



Meeting Agenda - Final Library Board

Tuesday, October 18, 2016

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[16-1595](#) September 20, 2016 Meeting Minutes

Attachments: [September 20 2016 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- A. [16-1596](#) Bill Register - September 2016

Attachments: [September Bill Register.pdf](#)
[September Revenue and Expense Summary.pdf](#)
[September Expense Report.pdf](#)
[September Grant Revenue and Expense Summary.pdf](#)

- B. [16-1597](#) Budget Amendment

Attachments: [October Budget Amendment.pdf](#)

- C. [16-1598](#) Appleton Public Library and Outagamie Waupaca Library System
Resource Library Agreement

Attachments: [Resource Library Agreement 2017.pdf](#)

- D. [16-1599](#) Implementation of FICA Alternative Plan for seasonal and part time
employees who work less than 1200 hours in a calendar year.

Attachments: [FICA one page summary.pdf](#)

- E. [16-1600](#) 2017 Proposed APL Closed Dates

Attachments: [Closures 2017.pdf](#)

6. Information Items

A. Director's Report

- i. [16-1601](#) City of Appleton Strategic Plan update
- Attachments: [COA Strategic Plan Update.pdf](#)
- ii. [16-1610](#) Update to Thompson Center planning process
- iii. [16-1611](#) 2017 Executive Budget and upcoming Budget adoption process
- iv. [16-1612](#) Recent and upcoming facility projects

B. President's Report

- i. [16-1602](#) Committee Appointments 2016-2017
- ii. [16-1603](#) City of Appleton Comprehensive Plan and Update to the Downtown Chapter
- Attachments: [CommunityOpenHouse Poster October 2016.pdf](#)
- iii. [16-1604](#) Building Study update
- iv. [16-1605](#) Trustee Training - Chapter 1 The Trustee Job Description

C. Assistant Director's Report

- i. [16-1606](#) Hiring Process updates
- ii. [16-1607](#) Statistics - Summer Summary 2016 (June, July, August)
- Attachments: [JUNE 2016.pdf](#)
[JULY 2016.pdf](#)
[AUGUST 2016.pdf](#)

D. Friends Report

- i. [16-1608](#) Friends Used Book Sale November 17 - November 19, 2016

E. Recent and Upcoming Programs

- i. [16-1609](#)
 - a. Marketing Campaign Launch
 - b. Fox Cities Book Festival moves to October in 2017
 - c. Kids Vote in Children's Services
 - d. FAN Pass Anniversary
 - e. Find Your Ancestor Series

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, September 20, 2016

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Scheuerman called the meeting to order at 4:30 pm

2. Roll call of membership

Others: Travis Bartels, Sandy Behnke, Jessica Brittnacher, Beth Carpenter, Mayor Tim Hanna, Karen Harkness, Colleen Holz, Tina Krueger, Adriana McCleer, Tanya Misselt, Bruce Nelson, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Emily Truman, Maureen Ward

John Peterson arrived at 4:32 pm

Present: 10 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Brault Pagel, Peterson, Dannecker, Kellner and Exarhos

Others : 1 - Panella

3. Approval of minutes from previous meeting

Bloedow moved, seconded by Bergman, that the August 16, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

[16-1437](#)

August 16, 2016 Meeting Minutes

Attachments: [August 16 2016 Meeting Minutes.pdf](#)

4. Public Participation and Communications

A. [16-1438](#)

County Appointment to Library Board

Attachments: [Outagamie County Appointment of P. Exarhos.pdf](#)

B. [16-1439](#)

Teen Appointment

Attachments: [Library Bd. Teen Appt. 081716.pdf](#)

C. [16-1440](#)

New APL Public Services Supervisor

Establish Order of the Day

5. Action Items

A. [16-1441](#) Bill Register - August 2016

Attachments: [August Bill Register.pdf](#)
[April Revenue Report.pdf](#)
[August Revenue and Expense Summary.pdf](#)

Looker moved, seconded by Peterson, that the August 2016 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

B. [16-1442](#) Budget Amendment - September 2016

Attachments: [September Budget Amendment.pdf](#)

Looker moved, seconded by Peterson, that the Budget Amendment in the amount of \$18,150.75 be approved. Voice Vote. Motion Carried. (10-0)

C. [16-1443](#) City Procurement Card Policy

Attachments: [Procurement Card Policy Action Item 2016.pdf](#)
[P-Card Policy Rev 2016 Markup.pdf](#)

Peterson moved, seconded by Bloedow, that the City Procurement Card Policy be approved. Voice Vote. Motion Carried. (10-0)

D. [16-1444](#) Report of the Nominating Committee

Attachments: [Nominating Committee Meeting Minutes 9-6-2016.pdf](#)

Brault Pagel moved, seconded by Dannecker, that the nominated slate of officers Nancy Scheuerman - President, Brian Looker - Vice President and Will Bloedow - Secretary be approved. Voice Vote. Motion Carried. (10-0)

6. Information Items

A. Director's Report

i. [16-1445](#) FICA Alternative Plan Presentation

Attachments: [FICA one page summary.pdf](#)

ii. [16-1446](#) APL Storytellers

- iii. [16-1447](#) Financial Report format update

Attachments: [New Financial Report LIN.pdf](#)
[New Financial Report Grants.pdf](#)
[Financial Report - Discontinue.pdf](#)
[New Financial Report - Quarterly Report.pdf](#)

- iv. [16-1448](#) WLA Conference

- v. [16-1449](#) Changes to APL coordinated book drives

B. President's Report

- i. [16-1450](#) Downtown Comprehensive Plan update

- ii. [16-1452](#) Trustee trainings

C. Assistant Director's Report

- i. [16-1453](#) Hiring Process updates

D. Friends Report

- i. [16-1455](#) Friends Strategic Plan updates

7. Recent and Upcoming Programs

- A. [16-1456](#)
- i. Indonesian Day
 - ii. Hispanic Heritage Month
 - iii. Steampunk Saturday
 - iv. Adult Learners at APL
 - v. Tween Scene Fall Activities

Closed Session

Bloedow moved, seconded by Bergman that the Board meet in Closed Session for the purpose of deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, where competitive or bargaining reasons require a closed session concerning the library building pursuant to the exceptions contained in section 19.85(1)(e) of the Wisconsin Statutes. The Board will then reconvene into open session and conduct such further business as may be pending. Voice Vote. Motion Carried. (10-0) Roll call was taken.

The meeting went into Closed Session at 5:58 pm.

Bloedow moved, seconded by Hietpas that the Board reconvene into Open Session. Voice Vote. Motion Carried. (10-0) Roll call was taken.

The Board resumed meeting in Open Session at 6:45 pm.

8. Adjournment

Dannecker moved, seconded by Bergman that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was adjourned at 6:48 pm

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	304	09/26/16	PAYPAL	*LEAGUEWOMEN	WOMEN'S EQUITY	30.00	16010	6201	
PU	547	09/26/16	FOX CITIES	CHAMBER OF	TINA LEADERSHI-TRAIN	1,600.00	16010	6201	
PU	1035	09/26/16	CITY OF MADISON	PARKIN	WILS CONFERENCE	10.40	16010	6201	
PU	23	09/26/16	AMAZON.COM		LAMINATOR	54.99	16010	6301	
PU	206	09/26/16	OFFICEMAX	CT*IN#754652	TAPE/LABELS/GLUE	167.82	16010	6301	
PU	249	09/26/16	WWW.VISTAPRINT.COM		BUSINESS CARDS	101.37	16010	6301	
PU	305	09/26/16	OFFICE DEPOT	#142	VOLUNTEER PHOTOS	57.74	16010	6301	
PU	319	09/26/16	OFFICE DEPOT	#142	VOLUNTEER PHOTOS	9.44	16010	6301	
PU	682	09/26/16	AMAZON.COM		BATTERIES	32.97	16010	6301	
PU	740	09/26/16	AMAZON.COM		BATTERIES	12.32	16010	6301	
PV	368259	09/01/16	ROTARY CLUB OF APPLETON		membership	800.00	16010	6303	00003951
PU	709	09/26/16	INDIA GROCERY		INCRED. INDIA	53.15	16010	6307	00003951
PU	727	09/26/16	INDIA DARBAR RESTAURAN		INCRED. INDIA	10.00	16010	6307	00003951
PU	885	09/26/16	KWIK TRIP	18200001826	QUART STAFF	3.98	16010	6307	
PU	947	09/26/16	PICK N SAVE	8100081182	KUDOS	22.17	16010	6307	
PU	951	09/26/16	SAMSClub	#6321	KUDOS	68.58	16010	6307	
PU	1338	09/26/16	MUNCHEEZ PIZZERIA		ELL	155.92	16010	6307	00003955
PU	1346	09/26/16	MOBILEDONATION		NAMI DINNER	45.00	16010	6307	00003951
PU	36	09/26/16	4IMPRINT		TABLE CLOTHS	446.62	16010	6412	
PU	204	09/26/16	APG EXHIBITS		KIOSK PANEL	124.52	16010	6412	
JE	123545	09/16/16	9/16 AT&T	BILL		214.26	16010	6413	7
JE	123546	09/16/16	8/16 LONG	DISTANCE		13.78	16010	6413	7
PU	960	09/26/16	CELLCOM		CELLPHONES	106.64	16010	6413	8
PV	368399	09/12/16	FRIENDS OF APPLETON LIBRARY		bookkeeping hours	90.00	16010	6599	00003951
16010						4,231.67			
JE	123536	09/16/16	9/8 PR TRAVEL	REIMB	OLIVERAS	11.66	16021	6201	
PU	117	09/26/16	WISCONSIN LIBRARY ASSO		WLA REGISTRATION	210.00	16021	6201	
PU	119	09/26/16	WISCONSIN LIBRARY ASSO		WLA CONFERENCE	225.00	16021	6201	
JE	123510	09/16/16	ACCT CORRECT/INTERSTATE BOOKS			18.00	16021	6301	00003952
PU	5	09/26/16	INTERSTATE BOOKS4SCHOO		REACH OUT & READ	10.00	16021	6301	00003952
PU	6	09/26/16	INTERSTATE BOOKS4SCHOO		REACH OUT & READ	58.00	16021	6301	00003952
PU	126	09/26/16	AMAZON MKTPLACE PMTS		MARKER BOARD	189.99	16021	6301	
PU	247	09/26/16	VISTAPR*VISTAPRINT.COM		BUSINESS CARDS	122.37	16021	6301	
PU	378	09/26/16	MICHAELS STORES	8783	BOX FRAMES	59.98	16021	6301	

