



Fitchburg Public Library
5530 Lacy Road
Fitchburg, WI 53711
Phone: (608) 729-1760
www.fitchburglibrary.org

**AGENDA
LIBRARY BOARD
MARCH 19, 2014
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, March 19, 2014, 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.city.fitchburg.wi.us)

1. **Call to Order**
2. **Public Appearances – Non-Agenda Items**
3. **Approval of Minutes**
 - a. February 19, 2013
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. Sign the ILS purchase order
5. **Old Business**
6. **New Business**
 - a. Code of Conduct addition
7. **President Report**
8. **Library Director Report - Rawson**
9. **Committee Reports**
 - a. Personnel Committee
 - b. Nominating Committee
 - c. Strategic Planning: Action Team 3 Report
10. **Announcements**
 - a. Next Board Meeting: Wednesday, March 19, 2014 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.

DRAFT MINUTES

Fitchburg Public Library Board

Wednesday, February 19, 2014, 5:30 pm

Present: Pauli Nikolay BT Thomas (left at 7pm) Karen Julesberg Nancy Kieraldo
Swami Swaminathan Dan Carpenter

Also Present: Wendy Rawson Kate Liu

Absent: Eric Vincent

1. **Call to Order @ 5:30** by Swaminathan.

2. **Public Appearances – Non-Agenda Items**
None.

3. **Approval of Minutes**

a. December 18, 2013 - Nikolay asked for a follow-up on an item referencing Zimbrick. Julesberg asked for follow-up on subscriptions to Trustee emails; Rawson will follow up. Swaminathan also mentioned there may be a direct web link. Julesberg moved to accept the minutes, with Nikolay second; passed by voice vote.

4. **Treasurer Report**

Rawson began with the register from January 2014. There has been some shifting of what is paid out of which account in personnel. Rawson reported details about why budgeted amount was higher than expenses for 2013 - Human Resources must budget for a change in staff in case we get new staff that wants a higher level of coverage, this is for our protection. Income Continuation Insurance has no premiums again for 2014. Collection spending is already underway and should be even throughout the year. Thomas asked about the performer fee, Rawson clarified that the higher-than-usual performer fee was covered by a grant. Julesberg moved to accept the financial report for January 2014, Thomas second, passed by voice vote. Thomas asked if we could figure out the savings on health insurance from over allocation, which we can see on the report for 2013, what was 2012? Rawson will look up. Swaminathan asked what the impact was of Act 10. Rawson said we had only small impact due to having only 3 union staff. For 2013: new fund balance is about \$213,000. To use this fund balance, we will need to follow a process of requesting to use it and making public notices. Advice from city is to wait and see if we might absorb any extra expenses into this year's budget before going through the process.

Discussion ensued on the elevator. Work was done in January. Elevator inspection happened again in late January and we did not pass for several reasons, including the phone not working and an emergency light failure. Rawson and Thomas worked with Kone and Sewell at the city to get a contract in place and secure a good price on the repairs. City finance needed to review it as well, and it needed to be signed by John Crook of Building Inspection. Contract was approved last week. Thomas noted that we did our due diligence on the contract process. We had tried to contract with Braun, but they would not include parts because they did not manufacture the elevator. Many of the terms were extremely unfavorable and Thomas did not want it to be accepted as it was. Many of the terms were changed in the negotiation process. In the meanwhile, the elevator has been out of use for 1.5 weeks. Kone came this morning and fixed it; 5 hours later it broke again with 3 staff in it. Overall, Rawson expects this issue will cost us at least \$10,000 over the year. Contract is higher per year than we expected, plus we now have 2 service calls. However, we can't leave this undone. We budgeted \$3200 for the contract and \$5000 for all unexpected repairs for the year, so we will overspend on this account. Swaminathan asked if we needed to take this to the council to amend the budget; Rawson noted that we have had surplus each year.

On the 2013 report, Rawson highlighted the collection expenditure. We planned to spend \$132,500 and actually spent \$132,694. Congratulations were given all around for accuracy of work. The size of the collection is also doing very well and we are easily on target to meet the standard. Thomas asked about the discrepancy between the amount of expenses not paid of approximately \$79,000 and the grand total difference at the bottom of the page of \$69,000, Liu will look into this. Thomas pointed out that either way we have money left to cover elevator issues. Rawson emphasized that some of the savings was due to not spending on collection which will not happen again. However, our fund balance is healthy and we hope not to ever need to go back to the taxpayers for more money.

Carpenter moved with Nikolay second to approve the 2013 report, this passed by voice vote.

