

1. Agenda

Documents: [LIB_20150819_AG.PDF](#)

2. Complete Packet

Documents: [LIB_20150819_PK.PDF](#)



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

**AGENDA
LIBRARY BOARD
AUGUST 19, 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, August 19, 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. July 15, 2015
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. 2016 Budget
5. **Old Business**
6. **New Business**
 - a. Electronic Services manager presentation and policy review
 - i. Computer and internet use policy
 - ii. Meeting room policy
 - iii. Social media policy
 - iv. Wireless access policy
 - b. DCLS contract
 - c. Exterior signage project – Mike Zimmerman, CEDA director, City of Fitchburg
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, September 16, 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, July 15, 2015, 5:30 pm

Present: Pauli Nikolay Eric Vincent (left at 6:50) Swami Swaminathan
Stephen H. Arnold Ben Mueller

Also present: Wendy Rawson Kate Liu Phil Hansen

Absent: Zulma Franco Dan Carpenter

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

Nikolay welcomed new board member Stephen Arnold, and had members introduce themselves.

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

3. **Approval of Minutes**

a. June 17, 2015

Swaminathan moved and Vincent 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 noted that computers were replaced in June; that cost was slightly lower than the \$16,000 allotted and the savings from that will help to cover replacement for the more expensive kid's area computers next year. Employee's computers have been replaced first, followed by library patron computers - Springfield has a detailed plan for what computers are to be replaced when. We will also need to plan for upgrading the self-checks in the future. Due to the high cost (approximately \$6,000 each) these will likely go into the CIP. Arnold queried why, when we are only half way through the year, we have only 25% of the budget left; Rawson explained the process and timing of large expenses makes this appear somewhat skewed. Rawson also noted that an expense we planned on (the \$50,000 settle-up payment) will actually be a credit and will come to us next year in our Dane county payment.

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

5. **Old Business**

none.

6. **New Business**

a. Access Services Manager presentation: Phil Hansen

Hansen listed and gave in-depth descriptions of the duties of the department – customer service, circulation, processing and sorting, and shelving. The department has 6.5 FTEs: 2 full time people who are circulation supervisors, 4 desk workers at 20 hours per week, one desk worker at 10 hours per week, and 9 shelvers at 10 hours per week. There are also teen and adult volunteers who together give about 90 hours per month to the circulation department and are indispensable. Circulation statistics, such as number of holds that have come in, were presented in terms of miles of books: Fitchburg processed 83,689 holds in 2014 – if these items were all lined up on a shelf, they would stretch for 0.92 miles. Also in 2014, the library checked out 388,074 items to patrons in the building (4.29 miles,) sent 174,200 items to other libraries (1.92 miles,) and checked in 787,750 items (8.7 miles.)

Arnold asked which statistics are the most indicative of overall library health; Rawson responded with overall checkout, though this is declining nationwide. The people count is also a good number to view,

as many people come in to the building who do not check out but use the wireless and the comfortable space. Swaminathan asked about the decline of checking out; asked if SCLS has plans to address this. Rawson noted that Fitchburg dropped in circulation less than other libraries did in 2014. Swaminathan asked if there are other functions volunteers might do; Hansen responded that we run up against privacy issues: part of the contract with SCLS limits volunteer access to patron records. We are working on a volunteer recognition event for October.

Policies

Many of our policies were written up before the library was open and some of the ideas and language were borrowed from other libraries. Now that Fitchburg has been open for four years and we have a much better sense of what our library's unique needs and challenges are, it is time to update the policies to reflect this.

- Privacy of Library Records policy: Hansen covered the changes made to the opening of the policy, including the addition of material to back up frequent issues such as patrons wanting to check out without identification. Much of the ambiguous or repetitive language was removed. Procedures to help staff comply with the law were left in the policy. Vincent asked for further clarification on custodial requests for library records. There is difficulty proving custodial relationship, so the policy was changed to reflect this. Swaminathan moved and Vincent seconded to approve the revised Privacy policy; this passed by voice vote.
- Circulation Policy: There is one small change to the policy that was made on discovering that state statute allows privacy of library records for 16 year olds – therefore if a 16 year old can have a private account, they should be able to open an account without a parent. This brings us into line with many other area libraries policies. Mueller moved and Swaminathan second to approve the revised Circulation policy; this passed by voice vote.
- Laptop checkout policy: Hansen noted that this was impacted by the age change to 16 in the previous policy. Arnold asked if patrons are ever reluctant to check out a laptop, knowing that they are assuming responsibility for a very costly item - Hansen and Rawson said it does not appear to be a deterrent. Swaminathan asked how well known this program is, and Rawson noted that an adult doing job search work is encouraged to take one out by adult staff. Mueller asked about removal of personal items; Rawson noted that these computers do not have Deep Freeze on them, but we have had no problems. It is now possible to print from them to the library copiers. Meeting room users are also heavy users of laptops. Swaminathan asked if there were statistics for this; Rawson and Hansen will look for this with an eye to cost of replacing them. Swaminathan moved and Mueller seconded to approve the revisions to the laptop checkout policy, this passed by voice vote.
- Community Bulletin Board Policy: Hansen stated that this policy needed to be re-written essentially from the ground up. The focus was changed to what people can put up instead of what they can't. Priority of items was made prominent. Bulletin board space is very limited so competition is high. Items are to be dropped off at the desk, but not all patrons follow this; Bolchen manages this process and removes items that do not belong. Duration of posting is variable based on space. Vincent moved and Swaminathan seconded to approve the revised bulletin board policy; this passed by voice vote.

