



Reedsburg Public Library

370 Vine Street ♦ Reedsburg, WI 53959

608-768-READ (7323) ♦ www.reedsburglibrary.org

AGENDA

Thursday, August 13, 2020

Library Community Room

6:30 p.m.

DUE TO 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](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 9 meeting
4. Finance report
5. Bills from July
6. Director's Report
7. General Business
 - a. Fines Forgiveness August 23 – September 8, 2020
 - b. Consider approval of Remote Work Policy
 - c. Consider updates to Emergency Policy
 - d. Consider preliminary 2021 Budget
8. Adjournment

Sue Ann Kucher
Library Director

Posted 8/7/2020

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 9, 2020

Members present: Steve Balda, Linda Bruun, Kate Campbell, Joleen McBride, Tom Seamonson, Dana Westedt; Also present, Sue Ann Kucher, Library Director

Call to Order: President McBride called the meeting to order at 6:35 p.m.

Approval of the Agenda: Campbell moved to approve the agenda as presented. Balda seconded. All approved.

Minutes of the June meeting: Balda moved to approve the minutes of the June meeting. Bruun seconded. All approved

Finance Report: Campbell presented the Finance Report. Westedt moved to approve the report as presented. Bruun seconded. All approved.

Bills: \$10,068.92 was expended from operating funds. Campbell moved to approve the bills. Bruun seconded. All approved.

Director's Report: Kucher presented the report, showing June circulation of 7,075 items. And 7,618 visits. While operations are quieter than normal, things are running smoothly and staff are keeping busy with RFID tagging and inventory projects as well as online programming and in-person and curbside services. Delivery is currently received 2 days per week; all delivery and return materials being quarantined for 72 hours. More than 214 people registered for summer library program, which includes 66 adults. The report is placed on file.

General Business: Kucher presented the 2020 SCLS fees; Preliminary budget discussion, including CIP & CEP request. CEP request of \$18,000 to be reduced appropriately if RFID project can be completed with 2020 funds. Bruun moved to approve; KC seconded. Kucher presented bids for RFID conversion and self-check replacement from Bibliotheca, TechLogic and Envisionware. Bruun moved to select Envisionware based on low bid, and staff recommendation. Seamonson seconded. All approved.

Adjournment: Moved by Campbell. Seconded by Balda. All approved.

JULY, 2020

Date	Checking	Debits	Credits	Balance
	OPENING BALANCE			\$21,995.42
	END BALANCE			\$21,995.42
	Harris Bank			
	x4359 @ 0.15% (2/12/21)			\$50,844.86
	Gift Savings			\$10,947.51
	Community First Bank			
	2442 @ .40% (4/12/21)			\$21,707.50
	Building fund (6936)		\$5.60	\$104,203.02
	Reedsburg State Bank			
	01285 @ .25% (11/19/20)			\$ 18,003.25
	Evans Money Market*		\$3.82	\$20,246.11
	Overflow Account		\$15.72	\$83,421.37
	Associated Bank			
	Trust Savings Account		\$.09	\$3,830.18
	WCCU			
	73983 @ .35% (2/2/21)		\$27.40	\$13,128.90

* To be used for library materials only.

Library Bills

2020-08

2020-0714

07/06/2020	2035342515	BAKER & TAYLOR	Books	97.92
06/17/2020	70728495	GALE	Large Print Books - Christian fiction 2	25.49
07/07/2020	46882278	INGRAM	Books	184.99
07/07/2020	76671622	RECORDED BOOKS INC	Books on CD	140.40
06/22/2020	8129956520	SHRED-IT USA LLC	Shredding service	64.96
6/23/2020	438339399363	SYNCHRONY BANK/AMAZON	Spray Bottles - COVID	9.99
06/19/2020	0008120-06	TURNER WATERCARE	Water Service	15.00
07/13/2020	024383	WISCONSIN HISTORICAL	Membership + WI Magazine of History	65.00

