

**LIBRARY BOARD MEETING**  
**Tuesday November 11, 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. October 7, 2014
- IV. Unfinished Business
  - a. None
- V. Report of Library Director
  - a. Director's Report
  - b. Usage Report
  - c. Revenue/Expense Report
- VI. New Business
  - a. Consideration of Vouchers
    - i. October 2014
  - b. Discussion and approval of CIP computer replacement for FPW (Bond proceeds)
  - c. Discussion and approval of 2015 All Staff Training Day January 19<sup>th</sup>
- 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  
November 3, 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**  
**October 7 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 5:05PM.

**I. Roll Call**

Present: Board President Lutz and Board members: J. Baker, W. Jabas, S. Snyder (arrived 5:10PM)  
Also Present: Brian Williams-Van Klooster, Library Director  
Not Present: E. Bennett

**II. Persons Desiring to be Heard**

None.

**III. Consideration of Minutes:**

- a. September 9 2014 – Regular Meeting

*It was moved by W. Jabas and seconded by J. Baker to approve the minutes of the September 9, 2014 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

- a. In response to President Lutz' inquiry, the Library Director confirmed that the Revenue/Expense Report's 'Net of Revenues and Expenditures' in the '% of Budget Used' column is indeed the dollar equivalent of the difference in percentage between Total Revenues and Total Expenditures. The dollar amount is usually a 6-digit number, but the report format for output makes the column too narrow to display all the digits. The format would be difficult to change. W. Jabas asked that the Director keep tabs this number when formatted for on-screen display, where it is formatted correctly before being output for print.

**V. Report of Library Director**

- a. Director's Report

The Library Director noted that all use measures are up, which is encouraging. He informed the Board that the Village Manager has asked departments to focus on the Scenario 1 budget which does not require us to cut an additional 2% from operations. President Lutz inquired with J. Baker about possible causes for the Village Manager's decision, wondering if it was related to property valuation. J. Baker noted that the Village bond rating is good, which may or may not be related to the Manager's decision. President Lutz inquired about the Director's note that 3 entryway pole lights do not have power. The Director asked Lemberg to investigate this as part of their sign work, when the lack of power was found. Lemberg will be asked to diagnose the problem and provide a repair quote. The lack of lighting is not currently a safety hazard, but also does not communicate a positive image.

- 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**

W. Jabas announced that the Friends agreed to donate \$1500 for purchase of materials to help supplement losses to this area in the 2015 Budget. She said the donation will be connected with a Patron Challenge to start after the Auction.

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

**VII. New Business**

- a. The Library Director shared his interest in the sale of USB flash drives and bud-style headphones at the front desk. He said that the accounting and tax implications of this were shared with and approved by the Village Treasurer. J. Baker inquired about how defective flash drives would be handled. The Director said the drives would be checked by staff before sale, or replaced when found defective by the customer. Pricing was discussed casually with no final decisions made. The Director said he would like the library to have a logo to brand the drives, but that he has yet to follow up with two community graphic designers on this topic. J. Baker suggested Eggers Imprints as a potential vendor for the drives. The Board agreed that action on this topic was not necessary and said this is a good idea.

**VIII. Adjournment**

**Next meeting: Tuesday November 11, 2014.** *It was moved by W. Jabas and seconded by J. Baker to adjourn at 5:42 P.M. The motion carried unanimously.*



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Brian Williams-Van Klooster, Library Director  
October 8, 2014

# Brown Deer Public Library - Director's Report

## October 2014

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### **Budget:**

- Final Budget hearing and approval meeting rescheduled to 11/17
- Library budget revised on 10/21 by Village Manager and Library Director to allocate \$33,000 of Rent Income revenue to the Library fund in the Manager's 2015 Recommended Budget

### **Facility:**

- Street sign installation completed 10/13, first messages displayed 10/14, cleanup on DPW 'to do' list but delayed due to road projects
- Work begun on cell phone tower 10/22, rear lot traffic restricted, MCFLS delivery company informed
- Countertop height extension installed 10/20, to remove perceived service point and prevent materials returns on countertop, overwhelming patron displeasure, working with cabinetmaker to develop alternative
- Work on replacement of shelf end signage started, to be completed in November

### **Meetings:**

- Continued Annual and Probationary staff reviews
- 10/2 MCFLS LDAC
- 10/3 Budget discussion with Greenfield Library Director
- 10/6 Workshop at Franklin PL, 'Lead the Revolution: leading change by changing leaders', by Felton Thomas Jr and Rachel Rubin
- 10/7 Village Department Heads
- 10/7 Library Board
- 10/13 Webinar, 'LEAN Library Systems in Wisconsin', by Wisconsin DPI staff
- 10/14 Library staff monthly meeting
- 10/14 Library/Village budget workshop
- 10/20 MCFLS Board
- 10/21 Village Department Heads
- 10/22 Webinar, 'Using PLA Metrics'
- 10/22 Village budget workshop

