

1. Agenda

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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
December 16, 2015
5:30 P.M.
CONFERENCE ROOM
FITCHBURG PUBLIC LIBRARY**

NOTICE IS HEREBY GIVEN that there will be a meeting of the Fitchburg Library Board in the **Conference Room** at 5:30 p.m., Wednesday, December 16, 2015, at Fitchburg Public Library, 5530 Lacy Road to consider and act on the following:

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

1. **Call to Order**
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**
 - a. November 18, 2015
4. **Treasurer Report**
 - a. Overview
 - b. Register
5. **Old Business**
6. **New Business**
 - a. Holiday schedule 2016
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, January 20, 2016, at 5:30 p.m.
11. **Adjournment**



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DRAFT MINUTES

Fitchburg Public Library

Wednesday, November 18, 2015, 5:30 pm

Present: Pauli Nikolay Dan Carpenter Swami Swaminathan
Ben Mueller Stephen H. Arnold Zulma Franco (arrived 6:07)

Also present: Wendy Rawson Kate Liu

Absent: Eric Vincent

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

a. October 21, 2015

Swaminathan moved and Carpenter 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 covered the treasurer's report. She noted that account 340 (operating materials and supplies) had an uptick due to getting ready for Halloween; this account is nearly always overspent but is made up for with savings in other areas. Concerning collection expenditures, Hull, Rawson, and Powers have been monitoring closely to make it come out right at the end of the year. Swaminathan asked about the North American History collection, and Rawson explained that the Friends gave a big chunk of money for it, but Rawson asked them to hold some of it until next year. We will continue to spend on this collection into next year, using regular library funds, as we want to be sure that the quality of materials is high. It is difficult to build a collection like this in a 2-year window as publishing schedules vary. Nikolay asked about the fund balance applied listed in revenue– this is the \$50,000 we expected to pay to Dane County as a "catch up" payment. As it turned out, we will not have to pay any money out. The expenditure is listed in account line 392. This money will stay in our fund balance.

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

c. 2016 budget

Rawson noted there was nothing new to report. The budget did not pass at council last week. Both amendments to change our new position were withdrawn. Carpenter noted that the increase in the overall city budget was 9.75%, which the council worked down to 7.2% after a 5-hour meeting. The council would like to see the increase down to a more acceptable level. It is possible that people may resubmit amendments that will affect this position, the deadline is tomorrow at noon, and the amendments will be available to the public on Friday. Those will be taken up at the Tuesday, November 24th council meeting. Carpenter advocated for the position and will continue to do so. It has been responsibly planned for, and is in the best interest for certain areas of city and city overall. The library is the center of this community, in lieu of a school. This position will allow more people to access library services. Carpenter does not know if anyone on the council will try to eliminate it at the next meeting. Carpenter asked: how does the board feel about a July vs January start? Rawson responded that logistically we will not be able to start right away in January, due to the need to do nationwide advertising for the position, and it is possible that someone may relocate from a distance to accept it. We would ideally love to have the person on board before summer reading starts, but would rather

have a July start than lose the position entirely. Rawson expressed gratitude for support from the council and the community for this position. Swaminathan asked if there was anything else we could do to support it. It is important to get the position at full time, even if we have to start later in year. The finance department will not like the late start, as it creates a structural deficit. Carpenter has emphasized to everyone he meets that this is not a new idea, that this position has been planned for since before the library opened.

Rawson pointed out that if the position does not go through, we will lose the \$55,000 we squeezed out of other places in our budget to create this position. We will not get that money back into our budget. The suggestion was made to start the position at the point in the year that we would not have to ask city for any additional support. The council will not see this as a loss of money for the library if the position does not go through. Carpenter will make sure that the council knows that we took this position seriously enough to risk the loss of the \$55,000 if it doesn't pass. If the position starts in July, the person will be able to start strong on the new school year. Carpenter asked if it would be acceptable for him to ask for a July 1 start with an amendment, to show good faith to council. Carpenter felt this would be a good gesture and increase the likelihood of getting it through. Carpenter acknowledged that there is pressure all over to reduce spending. Mueller noted mathematically that an April start would eliminate the \$30,000 needed from the city, however Carpenter thought it would be better to ask for July, at the half year. New construction is down which means available levy money is not going up by much. It was agreed that Carpenter will submit an amendment for a July 1 start date. Rawson will respond to that amendment and say that the library board has discussed it and it would be acceptable. If board members are able to go to the council meeting on the 24th to support the library, please register in support of the amendment.

