

**LIBRARY BOARD MEETING**  
**Monday, May 12, 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
  - a. Representative from the 4<sup>th</sup> of July Committee
- III. Consideration of Minutes:
  - a. April 14, 2014
- IV. Unfinished Business
  - a. None
- V. Report of Library Director
  - a. Director's Report
  - b. Usage Report (new format)
  - c. Revenue/Expense Report
- VI. Report of Friends of the Library
- VII. New Business
  - a. Consideration of Vouchers
    - i. April 2014 (new format)
  - b. Discussion re: Library Board member terms
  - c. Discussion / Approval re: Street Sign electrical cost increase
- 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  
May 7, 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**  
**April 14, 2014 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 5:02 P.M.

**I. Roll Call**

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

**II. Persons Desiring to be Heard**

W. Jabas represented the Brown Deer Junior Woman's Club in presenting a donation of \$1700 to the Library for the purpose of improving shelf-end signage.

**III. Consideration of Minutes:**

a. March 10, 2014 – Regular Meeting

*It was moved by W. Jabas and seconded by E. Bennett to approve the minutes of the March 10, 2014 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

None.

**V. Report of Library Director**

a. Director's Report

J. Baker inquired about the specifics of the extended staff absences. The Director noted both were medical and excused, and that staff have made scheduling adjustments sufficient to continue normal operations without budget impact. President Lutz asked for additional clarification regarding the change to recording of computer use. The Director explained that this measure gives a truer picture of how much our computers are actually used now that session lengths have been extended from 30 minutes to 2 hours. With the old method of counting use, Person A could use the computers for 30 minutes and be counted as 1 use, while Person B would use the computer for 2 hours and also only be counted as 1 use.

b. Usage Report

W. Jabas highlighted Computer Usage capacity, wondering if there are times when all computers are in use and if so, how long do patrons need to wait. The Director said that patrons are able to reserve the next available computer, and that the wait time is normally very short or nonexistent.

c. Revenue/Expense Report

W. Jabas inquired about Office Supplies showing a credit to the monthly account activity. The Director said that a supply company error caused the library to be double billed for paper in late 2013, then reimbursed by check in early 2014 and deposited in March.

**VI. Report of Friends of the Library**

The Plant Sale pickup date is scheduled for May 17. The Friends provided lunch for Library staff on April 2 for the all-staff training day. They will also provide treats for staff on one day during National Library Week.

**VII. New Business**

a. Discussion re: Village Trustees' 2014 Goal for Village Manager re: Library

The Director shared Michael Hall's Trustee-assigned goal #9: 'Structural Deficit in the Library operation-Finish discussions in the 2<sup>nd</sup> quarter of 2014 to be prepared for budgeting.'

The Director reminded the Board that he has shared historical library budget statistics with the Trustees and illustrated the steadily decreasing income from Reciprocal Borrowing. J. Baker said

that the Trustees must prioritize budget expenditures among the various department needs, and that there are several variables currently at play that could affect the overall budget for 2015. W. Jabas noted that the library survey and resident input will help the Trustees make informed decisions. J. Baker said it is the role of the Village Manager and Library Director to continue to discuss options.

b. Information re: World Book Night

The Director reminded the Board that the Library is one of only a few Book Giver pickup locations on Milwaukee's far north and west side. He noted that this is the first time the Library has participated in World Book Night as a pickup location, that it is a program supported by non-Village funds, that it fosters literacy and a love of reading by giving away publisher-supplied copies of popular books on a special day of the year, and keeps the Library visible in the media. W. Jabas said that she thought it was good that the Library is participating.

c. Consideration of Vouchers:

J. Baker inquired about the charges for Furnace Service. The Director noted that faulty pressure switches and a blower motor were replaced, as well as the twice-annual furnace/AC service. The length of the installer's warranty was discussed, it was determined that any warranty in place has since expired.

*It was moved by W. Jabas and seconded by J. Baker to approve the payment of the February/March 2014 vouchers. The motion carried unanimously.*

### VIII. Adjournment

**Next meeting: May 12, 2014.** *It was moved by J. Baker and seconded by E. Bennett to adjourn at 5:45 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director  
April 17, 2014

# Brown Deer Public Library - Director's Report

## April 2014

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### Facility:

- Library closed regular days this month, 4/2 and 4/19.
- Library participated in 4/22 state-wide tornado drill. All patrons were informed of our participation by indoor signage, heard the warning alarm, and accompanied staff to be shown the library's safe assembly areas.
- Street sign will require additional electrical install costs of either \$2430 or \$3650 depending on final sign location-on agenda for discussion and approval.

