When security gate alarm sounds, Staff will ask Patron to come back inside the security gates.
  - a. If Patron refuses, or claims not to have any library materials, Patron is theft suspect and Police should be called.\*
2. Patron will be asked to produce any items that trigger the security gate alarm and pass through with all other possessions successfully.
3. Any non-library items that trigger gate alarm will be passed around the gate by Staff and returned to Patron.
4. Any library items that are claimed to be checked out to Patron will be verified by checking the item status in the catalog.
  - a. Library items checked out to Patron will be passed around the gate by Staff and returned to Patron.
  - b. Library items *not* checked out to Patron is evidence of theft.
5. Staff will ask Patron for library card, ID or name in order to successfully check out the items to him/her.
  - a. If Patron refuses, claims not to have ID, or name search does not show a valid library record, Patron is theft suspect and Police should be called.\*

\*Provide a description of Patron, with name whenever possible, and license plate number or direction of travel.

## K. MCFLS Admin Manual Insert A-11: Guidelines for Use of Patron Data

### A-11: MCFLS Guidelines for Use of Patron Data

#### Legal background:

Wisconsin Statutes, s. 43.30 (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, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

These guidelines do not focus on the use of patron information for inter-library borrowing, the rights of custodial parents for patrons under 16, or the use of patron information by law enforcement officials.

The Wisconsin Department of Public Instruction has further stated that:

“(N)othing in state law prohibits library staff from using the library's patron database as part of a Library fund-raising effort. Wisconsin Statutes Section 43.30 allows the use of patron records to persons acting within the scope of their duties in the administration of the library or library system. Therefore, use of patron library records may be allowable by library staff who have been authorized by the library board to conduct fund-raising for the library. However, we would recommend that fund-raising use of patron records occur only after explicit library board approval of a policy allowing that type of use.” ([http://pld.dpi.wi.gov/pld\\_trusteefaq4#patron-info](http://pld.dpi.wi.gov/pld_trusteefaq4#patron-info))

#### Guidelines for use of patron information:

Since the use of patron registration information is allowable by state statute, MCFLS recommends that libraries use this information granted that:

- the library receives library board approval of a policy allowing the use;
- the library only uses contact information for residents of the library's municipality; and
- the library offers an easy "opt out" procedure in the messages.

MCFLS staff will extract the data from the ILS upon request, but using this data within a software program is the responsibility of the library. In addition, MCFLS recommends the following guidelines to ensure the best use of the data in a way that is sensitive to patron privacy and leaves as much control as possible in the hands of the patron.

- Use a method of communication (such as a newsletter or similar format) that allows patrons the choice to opt-in.
- At a minimum, the patron should be given the choice to opt-out of the communication at any time, preferably by an “unsubscribe” link or something similar that would take effect immediately.
- Only retrieve as much information from the Sierra ILS as is necessary for the communication to take place.
- Include a privacy policy within your communication clearly identifying your organization and the purpose of sending the message.

Approved by Board of Trustees, February 2015

Last Modified By: Steve Heser, Today @ 2:53 PM

<http://www.mcfls.org/kb/KnowledgebaseArticle51430.aspx>

4/27/2015

## Laptop Agreement Form

In order to use a laptop at the Brown Deer Library, I understand and agree (please initial):

\_\_\_\_\_ That I am 18 years of age or older.

\_\_\_\_\_ That my MCFLS library record is currently valid, includes my electronic signature and less than \$5.01 in fines, and that the laptop will be checked out to me on this record.

\_\_\_\_\_ To follow the library's Internet Use Policy as stated in the Brown Deer Public Library Policy Manual, available for review at any public internet computer.

\_\_\_\_\_ That laptops are available on a first come, first served basis for a three-hour checkout period with two hours of logged-in use (or shorter if library closure interrupts), and may not be reserved or renewed.

\_\_\_\_\_ That laptops may not be removed from the library, taken into the restroom, or left unattended under any circumstances.

\_\_\_\_\_ That while the laptop is checked out to me I am responsible for any damage or loss that may result from accident, theft, misuse or neglect.

\_\_\_\_\_ That I will return the laptop only to the desk where it was checked out and report any loss or damage at that time.

\_\_\_\_\_ That if the laptop is not returned to library staff within the three-hour checkout period, fines/fees will accrue at \$1.00/hour.

\_\_\_\_\_ That I must pay all costs associated with the laptop or any associated equipment if lost, damaged, stolen, or not returned by library closing time on the day of the loan. The replacement cost for the laptop may be up to \$650.

By signing, I agree to all the parts of this document.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Library Card #: \_\_\_\_\_

### Staff Use

Form received date and initials:

Library account updated?  Yes  No, reason:

F1 message entered?  Yes  No, reason:

## WI Public Library Service Trends 1990 - 2013