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	404	09/26/16	LULUCOM	READY TO READ	70.24	16021 6301	00003954
PU	472	09/26/16	AMAZON.COM	READY TO READ	53.91	16021 6301	00003954
PU	544	09/26/16	WAL-MART #2958	TWEEN SEEN	25.91	16021 6301	00003951
PU	548	09/26/16	SCHOLASTIC INC. KEY 6	REACH OUT & READ	700.30	16021 6301	00003952
PU	683	09/26/16	INTERSTATE BOOKS4SCHOO	REACH OUT & READ	40.00	16021 6301	00003952
PU	724	09/26/16	AMAZON.COM	PIG/ELEPH PARTY	39.90	16021 6301	00003951
PU	728	09/26/16	AMAZON.COM	PLAMMAN FUND	256.60	16021 6301	00003951
PU	729	09/26/16	AMAZON.COM	PLAMMAN FUND	213.80	16021 6301	00003951
PU	735	09/26/16	INGRAM LIBRARY SERVICE		16.75	16021 6301	00003951
PU	742	09/26/16	AMAZON.COM	READY TO READ	50.30	16021 6301	00003954
PU	743	09/26/16	AMAZON.COM	READY TO READ	105.95	16021 6301	00003954
PU	744	09/26/16	AMAZON.COM	READY TO READ	89.76	16021 6301	00003954
PU	745	09/26/16	AMAZON.COM	READY TO READ	61.04	16021 6301	00003954
PU	746	09/26/16	AMAZON.COM	READY TO READ	310.72	16021 6301	00003954
PU	747	09/26/16	AMAZON.COM	READY TO READ	200.56	16021 6301	00003954
PU	803	09/26/16	SP * ONLINE STORE	READY TO READ	162.00	16021 6301	00003954
PU	824	09/26/16	AMAZON.COM	PLAMMAN FUND	130.80	16021 6301	00003951
PU	825	09/26/16	AMAZON.COM	PLAMMAN FUND	202.05	16021 6301	00003951
PU	826	09/26/16	AMAZON MKTPLACE PMTS	PLAMMAN FUND	26.60	16021 6301	00003951
PU	844	09/26/16	AMAZON.COM	READY TO READ	59.50	16021 6301	00003954
PU	846	09/26/16	HOBBY-LOBBY #0193	ART FOR PIGGY PARTY	11.96	16021 6301	
PU	883	09/26/16	AMAZON.COM	READY TO READ	5.99	16021 6301	00003954
PU	888	09/26/16	KAPLAN EARLY LEARNING	ROR PLAY & LEARN	103.39	16021 6301	00003954
PU	893	09/26/16	GUM.CO/APRYE	READY TO READ	83.00	16021 6301	00003954
PU	897	09/26/16	AMAZON.COM	READY TO READ	59.50	16021 6301	00003954
PU	972	09/26/16	AMAZON.COM	READY TO READ	59.50	16021 6301	00003954
PU	1196	09/26/16	SCHOLASTIC INC. KEY 6	REACH OUT & READ	78.50	16021 6301	00003952
PU	1200	09/26/16	SCHOLASTIC INC. KEY 6	REACH OUT & READ	8.40	16021 6301	00003952
PU	1246	09/26/16	SCHOLASTIC INC. KEY 6	REACH OUT & READ	83.50	16021 6301	00003952
PU	1280	09/26/16	SCHOLASTIC INC. KEY 6	REACH OUT & READ	28.00	16021 6301	00003952
PU	1286	09/26/16	FACEBK QF2XY9SYX2	FACEBOOK AD	30.00	16021 6301	00003951
PU	1298	09/26/16	HOBBY-LOBBY #0193	ART TWEEN SEEN	35.94	16021 6301	00003951
PU	1324	09/26/16	WAL-MART #1982	ART TWEEN SEEN	53.81	16021 6301	00003951
PU	1349	09/26/16	THE HOME DEPOT #4928	WRIST COIL	7.84	16021 6301	
PU	1360	09/26/16	ALL ABOUT BOOKS, LLC	REACH OUT & READ	1,336.32	16021 6301	00003952

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	1401	09/26/16	ALL ABOUT BOOKS, LLC	REACH OUT & READ	99.13	16021 6301	00003952
PU	104	09/26/16	AMAZON.COM	DESK	133.64	16021 6327	
PV	368742	09/26/16	TENNESSEN, ANNA	gut healthy	100.00	16021 6599	00003951
16021					----- 6,040.11 =====		
PU	203	09/26/16	VISTAPR*VISTAPRINT.COM	SPLIT - BUSINESS CAR	57.41	16023 6301	
16023					----- 57.41 =====		
JE	123536	09/16/16	9/8 PR TRAVEL REIMB	WOODLAND	236.00	16024 6201	
PU	248	09/26/16	VISTAPR*VISTAPRINT.COM	BUSINESS CARDS	122.37	16024 6301	
PU	349	09/26/16	GEORGE PATTON ASSOCIAT	SIGN HOLDERS	76.34	16024 6301	00003951
PU	353	09/26/16	AMAZON.COM	COCOA-COLOR NIGHT	3.27	16024 6301	00003951
PU	402	09/26/16	AMAZON MKTPLACE PMTS	INCRED. INDIA	31.99	16024 6301	00003951
PU	576	09/26/16	HOBBY-LOBBY #0193	STEAMPUNK	19.46	16024 6301	00003951
PU	581	09/26/16	AMAZON MKTPLACE PMTS	COCOA-COLOR NIGHT	55.43	16024 6301	00003951
PU	642	09/26/16	MICHAELS STORES 8783	INCRED. INDIA	36.26	16024 6301	00003951
PU	707	09/26/16	HOBBY-LOBBY #0193	INCRED. INDIA	24.54	16024 6301	00003951
PU	708	09/26/16	HOBBY-LOBBY #0193	INCRED. INDIA	10.79	16024 6301	00003951
PU	833	09/26/16	HOBBY-LOBBY #0193	PROGRAM CRAFTS	12.36	16024 6301	00003951
PU	598	09/26/16	BADGER SPORTS PARK	TSLP PRIZE	314.00	16024 6599	00003951
PV	368589	09/16/16	BIZIMANA, EDDISON	rise interpreter	300.00	16024 6599	00003951
PV	368824	09/29/16	BEYER, JERRY AND CASSIE	judges	120.00	16024 6599	00003951
PV	368895	09/29/16	VINSON, KEN	game brass & steel	60.00	16024 6599	00003951
16024					----- 1,422.81 =====		
PU	73	09/26/16	UFIRST *LAUNDRY SVCS	MAT CLEANING	57.49	16031 6306	
PU	681	09/26/16	UFIRST *LAUNDRY SVCS	MAT CLEANING	54.29	16031 6306	
PU	1325	09/26/16	UFIRST *LAUNDRY SVCS	MATT CLEANING	57.49	16031 6306	
JE	123516	09/16/16	RECYCLING-AUG	232732	128.00	16031 6407	
PU	796	09/26/16	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (2.71%	74.00	16031 6407	
PV	368750	09/26/16	WE ENERGIES	4835-258-176	11,296.16	16031 6413 1	
PV	368750	09/26/16	WE ENERGIES	5229-670-389	1,182.60	16031 6413 2	
PU	741	09/26/16	WIL KIL PEST CONTROL	BUG INSPECTION	450.00	16031 6416	
JE	123657	09/28/16	8/31/16 FMD & GROUNDS BILLING	LIBRARY	14,883.67	16031 6420	
16031					----- 28,183.70 =====		
PU	102	09/26/16	RESEARCH TECHNOLOGY IN	POLISH AND PADS	255.60	16032 6301	

