



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

**AGENDA
LIBRARY BOARD
NOVEMBER 19, 2014
5:30 P.M.
CONFERENCE ROOM
FITCHBURG PUBLIC LIBRARY**

NOTICE IS HEREBY GIVEN that there will be a meeting of the Fitchburg Library Board in the **Conference Room** at 5:30 p.m., Wednesday, November 19, 2014, at Fitchburg Public Library, 5530 Lacy Road to consider and act on the following:

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

1. **Call to Order**
2. **Public Appearances – Non-Agenda Items**
3. **Approval of Minutes**
 - a. October 15, 2014
4. **Treasurer Report**
 - a. Overview
 - b. Register
 - c. Draft 2015 Budget
5. **Old Business**
6. **New Business**
 - a. Annual Review of Bylaws
7. **President Report**
8. **Library Director Report - Rawson**
9. **Committee Reports**
10. **Announcements**
 - a. Next Board Meeting: Wednesday, December 17, 2014 at 5:30 p.m.
11. **Adjournment**

DRAFT MINUTES

Fitchburg Public Library

Wednesday, October 15, 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 5:30 pm, by Swaminathan
2. **Public Appearances** – Non-Agenda Items
3. **Approval of Minutes**
 - a. September 17, 2014 - Carpenter moved and Nikolay second to accept the minutes as written. No changes noted. Passed by voice vote.

4. **Treasurer's Report**

Rawson mentioned that the city administrative fee had been taken out for the third quarter. Rawson shared a document that showed items that have been reimbursed by the Friends or other agents, as requested by the board at the last meeting. Rawson noted that the Friends' money towards the North American History collection has not been added in yet. Swaminathan and the rest of the board was pleased with the accounting and presentation of the reimbursements.

Thomas asked if any further large expenses were expected in account 340. Rawson thought there might be for holiday events, but nothing terribly large. Rawson noted that we did bump up the money in this account for next year.

Swaminathan noted that account 350 was very underspent, Rawson responded that we had been very frugal with this account. A large salt purchase may still be coming, but underspending here helps to offset overages in other accounts.

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

Budget 2015: Updates were received on benefits numbers. Some adjustments were made to salary and wages. Concerning Richmond's position, we will pay a percentage of his time and also share a full-time custodian with the city. Details of this have been ironed out with HR and finance. All custodians, library and city, now report directly to Richmond. The administrative fee was increased to cover 15% of Richmond's position.

Only one amendment was received to the city budget by the deadline, it concerned taxi vouchers for attendance at meetings. There is a possibility of late amendments still to come; Rawson will let the board know if any of those effect the library.

Nikolay moved and Vincent seconded to accept the draft budget, this passed by voice vote.

5. **Old Business**

Swaminathan asked about the new website and how it was working. Rawson responded that staff are happy with it. Various library staff are updating their portions. Swaminathan asked if

volunteer recruitment was happening through the site; but this is not active as yet.

6. **New Business**

- a. Approve closure for Staff Inservice, December 3rd, 2014

We do not have an agenda for this meeting yet, but will be nailed down shortly. One of the components of the inservice will be strategic planning, another will be emergency and evacuation plans. We will have 2 sessions with lunch in the middle for everyone with a strategic planning session at the start of each one. At next month's board meeting, we will have an agenda for the inservice.

Julesberg moved with Nikolay second to approve the closure, passed by voice vote.

7. **Presidents Report**

Swaminathan was present for the council presentation of the budget by Rawson. He felt that the presentation was very detailed and well done. At the end of the presentation, Swaminathan spent some time to advocate for the position of the outreach / volunteer coordinator for the library, which we had to remove because of the increase in expenses due to the results of the JDQ process. Council members are allowed to make amendments to the budget; Swaminathan encouraged the reinstatement of this position. Many positions are not accepted the first time around, and he would like to see us "build our case." Carpenter added that there are 2 focus items: show the need and the goals for the position. If we take the next year to really cement this we have a better chance of having this come through. Carpenter suggested fundraising for it, but this is not sustainable in the long term. It was suggested to make it a part time position and re-evaluate after a year. He would like to see it as a full time position eventually to really promote the library as the centerpiece of the community, and to reach out to the North Fish Hatchery area and Jamestown. There is not a lot of support for this yet by the whole council as this is a very new idea. We need to spend the upcoming year really developing this idea so it can be presented more fully fleshed out next year. In terms of cost, a full time position would be approximately \$65,000 including benefits, and \$35,000 for part time, an increase to the levy of about \$3.20 per household.

Rawson noted that we will be beginning a small scale outreach to North Fish Hatchery with volunteers, based on a program in Denver, to see how this might work. Vincent was pleased that the position was brought up to the council, as it opens the door for next year. It was also noted that volunteer hours are nearly double what they were in 2013, so outreach with volunteers is becoming a larger part of the picture.

