

**LIBRARY BOARD MEETING**  
**Monday, October 12, 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: September 14, 2015
- V. Unfinished Business
  - a. 2016 Village Managers Recommended Library Budget
  - b. Review and approval of MCFLS Member Agreements
    - i. MCFLS Membership Agreement
    - ii. 2016-2019 MCFLS ILS/Technology and Resource Sharing Agreement
- VI. Report of Library Director
  - a. Director's Report
  - b. Usage Report
  - c. Revenue/Expense Report
- VII. New Business
  - a. Consideration of Vouchers: September 2015
  - b. Approval of Library closure/All Staff Day, Martin Luther King Jr Day 1/18/16
- VIII. Report of Friends of the Library
- IX. Recess into Closed Session pursuant to §19.85(1) (g) (e) Wisconsin Statutes for the following reasons:
  - a. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. • 5600 West Bradley Road, Brown Deer, Wisconsin
- X. Reconvene into Open Session for Possible Action on Closed Session Deliberation
- XI. Adjournment

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

Brian Williams-Van Klooster, Library Director  
October 8, 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**  
**Monday September 14 2015 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 5:00 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. Call for Additional Agenda Items**

None

**III. Persons Desiring to be Heard**

President Lutz shared a thank you note from Brown Deer Library Librarian Mary Dunn

**IV. Consideration of Minutes:**

- a. June 13 2015 – Regular Meeting

*It was moved by W. Jabas and seconded by E. Bennett to approve the minutes of the June 13 2015 regular meeting. The motion carried unanimously.*

**V. Unfinished Business**

- a. Discussion of Draft Village Facility Study recommendations for Library

The Library Director shared print copies of pages relevant to the Library from the draft Village of Brown Deer Analysis and Needs Assessment facility study by Bray Architects. He highlighted portions of the report that note the building is in good condition, in a good location relative to the Brown Deer School District for learning support and City of Milwaukee for revenue purposes, and is appropriate for continued long term use provided approximately \$300,000 of updates are made in the near term to bring the library up to date with a full 21<sup>st</sup> century environment and service model.

**VI. Report of Library Director**

- a. Director's Report

The Director highlighted higher than expected Teen participation in the Summer Reading Program, newly offered sale items including USB drives, headphones and canvas bags, and recent volunteer projects including cleaning and inventory. President Lutz asked for clarification of what a DVR worker is, and what this person does at the Library. The Director said this is a temporary position through a Wisconsin government program designed to help individuals with disabilities develop employment skills.

- 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: July 2015 & August 2015

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

- b. Review and Approval of BDPL Volunteer policy

The Director requested the Board's approval of a new Volunteer policy to help address increased demand by community members for volunteer opportunities at the library. He pointed out the fourth paragraph's content related to volunteer profile preferences and acceptance criteria. The Board discussed opportunities for Brown Deer High School Seniors to volunteer to earn their

mandatory 5-hours-month service hours.

*It was moved by W. Jabas and seconded by J. Baker to approve the Policy as presented. The motion carried unanimously.*

c. Review of MCFLS Member Agreements

The Director explained that the new separated agreements are essentially re-issuance of the previous years' agreements in a revised 3-part format and with revised ILS/Technology and Resource Sharing Agreement (ILS/TRSA) financials. He said that this is a draft of the agreements that still need to be approved by the MCFLS Board before they are delivered to Member Library boards for their approval. He noted that the ILS/TRSA should be considered only after fully reviewing the MCFLS New/Enhanced Services proposal, as the costs for the services will be borne by Member Libraries through reductions in percentage of State Aid allocated for Reciprocal Borrowing Revenue to Members, and increases in shared ILS and cataloging costs. President Lutz inquired about how MPL Cataloging Costs are determined. The Board discussed the relative merits of the Enhanced Services proposal and agreed that the offerings were desirable. W. Jabas asked if the Enhanced Services are selected individually by Members. The Director said the Enhanced Services are a 'package deal' as it would be unrealistic to request MCFLS to offer them in a-la carte format to all Members, and that economies of scale in pricing might not be reached without full participation by all Members. W. Jabas asked when the final Agreements will be available. They are expected in October or November.

d. Review and approval of 2016 Brown Deer Library Budget

The Director presented a draft copy of the budget developed to meet Village Administration's request. It includes COLA increases and adjustments to better represent expected expenditures.

*It was moved by J. Baker and seconded by S. Snyder to approve the Budget as presented. The motion carried unanimously.*

e. Review of 2016 Library CIPs

The Director shared the Village Manager's CIP schedule and highlighted that replacement windows were added after review of the Library by Bray Architect's engineering team.

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

W. Jabas said that the Friends book sale earned \$1500. She also noted that a donation was given to the Library in the amount of \$3000, and announced the 2015 Auction date of November 12.

- IX. **Recess into Closed Session** pursuant to §19.85(1) (c) Wisconsin Statutes for the following reasons:  
(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing personnel matters. *[Library Director Annual Evaluation review]*

*It was moved by J. Baker and seconded by W. Jabas to recess into closed session at 6:00PM. The motion carried unanimously.*

**X. Reconvene in Open Session**

*It was moved by W. Jabas and seconded by E. Bennett to reconvene into open session at 6:12PM. The motion carried unanimously.*

**XI. Adjournment**

**Next meeting: October 12, 2015.** *It was moved by A. Lutz and seconded by S. Snyder to adjourn at 6:15 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director  
September 16, 2015

BUDGET REPORT FOR VILLAGE OF BROWN DEER

VILLAGE OF BROWN DEER

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 MANGER'S BUDGET	2016 \$ CHANGE	2016 % CHANGE
Fund 151 - Library Fund								
UNCLASSIFIED								
151-000-11-4-00-10	General Property Taxes	385,346	385,346	385,346	385,346	385,346	0	0.00
151-000-67-4-10-10	Photocopies	6,251	7,118	5,500	6,500	6,500	1,000	18.18
151-000-67-4-10-20	Library-Fines	19,214	20,393	15,000	16,000	16,000	1,000	6.67
151-000-67-4-10-30	Sale of Materials	1,089	719	900	900	900	0	0.00
151-000-67-4-10-40	Lost Material Charges	1,641	1,736	1,500	1,500	1,500	0	0.00
151-000-67-4-10-90	Miscellaneous Charges	500	3,436	2,000	4,000	4,000	2,000	100.00
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	113,693	108,511	96,852	97,010	86,734	(10,118)	(10.45)
151-000-81-4-00-10	Investment Interest	80	1,596	2,500	2,500	0	(2,500)	(100.00)
151-000-82-4-00-10	Rent Income	0	6,550	33,000	33,000	33,000	0	0.00
151-000-85-4-50-10	Donations - Library	10,190	7,802	8,000	8,000	8,000	0	0.00
NET OF REVENUES/APPROPRIATIONS - Unclassified		538,004	543,207	550,598	554,756	541,980	(8,618)	(1.57)
UNCLASSIFIED								
151-510-51-5-10-10	Salaries/Wages	290,668	291,541	300,789	300,789	313,035	12,246	4.07
151-510-51-5-15-10	WI Retirement	17,992	18,274	18,008	18,008	18,072	64	0.36
151-510-51-5-15-15	FICA	21,206	21,193	23,011	23,011	23,947	936	4.07
151-510-51-5-15-20	Group Insurance	63,183	57,886	51,527	51,527	36,009	(15,518)	(30.12)
151-510-51-5-15-25	Workers Comp Insurance	784	788	0	0	0	0	0.00
151-510-51-5-20-35	Technical Services	5,757	2,605	3,500	3,500	3,500	0	0.00
151-510-51-5-20-40	Printing Services	5,404	5,829	3,500	4,500	4,500	1,000	28.57
151-510-51-5-24-10	Equipment Maintenance Services	22,403	17,842	20,000	20,000	20,400	400	2.00
151-510-51-5-30-10	Office Supplies, Equip & Exp	8,878	4,098	4,500	4,500	4,400	(100)	(2.22)
151-510-51-5-30-15	Postage & Mailing	398	535	380	300	380	0	0.00
151-510-51-5-30-20	Communications	543	635	300	430	700	400	133.33
151-510-51-5-45-10	Professional Memberships	173	398	500	500	500	0	0.00