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PU	163	09/26/16	HOLLINGER METAL EDGE I	BOX'S & TAPE	454.90	16032 6301
PU	201	09/26/16	VISTAPR*VISTAPRINT.COM	BUSINESS CARDS	63.91	16032 6301
PU	1408	09/26/16	DEMCO INC	TAPE	252.12	16032 6301
JE	123510	09/16/16	ACCT CORRECT/INTERSTATE BOOKS		18.00-	16032 6315
PU	1	09/26/16	BAKER-TAYLOR		38.31	16032 6315
PU	59	09/26/16	BAKER-TAYLOR		311.18	16032 6315
PU	62	09/26/16	INGRAM LIBRARY SERVICE		350.25	16032 6315
PU	63	09/26/16	INGRAM LIBRARY SERVICE		215.25	16032 6315
PU	64	09/26/16	BAKER-TAYLOR		28.76	16032 6315
PU	65	09/26/16	AMAZON MKTPLACE PMTS		28.99	16032 6315
PU	66	09/26/16	CSG SALES -ONLINE		89.10	16032 6315
PU	135	09/26/16	RECORDED BOOKS		387.60	16032 6315
PU	179	09/26/16	AMAZON MKTPLACE PMTS		103.96	16032 6315
PU	180	09/26/16	AMAZON MKTPLACE PMTS		1.14-	16032 6315
PU	181	09/26/16	AMAZON MKTPLACE PMTS		4.01	16032 6315
PU	237	09/26/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	238	09/26/16	INGRAM LIBRARY SERVICE		753.08	16032 6315
PU	239	09/26/16	INGRAM LIBRARY SERVICE		620.68	16032 6315
PU	240	09/26/16	INGRAM LIBRARY SERVICE		1,101.44	16032 6315
PU	241	09/26/16	AMAZON MKTPLACE PMTS		47.89	16032 6315
PU	266	09/26/16	AMAZON.COM		18.12	16032 6315
PU	267	09/26/16	AMAZON.COM		15.97	16032 6315
PU	268	09/26/16	AMAZON.COM		24.97	16032 6315
PU	269	09/26/16	AMAZON MKTPLACE PMTS		4.88	16032 6315
PU	270	09/26/16	AMAZON MKTPLACE PMTS		17.09	16032 6315
PU	271	09/26/16	AMAZON MKTPLACE PMTS		81.67	16032 6315
PU	282	09/26/16	AMAZON MKTPLACE PMTS		13.98	16032 6315
PU	283	09/26/16	AMAZON MKTPLACE PMTS		6.99	16032 6315
PU	317	09/26/16	INGRAM LIBRARY SERVICE		926.34	16032 6315
PU	350	09/26/16	AMAZON MKTPLACE PMTS		183.23	16032 6315
PU	351	09/26/16	INGRAM LIBRARY SERVICE		325.35	16032 6315
PU	352	09/26/16	RECORDED BOOKS		48.42	16032 6315
PU	438	09/26/16	AMAZON MKTPLACE PMTS		5.94	16032 6315
PU	439	09/26/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	440	09/26/16	AMAZON MKTPLACE PMTS		21.73	16032 6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha	Name	-Remark-		
PU	441	09/26/16	AMAZON	MKTPLACE PMTS		4.76	16032 6315
PU	442	09/26/16	MIDWEST	TAPE LLC		1,912.33	16032 6315
PU	443	09/26/16	AMAZON	MKTPLACE PMTS		.25	16032 6315
PU	444	09/26/16	INFORMATION	TODAY		292.03	16032 6315
PU	445	09/26/16	INGRAM	LIBRARY SERVICE		1,047.81	16032 6315
PU	450	09/26/16	AMAZON	.COM		14.63	16032 6315
PU	451	09/26/16	INGRAM	LIBRARY SERVICE		432.82	16032 6315
PU	452	09/26/16	RECORDED	BOOKS		104.92	16032 6315
PU	469	09/26/16	RECORDED	BOOKS		56.90	16032 6315
PU	470	09/26/16	RECORDED	BOOKS		113.80	16032 6315
PU	471	09/26/16	RECORDED	BOOKS		56.90	16032 6315
PU	494	09/26/16	AMAZON	MKTPLACE PMTS		4.00	16032 6315
PU	495	09/26/16	AMAZON	MKTPLACE PMTS		11.98	16032 6315
PU	496	09/26/16	AMAZON	MKTPLACE PMTS		8.98	16032 6315
PU	497	09/26/16	AMAZON	MKTPLACE PMTS		8.97	16032 6315
PU	498	09/26/16	AMAZON	MKTPLACE PMTS		8.00	16032 6315
PU	499	09/26/16	AMAZON	.COM		39.68	16032 6315
PU	508	09/26/16	INGRAM	LIBRARY SERVICE		455.43	16032 6315
PU	509	09/26/16	INGRAM	LIBRARY SERVICE		447.34	16032 6315
PU	510	09/26/16	AMAZON	MKTPLACE PMTS		5.98	16032 6315
PU	511	09/26/16	AMAZON	MKTPLACE PMTS		10.98	16032 6315
PU	512	09/26/16	PRANDOMHOUSE	8007333000		10.00	16032 6315
PU	513	09/26/16	AMAZON	MKTPLACE PMTS		9.58	16032 6315
PU	514	09/26/16	AMAZON	MKTPLACE PMTS		4.12	16032 6315
PU	515	09/26/16	AMAZON	.COM		17.97	16032 6315
PU	516	09/26/16	AMAZON	MKTPLACE PMTS		4.00	16032 6315
PU	517	09/26/16	AMAZON	MKTPLACE PMTS		7.98	16032 6315
PU	518	09/26/16	AMAZON	MKTPLACE PMTS		8.43	16032 6315
PU	519	09/26/16	AMAZON	MKTPLACE PMTS		4.00	16032 6315
PU	520	09/26/16	AMAZON	MKTPLACE PMTS		9.03	16032 6315
PU	521	09/26/16	AMAZON	MKTPLACE PMTS		49.28	16032 6315
PU	522	09/26/16	AMAZON	MKTPLACE PMTS		95.16	16032 6315
PU	523	09/26/16	AMAZON	MKTPLACE PMTS		4.72	16032 6315
PU	524	09/26/16	INGRAM	LIBRARY SERVICE		664.52	16032 6315
PU	525	09/26/16	UPS	*1ZR449350395973150		12.52	16032 6315

