



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

**AGENDA
LIBRARY BOARD
October 15, 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, October 15, 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. September 17, 2014
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. Draft 2015 Budget
5. **Old Business**
6. **New Business**
 - a. Approve library closure for staff inservice, December 3, 2014
7. **President Report**
8. **Library Director Report - Rawson**
9. **Committee Reports**
10. **Announcements**
 - a. Next Board Meeting: Wednesday, November 19, 2014 at 5:30 p.m.
11. **Adjournment**

DRAFT MINUTES

Fitchburg Public Library

Wednesday, September 17, 2014, 5:30 pm

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

Also present: Wendy Rawson Kate Liu

Absent:

1. **Call to Order** at 5:31pm, by Swaminathan
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**
 - a. August 20, 2014 - Carpenter moved, Kieraldo seconded, to accept the minutes as written. Nikolay noted a minor correction that strategic planning date should be 2013, not 2015. Passed by voice vote.

4. **Treasurer Report**

Concerning contracts account 290, all contracts are in this account, as well as performers. Money has come out of this account that has been offset by additional revenue in the form of grants and gifts from the Friends. We will overspend in this account due to the addition of an elevator contract, and problems with the elevator which necessitated re-inspections. About \$9,000 of contracts will still be paid for this year. Next year we will separate out the performers into their own account, as a number of these are reimbursed by grants and donations. Rawson and Liu will make notes in the register to indicate which expenses will be reimbursed to help make this clearer. Concerning the wage accounts, one of our summer LTEs ended up working nearly full time for a large chunk of the summer due to resignations which is another component of why this account was higher over the summer.

Thomas noted, in reference to the last meeting, that the Dane County payment skews the appearance of the budget, because it is a large, single payment. If that payment is removed, our expenses are at 33% left for the year, which actually puts us ahead, not behind, overall. Adding in the fact that several accounts will have expenses reimbursed, we are definitely in sound financial shape.

Vincent noted that our revenue is also higher than predicted. Julesberg asked if the Friends donations would still be separated out, Rawson noted that the decision had been made not to separate out. Swaminathan asked about how easy it would be to pull out expenses reimbursed by Friends; Rawson noted that with the changes she and Liu will make to the register this will be easy to do. Swaminathan also noted that our board approves expenses every month, so we are approving the use of the donated money. Rawson suggested making a list of items purchased and reimbursed to share with the board regularly. Swaminathan wished that the board act with the greatest transparency.

Kieraldo asked if Rawson felt that the collection budget was on track to be fully spent. Rawson responded that she felt it would be, though there would be a push to spend a little faster towards the end of the year to prevent having to do a large Amazon buy in December.

Thomas moved to accept the financial report, Carpenter seconded, this passed by voice vote.

Concerning the 2015 budget: Rawson noted that this had only changed from what was shown last month due to the change in position for Richmond. Benefits numbers are still not firm, we are waiting on those. We are only off by \$2000 now rather than \$46,000. Swaminathan expressed to the board members who had not been present at the last meeting his discomfort with having had to pass an unbalanced, albeit draft, budget. Swaminathan noted that though we have been very careful, the changes implemented due to the JDQ process were very large and unexpected - a \$75,000 increase. We were not at liberty at the last meeting to discuss the change in Richmond's position as it was not formalized yet. The city has taken over all of Richmond's salary in his new role. Swaminathan wondered if it would be part of the administrative fee, Rawson thought not. Rawson and Richmond have discussed keeping an eye on things and making sure he does not get overwhelmed and that the library, or any part of his job, suffers. Rawson noted that we may need to add a custodian in the future to keep up. Thomas felt that we should seriously consider planning on having the funds available for this in 2016. Rawson also noted that if we have a problem during the day, we can still call Richmond and he can send a city custodian over to help us out. Julesberg pointed out that we should remain in good contact with Richmond and his new supervisor, the director of public works, and we need to build that relationship. The impact of the retroactive pay increases due to the JDQ is approximately \$12,000, which is almost exactly offset by the loss of Richmond's position from our budget. Thomas noted that the next budget we see will be a balanced one.

Vincent asked if we had budgeted enough money in contracts and unexpected expenses; Thomas responded that we had significantly increased those accounts for next year.

With the clear understanding that this is draft budget, Thomas moved and Julesberg seconded to accept the 2015 budget, this passed by voice vote.

5. **Old Business**

none.

