

LIBRARY BOARD MEETING
Monday, February 11, 2019
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. Call for Additional Agenda Items
- III. Persons Desiring to be Heard
- IV. Consideration of Minutes: January 14, 2019
- V. Unfinished Business: None
- VI. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VII. New Business
 - a. Consideration of Vouchers: January 2019
 - b. Consideration: Contract Award for Architecture Design Services for the New Library located at 4301 W. Brown Deer Road (former Westbury Bank) with OPN Architects/Kueny
 - c. Review and Approval: 2018 Annual Report to Wisconsin DPI
- VIII. Report of Friends of the Library
- IX. Next meeting date
- X. Adjournment

A handwritten signature in black ink, appearing to read "Dana Andersen-Kopczyk", is written over a horizontal line.

Dana Andersen-Kopczyk, Library Director
February 5, 2019

BROWN DEER LIBRARY BOARD
January 14, 2019 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

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

I. Roll Call

Present: Board members: Board President Jabas, A. Lutz, S. Snyder, R. Braden, J. Baker
Also Present: Dana Andersen-Kopczyk, Library Director; Michael Hall, Village Manager

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None

IV. Consideration of Minutes:

- a. November 12, 2018 – Regular Meeting

It was moved by R. Braden and seconded by A. Lutz to approve the minutes of the November 12, 2018 regular meeting as corrected. The motion carried unanimously.

V. Report of Library Director

- a. Director's Report

Discussion included that the library's 2018 circulation was up 7.9% from 2017. The outdoor electronic sign was not working due to an unknown issue stemming from lights being removed in the parking lot, but should hopefully be fixed soon. SAMS would be replaced on the public computers by MyPC and Papercut, and the library would need to be closed during this time.

- b. Usage Report

There were no verbal highlights or discussion of the report.

- c. Revenue/Expense Report

It was questioned what some unknown expenses were, specifically one marked "jail", and D. Andersen-Kopczyk said she would consult the Village.

VI. New Business

- a. Consideration of Vouchers: November and December 2018

It was moved by A. Lutz and seconded by R. Braden to approve the payment of the November 2018 vouchers. The motion carried unanimously. It was moved by J. Baker and seconded by R. Braden to approve the payment of the December 2018 vouchers. The motion carried unanimously.

- b. Update: Architectural Bids for New Library Building

One of the three architectural firms that put in bids for the new library building pulled out, leaving two. Those two architects will be presenting their concept and be available to questions from the library board and village trustees on January 17th.

- c. Discussion: 2019 Eat and Greet Fundraising

D. Andersen-Kopczyk reported that this year, the proceeds from the 50/50 raffle at the Eat and Greet would be going towards the new library. A. Lutz reported that the Foundation would be giving all of the walking proceeds from the Brown Deer Run towards the new library, as well. Discussion then revolved around other fundraising possibilities, including baking money into either cakes or cupcakes and then selling or auctioning them off, perhaps at the Eat and Greet.

VII. Report of Friends of the Brown Deer Library

\$3,066 was the final total made from the 2018 Friends of the Library Auction. A. Lutz has been voted to be the new President. The Schlitz Audubon Center will be doing a program called "Insects: Creepy, Crawly, and Cool" at the library on Saturday February 23rd from 10:30-11:30AM; the Friends are sponsoring this event. January 14, 2019 is the date of the next Friends meeting.

VIII. Adjournment

Next meeting: March 11, 2019. *It was moved by R. Braden and seconded by S. Snyder to adjourn at 5:33P.M. The motion carried unanimously.*



Dana Andersen-Kopczyk, Library Director
January 15, 2019

Brown Deer Public Library - Director's Report

January 2019

Facility

- The outdoor electronic sign was fixed. It was determined that the antenna located under the eave of the roof near the children's area had died. It has been replaced.
- MyPC and Papercut were successfully installed on Tuesday January 22nd.
- The library was closed on Monday January 28th due to weather.

Meetings & Training

- 1/8 Department Heads
- 1/10 Friends of the Library
- 1/14 Library Board
- 1/17 Architect Interviews
- Attended 8 Wild Wisconsin Web Conference sessions between 1/23 and 1/24

Marketing/Communication/Outreach/PR

- Meeting on the 2019 Eat and Greet was cancelled due to the weather. A replacement date has yet to be decided.

Staff

- All staff in-service day was on Monday January 21st. All staff did attend. Topics covered included a tour and discussion about the new library building, training on creating lists in Sierra, fire prevention and suppression training, and a librarian workshop on 2019 programming.
- Extended leave is expected for one reference staff this summer, starting in June.

