

LIBRARY BOARD MEETING
Monday, November 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. Persons Desiring to be Heard
- III. Consideration of Minutes: October 14, 2019
- IV. Unfinished Business: None
- V. Report of Library Director
 - a. Director's Report
 - b. Usage Report
 - c. Revenue/Expense Report
- VI. New Business
 - a. Consideration of Vouchers: October 2019
 - b. Consideration: One time exception for beer and wine for a library fundraiser event
 - c. Consideration: 2020 Library Holiday Closings
 - d. Discussion: Village Budget Workshop recap
- VII. Report of Friends of the Library
- VIII. Next meeting date
- IX. Adjournment

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

Dana Andersen-Kopczyk, Library Director
November 6, 2019

BROWN DEER LIBRARY BOARD
October 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, J. Baker, S. Snyder
Also Present: Dana Andersen-Kopczyk, Library Director; Laura Grissom, community member
Excused: R. Braden

II. Call for Additional Agenda Items

None

III. Persons Desiring to be Heard

None

IV. Consideration of Minutes:

- a. September 9, 2019 – Regular Meeting

It was moved by A. Lutz and seconded by S. Snyder to approve the minutes of the September 9, 2019 regular meeting. The motion carried unanimously.

V. Report of Library Director

- a. Director's Report

D. Andersen-Kopczyk is working with the Bloodcenter of Wisconsin in starting a monthly blood drive in the library, to begin in January 2020. A new CountyCat app will be rolled out on November 1st. The current contract for our CountyCat app, which is through Boopsie, will expire on October 25th. It was determined at LDAC that it would be preferred to just let the app go dark and not have one for a couple of days than to pay for an additional 3 months of service through Boopsie.

- b. Usage Report

It was requested that the 2020 data on the usage line charts be made the color green.

- c. Revenue/Expense Report

There were no verbal highlights or discussion of the report.

VI. New Business

- a. Consideration of Vouchers: September 2019

It was moved by A. Lutz and seconded by S. Snyder to approve the payment of the September 2019 vouchers. The motion carried unanimously.

- b. Consideration: MCFLS Membership Agreement

It was moved by S. Snyder and seconded by A. Lutz to approve the MCFLS Membership Agreement. The motion carried unanimously.

There were no verbal highlights of the report.

- c. Update: 2021 Reciprocal Borrowing

The Brown Deer Public Library will be receiving \$91,973 in 2021 for reciprocal borrowing. This is great news, considering the new MCFLS Membership Agreement outlines that there will be cuts from the reciprocal borrowing money pool every year for the next five years.

- d. Review and Approval: Proposal to Purge Patron Records Annually

e. 2019 Budget Year End Projections

The library will be ending 2019 without spending the entire budget; this money will be added to the library's fund balance.

f. 2020 Budget

D. Andersen-Kopczyk presented two variations of the budget, both with different but minor cuts. Scenario #1 recommended cutting magazine subscriptions with are not often checked out.

Scenario #2 recommended cutting from the programming budget, and hoping donations can cover the difference.

It was moved by A. Lutz and seconded by S. Snyder to approve budget scenario #1 for 2020. The motion carried unanimously.

VII. Report of Friends of the Brown Deer Library

The 2019 Friends of the Brown Deer Library Auction will be on Thursday November 14th. The auction will begin at 6:30PM, with a preview at 6:00PM. There will be free coffee and cookies, and soda will be available for purchase.

VIII. Adjournment

Next meeting: November 11, 2019. *It was moved by A. Lutz and seconded by S. Snyder to adjourn at 5:41P.M. The motion carried unanimously.*



Dana Andersen-Kopczyk, Library Director
October 15, 2019

Brown Deer Public Library - Director's Report

October 2019

Facility

- A toilet sensor in the women's bathroom had to be replaced.

Meetings & Training

- 10/3 LDAC
- 10/14 Library Board
- 10/23 Village Budget Workshop

Marketing/Communication/Outreach/PR

- The Brown Deer Public Library had a trunk at the Brown Deer Elementary School's Trunk or Treat event on Thursday October 31st. The library's trunk theme was Harry Potter, since the library already owns so many Harry Potter props due to our yearly escape rooms. 331 goody bags were handed out by library staff, which included candy, stickers, spider rings, and some literature about upcoming library events.
- Two students who began volunteering as part of Brown Deer High School's new open campus policy have chosen to continue volunteering even though they have fulfilled their community service requirement.

