

1. Agenda

Documents: [LIB_20151021_AG.PDF](#)

2. Complete Packet

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

**AGENDA
LIBRARY BOARD
October 21, 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, October 21, 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. September 16, 2015
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. 2016 Budget
5. **Old Business**
6. **New Business**
 - a. Potential Solar Installation presentation
 - i. Referral and Resolution for Solar Project (R-105-15)
 - b. Library director presentation and policy review
 - i. Exhibits and Displays policy
 - c. Approve early closures for holidays and full-day closure for in-service
7. **President Report** - Nikolay
8. **Library Director Report** – Rawson
9. **Committee Reports**
 - a. Strategic Planning
 - b. Facilities
 - c. Personnel
10. **Announcement**
 - a. Next Board Meeting: Wednesday, November 18, 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, September 16, 2015, 5:30 pm

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

Also present: Wendy Rawson Kate Liu Misty Dodge Kate Hull

Absent: Stephen H. Arnold (listened in on phone) Swami Swaminathan

1. **Call to Order – 5:30 pm** by Nikolay
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**

- a. August 19, 2015

Mueller moved with Carpenter second to accept the minutes as written. No changes were made. This passed by voice vote.

4. **Treasurer Report**

- a. Overview and b. Register

Misty Dodge, Finance Director, came to the meeting to help answer questions about finance and the budget.

Rawson covered the finance report, which is for the month of July. We are now looking at 2 months back instead of one due to changes in financial processing now that we are using p-cards. Rawson noted some changes in personnel expenses. When Richmond came on to his new position last summer, his salary moved to the city budget, and we planned to share the cost of a full time custodian with the city. Half of the custodian's salary and benefits will now coming out of our budget, and there was a lump movement to catch up with what we should have started doing a while back. The shared situation is working well with Dan Ohm being available later in the day than Richmond.

Mueller motioned and Franco seconded to approve the treasurer's report for July 2015, this passed by voice vote.

- c. 2016 Budget

Rawson and Dodge have been in close contact through the process and going over it line by line regularly. Dodge noted that property insurance had gone up drastically and the city sought new quotes. A new insurer has been chosen and this will be approved by council shortly. There will be a small increase for the city's portion of health insurance. In the last version, looking at surplus - this has moved into fund balance. The new position is approximately \$83,000, and the library is able to fund about \$55,000, we will need an additional \$30,000 of support from the city. Dodge noted that the p-card rebate is now in budget, for the 8 months of 2015, estimated to be \$2,000; next year will be a full year of rebate. The shift in IT fees was discussed at the last meeting.

Rawson noted that computer replacement is now in account 355 (equipment expense), as computers are not really capital equipment. We replace 1/5 of our computers every year to stay in compliance with what South Central will support. We will be moving into more CIP fund items next year.

The city admin fee has gone down, and is now in a different place on the report. Some of the reason for the change in amount is due to implementing an IT fee. The IT allocation makes each department a "customer" of IT, which makes process and expense more reliable for all departments. The IT department now has a budget they must stick to for taking care of all departments, rather than billing for items as they come up. We still have some money in 245 (computer equipment and repairs) for

equipment we get thru SCLS. IT will keep a close watch on bills to maintain accountability, plus we can monitor our account as well.

The budget is still subject to change; our new position is still in this version of the budget. Dodge detailed the next steps. The COW will talk about the budget next week. The budget document will be available on the city website shortly. Presentations to finance will start soon, and are followed by public hearings and amendments, then the budget is adopted in early November. The library board will review the budget again in October and make a final approval in November.

Carpenter motioned and Vincent seconded to accept the draft budget as presented by Dodge and Rawson, this passed by voice vote. Dodge left at this time.

5. **Old Business**

none.

6. **New Business**

a. Resolution for Exemption to Dane County Library Tax

This is referred out to us from the council, we do this every year so that we do not pay tax to the county and fund a library. We have to file this exemption every year. We have met all the standards now so our exemption is no longer provisional. Franco moved with Mueller second to pass the referral, this passed by voice vote.

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.*

-Motion made to uphold the patron ban: Mueller moved, Franco second.

-Motion to postpone vote until after closed session: Vincent moved, Carpenter second. This passed by voice vote.

-Carpenter moved to go into closed session and read the relevant statute (text above).

Roll call vote:

Nikolay - yes

Vincent - yes

Carpenter - yes

Mueller - yes

Franco -yes

Motion passed.

Time entering closed session: 5:53.

c. Reconvene into open session at 6:33 pm. Vincent moved and Carpenter seconded to return to open session. This passed by voice vote.

d. Vote on patron ban. This was moved and seconded previously. Nikolay called for a voice vote to uphold the patron ban, this passed unanimously.

7. **President Report**

Nikolay commented on the volunteer coordinator position; she is hopeful it will stay part of the budget process. The library will put in a significant chunk of the funding for the position. She thanked the board members for their support of the proposal. She then thanked all who were able to participate in the board orientation to the strategic plan, stressing the importance of learning the demographics of the Fitchburg community. She noted that the library is having a volunteer recognition event on September 25th. Invites went out to all board members past and present.

Carpenter asked for the date of the next Friends book sale – Rawson and Nikolay confirmed that it is October 16-17.

8. **Library Director Report** – Rawson

On the solar project: Rawson has requested that the sustainability intern from the city come do a presentation on the project to the library board. The current plan is for solar on our roof paid for by a third party. Energy credits are available, but expire soon so there is incentive to begin soon. Rawson still has concerns, but has seen installs done by others locally and is not as worried as previously. Nikolay asked if the library board has the ultimate say; Rawson replied that it depends on your reading of the state statues. Rawson's hope is that all parties would be in agreement and it would not come down to an antagonistic situation. Ultimately, a resolution would have to come to the library board. Carpenter asked what would happen if that resolution failed to pass the library board; it is possible that the installation could go forward without the board's approval. Rawson stated that she can see both sides of the issue, and reiterated her hope that all the parties will be able to come to an agreement. Her greatest concern is the impact on our membrane roof. This issue has been looked into, and the roof company would have to come out to inspect before and after installation to see if the warranty is able to be continued. There should be no penetration of the roof by the install, but still lots of installers and equipment on the roof, there is reason for caution. Rawson has expressed her concerns about this to the solar committee, and continues to bring up the issue of who will pay for damages caused to books or equipment if the roof fails.

The Halloween Hunt is coming up on October 24th, and she encouraged board members to please volunteer or just attend the event. This is a huge event and lots of fun. We will have a haunted house again this year with a Wizard of Oz theme. Everything starts at 6pm. The event is not on Halloween but week before, which allows everyone to get to wear costumes more than once.

Elevators: the little one was out of commission for approximately three weeks. Our repair ticket was lost within Kone's offices which delayed the repair. No one was in the elevator when it failed. Having the small elevator out of service is hard for patrons as it is the accessible entry to the building from the garage; failure of the large elevator is more of a problem for staff.

Emergency light replacement: This is something that should not go wrong in a building this new. Emergency lights run on a battery backup system for 90 minutes after a power failure. The bulbs in the units are hard-wired in and are not replaceable. The batteries in some units are failing as well, but can be replaced. We have found new lights that are LED and less expensive, though they run for a shorter time. The shorter time is not an issue as we are not trying to run the building on emergency lights, they are only needed for emptying the building.

Concerning the chiller: Our HVAC system has 2 sets of compressors, 2 large ones and 6 small ones. Each has a 5 year warranty. It was determined that the original settings were not correct which led to the compressors cycling too quickly. One small compressor was replaced in 2012 under warranty. We lost another in May, one of the large ones, and special equipment was required to get the 800 pound item out of the building. It was replaced under warranty, however Rawson and Richmond are concerned because the warranty is up in December and the lifespan of these items should be better than what we are seeing. The situation may be better now that settings are correct. The building ran fine even without the large one; the temperature stayed even. Richmond's attention to the situation and care for it was noted.

9. **Committee Reports**

a. Strategic Planning – Nikolay mentioned that we had board orientation to strategic planning. Action teams are planning meetings to get all up to speed, review last year plans for this strategic plan, and begin thinking about the next plan. She encouraged board members to think about who might be interested in participating in the next plan. 2,054 volunteer hours have gone into the last plan. This is the last year of the current plan and is time to be assessing, evaluating, and being on lookout for new

people for the next plan. The strategic plan will be in next staff in-service, but only very small piece. Nikolay and Julesberg are stepping back, Rawson and staff are doing more, by design, as this plan winds down.

b. Facilities – Rawson noted that a September 23rd meeting is planned. They are beginning to look at the CIP plan; 2016 will be the first year in the plan with the city.

c. Personnel – Vincent noted that they need to begin planning for the six-month review of the director. Rawson will have an update on the city's new evaluation tool for him soon. The former city administrator wanted the library board to do all of the facets of the director's evaluation, but we now have a new city administrator and a new process in place so the board will have to change processes as well.

10. **Announcements**

a. Next Board Meeting: Wednesday October 21, 2015, at 5:30 p.m.