2020-0714 Bill run 603.75

2020-0811

07/13/2020	2035357807	BAKER & TAYLOR	Books	329.99
7/21/2020	2035374915	BAKER & TAYLOR	Books	382.42
08/03/2020	2035398525	BAKER & TAYLOR	Books	255.73
07/21/2020	19000178646	BARABOO NEWS REPUBLIC	Baraboo News Republic - 52 weeks / 6 days	326.50
4/1/2020	1772063	CENTER POINT LARGE PRINT	Books	272.64
07/17/2020	323972	FINDAWAY WORLD LLC	Replacement Digital Audio Players and Launchpads	319.89
07/30/2020	325376	FINDAWAY WORLD LLC	Playaway Audio Books	346.70
07/21/2020	9444276	HOLIDAY WHOLESALE INC	disposable masks COVID	142.40
07/19/2020	47109769	INGRAM	Books	756.33
07/24/2020	47233823	INGRAM	Books	176.83
07/31/2020	47373645	INGRAM	Books	153.69
07/23/2020	1406444	KAPCO-KENT ADHESIVE	Story Walk Laminate sheets SLP	152.18
07/28/2020	8284	LK DESIGN STUDIO LLC	Library Logo Masks. COVID	200.00
7/27/2020	99183854	MIDWEST TAPE	Books on CD	74.98
08/03/2020	99204996	MIDWEST TAPE	Books on CD	522.84
07/21/2020	01236437	QUILLIN'S INC	Wax Paper - Repair supplies	3.98
07/21/2020	76678874	RECORDED BOOKS INC	Books on CD	127.60
07/22/2020	80180140940	SHRED-IT USA LLC	Shredding service	65.92
07/08/2020	886798863557	SYNCHRONY BANK/AMAZON	DVDs	34.92
07/08/2020	463763579687	SYNCHRONY BANK/AMAZON	Book - Story Walk	14.94
07/14/2020	443876486557	SYNCHRONY BANK/AMAZON	SLP - Adult Basket Supplies - FOL Funds	155.17
07/21/2020	849858863875	SYNCHRONY BANK/AMAZON	DVDs	32.96
07/22/2020	485548849383	SYNCHRONY BANK/AMAZON	Velcro - Story Walk Supplies YS	19.97
07/22/2020	693574483998	SYNCHRONY BANK/AMAZON	Wypall towels - COVID	43.19
07/22/2020	659446766493	SYNCHRONY BANK/AMAZON	Signboards - Story Walk - YS	55.00
07/22/2020	573373837635	SYNCHRONY BANK/AMAZON	8GB Memory - Circ Computer	33.83
07/22/2020	468945548746	SYNCHRONY BANK/AMAZON	Supplies; glue dots- Storywalk - YS	20.60
07/22/2020	20200811Amaz	SYNCHRONY BANK/AMAZON	DVDs	29.60

2020-0811 Bill run 5050.8

2020-0813

06/29/2020	202007Flickr	BMO Harris Bank	Dri-Flickr	6.99
07/12/2020	1166462	BMO Harris Bank	True Value - Adult SLP baskets - FOL Funds	36.87

Library Bills

07/14/2020	30801701	BMO Harris Bank	Zoom subscription	15.81
07/21/2020	14101	BMO Harris Bank	Clear Mask - COVID	67.00
08/01/2020	202007PO	CITY OF REEDSBURG	July Postage	11.00
07/20/2020	20304-07tp	REEDSBURG UTILITY	Telephone Service	268.32
07/20/2020	20304-07tv	REEDSBURG UTILITY	TV	27.00
07/20/2020	20304-07i	REEDSBURG UTILITY	TV	334.95
07/22/2020	63110-07e	REEDSBURG UTILITY	Utilities - Electric	1467.41
07/22/2020	63110-07w	REEDSBURG UTILITY	Utilities - Water	180.60