We have a lot of data to support what the library is doing. Jules emphasized that this needs to be in the hands of a leader to take charge of it. She would like to see progress brought to the board. Who should take the lead on this? Kieraldo noted that the programming team is closely involved, but so is the partnership team. She urged looking at needs first, and allowing the position to be formed thoughtfully from there, as opposed to a "what can we get?" mentality. The pool of candidates will be better for full time than for part time. Thomas noted that the position is important, but getting part time would be better than none if that is all we are able to get. He noted that we are beginning to step outside of subsistence and moving into growth and improvement. Thomas noted that for these reasons, he would like to see Rawson lead the charge, or secondarily the strategic planning committee because of their involvement in the movement away from subsistence. Julesberg noted that there has been discussion about prioritizing items; maybe this is the area that will rise up as a priority, with Rawson leading and all strategic planning teams supporting it. Nikolay commented that this is a "wow" item that cuts across many teams. Rawson asked Carpenter if he thought this would have gone through if the increases from the JDQ were not a part of the picture. He responded that he thought it was possible, but perhaps not because it still would not have had enough concrete information.

Rawson cautioned that it may be hard to predict exactly what services are needed - we can plan and think we know, but until we get someone out there, it is hard to know exactly what will be needed.

Discussion concluded with Julesberg noting that the strategic planning core team contains representatives from all of the action teams except team 5 and would be the ideal group to start working on this project.

8. **Library Director Report** - Rawson

An update on hiring: we have a new youth services librarian who starts next week, and our new YS LAll (who is fluent in Spanish) will start shortly after. Interviews took place this week for the LA1 in circulation and they are close to making decision there. Thomas asked about the impact of the new pay scale and retroactive increases, Rawson thought that things went well overall.

A building issue has arisen concerning the chokecherry bushes near the sidewalk. These bushes are bearing fruit and the fruit stains the concrete. Some youth have been using them to write on the sidewalks.

Recently, a patron passed away, and in lieu of flowers the family requested donations to the library. We will receive the donations and send thank you's to donors and a list to family.

The Great Halloween Hunt is coming up next Saturday evening - this is the biggest event of the year and great fun to see. Rawson encouraged board members to come to see it.

9. **Committee Reports**

The personnel committee reported that they have a date for a meeting on October 30th. Nikolay has distributed documents to committee members to align with the city and keep the process organized.

The strategic planning committee is still transitioning into a new phase, and will meet with last of the 5 action teams next week. They are asking for teams to list "wow" items and also to calendar ongoing projects. The next big initiative is the staff inservice. All team members will likely be invited to this event. Julesberg asked the board what they might like to see at the retreat. A suggestion was raised to highlight high-impact items, to generate enthusiasm. Nikolay suggested that the board think on this and get back to core committee.

Facilities planning committee has not met yet; its members were focused on the budget first.

10. **Announcements**

a. Next Board Meeting: Wednesday, November 19, 2014 at 5:30 p.m. Friends book sale is coming up Friday!

