



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

**AGENDA
LIBRARY BOARD
MAY 21, 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, May 21, 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.fitchburgwi.gov)

1. **Call to Order**
2. **Public Appearances – Non-Agenda Items**
3. **Approval of Minutes**
 - a. April 16, 2014
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. Approve DCLS PO
5. **Old Business**
6. **New Business**
 - a. Collection Development Policy
7. **President Report**
8. **Library Director Report - Rawson**
9. **Committee Reports**
 - a. Personnel Committee
 - b. Strategic Planning
 - c. Nominating Committee – Election of officers for 2014-2015
10. **Announcements**
 - a. Next Board Meeting: Wednesday, June 18, 2014 at 5:30 p.m.
11. **Adjournment**

DRAFT MINUTES

Fitchburg Public Library Board

Wednesday, February 19, 2014, 5:30 pm

Present: Pauli Nikolay BT Thomas Karen Julesberg
Swami Swaminathan Dan Carpenter Eric Vincent

Also Present: Wendy Rawson Kate Liu Phil Hansen
Kevin Richmond (6:30) Barbara Rottmann (6:30)

Absent: Nancy Kieraldo

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

2. **Public Appearances – Non-Agenda Items**

3. **Approval of Minutes**

a. March 19, 2013

Carpenter moved to accept the minutes as written. Rawson wished to change an item under new business. It is not practical to review all policies at once; we should review them, but parcel them out over the year. Thomas motioned to amend the minutes to reflect this change, Vincent seconded to change the minutes to reflect that just the code of conduct policy in April. Amount under book sale should be filled in with the number \$1900. Carpenter moved, Thomas second, passed by voice.

4. **Treasurer Report**

2014 Report

Thomas asked about reimbursement for furniture, Rawson explained. Also questioned the amounts for insurance, Rawson will follow up with finance. Rawson noted in the 240 account (unexpected repairs) that our scrubber needed to be repaired. Julesberg asked about account 330, mileage - Rawson noted that she drove to PLA, so some of her travel expense for this meeting came out of a different account than predicted. Swaminathan noted that one of the travel accounts looked nearly all spent, Rawson said that we prepay for many travel expenses. Swaminathan asked about 387 (collection account) in light of having reached the Dane County standard. Rawson explained that we need to add a certain amount to the collection each year and have to meet a minimum spend every year. Thomas requested to see all the standards at the next meeting for review. Julesberg moved and Nikolay seconded to accept the financial report, this passed by voice vote.

2013 Final Report (post audit)

Rawson stated that some numbers changed rather dramatically. Accrual with pay periods that stretch over 2 calendar years caused some changes. The expected donation of \$50,000 for 2013 did not arrive in time to be counted for 2013; it will count for 2014 instead. Our amount to add to fund balance will be \$39,000. Thomas expressed concern over this donation - we were lucky that we had enough to cover its loss for the year. The donor is anonymous, through Madison Community Foundation and we have no way to enforce its arrival at a certain time. The donation had arrived on time for the last 2 years; however, we should have protocol in place in the future for this situation. Thomas asked if anything in 2014 budget would cause a similar situation; Rawson thought not. Miscellaneous revenue is comprised mostly of the Adjacent County Payments - though we cannot guarantee that checks will come in on time. Many things are out of our control. For future budgeting, if payments lag, we may need to not include them in the budget as revenue. Swaminathan asked about the fund balance from prior years to be sure we exactly match with the city; Rawson will follow up with finance to be absolutely sure. Swaminathan asked about the accrual issue; Thomas would like to see us continue to do as we have been, with reports both pre and post city audit. Put in the board calendar that the audit occurs in April and the report cannot be final until that is done. Thomas moved with Carpenter second to approve the prior year financial report, passed by voice vote.

Adjacent County Payment process approval

SCLS volunteered to do this process for us; they ask that the board and director approve the process. This is a 3 year cycle: for example, adjacent county users were tallied in 2012, we requested the payment for those users in 2013, and received the checks from the adjacent counties in 2014. We have received checks already; will confirm all are in. Kieraldo moved to approve the Adjacent County Payment process, Thomas second, passed by voice vote.

5. **Old Business**

Swaminathan asked about the storage area in the garage. Richmond and Rawson met with the fire Department; they suggested a different area than we had planned that had better sprinkler coverage. Area is more than for what we want.

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.

Richmond has already started to buy supplies, cost should be \$600-700 and will be shared with Friends. Swaminathan asked that we approve the amount to spend because it is not in the budget.

The i-Pad station is on hold because of Coshenet leaving the Electronic Services Manager position; setting up the station needs some thought about management. This would be a good project for new Electronic Services Manager.

6. **New Business**

Swaminathan asked about the Electronic Services Manager position and progress there. Rawson detailed where it was posted online and noted we have 9 applicants from 6 states. Jules asked about a transition plan. Rawson noted that we had a process in place to cover for Electronic Services from when Coshenet was on maternity leave last summer. Julesberg and Nikolay will step in to help with the Strategic Planning process. Julesberg asked about manager coverage in the building over the weekends as we need to have a manager available most times in the building which complicates the scheduling process. Nikolay asked if the position was librarian or technical; Rawson stated librarian. There is enough technical work for the person to not have to be on the desk, but we cannot make it work with the schedule. Carpenter asked about the fact that people get stuck with working 7 days in a row. Rawson agreed that the 7 day stretch is very hard on people; we have tried many ways to get rid of it but have been unable. Some of the options that might work to alleviate this have been unacceptable to the city, such as comp time or changing the pay period.

7. **President Report**

Swaminathan reported on a recent meeting with the mayor. Swaminathan reassured the mayor that we have a fantastic financial team keeping an eye on everything. Mayor expressed interest in outreach programs on the north east side of Fitchburg and Jamestown and was interested in knowing what the library might do in that area. He is interested in connecting with alders to see what the needs might be for their areas. The mayor asked about the strategic plan, and would like Swaminathan to make presentation to the council members on the plan. Swaminathan saw this as a good way for them to see what we have been doing. Julesberg mentioned we have already presented to the Committee of the Whole (COW) last summer, but could now take more recent results to the COW now that we have made more progress. The core team will discuss this when they next meet. Julesberg asked what time of year would be best for this.

Final item in Swaminathan's discussion with the Mayor was transit. A pilot study will be done to investigate options, but the timeframe is uncertain. They would like library board members to be involved in this committee.

Swaminathan also reported that meeting friends while out socially he has heard plenty of good things about the library, and wanted to share this with staff.