2020-0813	Bill run	2415.95
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2020-08	TOTAL	8070.5
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Account Header	Account No	Title	YTD	Budget
LIBRARY FUNDS	56-100011	TREASURER'S CASH (A)	-12380.08	0
LIBRARY FUNDS	56-111110	TEMPORARY INVESTMENTS (A)	0	0
LIBRARY FUNDS	56-121100	TAXES RECEIVABLE (A)	465000	0
LIBRARY FUNDS	56-131600	DUE FROM GENERAL FUND (A)	0	0
LIBRARY FUNDS	56-139910	A/R INVOICING (A)	0	0
LIBRARY FUNDS	56-212110	VOUCHERS PAYABLE (L)	0	0
LIBRARY FUNDS	56-212910	SUNDRY ACCOUNTS PAYABLE (L)	0	0
LIBRARY FUNDS	56-213920	ACCRUED WAGES (L)	0	0
LIBRARY FUNDS	56-221200	DEFERRED REVENUE (L)	-465000	0
LIBRARY FUNDS	56-250000	DUE TO GENERAL FUND (L)	0	0
LIBRARY FUNDS	56-311110	EQUITY FINANCE & APPROPRIATION (Q)	-89962.01	0
LIBRARY FUNDS	56-312110	CURRENT PERIOD CHANGE (Q)	0	0
LIBRARY FUNDS	56-340000	FUND BALANCE (Q)	0	0
LIBRARY FUNDS	56-411100	GENERAL PROPERTY TAXES (R)	0	-465000
LIBRARY FUNDS	56-429200	SAUK CO FUNDS (R)	-251518.22	-251296
LIBRARY FUNDS	56-429300	CROSS BORDER FUNDS (R)	-25491.21	-22258
LIBRARY FUNDS	56-441700	LIBRARY COPIES (R)	-2352.23	-7500
LIBRARY FUNDS	56-446110	LIBRARY REVENUES (R)	-3533.04	-12000
LIBRARY FUNDS	56-446130	LIBRARY RENTALS (R)	-20	-200
LIBRARY FUNDS	56-475000	INTEREST INCOME (R)	0	0
LIBRARY FUNDS	56-480000	MISCELLANEOUS REVENUE (R)	-8483.75	0
LIBRARY FUNDS	56-485000	TRANSFERS IN (R)	0	0
LIBRARY FUNDS	56-485010	TRANSFER IN - GENERAL FUND (R)	0	0
LIBRARY FUNDS	56-485056	TRANSFERS IN FROM LIB. INVS. (R)	0	0
LIBRARY FUNDS	56-515700-03	AUDITING (E)	0	900
LIBRARY FUNDS	56-517110-03	UTILITIES, CELL PHONES (E)	6375.31	25000
LIBRARY FUNDS	56-550000-03	LIBRARY EXPENSE (E)	0	0
LIBRARY FUNDS	56-551300-01	LIBRARY WAGES (E)	211419.1	407234
LIBRARY FUNDS	56-551300-02	LIBRARY FRINGES (E)	63634.38	122075
LIBRARY FUNDS	56-551300-03	LIBRARY OPERATING (E)	107341.48	198045
LIBRARY FUNDS	56-551300-04	LIBRARY OUTLAY (E)	0	0
LIBRARY FUNDS	56-595000-03	Transfer Out (E)	0	0
LIBRARY FUNDS	56-595010-03	TRANSFERS OUT - GENERAL FUND (E)	5000	5000
LIBRARY FUNDS	56-595075-03	TRANSFER OUT - CAPITAL IMP. (E)	0	0
LIBRARY FUNDS	56-595080-05	LIBRARY ISF (E)	0	0
CAPITAL EQUIPMENT FUND	70-551100-03	LIBRARY EQUIPMENT (E)	0	27000
CAPITAL EQUIPMENT FUND	70-554456-03	LIBRARY EQUIPMENT (E)	0	0
CAPITAL PROJECTS FUND	75-485055	CONTRIBUTED CAPITAL - LIBRARY (R)	0	0
CAPITAL PROJECTS FUND	75-551100-03	LIBRARY (E)	4144.5	45000

7/31/20

REMOTE WORK POLICY

Objective

Remote work opportunities allow employees to work at home, on the road or in a satellite location for all or part of their workweek. While service to the public is at the core of the Library's mission and in-person work is essential to operations, some work assignments may be suitable for remote work opportunities.

Remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are a privilege, approved on an as-needed basis. Remote assignments may be requested by the employee or supervisor and will be considered on a case-by-case basis, ensuring that the library's operations, services and commitments will be maintained.

Eligibility

Upon a request for remote work assignment, the employee and manager will evaluate the suitability of the arrangement. Evaluation criterion include:

- Essential job responsibilities.
- Suitability of the needs of the assignment and established work habits of the employee.
- Equipment needs, workspace considerations and scheduling issues.