### Meetings:

- 4/8-Village Department Heads meeting
- 4/8-Law Day logistics teleconference with Milwaukee Bar and Milwaukee Public Library
- 4/10-MCFLS LDAC meeting
- 4/14-Library Board meeting
- 4/15-Programming budget meeting
- 4/16-Visit with Hales Corners Library Director to learn about their budgeting approach
- 4/17-Meeting with AT&T installers to review fiber optic installation plans and logistics
- 4/21-Meeting with Michael Hall to discuss his Trustee goal of addressing Library structural deficit
- 4/22-Village Department Heads meeting
- 4/23-Participated in World Book Night book giveaway
- 4/23-Met with Michael Hall and Jamie Awe to introduce library to new Trustee
- 4/23-Attended webinar on making library services and facilities accessible to those with a variety of special needs.
- 4/28-Visit with Saint Francis Library Director to learn about their budgeting approach

### Marketing/Communication/Outreach/PR:

- The Director attended Brown Deer Elementary's STEAM High Interest Day. 4 classes were led in the reading and comprehension of a graphic novel excerpt, and the creation of their own one-page graphic novel style story. Information about Summer Reading was also shared.

### Staff

- Library closed 4/2 for an all staff training day. CPR/AED training was provided by the North Shore Fire Department, lunch was provided by the Friends, staff discussed monthly meeting topics and began thinking about the role of libraries for upcoming long term planning.

### Statistics:

- Monthly usage report format has been revised to include charts for ease of reading and interpretation.
- Checkouts are down 10% compared to April 2013 despite a 7% increase in hours over the same period.
- Internet computer use continues to increase compared to last year, for the 4<sup>th</sup> month in a row.
- Customer visits are up 6% compared to same month last year.
- Many major area educational institutions reported low attendance for the first two months of 2014:
  - Milwaukee Art Museum and Milwaukee Public Museum attendance were both down 13% for first half of fiscal year ending Feb 28 [Journal Sentinel]
  - Milwaukee Public Library reported Jan-Feb 2014 visits were lower than previous 2 years [March Board Report]

### **Miscellaneous:**

- The Library was a Book Giver pickup location for *World Book Night*. Two staff members were also Givers, and gave away over 25 books to library visitors.
- Two preteen patrons have been ongoing behavior problems, causing the police to be called on 4/4 for their refusal to leave the library after several requests by staff. Both children were banned 30 days for this incident. Parents were called and spoken to, informed of their childrens behavior and bans. Both children again visited the library the last week of April, causing one to have his ban extended another 30 days for trespassing as he continued to refuse to leave after being instructed to do so.
- The Brown Deer Junior Women's Club awarded the Library \$1700 to be used for improvement to our shelf end signage for improved appearance and patron self service.

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## **Children's / Young Adult Services**

### **Programs:**

- Story time
  - 4 sessions, 15 participants per session average
- Spring Cupcake Party
  - **42** participants
- Movie Night, 4/17
  - **0** participants
- Lego Club, 4/15
  - **7** participants

### **Miscellaneous:**

- Participated in World Book Night book giveaway
- Finalized printing and some distribution of Summer Reading brochures
- Coordinated Summer Reading video recording to be played to BD Elementary/Middle classrooms

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## **Adult Services**

### **Displays**

- "Catchy Songs" cd display
- Gardening books display

### **Materials:**

- Over 1000(!) catalog records added or modified.

### **Meetings:**

- 4/23-Attended MCFLS Database Maintenance Committee
- 4/22-Attended "Overdrive Expert" email support training; completed quiz and practice email
- 4/24-Attended webinar on Low Cost Marketing Materials
- 4/29-Attended webinar on Hot Reads/ Summer Fun

### **Miscellaneous:**

- Several additional duties were picked up by Mary Dunn during Sandy's absence, especially cataloging of new fiction.
- Prep for Adult Summer Reading Program was continued.
- Considerable work completed on a variety of collection maintenance lists.
- Assisted YA reference staff with skills and techniques for review of problem materials

### **Programs:**

- Adult Book Club featured a visit from the book author during the meeting. Club attendees enjoyed having the opportunity to talk to an author about the publishing industry and process for becoming a professional writer.

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## **MCFLS / Other**

- MCFLS will transition patron ‘help desk’ support for Overdrive ebook questions to member libraries in June. Steve and Kate attended train-the-trainer Overdrive ebook support training, and then conducted two MCFLS member library staff trainings. This will help relieve the volume of patron-initiated support inquiries going directly to MCFLS staff and make time for other system priorities.
- There is a long list of ebook titles not available in the WPLC Overdrive collection that patrons have asked to have purchased. The LDAC, MCFLS and Jacki Potratz are addressing this issue by gathering information about the WPLC/WiLS process for forwarding purchase recommendations, as well as their selection policy for purchasing recommendations. This discussion will continue at upcoming LDAC meetings.
- The Zinio electronic magazine subscription list will remain nearly unchanged for the next cycle save for the addition of 4 titles to replace titles cancelled by publishers in the last year.
- A process for creating efficiency in the current holds pickup and delivery workflow will be investigated in the coming weeks. The process has been in place at other libraries using Innovative Interfaces software, and they found substantial cost savings in reducing staff labor for the holds workflow.