5. **Old Business**

None.

6. **New Business**

a. Bylaws revision - This is the final document from what we worked on in December and altered slightly at the December board meeting. We heard back that the school district representative can be any of our three districts, but we do not need to include this in the bylaws. Thomas mentioned that we should schedule every year to look at our bylaws, Carpenter suggested to do this every December. Rawson suggested November because of the possibility of weather related cancelation in

December. This was agreed to, and the director and administrator will make note to include it every year and circulate before the meeting. Thomas moved to accept the new bylaws, Carpenter second, passed by voice vote. Copies were signed at this time.

b. Annual report for state of Wisconsin / DPI - Rawson covered the annual report for the state. The report arrives to us with many of the fields pre-filled for us from Koha. Rawson went over the report from the start. Swaminathan asked about the interlibrary loan number and how it compared to last year. Rawson noted that it went down, however we did loan out more than what we brought in. Note that what we bring in is an indication of how much our patrons are using the system, which is also good. Swaminathan asked a question about users which Rawson clarified, this was filled in by SCLS. Registered users are our users, not all the users in the system. Thomas noted that the levy did not match up - Rawson will look at this, though she and Liu remember that there was a budget amendment that made a small change. Thomas asked for a clarification on where cross county money went - this went into miscellaneous revenue. Grant money also goes here, though Rawson would like to create a separate line for this. Nikolay asked why our Administrative Fee was not listed in section 7, page 4. Rawson said that it is in the report, but not in that spot: it is included under "other operating expenses." Nikolay asked if there was a benefit to listing it out, or if there is no way to do so. Carpenter asked why the hours and wages for shelveers and some others are extremely high - Rawson explained that they are combined for the positions rather than listing out each person. Standards only require 15.6 FTE and we have 17.75 - Rawson feels the standard is too low for the size of our building, with 3 service points that can't see each other. Rawson pointed out that programming was down a little, likely due to babypalooza over the summer which meant we held slightly fewer programs associated with summer reading. Rawson pointed the library board to the final page that the board needs to go over about system effectiveness. Rawson said yes to the fact that SCLS provided effective leadership, and the board concurred. Julesberg moved with Carpenter second to approve the state report, with 2 possible minor changes; passed by voice vote.

c. Thomas added in an item of new business concerning donations to governmental agencies. Is there a way for this to happen? If we receive a large bequest, how should this be channeled? Asked if anyone on the board had experience with this kind of donation. Swaminathan asked if it was covered under federal law or state laws, and there is a difference between items donated and money donated. We need to know how this would be handled.

d. Theft of materials from the Friends: Swaminathan cautioned the board to discuss the incident and be careful not to discuss the perpetrator, and urged the board to think about policies and how or if the person should be punished by us for the theft. Rawson explained the situation. Items for the book sale are sorted in the book room then boxed (or placed in bins) and placed on pallets in the garage. One of the Friends noted that boxes were missing and bins were emptied. Security camera footage was reviewed and the theft was recorded. The license plate of the person was recorded and the police were called. Half Price Books was called to see if books were sold to them by this individual; the east side store stated that they received books and had paid him. He received a citation for theft, with a fine in the range of \$400 to \$600. (The Friends estimated that approximately 15-20 boxes of books were taken, which would have been worth around \$200 in the book sale.) The perpetrator is not a Fitchburg resident, he does have a library card but it is blocked with fines over \$20. Do we want to ban the person from the library? If there is a ban, how long should it be? Referring to code of conduct, though the books were the Friends, they were on our property and under our care, the theft was from us. Rawson reflected on 2 past bans - one was an assault between patrons / domestic issue, and the other was a patron swinging at a staff member. Kieraldo asked what our recourse is if person comes in while banned - we call police and they will do the removal. Nikolay moved to ban the person from library and premises for 1 year, Carpenter second, passed by voice vote.

Rawson addressed the space and storage issue. We are planning, with discussion with the fire marshal, to install a solid sided "cage" to house garage materials and book pallets. We will lose one parking spot in the garage. Thomas asked about simply chaining them to the walls or to the columns, Rawson will ask Richmond about this. Rawson noted that this is a common problem in libraries, no one ever has enough space for their Friends' books. Julesberg stated that she trusted Rawson and Richmond to come up with a good solution.

7. President's Report

Swaminathan wished to remind the board that 2 months before the first meeting of the year (May) we need a nominating committee. Swaminathan encouraged self-nominations for these position. Nikolay suggested that she, Julesberg, and Thomas not be on the committee since they are on the personnel committee. Not decided at this meeting, Swaminathan will follow up so that the committee is formed in March.

