

1. Agenda

Documents: [LIB_20151118_AG.PDF](#)

2. Complete Packet

Documents: [LIB_20151118_PK.PDF](#)



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

**AGENDA
LIBRARY BOARD
November 18, 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, November 18, 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. October 21, 2015
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. 2016 Budget
5. **Old Business**
6. **New Business**
 - a. Annual Review of Library Board Bylaws
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, December 16, 2015, at 5:30 p.m.
11. **Adjournment**



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DRAFT MINUTES

Fitchburg Public Library

Wednesday, October 21, 2015, 5:30 pm

Present: Pauli Nikolay Eric Vincent Swami Swaminathan
Ben Mueller Stephen H. Arnold

Also present: Wendy Rawson Kate Liu Sarah Wyatt Kevin Richmond
Pat Marsh Erika Kluetmeier

Absent: Dan Carpenter Zulma Franco

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

Mueller moved and Vincent seconded to move new business 6a to now. This passed by voice vote.

6. **New Business**

a. Solar presentation

Introductions made. Kluetmeier gave a presentation on the specifics of this solar project and the overall benefits of solar. Fitchburg is modeling on Monona which just went through this process, including the financing model. Fitchburg has a solar team consisting of the mayor, Rawson, Horton, Richmond, Eilertson, and Kluetmeier. Fitchburg is part of the Green Tier Legacy Communities, a group working to pledge to make a commitment to implement sustainable initiatives. Solar was not installed during construction of the library due to financing issues: at the time, the investment would have been \$800,000 with very little energy payback. Since that time, the cost of panels has gone down by half.

Kluetmeier covered the financing model which is a third party model. There is a desire to do this now to take advantage of federal tax credits which expire in 2015 - credits which cover 30% of cost, but not to municipalities, so we need to partner with someone else. There are lots of projects going on with third party finance in the state. Kluetmeier explained how the finance process works: the city hires a solar developer to find a finance partner and an installer. The cost of the solar developer is rolled into the cost of the whole project. Monona had no cash outlay and leased roof space. It will be different for us because there are bonds still out on the library building, so we must remain revenue neutral under those terms. The library will not be responsible for the costs as this is under Facilities / Public Works with the city. The solar developer will be like a general contractor for the process – this person will work with roof warranty and MGE. The system will be designed and sized and the roof inspected before and after installation. The finance partner is the full owner. The city can buy back the system after 5-7 years at a discount. The finance partner makes money by us sharing our energy savings with them. In Monona, they did 80% back to the finance partner, this is negotiable.

Staff time for the whole project at Monona was approximately 80 hours. This work in Fitchburg might be done by our solar team.

Kluetmeier covered library energy use and estimated savings. The library is solar ready, oriented to take advantage of solar energy and has conduit in place on the roof. The library's average energy use is 712,769 kwh at a cost of approximately \$88,000. A 65kw system saves \$13,000K, an 80kw system saves \$16,000, and a 100kw saves about \$20,000. The calculations were made with longitude taken into consideration. The exact size has not been determined yet. With the \$13,000 savings example, in Monona, they would be giving \$10,400 (80%) of it to their finance partner.

Kluetmeier covered the benefits of this solar energy proposal: this is the lowest cost way to get solar. However it is structured, it will give us some energy savings. There is no energy loss in transmission.

This helps the city meet its pledge of working towards energy independence. This system is expected to live for 25 years. The question was raised about the presence of the system altering our insurance profile; Kluetmeier will look into this. The installation helps meet environmental goals. The panels actually protect the roof from hail, UV, and rain. There is an educational benefit to library, as the system provides a kiosk for real-time information on what the system is doing. Monona has a kiosk and it is very popular as an exhibit. There is also an online component of the kiosk for more information.

The actual installation will consist of ballast-style racks that are not physically attached to the building. The panels are placed on a second layer of membrane as padding on the roof. The roof material was selected to go with a solar installation, and the shape and construction of the roof designed with solar in mind.

The roof warranty and protections were discussed in depth. The warranty would not be automatically invalidated by putting in the panels. Roof companies are ready for this change and willing to re-negotiate warranties. The installer would be responsible for any roof damage. Annual inspections will occur in addition to day before and day after. The terms will be spelled out in a continuance letter. Vincent asked about what percent of projects have had installation problems, Kluetmeier will look into this. Who is liable if something goes wrong down the road? Marsh said that insurance would cover damage to materials inside the library.

An agreement will be negotiated for the possibility of post tax-credit purchase. Using the example of Monona, they will be able to purchase their system at 50% of its original cost, or renew the agreement, or they can terminate. At the end of the term, if the city decides not to buy or continue the agreement, the owner of the material has to remove it and have roof inspected, being responsible for any damage during this process. The life of the equipment is 25 years, as is the warranty. A buyout would be financed by city public works, not library. After buyout, operating and maintenance would be done by Facilities / Public Works budget.