BUDGET REPORT FOR VILLAGE OF BROWN DEER

VILLAGE OF BROWN DEER

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 MANGER'S BUDGET	2016 \$ CHANGE	2016 % CHANGE
151-510-51-5-45-30	Professional Training	495	723	730	700	700	(30)	(4.11)
151-510-51-5-45-40	Mileage Reimbursement	224	578	200	400	400	200	100.00
151-511-51-5-35-40	Collect Repair/Maint/Suppl	2,903	5,276	4,100	3,500	4,100	0	0.00
151-511-51-5-38-10	Periodicals	5,054	8,180	5,500	7,000	8,000	2,500	45.45
151-511-51-5-38-15	Books	49,756	38,194	42,000	42,000	42,000	0	0.00
151-511-51-5-38-20	Audio/Visual	11,407	15,364	11,000	12,500	14,300	3,300	30.00
151-511-51-5-38-30	Donation Expenditures	3,931	6,326	8,000	8,000	8,000	0	0.00
151-511-51-5-38-40	Library Programming	1,855	708	750	1,000	1,000	250	33.33
151-512-51-5-22-10	Natural Gas/Electric Service	19,527	20,575	17,000	17,000	17,000	0	0.00
151-512-51-5-22-20	Sewer/Water Services	690	729	600	600	600	0	0.00
151-512-51-5-23-10	Cleaning Services	13,800	16,056	11,500	14,400	14,800	3,300	28.70
151-512-51-5-23-15	Building Maint/Repair Services	4,261	9,226	6,500	10,000	4,437	(2,063)	(31.74)
151-512-51-5-35-10	Building Supplies	1,318	1,482	1,200	1,200	1,200	0	0.00
NET OF REVENUES/APPROPRIATIONS - Unclassified		(552,610)	(545,041)	(535,095)	(545,365)	(541,980)	6,885	1.29
NET OF REVENUES/APPROPRIATIONS - FUND 151		(14,606)	(1,834)	15,503	9,391	0	15,503	(100.00)
BEGINNING FUND BALANCE		81,126	66,521	64,688	64,688	74,079	9,391	14.52
ENDING FUND BALANCE		66,520	64,687	80,191	74,079	74,079	(6,112)	(7.62)

September 22, 2015

Anne Lutz, Board President  
c/o Brian Williams-VanKlooster, Director  
Brown Deer Public Library  
5600 West Bradley Road,  
Brown Deer, WI 53223

Dear Ms. Lutz,

Enclosed please find two copies of the Milwaukee County Federated Library System (MCFLS) Membership Agreement and the 2016-2019 MCFLS ILS, Resource Sharing, and Technology Agreement. Both agreements were approved by the MCFLS Board on September 22, 2015, and are hereby submitted for your Board's consideration. We ask that, upon approval, you sign and return both copies of these agreements to the MCFLS office by November 31, 2015. Upon receipt of both copies of the signed agreement, MCFLS signatures will be executed and one copy of the Agreement returned to you for your files.

MCFLS Staff, the MCFLS Board, and member library directors worked together to develop a MCFLS Strategic Plan earlier in 2015. The new agreements reflect this work. The agreements propose some reasonable changes that, together, on balance, will help all MCFLS member libraries become better able to serve the citizens of Milwaukee County.

I, other MCFLS Board members and/or Bruce Gay, MCFLS Director, would be happy to attend your local board and/or council meetings to address any questions or concerns you may have regarding the Agreement or System membership.

Sincerely,



Paul M. Ziehler, President  
MCFLS Board of Trustees

## **Membership Agreement between the Milwaukee County Federated Library System and the**

### **Brown Deer Public Library**

In order to furnish the residents in the Milwaukee County Federated Library System (MCFLS) the best possible access to library materials and services, and in compliance with Chapter 43 of the Wisconsin State Statutes, the Brown Deer Public Library and the Milwaukee County Federated Library System enter into the following agreement:

As required by 43.24 (2) Wisconsin Statutes, MCFLS shall provide the following services to member libraries and their patrons:

1. Interlibrary loan of materials among all participating public libraries.
2. Backup reference and interlibrary loan services from MCFLS and resource library, including the development of and access to specialized collections.
3. Agreements with member libraries to provide, to any resident of Milwaukee County, the same library services, on the same terms, that are provided to the residents of the municipality that established the member library, except for the group programming preference and remote database access authorized under s. 43.15 (4) (c) 4.
4. Referral or routing of reference and interlibrary loan requests from libraries within MCFLS to libraries within and outside the system.
5. In-service training for participating public library personnel and trustees within MCFLS.
6. Rapid and regular delivery and communication systems for participating public libraries.
7. Professional consultant services to participating public libraries and counties.
8. Promotion and facilitation of library services to users with special needs.
9. Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
10. Planning with DLTCL and participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources.
11. Other services as required by Chapter 43.24 (20)(i) of the Wisconsin Statutes.

To be eligible for MCFLS membership, and the services described above, participating libraries agree to meet the following requirements:

1. Be established under Chapter 43.
2. Be located in the MCFLS service area (Milwaukee County).
3. Be authorized by its municipal governing body to participate in MCFLS.
4. Agree to participate in MCFLS and its activities, to participate in interlibrary loan of materials with other MCFLS libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality that established the member library. This subdivision does not prohibit a member library from giving preference to its residents in library group programs if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents.
5. Employ a head librarian holding current public library certification from the Department of Public Instruction and whose employment requires that he or she be present in the library for at least 10 hours of each week the library is open to the public, less leave time.
6. Honor valid borrower cards from other MCFLS member libraries.
7. Loan materials to other MCFLS libraries through MCFLS interlibrary loan programs.
8. Accept the return of materials borrowed from other participating MCFLS libraries for pickup by MCFLS delivery service, and permit local materials to be returned to other participating system libraries.
9. Maintain and provide accurate service and financial records as required by the DLTCL.
10. Be open at least 20 hours each week or, if the library existed prior to June 3, 2006, at least the number of hours each week that the library was open to the public in 2005, whichever is fewer.
11. Annually spend at least \$2,500 on library materials.
12. Agree to other requirements of Chapter 43 as they pertain to MCFLS member libraries.

This agreement shall be in effect from the time it is signed by all parties, and is subject to amendments as may be mutually agreed upon. It shall continue in force unless terminated according to Wisconsin Statute 43.18.

\_\_\_\_\_  
Library Board President      Date

\_\_\_\_\_  
MCFLS Board President      Date

\_\_\_\_\_  
Library Director      Date

\_\_\_\_\_  
MCFLS System Director      Date

Milwaukee County Federated Library System ILS, Resource Sharing, and Technology  
Agreement, 2016-2019

RECITALS

WHEREAS, MCFLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS, the Brown Deer Public Library is organized under Sections 43.52 or 43.53, Wis. Stats, is a member in good standing of MCFLS and agrees to share resources in accordance with the requirements of Chapter 43, and

WHEREAS, the Brown Deer Public Library has signed the agreement to be a member of MCFLS, and

WHEREAS, the Brown Deer Public Library and System have determined that cooperative efforts to provide a fully functioning library catalog will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS, the Brown Deer Public Library and System have determined that with a shared library come additional rights and responsibilities for both Library and System in order to ensure the maximum benefit of technological cooperation, these additional rights and responsibilities in relation to well-organized lending of materials and sharing with other libraries in the system; and

WHEREAS, the Brown Deer Public Library and System are partners in providing library service and, as such, have a shared responsibility to maximize the effectiveness and integrity of the various technology systems;

NOW, THEREFORE, BE IT RESOLVED that MCFLS and the Brown Deer Public Library, for and in consideration of mutual covenants and undertakings herein contained, do agree to the provision of library services in accordance with the following:

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1. Integrated Library System (ILS)

MCFLS shall provide, troubleshoot, and manage an integrated library system for member libraries through Basic and Add-on Software products, catalog enhancements, and new interfaces. Member libraries benefit from and pay for maintenance on different categories of software, as follows.

A. Basic: Items in this category are products related to the basic functions of the integrated library system that are available to all members and used by most, if not all, members. Ongoing maintenance costs are prorated back to all members based on the percentage of overall MCFLS-

wide circulation attributable to the residents of each member community. During the term of this Agreement, new items or items from other service categories may be moved into the Basic category only by agreement of MCFLS and of all members. A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs. In 2016 MCFLS will pay \$17,000 towards basic maintenance.

B. Add-On Software: Items in this category are products related to additional functions of the integrated library system that are available only to and used by one or more specific members. Initial purchase costs and ongoing maintenance costs are the responsibility of members that use the products. (Examples include Third Party Self-Check, Accounting Interface, Teleforms System Messages, Fines Payment API, SIP2 License). A listing of all products and associated maintenance charges is distributed each year on or before May 15 as part of projected automation costs.

C. Catalog Enhancements and new interfaces: From time to time MCFLS or member libraries may suggest the enhancement of the library catalog or a different interface for the staff or public to access the ILS. Examples include Boopsie, Shoutbomb, Encore, and Novelist Select. These services will be budgeted through consultations between and among MCFLS and member libraries.

Note: In addition to the integrated library system services above, MCFLS, in consultation with the members, may also assist members in providing new services and programs that the members may define as particularly needed to satisfy their communities and which cannot be as practicably satisfied by the members individually. Unless State regulations or the Wisconsin Statutes require these new services and programs, they are voluntary. Members that participate in these "New Services" will enter into a mutual agreement for such services. Any member that subsequently agrees to participate in "New Services" must enter into the same agreement on the same terms. If a shared cost formula will be part of the agreement it likely will include reimbursement for original participants. An example of a New Service is the SAM public computer management software from Comprise.

#### Charges

A. Integrated Library System Costs. Members shall pay for all software maintenance costs associated with the integrated library system.