11. **Adjournment at 6:37 pm.**

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 October
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	\$ 70,114.39			\$ 522,183.23	\$ 675,901.00	22.74%	\$ 153,717.77	\$ 30,762.54
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	\$ 3,709.50			\$ 41,238.86	\$ 42,541.00	3.06%	\$ 1,302.14	\$ 18,719.13
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	\$ 9,456.05			\$ 71,863.69	\$ 98,554.00	27.08%	\$ 26,690.31	\$ 6,328.37
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	\$ 83,279.94			\$ 635,346.20	\$ 818,234.00	22.35%	\$ 182,887.80	
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	\$ 55,720.04							
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)	\$ 6,015.00
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	\$ 6.93	\$ 62.92			\$ 8,098.99	\$ 6,500.00	-24.60%	\$ (1,598.99)	\$ 384.49
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	\$ 500.00	\$ 3,001.00			\$ 122,835.68	\$ 124,641.00	1.45%	\$ 1,805.32	\$ 1,323.00
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	\$ 1,539.87	\$ 3,063.92			\$ 138,842.50	\$ 136,341.00	-1.83%	\$ (2,501.50)	
Contractual Services total 2013			\$ 74,003.00	\$ 1,077.50	\$ 1,381.31	\$ 5,091.30	\$ 29,172.77	\$ 1,936.99	\$ 1,452.89	\$ 5,630.66	\$ 2,328.00	\$ 7,722.49							
Operating Expense	310	Office Supplies & Postage	\$ 181.12	\$ 241.75	\$ 114.97	\$ 186.52	\$ 363.09	\$ 402.00	\$ 375.53	\$ 170.08	\$ 154.57	\$ 6.36			\$ 2,195.99	\$ 2,250.00	2.40%	\$ 54.01	\$ 201.77
Operating Expense	325	Training & Staff Development	\$ 500.00	\$ 1,596.00	\$ 538.98	\$ 556.25	\$ 87.00	\$ 978.52	\$ 292.00	\$ -	\$ 536.26	\$ -			\$ 5,085.01	\$ 3,000.00	-69.50%	\$ (2,085.01)	\$ 69.00
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	\$ 1,421.49	\$ 3,436.94	\$ 1,114.68	\$ 406.20	\$ 3,901.54	\$ 1,130.49	\$ 1,713.55			\$ 19,412.24	\$ 15,000.00	-29.41%	\$ (4,412.24)	\$ 2,031.51
Operating Expense	345	Public Information & Printing	\$ -	\$ -	\$ 67.47	\$ -	\$ 777.43	\$ 474.12	\$ -	\$ -	\$ 133.53	\$ 464.26			\$ 1,916.81	\$ 3,000.00	36.11%	\$ 1,083.19	\$ 447.96
Operating Expense	350	Repair & Maintenance Supplies	\$ 195.56	\$ 7.89	\$ -	\$ 759.54	\$ 115.92	\$ 10.51	\$ 140.00	\$ 66.74	\$ -	\$ 89.08			\$ 1,385.24	\$ 6,000.00	76.91%	\$ 4,614.76	\$ 1.12
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	\$ 1,357.56			\$ 14,610.87	\$ 17,000.00	14.05%	\$ 2,389.13	\$ 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	\$ 36.92	\$ 242.48			\$ 3,959.69	\$ 6,000.00	34.01%	\$ 2,040.31	\$ 371.61
Operating Expense	363	Communications Expense	\$ 48.65	\$ 47.60	\$ 44.44	\$ 46.13	\$ 51.99	\$ 59.05	\$ 60.80	\$ 69.71	\$ 56.06	\$ -			\$ 484.43	\$ 1,000.00	51.56%	\$ 515.57	\$ 149.49
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	\$ 8,069.96	\$ 8,194.05			\$ 74,192.78	\$ 95,200.00	22.07%	\$ 21,007.22	\$ 7,457.56
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	\$ 16,682.78	\$ 30,253.25			\$ 153,399.70	\$ 175,000.00	12.34%	\$ 21,600.30	\$ 17,471.08
Operating Expense	389	City Administrative Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,100.00	\$ -	\$ -	\$ 23,550.00	\$ -			\$ 70,650.00	\$ 94,200.00	25.00%	\$ 23,550.00	\$ -
Operating Expense	390	Other Operating Expense	\$ 151.86	\$ 101.11	\$ 298.77	\$ 133.57	\$ 148.93	\$ 151.78	\$ 63.75	\$ 60.50	\$ 40.22	\$ 57.95			\$ 1,208.44	\$ 1,000.00	-20.84%	\$ (208.44)	\$ 129.46
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	\$ -	\$ 9,199.60	\$ -	\$ -			\$ 17,576.43	\$ 17,684.00	0.61%	\$ 107.57	\$ -
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	\$ 5,105.86			\$ 71,605.55	\$ 95,837.00	25.28%	\$ 24,231.45	\$ 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	\$ 27.56			\$ 376.31	\$ 524.00	28.19%	\$ 147.69	\$ 40.88
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	\$ 586.86	\$ 568.15	\$ 568.15	\$ 601.82	\$ 496.03	\$ 449.55			\$ 5,937.23	\$ 8,418.00	29.47%	\$ 2,480.77	\$ 628.18
Operating Expense	596	Allocated Benefit - Unemployment Ins.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
Operating Expense Total			\$ 35,607.40	\$ 33,533.10	\$ 39,732.38	\$ 34,883.34	\$ 574,152.35	\$ 85,658.94	\$ 27,735.94	\$ 44,690.15	\$ 58,144.13	\$ 47,961.51	\$ -	\$ -	\$ 982,099.24	\$ 1,097,905.00	10.55%	\$ 115,805.76	
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	\$ 37,547.79							
Grand Total Expense															\$ 1,756,287.94	\$ 2,052,480.00	14.43%	\$ 296,192.06	