Nikolay asked if this is doable given the timeframe left. Is it possible to have to have a system up and running by end of 2016? All materials are readily available, and it doesn't take long to install. The process took 6 months with Monona, even including some wrangling with MGE over terms.

The design specifications must be approved by the Fitchburg Center. We will be able to see renderings of what the installation will look like. Concerns were raised about companies going under, and getting stuck with a "lemon." To prevent this, it was suggested by MGE to go with German or Japanese companies that have been in business for a long time – however, the city does not get to make this choice, the financial partner does.

Vincent asked Marsh to name what he felt were the good and bad points of his experience in going through this process at Monona. Marsh responded that the good was realizing more energy savings than originally projected. The bad, which he would not want to see happen here, was the political process and wrangling. The panels sat for 4 months before the switch could be turned on; lots of political fighting. Swaminathan asked if Monona was happy with it overall; Marsh responded that they were. Marsh admitted that he was critical of the process there at first, but was proven wrong. Swaminathan asked what happens if the library board votes no. Ultimately, the council gets the final say after seeing what all the committees say about it. They will weigh everything that we said before making final say. The public works board has passed this resolution, it will go to the finance committee next. Swaminathan was concerned about all of the financial ramifications; he did not feel there was enough information to make an informed decision. The solar team did not want to come to present to the library until they had enough information to make a full presentation. Vincent asked about staff time used by Monona, Marsh responded that there was minimal time. Rawson inquired about the roofs at Monona, Marsh responded that they were fine after installation. Vincent expressed disappointment with the energy savings possible.

It was noted that the resolution language is unclear about the percentages; Kluetmeier assured that this will be fixed.

A question was raised about the functioning and status of the panels currently on the city hall roof, but this question was not answered.

Rawson shared Carpenter's statements, as he was unable to attend this meeting. He expressed concern about the roof, and financing by allowing a third party to make money on our property. He would not vote for the proposal as it is. Rawson is very concerned about roof because of previous experience. Arnold asked about hidden costs with future storm damages and changes to insurance with the installation being present.

Richmond was asked to weigh in. Richmond stated he was less concerned about the roof after touring other sites. He was concerned about long term unknowns with maintenance. Rawson inquired how the library board could be assured that the promise that the library is not financially responsible are followed through on. Marsh assured that this would be spelled out. A comment was made that it is hard to see without firm numbers whether this is worth it. The numbers presented are all hypothetical, and the technology changes so fast. Though it is the right thing to do from a sustainability perspective, the financial picture is not as clear. Rawson noted that if we were voting to put solar on poles in parking lot, we would not hesitate; but because it involves the building it is not as clear.

Nikolay called for a motion and a second. Swaminathan moved approval of resolution, with Mueller second. The vote came out as a tie, with 2 yes, 2 no, 1 abstention.

Kluetmeier, Marsh, and Richmond left at this time (6:34 pm)

3. **Approval of Minutes**

a. September 16, 2015

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

4. **Treasurer Report**

a. Overview and b. Register

Rawson noted that Bibliotheca and SCLS have been negotiating about sorter service. Bibliotheca has been poor in their responsiveness to calls for service, and SCLS has stepped up to provide the first line of service. We have paid part of the service contract, and will pay more of it later on. Bibliotheca just bought 3M's Library Service division which was their only major competitor. 3M was known for very good service, hopefully their service will carry over into this merger.

The miscellaneous revenue account is high because of extra Friends donations due to their end of year giving campaign.

Swaminathan asked about fund balance, and if it included the \$50,000 for payment we don't have to make, and Rawson responded that the listed \$305,000 is accurate. We will need to look to see if that number is accurate after bumping up the pay plan.

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

c. 2016 budget

Rawson noted that amendments were due Monday the 19th, and the library budget got 2 amendments. The first was to decrease the outreach position to .75 from full time, and Rawson responded to the issues with this, namely the need for schedule flexibility and a better candidate pool. If we hire at less than full time, it can be hard to change to full time once a person is in it – what if they don't want to change? The expectations are huge for this position, and it really needs to be full time.

The second amendment was to start the position in July. This would cause the position to need less funding in its first year. The library would like to have this person hired before the start of summer reading signups. Arnold asked how long this position would need to recruit? Rawson responded that this will be a nationwide search and will take 8 weeks minimum, as someone may relocate to take this position.

The question was raised as to how support can be shown for this full-time position. Rawson suggested contacting the alders to encourage them to support a full-time, early in the year start. Carpenter will be a strong supporter within the council. There is no real venue for public input at the upcoming COW which will review the amendments, but they may ask people if they have questions. Nikolay reiterated that our goal is to get it at full time and start at the beginning of the year, but that, at a minimum, these amendments are at least friendly and not cutting position out. However, the overall city budget as currently written is slated for almost a 10% increase, how does our new position fit into the whole picture? The position could still be cut at the council level, or the amendments could be defeated. Arnold suggested targeting an April 1st start – though our finance director has stated that this would be just a structural debt issue, the council might see it favorably. The vote on the budget will be November 10th.