If the council does not pass a budget, Carpenter is not sure what exactly will happen. The city must have a budget by December 3rd so that tax bills can be mailed. Tuesday the 24th will be a long night for the council. Carpenter was thanked for his support.

5. **Old Business**
none.

6. **New Business**

a. Annual review of bylaws

Nikolay went through article by article. Rawson noted the history for new members: the bylaws were created in 2007, then given a substantial revision in 2013 with help from SCLS, with a small revision in 2014.

Article 1 – good as is.

Article 2 – Arnold raised a question on section 4, noting that if you miss three meetings you are sent to see the mayor... then what happens? Rawson responded that the mayor will decide how to address it. This number had been increased from 2 to 3, and is fairly lenient. If there is lack of quorum, this does not count as an absence.

In section 3, Nikolay noted to Mueller that the school district representative can serve more than one term.

Article 3 – Arnold asked for clarification on the terms of officers. Terms are one year, but expect re-appointment. Swaminathan noted the section 6 provision for having the treasurer sign bills over \$2500 and wondered if we did this. Rawson responded that we do, but we also try to minimize the number of large bills so that the treasurer does not have to come in often for signing.

Article 4 – At the annual meeting, we need to publicly confirm the time and place of our meetings. Swaminathan asked if we needed to push back the election of officers in light of the delay we

experienced this year, Rawson thought it was rare enough an occurrence to not need changing. Nikolay asked if recordings of meeting were ever "taped over," Rawson said no, FACTv keeps copies of everything and the written minutes are very detailed. It was suggested that we need to have a "for dummies" copy of Robert's Rules for the conference room.

Article 5 – This section was expanded in 2014 to include strategic planning and facilities committees. This can be changed as our needs change. Nikolay noted that all committees have only advisory power – the board is the body that has the vote. The committees do the work and bring it to the board. She also noted that the board is the direct supervisor of the library director, not the city administrator.

Article 6 – Arnold asked about the annual report. Rawson explained the difference between the state report and the city report. The report we do for the city is the "pretty one," with lots of pictures and narrative. The state report is more comprehensive in terms of numbers and data, though many fields come to us pre-filled. Rawson brings this to the board to approve in February.

Article 7 – Nikolay stated that Rawson has far exceeded the requirements listed, and the city is fortunate to have her. Swaminathan noted that the board sets policy and Rawson executes it, and he praised the level of communication between the board and the director.

Article 8 – no issues.

Article 9 – no issues.

There were no changes on the bylaws. Carpenter moved and Mueller seconded to approve the bylaws as written, this passed by voice vote.

7. **President Report**

Nikolay brought up that strategic planning is starting into the last year of work on this first plan. It was created by a large group of volunteers and staff, but most of the work of implementing it has been done by staff. We are beginning to start the evaluation process. Five questions were brought to the managers to cover changes they have seen in response to being part of the strategic plan. This information will be presented at the inservice on December 2. Nikolay commended Carpenter and Rawson for their work on the outreach position.

8. **Library Director Report** – Rawson

The staff inservice will be December 2, please join us for lunch at 1pm and the strategic planning update from 2 to 2:15. Most of the rest of the day will be spent on a training session to help staff deal with difficult patrons.

The holiday party is Saturday December 12th. You can get in the building through the garage or the north doors. The library will provide a main course, attendees are asked to bring a side or dessert. It is OK to have alcohol for the party. There will be a white elephant gift exchange.

Carpet update – we are booked for December 2nd while the building is closed. If the re-gluing does not work, then we will look at replacement.

Another building expense occurred: a second compressor went out and has been replaced. The part was under warranty but the labor was not. Approximately \$4000 worth of installation labor will come out of unexpected repairs, and we do have the funds to cover it.

Carpenter asked about the statistics, specifically about checkouts. Where will we finish out year? Rawson noted that we went down from 2013 to 2014, which is part of a national trend towards lower checkouts. Last year, though we went down, we did not go down by as great a percentage as most libraries in the system. Originally, we expected a steady increase, but our use has leveled out. Rawson pointed out that ebooks have been rising in use, and this will likely continue to go up. Circulation is an easy statistic to use, but patrons do far more than just check out: they are still using the library for wireless, programs, meetings, and more. We do not have a new "magic number" to measure this. Our

gate counts are steady or a little higher than last year, so people are using the library even if they are not checking out books. Adult programming is down a bit – it was up last year due to the Dead Man Walking series. Adult always lower in attendance than youth, there is no way to compete as adults do not have as much time. Teen programming is up a little, we have a great teen librarian who is doing a lot of things. We also have a great group of teen volunteers right now, too. “Teen” is now defined as age 12-18, but we may reconsider that. If tweens are in the room, teens won’t use it. The lower age limit may be defined as 7th grade and the top limit may be 17 or 12th grade. The teen group is challenging, as it is the smallest of any library group.