Swaminathan shared some of his experiences with a library in Fort Meyers, Florida, especially the higher visibility for their Friends group.

8. Library Director Report - Rawson

Library staff participated in an open school house night at Leopold elementary recently. Staff did crafts as opposed to stories, which fit better in the structure of the event, this went very well. Julesberg noted that the open school nights were well attended, and the students and families were very respectful and involved. Someday we would like to be able to offer library card applications; this is still a challenge since we can't be there every event.

Kieraldo noted that a new campaign is underway to encourage parents to read with their children and expand their knowledge of the language around reading. More will be reported on this next month.

Rawson noted that she will be attending the PLA conference in Indianapolis this year, from March 11-14, 2014.

Swaminathan asked later in the meeting about the status of the website. New launch date pushed back to March from Feb due to conflicts at the city over the design. It is on target to launch in March.

Swaminathan also inquired about the JDQ process and how it went. Rawson reported that all of ours were done and turned in on time. Rawson summarized the process and stated that it was useful and she is looking forward to seeing the results from the consultant.

9. Committee Reports

Strategic Planning Action Team 1 (Finance) Report:

Members - Rawson and Thomas; Koski, Sweeney, and Ruiz de Chavez

Goal: generate a financial plan to meet the financial needs of a growing organization.

Highlights of the presentation:

Each of the strategies was covered and detailed. Strategy 1 concerns the budget which gets done every year, this strategy's action items are well underway. A facilities plan is also underway. The second strategy, concerning the collection, has extensive connections to the activity of team 2. Rawson noted that in 2015, once the standard has been met, we can begin to weed out items that do not circulate and give them to the Friends for sale. The special grant for the North American History collection will be coming. The third strategy concerns encouraging the use of Fitchburg as a home library. It was decided that we cannot force this to happen, and must simply allow this to happen organically by providing excellent service. Need to approach this differently than originally planned. Strategy 4 concerns generating alternate sources of revenue: some ideas can come from staff brainstorming; grants can be explored. A tool kit is being generated for bequests, and a print piece about donations is in the works. Strategy 5 covers developing fundraising plans with the Friends and other partnerships. Three levels of fundraising were suggested. A small fundraiser (\$500, small donations,) adult and children's departments will each do one for 3 months of the year. Goal based fund raising is \$50,000 goal with donation size expected in the range of \$20 to \$1000. This level requires some external marketing. Event based fund raisers expect to bring in \$15,000- \$30,000 with a donation size of \$100 to \$1000. This would be an event similar to the grand opening gala. We need to begin to plan a gala for 2014. All fundraisers will go through the board for approval (as well as other layers of approval.)

Julesberg and Nikolay praised the efforts of team one in accomplishing so much in such a short time. Swaminathan commented that Rawson's leadership and regular meetings with the managers has also helped to move the process along.

10. Announcements

a. Next Board Meeting: Wednesday, March 19, 2014 at 5:30 p.m. Team 3 will be presenting.