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

**CIRCULATION**

	2014				2013			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	10,789	4,802	347	15,938	12,059	5,400	271	17,730
FEB.	9,983	4,799	320	15,102	9,530	4,610	242	14,382
MARCH	10,843	5,535	309	16,687	10,366	6,063	312	16,741
APRIL	10,683	5,360	0	16,043	11,906	5,563	255	17,724
MAY	0	0	0	0	11,520	5,616	257	17,393
JUNE	0	0	0	0	10,430	6,662	304	17,396
JULY	0	0	0	0	12,233	7,284	268	19,785
AUGUST	0	0	0	0	10,948	5,732	259	16,939
SEPT.	0	0	0	0	9,945	5,102	263	15,310
OCT.	0	0	0	0	10,773	5,907	271	16,951
NOV.	0	0	0	0	9,488	4,773	263	14,524
DEC.	0	0	0	0	9,635	4,135	305	14,075
<b>TOTAL</b>	<b>42,298</b>	<b>20,496</b>	<b>976</b>	<b>63,770</b>	<b>128,833</b>	<b>66,847</b>	<b>3,270</b>	<b>198,645</b>

**RESERVES/HOLDS**

			Paging	Paging
	2014	2013	slips '14	slips '13
Jan.	447	615	1,690	1,705
Feb.	383	631	1,522	1,420
Mar.	463	615	1,612	1,634
April	481	452	1,453	1,792
May		350		1,496
June		463		1,492
July		538		1,733
Aug.		427		1,599
Sept.		437		1,621
Oct.		480		1,572
Nov.		345		1,403
Dec.		499		1,354
<b>Total:</b>	<b>1,774</b>	<b>5,852</b>	<b>6,277</b>	<b>18,821</b>

**COMPUTER USAGE**

	2014			2013
	Hours used	% of Capacity**	% hours used vs. last year	Hours used
JAN.	1,034	43%	9.2%	947
FEB.	990	45%	8.7%	911
MARCH	1,266	51%	28.0%	989
APRIL	1,230	53%	32.5%	928
MAY	0	0	0	1,004
JUNE	0	0	0	864
JULY	0	0	0	1,017
AUGUST	0	0	0	1,154
SEPT.	0	0	0	1,179
OCT.	0	0	0	1,296
NOV.	0	0	0	1,049
DEC.	0	0	0	943
<b>TOTAL</b>	<b>4,520</b>			<b>12,281</b>

**PROGRAMS**

Juv/YA Prog	2014 Att.	Adult Prog	2014 Att.	2014 Total	2013 Total
	3	1	5	115	114
	10	1	9	187	95
	12	1	8	208	162
	7	1	14	123	100
				0	94
				0	451
				0	440
				0	179
				0	56
				0	287
				0	266
				0	211
				0	211
<b>TOTAL</b>	<b>32</b>	<b>4</b>	<b>36</b>	<b>633</b>	<b>2,455</b>

