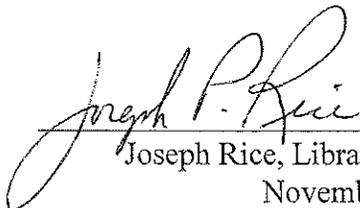


**LIBRARY BOARD MEETING**  
**Monday, November 12, 2012**  
**Library Community Room, 5:00 P.M.**



**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: October 8, 2012 – Regular Meeting
- IV. Unfinished Business
  - A) Milwaukee County Federated Library System update
- V. Report of Library Director
- VI. Report of Friends of the Library
- VII. New Business
  - A) Consideration of Vouchers
  - B) 2013 Operating Budget
- VIII. Adjournment

  
\_\_\_\_\_  
Joseph Rice, Library Director  
November 5, 2012

**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 8, 2012 MEETING MINUTES**  
**HELD AT THE BROWN DEER PUBLIC LIBRARY**  
**5600 WEST BRADLEY ROAD**  
(Unapproved)

The meeting was called to order by Board President Balistreri at 5:00 P.M.

**I. Roll Call**

Present: Board President Balistreri and Board members: W. Jabas, K. Lewis-Williams, A. Lutz  
Excused: J. Baker  
Also Present: Joseph Rice, Library Director

**II. Persons Desiring to be Heard**

None.

**III. Consideration of Minutes: September 10, 2012 – Regular Meeting**

*It was moved by W. Jabas and seconded by G. Balistreri to approve the minutes of the September 10, 2012 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

There was no unfinished business.

**V. Library Director's Report**

The Director's written report was discussed.

**VI. Friends of the Library Report**

The 25<sup>th</sup> annual Auction sponsored by the Friends is scheduled for Thursday, November 8.

**VII. New Business**

**A) Consideration of Vouchers**

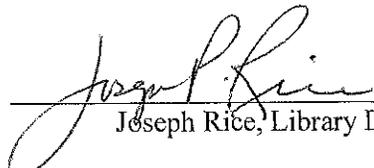
*It was moved by A. Lutz and seconded by K. Lewis-Williams to approve the payment of the August/September 2012. The motion carried unanimously.*

**B) 2013 Operating Budget**

*After much discussion, it was moved by A. Lutz and seconded by W. Jabas to accept the following statement regarding the 2013 Operating Budget: "The Library Board reluctantly voted to approve budget scenario 2 (of the submitted 2013 operating budgets proposed) which would necessitate a reduction in library service hours and a corresponding reduction in hours worked by part-time staff. The Library Board strongly encourages the Village Board to avoid this budget scenario by increasing funding for the Library's 2013 operating budget by an amount sufficient to avoid the reduction in service hours and staff hours."*

**VIII. Adjournment**

**Next meeting: November 12, 2012.** *It was moved by W. Jabas and seconded by A. Lutz to adjourn at 5:45 P.M. The motion carried unanimously.*

  
\_\_\_\_\_  
Joseph Rice, Library Director



## **Brown Deer Public Library Director's Report October 2012**

The Library's 2013 operating budget was one of the departments on the agenda at the Village Board budget workshop held on October 24 at 5:30 PM. The Village Comptroller/Treasurer and I answered questions from Board members about the Library budget.

Lynn Kreuger, Library Assistant (PT), announced her plans to retire at the end of 2013. Her retirement does provide us with some cost savings in terms of HR costs; her replacement will not be eligible for benefits or retirement contributions from the Village. The Comptroller/Treasurer estimates that the cost-savings related to Lynn's retirement will bring our 2013 budget deficit to \$19,880 (down from the \$35K we were initially projecting).

I attended 1.5 days (October 23-23) of the Wisconsin Library Association Annual Conference in LaCrosse. I was not able to attend the entire conference due to the conflict with the Village Board Budget Workshop on October 24.

I attended the reception for the Village Manager held on October 31.

Good News! All of our entertainment DVDs now circulate for 7 days. Stop by and check out our great selection of new releases, classic movies, and great television series on DVD!

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

#### *Storytime:*

Mon Oct 22<sup>nd</sup> – 29 people

Mon Oct 29<sup>th</sup> – 36 people

#### *Programs:*

Oct 24<sup>th</sup> (Superhero Party) – 44 people

#### *Lego Club:*

October 30 – 45 people (38 kids, 7 parents)

#### *Thursday Movie Night:*

October 25 – 18 people

#### *YA Movie Night:*

October 2nd - 6 attended

**Other YA projects:**

Hillary Evans completed weeding the YA fiction section in October. The total number of titles weeded from YA fiction was 243. After weeding was completed, the collection was shifted and rearranged.