													% 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	\$ 101,778.00	100%	\$ -
Revenue	4347-102	County Payment for Municipal Users											\$ 347,135.00	\$ 347,135.00	100%	\$ -
Revenue	4510-000	Library Fines											\$ 14,595.68	\$ 16,000.00	91%	\$ 1,404.32
Revenue	4610-250	Copy Fees											\$ 5,015.10	\$ 4,000.00	125%	\$ -
Revenue	4810-100	Interest Income														\$ -
Revenue	4820-100	Sale of Supplies											\$ 161.50	\$ 150.00		\$ -
Revenue	4820-200	Meeting Room Rental														\$ -
Revenue	4830-100	Payment - FL Material Damages											\$ 4,520.74	\$ 3,000.00	151%	\$ -
Revenue	4850-000	Donations											\$ 52,993.45	\$ 7,000.00	757%	\$ -
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											\$ 214.55	\$ 200.00		\$ -
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													\$ 2,119,519.03	\$ 2,052,480.00	103%	\$ 4,188.32
Grand Total Revenue YTD less Grand Total Expenses YTD:																
\$ 363,231.09													% of year elapsed: 83%			

Invoice Date	PO Date	Payable to	Category	Reimbursable?	Description	Amount	Acct #
10/31/2014		Salaries and Wages				\$ 70,114.39	110
						\$ 70,114.39	110 Total
10/31/2014		Overtime				\$ -	115
						\$ -	115 Total
10/31/2014		LTE / Seasonal				\$ 3,709.50	120
						\$ 3,709.50	120 Total
10/31/2014		Direct Fringe Benefits				\$ 9,456.05	130
						\$ 9,456.05	130 Total
							240
							240
						\$ -	240 Total
10/3/2014	10/13/2014	Staples			Headset	\$ 23.86	245
10/8/2014	10/16/2014	Amazon			Electronics case	\$ 16.23	245
10/10/2014	10/16/2014	Staples			Toner container	\$ 18.00	245
10/1/2014	10/3/2014	WIN	City IT		Network service	\$ 4.83	245
						\$ 62.92	245 Total
							250
							250
						\$ -	250 Total
10/20/2014	10/21/2014	Mattson, Jeffery	Halloween		Presenter Fee	\$ 230.00	290
10/28/2014	11/5/2014	Simplex Grinnell			Fire Alarm Monitoring contract	\$ 2,376.00	290
10/27/2014	11/5/2014	Simplex Grinnell			Duct monitoring	\$ 395.00	290
						\$ 3,001.00	290 Total
10/3/2014	10/13/2014	Staples			Office Supplies	\$ 6.36	310
						\$ 6.36	310 Total
							320
							320
						\$ -	320 Total
							323
							323
						\$ -	323 Total
							325
							325
						\$ -	325 Total
							330
							330
						\$ -	330 Total
10/3/2014	10/8/2014	Demco	Tech services		Book processing / repair supplies	\$ 134.84	340
10/8/2014	10/8/2014	Copps	Programming - Adult		Food for program	\$ 13.06	340
10/5/2014	10/6/2014	Liu, Kate	Halloween		Reimburse Kate for Halloween Candy	\$ 179.88	340
10/3/2014	10/13/2014	Staples			Toner	\$ 280.58	340
10/9/2014	10/21/2014	Barnes and Noble			Prize books for give-away	\$ 40.76	340
10/17/2014	10/22/2014	Janway	Halloween		Prize bags	\$ 291.00	340
10/16/2014	10/16/2014	Copps	Programming - Teen		Soda	\$ 25.95	340
10/6/2014	10/20/2014	Oriental Trading Co.	Halloween		Prizes	\$ 244.13	340
10/9/2014	10/16/2014	Demco	Tech services		Book processing / repair supplies	\$ 342.02	340
10/6/2014	10/29/2014	Visa - Copps	Programming - Teen		Program supplies	\$ 23.51	340
10/9/2014	10/29/2014	Visa - Store Supply			Bin for movie guide	\$ 22.34	340
10/9/2014	10/29/2014	Visa - Joann	Halloween		Halloween Supplies	\$ 79.91	340
10/9/2014	10/29/2014	Visa - Target	Halloween		Halloween Supplies	\$ 35.57	340
						\$ 1,713.55	340 Total
10/8/2014	10/13/2014	Sprint Print	Halloween		Print passports	\$ 239.82	345
10/14/2014	10/22/2014	Sprint Print			MCF - NAH Bookmarks	\$ 131.72	345
10/27/2014	11/4/2014	Sprint Print			MCF - NAH Bookmarks	\$ 92.72	345
						\$ 464.26	345 Total
10/21/2014	10/22/2014	Nassco			Scrubber Part	\$ 72.10	350
10/24/2014	10/29/2014	Dorn - City Acct.			Thread Lock	\$ 16.98	350
						\$ 89.08	350 Total
10/7/2014	10/13/2014	Gordon Flesch			Copy Overages	\$ 75.85	355
10/8/2014	10/13/2014	Gordon Flesch			Copy Overages	\$ 102.71	355
10/21/2014	10/22/2014	Gordon Flesch			Copier Leases	\$ 1,179.00	355
						\$ 1,357.56	355 Total
10/17/2014	10/21/2014	Nassco			Cleaning Supplies	\$ 242.48	360
						\$ 242.48	360 Total
							363
							363
						\$ -	363 Total
10/19/2014	10/21/2014	TDS			Phone	\$ 183.27	365
10/3/2014	10/5/2014	MG&E			Gas and Electric	\$ 8,010.78	365
						\$ 8,194.05	365 Total
10/1/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 86.72	387
10/1/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 153.88	387
10/1/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 24.80	387
10/1/2014	10/8/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 23.40	387
10/1/2014	10/8/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 73.49	387
10/1/2014	10/8/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 1,123.00	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 53.22	387