If a remote work assignment is deemed appropriate, a formal agreement will be drafted and signed by all parties. The agreement will be drafted on a case-by-case basis and will outline the duration of the agreement, the number of hours, schedule and work assignments expected as well as outlining the type of supervision to be provided and how work products and outputs will be monitored and measured.

Equipment

- The appropriate equipment needs will be assessed on a case-by-case basis for each remote assignment. The Library reserves the right to determine the appropriate equipment for assignments, subject to change at any time.
 - Equipment supplied by the library will be maintained by the Library.
 - Equipment supplied by the employee, if deemed appropriate for the assignment, will be maintained by the employee.
 - Equipment supplied by the library is to be used for business purposes only.
- Employees approved for remote work will sign an inventory of all library equipment, supplies or materials removed from the library premises.

Assignments and Time Worked

- Employees working remotely are subject to the same policies, procedures and protections as those working in the library.
- All staff authorized for remote work assignments will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek

require the advance approval of the supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

- While working remotely, employees should be accessible, within reason, via telephone and email during agreed upon work hours.

Safety and Security

- Employees are expected to maintain their home or remote workspace in a safe manner, free from safety hazards.
- The Library is not responsible for costs associated with setting up a remote workspace, including furnishings, remodeling, repairs or the provision of proper cabling or Internet access.
- As with assignments in the Library, staff are expected to ensure the protection of library equipment and with the confidentiality of library records, passwords and other restricted content.

Reedsburg Public Library Emergency Policy

Approved 2008-07, Updated 2015-05-11,

When emergency situations arise which interfere with the normal and safe operations of the library, staff will make decisions regarding closure or interruption of services based on the safety of library patrons, staff and the Library.

I. TYPES OF EMERGENCIES:

A. Severe Weather

1. When alerted of severe weather in the area, Library staff will monitor noaa.gov and local media to remain apprised of current and impending weather situations.
2. In the event of a severe weather warning the staff member in charge will notify patrons of the potential for the severe weather system to impact library operations.
3. In the event of a tornado or thunderstorm warning staff may close the Library to seek shelter. The lobby restrooms are the designated shelter area.
 - a. When closure occurs during the Library's regular hours of operation the exterior Library doors will remain unlocked so the public can seek shelter.
 - b. Access to computers, collections and seating areas may be restricted for the duration of the weather emergency
 - c. People may leave the building at their own risk.
 - d. No animals, other than registered service animals are permitted in the shelter area.

B. Snow Emergency.

1. If blowing and drifting snow, excessive cold, or large amounts of snow are anticipated, staff should be aware of changing conditions.
2. If the roads are becoming hazardous and storm warnings are issued, staff should consider closing the library.

C. Flooding.

1. If roads are becoming hazardous and flood warnings are issued, staff may consider closing the library.

D. Fire Emergency.

1. When the fire alarm in the Library is triggered, staff will investigate to determine if a fire does exist.
2. In the event of a fire, staff will contact the Reedsburg Dispatch at 608-524-2376 or 911.
3. Fire extinguishers are located near the family bathroom, in the storage room at the west side of the building, in the lobby area, the community room kitchen and behind the front circulation desk.
4. If there is a fire patrons will be evacuated through the front door and emergency exits as necessary.
5. The building will be cleared and entrances will be secured during the evacuation.

E. Medical Emergency.

1. Staff will assess the emergency, secure the scene to ensure the safety of staff and patrons, and provide First Aid as they are able.
2. If assistance is needed, a second staff member will call to request Ambulance or First Aid Assistance (524-2376 or 911)

F. Power Outage.

1. A power outage, in itself, is not an emergency. Staff will attempt to determine if the outage is limited to our building or a larger area.
2. If it is determined that an outage creates unsafe conditions for staff or patrons or will continue for an extended time, staff may close the Library.

G. Bomb/Biological Threat

1. If a bomb threat or threat of other attack on the Library or patrons is received, staff will attempt to get as information they can from the individual (where is bomb, when will it go off, etc.) and contact police.
2. If a suspicious package is noted in the library, staff will secure the scene to ensure the safety of staff and patrons and contact the Reedsburg Police Department for assistance.
3. Library staff will work with Police to determine the best course of action for evacuation or securing the premises to protect the safety of patrons and staff.

