

1. Agenda

Documents: [LIB_20150715_AG.PDF](#)

2. Complete Packet

Documents: [LIB_20150715_PK.PDF](#)



Fitchburg Public Library
5530 Lacy Road
Fitchburg, WI 53711
Phone: (608) 729-1760
www.fitchburgwi.gov/library

**AGENDA
LIBRARY BOARD
July 15, 2015
5:30 P.M.
CONFERENCE ROOM
FITCHBURG PUBLIC LIBRARY**

NOTICE IS HEREBY GIVEN that there will be a meeting of the Fitchburg Library Board in the **Conference Room** at 5:30 p.m., Wednesday, July 15, 2015, at Fitchburg Public Library, 5530 Lacy Road to consider and act on the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video accessible on the city web site at www.fitchburgwi.gov)

1. **Call to Order**
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**
 - a. June 17, 2015
4. **Treasurer Report**
 - a. Overview
 - b. Register
5. **Old Business**
6. **New Business**
 - a. Access Services manager presentation and policy review
 - i. Privacy of library records and library use policy
 - ii. Circulation policy
 - iii. Laptop checkout
 - iv. Community Bulletin Board Policy
 - b. Position Description for Outreach Coordinator
7. **President Report** - Nikolay
8. **Library Director Report** – Rawson
9. **Committee Reports**
 - a. Strategic Planning
 - b. Facilities
 - c. Personnel
10. **Announcements**
 - a. Next Board Meeting: Wednesday, August 19, 2015, at 5:30 p.m.
11. **Adjournment**

NOTE: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Rd., Fitchburg, WI 53711 608-270-4200.



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DRAFT MINUTES

Fitchburg Public Library

Wednesday, June 17, 2015, 5:30 pm

Present: Pauli Nikolay Eric Vincent Swami Swaminathan
 Dan Carpenter Ben Mueller Zulma Franco

Also present: Wendy Rawson

Absent: Stephen H. Arnold

1. **Call to Order – 5:30 pm** by Swaminathan

a. Introduction of new members

Swaminathan asked each new board member to introduce themselves and say a few words about their background. Ben Mueller, the new school district representative, is a librarian at Leopold Elementary, which serves many Fitchburg residents. Zulma Franco, a new at-large member, is a resident of Fitchburg and a Madison Police officer. Stephen Arnold, who will be the new treasurer, was unable to attend this meeting. The rest of the board members introduced themselves as well.

2. **Public Appearances – Non-Agenda Items**

3. **Approval of Minutes**

a. April 15, 2015

Carpenter moved and Nikolay seconded to approve the minutes as written. No revisions were made. This passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Rawson began by noting that May was a three-paycheck month, so May spending is high; she also noted that February is low due to the reverse accrual process with the city. This past month, in account 290 (contracts) we had nearly \$2000 of expected expenses; the remaining balance is sufficient for the rest of the year. 325 (travel) is high due to pre-paying for ALA conference expenses. 340 (operating materials) is high due to purchases for summer reading. Carpenter asked for a clarification of the purpose of the longevity account; Rawson explained this. Rawson noted that there are 2 months of registers to look at since we missed last month's meeting. There were a lot of expenses related to the start of Bookstart and 1000 Books. Swaminathan asked if the extra funds for North American History was included in the 387 account; Rawson said that the money is spent out of this account and the account will look overspent, but we do have the money for it coming in in a revenue line. We are nearly at 100,000 items, and all the collection items (both North American history and general collection) are included in that number. Carpenter asked about account 360 which seemed high, and asked if there were elevator expenses. Rawson responded that account 360 covers janitorial costs, such as toilet paper, which are high for a public building with 4 sets of restrooms. Also, the building is beginning to age and certain items are already beginning to need to be replaced, such as the motion sensors for sinks. Carpenter asked if the account was high enough to cover any issues; Rawson replied that we base this budget on data from the previous year, so we are always reviewing it; and have also increased the amount in the unexpected repairs and maintenance account (240). Nikolay asked about the fund balance applied line in revenue. Rawson explained that this was for the Dane County settle-up payment. Dane County made estimates about our usage without real data because we were a new library, with the plan that once real data was available, we would settle up any difference between what they had charged us and what we should have paid. However, it is looking as though we will actually be owed roughly \$30,000 instead of having to make a payment. What we will likely see is a credit on our Dane County payment next year. Swaminathan asked about the impact on our fund balance; Rawson noted that we would likely stay at the fund balance level we have, which is currently over \$300,000. We will

have the Dane County contract for next year sometime this summer, where we will see the exact numbers reflected in a credit to us.

Vincent moved and Mueller seconded to approve the May 2015 treasurer's report, this passed by voice vote.

c. Approval of the Dane County payment. This is a large PO (over \$25,000) and must be voted on by the board. Rawson shared the history of the size of our payments which are steadily going down. Swaminathan asked if there was anything we could do to bring more patrons in; Rawson noted that it was decided that a marketing campaign to draw more users to a particular library is frowned on by the consortium. We do need to educate our residents that there is a per-item cost to us when they check out at other libraries. Nikolay noted that this is part of the strategic plan to raise awareness of this. Franco asked if there was a way to figure out who is checking out at other libraries; Rawson explained that mapping the data has shown us that residents in the north part of Fitchburg use either the south Madison branch, which they can reach by bus, or the Meadowridge branch, which can easily be reached by bike. Swaminathan noted that we may not be able to overcome this very easily. Franco noted that it is each family's choice where they go, and added that perhaps we should give them incentives to come.

Carpenter moved and Mueller seconded to approve the payment to Dane County. This passed by voice vote. The purchase order was signed by both the old and new presidents of the board.

5. **Old Business**
none.

6. **New Business**

a. Elect new officers . Swaminathan noted that the annual meeting with election of officers is usually in May, but we did not have a quorum or appointments of new members for that meeting. Swaminathan explained how the nominations are made for officers, and turned over to the chair of the nominating committee Vincent. Vincent explained the process the committee used, then noted that Nikolay agreed to serve as president, Vincent would serve as vice president, and the new member Stephen Arnold would serve as treasurer. Swaminathan asked for any nominations from the floor, and there were none. Swaminathan reiterated the slate of officers, Carpenter moved to approve the slate, Mueller seconded, this passed by voice vote.

b. Change to the Gift Policy. Changes to the gift policy were motivated by the strategic planning process and the work of action team one. The policy needs to reflect the ways of giving to the library which are also mentioned in the "Giving to the Library" brochure. A correction to the policy was noted with regard to the Madison Community Foundation. Vincent moved and Nikolay seconded to approve the change to the policy with the edit noted, this passed by voice vote.