The rest of the budget has not changed much since board last saw it. Rawson noted that questions were raised about travel and training; why were we sending 3 staff to an out-of-state meeting (Public Library Association in Colorado)? Rawson responded that PLA is more targeted and of higher quality than ALA. In terms of sending staff, if we send the director and one male manger, they obviously can not share a hotel room, so it makes sense to send the other male manager as well. We have funding from the Friends specifically for professional development, so we can't put this money towards other things.

Swaminathan moved and Arnold seconded to accept the in-process budget as presented, this passed by voice vote.

5. **Old Business**
none.

6. **New Business**
a. Solar presentation – see above.

b. Director's presentation and policy review

The library director is in charge of the administrative assistant, all of the library managers, and the custodial staff. Administration is in charge of finance, facilities, supporting staff with supplies and events, and special projects. The library director has roles as advocate for library with the city and the council, and with SCLS and DCLS. The director creates budget and sees that we stick to it. She directly supervises 4 managers and the administrative assistant, and indirectly supervises 12.75 other staff for a total of 32 people. The library director also oversees the strategic plan and implementing it. Rawson shared the mission, vision, and tagline, which are our guiding principles. The director has to look at the big picture, how the library fits into the Fitchburg community, Dane county and South Central, as well as the Wisconsin and national library communities. The director also sometimes has to be person who says no to things that don't fit into mission.

i. Exhibit and display policy. No changes were made suggested. This policy does not cover the community bulletin board, which has its own policy; this policy is for the gallery only. Vincent moved approval as presented, Swaminathan seconded, and this passed by voice vote.

c. Approving early and holiday closures, and inservice day closure. Rawson noted that since the city re-did the personnel manual and included our holiday and early closures in it, we do not need to do this

part. We do need to approve the full day closure for the first Wednesday in December (December 2nd this year) for our staff inservice. Most of the time will be spent on a presentation by SCLS on dealing with difficult patrons. In the remaining hour, there will be some strategic planning, a fire/tornado drill, and a team building activity. Vincent moved and Arnold seconded to close on that day for staff inservice; this passed by voice vote.

7. **President Report**

Nikolay mentioned that the Friends just had their fall book sale, which made \$2200. 440 buyers came which was a record. The volunteer recognition event went well for volunteers and board members and was attended by the mayor as well. The event was very well run and will likely become an annual event.

8. **Library Director Report** – Rawson

The Halloween Hunt coming on Saturday the 24th at 6pm. We expect about 400-600 people to attend.

Rawson addressed the carpet issue. Some of the library carpet needs re-gluing. Squares in the quiet reading room and the conference room are peeling up. Miliken will come to re-glue, or will replace at 50% off, but if we were to get replacement carpet, will we run into the same issues? We are trying to schedule them to come in on the staff inservice day. We will need to remove big heavy conference table. The teen room was recently re-glued, by a different company, but so far has held up well. Moisture in the floor was measured and determined to not be a problem – the problem is in the carpet or the installation. We will be back with prices if re-gluing does not work.

9. **Committee Reports**

a. Strategic Planning - Nikolay: strategic planning is working on questions for managers to evaluate the process and to present to staff at the inservice.

b. Facilities – Rawson noted that the facilities committee met, and their next move is to meet with the city finance director and administrator to talk about the CIP. This has been put off a bit because of the budget process.

c. Personnel – Vincent noted that the personnel committee is working on the half-year review discussion with the director. They will also look at any possible revisions to the director's position description. This review will hopefully take place in the first 2 weeks November. The city is also making changes to the review process which may need to be incorporated into our processes. Vincent encouraged board members to come to the open lunch during staff inservice day, as it is a good way to meet staff.

10. **Announcements**

a. Next Board Meeting: Wednesday, November 18, 2015, at 5:30 p.m. Vincent stated that he will not here at the next meeting.

11. **Adjournment at 7:22 pm.** Swaminathan moved, Mueller seconded, this passed by voice vote.

