

LIBRARY BOARD MEETING
Monday, March 9, 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: February 2014
- IV. Unfinished Business
 - a. Review and approval of Brown Deer Library Policy Manual Appendix J-Use of Library Display Case and Street Sign Electronic Message Board
 - b. Update on Brown Deer Library Policy Manual revision regarding use of patron data for communication and marketing
- V. Report of Library Director
 - a. Director's Report, 2014 Annual Report, 2014 DPI Annual Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VI. New Business
 - a. Consideration of Vouchers: February 2015
 - b. Discussion of the Brown Deer Library 2014 Annual Report
 - c. Discussion and Approval of the Brown Deer Library Department of Public Instruction 2014 Annual Report
- VII. Report of Friends of the Library
- VIII. Adjournment

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

Brian Williams-Van Klooster, Library Director
March 4, 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
February 10, 2015 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

The meeting was called to order by Board President Lutz at 5:02 P.M.

I. Roll Call

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

II. Persons Desiring to be Heard

None.

III. Consideration of Minutes:

- a. January 12, 2015 – Regular Meeting

It was moved by W. Jabas and seconded by S. Snyder to approve the minutes of the January 12, 2015 regular meeting. The motion carried unanimously.

IV. Unfinished Business

- a. None

V. Report of Library Director

- a. Director's Report

The Director highlighted January 19 All Staff Training Day by reviewing the day's activities, noting that staff feedback was very positive especially regarding the communication styles training and the opportunity to be together as a team. He thanked the Friends of the Brown Deer Library for providing lunch. He intends to do request this day of each year going forward so the tradition can be continued.

The Director also highlighted a new program called *1000 Books Before Kindergarten*, which encourages families to read with their young children and offers free books as incentives. This program was organized by the Children's Librarian, and has evolved into a partnership with the newly-formed Education Foundation of Brown Deer. The EFBD has provided funding for the free book incentives.

- b. Usage Report

The Director shared usage stats that arrived after the packet was created and noted that though visits have increased, checkouts are still declining.

- c. Revenue/Expense Report

President Lutz inquired about the zero balance in the '2015 Amended Budget' column. The Director said that this is related to the Village Treasurer's delay in populating the department budget, which could partially be due to the long term vacancy and new hire in the deputy treasurer position.

VI. New Business

- a. Consideration of Vouchers: January 2015

It was moved by J. Baker and seconded by E. Bennett to approve the payment of the January 2015 vouchers. The motion carried unanimously.

- b. Discussion of logo designs

The Director asked for Board feedback about the designs rated most popular by staff. Opinions were unenthusiastic in the majority. The Director was asked about the other designs rated less highly by staff, which he showed. The Board expressed concern about the lack of computer/technology imagery in all of them, and difficulty in identifying the content of others. S. Snyder recommended that the Brown Deer High School design instructor be contacted to see if they could provide more options, noting that their work is quite good in her opinion. J. Baker recommended that the Director contact Modus Design, since they are in the Village and might take on a civic project. The Director will follow up with BDHS and Modus and report back to

- the Board at a future meeting.
- c. Discussion of PC use by municipality report
The Director presented a report showing Brown Deer Library public computer usage broken down by the municipality of the user, from December 2014 and January 2015. 70-75% of computer use is by City of Milwaukee residents. The Board said having the data is interesting and may or may not be useful in the future. The Director will revisit the topic if requested by the Board.
 - d. Discussion of Strategic Plan and timeline
The Director distributed a copy of the Strategic Plan process outline. It included a description of the ideal Stakeholder Team makeup, Timeline and Expected Outcomes. J. Baker inquired about how overlap between several of the recommended Team members will be handled, by using one person for multiple positions, or one person per position. The Director said that the goal is to have diversity of opinion on the Team, so there should be as many different representatives as recommended positions. W. Jabas said she will share this information with the Friends in hopes of identifying a volunteer to represent them on the Team. The general opinion was that this is a worthwhile project.
 - e. Discussion of library street sign use by non-library groups
The Director said that two community groups have recently requested to have their activities featured on the Library's electronic sign. Discussion ensued about the merits of allowing or disallowing non-library use. It was decided that the sign should be reserved for library use only, and that a policy should be written to this effect for approval by the Board.

It was moved by W. Jabas and seconded by S. Snyder to restrict use of the Library's electronic sign to Library business and instruct the Director to draft a policy document to this effect, for approval at the next meeting. The motion carried unanimously.

VII. Report of Friends of the Library

W. Jabas noted that the upcoming Friends meeting is March 12 at 7PM in the Library's Community Room. The Plant Sale is scheduled for May 16th, the Book Sale is scheduled for August 27-29.