Swaminathan asked about wireless, and Rawson said is excellent. We may have to think about replacing the access points at some point, as their lifespan is roughly 5 years. We should think ahead about it. It will not be capital, just replacement, as it is not a one-time purchase. However, the technology cost also should go down and perform better, too.

9. **Committee Reports**

a. Strategic Planning – Nikolay noted that she already covered most of it in her report. Swaminathan gave an update on action team 2. He noted that most of the action items his team set out to do have been accomplished, and he encouraged board members to look at the files in dropbox. Rawson spoke to the staffing plan, noting that the police have one and it has been very helpful for them. But for us, do we really know exactly what we will need in 5 years? Rawson and Hanson wrote down all the steps for trying to add the outreach librarian position – what are logistics of adding new position, not so much knowing exactly what a new position will be. Nikolay noted that each action team should look into dropbox and plan to say brief bit at the next meeting. If help is needed, please ask Liu.

b. Facilities – Swaminathan: the committee has not met in deference to the budget process. We won’t need anything for 2016, so we have a little time. We have questions for finance and the city administrator, but they are embroiled in the budget.

c. Personnel – Nikolay: the group is still in the planning process, and need to settle on a date. Rawson will need to discuss some changes imposed by city, and the calendar will need to change. Reviews will be on anniversary dates now, so the annual for Rawson will be October, and the half year will be in April. The city has created new forms which we will not be able to make a lot of changes to, as they will be used for pay-for-performance.

10. **Announcements**

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

11. **Adjournment at 6:50 pm.** Swaminathan moved, Carpenter seconded, this passed by voice vote.

