

LIBRARY BOARD MEETING
Monday, March 10, 2014
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:
 - a. February 27th, 2014-Rescheduled Regular Meeting
- IV. Unfinished Business
 - a. Review and possible action on additional bids for cleaning services
- V. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VI. Report of Friends of the Library
- VII. New Business
 - a. Review of plan for 4/2 Library closure and staff in-service day
 - b. Review of patron survey to be administered to the public in March-May
 - c. Review of Library information to be presented to Village Trustees on 3/17 by Library Director
 - d. Consideration of Vouchers
 - i. January/February 2014
- 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 5, 2014

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 27th Rescheduled 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 5:07 P.M.

I. Roll Call

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

II. Persons Desiring to be Heard

None.

III. Consideration of Minutes:

- a. January 13th, 2014 – Regular Meeting

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the minutes of the January 13th, 2014 regular meeting. The motion carried unanimously.

IV. Unfinished Business

- a. Review and action on 2014 holiday closures

The Library Director presented Brown Deer Village holiday closure dates for 2014. He also presented his findings regarding Library Saturday closures immediately preceding a Monday or following a Friday Village holiday, back to 2011. The Library does have a tradition of closing on Saturday when Friday or Monday is a Village holiday. President Lutz and E. Bennett commented that giving staff these days off is good for staff morale. W. Jabas requested clarification about whether or not the closure approval is for the specific 2014 dates as presented, or a precedent for future years to come. E. Bennett and the Library Director said the Library's holiday closure dates are reviewed and approved annually.

It was moved by E. Bennett and seconded by K. Lewis-Williams to approve the Library's 2014 holiday closures as presented. The motion carried unanimously.

- b. Street sign additional quotes update

The Library Director presented additional quotes from Poblocki Sign Company for designs based on Lemberg's specifications, for \$44,944 with acrylic push-through lettering, and \$53,858 for back lit LED lettering. The Director also said that Appleton Sign visited the Library on February 4th, but has not yet submitted a quote for the project. W. Jabas clarified that the Library's budget for the sign is \$38,000, and that the additional proposals from Poblocki and verbal estimates by Lemberg on cost increase for the requested lettering changes are beyond our budget. The Library Director noted that other cost savings were explored with Lemberg, such as eliminating the electronic message center or reducing its size. The Lemberg sales rep did not recommend reducing the message center size because the cost differences are minimal until there is a substantial reduction in resolution. The Director also mentioned that simplifying the masonry and architectural detailing could be considered. W. Jabas noted that the electronic message center is the primary goal of replacing the sign, and that the design of the masonry is a complement to the building. Other members expressed agreement and said that the originally agreed-upon preferred design is attractive and should be selected.

It was moved by W. Jabas and seconded by E. Bennett to approve the purchase of Library street sign design #3(2) from Lemberg Electric for \$38,400. The motion carried unanimously.

V. Report of Library Director

- a. Director's Report
There were no verbal highlights or discussion of the report.
- 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.

VI. Report of Friends of the Library

Next Friends of the Library meeting is scheduled for March 13th at 6:30PM at the Brown Deer Library Community Room.

W. Jabas noted that lunch will be provided for Library staff during National Library Week, on April 15th.

VII. New Business

- a. Update to cleaning services contract
The Director informed the Board that the originally approved cleaning contractor, Rachil Janitorial, was not ultimately able to be selected due to concerns raised by the background check of an employee. He noted that two additional companies are being solicited to provide quotes and will provide comparative information and recommendations in March.
- b. Review and approval of Wisconsin Public Library Annual Report
The Director presented a final draft of the Brown Deer Library's 2013 Annual Report for the WI Department of Public Instruction. There was no discussion.

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the Report as presented. The motion carried unanimously.

- c. Review of WI Statutes 43.58(1)

The Director read the above section of the Wisconsin Statutes to all present, and informed the Board that the Village Community Development Director has been reminded of the Board's statutory authority for all land given to the Library for library purposes. He requested that the Development Director keep the Board informed of all developments and involved in the decision-making process regarding the proposed installation of a cell phone tower behind the library.

- d. Consideration of Vouchers:
December 2013/January 2014

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the payment of the December 2013/January 2014 vouchers. The motion carried unanimously.