7. **President Report**

Swaminathan thanked the members of the board for their service and also praised the efforts of those who have led the strategic plan. Swaminathan expressed disappointment that he was unable to get the Outreach Coordinator position to happen under his term, but was hopeful that the position will be created, with the support of the new mayor. He encouraged the group to be very specific about the needs and goals of the position to help persuade the council about the benefits of this position. Carpenter said that this is on the radar for the council and mayor, and he has communicated the board's commitment and enthusiasm for this to the council members. Rawson noted that her hope would be to fit the position into the current library budget, to make it an easier sell to the council. Carpenter asked after a position description, Rawson said the core team has been working on it. It will not come to the board for approval but will come for discussion. The position description has evolved as the core team has worked on it; for example, due to the need for this position to supervise volunteers, it cannot be a library assistant position. Rawson is working with finance to get numbers for salary and benefits to see how it might fit into the budget. It will be discussed extensively at the next

core team meeting and at the Committee of the Whole, then it will be submitted with the budget packet. Carpenter asked for a copy before the COW meeting, to be able to study it and share it with council members.

Swaminathan thanked the board for the opportunity to serve, and Rawson thanked Swaminathan for his advocacy for the library.

8. **Library Director Report** – Rawson

Touch-a-Truck was held in May this year, to be at a different time of year from National Night Out, which also hosts an event with trucks. We more than doubled our attendance this year, to roughly 175. We had a snow plow and a mower, fire, police, and ambulance, and new this year, a cement truck from Wingra. Next year's event will need to be in a new location as the fire station will be moving.

Summer reading sign-up started on Friday with a kick-off event of a petting zoo. The weather was not great, but we still had 300 people attend, one of our largest attendances for a program. 637 people had signed up through Monday the 15th, compared to 393 at the same point last year.

The Books and Brews event taking place Saturday, July 11th, has posters up all over in the library and around town. The hope is that the funds raised at this event will give the new outreach coordinator a good base of funds to begin working with. Reservations for the event are open online. Rawson listed all of the attending brewers and food suppliers. Tickets will be available at the door if the event does not sell out. Milkhouse Radio will provide entertainment.

9. **Committee Reports**

Nikolay noted that the board has the three listed committees, including strategic planning. Former board member Julesberg will remain on strategic planning with Nikolay, but we would like to add another board member to the committee. There is a final timeline to carry through the end of this strategic plan and wrap up this plan. For facilities, Swaminathan noted that the committee can be more active this year as the building begins to age and items will be up for replacement. For the personnel committee, their primary role is to evaluate the director; Nikolay reviewed the process that the committee had used. However, with a new city administrator coming and a new pay plan with pay for performance there may need to be some changes. This committee will also need a new member.

A suggestion was made to add the presentation to the COW to the board calendar. Discussion of CIP items early in the year was also suggested as an item to add to the calendar. Rawson pointed out on the calendar that the policies were divvied up amongst the managers and the time to review them with the board corresponds to the needs of the library. Each manager will come to one board meeting per year, to discuss any policies that need changing and make a general presentation about their departments.

Swaminathan asked about the appointment of board members to action teams. Carpenter will step down from co-chairing a team due to his other commitments, but will remain on the team five as a member. Stephen Arnold will co-chair team one (budget), Mueller will co-chair team three (programming,) and Franco will co-chair team five (marketing) with Stringfield.

Vincent wished to make note of thanks on record to BT Thomas for his exemplary service as treasurer. Thomas's skill led us to have a good fund balance and his expertise was very valuable to the library. He asked a lot of challenging questions and shaped our current financial report to be even clearer and detailed than it was.

10. **Announcements**

- a. Next Board Meeting: Wednesday, July 15, 2015, at 5:30 p.m.

