

**LIBRARY BOARD MEETING**  
**Wednesday, April 22, 2015**  
**Library Community Room, 5:00 P.M.**



**PLEASE TAKE NOTICE** that a meeting of the Brown Deer Library Board will be held in the Community Room at the Brown Deer Library, 5600 West Bradley Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes: March 9, 2015
- IV. Unfinished Business
  - a. Library logo review and selection
- V. Report of Library Director
  - a. Director's Report
  - b. Usage Report
  - c. Revenue/Expense Report
- VI. New Business
  - a. Consideration of Vouchers: March 2015
  - b. Review and approval of revised Procedures
    - i. VI Circulation/Loan
    - ii. VI b Fines and Charges
  - c. Basement flooding review of events and next steps
  - d. Village Municipal Facility Study
- 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  
April 14, 2015

**PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE LIBRARY AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING.**

**BROWN DEER LIBRARY BOARD**  
**March 9, 2015 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 W. Jabas at 5:00 P.M.

**I. Roll Call**

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

**II. Persons Desiring to be Heard**

None.

**III. Consideration of Minutes:**

- a. February 10, 2015 – Regular Meeting

*It was moved by E. Bennett and seconded by S. Snyder to approve the minutes of the February 10, 2015 regular meeting. The motion carried unanimously.*

**IV. Unfinished Business**

- a. Review and approval of Brown Deer Library Policy Manual Appendix J

The Director shared the newly-created Library Policy Manual Appendix J that covers use of the street sign message board. W. Jabas noted that a section of the appendix includes a policy for use of the library's display case as well.

*It was moved by S. Snyder and seconded by W. Jabas to approve the addition Brown Deer Library Policy Manual J. The motion carried unanimously.*

- b. The Director informed the Board that he is awaiting formal adoption of the MCFLS Guidelines for Use of Patron Data by the MCFLS Board before drafting a local policy that may adopt those guidelines in whole or part. The matter was tabled.

**V. Report of Library Director**

- a. Director's Report

The Director highlighted the March change to a new cleaning vendor that claims to offer same service at a lower monthly cost. He said that the new vendor has had a very professional presentation and good communication thus far. W. Jabas inquired if there was a penalty for cancelling the current contract. The Director said that there is no fee, as the contract was terminated at the one year anniversary.

W. Jabas expressed appreciation for the level of detail found in the Librarian's reports. W. Jabas asked if there should be any discussion of the Director's report remarks regarding current level of repair costs. The Director said that his 2015 budget was too lean in that area and he will carefully review all accounts with unpredictable expenditures for the 2016 budget.

E. Bennett inquired about the Director's progress on contacting Modus and BDHS for logo designs. The Director said he has a meeting with Modus scheduled for this week but has not yet contacted BDHS. S. Snyder said she has given the design instructor at BDHS a heads-up about this.

- b. Usage Report

W. Jabas noted that visits are up compared to last year.

- c. Revenue/Expense Report

There was no discussion on this topic.

## VI. New Business

### a. Consideration of Vouchers: February 2015

W. Jabas observed that the February bills are very high for one month, and inquired about the \$12,278 charge by MCFLS described as 'software maintenance'. The Director said this is a standard annual charge for BDPL use of the CountyCat system. He then described the nature of other amounts that exceeded \$1000 this month, including a standard annual charge for database subscriptions and ebook access. E. Bennett noted that the electric service charge is high. The Director said this is not unexpected for a winter month.

*It was moved by S. Snyder and seconded by E. Bennett to approve the payment of the February 2015 vouchers. The motion carried unanimously.*

### b. Discussion of BDPL and DPI Annual Reports

The Director described the DPI Annual Report as an annual document required by the state and needing the signature of the Board President. He said it contains basic usage and statistical information. President Lutz will be asked to sign on her return to the area. The Director pointed out the BDPL Annual Report as something that hasn't been done for many years but a useful document to be able to share with the community. He said it looks nice printed on a legal size sheet of paper. W. Jabas more fully clarified the difference between the two reports for those in attendance. No formal approval was requested for either report beyond the President's signature.

## VII. Report of Friends of the Library

W. Jabas noted that there is a Friends-sponsored program at the library on Saturday March 14 that includes birds from the Audubon Nature Center. Also this week is the quarterly Friends meeting on March 12 at 7PM in the Library's Community Room.

## VIII. Adjournment

**Next meeting: The Director will send a scheduling request as there are several conflicts with the regular meeting.** *It was moved by E. Bennett and seconded by W. Jabas to adjourn at 5:22 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director  
March 10, 2015

# Brown Deer Public Library - Director's Report

## March 2015

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### Facility

- JM Remodeling and Construction (Brown Deer) has been recruited to provide design and cost study documents for the submitted 2015-2017 Workroom Remodel and RFID CIP projects. Telephone and in-person meetings were conducted to define the scope of work and deliverables.

### Meetings & Training

- 3/3 Department Heads
- 3/5 MCFLS LDAC
- 3/9 BDPL Board
- 3/10 BDPL Monthly Staff Meeting
- 3/12 BDPL Friends
- 3/16 BD Trustees
- 3/17 Department Heads
- 3/20 WI Joint Finance
- 3/23 Meeting w/ Michael Hall re: 2016-2019 Library remodel CIPs
- 3/25 FMLA webinar
- 3/26 Bradley Crossing Neighborhood Assn
- 3/26 Remod/RFID CIP planning discussion

### Marketing/Communication/Outreach/PR

- Assisted *Our Brown Deer Magazine* publisher with drafting content for 60<sup>th</sup> Anniversary of Village piece

### Staff

- New LA Denise Wadzinski started 3/9

### Miscellaneous

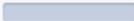
- Attended Bradley Crossing Neighborhood Association meeting on 3/26 to share info about upcoming programs and recruit participants for the Strategic Plan
- A monthly Afternoon After School Gaming program was started by the Children's Librarian and Librarian Intern to help address a need to provide structured activity for kids that reduces disruption in the reading room. It has been popular and had the intended effect thus far.
- Modus Design and Brown Deer HS have been contacted to provide logos for consideration with an April 10<sup>th</sup> deadline for submission. The BDHS graphics instructor has decided to make this a class assignment.