Acct Type	Acct #	Name	August	September	October	November	YTD	2015 Budget Amount	% Budget Remaining	\$ Budget Remaining	2014 Amount for September
Personnel	110	Salaries & Wages	\$ 56,127.33	\$ 55,183.57			\$ 500,360.05	\$ 720,113.00	30.52%	\$ 219,752.95	\$ 49,985.12
Personnel	115	Overtime	\$ -	\$ -			\$ -	\$ 276.00	100.00%	\$ 276.00	\$ -
Personnel	120	LTE/Seasonal wages	\$ 3,531.11	\$ 3,019.10			\$ 26,584.82	\$ 42,120.00	36.88%	\$ 15,535.18	\$ 2,037.50
Personnel	130	Direct Fringe Benefits	\$ 7,556.34	\$ 7,471.03			\$ 66,927.74	\$ 102,026.00	34.40%	\$ 35,098.26	\$ 6,518.65
Personnel	135	Longevity	\$ -	\$ -			\$ 525.00	\$ 525.00	0.00%	\$ -	\$ -
Personnel Total			\$ 67,214.78	\$ 65,673.70			\$ 594,397.61	\$ 865,060.00	31.29%	\$ 270,662.39	
Personnel total 2014			\$ 61,198.77	\$ 58,541.27							
Contractual Services	240	Repairs & Maintenance by Others	\$ -	\$ 525.50			\$ 2,879.25	\$ 15,000.00	80.81%	\$ 12,120.75	\$ 1,032.94
Contractual Services	245	Computer Related Repair & Maintenance	\$ 5.83	\$ 35.83			\$ 7,641.66	\$ 14,000.00	45.42%	\$ 6,358.34	\$ 6.93
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -			\$ -	\$ 500.00	100.00%	\$ 500.00	\$ -
Contractual Services	290	Other Contractual Services	\$ 4,790.64	\$ 24.00			\$ 94,934.50	\$ 130,095.00	27.03%	\$ 35,160.50	\$ 500.00
Contractual Services	291	Presenters / Performers	\$ 100.00	\$ -			\$ 2,923.00	\$ 4,850.00	39.73%	\$ 1,927.00	\$ -
Contractual Services Total			\$ 4,896.47	\$ 585.33			\$ 105,455.41	\$ 164,445.00	35.87%	\$ 58,989.59	
Contractual Services total 2014			\$ 2,427.01	\$ 1,539.87							
Operating Expense	310	Office Supplies & Postage	\$ 464.69	\$ 5.20			\$ 1,731.09	\$ 2,500.00	30.76%	\$ 768.91	\$ 154.57
Operating Expense	325	Training & Staff Development	\$ (96.18)	\$ 865.00			\$ 3,657.34	\$ 6,000.00	39.04%	\$ 2,342.66	\$ 576.26
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ 70.15			\$ 247.48	\$ 1,000.00	175.25%	\$ 752.52	\$ -
Operating Expense	340	Operating Materials & Supplies	\$ 975.95	\$ 4,286.70			\$ 19,306.12	\$ 17,000.00	-13.57%	\$ (2,306.12)	\$ 1,130.49
Operating Expense	345	Public Information & Printing	\$ -	\$ 153.42			\$ 3,696.54	\$ 5,000.00	26.07%	\$ 1,303.46	\$ 133.53
Operating Expense	350	Repair & Maintenance Supplies	\$ 61.74	\$ 409.41			\$ 4,374.97	\$ 8,000.00	45.31%	\$ 3,625.03	\$ -
Operating Expense	355	Equipment Operating Expense	\$ 1,508.44	\$ 1,508.13			\$ 12,956.59	\$ 17,000.00	23.78%	\$ 4,043.41	\$ 1,432.21
Operating Expense	360	Building Repairs & Maintenance	\$ 95.00	\$ 784.72			\$ 4,642.14	\$ 6,000.00	22.63%	\$ 1,357.86	\$ 36.92
Operating Expense	363	Communications Expense	\$ 24.88	\$ 25.36			\$ 278.54	\$ 1,000.00	72.15%	\$ 721.46	\$ 56.06
Operating Expense	365	Telephone & Other Utilities	\$ 8,855.18	\$ 9,017.74			\$ 69,437.12	\$ 98,500.00	29.51%	\$ 29,062.88	\$ 8,069.96
Operating Expense	387	Library Collection	\$ 9,482.96	\$ 14,774.67			\$ 141,828.98	\$ 175,000.00	18.95%	\$ 33,171.02	\$ 16,682.78
Operating Expense	5920-100	City Administrative Fee	\$ -	\$ 27,500.00			\$ 110,000.00	\$ 110,000.00	0.00%	\$ -	\$ 23,550.00
Operating Expense	390	Other Operating Expense	\$ 50.28	\$ 38.95			\$ 804.60	\$ 2,000.00	59.77%	\$ 1,195.40	\$ 123.72
Operating Expense	391	Other- Dane County Payment	\$ -	\$ -			\$ 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	0.00%	\$ -	\$ -
Operating Expense	511	Building Insurance	\$ -	\$ -			\$ -				\$ -
Operating Expense	590	Building, Liability, & WC Insurance	\$ -	\$ -			\$ 10,729.30	\$ 18,700.00	42.62%	\$ 7,970.70	\$ -
Operating Expense	591	Allocated Benefit- Health Ins	\$ 6,525.56	\$ 6,525.56			\$ 58,860.54	\$ 82,943.00	29.03%	\$ 24,082.46	\$ 5,793.26
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 48.62	\$ 49.77			\$ 369.68	\$ 593.00	37.66%	\$ 223.32	\$ 31.84
Operating Expense	593	Allocated Benefit- Disability Insurance	\$ -	\$ -			\$ -	\$ 3,684.00	100.00%	\$ 3,684.00	\$ -
Operating Expense	594	Allocated Benefit- Dental Insurance	\$ 576.47	\$ 576.47			\$ 5,101.28	\$ 7,860.00	35.10%	\$ 2,758.72	\$ 449.55
Operating Expense	596	Allocated Benefit - Unemployment Ins.	\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
Operating Expense Total			\$ 28,573.59	\$ 66,591.25		\$ -	\$ 988,664.31	\$ 1,153,422.00	14.28%	\$ 164,757.69	
Operating Expense Total 2014			\$ 44,690.15	\$ 58,267.63							
Grand Total Expense							\$ 1,688,517.33	\$ 2,182,927.00	22.65%	\$ 494,409.67	