Staff

- A new adult reference intern began on Monday October 21st.
-

Children's / Young Adult Services

Programs:

- The library held a Halloween Party for kids and teens on Wednesday October 30th. 83 people attended, and were able to make Halloween crafts, play games, and eat treats.
- Storytime attendance continues to grow, with most people stating they are able to attend again now that it is an hour earlier.

Materials:

- Dana ordered new YA and children's books and entertainment DVDs. Dana is currently showing Stuart how to catalog all juvenile materials, as well as get familiar about how to order juvenile materials for the community.
- Dana has continued to weed XJ titles that the library owns 2 or more copies of. They will be weeded by considering age, popularity, and condition.

Miscellaneous

- Dana refreshed the "Leaf through a Good Book" XJ display daily.
 - Dana created a scary story display in the YA area.
 - Kelley will be bringing back Lego Club, which had originally been put on hold due to a lack of staffing.
-

Adult Services

Programs:

- The library's computer classes have been consistently over-registered, but then no one actually shows up for the class. The classes are being put on hold for the spring, while Elise and Stuart decide how to retool the program.

Right now, the thought is to just have it be a drop-in program where an extra Reference staff member is available to come out should someone need instruction.

- Elise is working with one of our volunteers on impromptu crochet/knitting classes. When the volunteer is here, and there are tweens and teens interested, she sits down with them and shows them how to crochet or knit. Several of the tween and teens have begun to come back weekly for these sessions, and have expressed how thankful they are for them because they are still in school during the regularly scheduled monthly classes.

Materials

- New adult materials ordered.
- Kelley cataloged new CDs; Elise and Stuart cataloged new Adult Non-Fiction.
- Stuart has continued to weed the non-fiction section, based off of circulation, relevance, and condition.

Miscellaneous

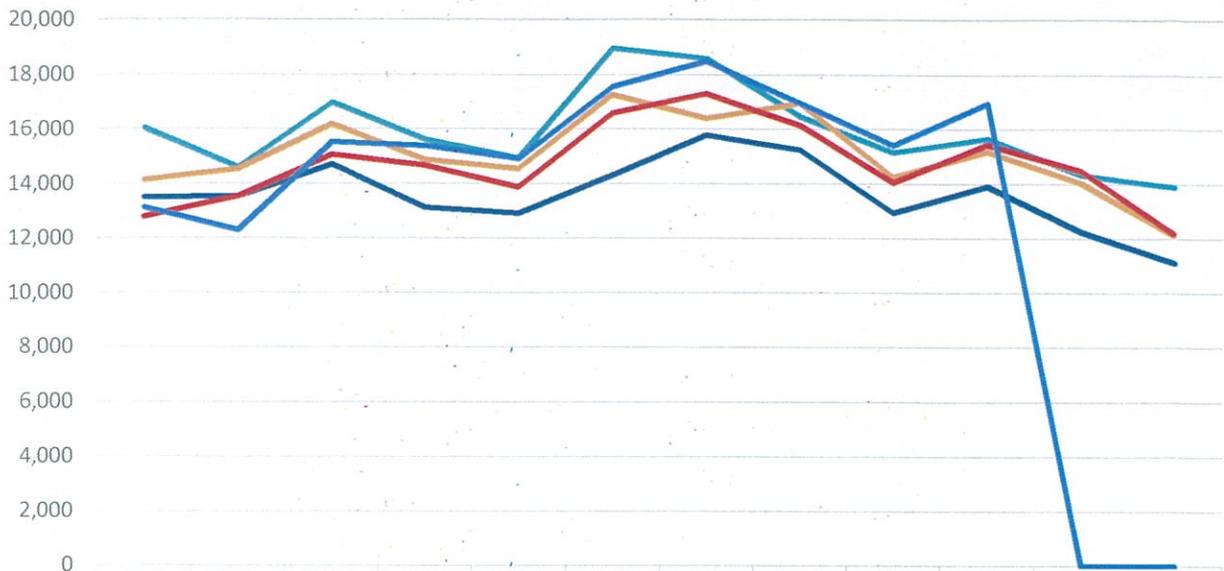
- Registration for the library's Cookie Exchange will begin on Monday November 4th, and Kelley prepped all the materials required for the program.
- Dana created a horror DVD display in front of the Reference Desk the second half of October.
- Charlotte has been doing weekly board game displays in front of the Reference Desk, encouraging patron engagement with the games. Game checkout increased once she began making these displays, and she attributes a high attendance for the first ever Chess Club to the fact that she had a chess game and a chess board demonstration display out for the week prior to the event.
- Charlotte has submitted several grant requests; so far, two have responded and indicated that since they already give money to MPL, they do not wish to expand to any suburban branches.