Acct Type	Acct #	Name	January	February	March	April	May	June	July	August	September	October	November	YTD	2015 Budget Amount	% Budget Remaining	\$ Budget Remaining	2014 Amount for October
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	\$ 55,183.57	\$ 81,577.33		\$ 581,937.38	\$ 720,113.00	19.19%	\$ 138,175.62	\$ 70,114.39
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	\$ 3,019.10	\$ 4,460.40		\$ 31,045.22	\$ 42,120.00	26.29%	\$ 11,074.78	\$ 3,709.50
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	\$ 7,471.03	\$ 11,042.54		\$ 77,970.28	\$ 102,026.00	23.58%	\$ 24,055.72	\$ 9,456.05
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	\$ 65,673.70	\$ 97,080.27		\$ 691,477.88	\$ 865,060.00	20.07%	\$ 173,582.12	
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	\$ 58,541.27	\$ 83,279.94						
Contractual Services	240	Repairs & Maintenance by Others	\$ -	\$ 818.75	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 135.00	\$ -	\$ 525.50	\$ 90.00		\$ 2,969.25	\$ 15,000.00	80.21%	\$ 12,030.75	\$ -
Contractual Services	245	Computer Related Repair & Maintenance	\$ 1,003.98	\$ 42.17	\$ 327.93	\$ 3,214.33	\$ 4.83	\$ 3,001.93	\$ 4.83	\$ 5.83	\$ 35.83	\$ 57.83		\$ 7,699.49	\$ 14,000.00	45.00%	\$ 6,300.51	\$ 344.06
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 500.00	100.00%	\$ 500.00	\$ -
Contractual Services	290	Other Contractual Services	\$ 80,862.73	\$ 5,981.76	\$ 1,208.37	\$ -	\$ 1,975.00	\$ 28.00	\$ 64.00	\$ 4,790.64	\$ 24.00	\$ 2,885.00		\$ 97,819.50	\$ 130,095.00	24.81%	\$ 32,275.50	\$ 3,111.00
Contractual Services	291	Presenters / Performers	\$ 236.50	\$ -	\$ -	\$ 665.00	\$ 500.00	\$ 926.50	\$ 495.00	\$ 100.00	\$ -	\$ 850.00		\$ 3,773.00	\$ 4,850.00	22.21%	\$ 1,077.00	\$ -
Contractual Services Total			\$ 82,103.21	\$ 6,842.68	\$ 2,936.30	\$ 3,879.33	\$ 2,479.83	\$ 3,956.43	\$ 698.83	\$ 4,896.47	\$ 585.33	\$ 3,882.83		\$ 108,488.24	\$ 164,445.00	34.03%	\$ 55,956.76	
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	\$ 1,539.87	\$ 3,455.06						
Operating Expense	310	Office Supplies & Postage	\$ 98.31	\$ 216.46	\$ 153.06	\$ 251.46	\$ 325.21	\$ 45.18	\$ 171.52	\$ 464.69	\$ 5.20	\$ 121.94		\$ 1,853.03	\$ 2,500.00	25.88%	\$ 646.97	\$ 256.73
Operating Expense	325	Training & Staff Development	\$ 15.00	\$ -	\$ 402.00	\$ 12.00	\$ 1,054.00	\$ 594.50	\$ 811.02	\$ (96.18)	\$ 865.00	\$ 217.00		\$ 3,874.34	\$ 6,000.00	35.43%	\$ 2,125.66	\$ (8.66)
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ -	\$ -	\$ 65.55	\$ -	\$ 111.78	\$ -	\$ -	\$ 70.15	\$ -		\$ 247.48	\$ 1,000.00	75.25%	\$ 752.52	\$ -
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	\$ 4,286.70	\$ 1,576.62		\$ 20,882.74	\$ 17,000.00	-22.84%	\$ (3,882.74)	\$ 1,848.76
Operating Expense	345	Public Information & Printing	\$ 439.74	\$ -	\$ 150.07	\$ 2,177.91	\$ 521.28	\$ -	\$ 254.12	\$ -	\$ 153.42	\$ 370.02		\$ 4,066.56	\$ 5,000.00	18.67%	\$ 933.44	\$ 463.66
Operating Expense	350	Repair & Maintenance Supplies	\$ -	\$ -	\$ 1,241.65	\$ 1,373.15	\$ 228.22	\$ 139.90	\$ 920.90	\$ 61.74	\$ 409.41	\$ 79.38		\$ 4,454.35	\$ 8,000.00	44.32%	\$ 3,545.65	\$ 89.08
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	\$ 1,508.13	\$ 1,516.43		\$ 14,473.02	\$ 17,000.00	14.86%	\$ 2,526.98	\$ 1,357.56
Operating Expense	360	Building Repairs & Maintenance	\$ 27.99	\$ 1,145.31	\$ 164.85	\$ 1,015.42	\$ -	\$ 1,408.85	\$ -	\$ 95.00	\$ 784.72	\$ 583.52		\$ 5,225.66	\$ 6,000.00	12.91%	\$ 774.34	\$ 1,378.16
Operating Expense	363	Communications Expense	\$ 90.05	\$ 7.25	\$ 26.01	\$ 28.20	\$ 24.95	\$ 25.76	\$ 26.08	\$ 24.88	\$ 25.36	\$ -		\$ 278.54	\$ 1,000.00	72.15%	\$ 721.46	\$ -
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	\$ 9,017.74	\$ 9,379.56		\$ 78,816.68	\$ 98,500.00	19.98%	\$ 19,683.32	\$ 8,194.05
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	\$ 14,774.67	\$ 19,913.51		\$ 161,742.49	\$ 175,000.00	7.58%	\$ 13,257.51	\$ 32,470.63
Operating Expense	5920-100	City Administrative Fee	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00	\$ -		\$ 110,000.00	\$ 110,000.00	0.00%	\$ -	\$ -
Operating Expense	390	Other Operating Expense	\$ 113.71	\$ 36.94	\$ 62.94	\$ 121.34	\$ 164.21	\$ 145.93	\$ 70.30	\$ 50.28	\$ 38.95	\$ 34.98		\$ 839.58	\$ 2,000.00	58.02%	\$ 1,160.42	\$ 98.44
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	\$ -	\$ -	\$ 10,860.28		\$ 21,589.58	\$ 18,700.00	-15.45%	\$ (2,889.58)	\$ -
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	\$ 6,525.56	\$ 6,525.56		\$ 65,386.10	\$ 82,943.00	21.17%	\$ 17,556.90	\$ 5,105.86
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 30.75	\$ 34.35	\$ 36.63	\$ 36.63	\$ 36.63	\$ 36.63	\$ 59.67	\$ 48.62	\$ 49.77	\$ 43.81		\$ 413.49	\$ 593.00	30.27%	\$ 179.51	\$ 27.57
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	\$ 576.47	\$ 576.47		\$ 5,677.75	\$ 7,860.00	27.76%	\$ 2,182.25	\$ 449.55
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	\$ 66,591.25	\$ 51,799.08	\$ -	\$ 1,040,463.39	\$ 1,153,422.00	9.79%	\$ 112,958.61	
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	\$ 58,267.63	\$ 51,731.39						
Grand Total Expense														\$ 1,840,429.51	\$ 2,182,927.00	15.69%	\$ 342,497.49	

