

**LIBRARY BOARD MEETING**  
**Monday, April 8, 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: March 11, 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: March 2019
  - b. Update: OPN/Kueny
  - c. Discussion: MCFLS Strategic Plan Framework draft
  - d. Consideration: Patron library fines and internet computer access
  - e. Annual election of Board President, Board appointments
- VIII. Report of Friends of the Library
- IX. Next meeting date
- X. Adjournment

A handwritten signature in blue ink, appearing to read "Dana Andersen-Kopczyk".

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Dana Andersen-Kopczyk, Library Director  
April 2, 2019

**BROWN DEER LIBRARY BOARD**  
**March 11, 2019 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 President Jabas at 5:00 P.M.

**I. Roll Call**

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

**II. Call for Additional Agenda Items**

None

**III. Persons Desiring to be Heard**

None

**IV. Consideration of Minutes:**

- a. February 11, 2019 – Regular Meeting

*It was moved by A. Lutz and seconded by R. Braden to approve the minutes of the February 11, 2019 regular meeting as corrected. The motion carried unanimously.*

**V. Report of Library Director**

- a. Director's Report

The 2019 MCFLS Strategic Development Day was discussed, including topics covered and potential outcomes for the MCFLS system in the next ten years.

- b. Usage Report

It was noted that circulation took a slight dip in February, but was most likely due to the cold weather.

- c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

**VI. New Business**

- a. Consideration of Vouchers: February 2019

*It was moved by S. Snyder and seconded by R. Braden to approve the payment of the February 2019 vouchers. The motion carried unanimously.*

- b. Discussion: 2019 Eat and Greet

Discussion included that the library's participation in the 2019 Eat and Greet. This also included discussion about a joint effort between the library and the village in an art contest, which will be a fundraiser for the library. Participants will pay a \$10 entry fee into the contest, and the best 12 will be selected by library and village staff. Brown Deer community members will then get to vote for their favorite at the Eat and Greet. The top three will all win a cash prize, and those top 12 entries will also be the main pieces used to create the library's 2020 community calendar.

**VII. Report of Friends of the Brown Deer Library**

35 people attended the Schlitz Audubon program. March 14, 2019 is the date of the next Friends meeting at 7:00PM.

**VIII. Adjournment**

**Next meeting: April 8, 2019.** *It was moved by A. Lutz and seconded by S. Snyder to adjourn at 5:31P.M. The motion carried unanimously.*



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Dana Andersen-Kopczyk, Library Director  
March 15, 2019

# Brown Deer Public Library - Director's Report

## March 2019

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### Facility

- 30 light bulbs replaced in library
- On Saturday 3/23, a pipe belonging to a drinking fountain in the lobby of the future library building was cracked. Water leaked from the pipe until it was reported Monday morning. DPW was able to turn the water to that drinking fountain off, and did clean up. Some ceiling tiles in the basement were destroyed, and the wallpaper on some basement walls has begun to peel off. These are things that would be removed during the future construction process, so the only real concern is making sure that the basement dries out and does not have mold growth.

### Meetings & Training

- 3/5 and 3/19 Department Heads
- 3/7 LDAC (hosted)
- 3/11 Library Board
- 3/18 Meeting with OPN and Kueny Architects

### Marketing/Communication/Outreach/PR

- For the second year in a row, applied for and received a grant from Art Resources Transfer. The grant consists of 20 hardcover books on different types of art, particularly from African American artists, and retail for just over \$1,000.

### Staff

- All staff members have had their yearly evaluations.
- One staff member is officially out on FMLA. Other LAs are filling in through the first week of April. After that, Dana will be covering all of that staff member's desk shifts.

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## Children's / Young Adult Services

### Programs:

- Programming held during Spring Break week had great attendance. Meet the Reptiles, where kids and teens could learn about and then touch/hold different types of reptiles had 62 people attend. Make Art Like the Masters focused on the art of Jackson Pollock this month, and 21 people attended. On Tuesday, our Teen and Tween Craft Day saw 16 teens and tweens making Jellyfish Paper Lanterns, and 27 kids and teens made bath bombs at the Wednesday's STEAM Day.
- Monday's storytime sessions are averaging 15 people a day, while the Wednesday is averaging 2 (many weeks have zero people attend). Gina and Dana are looking at changing the storytime schedule beginning this fall, as the summer schedule is already set. This may mean trying a different day of the week, or moving it to the afternoon.