6. **New Business**

a. Dane County Library Board Contract

Rawson walked the board through the contract for 2015. We paid \$166,000 in 2013, \$88,000 in 2014, next year will be \$41,000. The \$39,000 share of central services will always be part of this contract; though at some point we might receive enough from Dane County to cover it. Julesberg pointed out that we should let people know about this; Carpenter agreed that we should not be shy about promoting our success. Vincent also noted that if people don't know that checking out here helps us, it's hard. This is part of our strategic plan. Kieraldo asked about submitting an article to the Fitchburg Star; though there is no guarantee that it would be accepted. Kieraldo moved to accept and sign the contract, Thomas seconded, passed by voice vote.

b. Resolution for Exemption to County Library Tax

This is an annual resolution, but is different this year in that our exemption is no longer provisional as we have met the standards. Nikolay moved, Julesberg second, to request exemption from the county library tax; this passed by voice vote. Thomas noted that before the library was created, Fitchburg paid approximately \$850,000 for 5 hours of Bookmobile service per week. With a library, for the additional cost of \$600,000, the community has 68 hours of great services and programs.

7. **President Report**

Swaminathan noted to Mayor Pfaff in a meeting what the impact of the JDQ process was on the library. This large, unexpected budget expense means that we can't add a new outreach/volunteer coordinator position. He is supportive of outreach programs, but in next budget if we want to add a person, we will have to have a plan ourselves of exactly what this

person will do in excruciating detail. We will need to lay the groundwork over the next year if we want to have success in getting a new position. Julesberg suggested that we need to marshal our resources between action team 2, the personnel committee on the board, and the managers. Rawson noted that she had a meeting with Misty Dodge (new finance director) and the Mayor, and the idea of a staffing plan was started to be in parallel with the facilities and space needs assessment. Just having a staffing plan on paper does not mean we will get the new position, but we will have evidence as to why we need the new role. Thomas noted that the council might be more interested in picking up something out of the budget rather than a position. Swaminathan noted that perhaps it could be a joint project of the city and the library, structured to lessen the financial impact. Staffing needs as a whole need to be looked at, as a new position would also play into the issues with present staff and scheduling.

As a side note, the "seven day stretch" issue will be resolved shortly by the personnel committee of the city council, by allowing managers to carry comp time from one pay period to another. This is a non-monetary solution, an excellent example of collaborating with the city to find a win-win solution.

8. Library Director Report - Rawson

The i-Pad station is up and running with literacy apps, and kids have already been using them and loving them. We finally received our LEED plaque and it is up in the lobby of the library. An update on the new YS librarian position: we had 88 applicants from 16 states. HR culled first, then gave approximately 50 to Rawson, and she and Powers selected 9 to interview on October 1st, with a second interview on October 16. Swaminathan praised the HR presentation from last month. Rawson noted that she is on Citizen's Academy and is enjoying her participation, and encouraged board members to do it. She has learned a lot about Fitchburg in the process.

9. Committee Reports

Personnel committee: Nikolay met with HR and with Rawson discussing the roles of the personnel committee. Rawson will be evaluated in April by the library board. Rawson will let the personnel committee know about any staff changes in the library. Some items for thinking about were the outreach/volunteer coordinator position, the staffing plan in light of what we want to do with outreach, and the seven day stretch (which is about to be resolved.) Nikolay has been spending time on the chronology of the evaluation so that future board members will have it for reference.

Strategic Planning committee, Julesberg reiterated that the plan moving forward through 2016 is for Nikolay and Julesberg to meet with each of the action teams to discuss future plans. Some of these meetings have already occurred, the rest are scheduled and will be completed by the end of October. Trying to keep these meetings open for discussion, to present information and to listen. Calendaring is also part of this process. Julesberg noted that many teams have already developed plans and processes, and now need to implement them.

10. Announcements

- a. Next Board Meeting: Wednesday, October 15, 2014 at 5:30 p.m.