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

- Working with professional designer and staff member on design of new Library logo

### **Staff**

- Newly hired staff are performing well and meeting expectations

### **Statistics:**

- People counter battery died sometime during month, not discovered until 11/1, no information about lost data until specialized battery is replaced by manufacturer, likely week of 11/10

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## Children's / Young Adult Services

### Programs:

- Halloween Party, 56 participants, a big chunk of this month was spent preparing for this program. The Brown Deer Walgreens generously donated the candy for the program.
- Story time sessions, 7 total, 27 participants average
- Movie Nights, 2 evenings, 40 participants total
- Teen Craft Day, 3 participants, the second of a new monthly after-school free-form activity for teens
- Planning complete for 2015 spring children/teen programs, and begun work on 2015 summer reading program

### Materials

- Continued to maintain "If you liked "The Fault in Our Stars" display in the YA area
- Continued to maintain a spooky story display in the reference area to support the Spooky Story Contest
- Put up a Halloween picture book display in the children's area
- 423 catalog records added or modified.

### Miscellaneous:

- Migrating Library content to the new Village website was a large project, now complete
  - Continuous updates to Facebook page and Blog
  - Displays were maintained for the *Spooky Story Contest* partnership with the Brown Deer schools, and *The Fault in Our Stars* read-alike books
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## Adult Services

### Displays

- *Jazz Music, From Page to Screen* (continued from September)
- Volunteers Holly and Sam Olsen did a display of Antiques in the Display Case for the Antiques Appraisal Program

### Materials:

- Over 416 catalog records added or modified.

### Meetings:

- Participated in two webinars for collection development

### Miscellaneous:

- Refined training for new pages and gave existing volunteer some new duties
- Continued timely management of cataloging and collection management lists
- Continued timely management of Page scheduling

### Programs

- 10/15 Book Club *Invention of Wings* drew 19 participants and excellent discussion
- 10/29 Antiques Appraisal (and fundraiser) drew 38 participants and a net fundraising revenue of \$145, refreshments donated by Brown Deer Walgreens