B. Calculation of Integrated Library System Costs.

In 2016, Member libraries shall provide reimbursement to MCFLS for software maintenance to be calculated based upon the total number of circulation transactions attributable to the member's residents, regardless of the library in which said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous. For example, the invoiced amount in 2016 shall be based on circulation in the calendar year of 2014. MCFLS will pay \$17,000 toward software maintenance in 2016.

In 2017 through 2019, Member libraries shall pay for all maintenance costs. Each member library shall pay 1% of total ILS maintenance (15% of total maintenance costs). The remaining 85% of maintenance costs shall be calculated based upon the total number of

circulation transactions attributable to the member's residents, regardless of the library in which said transactions occur, as a percentage of the total number of circulation transactions of members. The circulation period for each contract year shall be two years previous.

C. Reimbursement Payment Schedule. Such reimbursements to MCFLS to be paid by the members as follows: 100% of applicable costs. Notwithstanding the foregoing statement, under no circumstances will costs begin to accrue to members prior to the actual date upon which the costs begin to accrue to MCFLS

D. Annual Statement of Automation Costs: To facilitate local budgeting, on or before May 15, of each year MCFLS shall provide to each member a statement of all applicable costs for the following year.

E. Add-On Software Maintenance. Maintenance costs related to additional functions purchased by and available only to and used by one or more specific members. Under no circumstances will maintenance costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to MCFLS.

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## 2. Bibliographic Database Development and Maintenance

In order to most effectively utilize the ILS, MCFLS shall provide directly or contract with a vendor all activities and functions deemed to be essential to the creation and oversight of a clean and consistent system-wide collection of title level records.

MCFLS shall:

- Provide accurate and complete MARC bibliographic records.
- Provide full MARC cataloging for all new titles in the following materials formats:
  - Adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books;
  - Large print books;
  - Fiction and non-fiction paperbacks;
  - Sound recordings except LPs and ephemeral CDs and cassettes;
  - Book and cassette kits;
  - Scores;
  - Maps except those designated Pamphlet File (PF) material;
  - Government documents except those designated PF and except, optionally, local government documents such as minutes, annual reports, etc;
  - Software;
  - Video recordings except those designated ephemeral;
  - Serials.
- Create new formats as they become available and members add them to their collections, as requested by the Member.

- Construct MARC records according to national standards, Format Guidelines and Bibliographic Input Standards, and Library of Congress Rules Interpretations.
- Download MARC records into the local Innovative database from the Cataloging Utility by means of a bibliographic interface.
- Set MCFLS holdings in the Cataloging Utility.
- Provide original cataloging if a record is unavailable from the Cataloging Utility for any member-held title that requires a full MARC record.
- Include appropriate and liberal use of access points for MARC records added to the local database.
- Provide full MARC records for short bibliographic entries, which have been entered into MCFLS and flagged for full MARC cataloging by the member.
- Not flag material types, which are mutually agreed upon to receive brief cataloging, for full MARC cataloging.
- Provide ongoing Bibliographic Database Maintenance for records in the MCFLS database including:
  - Merging of duplicate bibliographic records.
  - Moving copies inappropriately placed on a bibliographic record to an appropriate bibliographic record.
  - Acting upon requests for additional access points and bibliographic information; e.g., uniform titles, added author entries, added title or serials tracings, added subject headings, contents notes, etc.
  - Acting upon requests for corrections of errors or discrepancies of a bibliographic nature.
  - Generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion.
  - Performing delete transactions on both the System Innovative database and cataloging utility in order to remove those items marked for deletion.
  - Establishing and maintaining the database of Library of Congress Authority controlled headings with related cross references for personal/corporate names; uniform titles; subject headings (name, topical, and geographic); and series headings.
  - Processing and taking appropriate action on system reports of new headings and heading to effectively maintain the authority control module of the System database.
  - Utilizing the Library of Congress and other authority files as new headings are added to the System database during the cataloging procedure in order to locate an established authority record and download the authority record into the System database.
  - Acting on requests for needed additional cross references.
  - Making appropriate changes to bibliographic headings and the authority records as headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor.
- Provide access to an online cataloging utility vendor for the contract period.
- Contribute to the fulfilment of the contract through the use of State Aid for library systems.

The Member Library shall:

## MCFLS ILS, Resource Sharing, and Technology Agreement 2016-2019

- Respond in a reasonable amount of time to requests for information for specific bibliographic records.
- Maintain all item level records for items owned by the library, including the accurate provision of location codes, call numbers, and other item-level data.
- Reimburse MCFLS for Bibliographic Database Development and Maintenance Charges as described below.

Under no circumstances will costs begin to accrue to a member prior to the actual date upon which the costs begin to accrue to the System.

### Charges

Cataloging Utility (e.g. OCLC) charges:

- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2016 invoice will be based on 2014 titles added) as a percentage of total titles added by all members, and applied to MCFLS calendar year cataloging utility costs.

Bibliographic Database Development and Maintenance Charges

- Members will pay any charges that exceed the MCFLS contribution toward the contractual cost of this service.
- Each member’s individual cost will be determined in the same manner as costs for the cataloging utility (percentage of titles added).
- Invoiced amount in any contract year shall be based on the “titles added” two years previously (i.e. 2016 invoice will be based on 2014 titles added) as a percentage of total titles added by all members
- In 2016, MCFLS will contribute 11% of State Aid toward the contract. Member libraries will be based on percentage of titles added.
- In 2017, MCFLS will contribute 10.5% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution (15% of total remaining costs). The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.
- In 2018 and 2019, MCFLS will contribute 10% of State Aid toward the contract. Each member library will pay 1% of the amount remaining after the MCFLS contribution. The remaining 85% of the contract amount will be determined by the number of titles added by a member library as a percentage of all titles added in a calendar year.

Such reimbursements to MCFLS are to be made, in the form of a cash payment, by July 1 of the calendar year in which they are invoiced.

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### 3. Circulation

MCFLS encourages member libraries to develop strong collections and make them readily available to all Milwaukee county residents. MCFLS embraces the following goals aimed at facilitating the development and sharing of strong materials collections:

- To encourage MCFLS member libraries to develop collections that directly serve local clientele with material that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
- To allow member libraries full latitude—within the technical limitations of the CountyCat system—to determine loan periods, fines, fees, etc, as the member library determines best meet local needs.
- To have all holdings included in the CountyCat database.
- To have member libraries lend materials to other member libraries without restriction.
- To provide all residents of the MCFLS area the same opportunity to access the resources of member libraries, e.g., view holdings or place holds.
- To increase standardization of policies, procedures, and practices among member libraries reducing the need for patrons and library staff to learn and remember variations.

In providing for the interlibrary loan of library resources, members will observe loan rule policies of the owning library.

In providing interlibrary loan of library resources among member libraries, libraries may make some copies of titles non-holdable to be used as “browsing” or “lucky day” collections. Libraries agree to interloan a reasonable portion of copies of total library copies. The only exceptions to the interloan requirement are those material types, as determined by consensus of the Library Directors Advisory Council, considered inappropriate for delivery, such as electronic devices, puzzles, toys, magazines, puppets, etc.

Member libraries shall:

- Share circulating materials freely with other member libraries.
- Accept system-wide holds for all circulating and holdable materials.
- Process the paging list (holds) as quickly as practical. Paging lists should be processed at least daily on days the library is open.
- Run the “clear the holds” process daily on days the library is open.
- Route items trapped at check-in to the pickup point on the next available delivery.

Borrower’s Card: It is recommended that a library card include the MCFLS logo and the words Milwaukee County Federated Library System.

Loan Period:

Loan periods and fines are determined solely at the discretion of the member library. Where possible, member libraries should strive for commonality in loan periods and fines to provide a uniform experience for the public. MCFLS shall implement loan rules as determined by the member up to the limits of the CountyCat system. The borrowing library shall observe the loan period of the owning library. (See CountyCat Insert C-17 (Loan Periods—Fines Chart) for an updated list of loan periods and fines.)

Member libraries are encouraged to strive for common circulation policies. The majority of libraries currently use the following circulation loan periods:

- |    |                              |                   |
|----|------------------------------|-------------------|
| a) | General Collection           | 3 Weeks           |
| b) | New Books/Non-Fiction        | 3 Weeks           |
| c) | New Books/Fiction            | 7 Days or 3 Weeks |
| d) | Music CDs                    | 7 Days            |
| e) | Entertainment DVDs           | 3 or 7 Days       |
| f) | Educational DVDs             | 7 Days            |
| g) | Periodicals                  | 7 Days            |
| h) | Audio Books (CD or Cassette) | 3 Weeks           |
| i) | Pamphlets/Vertical File      | 3 Weeks           |
| j) | Kits                         | 3 Weeks           |
| k) | CD-ROM & Computer Software   | 7 Days            |

**Loan Period Changes:** Members wishing to change their loan periods must notify MCFLS of intent and may be required to observe a minimum waiting period of 1 month. Other members are notified of change no less than seven days prior to change.