Nikolay thanked Hansen for his work on the presentation and on the policies. Hansen left at this time.

b. Position Description for the Outreach Coordinator: This is a new position, the strategic planning core team has worked on this. The position was changed from a library assistant to a librarian due to this person needing to supervise volunteers. Would love to be manager level, but may not have budget to do it first year and this is a good place to start. Rawson covered the main duties of the position. This position will also be able to work at any desk in the building. We would love to have someone who is bilingual. The Board does not need to approve this, but Rawson wanted board to see it. We will soon have a ballpark cost for it, and we would like to fit this into our budget. Swaminathan thought we should have a range ready if someone presses the issue at Committee of the Whole (COW) next week. Arnold noted that we should tie this back to the strategic plan and how this will help to

further the plan. Swaminathan asked about the addition of so many additional duties from when he last saw the description. Rawson noted that there is room for the narrative of what we want in a different document which shows that all of the "other duties" constitute only a very small part of the job. The most important functions will be highlighted. Nikolay emphasized how important this position is to the library; this is a key piece of the strategic plan and we will make that emphasis to the COW. The best case scenario is to include it in our budget, but there are other possibilities and we have thought about this. We can't fundraise to pay for salary, but have fundraised to support the position's needs (Books and Brews.)

7. President Report

Nikolay thanked Rawson for the presentation of the position description and encouraged the board to come to the meeting next week (July 22, 2015 at 7pm in the library meeting room.)

Nikolay reported on Books and Brews, it was very successful and a great event. The Friends did a fabulous job. Swaminathan also said the event was very nice, and acknowledged the outstanding support of the Friends group. Nikolay noted that the Friends will be recognized at the volunteer recognition event in October; also recommended a note to the mayor to thank the Friends.

8. Library Director Report – Rawson

Rawson added to the wrap-up of Books and Brews. Tremendous hours of work went into coordinating the silent auction – this was not staff time, this was all volunteer. They are still wrapping up numbers, but raised approximately \$16,000. Many attendees expressed desire to attend another next year. We would like to do a resolution from the mayor to thank the Friends during national Library Week.

Signage Update – The city is working on its signage project. Zebradog is working on building signs; may add directional signs afterwards if needed. The plan is for the library to pay for those with capital campaign money as the signs were part of the original plans for the building. Building signs are planned on library on the east face and on the Lacy Road side. Library parking will be signed as well. State statute stipulates that the library board must approve any change to the building; Rawson will bring final designs to the August board meeting.

Potential Solar Installation on Building: The mayor would like to do this. In 2010, it was estimated by MG&E that solar would cost \$800,000 for installation with a payback of \$1,000 per month. The life of a panel is 20 years. The roof can support weight and has conduit; but the roof is a membrane and even a small hole can cause huge problems. (We have had a small hole in roof before which caused a great deal of damage before we could find it and fix it.) There are concerns about whether this installation would void our roof warranty. A third party vendor could buy the panels, install them and take the energy from them; then they would eventually sell them to the library or remove them. Because of the state statute issue mentioned before in the context of building signs, the library board will have to approve this before it could proceed. City staff have been invited to present this to us; we had hoped for this meeting but it did not work out. We do not have enough information at this point to make a decision. Swaminathan asked about the architecture committee; Rawson responded that the Fitchburg Center indeed also needs to be involved. The panels on the city hall roof are not currently working. Stern has proposed an amendment to the CIP to place the panels elsewhere. The new city administrator is from Monona which has already completed a project like this, unfortunately he will not start soon enough to have input. Arnold commented that given the fiscal side of the strategic plan directing us to create a sound fiscal base, this does not seem prudent. We need more information from the city concerning this.

9. Committee Reports

Strategic Planning: Nikolay passed out the document covering the calendar of strategic planning from now until 2017 - this was presented to and discussed with the library managers. Nikolay and Julesberg are turning more tasks over to the managers as the first strategic plan winds down. New community members will be needed as we look ahead to next plan.

Facilities – Swaminathan will chair; Arnold and Mueller will be members of this committee. Rawson is also member. The committee will meet after new city administrator starts to be prepared for the next CIP process. Regular meetings will be scheduled after that. Richmond will be included in the meetings as well as much as possible.

Personnel – Vincent will chair and Nikolay will stay on, Franco will join.

10. **Announcements**

a. Next Board Meeting: Wednesday, August 19, 2015, at 5:30 p.m.