11. **Adjournment at 6:53 pm, moved by Carpenter and seconded by Mueller.**

Acct Type	Acct #	Name	January	February	March	April	May	June	July	August	September	YTD	2015 Budget Amount	% Budget Remaining	\$ Budget Remaining	2014 Amount for August
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	\$ 56,127.33		\$ 445,176.48	\$ 720,113.00	38.18%	\$ 274,936.52	\$ 50,608.57
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	\$ 3,531.11		\$ 23,565.72	\$ 42,120.00	44.05%	\$ 18,554.28	\$ 3,746.33
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	\$ 7,556.34		\$ 59,456.71	\$ 102,026.00	41.72%	\$ 42,569.29	\$ 6,843.87
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	\$ 67,214.78		\$ 528,723.91	\$ 865,060.00	38.88%	\$ 336,336.09	
Personnel total 2014			\$ 59,875.37	\$ 59,183.67	\$ 39,125.00	\$ 59,384.72	\$ 84,873.37	\$ 55,633.11	\$ 53,822.47	\$ 61,198.77						
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	\$ 1,495.00
Contractual Services	245	Computer Related Repair & Maintenance	\$ 1,003.98	\$ 42.17	\$ 327.93	\$ 3,214.33	\$ 4.83	\$ 3,001.93	\$ 4.83	\$ 4.83		\$ 7,604.83	\$ 14,000.00	45.68%	\$ 6,395.17	\$ 70.91
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 500.00	100.00%	\$ 500.00	\$ 201.10
Contractual Services	290	Other Contractual Services	\$ 80,862.73	\$ 5,981.76	\$ 1,208.37	\$ -	\$ 1,975.00	\$ 28.00	\$ 64.00	\$ 4,790.64		\$ 94,910.50	\$ 130,095.00	27.05%	\$ 35,184.50	\$ 660.00
Contractual Services	291	Presenters / Performers	\$ 236.50	\$ -	\$ -	\$ 665.00	\$ 500.00	\$ 926.50	\$ 495.00	\$ 100.00		\$ 2,923.00	\$ 4,850.00	39.73%	\$ 1,927.00	\$ -
Contractual Services Total			\$ 82,103.21	\$ 6,842.68	\$ 2,936.30	\$ 3,879.33	\$ 2,479.83	\$ 3,956.43	\$ 698.83	\$ 4,895.47		\$ 104,869.08	\$ 164,445.00	36.23%	\$ 59,575.92	
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	\$ 2,427.01						
Operating Expense	310	Office Supplies & Postage	\$ 98.31	\$ 216.46	\$ 153.06	\$ 251.46	\$ 325.21	\$ 45.18	\$ 171.52	\$ 464.69		\$ 1,725.89	\$ 2,500.00	30.96%	\$ 774.11	\$ 170.08
Operating Expense	325	Training & Staff Development	\$ 15.00	\$ -	\$ 402.00	\$ 12.00	\$ 1,054.00	\$ 594.50	\$ 811.02	\$ (96.18)		\$ 2,792.34	\$ 6,000.00	53.46%	\$ 3,207.66	\$ -
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ -	\$ -	\$ 65.55	\$ -	\$ 111.78	\$ -	\$ -		\$ 177.33	\$ 1,000.00	182.27%	\$ 822.67	\$ -
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	\$ 975.95		\$ 15,019.42	\$ 17,000.00	11.65%	\$ 1,980.58	\$ 3,901.54
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	\$ 61.74		\$ 3,965.56	\$ 8,000.00	50.43%	\$ 4,034.44	\$ 66.74
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	\$ 1,508.44		\$ 11,448.46	\$ 17,000.00	32.66%	\$ 5,551.54	\$ 1,325.28
Operating Expense	360	Building Repairs & Maintenance	\$ 27.99	\$ 1,145.31	\$ 164.85	\$ 1,015.42	\$ -	\$ 1,408.85	\$ -	\$ 95.00		\$ 3,857.42	\$ 6,000.00	35.71%	\$ 2,142.58	\$ 180.03
Operating Expense	363	Communications Expense	\$ 90.05	\$ 7.25	\$ 26.01	\$ 28.20	\$ 24.95	\$ 25.76	\$ 26.08	\$ 24.88		\$ 253.18	\$ 1,000.00	74.68%	\$ 746.82	\$ 69.71
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	\$ 8,855.18		\$ 60,419.38	\$ 98,500.00	38.66%	\$ 38,080.62	\$ 8,461.88
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	\$ 9,482.96		\$ 127,054.31	\$ 175,000.00	27.40%	\$ 47,945.69	\$ 13,315.92
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	\$ 70.30	\$ 50.28		\$ 765.65	\$ 2,000.00	61.72%	\$ 1,234.35	\$ 60.50
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	\$ 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	\$ -	\$ -	\$ 3,012.12	\$ -		\$ 10,729.30	\$ 18,700.00	42.62%	\$ 7,970.70	\$ 9,199.60
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	\$ 7,092.56	\$ 6,525.56		\$ 52,334.98	\$ 82,943.00	36.90%	\$ 30,608.02	\$ 7,303.24
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 30.75	\$ 34.35	\$ 36.63	\$ 36.63	\$ 36.63	\$ 36.63	\$ 59.67	\$ 48.62		\$ 319.91	\$ 593.00	46.05%	\$ 273.09	\$ 33.81
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	\$ 576.47		\$ 4,524.81	\$ 7,860.00	42.43%	\$ 3,335.19	\$ 601.82
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	\$ 35,654.64	\$ 28,573.59		\$ 922,073.06	\$ 1,153,422.00	20.06%	\$ 231,348.94	
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	\$ 44,690.15						
Grand Total Expense												\$ 1,555,666.05	\$ 2,182,927.00	28.73%	\$ 627,260.95	

											% 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									\$ 11,365.89	\$ 16,000.00	71%	\$ 4,634.11
Revenue	4610-250	Copy Fees									\$ 4,336.52	\$ 5,000.00	87%	\$ 663.48
Revenue	4810-100	Interest Income												\$ -
Revenue	4820-100	Sale of Supplies									\$ 93.92	\$ 150.00		\$ 56.08
Revenue	4830-100	Payment - FL Material Damages									\$ 2,779.69	\$ 4,000.00	69%	\$ 1,220.31
Revenue	4850-000	Donations									\$ 964.15	\$ 1,000.00	96%	\$ 35.85
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									\$ 21,769.41	\$ 15,000.00	145%	\$ -
Revenue	4890-501	Payment - Other SCLS Material Damages									\$ 173.23	\$ 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											\$ 2,143,936.81	\$ 2,183,329.00	98%	\$ 59,509.83