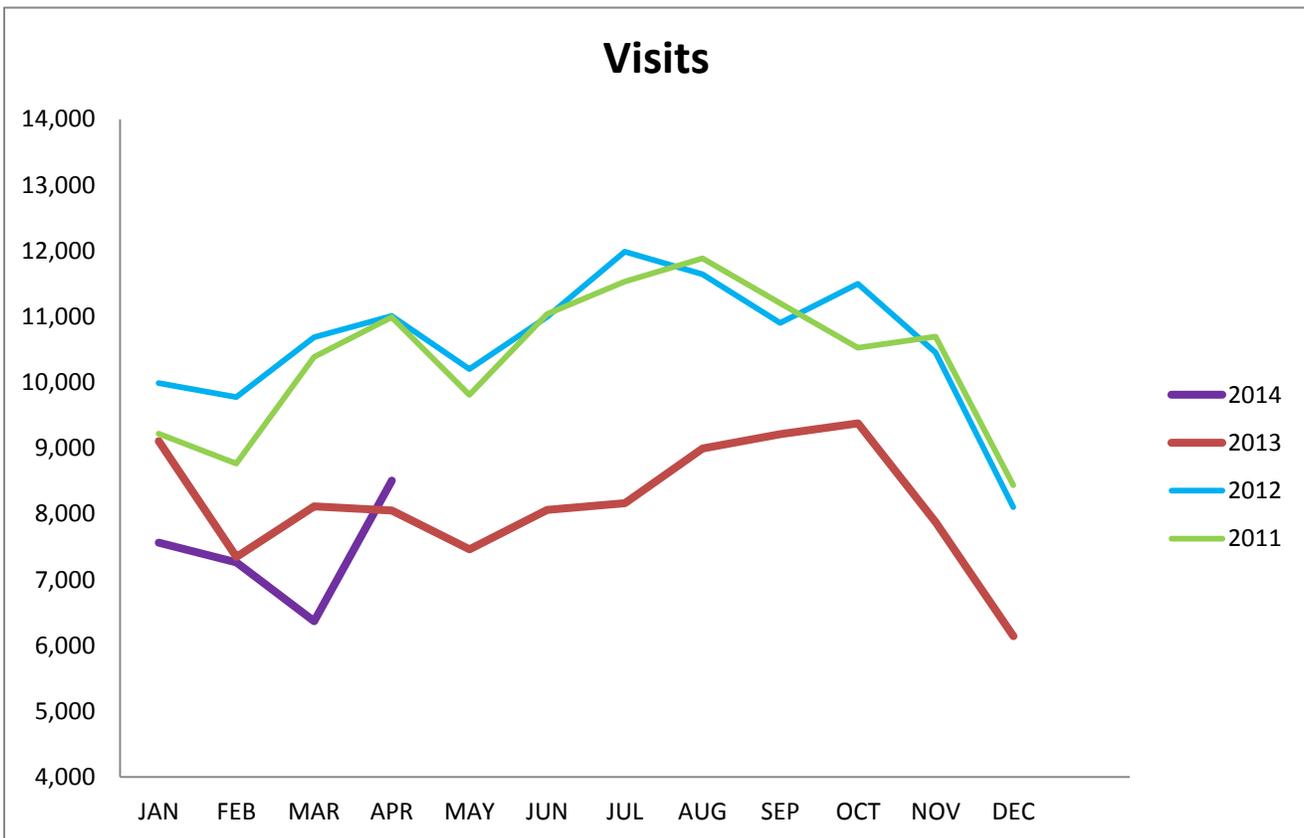
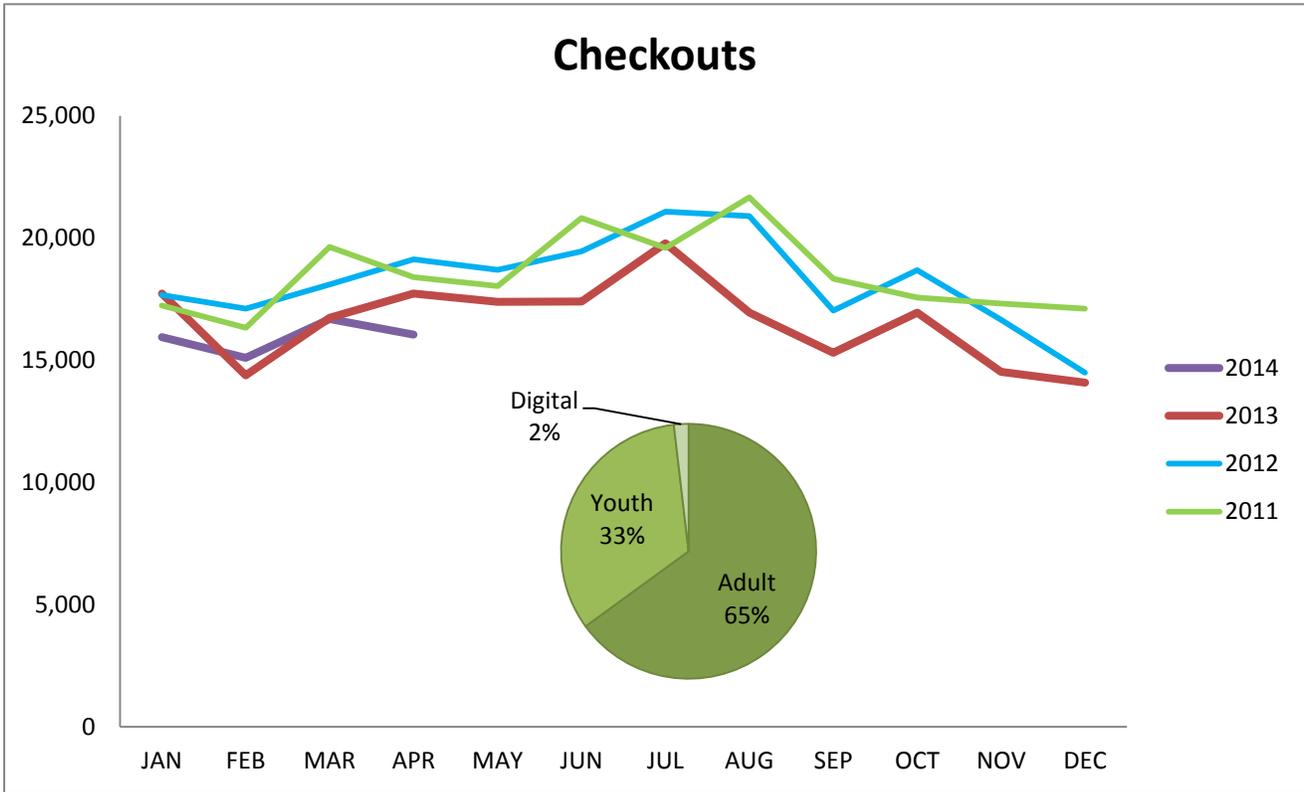
**BUILDING USAGE**