11. **Adjournment at 7:20 pm**, moved by Swaminathan, seconded by Mueller, passed by voice vote.

| 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 | \$ 327.93 | \$ 3,214.33 | \$ 4.83 | \$ 39.81 | \$ 4,633.05 | \$ 14,000.00 | 66.91% | \$ 9,366.95 | \$ 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 | \$ - | \$ - | \$ 665.00 | \$ 500.00 | \$ 926.50 | \$ 2,328.00 | \$ 4,850.00 | 52.00% | \$ 2,522.00 | \$ - |
| Contractual Services Total | | | \$ 82,103.21 | \$ 6,842.68 | \$ 2,905.30 | \$ 3,879.33 | \$ 2,479.83 | \$ 966.31 | \$ 96,848.66 | \$ 164,445.00 | 41.11% | \$ 67,596.34 | |
| 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 | \$ 45.18 | \$ 1,089.68 | \$ 2,500.00 | 56.41% | \$ 1,410.32 | \$ 402.00 |
| Operating Expense | 325 | Training & Staff Development | \$ 15.00 | \$ - | \$ 402.00 | \$ 12.00 | \$ 1,054.00 | \$ 594.50 | \$ 2,077.50 | \$ 6,000.00 | 65.38% | \$ 3,922.50 | \$ 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 | \$ 1,403.93 | \$ 12,396.88 | \$ 17,000.00 | 27.08% | \$ 4,603.12 | \$ 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 | \$ 1,373.15 | \$ 228.22 | \$ 139.90 | \$ 2,982.92 | \$ 8,000.00 | 62.71% | \$ 5,017.08 | \$ 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 | \$ - | \$ 1,408.85 | \$ 3,762.42 | \$ 6,000.00 | 37.29% | \$ 2,237.58 | \$ 974.67 |
| Operating Expense | 363 | Communications Expense | \$ 90.05 | \$ 7.25 | \$ 26.01 | \$ 28.20 | \$ 24.95 | \$ 25.76 | \$ 202.22 | \$ 1,000.00 | 79.78% | \$ 797.78 | \$ 59.05 |
| Operating Expense | 365 | Telephone & Other Utilities | \$ 185.92 | \$ 9,039.85 | \$ 9,745.37 | \$ 8,441.79 | \$ 7,719.71 | \$ 8,299.18 | \$ 43,431.82 | \$ 98,500.00 | 55.91% | \$ 55,068.18 | \$ 7,969.04 |
| Operating Expense | 387 | Library Collection | \$ 30,288.53 | \$ 11,208.78 | \$ 12,756.81 | \$ 23,223.77 | \$ 17,504.79 | \$ 9,986.12 | \$ 104,968.80 | \$ 175,000.00 | 40.02% | \$ 70,031.20 | \$ 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 | \$ 145.93 | \$ 645.07 | \$ 2,000.00 | 67.75% | \$ 1,354.93 | \$ 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 | \$ 53,059.88 | \$ 563,299.37 | \$ 73,986.50 | \$ 857,844.83 | \$ 1,153,422.00 | 25.63% | \$ 295,577.17 | |
| 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 | | | | | | | | | \$ 1,346,731.06 | \$ 2,182,927.00 | 38.31% | \$ 836,195.94 | |

| | | | | | | | | | | | % 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:
\$ 763,481.60

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 |
| 6/1/2015 | 6/4/2015 | WIN | City IT | | Internet service | \$ 4.83 | 245 |
| 6/18/2015 | 7/20/2015 | Amazon.com | | | Computer cases | \$ 34.98 | 245 |
| | | | | | | \$ 39.81 | 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 |
| 6/12/2015 | 6/22/2015 | Staples | | | Office supplies | \$ 45.18 | 310 |
| | | | | | | \$ 45.18 | 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 |
| 06/29/2015 | | ARES HOTELS AND TICKET | | | Ground Trans. ALA Conf. | \$ 19.25 | 325 |
| 06/29/2015 | | ARES HOTELS AND TICKET | | | Ground Trans. ALA Conf. TS | \$ 19.25 | 325 |
| 06/30/2015 | | GENERA MIT INTL AIRQ44 | | | Parking - ALA Conf. | \$ 52.00 | 325 |
| 6/26/2015 | 7/8/2015 | Stringfield, Tegan | | | Per diem for ALA conf. | \$ 252.00 | 325 |
| | | | | | | \$ 594.50 | 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 - Conciuous 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 |
| 6/3/2015 | 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 |
| 6/26/2015 | 7/8/2015 | Demco | Tech Services | | Book Processing supplies | \$ 98.89 | 340 |
| 6/26/2015 | 7/8/2015 | Staples | | | Toner | \$ 187.53 | 340 |
| 6/24/2015 | 6/30/2015 | Staples | | | Library supplies | \$ 10.02 | 340 |
| | | | | | | \$ 1,403.93 | 340 Total |
| | | | | | | | 345 |
| | | | | | | | 345 |
| | | | | | | \$ - | 345 Total |
| 6/8/2015 | 6/22/2015 | LaForce | | | Door hardware | \$ 500.00 | 350 |
| 6/8/2015 | 6/22/2015 | LaForce | | | Finance voided check and paid with their p-card - check was lost in mail - charge will show in July | \$ (500.00) | 350 |
| 6/8/2015 | 6/22/2015 | Batteries and Bulbs | | | Batteries for scrubber | \$ 139.90 | 350 |
| | | | | | | \$ 139.90 | 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 |
| 6/9/2015 | 7/1/2015 | Menards | | | Hardware | \$ 45.72 | 360 |
| 6/22/2015 | 6/30/2015 | Harder | | | TP and janitorial supplies | \$ 744.90 | 360 |
| | | | | | | | 360 |
| | | | | | | \$ 1,408.85 | 360 Total |