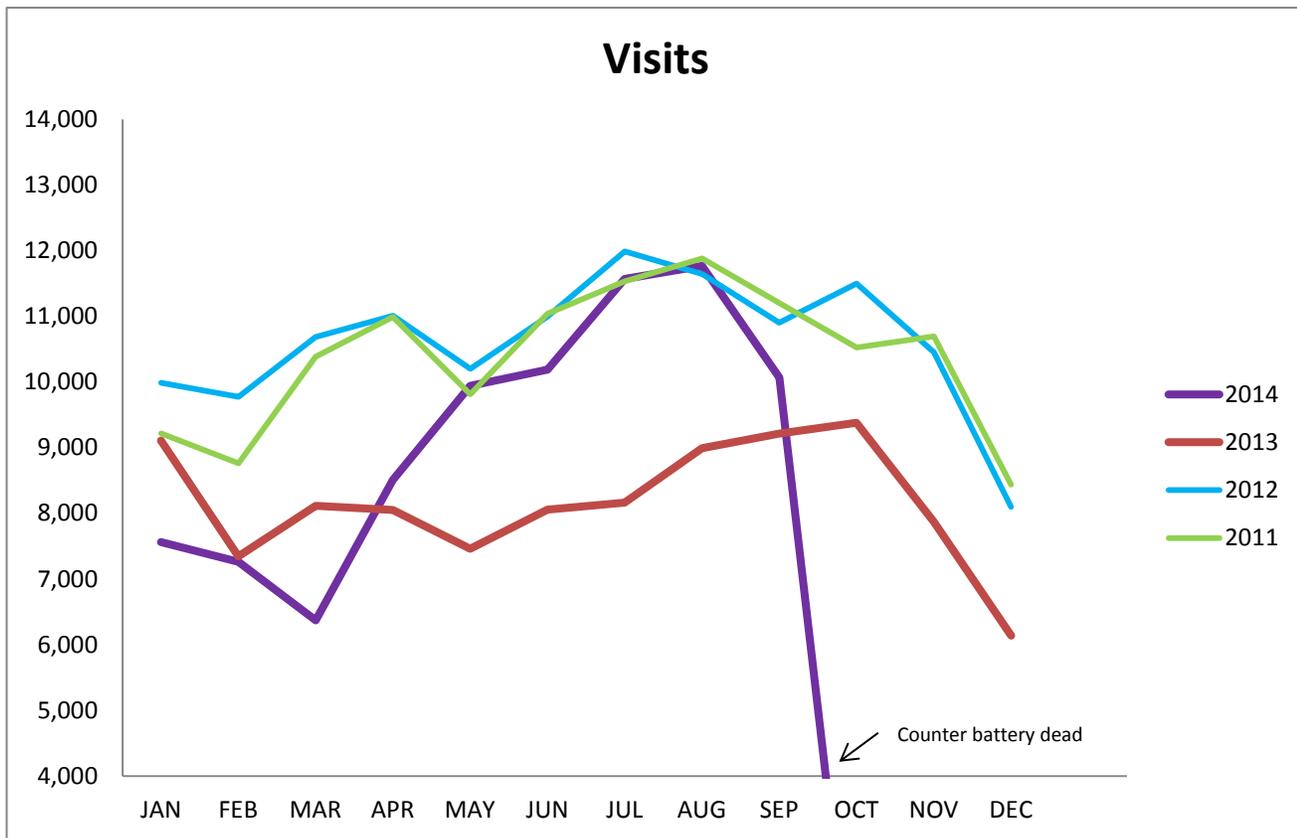
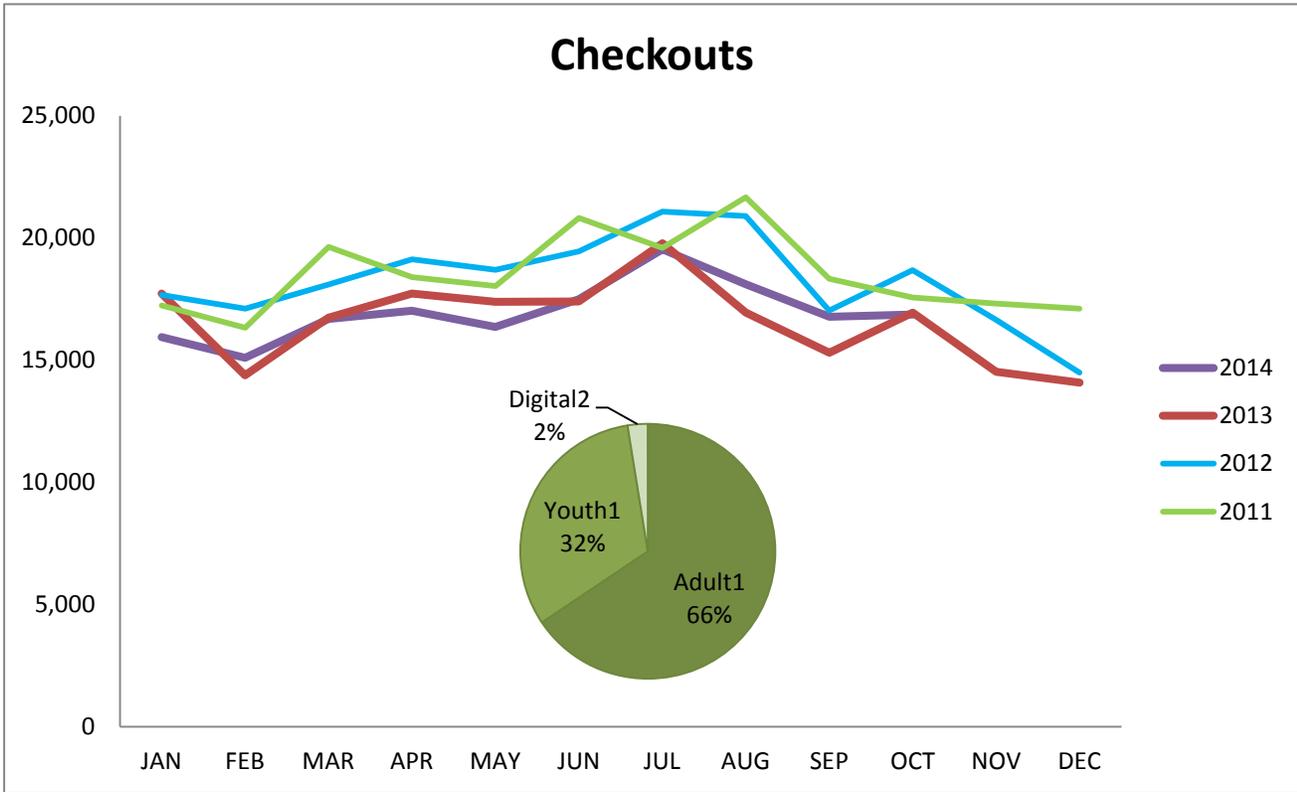
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## MCFLS / Other