Children's / Young Adult Services

Programs:

- Storytime was cancelled on January 28th due to the library closure, and again on January 30th due to the extreme cold.
- 14 attendees made Melted Crayon Art at our January Teen & Tween Craft Day.

Materials:

- Dana ordered new YA books and DVDs, and Gina ordered new juvenile fiction and non-fiction books.

Miscellaneous

- Gina and Dana worked on and completed the programming schedule for summer 2019. Stuart has helped in planning the STEAM Day activities, which he has agreed to help with this summer. Charlotte will be helping with Anime Club.
- Stuart put together a "Women in Strong Leading Roles" YA book display

Adult Services

Programs:

- Our Mark Moran program had a slightly disappointing turnout with only 24 participants, but it did take place during a snowstorm. Those who did attend were very pleased, and reported they were happy with the lower turnout because Mark was able to spend more time with each individual.

- Elise had begun working on some upcoming adult programs, including a grant writing class, an event planning class, and a sign language class.
- Book club in January had 19 participants.

Materials

- New adult materials ordered.
- Charlotte completed 80 complex book repairs.
- Knitting kits are now available for checkout, which include knitting needs and a knitting instruction book which was written by Elise. These are similar to our crochet kits – they have a 1 week checkout, and may not be reserved.

Miscellaneous

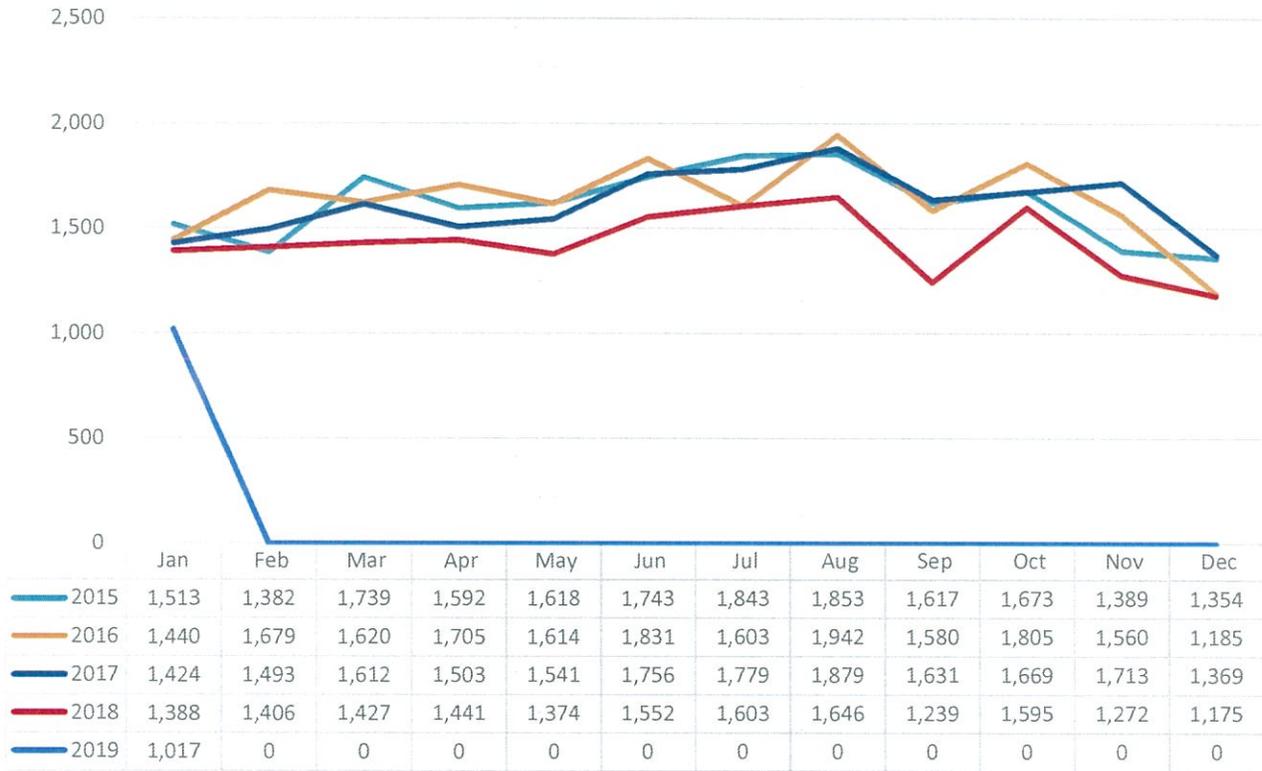
- Charlotte created 9 different displays in the month of January.
- Charlotte ran 6 different lists for staff members, and also ran the create lists training at the staff in-service day.
- Charlotte completed “A-Z Grant Writing” on Gale Courses.
- Kelley mailed thank you notes to the staff at the two Barnes and Noble locations where we participated in the gift wrap fundraising.