| | | | | | | | |
|-----------|-----------|-------------------|--|-------------|----------------|-------------|------------------|
| 6/21/2015 | 7/2/2015 | Verizon | | | Cell Phone | \$ 25.76 | 363 |
| | | | | | | | 363 |
| | | | | | | \$ 25.76 | 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 |
| 6/19/2015 | 7/2/2015 | TDS | | | Phone | \$ 186.48 | 365 |
| | | | | | | \$ 8,299.18 | 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 |
| 6/1/2015 | 6/22/2015 | Baker and Taylor | | | Audiobooks | \$ 21.50 | 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 |
| 6/2/2015 | 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 |
| 6/2/2015 | 6/22/2015 | Baker and Taylor | | | CD - DVD | \$ 255.04 | 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 |
| 6/3/2015 | 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 |
| 6/3/2015 | 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 | | | 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 |
| 6/9/2015 | 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 | | | 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 |
| 6/12/2015 | 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 | 6/24/2015 | 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 |
| 6/15/2015 | 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 |
| 6/15/2015 | 6/22/2015 | Baker and Taylor | | | CD - DVD | \$ 259.63 | 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 |
| 6/18/2015 | 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 |
| 6/1/2015 | 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 |
| 6/16/2015 | 7/1/2015 | Brodart | | | Youth Print | \$ 16.09 | 387 |
| 6/17/2015 | 7/1/2015 | Brodart | | | Youth Print | \$ 12.04 | 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 |
| 6/9/2015 | 7/20/2015 | Amazon.com | | | CD - DVD | \$ 433.94 | 387 |
| 6/11/2015 | 7/20/2015 | Amazon.com | | | CD - DVD | \$ 119.92 | 387 |
| | | | | | | | 387 |
| | | | | | | | 387 |
| | | | | | | \$ 9,986.12 | 387 Total |

| | | | | | | |
|-----------|-----------|------------------------------------|--|--|---------------|-----------------------|
| 6/29/2015 | 6/30/2015 | Waunakee Public Library | | Forward payment to owning library | \$ 21.99 | 390 |
| 6/8/2015 | 6/9/2015 | Patron | | Refund patron for lost-paid found item | \$ 39.95 | 390 |
| 6/4/2015 | 6/9/2015 | Middleton Public Library | | Item lost off hold shelf | \$ 20.00 | 390 |
| 6/18/2015 | 6/22/2015 | Portage Co Public Library | | Item lost off hold shelf | \$ 26.00 | 390 |
| 6/26/2015 | 7/16/2015 | Patron | | Refund patron for lost-paid found item | \$ 12.99 | 390 |
| 6/24/2015 | 6/24/2015 | Madison Public Library - MEA | | Item lost off hold shelf | \$ 25.00 | 390 |
| | | | | | \$ 145.93 | 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 |
| | | | | | \$ 138,131.98 | Grand Total |



COMPUTER AND INTERNET USE POLICY

A goal of the Fitchburg Public Library is to allow community members to connect to the vast collection of electronic information both in and outside the Library. As such, the Library provides free access to computers and the Internet. This policy applies to all computers that access the Internet on the Fitchburg Public Library's network, i.e., both library-owned and personal equipment.

Information on the Internet is provided by a multitude of sources. Provision of access by the Library does not constitute endorsement of the ideas or information found on the Internet. Library staff cannot guaranty the accuracy, quality or timeliness of the information found online. Information found on the Internet falls outside the scope of the Library's collection development policy.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Parents and guardians are responsible for monitoring Internet use for their children aged ~~15~~ or younger. The Library and its staff are not responsible for material encountered online. If a child aged 15 or younger does not have their library card number with them, they are not allowed to log on to the computers.

Comment [SCLS1]: Change to match changes in Circulation Policy.

Computers are to be used for educational, cultural, informational, and recreational pursuits. Patrons agree to abide by all applicable federal, state and local laws while using the Library's equipment. Illegal, unauthorized, and unethical uses may result in forfeiture of library privileges.

Such uses include, but are not limited to:

- Display of pornographic or sexually explicit content
- Illegal activity including downloading or copying of copyrighted or licensed materials
- Harassing, libeling or slandering another person
- Attempting to gain unauthorized access to computer systems and networks
- Damaging Library computers or software
- Violating the privacy of another by interfering with their use of the Library's computers

Patrons are not permitted to download programs or software to the Library's computers. Library equipment may not be altered without permission from Library staff. Saving documents or other work to Library computers is prohibited. Patrons must save work using a flash drive.

Food is prohibited ~~at all computer stations~~ in the Technology Center.

Comment [SCLS2]: Changed to match Code of Conduct.

A valid ~~Fitchburg-South Central Library System Public Library~~ card or photo ID is required to reserve and access public computers.

Library staff may impose time limits, or limitations on type of use. While the Library respects user privacy and confidentiality, staff may monitor computer usage and may temporarily suspend computer use privileges if they observe violations of this policy.

Computer stations in the Children's Library are for use by patrons aged 12 or younger, ~~or by a parent or caregiver accompanying the child~~ and computer stations in the Teen Library are for use by patrons ages 13 (or 6th grade) – 17. A parent or caregiver may accompany a child on the same computer.