VIII. Adjournment

Next meeting: March 9, 2014. *It was moved by E. Bennett and seconded by W. Jabas to adjourn at 6:05 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
February 13, 2015

J. USE OF LIBRARY DISPLAY CASE AND STREET SIGN ELECTRONIC MESSAGE BOARD

Display case:

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

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

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

Tapes and pins may not be used.

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

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

Street sign electronic message board

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

Approved by Library Board: ; Rev.

Brown Deer Public Library - Director's Report

February 2015

Budget:

- Revenue/Expense Report now shows 2015 Amended Budget amounts
- CIP 2015 Public PC upgrades are partially completed, including wireless upgrade and desktop PC replacement. Laptops will be implemented after some network issues are resolved.

Facility:

- Several expensive repairs have been needed already this year, including parking lot lighting and plumbing. It is expected that basic repairs and maintenance for the remaining year will overexpend this account which will be adjusted accordingly for 2016.
- The Janitors cleaning contract will not be renewed in March. Gibb Building Maintenance has been recruited from 2014's submitted cleaning proposals and has agreed to enter into a lower cost service contract starting March 16.
- Early discussions for the CIP 2015-2017 Circ remodel and RFID projects were initiated with potential vendors. JM Remodeling, of Brown Deer, will provide construction planning and bid documents. 3M will provide quotes for a full RFID system consisting of two self-checkouts and one 3-bin automated materials handler (AKA sorter).

Meetings:

- 2/2 CIP Circ/RFID remodel preliminary discussion with JM Remodeling
- 2/2 Village Trustees
- 2/3 Village Department Heads
- 2/5 MCFLS LDAC
- 2/9 Around the Corner with John McGivern
- 2/10 Monthly Staff meeting
- 2/10 BDPL Board
- 2/11 CIP Circ/RFID remodel preliminary discussion with 3M Automation Systems
- 2/12 North Shore Community Read discussion with Directors at WFB, NS and BDHS libraries
- 2/16 BDE PTO
- 2/17 Library Legislative Day in Madison
- 2/26 Gibb Building Maintenance contract review

Marketing/Communication/Outreach/PR:

- The Library had a modest presence at the 2/9 showing of *Around the Corner*
- Children's Librarian Dana was present for K4 registration at BDES on 2/4
- 2014 BDPL Annual Report was sent to State Legislators and Village Trustees

Staff

- One Library Assistant has submitted her resignation, effective March 2. The existing pool of candidates created during June 2014 will be used to recruit a new staff member.

Statistics:

- Brown Deer's DPI Public Library Annual Report is completed and awaiting BDPL Board President signature before submission
- A 2014 BDPL Annual Report was created for public consumption after a 5-year hiatus

Miscellaneous:

- The Director attended Library Legislative Day in Madison on 2/17. Met with staffers from offices of Senator Alberta Darling and Representative Dan Knodel to endorse Wisconsin Library Association budget priorities. These include the retention of the recommended Governor's budget for public library system aid and library service contracts, and retention of recommended Governor's budget for Badgerlink and Newsline for the Blind. Thank you cards were sent containing the BDPL 2014 Annual Report and IMPACT Survey Editor's Letter.

Brown Deer Public Library - Director's Report

February 2015

Children's / Young Adult Services

From Dana's monthly report

I visited the Brown Deer Elementary School on Wednesday February 4th, during their K4 registration day. I sat at a table with Mark Laux of the Brown Deer Education Foundation, where we met with parents registering their children to discuss the Library's *1,000 Books Before Kindergarten* program. I had the brochures I had made, and the Brown Deer Education Foundation had purchased softcover copies of "Chicka Chicka Boom Boom" to hand out.

Our *1000 Books Before Kindergarten* program has been received very well, and 34 children are already signed up. Of those 34, 1 has already reached the 100-book milestone and 3 of those children have already reached their 200-book milestone.

Voting for our *CD Art Contest* ran from Monday February 2nd through Saturday February 14th. CDs donated by patrons that are not playable or saleable are given out to participants to make art from. Any age person can participate. 14 art pieces had been submitted. We had 5 winners, instead of 3, since voting was so close. The entries were very creative and well done.

Our *Death by Chocolate* party was on Wednesday February 11th.

The 2015 *Bucks Library Reading Challenge* continued this month, ending on Friday February 27th. 17 children and teens finished this year, which is up from last year.

Our *Blind Book Date* display ended on Saturday February 28th. Many people enjoy the eye-catching display, which encourages them to check out a book that they might not otherwise choose.

I have booked performers for our 2015 Summer Reading Program. Magician Glen Gerard has already been booked, as well as Mad Science of Milwaukee. The rest of the child/teen summer reading programs will consist of hand's-on type programs.

