

1. Agenda

Documents: [LIB_20150916_AG.PDF](#)

2. Complete Packet

Documents: [LIB_20150916_PK.PDF](#)



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

**AGENDA
LIBRARY BOARD
SEPTEMBER 16, 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, September 16, 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. August 19, 2015
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. 2016 Budget
5. **Old Business**
6. **New Business**
 - a. Resolution for exemption to the county library tax
 - b. **Closed Session:** Motion to go into closed session pursuant to Wisconsin Statutes §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. *Discussion of proposed ban of a patron.*
 - c. **Reconvene into Open Session**
 - d. Vote on Patron Ban
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, August 19, 2015, 5:30 pm

Present: Pauli Nikolay Dan Carpenter Zulma Franco
 Stephen H. Arnold Ben Mueller

Also present: Wendy Rawson Tegan Stringfield Mike Zimmerman

Absent: Swami Swaminathan Eric Vincent

1. **Call to Order – 5:30 pm** by Nikolay
2. **Public Appearances** – Non-Agenda Items
None.
3. **Approval of Minutes**
 - a. Arnold moved and Franco seconded to approve the minutes from July 15, 2015.

6a. New Business

Franco moved and Mueller seconded to move item 6a up in the agenda in deference to a special presentation by Mike Zimmerman from the city economic development department, who has come to discuss the signage project. This passed by voice vote. Introductions were made.

Zimmerman gave an overview of the project and its history within the city strategic plan. One of the goals within the strategic plan was to improve the brand presence of the city, which has resulted in banners, population signs, and new bus shelters. Signage on the city campus has been lacking for a long time, and a team was recently assembled to address it. The city campus comes under the review of the Fitchburg Center because the land is part of the original 370 acre parcel. Goals for the project were discussed. Zimmerman showed renderings of the location of the signage to be placed on the main entrance to city hall, the community center and senior center (both north and south entrances), the police department entrance, and the library. The logo and word "library" will be on the east face of the building above the outside book drop. The logo was simplified from the version with the open book in order to communicate most effectively. Additional signage will face Lacy Road and also identify the parking.

Carpenter asked about lighting for the signage, especially in the winter. There are currently no plans for this at this time. It is hoped that for the time being, existing campus and street lighting will be sufficient. This may be addressed at a later date.

The cost for the entire project was considerably higher than originally thought, which triggered a need for a different financial process and review. In the end, LaCrosse Sign was chosen to do the project. The total for the library portion of the project is \$9,706.00. The library has capital campaign funds available for this. Approvals for the project are expected to happen shortly, and the project should be completed by the end of September. Carpenter suggested engaging the public in an invitation to see our new signage.

Zimmerman gave a preview of some of the directional signs that may happen in the second stage of the project, giving examples and renderings. Zebradog has offered to work with the city to create mock-ups of the proposed signs to ensure they will be useful and visible for both pedestrian and auto traffic. Current wayfinding signs will be rebranded and updated to match the new building signs.

Zimmerman thanked the library board and director for all of their hard work. Zimmerman left at this time.

Rawson detailed how the council needs us to approve our portion of the project so that they can move ahead. Mueller moved and Franco seconded to accept the city signage project as presented, this passed by voice vote.

4. **Treasurer Report**

a. Overview and b. Register

Rawson noted that the treasurer's report is different this month than previous reports. The city is moving to a p-card system, where most staff members have credit cards with the city logo and tax-exempt number to purchase supplies for the library. This is a change from the single credit card system and the use of checks and POs. Library staff received training from the finance department. Library staff can now make purchases, bring receipts to their managers, and then the receipts come to Liu for further processing. Due to timing of the credit card cycle, and the processing done by Liu and the city finance department, we are now presenting a report that is more complete but is from 2 months prior to a given board meeting. The process is also simplified with our large book vendors. At the end of the year, all city departments will get a rebate based on what they have spent, which will mean that the library can expect nearly \$2000 in most years. We are still working on developing all of our processes and codifying them, but it is going well so far. Cards all have fraud protection and daily and monthly transaction size limits. Though the learning curve is steep, it is hopeful that this system will reduce the workload.