Comment [SCLS3]: Addition of age limits for teen computers

Priority is given to Library staff for class or program use.

Approved by the Fitchburg Public Library Board May 18, 2011



Meeting Room Policy

I. Purpose

The Fitchburg Public Library provides space for meetings in the Meeting Room and the Conference Room. In keeping with the library's mission, the purpose of providing this space is for meetings or programs of an educational, cultural, recreational, civic, informational, or governmental nature. When not needed for library purposes, these rooms are available for use by area community entities.

II. Description of Rooms

All rooms have wireless access. The Meeting Room can accommodate up to 145 people ~~and has access to the adjoining kitchenette. This room can be divided into two smaller meeting spaces with 90 people in the larger portion and 35 people in the smaller portion.~~ The Conference Room can accommodate up to ~~20~~ 12 people.

Comment [SCLS1]: Changes have been made to the room arrangements and set-up.

III. General Regulations

- Meeting rooms are not available for the following purposes:
 - Monetary solicitation, admission fee, or donation by any entity other than the library, Friends of the Library or City-sponsored fundraising.
 - Programs involving the sale, advertising, promotion of commercial products or services, including compilation of mailing lists for future solicitation, by any entity other than the library or pre-approved entities for short-term classes, institutes, discussion groups or forums involving small fees.
 - Personal or family purposes, such as parties, weddings, bridal or baby showers, birthday parties, or dances.
 - Programs which would interfere with the Library's operation by causing excessive noise, a safety hazard, or security risk.
- All meetings must be open to the public with the exception of businesses and commercial entities holding internal meetings.
- All organizations/individuals using the Fitchburg Public Library meeting room(s) will comply with federal, state, and local laws and regulations including, but not limited to, ADA (Americans with Disabilities Act) and anti-discrimination. ~~Groups agree to provide requested accommodations and this agreement to do so must be included in the publicity or notices for each meeting or program.~~

- Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the library administration and staff that the event will be properly managed.
- Publicity generated by a group or organization for a meeting or event in a library meeting room may recite the Library name, address and appropriate room designation only.
- The use of the name, address or telephone number of the Fitchburg Public Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited.
- No signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the library or on its premises without prior permission and direction from the Library Director or staff. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group, specifically the person named on the reservation form. The organization or group will not be permitted to reserve meeting room space again until these costs have been paid.
- Library staff will not relay messages to people attending meetings, except in emergencies.
- Soliciting or canvassing library patrons is not permitted.
- The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff will have free access to meeting rooms at all times.

IV. Application/Cancellation

- Reservations are required for use of the large Meeting Room and the Conference Room located on the library's second floor. Small group study rooms on the second floor are first-come, first-serve and may not be reserved.
- Room reservations must be made by an authorized adult representative of the group. Children aged 17 or younger are not permitted to reserve public meeting spaces.
- Any misrepresentation upon reserving the room(s) shall void any use of that space.
- The library requires a 24-hour notice of meeting cancellation. Repeated cancellations or failure to keep appointments for meetings can be cause for denial of future meeting room requests.
- In the event the library is unexpectedly closed, meetings scheduled during that time will be canceled.
- In the event of cancellation, the group's leader is responsible for notifying group members.

V. Scheduling

- The library and groups affiliated with the library will be given first priority for reserving space. There are no restrictions on the scheduling of library and library related events and programs. Other groups will be accommodated as space is available.

- On occasion, the library may have to cancel a group's use of a meeting room due to unforeseen circumstances upon two (2) weeks' notice.
- Reservation of meeting rooms is available on a first-come, first-serve basis.
- Meeting rooms are generally available for use during regular library hours. Meetings can begin before the library opens, provided the individual/organization arranges with the Library Director or designee to obtain instructions and a key in advance of the meeting.
- The reservation must allow for setup and cleanup time. Setup prior to reserved times is prohibited. Reserving a room the day prior for setup is also prohibited.
- Groups must leave the room when the meeting is scheduled to end. If a reservation ends at closing time, the group must leave by the time the library closes.
- Organizations may make reservations for use of the rooms may be made up to 90 days in advance.
- The use of rooms by an individual(s)/organization(s) is limited to 3 meetings per 90 days, unless the library is a cosponsor.

VI. Use of Facilities

- Library or other city staff will not provide assistance in setting up the meeting room.
- Equipment is available for use. Upon request, the library can provide instruction of its use. However, the library is unable to provide personnel to operate this equipment.
- The user is responsible for leaving the room in the condition in which it was found.
- The user, specifically the person who signs the application, will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.
- Refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for cleanup or serving.
- Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.
- If library equipment is missing after a group has used the room, the library will bill the responsible party for the costs of replacement.
- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on library premises.
- Alcoholic beverages are prohibited except for library or library sponsored events.
- No advance deliveries can be accepted for meetings. Materials may not be stored at the library before or after a meeting.
- Registration tables must be set up inside the room. No tables or chairs are to be used outside of the rooms.

- The library may impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed.

VII. Review and Appeal

- Any group or individual who is refused permission to use the meeting room(s) or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

IX. Disclaimer

- The Fitchburg Public Library is not responsible for any equipment or items left in the meeting rooms. Items left for 30 days may be disposed of in a manner deemed appropriate.
- The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.
- The fact that a group is permitted use of the room(s) does not in any way constitute the library's endorsement of the group's policies or beliefs by the Library Board or staff.
- The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.
- This policy may be subject to change based on need or circumstance as approved by the Library Board at any regularly scheduled meeting.