Grand Total Revenue YTD less Grand Total Expenses YTD:
\$ 588,270.76

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

% of year elapsed: 67%

Register of Bills Paid - August 2015

Invoice Date	PO Date	Payable to	Category	reimburse?	Description	Amount	Acct #
8/31/2015		Salaries and Wages				\$ 56,127.33	110
						\$ 56,127.33	110 Total
8/31/2015		Overtime				\$ -	115
						\$ -	115 Total
8/31/2015		LTE / Seasonal Wages				\$ 3,531.11	120
						\$ 3,531.11	120 Total
8/31/2015		Direct Fringe Benefits				\$ 7,556.34	130
						\$ 7,556.34	130 Total
8/31/2015		Longevity				\$ -	135
						\$ -	135 Total
							240
							240
						\$ -	240 Total
8/1/2015	8/18/2015	Wisconsin Ind. Network	City IT		Internet svc	\$ 4.83	245
						\$ 4.83	245 Total
							250
							250
						\$ -	250 Total
8/17/2015	8/26/2015	Bibliotheca			Service Contract on sorter	\$ 4,790.64	290
						\$ 4,790.64	290 Total
8/6/2015	8/6/2015	Poonam Rao			Teen program presenter	\$ 100.00	291
						\$ 100.00	291 Total
							291
8/5/2015		City Postage meter			July Postage	\$ 68.66	310
8/5/2015		City Postage meter			June Postage	\$ 55.33	310
8/5/2015		City Postage meter			May Postage	\$ 214.73	310
08/06/2015		STAPLES			Office Supplies (6.49%)	\$ 4.93	310
8/27/2015		City of Fitchburg			Paper	\$ 121.04	310
						\$ 464.69	310 Total
8/16/2015	8/26/2015	Visa - SF Grand Hyatt			Tax refund from hotel (KH, TS ALA)	\$ (96.18)	325
						\$ (96.18)	325 Total
							330
							330
						\$ -	330 Total
8/19/2015	8/26/2015	Roitgen, Tiffani	Programming - kids		Reimburse for supplies	\$ 8.79	340
8/16/2015	8/19/2015	Visa - Walmart			Youth services supplies	\$ 12.91	340
8/16/2015	8/19/2015	Visa - Walmart	Programming - kids		Program supplies - kids	\$ 5.44	340
8/16/2015	8/19/2015	Visa - B&N	SRP	Friends - SRP	SRP prize - kids	\$ 50.00	340
8/16/2015	8/19/2015	Visa - Target	SRP	Friends - SRP	SRP prize - kids	\$ 24.90	340
08/13/2015		STAPLES			Toner	\$ 126.83	340
08/13/2015		COPPS FOOD CTR00081828			Food for adult program	\$ 4.08	340
08/13/2015		DISCOUNT SCHOOL SUPPLY		Friends - Halloween	Halloween Hunt Supplies	\$ 94.82	340
08/17/2015		STAPLES			Library Supplies	\$ 53.55	340
08/17/2015		STAPLES			Toner	\$ 35.98	340
08/18/2015		AMAZON.COM		Friends - Halloween	Halloween Hunt Supplies	\$ 11.61	340
08/18/2015		AMAZON.COM		Friends - Halloween	Halloween Hunt Supplies	\$ 32.86	340
08/18/2015		NOODLES & CO 207			Staff Event Supplies	\$ 10.00	340
08/18/2015		PANERA BREAD #601552			Staff Event Supplies	\$ 10.00	340
08/19/2015		TARGET 00021063			Staff Picnic Supplies	\$ 49.37	340
08/19/2015		OASIS CAFE LLC			Staff Event Supplies	\$ 10.00	340
08/20/2015		HOBBY-LOBBY #259		Funded by Grant/Donat	Supplies for Block Party - reimbursed	\$ 167.22	340
08/24/2015		AMAZON.COM		Funded by Vortex	Youth Services supplies (Vortex)	\$ 73.73	340
08/24/2015		COPPS FOOD CTR00081828			Staff Picnic Supplies	\$ 88.60	340
08/25/2015		PIC N SAVE 00063909			Staff Event	\$ 5.00	340
08/26/2015		TARGET 00010603			Library Supplies	\$ 6.28	340
08/28/2015		DEMCO INC			Book Processing supplies	\$ 84.08	340
08/31/2015		HOBBY-LOBBY #259			Program Supplies - teen	\$ 9.90	340
						\$ 975.95	340 Total
							345
							345
						\$ -	345 Total
08/17/2015		MENARDS MONONA			Misc Hardware	\$ 61.74	350
						\$ 61.74	350 Total
08/12/2015		GORDON FLESCH COMPANY			Copy Overages	\$ 310.44	355
08/12/2015		GFC LEASING COMPANY			Copier Lease - 51/60	\$ 1,198.00	355
						\$ 1,508.44	355 Total
08/06/2015		STAPLES			Janitorial supplies (93.51%)	\$ 71.02	360
08/13/2015		COPPS FOOD CTR00081828			Dishwasher soap	\$ 23.98	360
						\$ 95.00	360 Total
8/21/2015	9/10/2015	Verizon			Custodian Cell	\$ 24.88	363
						\$ 24.88	363 Total
8/5/2015	8/7/2015	MG&E			Gas & Electric	\$ 8,855.18	365
						\$ 8,855.18	365 Total
08/03/2015		BRODART			Youth Print - NAH	\$ 1,567.19	387
08/03/2015		BRODART			Youth Print	\$ 153.33	387

8/10/2015	8/10/2015	Dane Co. Lib. Svc.			Adult Print	\$ 16.32	387
8/3/2015	8/12/2015	Midwest Tape			CD - DVD	\$ 19.98	387
8/28/2015	9/9/2015	Midwest Tape			CD - DVD	\$ 52.24	387
8/20/2015	9/1/2015	Midwest Tape			CD - DVD	\$ 9.99	387
8/24/2015	9/1/2015	Midwest Tape			CD - DVD	\$ 52.24	387
8/25/2015	9/1/2015	Midwest Tape			CD - DVD	\$ 47.27	387
8/14/2015	8/26/2015	Midwest Tape			CD - DVD	\$ 42.24	387
8/16/2015	8/26/2015	Visa - Netflix			Subscription	\$ 11.99	387
08/10/2015		BAKER-TAYLOR			CD - DVD	\$ 600.32	387
08/10/2015		BAKER-TAYLOR	Grant - NAH		Adult Print - NAH	\$ 110.11	387
08/10/2015		BAKER-TAYLOR			Audiobooks	\$ 61.74	387
08/10/2015		BAKER-TAYLOR			Adult Print	\$ 365.61	387
08/11/2015		DART/TARTAN/MCNAUGH			Youth Print	\$ 232.08	387
08/11/2015		DART/TARTAN/MCNAUGH	Grant - NAH		Youth Print - NAH	\$ 23.37	387
08/14/2015		BAKER-TAYLOR			Audiobooks	\$ 69.95	387
08/14/2015		BAKER-TAYLOR	Grant - NAH		Adult Print - NAH	\$ 99.89	387
08/14/2015		BAKER-TAYLOR			Adult print	\$ 1,801.87	387
08/17/2015		DART/TARTAN/MCNAUGH			Youth Print	\$ 1,509.30	387
08/19/2015		BARNES & NOBLE #2720			Youth Print	\$ 54.32	387
08/19/2015		BARNES & NOBLE #2720			Youth Print	\$ 122.23	387
08/21/2015		AMAZON.COM			Adult Print	\$ 33.43	387
08/25/2015		NETFLIX.COM			Netflix Subscription	\$ 11.99	387
08/27/2015		BAKER-TAYLOR			Audiobooks	\$ 187.94	387
08/27/2015		BAKER-TAYLOR			CD - DVD	\$ 718.10	387
08/28/2015		BAKER-TAYLOR			Adult Print	\$ 1,507.92	387
						\$ 9,482.96	387 Total
8/13/2015	8/26/2015	Patron			Refund for lost-paid-found item	\$ 26.00	390
8/21/2015	8/26/2015	Madison Public Library - SEQ			Forward payment to owning library	\$ 5.99	390
8/18/2015	8/26/2015	Patron			Refund for lost-paid-found item	\$ 6.00	390
8/31/2015	9/17/2015	Patron			Refund for lost-paid-found item	\$ 12.29	390
							390
						\$ 50.28	390 Total
							391
							391
						\$ -	391 Total
							392
							392
						\$ -	392 Total
							400
							400
						\$ -	400 Total
							511
							511
						\$ -	511 Total
							590
							590
						\$ -	590 Total
8/31/2015		Allocated Benefit: Health Ins.				\$ 6,525.56	591
						\$ 6,525.56	591 Total
8/31/2015		Allocated Benefit: Life Ins.				\$ 48.62	592
						\$ 48.62	592 Total
8/31/2015		Allocated Benefit: Disability Ins.				\$ -	593
						\$ -	593 Total
8/31/2015		Allocated Benefit: Dental Ins.				\$ 576.47	594
						\$ 576.47	594 Total
8/31/2015		Allocated Benefit: Unemployment				\$ -	596
						\$ -	596 Total
							5920-100
							5920-100
						\$ -	5920-100 Total
						\$ 100,683.84	Grand Total

2016 PROPOSED MAYORAL BUDGET:

LIBRARY

LIBRARY OPERATING BUDGET

City of Fitchburg
 Library Fund #250
 2016 Operating Budget

Acct #	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	5 Year Average	2015 Budget	06/2015 YTD Actual	2015 Estimate	2016 Budget	Budget Change
250-4111-000	PROPERTY TAX LEVY	\$ 132,035	\$ 1,613,696	\$ 1,504,346	\$ 1,524,769	\$ 1,557,433	\$ 1,266,456	\$ 1,604,134	\$ 1,604,133	\$ 1,604,133	\$ 1,704,799	\$ 100,665
250-4374-101	COUNTY PYMNT FOR TOWNSP USERS	\$ -	\$ 86,342	\$ 175,712	\$ 85,983	\$ 101,778	\$ 89,963	\$ 106,277	\$ -	\$ 106,277	\$ 95,944	\$ (10,333)
250-4374-102	COUNTY PYMNT FOR MUNI USERS	\$ -	\$ 78,285	\$ 241,493	\$ 297,097	\$ 347,135	\$ 192,802	\$ 377,294	\$ -	\$ 377,294	\$ 348,505	\$ (28,789)
250-4510-000	LIBRARY FINES	\$ -	\$ 6,597	\$ 17,262	\$ 17,472	\$ 17,199	\$ 11,706	\$ 16,000	\$ 8,193	\$ 16,000	\$ 17,000	\$ 1,000
250-4610-250	COPY FEES - LIBRARY	\$ -	\$ 378	\$ 3,566	\$ 4,959	\$ 5,775	\$ 2,936	\$ 5,000	\$ 3,251	\$ 6,000	\$ 6,000	\$ 1,000
250-4810-100	INTEREST INCOME	\$ 29	\$ 122	\$ -	\$ -	\$ 1,568	\$ 344	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
250-4810-103	MCF Endowment Investment Earn	\$ -	\$ -	\$ -	\$ -	\$ 5,428	\$ 1,086	\$ -	\$ -	\$ 2,211	\$ 2,400	\$ 2,400
250-4820-100	SALE OF SUPPLIES - LIBRARY	\$ -	\$ 45	\$ 186	\$ 179	\$ 196	\$ 121	\$ 150	\$ 71	\$ 140	\$ 150	\$ -
250-4820-200	LIBRARY ROOM RENTAL	\$ -	\$ -	\$ 70	\$ -	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -
250-4830-100	PAYMENT - FL MATERIAL DAMAGES	\$ -	\$ 227	\$ 2,967	\$ 4,009	\$ 5,108	\$ 2,462	\$ 4,000	\$ 1,550	\$ 3,000	\$ 3,000	\$ (1,000)
250-4850-000	DONATIONS	\$ 2,575	\$ 27,975	\$ 50,092	\$ 2,448	\$ 51,794	\$ 26,977	\$ 1,000	\$ 955	\$ 1,500	\$ 1,500	\$ 500
250-4860-000	PCARD REBATE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
250-4875-001	MCF GRANT/ENDOWMENT	\$ -	\$ -	\$ -	\$ -	\$ 63,180	\$ 12,636	\$ 1,500	\$ -	\$ 14,750	\$ -	\$ (1,500)
250-4875-002	GRANT- OTHER	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 360	\$ 400	\$ -	\$ 400	\$ 400	\$ -
250-4890-000	MISCELLANEOUS REVENUE	\$ -	\$ 1,207	\$ 1,430	\$ 11,822	\$ 28,546	\$ 8,601	\$ 15,000	\$ 8,269	\$ 16,000	\$ 16,000	\$ 1,000
250-4890-400	ALLOCATED INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ 476	\$ 95	\$ 2,500	\$ -	\$ 325	\$ 750	\$ (1,750)
250-4890-501	PAYMENT - OTHER SCLS DAMAGES	\$ -	\$ 86	\$ 224	\$ 267	\$ 308	\$ 177	\$ 75	\$ 167	\$ 200	\$ 200	\$ 125
250-4930-250	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 44,276	\$ -	\$ (50,000)
Total Revenues		\$ 134,639	\$ 1,814,960	\$ 1,997,348	\$ 1,949,006	\$ 2,187,722	\$ 1,616,735	\$ 2,183,330	\$ 1,626,589	\$ 2,194,006	\$ 2,200,148	\$ 16,818