H. Gas Leak.

1. If a strong odor of gas is present, staff will attempt to find the cause and contact the gas company to report it if no cause or immediate remedy can be made.
2. If evacuation is determined to be necessary, staff will notify patrons and secure the building as necessary.

I. Violent or Threatening Patron

1. Harassing, threatening or violent behaviors are prohibited by the Library Acceptable Use Policy.
2. If patron behavior impacts the operation or use of the library by patrons or staff, the offending patron will be asked to cease the behavior and/or to leave the library.
3. The Reedsburg Police Department will be contacted in cases in which behavior poses a risk to safety or a continued interference with library operations.

J. Health Emergency

1. In the event of a declared health emergency, the recommendations of state and local health professionals, in combination with advice from city officials and relevant professional organizations, will be utilized to determine the best course of action for the Library.
2. If changes to hours or services are necessary for the safe operation of the Library, such changes may be made by the Director or designee and will be reviewed by the Library Board at the next regularly scheduled meeting.
3. A special meeting of the Board will be called if closure or restrictions will exceed seven days.

II. Closure due to Emergency

- A. In the event of an evacuation or closure due to emergency conditions, staff will notify the following:
Library Director
Library Board President
City Hall
WRDB
Reedsburg Utility Office
- B. Notice of closures under this policy will be made via local media channels as available, as well as via posting on the exterior library doors and on the Library website, www.reedsburglibrary.org
- C. In the event of closure under this policy, the Library will contact those with advance Meeting Room or Community Room reservations.

III. Emergency Recovery

- A. Loss of or damage to materials within the Library
 1. Director will inventory the collections to determine the extent of damages.

2. Library Board will determine the course of action for repairing materials, reporting loss to law enforcement or insurance company as appropriate.
- B. Loss of materials outside the Library
1. For losses of library materials sustained by patrons due to emergency conditions, the Library will work with patrons to provide standard documentation for insurance and law enforcement reporting.
 2. Loss and damages should be reported within six months of the loss.

8/11/20

FUND 56 - Library Fund **Reedsburg Public Library**

	Revenues	2019 Budget	2020 Budget	2021 Proposed	\$ Change	% change
56-411100	General Property Taxes	\$466,525	\$465,000	\$468,000	\$3,000	0.3%
56-429200	Sauk County Funds	\$238,393	\$251,296	\$250,203	-\$1,093	5.0%
56-429300	Cross Border Funds	\$20,003	\$22,258	\$28,325	\$6,067	41.6%
56-441700	Library Copies	\$7,000	\$7,500	\$6,000	-\$1,500	-14.3%
56-446110	Library Revenues	\$16,000	\$12,000	\$8,000	-\$4,000	-50.0%
56-446130	Library Rentals	\$200	\$200	\$200	\$0	0.0%
56-475000	Interest Income				\$0	
56-480000	Miscellaneous Revenue	\$6,000	\$6,000		-\$6,000	-100.0%
56-485000	Transfers in				\$0	
56-485010	Transfers in from General Fund				\$0	
56-485056	Transfers in from Library Investment				\$0	
	TOTAL REVENUES	\$754,121	\$769,254	\$760,728	-\$8,526	0.9%
	Expenses	2019 Budget	2020 Budget	2020 Proposed	\$ Change	% change
56-515700-03	Auditing	\$900	\$900	\$900	\$0	0.0%
56-517110-03	Utilities, Cell Phones	\$45,000	\$25,000	\$24,000	-\$1,000	
56-550000-03	Library Expense (Rentals)	\$250			\$0	-100.0%
56-551300-01	Library Wages	\$402,117	\$407,234	\$411,898	\$4,664	2.4%
56-551300-02	Library Fringes	\$111,673	\$122,075	\$125,429	\$3,354	12.3%
56-551300-03	Library Operating	\$165,719	\$198,045	\$193,502	-\$4,543	16.8%
56-551300-04	Library Outlay				\$0	
56-595000-03	Transfer Out		\$5,000	\$5,000	\$0	
56-595010-03	Transfer Out - General Fund				\$0	
56-595075-03	Transfer Out - Capital Improvement				\$0	
56-595080-05	Library - ISF	\$15,806			\$0	
	TOTAL EXPENDITURES	\$741,465	\$769,254	\$760,728	-\$8,526	2.6%
	Revenues Over Expenses (Loss)	\$12,656	\$0	\$0		