8. **Library Director Report - Rawson**

An update on the elevator: a service tech from Braun let us know that one of our elevator drives has been discontinued, and eventually we will not be able to secure replacement parts. Kone was contacted to confirm this and will let us know what the situation is. Richmond got stuck in the elevator recently; he was able to get ahold of city dispatcher to get help. Kone was very responsive and came out within 2 hours of the incident. Richmond inquired at that time about the elevator drive; the Kone service tech thought it was unlikely for the drive as a whole to fail. It was suggested to look at replacing the entire mechanicals of the elevator, and we may need to put this in the CIP for the long term. This would not be an appropriate item to fundraise for as people have already paid for this once. Thomas is reluctant to put anything in the CIP based on the anticipation of failure rather than actual data. The city understand that this can't come out of our op budget. We do not want to ever have a patron stuck in it. Want to keep this on the council's radar that it may fail. Many things would need to be decided if we were to think about replacing it.

A banned patron from 18 months ago is nearly eligible for return to the library. At the suggestion of the Fitchburg police, Rawson contacted the patron for a meeting with Powers and the police to discuss expectations; however, it seems the patron is not interested in coming for a meeting. The ban will be extended until the meeting takes place. Her children are not banned; they may come with another adult.

Circulation was 3rd highest ever in March, which is not typically a big use month. On the collection count, we have met the standard! We are early in meeting this - over and ahead of schedule.

9. **Committee Reports**

a. **Nominating Committee**

Vincent reported that they met via email. All current officers were willing to serve again. Vincent asks if anyone wants to add their name in, please do so by May 7th, 2 weeks prior to next meeting. Vincent moved to accept nominations from the board until 2 weeks prior to the next meeting, Carpenter second, passed by voice vote.

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b. Strategic Planning: Action Team 2 Report

Swaminathan introduced all members of team 2 - all members present.

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

Strategies listed:

Establish policies and procedures for collection development

Create a staffing plan

Create systems for recruitment

Create systems to inform and educate Common Council, city and library staff, and more

Craft spaces in the library and in the community to engage patrons

The strategies were prioritized first, and the connection with other action teams necessitated changing the order of work.

Framework of approach was discussed. Output is procedural and data based, there is a lot of collaboration with other teams and staff members. Strategic relationships are being developed.

Swaminathan covered all of the strategies in general terms, noting that parts of the parts of the first strategy are nearly complete, such as revising the collection development policy and making the purchase request process easier.

c. Personnel Committee: Carpenter moved and Nikolay seconded to move into Closed Session; passed by voice vote. **Closed Session** - Pursuant to Section 19.85 (1) (c), Wisconsin Statutes, the commission will move into **CLOSED SESSION** for the purpose of considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically, to discuss a personnel issue.

d. **Reconvene into OPEN SESSION at TIME.**

10. **Announcements**

a. Next Board Meeting: Wednesday, May 21, 2014 at 5:30 p.m.

11. **Adjournment at TIME.**

| Acct Type | Acct # | Name | January | February | March | April | December | YTD | 2014 Budget Amount | % Budget Remaining | \$ Budget Remaining |
|--|--------|---|---------------------|---------------------|---------------------|---------------------|-------------|----------------------|------------------------|--------------------|------------------------|
| Personnel | 110 | Salaries & Wages | \$ 48,751.15 | \$ 49,007.79 | \$ 49,073.69 | \$ 49,034.30 | | \$ 195,866.93 | \$ 675,901.00 | 71.02% | \$ 480,034.07 |
| Personnel | 115 | Overtime | \$ - | \$ - | \$ 60.42 | \$ - | | \$ 60.42 | \$ 1,238.00 | 95.12% | \$ 1,177.58 |
| Personnel | 120 | LTE/Seasonal wages | \$ 4,050.84 | \$ 3,412.79 | \$ 3,742.81 | \$ 3,562.70 | | \$ 14,769.14 | \$ 42,541.00 | 65.28% | \$ 27,771.86 |
| Personnel | 130 | Direct Fringe Benefits | \$ 6,863.38 | \$ 6,813.09 | \$ 6,836.61 | \$ 6,787.72 | | \$ 27,300.80 | \$ 98,554.00 | 72.30% | \$ 71,253.20 |
| Personnel | | Longevity | | | | | | | | | |
| Personnel Total | | | \$ 59,665.37 | \$ 59,233.67 | \$ 59,713.53 | \$ 59,384.72 | | \$ 237,997.29 | \$ 818,234.00 | | |
| Personnel total 2013 | | | \$ 55,917.62 | \$ 56,152.15 | \$ 56,133.83 | \$ 55,761.54 | | | | | |
| Contractual Services | 240 | Repairs & Maintenance by Others | \$ 512.16 | \$ 1,550.00 | \$ 573.75 | \$ - | | \$ 2,635.91 | \$ 5,000.00 | 47.28% | \$ 2,364.09 |
| Contractual Services | 245 | Computer Related Repair & Maintenance | \$ 6.00 | \$ 1,782.70 | \$ 928.35 | \$ 929.66 | | \$ 3,646.71 | \$ 6,500.00 | 43.90% | \$ 2,853.29 |
| Contractual Services | 250 | Public Notices & Advertising | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ 200.00 | 100.00% | \$ 200.00 |
| Contractual Services | 290 | Other Contractual Services | \$ 79,418.59 | \$ 5,785.00 | \$ 990.00 | \$ - | | \$ 86,193.59 | \$ 124,641.00 | 30.85% | \$ 38,447.41 |
| Contractual Services Total | | | \$ 79,936.75 | \$ 9,117.70 | \$ 2,492.10 | \$ 929.66 | | \$ 92,476.21 | \$ 136,341.00 | | |
| Contractual Services total 2013 | | | \$ 74,003.00 | \$ 1,077.50 | \$ 1,381.31 | \$ 5,091.30 | | | | | |
| Operating Expense | 310 | Office Supplies & Postage | \$ 181.12 | \$ 241.75 | \$ 114.97 | \$ 186.52 | | \$ 724.36 | \$ 2,250.00 | 67.81% | \$ 1,525.64 |
| Operating Expense | 325 | Training & Staff Development | \$ 500.00 | \$ 1,596.00 | \$ 538.98 | \$ - | | \$ 2,634.98 | \$ 3,000.00 | 12.17% | \$ 365.02 |
| Operating Expense | 330 | Vehicle Use Reimbursement | \$ - | \$ - | \$ 415.52 | \$ - | | \$ 415.52 | \$ 200.00 | -7.76% | \$ (215.52) |
| Operating Expense | 340 | Operating Materials & Supplies | \$ 605.08 | \$ 875.48 | \$ 4,809.95 | \$ 1,028.46 | | \$ 7,318.97 | \$ 15,000.00 | 51.21% | \$ 7,681.03 |
| Operating Expense | 345 | Public Information & Printing | \$ - | \$ 164.86 | \$ 160.62 | \$ 457.09 | | \$ 782.57 | \$ 3,000.00 | 73.91% | \$ 2,217.43 |
| Operating Expense | 350 | Repair & Maintenance Supplies | \$ 195.56 | \$ 7.89 | \$ - | \$ 1,121.50 | | \$ 1,324.95 | \$ 6,000.00 | 77.92% | \$ 4,675.05 |
| Operating Expense | 355 | Equipment Operating Expense | \$ 2,342.00 | \$ 1,171.00 | \$ 1,171.00 | \$ 1,171.00 | | \$ 5,855.00 | \$ 17,000.00 | 65.56% | \$ 11,145.00 |
| Operating Expense | 360 | Building Repairs & Maintenance | \$ 1,006.59 | \$ 12.68 | \$ 304.51 | \$ 524.01 | | \$ 1,847.79 | \$ 6,000.00 | 69.20% | \$ 4,152.21 |
| Operating Expense | 363 | Communications Expense | \$ 48.65 | \$ 47.60 | \$ - | \$ - | | \$ 96.25 | \$ 1,000.00 | 90.38% | \$ 903.75 |
| Operating Expense | 365 | Telephone & Other Utilities | \$ 212.11 | \$ 9,564.78 | \$ 8,591.67 | \$ 7,724.48 | | \$ 26,093.04 | \$ 95,200.00 | 72.59% | \$ 69,106.96 |
| Operating Expense | 387 | Library Collection | \$ 19,512.72 | \$ 11,025.22 | \$ 11,041.33 | \$ 8,612.14 | | \$ 50,191.41 | \$ 175,000.00 | 71.32% | \$ 124,808.59 |
| Operating Expense | 389 | City Administrative Fee | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ 94,200.00 | 100.00% | \$ 94,200.00 |
| Operating Expense | 390 | Other Operating Expense | \$ 151.86 | \$ 101.11 | \$ 263.94 | \$ 97.50 | | \$ 614.41 | \$ 1,000.00 | 38.56% | \$ 385.59 |
| 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 | \$ - | \$ 3,099.60 | \$ - | | \$ 5,277.23 | \$ 17,684.00 | 70.16% | \$ 12,406.77 |
| Operating Expense | 591 | Allocated Benefit- Health Ins | \$ 8,004.12 | \$ 8,004.12 | \$ 8,422.57 | \$ 8,631.79 | | \$ 33,062.60 | \$ 95,837.00 | 65.50% | \$ 62,774.40 |
| Operating Expense | 592 | Allocated Benefit- Life Insurance | \$ 41.78 | \$ 41.78 | \$ 41.78 | \$ 41.78 | | \$ 167.12 | \$ 524.00 | 68.11% | \$ 356.88 |
| 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 | \$ 679.83 | \$ 679.83 | | \$ 2,666.67 | \$ 8,418.00 | 68.32% | \$ 5,751.33 |
| Operating Expense | 596 | Allocated Benefit - Unemployment Ins. | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | | \$ - |
| Operating Expense Total | | | \$ 35,607.40 | \$ 33,533.10 | \$ 39,656.27 | \$ 30,276.10 | \$ - | \$ 139,072.87 | \$ 1,097,905.00 | 87.33% | \$ 958,832.13 |
| Operating Expense Total 2013 | | | \$ 22,635.55 | \$ 23,646.86 | \$ 50,293.18 | \$ 47,869.51 | | | | | |
| Grand Total Expense | | | | | | | | \$ 469,546.37 | \$ 2,052,480.00 | 77.12% | \$ 1,582,933.63 |