11. Adjournment - 8:00 pm.

Acct Type	Acct #	Name	January	February	December	YTD	2014 Budget	% Budget	\$ Budget	2013 Amount
							Amount	Remaining	Remaining	for February
Personnel	110	Salaries & Wages	\$ 48,751.15	\$ 49,007.79		\$ 97,758.94	\$ 675,901.00	85.54%	\$ 578,142.06	\$ 29,005.54
Personnel	115	Overtime	\$ -	\$ -		\$ -	\$ 1,238.00	100.00%	\$ 1,238.00	\$ -
Personnel	120	LTE/Seasonal wages	\$ 4,050.84	\$ 3,412.79		\$ 7,463.63	\$ 42,541.00	82.46%	\$ 35,077.37	\$ 20,597.22
Personnel	130	Direct Fringe Benefits	\$ 6,863.38	\$ 6,813.09		\$ 13,676.47	\$ 98,554.00	86.12%	\$ 84,877.53	\$ 6,549.39
Personnel Total			\$ 59,665.37	\$ 59,233.67			\$ 818,234.00			
Personnel total 2013			\$ 55,917.62	\$ 56,152.15						
Contractual Services	240	Repairs & Maintenance by Others	\$ -	\$ 1,550.00		\$ 1,550.00	\$ 5,000.00	69.00%	\$ 3,450.00	\$ 324.00
Contractual Services	245	Computer Related Repair & Maintenance	\$ 6.00	\$ 125.20		\$ 131.20	\$ 6,500.00	97.98%	\$ 6,368.80	\$ 13.50
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -		\$ -	\$ 200.00	100.00%	\$ 200.00	\$ -
Contractual Services	290	Other Contractual Services	\$ 8,593.96	\$ 6,085.00		\$ 14,678.96	\$ 124,641.00	88.22%	\$ 109,962.04	\$ 740.00
Contractual Services Total			\$ 8,599.96	\$ 7,760.20			\$ 136,341.00			
Contractual Services total 2013			\$ 74,003.00	\$ 1,077.50						
Operating Expense	310	Office Supplies & Postage	\$ 181.12	\$ 241.75		\$ 422.87	\$ 2,250.00	81.21%	\$ 1,827.13	\$ 184.23
Operating Expense	325	Training & Staff Development	\$ 350.00	\$ 1,596.00		\$ 1,946.00	\$ 3,000.00	35.13%	\$ 1,054.00	\$ -
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ -		\$ -	\$ 200.00	100.00%	\$ 200.00	\$ -
Operating Expense	340	Operating Materials & Supplies	\$ 605.08	\$ 484.90		\$ 1,089.98	\$ 15,000.00	92.73%	\$ 13,910.02	\$ 624.30
Operating Expense	345	Public Information & Printing	\$ -	\$ 164.86		\$ 164.86	\$ 3,000.00	94.50%	\$ 2,835.14	\$ 316.80
Operating Expense	350	Repair & Maintenance Supplies	\$ 195.56	\$ 7.89		\$ 203.45	\$ 6,000.00	96.61%	\$ 5,796.55	\$ 76.43
Operating Expense	355	Equipment Operating Expense	\$ 2,342.00	\$ 1,171.00		\$ 3,513.00	\$ 17,000.00	79.34%	\$ 13,487.00	\$ 1,149.00
Operating Expense	360	Building Repairs & Maintenance	\$ 1,006.59	\$ 12.68		\$ 1,019.27	\$ 6,000.00	83.01%	\$ 4,980.73	\$ 460.17
Operating Expense	363	Communications Expense	\$ -	\$ -		\$ -	\$ 1,000.00	100.00%	\$ 1,000.00	\$ 31.55
Operating Expense	365	Telephone & Other Utilities	\$ 8,963.68	\$ 9,363.12		\$ 18,326.80	\$ 95,200.00	80.75%	\$ 76,873.20	\$ 8,461.04
Operating Expense	387	Library Collection	\$ 13,377.87	\$ 11,313.76		\$ 24,691.63	\$ 175,000.00	85.89%	\$ 150,308.37	\$ 3,341.22
Operating Expense	389	City Administrative Fee	\$ -	\$ -		\$ -	\$ 94,200.00	100.00%	\$ 94,200.00	\$ -
Operating Expense	390	Other Operating Expense	\$ 179.79	\$ 73.94		\$ 253.73	\$ 1,000.00	74.63%	\$ 746.27	\$ 240.75
Operating Expense	391	Other- Dane County Payment	\$ -	\$ -		\$ -	\$ 537,323.00	100.00%	\$ 537,323.00	\$ -
Operating Expense	400	Transfer for Capital Improvement Projects	\$ -	\$ -		\$ -	\$ 16,000.00	100.00%	\$ 16,000.00	\$ -
Operating Expense	590	Building, Liability, & WC Insurance	\$ 2,177.63	\$ -		\$ 2,177.63	\$ 17,684.00	87.69%	\$ 15,506.37	\$ -
Operating Expense	591	Allocated Benefit- Health Ins	\$ 8,004.12	\$ 8,004.12		\$ 16,008.24	\$ 95,837.00	83.30%	\$ 79,828.76	\$ 8,014.92
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 41.78	\$ 41.78		\$ 83.56	\$ 524.00	84.05%	\$ 440.44	\$ 48.53
Operating Expense	593	Allocated Benefit- Disability Insurance	\$ -	\$ -		\$ -	\$ 3,269.00	100.00%	\$ 3,269.00	\$ -
Operating Expense	594	Allocated Benefit- Dental Insurance	\$ 628.18	\$ 678.83		\$ 1,307.01	\$ 8,418.00	84.47%	\$ 7,110.99	\$ 698.54
Operating Expense	596	Allocated Benefit - Unemployment Ins.	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Operating Expense Total			\$ 38,053.40	\$ 33,154.63	\$ -	\$ 71,208.03	\$ 1,097,905.00	93.51%	\$ 1,026,696.97	
Operating Expense Total 2013			\$ 22,635.55	\$ 23,646.86						
Grand Total Expense						\$ 71,208.03	\$ 2,052,480.00	96.53%	\$ 1,981,271.97	