11. **Adjournment at 7:26 pm.**

Acct Type	Acct #	Name	January	February	March	April	May	June	YTD	2015 Budget Amount	% Budget Remaining	\$ Budget Remaining	2014 Amount for June
Personnel	110	Salaries & Wages	\$ 51,545.60	\$ 33,774.53	\$ 52,120.61	\$ 58,322.28	\$ 81,784.01	\$ 53,123.29	\$ 330,670.32	\$ 720,113.00	54.08%	\$ 389,442.68	\$ 44,043.50
Personnel	115	Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276.00	100.00%	\$ 276.00	\$ -
Personnel	120	LTE/Seasonal wages	\$ 2,295.99	\$ 1,605.50	\$ 2,562.60	\$ 2,766.60	\$ 4,688.71	\$ 2,903.73	\$ 16,823.13	\$ 42,120.00	60.06%	\$ 25,296.87	\$ 5,453.86
Personnel	130	Direct Fringe Benefits	\$ 6,834.31	\$ 4,382.42	\$ 6,880.63	\$ 7,844.09	\$ 10,925.52	\$ 7,152.15	\$ 44,019.12	\$ 102,026.00	56.85%	\$ 58,006.88	\$ 6,135.75
Personnel	135	Longevity	\$ 525.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525.00	\$ 525.00	0.00%	\$ -	\$ -
Personnel Total			\$ 61,200.90	\$ 39,762.45	\$ 61,563.84	\$ 68,932.97	\$ 97,398.24	\$ 63,179.17	\$ 392,037.57	\$ 865,060.00	54.68%	\$ 473,022.43	
Personnel total 2014			\$ 59,875.37	\$ 59,183.67	\$ 39,125.00	\$ 59,384.72	\$ 84,873.37	\$ 55,633.11					
Contractual Services	240	Repairs & Maintenance by Others	\$ -	\$ 818.75	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 2,218.75	\$ 15,000.00	85.21%	\$ 12,781.25	\$ 1,189.10
Contractual Services	245	Computer Related Repair & Maintenance	\$ 1,003.98	\$ 42.17	\$ 39.83	\$ 3,209.50	\$ 4.83	\$ -	\$ 4,300.31	\$ 14,000.00	69.28%	\$ 9,699.69	\$ 3,097.90
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	100.00%	\$ 500.00	\$ -
Contractual Services	290	Other Contractual Services	\$ 80,862.73	\$ 5,981.76	\$ 1,177.37	\$ -	\$ 1,975.00	\$ -	\$ 89,996.86	\$ 130,095.00	30.82%	\$ 40,098.14	\$ 253.00
Contractual Services	291	Presenters / Performers	\$ 236.50	\$ -	\$ -	\$ 365.00	\$ 250.00	\$ 926.50	\$ 1,778.00	\$ 4,850.00	63.34%	\$ 3,072.00	\$ -
Contractual Services Total			\$ 82,103.21	\$ 6,842.68	\$ 2,617.20	\$ 3,574.50	\$ 2,229.83	\$ 926.50	\$ 96,515.92	\$ 164,445.00	41.31%	\$ 67,929.08	
Contractual Services total 2014			\$ 79,936.75	\$ 9,117.70	\$ 2,492.10	\$ 3,410.90	\$ 29,412.92	\$ 4,540.00					
Operating Expense	310	Office Supplies & Postage	\$ 98.31	\$ 216.46	\$ 153.06	\$ 251.46	\$ 325.21	\$ -	\$ 1,044.50	\$ 2,500.00	58.22%	\$ 1,455.50	\$ 402.00
Operating Expense	325	Training & Staff Development	\$ 15.00	\$ -	\$ 402.00	\$ 12.00	\$ 1,042.00	\$ 252.00	\$ 1,723.00	\$ 6,000.00	71.28%	\$ 4,277.00	\$ 978.52
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ -	\$ -	\$ 65.55	\$ -	\$ 111.78	\$ 177.33	\$ 1,000.00	182.27%	\$ 822.67	\$ 66.64
Operating Expense	340	Operating Materials & Supplies	\$ 1,716.74	\$ 2,310.44	\$ 2,304.63	\$ 1,889.34	\$ 2,771.80	\$ 1,162.69	\$ 12,155.64	\$ 17,000.00	28.50%	\$ 4,844.36	\$ 1,114.68
Operating Expense	345	Public Information & Printing	\$ 439.74	\$ -	\$ 150.07	\$ 2,177.91	\$ 521.28	\$ -	\$ 3,289.00	\$ 5,000.00	34.22%	\$ 1,711.00	\$ 474.12
Operating Expense	350	Repair & Maintenance Supplies	\$ -	\$ -	\$ 1,241.65	\$ 384.65	\$ 228.22	\$ 639.90	\$ 2,494.42	\$ 8,000.00	68.82%	\$ 5,505.58	\$ 10.51
Operating Expense	355	Equipment Operating Expense	\$ 2,380.00	\$ 1,474.04	\$ 1,371.34	\$ 1,478.04	\$ 1,505.71	\$ 1,487.88	\$ 9,697.01	\$ 17,000.00	42.96%	\$ 7,302.99	\$ 1,395.38
Operating Expense	360	Building Repairs & Maintenance	\$ 27.99	\$ 1,145.31	\$ 164.85	\$ 1,015.42	\$ -	\$ 1,363.13	\$ 3,716.70	\$ 6,000.00	38.06%	\$ 2,283.30	\$ 974.67
Operating Expense	363	Communications Expense	\$ 90.05	\$ 7.25	\$ 26.01	\$ 28.20	\$ -	\$ -	\$ 151.51	\$ 1,000.00	84.85%	\$ 848.49	\$ 59.05
Operating Expense	365	Telephone & Other Utilities	\$ 185.92	\$ 9,039.85	\$ 9,745.37	\$ 8,441.79	\$ 7,535.87	\$ 8,112.70	\$ 43,061.50	\$ 98,500.00	56.28%	\$ 55,438.50	\$ 7,969.04
Operating Expense	387	Library Collection	\$ 30,288.53	\$ 11,208.78	\$ 12,756.81	\$ 23,223.77	\$ 17,504.79	\$ 9,432.26	\$ 104,414.94	\$ 175,000.00	40.33%	\$ 70,585.06	\$ 14,827.72
Operating Expense	5920-100	City Administrative Fee	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 82,500.00	\$ 110,000.00	25.00%	\$ 27,500.00	\$ 47,100.00
Operating Expense	390	Other Operating Expense	\$ 113.71	\$ 36.94	\$ 62.94	\$ 121.34	\$ 164.21	\$ 21.99	\$ 521.13	\$ 2,000.00	73.94%	\$ 1,478.87	\$ 151.78
Operating Expense	391	Other- Dane County Payment	\$ -	\$ -	\$ -	\$ -	\$ 524,642.00	\$ -	\$ 524,642.00	\$ 524,642.00	0.00%	\$ -	\$ -
Operating Expense	392	Other - Dane County Settle-up Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	100.00%	\$ -	\$ -
Operating Expense	400	Transfer for Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	0.00%	\$ -	\$ -
Operating Expense	511	Building Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Operating Expense	590	Building, Liability, & WC Insurance	\$ 1,572.76	\$ -	\$ -	\$ 6,144.42	\$ -	\$ -	\$ 7,717.18	\$ 18,700.00	58.73%	\$ 10,982.82	\$ 3,099.60
Operating Expense	591	Allocated Benefit- Health Ins	\$ 6,663.56	\$ 6,663.56	\$ 6,663.56	\$ 6,242.06	\$ 6,242.06	\$ 6,242.06	\$ 38,716.86	\$ 82,943.00	53.32%	\$ 44,226.14	\$ 6,751.02
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 30.75	\$ 34.35	\$ 36.63	\$ 36.63	\$ 36.63	\$ 36.63	\$ 211.62	\$ 593.00	64.31%	\$ 381.38	\$ 36.06
Operating Expense	593	Allocated Benefit- Disability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,684.00	100.00%	\$ 3,684.00	\$ -
Operating Expense	594	Allocated Benefit- Dental Insurance	\$ 542.52	\$ 558.80	\$ 558.80	\$ 558.80	\$ 558.80	\$ 558.80	\$ 3,336.52	\$ 7,860.00	57.55%	\$ 4,523.48	\$ 568.15
Operating Expense	596	Allocated Benefit - Unemployment Ins.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Operating Expense Total			\$ 44,165.58	\$ 87,695.78	\$ 35,637.72	\$ 52,071.38	\$ 563,078.58	\$ 72,921.82	\$ 855,570.86	\$ 1,153,422.00	25.82%	\$ 297,851.14	
Operating Expense Total 2014			\$ 35,607.40	\$ 33,534.10	\$ 39,732.38	\$ 34,883.34	\$ 574,152.35	\$ 85,658.94					
Grand Total Expense									\$ 1,344,124.35	\$ 2,182,927.00	38.43%	\$ 838,802.65	

										% revenue			
										raised	\$ still to come in		
Revenue	4111-000	Property Tax Levy								\$ 1,604,133.00	\$ 1,604,133.00	100%	\$ -
Revenue	4347-101	County Payment for Township Users								\$ 106,277.00	\$ 106,277.00	100%	\$ -
Revenue	4347-102	County Payment for Municipal Users								\$ 377,294.00	\$ 377,294.00	100%	\$ -
Revenue	4510-000	Library Fines								\$ 8,192.75	\$ 16,000.00	51%	\$ 7,807.25
Revenue	4610-250	Copy Fees								\$ 3,302.17	\$ 5,000.00	66%	\$ 1,697.83
Revenue	4810-100	Interest Income											\$ -
Revenue	4820-100	Sale of Supplies								\$ 71.75	\$ 150.00		\$ 78.25
Revenue	4830-100	Payment - FL Material Damages								\$ 1,550.39	\$ 4,000.00	39%	\$ 2,449.61
Revenue	4850-000	Donations								\$ 954.95	\$ 1,000.00	95%	\$ 45.05
Revenue	4875-001	MCF Grant for NAH Collection									\$ 1,500.00		\$ 1,500.00
Revenue	4875-002	Grants - other									\$ 400.00		\$ 400.00
Revenue	4890-000	Miscellaneous Revenue								\$ 8,269.41	\$ 15,000.00	55%	\$ 6,730.59
Revenue	4890-501	Payment - Other SCLS Material Damages								\$ 167.24	\$ 75.00		\$ -
Revenue	4890-400	Allocated Insurance Dividend									\$ 2,500.00		\$ 2,500.00
Revenue	4930-250	Fund Balance Applied									\$ 50,000.00		\$ 50,000.00
Grand Total Revenue										\$ 2,110,212.66	\$ 2,183,329.00	97%	\$ 73,208.58

Grand Total Revenue YTD less Grand Total Expenses YTD:
\$ 766,088.31

Restricted Account Balances:
Fund Balance = \$305,566.50
Capital Campaign = \$154,356.05
Endowment @ MCF = \$63,739.87