VIII. Adjournment

Next meeting: March 10th, 2014. *It was moved by K. Lewis-Williams and seconded by E. Bennett to adjourn at 5:46 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director
March 5th, 2014

Brown Deer Public Library - Director's Report

February 2014

Budget:

- Changes in 2014 TEACH funding will increase our internet bandwidth by 100% (from 5mbps to 10mbps), while reducing our annual cost by 60% (from \$3000 to \$1200). Changes will take effect April 2014.
- Rental DVD income was \$96, Meeting room rental income was \$15
- Submitted 4 wish list items to Brown Deer Junior Woman's Club for their annual donation cycle

Facility:

- Rachil Janitorial cleaning contract not pursued, concerns with management after background checks
- Additional cleaning company bids were received and are presented with the March agenda

Marketing/Communications/PR

- Summer program and activity schedule submitted for *Our Brown Deer* magazine spring/summer issue.

Meetings:

- 2/4-Met with sales rep from Appleton Sign to review street sign requirements and procure quote
- 2/4-Village Department Heads meeting
- 2/5-FPW review of street sign replacement request, approved by FPW
- 2/6-MCFLS LDAC monthly meeting
- 2/10-2/13-Out for Jury Duty
- 2/17-Village Trustees meeting, planned presentation on Library budget and usage to Village Trustees rescheduled for March 10
- 2/18-Village Department Heads meeting
- 2/19-Met with sales rep from Pro1 Janitorial to review previous quote and negotiate services and pricing
- 2/19-Attended webinar on budgeting for libraries
- 2/20-Met with sales rep from Merry Maids to discuss short term cleaning services
- 2/24-MCFLS Board monthly meeting
- 2/27-Met with The Janitors LLC to review building cleaning requirements and procure quote for services
- 2/27-Library Board monthly meeting

Staff

- Annual performance appraisals have been re-introduced in all Village departments at the request of the Village Manager. Brian has devised a monthly performance appraisal schedule that will capture all employees on an annual basis. Two reviews have already been conducted this year.
- Staff coordinated a retirement party for Mary Koudelka for Friday 2/28. Very nice turnout.

Statistics:

- Staff have said anecdotally that there have been noticeably fewer patron visits and a much quieter environment than they ever recall. Unusually cold temperatures could be related to this reduction in use.

Miscellaneous:

- Two separate inappropriate library behavior incidents caused 4 teens to be suspended from using the Brown Deer Library until the Director speaks with a parent about the incidents. One of the teens' parents has spoken with me, the other three have not.
 - This is the first line of defense when regular warnings and being kicked out for the day do not produce improvement in the patron's behavior.

Children's / Young Adult Services

Programs:

- Death by Chocolate Party, 2nd year offered to kids and teens, fully booked advance registrations with some day-of attendees also able to participate.
 - 37 participants
- Story time sessions
 - 6 sessions total, average of 19 participants per session
- Movie Night 2/27
 - 29 participants
- Lego Club, 2/25
 - 0 participants-a snowy and cold evening

Displays

- *Blind date with a Book*, titles selected by reference staff were attractively wrapped and given a general description on an attached card. Children were encouraged to check out a book that sounded interesting, complete a review and return it in a drawing box. 3 names will be pulled from the box and given a small prize.

Materials

- 162 catalog records added or modified.

Miscellaneous:

- Began training YA Librarian intern to take over all YA duties and responsibilities, including summer programs, materials selection, cataloging and collection maintenance.

Training

- YA librarian webinar 2/4
- Reference Staff were assigned to learn and demonstrate several basic functions of Overdrive and Zinio on the Kindle Fire, Nook Color, iPad and an Android tablet. Staff spent 1 week with each device, rotating through all 4. Reference Staff are now expected to be able to instruct and troubleshoot patron questions related to these programs on these devices, on a drop-in basis.

Adult Services

Displays

- *Real Names of Music Artists* music CD display (included quiz and answer handouts)
- *Books to warm your heart* February/Valentine's Day books
- *If you love Downton Abbey* books during Season 3

Materials:

- 2014 materials purchases have started to come in regularly after the 2013 year-end financial close-out.
- First batch of 16 rental DVDs put out for loan on 2/4, patron response has been universally positive.
- Over 230 catalog records added or modified.