6.3%

Acct #	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	5 Year Average	2015 Budget	06/2015 YTD Actual	2015 Estimate	2016 Budget	Budget Change
250-5511-110	SALARIES & WAGES - LIBRARY SVC	\$ 16,493	\$ 260,304	\$ 370,189	\$ 387,513	\$ 626,007	\$ 332,101	\$ 743,715	\$ 330,670	\$ 740,251	\$ 811,469	\$ 67,754
250-5511-115	OVERTIME	\$ -	\$ 2,400	\$ -	\$ 105	\$ 60	\$ 513	\$ 276	\$ -	\$ 552	\$ 567	\$ 291
250-5511-120	PT/LTE/SEASONAL WAGES	\$ 6,792	\$ 128,223	\$ 261,492	\$ 272,390	\$ 45,453	\$ 142,870	\$ 42,120	\$ 16,823	\$ 39,855	\$ 43,057	\$ 937
250-5511-130	DIRECT FRINGE BENEFITS	\$ 3,593	\$ 58,472	\$ 81,807	\$ 85,002	\$ 85,470	\$ 62,869	\$ 105,436	\$ 44,019	\$ 100,591	\$ -	\$ (105,436)
250-5511-131	FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,440	\$ 65,440
250-5511-132	WRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,113	\$ 44,113
250-5511-135	LIBRARY - LONGEVITY	\$ -	\$ -	\$ -	\$ 90	\$ 210	\$ 60	\$ 525	\$ 525	\$ 525	\$ 855	\$ 330
250-5511-160	HEALTH INS	\$ 952	\$ 59,220	\$ 94,310	\$ 90,905	\$ 84,567	\$ 65,991	\$ 82,943	\$ 38,717	\$ 78,307	\$ 98,985	\$ 16,042
250-5511-161	LIFE INS	\$ -	\$ 199	\$ 497	\$ 539	\$ 438	\$ 334	\$ 593	\$ 212	\$ 549	\$ 640	\$ 47
250-5511-162	DISABILITY INS	\$ -	\$ 1,435	\$ 507	\$ -	\$ -	\$ 388	\$ 3,684	\$ -	\$ -	\$ 3,731	\$ 47
250-5511-163	DENTAL INS	\$ -	\$ 4,480	\$ 8,215	\$ 7,871	\$ 7,023	\$ 5,518	\$ 7,860	\$ 3,337	\$ 6,918	\$ 8,089	\$ 229
Personnel Costs		\$ 27,829	\$ 514,734	\$ 817,016	\$ 844,414	\$ 849,228	\$ 610,644	\$ 987,152	\$ 434,303	\$ 967,548	\$ 1,076,946	\$ 89,794
250-5511-240	REPAIRS & MAINT BY OTHERS	\$ -	\$ 42	\$ 33,252	\$ 35,161	\$ 9,002	\$ 15,491	\$ 15,000	\$ 2,219	\$ 6,000	\$ 10,000	\$ (5,000)
250-5511-245	COMPUTER RELATED REP & MAINT	\$ 1,449	\$ 14,928	\$ 8,548	\$ 12,295	\$ 7,997	\$ 9,044	\$ 14,000	\$ 4,598	\$ 9,000	\$ 2,500	\$ (11,500)
250-5511-250	PUBLIC NOTICES & ADVERTISEMENT	\$ 474	\$ 13	\$ 179	\$ -	\$ 606	\$ 254	\$ 500	\$ -	\$ 225	\$ 500	\$ -
250-5511-290	OTHER CONTRACTUAL SERVICES	\$ 68,584	\$ 90,863	\$ 78,637	\$ 87,619	\$ 132,108	\$ 91,562	\$ 130,095	\$ 89,997	\$ 130,239	\$ 131,044	\$ 949
250-5511-291	CONTRCT SVC- PERFRMR & PRSNTRS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,850	\$ 2,028	\$ 4,850	\$ 4,850	\$ -
Contractual Services Costs		\$ 70,507	\$ 105,845	\$ 120,616	\$ 135,076	\$ 149,712	\$ 116,351	\$ 164,445	\$ 98,842	\$ 150,314	\$ 148,894	\$ (15,551)
250-5511-310	OFFICE SUPPLIES & POSTAGE	\$ 518	\$ 6,277	\$ 5,460	\$ 2,263	\$ 3,003	\$ 3,504	\$ 2,500	\$ 1,315	\$ 2,400	\$ 2,500	\$ -
250-5511-320	PUBLICATIONS, DUES & SUBSCRIPT	\$ 222	\$ 131	\$ 362	\$ 35	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -
250-5511-323	UNIFORM ALLOWANCE	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -
250-5511-325	TRAINING & STAFF DEVELOPMENT	\$ 974	\$ 1,615	\$ 4,172	\$ 2,166	\$ 5,304	\$ 2,846	\$ 6,000	\$ 1,471	\$ 4,000	\$ 6,000	\$ -
250-5511-330	VEHICLE USE REIMBURSEMENT	\$ 637	\$ 441	\$ 451	\$ 85	\$ 971	\$ 517	\$ 1,000	\$ 66	\$ 500	\$ 1,500	\$ 500
250-5511-340	OPERATING MATERIALS & SUPPLIES	\$ 7,109	\$ 29,363	\$ 22,224	\$ 18,095	\$ 26,998	\$ 20,758	\$ 17,000	\$ 10,993	\$ 22,000	\$ 17,000	\$ -
250-5511-345	PUBLIC INFORMATION & EDUCATION	\$ 9,410	\$ 2,332	\$ 5,413	\$ 4,236	\$ 1,916	\$ 4,662	\$ 5,000	\$ 3,289	\$ 5,000	\$ 4,000	\$ (1,000)
250-5511-350	REPAIR & MAINTENANCE SUPPLIES	\$ -	\$ 2,035	\$ 2,960	\$ 2,795	\$ 2,620	\$ 2,082	\$ 8,000	\$ 1,855	\$ 5,000	\$ 6,000	\$ (2,000)
250-5511-355	EQUIPMENT OPERATING EXPENSE	\$ -	\$ -	\$ 14,264	\$ 13,897	\$ 16,444	\$ 8,921	\$ 17,000	\$ 8,369	\$ 17,000	\$ 34,500	\$ 17,500
250-5511-360	BUILDING REPAIRS & MAINTENANCE	\$ -	\$ 10,155	\$ 13,483	\$ 9,773	\$ 5,962	\$ 7,875	\$ 6,000	\$ 2,354	\$ 5,000	\$ 6,000	\$ -
250-5511-363	COMMUNICATIONS EXPENSE	\$ -	\$ 25	\$ 1,058	\$ 626	\$ 526	\$ 447	\$ 1,000	\$ 176	\$ 352	\$ -	\$ (1,000)
250-5511-365	TELEPHONE	\$ 3	\$ 79,048	\$ 89,092	\$ 94,102	\$ 96,690	\$ 71,787	\$ 98,500	\$ 42,557	\$ 98,500	\$ 101,355	\$ 2,855
250-5511-387	LIBRARY COLLECTION	\$ -	\$ 166,700	\$ 179,168	\$ 132,694	\$ 190,847	\$ 133,882	\$ 175,000	\$ 94,579	\$ 193,750	\$ 175,000	\$ -
250-5511-389	CITY ADMINISTRATIVE FEE	\$ -	\$ 48,138	\$ 90,040	\$ 91,900	\$ -	\$ 46,016	\$ -	\$ -	\$ -	\$ -	\$ -