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PU	578	09/26/16	UPS*1ZR449350396222549		11.07	16032 6315
PU	579	09/26/16	AMAZON MKTPLACE PMTS		6.40	16032 6315
PU	580	09/26/16	AMAZON MKTPLACE PMTS		8.09	16032 6315
PU	586	09/26/16	AMAZON MKTPLACE PMTS		15.39	16032 6315
PU	587	09/26/16	AMAZON MKTPLACE PMTS		4.59	16032 6315
PU	588	09/26/16	AMAZON MKTPLACE PMTS		23.07	16032 6315
PU	589	09/26/16	AMAZON MKTPLACE PMTS		8.00	16032 6315
PU	593	09/26/16	AMAZON MKTPLACE PMTS		5.29	16032 6315
PU	594	09/26/16	AMAZON MKTPLACE PMTS		7.01	16032 6315
PU	595	09/26/16	INGRAM LIBRARY SERVICE		371.00	16032 6315
PU	645	09/26/16	BAKER-TAYLOR		55.31	16032 6315
PU	646	09/26/16	OVERDRIVE DIST		314.79	16032 6315
PU	647	09/26/16	BERNAN ASSOCIATES		67.00	16032 6315
PU	677	09/26/16	AMAZON.COM		21.93	16032 6315
PU	678	09/26/16	TCD*GALE	SUBSCRIPTION	4,204.98	16032 6315
PU	691	09/26/16	AMAZON MKTPLACE PMTS		26.78	16032 6315
PU	692	09/26/16	AMAZON MKTPLACE PMTS		7.43	16032 6315
PU	693	09/26/16	THOMSON WEST*TCD		790.39	16032 6315
PU	694	09/26/16	MIDWEST TAPE LLC		1,758.55	16032 6315
PU	695	09/26/16	INGRAM LIBRARY SERVICE		517.82	16032 6315
PU	696	09/26/16	BAKER-TAYLOR		64.74	16032 6315
PU	697	09/26/16	BAKER-TAYLOR		290.76	16032 6315
PU	698	09/26/16	EBSCO INFO SERVICE BHM		4,080.00	16032 6315
PU	733	09/26/16	AMAZON.COM		38.55	16032 6315
PU	734	09/26/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	736	09/26/16	AMAZON MKTPLACE PMTS		14.98	16032 6315
PU	737	09/26/16	SAGE PUBLICATIONS		1,330.00	16032 6315
PU	793	09/26/16	INGRAM LIBRARY SERVICE		343.73	16032 6315
PU	831	09/26/16	AMAZON.COM		15.95	16032 6315
PU	847	09/26/16	INGRAM LIBRARY SERVICE		1,396.63	16032 6315
PU	848	09/26/16	INGRAM LIBRARY SERVICE		734.03	16032 6315
PU	856	09/26/16	AMAZON MKTPLACE PMTS		808.06	16032 6315
PU	861	09/26/16	AMAZON.COM		24.98	16032 6315
PU	878	09/26/16	AMAZON MKTPLACE PMTS		54.87	16032 6315
PU	886	09/26/16	AMAZON MKTPLACE PMTS		19.93	16032 6315

DocTy	Document Number	G/L Date	Explanation		Amount	Account
			Alpha Name	-Remark-		
PU	890	09/26/16	AMAZON MKTPLACE PMTS		35.89	16032 6315
PU	891	09/26/16	INGRAM LIBRARY SERVICE		482.46	16032 6315
PU	895	09/26/16	INGRAM LIBRARY SERVICE		100.74	16032 6315
PU	909	09/26/16	RECORDED BOOKS		27.80	16032 6315
PU	934	09/26/16	MIDWEST TAPE LLC		983.61	16032 6315
PU	980	09/26/16	AMAZON MKTPLACE PMTS		4.06	16032 6315
PU	984	09/26/16	AMAZON MKTPLACE PMTS		13.78	16032 6315
PU	989	09/26/16	AMAZON MKTPLACE PMTS		13.33	16032 6315
PU	998	09/26/16	INF* CITY DIRECTORIES		390.00	16032 6315
PU	1016	09/26/16	HOUCHEM BINDERY LTD		35.70	16032 6315
PU	1017	09/26/16	BAKER-TAYLOR		20.37	16032 6315
PU	1024	09/26/16	INGRAM LIBRARY SERVICE		450.56	16032 6315
PU	1036	09/26/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	1037	09/26/16	AMAZON MKTPLACE PMTS		6.67	16032 6315
PU	1038	09/26/16	JOLA PUBLICATIONS		35.00	16032 6315
PU	1039	09/26/16	AMAZON MKTPLACE PMTS		5.51	16032 6315
PU	1044	09/26/16	AMAZON MKTPLACE PMTS		8.24	16032 6315
PU	1045	09/26/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	1048	09/26/16	AMAZON MKTPLACE PMTS		5.63	16032 6315
PU	1049	09/26/16	AMAZON MKTPLACE PMTS		8.24	16032 6315
PU	1050	09/26/16	AMAZON MKTPLACE PMTS		8.59	16032 6315
PU	1058	09/26/16	AMAZON MKTPLACE PMTS		6.92	16032 6315
PU	1060	09/26/16	AMAZON MKTPLACE PMTS		9.04	16032 6315
PU	1091	09/26/16	AMAZON MKTPLACE PMTS		6.98	16032 6315
PU	1098	09/26/16	AMAZON MKTPLACE PMTS		7.24	16032 6315
PU	1100	09/26/16	AMAZON MKTPLACE PMTS		7.14	16032 6315
PU	1108	09/26/16	BAKER-TAYLOR		43.86	16032 6315
PU	1109	09/26/16	AMAZON MKTPLACE PMTS		6.75	16032 6315
PU	1110	09/26/16	AMAZON MKTPLACE PMTS		7.97	16032 6315
PU	1118	09/26/16	AMAZON MKTPLACE PMTS		12.99	16032 6315
PU	1119	09/26/16	AMAZON MKTPLACE PMTS		23.98	16032 6315
PU	1123	09/26/16	INGRAM LIBRARY SERVICE		341.64	16032 6315
PU	1127	09/26/16	AMAZON MKTPLACE PMTS		13.95	16032 6315
PU	1131	09/26/16	AMAZON MKTPLACE PMTS		12.98	16032 6315
PU	1135	09/26/16	AMAZON MKTPLACE PMTS		4.87	16032 6315

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PU	1138	09/26/16	AMAZON MKTPLACE PMTS		150.46	16032 6315
PU	1139	09/26/16	AMAZON MKTPLACE PMTS		7.99	16032 6315
PU	1142	09/26/16	AMAZON MKTPLACE PMTS		10.83	16032 6315
PU	1146	09/26/16	AMAZON MKTPLACE PMTS		16.37	16032 6315
PU	1156	09/26/16	AMAZON MKTPLACE PMTS		13.18	16032 6315
PU	1166	09/26/16	AMAZON MKTPLACE PMTS		22.73	16032 6315
PU	1173	09/26/16	AMAZON MKTPLACE PMTS		.96-	16032 6315
PU	1182	09/26/16	AMAZON.COM		37.11	16032 6315
PU	1202	09/26/16	KATHYGRAHAM	DISPUTED CHARGE	30.00	16032 6315
PU	1207	09/26/16	INGRAM LIBRARY SERVICE		965.88	16032 6315
PU	1247	09/26/16	INGRAM LIBRARY SERVICE		1,516.02	16032 6315
PU	1254	09/26/16	AMAZON MKTPLACE PMTS		8.18	16032 6315
PU	1270	09/26/16	MIDWEST TAPE LLC		1,631.64	16032 6315
PU	1274	09/26/16	VALUE LINE PUBLISHING		425.00	16032 6315
PU	1429	09/26/16	AMAZON MKTPLACE PMTS		32.94	16032 6315
PV	368561	09/16/16	J.A. ZEHRER GROUP LLC	media	20.00	16032 6315
PV	368586	09/16/16	WAUPACA COUNTY CLERK	county directory	3.00	16032 6315
PV	368587	09/16/16	WINNEBAGO COUNTY CLERK	county directory	4.50	16032 6315
PV	368731	09/26/16	MARQUETTE UNIVERSITY	directory	65.00	16032 6315
PV	368737	09/26/16	PENGUIN RANDOM HOUSE LLC	media	10.00	16032 6315
16032					38,296.33	
PU	202	09/26/16	VISTAPR*VISTAPRINT.COM	SPLIT - BUSINESS CAR	16.00	16033 6301
PU	437	09/26/16	CDW GOVERNMENT	TONER-LIGHTS	59.84	16033 6301
PU	1184	09/26/16	CDW GOVERNMENT	SPLIT - TONER (75.13	246.24	16033 6301
PU	1308	09/26/16	CDW GOVERNMENT	SPLIT - TONER (13.14	190.35	16033 6301
PU	315	09/26/16	CDW GOVERNMENT	POWER ADAPTER	50.19	16033 6327
PU	492	09/26/16	CDW GOVERNMENT	CABLES	30.85	16033 6327
PU	584	09/26/16	DMI* DELL HLTHCR/PTR	WINDOWS UPDATES	18.74	16033 6327
PU	732	09/26/16	DMI* DELL HLTHCR/PTR	WINDOWS UPDATES	4,310.55	16033 6327
PU	1185	09/26/16	CDW GOVERNMENT	SPLIT - CORDS-USB (2	81.50	16033 6327
PU	1186	09/26/16	CDW GOVERNMENT	CABLES	33.04	16033 6327
PU	1309	09/26/16	CDW GOVERNMENT	SPLIT - CABLES (4.47	64.79	16033 6327
PU	1428	09/26/16	AMAZON.COM	CABLES-PLUGS	22.60	16033 6327
PU	1432	09/26/16	AMAZON.COM	CABLES-PLUGS	22.57	16033 6327

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	Account
PU	216	09/26/16	RICOH	USA, INC	COPIER LEASE	297.42 16033 6418
PU	1307	09/26/16	CDW	GOVERNMENT	SPLIT - SOFTWARE (82	1,193.94 16033 6418
PU	1383	09/26/16	RICOH	USA, INC	COPIER LEASE	245.02 16033 6418
PU	1439	09/26/16	RICOH	USA, INC	COPIER LEASE	297.42 16033 6418

