

Library Board of Trustees
AGENDA
Thursday, August 14, 2025, 6:00p.m.
Library Community Room

Due to the restrictions caused by the COVID-19 Pandemic, some voting members may be present via teleconference or video conference, as provided by the recommendations of the Wisconsin Department of Justice. <https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings>

1. Call to order
2. Approval of agenda
3. Minutes of the July 10 meeting
4. Finance report
5. Bills from July
6. Director's Report
 - a. Library Expansion Report
7. General Business
 - a. Approve or Deny Capital Requests
 - b. Discuss Priorities & Timeline for Capital Campaign
8. Adjournment

Sue Ann Kucher
Library Director

Posted 8/12/2025

The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 768-7323. To be able to meet the needs of a request for a different format contact the Library Director at 370 Vine Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg Public Library
Library Board Minutes
July 10, 2025

Members Present: Stephen Balda, Natalie Buckner, Sonny Hyde, Joleen McBride, Dana Westedt; Also present, Sue Ann Kucher, Library Director

Call to Order: McBride called the meeting to order at 6:04 p.m.

Approval of the Agenda: Buckner moved to approve the agenda. Hyde seconded. All approved.

Minutes of the June Meeting: Westedt made correction that motion to adjourn was made by Westedt, not Campbell. Balda moved corrected minutes; Westedt seconded. All approved.

Finance Report: Board reviewed the printed finance report. Buckner moved to approve the report; Westedt seconded; all approved.

Bills: \$19,669.67 was expended from library operating; Balda moved to approve. Hyde seconded. All approved.

Director's Report: June circulation of 10,648; visitor count 13,208; 10 locker pickups, 575 computer uses; 12,677 wireless sessions; 70 Volunteer hours. Cookbook discussion on the first Wednesday of the month has been very popular; freedom fest parking saw 150 vehicles and estimated 500 people. Summer reading program has over 440 participants! Ongoing projects include review of job descriptions & staff evals, Caitlin Opatik's last day as Assistant Director will be 8/23. Next FOL book sale is Sept 4-7; looking ahead to SPARK session on July 31. The Report is placed on file.

General Business: Kucher presented Assistant Director Job description and proposed salary range for recruitment based on 2024 wage review. Buckner approved; Westedt seconded; all approved. Kucher presented system fees for approval; Buckner moved to approve as presented; Westedt seconded; all approved. Kucher presented Library Expansion Report; upcoming building tours for ATF members and SPARK session on July 31. The report is placed on file.

Adjournment: Moved by Westedt. Seconded by Buckner. All approved.

JULY, 2025

Date	Checking	Debits	Credits	Balance
	BMO Harris			
	checking			\$3,559.45
	x4359 @ 3.5% (2/13/26)			\$53,196.79
	Gift Savings			\$16,795.58
	Community First Bank			
	2442 @ 3.60% (5/12/26)			\$23,046.21
	Building fund (6936)	\$17,629.35	\$64.90	\$125,496.40
	Reedsburg State Bank			
	05582 @ 3.8% (7/19/26)			\$18,573.98
	Evans Money Market*		\$28.35	\$20,905.91
	Overflow Account		\$150.52	\$96,804.49
	WCCU			
	73983 @ 4.91% (9/9/25)		\$168.65	\$14,254.69

* To be used for library materials only.