MCFLS / Other

- Steve Hesel would like to arrange to meet with each MCFLS member library director for him and Jen Schmidt to answer any questions that directors might have about services and to give updates on concerns.
- The anticipated start date for Transparent Languages will be February 1st. MCFLS will be paying \$5,700 for the year which will allow libraries and patrons to try it out to see whether or not to continue going forward and to decide whether or not to continue with Mango Languages into 2020 as well.
- MCFLS is looking into having one or two libraries in the system agree pilot a text notification project using the Shoutbomb product MCFLS already uses for other text notices for local Summer Reading programs. There will be no additional cost to MCFLS or member libraries for this service if patrons opt into this service.

Brown Deer Public Library Statistics
as of January 2019

Monthly Desktop Usage and Unique Wireless Users



Total Wireless Sessions - 2019



REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		2019		AVAILABLE BALANCE	% BDDT USED
		MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)	01/31/2019	NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)		
Fund 151 - Library Fund									
Revenues									
151-000-11-4-00-10	General Property Taxes	156,842.14		156,842.14		385,346.00		228,503.86	40.70
151-000-35-4-70-10	Grants-Library	0.00		0.00		0.00		0.00	0.00
151-000-67-4-10-10	Photocopies	556.68		556.68		8,000.00		7,443.32	6.96
151-000-67-4-10-20	Library-Fines	1,397.43		1,397.43		10,000.00		8,602.57	13.97
151-000-67-4-10-30	Sale of Materials	285.25		285.25		1,500.00		1,214.75	19.02
151-000-67-4-10-40	Lost Material Charges	81.00		81.00		1,250.00		1,169.00	6.48
151-000-67-4-10-90	Miscellaneous Charges	119.00		119.00		1,750.00		1,631.00	6.80
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00		0.00		84,988.00		84,988.00	0.00
151-000-81-4-00-10	Investment Interest	0.00		0.00		0.00		0.00	0.00
151-000-82-4-00-10	Rent Income	8,430.31		8,430.31		100,000.00		91,569.69	8.43
151-000-84-4-00-50	Insurance Recovery-Prop Damage	0.00		0.00		0.00		0.00	0.00
151-000-85-4-50-10	Donations - Library	350.80		350.80		9,000.00		8,649.20	3.90
151-000-93-4-00-10	Transfer from Reserves	0.00		0.00		0.00		0.00	0.00
TOTAL REVENUES		168,062.61		168,062.61		601,834.00		433,771.39	27.93
Expenditures									
151-510-51-5-10-10	Salaries/Wages	32,304.37		32,304.37		311,110.00		278,805.63	10.38
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	1,425.68		1,425.68		18,640.00		17,214.32	7.65
151-510-51-5-15-15	FICA	2,450.50		2,450.50		23,798.00		21,347.50	10.30
151-510-51-5-15-20	Group Insurance	2,597.35		2,597.35		34,634.00		32,036.65	7.50
151-510-51-5-15-25	Workers Comp Insurance	0.00		0.00		800.00		800.00	0.00
151-510-51-5-20-35	Technical Services	0.00		0.00		3,200.00		3,200.00	0.00
151-510-51-5-20-40	Printing Services	0.00		0.00		6,000.00		6,000.00	0.00
151-510-51-5-24-10	Equipment Maintenance Services	0.00		0.00		19,400.00		19,400.00	0.00
151-510-51-5-30-10	Office Supplies, Equip & Exp	0.00		0.00		3,000.00		3,000.00	0.00
151-510-51-5-30-15	Postage & Mailing	0.00		0.00		300.00		300.00	0.00
151-510-51-5-30-20	Communications	399.11		399.11		2,000.00		1,600.89	19.96
151-510-51-5-45-10	Professional Memberships	0.00		0.00		500.00		500.00	0.00
151-510-51-5-45-20	Professional Publications	0.00		0.00		0.00		0.00	0.00
151-510-51-5-45-30	Professional Training	0.00		0.00		0.00		0.00	0.00
151-510-51-5-45-40	Mileage Reimbursement	0.00		0.00		250.00		250.00	0.00
151-510-51-5-80-10	New/Replace Equipment	0.00		0.00		0.00		0.00	0.00
151-510-51-5-90-10	Contingency	0.00		0.00		0.00		0.00	0.00
151-511-51-5-35-40	Collect Repair/Maint/Suppl	0.00		0.00		5,000.00		5,000.00	0.00
151-511-51-5-38-10	Periodicals	0.00		0.00		6,900.00		6,900.00	0.00
151-511-51-5-38-15	Books	0.00		0.00		38,000.00		38,000.00	0.00
151-511-51-5-38-20	Audio/Visual	0.00		0.00		11,600.00		11,600.00	0.00
151-511-51-5-38-25	Library Grant Materials	3.04		3.04		4,000.00		3,996.96	0.08
151-511-51-5-38-30	Donation Expenditures	1,669.00		1,669.00		4,000.00		2,331.00	41.73
151-511-51-5-38-40	Library Programming	2,524.30		2,524.30		60,000.00		57,475.70	4.21
151-512-51-5-22-10	Natural Gas/Electric Service	0.00		0.00		850.00		850.00	0.00
151-512-51-5-22-20	Sewer/Water Services	4,029.46		4,029.46		12,000.00		7,970.54	33.58
151-512-51-5-23-10	Cleaning Services	538.20		538.20		4,000.00		3,461.80	13.46
151-512-51-5-23-15	Building Maint/Repair Services	0.00		0.00		1,500.00		1,500.00	0.00
151-512-51-5-35-10	Building Supplies	0.00		0.00		0.00		0.00	0.00
151-512-51-5-80-10	New/Replace Equipment	0.00		0.00		0.00		0.00	0.00
151-512-92-5-40-10	Transfer to Capital Imprvmt	0.00		0.00		0.00		0.00	0.00
151-999-01-5-15-10	WRS General NonUnion Clearing	0.00		0.00		0.00		0.00	0.00
TOTAL EXPENDITURES		47,941.01		47,941.01		571,482.00		523,540.99	8.39