Programs:

- 2/19-Mary Dunn led the Adult Book Club discussion of *The Voluntourist*. 9 attended.

Miscellaneous:

- Reference Staff were assigned to learn and demonstrate several basic functions of Overdrive and Zinio on the Kindle Fire, Nook Color, iPad and an Android tablet. Staff spent 1 week with each device, rotating through all 4. Reference Staff are now expected to be able to instruct and troubleshoot patron questions related to these programs on these devices, on a drop-in basis.

MCFLS / Other

- None

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2013 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 02/28/2013 INCREASE (DECREASE)	YTD BALANCE 02/28/2013 NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	112,884.22	282,306.50	385,346.00	103,039.50	73.26
Total Dept 000-11-TAXES		112,884.22	282,306.50	385,346.00	103,039.50	73.26
Dept 000-35-STATE GRANTS						
151-000-35-4-70-10	Grants-Library	0.00	0.00	0.00	0.00	0.00
Total Dept 000-35-STATE GRANTS		0.00	0.00	0.00	0.00	0.00
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	590.02	944.70	5,000.00	4,055.30	18.89
151-000-67-4-10-20	Library-Fines	2,643.27	3,972.19	22,000.00	18,027.81	18.06
151-000-67-4-10-30	Sale of Materials	151.60	210.80	2,000.00	1,789.20	10.54
151-000-67-4-10-40	Lost Material Charges	193.00	401.00	10,000.00	9,599.00	4.01
151-000-67-4-10-90	Miscellaneous Charges	0.00	0.00	0.00	0.00	0.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		3,577.89	5,528.69	39,000.00	33,471.31	14.18
Dept 000-73-INTERGOVERNMENTAL CHARGES						
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	113,693.00	113,693.00	113,386.00	(307.00)	100.27
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		113,693.00	113,693.00	113,386.00	(307.00)	100.27
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	0.00	(36.00)	5,000.00	5,036.00	(0.72)
Total Dept 000-81-INTEREST INCOME		0.00	(36.00)	5,000.00	5,036.00	(0.72)
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	60.00	2,610.00	12,000.00	9,390.00	21.75
Total Dept 000-85-DONATIONS		60.00	2,610.00	12,000.00	9,390.00	21.75
Dept 000-93-TRANSFER FROM RESERVES						
151-000-93-4-00-10	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00
Total Dept 000-93-TRANSFER FROM RESERVES		0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		230,215.11	404,102.19	554,732.00	150,629.81	72.85