11. Adjournment at 6:55pm.

Invoice Date	PO Date	Payable to	Category	Reimbursable?	Description	Amount	Acct #
9/30/2014		Salaries and Wages				\$ 49,985.12	110
						\$ 49,985.12	110 Total
9/30/2014		Overtime				\$ -	115
						\$ -	115 Total
9/30/2014		LTE / Seasonal Wages				\$ 2,037.50	120
						\$ 2,037.50	120 Total
9/30/2014		Direct Fringe Benefits				\$ 6,518.65	130
						\$ 6,518.65	130 Total
9/8/2014	9/8/2014	Control Works			Repair DDC System	\$ 180.00	240
9/9/2014	9/15/2014	General H&AC			Exhaust system repair	\$ 63.90	240
9/19/2014	9/24/2014	Control Works			Heating System repair	\$ 180.00	240
9/30/2014	10/6/2014	Staff Electric			Lighting repair	\$ 609.04	240
						\$ 1,032.94	240 Total
9/1/2014	9/12/2014	WI Independent Network	City IT		Internet Service	\$ 4.83	245
							245
						\$ 4.83	245 Total
							250
							250
						\$ -	250 Total
9/18/2014	9/18/2014	Glen Girard	Halloween Hunt		Presenter deposit	\$ 250.00	290
							290
						\$ 250.00	290 Total
9/26/2014	10/6/2014	Demco			Office Supplies	\$ 81.20	310
9/30/2014		City of Fitchburg			Postage	\$ 73.37	310
						\$ 154.57	310 Total
							320
							320
						\$ -	320 Total
							323
							323
						\$ -	323 Total
							325
							325
						\$ -	325 Total
							330
							330
						\$ -	330 Total
9/4/2014	9/15/2014	Discount School Supplies	Progammig - kids		Craft supplies	\$ 157.27	340
9/16/2014	9/24/2014	Staples			Library supplies - toner	\$ 524.67	340
9/3/2014	9/18/2014	Amazon	Halloween Hunt		Halloween stamp	\$ 8.14	340
9/3/2014	9/18/2014	Amazon	Halloween Hunt		Halloween supplies	\$ 73.17	340
9/3/2014	9/18/2014	Amazon	Halloween Hunt		Halloween inkpad	\$ 4.03	340
9/3/2014	9/18/2014	Amazon	Progammig - kids		Movement scarves	\$ 56.96	340
9/5/2014	9/18/2014	Amazon			Toys	\$ 132.08	340
9/11/2014	9/18/2014	Staples			Library supplies	\$ 52.59	340

9/10/2014	9/24/2014	Visa - Copps	Split - Programming teens & kids	Program supplies	\$ 26.10	340
9/10/2014	9/24/2014	Visa - Hobby Lobby	Programming - teen	Program supplies	\$ 20.89	340
						340
					\$ 1,055.90	340 Total
9/25/2014	10/1/2014	Sprint Print	Halloween Hunt	Banner, bookmarks, poster	\$ 133.53	345
						345
					\$ 133.53	345 Total
						350
						350
					\$ -	350 Total
9/8/2014	9/15/2014	Gordon Flesch		Copy overages	\$ 100.85	355
9/9/2014	9/15/2014	Gordon Flesch		Copy overages	\$ 152.36	355
9/20/2014	9/23/2014	Gordon Flesch		Copier Leases	\$ 1,179.00	355
					\$ 1,432.21	355 Total
9/12/2014	9/24/2014	Visa - Walmart		Cleaning supplies	\$ 6.92	360
						360
					\$ 6.92	360 Total
						363
						363
					\$ -	363 Total
9/4/2014	9/5/2014	MG&E		Gas and Electric	\$ 7,195.54	365
9/19/2014	9/29/2014	Fitchburg Utilities		Water, Fire, Sewer	\$ 474.96	365
						365
					\$ 7,670.50	365 Total
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 231.98	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 34.38	387
9/4/2014	9/8/2014	Baker and Taylor	Grant - NAH	Adult Print	\$ 17.96	387
9/4/2014	9/8/2014	Baker and Taylor	Grant - NAH	Adult Print	\$ 20.60	387
9/2/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 15.24	387
9/2/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 252.14	387
9/2/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 161.57	387
9/2/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 13.59	387
9/2/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 72.64	387
9/2/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 54.51	387
9/2/2014	9/8/2014	Baker and Taylor	Grant - NAH	Adult Print	\$ 104.00	387
9/2/2014	9/8/2014	Baker and Taylor	Grant - NAH	Adult Print	\$ 362.57	387
9/2/2014	9/8/2014	Baker and Taylor		CD - DVD	\$ 225.89	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 77.56	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 193.13	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 16.65	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 140.83	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 177.68	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 10.45	387
9/4/2014	9/8/2014	Baker and Taylor		Adult Print	\$ 30.53	387
9/8/2014	9/15/2014	Baker and Taylor	Grant - NAH	Adult Print	\$ 36.19	387
9/8/2014	9/15/2014	Baker and Taylor	Grant - NAH	Adult Print	\$ 61.16	387
9/4/2014	9/15/2014	Brodart		Youth Print	\$ 10.89	387
9/4/2014	9/15/2014	Brodart		Youth Print	\$ 4.84	387