Hillary created a graphic novel book display featuring super heroes to promote the Super Hero Party.

Hillary created a 2012 YALSA Top Ten Great Graphic Novels list for the graphic novel section as well.

## Adult Services

**Programs:**

10/15 Cream City Paranormal Investigators Program – 13 attended.

10/17 Adult Book Club Discussion (led by Mary Dunn): Calling Invisible Women by Jeanne Ray.

**Displays:** Mary set up 2 book displays: **R.I.P. (Read in Peace)** display of Ghost Stories and a display of **Political Fiction**. Kelley created a CD display featuring CMA (Country Music Association) award- nominated artists.

**Meetings:** 10/23 Webinar on Audiobooks.

**Additional Projects:**

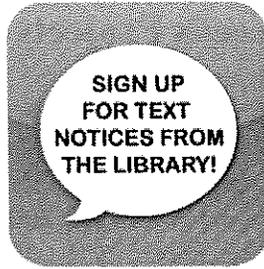
Kelley Hinton updated, revised and completed the *Women Sleuths Bibliography #13* including updating series with new titles, deleting outdated series, adding new series, editing and preparing graphics for the bibliography. This edition of the Bibliography will be available via our website; we will not print hard copies of this edition.

Kelley prepared for and taught two library sessions: catalog and databases

## MCFLS / Other

Attended the 10/4 LDAC meeting at MPL's East Branch.

LSTA grant money for 2013 will be put towards the first year of an annual subscription for Innovative Interfaces's Discovery Platform – Encore. Encore enriches the catalog user's experience by providing better access to the library catalog, commercial databases and enhanced content. After grant funding the first year, MCFLS will pick up the subscription cost for the remaining years of the contract.



**Sign up For Text Notices From the Library Direct to Your Mobile Phone**  
**Receive notices for holds, renewals and overdues**

Keep up-to-date with your library account on your mobile phone using the library's new Shoutbomb text messaging service.

With this new service, you can:

- Receive text notices regarding your holds available for pickup, renewals, and overdue items.
- Renew items right on your phone.
- Find out if a book is available at a nearby library

To use this service, you will need to be able to send and receive text messages on your phone and have a messaging plan with your mobile service provider (your text messaging rates may apply). You will also need your library card number and PIN. That's it!

To sign up for this text messaging service and to get more details visit the CountyCat website at [countycat.mcfls.org](http://countycat.mcfls.org) or text "SIGNUP" to [countycat@shoutbomb.com](mailto:countycat@shoutbomb.com) to get started. If you have a smartphone capable of scanning QR codes, you can also scan this code to initiate a SIGNUP text to the service:



## Bond Proceeds Projects Update

<u>Project</u>	<u>Cost</u>	<u>Status</u>
HVAC tweaks	\$2,635	<b>Completed</b>
Replace back-up generator	\$18,700	November
Re-grade / repave front walkway & all sidewalks	\$25,000	<b>Completed</b>
Restroom / kitchen upgrades	\$18,581	<b>Completed</b>
Painting (exterior/interior) 2012 CIP item	\$12,610	<b>Ext. Completed</b>
Replace Staff/Workroom PCs 2012 CIP item	\$7,000	<b>Completed</b>
Replace Circ Desk PCs 2012 CIP ite	\$7,000	<b>Completed</b>
Replace doors & hardware at rear Bldg. entrance	\$6,300	<b>Completed</b>
Upgrade Surveillance Camera system	\$4,000	November
Replace/upgrade Handicap access at Front Entry	\$1,986	<b>Completed</b>
New Street Sign (w/scroll)	\$39,500	Nate/Comm. Svcs
Replace / Upgrade security system	\$5,570	<b>Partial</b>
Replace Community Room chairs (100)	\$7,000	<b>Completed</b>
Replace lighting throughout building	\$6,745	<b>Completed</b>
Roofing repairs	\$3,950	<b>Completed</b>
Replace Fence in AC/Generator area	\$3,478	(after generator)
Additional CD shelving units	\$2,000	TBD
Replacement shelving for New Books Rm	\$4,000	TBD
Office chair replacement	\$3,600	November
Replace Board Room chairs (12)	\$3,000	<b>Completed</b>
Rugs for Storytime area and Children's area	\$1,200	November
Lobby display case (standing)	\$5,000	December
<b>TOTAL:</b>	<b>\$193,855</b>	