Approved by the Fitchburg Public Library Board June 20, 2012



SOCIAL MEDIA POLICY

Social Media is defined by the Fitchburg Public Library as any web based or mobile technology that allows the library and its patrons to interact in a virtual environment. The library uses various forms of social media to engage community members, and reach the broadest number of its citizens as possible.

Members of the public are encouraged to comment or post on the library's social media page(s). The library reserves the right to review comments and postings, and to remove inappropriate content at its sole discretion. Inappropriate content includes, but is not limited to:

- Vulgar or obscene language, images, videos or other content
- Statements intended to harass, insult or threaten
- Potentially libelous statements
- Plagiarized material
- Personal information provided without consent
- Commercial solicitations and spam
- Irrelevant comments or hyperlinks

Users alone are responsible for the content they post on the library's social media pages. The library assumes no liability for any judgments, damages or other negative repercussions that arise from or are related to posted content.

[Fitchburg Public Library's participation in social media does not constitute endorsement of the content or views expressed by the participants, including staff.](#)

Approved by the Fitchburg Public Library Board May 18, 2011



Wireless Access Policy

Free wireless access is available to all patrons in the Fitchburg Public Library building. Wireless users agree to comply with the Library's Computer and Internet ~~and Computer~~ Use Policy.

~~A WiFi-compliant 802.11 b/g device is required to access the Library's wireless network.~~ The Library makes no guarantee that your device will be compatible with the Library's network. The Library and its staff cannot be held responsible for changes users make to their device(s) to use the wireless network. Library staff can only provide basic troubleshooting service for wireless users.

~~The Library has limited seating, and not all Library tables and chairs are within reach of an electrical outlet. Users should be prepared to be self-powered. Power and extension cords may not be positioned across aisles or other walk ways.~~

The Library's wireless network is not secure. Users are solely responsible for the security and protection of the data on their devices, and the information they choose to share online.

Signal strength may vary in different parts of the building. The Library makes no guarantees about the performance or speed of the wireless network.

Patrons should keep their wireless device(s) with them at all times while in the Library. The Library assumes no responsibility for personal electronic devices brought into the Library.

The Library reserves the right to limit patron's time on the wireless network.

Printing is not available via the Library's wireless network.

Approved by the Fitchburg Public Library Board May 18, 2011

AGREEMENT

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **Fitchburg Public Library Board** (hereinafter "the Fitchburg Library Board") serving the municipality of Fitchburg.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Fitchburg Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Fitchburg Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Fitchburg Library Board do agree, as authorized by chapter 43 and sec. 66.30, Wis. Stats., as follows:

1. The Fitchburg Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Fitchburg Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the 2015 Annual Report filed on or before March 1 of 2016 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Fitchburg Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Fitchburg Library Board providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Fitchburg Library Board the sum of \$95,944. This sum represents the payment due after averaging use and cost data from 2012, 2013, and 2014.
5. In exchange for delivery service provided as part of a county contract with the South Central Library System, the Fitchburg Library Board agrees to pay the Dane County Library Service \$37,701.

6. The Fitchburg Library Board agrees to pay the Dane County Library Service \$430,085 for Fitchburg residents' use of other municipal libraries in Dane County between January 1, 2016 and December 31, 2016. This amount is determined based on actual per unit costs at each library where use occurred, averaged over 2012, 2013, and 2014.
7. In exchange for Fitchburg Public Library providing services under this agreement to residents of other municipalities exempt from the county library tax between January 1, 2016 and December 31, 2016, the County Library Board agrees to pay the Fitchburg Library Board the sum of \$348,505. The sources of data used in these calculations shall include 2012, 2013, and 2014 circulation, expenditure and revenue figures as reported by the Fitchburg Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2012, 2013, and 2014.
8. In recognition of the facility expense incurred by local libraries in serving non-residents, the Fitchburg Library Board agrees to pay the County Library Board the sum of \$9,574.
9. In recognition of the reconciliation of the 2012, 2013 and 2014 data now available, it is recognized that the Fitchburg Public Library shall be reimbursed by Dane County municipal libraries \$28,132 for funds overpaid due to estimations based on the past three years of library use across the county.
10. The Fitchburg Library Board shall make payment of the net amount of \$4,779 to the Dane County Library Service by June 1, 2016.
11. This agreement shall be in effect from January 1, 2016 and shall continue in full force and effect until December 31, 2016 unless sooner terminated.