| | | | | | | | | % 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 | | | | | | \$ 6,254.06 | \$ 16,000.00 | 39% | \$ 9,745.94 |
| Revenue | 4610-250 | Copy Fees | | | | | | \$ 2,301.54 | \$ 4,000.00 | 58% | \$ 1,698.46 |
| Revenue | 4810-100 | Interest Income | | | | | | | | | \$ - |
| Revenue | 4820-100 | Sale of Supplies | | | | | | \$ 68.00 | \$ 150.00 | | \$ 82.00 |
| Revenue | 4820-200 | Meeting Room Rental | | | | | | | | | \$ - |
| Revenue | 4830-100 | Payment - FL Material Damages | | | | | | \$ 1,773.12 | \$ 3,000.00 | 59% | \$ 1,226.88 |
| Revenue | 4850-000 | Donations | | | | | | \$ 748.69 | \$ 7,000.00 | 11% | \$ 6,251.31 |
| Revenue | 4875-001 | MCF Grant for NAH Collection | | | | | | \$ 12,750.00 | | | |
| Revenue | 4890-000 | Miscellaneous Revenue | | | | | | \$ 12,928.00 | \$ 13,000.00 | 99% | \$ 72.00 |
| Revenue | 4890-501 | Payment - Other SCLS Material Damages | | | | | | \$ 23.15 | \$ 200.00 | | \$ 176.85 |
| 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 | | | | | | | | \$ 1,594,279.56 | \$ 2,052,480.00 | 78% | \$ 470,950.44 |
| Grand Total Revenue YTD less Grand Total Expenses YTD: | | | | | | | | | | | |
| \$ 1,124,733.19 | | | | | | | | % of year elapsed: 33% | | | |

2013 Amount
for April

| |
|--------------|
| \$ 29,234.68 |
| \$ - |
| \$ 20,035.39 |
| \$ 6,491.47 |

| |
|-------------|
| \$ 494.00 |
| \$ 629.30 |
| \$ - |
| \$ 3,968.00 |

| |
|-------------|
| \$ 129.98 |
| \$ - |
| \$ - |
| \$ 1,414.76 |
| \$ 186.44 |
| \$ 4.99 |
| \$ 1,154.00 |
| \$ 601.20 |
| \$ 40.62 |
| \$ 7,074.81 |
| \$ 6,130.88 |
| \$ - |
| \$ 121.16 |
| \$ - |
| \$ 8,014.93 |
| \$ 48.53 |
| \$ - |
| \$ 698.54 |
| \$ - |