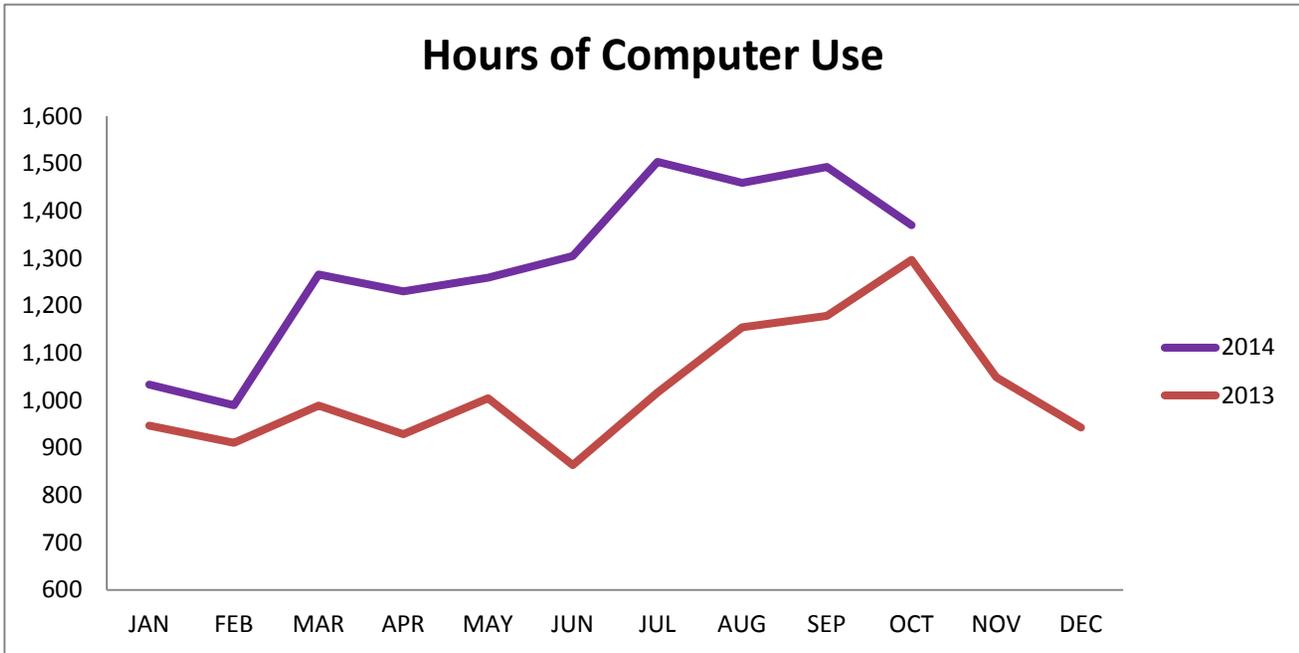
Highlights from the 10/2/14 meeting of the MCFLS LDAC:

- Bob Pfeiffer, retiring Director from South Milwaukee Library, was honored with a thoughtful Resolution drafted by MCFLS staff and presented on behalf of the LDAC. Bob spoke briefly about his deep history with Milwaukee Libraries, mentioning that he is the last LDAC member to have been present at the time, and part of, the System's creation. He said it was a challenge to get all members to agree on uniform policies, but it was worth the effort as he said he believes this is still an excellent system.
- The MPL Express Library was opened the same morning of this meeting. Currently the Express Library stocks books of a generally uniform size based on the Chinese convention of uniformly sized books. Oddly sized (eg large picture books) and light weight (small paperbacks, CDs, DVDs) items must be borrowed at a traditional library.
- Guidelines were drafted by MCFLS staff regarding use of patron records for fund raising purposes. The LDAC made several small suggestions for revision but overall felt the guidelines reflected the majority opinion on the topic. It was noted that they will eventually go to the MCFLS Board for final approval.
- Bruce shared the summary of a report by DPI staff on the current state of shared ILS in Wisconsin. The assumed goal of the report was to identify opportunities for resource sharing and/or economy of scale among libraries in their use of ILS. However, the findings point to the enormous variety and heterogeneous nature of the current systems and the difficulty in making a conclusive assessment of opportunities. We are unaware of any specific plan for use of this study at the state level at this time.
- The West Milwaukee Formula was discussed when Bruce inquired generally about how the calculations are formulated by member libraries. The general response was that the worksheet provided by MCFLS seems to be an accurate and reliable assessment of cost, and needn't have more study unless West Milwaukee has called for it, which they have not. One Director mentioned that the worksheet could be even more helpful and perhaps more consistent among libraries if it used the DPI Annual Report as the data source. Bruce will investigate this further.