City of Fitchburg
 Library Fund #250
 2016 Operating Budget

Acct #	Account Name	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	5 Year Average	2015 Budget	06/2015 YTD Actual	2015 Estimate	2016 Budget	Budget Change
250-5511-390	OTHER OPERATING EXP	\$ 3,607	\$ 747,054	\$ 582,165	\$ 1,838	\$ 1,761	\$ 267,285	\$ 2,000	\$ 559	\$ 1,500	\$ 1,500	\$ (500)
250-5511-391	OTHER OPER EXP-DANE CO	\$ -	\$ -	\$ -	\$ 548,505	\$ 537,323	\$ 217,166	\$ 574,642	\$ -	\$ 574,642	\$ 449,228	\$ (125,414)
	Operating Costs	\$ 22,482	\$ 1,093,312	\$ 1,010,438	\$ 923,009	\$ 890,367	\$ 787,922	\$ 913,642	\$ 167,582	\$ 929,644	\$ 804,583	\$ (109,059)
250-5511-511	BUILDING INSURANCE	\$ -	\$ 7,986	\$ 8,108	\$ 6,799	\$ 6,100	\$ 5,799	\$ -	\$ -	\$ -	\$ -	\$ -
250-5511-570	TECHNOLOGY ISF ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,425	\$ 49,425
250-5511-590	ALLOCATED INSUR - BLDG, LI, WC	\$ -	\$ -	\$ -	\$ -	\$ 10,730	\$ 2,146	\$ 18,700	\$ 7,717	\$ 20,500	\$ 24,000	\$ 5,300
250-5511-596	Unemployment Expense	\$ -	\$ -	\$ 3,665	\$ -	\$ -	\$ 733	\$ -	\$ -	\$ -	\$ -	\$ -
	Allocated Costs	\$ -	\$ 7,986	\$ 11,773	\$ 6,799	\$ 16,830	\$ 8,678	\$ 18,700	\$ 7,717	\$ 20,500	\$ 73,425	\$ 54,725
250-5920-100	OP TRANS OUT-GEN FUND ADMIN	\$ -	\$ -	\$ -	\$ -	\$ 94,200	\$ 18,840	\$ 110,000	\$ 55,000	\$ 110,000	\$ 96,300	\$ (13,700)
250-5920-400	TRANS TO CAP PROJ-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 3,200	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ (16,000)
	Transfers	\$ -	\$ -	\$ -	\$ -	\$ 110,200	\$ 22,040	\$ 126,000	\$ 55,000	\$ 126,000	\$ 96,300	\$ (29,700)
	Total Expenditures	\$ 120,818	\$ 1,721,877	\$ 1,959,843	\$ 1,909,297	\$ 2,016,337	\$ 1,545,634	\$ 2,209,939	\$ 763,443	\$ 2,194,006	\$ 2,200,148	\$ (9,791)
Total Surplus/(Deficit)		\$ 13,821	\$ 93,083	\$ 37,505	\$ 39,708	\$ 171,385	\$ 71,100	\$ (26,609)	\$ 863,146	\$ -	\$ -	\$ 26,609

2016 Budget Expenditure Detail

Department: Library

Prepared By: Wendy Rawson

Date Prepared: 8-6-15

SIGNIFICANT ACCOMPLISHMENTS IN 2015:

- Library statistics, Jan-Jul:
 - Checked out 227,575 items
 - Filled 48,646 holds
 - Offered 277 programs, which 7,743 people have attended
 - Held our most successful Summer Reading Program ever! 1,204 kids, teens and adults registered!
 - 15,022 computer sessions on library computers
 - 153,728 wireless sessions
 - 12,893 e-books checked out
- Launched 1,000 Books Before Kindergarten program to strengthen early literacy skills
- Launched Bookstart program to offer outreach storytimes to in home daycare providers
- Continued developing North American History collection
- Worked with the Friends of the Fitchburg Library on Books & Brews, a fundraiser to support outreach services. Approximately \$16,000 was raised.

NEW INITIATIVES FOR 2016:

1. Critical Issue:

How do we develop a strong financial base for stability and growth?

Goal Statement:

Generate a financial plan to meet the varied needs of a growing organization.

Strategies:

- Develop a budget that provides for both a firm financial foundation and for strategic growth
- Select materials and collections to comply with patron demand and Dane County library standards to keep library tax revenue in Fitchburg
- Increase use of the Fitchburg Library as the home library for Fitchburg residents to reduce required payments to other entities
- Expand and diversify ways to generate revenue
- Develop and implement fund-raising plans with Friends of the Fitchburg Library (FOFL) and other key partners

2. Critical Issue:

How do we develop a strong, diverse, and visionary library organization?

Goal Statement:

Define and establish the systems and infrastructure essential for an effective and dynamic organization.

Strategies:

- Establish policies and procedures for collection acquisition to meet user requests and needs
- Create systems to inform and educate the Common Council, relevant city staff, library staff, Board of Trustees, FOFL Board, and volunteers
- Craft spaces in the library and throughout the community to engage all patrons
- Generate a staffing plan to meet the service and programming needs at the library and in the community
- Develop systems to recruit, train, support, and retain a diverse library staff, Board of Trustees, and volunteers

3. Critical Issue:

What services, programs, and technologies are essential to meet the diverse needs of Fitchburg residents?

Goal Statement:

Provide services, programs, and emerging technologies that are responsive to identified needs and fulfill the library's mission and vision.

Strategies:

- Develop diverse in-house services and programs to increase library usage
- Expand patron use of library technology and technology programming
- Develop outreach services and programs with an awareness of the changing demographics of Fitchburg residents
- Explore and evaluate needs and options to ensure library access throughout the community

4. Critical Issue:

What strategic and collaborative partnerships and connections will fulfill the mission and vision of the library?

Goal Statement:

Foster mutually-beneficial relationships and connections with key organizations and partners to meet common goals and share resources.

Strategies:

- Build relationships and collaborate with city departments that have similar users and/or common goals
- Build relationships and collaborate with area public, private, home, and virtual schools to address common goals
- Build relationships and collaborate with multi-cultural partners for mutual benefit
- Build relationships and collaborate with businesses and organizations that focus on education, technology, and community

5. Critical Issue:

How should the benefits of the library be effectively communicated to Fitchburg residents?

Goal Statement:

Develop strategies that communicate the benefits of using the Fitchburg Library to user and non-user residents.

Strategies:

- Develop communication policies, procedures, and reports to guide and effectively disseminate library information
- Develop, implement, and evaluate a non-targeted marketing plan with a clearly defined message encouraging use of the Fitchburg Library
- Publicize and promote Fitchburg Library services and programs in a variety of ways to a variety of audience

Account #	Account Title	Usual Expenditures for this Account	Detail of Proposed Expenditures
PERSONNEL COSTS OTHER THAN WAGES & DFB			
140	Per Diem for Commission & Committees	Includes Per Diem for _____ members; _____ estimated _____ meetings	\$0
—	Per Diem for _____	Includes Per Diem for _____ members; estimated _____ meetings	\$0
—	Per Diem for _____	Includes Per Diem for _____ members; estimated _____ meetings	\$0
-150	Volunteer Services	Compensation - paid on-call members <i>Detail of this account to be submitted with budget proposal.</i>	\$0
CONTRACTUAL SERVICES			
-210	Professional Services	Engineering, Legal Advice, Auditing Services, or other Professional Service not provided by staff	
-240	Repairs & Maintenance by Others	Equipment or facilities repairs not performed by City Staff . Includes Cleaning Service for all Buildings; Maintenance agreements for all office equipment <u>excluding</u> Computers (see below)	Unexpected repairs to elevators, HVAC, HRU, roof, doors, plumbing, electrical, etc. \$10,000
-245	Computer Related Repairs & Maintenance	Includes any maintenance agreements, Time/Materials charges for either Hardware or Software repairs, enhancements or replacement.	Replacement equipment (monitors, keyboards, mice, RFID antennae, etc) \$2,500