Expenditures

User: hudsonsu

DB: Brown Deer

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 02/28/2013	2013 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BGD USED
		MONTH 02/28/2013	INCREASE (DECREASE)				
Fund 151 - Library Fund							
Expenditures							
Dept 510-51-92400							
151-510-51-5-10-10	Salaries/Wages	22,930.97		38,479.30	325,062.00	286,582.70	11.84
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	1,407.68		2,374.88	20,452.00	18,077.12	11.61
151-510-51-5-15-15	FICA	1,678.73		2,813.29	24,867.00	22,053.71	11.31
151-510-51-5-15-20	Group Insurance	4,478.82		8,995.98	61,918.00	52,922.02	14.53
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	2,587.93		2,587.93	4,000.00	1,412.07	64.70
151-510-51-5-20-40	Printing Services	563.95		563.95	3,000.00	2,436.05	18.80
151-510-51-5-24-10	Equipment Maintenance Services	19,729.55		19,729.55	16,534.00	(3,195.55)	119.33
151-510-51-5-30-10	Office Supplies, Equip & Exp	591.17		648.61	5,500.00	4,851.39	11.79
151-510-51-5-30-15	Postage & Mailing	66.15		66.15	800.00	733.85	8.27
151-510-51-5-30-20	Communications	28.11		28.11	3,000.00	2,971.89	0.94
151-510-51-5-45-10	Professional Memberships	0.00		0.00	500.00	500.00	0.00
151-510-51-5-45-20	Professional Publications	0.00		0.00	0.00	0.00	0.00
151-510-51-5-45-30	Professional Training	0.00		0.00	730.00	730.00	0.00
151-510-51-5-45-40	Mileage Reimbursement	0.00		0.00	700.00	700.00	0.00
151-510-51-5-80-10	New/Replace Equipment	0.00		0.00	0.00	0.00	0.00
151-510-51-5-90-10	Contingency	0.00		0.00	0.00	0.00	0.00
Total Dept 510-51-92400		54,063.06		76,287.75	467,063.00	390,775.25	16.33
Dept 511-51							
151-511-51-5-35-40	Equip Repair/Maint Supplies	0.00		0.00	2,500.00	2,500.00	0.00
151-511-51-5-38-10	Periodicals	98.17		127.17	3,400.00	3,272.83	3.74
151-511-51-5-38-15	Books	6,729.26		9,139.79	48,574.00	39,434.21	18.82
151-511-51-5-38-20	Audio/Visual	1,574.78		1,574.78	11,000.00	9,425.22	14.32
151-511-51-5-38-25	Library Grant Materials	0.00		0.00	0.00	0.00	0.00
151-511-51-5-38-30	Donation Expenditures	0.00		0.00	0.00	0.00	0.00
151-511-51-5-38-40	Library Programming	336.00		387.76	2,000.00	1,612.24	19.39
Total Dept 511-51		8,738.21		11,229.50	67,474.00	56,244.50	16.64
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	2,174.82		2,174.82	17,000.00	14,825.18	12.79
151-512-51-5-22-20	Sewer/Water Services	0.00		0.00	775.00	775.00	0.00
151-512-51-5-23-10	Cleaning Services	1,150.00		2,300.00	13,800.00	11,500.00	16.67
151-512-51-5-23-15	Building Maint/Repair Services	(45.86)		158.27	6,000.00	5,841.73	2.64
151-512-51-5-35-10	Building Supplies	0.00		48.60	2,500.00	2,451.40	1.94
151-512-51-5-80-10	New/Replace Equipment	0.00		0.00	0.00	0.00	0.00
Total Dept 512-51		3,278.96		4,681.69	40,075.00	35,393.31	11.68
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
Dept 999-01-PAYROLL CLEARING							
151-999-01-5-15-10	WRS General NonUnion Clearing	0.00		0.00	0.00	0.00	0.00

PERIOD ENDING 02/28/2013

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2013	AVAILABLE		% BGD		
		MONTH 02/28/2013	INCREASE (DECREASE)			AMENDED	BALANCE		USED	
				NORMAL	(ABNORMAL)	BUDGET	NORMAL	(ABNORMAL)		
Fund 151 - Library Fund										
Expenditures										
	Total Dept 999-01-PAYROLL CLEARING		0.00		0.00		0.00		0.00	
TOTAL Expenditures			<u>66,080.23</u>		<u>92,198.94</u>		<u>574,612.00</u>		<u>482,413.06</u>	<u>16.05</u>
Fund 151 - Library Fund:										
TOTAL REVENUES			230,215.11		404,102.19		554,732.00		150,629.81	72.85
TOTAL EXPENDITURES			<u>66,080.23</u>		<u>92,198.94</u>		<u>574,612.00</u>		<u>482,413.06</u>	<u>16.05</u>
NET OF REVENUES & EXPENDITURES			164,134.88		311,903.25		(19,880.00)		(331,783.25)	1,568.93

Brown Deer Library – 2014 Patron Survey

Please take a moment to answer this anonymous survey about the library. All questions are optional. Please take this survey only once.

Section 1: Please check one answer for each of the following:

1. Do you have a library card?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

2. On average, how often do you visit the library?

Daily	Weekly	Monthly	Less than once a month	Never
<input type="checkbox"/>				

3. How would you **rate** each of the following library services?

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Customer service	<input type="checkbox"/>				
Print Collection (books, newspapers, etc.)	<input type="checkbox"/>				
Media (DVDs, Music, Audiobooks)	<input type="checkbox"/>				
Overdrive Collection (downloadable books and audiobooks)	<input type="checkbox"/>				
Internet/ Computer Access	<input type="checkbox"/>				
YOUTH PROGRAMS: (Storytime, Summer Reading, etc.)	<input type="checkbox"/>				
ADULT PROGRAMS: (Author visits, Book Club, Summer Reading, etc.)	<input type="checkbox"/>				
Meeting Room Availability	<input type="checkbox"/>				
Hours of operation	<input type="checkbox"/>				