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

**CIRCULATION**

	2012			2011		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
JAN.	12,417	5,247	17,664	11,868	5,374	17,242
FEB.	11,575	5,534	17,109	10,797	5,536	16,333
MARCH	12,295	5,808	18,103	12,985	6,647	19,632
APRIL	12,161	6,961	19,122	12,271	6,131	18,402
MAY	12,537	6,165	18,702	12,245	5,791	18,036
JUNE	12,024	7,430	19,454	13,374	7,439	20,813
JULY	13,271	7,804	21,075	12,560	7,030	19,590
AUGUST	13,777	7,122	20,899	14,210	7,450	21,660
SEPT.	11,364	5,664	17,028	12,727	5,607	18,334
OCT.	12,340	6,344	18,684	11,948	5,615	17,563
NOV.	0	0	0	11,669	5,652	17,321
DEC.	0	0	0	12,387	4,716	17,103
<b>TOTAL</b>	<b>123,761</b>	<b>64,079</b>	<b>187,840</b>	<b>149,041</b>	<b>72,988</b>	<b>222,029</b>

**RESERVES/HOLDS**

	2012		2011	
	Paging Slips '12	Paging Slips '11	Paging Slips '12	Paging Slips '11
Jan.	621	554	1,705	1,991
Feb.	636	463	1,651	1,727
Mar.	634	698	1,690	2,099
April	758	539	1,684	1,752
May	514	562	1,617	1,867
June	546	555	1,558	1,703
July	485	758	1,795	1,587
Aug.	667	664	1,698	1,851
Sept.	758	597	1,504	1,472
Oct.	628	580	1,738	1,616
Nov.	0	517	0	1,577
Dec.	0	427	0	1,326
<b>Total:</b>	<b>6,247</b>	<b>6,914</b>	<b>16,640</b>	<b>20,568</b>

**INTERNET USAGE**

(user sessions)

	2012	2011
JAN.	2,814	1,414
FEB.	3,045	1,285
MARCH	3,348	1,890
APRIL	3,462	1,702
MAY	3,705	1,743
JUNE	2,944	1,697
JULY	3,125	1,527
AUGUST	3,227	1,784
SEPT.	2,818	2,167
OCT.	3,528	2,741
NOV.	0	2,462
DEC.	0	2,551
<b>TOTAL</b>	<b>32,016</b>	<b>22,963</b>

**PROGRAMS**

Juv/YA Prog	2012 Att.	Adult Prog	2012 Att.	2012 Total	2011 Total
	5	118	0	118	100
	8	255	1	263	244
	11	261	1	270	247
	5	126	6	141	212
	1	35	0	35	579
	12	454	0	454	611
	15	489	1	496	336
	9	301	0	301	330
	7	131	3	163	91
	6	178	4	203	206
	0	0	0	0	279
	0	0	0	0	179
	<b>79</b>	<b>2,348</b>	<b>16</b>	<b>2,444</b>	<b>3,414</b>

**BUILDING USAGE**

	2012	2011
	9,987	9,218
	9,776	8,764
	10,687	10,385
	11,070	10,989
	10,201	9,812
	10,997	11,038
	11,986	11,534
	11,642	11,883
	10,901	11,203
	11,499	10,526
	0	10,697
	0	8,436
	<b>108,686</b>	<b>124,485</b>