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 01/31/2019	2019		AVAILABLE BALANCE	% BDGT USED
		MONTH 01/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)		AMENDED BUDGET	NORMAL (ABNORMAL)		
Fund 151 - Library Fund								
Fund 151 - Library Fund:								
TOTAL REVENUES		168,062.61		168,062.61	601,834.00		433,771.39	27.93
TOTAL EXPENDITURES		47,941.01		47,941.01	571,482.00		523,540.99	8.39
NET OF REVENUES & EXPENDITURES		120,121.60		120,121.60	30,352.00		(89,769.60)	395.76

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 151 Library Fund							
Dept 510-51 92400							
151-510-51-5-20-35	Technical Services	MILW CO FEDERATED LIBR SUPPLIES AND FEES AND TELECOM LINE	FL-03159	34.79	01/18/19	89485	
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	METER USAGE 10.30.18 - 12.14.18	95453587	01/11/19	89472	
151-510-51-5-24-10	Equipment Maintenance	Serv JOHNSON CONTROLS FIRE	SERVICE DONE NOT COVERED UNDER CONT	85468299	01/11/19	89437	
151-510-51-5-30-10	Office Supplies, Equip & i	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	DEC	01/11/19	89428	
151-510-51-5-30-10	Office Supplies, Equip & i	HAASE, SANDRA JOY	MILEAGE	NOV/DEC	01/11/19	89432	
151-510-51-5-30-10	Office Supplies, Equip & i	MILW CO FEDERATED LIBR SUPPLIES AND FEES AND TELECOM LINE	FL-03159	91.73	01/18/19	89485	
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBR SUPPLIES AND FEES AND TELECOM LINE	FL-03159	54.52	01/18/19	89485	
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBR SUPPLIES AND FEES AND TELECOM LINE	FL-03159	13.67	01/18/19	89485	
151-510-51-5-30-20	Communications	AT & T	PHONE SERVICE	41435732231218			
151-510-51-5-30-20	Communications	AT & T	PHONE SERVICE	414357089641218			
		Total For Dept 510-51	92400	976.80			
Dept 511-51							
151-511-51-5-38-15	Books	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	DEC	01/11/19	89428	
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	60 ADULT BOOKS	4 INVOICES	01/11/19	89435	
151-511-51-5-38-15	Books	CENGAGE LEARNING/GALE	ADULT LARGE PRINT BOOKS	65561969	01/18/19	89476	
151-511-51-5-38-20	Audio/Visual	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	DEC	01/11/19	89428	
151-511-51-5-38-30	Donation Expenditures	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	DEC	01/11/19	89428	
151-511-51-5-38-30	Donation Expenditures	BELLIN, ELISE	PROGRAM SUPPLIES	01/18/19	01/18/19	89475	
151-511-51-5-38-40	Library Programming	DEVICCHIS, GINA	DIY PROGRAM SUPPLIES	1/11/19	01/11/19	89421	
151-511-51-5-38-40	Library Programming	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	DEC	01/11/19	89428	
151-511-51-5-38-40	Library Programming	DEMCO	SPACES ANNUAL RENEWAL	8915	01/18/19	89479	
151-511-51-5-38-40	Library Programming	MARK F. MORAN APPRAISA	ANTIQUO APPRAISAL EVENT	EVENT	01/18/19	89484	
		Total For Dept 511-51		3,218.57			
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Services	ENERGIES	ELECTRIC/GAS SERVICE	3887-488-185	DEC 01/11/19	89469	
151-512-51-5-22-10	Natural Gas/Electric Services	ENERGIES	PARKING LOT	04317928351218			