16033						7,181.06
						=====
						85,413.09
						=====

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 2016

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,204,476	2,218,575	2,254,372	170,419	1,585,933	70.35
Part-Time		242,651	203,991	203,991	18,994	187,701	92.01
Fringes		748,648	799,235	799,235	59,474	553,020	69.19
Salaries & Fringe Benefits		3,195,775	3,221,801	3,257,598	248,887	2,326,654	71.42
Training & Conferences	6201	13,832	17,780	21,280	2,323	16,782	78.86
Parking Permits	6206	16,317	16,884	16,884	0	18,112	107.27
Memberships & Licenses	6303	3,365	1,995	1,995	0	2,737	137.19
Awards & Recognition	6305	846	850	850	0	854	100.47
Food & Provisions	6307	1,374	1,135	1,135	95	483	42.56
Administrative Expense		35,734	38,644	42,144	2,418	38,968	92.46
Office Supplies	6301	44,379	58,480	58,480	2,548	26,763	45.76
Building Maintenance/Janitor	6306	7,908	7,344	7,344	169	6,423	87.46
Landscape Supplies	6308	25	50	50	0	0	.00
Shop Supplies & Tools	6309	0	50	50	0	0	.00
Paint & Supplies	6311	67	100	100	0	0	.00
Books & Library Materials	6315	625,865	578,185	604,558	37,270	368,897	61.02
Printing & Reproduction	6320	54	100	100	0	20	20.00
Safety Supplies	6323	18	100	100	0	0	.00
Medical & Lab Supplies	6324	114	100	100	0	0	.00
Miscellaneous Equipment	6327	46,952	67,000	67,000	4,768	24,821	37.05
Supplies & Materials		725,382	711,509	737,882	44,755	426,924	57.86
Collection Services	6407	2,687	2,420	2,420	202	2,057	85.00
Advertising	6412	1,240	1,250	1,250	571	852	68.16
Other Contracts/Obligations	6599	66,078	67,397	67,397	0	66,221	98.26
Purchased Services		70,005	71,067	71,067	773	69,130	97.27
Electric	6413.1	109,161	98,538	98,538	11,296	83,656	84.90
Gas	6413.2	23,169	35,479	35,479	1,183	17,355	48.92
Water	6413.3	4,871	5,154	5,154	0	3,732	72.41
Waste Disposal/Collection	6413.4	2,028	2,155	2,155	0	1,557	72.25
Stormwater	6413.6	2,444	2,643	2,643	0	1,809	68.44
Telephone	6413.7	2,719	2,685	2,685	228	2,037	75.87
Cellular Telephone	6413.8	944	1,085	1,085	107	718	66.18
Utilities		145,336	147,739	147,739	12,814	110,864	75.04
Bldng Repair & Maintenance	6416	1,839	5,000	5,000	450	1,575	31.50
Equipmt Repair & Maintenance	6418	70,241	64,050	64,050	2,034	56,673	88.48
CBM Charges	6420	158,430	186,199	186,199	14,884	76,276	40.96
Repair & Maintenance		230,510	255,249	255,249	17,368	134,524	52.70
Software Acquisition	6815	9,027	8,250	8,250	0	8,202	99.42
Capital Expenditures		9,027	8,250	8,250	0	8,202	99.42
TOTAL EXPENSES		4,411,769	4,454,259	4,519,929	327,015	3,115,266	68.92
REVENUES							
Library Aids (County)		1,101,454	1,095,759	1,095,759	0	1,103,329	100.69
Library Fines		63,832	79,000	79,000	4,111	44,111	55.84
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		1,297	0	0	35	705	.00
Administration Reimbursements		56,507	0	24,500	0	24,614	100.47
Children's Reimbursements		15,000	15,000	0	0	0	.00
Community Reimbursements & Reader/Prntr		341	300	300	22	179	59.67
Commissions (Vending)		1,459	1,500	1,500	7-	902	60.13
Lost & Paid Materials	16032.5035	30,859	0	0	1,909	17,656	.00
Network Reimbursements & Public Use Prntr		20,688	17,000	17,000	1,588	15,464	90.96

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
TOTAL REVENUES	1,321,437	1,238,559	1,248,059	7,658	1,216,960	97.51

For the Nine Months Ending September 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of September	Current YTD Actual As Of September	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
6101 Regular Salaries	312,482.82	342,648	351,800	23,239.33	224,627.63	64
6105 Overtime	2.59	0	0	.00	.00	0
6107 Temp. Full - Time	.00	0	0	.00	801.47	0
6108 Part-Time	6,367.07	10,422	10,422	611.19	5,005.95	48
6110 Other Compensation	50.00	0	0	.00	.00	0
6115 Vacation Pay	33,929.52	0	0	4,410.27	22,725.50	0
6150 Fringes	115,621.31	119,068	119,068	9,983.39	87,376.94	73
6201 Training/Conferences	2,401.93	4,055	7,555	1,640.40	8,015.61	106
6206 Parking Permits	2,133.00	2,124	2,124	.00	2,308.00	109
6301 Office Supplies	3,003.45	4,500	4,500	436.65	2,363.84	53
6303 Memberships & Licenses	3,365.00	1,995	1,995	.00	2,737.00	137
6305 Awards & Recognition	845.77	850	850	.00	853.64	100
6307 Food & Provisions	1,374.23	1,135	1,135	94.73	483.33	43
6320.1 City Copy Charges	.00	0	0	.00	20.00	0
6320.2 Outside Printing	54.25	100	100	.00	.00	0
6324 Medical\Lab Supplies	114.44	100	100	.00	.00	0
6412 Advertising	1,240.21	1,250	1,250	571.14	852.47	68
6413.7 Telephone	2,718.59	2,685	2,685	228.04	2,036.77	76
6413.8 Cellular Phones	944.14	1,085	1,085	106.64	717.78	66
6418 Equip Repairs & Maint	.00	500	500	.00	.00	0
6599 Other Contracts/Obligations	3,300.00	4,000	4,000	.00	2,825.00	71
00003951 Friends of Appleton Library						
6301 Office Supplies	.00	0	0	.00	463.00	0
6303 Memberships & Licenses	.00	0	0	800.00	1,095.00	0
6305 Awards & Recognition	.00	0	0	.00	315.25	0
6307 Food & Provisions	.00	0	1,000	108.15	323.39	32
6599 Other Contracts/Obligations	.00	0	4,750	90.00	420.00	9
00003955 ELL						
6307 Food & Provisions	.00	0	0	155.92	201.89	0
16010 Administration - Library	489,943.14	496,517	514,919	42,475.85	366,569.46	
16021 Children's Services						
6101 Regular Salaries	342,146.82	355,034	363,385	23,982.23	237,451.42	65
6105 Overtime	287.03	0	0	.00	60.78	0
6108 Part-Time	36,489.77	30,605	30,605	1,942.95	29,754.06	97
6114 Sick Pay	2,529.80	0	0	.00	.00	0
6115 Vacation Pay	29,694.70	0	0	4,366.58	22,618.35	0
6150 Fringes	128,875.44	130,748	130,748	8,476.74	82,885.93	63
6201 Training/Conferences	4,271.91	3,570	3,570	446.66	1,546.05	43
6206 Parking Permits	2,604.00	2,604	2,604	.00	2,772.00	106
6301 Office Supplies	5,675.82	2,730	2,730	392.14	1,475.12	54
6327 Miscellaneous Equipment	130.42	250	250	133.64	183.56	73
6599 Other Contracts/Obligations	1,000.00	1,000	1,000	.00	1,000.00	100
00003951 Friends of Appleton Library						
6201 Training/Conferences	.00	0	0	.00	60.00	0
6301 Office Supplies	.00	0	3,000	1,032.16	2,220.40	74
6327 Miscellaneous Equipment	.00	0	0	.00	1,254.98	0
6599 Other Contracts/Obligations	.00	0	10,000	100.00	1,102.50	11
00003952 Reach Out & Read - United Way						
6301 Office Supplies	.00	0	0	2,460.15	9,995.65	0
6599 Other Contracts/Obligations	.00	0	90,150	.00	.00	0
00003954 Ready to Read - Appleton						
6301 Office Supplies	.00	0	0	1,475.36	3,214.36	0
00003955 ELL						
6108 Part-Time	.00	0	1,800	.00	.00	0
6301 Office Supplies	.00	0	7,700	.00	2,421.47	31
16021 Children's Services	553,705.71	526,541	647,542	44,808.61	400,016.63	
16023 Public Services						
6101 Regular Salaries	411,575.76	471,847	476,350	31,639.49	291,137.91	61
6108 Part-Time	102,497.67	86,349	86,349	7,668.24	74,997.11	87
6114 Sick Pay	7,369.43	0	0	.00	1,273.35	0
6115 Vacation Pay	53,816.95	0	0	4,171.67	41,923.42	0