## LIBRARY VOUCHERS - SEPTEMBER - OCTOBER 2012

151-511-51-5-38-15	BOOKS	\$	3,777.03	Baker & Taylor Inc.	Books - 275 Adult
		\$	633.92	Baker & Taylor Inc.	Books - 84 Juvenile
		\$	567.80	Baker & Taylor Inc.	Books - 67 YA
		\$	198.29	INGRAM	Books - 37 Adult
	TOTAL	\$	5,177.04		
151-511-51-5-38-20	AUDIO-VISUAL	\$	473.21	Visa	Adult DVD's - 24
		\$	115.34	Visa	Juvenile DVD's - 9
		\$	354.50	Visa	Adult Non-Fiction DVD's - 16
		\$	513.74	Baker & Taylor Inc.	Adult Audiobooks - 26
		\$	35.35	Baker & Taylor Inc.	YA Audiobooks - 2
		\$	9.99	Midwest Tape	Replacement Audiobook CD
	TOTAL	\$	1,502.13		
151-512-51-5-23-10	CLEANING SERVICE	\$	1,150.00	Reliable Cleaning Serv.	Cleaning Service
151-512-51-5-22-10	FUEL	\$	82.17	Wis. Gas	Fuel
	ELECTRIC	\$	1,166.73	Wisc.Electric	Electric
151-510-51-5-30-20	COMMUNICATIONS	\$	(6.97)	MCFLS	TNS Holds Calls - Erate Rebate
151-510-51-5-30-15	POSTAGE	\$	3.48	Visa	Postage
		\$	97.20	MCFLS	Postage for MCFLS Notices
	TOTAL	\$	100.68		
151-510-51-5-30-10	OFFICE SUPPLIES	\$	193.40	Bubrick's Complete Office	Blue & Orange Dot Labels, White-out, Post It Notes, Pens
		\$	530.94	DEMCO, Inc.	Vistafoil, Book Tape, Headphones & Ear Cushions, DVD Labels "7-Day"
		\$	210.17	MCFLS	MCFLS Forms & Supplies
	TOTAL	\$	934.51		
151-510-51-5-20-35	TECHNICAL SERVICES	\$	64.36	MCFLS	Ecommerce Fee
151-510-51-5-20-40	PRINTING SERVICES	\$	278.75	Xerox Corporation	Base Chg for Sept. & Meter Usage from 08/28/12 - 09/25/12
		\$	255.74	MCFLS	Printer cartridges
	TOTAL	\$	534.49		
151-510-51-5-24-10	EQUIPMENT MAINTENANCE SERVICES	\$	145.00	Closed Circuit Innovations	Monthly Maintenance Fee for Cameras
151-512-51-5-35-10	BUILDING SUPPLIES	\$	120.92	NASSCO, Inc.	Paper Towels, Jumbo Trash Bags, Medium Trash Bags
320-000-576-81-10	BOND PROCEEDS - LIBRARY BUILDING EQUIPMENT	\$	13,792.80	Demco, Inc.	Community Room Chairs, Book Trucks, Magazine Display Boxes & Shelving
	GRAND TOTAL	\$	24,763.86		

# Brown Deer Library 2012 Materials Budget

	MD FIC	MD NF	KH FIC	KH NF	Child.	YA	PB	Ref.	WPLC	AUT Yrs	TOTALS
Jan.	1699.63		727.12	1029.4	1286.64	391.61	164.49	31.97	1281	127.25	6739.11
Feb.	826.19	1068.39	743.75	569.92	901.57	291.51	150.22	67.81		259.53	4878.89
March	765.72	882.78	281.96	229.34	383.6	315.63	216.06	4211.98		286.49	7573.56
April	663.18	723.05	760.31	758.96	1243.53	21.69	244.36	131.01		532.43	5078.52
May	553.14	770.78	643.03	712.01	540.05	258.73	162.84	114.48		219.92	3974.98
June	652.78	651.82	626.71	683.94	817.4	9.02	181	157.04		237.19	4016.9
July	396.53	726.14	851.75	557.64	486.04	0	73.31	2073.24		203.77	5368.42
Aug.	762.9	703.94	875.77	611.33	404.97	288.77	181.66	361.98		368.73	4560.05
Sept.	122.65	60.62	637.24	595.98	603.23	32.73	149.22			182.02	2383.69
Oct.	605.95	827.93	1029.5	752.41	633.92	567.8	198.29	121.4		439.84	5177.04
Nov.											0
Dec.											0
Spent:	7048.67	6415.45	7177.14	6500.93	7300.95	2177.49	1721.45	7270.91	1281	2857.17	49751.16
<b>Total Budget Amount (Books)</b>											<b>\$48,574</b>

	DVD Ent.	DVD NF	CD Music	Audio Bks	J/YA DVD	J CD/BOT	YA CD/BOT	TOTALS
Jan.	133.93		271.62	19.98		107.68		533.21
Feb.	601.41	424.9	205.52	272.96	444.67	6.53	27.18	1983.17
March	304.81	41.98	227.6	101.14	115.92		16.31	807.76
April	415.26	301.01	216.62	292.7	95.78			1321.37
May	412.86		70.53	77.6	69.46	16.31		646.76
June	456.19	21.93	238.52	333.84	123.14	39.04		1212.66
July	511.76	374.01		40.74	110.15			1036.66
Aug.	136.53	31.85	406.88		53.93			629.19
Sept.	480.58		194.25		108.67	9.99		793.49
Oct.	473.21	354.5		523.73	115.34		35.35	1502.13
Nov.								0
Dec.								0
Spent:	3926.54	1550.18	1831.54	1662.69	1237.06	179.55	78.84	10466.4
<b>Total Budget Amount (AV)</b>								<b>\$11,000</b>