| Invoice Date | PO Date | Payable to | Description | Amount | Acct # |
|--------------|-----------|-------------------------------|--------------------------|--------------|------------------|
| 4/30/2014 | | Salaries and Wages | | \$ 49,034.30 | 110 |
| | | | | \$ 49,034.30 | 110 Total |
| 4/30/2014 | | Overtime | | \$ - | 115 |
| | | | | \$ - | 115 Total |
| 4/30/2014 | | LTE / Seasonal Wages | | \$ 3,562.70 | 120 |
| | | | | \$ 3,562.70 | 120 Total |
| 4/30/2014 | | Direct Fringe Benefits | | \$ 6,787.72 | 130 |
| | | | | \$ 6,787.72 | 130 Total |
| | | | | | 240 |
| | | | | | 240 |
| | | | | \$ - | 240 Total |
| 4/7/2014 | 4/17/2014 | Wisconsin Independent Network | Internet Service | \$ 9.66 | 245 |
| 4/1/2014 | 4/18/2014 | Civic Plus | Website Fees | \$ 920.00 | 245 |
| | | | | \$ 929.66 | 245 Total |
| | | | | | 250 |
| | | | | | 250 |
| | | | | \$ - | 250 Total |
| | | | | | 290 |
| | | | | | 290 |
| | | | | \$ - | 290 Total |
| 4/2/2014 | 4/2/2014 | City of Fitchburg | Paper | \$ 87.96 | 310 |
| 4/17/2014 | 4/23/2014 | Staples | Pens | \$ 27.04 | 310 |
| 4/30/2014 | | City of Fitchburg | Postage | \$ 71.52 | 310 |
| | | | | \$ 186.52 | 310 Total |
| | | | | | 320 |
| | | | | | 320 |
| | | | | \$ - | 320 Total |
| | | | | | 323 |
| | | | | | 323 |
| | | | | \$ - | 323 Total |
| | | | | | 325 |
| | | | | | 325 |
| | | | | \$ - | 325 Total |
| | | | | | 330 |
| | | | | | 330 |
| | | | | \$ - | 330 Total |
| 4/10/2014 | 4/14/2014 | SCLS | Performance Licenses | \$ 264.00 | 340 |
| 4/2/2014 | 4/10/2014 | Copps - comdata | Food for program | \$ 6.67 | 340 |
| 4/10/2014 | 4/29/2014 | Amazon | Supplies / prizes | \$ 21.29 | 340 |
| 4/10/2014 | 4/29/2014 | Amazon | Supplies / prizes | \$ 22.62 | 340 |
| 4/22/2014 | 4/29/2014 | Staples | Toner for tech center | \$ 243.16 | 340 |
| 4/17/2014 | 4/23/2014 | Staples | Toner for tech center | \$ 293.10 | 340 |
| 4/1/2014 | 4/23/2014 | Visa - Pizza Hut | Pizza for TLC | \$ 26.79 | 340 |
| 4/4/2014 | 4/23/2014 | Visa - Hobby Lobby | Supplies | \$ 13.97 | 340 |
| 4/13/2014 | 4/23/2014 | Visa - Target | Staff event supplies | \$ 9.55 | 340 |
| 4/13/2014 | 4/23/2014 | Visa - Party City | Staff event supplies | \$ 17.39 | 340 |
| 4/15/2014 | 4/23/2014 | Demco | Book Processing Supplies | \$ 88.32 | 340 |
| 4/23/2014 | 4/23/2014 | Copps - comdata | Food for program | \$ 21.60 | 340 |
| | | | | | 340 |
| | | | | \$ 1,028.46 | 340 Total |
| 4/9/2014 | 4/14/2014 | Gordon Flesch | Copy Overages | \$ 108.15 | 345 |
| 4/7/2014 | 4/10/2014 | Gordon Flesch | Copy Overages | \$ 122.64 | 345 |
| 4/18/2014 | 4/24/2014 | ALA | Post Vacancy Ad | \$ 226.30 | 345 |
| | | | | | 345 |
| | | | | \$ 457.09 | 345 Total |
| 4/4/2014 | 4/14/2014 | Quality Power Solutions | Battery Replacement | \$ 915.40 | 350 |
| 4/7/2014 | 4/10/2014 | Dorn Hardware | Misc Hardware | \$ 2.40 | 350 |
| 4/22/2014 | 4/23/2014 | Dorn Hardware | Garage storage supplies | \$ 9.49 | 350 |
| 4/21/2014 | 4/23/2014 | Menards | Garage storage supplies | \$ 194.21 | 350 |
| | | | | \$ 1,121.50 | 350 Total |
| 4/20/2014 | 4/23/2014 | Gordon flesch | Copier Leases | \$ 1,171.00 | 355 |
| | | | | | 355 |
| | | | | \$ 1,171.00 | 355 Total |
| 4/17/2014 | 4/23/2014 | Harder Corp. | TP & Towels | \$ 524.01 | 360 |
| | | | | | 360 |
| | | | | \$ 524.01 | 360 Total |
| | | | | | 363 |
| | | | | | 363 |
| | | | | \$ - | 363 Total |
| 4/4/2014 | 4/14/2014 | Charter | Cable Service | \$ 7.21 | 365 |
| 4/3/2014 | 4/5/2014 | MG&E | Gas & Electric | \$ 7,717.27 | 365 |
| | | | | | 365 |
| | | | | \$ 7,724.48 | 365 Total |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 10.34 | 387 |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 49.46 | 387 |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 241.05 | 387 |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 176.86 | 387 |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 33.23 | 387 |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 26.03 | 387 |
| 4/1/2014 | 4/14/2014 | Brodart | Youth Print | \$ 27.98 | 387 |
| 4/1/2014 | 4/10/2014 | Baker and Taylor | Playaways | \$ 57.49 | 387 |
| 4/1/2014 | 4/10/2014 | Baker and Taylor | Playaways | \$ 342.70 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 32.82 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 122.10 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 21.09 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 14.59 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 19.53 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 42.92 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 30.82 | 387 |
| 4/1/2014 | 4/23/2014 | Brodart | Youth Print | \$ 50.35 | 387 |
| 4/2/2014 | 4/14/2014 | Brodart | Youth Print | \$ 15.41 | 387 |
| 4/2/2014 | 4/10/2014 | Baker and Taylor | CD-DVD | \$ 365.40 | 387 |
| 4/3/2014 | 4/16/2014 | Baker and Taylor | Audiobooks | \$ 27.00 | 387 |
| 4/3/2014 | 4/16/2014 | Baker and Taylor | Audiobooks | \$ 115.72 | 387 |
| 4/4/2014 | 4/16/2014 | Midwest Tape | CD-DVD | \$ 42.24 | 387 |
| 4/4/2014 | 4/16/2014 | Baker and Taylor | Playaways | \$ 202.22 | 387 |
| 4/4/2014 | 4/16/2014 | Baker and Taylor | Playaways | \$ 40.49 | 387 |
| 4/4/2014 | 4/16/2014 | Baker and Taylor | CD-DVD | \$ 486.33 | 387 |