													% revenue raised		% 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											\$ 13,910.29	\$ 16,000.00	87%	\$ 2,089.71
Revenue	4610-250	Copy Fees											\$ 5,332.28	\$ 5,000.00	107%	\$ -
Revenue	4810-100	Interest Income														\$ -
Revenue	4820-100	Sale of Supplies											\$ 111.62	\$ 150.00		\$ 38.38
Revenue	4830-100	Payment - FL Material Damages											\$ 3,826.29	\$ 4,000.00	96%	\$ 173.71
Revenue	4850-000	Donations											\$ 1,273.69	\$ 1,000.00	127%	\$ -
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											\$ 21,936.63	\$ 15,000.00	146%	\$ -
Revenue	4890-501	Payment - Other SCLS Material Damages											\$ 194.73	\$ 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													\$ 2,149,365.53	\$ 2,183,329.00	98%	\$ 54,875.80

Grand Total Revenue YTD less Grand Total Expenses YTD:
\$ 308,936.02

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

% of year elapsed: 83%

Register of Bills Paid

Invoice Date	PO Date	Payable to	Category	reimburse?	Description	Amount	Acct #
10/31/2015		Salaries and Wages				\$ 81,577.33	110
						\$ 81,577.33	110 Total
10/31/2015		Overtime				\$ -	115
						\$ -	115 Total
10/31/2015		LTE / Seasonal Wages				\$ 4,460.40	120
						\$ 4,460.40	120 Total
10/31/2015		Direct Fringe Benefits				\$ 11,042.54	130
						\$ 11,042.54	130 Total
10/31/2015		Longevity				\$ -	135
						\$ -	135 Total
10/15/2015		OVERHEAD DOOR CO.OF			REPAIR GARAGE DOOR	90.00	240
							240
						\$ 90.00	240 Total
10/13/2015		DNH*GODADDY.COM			RENEW DOMAIN NAME	18.17	245
10/27/2015	11/3/2015	SCLS			6 mo. Zoho subscription	\$ 39.66	245
						\$ 57.83	245 Total
							250
							250
						\$ -	250 Total
10/16/2015		CONCENTRA			DRUG TESTING - JOHN LY	57.00	290
10/16/2015		CONCENTRA			DRUG TESTING - JAMIE STANAWAY	57.00	290
10/27/2015	11/3/2015	Simplex Grinnell			Duct monitoring	\$ 395.00	290
10/27/2015	11/3/2015	Simplex Grinnell			Fire/sprinkler monitoring	\$ 2,376.00	290
						\$ 2,885.00	290 Total
10/16/2015		ARTFUL ESCAPES			DEPOSIT FOR PROGRAM PRESENTER	100.00	291
10/24/2015	10/27/2015	Matson, Josiah	Halloween		Balloon Twister for Halloween Hunt	\$ 250.00	291
10/24/2015	10/24/2015	Lindberg, Ron	Halloween		Magician for Halloween Hunt	\$ 500.00	291
							291
						\$ 850.00	291 Total
10/08/2015		STAPLES			OFFICE SUPPLIES	52.81	310
10/9/2015		City of Fitchburg			Postage - Sept.	\$ 57.07	310
10/28/2015		STAPLES			OFFICE SUPPLIES (3.13%)	12.06	310
						\$ 121.94	310 Total
10/02/2015		WISCONSIN LIBRARY ASSO			WLA CONF REG - WR	\$ 207.00	325
10/13/2015	12/1/2015	Rawson, Wendy			Reimburse for lunch at workshop	\$ 10.00	325
							325
						\$ 217.00	325 Total
							330