% of year elapsed: 50%

Register of Bills Paid - June 2015

Invoice Date	PO Date	Payable to	Category	reimburse?	Description	Amount	Acct #
6/30/2015		Salaries and Wages				\$ 53,123.29	110
						\$ 53,123.29	110 Total
6/30/2015		Overtime				\$ -	115
						\$ -	115 Total
6/30/2015		LTE / Seasonal Wages				\$ 2,903.73	120
						\$ 2,903.73	120 Total
6/30/2015		Direct Fringe Benefits				\$ 7,152.15	130
						\$ 7,152.15	130 Total
6/30/2015		Longevity				\$ -	135
						\$ -	135 Total
							240
							240
						\$ -	240 Total
							245
							245
						\$ -	245 Total
							250
							250
						\$ -	250 Total
							290
							290
						\$ -	290 Total
6/12/2015	6/12/2015	Haven's Petting Farm	Summer Reading	Friends - SRP	Performer for SRP	\$ 236.50	291
6/9/2015	6/9/2015	Truly Remarkable Loon	Summer Reading	Friends - SRP	Performer for SRP	\$ 375.00	291
6/9/2015	6/9/2015	Zolkowski, John	Summer Reading	Friends - SRP	Performer for SRP	\$ 315.00	291
						\$ 926.50	291 Total
							310
							310
						\$ -	310 Total
6/26/2015	7/1/2015	Hull, Kate			Per diem for ALA conf.	\$ 54.00	325
6/27/2015	7/1/2015	Hull, Kate			Per diem for ALA conf.	\$ 66.00	325
6/28/2015	7/1/2015	Hull, Kate			Per diem for ALA conf.	\$ 66.00	325
6/29/2015	7/1/2015	Hull, Kate			Per diem for ALA conf.	\$ 66.00	325
						\$ 252.00	325 Total
6/30/2015	7/1/2015	Lan, Lizzy			Mileage	\$ 11.73	330
6/26/2015	7/1/2015	Hull, Kate			Mileage for ALA Conf.	\$ 50.03	330
6/29/2015	7/1/2015	Hull, Kate			Mileage for ALA Conf.	\$ 50.02	330
						\$ 111.78	330 Total
6/6/2015	6/9/2015	Copps	Programming - teen		Program supplies	\$ 19.09	340
6/15/2015	6/24/2015	Visa - B&N	Summer Reading	Friends - SRP	SRP Prize - adult	\$ 25.00	340
6/15/2015	6/24/2015	Visa - Sundance	Summer Reading	Friends - SRP	SRP Prize - adult	\$ 25.00	340
6/15/2015	6/24/2015	Visa - Penzey's	Summer Reading	Friends - SRP	SRP Prize - adult	\$ 25.00	340
6/15/2015	6/24/2015	Visa - Concious Carnivore	Summer Reading	Friends - SRP	SRP Prize - adult	\$ 25.00	340
6/15/2015	6/24/2015	Visa - Glass Nickel	Programming - teen		Pizza for TLC	\$ 33.81	340
6/15/2015	6/24/2015	Visa - Party City	Programming - kids		Balloons for TouchATruck	\$ 13.00	340
6/15/2015	6/24/2015	Visa - DollarTree	Programming - kids		Program supplies	\$ 3.17	340
6/15/2015	6/24/2015	Visa - Hobby Lobby	Programming - kids		Program supplies	\$ 5.98	340
6/15/2015	6/24/2015	Visa - YaYaEFavormart			Table cloths	\$ 154.28	340
6/15/2015	6/24/2015	Visa - Walmart	Programming - kids		Program supplies	\$ 21.90	340
6/15/2015	6/24/2015	Visa - Target	Programming - kids		Program supplies	\$ 9.48	340
6/15/2015	6/24/2015	Visa - Kneaded Relief	Summer Reading		SRP Prize - adult	\$ 85.00	340
6/12/2015	6/22/2015	Staples			Library supplies	\$ 55.98	340
6/12/2015	6/22/2015	Staples			Office supplies	\$ 45.18	340
6/3/2015	6/22/2015	Oriental Trading	Summer Reading	Friends - SRP	Teen SRP prizes	\$ 46.20	340
6/15/2015	6/22/2015	Demco	Tech Services		Book Processing supplies	\$ 132.30	340
6/17/2015	6/22/2015	Copps	Summer Reading		Teen SRP prizes	\$ 88.38	340
6/5/2015	6/22/2015	Amazon.com	Programming - kids		Program supplies	\$ 66.75	340
6/26/2015	7/1/2015	Staples			Toner	\$ 272.17	340
6/24/2015	6/30/2015	Staples			Library supplies	\$ 10.02	340
						\$ 1,162.69	340 Total
							345
							345
						\$ -	345 Total
6/8/2015	6/22/2015	LaForce			Door hardware	\$ 500.00	350
6/8/2015	6/22/2015	Batteries and Bulbs			Batteries for scrubber	\$ 139.90	350
						\$ 639.90	350 Total
6/7/2015	6/11/2015	Gordon Flesch Co			Copy overages	\$ 159.62	355
6/9/2015	6/22/2015	Gordon Flesch Co			Copy overages	\$ 130.26	355
6/20/2015	6/22/2015	GFC Leasing			Copier lease payment	\$ 1,198.00	355
						\$ 1,487.88	355 Total
6/19/2015	6/22/2015	Nassco			Janitorial Supplies	\$ 180.73	360
6/1/2015	6/22/2015	Floyd			Door software	\$ 437.50	360
6/22/2015	6/30/2015	Harder			TP and janitorial supplies	\$ 744.90	360
						\$ 1,363.13	360 Total
							363
							363
						\$ -	363 Total
6/5/2015	6/5/2015	MG&E			Gas & Electric	\$ 7,424.65	365
6/22/2015	6/24/2015	City of Fitchburg			Utilities	\$ 688.05	365
						\$ 8,112.70	365 Total
6/1/2015	6/11/2015	Baker and Taylor			Adult print	\$ 33.29	387
6/1/2015	6/11/2015	Baker and Taylor		Grant - NAH	Adult print	\$ 169.00	387
6/3/2015	6/11/2015	Midwest Tape			CD - DVD	\$ 52.24	387