151-512-51-5-22-10	Natural Gas/Electric Services	ENERGIES	SUITE 2 - GAS	26782708031218			
151-512-51-5-22-10	Natural Gas/Electric Services	ENERGIES	SUITE 2 - ELECTRIC	06763898251218			
151-512-51-5-22-10	Natural Gas/Electric Services	ENERGIES	SUITE 1	1212952925			
151-512-51-5-22-10	Natural Gas/Electric Services	ENERGIES	PUBLIC METER	72372165421218			
151-512-51-5-23-10	Cleaning Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK	2509833	01/04/19	89373	
151-512-51-5-23-10	Cleaning Services	REGENCY JANITORIAL SER	JANITORIAL SERVICE JANUARY	64549	01/04/19	89377	
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	CLEANING SERVICES - 1/4 BILLING	14140	01/11/19	89430	
151-512-51-5-23-10	Cleaning Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK	2516265	01/18/19	89491	
151-512-51-5-23-15	Building Maint/Repair	ServBEST HEATING & A/C	INC ROOFTOP AND HVAC MAINT	17839	01/04/19	89334	
151-512-51-5-23-15	Building Maint/Repair	ServEXPRESS ELEVATOR, LLC	1/4 ELEVATOR MAINT 4301 W BROWN DEE	41476	01/11/19	89424	
151-512-51-5-23-15	Building Maint/Repair	ServHAPPY LAWNS INC	2019 LAWN SERVICE	1/16/19	01/11/19	89482	
151-512-51-5-23-15	Building Maint/Repair	ServNATIONAL ELEVATOR	INSP ROUTINE INSPECTIONS	0337071	01/18/19	89489	
151-512-51-5-35-10	Building Supplies	NASSCO, INC	HAND TOWELS AND BATH TISSUE	S2396961.001	01/11/19	89451	
		Total For Dept 512-51		11,516.47			
		Total For Fund 151 Library Fund		15,711.84			

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 151 Library Fund			15,711.84	
			Total For All Funds:			<u>15,711.84</u>	



I. GENERAL INFORMATION					
1. Name of Library Brown Deer Public Library		2. Public Library System Milwaukee County Federated Library System			
3a. Head Librarian First Name Dana	3b. Head Librarian Last Name Andersen-Kopczyk	4a. Certification Grade Gr 1	4b. Certification Type Regular		5. Certification Expiration Date 2023-02-28
6a. Street Address 5600 W. Bradley Rd.	6b. Mailing Address or PO Box 5600 W. Bradley Rd.	7. City / Village / Town Brown Deer	8a. ZIP 53223	8b. ZIP4 3510	9. County Milwaukee
10. Library Phone Number (414)357-0106	11. Fax Number (414)357-0156	12. Library E-mail Address of Director Dana.Andersen@mcfls.org			
13. Library Website URL www.browndeerwi.org/library		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 42	19b. Number of Winter Weeks 38	19c. Summer Hours Open per Week 42	19d. Number of Summer Weeks 14		
20. Square Footage of Public Library 15,000	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 159322023		
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>		68,549		3,940	
2. Electronic Books <i>E-books</i>		161,553			
3. Audio Materials		4,896		216	
4. Electronic Audio Materials <i>Downloadable</i>		50,981			
5. Video Materials		7,372		1,110	
6. Electronic Video Materials <i>Downloadable</i>		1,406			
7. Other Materials Owned <i>Describe</i> kits, periodicals		1,751			
8. Electronic Collections <i>Locally Owned or Leased</i>		2			
9. Total Electronic Collections <i>Local, regional, and state</i>		51			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		73			