							330
						\$ -	330 Total
10/1/2015	10/27/2015	Visa - Copps	Programming - Kids		Program supplies	\$ 6.87	340
10/01/2015		DOLRTREE 741 00007419			TEEN VOLUNTEER SUPPLIES	\$ 10.00	340
10/01/2015		COPPS FOOD CTR00081828			TEEN VOLUNTEER SUPPLIES	\$ 22.58	340
10/02/2015		AMAZON MKTPLACE PMTS			HALLOWEEN HUNT SUPPLIES	\$ 13.62	340
10/05/2015		STAPLES			YS PAPER SUPPLIES	9.00	340
10/05/2015		STAPLES			YS PAPER SUPPLIES	7.20	340
10/05/2015		DEMCO INC			TECH SERVICES SUPPLIES	129.63	340
10/05/2015		AMAZON MKTPLACE PMTS	Halloween		HALLOWEEN HUNT SUPPLIES	35.22	340
10/05/2015		STAPLES			YS PAPER SUPPLIES	8.55	340
10/05/2015		STAPLES			YS PAPER SUPPLIES	6.30	340
10/06/2015		AMAZON MKTPLACE PMTS	Halloween		HALLOWEEN HUNT SUPPLIES	5.86	340
10/06/2015		AMAZON MKTPLACE PMTS			YS PROGRAM SUPPLIES	10.42	340
10/7/2015	10/27/2015	Visa - HyVee	Programming - Kids		Program supplies	\$ 6.99	340
10/07/2015		STAPLES			YS PAPER SUPPLIES - RETURN DUPLICATE ITEM	-\$12.55	340
10/9/2015	10/27/2015	Liu, Kate	Halloween		halloween Hunt Candy	\$ 191.88	340
10/09/2015		NEGUS CONTAINER & PKG			HALLOWEEN HUNT SUPPLIES	68.40	340
10/12/2015		#492026 TOPPERS PIZZA			PIZZA FOR TLC	33.88	340
10/12/2015		COPPS FOOD CTR00081828			PROGRAM SUPPLIES - TEEN	27.91	340
10/12/2015		AMAZON MKTPLACE PMTS	Halloween		HALLOWEEN HUNT SUPPLIES	26.72	340
10/12/2015		STAPLES			REFUND FOR WITE-OUT	-\$8.63	340
10/12/2015		HOBBY-LOBBY #259	Halloween		HALLOWEEN HUNT SUPPLIES	5.99	340
10/12/2015		DOLRTREE 741 00007419	Halloween		HALLOWEEN HUNT CRAFTS	6.00	340
10/13/2015		AMAZON MKTPLACE PMTS	Halloween		HALLOWEEN HUNT SUPPLIES	25.24	340
10/13/2015		AMAZON MKTPLACE PMTS			YS PROGRAM SUPPLIES	132.09	340
10/15/2015		ORIENTAL TRADING CO	Halloween		CANDY FOR HALLOWEEN HUNT	84.90	340
10/16/2015		HOBBY-LOBBY #259	Halloween		HALLOWEEN HUNT SUPPLIES	15.66	340
10/20/2015		GYMBOREE 03880003889			PROGRAM SUPPLIES - KIDS	3.50	340
10/21/2015	10/27/2015	Witt, Kelly	Halloween		Halloween Hunt supplies	\$ 14.99	340
10/21/2015		COPPS FOOD CTR00081828			YS PROGRAM SUPPLIES	33.85	340
10/21/2015		TARGET.COM *			HOLIDAY DECOR	149.94	340
10/23/2015		TARGET 00010694			PROGRAM SUPPLIES - KIDS	2.33	340
10/26/2015		HOBBY-LOBBY #259			TEEN CRAFT SUPPLIES	22.35	340
10/26/2015		STAPLES			LIBRARY SUPPLIES	141.00	340
10/26/2015		WALGREENS #5087			PROGRAM SUPPLIES - KIDS	1.79	340
10/26/2015		HOBBY-LOBBY #598			PROGRAM SUPPLIES - KIDS	2.99	340
10/26/2015		PARTY CITY	Halloween		HALLOWEEN HUNT SUPPLIES	21.92	340
10/26/2015		HY VEE 1184	Halloween		HALLOWEEN HUNT - VOLUNTEER SNACKS	22.03	340
10/26/2015		BADGER POPCORN	Halloween		HALLOWEEN HUNT POPCORN	30.99	340
10/27/2015		COPPS FOOD CTR00081828			ADULT PROGRAM - FOOD	5.28	340