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## Children's / Young Adult Services

### From Dana's monthly report

Using the new "Insights" feature on Facebook, we can now track trends with what Facebook posts get the most response and views from users. We can also compare views/likes with other libraries. Over the last three weeks, the Brown Deer Library's Facebook page has consistently either matched or surpassed the views/likes the Milwaukee Public Library's Facebook page has gotten, which is amazing since they have over 5,600 followers. We have consistently surpassed the views/likes of nearby libraries, including the North Shore, Shorewood, Whitefish Bay, West Allis, and Wauwatosa libraries.

Page		Messages	Notifications	Insights	Posts	Export	Settings	Help ▾
Overview		Likes	Reach	Visits	Posts	People		
<a href="#">Add Pages</a>		Likes, Comments & Shares						
Page	Total Page Likes	New Page Likes	Posts This Week	Engagement This Week				
1  Milwaukee Public Library	5.5K 	▲0.2% from last week	13	61 				
2  Shorewood Public Library	675 	▲0.6% from last week	7	28 				
3  Whitefish Bay Public Lib...	609 	0% from last week	7	43 				
4  West Allis Public Library	387 	▲0.5% from last week	21	16 				
5  North Shore Library	356 	0% from last week	2	4 				
6  Wauwatosa Public Library	343 	▲0.3% from last week	2	7 				
7  Brown Deer Public Library	314 	▲0.6% from last week	12	63 				
8  Mill Road Library	20 	0% from last week	0	0 				

I've already been receiving very positive feedback from the parents who signed their child up for the 1000 Books Before Kindergarten program. Several have told me that not only has their child's attention span grown, their vocabulary is accelerating at a much faster rate than it had been before they began the program, as well as their memory retention. We're up to 43 signups, and several children have already passed their 300-book milestone.

Our Children's Garden Tea Party is on Wednesday April 8<sup>th</sup>, and I've begun to prepare for it. I have a volunteer who has been coming in solely to help make some of the decorations and props for games.

**Programs:**

- 88 attendees at Audubon program, all display books checked out
- Story Time sessions, 8 total, 26 participants average
- Movie Nights, 1 teen evening with 4 participants, 1 children's evening with 57 participants
- Lego Club, 1 evenings, 15 participants total
- Afternoon After-School Gaming, 2 afternoons, 15 participants average

**Meetings & Training**

- Webinar "Signature Events for Small Libraries", a 'show and tell' of library fundraisers.

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# Adult Services

## Programs:

- 3/5 Movies for Adults—The Hundred Foot Journey. 26 attended.
- 3/18 Adult Book Club—Where'd You Go Bernadette? 14 attended.
- 3/23 DeClutter Today for a Carefree Tomorrow with Kathi Miller, a repeat of a very popular program offered several years ago. 37 attended.
- Ebook appointments have tapered off despite continued marketing.