I have continued to keep our Facebook page, Pinterest account, and blog updated, as well as updating library information on our website. Just in February alone, we've gained 19 followers on our Pinterest page.

Programs:

- Story time sessions, 6 total, 32 participants per day average
- Movie Nights, 1 evening, 37 participants total
- Lego Club, 1 evening, 8 participants total

Meetings and Training

- Webinar "Creative Ways to Get More Facebook Engagement in 2015"

Miscellaneous:

- Continued assistance and coordination of YA activities with Librarian Intern, including planning for a regular After-School Wii Video Gaming night.

Brown Deer Public Library - Director's Report

February 2015

Adult Services

Displays

- Music CDs, “love songs” and “here comes the sun”

Programs

- 2/5 Movies for Adults—The Hundred Foot Journey. 27 attended.
- 2/18 Adult Book Club, 12 attendees
- Ebook appointments on weekly basis, 8 appointments total

Meetings & Training:

- 2/4 Training session. Circulation Statistics on Sierra at North Shore Library.
- 2/10 Monthly Staff Meeting

Miscellaneous:

- Prepped for Adult Summer Reading program
- Submitted text for the next edition of Our Brown Deer Magazine

Brown Deer Public Library - Director's Report

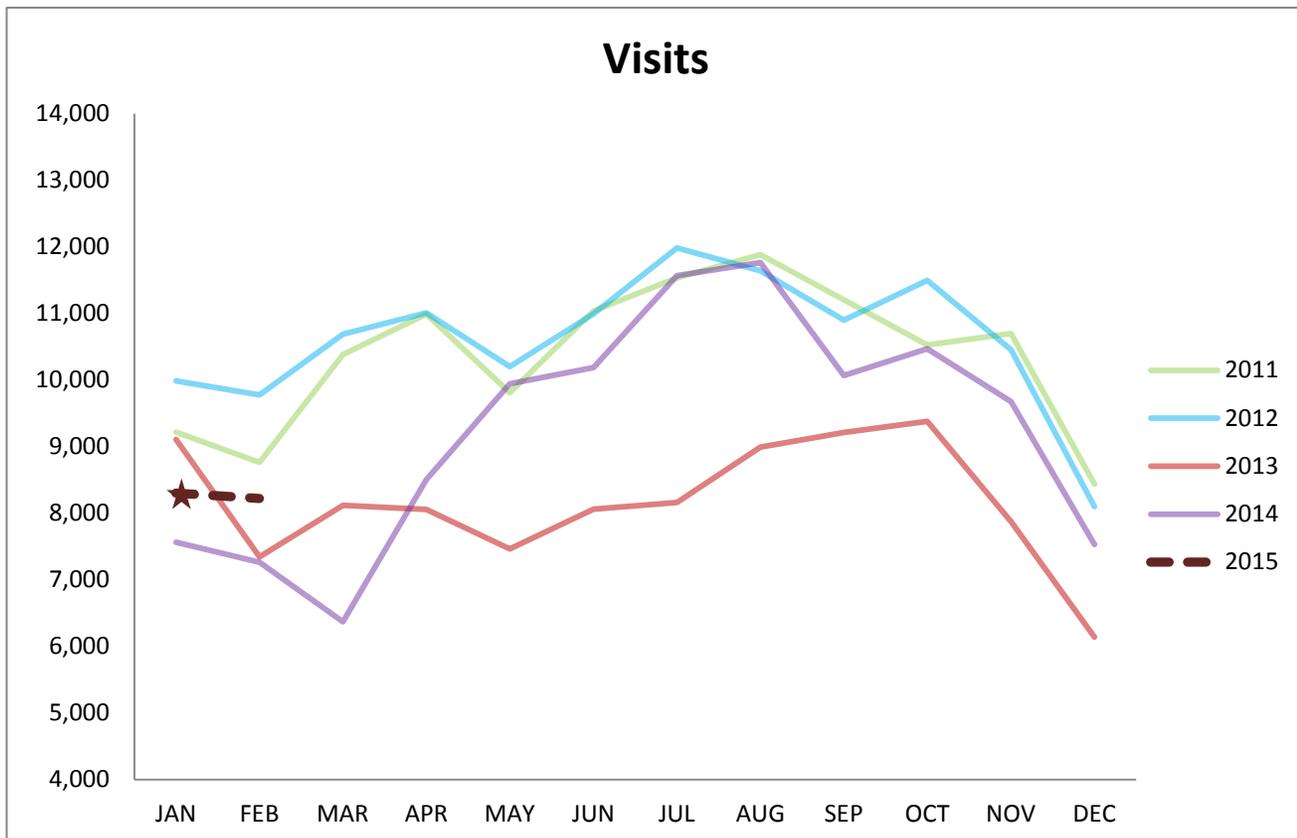
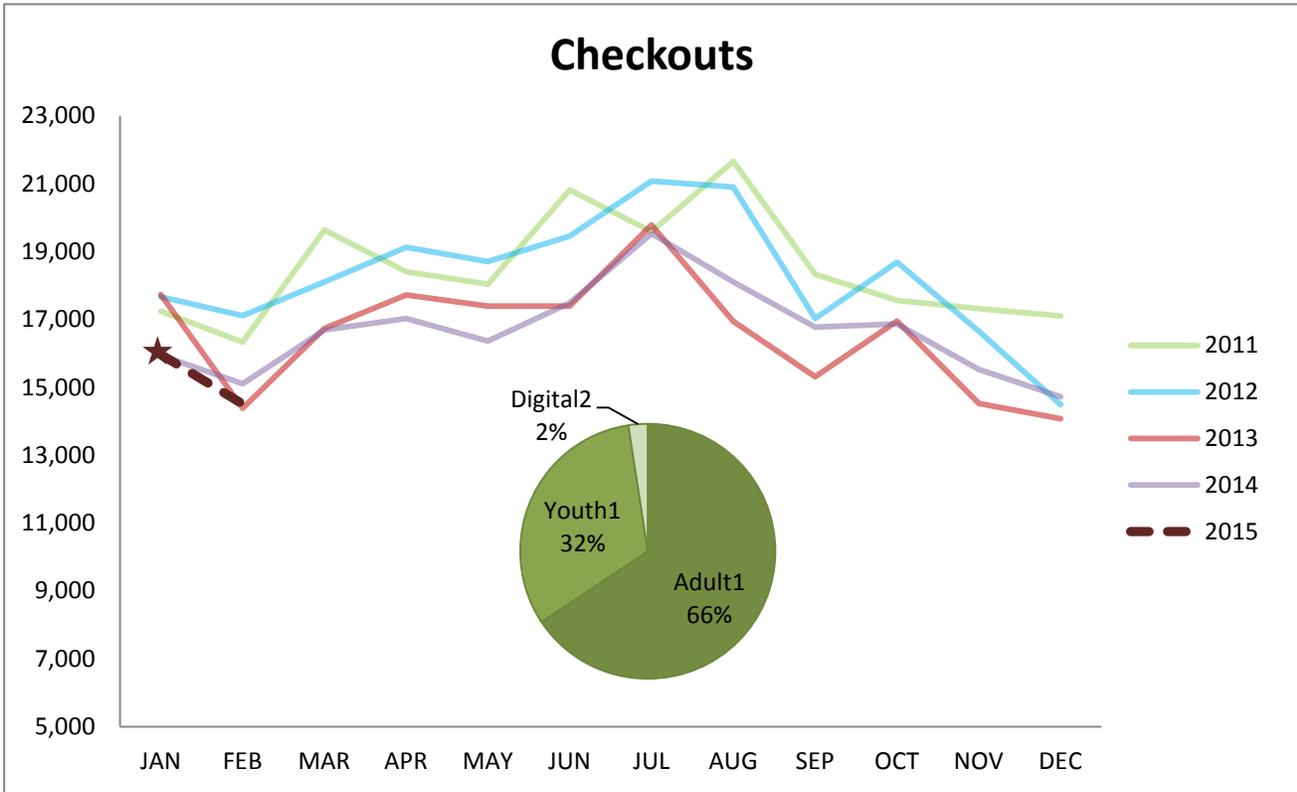
February 2015