Carpenter moved and Franco seconded to approve the treasurer's report. This passed by voice vote.

c. 2016 Budget

Rawson passed around copies of the budget and noted that it is in a period of rapid change. Rawson covered the budget points. There was a small levy increase to cover the personnel increase. The Dane County payment was down significantly. There is less in grants because the MCF grant ends with the payment this year. Miscellaneous revenue includes adjacent county payments and donations from the Friends. On the expenses side, finance separated out our FICA and WRS. In addition, all of the benefit information will be moving into the staff area of the financial report. Unexpected repairs is budgeted for less, as a catastrophic repair would qualify for using fund balance. Service contracts is high, but very reliable in amount. Presenters are now in their own separate account. Staff training and development is supported partly by the library and partly by the Friends. Printing is down a little because we can access SCLS at a reduced rate for some print jobs. Equipment expense is the copiers, and we are shortly going to be choosing new ones. Communication expense is being folded into a different fee with the city. Library collection is staying at \$175,000. Dane county payment is close to \$4,000, though this is a one-time event.

Building insurance is going up significantly, but the city is going out for re-bid with a new carrier. There is a new technology allocation of \$46,000 to cover the phone bill, some of computer repair and maintenance, and some of the things originally covered by the city administration fee. This amount is still in flux. The administrative fee has gone down, but may go up due to new proposals from other departments. Computer replacement is up to \$17,000 from \$16,000 last year, plus we will use some of the excess from this past year to cover the more expensive kid's area computers next year.

Overall we are showing a surplus of approximately \$54,000, which will be used to partially fund the new position we are asking for. It was debated whether all expenses should be squeezed in order to cover the new position completely, but it was decided that it would not be wise to short ourselves everywhere else. The library is able to cover more than half of the position as it stands. September 2nd is the date for position to be presented to the mayor.

Carpenter moved and Franco seconded to approve the budget as it stands, with the knowledge that it is not in final form. This passed by voice vote.

5. **Old Business**
none.

6. **New Business**

a. Electronic Services Manager presentation and policy review

Stringfield detailed her technology responsibilities within the library. The library is on social media such as Twitter, Facebook, Pinterest, Instagram, and Goodreads; Stringfield monitors the accounts and responds to messages. Examples were shown of social media posts, including our analytics, which show who is interacting with us, what gender they are, where they are located, and what time of day they are online. Library staff review books and post on Goodreads which helps patrons find new reading material.

Stringfield is responsible for maintaining and updating the website, ensuring that information is up to date and all links are functional. She recently added a page of videos about the library. Stringfield also teaches several technology classes, covering topics such as tablets and how to use library resources. She offers one-on-one tech tutor sessions as well, where the topics can be driven by patron needs. Franco asked about connection with schools and parents and children for technology – Rawson responded that a “Little Clickers” class was offered previously.

Stringfield is the first point of contact for technology problems for library staff. If problems can't be solved immediately, she is the liaison to other sources of help at the city or with SCLS. She maintains the technology items that are available to check out to patrons, such as Kindles and Roku. Another technology issue for Stringfield is maintaining and updating the digital signage. A major update was just completed to add the new city branding and liven up the signage so it would attract more attention.

Stringfield is the co-chair of action team 5 with the strategic plan. Team 5 has been working on a social media strategy and completed a style guide for staff use. A targeted marketing plan is in the works.

- i. Computer and Internet Use policy: The policy was expanded to include all devices in use on library property. Language was added to remove the library's liability for any damage to devices. Definition of illegal activity was expanded. Food policy was brought in line with the code of conduct. Age of use was clarified. Carpenter moved and Franco seconded to approve the policy, this passed by voice vote.
- ii. Meeting Room policy: Description of rooms was changed to reflect the issue of being unable to access furniture for the subdivided room, as well as issues with audio and other technology. Large meeting room is now offered as just one room, and this has not had any significant impact on room use. Large groups are still welcome to subdivide the room for their own use. Unnecessary ADA language was removed. The ability of library staff to monitor groups was added. Clarification of ending time for meetings was added. Further clarification was added to note that meetings may go past closing time. Rawson detailed how the building shuts down at night and allows for meeting participants to get out of the building but not access collections or computers. Registration tables must be inside the room. Mueller moved and Arnold seconded to approve the policy as edited, this passed by voice vote.
- iii. Social Media policy: A small change was made to note that views expressed by users are not necessarily views of the organization. Franco moved and Mueller seconded to approve the policy, this passed by voice vote.
- iv. Wireless Access policy: Language was updated to be more inclusive of devices. Discussion ensued about the use of library electricity for charging devices. Carpenter moved and Arnold seconded to approve the policy, this passed by voice vote.