-250	Publication of Notices, Recruitment Ads, or other Advertisements	Includes all election notices, sample ballots; required publication of council activity, public hearing notices, bid notices; advertisements for recruitment of new employees, sales of equipment or vehicles	Posting jobs on ALA \$500
-290	Other Contractual Services - LIST:	Includes services purchased for department not more accurately described elsewhere. Detail of this account to be submitted with budget proposal.	SCLS Technology fee- ILS, LO, EW \$81,384 Bibliotheca service contract \$25,455 General Heating & Cooling \$5,540 AVI \$3,500 Simplex Grinnell \$3,250 Kone Elevator; inspection & permits \$8,145 QPS \$1,260 Evanced \$1,000 Wil Kil \$530 Recruitment costs (drug screens, background checks) \$700 PB Wiki \$100 Flexible spending account administration \$180 \$131,044
-291	Contract Services- Performers/Presenters		Performers for programs in youth and adult services. Includes Halloween Hunt and Summer Reading Program. \$4,850
OPERATING SUPPLIES & EXPENSE			
-310	Office Supplies & Postage	General office supplies, postage, film, project binders, copies, and misc.	Office supplies (\$1,500) Postage (\$1,000) \$2,500
-320	Publications, Subscriptions & Dues	Professional Organization dues, reference materials or publications	\$0
-323	Uniforms & Protective Gear	Uniform allowance set by union contract or common council; personal protective equipment provided to reduce exposure to hazards or infectious substances.	\$0
-325	Training & Staff Development - Staff Development includes City Sponsored In-Service or other on-site training.	Training for departmental employees, including local meetings, state sponsored programs, professional association seminars or conferences as required or approved. Detail of this account to be submitted with budget proposal.	PLA (3 employees @ \$1,625 = \$4,875) WLA \$500 local conferences \$500 webinars, online classes \$125 \$6,000
-330	Vehicle Use Reimbursements	Includes reimbursements for personal vehicle use in the course of City Business at the rate of \$.575 per mile.	\$750 1,305 miles x \$.575/mile \$750 1,305 miles x \$.575/mile Outreach Library mileage (NP #56) \$1,500

-335	Vehicle Expense	Fuel, lubricants, tires and items related to the repair or preventative maintenance of vehicles.	\$0
-340	Operating Materials & Supplies	Includes typical supplies necessary to carry out the functions of the department. Includes printing of forms, licenses, reports; program specific supplies, and routine items not more accurately described elsewhere.	Technical services supplies \$4,000 Halloween Hunt \$2,000 Programming, adult \$1,000 Programming, kids \$3,000 Library supplies \$7,000 \$17,000
-345	Public Information & Education	Includes newsletter or other public education printing, mailing costs; crime prevention program materials, fire prevention program materials	Printing program materials, fliers, bookmarks, pamphlets. \$4,000
-350	Repair & Maintenance Supplies	Supplies required to perform repairs or maintenance on departmental equipment or facilities, <u>excluding</u> computers, communication equipment and vehicles.	Building maintenance supplies (hardware, ballasts, bulbs, building materials, etc.) \$6,000
-355	Equipment Expense	Lease costs, replacements of minor equipment not included in the capital budget. <i>Detail of this account to be submitted with budget proposal.</i>	Gordon Flesh copier leases (\$14,500) Gordon Flesh copy overages (\$3,000) Computer replacements (\$17,000) \$34,500
-360	Building Repairs & Maintenance	Includes cleaning supplies (excluding janitorial service - see contractual services); minor repairs or preventative maintenance for the facility.	Custodial supplies \$6,000
-363	Communications Expense	Includes maintenance of existing radios, air time for portable or vehicle phones, voice mail expense, and pager expense.	Moved to IT fee \$0
-365	Utilities & Telephone	Includes general telephone use (local & long distance), HVAC costs, Sewer, water & storm water charges	MG&E \$97,780 Utilities \$3,575 (TDS moved to IT fee) \$101,355
-387	Library Collections		Books, books on CD, Playaways, DVDs, music CDs, video games, etc. \$175,000
-390	Other Operating Expense		Reimbursements for lost-paid-found items, items lost off the hold shelf, forwarding payments to other libraries. \$1,500
-391	Dane County Library System		Payment for Fitchburg residents use of other libraries and central services. \$449,228
-570	City technology allocation		Allocation from city technology fund based on number of users that access the technology infrastructure. \$48,340

-590	Allocated Insurance		Library's share of the City's insurance cost including property, liability, and workers compensation. \$24,000
5920-100 (transfer)	Administrative Fee		Transfer to General Fund for administrative services performed on behalf of the library including accounting, human resources, administration, salary and benefits for shared positions, etc. \$90,400

2016 PERSONNEL SUMMARY

E= Existing Position or Employee

N = New Position - Please indicate new proposal (NP) number

Please list all existing first, followed by new proposals for personnel

DEPARTMENT: Library Prepared by: Wendy Rawson

N P #	E / N	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Annual Hours - Regular	Estimated Overtime Hours	Annual Hours - Part Time	Shift Differential Hours
	E	Rawson, Wendy	Library Director	10/4/10	2080			
	E	Hansen, Phil	Circulation Manager	4/18/11	2080			
	E	Hull, Kate	Adult/Technical Services Manager	5/29/12	2080			
	E	Powers, Tim	Youth Services Manager	5/26/11	2080			
	E	Stringfield, Tegan	Electronic Services Librarian	7/10/14	2080			
	E	Bolchen, Tanya	Library Assistant III, Circulation	4/29/13	2080			
	E	Witt, Kelly	Youth Services Librarian	10/27/14	2080			
	E	Hernandez, Jamie	Teen Librarian	6/9/11			1040	
	E	Swanson, Rebecca	Reference Librarian	2/5/13			1040	
	E	Saylor, Erin	Reference Librarian	5/23/11			1040	
	E	Liu, Kate	Administrative Assistant	5/9/11			1040	
	E	Vacant	Library Assistant II, Adult Services				1040	
	E	Henderson, Kayce	Library Assistant II, Adult Services	8/23/14			1040	
		Total This Page			14,560	0	6,240	

2016 PERSONNEL SUMMARY

N P #	E / N	Employee Last Name Or "Vacant" at time of budget prep	Position	Date of Hire	Annual Hours - Regular	Estimated Overtime Hours	Annual Hours - Part Time	Shift Differential Hours
	E	Roltgen, Tiffani	Library Assistant II, Youth Services	7/9/15			1040	
	E	Lan, Elizabeth	Library Assistant II, Youth Services	6/6/11			1040	
	E	Ott, Rachel	Library Assistant II, Youth Services	7/29/15			520	
	E	Wyatt, Sarah	Library Assistant I, Circulation	8/10/14			1040	
	E	McCarthy, Kelsey	Library Assistant I, Circulation	7/14/14			1040	
	E	Hoffman, Abby	Library Assistant I, Circulation	9/24/12			1040	
	E	Stippich, Lisa	Library Assistant I, Circulation	10/28/14			1040	
	E	Schell, Christina	Library Assistant I, Circulation LTE	8/29/13			520	
	E	Oakey, Tyler	Shelver	9/22/14			520	
	E	Sailor, Elizabeth	Shelver	9/29/14			520	
	E	Johnson, Amy	Shelver	3/25/15			520	
	E	Zurovich, Lauren	Shelver	1/12/15			520	
	E	Sanford, Kirsten	Shelver	3/25/15			520	
	E	Dabney, Kristen	Shelver	7/6/15			520	
	E	Reinke, Robin	Shelver	7/7/15			520	
	E	Meyers, Makena	Shelver	7/9/15			520	
	E	Vacant	Shelver				520	
56	N	Vacant	Outreach Librarian	1/1/16	2,080			
		Total This Page			2,080	0	11,960	
		TOTAL ALL PAGES			16,640	0	18,200	

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2016 BUDGET

EMPLOYEE NAME: Tim Powers EMPLOYEE TITLE: Youth Services Manager
 PURPOSE OF TRIP: Attend PLA Conference DATE OF TRIP: April 5-9, 2016
 SEMINAR OR CONFERENCE FEES: \$450 (non-member rate) LOCATION: Denver, CO

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

***Out of State Training Allowances Found at**

www.gsa.gov

Date	Mileage	Breakfast	Lunch	Dinner	Lodging	Transportation	Tolls / Parking	Other <i>Attach detail for unusual expenses</i>	TOTALS
4/5/2016									\$ -
4/6/2016			\$ 16.00	\$ 34.00	\$ 100.00	\$ 520.00			\$ 670.00
4/7/2016		\$ 11.00	\$ 16.00	\$ 34.00	\$ 100.00				\$ 161.00
4/8/2016		\$ 11.00	\$ 16.00	\$ 34.00	\$ 100.00				\$ 161.00
4/9/2016		\$ 11.00	\$ 16.00			\$ 20.00			\$ 47.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
TOTALS	\$ -	\$ 33.00	\$ 64.00	\$ 102.00	\$ 300.00	\$ 540.00	\$ -	\$ -	\$ 1,039.00
	Total miles= 0 rate=0.575/mi				Conference Total (includes registration)				\$1,489

JUSTIFICATION:

Estimates/assumptions: non member rate for early registration. Hotel per diem in Denver is \$163, conferences usually higher so assumed \$200/night, but sharing with Phil Hanson. Flights as of 8/6/15 are about \$405 but this likely will go up. Current per diem rates good through October 2015 then will change. Assuming 3 nights at conference; exact nights and number of nights may change. Assumed \$20 each way for ground transportation in Denver (airport shuttle) and \$40 to leave car at Madison airport for 4 days. Assumed he and Phil will carpool.