MCFLS / Other

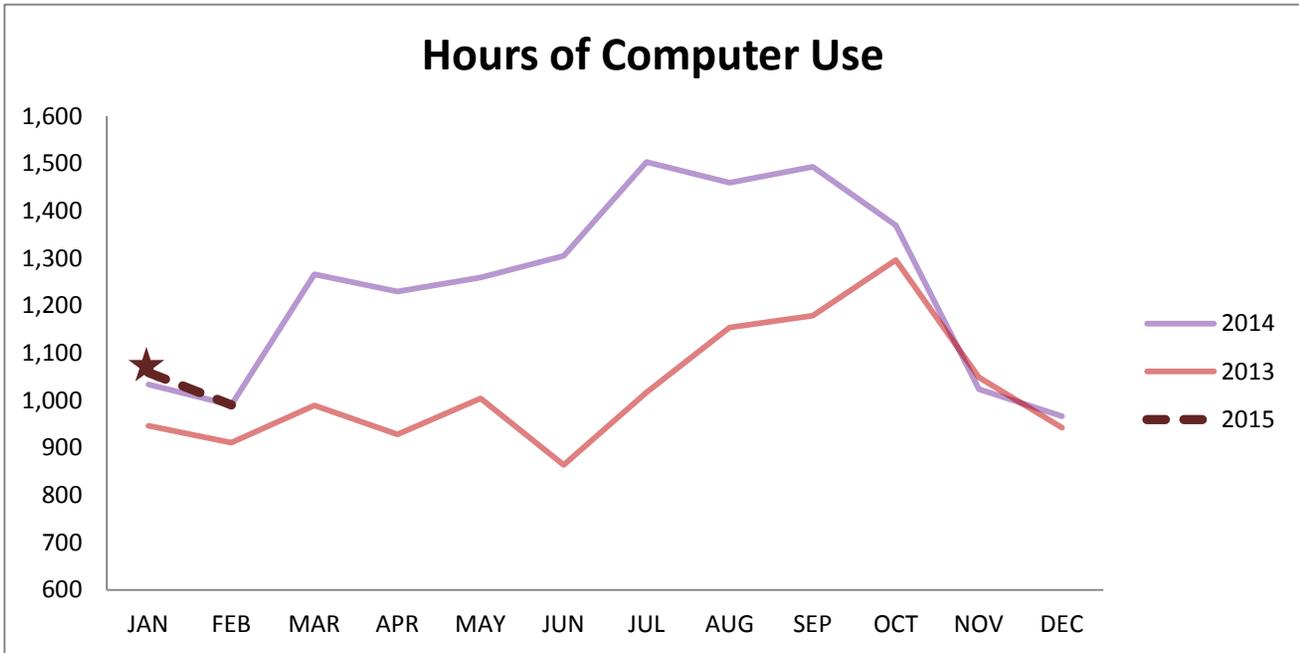
Re: LDAC Meeting Highlights, January 8, 2015 @ South Milwaukee Public Library

1. Discussion of how member libraries provide cards to students attending local schools who do not have ID showing a MKE Co address. Libraries handle this situation in various ways:
 - a. Issue non-resident cards and wave the fee
 - b. Issue business card to the school
 - c. Issue regular card with presentation of a bill showing the local mailing address.
2. Presentation by Steve Hesel (MCFLS) on how to use Web Reports, which was very useful and generated requests for advanced training.
3. Presentation by Steve Hesel (MCFLS) on use of SQL Reports. Steve has developed a couple basic reports that member libraries can access. He is continuing to work to develop more reports.
4. Discussion of pending Annual Reports, including what statistics MCFLS provides and how member libraries can attain other statistics from reports.
5. Discussion of Freegal, downloadable music and streaming music & video, focused on cost vs usage.

Brown Deer Library Monthly Usage Report



Brown Deer Library Monthly Usage Report



	Reserves/Holds				Programs						
	Staff assisted holds ¹	% change from last year	Holds Sent from BD ⁸	% change from last year	Juv/YA pgms ⁶	Juv/YA attend ⁶	Adult pgms ⁶	Adult attend ⁶	Total attend	% Attend change from last	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		-		-					0	-	
APR		-		-					0	-	
MAY		-		-					0	-	
JUN		-		-					0	-	
JUL		-		-					0	-	
AUG		-		-					0	-	
SEP		-		-					0	-	
OCT		-		-					0	-	
NOV		-		-					0	-	
DEC		-		-					0	-	
TOTAL	852		3,783		13	374	3	47	421		

**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	391	15,969	10,789	4,802	347	15,938
FEB.	9,314	4,841	354	14,509	9,983	4,799	320	15,102
MARCH	0	0	0	#N/A	10,843	5,535	309	16,687
APRIL	0	0	0	#N/A	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
TOTAL	20,009	9,724	745	30,478	128,995	66,278	4,850	200,123

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.	0	463	0	1,612
April	0	481	0	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
Total:	852	5,298	3,783	18,528

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	#N/A	-	#N/A	1,266
APRIL	#N/A	-	#N/A	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
TOTAL	#N/A			14,899

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		
0	0	0	0	0	208		
0	0	0	0	0	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		
13	374	3	47	421	2,869		

BUILDING USE

2015	2014
8,300	7,565
8,221	7,264
0	6,370
0	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
16,521	110,914