FITCHBURG LIBRARY BOARD

BY:

President, Library Board

BY:

Secretary, Library Board

DANE COUNTY LIBRARY BOARD

BY:

President, Library Board

BY:

Director, Library Board

Attachment A: Schedule of Payments

| | Total | Payer | Description |
|--------|-----------|---------------------|--|
| Sec. 4 | \$95,944 | Dane Co | FCH service to county residents |
| Sec. 5 | \$37,701 | Fitchburg | Share of central services |
| Sec. 6 | \$430,085 | Fitchburg | FCH use of libraries |
| Sec. 7 | \$348,505 | Dane Co | FCH service to municipal residents |
| Sec. 8 | \$9,574 | Fitchburg | Facility expense incurred by FCH use of municipal libraries |
| Sec. 9 | \$28,132 | Municipal libraries | Estimates of payments reconciled with data from 2012, 2013, 2014 |
| NET | \$4,779 | Fitchburg | Net 2016 payment |

City of Fitchburg

Committee or Commission Referral

Direct Referral by Mayor to:

Date Referred: **August 11, 2015**

Ordinance Number:

Date to Report Back: **August 25, 2015**

Resolution Number: **R-83-15**

Sponsored by: Mayor Arnold

Drafted by: Dodge

TITLE: AMENDING 2015 CAPITAL PROJECTS, CEDA, AND GENERAL FUND BUDGETS

Background:

There are three budget amendments included in the resolution:

- 1) Lacy Road Design Costs – funded by additional debt (budget amendment previously acknowledged by Board of Public Works; contract previously approved by BPW and Council)
- 2) Fitchburg Ag Route (FAR) Signage – funded by County grant and CEDA (use of funds previously approved by CEDA)
- 3) City Hall Campus Signage – funded by library capital campaign funds and excess funds from a different Senior Center project

Staff memos are included to provide additional details on each of the proposed budget amendments.

According to Sec. 10-47(c), a 2/3 vote of the council is required when an amendment alters total revenue and expenditures in any particular fund.

| Order | Referred To | Staff Contact | Place on Agenda For | Action Taken On Referral |
|-------|-------------------|---------------|---------------------|--------------------------|
| 1 | Finance Committee | Dodge | August 25, 2015 | |
| 2 | Library Board | Rawson | August 19, 2015 | |
| 3 | | | | |
| 4 | | | | |

Amendments:

EXHIBITS NEED TO BE ATTACHED TO RESOLUTION/ORDINANCE

Mayor Steve Arnold
Introduced By

Misty Dodge
Drafted By

Finance, Library
Referred to

August 11, 2015
Date

RESOLUTION R-83-15
AMENDING 2015 CAPITAL PROJECTS, CEDA, AND GENERAL FUND BUDGETS

WHEREAS, the City Council, as recommended by the Board of Public Works, approved the design contract for the Lacy Road project with Mead and Hunt that was over the current budget; and

WHEREAS, the Fitchburg Agricultural Route (FAR) signage project was included in the 2014 budget as funded by the Community Economic Development Authority (CEDA) and a grant from the County but was not completed until 2015; and

WHEREAS, CEDA has reviewed the FAR signage project and approved the transfer of funds in 2015; and

WHEREAS, the bids for the City Hall campus signage and way finding project were higher than expected; and

WHEREAS, the bids for the acoustic panel installation in the Oak Hall room at the Senior Center were lower than expected; and

WHEREAS, the Library Board has reviewed the signage and approved the budget amendment to pay for the Library signage out of the capital campaign;

NOW THEREFORE, BE IT RESOLVED by the Fitchburg City Council that it hereby amends the 2015 Capital Projects Fund, CEDA Fund, and General Fund budgets as attached.

Adopted this _____ day of _____, 2015.

Patti Anderson, City Clerk

Stephen L. Arnold, Mayor



Fitchburg Senior Center
5510 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608)270-4290 ☐
Fax: (608)270-4296
www.city.fitchburg.wi.us

Date: July 24, 2015
To: Finance Committee
Cc: Misty Dodge, Finance Director
Mike Zimmerman, Economic Development Director
Wendy Rawson, Library Director
From: Jill McHone, Senior Center Director
Subject: City Signage

Over a year ago, when the City formed a committee to explore campus signage and way finding, there were no budget figures available. An estimate for this expense was included in CIP Project #1030 (Logo Implementation & Wayfinding Signs). Unfortunately bids came in higher than anticipated. Signage on the Senior/Community Center and on the Library is critical, particularly for our program participants. We would like to ensure the project continues to move forward.

The total cost of the city campus building sign project is \$22,215. Below is a breakdown of how this expense is projected to be funded:

| | |
|--|-------------------|
| CIP Project #1010 – Library Capital Campaign | \$9,706.00 |
| CIP Project #6351 – Senior Center/Community Center Furnishings | \$4,403.50 |
| CIP Project #1030 – Logo Implementation & Wayfinding Signage | <u>\$8,105.50</u> |
| Total Project | \$22,215.00 |

The Library Capital Campaign was created and funded during the construction of the new library building. This signage project is believed to be a good use of remaining funds. With this transfer, the Library Capital Campaign would pay for all costs associated with the signage on the Library.

The remaining balance in Project #6351 is due to the expense of the acoustic panel installation in the Oak Hall room coming in under budget. \$20,000 was allocated. The expense totaled \$15,240. With this transfer, the Senior Center project would pay for the lettering on the lower level of the building.

We request that a budget amendment and project fund balance transfer be authorized as described above.