| | | | | | | |
|-----------|-----------|-------------------------------|---------------------------------|----|-----------|--------------------|
| 4/4/2014 | 4/16/2014 | Baker and Taylor | CD-DVD | \$ | 217.13 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 86.02 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 16.11 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 125.39 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 16.11 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 462.15 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 192.67 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 32.49 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 71.59 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 160.64 | 387 |
| 4/7/2014 | 4/16/2014 | Baker and Taylor | CD-DVD | \$ | 164.80 | 387 |
| 4/7/2014 | 4/23/2014 | Baker and Taylor | Audiobooks | \$ | 175.62 | 387 |
| 4/8/2014 | 4/16/2014 | Baker and Taylor | CD-DVD | \$ | 352.50 | 387 |
| 4/8/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 184.96 | 387 |
| 4/8/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 132.12 | 387 |
| 4/8/2014 | 4/29/2014 | Baker and Taylor | Audiobooks | \$ | 24.25 | 387 |
| 4/8/2014 | 4/29/2014 | Baker and Taylor | Audiobooks | \$ | 266.25 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 45.50 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 16.09 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 92.15 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 32.77 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 22.25 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 16.09 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 13.57 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 43.30 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 35.85 | 387 |
| 4/9/2014 | 4/16/2014 | Baker and Taylor | Adult Print | \$ | 530.89 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 20.73 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 36.36 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 79.39 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 16.29 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 25.77 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 95.89 | 387 |
| 4/9/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 22.64 | 387 |
| 4/10/2014 | 4/16/2014 | Midwest Tape | CD-DVD | \$ | 32.24 | 387 |
| 4/10/2014 | 4/29/2014 | Amazon | Misc Items | \$ | 26.79 | 387 |
| 4/10/2014 | 4/23/2014 | Baker and Taylor | CD-DVD | \$ | 60.06 | 387 |
| 4/10/2014 | 4/23/2014 | Baker and Taylor | CD-DVD | \$ | 36.72 | 387 |
| 4/10/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 17.11 | 387 |
| 4/10/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 18.10 | 387 |
| 4/10/2014 | 4/23/2014 | Brodart | Youth Print | \$ | 9.77 | 387 |
| 4/11/2014 | 4/29/2014 | Brodart | Youth Print | \$ | 14.59 | 387 |
| 4/12/2014 | 4/23/2014 | Thompson, Marcy | Book | \$ | 15.00 | 387 |
| 4/14/2014 | 4/23/2014 | Midwest Tape | CD-DVD | \$ | 111.72 | 387 |
| 4/14/2014 | 4/23/2014 | Baker and Taylor | CD-DVD | \$ | 57.09 | 387 |
| 4/15/2014 | 4/29/2014 | Brodart | Youth Print | \$ | 62.77 | 387 |
| 4/15/2014 | 4/29/2014 | Brodart | Youth Print | \$ | 72.93 | 387 |
| 4/15/2014 | 4/29/2014 | Brodart | Youth Print | \$ | 24.93 | 387 |
| 4/15/2014 | 4/29/2014 | Brodart | Youth Print | \$ | 31.87 | 387 |
| 4/15/2014 | 4/29/2014 | Brodart | Youth Print | \$ | 28.88 | 387 |
| 4/16/2014 | 4/29/2014 | Baker and Taylor | Audiobooks | \$ | 24.24 | 387 |
| 4/16/2014 | 4/29/2014 | Baker and Taylor | Audiobooks | \$ | 156.46 | 387 |
| 4/16/2014 | 4/29/2014 | Baker and Taylor | Audiobooks | \$ | 42.98 | 387 |
| 4/16/2014 | 4/29/2014 | Baker and Taylor | Audiobooks | \$ | 81.50 | 387 |
| 4/16/2014 | 4/23/2014 | Baker and Taylor | CD-DVD | \$ | 172.69 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 15.55 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 56.74 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 32.95 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 26.00 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 126.04 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 32.76 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 142.61 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 44.50 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 393.11 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 38.62 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 104.62 | 387 |
| 4/17/2014 | 4/23/2014 | Baker and Taylor | Adult Print | \$ | 79.70 | 387 |
| | | | | | | 387 |
| | | | | \$ | 8,612.14 | 387 Total |
| | | | | | | 389 |
| | | | | | | 389 |
| | | | | \$ | - | 389 Total |
| 4/3/2014 | 4/10/2014 | Madison Public Library - SEQ | Item lost off FCH hold shelf | \$ | 29.60 | 390 |
| 4/10/2014 | 4/10/2014 | Reedsburg Public Library | Item lost off FCH hold shelf | \$ | 30.00 | 390 |
| 4/24/2014 | 4/29/2014 | Madison Public Library - SEQ | forward payment | \$ | 22.95 | 390 |
| 4/23/2014 | 4/29/2014 | Patron | Refund for lost-paid-found item | \$ | 14.95 | 390 |
| | | | | | | 390 |
| | | | | \$ | 97.50 | 390 Total |
| | | | | | | 391 |
| | | | | | | 391 |
| | | | | \$ | - | 391 Total |
| | | | | | | 590 |
| | | | | | | 590 |
| | | | | \$ | - | 590 Total |
| 4/30/2014 | | Allocated Ben: Health Ins | | \$ | 8,631.79 | 591 |
| | | | | \$ | 8,631.79 | 591 Total |
| 4/30/2014 | | Allocated Ben: Life Ins | | \$ | 41.78 | 592 |
| | | | | \$ | 41.78 | 592 Total |
| 4/30/2014 | | Allocated Ben: Disability Ins | | \$ | - | 593 |
| | | | | \$ | - | 593 Total |
| 4/30/2014 | | Allocated Ben: Dental Ins | | \$ | 679.83 | 594 |
| | | | | \$ | 679.83 | 594 Total |
| 4/30/2014 | | Allocated Ben: Unemployment | | \$ | - | 596 |
| | | | | \$ | - | 596 Total |
| | | | | \$ | 90,590.48 | Grand Total |

Purchase Order

CITY OF FITCHBURG
 5520 Lacy Road
 Fitchburg, WI 53711
 608-270-4200
 Fax: 608-270-4212

Department: Library Prepared by: Kate Liu

| P.O. Number | P.O. Date | Department Rec'd Date | Date submitted for approval |
|-------------|-----------|-----------------------|-----------------------------|
| | 5/12/2014 | | |

| | |
|--|--|
| Vendor # _____ <u>Dane County Library Services</u> <u>1819 Aberg Ave</u> <u>Madison, WI 53704</u> | SUBMITTED FOR APPROVAL |
| | LIBRARY DIRECTOR Under \$2,500 <input checked="" type="checkbox"/> |
| | LIB. TREASURER \$2,500 < \$25,000 <input type="checkbox"/> |
| | LIBRARY BOARD Over \$25,000 <input type="checkbox"/> |

| Invoice Number | Invoice Date | Description | Fund | Dept | Acct | Job | Amount |
|----------------|--------------|---|------|------|------|-----|----------------|
| 140507 | 5/8/2014 | FCH payment for resident's use of other libraries | 250 | 5511 | 391 | | \$498,958.00 |
| 140507 | 5/8/2014 | FCH payment for central services | 250 | 5511 | 391 | | \$38,365.00 |
| 140507 | 5/8/2014 | Dane Co payment for municipal users of FCH | 250 | 5511 | 391 | | (\$347,135.00) |
| 140507 | 5/8/2014 | Dane Co payment for township users of FCH | 250 | 5511 | 391 | | (\$101,778.00) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | |
|--|------------------------|-------------|
| <input type="checkbox"/> Above items are within budget | TOTAL | \$88,410.00 |
| | Finance Initial | |