	Excellent	Good	Fair	Poor	Don't know/Not applicable
Overall, how would you rate the library?	<input type="checkbox"/>				

4. How **important** is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing materials from Brown Deer Library's Collection	<input type="checkbox"/>				
Borrowing materials from other libraries within Milwaukee County	<input type="checkbox"/>				
Borrowing materials from beyond Milwaukee County (Interlibrary loan)	<input type="checkbox"/>				
Assistance from Staff	<input type="checkbox"/>				
YOUTH PROGRAMS: (Storytime, Summer Reading, etc.)	<input type="checkbox"/>				
ADULT PROGRAMS: (Author visits, Book Club, Summer Reading, etc.)	<input type="checkbox"/>				
Print Collection (books)	<input type="checkbox"/>				
Newspapers and magazines	<input type="checkbox"/>				
Media (DVDs, Music, Audiobooks on CD)	<input type="checkbox"/>				
E-books and MP3 audiobooks (Overdrive Collection)	<input type="checkbox"/>				
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>				
Computers, Internet Access and printers	<input type="checkbox"/>				
Help using computers, printers, etc.	<input type="checkbox"/>				
Seating/Study areas	<input type="checkbox"/>				
Community meeting room	<input type="checkbox"/>				
Office Equipment (Photocopier, Fax Machine, Scanner)	<input type="checkbox"/>				
Inviting environment for after-school youth	<input type="checkbox"/>				

Overall, how important is the library to you and/or your family?	<input type="checkbox"/>				
--	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

5. How do you typically find out about library programs?

Check all that apply.

Library website

Newspaper/Brown Deer Magazine

Social media (Facebook or Twitter)

Signs or flyers in the library

Word of mouth

Other: _____

Library staff

Don't know/Not applicable

Section 2: We value your opinions. Please answer the following questions:

6. What do you value most about the library?

7. How could the library or its services be improved?

8. How does the library benefit you or the community?

Section 3: Please tell us about yourself so that we may better serve you. Please check one answer for each of the following.

9. How old are you?

- 12 or under
- 13-18
- 19-24
- 25-64
- 65 or older

10. What gender best describes you?

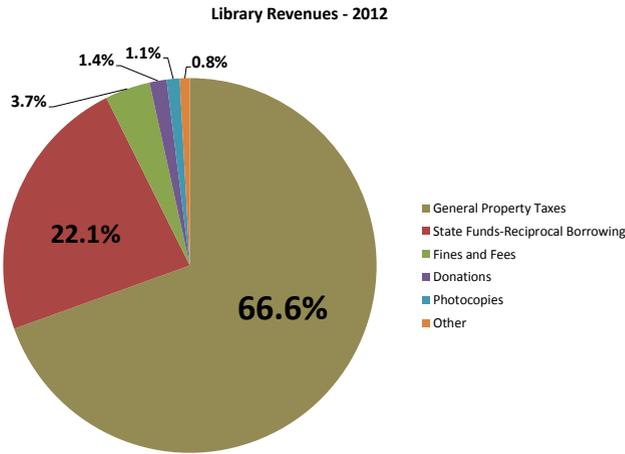
- Male
- Female

11. What is the highest level of education you have completed?

- Some high school
- High school graduate or GED
- Some college
- College degree or higher