9/4/2014	9/15/2014	Brodart			Youth Print	\$ 7.79	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 10.42	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 47.19	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 47.75	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 10.45	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 10.44	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 47.17	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 62.75	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 52.26	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 19.89	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 28.49	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 23.79	387
9/8/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 18.61	387
9/9/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 44.26	387
9/9/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 12.96	387
9/9/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 201.05	387
9/9/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 27.83	387
9/9/2014	9/15/2014	Baker and Taylor			Adult Print	\$ 11.70	387
9/9/2014	9/15/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 16.09	387
9/9/2014	9/24/2014	Brodart			Youth Print	\$ 94.77	387
9/9/2014	9/24/2014	Brodart			Youth Print	\$ 17.20	387
9/9/2014	9/24/2014	Brodart			Youth Print	\$ 273.47	387
9/9/2014	9/24/2014	Brodart			Youth Print	\$ 17.58	387
9/9/2014	9/24/2014	Brodart			Youth Print	\$ 60.47	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 99.00	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 101.82	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 110.79	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 212.83	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 215.25	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 157.01	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 131.44	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 31.40	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 164.96	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 165.44	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 127.19	387
9/11/2014	9/24/2014	Brodart			Youth Print	\$ 87.64	387
9/15/2014	9/24/2014	Brodart			Youth Print	\$ 278.07	387
9/11/2014	9/23/2014	Baker and Taylor			CD - DVD	\$ 414.77	387
9/12/2014	9/23/2014	Baker and Taylor			CD - DVD	\$ 320.19	387
9/17/2014	9/23/2014	Baker and Taylor			CD - DVD	\$ 9.41	387
9/18/2014	9/23/2014	Baker and Taylor			Audiobooks	\$ 24.24	387
9/18/2014	9/23/2014	Baker and Taylor			Audiobooks	\$ 156.34	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 96.04	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 15.53	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 11.07	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 65.04	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 57.03	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 59.96	387

9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 23.04	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 83.84	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 24.80	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 121.49	387
9/18/2014	9/23/2014	Baker and Taylor			Adult Print	\$ 18.01	387
9/18/2014	9/23/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 35.57	387
9/18/2014	9/23/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 30.59	387
9/8/2014	9/18/2014	Amazon			Book	\$ 13.65	387
9/2/2014	9/18/2014	Baker and Taylor			CD - DVD	\$ 1,332.71	387
9/16/2014	9/18/2014	Brodart			Credit for processing error	\$ (4.00)	387
9/16/2014	9/18/2014	Brodart			Credit for processing error	\$ (4.00)	387
9/8/2014	9/18/2014	Brodart			Youth Print	\$ 11.44	387
9/9/2014	9/18/2014	Brodart			Youth Print	\$ 16.28	387
9/9/2014	9/18/2014	Brodart			Youth Print	\$ 230.74	387
9/9/2014	9/18/2014	Baker and Taylor			Audiobooks	\$ 24.24	387
9/9/2014	9/18/2014	Baker and Taylor			Audiobooks	\$ 121.74	387
9/11/2014	9/18/2014	Baker and Taylor			Adult Print	\$ 279.61	387
9/11/2014	9/18/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 172.90	387
9/11/2014	9/18/2014	Baker and Taylor			Adult Print	\$ 21.52	387
9/11/2014	9/18/2014	Baker and Taylor			Adult Print	\$ 16.67	387
9/11/2014	9/18/2014	Baker and Taylor			Adult Print	\$ 15.00	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 71.54	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 65.79	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 21.23	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 152.65	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 134.51	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 252.47	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 264.57	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 284.70	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 374.18	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 11.99	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 78.54	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 196.51	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 36.05	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 258.57	387
9/19/2014	10/1/2014	Brodart			Youth Print	\$ 184.26	387
9/23/2014	10/1/2014	Maris			Adult Print	\$ 168.84	387
9/22/2014	10/1/2014	Midwest Tape			CD - DVD	\$ 32.24	387
9/19/2014	9/29/2014	Baker and Taylor			CD - DVD	\$ 249.94	387
9/23/2014	9/29/2014	Baker and Taylor			Credit for missing item	\$ (19.07)	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 27.74	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 13.87	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 20.86	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 41.55	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 9.81	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 47.77	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 48.29	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 15.55	387