10/27/2015		DOLRTREE 741 00007419			PROGRAM SUPPLIES - KIDS	8.00	340
10/28/2015		STAPLES			LIBRARY SUPPLIES (63.82%)	245.93	340
						\$ 1,576.62	340 Total
10/23/2015		SPRINTPRINT INC	Halloween		HALLOWEEN PRINTING	370.02	345
							345
						\$ 370.02	345 Total
10/05/2015		MENARDS MONONA			EXIT SIGN - CHILDRENS AREA	79.38	350
							350
						\$ 79.38	350 Total
10/12/2015		GFC LEASING COMPANY			COPIER LEASE (53/60)	1,198.00	355
10/16/2015		GORDON FLESCH COMPANY			COPY OVERAGES	318.43	355
						\$ 1,516.43	355 Total
10/08/2015		STAPLES			JANITORIAL SUPPLIES	10.93	360
10/14/2015		STAPLES			JANITORIAL SUPPLIES	2.32	360
10/28/2015		STAPLES			JANITORIAL SUPPLIES (33.05%)	127.38	360
10/30/2015		NASSCO INC			UTILITY CART - TRASH BIN	442.89	360
						\$ 583.52	360 Total
							363
							363
						\$ -	363 Total
10/5/2015	10/7/2015	MG&E			Gas & Electric	9,379.56	365
							365
						\$ 9,379.56	365 Total
10/05/2015		BAKER-TAYLOR			CD - DVD	480.94	387
10/05/2015		BAKER-TAYLOR			ADULT PRINT	1,014.77	387
10/05/2015		BAKER-TAYLOR		Funded by Grant/Donat	ADULT PRINT - NAH	567.20	387
10/09/2015		BAKER-TAYLOR			ADULT PRINT	351.19	387
10/09/2015		BAKER-TAYLOR			CD - DVD	1,084.47	387
10/09/2015		BAKER-TAYLOR			AUDIOBOOKS	259.53	387
10/09/2015		BAKER-TAYLOR		Funded by Grant/Donat	ADULT PRINT - NAH	190.54	387
10/15/2015		BAKER-TAYLOR			AUDIOBOOKS	217.71	387
10/15/2015		BAKER-TAYLOR			ADULT PRINT	1,278.36	387
10/15/2015		BAKER-TAYLOR		Funded by Grant/Donat	ADULT PRINT NAH	64.83	387
10/23/2015		BAKER-TAYLOR			CD - DVD	327.55	387
10/23/2015		BAKER-TAYLOR			AUDIOBOOKS	95.33	387
10/23/2015		BAKER-TAYLOR		Funded by Grant/Donat	ADULT PRINT - NAH	111.20	387
10/23/2015		BAKER-TAYLOR			ADULT PRINT	663.55	387
10/30/2015		BAKER-TAYLOR			ADULT PRINT	1,495.87	387
10/30/2015		BAKER-TAYLOR		Funded by Grant/Donat	ADULT PRINT - NAH	284.58	387
10/08/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	459.19	387
10/13/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	1,609.75	387
10/13/2015		DART/TARTAN/MCNAUGH		Funded by Grant/Donat	YOUTH PRINT - NAH	26.72	387
10/22/2015		DART/TARTAN/MCNAUGH		Funded by Grant/Donat	YOUTH PRINT - NAH	130.30	387
10/22/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	2,478.12	387
10/26/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	1,270.20	387
10/26/2015		DART/TARTAN/MCNAUGH		Funded by Grant/Donat	YOUTH PRINT - NAH	379.02	387
10/26/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	2,460.25	387
10/26/2015		DART/TARTAN/MCNAUGH			YOUTH PRINT	2,364.88	387
10/20/2015	10/27/2015	Findaway			Playaways	19.99	387
10/7/2015	10/14/2015	Midwest Tape			CD - DVD	35.24	387
10/21/2015	11/3/2015	Midwest Tape			CD - DVD	42.24	387
10/26/2015		NETFLIX.COM			NETFLIX SUBSCRIPTION	11.99	387
10/29/2015		PAYPAL *UNIFIED NEW	2016 EXPENSE		NEWSPAPER SUBS. 2016-2017	138.00	387
						\$ 19,913.51	387 Total
10/12/2015	10/14/2015	Patron			Refund for lost-paid-found item	14.98	390
10/20/2015	10/22/2015	McMillan Library			Forward payment to owning library	20.00	390
						\$ 34.98	390 Total
							391
							391
						\$ -	391 Total
							392
							392
						\$ -	392 Total
							400
							400
						\$ -	400 Total
							511
							511
						\$ -	511 Total
10/1/2015		Municipal Property Ins.			Insurance	6,879.11	590
12/12/2015		M3 insurance			Insurance	406.86	590
10/12/2015		M3 insurance			Insurance	3,397.04	590
10/12/2015		M3 insurance			Insurance	177.27	590
						\$ 10,860.28	590 Total
10/31/2015		Allocated Benefit: Health Ins.				6,525.56	591
						\$ 6,525.56	591 Total
10/31/2015		Allocated Benefit: Life Ins.				43.81	592
						\$ 43.81	592 Total
10/31/2015		Allocated Benefit: Disability Ins.				-	593
						\$ -	593 Total
10/31/2015		Allocated Benefit: Dental Ins.				576.47	594
						\$ 576.47	594 Total
10/31/2015		Allocated Benefit: Unemployment				-	596
						\$ -	596 Total
							5920-100
							5920-100
						\$ -	5920-100 Total
						\$ 152,762.18	Grand Total