Mueller and Franco asked about advertising that the policies have changed, Stringfield will look into this. Stringfield left at this time.

6b. **DCLS contract and payment**

One of these contracts has been signed every year. Payments have been going down steadily. Rawson detailed all of the parts of the payment. Section 9 is the settle-up payment for the library. Contracts for all libraries in Dane county since 2011 have been based on estimated numbers of Fitchburg's impact on cross-municipal and cross-township payments. Now that we have 3 full years of actual data, this can be compared with the original estimates and settling up can occur. We had feared that because of low use of the library in the beginning, this settle-up payment would be a large outflow for us, and we planned with DCLS to limit how much we would need to pay in one year. As it turns out, Fitchburg is owed \$28,132, which will be given as a one-time credit against our actual amount due of \$32,911. We were at \$41,000 in 2015, so even without the credit our amount is still going down. We need to remember for next year that the payment will be back up in the range of perhaps \$20,000 because we will not get this credit next year. Arnold asked about the history of the size of the payment, and Rawson detailed this. The payment in 2011 we paid \$517,000; this has gone down fairly steadily since. Rawson expects this to continue to go down, but this is not guaranteed. This payment versus the original library tax of almost \$1 million, which only gave 5 hours of Bookmobile service, was discussed. Rawson praised the DCLS for their role in facilitating all of this and for helping out smaller libraries. Carpenter moved and Arnold seconded to accept and sign the contract, this passed by voice vote.

7. **President Report**

Nikolay noted that she and Julesberg and Rawson presented to the committee of the whole in July which went very well. She thanked Carpenter for his presence and support at the meeting. She also noted that a meeting for new board members to go over the strategic plan was scheduled for September 2nd.

8. **Library Director Report** – Rawson

None.

9. **Committee Reports**

Strategic Planning: Nikolay noted the upcoming meeting on September 2nd. All action teams are being asked to meet in August or September.

Facilities: Rawson noted the issues with the elevator. Kone came immediately after the breakage was reported. The part is on order but exactly when it will be ready is unknown. This is causing some hassle with accessibility issues. The sorter had an issue with its compressor at 4:30 on last Friday evening. We have had issues getting service from Bibliotheca in the past, and there were delays getting service this time as well. We did get the sorter repaired earlier today. SCLS is stepping in to provide more service on sorters which should help. However, we will need to plan to sunset some of our self checks in our CIP.

Personnel: Nikolay and Vincent will be starting the 6-month review for Rawson shortly.

10. **Announcements**

- a. Next Board Meeting: Wednesday, September 16, 2015, at 5:30 p.m.

11. **Adjournment at 7:43 pm**, moved by Carpenter and seconded by Franco.