** Avg of last 3 Octs-

PERIOD ENDING 02/28/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 02/28/2015	YTD BALANCE 02/28/2015		BALANCE	(ABNORMAL)	
		INCREASE (DECREASE)	NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 151 - Library Fund							
Revenues							
Dept 000-11-TAXES							
151-000-11-4-00-10	General Property Taxes	117,372.68	288,346.13	385,346.00	96,999.87		74.83
Total Dept 000-11-TAXES		117,372.68	288,346.13	385,346.00	96,999.87		74.83
Dept 000-67-PARKS & CULTURE/RECREATION							
151-000-67-4-10-10	Photocopies	293.27	845.55	5,500.00	4,654.45		15.37
151-000-67-4-10-20	Library-Fines	587.39	1,650.95	15,000.00	13,349.05		11.01
151-000-67-4-10-30	Sale of Materials	29.00	72.72	900.00	827.28		8.08
151-000-67-4-10-40	Lost Material Charges	0.00	90.00	1,500.00	1,410.00		6.00
151-000-67-4-10-90	Miscellaneous Charges	142.00	455.00	2,000.00	1,545.00		22.75
Total Dept 000-67-PARKS & CULTURE/RECREATION		1,051.66	3,114.22	24,900.00	21,785.78		12.51
Dept 000-73-INTERGOVERNMENTAL CHARGES							
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	0.00	96,852.00	96,852.00		0.00
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	96,852.00	96,852.00		0.00
Dept 000-81-INTEREST INCOME							
151-000-81-4-00-10	Investment Interest	0.00	0.00	2,500.00	2,500.00		0.00
Total Dept 000-81-INTEREST INCOME		0.00	0.00	2,500.00	2,500.00		0.00
Dept 000-82-MISCELLANEOUS REVENUE							
151-000-82-4-00-10	Rent Income	0.00	0.00	33,000.00	33,000.00		0.00
Total Dept 000-82-MISCELLANEOUS REVENUE		0.00	0.00	33,000.00	33,000.00		0.00
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	3,700.00	6,179.73	8,000.00	1,820.27		77.25
Total Dept 000-85-DONATIONS		3,700.00	6,179.73	8,000.00	1,820.27		77.25
TOTAL Revenues		122,124.34	297,640.08	550,598.00	252,957.92		54.06
Expenditures							
Dept 510-51-92400							
151-510-51-5-10-10	Salaries/Wages	23,316.97	36,834.48	300,789.00	263,954.52		12.25
151-510-51-5-11-10	Part-time/Temporary	0.00	0.00	0.00	0.00		0.00
151-510-51-5-15-10	WI Retirement	1,344.23	2,142.97	18,008.00	15,865.03		11.90
151-510-51-5-15-15	FICA	1,711.51	2,703.07	23,011.00	20,307.93		11.75
151-510-51-5-15-20	Group Insurance	4,098.63	8,197.26	51,527.00	43,329.74		15.91

User: BRIAN

DB: Brown Deer

PERIOD ENDING 02/28/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2015	AVAILABLE	% BDGT USED
		MONTH 02/28/2015	02/28/2015	AMENDED BUDGET	BALANCE	
		INCREASE (DECREASE)	NORMAL (ABNORMAL)		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	1,874.00	1,874.00	3,500.00	1,626.00	53.54
151-510-51-5-20-40	Printing Services	363.67	416.29	3,500.00	3,083.71	11.89
151-510-51-5-24-10	Equipment Maintenance Services	14,296.45	14,296.45	20,000.00	5,703.55	71.48
151-510-51-5-30-10	Office Supplies, Equip & Exp	225.80	225.80	4,500.00	4,274.20	5.02
151-510-51-5-30-15	Postage & Mailing	0.00	0.00	380.00	380.00	0.00
151-510-51-5-30-20	Communications	35.22	35.22	300.00	264.78	11.74
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	15.00	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		47,281.48	66,984.64	426,945.00	359,960.36	15.69
Dept 511-51						
151-511-51-5-35-40	Collect Repair/Maint/Suppl	556.80	556.80	4,100.00	3,543.20	13.58
151-511-51-5-38-10	Periodicals	1,772.03	1,772.03	5,500.00	3,727.97	32.22
151-511-51-5-38-15	Books	2,691.77	7,271.47	42,000.00	34,728.53	17.31
151-511-51-5-38-20	Audio/Visual	606.98	1,412.41	11,000.00	9,587.59	12.84
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	149.98	2,509.87	8,000.00	5,490.13	31.37
151-511-51-5-38-40	Library Programming	57.69	57.69	750.00	692.31	7.69
Total Dept 511-51		5,835.25	13,580.27	71,350.00	57,769.73	19.03
Dept 512-51						
151-512-51-5-22-10	Natural Gas/Electric Service	2,195.28	2,195.28	17,000.00	14,804.72	12.91
151-512-51-5-22-20	Sewer/Water Services	0.00	0.00	600.00	600.00	0.00
151-512-51-5-23-10	Cleaning Services	1,365.00	2,730.00	11,500.00	8,770.00	23.74
151-512-51-5-23-15	Building Maint/Repair Services	1,242.09	5,082.44	6,500.00	1,417.56	78.19
151-512-51-5-35-10	Building Supplies	102.02	223.52	1,200.00	976.48	18.63
Total Dept 512-51		4,904.39	10,231.24	36,800.00	26,568.76	27.80
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		58,021.12	90,796.15	535,095.00	444,298.85	16.97
Fund 151 - Library Fund:						
TOTAL REVENUES		122,124.34	297,640.08	550,598.00	252,957.92	54.06
TOTAL EXPENDITURES		58,021.12	90,796.15	535,095.00	444,298.85	16.97
NET OF REVENUES & EXPENDITURES		64,103.22	206,843.93	15,503.00	(191,340.93)	1,334.22