## Meetings & Training

- 3/10 Monthly Staff Meeting

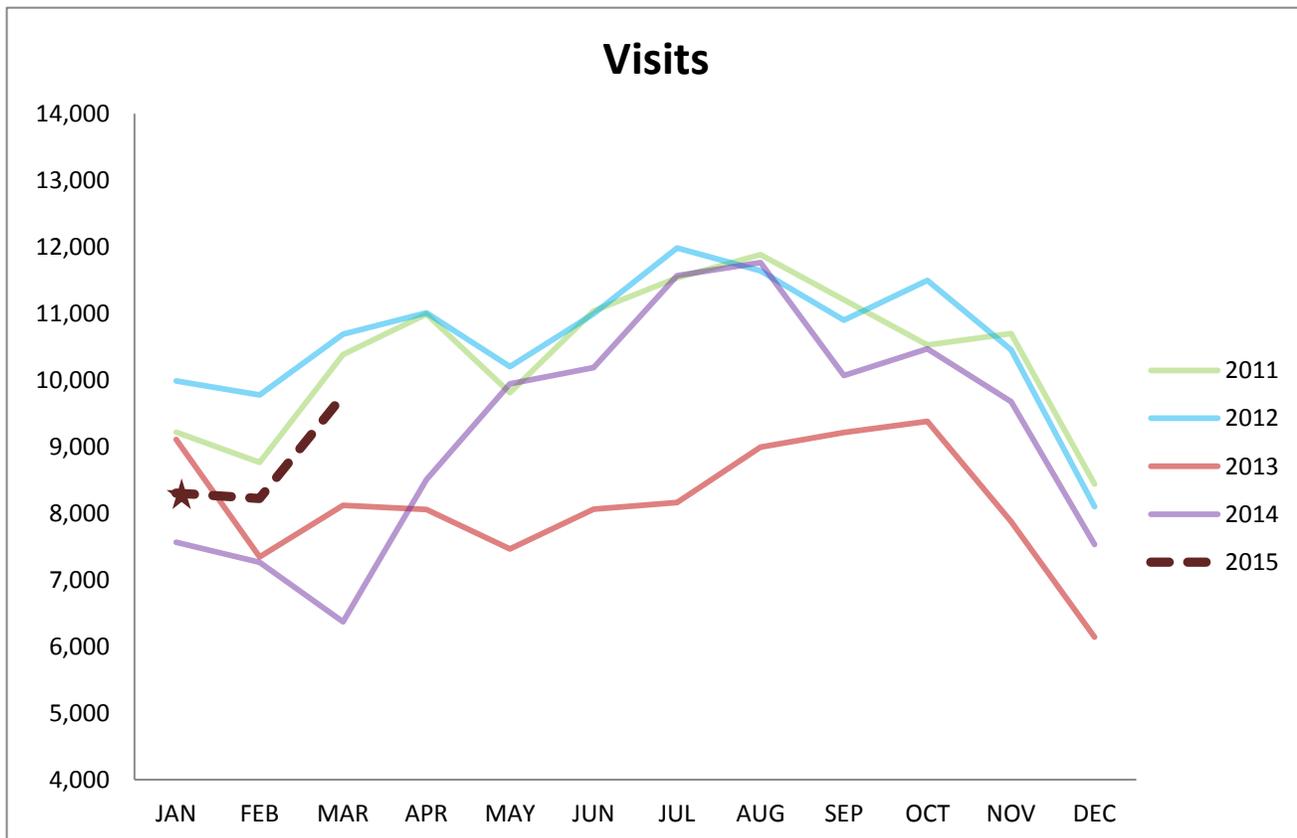
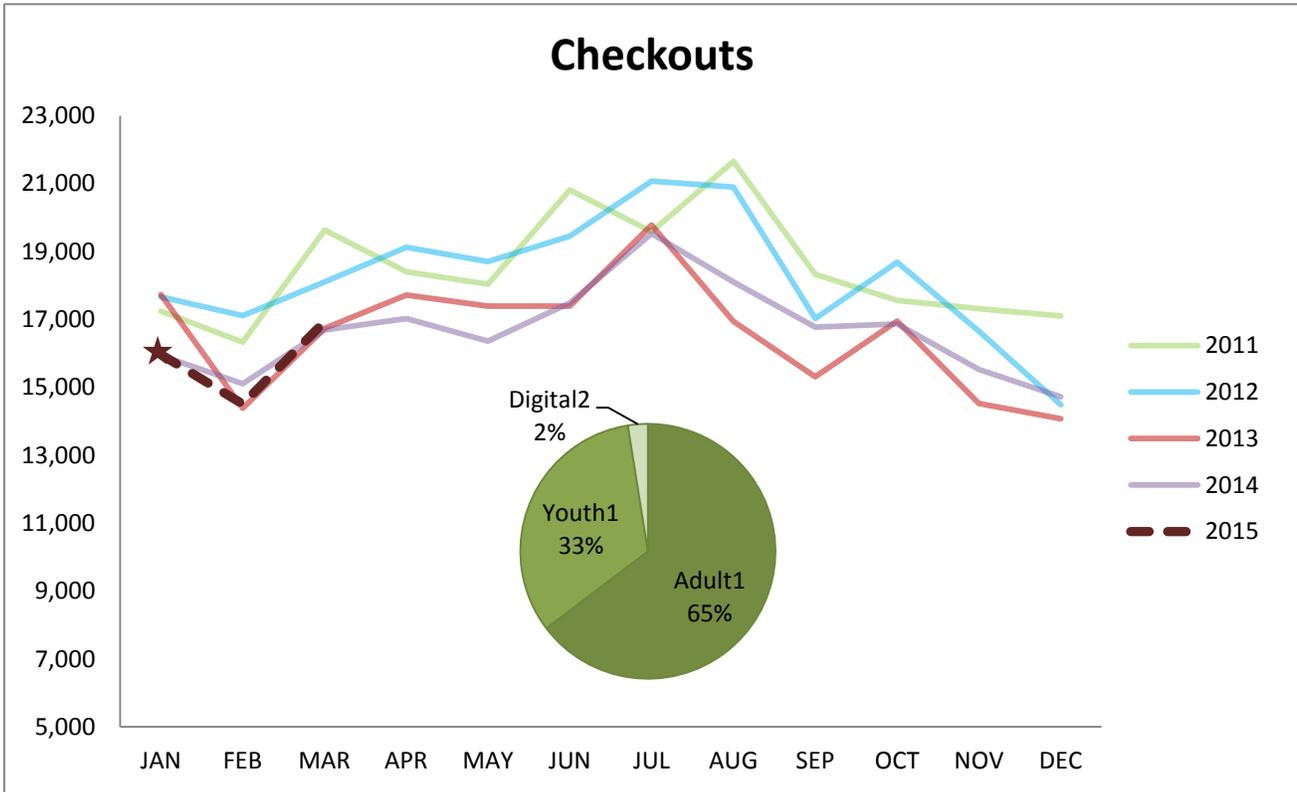
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## MCFLS / Other