For the Nine Months Ending September 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of September	Current YTD Actual As Of September	Percent of Amended Budget
6150 Fringes	172,650.25	177,154	177,154	12,569.87	120,518.68	68
6201 Training/Conferences	1,295.96	1,835	1,835	.00	917.52	50
6206 Parking Permits	3,456.00	3,456	3,456	.00	4,212.00	122
6301 Office Supplies	3,511.49	3,950	3,950	57.41	1,063.38	27
6327 Miscellaneous Equipment	.00	500	500	.00	.00	0
6418 Equip Repairs & Maint	1,390.00	3,250	3,250	.00	3,170.00	98
16023 Public Services	757,563.51	748,341	752,844	56,106.68	539,213.37	
16024 Community Partnerships						
6101 Regular Salaries	291,171.34	341,224	346,611	24,163.74	225,962.92	65
6108 Part-Time	3,484.48	4,389	4,389	755.52	6,975.99	159
6115 Vacation Pay	38,977.75	0	0	3,067.46	21,529.99	0
6150 Fringes	102,523.72	110,645	110,645	9,815.18	87,262.24	79
6201 Training/Conferences	3,095.16	3,570	3,570	236.00	2,712.84	76
6206 Parking Permits	1,788.00	2,364	2,364	.00	2,016.00	85
6301 Office Supplies	1,640.72	2,250	2,250	122.37	770.97	34
00003951 Friends of Appleton Library						
6201 Training/Conferences	.00	0	0	.00	24.00	0
6301 Office Supplies	.00	0	3,000	270.44	2,348.58	78
6599 Other Contracts/Obligations	.00	0	10,000	794.00	2,555.49	26
16024 Community Partnerships	442,681.17	464,442	482,829	39,224.71	352,159.02	
16031 Building Operations						
6101 Regular Salaries	78,545.02	105,913	106,246	7,790.48	62,405.35	59
6105 Overtime	206.29	0	0	.00	934.55	0
6108 Part-Time	3,478.42	5,952	5,952	230.76	3,139.97	53
6114 Sick Pay	.00	0	0	.00	5,049.14	0
6115 Vacation Pay	9,028.92	0	0	316.72	7,186.09	0
6150 Fringes	38,814.05	54,173	54,173	3,741.74	31,432.32	58
6201 Training/Conferences	.00	200	200	.00	617.52	309
6206 Parking Permits	864.00	864	864	.00	972.00	113
6301 Office Supplies	.00	0	0	.00	99.90	0
6306 Building Maint./Janitorial	7,899.90	7,344	7,344	169.27	6,423.48	87
6308 Landscape Supplies	25.03	50	50	.00	.00	0
6309.2 Tools & Instruments	.00	50	50	.00	.00	0
6311 Paint & Supplies	67.08	100	100	.00	.00	0
6323 Safety Supplies	18.17	100	100	.00	.00	0
6327 Miscellaneous Equipment	903.31	250	250	.00	395.85	158
6407 Collection Services	2,687.00	2,420	2,420	202.00	2,057.00	85
6413.1 Electric	109,161.14	98,538	98,538	11,296.16	83,656.09	85
6413.2 Gas	23,168.93	35,479	35,479	1,182.60	17,355.30	49
6413.3 Water	4,871.40	5,154	5,154	.00	3,732.26	72
6413.4 Waste Disposal/Collecti	2,028.32	2,155	2,155	.00	1,556.53	72
6413.6 Stormwater	2,444.49	2,643	2,643	.00	1,808.52	68
6416 Build Repairs & Maint.	1,838.94	5,000	5,000	450.00	1,574.54	31
6418 Equip Repairs & Maint	481.55	400	400	.00	232.66	58
6420 Facilities charges	158,430.47	186,199	186,199	14,883.67	76,275.52	41
16031 Building Operations	444,962.43	512,984	513,317	40,263.40	306,904.59	
16032 Material Management						
6101 Regular Salaries	446,575.02	507,415	513,572	31,873.94	304,409.26	59
6107 Temp. Full-Time	1,795.08	0	0	1,063.20	9,214.70	0
6108 Part-Time	90,333.78	66,274	66,274	7,785.17	67,828.07	102
6110 Other Compensation	.00	0	0	.00	150.00	0
6114 Sick Pay	26.13	0	0	.00	.00	0
6115 Vacation Pay	60,413.73	0	0	2,773.69	36,488.24	0
6150 Fringes	158,665.78	171,509	171,509	12,081.89	117,503.23	69
6201 Training/Conferences	2,766.56	2,550	2,550	.00	2,355.31	92
6206 Parking Permits	4,896.00	4,896	4,896	.00	5,184.00	106
6301 Office Supplies	23,409.55	37,400	37,400	1,026.53	15,715.88	42
6306 Building Maint./Janitorial	7.73	0	0	.00	.00	0

For the Nine Months Ending September 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of September	Current YTD Actual As Of September	Percent of Amended Budget
6315 Books & Library Materials	625,865.47	578,185	604,558	37,269.80	368,897.46	61
6599 Other Contracts/Obligations	61,778.00	62,397	62,397	.00	62,396.00	100
00003951 Friends of Appleton Library						
6315 Books & Library Materials	.00	0	300	.00	.00	0
16032 Material Management	1,476,532.83	1,430,626	1,463,456	93,874.22	990,142.15	
16033 Network Services						
6101 Regular Salaries	78,781.44	94,494	96,408	7,052.76	64,080.35	66
6110 Other Compensation	.00	0	0	50.00	150.00	0
6115 Vacation Pay	5,075.84	0	0	457.64	5,753.33	0
6150 Fringes	31,497.29	35,938	35,938	2,805.25	26,041.10	72
6201 Training/Conferences	.00	2,000	2,000	.00	617.52	31
6206 Parking Permits	576.00	576	576	.00	648.00	113
6301 Office Supplies	7,138.42	7,650	7,650	512.43	5,274.18	69
6327 Miscellaneous Equipment	45,918.23	66,000	66,000	4,634.83	24,241.74	37
6418 Equip Repairs & Maint	68,369.26	59,900	59,900	2,033.80	53,270.55	89
6815 Software Acquisition	9,027.07	8,250	8,250	.00	8,201.88	99
16033 Network Services	246,383.55	274,808	276,722	17,546.71	188,278.65	
LIB LIBRARY	4,411,772.34	4,454,259	4,651,629	334,300.18	3,143,283.87	

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 20161
10/05/16
11:27:24

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	0	.00
Part-Time		0	0	1,800	0	0	.00
Salaries & Fringe Benefits		0	0	1,800	0	0	.00
Training & Conferences	6201	0	0	0	0	84	.00
Memberships & Licenses	6303	0	0	0	800	1,095	.00
Awards & Recognition	6305	0	0	0	0	315	.00
Food & Provisions	6307	0	0	1,000	264	525	52.50
Administrative Expense		0	0	1,000	1,064	2,019	201.90
Office Supplies	6301	0	0	13,700	5,238	20,663	150.82
Books & Library Materials	6315	0	0	300	0	0	.00
Miscellaneous Equipment	6327	0	0	0	0	1,255	.00
Supplies & Materials		0	0	14,000	5,238	21,918	156.56
Other Contracts/Obligations	6599	0	0	114,900	984	4,078	3.55
Purchased Services		0	0	114,900	984	4,078	3.55
Utilities		0	0	0	0	0	.00
Repair & Maintenance		0	0	0	0	0	.00
Capital Expenditures		0	0	0	0	0	.00
TOTAL EXPENSES		0	0	131,700	7,286	28,015	21.27
REVENUES							
Administration Reimbursements		0	0	18,050	0	65,122	360.79
Children's Reimbursements		0	0	121,650	100	121,749	100.08
Community Reimbursements & Reader/Prntr		0	0	7,000	0	7,000	100.00
TOTAL REVENUES		0	0	146,700	100	193,871	132.15

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2016

[illegible]

For the purpose of:

- Edmondson (\$100), Bouwer (\$2500), & Robert Plamann (\$990) funds Ready to Read reimbursement
-Friends reimbursement of leftover funds - \$100

Requested by:

Department Head

Date

Budget Entry (BE) No.: _____

Approved by:

Tony D. Saucerman, Finance Director

Date

Timothy M. Hanna, Mayor

Date _____

Reported to Finance Committee:

Date _____

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

~~2016~~2017 Resource Library Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, ~~2016~~2017 and shall render any earlier resource library contract null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, hereinafter known as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Appleton Public Library.
- (4) The Appleton Public Library, also known as APL, is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.