Acct Type	Acct #	Name	January	February	March	April	May	June	July	August	YTD	2015 Budget Amount	% Budget Remaining	\$ Budget Remaining	2014 Amount for July
Personnel	110	Salaries & Wages	\$ 51,545.60	\$ 33,774.53	\$ 52,120.61	\$ 58,322.28	\$ 81,784.01	\$ 53,123.29	\$ 58,378.83		\$ 389,049.15	\$ 720,113.00	45.97%	\$ 331,063.85	\$ 41,675.46
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	\$ 3,211.48		\$ 20,034.61	\$ 42,120.00	52.43%	\$ 22,085.39	\$ 6,191.32
Personnel	130	Direct Fringe Benefits	\$ 6,834.31	\$ 4,382.42	\$ 6,880.63	\$ 7,844.09	\$ 10,925.52	\$ 7,152.15	\$ 7,881.25		\$ 51,900.37	\$ 102,026.00	49.13%	\$ 50,125.63	\$ 5,955.69
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	\$ 69,471.56		\$ 461,509.13	\$ 865,060.00	46.65%	\$ 403,550.87	
Personnel total 2014			\$ 59,875.37	\$ 59,183.67	\$ 39,125.00	\$ 59,384.72	\$ 84,873.37	\$ 55,633.11	\$ 53,822.47						
Contractual Services	240	Repairs & Maintenance by Others	\$ -	\$ 818.75	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 135.00		\$ 2,353.75	\$ 15,000.00	84.31%	\$ 12,646.25	\$ -
Contractual Services	245	Computer Related Repair & Maintenance	\$ 1,003.98	\$ 42.17	\$ 327.93	\$ 3,214.33	\$ 4.83	\$ 3,001.93	\$ 4.83		\$ 7,600.00	\$ 14,000.00	45.71%	\$ 6,400.00	\$ 11.33
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 500.00	100.00%	\$ 500.00	\$ -
Contractual Services	290	Other Contractual Services	\$ 80,862.73	\$ 5,981.76	\$ 1,208.37	\$ -	\$ 1,975.00	\$ 28.00	\$ 64.00		\$ 90,119.86	\$ 130,095.00	30.73%	\$ 39,975.14	\$ 2,890.00
Contractual Services	291	Presenters / Performers	\$ 236.50	\$ -	\$ -	\$ 665.00	\$ 500.00	\$ 926.50	\$ 495.00		\$ 2,823.00	\$ 4,850.00	41.79%	\$ 2,027.00	\$ -
Contractual Services Total			\$ 82,103.21	\$ 6,842.68	\$ 2,936.30	\$ 3,879.33	\$ 2,479.83	\$ 3,956.43	\$ 698.83		\$ 100,073.61	\$ 164,445.00	39.14%	\$ 64,371.39	
Contractual Services total 2014			\$ 79,936.75	\$ 9,117.70	\$ 2,492.10	\$ 3,410.90	\$ 29,412.92	\$ 4,540.00	\$ 2,901.33						
Operating Expense	310	Office Supplies & Postage	\$ 98.31	\$ 216.46	\$ 153.06	\$ 251.46	\$ 325.21	\$ 45.18	\$ 50.48		\$ 1,140.16	\$ 2,500.00	54.39%	\$ 1,359.84	\$ 375.53
Operating Expense	325	Training & Staff Development	\$ 15.00	\$ -	\$ 402.00	\$ 12.00	\$ 1,054.00	\$ 594.50	\$ 811.02		\$ 2,888.52	\$ 6,000.00	51.86%	\$ 3,111.48	\$ 292.00
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ -	\$ -	\$ 65.55	\$ -	\$ 111.78	\$ -		\$ 177.33	\$ 1,000.00	182.27%	\$ 822.67	\$ 25.20