# Brown Deer Library Monthly Usage Report



# Brown Deer Library Monthly Usage Report



	<b>Reserves/Holds</b>				
	Holds from BD patrons <sup>7</sup>	% change from last year	Hold Pickups @BD	Holds Sent from BD <sup>8</sup>	% change from
JAN	447	-27%		1,690	-1%
FEB	383	-39%		1,522	7%
MAR	463	-25%		1,612	-1%
APR	481	6%		1,453	-19%
MAY	429	23%		1,490	0%
JUN	508	10%		1,538	3%
JUL	514	-4%		1,389	-20%
AUG	459	7%		1,482	-7%
SEP	519	19%		1,703	5%
OCT	428	-11%		1,468	-7%
NOV		-			-
DEC		-			-
<b>TOTAL</b>	<b>4,631</b>			<b>15,347</b>	

	<b>Programs</b>						
	Juv/YA pgms <sup>6</sup>	Juv/YA attend <sup>6</sup>	Adult pgms <sup>6</sup>	Adult attend <sup>6</sup>	Total attend	% Attend change from last	Notes
JAN	3	110	1	5	115	1%	
FEB	10	178	1	9	187	97%	
MAR	12	200	1	8	208	28%	
APR	7	109	1	14	123	23%	
MAY	2	88	1	11	99	5%	
JUN	8	391	0	0	391	-13%	
JUL	14	427	1	32	459	4%	
AUG	7	402	1	4	406	127%	Includes
SEP	4	81	2	28	109	95%	
OCT	11	288	2	57	345	20%	
NOV					0	-	
DEC					0	-	
<b>TOTAL</b>	<b>78</b>	<b>2,274</b>	<b>11</b>	<b>168</b>	<b>2,442</b>		

**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	982	17,025	11,906	5,563	255	17,724
MAY	10,652	5,383	328	16,363	11,520	5,616	257	17,393
JUNE	10,815	6,334	341	17,490	10,430	6,662	304	17,396
JULY	12,251	6,946	333	19,530	12,233	7,284	268	19,785
AUGUST	11,550	6,194	363	18,107	10,948	5,732	259	16,939
SEPT.	10,970	5,456	351	16,777	9,945	5,102	263	15,310
OCT.	11,061	5,372	431	16,864	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>109,597</b>	<b>56,181</b>	<b>4,105</b>	<b>169,883</b>	<b>128,833</b>	<b>66,847</b>	<b>3,270</b>	<b>198,645</b>

**RESERVES/HOLDS**

	2014		2013	
	2014	2013	Paging slips '14	Paging 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	429	350	1,490	1,496
June	508	463	1,538	1,492
July	514	538	1,389	1,733
Aug.	459	427	1,482	1,599
Sept.	519	437	1,703	1,621
Oct.	428	480	1,468	1,572
Nov.	0	345	0	1,403
Dec.	0	499	0	1,354
<b>Total:</b>	<b>4,631</b>	<b>5,852</b>	<b>15,347</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	1,259	52%	25.4%	1,004
JUNE	1,305	54%	51.1%	864
JULY	1,503	65%	47.8%	1,017
AUGUST	1,459	61%	26.4%	1,154
SEPT.	1,493	62%	26.6%	1,179
OCT.	1,370	53%	5.6%	1,296
NOV.	0	-	-	1,049
DEC.	0	-	-	943
<b>TOTAL</b>	<b>0</b>			<b>12,281</b>

**PROGRAMS**

Juv/YA Prog	2014 Att.	Adult Prog	2014 Att.	2014 Total	2013 Total
3	110	1	5	115	114
10	178	1	9	187	95
12	200	1	8	208	162
7	109	1	14	123	100
2	88	1	11	99	94
8	391	0	0	391	451
14	427	1	32	459	440
7	402	1	4	406	179
4	81	2	28	109	56
11	288	2	57	345	287
0	0	0	0	0	266
0	0	0	0	0	211
<b>78</b>	<b>2,274</b>	<b>11</b>	<b>168</b>	<b>2,442</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
9,943	7,462
10,189	8,060
11,570	8,162*
11,766	8,994
10,067	9,213
0**	9,378
0	7,875
0	6,141^
<b>83,240</b>	<b>97,906</b>

\*Est.: Door  
 \*\* Counter battery dead  
 ^Est: Door counter misaligned for several days at month's end