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2016 BUDGET

EMPLOYEE NAME: Wendy Rawson EMPLOYEE TITLE: Library Director
 PURPOSE OF TRIP: Attend PLA Conference DATE OF TRIP: April 5-9, 2016
 SEMINAR OR CONFERENCE FEES: \$450 (non-member rate) LOCATION: Denver, CO

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

*Out of State Training Allowances Found at
www.gsa.gov

Date	Mileage	Breakfast	Lunch	Dinner	Lodging	Transportation	Tolls / Parking	Other Attach detail for unusual expenses	TOTALS
4/5/2016									\$ -
4/6/2016	13		\$ 16.00	\$ 34.00	\$ 200.00	\$ 520.00			\$ 770.00
4/7/2016		\$ 11.00	\$ 16.00	\$ 34.00	\$ 200.00				\$ 261.00
4/8/2016		\$ 11.00	\$ 16.00	\$ 34.00	\$ 200.00				\$ 261.00
4/9/2016	13	\$ 11.00	\$ 16.00			\$ 20.00	\$ 40.00		\$ 87.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
TOTALS	\$ 14.95	\$ 33.00	\$ 64.00	\$ 102.00	\$ 600.00	\$ 540.00	\$ 40.00	\$ -	\$ 1,393.95
	Total miles= 26 rate=0.575/mi				Conference Total (includes registration)				\$1,844

JUSTIFICATION:

Estimates/assumptions: non member rate for early registration. Hotel per diem in Denver is \$163, conferences usually higher so assumed \$200/night. Flights as of 8/6/15 are about \$405 but this likely will go up. Current per diem rates good through October 2015 then will change. Assuming 3 nights at conference; exact nights and number of nights may change. Assumed \$20 each way for ground transportation in Denver (airport shuttle) and \$40 to leave car at Madison airport for 4 days.

OUT OF STATE TRAVEL & TRAINING PRE-APPROVAL 2016 BUDGET

EMPLOYEE NAME: Phil Hanson EMPLOYEE TITLE: Access Services Manager
 PURPOSE OF TRIP: Attend PLA Conference DATE OF TRIP: April 5-9, 2016
 SEMINAR OR CONFERENCE FEES: \$450 (non-member rate) LOCATION: Denver, CO

ANTICIPATED OTHER EXPENSES: Detail each day of travel for the areas listed below

*Out of State Training Allowances Found at

www.gsa.gov

Date	Mileage	Breakfast	Lunch	Dinner	Lodging	Transportation	Tolls / Parking	Other Attach detail for unusual expenses	TOTALS
4/5/2016									\$ -
4/6/2016	13		\$ 16.00	\$ 34.00	\$ 100.00	\$ 520.00			\$ 670.00
4/7/2016		\$ 11.00	\$ 16.00	\$ 34.00	\$ 100.00				\$ 161.00
4/8/2016		\$ 11.00	\$ 16.00	\$ 34.00	\$ 100.00				\$ 161.00
4/9/2016	13	\$ 11.00	\$ 16.00			\$ 20.00	\$ 40.00		\$ 87.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
TOTALS	\$ 14.95	\$ 33.00	\$ 64.00	\$ 102.00	\$ 300.00	\$ 540.00	\$ 40.00	\$ -	\$ 1,093.95
	Total miles= 26 rate=0.575/mi				Conference Total (includes registration)				\$1,544

JUSTIFICATION:

Estimates/assumptions: non member rate for early registration. Hotel per diem in Denver is \$163, conferences usually higher so assumed \$200/night, but sharing with Tim Powers. Flights as of 8/6/15 are about \$405 but this likely will go up. Current per diem rates good through October 2015 then will change. Assuming 3 nights at conference; exact nights and number of nights may change. Assumed \$20 each way for ground transportation in Denver (airport shuttle) and \$40 to leave car at Madison airport for 4 days.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	56
Sponsor/Department:	Library			Original (x)	X
Title/subject:	Outreach librarian/volunteer coordinator			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	NO FISCAL IMPACT (x)	
Brief Justification: (Area will expand as needed)	<p>Providing outreach services to the Fitchburg community is a high priority for the city and for the library. The library's current staffing level provides coverage of the library building, but does not allow sufficient time for staff to go out into the community to host or attend events. By adding an Outreach Librarian/Volunteer Coordinator, we could increase our presence in the community by offering activities like storytimes, computer classes and material check out to residents who are unable to visit the library building. This position would enable us to partner more with our three school districts- Madison, Verona and Oregon. It would also recruit, train and supervise volunteers to assist at outreach events. We believe adding this position would extend the reach of the library and the city significantly, and help fulfill the vision of the library, which is to foster and support a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.</p>				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	\$79,729	\$79,729	\$	\$
Non Personnel Recurring Costs	\$1,835	\$1,835	\$	\$
Non Personnel One-Time Costs	\$850	\$850	\$	\$
Total Year One Costs	\$82,414	\$82,414	\$	\$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If funded , will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If not funded this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Wendy W. Rawson	Date	8-18-15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE OR increase to existing position Only complete areas which are not shaded		Supplement to Proposal #	56
Position Title	Outreach Librarian/Volunteer Coordinator		
Reason or Need	Providing outreach services to the Fitchburg community is a high priority for the city and for the library. The library's current staffing level provides coverage of the library building, but does not allow sufficient time for staff to go out into the community to host or attend events. By adding an Outreach Librarian/Volunteer Coordinator, we could increase our presence in the community by offering activities like storytimes, computer classes and material check out to residents who are unable to visit the library building. This position would enable us to partner more with our three school districts- Madison, Verona and Oregon. It would also recruit, train and supervise volunteers to assist at outreach events. We believe adding this position would extend the reach of the library and the city significantly, and help fulfill the vision of the library, which is to foster and support a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.		
Existing Classification		New Classification - (position creation) include draft position description & complete comparable pay section (page 2)	H

FULL TIME EQUIVALENT: Annual Hours		1 FTE 2080 hours		Expected Overtime hours	0	
Estimated Hourly Wage		25.43		Source: Union Contract, Pay Plan, Comparable Community Average	Pay plan	
Benefit Information 	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		\$0		\$0	\$0	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
	\$0	\$85	\$1,000 cell phone	\$0		

	Other Related Expense	Description: Mileage reimbursement, acct 330: \$750 Position Evaluation, Classification, 100-5143-210: \$250 Recruitment Expenses, 100-5143-250: \$550	
Vehicles	Will a city vehicle be required for this position?		No
	If so, will this be a new proposal or existing?		-

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - Complete only if this is a new position to be created:

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by current pay plan, similar librarian positions.

Job Title:	Outreach Librarian/Volunteer Coordinator	Reports To:	Library Director
Department:	Library	FLSA Status:	Exempt
Division:		EEO Code:	2 - Professionals
Salary Grade:	TBD	Employee Group:	General Employee
Created:	August 2015	Last Revision:	August 2015

Position Summary:

Under the direction of the Library Director, the Outreach Services Librarian & Volunteer Coordinator coordinates the library's outreach activities throughout the community. This position also recruits and supervises volunteers for outreach activities and the day-to-day operation of the library. They will work at both the adult services reference desk and the youth services desk approximately 10% of the time.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:

- Serves as the principal contact for community groups interested in outreach services.
- Serves as a designated liaison to local organizations and city departments.
- Plans and implements programs throughout the community.
- Contacts and schedules volunteers to assist at outreach activities.
- Trains and supervises library volunteers.
- Coordinates with library managers to provide appropriate staffing for outreach events as needed.
- Conducts service evaluations and collects use statistics.
- Provides professional-level information services to customers.
- Trains users in the use of technology and information seeking strategies.
- Provides assistance to customers of all ages to meet information and recreational needs.
- Integrates early literacy skills into programming for children.

Additional Duties and Responsibilities:

- Assists in preparation of library marketing materials, including web content.
- Acts as "person-in-charge" in the absence of the department managers.
- Organizes library displays and contributes information for library publicity materials.
- Contacts users via telephone or email as needed.
- Other duties as assigned.

Supervisory Requirements:

- Volunteers

Minimum Qualifications

Education and/or Experience Requirements:

- Master's degree in Library Science or Information Science from an American Library Association accredited institution or related field required.

- Experience in a public library preferred.
- Spanish fluency highly desirable.

Certifications:

- Valid Wisconsin Driver's license required during course of employment.