10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 361.81	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 140.48	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 61.01	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 16.11	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 15.46	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 71.00	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 41.19	387
10/2/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 32.34	387
10/2/2014	10/8/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 17.79	387
10/2/2014	10/16/2014	Baker and Taylor			Credit Memo	\$ (16.55)	387
10/3/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 42.46	387
10/3/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 243.98	387
10/3/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 156.88	387
10/3/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 26.08	387
10/3/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 34.24	387
10/3/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 136.96	387
10/3/2014	10/9/2014	Baker and Taylor			CD - DVD	\$ 294.15	387
10/3/2014	10/8/2014	Baker and Taylor			Adult Print	\$ 59.85	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 28.46	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 37.07	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 15.00	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 12.31	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 230.64	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 10.49	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 29.13	387
10/4/2014	10/9/2014	Baker and Taylor			Adult Print	\$ 31.36	387
10/4/2014	10/9/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 22.00	387
10/6/2014	10/9/2014	Baker and Taylor			Audiobooks	\$ 182.72	387
10/6/2014	10/9/2014	Baker and Taylor			Audiobooks	\$ 102.46	387
10/6/2014	10/9/2014	Baker and Taylor			Audiobooks	\$ 26.99	387
10/6/2014	10/9/2014	Baker and Taylor			Audiobooks	\$ 20.37	387
10/6/2014	10/9/2014	Baker and Taylor			CD - DVD	\$ 399.82	387
10/6/2014	10/9/2014	Baker and Taylor			CD - DVD	\$ 18.08	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 39.36	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 47.17	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 81.06	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 49.39	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 16.68	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 16.68	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 33.36	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 225.28	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 23.40	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 61.59	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 16.09	387
10/8/2014	10/13/2014	Baker and Taylor			Adult Print	\$ 34.74	387
10/8/2014	10/13/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 38.95	387
10/8/2014	10/13/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 62.15	387
10/8/2014	10/13/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 49.97	387
10/8/2014	10/13/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 419.00	387
10/9/2014	10/14/2014	Baker and Taylor			Adult Print	\$ 16.11	387
10/9/2014	10/14/2014	Baker and Taylor			Adult Print	\$ 20.23	387
10/9/2014	10/14/2014	Baker and Taylor			Adult Print	\$ 308.86	387
10/9/2014	10/14/2014	Baker and Taylor			Adult Print	\$ 402.05	387
10/10/2014	10/14/2014	Baker and Taylor			CD - DVD	\$ 362.15	387
10/13/2014	10/16/2014	Baker and Taylor			CD - DVD	\$ 339.48	387
10/14/2014	10/23/2014	Baker and Taylor			Audiobooks	\$ 91.48	387
10/14/2014	10/23/2014	Baker and Taylor			Audiobooks	\$ 40.24	387
10/14/2014	10/22/2014	Baker and Taylor			Adult Print	\$ 16.12	387
10/14/2014	10/22/2014	Baker and Taylor			Adult Print	\$ 50.54	387
10/14/2014	10/16/2014	Baker and Taylor			CD - DVD	\$ 42.16	387
10/14/2014	10/16/2014	Baker and Taylor			Adult Print	\$ 21.52	387
10/14/2014	10/16/2014	Baker and Taylor			Adult Print	\$ 6.03	387
10/14/2014	10/16/2014	Baker and Taylor			Adult Print	\$ 35.01	387
10/14/2014	10/16/2014	Baker and Taylor			Adult Print	\$ 49.95	387
10/14/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 21.16	387
10/14/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 7.92	387
10/14/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 19.89	387
10/14/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 40.32	387
10/14/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 17.77	387
10/14/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 18.01	387
10/14/2014	10/21/2014	Baker and Taylor		Grant - NAH	Adult Print	\$ 31.80	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 25.11	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 18.92	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 17.23	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 102.00	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 17.80	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 145.96	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 20.25	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 12.95	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 31.10	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 19.90	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 156.88	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$ 15.00	387