III. LIBRARY SERVICES

1. Circulation Transactions					2. Interlibrary Loans				
a. Total Circulation			b. Children's Materials		a. Items Loaned <i>Provided to</i>			b. Items Received <i>Received from</i>	
167,357			63,047		27,329			34,493	
3. Number of Registered Users					4. Reference Transactions			5. Library Visits	
a. Resident		b. Nonresident		c. TOTAL	a. Method		b. Annual Count	a. Method	b. Annual Count
3,887		5		3,892	Survey Week(s)		15,980	Actual Count	102,065
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals	
a. Method		b. Annual Count	a. Method	b. Annual Count	-1		117	2,702	
Actual Count		16,412	Password Controlled	15,685					
10. Uses of Electronic Materials by Users of Your Library									
a. E-Books		b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials			
5,240		2,857	246	8,343		275			
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers				
	a. Children (0-11)		b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total		b. Internet Access	
Number of Programs	146		40	83	269	22		19	
Total Attendance	2,221		742	864	3,827				

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Wendy	Jabas	5036 Woodland Drive	Brown Deer	53223	--
2. Jeff	Baker	9083 N. Goldendale Drive	Brown Deer	53223	--
3. Anne	Lutz	6260 W. Dean Rd.	Brown Deer	53223	--
4. Stephanie	Snyder	3915 N. Lake Dr	Shorewood	53211	--
5. Ruth	Braden	8594 N. 59 St	Brown Deer	53223	--
6.					
7.					
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members
Include vacancies in this count
 5

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
Village	Village of Brown Deer	\$385,346

Subtotal 1		\$385,346
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2. County

a. Home County Appropriation for Library Service

Subtotal 2a	\$0
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

Subtotal 2b		
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3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
MCFLS Reciprocal Borrowing	\$88,648		

b. Funds Carried Forward from Previous Year

\$0

c. Other State Funded Program

0

Subtotal 3		\$88,648
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4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	\$0

Subtotal 4		\$0
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5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
West Milwaukee	\$583		

Subtotal 5		\$583
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6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

\$0

7. All Other Operating Income

\$75,046

8. Total Operating Income *Add 1 through 7*

\$549,623

9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library?

\$385,346

10. Was your library's municipality exempt from the county library tax for 2018? *Wis. Stat. s. 43.64(2)*

No

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$62,608		Library Assistant (PT)	Other		
Children's Intern (PT)	Other			Library Assistant (PT)	Other		
Reference Librarian (PT)	MLS (ALA)			Library Assistant (PT)	Other		
Reference Librarian (PT)	MLS (ALA)			Library Page	Other		
Reference Intern (PT)	MLS (ALA)			Library Page	Other		
Circulation Supervisor (FT)	Other			Reference Intern (PT)	Other		
Library Assistant (FT)	Other			Library Page	Other		
Library Assistant (PT)	Other						

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)
2.28

Other Persons Holding the Title of Librarian (FTE)
0.00

Subtotal 2a
2.28

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

4.53

c. Total Library Staff (FTE)

6.81

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

93,965

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	93,432	360	93,792
3. Circulation to Nonresidents Living in Another County in Your System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	173	0	173

5. Circulation to All Other Wisconsin Residents 0	6. Circulation to Persons from Out of the State 0
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7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards? Yes
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Does your library use any type of Internet filtering software or service? <input checked="" type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	559	170	66	795
	Number of Other Literacy Offerings	2	1	1	4
	Total Unduplicated Individuals Involved	167	5	29	201
2. Drop-in Activities Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities				
	Total Drop-in Activity Participation				

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Dana	b. Last Name Andersen-Kopczyk	c. Email Address dana.andersen@mcfls.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i> Wendy Jabas	Date Signed
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Dana Andersen-Kopczyk	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County Milwaukee

The Brown Deer Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

Milwaukee County Federated Library System
Name of Public Library System / Service

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
- Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President <i>Print or type</i>	Date Signed
	Wendy Jabas	

	COMMENTS	
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