12:20PM
8/7/25
Accrual Basis

South Central Library System Foundation
Account QuickReport
All Transactions

<u>Date</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
06/30/2024	Allocation of Investment Return	48.71	6,606.05
06/30/2024	Proration of FBB Investment management Fee (DEBIT)	-3.21	6,602.84
06/30/2024	Proration of C administrative Fee (DEBIT)	-5.46	6,597.38
07/31/2024	Allocation of Investment Return	160.26	6,757.64
07/31/2024	Proration of FBB Investment management Fee (DEBIT)	-3.09	6,754.55
07/31/2024	Proration of C administrative Fee (DEBIT)	-5.50	6,749.05
08/07/2024	Allocation of Investment Return (DEBIT)		6,749.05
08/07/2024	Allocation of Investment Return (DEBIT)		6,749.05
08/26/2024	Donation to REE Foundation 50 - fees of 1.94	48.06	6,797.11
08/31/2024	Allocation of Investment Return	106.10	6,903.21
08/31/2024	Proration of FBB Investment management Fee (DEBIT)	-3.17	6,900.04
08/31/2024	Proration of C administrative Fee (DEBIT)	-5.62	6,894.42
09/30/2024	Allocation of Investment Return	116.89	7,011.31
09/30/2024	Proration of FBB Investment management Fee (DEBIT)	-3.21	7,008.10
09/30/2024	Proration of C administrative Fee (DEBIT)	-5.75	7,002.35
10/31/2024	Allocation of Investment Return (DEBIT)	-114.04	6,888.31
10/31/2024	Proration of FBB Investment management Fee (DEBIT)	-3.25	6,885.06
10/31/2024	Proration of C administrative Fee (DEBIT)	-5.84	6,879.22
11/30/2024	Allocation of Investment Return	225.78	7,105.00
11/30/2024	Proration of FBB Investment management Fee (DEBIT)	-3.21	7,101.79
11/30/2024	Proration of C administrative Fee (DEBIT)	-5.73	7,096.06
12/31/2024	Allocation of Investment Return (DEBIT)	-174.20	6,921.86
12/31/2024	Proration of FBB Investment management Fee (DEBIT)	-3.29	6,918.57
12/31/2024	Proration of C administrative Fee (DEBIT)	-5.91	6,912.66
01/31/2025	Proration of C administrative Fee (DEBIT)	-5.76	6,906.90
01/31/2025	Proration of FBB Investment management Fee (DEBIT)	-3.22	6,903.68
01/31/2025	Allocation of Investment Return	155.32	7,059.00
02/28/2025	Allocation of Investment Return (DEBIT)	-18.28	7,040.72
02/28/2025	Proration of FBB Investment management Fee (DEBIT)	-3.29	7,037.43
02/28/2025	Proration of C administrative Fee (DEBIT)	-5.88	7,031.55
03/31/2025	Allocation of Investment Return (DEBIT)	-144.38	6,887.17
03/31/2025	Proration of FBB Investment management Fee (DEBIT)	-3.27	6,883.90
03/31/2025	Proration of C administrative Fee (DEBIT)	-5.86	6,878.04





Library Bills 2025-08**\$9,001.70****City Operating 56-551300-03****\$7,258.68**

8/5/2025	173KT69N3627	264005	AMAZON CAPITAL SERVICES	DVDS, SUPPLIES & TONER	\$2,148.61
6/30/2025	2039160824	20070	BAKER & TAYLOR	BOOKS & LARGE PRINT BOOKS	\$82.63
7/8/2025	2039176790	20070	BAKER & TAYLOR	BOOKS & LARGE PRINT BOOKS	\$545.79
7/18/2025	2039194053	20070	BAKER & TAYLOR	BOOKS & LARGE PRINT BOOKS	\$133.29
6/28/2025	BMO CC June 2025	262630	BMO HARRIS BANK CREDIT CARD	BOOKS AND SUPPLIES	\$87.94
8/5/2025	2185373	30174	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$302.04
7/17/2025	7670779	40270	DEMCO INC	Library Supplies	\$504.82
7/21/2025	7671856	40270	DEMCO INC	Library Supplies	\$596.86
7/21/2025	202508HF	NV	Heidi Feller	COOKBOOK DISCUSSION 8/6/2025	\$150.00
7/17/2025	89249076	90510	INGRAM	BOOKS & LARGE PRINT BOOKS	\$238.18
7/18/2025	89272025	90510	INGRAM	BOOKS	\$66.04
7/28/2025	89429515	90510	INGRAM	BOOKS & LARGE PRINT BOOKS	\$149.47
11/30/2028	30168	110551	KRUEGER OFFICE SUPPLIES	PRINTED ENVELOPES - LIBRARY	\$558.82
7/3/2025	507409980	NV	MIDWEST TAPE LLC	AUDIIO BOOKS ON CD	\$87.98
7/14/2025	507455042	NV	MIDWEST TAPE LLC	AUDIIO BOOKS ON CD	\$120.96
7/22/2025	5047487178	NV	MIDWEST TAPE LLC	AUDIO BOOK ON CD	\$45.99
7/25/2025	800027-0725	180890	REEDSBURG TRUE VALUE	SUPPLIES - GARBAGE CANS - EXTENSION CORDS	\$135.94
7/17/2025	20304-20250717	180904	REEDSBURG UTILITY	LIBRARY INTERNET, TELEPHONE, TV	\$629.56
7/21/2025	39725912	262628	RHYME BUSINESS PRODUCTS - DALLAS	LIBRARY COPIERS	\$255.75
7/22/2025	20250813Genie	NV	ROBERT PARKINSON LIBRARY & RESEARCH CTR	HONORARIUM - GENEALOGY GROUP TOUR 8/13/2025	\$50.00
7/30/2025	25521	191005	SOUTH CENTRAL LIBRARY SYSTEM	ALL DIRECTORS LUNCHEON 7/17/2025	\$15.00
7/25/2025	8011489795	263931	STERICYCLE INC	SHRED IT - LIBRARY	\$101.01
7/30/2025	711433	NV	SUE BERG - DRIFTLESS MYSTERIES	SPEAKER'S FEE 8/13 AUTHOR PRESENTATION	\$200.00
8/5/2025	812020250807Library	263033	TURNER WATERCARE	WATER SERVICE - LIBRARY	\$52.00