							% 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					\$ 12,423.04	\$ 16,000.00	78%	\$ 3,576.96	
Revenue	4610-250	Copy Fees					\$ 4,753.35	\$ 5,000.00	95%	\$ 246.65	
Revenue	4810-100	Interest Income								\$ -	
Revenue	4820-100	Sale of Supplies					\$ 102.15	\$ 150.00		\$ 47.85	
Revenue	4830-100	Payment - FL Material Damages					\$ 3,319.69	\$ 4,000.00	83%	\$ 680.31	
Revenue	4850-000	Donations					\$ 1,006.85	\$ 1,000.00	101%	\$ -	
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					\$ 21,963.63	\$ 15,000.00	146%	\$ -	
Revenue	4890-501	Payment - Other SCLS Material Damages					\$ 180.73	\$ 75.00		\$ -	
Revenue	4890-400	Allocated Insurance Dividend					\$ 326.00	\$ 2,500.00		\$ 2,174.00	
Revenue	4930-250	Fund Balance Applied						\$ 50,000.00		\$ 50,000.00	
Grand Total Revenue							\$ 2,146,529.44	\$ 2,183,329.00	98%	\$ 57,125.77	
Grand Total Revenue YTD less Grand Total Expenses YTD:											
\$ 458,012.11							% of year elapsed: 75%				