						% revenue			
						raised	\$ still to come in		
Revenue	4111-000	Property Tax Levy			\$ 1,557,433.00	\$ 1,557,433.00	100% \$ -		
Revenue	4347-101	County Payment for Township Users				\$ 101,778.00	0% \$ 101,778.00		
Revenue	4347-102	County Payment for Municipal Users				\$ 347,135.00	0% \$ 347,135.00		
Revenue	4510-000	Library Fines			\$ 3,365.29	\$ 16,000.00	21% \$ 12,634.71		
Revenue	4610-250	Copy Fees			\$ 875.21	\$ 4,000.00	22% \$ 3,124.79		
Revenue	4810-100	Interest Income					\$ -		
Revenue	4820-100	Sale of Supplies			\$ 27.00	\$ 150.00	\$ 123.00		
Revenue	4820-200	Meeting Room Rental					\$ -		
Revenue	4830-100	Payment - FL Material Damages			\$ 866.65	\$ 3,000.00	29% \$ 2,133.35		
Revenue	4850-000	Donations			\$ 94.86	\$ 7,000.00	1% \$ 6,905.14		
Revenue	4890-000	Miscellaneous Revenue			\$ 12,710.51	\$ 13,000.00	98% \$ 289.49		
Revenue	4890-501	Payment - Other SCLS Material Damages			\$ 0.20	\$ 200.00	\$ 199.80		
Revenue	4890-400	Allocated Insurance Dividend				\$ 2,784.00	\$ 2,784.00		
Revenue	4930-250	Fund Balance Applied					\$ -		
Revenue		Fund Balance NOT used					\$ -		
Grand Total Revenue						\$ 1,575,372.72	\$ 2,052,480.00	77%	\$ 477,107.28
Grand Total Revenue YTD less Grand Total Expenses YTD:									
\$ 1,504,164.69						% of year elapsed: 16.7%			

Register of Bills Paid February 2014

Invoice Date	PO Date	Payable to	Description	Amount	Acct #
2/28/2014		Salaries and Wages		\$ 49,007.79	110
				\$ 49,007.79	110 Total
2/28/2014		Overtime		\$ -	115
				\$ -	115 Total
2/28/2014		LTE / Seasonal Wages		\$ 3,412.79	120
				\$ 3,412.79	120 Total
2/28/2014		Direct Fringe Benefits		\$ 6,813.09	130
				\$ 6,813.09	130 Total
2/13/2014	2/17/2014	General Heating and AC	Chiller repair	\$ 750.00	240
2/26/2014	3/3/2014	Kone	Elevator Repair	\$ 800.00	240
				\$ 1,550.00	240 Total
2/13/2014	2/26/2014	Visa - CDWG	Cables	\$ 36.25	245
2/21/2014	3/3/2014	Batteries Plus	Laptop Battery	\$ 88.95	245
					245
				\$ 125.20	245 Total
					250
					250
				\$ -	250 Total
2/24/2014	2/24/2014	Madison Audubon Society	Presenter payment	\$ 25.00	290
2/13/2014	2/26/2014	Visa - Survey Monkey	Subscription (Canceled, credit will show on next month's bill)	\$ 300.00	290
2/18/2014	2/24/2014	Kone	Contract	\$ 5,760.00	290
					290
				\$ 6,085.00	290 Total
2/4/2014	2/12/2014	Staples	Office Supplies	\$ 54.20	310
2/10/2014	2/10/2014	City of Fitchburg	Paper	\$ 56.20	310
2/19/2014	2/19/2014	City of Fitchburg	Paper	\$ 56.20	310
2/28/2014	2/28/2014	City of Fitchburg	Postage Meter	\$ 75.15	310
					310
				\$ 241.75	310 Total
					320
					320
				\$ -	320 Total
					323
					323
				\$ -	323 Total
2/13/2014	2/26/2014	Visa - Orbitz	Plane ticket - Powers - ALA	\$ 473.00	325
2/13/2014	2/26/2014	Visa - Orbitz	Plane ticket - Hansen - ALA	\$ 473.00	325
2/13/2014	2/26/2014	Visa - ALA	Registration - Powers - ALA	\$ 325.00	325
2/13/2014	2/26/2014	Visa - ALA	Registration - Hansen - ALA	\$ 325.00	325
				\$ 1,596.00	325 Total
					330
					330
				\$ -	330 Total
2/10/2014	2/10/2014	Sector 67 Hackerspace	Electronics Kits for program	\$ 40.00	340
2/5/2014	2/10/2014	Demco	Book Processing Supplies	\$ 98.94	340
2/10/2014	2/10/2014	Copps - Comdata	Food for program	\$ 13.57	340
2/13/2014	2/24/2014	Discount School Supply	Craft supplies	\$ 83.36	340
2/19/2014	2/24/2014	Liu, Kate	Soda	\$ 50.59	340
2/13/2014	2/26/2014	Visa - Pizza Hut	Prize	\$ 10.00	340
2/13/2014	2/26/2014	Visa - finance charge	Finance charge will be credited	\$ 1.98	340
2/13/2014	2/26/2014	Visa - Dairy Queen	Prize	\$ 5.00	340
2/13/2014	2/26/2014	Visa - Pizza Hut	Food for program	\$ 38.23	340
2/13/2014	2/26/2014	Visa - Ikea	Clocks	\$ 81.70	340
2/10/2014	2/26/2014	Amazon.com	Book Repair Supplies	\$ 48.09	340
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (4.95)	340
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (10.15)	340
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (1.14)	340