City Utility 56-5171100-03**\$1,743.02**

7/23/2025	RUC 0725	180904	REEDSBURG UTILITY	UTILITIES LIBRARY	\$1,718.02
7/10/2025	0742258034	211058	US CELLULAR	HOTSPOT - LIBRARY	\$25.00

2024 Reedsburg Public Library 2025 Budget							
Account	REVENUES	BUDGETED	JUN	JUL	AUG	YTD	+/-
	TAX FUNDING	\$ 821,065.00	\$ -	\$ -	\$ -	\$ 282,064.43	\$ (539,000.57)
56-411100	City Request.	\$ 539,000.00				\$ -	\$ (539,000.00)
56-429200	Sauk County	\$ 254,037.00	\$ -	\$ -	\$ -	\$ 256,037.00	\$ 2,000.00
56-429200	Sauk County Resource Pymt	\$ -				\$ -	\$ -
56-429200	Sauk County Technology Funds	\$ 2,000.00				\$ -	\$ (2,000.00)
56-429300	Cross Border Funds	\$ 26,028.00	\$ -	\$ -	\$ -	\$ 26,027.43	\$ (0.57)
	MISCELLANEOUS FUNDING	\$ 10,525.00	\$ -	\$ 6,835.33	\$ -	\$ 6,285.33	\$ (4,239.67)
56-48000	Friends of the Library Funding	\$ 10,000.00		\$ 175.33		\$ 175.33	\$ (9,824.67)
56-48000	Youth Services / SLP funding (\$425)	\$ 525.00				\$ -	\$ (525.00)
56-48000	Other Miscellaneous Revenue		\$ -	\$ 6,660.00	\$ -	\$ 6,110.00	\$ 6,110.00
	LIBRARY RECEIPTS	\$ 9,100.00	\$ 275.96	\$ 1,417.03	\$ -	\$ 6,093.82	\$ (3,006.18)
56-446110	Library Revenues	\$ 3,000.00	\$ 62.15	\$ 426.10	\$ -	\$ 2,094.76	\$ (905.24)
56-441700	Library Copies	\$ 6,000.00	\$ 213.81	\$ 960.93	\$ -	\$ 3,969.06	\$ (2,030.94)
56-446130	Rentals	\$ 100.00	\$ -	\$ 30.00	\$ -	\$ 30.00	\$ (70.00)
56-485000-55	Transfers In						
	TOTAL REVENUES	840,690.00	275.96	8,252.36	0.00	294,443.58	\$ (546,246.42)
	TOTAL EXPENDITURES	840,682.00	72,132.25	77,139.66	0.00	520,349.41	\$ 320,332.59
	Revenue / Expenditure	1,681,372.00	72,408.21	85,392.02	0.00	(225,905.83)	
							\$ 56,635.07
56-551300-03	OPERATING EXPENSES	\$ 175,878.00	\$ 19,195.60	\$ 5,396.54	\$ -	\$ 115,003.26	\$ 60,874.74
56-551300-03	AudioVisual	\$ 13,500.00	\$ 1,565.90	\$ 694.85		\$ 8,145.47	\$ 5,354.53
56-551300-03	Books	\$ 38,000.00	\$ 5,107.95	\$ 1,562.93		\$ 21,580.36	\$ 16,419.64
56-551300-03	Copy Machine	\$ 5,500.00	\$ 393.80			\$ 1,672.55	\$ 3,827.45
56-551300-03	Computers	\$ 4,000.00				\$ 0.00	\$ 4,000.00