2014	2013
7,565	9,107
7,264	7,344
6,370	8,116
8,506	8,054
0	7,462
0	8,060
0	8,162*
0	8,994
0	9,213
0	9,378
0	7,875
0	6,141^
<b>29,705</b>	<b>97,906</b>

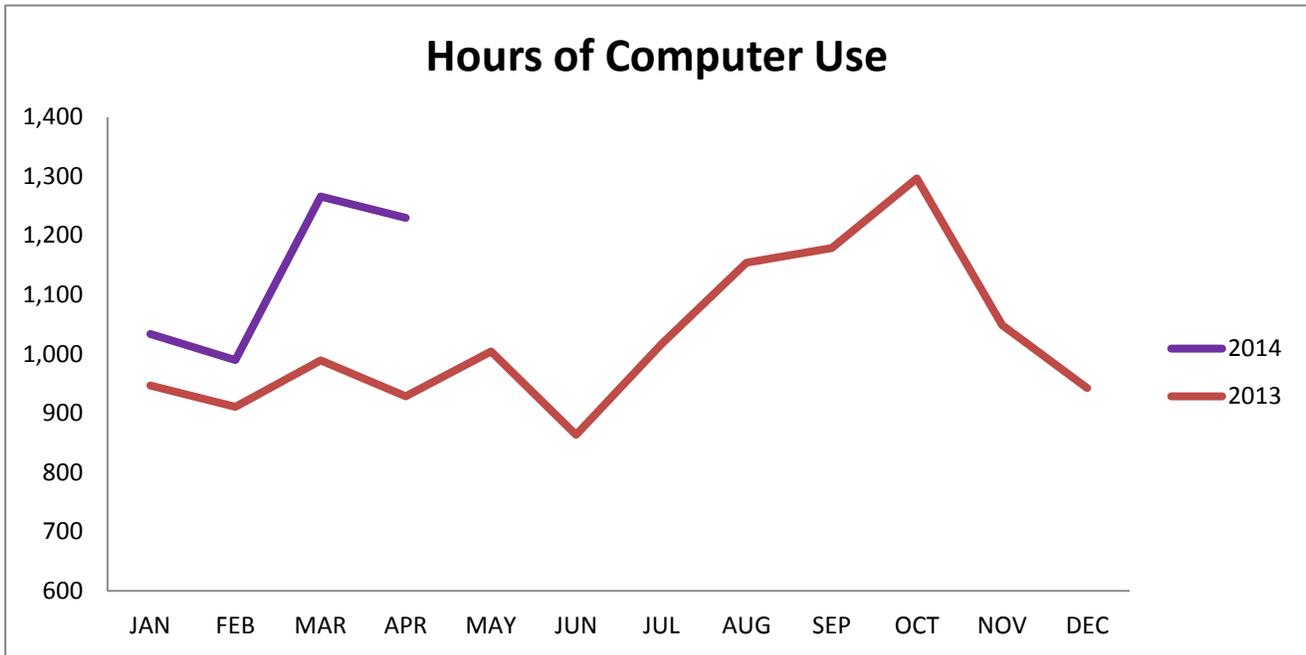
\*Est.: Door

^Est: Door counter misaligned for several days at month's end

# Brown Deer Library Monthly Usage Report



## Brown Deer Library Monthly Usage Report



<b>Reserves/Holds</b>			
Placed by BD patrons	% change from last year	Holds Sent from BD	% change from last year
447	-27%	1,690	-1%
383	-39%	1,522	7%
463	-25%	1,612	-1%
481	6%	1,453	-19%
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
1,774		6,277	

<b>Programs</b>						
Juv/YA pgms	Juv/YA attend	Adult pgms	Adult attend	Total attend	% Attend change from last year	Notes
3	110	1	5	115	1%	
10	178	1	9	187	97%	
12	200	1	8	208	28%	
7	109	1	14	123	23%	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
-	-	-	-	0	-	
32	597	4	36	633		