9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 53.38	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 35.75	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 228.13	387
9/23/2014	9/29/2014	Baker and Taylor			Adult Print	\$ 106.18	387
9/23/2014	9/29/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 29.45	387
9/23/2014	9/29/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 60.40	387
9/23/2014	9/29/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 71.10	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 16.65	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 15.00	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 32.76	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 15.24	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 31.09	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 80.16	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 20.60	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 28.94	387
9/26/2014	10/1/2014	Baker and Taylor			Adult Print	\$ 30.56	387
9/26/2014	10/1/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 40.95	387
9/26/2014	10/1/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 43.67	387
9/26/2014	10/1/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 57.22	387
9/26/2014	10/1/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 22.21	387
9/17/2014	10/1/2014	History Channel		Grant - NAH	Refund cancelled subscription	\$ (24.00)	387
9/24/2014	10/6/2014	Baker and Taylor			Audiobooks	\$ 35.84	387
9/24/2014	10/6/2014	Baker and Taylor			Audiobooks	\$ 60.08	387
9/24/2014	10/6/2014	Baker and Taylor		Grant - NAH	Audiobooks	\$ 15.97	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 21.27	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 216.66	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 106.89	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 19.69	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 497.92	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 745.20	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 125.75	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 55.00	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 66.83	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 174.38	387
9/24/2014	10/6/2014	Brodart			Youth Print	\$ 29.49	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 86.32	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 21.53	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 44.81	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 93.74	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 130.71	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 19.66	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 41.74	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 34.59	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 38.99	387
9/25/2014	10/6/2014	Brodart			Youth Print	\$ 14.73	387
							387
						\$ 15,927.84	387 Total
9/30/2014	9/30/2014	City of Fitchburg			Administrative Fee, 3rd Quarter	\$ 23,550.00	389

							389
						\$ 23,550.00	389 Total
9/15/2014	9/23/2014	Patron			Reimburse for lost-paid-found item	\$ 11.99	390
							390
						\$ 11.99	390 Total
							391
							391
						\$ -	391 Total
							400
							400
						\$ -	400 Total
							590
							590
						\$ -	590 Total
9/30/2014		Allocated Benefits: Health Ins.				\$ 5,793.26	591
						\$ 5,793.26	591 Total
9/30/2014		Allocated Benefits: Life Ins.				\$ 31.84	592
						\$ 31.84	592 Total
9/30/2014		Allocated Benefits: Disability Ins.				\$ -	593
						\$ -	593 Total
9/30/2014		Allocated Benefits: Dental Ins.				\$ 496.03	594
						\$ 496.03	594 Total
9/30/2014		Allocated Benefits: Unemployment				\$ -	596
						\$ -	596 Total
						\$ 116,093.63	Grand Total