Library Statistics

| | 15-Jan | 15-Feb | 15-Mar | 15-Apr | 15-May | 15-Jun | 15-Jul | 15-Aug | YTD 2015 | YTD 2014 | Jul-14 | Total 2014 | Total 2013 |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|----------|----------|--------|------------|------------|
| Checkouts | 27537 | 23688 | 27115 | 25277 | 24517 | 30234 | 29548 | | 187,916 | 186,920 | 29,962 | 315,006 | 310,335 |
| Renewals | 5467 | 5503 | 6072 | 5287 | 5653 | 5520 | 6157 | | 39,659 | 44,725 | 5,938 | 73,068 | 83,056 |
| C&R Total | 33004 | 29191 | 33187 | 30564 | 30170 | 35754 | 35705 | 0 | 227,575 | 231,645 | 35,900 | 388,074 | 393,391 |
| Holds | 7701 | 6568 | 7027 | 7020 | 6520 | 6836 | 6974 | | 48,646 | 48,247 | 7,049 | 83,689 | 79,491 |
| Red Boxes in | 395 | 381 | 414 | 398 | 378 | 415 | 428 | | 2,809 | 2,723 | 433 | 4,646 | 4,420 |
| Red Boxes out | 391 | 354 | 385 | 374 | 356 | 390 | 400 | | 2,650 | 2,512 | 404 | 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 | 9 | | 58 | 59 | 9 | 100 | 85 |
| Vol. Hours | 61 | 64 | 58.25 | 52.5 | 51.5 | 70.75 | 77.5 | | 436 | 456 | 67.25 | 787 | 576 |
| Adult Programs | 7 | 5 | 5 | 8 | 4 | 4 | 8 | | 41 | 48 | 4 | 71 | 69 |
| Adult attendees | 71 | 30 | 30 | 77 | 58 | 72 | 111 | | 449 | 788 | 46 | 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 | 34 | | 194 | 178 | 27 | 268 | 247 |
| Youth Attendees | 803 | 935 | 1095 | 896 | 474 | 1553 | 1404 | | 7,160 | 5,891 | 1,042 | 9,647 | 8,475 |
| Passive Youth Programs | 3 | 2 | 2 | 2 | 2 | 1 | 0 | | 12 | 22 | 3 | 36 | |
| Passive Attendance | 150 | 153 | 184 | 132 | 119 | 89 | 0 | | 827 | 1,629 | 348 | 2,390 | |
| Teen Programs | 3 | 4 | 5 | 4 | 4 | 4 | 4 | | 28 | 36 | 6 | 59 | 59 |
| Teen Attendees | 13 | 10 | 34 | 10 | 23 | 20 | 21 | | 131 | 160 | 34 | 243 | 441 |
| Passive Teen Programs | 0 | 0 | 0 | 2 | 1 | 0 | 0 | | 3 | 0 | | | |
| Passive Teen Attendance | 0 | 0 | 0 | 61 | 46 | 0 | 0 | | 107 | 0 | | | |
| Youth Volunteers | 7 | 7 | 7 | 7 | 8 | 7 | 8 | | 51 | 85 | 7 | 123 | 247 |
| Youth Vol. Hours | 27.5 | 23.25 | 25 | 28.5 | 24.25 | 25.5 | 26 | | 180 | 351 | 33 | 496 | 1,126 |
| Youth Outreach Visits | 1 | 0 | 3 | 0 | 5 | 2 | 3 | | 14 | 19 | 0 | 27 | 22 |
| Youth Outreach Attendees | 75 | 0 | 56 | 0 | 840 | 650 | 21 | | 1,642 | 2,135 | 0 | 2,536 | 2,687 |
| Electronic Svcs Programs | 8 | 5 | 9 | 6 | 7 | 6 | 6 | | 47 | 8 | 0 | 27 | 20 |
| Electronic Svcs Prog Attendees | 38 | 19 | 34 | 9 | 21 | 17 | 18 | | 156 | 38 | 0 | 73 | 63 |
| Computer Sessions | 2199 | 2146 | 2505 | 2181 | 1780 | 2049 | 2162 | | 15,022 | 15,676 | 2,391 | 26,475 | 28,333 |
| Wireless Sessions | 20,414 | 19,545 | 23,999 | 22,265 | 21,171 | 22,040 | 24,294 | | 153,728 | 115,065 | 17,789 | 207,871 | 270,612 |
| Meetings | 89 | 96 | 102 | 101 | 83 | 75 | 94 | | 640 | 666 | 70 | 1,108 | 1,026 |
| Overdrive C/O books | 1516 | 1295 | 1422 | 1310 | 1370 | 1511 | 1353 | | 9,777 | 6,765 | 1,094 | 12,286 | 7,703 |
| Overdrive C/O audio | 470 | 440 | 450 | 433 | 430 | 413 | 480 | | 3,116 | 1,611 | 297 | 3,337 | 1,584 |
| Overdrive C/O TOTAL | 1986 | 1735 | 1872 | 1743 | 1800 | 1924 | 1833 | 0 | 12,893 | 8,376 | 1,391 | 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 |
|-----------------------------|------------------|----------------|-----------------|------------------|----------------|-----------------|

| | | | | | |
|------------------|----------------|----------------|------------|-----------|-----------|
| 2014: 129 Adults | 2014: 672 Kids | 2014: 89 Teens | 2015 Adult | 2015 Teen | 2015 Kids |
|------------------|----------------|----------------|------------|-----------|-----------|

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 | 1400 | 810 |
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |

Net items added 2015:
5841

31-Jul-15
100,155

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