### Materials:

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

### Miscellaneous

- Gina put up a St Patrick's Day display, and then a spring display. Dana maintained the "Picture Books We Love".
- Dana and Stuart have begun to plan out the summer programming they will be taking over while Gina is on maternity leave.

# Adult Services

## Programs:

- Kelley helped assisted 2 Teen and Tween Craft programs that ran over in time. The programs were both supposed to end at 5:00PM, but interest was so high and so many teens/tweens were not finished by 5:00PM that she took over from Dana and stayed in the room so they could finish.

## Materials

- New adult materials ordered.

## Miscellaneous

- Charlotte attended the March Adult Services meeting.
- Charlotte put together 7 recommended reading lists, including "Female Superheroes", "Hispanic Authors", and "Adult Fiction Quick Reads".
- Stuart has finished shifting and adding in additional shelving in the adult paperback area. He is now doing the same with the adult audiobook area.

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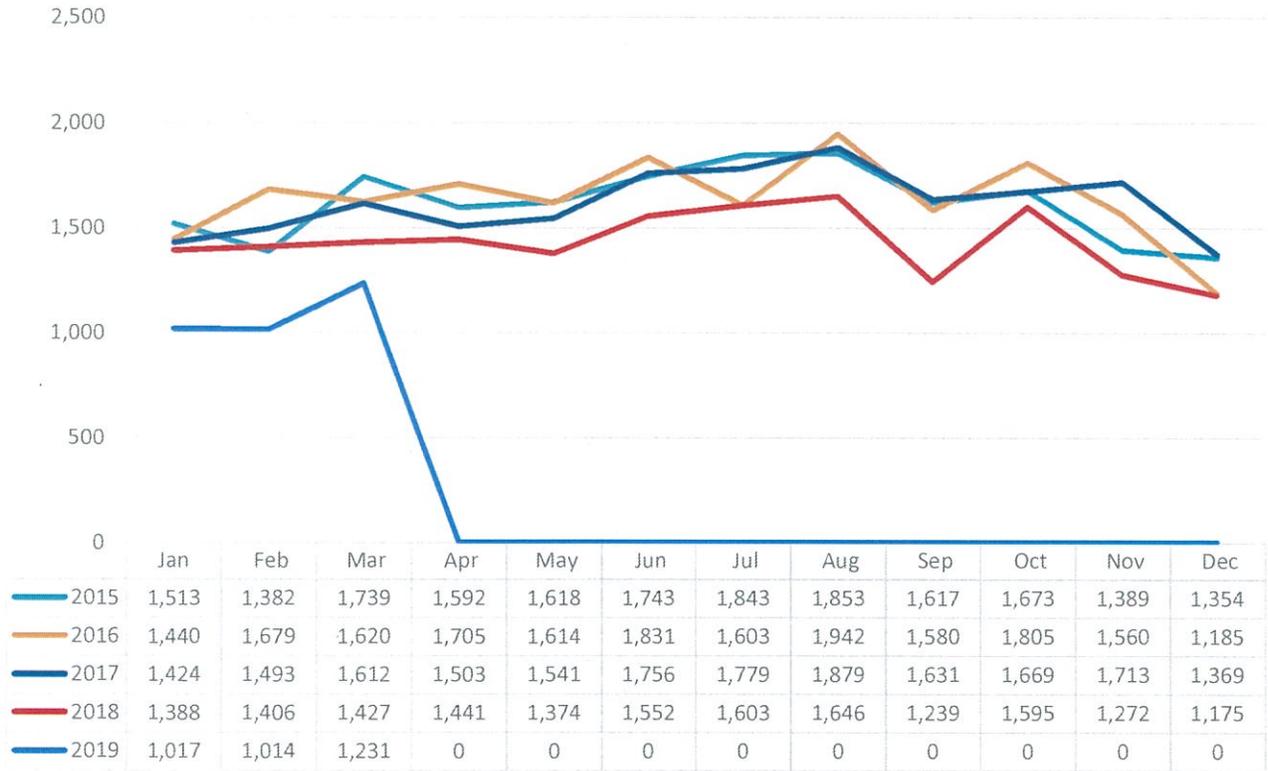
## MCFLS / Other