**Amount spent in account 387 on the NAH Grant in September: \$1,174.60; YTD on NAH Grant is \$4,833.49.

Acct Type	Acct #	Name	January	February	March	April	May	June	July	August	September	October	November	December	YTD	2014 Budget Amount	% Budget Remaining	\$ Budget Remaining	2013 Amount for September
Personnel	110	Salaries & Wages	\$ 48,751.15	\$ 49,007.79	\$ 49,073.69	\$ 49,034.30	\$ 69,889.26	\$ 44,043.50	\$ 41,675.46	\$ 50,608.57	\$ 49,985.12				\$ 452,068.84	\$ 675,901.00	33.12%	\$ 223,832.16	\$ 31,198.82
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	\$ 5,331.21	\$ 5,453.86	\$ 6,191.32	\$ 3,746.33	\$ 2,037.50				\$ 37,529.36	\$ 42,541.00	11.78%	\$ 5,011.64	\$ 20,522.82
Personnel	130	Direct Fringe Benefits	\$ 6,863.38	\$ 6,813.09	\$ 6,836.61	\$ 6,787.72	\$ 9,652.88	\$ 6,135.75	\$ 5,955.69	\$ 6,843.87	\$ 6,518.65				\$ 62,407.64	\$ 98,554.00	36.68%	\$ 36,146.36	\$ 6,584.67
Personnel		Longevity																	
Personnel Total			\$ 59,665.37	\$ 59,233.67	\$ 59,713.53	\$ 59,384.72	\$ 84,873.35	\$ 55,633.11	\$ 53,822.47	\$ 61,198.77	\$ 58,541.27				\$ 552,066.26	\$ 818,234.00	32.53%	\$ 266,167.74	
Personnel total 2013			\$ 55,917.62	\$ 56,152.15	\$ 56,133.83	\$ 55,761.54	\$ 84,871.68	\$ 60,197.79	\$ 55,761.89	\$ 54,995.61	\$ 58,306.31								
Contractual Services	240	Repairs & Maintenance by Others	\$ 512.16	\$ 1,550.00	\$ 573.75	\$ 915.40	\$ 33.48	\$ 1,189.10	\$ -	\$ 1,495.00	\$ 1,032.94				\$ 7,301.83	\$ 5,000.00	-46.04%	\$ (2,301.83)	\$ 44.00
Contractual Services	245	Computer Related Repair & Maintenance	\$ 6.00	\$ 1,782.70	\$ 928.35	\$ 1,991.20	\$ 140.75	\$ 3,097.90	\$ 11.33	\$ 70.91	\$ 4.83				\$ 8,033.97	\$ 6,500.00	-23.60%	\$ (1,533.97)	\$ 2,231.00
Contractual Services	250	Public Notices & Advertising	\$ -	\$ -	\$ -	\$ 226.30	\$ 178.60	\$ -	\$ -	\$ 201.10	\$ -				\$ 606.00	\$ 200.00	-203.00%	\$ (406.00)	\$ -
Contractual Services	290	Other Contractual Services	\$ 79,418.59	\$ 5,785.00	\$ 990.00	\$ 278.00	\$ 29,060.09	\$ 253.00	\$ 2,890.00	\$ 660.00	\$ 250.00				\$ 119,584.68	\$ 124,641.00	4.06%	\$ 5,056.32	\$ 53.00
Contractual Services Total			\$ 79,936.75	\$ 9,117.70	\$ 2,492.10	\$ 3,410.90	\$ 29,412.92	\$ 4,540.00	\$ 2,901.33	\$ 2,427.01	\$ 1,287.77				\$ 135,526.48	\$ 136,341.00	0.60%	\$ 814.52	
Contractual Services total 2013			\$ 74,003.00	\$ 10,775.50	\$ 1,381.31	\$ 5,091.30	\$ 29,172.77	\$ 1,936.99	\$ 1,452.89	\$ 5,630.66	\$ 2,328.00								
Operating Expense	310	Office Supplies & Postage	\$ 181.12	\$ 241.75	\$ 114.97	\$ 186.52	\$ 363.09	\$ 402.00	\$ 375.53	\$ 170.08	\$ 154.57				\$ 2,189.63	\$ 2,250.00	2.68%	\$ 60.37	\$ 160.14
Operating Expense	325	Training & Staff Development	\$ 500.00	\$ 1,596.00	\$ 538.98	\$ 556.25	\$ 87.00	\$ 978.52	\$ 292.00	\$ -	\$ -				\$ 4,548.75	\$ 3,000.00	-51.63%	\$ (1,548.75)	\$ 184.00
Operating Expense	330	Vehicle Use Reimbursement	\$ -	\$ -	\$ 415.52	\$ -	\$ 272.16	\$ 66.64	\$ 25.20	\$ -	\$ -				\$ 779.52	\$ 200.00	-189.76%	\$ (579.52)	\$ -
Operating Expense	340	Operating Materials & Supplies	\$ 605.08	\$ 875.48	\$ 4,806.79	\$ 1,414.64	\$ 3,436.94	\$ 1,114.68	\$ 406.20	\$ 3,901.54	\$ 1,055.90				\$ 17,617.25	\$ 15,000.00	-17.45%	\$ (2,617.25)	\$ 3,462.97
Operating Expense	345	Public Information & Printing	\$ -	\$ -	\$ 67.47	\$ -	\$ 777.43	\$ 474.12	\$ -	\$ -	\$ 133.53				\$ 1,452.55	\$ 3,000.00	51.58%	\$ 1,547.45	\$ 140.39
Operating Expense	350	Repair & Maintenance Supplies	\$ 195.56	\$ 7.89	\$ -	\$ 759.54	\$ 115.92	\$ 10.51	\$ 140.00	\$ 66.74	\$ -				\$ 1,296.16	\$ 6,000.00	78.40%	\$ 4,703.84	\$ 930.34
Operating Expense	355	Equipment Operating Expense	\$ 2,342.00	\$ 1,335.86	\$ 1,264.15	\$ 1,401.79	\$ 1,396.43	\$ 1,395.38	\$ 1,360.21	\$ 1,325.28	\$ 1,432.21				\$ 13,253.31	\$ 17,000.00	22.04%	\$ 3,746.69	\$ 1,161.00
Operating Expense	360	Building Repairs & Maintenance	\$ 1,006.59	\$ 12.68	\$ 304.51	\$ 524.01	\$ 59.84	\$ 974.67	\$ 617.96	\$ 180.03	\$ 6.92				\$ 3,687.21	\$ 6,000.00	38.55%	\$ 2,312.79	\$ 452.91
Operating Expense	363	Communications Expense	\$ 48.65	\$ 47.60	\$ 44.44	\$ 46.13	\$ 51.99	\$ 59.05	\$ 60.80	\$ 69.71	\$ -				\$ 428.37	\$ 1,000.00	57.16%	\$ 571.63	\$ 41.36
Operating Expense	365	Telephone & Other Utilities	\$ 212.11	\$ 9,564.78	\$ 8,591.67	\$ 7,929.16	\$ 7,969.87	\$ 7,649.04	\$ 7,550.26	\$ 8,461.88	\$ 7,670.50				\$ 65,599.27	\$ 95,200.00	31.09%	\$ 29,600.73	\$ 8,366.10
Operating Expense	387	Library Collection	\$ 19,512.72	\$ 11,025.22	\$ 11,041.33	\$ 12,571.48	\$ 14,679.13	\$ 14,827.72	\$ 9,490.15	\$ 13,315.92	\$ 15,927.84				\$ 122,391.51	\$ 175,000.00	30.06%	\$ 52,608.49	\$ 18,927.40
Operating Expense	389	City Administrative Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,100.00	\$ -	\$ -	\$ 23,550.00				\$ 70,650.00	\$ 94,200.00	25.00%	\$ 23,550.00	\$ 22,975.00
Operating Expense	390	Other Operating Expense	\$ 151.86	\$ 101.11	\$ 298.77	\$ 133.57	\$ 148.93	\$ 151.78	\$ 63.75	\$ 60.50	\$ 11.99				\$ 1,122.26	\$ 1,000.00	-12.23%	\$ (122.26)	\$ 160.02
Operating Expense	391	Other- Dane County Payment	\$ -	\$ -	\$ -	\$ -	\$ 537,323.00	\$ -	\$ -	\$ -	\$ -				\$ 537,323.00	\$ 537,323.00	0.00%	\$ -	\$ -
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	\$ -	\$ -	\$ 3,099.60	\$ -	\$ 3,099.60	\$ -				\$ 11,476.43	\$ 17,684.00	35.10%	\$ 6,207.57	\$ -
Operating Expense	591	Allocated Benefit- Health Ins	\$ 8,004.12	\$ 8,004.12	\$ 8,422.57	\$ 8,631.79	\$ 6,838.55	\$ 6,751.02	\$ 6,751.02	\$ 7,303.24	\$ 5,793.26				\$ 66,499.69	\$ 95,837.00	30.61%	\$ 29,337.31	\$ 7,387.17
Operating Expense	592	Allocated Benefit- Life Insurance	\$ 41.78	\$ 41.78	\$ 41.78	\$ 41.78	\$ 45.21	\$ 36.06	\$ 34.71	\$ 33.81	\$ 31.84				\$ 348.75	\$ 524.00	33.44%	\$ 175.25	\$ 43.63
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	\$ 586.86	\$ 568.15	\$ 568.15	\$ 601.82	\$ 496.03				\$ 5,487.68	\$ 8,418.00	34.81%	\$ 2,930.32	\$ 628.18
Operating Expense	596	Allocated Benefit - Unemployment Ins.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -		\$ -	\$ -
Operating Expense Total			\$ 35,607.40	\$ 33,533.10	\$ 39,732.38	\$ 34,876.49	\$ 574,152.35	\$ 85,658.94	\$ 27,735.94	\$ 38,590.15	\$ 56,264.59	\$ -	\$ -	\$ -	\$ 926,151.34	\$ 1,097,905.00	15.64%	\$ 171,753.66	
Operating Expense Total 2013			\$ 22,635.55	\$ 23,646.86	\$ 50,293.18	\$ 47,869.51	\$ 29,469.61	\$ 57,704.50	\$ 581,854.37	\$ 29,868.14	\$ 65,055.56								
Grand Total Expense															\$ 1,613,744.08	\$ 2,052,480.00	21.38%	\$ 438,735.92	