2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (2.07)	340
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (3.50)	340
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (2.51)	340
2/13/2014	2/17/2014	Copps - Comdata	Food for program	\$ 37.76	340
					340
				\$ 484.90	340 Total
2/9/2014	2/12/2014	Gordon Flesch	Copy overages	\$ 96.66	345
2/7/2014	2/12/2014	Gordon Flesch	Copy overages	\$ 68.20	345
					345
				\$ 164.86	345 Total
2/5/2014	2/10/2014	Menards	Misc hardware	\$ 7.89	350
					350
				\$ 7.89	350 Total
2/19/2014	2/24/2014	Gordon Flesch	Copier leases	\$ 1,171.00	355
					355
				\$ 1,171.00	355 Total
2/12/2014	2/24/2014	Harder Corp	Vacuum bags	\$ 12.68	360
					360
				\$ 12.68	360 Total
					363
					363
				\$ -	363 Total
2/4/2014	2/12/2014	Charter	Cable Service	\$ 7.20	365
2/5/2014	2/7/2014	MG&E	Gas and Electric	\$ 9,355.92	365
					365
				\$ 9,363.12	365 Total
2/3/2014	2/10/2014	Brodart	Youth Print	\$ 20.68	387
2/3/2014	2/10/2014	Brodart	Youth Print	\$ 12.19	387
2/3/2014	2/10/2014	Brodart	Youth Print	\$ 31.57	387
2/3/2014	2/10/2014	Brodart	Youth Print	\$ 22.33	387
2/3/2014	2/10/2014	Brodart	Youth Print	\$ 59.16	387
2/3/2014	2/10/2014	Brodart	Youth Print	\$ 6.06	387
2/6/2014	2/10/2014	Baker & Taylor	CD - DVD	\$ 28.93	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 31.06	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 11.08	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 30.53	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 77.70	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 16.09	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 14.97	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 59.55	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 10.49	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 36.44	387
2/4/2014	2/10/2014	Baker & Taylor	Adult Print	\$ 18.64	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 15.55	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 74.85	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 29.03	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 27.09	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 32.79	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 32.90	387
2/7/2014	2/12/2014	Baker & Taylor	Adult Print	\$ 34.75	387
2/19/2014	2/24/2014	Midwest Tape	CD - DVD	\$ 64.48	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 15.00	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 16.65	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 26.53	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 17.10	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 32.21	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 81.31	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 33.29	387
2/14/2014	2/24/2014	Baker & Taylor	CD - DVD	\$ 14.48	387
2/11/2014	2/24/2014	Baker & Taylor	Playaways	\$ 82.99	387
2/11/2014	2/24/2014	Baker & Taylor	Playaways	\$ 57.49	387
2/11/2014	2/24/2014	Baker & Taylor	Audiobooks	\$ 111.99	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 16.67	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 74.45	387