- ePrintIT is the new service being promoted by TBS for remote printing for patrons. PrinterOn (the current solution) will still be supported, but ePrintIT is cheaper for libraries and can be managed centrally by MCFLS on the MyPC server. For those members currently using PrinterOn (like Brown Deer), TBS will switch them to ePrintIT now and then adjust their agreement upon their anniversary so no money is required at this point.
- MCFLS is proposing that patrons be allowed to access any electronic resources the system provides regardless of any fines they might have. This would include all fines over the current cap of \$5.00. Suburban libraries, including Brown Deer, pointed out that Hoopla is a pretty expensive subscription service that it would be financially infeasible to let those with large fines use. Hoopla costs average \$2.00 a checkout, which is a substantial expensive electric resource cost. MCFLS's standpoint is that it will improve patron relationships with the library system, cut down on staff time (explaining about fines), and that as electronic resources cannot be late the patron would not incur any additional fines from those checkouts.

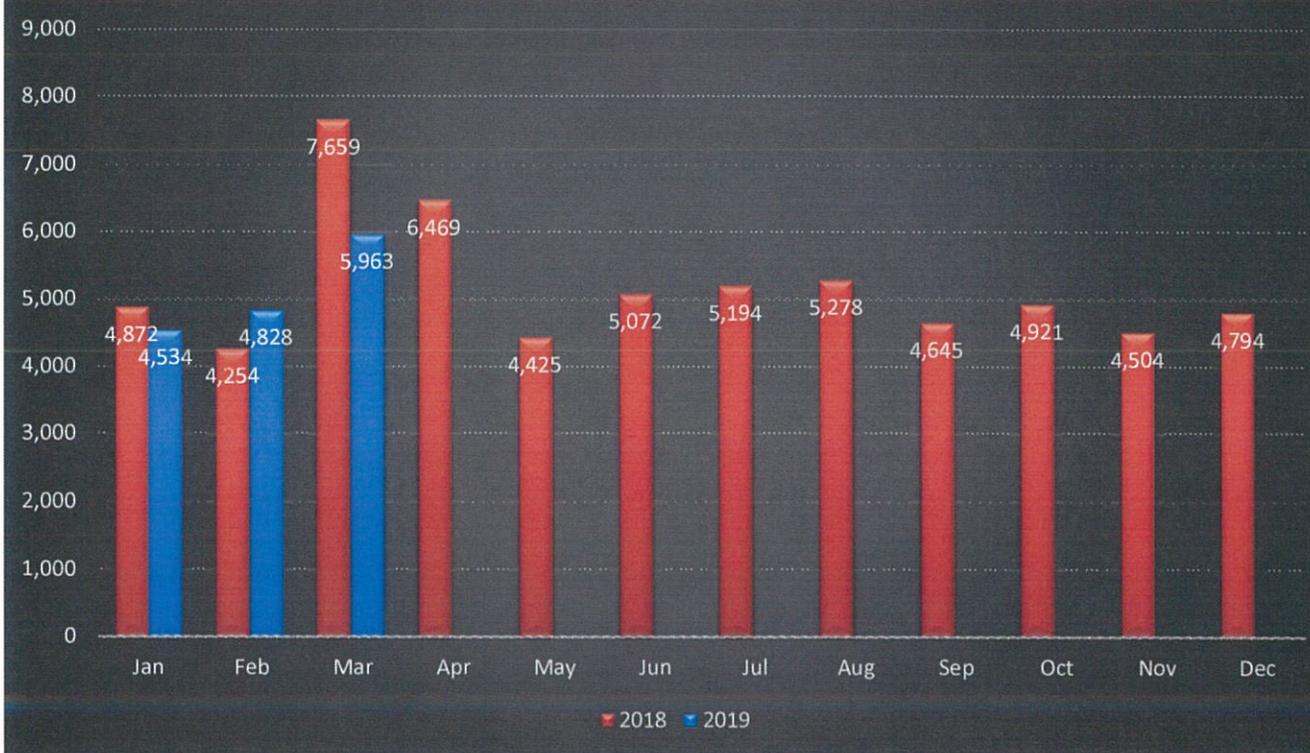


Brown Deer Public Library Statistics  
as of March 2019

Monthly Desktop Usage and Unique Wireless Users



Total Wireless Sessions - 2019



User: hudsonsu  
DB: Brown Deer

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE	2019	AVAILABLE	% BGT
		MONTH 02/28/2019	02/28/2019				
		INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	USHD
<b>Fund 151 - Library Fund</b>							
<b>Revenues</b>							
151-000-11-4-00-10	General Property Taxes	105,005.51	261,847.65	123,498.35	385,346.00	123,498.35	67.95
151-000-35-4-70-10	Grants-Library	0.00	0.00	0.00	0.00	0.00	0.00
151-000-67-4-10-10	Photocopies	351.78	908.46	7,091.54	8,000.00	7,091.54	11.36
151-000-67-4-10-20	Library-Fines	558.33	1,955.76	8,044.24	10,000.00	8,044.24	19.56
151-000-67-4-10-30	Sale of Materials	107.85	393.10	1,106.90	1,500.00	1,106.90	26.21
151-000-67-4-10-40	Lost Material Charges	71.50	152.50	1,097.50	1,250.00	1,097.50	12.20
151-000-67-4-10-45	LOST MATERIAL DUE OTHERS	0.00	0.00	0.00	0.00	0.00	0.00
151-000-67-4-10-90	Miscellaneous Charges	108.00	227.00	1,523.00	1,750.00	1,523.00	12.97
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	0.00	84,988.00	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	0.00
151-000-82-4-00-10	Rent Income	8,390.31	19,915.76	80,084.24	100,000.00	80,084.24	19.92
151-000-84-4-00-50	Insurance Recovery-Prop Damage	0.00	0.00	0.00	0.00	0.00	0.00