Reedsburg Public Library
2020 Budget - Itemized Draft

REVENUES		2019 Budget	2020 Budget	2021 Proposed	\$ Change	% Change over 2019
56-411100	General Property Taxes	466,525.45	465,000.00	468,000.00	\$3,000	0.64%
56-429200	Sauk County	236,307.00	247,210.00	248,117.00	\$907	0.38%
56-429200	Sauk County Technology Funds	2,000.00	2,000.00		-\$2,000	-100.00%
56-429200	Sauk County Resource Pymt	2,086.00	2,086.00	2,086.00	\$0	0.00%
56-429300	Cross Border Funds	20,003.00	22,258.07	28,325.00	\$6,067	30.33%
56-441700	Library Copies	7,000.00	7,500.00	6,000.00	-\$1,500	-21.43%
56-446110	Library Revenues	16,000.00	12,000.00	8,000.00	-\$4,000	-25.00%
56-446130	Library Rentals	200.00	200.00	200.00	\$0	0.00%
56-475000	Interest Income				\$0	
56-480000	Miscellaneous Revenues	6,000.00	6,000.00		-\$6,000	-100.00%
56-485000	Transfers in				\$0	
56-485010	Transfers in from General Fund				\$0	
56-485056	Transfers in from Library Investment					
TOTAL anticipated income		756,121.45		760,728.00	\$4,607	0.61%
EXPENSES		2019 Budget	2020 Budget	2021 Proposed	\$ Change	% Change over 2019
56-551300-03	AudioVisual	13,000	15,000	16,500	\$1,500	11.54%
56-551300-03	Books	44,000	46,000	46,000	\$0	0.00%
56-551300-03	Magazines/Periodicals	5,200	5,500	6,000	\$500	9.62%
56-551300-03	Electronic Resources	8,000	9,850	12,850	\$3,000	37.50%
56-551300-03	Copy Machine	4,800	4,800	5,000	\$200	4.17%
56-551300-03	Equipment/Maintenance	5,000	5,000	5,000	\$0	0.00%
56-551300-03	Telephone	3,600	3,900	3,900	\$0	0.00%
56-551300-03	Computer Service*	51,803	52,210	51,789	-\$421	-0.81%
56-551300-03	Internet	4,100	4,200	4,200	\$0	0.00%
56-551300-03	Television	350	350	350	\$0	0.00%
56-551300-03	Network Maintenance(M)	3,500	5,000	5,000	\$0	0.00%
56-551300-03	Computers	3,750	4,000	4,000	\$0	0.00%
56-551300-03	Delivery	2,883	2,938	2,913	-\$25	-0.87%
56-551300-03	Supplies	14,000	15,000	15,000	\$0	0.00%
56-551300-03	Postage	1,200	1,200	1,200	\$0	0.00%
56-551300-03	Staff Ed/Mileage	1,200	1,500	2,000	\$500	41.67%
56-551300-03	Programming/Publicity	7,000	10,000	11,500	\$1,500	21.43%
56-551300-03	Library Rentals	250			\$0	0.00%
56-551300-03	Uncategorized Expenses		11,297			
56-551300-03	Sales / Use Tax / misc fees	0	300	300	\$0	
56-551300-03	Operating Subtotal	173,636	198,045	193,502	-\$4,543	-2.62%
56-515700-03	Auditing	900	900	900	\$0	0.00%
56-517110-03	Utilities / Cell Phones	45,000	25,000	24,000	-\$1,000	-2.22%
56-595080-05	Library ISF	15,806			\$0	0.00%
56-551300-01	Wages:	402,117	407,234	411,898	\$4,663	1.16%
56-551300-02	Fringes:	111,673	122,075	125,429	\$3,354	3.00%
	TOTAL (Wages & Fringes)	513,790	529,309	537,326	\$8,017	1.56%
Total Operating Expenditures		749,132		755,728	755,728.34	100.88%
56-551300-04	Library Outlay		11,297			
56-595075-03	Transfer Out - General Fund			5,000		
56-595075-03	Transfer Out - Capital Improvement					
TOTAL OPERATING + CAPITAL		749,132	11,297	760,728	\$11,596	1.55%
Revenues over expenditures		6,989		0		