Necessary Knowledge Skills and Abilities:

- Ability to analyze and effectively synthesize information and present findings.
- Ability to use standard library technology including online reference sources and social networking tools.
- Ability to effectively communicate and foster positive relationships with library users, volunteers, the community, and coworkers.
- Fully understand library policies and procedures.
- Ability to seek information in all areas and multiple formats for library users.
- Able to travel to meetings outside the library.
- Excellent organizational skills.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used

Personal computer, including word processing, database, and spreadsheet software; phone; copy machine; fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to lift up to 30 pounds and push or pull a cart weighing up to 150 pounds or more. Must be able to bend, stoop, lift, or stand for prolonged periods of time. Must be able to use a computer for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:

Direct Referral Approved by:

Date Referred: **September 22, 2015**
Date to Report Back: **October 27, 2015**

Ordinance Number:
Resolution Number: **R-105-15**

Sponsored by: Mayor

Drafted by: Public Works

TITLE: A RESOLUTION APPROVING THIRD-PARTY FINANCING AND OWNERSHIP OF SOLAR PHOTOVOLTAIC PANELS ON THE FITCHBURG PUBLIC LIBRARY ROOF

Background:

The Fitchburg Public Library roof was designed in 2010 to accommodate a ballasted solar photovoltaic (PV) system, and electrical conduits were installed to connect the panels to the library's electrical system. At that time, a 50 kilowatt (kW) solar PV system was designed using Solyndra PV panels. Solyndra's demise and concerns about the roof warranty being invalidated led to the delay of the Library solar project. Plans were made to pursue solar PV once prices dropped in the future. Since 2010, PV prices have been cut nearly in half, but incentives through Focus on Energy, a State of Wisconsin energy incentive program, have also declined dramatically.

Because Focus on Energy grants have declined and are expected to end in 2015, the City's Solar Team evaluated financing the Library Solar Project through a third-party investor who is eligible for a 30% federal tax credit that is available only to businesses, and is set to expire at the end of 2016. The City of Monona used this option to fund 100kW of solar energy on four facilities in 2013.

Under this model, a solar broker is hired to find an investor who pays all the upfront costs of design and construction as well as operation and maintenance costs. The investor owns the system, but the City may also negotiate to purchase the system at half price after the federal tax credits are realized in five to six years. There is no cost to the City other than staff time to plan and coordinate the project. The City also will also save an estimated 50% in energy costs from energy generated on site.

Third-party financing provides the City a low-risk solution at a reduced cost as well all the extra benefits of solar energy like meeting our 25x25 Energy Independence Communities commitment and broader environmental goals. MGE electricity rates are projected to increase, so having a larger renewable energy portfolio will provide more certainty and help the City keep energy costs down.

The City of Monona led a tour of their solar project in August 2015 and also shared key information on roof warranty issues. After reviewing City of Fitchburg's roof warranty through Firestone, the City learned that the roof warranty would not be invalidated by placing solar panels on top of the roof using a ballast design. The ballasted system (racks holding panels) are set on top of roof and do not puncture the membrane. (The solar equipment actually prolongs the life of the roof by shielding it from sun, rain and hail.) The City may need to negotiate an extended warranty to accommodate solar panels, similar to City of Monona. Terms may include roof inspections one day before and one day after solar installation as well as annual inspections.

Next steps would include:

- Negotiating a connection agreement with Madison Gas & Electric
- Negotiating a warranty continuance letter from Firestone
- Coordinating with Fitchburg Design Center committee
- Hiring a solar project broker

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	10/12/15	
2	Finance Committee	Dodge	10/13/15	
3	Library Board	Rawson	10/21/15	
4				

Amendments:

Mayor
Introduced by

Public Works
Prepared by

Library, Public Works, Finance
Referred to

September 17, 2015
Date

RESOLUTION R-105-15

RESOLUTION APPROVING THIRD-PARTY FINANCING AND OWNERSHIP OF SOLAR PHOTOVOLTAIC PANELS ON THE FITCHBURG PUBLIC LIBRARY ROOF

WHEREAS, The City of Fitchburg has an opportunity to partner with a private investor who would own solar photovoltaic panels on the Fitchburg Public Library roof. The investor owner pays all upfront costs of design, installation and maintenance in order to receive federal tax credits available only to businesses. There would be no cost to the City other than staff time.

WHEREAS, The Fitchburg Public Library will realize a nearly 50 percent cut in energy costs based on the amount of solar energy produced and used on site; and

WHEREAS, The Library solar panels will help the City of Fitchburg meet its commitment to produce 25% of its energy from renewable resources by 2025 through its resolution to join the State of Wisconsin's 25x25 Energy Independent Community Partnership,

WHEREAS, The Fitchburg Public Library is solar ready with a roof designed to accommodate the weight of ballast-style solar panels, and with electrical conduits already in place to connect solar panels; and

WHEREAS, Federal solar tax credits that cover 30% of total project expenditures will expire on Dec. 31, 2016; and

WHEREAS, the project may require some outside assistance in the event the City does not have sufficient staff time available.

NOW BE IT HEREBY RESOLVED, BY THE Fitchburg Common Council that it authorizes staff to negotiate a third-party financing agreement for an investor owner to design, install, operate and maintain ballast-style solar photovoltaic panels on the Fitchburg Public Library roof.

BE IT FURTHER RESOLVED, by the Fitchburg Common Council that it will authorize staff to negotiate an extended roof warranty with Firestone Building Products.

Adopted this ____ day of _____, 2015.

Patti Anderson, City Clerk

Stephen L. Arnold, Mayor



Exhibit and Display Policy

The Fitchburg Public Library schedules exhibits and displays of interest, information, and enlightenment to the community. The primary purpose of exhibits in the library is to extend the library's role as a cultural, educational, and community-centered institution.

1. All exhibits are to be approved by appropriate Library staff prior to set-up.
2. Exhibits will be displayed for up to one month.
3. Individuals and representatives of organizations are responsible for planning, transporting, installing, and removing their exhibits, following guidelines provided by Library staff.
4. Contact information may be posted along with any displayed materials, but any information involving the sale, advertisement, solicitation or promotion of commercial products is not allowed.
5. The Library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display.
6. The presentation of any display or exhibit does not imply endorsement of the Fitchburg Public Library.

Policy approved by the Fitchburg Public Library Board September 21, 2011

Library Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	YTD 2015	YTD 2014	Sep-14	Total 2014	Total 2013
Checkouts	27537	23688	27115	25277	24517	30234	29548	29341	25387	242,644	240,532	25,315	315,006	310,335
Renewals	5467	5503	6072	5287	5653	5520	6157	6627	5921	52,207	55,850	5,396	73,068	83,056
C&R Total	33004	29191	33187	30564	30170	35754	35705	35968	31308	294,851	296,382	30,711	388,074	393,391
Holds	7701	6568	7027	7020	6520	6836	6974	6678	6737	62,061	61,988	6,689	83,689	79,491
Red Boxes in	395	381	414	398	378	415	428	399	392	3,600	3,509	392	4,646	4,420
Red Boxes out	391	354	385	374	356	390	400	379	370	3,399	3,258	367	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	9	76	77	9	100	85
Vol. Hours	61	64	58.25	52.5	51.5	70.75	77.5	62.5	61.5	560	620	84.75	787	576
Adult Programs	7	5	5	8	4	4	8	5	4	50	59	4	71	69
Adult attendees	71	30	30	77	58	72	111	67	45	561	893	28	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	27	237	212	18	268	247
Youth Attendees	803	935	1095	896	474	1553	1404	456	1046	8,662	7,175	661	9,647	8,475
Passive Youth Programs	3	2	2	2	2	1	0	2	2	16	27	2	36	
Passive Attendance	150	153	184	132	119	89	0	161	157	1,145	1,913	126	2,390	
Teen Programs	3	4	5	4	4	4	4	3	4	35	46	5	59	59
Teen Attendees	13	10	34	10	23	20	21	12	24	167	202	22	243	441
Passive Teen Programs	0	0	0	2	1	0	0	0	0	3	0			
Passive Teen Attendance	0	0	0	61	46	0	0	0	0	107	0			
Youth Volunteers	7	7	7	7	8	7	8	7	7	65	99	7	123	247
Youth Vol. Hours	27.5	23.25	25	28.5	24.25	25.5	26	28.5	18.5	227	404	28	496	1,126
Youth Outreach Visits	1	0	3	0	5	2	3	4	2	20	21	0	27	22
Youth Outreach Attendees	75	0	56	0	840	650	21	74	16	1,732	2,310	0	2,536	2,687
Electronic Svcs Programs	8	5	9	6	7	6	6	6	6	59	10	2	27	20
Electronic Svcs Prog Attendees	38	19	34	9	21	17	18	16	19	191	41	3	73	63
Computer Sessions	2199	2146	2505	2181	1780	2049	2162	2340	1968	19,330	20,145	2,133	26,475	28,333
Wireless Sessions	20,414	19,545	23,999	22,265	21,171	22,040	24,294	23,622	23,329	200,679	150,559	17,412	207,871	270,612
Meetings	89	96	102	101	83	75	94	80	87	807	823	87	1,108	1,026
Overdrive C/O books	1516	1295	1422	1310	1370	1511	1353	1465	1317	12,559	8,774	946	12,286	7,703
Overdrive C/O audio	470	440	450	433	430	413	480	499	517	4,132	2,214	318	3,337	1,584
Overdrive C/O TOTAL	1986	1735	1872	1743	1800	1924	1833	1964	1834	16,691	10,988	1,264	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 Adults: 160	2015 Teen: 131	2015 Kids: 913
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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	1673	552
October		
November		
December		

Net items added 2015:
7488

30-Sep-15
101,802

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