**Fines and Fees:** Members cannot waive fines for material or fees from other member libraries. Under extenuating circumstances, libraries can call the owning libraries to seek the waiving of a fine for a patron. Member libraries act as agents for the rest of the member libraries and library policies should be defended.

**Grace Period:** The standard grace period shall be three (3) days.

**New Borrower Limit:** A member library may establish its own New Borrower Limit for its own material.

**Renewals:**

- Two renewals shall be allowed for all 3 week material.
- At the discretion of the owning library, two renewals may be allowed for 7 day material.
- No renewals are allowed for 3 day materials.

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#### 4. Reciprocal Borrowing

##### Membership Requirement

A MCFLS library who is a recipient of a reciprocal borrowing payment will have signed the MCFLS Membership Agreement and the ILS, Resource Sharing, and Technology Agreement before any payment is made.

##### Reciprocal Borrowing Payments

MCFLS will contribute an amount equal to the following percentages of State Aid for the life of this agreement as the sum of all Reciprocal Borrowing payments. Distribution schedule is based upon the timeline below.

State Aid Percentage	State Aid Year	Distribution	Circulation Period
40%, estimated to be \$1,070,802	2016	Feb. 2017	10/1/14-9/30/15
39%, estimated to be \$1,044,032	2017	Feb. 2018	10/1/15-9/30/16
38%, estimated to be \$1,017,262	2018	Feb. 2019	10/1/16-9/30/17
38%, estimated to be \$1,017,262	2019	Feb. 2020	10/1/17-9/30/18

Circulation Time Periods Used as Basis for Reciprocal Borrowing Payments

In order to allow advance time for local budget cycles, the annual determination of payment is based on a 12-month time period as shown in the table above. The integrated automation system’s report that calculates netted transactions, Innovative Interfaces “Owning Library/Home Library Net Circulation” report is the current source used to calculate net circulation among all member libraries.

Reciprocal Borrowing Payments—Compensation for Net Lending Libraries Only

An annual payment will be distributed to net lending libraries only. The actual amount of the payment for each net lending library will be determined by the percentage (%) of positive transactions each of the net lenders accumulates as a percentage of 100% of net positive transactions distributed among all net lending libraries based on the circulation time periods above.

Payment Reductions if Library Does Not Sign Agreements

If a member library(ies) does not sign the MCFLS Membership Agreement and the MCFLS ILS, Resource Sharing, and Technology Agreement as stated above, said library(ies) forfeits any rights to the reciprocal borrowing payments beginning with year 1 distribution (distributed in February, 2017). The sum total of MCFLS reciprocal borrowing payments for all libraries who will have signed these Agreements would be decreased by 40% payable in 2017, 39% in 2018, and 38% in 2019 and 2020 of any actual reduction in state aid that the System experiences due to the library(ies) non-signing of the MCFLS Member Agreement.

Payment Schedule

Reciprocal borrowing payments shall be made by MCFLS no later than February 28 of the year of distribution as indicated in the chart above.

5. Delivery Services

MCFLS shall:

- Provide physical delivery of library materials via pickup, sorting, and delivery five days per week exclusive of the following 11 holidays : New Year’s Eve, New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day. (Holidays

are scheduled on the day designated by common business practice). Delivery service will not occur when at least 22 of 28 library locations are unable to accept delivery.

- Provide physical delivery free of charge for member libraries.
- Act as intermediary between member libraries and the contracted delivery service, as necessary, in situations such as:
  - Materials damaged in delivery.
  - Personnel issues with contracted delivery staff.

Member libraries shall:

- Provide consistent location for drop off and pick up of delivery bins.
- Communicate with contracted delivery service or MCFLS Offices when a situation would prevent or change scheduled delivery service.

#### Charges

MCFLS pays for 100% of delivery charges.

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#### 6. Non-member No Library (West Milwaukee)

Non-Member Community That Does Not Operate a Public Library (West Milwaukee) – Borrowing. Each circulation transaction attributable to residents of a non-member community that does not operate a public library (West Milwaukee) shall be calculated as a net negative transaction. Reimbursement for these transactions shall be made to the System by the non-member community that does not operate a public library (West Milwaukee) under terms specified in a separate agreement between that community and the System. Said reimbursement at actual cost per transaction - Per Unit Circulation Rate Worksheet, (see below) shall be paid by the System to the relevant lending member libraries based upon the timeline noted in the Payment Schedule section below.

Per Unit Circulation Rate Worksheet: For the purpose of calculating the actual cost of service rendered to citizens of a non-member community, each member library shall calculate its per-circulation rate. The per unit circulation rate is derived based upon the total expenditures by the member library for personnel and fringe benefits (exclusive of maintenance personnel), library materials (books, AV, and periodicals), supplies, circulation related postage, and telephone notification service (TNS) costs, divided by the total circulation of the member library. In the tabulation of the per unit circulation rate, the personnel and fringe benefits, as well as library materials expenditures associated with the reference services of the Resource Library, which is the Milwaukee Public Library's Central Library, shall be excluded. No other expenditures shall be included. All expenditures shall be based upon the previous calendar year period. Per unit circulation rate shall be calculated annually.

#### Payment Schedule

Payment to member libraries shall be made by MCFLS no later than February 28.

Member Services to Adjacent Systems

Neither party, System Board nor Member Board, will enter into any contracts with adjacent systems which obligates the other party to provide services, without the prior approval of the other party.

Member Services to Non-Adjacent Systems

At its discretion, the System Board may enter into agreements with non-adjacent systems. However, if said agreement obligates the Member to provide services, the System assumes the financial obligation to compensate the Member for those services, at a rate that is mutually agreed upon prior to the initiation of service provision. Also, if any compensation is owed to the non-adjacent system for services provided to Milwaukee County residents, the System assumes the financial obligation to compensate the non-adjacent systems for those services.

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7. Court-ordered or Subpoenaed Data

Because of the cross-jurisdictional nature of library use in Milwaukee County and because of the proprietary role that MCFLS has traditionally played in the retention and custody of borrower records and commitment to database integrity, the System shall be the sole point of contact for any court-ordered or subpoenaed compilation and/or surrender of user information or borrowing data. Such single point of contact shall ensure consistency in the collection, preparation, and packaging of said information and data. In fulfilling this obligation, the System shall provide a mutually agreeable procedure that ensures that the retention and custody of all borrower records and system collection database integrity is maintained, and that statutory confidentiality requirements are observed.

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8. Equipment and Services—Maintenance and Support

MCFLS supplies products or services that are not directly related to the integrated library system that are available to all members. Most are purchased with funds from MCFLS grants or the MCFLS operating budget. Ongoing support costs are paid entirely by MCFLS. (Examples include Wide Area Network (WAN) services, Internet access, email services, and web services).

Central Site Equipment and Services:

MCFLS shall provide insurance coverage on all computer system equipment housed at the central site. The System will be responsible to maintain and support the following central site equipment and services, at no cost to the member:

1. Equipment: All equipment in the System's Computer Room and offices, including:

- a. Servers: A Server delivers the integrated library system (CountyCat) software application. A variety of Microsoft Windows servers deliver a number of other applications including, email, web hosting, etc.
- b. Firewall: Protects the resources of MCFLS private network from users from the Internet and other networks.
- c. Routers: Determines the next network point to which a packet should be forwarded toward its destination, routing data from a member local area network (LAN) to MCFLS wide area network (WAN) or the Internet and vice versa.
- d. Switches: Provides a place of convergence where data arrives from one or more directions and is forwarded out in one or more other directions, connecting network and computing equipment in the MCFLS LAN.

2 Microsoft Windows Server Services:

- a. DHCP: Provided by MCFLS Primary Domain Controller -- assigns dynamic IP addresses for all member workstations connected to the System Wide Area Network (WAN).
- b. DNS and WINS: Provided by MCFLS Primary Domain Controller – provides Domain name resolution and Windows name resolution to member workstations connected to the System Wide Area Network (WAN).
- c. User Authentication: Provided by MCFLS Primary Domain Controller – authenticates login to all MCFLS Network services and shared resources from any member workstations connected to the System Wide Area Network (WAN).
- d. Internet Information Service: Provided by MCFLS Web Server – Hosts MCFLS and, upon request, hosts any member web sites.
- e. Exchange Service: Provided by MCFLS Mail Server – provides email usage to all member users connected to the System Wide Area Network (WAN).

Remote Site Network Equipment

MCFLS shall maintain and support, at no cost to the member, MCFLS-controlled network equipment at the participating library site. A list of this equipment will be annually transmitted to the participating library no later than May 1.

Exclusion: Network equipment added to a remote site for a special project (such as wireless access) is the member's sole responsibility via a member paid maintenance contract between member library and vendor.

Wide Area Network

Prior to the installation of a new physical network connection, to or from another network or computer not owned or controlled by the member, MCFLS staff will coordinate with the member library staff to ensure that the new external connection does not compromise network integrity or performance. An example of this type of connection would be the use of a member library's municipal network. Members with currently existing physical connections to external networks will provide information to MCFLS staff on the evaluation points below, and will work with MCFLS staff to correct any security or performance problems identified with those connections. MCFLS evaluation of the proposed new or existing connection will be based on the following information, to be supplied by the member

- Name of connecting network and purpose of the connection.