Signatures Required:

LIBRARY DIRECTOR _____ Date Approved _____

=====

Over \$2,500:

LIB. TREASURER _____ Date Approved _____

Comments or special arrangements (if required) _____

Library Board President: _____ Date: _____

AGREEMENT

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as “the County Library Board”) and Fitchburg Library Board (hereinafter “the Fitchburg Library Board”) serving the municipality of Fitchburg.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Fitchburg Public Library, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS, the Fitchburg Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are provided; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Fitchburg Library Board do agree, as authorized by chapter 43 and sec. 66.0301, Wis. Stats., as follows:

1. The Fitchburg Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers’ cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Fitchburg Library Board agrees to maintain, and provide to the Dane County Library Service, accurate service, facility, and financial records, including a copy of the 2013 Annual Report filed on or before February

Dane County Contract for 2014

15 of 2014 with the Wisconsin Department of Public Instruction, records of circulation as specified in the Wisconsin Statutes, Section 43.12(2), and such additional records as may be specified by the County Library Board.

3. The Fitchburg Library Board agrees to maintain status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. The Fitchburg Library Board agrees to pay the Dane County Library Service \$498,958 for Fitchburg residents' use of other municipal libraries in Dane County between January 1, 2014 and December 31, 2014. This amount is projected based on actual per unit costs at each library where use occurred averaged over 2009, 2010, 2011, and projected use by Fitchburg residents at those libraries using January 1, 2012-December 31, 2012 data as the base. This payment is due and payable by June 1, 2014.
5. In exchange for the Fitchburg Library Board's providing services in 2014 to residents of areas taxed by the county for library service, the County Library Board agrees to pay to the Local Library Board the sum of \$101,778. This payment is due and payable by June 1, 2014. This amount is projected based on the actual per unit costs incurred by the Fitchburg Public Library in 2012 and actual use of the Fitchburg Public Library by residents of areas taxed by the county for library service during calendar year 2012.
6. In exchange for the Fitchburg Library Board's providing services under this agreement to residents of other municipalities exempt from the county library tax, the County Library Board agrees to pay the Fitchburg Library Board the sum of \$347,135 by June 1, 2014. This amount is projected based on the actual per unit costs incurred by the Fitchburg Public Library in 2012 and the actual use of the Fitchburg Public Library by residents of municipalities exempt from the county library tax during calendar year 2012.
7. In exchange for delivery service provided as part of a county contract with the South Central Library System, administration of reimbursement programs, and outreach services provided by Dane County Library Service to nursing homes, homebound individuals, assisted living and other residential facilities in Fitchburg, the Fitchburg Library Board agrees to pay the Dane County Library Service the sum of \$38,365. Such payment shall be made by June 1, 2014.
8. The net payment due by June 1, 2013 from Fitchburg Library to the Dane County Library Service under the terms of Sections 4 through 7 is

Dane County Contract for 2014

\$88,410. It is agreed that, should Dane County adopt a 2014 budget that provides funding for less than 100% payments to libraries, the percentage shortfall will be applied to the payments in Section 5. The Dane County Library Board will notify the Fitchburg Library Board of any adjustment resulting from a budgetary shortfall by January 1, 2014.

9. It is agreed that Sections 9, 10 and Attachment B of the Agreement between the Fitchburg Public Library and the Dane County Library Service for the term January 1, 2013 to December 31, 2013 remain in force for the duration of this contract.

FITCHBURG LIBRARY BOARD

DANE CO. LIBRARY BOARD

BY:

BY:

President, Library Board

President, Library Board

Date

Date

Secretary, Library Board

Director, Library Board

Date

Date

Dane County Contract for 2014

Attachment A: Schedule of Payments

| | Operating | Facility | Total | Payer | Description |
|-----------|-----------|----------|-----------|-----------|---------------------------------|
| Section 4 | \$439,747 | \$59,211 | \$498,958 | Fitchburg | FIT use at other libraries |
| Section 5 | \$91,843 | \$9,935 | \$101,778 | Dane Co | FCH service to county residents |
| Section 6 | \$314,714 | \$32,421 | \$347,135 | Dane Co | FCH service to mun. residents |
| Section 7 | | | \$38,365 | Fitchburg | Share of central services |
| NET | \$33,190 | \$16,855 | \$88,410 | Fitchburg | |

Dane County Contract for 2014

Attachment B: Data to be used in calculating actual payments for service July 1, 2011 through December 31, 2015

| Time Period | Use Date Fitchburg | Cost Data Fitchburg | Use Data All other libraries | Cost Data All other libraries |
|---|---|---|--|---|
| July 1-Dec 31, 2011 | 1/6 th of the total checkouts to specific non- resident classes July 1,2011-June 30, 2014 | Average of 2011, 2012, 2013 calendar year actual per unit cost. | 1/6 th of the total checkouts to Fitchburg residents July 1,2011- June 30, 2014 | Average of 2011, 2012, 2013 actual per unit cost at each library |
| Jan 1, 2012- December 31, 2014 | Total checkouts to specific non- resident classes January 1, 2012- December 2014 | Average of 2012, 2013, 2014 calendar year actual per unit cost | Total checkouts to Fitchburg residents January 1, 2012- December 2014 | Average of 2012, 2013, 2014 actual per unit cost at each library |
| January 1, 2015- December 31, 2015 | 1/3 rd of the total to specific non-resident classes January 1, 2012- December 31, 2014 | Average of 2012, 2013, 2014 calendar year actual per unit cost | 1/3 rd of the total checkouts to Fitchburg residents January 1, 2012- December 31, 2014 | Average of 2012, 2013, 2014 actual per unit cost at each library |

Note: All cost data is subject to the maximum of 150% of the average per unit cost of all libraries in Dane County. Per unit cost is determined by dividing the total operating expenditures from tax sources by the total walk-in checkouts at each library.