Register of Bills Paid - September 2015

Invoice Date	PO Date	Payable to	Category	reimburse?	Description	Amount	Acct #
9/30/2015		Salaries and Wages				\$ 55,183.57	110
						\$ 55,183.57	110 Total
9/30/2015		Overtime				\$ -	115
						\$ -	115 Total
9/30/2015		LTE / Seasonal Wages				\$ 3,019.10	120
						\$ 3,019.10	120 Total
9/30/2015		Direct Fringe Benefits				\$ 7,471.03	130
						\$ 7,471.03	130 Total
9/30/2015		Longevity				\$ -	135
						\$ -	135 Total
9/2/2015	9/9/2015	Embury, LTD			Replacement Springs for book drop	\$ 157.50	240
09/11/2015		LA FORCE INC			LABOR CHARGE FOR DOOR REPAIR	\$ 368.00	240
						\$ 525.50	240 Total
9/1/2015	9/8/2015	Wi. Indep. Network	City IT		Internet service	\$ 4.83	245
09/07/2015		AMAZON.COM			WIRELESS PRESENTER	\$ 31.00	245
						\$ 35.83	245 Total
							250
							250
						\$ -	250 Total
9/14/2015	9/29/2015	Security Benefit			Monthly admin fee	\$ 12.00	290
9/14/2015	10/22/2015	Security Benefit			Monthly admin fee	\$ 12.00	290
						\$ 24.00	290 Total
							291
							291
						\$ -	291 Total
09/07/2015		STAPLES			OFFICE SUPPLIES	\$ 5.20	310
							310
						\$ 5.20	310 Total
09/14/2015		WISCONSIN LIBRARY ASSO			WLA CONF REG - RS	\$ 175.00	325
09/21/2015		WISCONSIN LIBRARY ASSO			WLA CONF REG - TP	\$ 140.00	325
09/25/2015		WISCONSIN LIBRARY ASSO			WLA CONF REG - JH	\$ 175.00	325
09/25/2015		WISCONSIN LIBRARY ASSO			WLA CONF REG - KW	\$ 225.00	325
09/28/2015		WISCONSIN LIBRARY ASSO			WLA CONF REG - KH	\$ 140.00	325
9/11/2015	11/3/2015	Saylor, Erin			Workshop lunch	\$ 10.00	325
						\$ 865.00	325 Total
9/11/2015	11/3/2015	Saylor, Erin			Mileage for Workshop	\$ 70.15	330
							330
						\$ 70.15	330 Total
09/01/2015		ULINE *SHIP SUPPLIES			Tech Services Supplies	\$ 116.14	340
09/02/2015		COPPS FOOD CTR00081828			Program Supplies - Kids	\$ 6.81	340
09/03/2015		DEMCO INC			Book Repair supplies	\$ 291.54	340
09/04/2015		STAPLES			Volunteer Recog. Event door prize	\$ 5.39	340
09/04/2015		STAPLES			Book Processing Supplies	\$ 30.02	340
09/04/2015		HOBBY-LOBBY #259			Program Supplies - kids	\$ 19.97	340
09/10/2015		COPPS FOOD CTR00081828			PROGRAM SUPPLIES - ADULT	\$ 23.85	340
09/10/2015		STAPLES			NAMETAGS FOR VOLUNTEER EVENT	\$ 6.27	340
09/11/2015		STAPLES			TONER	\$ 199.15	340
09/14/2015		WAL-MART #3857			ART SUPPLIES - KIDS	\$ 18.24	340
09/14/2015		#492026 TOPPERS PIZZA			PIZZA FOR TLC	\$ 33.88	340
09/14/2015		ORIENTAL TRADING CO			HALLOWEEN HUNT PRIZES	\$ 295.92	340
9/15/2015	9/23/2015	Visa - Target	Programming - Kids		Program supplies - kids	\$ 8.17	340
9/15/2015	9/23/2015	Visa - Target	Programming - Kids		Program supplies - kids	\$ 19.00	340
09/17/2015		STAPLES			CIRC DESK SUPPLIES	\$ 8.63	340
9/18/2015	9/23/2015	SCLS			Coord Order - Env, flash drives	\$ 80.25	340
09/18/2015		COPPS FOOD CTR00081828			PROGRAM SUPPLIES - KIDS	\$ 3.00	340
09/21/2015		WAL-MART #3857			PROGRAM SUPPLIES - TEEN	\$ 68.44	340
09/21/2015		AMAZON MKTPLACE PMTS			HALLOWEEN HUNT SUPPLIES	\$ 7.44	340
09/21/2015		AMAZON MKTPLACE PMTS			HALLOWEEN HUNT SUPPLIES	\$ 29.98	340
9/23/2015	9/29/2015	Roltgen, Tiffani			Reimburse for Program Supplies - kids	\$ 15.00	340
09/23/2015		AMAZON MKTPLACE PMTS			HALLOWEEN HUNT SUPPLIES	\$ 29.27	340
09/23/2015		DEMCO INC			BOOK PROCESSING SUPPLIES	\$ 94.53	340