MCFLS / Other

- As of October 24, 2019, the current CountyCat app became unavailable. Demco disabled the functionality and removed it from the app store. Patrons are still able to open the app but it is not functional. The new app, which will have the same name, will be available sometime in November – the exact date is still unknown.
- Effective Dec 2019, MCFLS circulation staff with Sierra permission 45 (Holds Management) will be permitted to extend the Hold Pick Up By date for an individual patron in cases where the item is already on the holdshelf for that patron and there is not another bib level hold for the given title by another patron. Staff are to only extend the hold pick up day/time up to 24 hours into the future from the current day the patron reaches out to the library. Staff should not alter any other element from the Individual Modify Holds box.

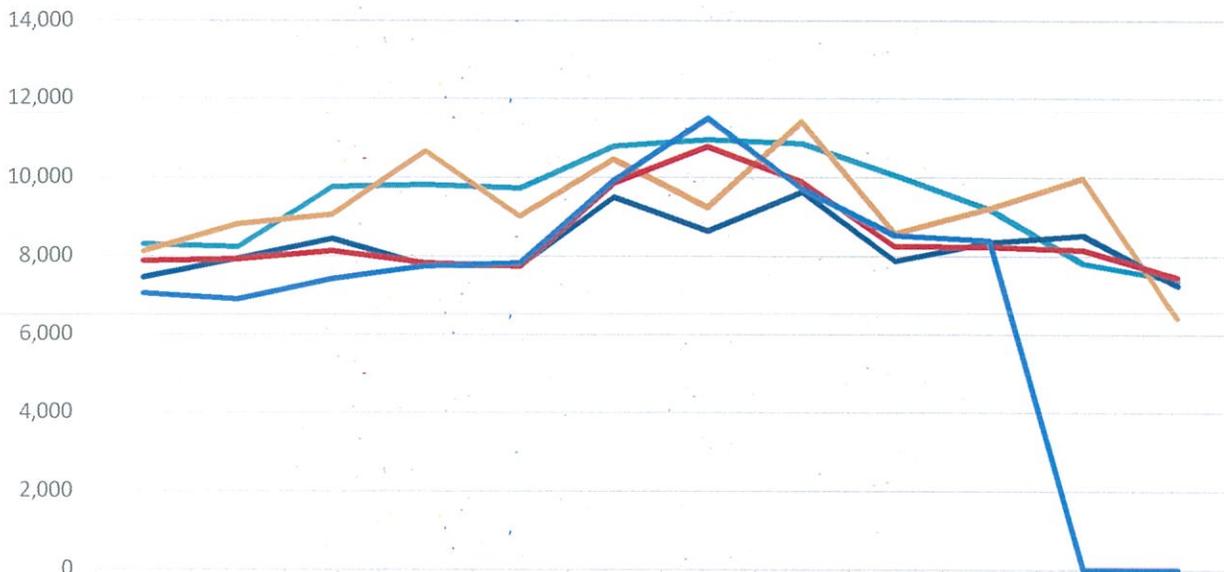
Brown Deer Public Library Statistics
as of October 2019