151-000-85-4-50-10	Donations - Library	56.65	447.45	8,552.55	9,000.00	8,552.55	4.97
151-000-93-4-00-10	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>		<b>114,689.93</b>	<b>285,847.68</b>	<b>315,986.32</b>	<b>601,834.00</b>	<b>315,986.32</b>	<b>47.50</b>
<b>Expenditures</b>							
151-510-51-5-10-10	Salaries/Wages	22,248.44	43,235.60	267,874.40	311,110.00	267,874.40	13.90
151-510-51-5-11-10	Part-time/Temporary	0.00	0.00	0.00	0.00	0.00	0.00
151-510-51-5-15-10	WI Retirement	978.29	1,876.01	16,763.99	18,640.00	16,763.99	10.06
151-510-51-5-15-15	FICA	1,681.17	3,280.64	20,517.36	23,798.00	20,517.36	13.79
151-510-51-5-15-20	Group Insurance	2,596.70	5,194.05	29,439.95	34,634.00	29,439.95	15.00
151-510-51-5-15-25	Workers Comp Insurance	0.00	0.00	800.00	800.00	800.00	0.00
151-510-51-5-20-35	Technical Services	0.00	180.00	3,020.00	3,200.00	3,020.00	5.63
151-510-51-5-20-40	Printing Services	0.00	94.68	5,905.32	6,000.00	5,905.32	1.58
151-510-51-5-24-10	Equipment Maintenance Services	0.00	16,495.00	2,905.00	19,400.00	2,905.00	85.03
151-510-51-5-30-10	Office Supplies, Equip & Exp	3.27	3.27	2,996.73	3,000.00	2,996.73	0.11
151-510-51-5-30-15	Postage & Mailing	0.00	0.00	300.00	300.00	300.00	0.00
151-510-51-5-30-20	Communications	416.63	815.74	1,184.26	2,000.00	1,184.26	40.79
151-510-51-5-45-10	Professional Memberships	0.00	0.00	500.00	500.00	500.00	0.00
151-510-51-5-45-20	Professional Publications	0.00	0.00	0.00	0.00	0.00	0.00
151-510-51-5-45-30	Professional Training	0.00	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	250.00	0.00
151-510-51-5-80-10	New/Replace Equipment	0.00	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	0.00
151-511-51-5-35-40	Collect Repair/Maint/Suppl.	223.95	633.57	4,366.43	5,000.00	4,366.43	12.67
151-511-51-5-38-10	Periodicals	0.00	0.00	6,900.00	6,900.00	6,900.00	0.00
151-511-51-5-38-15	Books	0.00	0.00	31,615.00	38,000.00	31,615.00	16.80
151-511-51-5-38-20	Audio/Visual	1,155.22	2,058.31	9,541.69	11,600.00	9,541.69	17.74
151-511-51-5-38-25	Library Grant Materials	0.00	0.00	0.00	0.00	0.00	0.00
151-511-51-5-38-30	Donation Expenditures	5.16	1,091.15	2,908.85	4,000.00	2,908.85	27.28
151-511-51-5-38-40	Library Programming	557.24	2,262.12	1,737.88	4,000.00	1,737.88	56.55
151-512-51-5-22-10	Natural Gas/Electric Service	4,581.24	11,220.99	48,779.01	60,000.00	48,779.01	18.70
151-512-51-5-22-20	Sewer/Water Services	0.00	0.00	850.00	850.00	850.00	0.00
151-512-51-5-23-10	Cleaning Services	1,115.46	5,144.92	6,855.08	12,000.00	6,855.08	42.87
151-512-51-5-23-15	Building Maint/Repair Services	6,986.62	7,772.22	(3,772.22)	4,000.00	(3,772.22)	194.31