9/24/2015	9/29/2015	Liu, Kate			Reimburse for Vol. Event Supplies	\$ 18.00	340
9/24/2015	9/29/2015	Hull, Kate			Reimburse for Vol. Event Supplies	\$ 46.00	340
09/24/2015		STAPLES			YS SUPPLIES - PAPERS	\$ 76.29	340
9/25/2015	9/29/2015	Branded Image			Flash Drives	\$ 734.00	340
9/25/2015	9/29/2015	Branded Image			Tote bags	\$ 1,765.53	340
09/25/2015		STAPLES			DRY ERASE BOARD	\$ 102.34	340
09/25/2015		HY VEE 1184			SUPPLIES FOR VOLUNTEER EVENT	\$ 35.97	340
09/28/2015		STAPLES			CREDIT FOR WITE-OUT	\$ (8.63)	340
09/28/2015		STAPLES			RE-ORDER WITE-OUT	\$ 8.63	340
09/28/2015		OASIS CAFE LLC			COFFEE FOR VOLUNTEER EVENT	\$ 28.00	340
09/29/2015		FOSDAL BAKERY LLC			FOOD FOR STAFF EVENT	\$ 32.00	340
9/22/15		Visa - Walmart	Programming - Kids		Program Supplies	\$ 9.58	340
9/30/15		Visa - Target	Programming - Kids		Program Supplies	\$ 21.91	340
9/30/15		Liu, Kate	Halloween	Friends - Halloween	Haunted House supplies	\$ 6.19	340
						\$ 4,286.70	340 Total
09/21/2015		SPRINTPRINT INC			BOOKMARKS - HOURS	\$ 153.42	345
							345
						\$ 153.42	345 Total
09/02/2015		1000BULBS.COM			Bulbs for emergency lights	\$ 409.41	350
							350
						\$ 409.41	350 Total
09/14/2015		GFC LEASING COMPANY			COPIER LEASE (52/60)	\$ 1,198.00	355
09/21/2015		GORDON FLESCH COMPANY			COPY OVERAGES	\$ 310.13	355
						\$ 1,508.13	355 Total
09/04/2015		WAL-MART #3857			Cleaning Supplies	\$ 6.56	360
09/11/2015		HARDER CORP			TP AND PAPER TOWELS	\$ 659.11	360
09/21/2015		NASSCO INC			JANITORIAL SUPPLIES	\$ 119.05	360
						\$ 784.72	360 Total
9/21/2015	10/7/2015	Verizon			Cell Phone	\$ 25.36	363
							363
						\$ 25.36	363 Total
9/7/2015	9/7/2015	MG&E			Gas & Electric	\$ 8,148.38	365
09/15/2015		TDS*PAYMENT			LIBRARY PORTION (10.99%)	\$ 187.55	365
9/23/2015	9/29/2015	City of Fitchburg - Utilities			Water, Fire, Sewer	\$ 681.81	365
						\$ 9,017.74	365 Total
9/1/2015	9/14/2015	Midwest Tape			CD - DVD	\$ 47.24	387
09/01/2015		BAKER-TAYLOR		Funded by Grant/Donat	Adult Print - NAH	\$ 38.30	387
09/02/2015		DART/TARTAN/MCNAUGH			Youth Print	\$ 384.20	387
09/02/2015		DART/TARTAN/MCNAUGH		Funded by Grant/Donat	Youth Print - NAH	\$ 43.20	387
09/04/2015		BAKER-TAYLOR		Funded by Grant/Donat	Adult Print - NAH	\$ 66.66	387
09/04/2015		BAKER-TAYLOR			Audiobooks	\$ 85.98	387
09/04/2015		BAKER-TAYLOR			CD - DVD	\$ 317.99	387
09/04/2015		BAKER-TAYLOR			Adult Print	\$ 546.43	387
09/04/2015		DART/TARTAN/MCNAUGH			Youth Print	\$ 2,361.67	387
09/07/2015		AMAZON.COM			CD - DVD REFUND	\$ (0.01)	387
09/07/2015		AMAZON.COM			CD - DVD	\$ 9.98	387
09/07/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	\$ 342.77	387
9/9/2015	9/14/2015	Midwest Tape			CD - DVD	\$ 79.48	387
9/10/2015	9/23/2015	Midwest Tape			CD - DVD	\$ 22.24	387
9/11/2015	9/23/2015	Midwest Tape			CD - DVD	\$ 37.24	387
9/14/2015	9/29/2015	Midwest Tape			CD - DVD	\$ 34.24	387
09/16/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	\$ 2,332.39	387
09/16/2015		BAKER-TAYLOR			CD - DVD	\$ 921.94	387
09/16/2015		BAKER-TAYLOR			AUDIOBOOKS	\$ 187.88	387
09/16/2015		BAKER-TAYLOR		Funded by Grant/Donat	AUDIOBOOKS - NAH	\$ 24.64	387
09/16/2015		BAKER-TAYLOR			ADULT PRINT	\$ 2,071.68	387
09/16/2015		BAKER-TAYLOR		Funded by Grant/Donat	ADULT PRINT - NAH	\$ 187.74	387
9/17/2015	9/29/2015	Midwest Tape			CD - DVD	\$ 37.24	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 8.43	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 13.70	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 13.70	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 13.70	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 15.81	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 13.70	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 8.81	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 10.54	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 11.59	387
09/17/2015		AMAZON SERVICES-KINDLE			E-BOOKS	\$ 14.76	387

						\$ 27,500.00	5920-100 Total
						\$ 132,850.28	Grand Total

BYLAWS
OF
FITCHBURG PUBLIC LIBRARY BOARD OF TRUSTEES

Article I
Identification

This organization is the Board of Trustees of the Fitchburg Public Library, located in Fitchburg Wisconsin, established by the Wisconsin municipality of Fitchburg, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II
Membership

Section 1. The Board shall be comprised of seven members; five shall be citizen members, one shall be a school district administrator or his/her representative, and one shall be a Common Council member. Not more than one member of the Common Council shall be at any one time a member of the Library Board.

Section 2. All appointments shall be for three year terms. Appointments are made by the mayor of Fitchburg and approved by the Common Council.

Section 3. When a resignation occurs a new member is appointed to fill the unexpired term. Citizen members and the Common Council member shall serve no more than two full consecutive terms, but can be reappointed after a lapse of one year. If a trustee is appointed to serve an unexpired term of office exceeding two years, it shall be considered a full term. A school district representative may serve more than two consecutive terms.

Section 4. Members shall be allowed three (3) absences from regular meetings within a calendar year. Members are expected to notify the Director when he/she must miss a meeting. When one member's absences exceed the stated allowance, the President of the Board shall inform the Mayor.

Article III
Officers

Section 1. The officers shall be a president, a vice president, and a treasurer, elected from among the appointed members at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president two months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The treasurer shall co-sign with the Library Director all purchase orders drawn on funds held by the library over \$2,500, and perform such duties as generally devolve upon the office.