56-551300-03	Equipment/Maintenance	\$ 3,500.00	\$ 6,520.00			\$ 8,939.00	\$ (5,439.00)
56-551300-03	Electronic Resources	\$ 16,896.00				\$ 1,500.00	\$ 15,396.00
56-551300-03	Internet	\$ 4,000.00	\$ 619.90			\$ 2,169.65	\$ 1,830.35
56-551300-03	Magazines/Periodicals	\$ 5,500.00				\$ 1,217.00	\$ 4,283.00
56-551300-03	Misc - Financial/etc	\$ 300.00	\$ 352.62			\$ -1,960.38	\$ 2,260.38
56-551300-03	Network Maintenance(M)	\$ 4,250.00	\$ 304.00	\$ 24.25		\$ 328.25	\$ 3,921.75
56-551300-03	Postage	\$ 500.00		\$ 15.39		\$ 341.73	\$ 158.27
56-551300-03	Programming/Publicity	\$ 10,000.00	\$ 2,659.62	\$ 598.01		\$ 8,495.87	\$ 1,504.13
56-551300-03	Supplies	\$ 13,000.00	\$ 807.59	\$ 2,501.11		\$ 8,161.19	\$ 4,838.81
56-551300-03	Staff Ed/Mileage	\$ 1,913.00	\$ 225.00			\$ 1,370.69	\$ 542.31
56-551300-03	Telephone	\$ 3,900.00	\$ 585.48			\$ 2,054.79	\$ 1,845.21
56-551300-03	Television	\$ 320.00	\$ 53.74			\$ 188.09	\$ 131.91
56-551300-03	Computer Service*	\$ 48,221.00				\$ 48,221.00	\$ -
56-551300-03	Delivery	\$ 2,578.00				\$ 2,578.00	\$ -
56-551300-03	Uncategorized Expenses					\$ 0.00	\$ -
56-551300-03	Sales & Use Tax					\$ 0.00	\$ -
	STAFF COSTS	\$ 643,904.00	\$ 50,143.51	\$ 71,743.12	\$ 0.00	\$ 397,885.69	\$ 246,018.31
56-551300-01	Wages	491304	\$ 36,613.19	\$ 55,694.96	\$ 0.00	\$ 298,006.30	\$ 193,297.70
56-551300-02	Fringes:	152600	\$ 13,530.32	\$ 16,048.16	\$ 0.00	\$ 99,879.39	\$ 52,720.61
	OTHER EXPENSES	\$ 20,900.00	\$ 2,793.14	\$ 0.00	\$ 0.00	\$ 7,460.46	\$ 13,439.54
56-517110-03	Utilities	\$ 20,000.00	\$ 2,793.14			\$ 7,460.46	\$ 12,539.54
56-515700-03	Library Auditing	\$ 900.00				\$ 0.00	\$ 900.00
56-595010-03	Transfers out - General Fund					\$ 0.00	\$ -
56-595080-05	Library ISF	\$ -				\$ 0.00	\$ -
	CAPITAL EXPENDITURES						
56-595010-03	CAPITAL IMPROVEMENT	\$ 11,000.00	\$ 3,760.00	\$ 0.00	\$ 0.00	\$ 8,223.02	\$ 2,776.98
56-595010-03	CAPITAL EQUIPMENT - COMPUTERS/ROUTER/FIREWALL	\$ 7,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,500.00