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
 POST DATES 02/01/2015 - 02/28/2015
 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	COMPRISE TECHNOLOGIES INC	SAM ANNUAL SOFTWARE LICENSE & TECHNICAL SUF	2/27/2015	1,874.00
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE & METER	2/20/2015	311.05
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIOD PAYMENT	2/20/2015	52.62
151-510-51-5-24-10	Equipment Maintenance Services	CLOSED CIRCUIT INNOVATIONS	SERVICE AGREEMENT FEE	2/13/2015	435
151-510-51-5-24-10	Equipment Maintenance Services	MILW CO FEDERATED LIBRARY SYS	SOFTWARE MAINTENANCE	2/20/2015	12,378.47
151-510-51-5-24-10	Equipment Maintenance Services	MILW CO FEDERATED LIBRARY SYS	SHOUTBOMB, WPLC DIGITAL DOWNLOAD	2/20/2015	917
151-510-51-5-24-10	Equipment Maintenance Services	STANLEY CONVERGENT	MONITORING CHARGES	2/27/2015	565.98
151-510-51-5-30-20	Communications	AT & T	SERVICE	2/13/2015	14.9
Total For Dept 510-51 92400				16,549.02	
Dept 511-51					
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO	DVD SECURITY CASES	2/27/2015	300
151-511-51-5-35-40	Collect Repair/Maint/Suppl	A M I CORP	SMALL AUDIOBOOK CASES	2/27/2015	256.8
151-511-51-5-38-10	Periodicals	MILW CO FEDERATED LIBRARY SYS	ANCESTRY, MANGO	2/20/2015	1,772.03
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOK	2/6/2015	5.19
151-511-51-5-38-15	Books	BAKER & TAYLOR	15 BOOKS	2/20/2015	231.35
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2/20/2015	11.01
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2/20/2015	47.78
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2/20/2015	57.82
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2/20/2015	35.66
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2/20/2015	14.31
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2/20/2015	4.05
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2/20/2015	58.13
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2/20/2015	66.72
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2/20/2015	31.96
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	2/20/2015	53.06
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	2/20/2015	241.09
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	5 BOOKS	2/20/2015	25.96
151-511-51-5-38-15	Books	MILW CO FEDERATED LIBRARY SYS	SHOUTBOMB, WPLC DIGITAL DOWNLOAD	2/20/2015	1,770.00
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	27 CD'S	2/6/2015	318.04
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2/20/2015	21.76
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	3 AUDIOBOOKS	2/20/2015	62.54
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2/20/2015	9.79
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	14 CD'S	2/27/2015	169.61
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	2 CD'S	2/27/2015	25.24

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Chk Date	Amount
151-511-51-5-38-40	Library Programming	ANDERSEN-KOPCZYK, DANA	REIMBURSEMENT-SUPPLIES	2/13/2015	57.69
			Total For Dept 511-51		5,647.59
Dept 512-51					
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	2/6/2015	1,570.47
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	2/6/2015	624.81
151-512-51-5-23-10	Cleaning Services	THE JANITORS LLC	MONTHLY CLEANING SERVICE	2/13/2015	1,365.00
151-512-51-5-23-15	Building Maint/Repair Services	ROBERTS WOODWORKING LLC	OAK PRIVACY WALL	2/13/2015	760
151-512-51-5-23-15	Building Maint/Repair Services	HAPPY LAWNS INC	FULL SEASON PROGRAM	2/20/2015	311.6
151-512-51-5-23-15	Building Maint/Repair Services	ITU ABSORBTECH INC	MAT SERVICE	2/20/2015	170.49
151-512-51-5-35-10	Building Supplies	NASSCO INC	CLEANING SUPPLIES	2/6/2015	65.11
151-512-51-5-35-10	Building Supplies	NASSCO INC	LIQUID HAND SOAP	2/20/2015	36.91
			Total For Dept 512-51		4,904.39
			Total For Fund 151 Library Fund		27,101.00
Dept 000-51 DUE FROM OTHER FUNDS					
180-000-51-5-39-11	Donation Expense Library	MAD SCIENCE	SUMMER PROGRAM DEPOSIT	2/13/2015	50
			Total For Dept 000-51 DUE FROM OTHER FUNDS		50
			Total For Fund 180 Strehlow Donation Fund		50
Dept 000-12 TAXES					
320-000-76-5-81-10	Library Equipment	PARAGON DEVELOPMENT SYSTEMS	12 COMPUTERS	2/27/2015	7,512.00
			Total For Fund 320 Capital Improvement Project Fun	7,512.00	
Fund Totals:					
			Fund 151 Library Fund	27,101.00	
			Fund 180 Strehlow Donation Fund	50	
			Fund 320 Capital Improvement Project Fund	7,512.00	
			Total For All Funds:	34,663.00	