PERIOD ENDING 09/30/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2014	2014 AMENDED BUDGET	AVAILABLE		% BDGT USED
		MONTH 09/30/2014	INCREASE (DECREASE)			NORMAL (ABNORMAL)	BALANCE	
Fund 151 - Library Fund								
Revenues								
Dept 000-11-TAXES								
151-000-11-4-00-10	General Property Taxes	0.00	385,346.01	385,346.00		(0.01)	100.00	
Total Dept 000-11-TAXES		0.00	385,346.01	385,346.00		(0.01)	100.00	
Dept 000-67-PARKS & CULTURE/RECREATION								
151-000-67-4-10-10	Photocopies	1,024.66	5,558.96	4,600.00		(958.96)	120.85	
151-000-67-4-10-20	Library-Fines	1,521.08	15,235.34	18,500.00		3,264.66	82.35	
151-000-67-4-10-30	Sale of Materials	26.60	624.50	900.00		275.50	69.39	
151-000-67-4-10-40	Lost Material Charges	63.20	1,292.69	1,200.00		(92.69)	107.72	
151-000-67-4-10-90	Miscellaneous Charges	317.24	2,087.34	0.00		(2,087.34)	100.00	
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,952.78	24,798.83	25,200.00		401.17	98.41	
Dept 000-73-INTERGOVERNMENTAL CHARGES								
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	108,511.00	108,111.00		(400.00)	100.37	
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	108,511.00	108,111.00		(400.00)	100.37	
Dept 000-81-INTEREST INCOME								
151-000-81-4-00-10	Investment Interest	(110.00)	1,219.00	2,500.00		1,281.00	48.76	
Total Dept 000-81-INTEREST INCOME		(110.00)	1,219.00	2,500.00		1,281.00	48.76	
Dept 000-82-MISCELLANEOUS REVENUE								
151-000-82-4-00-10	Rent Income	50.00	1,050.00	0.00		(1,050.00)	100.00	
Total Dept 000-82-MISCELLANEOUS REVENUE		50.00	1,050.00	0.00		(1,050.00)	100.00	
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	225.71	6,748.83	8,000.00		1,251.17	84.36	
Total Dept 000-85-DONATIONS		225.71	6,748.83	8,000.00		1,251.17	84.36	
TOTAL Revenues		3,118.49	527,673.67	529,157.00		1,483.33	99.72	
Expenditures								
Dept 510-51-92400								
151-510-51-5-10-10	Salaries/Wages	22,148.97	205,912.07	293,350.00		87,437.93	70.19	
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	1,344.57	13,080.12	19,506.00		6,425.88	67.06	
151-510-51-5-15-15	FICA	1,622.42	14,899.38	22,441.00		7,541.62	66.39	
151-510-51-5-15-20	Group Insurance	3,949.03	44,415.35	53,611.00		9,195.65	82.85	

User: BRIAN

DB: Brown Deer

PERIOD ENDING 09/30/2014

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2014 AMENDED BUDGET	AVAILABLE		% BGD USED
		MONTH 09/30/2014	YTD BALANCE 09/30/2014		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	0.00
151-510-51-5-20-35	Technical Services	0.00	2,287.74	2,000.00	(287.74)	114.39	
151-510-51-5-20-40	Printing Services	869.25	3,737.99	5,500.00	1,762.01	67.96	
151-510-51-5-24-10	Equipment Maintenance Services	435.00	18,742.38	20,000.00	1,257.62	93.71	
151-510-51-5-30-10	Office Supplies, Equip & Exp	366.68	2,041.80	5,500.00	3,458.20	37.12	
151-510-51-5-30-15	Postage & Mailing	0.00	265.33	300.00	34.67	88.44	
151-510-51-5-30-20	Communications	27.67	428.91	300.00	(128.91)	142.97	
151-510-51-5-45-10	Professional Memberships	0.00	397.52	500.00	102.48	79.50	
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	723.12	730.00	6.88	99.06	
151-510-51-5-45-40	Mileage Reimbursement	0.00	103.38	700.00	596.62	14.77	
Total Dept 510-51-92400		30,763.59	307,035.09	424,438.00	117,402.91	72.34	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	97.00	3,185.76	2,500.00	(685.76)	127.43	
151-511-51-5-38-10	Periodicals	0.00	3,627.47	5,500.00	1,872.53	65.95	
151-511-51-5-38-15	Books	3,365.99	28,541.33	42,000.00	13,458.67	67.96	
151-511-51-5-38-20	Audio/Visual	1,465.76	10,911.72	11,000.00	88.28	99.20	
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	331.56	1,705.72	5,000.00	3,294.28	34.11	
151-511-51-5-38-40	Library Programming	130.28	238.69	750.00	511.31	31.83	
Total Dept 511-51		5,390.59	48,210.69	66,750.00	18,539.31	72.23	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	2,989.04	15,690.15	16,000.00	309.85	98.06	
151-512-51-5-22-20	Sewer/Water Services	193.41	540.78	850.00	309.22	63.62	
151-512-51-5-23-10	Cleaning Services	1,365.00	11,732.49	13,800.00	2,067.51	85.02	
151-512-51-5-23-15	Building Maint/Repair Services	852.86	7,345.37	6,000.00	(1,345.37)	122.42	
151-512-51-5-35-10	Building Supplies	193.05	1,169.90	1,200.00	30.10	97.49	
Total Dept 512-51		5,593.36	36,478.69	37,850.00	1,371.31	96.38	
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		41,747.54	391,724.47	529,038.00	137,313.53	74.04	
Fund 151 - Library Fund:							
TOTAL REVENUES		3,118.49	527,673.67	529,157.00	1,483.33	99.72	
TOTAL EXPENDITURES		41,747.54	391,724.47	529,038.00	137,313.53	74.04	
NET OF REVENUES & EXPENDITURES		(38,629.05)	135,949.20	119.00	(135,830.20)	4,243.03	