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

11/06/2012 08:33 AM  
 User: hudsonsu  
 DB: Brown Deer

PERIOD ENDING 09/30/2012

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCREASE (DECREASE)	END BALANCE 09/30/2012 NORMAL (ABNORMAL)	2012 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDRG USED
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Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES	General Property Taxes	0.00	385,346.00	385,346.00	0.00	100.00
151-000-11-4-00-10						
Total Dept 000-11-TAXES		0.00	385,346.00	385,346.00	0.00	100.00

Dept 000-35-STATE GRANTS	Grants-Library	0.00	0.00	0.00	0.00	0.00
151-000-35-4-70-10						
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	462.30	4,982.73	3,500.00	(1,482.73)	142.36
151-000-67-4-10-20	Library-Fines	1,257.78	16,691.66	21,000.00	4,308.34	79.48
151-000-67-4-10-30	Sale of Materials	30.50	732.10	2,000.00	1,267.90	36.61
151-000-67-4-10-40	Lost Material Charges	35.50	1,189.39	10,000.00	8,810.61	11.89
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		1,786.08	23,595.88	36,500.00	12,904.12	64.65

Dept 000-73-INTERGOVERNMENTAL CHARGES	MCFIS-Reciprocal Borrowing	0.00	128,072.00	127,851.00	(221.00)	100.17
151-000-73-4-60-10						
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	128,072.00	127,851.00	(221.00)	100.17

Dept 000-81-INTEREST INCOME	Investment Interest	238.00	2,030.00	5,000.00	2,970.00	40.60
151-000-81-4-00-10						
Total Dept 000-81-INTEREST INCOME		238.00	2,030.00	5,000.00	2,970.00	40.60

Dept 000-84-INSURANCE RECOVERIES	Insurance Recovery-Prop Damage	0.00	0.00	24,000.00	24,000.00	0.00
151-000-84-4-00-50						
Total Dept 000-84-INSURANCE RECOVERIES		0.00	0.00	24,000.00	24,000.00	0.00

Dept 000-85-DONATIONS	Donations - Library	59.00	4,124.92	0.00	(4,124.92)	100.00
151-000-85-4-50-10						
Total Dept 000-85-DONATIONS		59.00	4,124.92	0.00	(4,124.92)	100.00

Dept 000-93-TRANSFER FROM RESERVES	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00
151-000-93-4-00-10						
Total Dept 000-93-TRANSFER FROM RESERVES		0.00	0.00	0.00	0.00	0.00

TOTAL Revenues		2,083.08	543,168.80	578,697.00	35,528.20	93.86
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Expenditures

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

PERIOD ENDING 09/30/2012

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCREASE (DECREASE)	END BALANCE 09/30/2012 NORMAL (ABNORMAL)	2012 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDCR USED
Fund 151 - Library Fund						
Expenditures						
Total Dept 999-01-PAYROLL CLEARING		0.00	0.00	0.00	0.00	0.00
Dept 999-02						
151-999-02-5-15-10 WRS General Union Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-02		0.00	0.00	0.00	0.00	0.00
Dept 999-03						
151-999-03-5-15-10 Protective w/SS Union Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-03		0.00	0.00	0.00	0.00	0.00
Dept 999-04						
151-999-04-5-15-10 Protective w/SS NonUnion Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-04		0.00	0.00	0.00	0.00	0.00
Dept 999-05						
151-999-05-5-15-20 HRA Employer Contribution Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-05		0.00	0.00	0.00	0.00	0.00
Dept 999-06						
151-999-06-5-15-20 Health Insurance Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-06		0.00	0.00	0.00	0.00	0.00
Dept 999-07						
151-999-07-5-15-20 Dental Insurance Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-07		0.00	0.00	0.00	0.00	0.00
Dept 999-08						
151-999-08-5-15-20 Life Insurance 125 Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-08		0.00	0.00	0.00	0.00	0.00
Dept 999-09						
151-999-09-5-15-20 Life Insurance Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-09		0.00	0.00	0.00	0.00	0.00
Dept 999-10						
151-999-10-5-15-15 FICA Clearing		0.00	0.00	0.00	0.00	0.00
Total Dept 999-10		0.00	0.00	0.00	0.00	0.00