6/4/2015	6/11/2015	Midwest Tape			CD - DVD	\$ 74.48	387
6/8/2015	6/22/2015	Midwest Tape			CD - DVD	\$ 64.48	387
6/11/2015	6/22/2015	Midwest Tape			CD - DVD	\$ 69.48	387
6/15/2015	6/24/2015	Visa - Netflix			Subscription	\$ 11.99	387
6/1/2015	6/22/2015	Brodart			Youth Print	\$ 49.47	387
6/1/2015	6/22/2015	Brodart			Youth Print	\$ 13.74	387
6/1/2015	6/22/2015	Brodart			Youth Print	\$ 23.90	387
6/3/2015	6/22/2015	Brodart			Youth Print	\$ 14.56	387
6/3/2015	6/22/2015	Brodart			Youth Print	\$ 29.52	387
6/4/2015	6/22/2015	Brodart			Youth Print	\$ 69.56	387
6/4/2015	6/22/2015	Brodart			Youth Print	\$ 10.89	387
6/4/2015	6/22/2015	Brodart			Youth Print	\$ 17.96	387
6/4/2015	6/22/2015	Brodart			Youth Print	\$ 13.10	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 25.23	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 7.76	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 179.83	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 129.71	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 63.49	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 48.97	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 20.19	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 45.37	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 53.81	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 78.01	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 41.78	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 66.99	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 46.76	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 54.00	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 81.88	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 103.96	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 80.80	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 14.56	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 62.84	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 55.89	387
6/10/2015	6/22/2015	Brodart			Youth Print	\$ 132.14	387
6/11/2015	6/22/2015	Brodart			Youth Print	\$ 20.69	387
6/11/2015	6/22/2015	Brodart			Youth Print	\$ 60.95	387
6/11/2015	6/22/2015	Brodart			Youth Print	\$ 10.34	387
6/11/2015	6/22/2015	Brodart			Youth Print	\$ 18.48	387
6/11/2015	6/22/2015	Brodart			Youth Print	\$ 116.71	387
6/11/2015	6/22/2015	Brodart			Youth Print	\$ 25.48	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 11.20	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 45.87	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 140.63	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 3.99	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 89.16	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 8.19	387
6/11/2015	6/24/2015	Brodart			Youth Print	\$ 15.99	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 16.11	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 30.55	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 43.87	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 65.59	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 29.45	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 19.89	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 17.80	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 24.70	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 28.45	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 68.78	387
6/15/2015	6/24/2015	Baker and Taylor			Adult print	\$ 313.00	387
6/15/2015	6/24/2015	Baker and Taylor		Grant - NAH	Adult print	\$ 29.01	387
6/16/2015	6/24/2015	Baker and Taylor			CD - DVD	\$ 39.83	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 14.97	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 31.06	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 29.94	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 14.97	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 57.99	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 16.74	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 74.20	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 389.59	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 21.16	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 31.08	387
6/17/2015	6/24/2015	Baker and Taylor			Adult print	\$ 104.62	387
6/17/2015	6/24/2015	Baker and Taylor		Grant - NAH	Adult print	\$ 338.00	387
6/17/2015	6/24/2015	Baker and Taylor		Grant - NAH	Adult print	\$ 176.00	387
6/1/2015	6/22/2015	Baker and Taylor			Audiobooks	\$ 21.50	387

6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.68	387
6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.09	387
6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 6.03	387
6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 64.98	387
6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 31.68	387
6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.09	387
6/2/2015	6/22/2015	Baker and Taylor		Adult print	\$ 350.62	387
6/3/2015	6/22/2015	Baker and Taylor		Audiobooks	\$ 128.41	387
6/3/2015	6/22/2015	Baker and Taylor		Audiobooks	\$ 81.59	387
6/1/2015	6/22/2015	Baker and Taylor		Adult print	\$ 10.42	387
6/1/2015	6/22/2015	Baker and Taylor		Adult print	\$ 32.22	387
6/1/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.11	387
6/1/2015	6/22/2015	Baker and Taylor		Adult print	\$ 102.72	387
6/1/2015	6/22/2015	Baker and Taylor		Adult print	\$ 36.44	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 26.04	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 40.90	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 6.03	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 11.68	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 10.44	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.68	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 27.22	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 237.77	387
6/3/2015	6/22/2015	Baker and Taylor		Adult print	\$ 35.19	387
6/3/2015	6/22/2015	Baker and Taylor	Grant - NAH	Adult print	\$ 50.58	387
6/3/2015	6/22/2015	Baker and Taylor	Grant - NAH	Adult print	\$ 78.87	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 15.56	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 40.38	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 26.01	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 127.70	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 105.48	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 33.36	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.74	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 19.89	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.40	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 11.08	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.72	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 76.02	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 93.66	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 65.18	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 35.19	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 36.44	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 18.64	387
6/9/2015	6/22/2015	Baker and Taylor		Adult print	\$ 32.34	387
6/9/2015	6/22/2015	Baker and Taylor	Grant - NAH	Adult print	\$ 20.60	387
6/12/2015	6/22/2015	Baker and Taylor		Audiobooks	\$ 153.74	387
6/12/2015	6/22/2015	Baker and Taylor		Audiobooks	\$ 24.25	387
6/12/2015	6/22/2015	Baker and Taylor		Audiobooks	\$ 78.73	387
6/12/2015	6/22/2015	Baker and Taylor		Audiobooks	\$ 23.52	387
6/15/2015	6/22/2015	Baker and Taylor		Adult print	\$ 10.45	387
6/15/2015	6/22/2015	Baker and Taylor		Adult print	\$ 49.44	387
6/15/2015	6/22/2015	Baker and Taylor		Adult print	\$ 26.56	387
6/15/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.11	387
6/15/2015	6/22/2015	Baker and Taylor		Adult print	\$ 16.11	387
6/2/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 255.04	387
6/3/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 147.12	387
6/4/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 18.80	387
6/8/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 236.34	387
6/9/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 37.58	387
6/10/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 23.81	387
6/12/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 258.60	387
6/12/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 37.58	387
6/15/2015	6/22/2015	Baker and Taylor		CD - DVD	\$ 259.63	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 14.99	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 6.66	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 47.22	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 11.08	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 13.59	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 56.40	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 9.95	387
6/18/2015	7/1/2015	Baker and Taylor		Adult print	\$ 36.65	387
6/18/2015	7/1/2015	Baker and Taylor	Grant - NAH	Adult print	\$ 11.68	387
6/19/2015	7/1/2015	Baker and Taylor		CD - DVD	\$ 169.57	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 15.86	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 15.00	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 15.53	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 30.56	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 30.56	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 16.68	387
6/22/2015	7/1/2015	Baker and Taylor		Adult print	\$ 51.22	387
6/23/2015	7/1/2015	Baker and Taylor		CD - DVD	\$ 190.49	387
6/16/2015	7/1/2015	Brodart		Youth Print	\$ 16.09	387
6/17/2015	7/1/2015	Brodart		Youth Print	\$ 12.04	387
					\$ 9,432.26	387 Total

6/29/2015	6/30/2015	Waunakee Public Library		Forward payment to owning library	\$ 21.99	390
						390
					\$ 21.99	390 Total
6/30/2015		City of Fitchburg		Admin Fee	\$ 27,500.00	5920-100
						5920-100
					\$ 27,500.00	5920-100 Total
						391
						391
					\$ -	391 Total
						392
						392
					\$ -	392 Total
6/1/2015	6/4/2015	City of Fitchburg - SCLS		Replacement computers - CIP	\$ 13,162.80	400
6/1/2015		City of Fitchburg		Balance to CIP fund	\$ 2,837.20	400
					\$ 16,000.00	400 Total
						511
						511
					\$ -	511 Total
						590
						590
					\$ -	590 Total
6/30/2015		Allocated Benefit: Health Ins.			\$ 6,242.06	591
					\$ 6,242.06	591 Total
6/30/2015		Allocated Benefit: Life Ins.			\$ 36.63	592
					\$ 36.63	592 Total
6/30/2015		Allocated Benefit: Disability Ins.			\$ -	593
					\$ -	593 Total
6/30/2015		Allocated Benefit: Dental Ins.			\$ 558.80	594
					\$ 558.80	594 Total
6/30/2015		Allocated Benefit: Unemployment			\$ -	596
					\$ -	596 Total
					\$ 137,027.49	Grand Total



Privacy of Library Records and Library Use

The Fitchburg Public Library and the Library Board support the principle of freedom of inquiry for all library patrons, and has adopted this policy to protect against the unwarranted invasion of personal privacy of library users. The Fitchburg Public Library and the Library Board also protect the privacy of library records and the confidentiality of patron use of the library as required by relevant laws.