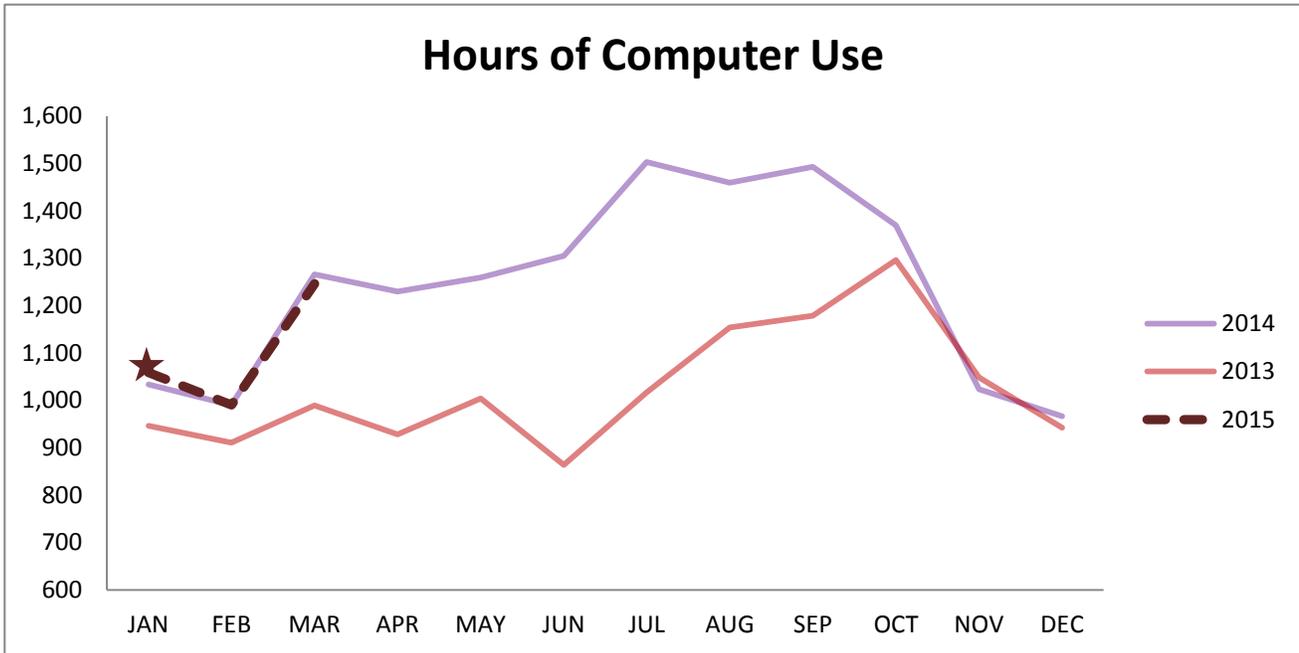
Highlights from the 4/2/15 meeting of the MCFLS LDAC:

- Steve Hesel is quickly firming up 4 continuing education sessions for MCFLS staff in cooperation with WCFLS. The sessions were programmed based partly on feedback Steve received from a staff survey. One of the sessions is a Library Director's Retreat for combined MCFLS and WCFLS Directors. This is an innovative idea and MCFLS Directors are enthusiastic about it.
- Zinio digital magazines will be renewed for another year after review of competitor products. Title offerings will be realigned based on use, keeping popular titles and switching out less popular ones. Member libraries will see a slight cost reduction as West Allis has committed to be a participant.
- Bruce reviewed the final MCFLS Strategic Planning Day agenda, to be held 4/8. He expects all Directors will attend, and has received attendance confirmations from several MCFLS Board representatives. Planning activities will span a full day, be presented by Bruce Smith of WILS, and will result in a draft plan to be shared back to MCFLS Board and LDAC.
- Bruce briefly mentioned the DPI's recent announcement that the final COLAND Strategic Vision report has been submitted to Superintendent Evers. Bruce does not expect that it will not immediately affect library systems, as the next steps include establishment of several process study workgroups to meet and submit detailed recommendations through June 2017.

# Brown Deer Library Monthly Usage Report



# Brown Deer Library Monthly Usage Report



	<b>Reserves/Holds</b>			
	Staff assisted holds <sup>1</sup>	% change from last year	Holds Sent from BD <sup>8</sup>	% change from last year
JAN	438	-2%	2,252	33%
FEB	414	8%	1,531	1%
MAR	462	0%	1,781	10%
APR		-		-
MAY		-		-
JUN		-		-
JUL		-		-
AUG		-		-
SEP		-		-
OCT		-		-
NOV		-		-
DEC		-		-
<b>TOTAL</b>	<b>1,314</b>		<b>5,564</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	change from last year	Notes
JAN	2	70	0	0	70	-39%	
FEB	11	304	3	47	351	88%	CD art c
MAR	14	322	5	79	401	93%	Gaming-
APR					0	-	
MAY					0	-	
JUN					0	-	
JUL					0	-	
AUG					0	-	
SEP					0	-	
OCT					0	-	
NOV					0	-	
DEC					0	-	
<b>TOTAL</b>	<b>27</b>	<b>696</b>	<b>8</b>	<b>126</b>	<b>822</b>		

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

**CIRCULATION**

	2015				2014			
	ADULT	YOUTH	DIGITAL	TOTAL	ADULT	YOUTH	DIGITAL	TOTAL
JAN.	10,695	4,883	391	15,969	10,789	4,802	347	15,938
FEB.	9,314	4,841	354	14,509	9,983	4,799	320	15,102
MARCH	10,648	5,833	447	16,928	10,843	5,535	309	16,687
APRIL	0	0	0	#N/A	10,683	5,360	982	17,025
MAY	0	0	0	#N/A	10,652	5,383	328	16,363
JUNE	0	0	0	#N/A	10,815	6,334	341	17,490
JULY	0	0	0	#N/A	12,251	6,946	333	19,530
AUGUST	0	0	0	#N/A	11,550	6,194	363	18,107
SEPT.	0	0	0	#N/A	10,970	5,456	351	16,777
OCT.	0	0	0	#N/A	11,061	5,372	431	16,864
NOV.	0	0	0	#N/A	9,638	5,493	392	15,523
DEC.	0	0	0	#N/A	9,760	4,604	353	14,717
<b>TOTAL</b>	<b>30,657</b>	<b>15,557</b>	<b>1,192</b>	<b>47,406</b>	<b>128,995</b>	<b>66,278</b>	<b>4,850</b>	<b>200,123</b>