10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$	17.79	387
10/15/2014	10/21/2014	Baker and Taylor			Adult Print	\$	19.27	387
10/15/2014	10/21/2014	Baker and Taylor		Grant - NAH	Adult Print	\$	16.72	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	22.69	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	34.42	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	11.08	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	17.23	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	11.61	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	17.23	387
10/16/2014	10/22/2014	Baker and Taylor			Adult Print	\$	16.20	387
10/16/2014	10/22/2014	Baker and Taylor		Grant - NAH	Adult Print	\$	23.40	387
10/16/2014	10/22/2014	Baker and Taylor		Grant - NAH	Adult Print	\$	49.00	387
10/20/2014	10/23/2014	Baker and Taylor			CD - DVD	\$	195.07	387
10/21/2014	10/30/2014	Baker and Taylor			CD - DVD	\$	18.86	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	32.31	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	6.03	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	16.09	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	42.76	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	16.11	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	53.34	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	38.00	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	61.80	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	77.33	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	43.81	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	19.00	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	17.24	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	519.53	387
10/22/2014	10/27/2014	Baker and Taylor			Adult Print	\$	35.19	387
10/22/2014	10/27/2014	Baker and Taylor		Grant - NAH	Adult Print	\$	16.09	387
10/22/2014	10/27/2014	Baker and Taylor		Grant - NAH	Adult Print	\$	17.80	387
10/22/2014	10/30/2014	Baker and Taylor			Audiobooks	\$	35.84	387
10/22/2014	10/30/2014	Baker and Taylor			Audiobooks	\$	54.00	387
10/22/2014	10/30/2014	Baker and Taylor			Audiobooks	\$	69.99	387
10/28/2014	10/30/2014	Baker and Taylor			Credit Memo	\$	(4.50)	387
10/28/2014	10/30/2014	Baker and Taylor			Adult Print	\$	73.59	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	242.97	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	188.80	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	220.12	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	65.99	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	66.64	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	706.06	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	581.35	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	215.45	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	78.82	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	292.96	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	172.23	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	17.96	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	104.56	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	14.73	387
10/2/2014	10/13/2014	Brodart			Youth Print	\$	14.73	387
10/6/2014	10/14/2014	Brodart			Youth Print	\$	60.93	387
10/6/2014	10/14/2014	Brodart			Youth Print	\$	87.84	387
10/6/2014	10/14/2014	Brodart			Youth Print	\$	67.60	387
10/6/2014	10/14/2014	Brodart			Youth Print	\$	12.04	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	232.17	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	188.56	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	109.02	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	76.34	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	42.83	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	55.56	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	44.68	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	342.68	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	228.44	387
10/7/2014	10/16/2014	Brodart			Youth Print	\$	104.08	387
10/10/2014	10/21/2014	Brodart			Youth Print	\$	17.58	387
10/10/2014	10/21/2014	Brodart			Youth Print	\$	41.87	387
10/10/2014	10/21/2014	Brodart			Youth Print	\$	50.30	387
10/10/2014	10/21/2014	Brodart			Youth Print	\$	63.38	387
10/10/2014	10/21/2014	Brodart			Youth Print	\$	15.44	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	85.03	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	10.34	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	90.82	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	6.49	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	9.49	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	108.13	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	11.79	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	153.79	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	266.03	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	65.27	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	28.98	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	27.48	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	22.73	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$	184.19	387