The Fitchburg Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Fitchburg Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

All Fitchburg Public Library records which indicate the identity of library users are confidential. This confidentiality extends to any information sought or received, including library materials consulted or borrowed, database search records, information sought through staff interactions, registration records, Internet usage history, and all other personally identifiable uses of library materials, facilities or services.

Patrons are permitted to access their registration and circulation records only upon presentation of their library card or an acceptable photo ID. Corroborating identification may be required at the discretion of library staff. Circulation activity (titles, item information, due dates, hold information, charges or fees) will be given over the telephone only if the patron can correctly state their name, address, telephone number and library barcode number.

Comment [SCLS1]: This section was reorganized to avoid the perception that the Library protected patron privacy primarily due to legal requirements. The new version shows that the Library Board and staff of the Library support the freedom of information and inquiry.

Comment [SCLS2]: This section was reordered, because previously it sounded a little like the Library protected patron privacy primarily due to legal requirements. This new version hopefully shows that the Library Board and the staff of the Library support the freedom of information and inquiry.

Comment [SCLS3]: The previous policy was vague on which records are kept private. This version includes a more comprehensive list of the protected records.

Comment [SCLS4]: The old policy was a bit vague on what records are kept private, so I listed off the records that are protected.

Comment [SCLS5]: The original policy was missing information on how and when patrons are allowed to access the information on their own accounts.

Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

1. with the consent of the individual library user, or

2. by court order, or
3. to custodial parents or guardians of children under the age of 16, or
4. to persons acting within the scope of their duties in the administration of the library or library system, or
5. to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library user's name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the four exceptions provided by Section 43.30 (see above).

Rules to be followed by library staff

1. As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:
 - a) disclosure to staff members of the Fitchburg Public Library, and the staff of other libraries and library systems as necessary for the performance of their job duties, only according to written procedures that comply with the laws cited above and that are approved by the director
 - b) disclosure as authorized by the individual library user
 - c) disclosure to custodial parents or guardians of children under the age of 16 [ss. 43.30(4)] (see below for handling of requests from custodial parents or guardians)
 - d) disclosure pursuant to court order (see below for handling of different types of court orders)
 - e) if someone's life or safety is at risk, library records may be released to appropriate individuals or officials without a court order¹

Comment [SCLS6]: The legal requirements and considerations dealing with patron privacy are already listed above.

¹ The Attorney General's office opined, in a response dated November 27, 2006 to questions submitted by State Superintendent Elizabeth Bumaster, that "...if someone's life or safety is at risk, for example, if there was a child abduction at the library, the law would not require the police to obtain a court order before being allowed to view any relevant [surveillance] tapes."

2. Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.
3. Library staff are not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties ~~and in accordance with procedures approved by the library director and/or board.~~

Comment [SCLS7]: The legal requirements and considerations dealing with patron privacy are already listed above.

Handling requests from custodial parents or guardians of children under the age of 16

Requestor must be the child's "custodial parent," defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will:

1. request identification
2. if the requestor is the parent or guardian listed on the child's library record, ~~and~~ or the requestor is a parent or guardian and resides at the same address as the child, the staff may provide the requested information; ~~otherwise the staff will~~
3. ~~obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s 767.24(4).~~
4. ~~The staff may then grant the request or refer the request to the Library Director or designee.~~

Comment [SCLS8]: There's no feasible way to prove custody at a service desk in the library, so I chose to remove this section. Parents/guardians can still access juvenile accounts with the library card or with the child's permission.

The Library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a question of the requestor's guardianship, the staff person may delay the request until review by the Library Director and / or Library Board. If a request is denied by the Library staff, the requester can appeal in writing to the Library Board.

Comment [SCLS9]: The only people who can access juvenile account information without the patron's consent, other than law enforcement with a court order, are the parent(s) or legal guardian(s). Creating a form to 'help ensure' custody seems ineffective when the form itself doesn't prove anything.

Normal photocopy/printing charges will be assessed to the requester for copies of records provided.

Handling of court orders

[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

If a law enforcement officer (or anyone else) brings a subpoena² directing library staff to produce library records:

1. Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.
2. The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.
3. If the subpoena has any legal defects, require that the defects be cured before records are released.
4. If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
5. Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a search warrant³:

1. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
2. Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)
3. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (FISA)⁴:

² A subpoena is a call to come before a court, and may include a direction to bring specified records. Not all subpoenas are court orders. Your municipal attorney (or library counsel) can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.

³ A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

⁴ The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."

1. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
2. Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
3. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
4. It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).

Approved by the Fitchburg Public Library Board May 18, 2011



Circulation Policy

Purpose

- The Fitchburg Public Library (FPL) maintains an open lending policy.
- The FPL is a member of the South Central Library System (SCLS). Borrowing and lending policies are not uniform between each library in SCLS, but we do strive to share materials and resources.

Eligible Card Holders

- FPL issues library cards to individuals and organizations based in Wisconsin. Organizational cards must be approved by the Access Services Manager or the Library Director before being issued.
- Library cards are valid for four years and can be used at any SCLS member library. Patrons are only eligible for one account in the SCLS. Previous accounts and associated fines, fees or restrictions from other libraries will still be honored and enforced at FPL.
- ~~Adults~~ [Patrons age 16 and older](#) may apply for a library card at FPL with a photo ID and proof of current address. Patrons without proof of current address can have their library card mailed to them in order to prove their residency. Patrons without proof of current address will not be able to check out materials at the time of registration.
- Patrons under the age of [48-16](#) may apply for a library card at FPL, but they will need to have a parent/legal guardian with them at the time of application. The parent/guardian takes responsibility for the items checked out on the account, including any late fees or charges for lost or damaged items.
- Any individual residing in Fitchburg on a temporary or part-year basis may be issued a card upon providing local address verification. A suitable expiration date will be determined. Permanent address identification must be presented and the information entered into the patron record.
- Organizational Cards are available for any organizations within Fitchburg. The library requires a written request from the head of the organization on the organization's letterhead. The organization is responsible for who uses the card, and they are responsible for any fines or fees accrued on the account. The

organization must designate an authorized person to be listed as a contact on the account, and the organization must notify FPL if that contact ever changes.