**RESERVES/HOLDS**

	2015	2014	Paging slips '15	Paging slips '14
	Jan.	438	447	2,252
Feb.	414	383	1,531	1,522
Mar.	462	463	1,781	1,612
April	0	481	0	1,453
May	0	429	0	1,490
June	0	508	0	1,538
July	0	514	0	1,389
Aug.	0	459	0	1,482
Sept.	0	519	0	1,703
Oct.	0	428	0	1,468
Nov.	0	337	0	1,277
Dec.	0	330	0	1,904
<b>Total:</b>	<b>1,314</b>	<b>5,298</b>	<b>5,564</b>	<b>18,528</b>

**COMPUTER USE**

	2015			2014
	Hours used	% of Capacity	% hours used vs. last year	Hours used
JAN.	1,059	38%	2.5%	1,034
FEB.	990	43%	0.0%	990
MARCH	1,246	50%	-1.6%	1,266
APRIL	#N/A	-	#N/A	1,230
MAY	#N/A	-	#N/A	1,259
JUNE	#N/A	-	#N/A	1,305
JULY	#N/A	-	#N/A	1,503
AUGUST	#N/A	-	#N/A	1,459
SEPT.	#N/A	-	#N/A	1,493
OCT.	#N/A	-	#N/A	1,370
NOV.	#N/A	-	#N/A	1,023
DEC.	#N/A	-	#N/A	967
<b>TOTAL</b>	<b>#N/A</b>			<b>14,899</b>

**PROGRAMS**

	2015				2014	
	Juv/YA Prog	Juv/YA Attend	Adult Prog	Adult Attend	2015 Total	2014 Total
	2	70	0	0	70	115
	11	304	3	47	351	187
	14	322	5	79	401	208
	0	0	0	0	0	123
	0	0	0	0	0	99
	0	0	0	0	0	391
	0	0	0	0	0	459
	0	0	0	0	0	406
	0	0	0	0	0	109
	0	0	0	0	0	345
	0	0	0	0	0	207
	0	0	0	0	0	220
<b>TOTAL</b>	<b>27</b>	<b>696</b>	<b>8</b>	<b>126</b>	<b>822</b>	<b>2,869</b>

**BUILDING USE**

2015	2014
8,300	7,565
8,221	7,264
9,762	6,370
0	8,506
0	9,943
0	10,189
0	11,570
0	11,766
0	10,067
0	**10467
0	9,675
0	7,532
<b>26,283</b>	<b>110,914</b>

\*\* Avg of last 3 Octs-

User: BRIAN

DB: Brown Deer

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015 AMENDED BUDGET	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
		MONTH 03/31/2015	YTD BALANCE 03/31/2015			
		INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 151 - Library Fund						
Revenues						
Dept 000-11-TAXES						
151-000-11-4-00-10	General Property Taxes	0.00	288,346.13	385,346.00	96,999.87	74.83
Total Dept 000-11-TAXES		0.00	288,346.13	385,346.00	96,999.87	74.83
Dept 000-67-PARKS & CULTURE/RECREATION						
151-000-67-4-10-10	Photocopies	616.49	1,462.04	5,500.00	4,037.96	26.58
151-000-67-4-10-20	Library-Fines	1,178.36	2,829.31	15,000.00	12,170.69	18.86
151-000-67-4-10-30	Sale of Materials	116.25	188.97	900.00	711.03	21.00
151-000-67-4-10-40	Lost Material Charges	125.70	215.70	1,500.00	1,284.30	14.38
151-000-67-4-10-90	Miscellaneous Charges	377.00	832.00	2,000.00	1,168.00	41.60
Total Dept 000-67-PARKS & CULTURE/RECREATION		2,413.80	5,528.02	24,900.00	19,371.98	22.20
Dept 000-73-INTERGOVERNMENTAL CHARGES						
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	97,010.00	97,010.00	96,852.00	(158.00)	100.16
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		97,010.00	97,010.00	96,852.00	(158.00)	100.16
Dept 000-81-INTEREST INCOME						
151-000-81-4-00-10	Investment Interest	0.00	142.00	2,500.00	2,358.00	5.68
Total Dept 000-81-INTEREST INCOME		0.00	142.00	2,500.00	2,358.00	5.68
Dept 000-82-MISCELLANEOUS REVENUE						
151-000-82-4-00-10	Rent Income	2,750.00	8,250.00	33,000.00	24,750.00	25.00
Total Dept 000-82-MISCELLANEOUS REVENUE		2,750.00	8,250.00	33,000.00	24,750.00	25.00
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	0.00	6,179.73	8,000.00	1,820.27	77.25
Total Dept 000-85-DONATIONS		0.00	6,179.73	8,000.00	1,820.27	77.25
TOTAL Revenues		102,173.80	405,455.88	550,598.00	145,142.12	73.64
Expenditures						
Dept 510-51-92400						
151-510-51-5-10-10	Salaries/Wages	22,600.37	59,434.85	300,789.00	241,354.15	19.76
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	1,335.27	3,478.24	18,008.00	14,529.76	19.31
151-510-51-5-15-15	FICA	1,656.63	4,359.70	23,011.00	18,651.30	18.95
151-510-51-5-15-20	Group Insurance	4,098.63	12,295.89	51,527.00	39,231.11	23.86