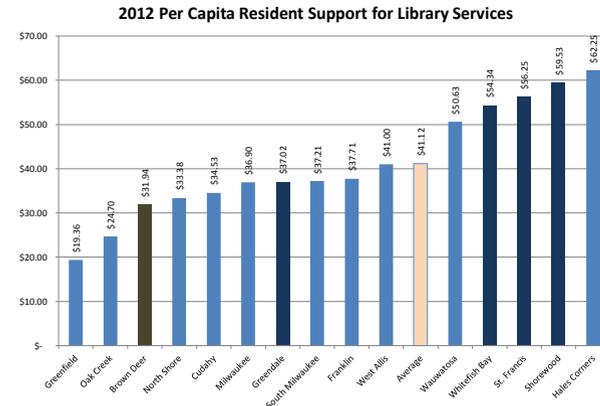
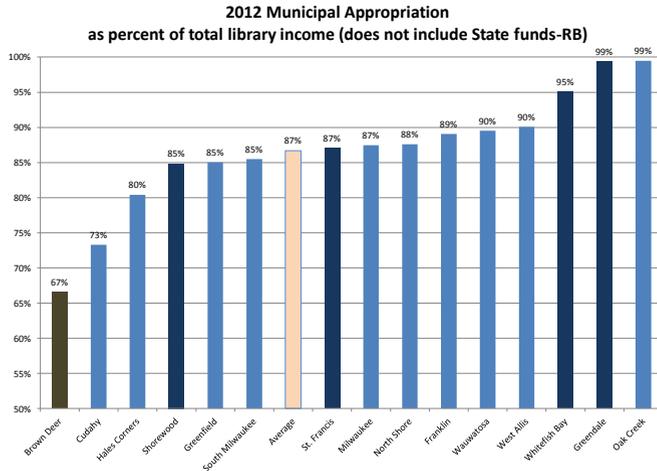
12. What municipality do you live in?

- Brown Deer
- City of Milwaukee
- Fox Point
- Bayside
- River Hills
- Glendale
- Whitefish Bay
- Shorewood
- Wauwatosa
- West Allis
- Greenfield
- West Milwaukee
- Franklin
- St. Francis
- Oak Creek
- Hales Corners
- Cudahy
- Other



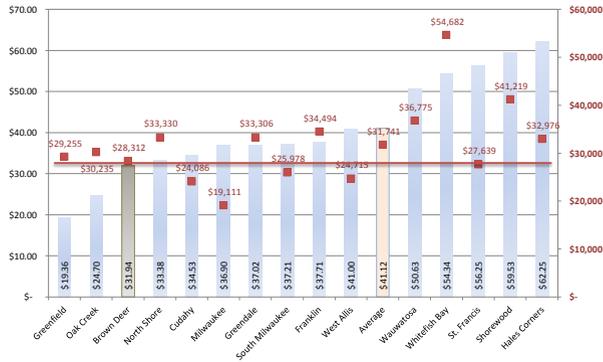
Bar chart colors:

- A Peach bar indicates the average among each range
- A Brown bar represents the Brown Deer Library
- Dark bars represent the 4 municipalities having a population within ±10% of Brown Deer's

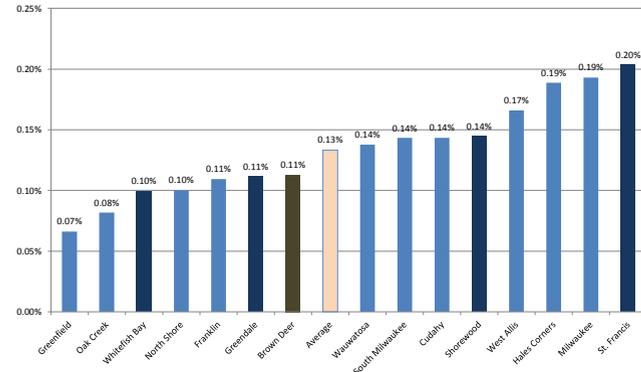


*Municipal appropriation divided by municipal population

2012 Per Capita Resident Support for Library Services compared with Per Capita Income



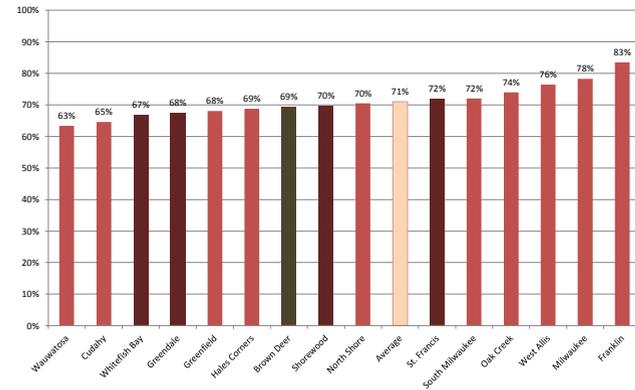
2012 Per Capita Resident Support for Library Services as % of Per Capita Income