- Technical contact for the external network.
- Description of the connection, including type of connection, end equipment used, and network diagrams of how the connection will be integrated into the existing network.
- Anticipated traffic, protocols and volume.
- Description of the member resources that will be allowed access by users on the network. Pass through traffic and access to resources provided by MCFLS or another member may not be enabled without express permission from MCFLS and any affected member.
- Description of security and access limitation measures (i.e. filtering router or firewall) that will be implemented to ensure that MCFLS network and members will not be adversely affected, and to ensure only permissible access is granted.

Because networks can change over time, if a subsequent problem develops because of an external connection to the member's network, staff in that library will work cooperatively with MCFLS and any MCFLS designated technical consultants to diagnose the problem and implement corrective action, up to and including temporary or permanent disconnection of the external network.

#### Planning and Scheduling Upgrades

Relative to hardware and software upgrades, the scheduling of which are determined by MCFLS and which have a certain or potential fiscal impact on the member, MCFLS will provide as much advance notice as possible.

#### Insurance Coverage

Members shall provide insurance coverage in their city/village policy on all MCFLS controlled computer equipment at their respective location(s).

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### 9. Telecommunications

#### Minimum Connection Bandwidth

The member shall execute an individual agreement with a qualified telecommunications vendor for point-to-point data line service and pay the full cost of that line. The minimum connection bandwidth between the member and MCFLS shall be T1. Upon request, MCFLS shall provide consultation and technical assistance.

#### Trouble Incident Technical Contact

For the purposes of data line trouble calls and in accordance with TEACH Wisconsin policy, the member shall designate MCFLS as the technical contact to its telecommunications vendor. The member agrees to follow the troubleshooting procedure, outlined by MCFLS in Administrative Manual Insert R-24, Network Line Trouble Incidents. In all cases, MCFLS will, as called upon, work cooperatively with the member and the telecommunications vendor to resolve difficulties and/or conflicts.

#### Other Bandwidth Sources

The member agrees to directly involve MCFLS in all plans related to its data transmission functionality.

Charges

Telecommunications data line charges invoiced in 2016 through 2019 shall be equal to the site-specific charges invoiced to MCFLS for each member for each of those years.

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10. Conflict resolution

The mission of the Milwaukee County Federated Library System is to help its member libraries provide the best possible service to the public. Working in cooperation with MCFLS and each other permits member libraries to provide more efficient library service and makes each participant stronger. Such close cooperation requires finding agreement on a variety of policies and procedures. In any such close working relationship, misunderstandings and tensions may arise from time to time. MCFLS recognizes and respects every member library's authority to make local decisions.

If a member library takes actions that another member library or MCFLS feels are contrary to previously agreed upon policy, or that negatively impact the ability of other member libraries or the MCFLS staff to provide services, it may become necessary for the System to pursue action to resolve the issue.

The following procedure will be followed:

1. The parties involved in the dispute will meet to try to come to a resolution.
  2. MCFLS management and staff will make every effort to resolve the issue working directly with the library(ies).
  3. If the efforts of MCFLS management fail to result in a satisfactory resolution, the matter will be referred to the MCFLS Board of Trustees, and may include a joint recommendation for action. The MCFLS Board will endorse and support the recommended action or propose a different solution.
  4. If there continues to be a disagreement, the MCFLS Board of Trustees will propose a mutually agreed upon third party mediator to work with the parties to try to resolve the dispute.
- 

Disclaimer: In the event that any provision of this agreement conflicts with any provision of law as it now exists or is hereafter amended such provision of law shall be controlling.

Term of Agreement. The term of this Agreement shall be four years commencing on January 1, 2016, and ending on December 31, 2019.

- Prior to the end of the term, the Agreement and all accompanying attachments may be modified at any time by the written agreement of both parties.

MCFLS ILS, Resource Sharing, and Technology Agreement 2016-2019

- Either party to this Agreement may at any time request amendment of the Agreement, based upon a substantial change in circumstances.
- This Agreement may be amended based on significant changes to finances, such as a ten percent increase or decrease in MCFLS State Aid or state-mandated changes that affect system service delivery.
- In the event of such a request, the other party will in good faith consider the requested amendment.

These provisions being hereby individually and mutually acceptable to the system and member library, their authorized representatives do hereby approve this agreement, effective this 1<sup>st</sup> day of January 2016.

FOR THE MILWAUKEE COUNTY  
FEDERATED LIBRARY SYSTEM

FOR THE Brown Deer Public Library

\_\_\_\_\_

\_\_\_\_\_

Board President

Board President

\_\_\_\_\_

\_\_\_\_\_

Date

Date

# Brown Deer Public Library - Director's Report

## September 2015

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### **Budget**

- 2016 Library Budget request submitted to Village Administration on 9/4, request approved by Library Board on 9/14 - includes flat municipal appropriation and 2% COLA to be absorbed by cuts in operations

### **Facility**

- Roof gutter work – 2 of 3 contacted contractors inspected proposed job and said couldn't provide a solution of the size needed (mostly residential work), two new commercial roofers have appointments to inspect job in Oct
- CIP for fire alarm horn/strobe extension - hitting dead ends primarily due to age and manufacturer-proprietary nature of system, Stanley Security sales rep communicates in fits and starts without final follow up, Simplex sales rep is nonresponsive after first inspection visit and two follow up calls by library, Fire Detection Group cannot work on Simplex/Honeywell equipment

### **Meetings & Training**

- 9/3 MCFLS LDAC
- 9/10 LYRISIS Digitization Collaborative webinar
- 9/14 BDPL Board
- 9/15 BDPL Strategic Planning Team, 1 of 3
- 9/21 Village Trustees
- 9/22 Department Heads
- 9/23 NIMS 100b web-based training
- 9/28 BDPL Strategic Planning Team, 2 of 3

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

- First Newsletter – see below for additional detail

### **Staff**

- Overdue annual performance evaluations were conducted for several staff members after delays due to Strategic Planning preparation and covering for reference vacations
- New staff are acclimating and performing very well

### **Miscellaneous**

- Strategic Planning Stakeholder Team has convened for 2 of 3 meetings. Participants have been engaged in discussions and provided good feedback. Final meeting is 10/14, with a report to be prepared with the consultant through the end of the month.

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# Children's / Young Adult Services

## From Dana's monthly report

*The 4<sup>th</sup> national Star Wars Reads Day is on October 10<sup>th</sup>, and I began prepping for a display for the event. There will not be an actual program, since it will be on a Saturday this year, but there will be a giant book display with new Star Wars books patrons can check out, Star Wars coloring sheets, and a Star Wars craft. I also have a Star Wars book that I am raffling off.*

*Banned Book Week ran September 27<sup>th</sup>-October 3<sup>rd</sup>, and I created a display showcasing banned books in our children's and YA areas. Books were given a red binding to indicate "red tape".*

*I began planning our Mini Golf program for teens & tweens, which will be on Friday October 16<sup>th</sup>. The majority of the golf course will be in the community room, and the last couple of holes will be in the children's area of the library. Registration will not be required for this program, but it will be strictly for older children and teens only (for safety reasons).*

*I showed Bekah how to run our Afternoon Games program for the tweens and teens, as we will be alternating who runs the program.*

## Displays

- Refreshed XJ display in children's area daily
- Refreshed "Great Summer Reads" J and MS display
- Refreshed "Books to Read if you Loved Divergent" YA display
- Put up a display in our display case for Star Wars Reads Day
- Put up displays in our children's and YA areas for Banned Book Week

## Programs:

- Story time sessions, 4 total, 19 participants average
- Movies, 2 screenings, 48 participants total
- Lego Club, 1 evening, 42 participants total
- Afternoon Games, 2 programs, 9 participants total

## Meetings & Training

- "Reaching Reluctant Readers: Finding Appropriate High-Interest Content that Engages and Inspires"

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# Adult Services

## Materials

- Selections of Large Print were completed using \$500 funds from recent memorial donations, bookplates inserted
- Book selections were started using an extra allocation of \$1000 of Friends of Brown Deer Library donation funds

## Meetings & Training

- Participated in
- 9/28 MCFLS Reference and Adult Services Meeting at the Hales Corners Library.
- 9/30 MCFLS Database Maintenance Meeting at the MCFLS Offices.
- 

## Miscellaneous

- Training of/supervision of

## Programs

- 9/3 Movies for Grown Ups—14 watched The Judge
- 9/16 Adult Book Club—18 discussed Lisa Genova's Inside the O'Brien's.