User: BRIAN

DB: Brown Deer

PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2015 AMENDED BUDGET	AVAILABLE		% BGD USED
		MONTH 03/31/2015	YTD BALANCE 03/31/2015		BALANCE	(ABNORMAL)	
		INCREASE (DECREASE)	NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 151 - Library Fund							
Expenditures							
151-510-51-5-15-25	Workers Comp Insurance	0.00	0.00	0.00		0.00	0.00
151-510-51-5-20-35	Technical Services	0.00	1,874.00	3,500.00		1,626.00	53.54
151-510-51-5-20-40	Printing Services	468.65	884.94	3,500.00		2,615.06	25.28
151-510-51-5-24-10	Equipment Maintenance Services	0.00	14,296.45	20,000.00		5,703.55	71.48
151-510-51-5-30-10	Office Supplies, Equip & Exp	830.34	1,056.14	4,500.00		3,443.86	23.47
151-510-51-5-30-15	Postage & Mailing	0.00	0.00	380.00		380.00	0.00
151-510-51-5-30-20	Communications	19.83	55.05	300.00		244.95	18.35
151-510-51-5-45-10	Professional Memberships	0.00	183.00	500.00		317.00	36.60
151-510-51-5-45-20	Professional Publications	0.00	0.00	0.00		0.00	0.00
151-510-51-5-45-30	Professional Training	0.00	76.10	730.00		653.90	10.42
151-510-51-5-45-40	Mileage Reimbursement	0.00	0.00	200.00		200.00	0.00
Total Dept 510-51-92400		31,009.72	97,994.36	426,945.00		328,950.64	22.95
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	66.19	622.99	4,100.00		3,477.01	15.19
151-511-51-5-38-10	Periodicals	415.48	2,187.51	5,500.00		3,312.49	39.77
151-511-51-5-38-15	Books	4,790.46	12,061.93	42,000.00		29,938.07	28.72
151-511-51-5-38-20	Audio/Visual	2,521.70	3,934.11	11,000.00		7,065.89	35.76
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	475.36	2,985.23	8,000.00		5,014.77	37.32
151-511-51-5-38-40	Library Programming	403.33	461.02	750.00		288.98	61.47
Total Dept 511-51		8,672.52	22,252.79	71,350.00		49,097.21	31.19
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	1,928.87	4,124.15	17,000.00		12,875.85	24.26
151-512-51-5-22-20	Sewer/Water Services	178.49	178.49	600.00		421.51	29.75
151-512-51-5-23-10	Cleaning Services	0.00	2,730.00	11,500.00		8,770.00	23.74
151-512-51-5-23-15	Building Maint/Repair Services	1,373.94	6,456.38	6,500.00		43.62	99.33
151-512-51-5-35-10	Building Supplies	144.05	367.57	1,200.00		832.43	30.63
Total Dept 512-51		3,625.35	13,856.59	36,800.00		22,943.41	37.65
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		43,307.59	134,103.74	535,095.00		400,991.26	25.06
Fund 151 - Library Fund:							
TOTAL REVENUES		102,173.80	405,455.88	550,598.00		145,142.12	73.64
TOTAL EXPENDITURES		43,307.59	134,103.74	535,095.00		400,991.26	25.06
NET OF REVENUES & EXPENDITURES		58,866.21	271,352.14	15,503.00		(255,849.14)	1,750.32

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER

POST DATES 03/01/2015 - 03/31/2015

JOURNALIZED

BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Chk Date	Amount
Fund 151 Library Fund					
Dept 510-51 92400					
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE-FEB 2015	3/27/2015	416.03
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	PERIODIC PAYMENT	3/27/2015	52.62
151-510-51-5-30-10	Office Supplies, Equip & Exp	DEMCO	COLOR CODING LABELS, BOOK TAPE	3/13/2015	197.77
151-510-51-5-30-10	Office Supplies, Equip & Exp	MILW CO FEDERATED LIBRARY SYS	MCFLS FORMS, TECHNICAL ASSISTANCE	3/13/2015	196
151-510-51-5-30-10	Office Supplies, Equip & Exp	COMPLETE OFFICE OF WISCONSIN	SHARPIES, FOLDERS	3/27/2015	85.41
151-510-51-5-30-10	Office Supplies, Equip & Exp	COMPLETE OFFICE OF WISCONSIN	BOOK LABELS, DATE DUE LABELS	3/27/2015	91.29
151-510-51-5-30-10	Office Supplies, Equip & Exp	COMPLETE OFFICE OF WISCONSIN	SHEET PROTECTORS	3/27/2015	17.84
151-510-51-5-30-20	Communications	AT & T	SERVICE	3/13/2015	19.83
			Total For Dept 510-51 92400		1,076.79
Dept 511-51					
151-511-51-5-38-10	Periodicals	CHICAGO TRIBUNE	ANNUAL RENEWAL	3/27/2015	415.48
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/6/2015	4.05
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	3/6/2015	64.79
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	3/6/2015	50.79
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/6/2015	3.47
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	3/6/2015	10.7
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	3/6/2015	42.27
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/6/2015	18.04
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/6/2015	11.59
151-511-51-5-38-15	Books	BAKER & TAYLOR	9 BOOKS	3/6/2015	34.67
151-511-51-5-38-15	Books	BAKER & TAYLOR	5 BOOKS	3/6/2015	49.25
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/6/2015	12.16
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/6/2015	7.96
151-511-51-5-38-15	Books	BAKER & TAYLOR	7 BOOKS	3/6/2015	75.95
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/6/2015	24.54
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/6/2015	9.55
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/6/2015	14.84
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/6/2015	13.81
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/6/2015	28.65
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/6/2015	15.37
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/6/2015	20.88
151-511-51-5-38-15	Books	BAKER & TAYLOR	22 BOOKS	3/6/2015	309.87
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOK	3/13/2015	4.54
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	3/13/2015	16.87
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	44 BOOKS	3/13/2015	235.89