JOURNALIZED  
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 510-51 92400							
151-510-51-5-10-10	Salaries/Wages	PETTY CASH	BOOK CLUB TREATS, SUPPLIES, WORK PE	10/22/2014	10/24/14	40.00	78279
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIOD PAYMENT	501527685	10/24/14	52.62	78297
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE-SEPT 2014 & METER USAGE	76126172	10/24/14	387.12	78297
151-510-51-5-30-10	Office Supplies, Equip & F	DEMCO	FILAMENT TAPE	5411852	10/24/14	67.07	78257
151-510-51-5-30-10	Office Supplies, Equip & F	THE SHOPPER INC	SECURITY LABELS	IN702161	10/24/14	161.04	78292
151-510-51-5-30-10	Office Supplies, Equip & F	PETTY CASH	BOOK CLUB TREATS, SUPPLIES, WORK PE	10/22/2014	10/24/14	16.83	78279
151-510-51-5-30-10	Office Supplies, Equip & F	BUBRICKS COMPLETE OFFI	COLOR PAPER	977218	10/30/14	166.49	78303
151-510-51-5-30-10	Office Supplies, Equip & F	BUBRICKS COMPLETE OFFI	FOLDERS	976423	10/30/14	23.68	78303
151-510-51-5-30-15	Postage & Mailing	PETTY CASH	BOOK CLUB TREATS, SUPPLIES, WORK PE	10/22/2014	10/24/14	20.56	78279
151-510-51-5-30-20	Communications	AT & T	SERVICE	10082014	10/10/14	19.35	78189
Total For Dept 510-51 92400						954.76	
Dept 511-51							
151-511-51-5-38-10	Periodicals	JOURNAL SENTINEL INC	SUBSCRIPTION RENEWAL	10302014	10/30/14	324.42	78310
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029744959	10/10/14	9.85	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029744960	10/10/14	29.68	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029744962	10/10/14	73.32	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029779667	10/10/14	15.92	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029779668	10/10/14	14.31	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029737708	10/10/14	9.55	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029767410	10/10/14	27.11	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029767404	10/10/14	27.89	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029767405	10/10/14	15.92	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029767406	10/10/14	9.02	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2029767407	10/10/14	46.15	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029767408	10/10/14	10.61	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029737703	10/10/14	25.49	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029737704	10/10/14	6.88	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029737705	10/10/14	18.54	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2029737706	10/10/14	33.43	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029737709	10/10/14	180.98	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	16 BOOKS	2029779669	10/10/14	230.82	78191
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029796686	10/24/14	10.61	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029796687	10/24/14	8.49	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	2029855257	10/24/14	87.53	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029855258	10/24/14	9.02	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2029791431	10/24/14	73.23	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029824772	10/24/14	14.34	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2029824773	10/24/14	57.84	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029824774	10/24/14	27.59	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029824776	10/24/14	20.01	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029848614	10/24/14	30.36	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029848616	10/24/14	29.18	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029848617	10/24/14	14.31	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029848618	10/24/14	44.05	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	33 BOOKS	2029791432	10/24/14	420.57	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	2029848615	10/24/14	300.04	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	23 BOOKS	2029848619	10/24/14	302.96	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	2029796682	10/24/14	46.08	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029796683	10/24/14	21.76	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029796685	10/24/14	21.23	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029796688	10/24/14	11.27	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029805777	10/24/14	6.90	78251

JOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 511-51							
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	2029805778	10/24/14	2.31	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029821860	10/24/14	9.83	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	2029821861	10/24/14	23.18	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029821862	10/24/14	29.30	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	2029821863	10/24/14	20.08	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	2029821864	10/24/14	36.59	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029821865	10/24/14	20.78	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029855252	10/24/14	30.34	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029855253	10/24/14	10.61	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	2029855254	10/24/14	27.01	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	2029855255	10/24/14	57.69	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2029855256	10/24/14	9.55	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	12 BOOKS	2029796689	10/24/14	111.15	78251
151-511-51-5-38-15	Books	BAKER & TAYLOR	30 BOOKS	2029805779	10/24/14	255.04	78251
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	BOOK	80798333	10/30/14	6.49	78308
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	5 CD'S	PLS76208056	10/24/14	57.03	78247
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2029796684	10/24/14	8.15	78251
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	18 BOOKS	2029821866	10/24/14	168.98	78251
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	2029824775	10/24/14	19.04	78251
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	9 CD'S	PLS76421362	10/30/14	110.85	78299
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	1 CD	PLS76422828	10/30/14	21.02	78299
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	CREDIT	RJB3548119	10/30/14	(11.49)	78299
151-511-51-5-38-30	Donation Expenditures	ANDERSEN-KOPCZYK, DANA	PROGRAM SUPPLIES	09242014	10/24/14	21.08	78249
151-511-51-5-38-40	Library Programming	PETTY CASH	BOOK CLUB TREATS, SUPPLIES, WORK PE	10/22/2014	10/24/14	19.05	78279
Total For Dept 511-51						3,730.92	
Dept 512-51							
151-512-51-5-23-10	Cleaning Services	THE JANITORS LLC	MONTHLY CLEANING SERVICE	5513	10/24/14	1,365.00	78291
151-512-51-5-23-15	Building Maint/Repair Serv	ITU ABSORBTECH INC	MAT SERVICE-OCT	5908496	10/30/14	53.39	78309
151-512-51-5-35-10	Building Supplies	NASSCO INC	URINAL SCREENS & AIR FRESHENER	S1840442.001	10/30/14	59.30	78313
151-512-51-5-35-10	Building Supplies	NASSCO INC	HAND SOAP	S1838668.001	10/30/14	30.14	78313
Total For Dept 512-51						1,507.83	
Total For Fund 151 Library Fund						6,193.51	
Fund 180 Strehlow Donation Fund							
Dept 000-51 DUE FROM OTHER FUNDS							
180-000-51-5-39-11	Donation Expense Library	SCHNEIDER, MIKE	BALANCE DUE FOR AUGUST PERFORMER	10212014	10/24/14	55.00	78286
Total For Dept 000-51 DUE FROM OTHER FUNDS						55.00	
Total For Fund 180 Strehlow Donation Fund						55.00	

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER  
POST DATES 10/01/2014 - 10/31/2014  
JOURNALIZED  
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
			Fund Totals:				
			Fund 151 Library Fund			6,193.51	
			Fund 180 Strehlow Donation Fund			55.00	
			Total For All Funds:			<u>6,248.51</u>	



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Finance/Public Works Committee
<b>ITEM DESCRIPTION:</b>	Library public computing upgrades
<b>PREPARED BY:</b>	Brian Williams-Van Klooster, Library Director
<b>REPORT DATE:</b>	10/22/14
<b>MANAGER'S REVIEW/COMMENTS:</b>	<p><input checked="" type="checkbox"/> No additional comments to this report.</p> <p><input type="checkbox"/> See additional comments attached.</p>
<b>RECOMMENDATION:</b>	Approve upgrades and replacements
<b>EXPLANATION:</b>	<p>Public internet access is one of our most-used services. 2014 statistics show a steady increase in computer use of up to 33% compared to last year. Each of 14 public internet computers is powered on or in use 47 hours per week. The public expects library computers to be fast, up-to-date, free of harmful viruses, and working properly. The public also expects the library to have a wireless system, one that is speedy and reliable.</p> <p>Industry standard computer life cycle recommendation for office computer equipment is 4 years for desktop PCs, and 5 years for networking hardware and servers. 14 public desktop PCs were installed in 2010 at a cost of \$1015 each including software, installation and configuration. They are scheduled for replacement in order to pre-empt service outages due to failing aging hardware.</p> <p>The public wireless internet system was installed in 2008. It has reached end-of-life status and is no longer supported by the manufacturer. A new wireless router will double access speeds and enable us to take full advantage of the network speed gains from our upgrade to a fiberoptic connection in 2014.</p> <p>Vendors were selected with help of Brown Deer Schools IT department for price competitiveness and verified by MCFLS IT department as supportable.</p> <p>Attachments:</p> <ul style="list-style-type: none"><li>• Expenditure Detail</li></ul>

CIP item	Brand (if applicable)	Pricing	Vendor	Notes
Public desktop computers (12)	HP	\$7512 (total)	PDS	Includes 5 year warranty, no monitors
Wireless access points (2)	Cisco Meraki	\$3000	DigiCorp	Equipment, labor, 3 year site licenses
Rack mount surge protector (2)		\$120 (total)		
Public laptop computers (4)	HP	\$3740	PDS	Includes 3 year warranty
Microsoft Office renewal (16)		\$480	Microsoft	
Labor – installation of public computers		\$1300	MCFLS	Estimated-performed by MCFLS staff
<b>TOTAL REQUEST</b>		<b>\$16,152</b>		