Limitations on Borrowing

- Patrons must have their library card or a valid photo ID in order to check out materials.
- All borrowing privileges will be suspended whenever a patron has more than \$20.00 in fines. Patrons will not be allowed to pick up previously placed holds if their account is suspended.
- Patrons with fines in excess of \$20.00 may still rent equipment for in-house use. A consent form must be completed at the Circulation desk, and a valid photo ID must be left for the duration of the loan. FPL reserves the right to refuse loaning of equipment on an individual basis.
- FPL is part of SCLS, and we honor any limitations, fines or fees added to patron accounts by other member libraries.
- Patrons may have 100 items checked out, and 75 active holds on their account at one time.
- Non-circulating items must stay inside FPL at all times. This includes, but is not limited to, laptop computers and accessories, newspapers, reference materials and current issues of magazines.
- FPL may limit access to responsible parent/guardian accounts in the instance of a blocked juvenile account.

Return of Library Materials

- Unless otherwise noted, any materials from SCLS libraries may be returned to FPL, and FPL materials may be returned to any SCLS library.

Holds

- Holds may be placed through the Linkcat system (www.linkcat.info), over the phone or in-person.
- Holds are available for pickup for eight days before they expire. Expired holds are pulled from the shelves before the library opens. FPL does not extend the length that holds are available.
- FPL utilizes an open hold shelf, and patrons are responsible for the checkout of all items being held on the open hold shelf.
- Failure to properly check out items on the open hold shelf may result in holds being kept behind the Circulation desk, where they will have to be checked out by FPL staff.

- Intentionally taking an item from the open hold shelf without checking it out will be treated as theft of library materials.
- A patron may designate an individual for approval on the holds pickup authorization form, available at Circulation desk. Otherwise, an authorized individual is required to provide the patron's library card.

Loan Periods, Fines and Fees

- The loan periods for FPL materials are as listed:

Books	28 days
Audiobooks	28 days
Lucky day books	14 days
Magazines	14 days
CDs	14 days
DVDs	7 days
Kindles & Rokus	14 days
Laptops	In-library use only

- All FPL overdue fines = \$0.25 per day
- Overdue fines are not assessed on children's or teen materials, except for items from the lucky day collections.
- Overdue fines are not assessed to seniors (aged 65 and over) who have their account listed as a senior account and use FPL as the home library.

Lucky Day Collections

- Lucky day collections contain popular items for adults, teens and children, and they are meant to be enjoyed by patrons outside of the normal hold procedure in SCLS libraries.
- Lucky day materials may not be renewed.
- All lucky day materials will accrue overdue fines, even items in the teen and children's sections.
- Lucky day materials cannot be held for patrons, either on our hold shelf or at the Circulation desk.
- FPL staff cannot check for the availability of lucky day items.

Insufficient Funds

- Any payments made by check at the Fitchburg Public Library that are rejected due to insufficient funds will result in the paying patron being charged a \$25.00 processing fee, in addition to having the applicable charges reinstated on their library account.

Overdue Materials

- FPL uses an automated materials handling system, and any materials returned to our drive-up book drop are checked in on the date they are returned, regardless of the time of day. Patrons are responsible for any fines or fees associated with materials that are returned through the drive-up book drop that are checked in by our automated materials handling system.
- Overdue materials accrue late fees each day for 28 days. When an item has been overdue for 29 days it becomes listed on the patron's account as a lost item. The replacement charge for the item is automatically applied to the patron's account.

Lost or Damaged Materials

- Patrons are responsible for all materials checked out on their library card. Replacement charges for FPL materials that are lost or damaged will be assessed based on list price at the time of purchase. These charges are entered into our records at the time of purchase, and they are added to the patron's account once an item is listed as lost or damaged.
- SCLS libraries have different criteria and processes for determining the value of lost or damaged materials. When materials belonging to other SCLS libraries are lost or damaged, FPL staff will complete appropriate paperwork and notify the owning library. The owning library determines replacement charges, whether an item is damaged, what charges will be applied to the patron account, and whether replacement materials may be purchased by the patron.
- Replacement of lost or damaged FPL items by patrons is not allowed.
- Patrons will be issued receipts when they pay for lost or damaged materials.
- Lost or damaged audiobook discs will result in a \$15.00 charge per item up to the replacement cost of the item. No refunds are available for this charge.
- Lost or damaged CD, video game or DVD cases, inserts, artwork or liner notes will result in a \$5.00 charge per item. No refunds are available for this charge.
- No refunds will be made for materials returned more than six months after the date the item was given "lost" status in the online catalog.
- Refunds are issued by check. It may take several weeks for refunds to be processed and mailed.
- Patrons will be assessed both replacement charges and late fees when applicable. Failure to notify the library of lost materials still constitutes a late charge that will

automatically be applied to patron accounts. Once an item is reported as lost to library staff, late fees will no longer accrue.

Lost or Damaged Library Cards

- Patrons are responsible for notifying FPL in the event of loss or theft of their library card.
- Patrons are responsible for any materials checked out on their account. Accounts are suspended immediately upon the report of lost or stolen library card, which will block the use of the card. The account can be reinstated by presenting a photo ID at the FPL Circulation desk.
- FPL does not charge for replacement library cards.

Confidentiality of Library Records

- FPL protects the privacy of patron records and library use. To see the privacy of library records and library use policy, please see this page:
<http://fitchburgwi.gov/DocumentCenter/Home/View/1151>

Library Theft Law

- FPL takes theft of library materials seriously, and will notify the police when it occurs. To see the FPL theft of library materials policy, please see this page:
<http://fitchburgwi.gov/DocumentCenter/Home/View/1154>

Approved by the Fitchburg Public Library Board December 19, 2012

Revised June 19, 2013

Revised April 15, 2015



Laptop Checkout Policy

The Fitchburg Public Library is pleased to offer a laptop checkout service to patrons of the library. Laptops may be checked out for study, work, and recreational purposes.

Laptops are available for checkout to Library patrons aged 18-16 or older. A valid Fitchburg Public Library card is required to check out laptops. Laptops are available on a first-come, first-served basis, and may not be reserved in advance. Patrons may check out up to three laptops and accompanying accessories on one library account. Patrons must show a photo ID in order to check out a laptop. Patrons without library cards may still check out laptops, but their photo ID must be left at the Information Desk while the laptops are in use.

Comment [SCLS1]: Grammar Issue

Comment [SCLS2]: Parents often want to check out laptops for themselves and their children, which is why we allow multiple laptops to be checked out on one account.

Comment [SCLS3]: We still allow patrons to use laptops even if they don't have a library card, but since we can't track the checkout through our library system we hold onto the ID until they return the laptops.

Laptops are for in-library use only, and are not permitted off Library property. Laptops removed from Library premises will be considered stolen, and law enforcement will be contacted.

Patrons assume liability for damage to the laptop and accessories. - Patrons will be billed replacement costs, and may lose library privileges for any damaged, lost or stolen laptops or accessories.

Comment [SCLS4]: Extra space before patrons

Patrons agree to abide by the Library's Computer and Internet Use Policy while using a Library laptop.

Patrons may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration. Files saved to Library laptops will be erased upon return. Patrons should use a flash drive or CD to save their work. Files saved to Library laptops will be erased upon return. Patrons are responsible for deleting personal files before returning laptops.

Printing is not available from Library laptops; standard printing charges apply.

Comment [SCLS5]: Wireless printing wasn't initially available in the library, but our laptops can do it now.

Patrons must report problems with laptop hardware or software immediately. Troubleshooting may be performed by Library staff only.