LIBRARY STATISTICS 2025		6	8		2		
		JUN	JUL	AUG	2025 YTD	2024 YTD AUG	2024 TOTAL
	Total Checkouts	17813	18176	0	109664	78282	129329
	Adult	5384	5261	0	32395	42805	71934
	Young Adult	1919	2061	0	15488	28743	47340
	Children	10510	10854	0	61781	6734	10055
ITEM FORMATS	Books	6650	6632	0	41644	43325	72068
	Large Print Books	1449	1495	0	9884	10111	17099
	Magazines	135	146	0	991	1072	1902
	Audio	304	303	0	1932	2494	4112
	Video	1827	2055	0	16273	19376	31006
	Other	187	171	0	1555	2573	4078
	Overdrive	2804	3080		21131	17886	30617
	Library Visits	13208	14139	0	91673	69440	131180
	Locker Pickup	10	13		111	143	232
MEETING ROOMS	Community Room Use - Library	33	40		211	218	358
	Conference Room - Library	3	4		32	32	53
	Story Room - Library	7	5		51	38	53
	Study Rooms - Library	4			17	9	14
	Community Room Use - Public	2	2		45	49	89
	Conference Room - Public	30	21		240	213	355
	Story Room - Public	28	26		169	113	203
	Study Rooms - Public	106	125		799	585	1026
	Computer Use	575	139	0	3316	3310	5568
	Wireless Sessions	12677	13542		86007	85216	156934
PROGRAMS	Adult / All Ages Programs	19	21	6	86	49	90
	Adult / All Ages Attendance	321	281	101	1166	631	1282
	Youth Programs	13	23	6	129	133	214
	Youth Attendance	269	338	66	1677	1891	2735
 LIBRARY CARDS	NEW LIBRARY CARDS	67	62	0	476	546	756
	Adult Library Cards	38	35	0	230	233	367
	Senior Library Cards	6	6	0	50	64	102
	Child Library Cards	23	21	0	192	217	245
	Limited Use cards	0	0	0	0	2	4
	Homebound Cards	0	0	0	1	0	0
	FineFree Org Cards	0	0	0	2	2	2
	Web Access Cards	0	0	0	0	27	35
	Other Cards	0	0	0	1	1	1
VOLUNTEERS	Youth Volunteer	1	3	0	13	18	
	Youth Volunteer Hours	4	13	0	59	107.25	168.25
	Adult Volunteers	7	8	0	49	23	
	Adult Volunteer Hours	66	82	0	492	108	305
	Total Volunteer Hours	70	95	0	551	215.25	473.25

Library Director's Report

August 2025

PROGRAMMING

Youth Programming Finale Science Heroes held at Lions Building - Tuesday, August 12.

Youth SLP has 465 youth participants (33 under 2; 65 3-4yrs; 315 5-12yrs; 47 teens; 5 adult participants)

Fall Program schedule is well underway (handout). Adult programs include continuation of the regular day/night book club, cookbook book club, memoir, genealogy group. Special programs include a daytime presentation of Watercolor painting with Kyle Martin on Sept 30, Online shopping safety on October 15, Halloween presentation on 10/20 with Chad Lewis, a *Bird City* presentation by the Crane Foundation on November 19. Janet and I are also working on 3 different author presentations - TBD.

CURRENT & ONGOING PROJECTS

SCLS has announced migration to new ILS - SirsiDynix Symphony. This migration is expected to take place in spring of 2026. Staff will be involved with evaluation, testing, and training in the coming months.

Re-boxing DVDs continues to meet new cataloging guidelines for packaging TV series seasons together. -Large-scale weeding of DVDs is being done simultaneously - Evaluating items that serve our community, vs only circling elsewhere or via OLL.

Recent moves to shift for Comics & Spanish have shown need for additional growth. NF weeding continues; Heather is focusing on youth NF as time allows, and creating list of subject areas that require fill-in; Janet working on travel books. Goal is to begin the process to separate youth and adult non-fiction later this year.

STAFF NEWS

Janet Gasser has been awarded the South Central Library System Foundation's 2025 Undercover Superhero Award! Janet is frequently the first to volunteer for extra tasks in care and support of her coworkers. The System received a lot of nominations for this award, but Janet's dedication to the library's local history, archival materials, and photographic collections made her stand out among her peers.

Janet will be presented with her award at the the SCLS Foundation's Cornerstone Event on Thursday, October 23, 2025, from 5:30-7:30 p.m., at Fireman's Park Pavilion (1049 Park Avenue, Columbus, WI). We hope you are able to attend! Friends, family, and library staff are all welcome to celebrate!

Recruitment for Assistant Director closes on 8/15. As of 8/12, there were 17 applicants with varied experience. Interviews scheduled for 8/18 - 8/25.

BUDGET

Still collecting numbers to compile budget. Latest information received suggests that health insurance costs will be increasing substantially;

County Budget request is increase of nearly 12,000 over 2025, if funded at 100% as in prior years. Adjacent county funding is \$2,300 increase over 2025.

FRIENDS OF THE LIBRARY

Friends Membership meeting TBD

Friends booksale slated for September 4-7.

SAUK COUNTY

Jessica Bergin has announced her resignation from CSMPL. She anticipates new Baraboo Director may take over the Resource Library Responsibilities. In the Interim, Sue Ann has agreed to assist with county budget presentation or questions, should they arise. If new Baraboo director is unable to take over the role, we will push for another County library to take on the admin tasks needed.