User: BRIAN

DB: Brown Deer

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2014 AMENDED BUDGET	YTD BALANCE 04/30/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	385,346.00	318,012.73	40,904.68	67,333.27	82.53
Total Dept 000-11-TAXES		385,346.00	318,012.73	40,904.68	67,333.27	82.53
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	4,600.00	1,692.54	349.41	2,907.46	36.79
151-000-67-4-10-20	Library-Fines	18,500.00	6,560.54	1,776.21	11,939.46	35.46
151-000-67-4-10-30	Sale of Materials	900.00	376.89	157.00	523.11	41.88
151-000-67-4-10-40	Lost Material Charges	1,200.00	860.00	229.50	340.00	71.67
151-000-67-4-10-90	Miscellaneous Charges	0.00	388.00	126.00	(388.00)	100.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		25,200.00	9,877.97	2,638.12	15,322.03	39.20
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	2,500.00	242.00	0.00	2,258.00	9.68
Total Dept 000-81-INTEREST INCOME		2,500.00	242.00	0.00	2,258.00	9.68
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	8,000.00	4,570.12	1,882.91	3,429.88	57.13
Total Dept 000-85-DONATIONS		8,000.00	4,570.12	1,882.91	3,429.88	57.13
TOTAL Revenues		421,046.00	332,702.82	45,425.71	88,343.18	79.02
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	293,350.00	85,544.82	21,956.88	207,805.18	29.16
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	19,506.00	5,416.77	1,411.26	14,089.23	27.77
151-510-51-5-15-15	FICA	22,441.00	6,213.04	1,607.46	16,227.96	27.69
151-510-51-5-15-20	Group Insurance	53,611.00	24,742.21	3,171.88	28,868.79	46.15
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	2,000.00	1,924.21	0.00	75.79	96.21
151-510-51-5-20-40	Printing Services	5,500.00	705.42	0.00	4,794.58	12.83
151-510-51-5-24-10	Equipment Maintenance Services	20,000.00	18,021.40	0.00	1,978.60	90.11
151-510-51-5-30-10	Office Supplies, Equip & Exp	5,500.00	(32.19)	167.12	5,532.19	(0.59)
151-510-51-5-30-15	Postage & Mailing	300.00	107.72	0.00	192.28	35.91
151-510-51-5-30-20	Communications	300.00	126.49	18.06	173.51	42.16
151-510-51-5-45-10	Professional Memberships	500.00	395.00	0.00	105.00	79.00
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	730.00	41.47	0.00	688.53	5.68
151-510-51-5-45-40	Mileage Reimbursement	700.00	0.00	0.00	700.00	0.00

User: BRIAN

DB: Brown Deer

PERIOD ENDING 04/30/2014

GL NUMBER	DESCRIPTION	2014	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2014 NORMAL (ABNORMAL)	MONTH 04/30/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 151 - Library Fund								
Expenditures								
Total Dept 510-51-92400		424,438.00	143,206.36	28,332.66	281,231.64	33.74		
Dept 511-51								
151-511-51-5-35-40	Collect Repair/Maint/Suppl	2,500.00	1,666.83	130.05	833.17	66.67		
151-511-51-5-38-10	Periodicals	5,500.00	2,238.31	434.48	3,261.69	40.70		
151-511-51-5-38-15	Books	42,000.00	11,063.12	1,081.01	30,936.88	26.34		
151-511-51-5-38-20	Audio/Visual	11,000.00	3,448.06	278.74	7,551.94	31.35		
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	5,000.00	0.00	0.00	5,000.00	0.00		
151-511-51-5-38-40	Library Programming	750.00	56.32	0.00	693.68	7.51		
Total Dept 511-51		66,750.00	18,472.64	1,924.28	48,277.36	27.67		
Dept 512-51								
151-512-51-5-22-10	Natural Gas/Electric Service	16,000.00	6,394.87	2,007.67	9,605.13	39.97		
151-512-51-5-22-20	Sewer/Water Services	850.00	169.96	0.00	680.04	20.00		
151-512-51-5-23-10	Cleaning Services	13,800.00	4,279.99	1,979.99	9,520.01	31.01		
151-512-51-5-23-15	Building Maint/Repair Services	6,000.00	463.00	246.00	5,537.00	7.72		
151-512-51-5-35-10	Building Supplies	1,200.00	554.13	188.35	645.87	46.18		
Total Dept 512-51		37,850.00	11,861.95	4,422.01	25,988.05	31.34		
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		529,038.00	173,540.95	34,678.95	355,497.05	32.80		
Fund 151 - Library Fund:								
TOTAL REVENUES		421,046.00	332,702.82	45,425.71	88,343.18	79.02		
TOTAL EXPENDITURES		529,038.00	173,540.95	34,678.95	355,497.05	32.80		
NET OF REVENUES & EXPENDITURES		(107,992.00)	159,161.87	10,746.76	(267,153.87)	147.38		