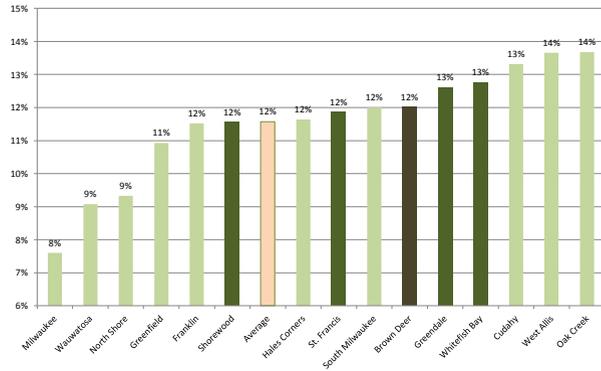
Resident Support for Library Services- Lowest 4, Per Capita, 2012



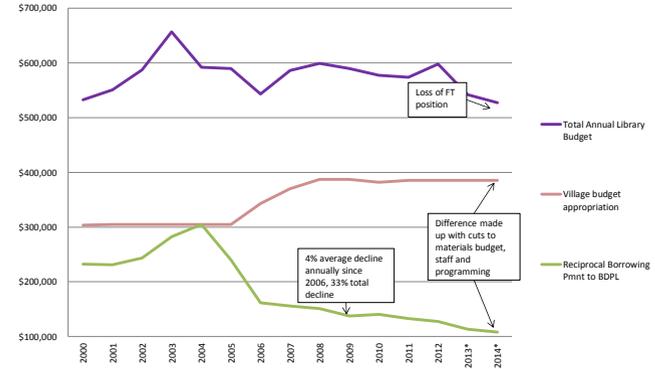
2012 Salaries, Wages & Benefits as % of total operating expenditures



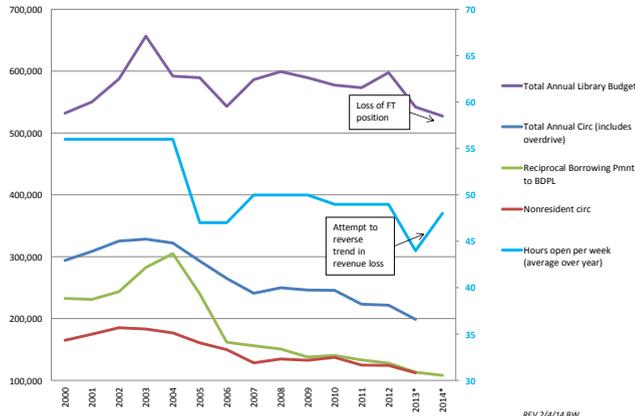
2012 Library Materials Expenditures as % of total operating expenditures



Reciprocal borrowing revenue decreases - Village Appropriation does not compensate



'Domino Effect' - cuts to budget=loss in revenue



REV-2/4/14 BW

Brown Deer Seniors = 16.8% of population

American Community Survey 2007-2011 5-year Estimates

Of adults over 65 years old, 57% say they don't have the internet at home.

From Who's Not Online and Why, report of the Pew Internet & American Life Project (September 25, 2013).

Brown Deer Low Income Residents= 8-9% of households

American Community Survey 2007-2011 5-year Estimates

Of households earning less than
\$30,000 per year, 46% don't have the
internet at home.

From Who's Not Online and Why, report of the Pew Internet & American Life Project (September 25, 2013):

The return on investment in library
services is \$4.06 for each dollar of
taxpayer investment.

The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin, Northstar Economics, May 2008.

Community Top Priorities

- **Safe streets and neighborhoods**
 - Popular after school destination for students, security cameras, well-lit property on busy street
- **Village Identity**
 - Cultured, democratic, intelligent, wholesome, family-friendly
- **Development and Redevelopment**
 - New efficiencies and processes afoot, responsive to resident's needs and interests, keeping up with technological change in reading and research
- **Community Activities**
 - Story Times, Holiday events, Craft programs, Movie nights, Fundraisers, Outreach, a family recreation destination
- **Well Maintained Properties**
 - \$250,000 Bond was approved in 2011 for a number of maintenance upgrades to the Library, staff are invested in making the library a comfortable and inviting place to visit

How We're Responding

- Reinstating full Saturday public service hours, year round, with no increase to staff costs-7% increase over 2013
- Creating staff efficiencies through smart investment in new technology
- Harnessing customer usage data to inform decisions, including survey in 2014
- Revising procedures and materials budget allocations to generate revenue