*Approved by the Fitchburg Public Library Board
June 8, 2011*



COMMUNITY BULLETIN BOARD POLICY

Fitchburg Public Library provides space on its public bulletin board for notices, announcements and community events. This service is extended in the spirit of community and to provide access to a wide variety of information sources.

Staff may discard items not appropriate for placement, and excess copies of any items received.

Staff will follow publicly posted guidelines in making decisions about placement of materials. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.

In general, no items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit making business will be accepted. Staff may make exceptions for announcements of educational opportunities provided by profit making businesses, or items including a variety of beneficiaries.

Materials promoting the personal sale of items are not permitted.

Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or the library board.



Community Bulletin Board Policy

Purpose

Fitchburg Public Library provides space on its public bulletin board for notices, announcements and community events. This service is extended in the spirit of community and to provide access to a wide variety of cultural, educational and informational sources.

Posting Guidelines

Community notices and information can be posted, subject to the following priorities:

1. Fitchburg Library programs and information
2. Programs by the City of Fitchburg and other government agencies
3. Programs of a cultural, recreational, educational or community service nature sponsored by 501 (c)(3) non-profit organizations.
4. Free educational programs sponsored by for-profit organizations, subject to staff approval.

Display items should be of reasonable size; generally no larger than 8.5' x 11". The appearance and content of the notice must be suitable for the Library's general public service area. Items can be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

The Library will not display product advertisements, legal notices, job postings, notices of sale, or listings of personal or professional services. Religious and political materials which have the primary effect to proselytize for a single point of view will not be displayed.

Library staff will discard items not appropriate for placement, items posted or displayed outside the bulletin board, excess copies of posted items, anything posted over other items, or any items that have been posted for an excessive amount of time. Library

staff may discard items to make room for other postings and notices, according to the numbered priorities listed above.

Staff will follow this policy when making decisions about placement of materials. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or the library board.

Approved by Fitchburg Public Library Board May 18, 2011

Library Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	YTD 2015	YTD 2014	Jun-14	Total 2014	Total 2013
Checkouts	27537	23688	27115	25277	24517	30234	158,368	156,958	28,152	315,006	310,335
Renewals	5467	5503	6072	5287	5653	5520	33,502	38,787	4,954	73,068	83,056
C&R Total	33004	29191	33187	30564	30170	35754	191,870	195,745	33,106	388,074	393,391
Holds	7701	6568	7027	7020	6520	6836	41,672	41,198	6,529	83,689	79,491
Red Boxes in	395	381	414	398	378	415	2,381	2,290	374	4,646	4,420
Red Boxes out	391	354	385	374	356	390	2,250	2,108	343	4,355	4,179
People in							0	0		0	3,610
People out							0	0		0	3,610
Volunteers	8	8	8	8	8	9	49	50	9	100	85
Vol. Hours	61	64	58.25	52.5	51.5	70.75	358	389	62.75	787	576
Adult Programs	7	5	5	8	4	4	33	44	5	71	69
Adult attendees	71	30	30	77	58	72	338	742	37	1,012	695
Adult Outreach Visits				1	1		2	0		0	3
Adult Volunteers	1						1	0			
Adult Volunteer Hours	4						4	0			
Adult Outreach Attendees				20	6		26	0		0	170
Youth Programs	26	27	32	29	14	32	160	151	25	268	247
Youth Attendees	803	935	1095	896	474	1553	5,756	4,849	1,035	9,647	8,475
Passive Youth Programs	3	2	2	2	2	1	12	19	4	36	
Passive Attendance	150	153	184	132	119	89	827	1,281	413	2,390	
Teen Programs	3	4	5	4	4	4	24	30	4	59	59
Teen Attendees	13	10	34	10	23	20	110	126	11	243	441
Passive Teen Programs	0	0	0	2	1	0	3	0			
Passive Teen Attendance	0	0	0	61	46	0	107	0			
Youth Volunteers	7	7	7	7	8	7	43	78	7	123	247
Youth Vol. Hours	27.5	23.25	25	28.5	24.25	25.5	154	318	35	496	1,126
Youth Outreach Visits	1	0	3	0	5	2	11	19	3	27	22
Youth Outreach Attendees	75	0	56	0	840	650	1,621	2,135	1,610	2,536	2,687
Electronic Svcs Programs	8	5	9	6	7	6	41	8	0	27	20
Electronic Svcs Prog Attendees	38	19	34	9	21	17	138	38	0	73	63
Computer Sessions	2199	2146	2505	2181	1780	2049	12,860	13,285	2,271	26,475	28,333
Wireless Sessions	20,414	19,545	23,999	22,265	21,171	22,040	129,434	97,276	16,486	207,871	270,612
Meetings	89	96	102	101	83	75	546	596	88	1,108	1,026
Overdrive C/O books	1516	1295	1422	1310	1370	1511	8,424	5,671	999	12,286	7,703
Overdrive C/O audio	470	440	450	433	430	413	2,636	1,314	221	3,337	1,584
Overdrive C/O TOTAL	1986	1735	1872	1743	1800	1924	11,060	6,985	1,220	15,623	9,287

Note: Reporting of wireless sessions by South Central Library System changed in 2014. Pre 2014 stats counted total sessions. Current stats only count total users.

Summer Reading Participants	2012: 235 Adults	2012: 821 kids	2012: 142 teens	2013: 153 Adults	2013: 740 Kids	2013: 131 Teens
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2014: 129 Adults	2014: 672 Kids	2014: 89 Teens	2015 Adult	2015 Teen	2015 Kids
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Collection Count 2015

Number of Items from State Report - January 1, 2015
94,314

Month	Added	Deleted
January	1816	451
February	971	353
March	1222	269
April	1132	459
May	1415	670
June	1213	316
July		
August		
September		
October		
November		
December		

Net items added 2015:
5251

30-Jun-15
99,565

Fitchburg Public Library Board

Yearly Calendar of Events

Month	Special Items
January	Approve ILS purchase order Adult Services Manager presentation & policy review
February	Approve ILS purchase order Approve state DPI annual report (4 signed copies)
March	Choose nominating committee Youth Services Manager presentation & policy review
April	Approve the SCLS adjacent county payments Outgoing board members Director's evaluation – closed session Approve post-audit prior-year financial report
May	Annual meeting, new officers (elect @ start of meeting) Approve DCLS payment
June	Approve Bibliotheca service contract Access Services Manager presentation & policy review
July	
August	Contracts with SCLS, Dane Co Budget Electronic Services Manager presentation & policy review
September	Contracts with SCLS, Dane Co Resolution for exemption to county library tax Budget
October	Budget Approve early closures for holidays, and closure for inservice Library Director presentation & policy review
November	Annual review of bylaws Budget
December	

Policy List

- Adult Services Manager: Collection Development, Photocopy and Copyright
- Youth Services Manager: Code of Conduct, Record Retention
- Access Services Manager: Circulation, Community Bulletin Board, Laptop Checkout, Privacy of Library Records and Library Use, Theft of Materials
- Electronic Services Manager: Computer and Internet Use, Meeting Room, Social Media, Wireless Access
- Library Director: Exhibit and Display, Gifts to the Library
- Library Board: Bylaws