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER

POST DATES 03/01/2015 - 03/31/2015

JOURNALIZED

BOTH OPEN AND PAID

151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	3/27/2015	44.21
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	3/27/2015	84.91
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/27/2015	24.17
151-511-51-5-38-15	Books	BAKER & TAYLOR	8 BOOKS	3/27/2015	110.91
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/27/2015	9.83
151-511-51-5-38-15	Books	BAKER & TAYLOR	31 BOOKS	3/27/2015	277.65
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/27/2015	14.31
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	3/27/2015	55.45
151-511-51-5-38-15	Books	BAKER & TAYLOR	4 BOOKS	3/27/2015	55.67
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/27/2015	9.83
151-511-51-5-38-15	Books	BAKER & TAYLOR	10 BOOKS	3/27/2015	143.76
151-511-51-5-38-15	Books	BAKER & TAYLOR	6 BOOKS	3/27/2015	78.74
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/27/2015	6.94
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/27/2015	9
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	3/27/2015	6.9
151-511-51-5-38-15	Books	BAKER & TAYLOR	2 BOOKS	3/27/2015	4.62
151-511-51-5-38-15	Books	BAKER & TAYLOR	3 BOOKS	3/27/2015	32.98
151-511-51-5-38-15	Books	BAKER & TAYLOR	1 BOOK	3/27/2015	15.93
151-511-51-5-38-15	Books	BAKER & TAYLOR	25 BOOKS	3/27/2015	334.83
151-511-51-5-38-15	Books	BAKER & TAYLOR	20 BOOKS	3/27/2015	275.05
151-511-51-5-38-15	Books	BAKER & TAYLOR	11 BOOKS	3/27/2015	90.6
151-511-51-5-38-15	Books	BAKER & TAYLOR	12 BOOKS	3/27/2015	142.61
151-511-51-5-38-15	Books	BAKER & TAYLOR	35 BOOKS	3/27/2015	305.57
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	3/6/2015	16.31
151-511-51-5-38-20	Audio/Visual	SYNCB/AMAZON	DVD'S, ERGOTRON WORKFIT-SINGLE LD, CPU HOLDE	3/6/2015	1,008.99
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	CD'S	3/27/2015	26.04
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	6 BOOKS	3/6/2015	24.87
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	3 BOOKS	3/6/2015	11.13
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	33 BOOKS	3/6/2015	149.43
151-511-51-5-38-30	Donation Expenditures	DEMCO	BOOK SHELVES-MEDIA	3/27/2015	289.93
151-511-51-5-38-40	Library Programming	MILLER, KATHIE	ADULT PROGRAM-MARCH 23	3/23/2015	125
			Total For Dept 511-51		5,282.15
Dept 512-51					
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	3/6/2015	1,407.82
151-512-51-5-22-10	Natural Gas/Electric Service	WE ENERGIES	SERVICE	3/6/2015	521.05
151-512-51-5-23-15	Building Maint/Repair Services	ITU ABSORBTECH INC	MAT SERVICE-FEBRUARY	3/27/2015	180.13
151-512-51-5-35-10	Building Supplies	NASSCO INC	PAPER TOWELS	3/13/2015	57.78
			Total For Dept 512-51		3,301.58
			Total For Fund 151 Library Fund		9,660.52

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER

POST DATES 03/01/2015 - 03/31/2015

JOURNALIZED

BOTH OPEN AND PAID

Fund 320 Capital Improvement Project Fund

Dept 000-76					
320-000-76-5-81-10	Library Equipment	SYNCB/AMAZON	DVD'S, ERGOTRON WORKFIT-SINGLE LD, CPU HOLDE	3/6/2015	558.01
320-000-76-5-81-10	Library Equipment	MILW CO FEDERATED LIBRARY SYS	MCFLS FORMS, TECHNICAL ASSISTANCE	3/13/2015	726
320-000-76-5-81-10	Library Equipment	DIGICORP INC	INSTALLATION-MERAKI CLOUD	3/27/2015	2,860.00
			Total For Dept 000-76		7,634.88
			Total For Fund 320 Capital Improvement Project Fund		7,634.88

Fund Totals:

Fund 151 Library Fund	9,660.52
Fund 320 Capital Improvement Project Fund	7,634.88
<b>Total For All Funds:</b>	<b>17,295.40</b>

## VI. Circulation / Loan

Circulation/loan periods and other policies exist to allow the patron sufficient time to fully use the item on loan. Circulation periods also exist to provide for the timely sharing of items in demand from other Library patrons, either by limiting the amount of items loaned or by limiting the period of time for which they may be loaned. In order to encourage timely return of library materials, reasonable fines may be charged for not returning an item within the circulation period.

**Comment [BS1]:** Shortened

### Loan Periods & Overdue Fines

Loan periods, grace periods and overdue fines are determined by the library that owns the item. Therefore, items borrowed from another library are subject to the owning libraries' policies. Loan periods are marked on the receipt issued at the time of checkout.

**Comment [BS2]:** Added

Material type	Loan Period	Renewal	Maximum checked out per card	Grace Period for Brown Deer items	Overdue Fine for Brown Deer items
Books	3 weeks	Yes, two, if not on hold	100	3 days	15¢ per item per day
New Books	7 days	Yes, two, if not on hold	100	3 days	15¢ per item per day
Friend's Books	7 days	No	20	3 days	15¢ per item per day
DVDs	7 days	No	20	No	\$1 per item per day
Periodicals	7 days	No	100	3 days	15¢ per item per day
Music CDs	7 days	No	20	3 days	15¢ per item per day
Audiobooks	3 weeks	Yes	20	3 days	15¢ per item per day
Reference Materials	Not Loanable without special approval from Library Director	n/a	n/a	3 days	Varies

**Comment [BS3]:** Added to bring all info related to borrowing together

## Brown Deer Public Library - Policy Manual

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### **Due Dates**

The due date for each item loaned is printed on the checkout receipt provided to each patron at the completion of the circulation transaction. Due dates are not printed, stamped, or written on the items. Items returned on or before the due date printed on the checkout receipt will not be subject to overdue fees. Multi-part items (media, kits, etc) must have all parts returned on or before the due date to avoid overdue charges.