													% revenue raised		% revenue raised	
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	\$ 101,778.00	100%	\$ -
Revenue	4347-102	County Payment for Municipal Users											\$ 347,135.00	\$ 347,135.00	100%	\$ -
Revenue	4510-000	Library Fines											\$ 12,950.63	\$ 16,000.00	81%	\$ 3,049.37
Revenue	4610-250	Copy Fees											\$ 4,480.70	\$ 4,000.00	112%	\$ -
Revenue	4810-100	Interest Income														\$ -
Revenue	4820-100	Sale of Supplies											\$ 139.50	\$ 150.00		\$ 10.50
Revenue	4820-200	Meeting Room Rental														\$ -
Revenue	4830-100	Payment - FL Material Damages											\$ 4,039.03	\$ 3,000.00	135%	\$ -
Revenue	4850-000	Donations											\$ 51,388.64	\$ 7,000.00	734%	\$ -
Revenue	4875-001	MCF Grant for NAH Collection											\$ 14,571.75			
Revenue		Grants - other											\$ 400.00			
Revenue	4890-000	Miscellaneous Revenue											\$ 20,700.26	\$ 13,000.00	159%	\$ -
Revenue	4890-501	Payment - Other SCLS Material Damages											\$ 156.60	\$ 200.00		\$ 43.40
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													\$ 2,115,173.11	\$ 2,052,480.00	103%	\$ 5,887.27
Grand Total Revenue YTD less Grand Total Expenses YTD:																
\$ 501,429.03													% of year elapsed: 75%			