LIBRARY VOUCHERS - DECEMBER - JANUARY 2014

151-511-51-5-38-15	BOOKS	\$	779.75	Baker & Taylor Inc.	Books - 55 Adult
		\$	98.82	Baker & Taylor Inc.	Books - 11 Juvenile
		\$	189.84	Baker & Taylor Inc.	Books - 20 YA
		\$	192.72	INGRAM	Books - 37 Adult
		\$	2,362.00	MCFLS	2014 WPLC Digidital Media Buying Pool
	TOTAL	\$	3,623.13		
151-511-51-5-38-20	AUDIO-VISUAL	\$	67.98	Baker & Taylor Inc.	Adult Audiobooks - 3
		\$	9.79	Baker & Taylor Inc.	Audiobook - Juvenile - 1
		\$	168.68	Alliance Entertainment	14 Adult CD
		\$	140.93	GECRB/Amazon	7 Juvenile DVD's
		\$	285.84	GECRB/Amazon	15 Adult DVD's
	TOTAL	\$	673.22		
151-512-51-5-23-10	CLEANING SERVICE	\$	1,150.00	Reliable Cleaning Serv.	Cleaning Service
151-512-51-5-22-10	FUEL		814.92	Wis. Gas	Fuel
	ELECTRIC	\$	1,319.86	Wisc.Electric	Electric
151-512-51-5-23-15	BUILDING MAINT/REPAIR SERVICES	\$	105.54	ITU, Inc.	Mat Service
151-510-51-5-24-10	EQUIPMENT MAINTENANCE SERVICES	\$	15,892.42	MCFLS	III Basic Software Maintenance III Add-on Software Maintenance OCLC Costs, Member Cataloging, Aggregated Internet Line
		\$	1,077.00	MCFLS	SAM Server Host Fee, Shoutbomb, Compensated Technical Assistance, Computer Equipment
		\$	565.98	Stanley Convergent Security Solutions	Monitoring & Maintenance for Fire Alarm & Critical Condition Monitoring from 3/1/14/ - 8/31/14
	TOTAL	\$	16,969.42		
151-510-51-5-30-10	OFFICE SUPPLIES, EQUIPMENT, & EXPENSES	\$	110.10	The Shopper, Inc.	Security Labels - 4 Rolls
		\$	170.68	Demco, Inc.	Custom Labels
	TOTAL	\$	280.78		
151-511-51-5-38-10	PERIODICALS	\$	1,772.03	MCFLS	Database - Proquest Database - Mango
151-510-51-5-20-35	TECHNICAL SERVICES	\$	1,874.00	Comprise Technologies	Sam Annual License and Technical Support Renewal 3/9/14 - 3/9/15
151-510-51-5-30-15	POSTAGE & MAILING	\$	29.40	Brian Williams-Van Klooster	Stamps
151-510-51-5-20-40	PRINTING	\$	329.15	Xerox Corporation	Base Charge for January & Meter Usage from 12/27/13 - 1/22/14 & Periodic Payment
151-512-51-5-35-10	BUILDING SUPPLIES	\$	24.19	Brian Williams-Van Klooster	Batteries, Hand soap, Hooks, Pail
		\$	59.12	NASSCO, Inc.	Jumbo Bath Tissue, Paper Towels
		\$	123.24	GECRB/Amazon	Open/Closed Sign
	TOTAL	\$	206.55		
151-511-51-5-35-40	EQUIPMENT REPAIR/ MAINTENANCE SUPPLIES	\$	496.20	Demco, Inc.	Vistafoil - 3 sizes, DVD Cases
		\$	9.96	Brian Williams-Van Klooster	Contact Stiks - 2 Pkgs
	TOTAL	\$	506.16		
151-511-51-5-38-40	LIBRARY PROGRAMMING	\$	37.55	Dana Andersen-Kopczyk	"Death by Chocolate" Party Supplies
151-510-51-5-45-30	PROFESSIONAL TRAINING	\$	13.01	Brian Williams-Van Klooster	Staff Training Day Treats apolis, IN - 2/7/14

GRAND TOTAL

\$ 30,270.70