2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 26.54	387
2/19/2014	2/24/2014	Baker & Taylor	Adult Print	\$ 14.97	387
2/7/2014	2/24/2014	WT Cox	Subscription	\$ 76.12	387
5/8/2013	2/24/2014	WT Cox	credit memo	\$ (22.54)	387
2/13/2014	2/26/2014	Visa - amazon	credit memo	\$ (23.45)	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 50.48	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 31.67	387
2/18/2014	2/26/2014	Brodart	Youth Print	\$ 45.81	387
2/18/2014	2/26/2014	Brodart	Youth Print	\$ 704.36	387
2/18/2014	2/26/2014	Brodart	Youth Print	\$ 69.50	387
2/21/2014	2/26/2014	Brodart	Credit for duplicates	\$ 255.00	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 66.64	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 8.14	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 58.47	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 23.90	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 9.79	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 26.73	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 86.43	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 43.11	387
2/10/2014	2/26/2014	Brodart	Youth Print	\$ 54.63	387
2/20/2014	2/26/2014	Baker & Taylor	CD - DVD	\$ 20.21	387
2/21/2014	2/26/2014	Baker & Taylor	CD - DVD	\$ 10.88	387
2/10/2014	2/26/2014	Amazon.com	books	\$ 172.03	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 11.66	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 7.91	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 9.48	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 12.02	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 11.51	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 14.22	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 3.99	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 7.37	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 7.27	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 8.85	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 8.54	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 10.54	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 12.12	387
2/10/2014	2/26/2014	Amazon.com	e-book	\$ 12.65	387
2/10/2014	2/26/2014	Amazon.com	book	\$ 24.95	387
2/10/2014	2/26/2014	Amazon.com	credit for returned book	\$ (30.86)	387
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (3.51)	387
2/10/2014	2/26/2014	Amazon.com	credit for sales tax	\$ (2.54)	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 131.27	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 62.95	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 118.06	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 52.93	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 28.27	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 169.51	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 173.70	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 42.56	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 82.11	387
2/3/2014	2/26/2014	Brodart	Youth Print	\$ 179.86	387
2/3/2014	2/17/2014	Brodart	Youth Print	\$ 204.03	387
2/3/2014	2/17/2014	Brodart	Youth Print	\$ 10.34	387
2/5/2014	2/17/2014	Brodart	Youth Print	\$ 110.14	387
2/5/2014	2/17/2014	Brodart	Youth Print	\$ 104.05	387
2/5/2014	2/17/2014	Brodart	Youth Print	\$ 184.57	387
2/5/2014	2/17/2014	Brodart	Youth Print	\$ 22.77	387
2/6/2014	2/17/2014	Brodart	Youth Print	\$ 24.13	387
2/6/2014	2/17/2014	Brodart	Youth Print	\$ 4.39	387
2/6/2014	2/17/2014	Brodart	Youth Print	\$ 35.54	387
2/6/2014	2/17/2014	Brodart	Youth Print	\$ 90.91	387
2/11/2014	2/17/2014	Baker & Taylor	Playaways	\$ 627.91	387
2/11/2014	2/17/2014	Baker & Taylor	Playaways	\$ 300.20	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 50.06	387

2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 20.60	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 179.82	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 19.99	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 90.49	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 66.58	387
2/12/2014	2/17/2014	Baker & Taylor	CD - DVD	\$ 47.68	387
2/11/2014	2/17/2014	Baker & Taylor	CD - DVD	\$ 13.04	387
2/12/2014	2/17/2014	Baker & Taylor	CD - DVD	\$ 182.74	387
2/10/2014	2/17/2014	Baker & Taylor	CD - DVD	\$ 154.08	387
2/10/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 16.09	387
2/10/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 16.09	387
2/10/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 23.91	387
2/10/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 364.14	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 10.44	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 43.18	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 16.67	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 32.22	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 15.55	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 26.53	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 11.05	387
2/13/2014	2/17/2014	Baker & Taylor	Adult Print	\$ 11.08	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 16.09	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 87.57	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 79.41	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 16.09	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 12.94	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 16.72	387
2/28/2014	3/4/2014	Baker & Taylor	Adult Print	\$ 35.19	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 94.89	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 27.27	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 28.88	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 51.45	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 70.38	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 49.41	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 97.53	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 198.04	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 10.42	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 66.90	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 48.33	387
2/26/2014	3/3/2014	Baker & Taylor	Adult Print	\$ 504.68	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 71.73	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 144.16	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 125.67	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 216.89	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 238.99	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 76.59	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 127.66	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 73.25	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 34.61	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 43.74	387
2/18/2014	3/3/2014	Brodart	Youth Print	\$ 301.17	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 70.18	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 37.27	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 10.34	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 228.13	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 10.34	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 66.24	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 25.56	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 131.22	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 102.32	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 97.50	387
2/25/2014	3/4/2014	Brodart	Youth Print	\$ 81.12	387
					387
				\$ 11,313.76	387 Total