Monthly Circulation



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2015	16,028	14,594	16,968	15,623	14,936	18,948	18,567	16,455	15,158	15,659	14,336	13,896
2016	14,135	14,531	16,164	14,878	14,546	17,253	16,393	16,938	14,235	15,163	14,023	12,089
2017	13,501	13,518	14,709	13,127	12,910	14,306	15,777	15,249	12,949	13,919	12,242	11,107
2018	12,778	13,528	15,057	14,667	13,875	16,574	17,291	16,127	14,030	15,435	14,471	12,169
2019	13,122	12,300	15,534	15,386	14,910	17,543	18,483	16,949	15,409	16,950	0	0

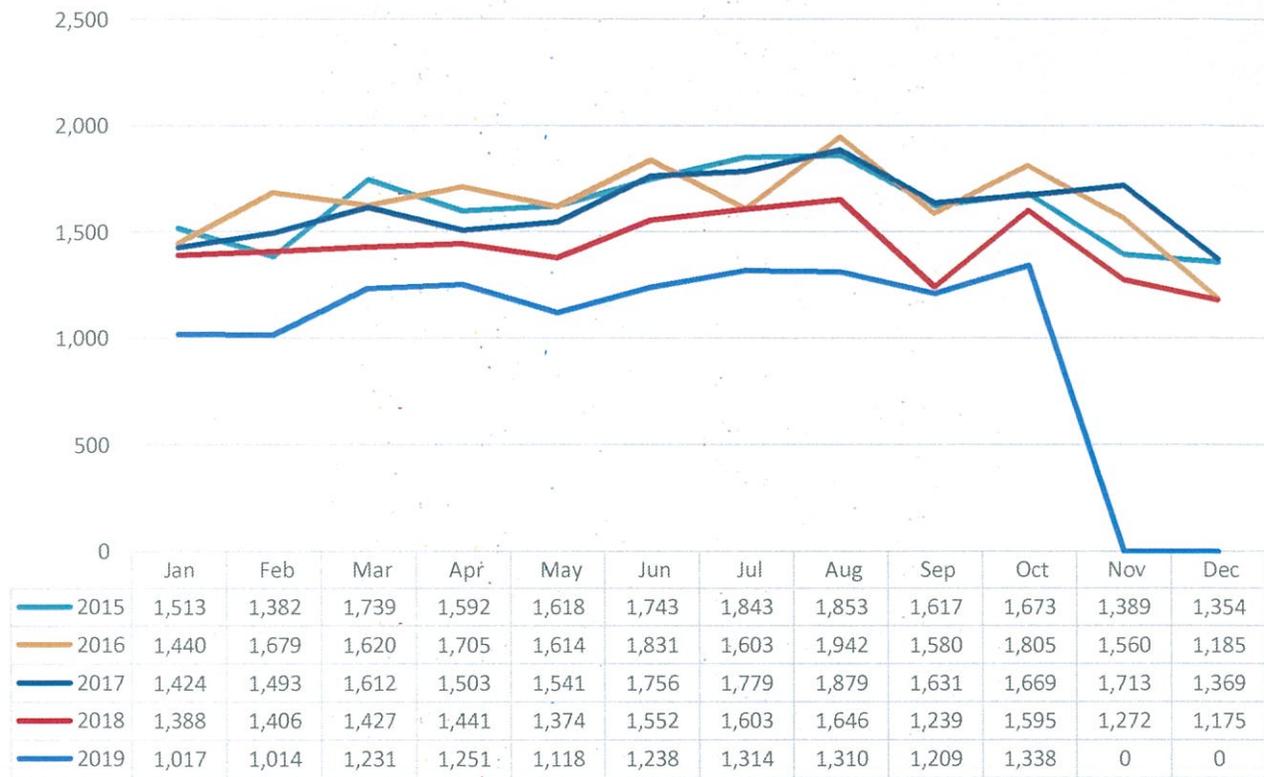
Monthly Library Visits



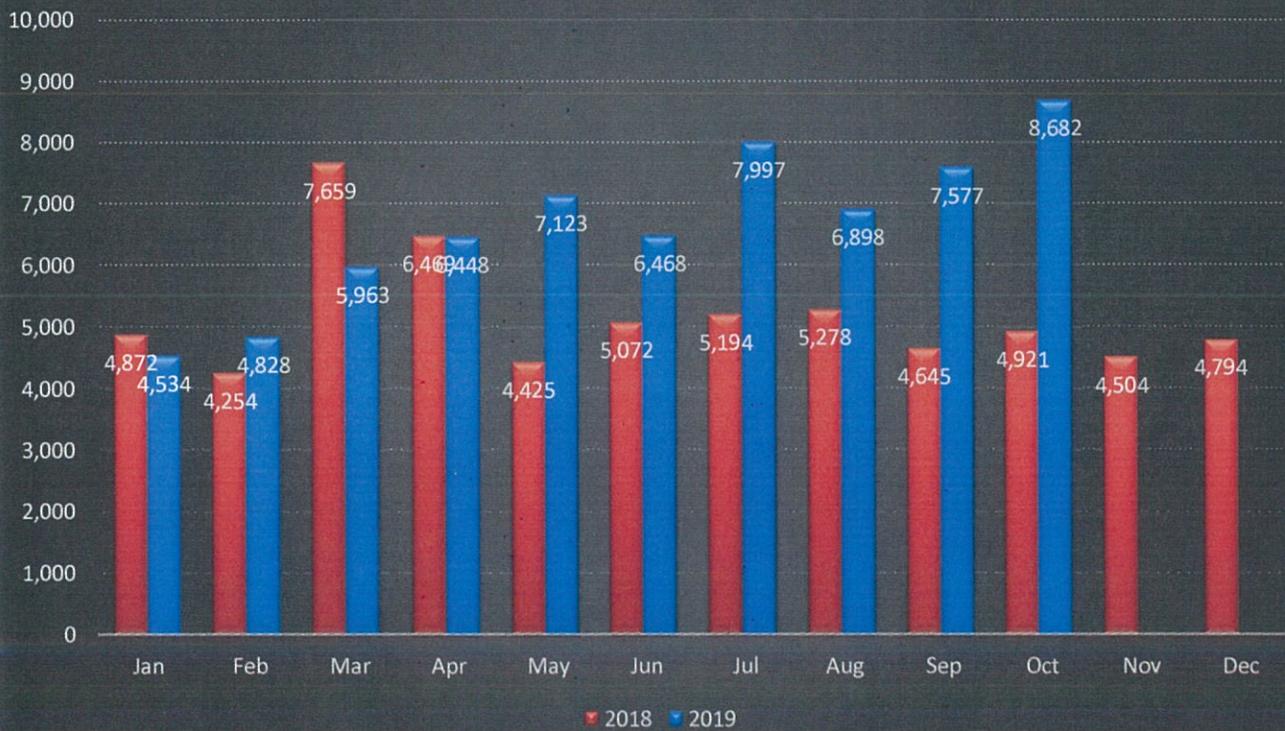
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2015	8,300	8,221	9,762	9,802	9,722	10,788	10,948	10,844	10,060	9,190	7,811	7,384
2016	8,114	8,820	9,065	10,666	9,014	10,455	9,230	11,415	8,565	9,198	9,971	6,404
2017	7,451	7,943	8,447	7,752	7,763	9,500	8,639	9,632	7,868	8,336	8,528	7,238
2018	7,862	7,924	8,127	7,828	7,743	9,849	10,781	9,882	8,249	8,231	8,140	7,449
2019	7,032	6,891	7,420	7,734	7,821	9,922	11,492	9,710	8,523	8,392	0	0