Section 7. The Board by a majority vote shall delegate to the Library Director (who may delegate to library staff of his/her accord,) any duties or responsibilities assigned to these offices, or to the Board in general.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be scheduled each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Board minutes shall be posted on the Fitchburg website.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of two members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees. The following committees: Personnel, Facilities, and Strategic Planning shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they

were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 4. No committee shall have other than advisory powers.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Fitchburg Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint, supervise, and evaluate a properly certified and competent Library Director.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall approve all expenditures of more than \$25,000.

Section 6. The Board shall regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 7. The Board shall work cooperatively with other public officials and groups and support legislation that benefits library users.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology and the Common Council of the City of Fitchburg.

Section 9. The Board shall conduct strategic planning processes for the library.

Article VII Library Director

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Library Director will be held responsible for the direction and supervision of staff, for the care and maintenance of library property, an adequate selection of books and materials that maintains the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Fitchburg Public Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX
General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by two-thirds (2/3) vote of all members of the Board. Written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Fitchburg Public Library on the 13th day of December, 2007.

Amended December 18, 2013.

Amended December 17, 2014

President

Date

Vice-President

Date

Library Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	YTD 2015	YTD 2014	Oct-14	Total 2014	Total 2013
Checkouts	27537	23688	27115	25277	24517	30234	29548	29341	25387	26101	268,745	265,436	24,904	315,006	310,335
Renewals	5467	5503	6072	5287	5653	5520	6157	6627	5921	5704	57,911	61,542	5,692	73,068	83,056
C&R Total	33004	29191	33187	30564	30170	35754	35705	35968	31308	31805	326,656	326,978	30,596	388,074	393,391
Holds	7701	6568	7027	7020	6520	6836	6974	6678	6737	7110	69,171	69,139	7,151	83,689	79,491
Red Boxes in	395	381	414	398	378	415	428	399	392	400	4,000	3,907	398	4,646	4,420
Red Boxes out	391	354	385	374	356	390	400	379	370	372	3,771	3,631	373	4,355	4,179
People in										3649	3,649	0		0	3,610
People out										3649	3,649	0		0	3,610
Volunteers	8	8	8	8	8	9	9	9	9	7	83	84	7	100	85
Vol. Hours	61	64	58.25	52.5	51.5	70.75	77.5	62.5	61.5	51	611	671	50.75	787	576
Adult Programs	7	5	5	8	4	4	8	5	4	5	55	63	4	71	69
Adult attendees	71	30	30	77	58	72	111	67	45	90	651	920	27	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	25	262	226	14	268	247
Youth Attendees	803	935	1095	896	474	1553	1404	456	1046	1499	10,161	8,269	1,094	9,647	8,475
Passive Youth Programs	3	2	2	2	2	1	0	2	2		16	29	2	36	
Passive Attendance	150	153	184	132	119	89	0	161	157		1,145	2,030	117	2,390	
Teen Programs	3	4	5	4	4	4	4	3	4	4	39	51	5	59	59
Teen Attendees	13	10	34	10	23	20	21	12	24	15	182	222	20	243	441
Passive Teen Programs	0	0	0	2	1	0	0	0	0	0	3	0			
Passive Teen Attendance	0	0	0	61	46	0	0	0	0	0	107	0			
Youth Volunteers	7	7	7	7	8	7	8	7	7	7	72	110	11	123	247
Youth Vol. Hours	27.5	23.25	25	28.5	24.25	25.5	26	28.5	18.5	28.5	256	453	50	496	1,126
Youth Outreach Visits	1	0	3	0	5	2	3	4	2	2	22	23	2	27	22
Youth Outreach Attendees	75	0	56	0	840	650	21	74	16	16	1,748	2,368	58	2,536	2,687
Electronic Svcs Programs	8	5	9	6	7	6	6	6	6	7	66	14	4	27	20
Electronic Svcs Prog Attendees	38	19	34	9	21	17	18	16	19	28	219	48	7	73	63
Computer Sessions	2199	2146	2505	2181	1780	2049	2162	2340	1968	2379	21,709	22,413	2,268	26,475	28,333
Wireless Sessions	20,414	19,545	23,999	22,265	21,171	22,040	24,294	23,622	23,329	26,468	227,147	171,466	20,907	207,871	270,612
Meetings	89	96	102	101	83	75	94	80	87	101	908	935	112	1,108	1,026
Overdrive C/O books	1516	1295	1422	1310	1370	1511	1353	1465	1317	1351	13,910	9,738	964	12,286	7,703
Overdrive C/O audio	470	440	450	433	430	413	480	499	517	531	4,663	2,561	347	3,337	1,584
Overdrive C/O TOTAL	1986	1735	1872	1743	1800	1924	1833	1964	1834	1882	18,573	12,299	1,311	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	934	1239
November		
December		

Net items added 2015:
7183

30-Sep-15
101,497

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