10/10/2014	10/20/2014	Brodart			Youth Print	\$ 36.05	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$ 21.56	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$ 62.42	387
10/10/2014	10/20/2014	Brodart			Youth Print	\$ 58.86	387
10/13/2014	10/20/2014	Brodart			Youth Print	\$ 104.78	387
10/13/2014	10/20/2014	Brodart			Youth Print	\$ 17.14	387
10/13/2014	10/20/2014	Brodart			Youth Print	\$ 41.58	387
10/13/2014	10/20/2014	Brodart			Youth Print	\$ 31.03	387
10/14/2014	10/21/2014	Brodart			Youth Print	\$ 105.70	387
10/14/2014	10/21/2014	Brodart			Youth Print	\$ 13.74	387
10/14/2014	10/21/2014	Brodart			Youth Print	\$ 91.82	387
10/14/2014	10/21/2014	Brodart			Youth Print	\$ 204.74	387
10/16/2014	10/23/2014	Brodart			Youth Print	\$ 6.99	387
10/16/2014	10/23/2014	Brodart			Youth Print	\$ 14.59	387
10/16/2014	10/23/2014	Brodart			Youth Print	\$ 13.74	387
10/17/2014	10/30/2014	Brodart			Youth Print	\$ 125.92	387
10/17/2014	10/30/2014	Brodart			Youth Print	\$ 108.92	387
10/20/2014	10/29/2014	Brodart		Grant - NAH	Youth Print	\$ 533.59	387
10/20/2014	10/29/2014	Brodart		Grant - NAH	Youth Print	\$ 553.38	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 14.93	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 255.29	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 128.85	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 27.33	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 253.63	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 105.68	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 20.85	387
10/20/2014	10/30/2014	Brodart			Youth Print	\$ 90.24	387
10/20/2014	10/30/2014	Brodart		Grant - NAH	Youth Print	\$ 561.14	387
10/21/2014	10/30/2014	Brodart			Youth Print	\$ 8.69	387
10/22/2014	10/30/2014	Brodart			Youth Print	\$ 371.72	387
10/22/2014	10/30/2014	Brodart			Youth Print	\$ 83.02	387
10/22/2014	10/30/2014	Brodart			Youth Print	\$ 110.36	387
10/3/2014	10/6/2014	Findaway World			Playaways	\$ 187.96	387
10/10/2014	10/20/2014	Midwest Tape			CD - DVD	\$ 47.24	387
10/17/2014	10/23/2014	Midwest Tape			CD - DVD	\$ 47.24	387
10/21/2014	10/27/2014	Midwest Tape			CD - DVD	\$ 47.24	387
10/22/2014	10/23/2014	SCLS		Grant - NAH	Cataloging Fee	\$ 2,500.00	387
10/24/2014	11/4/2014	Midwest Tape			CD - DVD	\$ 27.24	387
10/28/2014	11/4/2014	Midwest Tape			CD - DVD	\$ 42.24	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 35.84	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 22.57	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 36.39	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 69.84	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 43.03	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 39.31	387
10/17/2014	11/4/2014	Brodart			Youth Print	\$ 15.04	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 78.26	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 56.44	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 77.20	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 11.17	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 36.07	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 37.40	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 68.74	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 55.06	387
10/22/2014	11/4/2014	Brodart			Youth Print	\$ 34.74	387
10/27/2014	11/5/2014	Brodart			Youth Print	\$ 78.24	387
10/27/2014	11/5/2014	Brodart			Youth Print	\$ 19.78	387
10/27/2014	11/5/2014	Brodart			Youth Print	\$ 55.40	387
10/28/2014	11/5/2014	Brodart			Youth Print	\$ 367.87	387
10/28/2014	11/5/2014	Brodart			Youth Print	\$ 46.03	387
10/28/2014	11/5/2014	Brodart			Youth Print	\$ 19.77	387
10/28/2014	11/5/2014	Brodart			Youth Print	\$ 118.59	387
10/1/2014	10/8/2014	Brodart			Youth Print	\$ 11.19	387
10/1/2014	10/8/2014	Brodart			Youth Print	\$ 15.44	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 199.70	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 8.69	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 242.90	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 189.60	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 184.46	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 245.89	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 189.21	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 299.82	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 38.68	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 39.49	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 57.60	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 288.51	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 190.46	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 129.37	387
10/27/2014	11/6/2014	Brodart			Youth Print	\$ 113.82	387
10/27/2014	11/4/2014	Baker and Taylor			CD - DVD	\$ 207.45	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 33.77	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 46.03	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 12.53	387

10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 11.07	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 33.89	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 50.58	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 23.04	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 15.00	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 20.60	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 49.44	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 44.92	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 35.46	387
10/28/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 86.80	387
10/20/2014	11/4/2014	Baker and Taylor			Credit Memo	\$ (26.97)	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 54.48	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 176.12	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 108.82	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 154.47	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 114.99	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 83.64	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 338.69	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 134.97	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 17.80	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 19.89	387
10/30/2014	11/5/2014	Baker and Taylor		Grant - NAH	CD - DVD	\$ 38.24	387
10/31/2014	11/5/2014	Baker and Taylor			CD - DVD	\$ 429.76	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 9.18	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 26.20	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 15.49	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 36.06	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 271.57	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 31.11	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 11.05	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 30.54	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 15.56	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 426.12	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 223.59	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 35.60	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 26.46	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 17.24	387
10/29/2014	11/4/2014	Baker and Taylor			Adult Print	\$ 12.34	387
						\$ 30,253.25	387 Total
							389
							389
						\$ -	389 Total
10/6/2014	10/6/2014	Portage Public Library			Forward payment to owning library	\$ 36.00	390
10/6/2014	10/6/2014	Madison Public Library			Forward payment to owning library	\$ 21.95	390
						\$ 57.95	390 Total
							391
							391
						\$ -	391 Total
							400
							400
						\$ -	400 Total
							590
							590
						\$ -	590 Total
10/31/2014		Allocated Benefits: Health Ins.				\$ 5,105.86	591
						\$ 5,105.86	591 Total
10/31/2014		Allocated Benefits: Life Ins.				\$ 27.56	592
						\$ 27.56	592 Total
10/31/2014		Allocated Benefits: Disability Ins.				\$ -	593
						\$ -	593 Total
10/31/2014		Allocated Benefits: Dental Ins.				\$ 449.55	594
						\$ 449.55	594 Total
10/31/2014		Allocated Benefits: Unemployment				\$ -	596
						\$ -	596 Total
						\$ 134,305.37	Grand Total

BYLAWS
OF
FITCHBURG PUBLIC LIBRARY BOARD OF TRUSTEES

Article I
Identification

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

Article II
Membership

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

Section 2. Appointments shall be for three years. After completion of one full term a Board member may be reappointed for one additional term. Appointments are made by the mayor of Fitchburg and approved by the Common Council.