Brown Deer Public Library Statistics
as of October 2019

Monthly Desktop Usage and Unique Wireless Users



Total Wireless Sessions - 2019



GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 10/31/2019	2019		AVAILABLE BALANCE	% BGD USED
		MONTH 10/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)		AMENDED BUDGET	NORMAL (ABNORMAL)		
Fund 151 - Library Fund								
Revenues								
151-000-11-4-00-10	General Property Taxes	0.00		385,345.99	385,346.00		0.01	100.00
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	435.60		4,693.12	8,000.00		3,306.88	58.66
151-000-67-4-10-20	Library-Fines	653.13		7,463.51	10,000.00		2,536.49	74.64
151-000-67-4-10-30	Sale of Materials	219.71		1,648.38	1,500.00		(148.38)	109.89
151-000-67-4-10-40	Lost Material Charges	75.00		475.55	1,250.00		774.45	38.04
151-000-67-4-10-45	LOST MATERIAL DUE OTHERS	24.95		57.90	0.00		(57.90)	100.00
151-000-67-4-10-90	Miscellaneous Charges	243.60		2,096.83	1,750.00		(346.83)	119.82
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00		86,514.69	84,988.00		(1,526.69)	101.80
151-000-81-4-00-10	Investment Interest	0.00		3,079.25	0.00		(3,079.25)	100.00
151-000-82-4-00-10	Rent Income	8,330.31		89,653.38	100,000.00		10,346.62	89.65
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	35.46		10,442.85	9,000.00		(1,442.85)	116.03
151-000-93-4-00-10	Transfer from Reserves	0.00		0.00	0.00		0.00	0.00
TOTAL REVENUES		10,017.76		591,471.45	601,834.00		10,362.55	98.28
Expenditures								
151-510-51-5-10-10	Salaries/Wages	23,162.09		233,686.04	311,110.00		77,423.96	75.11
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	1,031.68		10,196.55	18,640.00		8,443.45	54.70
151-510-51-5-15-15	FICA	1,750.83		17,682.32	23,798.00		6,115.68	74.30
151-510-51-5-15-20	Group Insurance	2,596.70		25,968.30	34,634.00		8,665.70	74.98
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	212.44		612.47	3,200.00		2,587.53	19.14
151-510-51-5-20-40	Printing Services	318.09		2,659.67	6,000.00		3,340.33	44.33
151-510-51-5-24-10	Equipment Maintenance Services	91.95		16,798.75	19,400.00		2,601.25	86.59
151-510-51-5-30-10	Office Supplies, Equip & Exp	348.94		3,703.68	3,000.00		(703.68)	123.46
151-510-51-5-30-15	Postage & Mailing	87.70		193.92	300.00		106.08	64.64
151-510-51-5-30-20	Communications	12.70		5,774.01	2,000.00		(3,774.01)	288.70
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		373.50	0.00		(373.50)	100.00
151-510-51-5-45-40	Mileage Reimbursement	0.00		61.71	250.00		188.29	24.68
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	168.47		2,824.03	5,000.00		2,175.97	56.48
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		28,233.62	38,000.00		9,766.38	74.30
151-511-51-5-38-20	Audio/Visual	763.35		7,862.47	11,600.00		3,737.53	67.78
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	0.00		3,370.16	4,000.00		629.84	84.25
151-511-51-5-38-40	Library Programming	23.99		3,610.27	4,000.00		389.73	90.26
151-512-51-5-22-10	Natural Gas/Electric Service	3,510.00		43,445.47	60,000.00		16,554.53	72.41
151-512-51-5-22-20	Sewer/Water Services	0.00		854.73	850.00		(4.73)	100.56
151-512-51-5-23-10	Cleaning Services	3,144.17		21,970.26	12,000.00		(9,970.26)	183.09
151-512-51-5-23-15	Building Maint/Repair Services	421.06		20,368.82	4,000.00		(16,368.82)	509.22
151-512-51-5-35-10	Building Supplies	0.00		989.68	1,500.00		510.32	65.98
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		37,644.20		451,240.43	571,482.00		120,241.57	78.96

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 10/31/2019	2019		AVAILABLE		% BGD USED
		MONTH 10/31/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)		AMENDED BUDGET	BUDGET	NORMAL (ABNORMAL)	BALANCE	
Fund 151 - Library Fund									
Fund 151 - Library Fund:									
	TOTAL REVENUES	10,017.76		581,471.45	601,834.00		10,362.55		98.28
	TOTAL EXPENDITURES	37,644.20		451,240.43	571,482.00		120,241.57		78.96
	NET OF REVENUES & EXPENDITURES	(27,626.44)		140,231.02	30,352.00		(109,879.02)		462.02