Brown Deer Library

2014 Annual Report

313 Likes

The Brown Deer Public Library provides educational, informational, recreational, and cultural materials and services to those who live or work in Brown Deer and other Milwaukee County Federated Library System patrons.

Brown Deer Library is Important!
I get Excellent Service!
I visit monthly or more!

2014 Patron satisfaction survey



COMPUTER USE

- Most employers have discontinued accepting paper applications, requiring applicants to complete forms online.
- Of those who do not subscribe to home internet service, 35% perceive its lack of relevance, and 22% cite cost as factors.*
- Educational attainment is the greatest predictor of which households have internet access - greater than race or income.**

55%



55% of computer users 'applied for a job or sent out a resume' on our PCs in November^A

CHECKOUTS & CARDS



22% of Brown Deer Residents had active Library Cards at the close of 2014

Active Cards (22%) | No Card or Expired Card (78%)

200,123 items were checked out, 4850 of which were ebooks. In fact, ebook use increased by 48% compared to 2013!

PROGRAMS & VISITS

Library hours increased by 9% when Saturdays opened year-round 9-5.

97906 visits

110914 visits

Patron visits increased by 12%!

2083... hours of reading done by kids during the Summer Reading Program! Take that, Summer Slump!

Program attendance by Children 94%

FINANCES



\$31.88... Cost per-capita for Brown Deer residents to have their own library. The 3rd lowest in the county!

...Cost per-capita for Brown Deer residents to have their own library. The 3rd lowest in the county!

Revenues



SOURCES:
^A IMPACT Survey, Brown Deer Public Library, November 2014
^{*} Pew Internet and American Life Report: Who's Not Online and Why, Sept. 25 2013
^{**} Computer and Internet Use in the United States: US Census Thom File P20-569, May 2013

BROWN DEER PUBLIC LIBRARY
browndeerwi.org/library

powered by
Piktochart
 make information beautiful



I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?				

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8. Databases Locally Owned or Leased		
9. Total Databases <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions a. Total Circulation				b. Children's Materials		2. Interlibrary Loans a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>								
3. Number of Registered Users a. Resident			b. Nonresident	c. TOTAL	4. Reference Transactions a. Method		b. Annual Count	5. Library Visits a. Method		b. Annual Count						
6. Uses of Public Internet Computers a. Method		b. Annual Count	7. Uses of Public Wireless Internet a. Method		b. Annual Count	8a. Number of Licensed Database Sessions		8b. No. of Locally-Created, Non-commercial Database Sessions								
9. Uses of Electronic Materials by Users of Your Library a. E-Books											b. E-Audio		c. E-Video		d. Total Electronic Materials Uses	
10. Programs and Program Attendance Annual Count								11. Number of Public Use Computers								
	a. Children (0-11)		b. Young Adult (12-18)		c. Other (all ages)	d. TOTAL	a. Total		b. Internet Access							
Number of Programs																
Total Attendance																

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members
Include vacancies in this count

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service **Only Joint libraries report more than one municipality here**

Municipality Type	Name	Amount

		Subtotal 1
--	--	------------

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

		Subtotal 2b
--	--	-------------

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

		Subtotal 3
--	--	------------

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount

		Subtotal 4
--	--	------------

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount

		Subtotal 5
--	--	------------

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

7. All Other Operating Income

8. Total Operating Income
Add 1 through 7

9. What is the 2015 annual appropriation provided by your governing body/bodies for your public library?

10. Was your library's municipality exempt from the county library tax for 2014? *Wis. Stat. s. 43.64(2)*

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*

c. Total Library Staff (FTE)

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system 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 or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults 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. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County _____

The _____ Board of Trustees hereby states that in 2014, the _____
Name of Public Library *Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- Did** provide effective leadership and adequately meet the needs of the library.
- Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

DRAFT

* The statement **may** be sent directly to the Division for Libraries and Technology (DLT), Jamie McCanless, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
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DRAFT