Staff are not responsible for informing patrons of due dates at the time of checkout beyond provision of the checkout receipt. Awareness of loan periods and due dates is the sole responsibility of the patron.

An item's due date is determined by the library that owns the item, not the library from where it is checked out. Therefore, similar items may have different due dates. The 'Loan Rule' associated with the owning library's item takes precedent over other criteria, including the open/closed hours or backdating policy of the library where the item is returned. For example, an item that is owned by a library that is open on Sundays might be scheduled to come due on a Sunday. The item could be considered overdue if returned to Brown Deer Library on Monday morning before opening, even though the Brown Deer Library is closed on Sundays.

**Comment [BS4]:** Revised for clarity

### **Grace Period**

The Brown Deer library has a grace period of 3 days for all of its items except DVDs. No overdue fine will be charged during the 3 day grace period. Once past the grace period, however, overdue fines are calculated from the original due date printed on the checkout receipt.

Items borrowed from another library are subject to the owning libraries' policies.

**Comment [BS5]:** Moved from Vlb-Fines and Charges, this is a more logical place

### **Renewals**

Loan periods are carefully considered to balance patron demand for, and availability of, library materials. For this reason MCFLS libraries have designed loan and renewal policies that limit an items' period of consecutive exclusive use by the same patron. Materials that have reached their maximum renewals, or cannot be renewed, must be returned to the collection of the owning library before being re-loaned to the patron who most recently borrowed them.

**Comment [BS6]:** Added to address common question

## Brown Deer Public Library - Policy Manual

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### **Interlibrary Loan**

In order to provide for convenient access to local patrons, no items shall be loaned to any Library outside of the MCFLS which have loan periods less than 21 days, and in respect of the reciprocal nature of providing Interlibrary Loan shall any of these items be requested for patrons from other Libraries outside of the MCFLS. Items which are included currently are: New fiction, periodicals, educational or entertainment dvds. Other items may be added to this list as new forms of media arise. A limit of 5 interlibrary loan requests may be submitted by one patron on one business day. Due to special circumstances the Library Director may grant one time exceptions to the daily limits due to a special need on the part of the patron.

Approved 3/1999, revised 11/2013, 8/2014

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## Vlb. Fines & Charges

### Overdue Fines

Entertainment DVDs: \$1 per day

All other items: 15¢ per day

Refer to Policy Manual section VI-Circulation for more detailed information by material type.

Comment [BS1]: Added

### Restriction of Borrowing Privileges

The maximum overdue fine is \$5 per item. A patron's use of library services will be restricted when fees exceed \$5. When fines exceed \$5, restrictions will be lifted with full payment in person at a library, or with partial payment to a balance below \$5 using CountyCat online payment. In order to renew a library card, all fines must be paid in full.

### Grace Period

The Brown Deer library has a grace period of 3 days for all of its items except DVDs. No overdue fine will be charged during the 3 day grace period. Once past the grace period, however, overdue fines are calculated from the original due date printed on the checkout receipt.

Items borrowed from another library are subject to the owning libraries' policies.

Comment [BS2]: Moved to "VI. Circulation / Loan"

### Library Material Replacement Charges

If an item is lost or damaged beyond repair, the replacement charge shall be the actual cost of the item plus a processing fee as reflected on the item record. If the cost is not present in the item record, a cost from Books-In-Print, Baker & Taylor, or Ingram will be used plus the processing fee. If an item is out of print, a default cost will be used.

Library staff will accept a replacement purchased by the patron in lieu of the default cost at the discretion of the Library Director. A patron-purchased replacement must be an exact match to the item being replaced as shown by the ISBN, and if it is in new or like-new condition free of markings or damage. The replacement default cost billed to the patron will then be reduced to the standard processing fee.

Comment [BS3]: Added

The following table indicates default costs [for items without](#) and processing fees:

Item	Default Cost	Processing Fee
Books, hardcover, Adult	\$ <del>23</del> 30	\$5

## Brown Deer Public Library - Policy Manual

Books, hardcover, Children's	<del>\$1317</del>	\$5
Books, softcover, Adult	<del>\$520</del>	\$5
Books, softcover, Children's	<del>\$38</del>	\$5
Board Books	<del>\$49</del>	\$5
DVD	\$1520 (+\$5 for each additional disc in a set)	\$5
Audiobooks	<del>\$2045</del>	\$5
Music CDs	\$1512 (single), \$20 (double)	\$5
CD-ROM	<del>\$15</del>	<del>\$5</del>
Magazine	<del>\$35</del>	\$2
Kits	<del>\$15</del>	<del>\$5</del>

Comment [BDPL4]: No longer offered

Comment [BDPL5]: No longer offered

The following table indicates costs for replacement of missing/damaged processing items:

ITEM	COST
DVD case	\$5
CD case	\$2
DVD / CD Pamphlet (liner notes)	\$5
Barcode missing	\$1
Audiobook cases	\$5
Kit bag	\$3
Minor repairs	The library charges a fee for damaged Brown Deer materials requiring minor repair which can be performed by staff. The exact amount of the fee depends on staff time needed to repair the materials; cost of supplies needed to complete the repair; and length of time the materials will be out of circulation.

### **Refunds**

There are no refunds on lost & paid items.

### **Miscellaneous Fines & Charges**

Replacement for lost/missing library card	\$1
Deposit card (out-of-county residents)	\$75
Photocopies	15¢ b&w / 50¢ color
Computer generated printing	15¢ b&w / 50¢ color
Rental Videos	\$2 per circulation, per item
Meeting Room Use by For-profits and	\$15 per hour

## Brown Deer Public Library - Policy Manual

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Individuals	
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*Approved by Library Board December 13, 2010; Rev App 11.23.13*

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