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		FL-03230	11/01/19	212.44	91145
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	METER USAGE 8/27/19 - 9/30/19	98375145	11/01/19	318.09	91166
151-510-51-5-24-10	Equipment Maintenance	MILW CO FEDERATED LIBR SUPPLIES		FL-03230	11/01/19	91.95	91145
151-510-51-5-30-10	Office Supplies, Equip & I	COMPLETE OFFICE OF WIS 2020 CALENDARS		481903	11/01/19	115.50	91138
151-510-51-5-30-10	Office Supplies, Equip & I	DEMCO SUPPLIES		6706406, 6708429	11/01/19	115.90	91140
151-510-51-5-30-10	Office Supplies, Equip & I	MILW CO FEDERATED LIBR SUPPLIES		FL-03230	11/01/19	117.54	91145
151-510-51-5-30-15	Postage & Mailing	MILW CO FEDERATED LIBR SUPPLIES		FL-03230	11/01/19	74.50	91145
151-510-51-5-30-15	Postage & Mailing	HAASE, SANDRA JOY	STAMPS	11/01/19	11/01/19	13.20	91143
151-510-51-5-30-20	Communications	MILW CO FEDERATED LIBR SUPPLIES		FL-03230	11/01/19	12.70	91145
			Total For Dept 510-51 92400			1,071.82	
Dept 511-51							
151-511-51-5-35-40	Collect Repair/Maint/Suppl	DEMCO SUPPLIES		6706406, 6708429	11/01/19	168.47	91140
151-511-51-5-38-20	Audio/Visual	MIDWEST TAPE	I AUDIOBOOK REPLACEMENT DISC	98037792	11/01/19	9.99	91144
151-511-51-5-38-20	Audio/Visual	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	OCT '19 STMT	11/01/19	753.40	91142
151-511-51-5-38-40	Library Programming	GEGRB/AMAZON	DVD'S, PROGRAM SUPPLIES	OCT '19 STMT	11/01/19	23.99	91142
			Total For Dept 511-51			955.85	
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric	Serviwe ENERGIES	SUITE 2 - ELECTRIC	06763898251019		1,484.86	
151-512-51-5-22-10	Natural Gas/Electric	Serviwe ENERGIES	PARKING LOT	04317928351019		27.97	
151-512-51-5-22-10	Natural Gas/Electric	Serviwe ENERGIES	PUBLIC METER	7237216542		61.26	
151-512-51-5-22-10	Natural Gas/Electric	Serviwe ENERGIES	SUITE 1	12129529251019		202.82	
151-512-51-5-22-10	Natural Gas/Electric	Serviwe ENERGIES	ELECTRIC/GAS SERVICE	4896-874-798 OCT	11/01/19	1,733.09	91163
151-512-51-5-23-10	Cleaning Services	GIBB BUILDING MAINTENA	CLEANING SERVICES - 1/4 BILLING	14786	10/04/19	3,120.00	90981
151-512-51-5-23-10	Building Services	PACKERLAND RENT-A-MAT	6 X 12 BROWN/BLACK (NEW LIBRARY)	260556	11/01/19	24.17	91156
151-512-51-5-23-15	Building Maint/Repair	Servwm. A. ZACHOW & SONS	I FLUSH VALVE REPAIRS	56031	11/01/19	421.06	91165
			Total For Dept 512-51			7,075.23	
			Total For Fund 151 Library Fund			9,102.90	

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER
POST DATES 10/01/2019 - 10/31/2019
JOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund Totals:						
			Fund 151 Library Fund			9,102.90
			Total For All Funds:			<u>9,102.90</u>

2020 Proposed Brown Deer Library Closings

January 20th – Martin Luther King Day (Monday)

April 11-12th – Easter Weekend (Saturday-Sunday)

Need approval for April 11th (Saturday)

May 25th – Memorial Day (Monday)

Need approval for May 23rd (Saturday)

July 4th – Independence Day (Saturday)

September 7th – Labor Day (Monday)

Need approval for September 5th (Saturday)

November 26-27th – Thanksgiving, Friday after (Thursday-Friday)

Need approval for November 28th (Saturday)

December 24-25th – Christmas Eve and Christmas Day (Thursday-Friday)

Need approval for December 26th (Saturday)

December 31st and January 1st – New Year's Eve and New Year's Day (Thursday-Friday)

Need approval for January 2nd (Saturday)