Operating Expense	340	Operating Materials & Supplies	\$ 1,716.74	\$ 2,310.44	\$ 2,304.63	\$ 1,889.34	\$ 2,771.80	\$ 1,403.93	\$ 1,646.59		\$ 14,043.47	\$ 17,000.00	17.39%	\$ 2,956.53	\$ 405.62
Operating Expense	345	Public Information & Printing	\$ 439.74	\$ -	\$ 150.07	\$ 2,177.91	\$ 521.28	\$ -	\$ 254.12		\$ 3,543.12	\$ 5,000.00	29.14%	\$ 1,456.88	\$ -
Operating Expense	350	Repair & Maintenance Supplies	\$ -	\$ -	\$ 1,241.65	\$ 1,373.15	\$ 228.22	\$ 139.90	\$ 920.90		\$ 3,903.82	\$ 8,000.00	51.20%	\$ 4,096.18	\$ 140.00
Operating Expense	355	Equipment Operating Expense	\$ 2,380.00	\$ 1,474.04	\$ 1,371.34	\$ 1,478.04	\$ 1,505.71	\$ 1,487.88	\$ 243.01		\$ 9,940.02	\$ 17,000.00	41.53%	\$ 7,059.98	\$ 1,360.21
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	\$ 617.96
Operating Expense	363	Communications Expense	\$ 90.05	\$ 7.25	\$ 26.01	\$ 28.20	\$ 24.95	\$ 25.76	\$ 26.08		\$ 228.30	\$ 1,000.00	77.17%	\$ 771.70	\$ 60.80
Operating Expense	365	Telephone & Other Utilities	\$ 185.92	\$ 9,039.85	\$ 9,745.37	\$ 8,441.79	\$ 7,719.71	\$ 8,299.18	\$ 8,132.38		\$ 51,564.20	\$ 98,500.00	47.65%	\$ 46,935.80	\$ 7,550.26
Operating Expense	387	Library Collection	\$ 30,288.53	\$ 11,208.78	\$ 12,756.81	\$ 23,223.77	\$ 17,504.79	\$ 9,986.12	\$ 12,602.55		\$ 117,571.35	\$ 175,000.00	32.82%	\$ 57,428.65	\$ 9,490.15
Operating Expense	5920-100	City Administrative Fee	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -		\$ 82,500.00	\$ 110,000.00	25.00%	\$ 27,500.00	\$ -
Operating Expense	390	Other Operating Expense	\$ 113.71	\$ 36.94	\$ 62.94	\$ 121.34	\$ 164.21	\$ 145.93	\$ 43.35		\$ 688.42	\$ 2,000.00	65.58%	\$ 1,311.58	\$ 63.75
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	\$ -	\$ -	\$ 3,071.79		\$ 10,788.97	\$ 18,700.00	42.30%	\$ 7,911.03	\$ -
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	\$ 7,092.56		\$ 45,809.42	\$ 82,943.00	44.77%	\$ 37,133.58	\$ 6,751.02
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 30.75	\$ 34.35	\$ 36.63	\$ 36.63	\$ 36.63	\$ 36.63	\$ 59.67		\$ 271.29	\$ 593.00	54.25%	\$ 321.71	\$ 34.71
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	\$ 611.82		\$ 3,948.34	\$ 7,860.00	49.77%	\$ 3,911.66	\$ 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	\$ 35,566.32		\$ 893,411.15	\$ 1,153,422.00	22.54%	\$ 260,010.85	
Operating Expense Total 2014			\$ 35,607.40	\$ 33,534.10	\$ 39,732.38	\$ 34,883.34	\$ 574,152.35	\$ 85,658.94	\$ 27,735.36						
Grand Total Expense											\$ 1,454,993.89	\$ 2,182,927.00	33.35%	\$ 727,933.11	