BUILDING

For new building info, see Building Expansion Report

LOOKING AHEAD

Last ATF Meeting scheduled for Monday, August 18, beginning at 6:00pm. EPC to meet following at 7:30pm

Library Expansion Report 2025-08

Tours of Building

- July Monday, July 21, 9:00 a.m. (7)
- Monday, July 21, 5:00 p.m. (2)
- Thursday, July 24, 8:00 a.m. (1)
- Thursday, July 24, 6:00 p.m. (7)

Building Condition

-

Meetings

- 7/31/2025 - Library SPARK planning Session (69 attendees signed in; people counter showed 861 people in the building that day)
 - Advisory Task Force meeting with SPARK Summation
 - Brief Expansion Planning Committee to follow
- 8/7/2025 - Expansion Planning Committee meeting via Zoom

Ongoing & Upcoming

- Monday August 18, 2025 - 6:00p.m. - 7:30p.m. Advisory Task Force meeting
 - Expansion Planning Committee meeting to follow at 7:30p.m.
- Tuesday, 8/26/2025 - 5:00 p.m. - EPC - Meeting #8 - ZOOM
- Discussion of Fundraising options & next steps (Library Board 2025-08)
- **Thursday, 9/11/2025 - 6:00 p.m. - Report to Library Board of Trustees**
- *SPARK drawings can be found at <https://fehdesignsparks.com/reedsburg-public-library/>*



**CAPITAL EQUIPMENT REQUEST
(One Request Per Form)**

PAGE 1
FISCAL YEAR 2026

Department:

Library

Requestor:

Sue Ann Kucher

Department:

Is this area:
(choose one)

New Equipment
Replacement Equipment

IFB RFQ / RFP
Contract ID #:

Is this area:
(choose one)

Capital Equipment
(1 to > 5 year life)
Operating Lease

CAPITAL PURCHASE ITEM:
Computer Replacements - \$5,000

Equipment Description:
Replacement of Library Staff Computers

Equipment Justification:
Planned replacement of library computers to meet system technology requirements. Staff computers are replaced on a triennial basis, with computers utilized as public computers for an additional 3 years before end-of-life based on warranty and serviceability.

DEPARTMENT:	DIRECTOR/ SUPERENDANT REVIEW:	DATE:
ADMINISTRATOR	ADMINISTRATOR REVIEW:	DATE:



**CAPITAL EQUIPMENT REQUEST
(One Request Per Form)**

PAGE 1
FISCAL YEAR 2026

Department:

Library

Requestor:

Sue Ann Kucher

Department:

Is this area:
(choose one)

New Equipment
Replacement Equipment

Is this area:
(choose one)

Capital Equipment
(1 to > 5 year life)
Operating Lease

IFB RFQ / RFP
Contract ID #:

CAPITAL PURCHASE ITEM:

Network Equipment Replacement \$2,500

Equipment Description:

Network equipment replacement for library.

Equipment Justification:

Planned replacement of network equipment in 2026/2027. Planning ahead for replacement ensures continued network operation and security for phones and internal network connections as existing equipment ages.

DEPARTMENT:

DIRECTOR/ SUPERTEENDANT REVIEW:

DATE:

ADMINISTRATOR

ADMINISTRATOR REVIEW:

DATE:



**CAPITAL EQUIPMENT REQUEST
(One Request Per Form)**

PAGE 1
FISCAL YEAR

Department: <input type="text" value="Library"/> Requestor: <input type="text" value="Sue Ann Kucher"/> Department: <input type="text"/>	Is this area: <i>(choose one)</i>	<input type="checkbox"/> New Equipment <input checked="" type="checkbox"/> Replacement Equipment
IFB RFQ / RFP Contract ID #: _____	Is this area: <i>(choose one)</i>	<input checked="" type="checkbox"/> Capital Equipment (1 to > 3 year life) <input type="checkbox"/> Operating Lease

CAPITAL PURCHASE ITEM: Replacement Self-Check Units \$11,500

Equipment Description:

Operating system on self-check units purchased in 2020 approaching end-of-life in 2026.
 Items purchased from Envisionware via purchasing terms with South Central Library System

DEPARTMENT:	DIRECTOR/ SUPERTENDANT REVIEW:	DATE:
ADMINISTRATOR	ADMINISTRATOR REVIEW:	DATE:

*** Form Posted on Server for Use ***