Library Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	YTD 2015	YTD 2014	Nov-14	Total 2014	Total 2013
Checkouts	27537	23688	27115	25277	24517	30234	29548	29341	25387	26101	25740		294,485	290,757	25,321	315,006	310,335
Renewals	5467	5503	6072	5287	5653	5520	6157	6627	5921	5704	6231		64,142	66,972	5,430	73,068	83,056
C&R Total	33004	29191	33187	30564	30170	35754	35705	35968	31308	31805	31971	0	358,627	357,729	30,751	388,074	393,391
Holds	7701	6568	7027	7020	6520	6836	6974	6678	6737	7110	6470		75,641	75,983	6,844	83,689	79,491
Red Boxes in	395	381	414	398	378	415	428	399	392	400	362		4,362	4,255	348	4,646	4,420
Red Boxes out	391	354	385	374	356	390	400	379	370	372	344		4,115	3,979	348	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	7		90	92	8	100	85
Vol. Hours	61	64	58.25	52.5	51.5	70.75	77.5	62.5	61.5	51	46		657	732	61.00	787	576
Adult Programs	7	5	5	8	4	4	8	5	4	5	8		63	68	5	71	69
Adult attendees	71	30	30	77	58	72	111	67	45	90	103		754	986	66	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	29		291	244	18	268	247
Youth Attendees	803	935	1095	896	474	1553	1404	456	1046	1499	1150		11,311	8,989	720	9,647	8,475
Passive Youth Programs	3	2	2	2	2	1	0	2	2	2	2		20	31	2	36	
Passive Attendance	150	153	184	132	119	89	0	161	157	195	234		1,574	2,154	124	2,390	
Teen Programs	3	4	5	4	4	4	4	3	4	4	3		42	55	4	59	59
Teen Attendees	13	10	34	10	23	20	21	12	24	15	17		199	230	8	243	441
Passive Teen Programs	0	0	0	2	1	0	0	0	0	0	0		3	0			
Passive Teen Attendance	0	0	0	61	46	0	0	0	0	0	0		107	0			
Youth Volunteers	7	7	7	7	8	7	8	7	7	7	6		78	116	6	123	247
Youth Vol. Hours	27.5	23.25	25	28.5	24.25	25.5	26	28.5	18.5	28.5	22.5		278	476	23	496	1,126
Youth Outreach Visits	1	0	3	0	5	2	3	4	2	2	1		23	25	2	27	22
Youth Outreach Attendees	75	0	56	0	840	650	21	74	16	16	20		1,768	2,376	8	2,536	2,687
Electronic Svcs Programs	8	5	9	6	7	6	6	6	6	7	7		73	19	5	27	20
Electronic Svcs Prog Attendees	38	19	34	9	21	17	18	16	19	28	26		245	58	10	73	63
Computer Sessions	2199	2146	2505	2181	1780	2049	2162	2340	1968	2379	2095		23,804	24,536	2,123	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	23,426		250,573	190,662	19,196	207,871	270,612
Meetings	89	96	102	101	83	75	94	80	87	101	78		986	1,034	99	1,108	1,026
Overdrive C/O books	1516	1295	1422	1310	1370	1511	1353	1465	1317	1351	1365		15,275	10,893	1,155	12,286	7,703
Overdrive C/O audio	470	440	450	433	430	413	480	499	517	531	520		5,183	2,892	331	3,337	1,584
Overdrive C/O TOTAL	1986	1735	1872	1743	1800	1924	1833	1964	1834	1882	1885	0	20,458	13,785	1,486	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	1358	1914
December		

Net items added 2015:
6627

30-Nov-15
100,941

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