Fitchburg Public Library Collection Development Policy (Revision)

1. Introduction/Purpose

- This policy is used for the development of the collections of the Fitchburg Public Library. It serves as a guide for the public about library service as it pertains to the collections, and to inform the public about the principles upon which selection decisions are made. This policy is used by library staff to select, maintain, and deselect materials. This policy does not replace the judgment of library professionals. The stated goals and objectives will assist them in their selection of available materials.
- Fitchburg Public Library's primary collection objectives are to acquire, organize and make available print and media materials that inform, educate, entertain and enrich people of all ages. Collections include popular and in-demand materials as well as items with enduring value. The collection is not archival, and it is maintained to meet current needs.
- The following statements and policies have been adopted by the Library and are used as guidelines for the development of Library collections. The Library endorses the American Library Association's "Library Bill of Rights", "Freedom to Read" and "Freedom to View" statements presented in the addenda of this document.

2. Library Vision and Mission statements

- Vision Statement
 - The Fitchburg Public Library fosters and supports a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.
- Mission Statement
 - The Fitchburg Public Library inspires and connects people of all ages through a variety of enriching, innovative, and engaging experiences offered in welcoming spaces to enhance and strengthen our diverse community.

3. Factors Affecting Collection Development

- The Fitchburg Public Library participates in the Dane County Library Service, the South Central Library System, and the LINKcat (Library Interchange Network) shared automated library catalog. Membership in these organizations benefits the library in the following ways:
 - The library's participation makes resources from throughout the state available to patrons locally. The holdings of LINK member libraries are available to Fitchburg patrons via on-line computer access and an extensive delivery system.
 - This shared system is accomplished by the encouragement of participating libraries to diversify their purchasing patterns. This approach to selection should result in fewer system-wide copies of marginal titles and an increase in the total number of titles available to patrons served by automated libraries.
- The South Central Library System provides funds to purchase multiple copies of books currently in heavy demand. This encourages member libraries, including Fitchburg, to purchase fewer duplicate copies of popular titles and also reduces the time patrons must wait for them.

4. Selection of Library Materials

- Responsibility
 - Final selection responsibility lies with the Director who delegates to staff the authority to interpret and guide the application of policy in day-to-day decisions. Unusual problems are referred to the Director for resolution. The Director coordinates the selection process. Members of the Fitchburg Public Library staff participate in the selection of library materials. The Director provides appropriate selection tools and tracks the materials budget to ensure a flow of new resources throughout the year. Acquisition tasks are performed by the library staff and include choosing vendors, placing orders and monitoring the status of orders.
- Criteria for evaluation
 - The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected

primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs of the community.

- Some library materials are subject to widespread or local demand. These high-demand items may or may not meet the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.
- To build a collection of merit and significance, selectors acquire materials according to objective guidelines. They evaluate acquisitions, whether purchased or donated to the library, primarily by examining reviews in one or more of the professional library review media and checking against the standards listed in this section.
- General criteria for selecting library materials are listed below. An item need not meet all of the general criteria in order to be acceptable.
 - Public demand, interest or need
 - Special interest to the Fitchburg community
 - Relation to collections unique to the Fitchburg Public Library
 - Reviews
 - Physical limitations of the library building
 - Budgetary considerations
 - Contemporary significance, popular interest or permanent value
 - Suitability of physical form for library use
 - Suitability of subject and style for the intended audience
 - Present and potential relevance to community needs
 - Relation to the existing collection and to other material on the subject
 - Prominence, authority, skill and/or competence of author, illustrator, creator or publisher
 - Timeliness of material
 - Authenticity of historical, regional or social setting
 - Accessibility for multiple users of electronic formats
 - Attention of critics, reviewers and the public
 - Literary or artistic merit
 - Enduring value
 - Social significance
 - Availability of materials on the subject
 - Awards
- Specific criteria for the evaluation of works of information and opinion (non-fiction)
 - Authority
 - Comprehension and depth of treatment
 - Objectivity
 - Clarity, accuracy and logic of presentation
 - Representation of challenging ideas, although it may be an extreme or minority point of view
 - Indexing and other organization of materials
- Specific criteria for the evaluation of works of imagination (fiction)
 - Representation of important movement, genre, trend or culture
 - Vitality and originality
 - Artistic presentation and experimentation
 - Sustained interest
 - Effective characterizations
 - Authenticity of historical or social setting
- Any or all of these factors are used when selecting materials to build a well-rounded collection with many viewpoints to meet community needs, but the primary consideration is public demand.

- Selection of materials is done from many sources, including reviews in professional journals, popular magazines, newspapers, non-print media, subject bibliographies, recommended lists, publisher's catalogs, and patron requests. Standard tools may include:
 - Library Journal
 - New York Times Book Review
 - Publishers' Weekly
 - Booklist
 - VOYA (Voice of Youth Advocates)
 - School Library Journal
 - Formats
 - The format should be appropriate for library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, for multiple copies of titles expected to be in demand for a limited time, for lower cost or when that is the only format in print. Binding should be durable, the print clear and the paper of high quality. Workbooks to be filled out by the user or other "consumable" works, are not desirable but are purchased if the specific item under consideration is needed to meet demand.
 - New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the Fitchburg community has the interest and the necessary technology to make use of the format. Availability of items in the format, cost per item and the library's ability to process and house the items also will be factors in determining when a new format will be collected. Similar considerations will influence deletion of a format from the collection.
 - Patron Request
 - The library encourages and at all times welcomes patron suggestions, comments and ideas about the collection and its development. Selectors give high priority to purchase requests from patrons. Purchase requests can be made on the Fitchburg Public Library web site: <http://fitchburgwi.gov/FormCenter/Library-3/Purchase-Request-44>
 - Gifted and Donated Materials
 - The Fitchburg Public Library Board of Trustees welcomes and encourages gifts in support of the Library. The goal is to accept gifts that fit the library's mission and are consistent with the library's service goals.
 - For more information about donating materials to the Fitchburg Public Library, please see the Gifts to the Library Policy: <http://fitchburgwi.gov/DocumentCenter/Home/View/1147>
5. Collection Maintenance
- Weeding
 - Items are withdrawn from the collection through systematic review by library staff. This process is done to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials.
 - Selection of materials for weeding is based on many criteria, including:
 - Materials with condition issues.
 - Materials which are inaccurate, which have been superseded, or which are no longer considered timely.
 - Materials which have had little recent use.
 - Additional copies of material which are no longer in demand.
 - Materials which are no longer appropriate for the collection.
 - Materials in areas with limited space availability
 - Withdrawn materials in good condition are given to the Friends of Fitchburg Library for their book sales. No materials are held for or given to individuals.
 - Maintenance of Library Materials
 - All materials returned to the library are inspected for damage.
 - Damaged materials that are still usable are mended by library staff when possible.