					389
					389
				\$ -	389 Total
2/15/2014	2/24/2014	Madison Public Library, SEQ	Item lost off hold shelf	\$ 10.00	390
2/19/2014	2/24/2014	Patron	Refund for lost-paid-found item	\$ 16.99	390
2/19/2014	2/26/2014	Patron	Refund for lost-paid-found item	\$ 18.00	390
2/24/2014	2/26/2014	Patron	Refund for lost-paid-found item	\$ 28.95	390
					390
				\$ 73.94	390 Total
					391
					391
				\$ -	391 Total
					590
					590
				\$ -	590
2/28/2014		Allocated Benefit: Health Ins.		\$ 8,004.12	591
				\$ 8,004.12	591 Total
2/28/2014		Allocated Benefit: Life Ins.		\$ 41.78	592
				\$ 41.78	592 Total
2/28/2014		Allocated Benefit: Disability Ins.		\$ -	593
				\$ -	593 Total
2/28/2014		Allocated Benefit: Dental Ins.		\$ 678.83	594
				\$ 678.83	594 Total
2/28/2014		Allocated Benefit: Unemployment		\$ -	596
				\$ -	596 Total
				\$ 100,148.50	Grand Total



Code of Conduct

Code of Conduct

- Behavior that is disruptive to library patrons or staff will not be permitted. This includes, but is not limited to, excessive noise, harassment, drunkenness, running, horseplay, odor, or sleeping.
- Persons cannot possess, sell, or be under the influence of drugs or alcohol while on the premises.
- Patrons may not smoke, use tobacco products or substitutes while on the premises.
- Service animals are the only animals allowed in the building.
- Covered drinks are allowed in the library. Food is permitted in all areas of the library with the exception of the Technology Center. Patrons are responsible for the proper disposal of any waste.
- Solicitation, gambling and panhandling are not allowed in the library in any form.
- Petitioning is allowed on the sidewalks around the library. Petitioners cannot hinder access to the building or prevent anyone from entering or exiting the library.
- Any inappropriate use of library facilities is not allowed. This includes, but is not limited to, monopolizing or obstructing any library space, and bathing, shaving, or washing clothes on the premises.
- Bicycles must be parked at the bike racks that are located at each entrance to the library and in the parking garage. Roller-skating and skateboarding are not permitted on library property, including any of the parking areas.
- All library materials must be properly checked out to an eligible borrower before they can be removed from the library. Deliberate removal or attempted removal of library materials from the premises without their being checked out is considered theft. Attempted removal of materials that have not been checked out will trigger the library's alarm system and prompt staff inspection of bags, parcels and other places of concealment. The library reserves the right to conduct an inspection for materials that have not been checked out even if the security alarm has not sounded.
- Removal or attempted removal of library labels or security tags or mutilation of library materials is considered to be proof of intent to steal.
- It is the policy of the Fitchburg Public Library to detain persons suspected of theft or mutilation of library materials, and to call the police.

Conduct Violations

- In the event of a violation of the Code of Conduct, the patron will be asked to discontinue any violations or leave the library for the rest of the day. This decision is left to the discretion of library staff.
- Patrons will be informed of the consequences of repeated violations.

- In the event of repeated violations of the Code of Conduct, the offending patron will be asked to leave the library for up to 7 days.
- In the event of a patron being banned for over 7 days, library administration will issue a letter to the patron advising that further violations of the Code of Conduct may result in suspension of library privileges or legal action.
- Patrons who repeatedly violate the Code of Conduct, refuse to leave the library when asked by library staff, or whose behavior is egregious, continuous or illegal face immediate removal from the library. Library staff will use discretion in dealing with the patron, which includes the possibility of notifying Fitchburg Police.
- In the event that a patron has their library privileges revoked, the patron will be notified in writing of the action and sent a copy of the Code of Conduct.
- The patron will be advised in writing that Fitchburg Public Library staff and/or the library board will consider any appeals to the suspension of privileges within thirty calendar days of the initial suspension. The suspension remains in effect during this time.
- Fitchburg Public Library management will notify library staff that a ban has been issued, and ensure that pertinent information is added to the staff website.

Dress Code

Patrons are expected to be fully clothed, including footwear.

Room Designation (Teen and Children's rooms)

The Children and Teen areas in the Fitchburg Public Library are primarily intended for children under the age of 18 and their guardians.

Unattended Child Policy

Any child ages seven or younger must be directly supervised at all times by a responsible adult or caregiver at least 12 years old. Unattended children under age 8 or any child requiring repeated intervention by library staff may be asked to leave and library staff may contact the caregivers, guardians or the police.

Policy approved by the Fitchburg Public Library Board
May 18, 2011