Balances as of 04/30/2014

% Fiscal Year Completed: 32.88

Fund 151 - Library Fund

Account	Description	2014 Amended Budget	YEAR-TO-DATE THRU 04/30/14	ACTIVITY FOR MONTH ENDED 04/30/2014	Reference # Available Balance	% Used
Expenditures						
Department 510-51: 92400						
5-20-35	Technical Services	2,000.00	1,924.21	0.00	75.79	96.21
5-20-40	Printing Services	5,500.00	705.42	0.00	4,794.58	12.83
5-24-10	Equipment Maintenance Services	20,000.00	18,021.40	0.00	1,978.60	90.11
5-30-10	Office Supplies, Equip & Exp					
04/07/2014 AP	BUBRICKS COMPLETE OFFICE/BUBRICKS COMPLETE OFFICETAE			167.12	Inv #: '878640' Vendor '001309'	
5-30-10	Office Supplies, Equip & Exp	5,500.00	(32.19)	167.12	5,532.19	0.59
5-30-15	Postage & Mailing	300.00	107.72	0.00	192.28	35.91
5-30-20	Communications					
04/07/2014 AP	AT & T/AT & TSERVICE			18.06	Inv #: '04072014A' Vendor '001150'	
5-30-20	Communications	300.00	126.49	18.06	173.51	42.16
5-45-10	Professional Memberships	500.00	395.00	0.00	105.00	79.00
5-45-20	Professional Publications	0.00	0.00	0.00	0.00	0.00
5-45-30	Professional Training	730.00	41.47	0.00	688.53	5.68
5-45-40	Mileage Reimbursement	700.00	0.00	0.00	700.00	0.00
Total - Dept 510-51		35,530.00	21,289.52	185.18	14,240.48	59.92

EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER  
Balances as of 04/30/2014  
% Fiscal Year Completed: 32.88  
Fund 151 - Library Fund

Account	Description	2014 Amended Budget	YEAR-TO-DATE THRU 04/30/14	ACTIVITY FOR MONTH ENDED 04/30/2014	Reference # Available Balance	% Used
Expenditures						
Department 511-51:						
5-35-40	Collect Repair/Maint/Suppl					
04/07/2014 AP	DEMCO/DEMCOBOOK TAPE, FILAMENT TAPE			130.05	Inv #: '5244456' Vendor '001481'	
5-35-40	Collect Repair/Maint/Suppl	2,500.00	1,666.83	130.05	833.17	66.67
5-38-10	Periodicals					
04/16/2014 AP	CHICAGO TRIBUNE/CHICAGO TRIBUNESUBSCRIPTION-ANNUAL F			434.48	Inv #: '03192014' Vendor '001375'	
5-38-10	Periodicals	5,500.00	2,238.31	434.48	3,261.69	40.70
5-38-15	Books					
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOKS			194.38	Inv #: '2029074972' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			18.95	Inv #: '2029084131' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR3 BOOKS			12.09	Inv #: '2029084132' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			6.37	Inv #: '2029084133' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR3 BOOKS			17.95	Inv #: '2029084134' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR21 BOOKS			188.13	Inv #: '2029084135' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			9.55	Inv #: '2029088263' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR19 BOOKS			175.46	Inv #: '2029088264' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR3 BOOKS			8.67	Inv #: '2029145120' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR16 BOOKS			222.05	Inv #: '2029151805' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			13.28	Inv #: '2029151806' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			9.25	Inv #: '2029151807' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR9 BOOKS			107.75	Inv #: '2029151808' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			9.55	Inv #: '2029165121' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOK			9.55	Inv #: '2029165122' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR2 BOOKS			18.04	Inv #: '2029165123' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLOR2 BOOKS			16.80	Inv #: '2029165124' Vendor '00118'	
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORAUDIOBOOK CREDIT			(27.19)	Inv #: '2540658' Vendor '001185'	
04/03/2014 AP	BAKER & TAYLOR/BAKER & TAYLORBOOKS			19.10	Inv #: '2029074971' Vendor '00118'	
04/07/2014 AP	INGRAM LIBRARY SERVICES/INGRAM LIBRARY SERVICESBOOKS			37.63	Inv #: '77580403' Vendor '002680'	
04/07/2014 AP	INGRAM LIBRARY SERVICES/INGRAM LIBRARY SERVICESBOOKS			13.65	Inv #: '77646963' Vendor '002680'	
5-38-15	Books	42,000.00	11,063.12	1,081.01	30,936.88	26.34
5-38-20	Audio/Visual					
04/02/2014 AP	BAKER & TAYLOR/BAKER & TAYLORAUDIOBOOK			9.55	Inv #: '2029074970' Vendor '00118'	
04/02/2014 AP	ALLIANCE ENTERTAINMENT/ALLIANCE ENTERTAINMENT18 CD'S			202.49	Inv #: 'PLS70211064' Vendor '0010'	
04/07/2014 AP	ALLIANCE ENTERTAINMENT/ALLIANCE ENTERTAINMENT4 CD'S			43.72	Inv #: 'PLS70457323' Vendor '0010'	
04/22/2014 AP	ALLIANCE ENTERTAINMENT/ALLIANCE ENTERTAINMENTCD'S			22.98	Inv #: 'PLS70798209' Vendor '0010'	
5-38-20	Audio/Visual	11,000.00	3,448.06	278.74	7,551.94	31.35
5-38-25	Library Grant Materials	0.00	0.00	0.00	0.00	0.00
5-38-30	Donation Expenditures	5,000.00	0.00	0.00	5,000.00	0.00
5-38-40	Library Programming	750.00	56.32	0.00	693.68	7.51
Total - Dept 511-51		66,750.00	18,472.64	1,924.28	48,277.36	27.67

EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

Balances as of 04/30/2014

% Fiscal Year Completed: 32.88

Fund 151 - Library Fund

Account	Description	2014 Amended Budget	YEAR-TO-DATE THRU 04/30/14	ACTIVITY FOR MONTH ENDED 04/30/2014	Reference # Available Balance	% Used
Expenditures						
Department 512-51:						
5-22-10	Natural Gas/Electric Service					
04/02/2014 AP	WE ENERGIES/WE ENERGIESSERVICE			783.15	Inv #: '04022014C' Vendor '007745	
04/02/2014 AP	WE ENERGIES/WE ENERGIESSERVICE			1,224.52	Inv #: '04022014D' Vendor '007745	
5-22-10	Natural Gas/Electric Service	16,000.00	6,394.87	2,007.67	9,605.13	39.97
5-22-20	Sewer/Water Services	850.00	169.96	0.00	680.04	20.00
5-23-10	Cleaning Services					
04/16/2014 AP	MERRY MAIDS/MERRY MAIDSCLEANING SERVICES			255.00	Inv #: '3911' Vendor '008097'	
04/16/2014 AP	THE JANITORS LLC/THE JANITORS LLC CLEANING SERVICES-M			1,724.99	Inv #: '5047' Vendor '008096'	
5-23-10	Cleaning Services	13,800.00	4,279.99	1,979.99	9,520.01	31.01
5-23-15	Building Maint/Repair Services					
04/01/2014 AP	BURKHARDT HEATING & A/C/BURKHARDT HEATING & A/CSERVI			246.00	Inv #: '26397' Vendor '008080'	
5-23-15	Building Maint/Repair Services	6,000.00	463.00	246.00	5,537.00	7.72
5-35-10	Building Supplies					
04/07/2014 AP	NASSCO INC/NASSCO INCTOILET PAPER, PAPER TOWELS			188.35	Inv #: 'S1775590.001' Vendor '002	
5-35-10	Building Supplies	1,200.00	554.13	188.35	645.87	46.18
Total - Dept 512-51		37,850.00	11,861.95	4,422.01	25,988.05	31.34
Total Expenditures		140,130.00	51,624.11	6,531.47	88,505.89	36.84

Brown Deer Library Board – 2014 Members and Terms, as of May 2014

Last Name	First Name	Middle Name	Board Position	Term length	Term expires
Baker	Jeff		Trustee representative	Annual	
Jabas	Wendy			3 yrs	2014
Lutz	Anne		President	3 yrs	2014
Bennett	Elizabeth			3 yrs	2015
Lewis-Williams	Kathy		Schools representative	3 yrs	2014

4/23/2014

Dorothy Protz, Treasurer  
Brown Deer Junior Woman's Club  
Post Office Box 241734  
Brown Deer, WI 53224-9037

Dear members of the Brown Deer Junior Woman's Club,

Please accept our sincere thanks for your generous donation of \$1700 to the Brown Deer Library. With this donation we will be able to continue work on renewing and upgrading our aging facility with shelf-end signage refurbishing and replacement. Work will begin as soon as a handyman can be identified who will remove the existing damaged laminate panels and prepare and affix the new ones.

We're looking forward to this improvement and are hopeful that you'll also appreciate the change on your next visit.

As stated in our February "wish list" letter, the Brown Deer Junior Woman's Club will be recognized through labels affixed to the panels.

Sincerely,



Brian Williams-Van Klooster, Director