- Patrons are charged replacement costs for materials that they check out and are irretrievably lost or damaged beyond repair. (See the Lost or Damaged Materials section of the Circulation Policy: <http://fitchburgwi.gov/DocumentCenter/Home/View/1141>)

6. Reconsideration of Library Materials

- The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.
- Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from injury or theft.
- Responsibility for reading and the use of the library by children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.
- Requests to remove materials will be considered within the context of the policies set forth in this document. The Library will take on the process of reconsideration one item at a time per patron. The Library will reconsider any material in its collection upon written request of a patron who is a Fitchburg resident and who fulfills the following steps:
 - The patron must have read/viewed/listened to the item in question in its entirety.
 - The patron will be given a copy of the Fitchburg Public Library Collection Development Policy and a copy of the Request for Reconsideration of Library Material form.
 - The patron may fill out the [reconsideration form](#) and may request an appointment with the Library Director to discuss the matter.
 - If the patron wants to pursue the reconsideration, the completed reconsideration form must be submitted. The appropriate Department Head will review the item with staff and will make a recommendation to the Library Director within six weeks of receiving the initial request.
 - The Library Director will make a decision within three weeks of receiving the staff recommendation.
 - The patron may appeal the Library Director's decision to the Library Board within two months after receiving the Library Director's reply. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the "Criteria for Evaluation."
- Library materials will be neither removed from Circulation nor moved to a different collection during the process of reconsideration.

7. Addenda

- Library Bill of Rights
 - <http://www.ala.org/advocacy/intfreedom/librarybill>
- ALA Freedom to Read Statement
 - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- ALA Freedom to View Statement
 - <http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

Fitchburg Public Library Request for Reconsideration of Library Material Form

Requester Information

Your Name: _____ Date: _____
Address: _____ Telephone: _____
Library Card Number: _____ E-mail: _____

Material Information

Title: _____
Author: _____

Type of material (Circle one): Book Film Audio Book Music

Please answer the following questions

1. To what in the material do you object? (Please be specific; for example, cite pages)

2. Did you read, view or listen to the entire work? (Circle one) Yes / No

3. What would you like your library to do about this material?

4. What title(s) would you suggest as an alternative to this one?

Other comments:

Signature of Citizen / Date

Signature of Receiving Staff Member / Date

Received by Library Director / Date

Library Statistics

| | Jan-14 | Feb-14 | Mar-14 | Apr-14 | May-14 | YTD 2014 | Apr-13 | YTD 2013 | Total 2013 |
|--------------------------------|--------|--------|--------|--------|--------|----------|--------|----------|------------|
| Checkouts | 27,485 | 23,302 | 28,121 | 26,719 | | 105,627 | 26,826 | 104,587 | 310,335 |
| Renewals | 6,987 | 7,022 | 7,976 | 6,425 | | 28,410 | 7,336 | 27,304 | 83,056 |
| C&R Total | 34,472 | 30,324 | 36,097 | 33,144 | 0 | 134,037 | 34,162 | 131,891 | 393,391 |
| Holds | 7,874 | 6,588 | 7,343 | 6,695 | | 28,500 | 7,193 | 27,149 | 79,491 |
| Red Boxes in | 394 | 360 | 392 | | | 1,146 | 398 | 1,505 | 4,420 |
| Red Boxes out | 366 | 325 | 370 | | | 1,061 | 367 | 1,381 | 4,179 |
| People in | | | | | | 0 | 3,610 | 3,610 | 3,610 |
| People out | | | | | | 0 | 3,610 | 3,610 | 3,610 |
| Volunteers | 8 | 9 | 8 | 8 | | 33 | 8 | 21 | 85 |
| Vol. Hours | 77.75 | 67.50 | 56.50 | 72.75 | | 275 | 61.25 | 131 | 576 |
| Adult Programs | 5 | 8 | 9 | 7 | | 29 | 4 | 19 | 69 |
| Adult attendees | 144 | 165 | 116 | 127 | | 552 | 52 | 205 | 695 |
| Adult Outreach Visits | | | | | | 0 | | 1 | 3 |
| Adult Outreach Attendees | | | | | | 0 | | 70 | 170 |
| Youth Programs | 29 | 26 | 31 | 26 | | 112 | 23 | 85 | 247 |
| Youth Attendees | 840 | 740 | 1,048 | 815 | | 3,443 | 861 | 2,695 | 8,475 |
| Passive Youth Programs | 2 | 2 | 3 | 4 | | 11 | | - | |
| Passive Attendance | 159 | 126 | 168 | 240 | | 693 | | - | |
| Teen Programs | 6 | 5 | 6 | 7 | | 24 | 6 | 20 | 59 |
| Teen Attendees | 38 | 23 | 18 | 36 | | 115 | 105 | 201 | 441 |
| Youth Volunteers | 19 | 14 | 14 | 12 | | 59 | 12 | 52 | 247 |
| Youth Vol. Hours | 81 | 51 | 48 | 47 | | 227 | 60 | 250 | 1,126 |
| Youth Outreach Visits | | 4 | 7 | 3 | | 14 | - | 7 | 22 |
| Youth Outreach Attendees | | 94 | 114 | 87 | | 295 | - | 281 | 2,687 |
| Electronic Svcs Programs | 2 | 0 | 2 | 1 | | 5 | 4 | 16 | 20 |
| Electronic Svcs Prog Attendees | 10 | 0 | 24 | 2 | | 36 | | 51 | 63 |
| Computer Sessions | 2,096 | 1,926 | 2,383 | 2,471 | | 8,876 | 2,501 | 9,738 | 28,333 |
| Wireless Sessions | 14,691 | 15,638 | 17,079 | 17,506 | | 64,914 | 19,590 | 77,901 | 270,612 |
| Meetings | 95 | 109 | 107 | 105 | | 416 | 106 | 370 | 1,026 |
| Overdrive C/O books | 965 | 879 | 944 | 930 | | 3,718 | 538 | 2,264 | 7,703 |
| Overdrive C/O audio | 211 | 173 | 234 | 205 | | 823 | 101 | 419 | 1,584 |
| Overdrive C/O TOTAL | 1,176 | 1,052 | 1,178 | | | 3,406 | 639 | 2,683 | 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

Collection Count 2014

Number of Items from State Report - January 1, 2014
84,244

| Month | Added | Deleted |
|-----------|-------|---------|
| January | 1699 | 359 |
| February | 1217 | 342 |
| March | 1334 | 465 |
| April | 1321 | 338 |
| May | | |
| June | | |
| July | | |
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |

Net items added 2014:
4067

Number of items April 30, 2014
88,311

Goal number of items (by June 30, 2014)
86,581

**Number of items needed:
-1,730**