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

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

Article III
Officers

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

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

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

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

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

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

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

Article IV Meetings

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

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

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

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

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

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

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

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

Article V Committees

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

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

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

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

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

Article VI Duties of the Board of Trustees

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

Section 2. The Board shall select, appoint, supervise, and evaluate a properly certified and competent Library Director, and determine the duties and compensation of all library employees.

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

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

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

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

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

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

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

Article VII Library Director

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

Article VIII Conflict of Interest

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

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

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

Article IX
General

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

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

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

Adopted by the Board of Trustees of the Fitchburg Public Library on the 13th day of December, 2007.
Amended December 18, 2013.

President

Date

Vice-President

Date

Library Statistics

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	YTD 2014	Oct-13	YTD 2013	Total 2013
Checkouts	27,485	23,302	28,121	26,719	23,179	28,152	29,962	28,297	25,315	24,904		265,436	24,854	262,577	310,335
Renewals	6,987	7,022	7,976	6,425	5,423	4,954	5,938	5,729	5,396	5,692		61,542	6,798	68,973	83,056
C&R Total	34,472	30,324	36,097	33,144	28,602	33,106	35,900	34,026	30,711	30,596	0	326,978	31,652	331,550	393,391
Holds	7,874	6,588	7,343	6,695	6,169	6,529	7,049	7,052	6,689	7,151		69,139	6,288	66,171	79,491
Red Boxes in	394	360	392	393	377	374	433	394	392	398		3,907	379	3,722	4,420
Red Boxes out	366	325	370	357	347	343	404	379	367	373		3,631	371	3,469	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	7		84	8	69	85
Vol. Hours	77.75	67.50	56.50	72.75	51.75	62.75	67.25	78.75	84.75	50.75		671	65.75	459	576
Adult Programs	5	8	9	7	10	5	4	7	4	4		63	8	57	69
Adult attendees	144	165	116	127	153	37	46	77	28	27		920	88	575	695
Adult Outreach Visits												0	1	3	3
Adult Outreach Attendees												0	50	170	170
Youth Programs	29	26	31	26	14	25	27	16	18	14		226	23	207	247
Youth Attendees	840	740	1,048	815	371	1,035	1,042	623	661	1,094		8,269	1,278	7,244	8,475
Passive Youth Programs	2	2	3	4	4	4	3	3	2	2		29		-	
Passive Attendance	159	126	168	240	175	413	348	158	126	117		2,030		-	
Teen Programs	6	5	6	7	2	4	6	5	5	5		51	5	54	59
Teen Attendees	38	23	18	36	0	11	34	20	22	20		222	17	414	441
Youth Volunteers	19	14	14	12	12	7	7	7	7	11		110	19	204	247
Youth Vol. Hours	81	51	48	47	56	35	33	26	28	50		453	104	924	1,126
Youth Outreach Visits		4	7	3	2	3	0	2	0	2		23	3	22	22
Youth Outreach Attendees		94	114	87	230	1,610	0	175	0	58		2,368	46	2,687	2,687
Electronic Svcs Programs	2	0	2	1	3	0	0	0	2	4		14	1	20	20
Electronic Svcs Prog Attendees	10	0	24	2	2	0	0	0	3	7		48	5	63	63
Computer Sessions	2,096	1,926	2,383	2,471	2,138	2,271	2,391	2,336	2,133	2,268		22,413	2,409	24,540	28,333
Wireless Sessions	14,691	15,638	17,079	17,506	15,876	16,486	17,789	18,082	17,412	20,907		171,466	29,377	222,637	270,612
Meetings	95	109	107	105	92	88	70	70	87	112		935	107	850	1,026
Overdrive C/O books	965	879	944	930	954	999	1,094	1,063	946	964		9,738	709	6,085	7,703
Overdrive C/O audio	211	173	234	205	270	221	297	285	318	347		2,561	173	1,221	1,584
Overdrive C/O TOTAL	1,176	1,052	1,178	1,135	1,224	1,220	1,391	1,348	1,264	1,311		12,299	882	7,306	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	2296	429
November		
December		

Net items added 2014:
10315

Number of items October 31, 2014
94,559

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

Number of items needed:
-7,978