User: hudsonsu  
DB: Brown Deer

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE		2019		AVAILABLE	
		MONTH 02/28/2019	INCREASE (DECREASE)	02/28/2019	NORMAL (ABNORMAL)	AMENDED BUDGET	BUDGET	NORMAL (ABNORMAL)	% BDC
									USED
Fund 151 - Library Fund									
Expenditures									
151-512-51-5-35-10	Building Supplies	53.56		53.56		1,500.00		1,406.44	6.24
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		42,642.95		107,836.83		571,482.00		463,645.17	18.87
Fund 151 - Library Fund:									
TOTAL REVENUES		114,689.93		285,847.68		601,834.00		315,986.32	47.50
TOTAL EXPENDITURES		42,642.95		107,836.83		571,482.00		463,645.17	18.87
NET OF REVENUES & EXPENDITURES		72,046.98		178,010.85		30,352.00		(147,658.85)	586.49

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
<b>Fund 151 Library Fund</b>							
<b>Dept 510-51 92400</b>							
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	METER USAGE 12.14.18 - 12.30.18	095752300	03/01/19	94.68	89742
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	METER USAGE 12.14.18 - 12.30.18	096054094	03/01/19	94.68	89742
151-510-51-5-30-10	Office Supplies, Equip & I	HAASE, SANDRA JOY	POSTAGE	03152019	03/15/19	3.27	89804
151-510-51-5-30-20	Communications	AT & T	PHONE SERVICE	14135732230219		387.37	
151-510-51-5-30-20	Communications	AT & T	PHONE SERVICE	41435708640219		20.27	
151-510-51-5-45-40	Mileage Reimbursement	LANGE, CHARLOTTE	MILEAGE FEB 2019	03/22/19	03/22/19	61.71	89857
			Total For Dept 510-51 92400			661.98	
<b>Dept 511-51</b>							
151-511-51-5-35-40	Collect Repair/Maint/Supp	DEMCO	CD SECURITY CASES	6557841	03/15/19	223.95	89799
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	47 ADULT BOOKS	SEVERAL	03/15/19	252.56	89805
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICE	1 ADULT BOOKS	39252839	03/22/19	5.19	89854
151-511-51-5-38-20	Audio/Visual	GERCB/AMAZON	DVD'S, PROGRAM SUPPLIES	JAN ' 19	03/01/19	612.91	89717
151-511-51-5-38-20	Audio/Visual	MIDWEST TAPE	MONTHLY HOOPLA CHARGE	96944353 & 97063	03/15/19	452.84	89812
151-511-51-5-38-20	Audio/Visual	GERCB/AMAZON	DVD'S, PROGRAM SUPPLIES	FEB '19	03/22/19	702.38	89851
151-511-51-5-38-30	Donation Expenditures	BELLIN, ELISE	PROGRAM SUPPLIES	3/1/19	03/01/19	5.16	89705
151-511-51-5-38-30	Donation Expenditures	GERCB/AMAZON	DVD'S, PROGRAM SUPPLIES	JAN ' 19	03/01/19	57.95	89717
151-511-51-5-38-30	Donation Expenditures	BELLIN, ELISE	PROGRAM SUPPLIES	03/10/19	03/22/19	6.93	89842
151-511-51-5-38-40	Library Programming	GERCB/AMAZON	DVD'S, PROGRAM SUPPLIES	JAN ' 19	03/01/19	35.88	89717
151-511-51-5-38-40	Library Programming	ANIMAL HOUSE "PETS & S	MEET THE REPTILES PROGRAM	03212019	03/22/19	175.00	89840
151-511-51-5-38-40	Library Programming	DEVECCHIS, GINA	DIY PROGRAM SUPPLIES	03/22/19	03/22/19	46.07	89849
151-511-51-5-38-40	Library Programming	GERCB/AMAZON	DVD'S, PROGRAM SUPPLIES	FEB '19	03/22/19	557.24	89851
			Total For Dept 511-51			3,134.06	
<b>Dept 512-51</b>							
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	ELECTRIC/GAS SERVICE	FEB 19 GROUP	03/08/19	1,916.33	89784
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	SUITE 2 - ELECTRIC	06763898250319	03/31/19	1,466.84	682
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	SUITE 2 - GAS	26782708030319	03/31/19	678.46	682
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	SUITE 1	12129529250319	03/31/19	351.75	682
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	PUBLIC METER	72372165420319	03/31/19	122.80	682
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	PARKING LOT	04317928350319	03/31/19	48.79	682
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	SUITE 2 - ELECTRIC	06763898250219-2	03/31/19	1,083.57	682
151-512-51-5-22-10	Natural Gas/Electric	Servjwe ENERGIES	SUITE 2 - GAS	26782708030319-2	03/31/19	554.51	682
151-512-51-5-23-10	Cleaning Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK	2530847	03/01/19	24.17	89734
151-512-51-5-23-10	Cleaning Services	REGENCY JANITORIAL SER	JANITORIAL SERVICE MARCH	65116	03/08/19	861.12	89774
151-512-51-5-23-10	Cleaning Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK	03072019	03/15/19	24.17	89820
151-512-51-5-23-10	Cleaning Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK	2541370	03/29/19	24.17	89894
151-512-51-5-23-10	Cleaning Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK	52543362	03/29/19	24.17	89895
151-512-51-5-23-15	Building Maint/Repair	Serv STANLEY SECURITY	SOLUT FIRE ALARM SERVICE	16263343	03/01/19	629.82	89738
151-512-51-5-23-15	Building Maint/Repair	Serv CENTEC SECURITY	SYSTEM ANNUAL MONITORING	113783	03/08/19	480.00	89748
151-512-51-5-23-15	Building Maint/Repair	Serv LEMBERG ELECTRIC	COMPA SERVICE ON ANTENNAS FOR OUTDOOR SIG	153906	03/15/19	247.40	89811
151-512-51-5-35-10	Building Supplies	NASSCO, INC	PAPER TOWELS TRASH CAN LINERS	S2449150.001	03/22/19	111.70	89863
			Total For Dept 512-51			8,649.77	
			Total For Fund 151 Library Fund			12,445.81	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund Totals:						
			Fund 151 Library Fund			12,445.81
			Total For All Funds:			<u>12,445.81</u>