## E-Newsletter report from Rebekah Hosford, Librarian Intern

*Our first e-newsletter went out on September 26, 2015, at 9:00 AM to 1,368 patrons. By 10:00 AM, our newsletter had been opened a total of 80 times. To date, it has been opened by 522 patrons, giving us an open rate of 40.3%. According to MailChimp stats, on average most government newsletters have an open rate of 23%. In total the newsletter has been opened 910 times, which means that patrons have opened the e-newsletter more than once. It is interesting to note that the most opened links were to our Movies for Grown Ups webpage and our Preschool Storytime webpage. It gives us an idea of what some patrons care most about and about the demographic of the patrons opening the e-newsletter.*

*Unfortunately we had 16 people unsubscribe, but we have received positive feedback from other patrons. Within a half hour of sending the e-newsletter, I received a call at the reference desk concerning information provided by the e-newsletter. Without our e-newsletter, this patron would not have known that we offered downloadable magazines via Zinio. With our promising stats and mostly positive patron reaction, our e-newsletter campaign is off to a good start.*

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## MCFLS / Other

To: MCFLS Board of Trustees  
From: Nyama Y. Marsh, WFBPL Director  
Date: August 17, 2015 Meeting  
Re: LDAC Meeting Highlights, August 8, 2015 @ MPL Central Library

1) Update from WPLC Digital Library Steering Team - 8 library systems, without a current digital magazine platform, are going to pool together to fund a pilot project for Overdrive Periodicals. The pilot project will be available to all Wisconsin patrons, not just those from the 8 systems funding the project. Data gathered will be used in conjunction with data from Flipster and Zinio to help assess future decision making. MCFLS uses Zinio.

2) Long discussion of Hearing Loops and whether individual libraries are interested in joining in on system-wide LSTA grant to purchase a Hearing Loop for each library. Lots of interest was expressed in pursuing the idea.

"A hearing loop is a wire that circles a room and is connected to a sound system.

The loop transmits the sound electromagnetically. The electromagnetic signal is then picked up by the telecoil in the hearing aid or cochlear implant." - See more at:

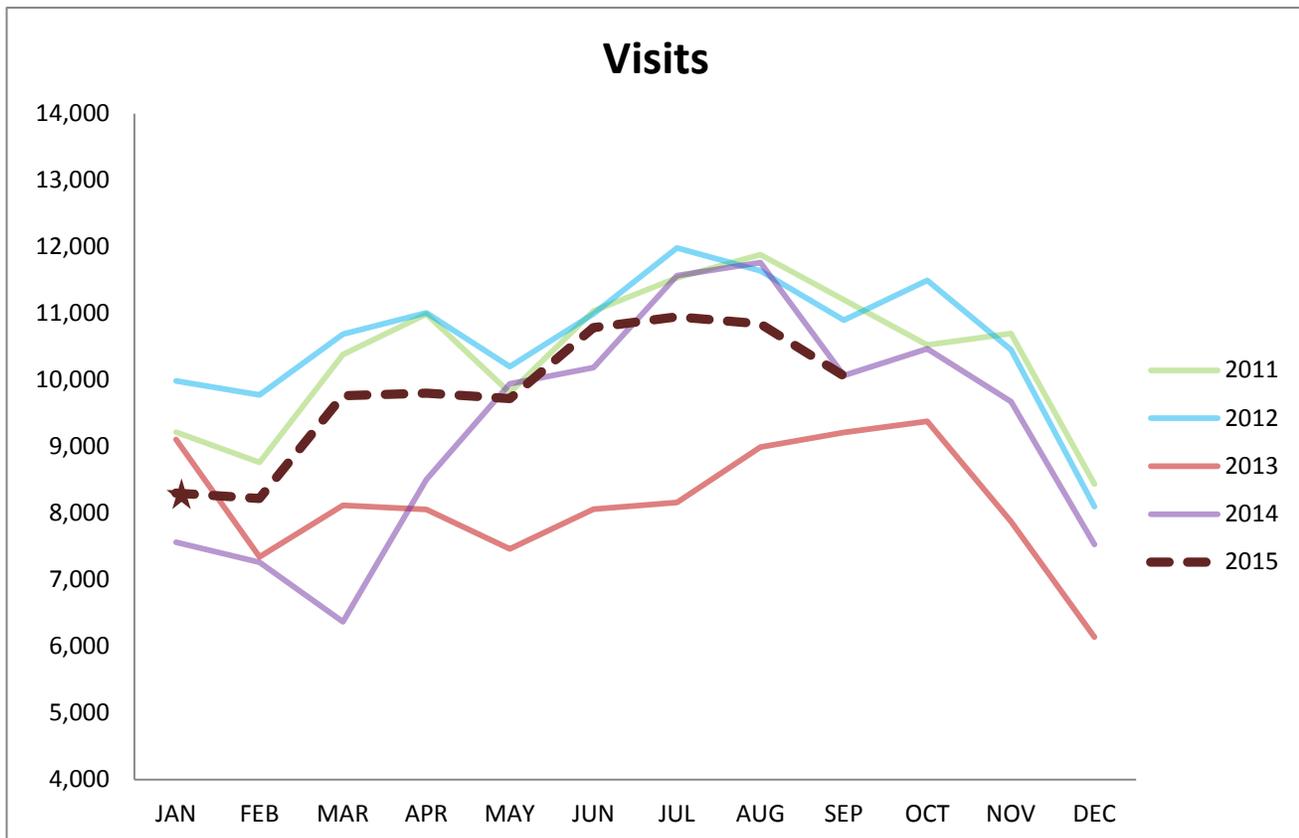
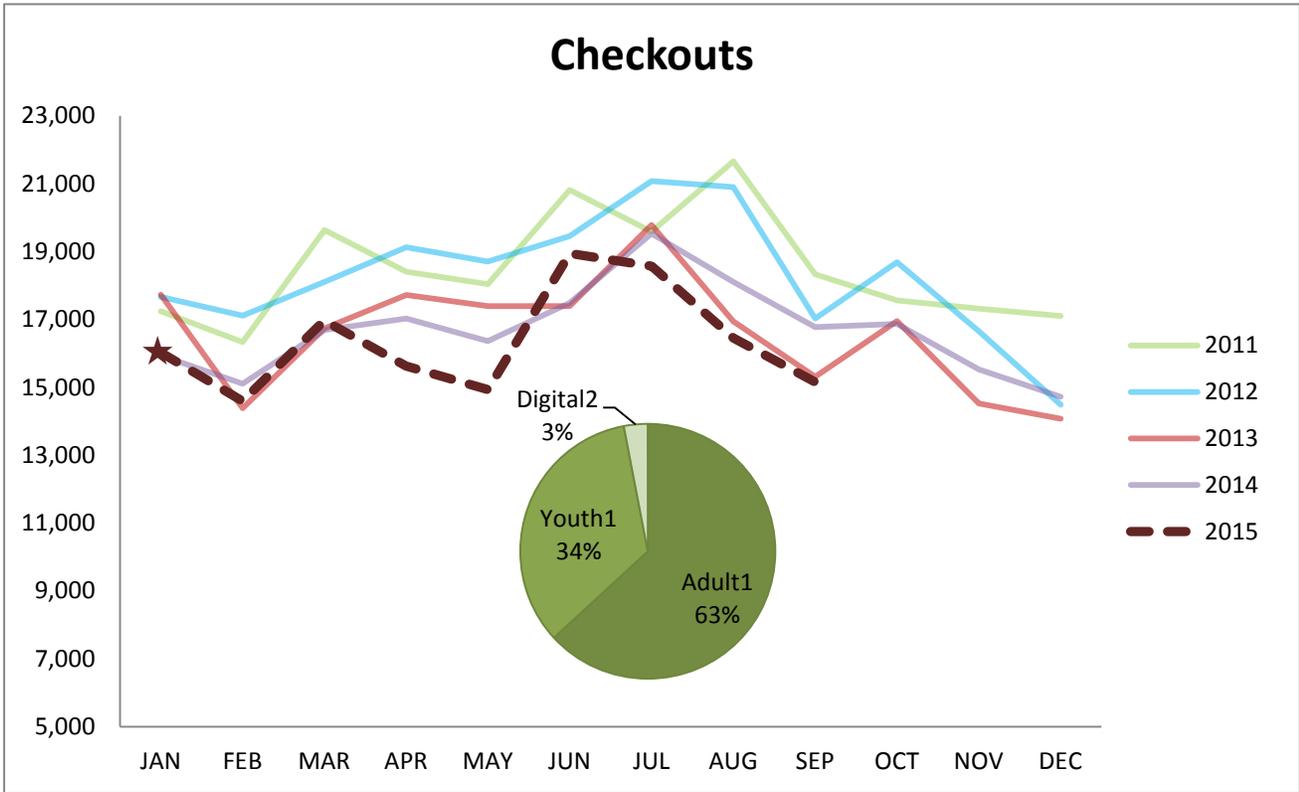
<http://www.hearingloss.org/content/loop-technology>

3) Detailed discussion of the new *Membership Agreement* and *LS, Technology and Resource Sharing Agreement*.