Library Statistics

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	YTD 2014	Sep-13	YTD 2013	Total 2013
Checkouts	27,485	23,302	28,121	26,719	23,179	28,152	29,962	28,297	25,315		240,532	23,006	237,723	310,335
Renewals	6,987	7,022	7,976	6,425	5,423	4,954	5,938	5,729	5,396		55,850	6,458	62,175	83,056
C&R Total	34,472	30,324	36,097	33,144	28,602	33,106	35,900	34,026	30,711	0	296,382	29,464	299,898	393,391
Holds	7,874	6,588	7,343	6,695	6,169	6,529	7,049	7,052	6,689		61,988	6,290	59,883	79,491
Red Boxes in	394	360	392	393	377	374	433	394	392		3,509	342	3,343	4,420
Red Boxes out	366	325	370	357	347	343	404	379	367		3,258	325	3,098	4,179
People in											0		3,610	3,610
People out											0		3,610	3,610
Volunteers	8	9	8	8	8	9	9	9	9		77	8	61	85
Vol. Hours	77.75	67.50	56.50	72.75	51.75	62.75	67.25	78.75	84.75		620	65.00	393	576
Adult Programs	5	8	9	7	10	5	4	7	4		59	7	49	69
Adult attendees	144	165	116	127	153	37	46	77	28		893	37	487	695
Adult Outreach Visits											0	1	2	3
Adult Outreach											0	50	120	170
Youth Programs	29	26	31	26	14	25	27	16	18		212	22	184	247
Youth Attendees	840	740	1,048	815	371	1,035	1,042	623	661		7,175	701	5,966	8,475
Passive Youth Programs	2	2	3	4	4	4	3	3	2		27		-	
Passive Attendance	159	126	168	240	175	413	348	158	126		1,913		-	
Teen Programs	6	5	6	7	2	4	6	5	5		46	5	49	59
Teen Attendees	38	23	18	36	0	11	34	20	22		202	12	397	441
Youth Volunteers	19	14	14	12	12	7	7	7	7		99	16	185	247
Youth Vol. Hours	81	51	48	47	56	35	33	26	28		404	87	820	1,126
Youth Outreach Visits		4	7	3	2	3	0	2	0		21	2	19	22
Youth Outreach Attendees		94	114	87	230	1,610	0	175	0		2,310	32	2,641	2,687
Electronic Svcs Programs	2	0	2	1	3	0	0	0	2		10	2	19	20
Electronic Svcs Prog Attendees	10	0	24	2	2	0	0	0	3		41	4	58	63
Computer Sessions	2,096	1,926	2,383	2,471	2,138	2,271	2,391	2,336	2,133		20,145	2,263	22,131	28,333
Wireless Sessions	14,691	15,638	17,079	17,506	15,876	16,486	17,789	18,082	17,412		150,559	25,283	193,260	270,612
Meetings	95	109	107	105	92	88	70	70	87		823	85	743	1,026
Overdrive C/O books	965	879	944	930	954	999	1,094	1,063	946		8,774	692	5,376	7,703
Overdrive C/O audio	211	173	234	205	270	221	297	285	318		2,214	153	1,048	1,584
Overdrive C/O TOTAL	1,176	1,052	1,178	1,135	1,224	1,220	1,391	1,348	1,264		10,988	845	6,424	9,287

Note: Reporting of wireless sessions by South Central Library System changed in 2014. Pre 2014 stats counted total sessions. Current stats only count total users.

Summer Reading Participants	2012: 235 Adults	2012: 821 kids	2012: 142 teens	2013: 153 Adults	2013: 740 Kids	2013: 131 Teens	2014: 129 Adults	2014: 672 Kids	2014: 89 Teens
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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	1147	334
June	617	188
July	964	250
August	1467	518
September	1813	337
October		
November		
December		

Net items added 2014:
8448

Number of items September 30, 2014
92,692

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

Number of items needed:
-6,111