Article III: Resource Library Responsibilities

It is mutually agreed that the Appleton Public Library shall:

- (1) Provide backup reference and interlibrary loan services to all public libraries participating in the system, including the development of and access to specialized collections, in accordance with *Wisconsin Statutes* s. 43.24(2)(b).
- (2) Select and add up to \$21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.
- (3) Allow OWLS to connect staff workstations to APL's local area network.

- (4) Collaborate with OWLS to make effective use of the OWLS-funded Internet connection shared by Appleton Public Library and OWLS.
- (5) Cooperate with OWLS to provide continuing education to Appleton Public Library staff, OWLS staff, and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).
- (6) Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.
- (7) Cooperate with OWLS to create and evaluate content for InfoSoup.
- (8) Provide space for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (9) Collaborate with OWLS to facilitate the use of CONTENTdm or a similar content management system to organize and make accessible in digital format unique local library resources.
- (10) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (11) Contribute up to \$10,000 toward the purchase of digital content through the Overdrive Advantage program.
- (12) Contribute ~~\$21,317~~\$24,920 to the Wisconsin Public Library Consortium's statewide digital media buying pool.
- (13) Provide Overdrive website e-mail support to APL and other OWLS member library patrons.

Article IV: OWLS Responsibilities

It is mutually agreed that OWLS shall:

- (1) Pay all interlibrary loan charges for borrowing materials from libraries outside of the system or OWLSnet.
- (2) Pay all costs (approximately \$3,400 in ~~2016~~2017) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.
- (3) Pay approximately \$67,000 to provide access to mutually agreed upon electronic resources from Bookletters, Ebsco, Overdrive, ProQuest, Recorded Books, ~~and~~ Tumblebooks, ~~and~~ Zinio.

- (4) Fund the acquisition of up to \$21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.
- (5) On behalf of APL, request ~~\$139,668~~\$131,707 from adjacent counties as compensation for the extension of intersystem services in ~~2014~~2015.
- (6) Maintain its membership in the Wisconsin Public Library Consortium (approximately ~~\$4,000~~\$4,300 in ~~2016~~2017) in order to provide access to Overdrive and other digital resources available through the Consortium.
- (7) Collaborate with Appleton Public Library to make effective use of the Internet connection shared by APL and OWLS. Furthermore, OWLS agrees to pay the full cost of providing not less than ~~100~~500 mbps of bandwidth for the shared Internet connection (at a cost of approximately \$20,000).
- (8) Cooperate with Appleton Public Library to provide continuing education to APL staff, OWLS staff and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).
- (9) Provide Appleton Public Library staff with at least \$3,500 in continuing education scholarships.
- (10) Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.
- (11) Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (12) Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (13) ~~Pay annual maintenance charges for~~ Provide CONTENTdm or a similar content management system ~~(approximately \$3,500 in 2016)~~ and collaborate with APL to organize and make accessible in digital format unique local library resources.
- (14) Pay software licensing fees for antivirus software for Appleton Public Library's staff and public computers.
- (15) Provide APL with up to \$6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) This contract shall continue in force through December 31, ~~2016~~2017 and shall expire thereafter, unless it is automatically extended for a period not to exceed one year in accordance with *Wisconsin Statutes* s. 43.16.
- (3) This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)

FICA

Alternative Retirement Plan



The FICA Alternative Retirement Plan Gives You More Control!

As a part-time, seasonal or temporary employee, you are accustomed to seeing your FICA tax withholding required by The Social Security system deducted from your paycheck. Under normal circumstances, you will not see that money until you retire. Instead of sending FICA taxes to the Federal Government, your employer is providing you with the benefits of The FICA Alternative Retirement Plan available under Internal Revenue Code Section 3121.

Here is how The Plan works:

Rather than reducing your wages on an after-tax basis by the required 6.2% FICA tax on each pay check, your employer established The FICA Alternative Retirement Plan account. A 7.5% pre-tax contribution is deducted from your wages and is contributed to your personal account.

Flexibility and earnings:

Unlike Social Security, with the The FICA Alternative Retirement Plan your contributions and interest earnings are available to you:

- Upon termination of employment
- At normal retirement age
- In the event of death or disability

Contributions to your FICA Alternative account are deposited in an annuity contract which provides guaranteed interest and principal.

The FICA Alternative Retirement Plan was established by your employer to help you make the most of your benefits. If you have questions, contact your Human Resources Department or your Precision Retirement Group Representative.

Paycheck Comparison

	Social Security	FICA Alternative
Gross monthly wage	\$1000.00	\$1000.00
Less 7.5% pre-tax contribution	-0-	\$(75.00)
Taxable Income	\$1000.00	\$925.00
Less 15% Fed inc. taxes	\$(150.00)	\$(138.75)
Less 5% State inc. taxes	\$(50.00)	\$(46.25)
Less 6.2% FICA withholding	\$(62.00)	-0-
Less 1.45% Medicare	\$(14.50)	\$(13.41)
Net paycheck to you:	\$723.50	\$726.59

** Above calculations are based upon general assumptions. Actual calculations for your circumstance can and will be different based upon your financial circumstances.*

2017 Proposed Close Dates

January 1, 2017	Closed	New Year's Day (Sunday)
TBD	Closed	Staff Retreat Tentative Date - 1/2 Day Closure
April 16, 2017	Closed	Easter (Sunday)
May 27, 2017	Summer Hours Begin	Open 9-1 (Saturday)
May 29, 2017	Closed	Memorial Day (Sunday & Monday)
June 4, 11, 18, 25	Closed	Sundays
July 2, 9, 16, 23, 30	Closed	Sundays
July 4, 2017	Closed	Independence Day (Tuesday)
August 6, 13, 20, 27	Closed	Sundays
September 3 & 4, 2017	Closed	Labor Day (Sunday & Monday)
September 5, 2017	School Year hours begin	Tuesday
November 23, 2017	Closed	Thanksgiving Day (Thursday)
December 24 & 25, 2017	Closed	Christmas Eve and Day (Sunday & Monday)
December 31, 2017	Closed	New Year's Eve (Sunday)
January 1, 2018	Closed	New Year's Day (Monday)

re: Policy states if the holiday falls on a Sat. you get the Friday before the holiday off

if the holiday falls on a Sunday you get the following Monday off. This year Christmas Eve and Christmas Day and New Year's Eve and New Year's Day are on a Sunday and Monday

City of Appleton Strategic Plan



Mission

The City of Appleton is dedicated to meeting the needs of the community and enhancing the quality of life.



Vision

Appleton is the place where people can use their talents to thrive.



Key Strategies

- 1) Responsibly deliver excellent services.
- 2) Encourage active community participation and involvement.
- 3) Recognize and grow everyone's talents.
- 4) Continually assess trends affecting the community and proactively respond.
- 5) Promote an environment that is respectful and inclusive.
- 6) Create opportunities and learn from successes and failures.
- 7) Communicate our success through stories and testimonials.



CITY OF APPLETON COMPREHENSIVE PLAN



Open House

Come Participate in Developing the City's Comprehensive Plan

Learn more about the draft plan, ***see*** what's planned for
Downtown, and ***share*** your own ideas!



DRAFT PLAN OPEN HOUSE

For anyone who lives or works in Appleton

October 20, 2016 – 11:00 AM-1:00 PM
(Short presentation at Noon)
Appleton Public Library (Rooms A/B)

DRAFT PLAN OPEN HOUSE

For anyone who lives or works in Appleton

October 25, 2016 – 5:00 PM-7:00 PM
(Short presentation at 5:30 PM)
City Center Board Room (1st floor)

Have a question? Contact:

Community & Economic Development Dept.
(920) 832-6468

Can't make the open house?

Participate online!