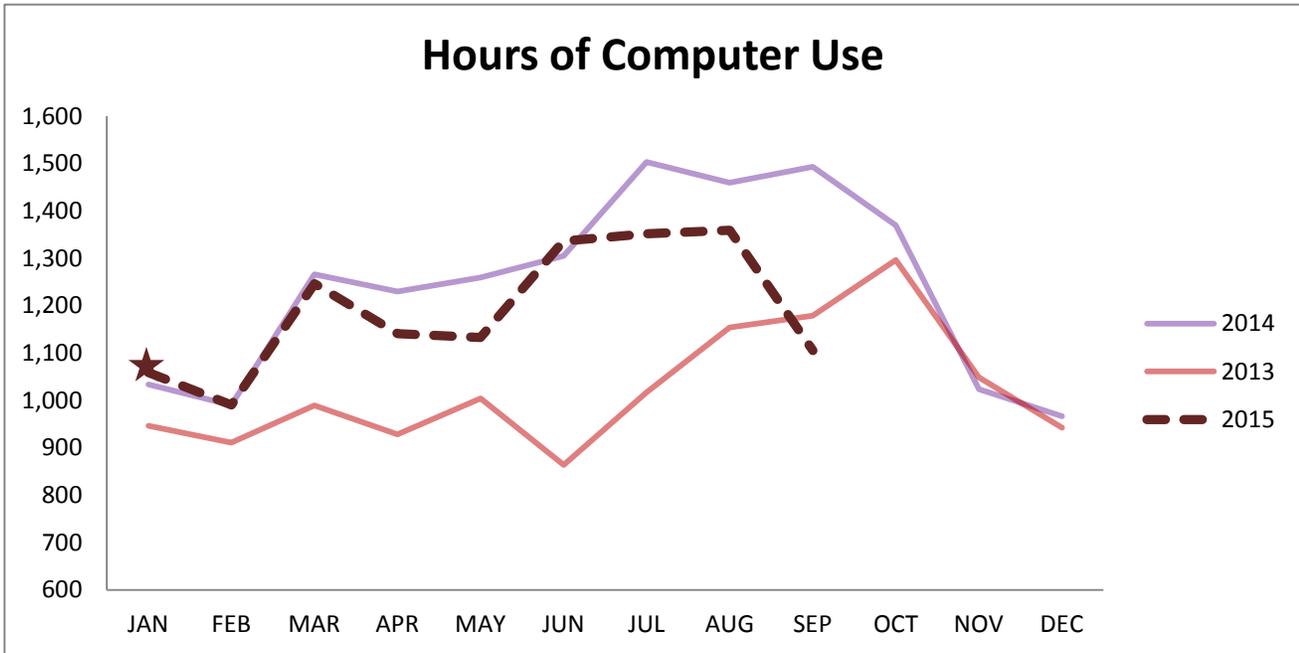
4) Spontaneous conversation about various libraries providing programming and resources for patrons with dementia, in particular "Memory Cafes."

"The challenges of living with memory loss can sever social connection at a time when it is needed most. Memory and Alzheimer's cafe gatherings are one way people with memory loss and their care companions are coming together to make new friendships and support one another." - See more at: <https://alzheimersspeaks.com/memory-cafes#sthash.6KEwjKJC.dpuf>

# 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>	438	-2%	2,252	33%	2	70	0	0	70	-39%	
<b>FEB</b>	414	8%	1,531	1%	11	304	3	47	351	88%	CD art co
<b>MAR</b>	462	0%	1,781	10%	14	322	5	79	401	93%	Gaming-t
<b>APR</b>	441	-8%	1,520	5%	11	224	2	37	261	112%	
<b>MAY</b>	344	-20%	1,353	-9%	5	56	1	15	71	-28%	Law Day
<b>JUN</b>	434	-15%	1,568	2%	11	323	4	4	327	-16%	
<b>JUL</b>	415	-19%	1,495	8%	20	645	2	20	665	45%	
<b>AUG</b>	339	-26%	1,355	-9%	10	372	1	1	373	-8%	
<b>SEP</b>	383	-26%	1,448	-15%	9	175	2	32	207	90%	
<b>OCT</b>		-							0	-	
<b>NOV</b>		-							0	-	
<b>DEC</b>		-							0	-	
<b>TOTAL</b>	3,670		14,303		93	2,491	20	235	2,726		

**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	9,796	4,637	503	14,936	10,652	5,383	328	16,363
JUNE	11,039	7,393	516	18,948	10,815	6,334	341	17,490
JULY	11,088	6,909	570	18,567	12,251	6,946	333	19,530
AUGUST	10,654	5,287	514	16,455	11,550	6,194	363	18,107
SEPT.	9,685	5,014	459	15,158	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>92,998</b>	<b>49,828</b>	<b>4,451</b>	<b>147,277</b>	<b>128,995</b>	<b>66,278</b>	<b>4,850</b>	<b>200,123</b>

**RESERVES/HOLDS**

	2015	2014	Paging slips '15	Paging slips '14
	Jan.	438	447	2,252
Feb.	414	383	1,531	1,522
Mar.	462	463	1,781	1,612
April	441	481	1,520	1,453
May	344	429	1,353	1,490
June	434	508	1,568	1,538
July	415	514	1,495	1,389
Aug.	339	459	1,355	1,482
Sept.	383	519	1,448	1,703
Oct.	0	428	0	1,468
Nov.	0	337	0	1,277
Dec.	0	330	0	1,904
<b>Total:</b>	<b>3,670</b>	<b>5,298</b>	<b>14,303</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	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.	#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
	5	56	1	15	71	99
	11	323	4	4	327	391
	20	645	2	20	665	459
	10	372	1	1	373	406
	9	175	2	32	207	109
	0	0	0	0	0	345
	0	0	0	0	0	207
	0	0	0	0	0	220
<b>TOTAL</b>	<b>93</b>	<b>2,491</b>	<b>20</b>	<b>235</b>	<b>2,726</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
9,722	9,943
10,788	10,189
10,948	11,570
10,844	11,766
10,060	10,067
0	**10467
0	9,675
0	7,532
<b>88,447</b>	<b>110,914</b>

\*\* Avg of last 3 Octo-

PERIOD ENDING 09/30/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2015	2015 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 09/30/2015	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	385,346.00	385,346.00	385,346.00	0.00	100.00	
Total Dept 000-11-TAXES		0.00	385,346.00	385,346.00	385,346.00	0.00	100.00	
Dept 000-67-PARKS & CULTURE/RECREATION								
151-000-67-4-10-10	Photocopies	864.92	6,052.03	5,500.00	5,500.00	(552.03)	110.04	
151-000-67-4-10-20	Library-Fines	1,010.75	11,681.02	15,000.00	15,000.00	3,318.98	77.87	
151-000-67-4-10-30	Sale of Materials	509.00	1,091.97	900.00	900.00	(191.97)	121.33	
151-000-67-4-10-40	Lost Material Charges	428.00	1,268.28	1,500.00	1,500.00	231.72	84.55	
151-000-67-4-10-90	Miscellaneous Charges	452.20	3,105.80	2,000.00	2,000.00	(1,105.80)	155.29	
Total Dept 000-67-PARKS & CULTURE/RECREATION		3,264.87	23,199.10	24,900.00	24,900.00	1,700.90	93.17	
Dept 000-73-INTERGOVERNMENTAL CHARGES								
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	97,010.00	96,852.00	96,852.00	(158.00)	100.16	
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	97,010.00	96,852.00	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	2,500.00	2,358.00	5.68	
Total Dept 000-81-INTEREST INCOME		0.00	142.00	2,500.00	2,500.00	2,358.00	5.68	
Dept 000-82-MISCELLANEOUS REVENUE								
151-000-82-4-00-10	Rent Income	0.00	13,750.00	33,000.00	33,000.00	19,250.00	41.67	
Total Dept 000-82-MISCELLANEOUS REVENUE		0.00	13,750.00	33,000.00	33,000.00	19,250.00	41.67	
Dept 000-84-INSURANCE RECOVERIES								
151-000-84-4-00-50	Insurance Recovery-Prop Damage	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000-84-INSURANCE RECOVERIES		0.00	0.00	0.00	0.00	0.00	0.00	
Dept 000-85-DONATIONS								
151-000-85-4-50-10	Donations - Library	3,000.00	13,057.18	8,000.00	8,000.00	(5,057.18)	163.21	
Total Dept 000-85-DONATIONS		3,000.00	13,057.18	8,000.00	8,000.00	(5,057.18)	163.21	
TOTAL Revenues		6,264.87	532,504.28	550,598.00	550,598.00	18,093.72	96.71	
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	22,446.03	206,681.25	300,789.00	300,789.00	94,107.75	68.71	
151-510-51-5-11-10	Part-time/Temporary	0.00	0.00	0.00	0.00	0.00	0.00	
151-510-51-5-15-10	WI Retirement	1,323.99	12,109.91	18,008.00	18,008.00	5,898.09	67.25	
151-510-51-5-15-15	FICA	1,658.96	15,210.25	23,011.00	23,011.00	7,800.75	66.10	
151-510-51-5-15-20	Group Insurance	2,634.26	34,026.22	51,527.00	51,527.00	17,500.78	66.04	