										% 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								\$ 9,329.40	\$ 16,000.00	58%	\$ 6,670.60
Revenue	4610-250	Copy Fees								\$ 3,803.53	\$ 5,000.00	76%	\$ 1,196.47
Revenue	4810-100	Interest Income											\$ -
Revenue	4820-100	Sale of Supplies								\$ 81.92	\$ 150.00		\$ 68.08
Revenue	4830-100	Payment - FL Material Damages								\$ 1,932.35	\$ 4,000.00	48%	\$ 2,067.65
Revenue	4850-000	Donations								\$ 957.85	\$ 1,000.00	96%	\$ 42.15
Revenue	4875-001	MCF Grant for NAH Collection								\$ 14,750.00	\$ 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										\$ 2,126,995.70	\$ 2,183,329.00	97%	\$ 69,675.54

Grand Total Revenue YTD less Grand Total Expenses YTD:
\$ 672,001.81

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

% of year elapsed: 58%

Register of Bills Paid - July 2015

Invoice Date	PO Date	Payable to	Category	reimburse?	Description	Amount	Acct #
7/31/2015		Salaries and Wages				\$ 58,378.83	110
						\$ 58,378.83	110 Total
7/31/2015		Overtime				\$ -	115
						\$ -	115 Total
7/31/2015		LTE / Seasonal Wages				\$ 3,211.48	120
						\$ 3,211.48	120 Total
7/31/2015		Direct Fringe Benefits				\$ 7,881.25	130
						\$ 7,881.25	130 Total
7/31/2015		Longevity				\$ -	135
						\$ -	135 Total
07/17/2015		OVERHEAD DOOR CO.OF			Repair garage door	\$ 135.00	240
						\$ 135.00	240 Total
7/1/2015	7/9/2015	Wi. Indep. Network	City IT		Internet	\$ 4.83	245
							245
						\$ 4.83	245 Total
							250
							250
						\$ -	250 Total
07/30/2015		CONCENTRA	Personnel		Pre-Employment Drug Screen - Ott	\$ 57.00	290
7/31/2015	8/11/2015	WI Dept. of Justice	Personnel		Background Check	\$ 7.00	290
						\$ 64.00	290 Total
7/21/2015	7/1/2015	Traveling Lantern	Summer Reading	Friends - SRP	Performer Fee	\$ 495.00	291
							291
						\$ 495.00	291 Total
07/02/2015		STAPLES			Office supplies	\$ 50.48	310
							310
						\$ 50.48	310 Total
7/20/2015	7/16/2015	Rawson, Wendy			Lunch at meeting	\$ 12.00	325
7/16/2015	7/28/2015	Visa - Gr Hyatt SF		Friends - Prof Dev	Hotel stay KH, TS - ALA Conf.	\$ 799.02	325
						\$ 811.02	325 Total
							330
							330
						\$ -	330 Total
7/2/2015	7/20/2015	Amazon.com	Program supplies - kids	Donation	Legos	\$ 100.06	340
07/10/2015		JUNG G C VERONA			Gardening Supplies for QRR	\$ 43.96	340
07/13/2015		TLF FELLYS FLOWERS MAI			Gardening Supplies for QRR	\$ 75.92	340
07/13/2015		JUNG G C VERONA			Gardening Supplies for QRR	\$ 25.91	340
7/14/2015	7/16/2015	Copps - Comdata	Program supplies - Teen		Food for program	\$ 22.03	340
7/16/2015	7/28/2015	Visa - Dollartree	Program supplies - kids		Program supplies	\$ 17.00	340
7/16/2015	7/28/2015	Visa - Dollartree	Program supplies - kids		Program supplies	\$ 2.11	340
7/16/2015	7/28/2015	Visa - HobbyLobby	Program supplies - kids		Program supplies	\$ 3.15	340
7/16/2015	7/28/2015	Visa - Target	Summer Reading	Friends - SRP	Kids SRP prize	\$ 50.00	340
7/16/2015	7/28/2015	Visa - Target	Program supplies - kids		Program supplies	\$ 7.98	340
7/16/2015	7/28/2015	Visa - Dollartree	Program supplies - kids		Program supplies	\$ 11.00	340
7/16/2015	7/28/2015	Visa - HobbyLobby	Program supplies - kids		Program supplies	\$ 8.38	340
7/16/2015	7/28/2015	Visa - AMC Theaters	Summer Reading	Friends - SRP	Kids SRP prize	\$ 50.00	340
7/16/2015	7/28/2015	Visa - HobbyLobby	Program supplies - Teen		Program supplies	\$ 25.32	340
7/16/2015	7/28/2015	Visa - HobbyLobby	Program supplies - kids		Program supplies	\$ 13.47	340
07/17/2015		DEMCO INC			Book Processing Supplies	\$ 209.04	340
7/18/2015	7/28/2015	Copps - Comdata	Program supplies - Teen		Food for program	\$ 27.59	340
07/20/2015		STAPLES			Library Supplies	\$ 65.55	340
07/20/2015		STAPLES			Toner	\$ 105.23	340
07/20/2015		AMAZON.COM			Library Supplies	\$ 85.32	340
07/20/2015		AMAZON MKTPLACE PMTS			Popcorn for programs	\$ 72.36	340
07/20/2015		AMAZON MKTPLACE PMTS			Popcorn for programs	\$ 86.84	340
07/20/2015		AMAZON MKTPLACE PMTS			Popcorn for programs	\$ 36.18	340
7/21/2015	7/28/2015	Dane Co. Lib. Svcs.			Share of banner	\$ 19.25	340
07/24/2015		AMAZON.COM			Program Supplies - kids	\$ 41.33	340
07/24/2015		STAPLES			Library Supplies	\$ 89.26	340
07/27/2015		AMAZON MKTPLACE PMTS			Program Supplies - kids and teen	\$ 50.33	340
07/29/2015		STAPLES			Library Supplies	\$ 53.43	340
07/30/2015		AMAZON.COM			Program supplies - kids and teen	\$ 40.76	340
07/30/2015		DEMCO INC			Book Processing Supplies	\$ 75.84	340
07/30/2015		STAPLES			Library Supplies	\$ 5.16	340
07/31/2015		STAPLES			Toner	\$ 126.83	340
						\$ 1,646.59	340 Total
07/20/2015		SPRINTPRINT INC			Print donor sign	\$ 35.67	345
07/31/2015		SPRINTPRINT INC			Print Brochure - Giving to the Library	\$ 218.45	345
						\$ 254.12	345 Total
07/17/2015		BATTERIES PLUS MAD			Light ballasts , Projector bulb	\$ 376.42	350
07/27/2015		LA FORCE INC			Door Hardware	\$ 500.00	350
07/31/2015		SHERWIN WILLIAMS #3045			Paint for YS	\$ 44.48	350
						\$ 920.90	350 Total
07/17/2015		GORDON FLESCH COMPANY			Copy Overages	\$ 243.01	355
							355
						\$ 243.01	355 Total
							360
							360
						\$ -	360 Total
7/21/2015	8/18/2015	Verizon			Cell Phone	\$ 26.08	363
							363
						\$ 26.08	363 Total
7/5/2015	7/5/2015	MG&E			Gas and electric	\$ 7,946.05	365
7/19/2015	7/28/2015	TDS			Phone	\$ 186.33	365
						\$ 8,132.38	365 Total