## MCFLS 2020-2024 Strategic Plan

Technology	Potential Assessment Measures
Increase accessible training opportunities that will result in less repetition in training and provide a common experience.	Number of trainings attended
	Increase in library staff technology competency and comfort
	Patron satisfaction
	Something to get at staff efficiency
Decrease barriers to access and improve usability of system provided resources	Patron satisfaction
	Member library satisfaction
	Use of resources
Find and coordinate opportunities for member libraries to collaborate on large-scale technology projects and purchases	Member library satisfaction
	Cost savings
Identify trends and tailor training around it	Number of trainings or learning opportunities offered
	Patron satisfaction
Marketing	Potential Assessment Measures
Advocate for member libraries at the local, regional, and state level	Number of partnerships
	Funding
	Meetings attended / Participation rates
Promote system-wide resources and services in a variety of ways with consistent and focused information	Usage numbers
	Survey results
Provide the resources, tools, and opportunities for member libraries to develop and implement marketing plans	Usage numbers
	Survey results
	Gate counts
	Number of cardholders
	Program attendance

	Number of libraries with marketing plans
<b>Data</b>	<b>Potential Assessment Measures</b>
Offer leadership and support for the standardization of data collection by member libraries and libraries statewide	Time savings
	Usability of data
Enrich system and member library decision-making through better and expanded data collection and dissemination	Use of data dashboard
	operational efficiencies
	Member library satisfaction
Identify and pursue areas of collaborative data collection that would help discover valuable insights about Milwaukee County residents' needs	usage numbers
	Survey results
Provide leadership in the determination of data collection and dissemination priorities	Participation numbers
<b>Coordination</b>	<b>Potential Assessment Measures</b>
Develop methods to share and learn about programming, events, best practices, and others experiences	Use of portal