WWW.ENVISIONAPPLETON.ORG

ENVISION

• An Update to Our Comprehensive Plan •

APPLETON

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2016

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	55,577	62,961	339,645	362,487	-12%	-6%
Children's Circulation	47,164	50,719	228,125	245,481	-7%	-7%
Total Circulation	102,741	113,680	567,770	607,968	-10%	-7%
Adult AV/nonbook (included in above)	24,983	29,893	166,640	179,719	-16%	-7%
Children's AV/non-book (included in above)	10,820	12,329	57,673	70,049	-12%	-18%
ILL items received (received from)	13,262	11,291	83,298	67,101	17%	24%
ILL items loaned (provided to)	13,297	13,375	81,484	83,007	-1%	-2%
Total Registered Patrons (quarterly)	93,171	93,673	n/a	n/a	-1%	n/a
Door Count	46,545	45,005	255,467	251,682	3%	2%
E-Book Uses	4,557	4,738	27,221	27,560	-4%	-1%
Online Audiobook Uses	2,066	1,705	11,846	9,223	21%	28%
Percentage of Total Circulation on Self Check Machines	80.0%	80.2%	n/a	n/a	0%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	5,622	6,979	37,538	41,108	-19%	-9%
Reference Transactions - Children's	4,652	3,562	13,092	14,609	31%	-10%
Total Reference	10,274	10,541	50,630	55,717	-3%	-9%
Volunteer Hours	664	656	2,810	3,566	1%	-21%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,076	2,193	14,056	19,033	-5%	-26%
Volumes Withdrawn	1,206	1,512	17,923	15,847	-20%	13%
Total Titles	293,227	286,178	n/a	n/a	2%	n/a
Total Volumes	353,471	348,776	n/a	n/a	1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	58	78	421	605	-26%	-30%
Children's Program Attendance	2,983	4,365	15,220	21,457	-32%	-29%
Young Adult Programs	11	17	78	93	-35%	-16%
Young Adult Program Attendance	520	2,442	4,367	10,343	-79%	-58%
Adult Programs (including instructional)	30	24	189	140	25%	35%
Adult Program Attendance (including instructional)	748	401	5,048	3,454	87%	46%
Total Programs	99	119	688	838	-17%	-18%
Total Program Attendance	4,251	7,208	24,635	35,254	-41%	-30%
Meeting Room Uses - Room Reservations (Public)	209	172	1498	1244	22%	20%
Meeting Room Uses - Events (Library Programs)	85	142	942	981	-40%	-4%
Total Meeting Room Uses	294	314	2,440	2,225	-6%	10%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	19,142	19,193	146,415	135,618	0%	8%
Web Page "Hits"	104,439	96,207	634,146	594,903	9%	7%
FOCOL "Hits"	2,272	2,787	14,410	16,123	-18%	-11%
Fox Valley Memory "Hits"	1,795	1,285	18,699	11,862	40%	58%
Remote Logins to InfoSoup	19,010	17,414	111,615	115,583	9%	-3%
Public Computing Sessions	6,135	5,480	36,872	35,388	12%	4%
Total Time Used on Public Computers	4783:00:00	3857:00:00	28557:00:00	25017:00:00	24%	14%
Children's AWE Public Computer Sessions	1583	3681	7075	17963	-57%	-61%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JULY 2016

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	54,164	64,126	393,809	426,613	-16%	-8%
Children's Circulation	42,992	49,499	271,117	294,980	-13%	-8%
Total Circulation	97,156	113,625	664,926	721,593	-14%	-8%
Adult AV/nonbook (included in above)	24,407	29,835	191,047	209,554	-18%	-9%
Children's AV/non-book (included in above)	10,667	13,027	68,340	83,076	-18%	-18%
ILL items received (received from)	12,556	11,916	95,854	79,017	5%	21%
ILL items loaned (provided to)	12,580	13,764	94,064	96,771	-9%	-3%
Total Registered Patrons (quarterly)	80,623	94,959	n/a	n/a	-15%	n/a
Door Count	42,054	44,332	297,521	296,014	-5%	1%
E-Book Uses	4,676	4,973	31,897	32,533	-6%	-2%
Online Audiobook Uses	1,859	1,702	13,705	10,925	9%	25%
Percentage of Total Circulation on Self Check Machines	80.7%	81.5%	n/a	n/a	-1%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	5,552	6,891	43,090	47,999	-19%	-10%
Reference Transactions - Children's	3,324	2,636	16,416	17,245	26%	-5%
Total Reference	8,876	9,527	59,506	65,244	-7%	-9%
Volunteer Hours	716	1,040	3,526	4,606	-31%	-23%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,297	2,416	16,353	21,449	-5%	-24%
Volumes Withdrawn	1,756	1,054	19,679	16,901	67%	16%
Total Titles	293,572	287,161	n/a	n/a	2%	n/a
Total Volumes	354,012	350,138	n/a	n/a	1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JULY 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	48	78	469	606	-38%	-23%
Children's Program Attendance	1,979	2,611	17,199	24,068	-24%	-29%
Young Adult Programs	12	12	90	105	0%	-14%
Young Adult Program Attendance	208	166	4,575	10,509	25%	-56%
Adult Programs (including instructional)	22	22	211	162	0%	30%
Adult Program Attendance (including instructional)	313	375	5,361	3,829	-17%	40%
Total Programs	82	112	770	873	-27%	-12%
Total Program Attendance	2,500	3,152	27,135	38,406	-21%	-29%
Meeting Room Uses - Room Reservations (Public)	224	217	1722	1461	3%	18%
Meeting Room Uses - Events (Library Programs)	90	140	1,032	1,121	-36%	-8%
Total Meeting Room Uses	314	357	2,754	2,582	-12%	7%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	19,396	21,205	165,811	156,823	-9%	6%
Web Page "Hits"	92,468	84,034	726,614	678,937	10%	7%
FOCOL "Hits"	1,888	2,589	16,298	18,712	-27%	-13%
Fox Valley Memory "Hits"	2,249	2,503	20,948	14,365	-10%	46%
Remote Logins to InfoSoup	17,864	17,733	129,479	133,316	1%	-3%
Public Computing Sessions	5,692	5,901	42,564	41,289	-4%	3%
Total Time Used on Public Computers	4462:00:00	4240:00:00	33019:00:00	29257:00:00	5%	13%
Children's AWE Public Computer Sessions	1408	3505	8483	21468	-60%	-60%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
AUGUST 2016

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	56,751	60,264	450,560	486,877	-6%	-7%
Children's Circulation	40,899	43,048	312,016	338,028	-5%	-8%
Total Circulation	97,650	103,312	762,576	824,905	-5%	-8%
Adult AV/nonbook (included in above)	26,352	28,254	217,399	237,808	-7%	-9%
Children's AV/non-book (included in above)	10,733	11,942	79,073	95,018	-10%	-17%
ILL items received (received from)	13,945	11,322	109,799	90,339	23%	22%
ILL items loaned (provided to)	13,976	12,711	108,040	109,482	10%	-1%
Total Registered Patrons (quarterly)	80,623	94,959	n/a	n/a	-15%	n/a
Door Count	43,594	27,321	341,115	323,335	60%	5%
E-Book Uses	4,657	4,850	36,554	37,383	-4%	-2%
Online Audiobook Uses	1,954	1,566	15,659	12,491	25%	25%
Percentage of Total Circulation on Self Check Machines	80.8%	81.1%	n/a	n/a	0%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	5,860	6,136	48,950	54,135	-4%	-10%
Reference Transactions - Children's	2,314	2,215	18,730	19,460	4%	-4%
Total Reference	8,174	8,351	67,680	73,595	-2%	-8%
Volunteer Hours	913	636	4,439	5,242	44%	-15%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,346	2,777	18,699	24,226	-16%	-23%
Volumes Withdrawn	3,281	1,185	22,960	18,086	177%	27%
Total Titles	292,578	288,114	n/a	n/a	2%	n/a
Total Volumes	353,077	351,730	n/a	n/a	0%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
AUGUST 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	21	60	490	743	-65%	-34%
Children's Program Attendance	872	1,835	18,071	25,903	-52%	-30%
Young Adult Programs	3	5	93	110	-40%	-15%
Young Adult Program Attendance	58	77	4,633	10,586	-25%	-56%
Adult Programs (including instructional)	25	19	236	181	32%	30%
Adult Program Attendance (including instructional)	480	483	5,841	4,312	-1%	35%
Total Programs	49	84	819	1,034	-42%	-21%
Total Program Attendance	1,410	2,395	28,545	40,801	-41%	-30%
Meeting Room Uses - Room Reservations (Public)	207	156	1929	1617	33%	19%
Meeting Room Uses - Events (Library Programs)	89	77	1,121	1,198	16%	-6%
Total Meeting Room Uses	296	233	3,050	2,815	27%	8%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	17,000	19,318	182,811	176,141	-12%	4%
Web Page "Hits"	99,648	81,077	826,262	760,014	23%	9%
FOCOL "Hits"	2,704	2,359	19,002	21,071	15%	-10%
Fox Valley Memory "Hits"	2,045	2,106	22,993	16,471	-3%	40%
Remote Logins to InfoSoup	16,737	17,720	146,216	151,036	-6%	-3%
Public Computing Sessions	6,463	5,431	49,027	46,720	19%	5%
Total Time Used on Public Computers	5110:00:00	3982:00:00	38129:00:00	33239:00:00	28%	15%
Children's AWE Public Computer Sessions	623	3518	9106	24986	-82%	-64%