7/14/2015	7/20/2015	Midwest Tape			CD - DVD	\$ 37.24	387
7/16/2015	7/28/2015	Netflix			Subscription	\$ 11.99	387
7/27/2015	8/6/2015	Midwest Tape			CD - DVD	\$ 9.99	387
7/30/2015	8/6/2015	Midwest Tape			CD - DVD	\$ 32.24	387
07/15/2015		BRODART			Youth Print	\$ 2,247.38	387
07/15/2015		BRODART			Youth Print	\$ 1,358.04	387
07/16/2015		BAKER-TAYLOR		Grant - NAH - partial	Adult Print/Audiobooks (43.14 NAH, 147.69 audiobooks, 949.76 rest.)	\$ 1,140.59	387
07/16/2015		BAKER-TAYLOR			CD - DVD	\$ 841.49	387
07/16/2015		BAKER-TAYLOR		Grant - NAH - partial	Adult Print (\$56.21 is NAH)	\$ 1,634.78	387
07/16/2015		BAKER-TAYLOR			Audiobooks	\$ 371.57	387
07/21/2015		BAKER-TAYLOR		Grant - NAH - partial	Adult Print (107.07 is NAH)	\$ 660.25	387
07/21/2015		BAKER-TAYLOR			CD - DVD	\$ 566.39	387
07/22/2015		BRODART		Grant - NAH - partial	Youth Print (190.04 is NAH)	\$ 602.27	387
07/27/2015		BRODART			Youth Print	\$ 1,381.24	387
07/30/2015		BAKER-TAYLOR			CD - DVD	\$ 409.95	387
07/30/2015		BAKER-TAYLOR			Adult Print	\$ 1,220.54	387
07/30/2015		BAKER-TAYLOR		Grant - NAH	Adult Print - NAH	\$ 76.60	387
						\$ 12,602.55	387 Total
7/7/2015	7/16/2015	Patron			Refund for lost-paid-found item	\$ 26.60	390
7/2/2015	7/16/2015	Patron			Refund for lost-paid-found item	\$ 16.75	390
						\$ 43.35	390 Total
							391
							391
						\$ -	391 Total
							392
							392
						\$ -	392 Total
							400
							400
						\$ -	400 Total
							511
							511
						\$ -	511 Total
7/31/2015	8/18/2015	M3 Insurance			Worker's Comp Insurance	\$ 406.87	590
7/31/2015	8/18/2015	M3 Insurance			Liability Insurance	\$ 2,664.92	590
						\$ 3,071.79	590 Total
7/31/2015		Allocated Benefit: Health Ins.				\$ 7,092.56	591
						\$ 7,092.56	591 Total
7/31/2015		Allocated Benefit: Life Ins.				\$ 59.67	592
						\$ 59.67	592 Total
7/31/2015		Allocated Benefit: Disability Ins.				\$ -	593
						\$ -	593 Total
7/31/2015		Allocated Benefit: Dental Ins.				\$ 611.82	594
						\$ 611.82	594 Total
7/31/2015		Allocated Benefit: Unemployment				\$ -	596
						\$ -	596 Total
							5920-100
							5920-100
						\$ -	5920-100 Total
						\$ 105,736.71	Grand Total

Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city of Fitchburg meets the minimum standards of operation established by County Board Resolution 185, 2011-2012 and later amended by County Board Resolution 98, 2013-2014 in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city of Fitchburg will appropriate in 2015 and expend in 2016 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city of Fitchburg hereby requests of the Dane County Board of Supervisors that the city of Fitchburg be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution be forwarded by the city clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1819 Aberg Av.
Madison, WI 53704

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

Library Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	YTD 2015	YTD 2014	Aug-14	Total 2014	Total 2013
Checkouts	27537	23688	27115	25277	24517	30234	29548	29341	217,257	215,217	28,297	315,006	310,335
Renewals	5467	5503	6072	5287	5653	5520	6157	6627	46,286	50,454	5,729	73,068	83,056
C&R Total	33004	29191	33187	30564	30170	35754	35705	35968	263,543	265,671	34,026	388,074	393,391
Holds	7701	6568	7027	7020	6520	6836	6974	6678	55,324	55,299	7,052	83,689	79,491
Red Boxes in	395	381	414	398	378	415	428	399	3,208	3,117	394	4,646	4,420
Red Boxes out	391	354	385	374	356	390	400	379	3,029	2,891	379	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	9	67	68	9	100	85
Vol. Hours	61	64	58.25	52.5	51.5	70.75	77.5	62.5	498	535	78.75	787	576
Adult Programs	7	5	5	8	4	4	8	5	46	55	7	71	69
Adult attendees	71	30	30	77	58	72	111	67	516	865	77	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	16	210	194	16	268	247
Youth Attendees	803	935	1095	896	474	1553	1404	456	7,616	6,514	623	9,647	8,475
Passive Youth Programs	3	2	2	2	2	1	0	2	14	25	3	36	
Passive Attendance	150	153	184	132	119	89	0	161	988	1,787	158	2,390	
Teen Programs	3	4	5	4	4	4	4	3	31	41	5	59	59
Teen Attendees	13	10	34	10	23	20	21	12	143	180	20	243	441
Passive Teen Programs	0	0	0	2	1	0	0	0	3	0			
Passive Teen Attendance	0	0	0	61	46	0	0	0	107	0			
Youth Volunteers	7	7	7	7	8	7	8	7	58	92	7	123	247
Youth Vol. Hours	27.5	23.25	25	28.5	24.25	25.5	26	28.5	209	376	26	496	1,126
Youth Outreach Visits	1	0	3	0	5	2	3	4	18	21	2	27	22
Youth Outreach Attendees	75	0	56	0	840	650	21	74	1,716	2,310	175	2,536	2,687
Electronic Svcs Programs	8	5	9	6	7	6	6	6	53	8	0	27	20
Electronic Svcs Prog Attendees	38	19	34	9	21	17	18	16	172	38	0	73	63
Computer Sessions	2199	2146	2505	2181	1780	2049	2162	2340	17,362	18,012	2,336	26,475	28,333
Wireless Sessions	20,414	19,545	23,999	22,265	21,171	22,040	24,294	23,622	177,350	133,147	18,082	207,871	270,612
Meetings	89	96	102	101	83	75	94	80	720	736	70	1,108	1,026
Overdrive C/O books	1516	1295	1422	1310	1370	1511	1353	1465	11,242	7,828	1,063	12,286	7,703
Overdrive C/O audio	470	440	450	433	430	413	480	499	3,615	1,896	285	3,337	1,584
Overdrive C/O TOTAL	1986	1735	1872	1743	1800	1924	1833	1964	14,857	9,724	1,348	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: 160 Adults	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	1400	810
August	1036	510
September		
October		
November		
December		

Net items added 2015:
6367

31-Aug-15
100,681

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