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

PAGE 1
FISCAL YEAR 2021

Department:

Library

Requestor:

Sue Ann Kucher

Department:

Library

Is this area:
(choose one)

☐
☒

New Equipment

Replacement Equipment

Is this area:
(choose one)

☒
☐

Capital Equipment
(1 to > 6 year life)

Operating Lease

IFB RFQ / RFP
Contract ID #:

CAPITAL PURCHASE ITEM:

Self Check Kiosk

Equipment Description:

Replacement of Computers to complete Library RFID Upgrade \$5,000

Equipment Justification:

Self check out machines provide much-needed additional service points in the Library. Patrons can use the machines to manage their accounts and check-out materials independently. During peak times, staff utilize the self-check units as additional service points to assist users and avoid wait times. Replacement units will be equipped with RFID capabilities. This request is for replacement PCs for the RFID Upgrade

DEPARTMENT:

DIRECTOR/ SUPERINTENDANT REVIEW:

DATE:

ADMINISTRATOR

ADMINISTRATOR REVIEW:

DATE:



CAPITAL IMPROVEMENT REQUEST
Page 1 of 2
(One Project Per Form)

PAGE 1

FISCAL YEAR

Start 20 20

End 20 22

Department:

Library

Requestor:

Sue Ann Kucher

Project Manager:

Estimated Start

Estimated Date:

February 2020

End Date:

December 2022

CIP Project ID#:

IFB RFQ / RFP

Contract ID #:

Is this area:
(choose one)

☐

New Project

☒

Revised Project

☐

Project to Delete

Is this area:
(choose one)

☐

Capital Project
(>5 year life)

☐

Expensed Item
(< 5 year life)

PROJECT TITLE:

Library Carpet and Paint Replacement

Project Description:

Phased replacement of Library Carpeting

Project Justifications and Implementation Schedule:

Funding for a portion of carpeting and paint are requested with the project anticipated to be done in multiple phases from 2020-2022. The existing carpet is 21 years old and showing substantial wear in heavy traffic areas, notably the staff workroom, and circulation and computer areas. These areas would be prioritized for replacement, with the remaining areas of carpeting to be replaced in the future, as funding and needs dictate.

DEPARTMENT:

DIRECTOR/ SUPERINTENDANT REVIEW:

DATE:

ADMINISTRATOR

ADMINISTRATOR REVIEW:

DATE:



CAPITAL IMPROVEMENT REQUEST

Page 2 of 2
(One Project Per Form)

PROJECT TITLE: Library Carpet Replacement PAGE 2

Project Phasing, Cost and Schedule

Fiscal Year	Main Project Phase Descriptions	Start Date	End Date	Est. Budget	Funding Source
FY 20 <u>20</u>	1 Carpet Replacement, offices, workroom, circulation, computer area			\$ 45,000	☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 <u>21</u>	2 Carpet Replacement, Children's area, Local History, Story Room, Study Rooms			\$ 25,000	☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 <u>22</u>	3 Carpet Replacement, remaining areas			\$ 25,000	☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 _____	4			\$	☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 _____	5			\$	☐ GF ☐ Utility ☐ TIF ☐ Other

CIP Committee – Project Ranking:

On a scale of 1-10, 10 being the greatest or highest, please rank the following factors as they relate to this project:

Is the project mission critical?	<u>Y</u>	<u>N</u>
Is the project a safety enhancement?	<u>Y</u>	<u>N</u>
Does the project fulfill a legal mandate or Council / Commission resolution?	<u>Y</u>	<u>N</u>
Has the scope of work been adequately understood?	<u>Y</u>	<u>N</u>
Does the project demonstrate readiness to utilize funds as scheduled?	<u>Y</u>	<u>N</u>
Does the project support or further City Strategic Plan?	<u>Y</u>	<u>N</u>
Does the project provide a replacement of an existing asset?	<u>Y</u>	<u>N</u>

CIP Committee Review:

Date ____ / ____ / ____

CIP COMMITTEE COMMENTS

REVIEW AND APPROVALS

PUBLIC WORKS COMMITTEE	COMMENT / APPROVAL	DATE:
FINANCE COMMITTEE CHAIR:	COMMENT / APPROVAL	DATE:
COUNCIL/COMMISSION	COMMENT / APPROVAL	DATE:

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