PERIOD ENDING 09/30/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2015	2015 AMENDED BUDGET	AVAILABLE		% BGD USED
		MONTH 09/30/2015	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE	
Fund 151 - Library Fund								
Expenditures								
151-510-51-5-15-25	Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
151-510-51-5-20-35	Technical Services	0.00	2,307.89	3,500.00	1,192.11	65.94		
151-510-51-5-20-40	Printing Services	530.16	5,211.75	3,500.00	(1,711.75)	148.91		
151-510-51-5-24-10	Equipment Maintenance Services	435.00	15,601.45	20,000.00	4,398.55	78.01		
151-510-51-5-30-10	Office Supplies, Equip & Exp	1,202.52	3,673.18	4,500.00	826.82	81.63		
151-510-51-5-30-15	Postage & Mailing	0.00	163.48	380.00	216.52	43.02		
151-510-51-5-30-20	Communications	124.10	595.11	300.00	(295.11)	198.37		
151-510-51-5-45-10	Professional Memberships	0.00	357.00	500.00	143.00	71.40		
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	266.64	730.00	463.36	36.53		
151-510-51-5-45-40	Mileage Reimbursement	0.00	183.31	200.00	16.69	91.66		
Total Dept 510-51-92400		30,355.02	296,387.44	426,945.00	130,557.56	69.42		
Dept 511-51								
151-511-51-5-35-40	Collect Repair/Maint/Suppl	172.63	2,307.18	4,100.00	1,792.82	56.27		
151-511-51-5-38-10	Periodicals	0.00	3,342.49	5,500.00	2,157.51	60.77		
151-511-51-5-38-15	Books	5,773.88	30,162.67	42,000.00	11,837.33	71.82		
151-511-51-5-38-20	Audio/Visual	1,213.64	10,293.31	11,000.00	706.69	93.58		
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	261.93	8,108.86	8,000.00	(108.86)	101.36		
151-511-51-5-38-40	Library Programming	125.00	859.26	750.00	(109.26)	114.57		
Total Dept 511-51		7,547.08	55,073.77	71,350.00	16,276.23	77.19		
Dept 512-51								
151-512-51-5-22-10	Natural Gas/Electric Service	1,640.47	14,666.87	17,000.00	2,333.13	86.28		
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	1,200.00	11,460.00	11,500.00	40.00	99.65		
151-512-51-5-23-15	Building Maint/Repair Services	56.00	9,879.94	6,500.00	(3,379.94)	152.00		
151-512-51-5-35-10	Building Supplies	73.87	1,295.94	1,200.00	(95.94)	108.00		
Total Dept 512-51		2,970.34	37,481.24	36,800.00	(681.24)	101.85		
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		40,872.44	388,942.45	535,095.00	146,152.55	72.69		
Fund 151 - Library Fund:								
TOTAL REVENUES		6,264.87	532,504.28	550,598.00	18,093.72	96.71		
TOTAL EXPENDITURES		40,872.44	388,942.45	535,095.00	146,152.55	72.69		
NET OF REVENUES & EXPENDITURES		(34,607.57)	143,561.83	15,503.00	(128,058.83)	926.03		

GL Number	Inv. Line 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	PERIOD PAYMENT	501939894	09/18/15	52.62	80957
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE & METER CHARGE	81224212	09/18/15	477.54	80957
151-510-51-5-24-10	Equipment Maintenance Serv	CLOSED CIRCUIT INNOVAT	SERVICE AGREEMENT FEE	4TH 2015	09/25/15	435.00	80969
151-510-51-5-30-10	Office Supplies, Equip & F	COMPLETE OFFICE OF WIS	15 REAMS COLOR PAPER	390588	09/11/15	247.18	80899
151-510-51-5-30-10	Office Supplies, Equip & F	THE SHOPPER INC	SECURITY LABELS	IN716261	09/11/15	109.16	80922
151-510-51-5-30-20	Communications	AT & T	SERVICE	09102015	09/11/15	19.94	80894
151-510-51-5-30-20	Communications	MODUS DESIGN INC	NEWSLETTER NEW TEMPLATE	15.08.206	10/02/15	100.00	81040
Total For Dept 510-51 92400						1,441.44	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	6 ROLLS CUSTOM LABELS	5688406	10/02/15	172.63	81029
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 REFERENCE BOOKS	5013730644	09/04/15	84.67	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030923418	09/04/15	13.81	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030923419	09/04/15	14.31	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030923420	09/04/15	9.85	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030923421	09/04/15	14.87	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030923422	09/04/15	14.84	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030923424	09/04/15	13.80	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2030923428	09/04/15	52.43	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	13 BOOKS	2030923423	09/04/15	179.65	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	26 BOOKS	2030923427	09/04/15	358.71	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	2030898859	09/04/15	153.36	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2030928166	09/04/15	59.90	80854
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030937373	09/18/15	29.74	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030937374	09/18/15	15.37	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030937375	09/18/15	29.19	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030937376	09/18/15	27.59	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2030961507	09/18/15	14.49	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030961509	09/18/15	30.74	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030961510	09/18/15	28.13	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2030961511	09/18/15	46.22	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030961512	09/18/15	28.67	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2030961514	09/18/15	57.83	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030985218	09/18/15	27.61	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2030985219	09/18/15	46.74	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2030985220	09/18/15	28.12	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2030985221	09/18/15	54.64	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2030985222	09/18/15	69.35	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2030985223	09/18/15	45.47	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2030985224	09/18/15	17.37	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2030985226	09/18/15	36.89	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	17 BOOKS	2030937377	09/18/15	240.19	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2030937378	09/18/15	78.73	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	2030961513	09/18/15	102.30	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	2030961515	09/18/15	109.73	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	2030985225	09/18/15	91.15	80930
151-511-51-5-38-15	Books	BAKER & TAYLOR	29 BOOKS	2030993606	09/18/15	240.06	80930
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOKS	88880698,8868870	09/18/15	223.88	80939
151-511-51-5-38-15	Books	BAKER & TAYLOR	REFERENCE BOOKS	5013768122	09/25/15	19.98	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031008207	09/25/15	30.78	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031008208	09/25/15	14.86	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031008209	09/25/15	29.15	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031008210	09/25/15	7.51	80961

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 511-51							
151-511-51-5-38-15	Books	BAKER & TAYLOR	2BOOKS	2031008211	09/25/15	33.82	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2031008212	09/25/15	78.16	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031008213	09/25/15	44.01	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031008214	09/25/15	8.69	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031008215	09/25/15	29.60	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031029438	09/25/15	29.68	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031029439	09/25/15	28.66	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031029440	09/25/15	14.87	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2031029411	09/25/15	44.84	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	28 BOOKS	2031029442	09/25/15	365.15	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2031029443	09/25/15	71.06	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2031029444	09/25/15	71.91	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOK	2031029445	09/25/15	8.69	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2031029446	09/25/15	14.87	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2031014045	09/25/15	25.58	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	12 BOOKS	2031010366	09/25/15	114.88	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2031020047	09/25/15	101.21	80961
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	2030994548	10/02/15	169.54	81023
151-511-51-5-38-15	Books	BAKER & TAYLOR	35 BOOKS	2030997251	10/02/15	311.23	81023
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2030997458	10/02/15	72.27	81023
151-511-51-5-38-15	Books	BAKER & TAYLOR	11 BOOKS	2030997485	10/02/15	108.73	81023
151-511-51-5-38-15	Books	BAKER & TAYLOR	62 BOOKS	2031038939	10/02/15	605.82	81023
151-511-51-5-38-15	Books	BAKER & TAYLOR	12 BOOKS	2031043026	10/02/15	201.94	81023
151-511-51-5-38-15	Books	BAKER & TAYLOR	60 BOOKS	2031052877	10/02/15	425.99	81023
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2030923425	09/04/15	19.04	80854
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	CD.S, DVD'S, EXAM GLOVES, CREDITS	094014688183	09/11/15	1,194.60	80921
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	73 BOOKS	2031043238	10/02/15	261.93	81023
151-511-51-5-38-40	Library Programming	MILLER, KATHIE	DOWNIZING PROGRAM	09292015	10/02/15	125.00	81037
Total For Dept 511-51						7,547.08	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	08202015B	10/02/15	1,628.85	81049
151-512-51-5-22-10	Natural Gas/Electric Servi	WE ENERGIES	SERVICE	08212015	10/02/15	11.62	81049
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	CLEANING SERVICE	11808	09/25/15	1,200.00	80978
151-512-51-5-23-15	Building Maint/Repair Serv	ITU ABSORBTECH INC	MONTHLY MAT SERVICE	6053031	10/02/15	56.00	81033
151-512-51-5-35-10	Building Supplies	SYNCB/AMAZON	CD.S, DVD'S, EXAM GLOVES, CREDITS	094014688183	09/11/15	9.98	80921
151-512-51-5-35-10	Building Supplies	NASSCO INC	TOILET TISSUE	S1949980.001	09/25/15	71.58	80996
Total For Dept 512-51						2,978.03	
Total For Fund 151 Library Fund						11,966.55	