



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, April 15, 2014

4:30 pm

Library Lower Level Meeting Room C

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

**14-634** March 18, 2014 Meeting Minutes

Attachments: [March 18 2014 Meeting Minutes.pdf](#)

4. **Appearances / Public Participation and Communications**

**14-635** Volunteers of the Year - Peter & Sarah Gilbert

5. **Establish Order of the Day**

6 **Action Items**

a. **14-636** March 2014 Bill Register

Attachments: [2014 Bill Register Mar.pdf](#)  
[2014 Revenue & Expense Summary Mar.pdf](#)  
[2014 Section Totals Mar.pdf](#)

- b.      **14-637**      Recommendation for final site for the future of Appleton Public Library facility to be site 3C (existing Trinity Lutheran/Fox Banquets & Rivertyme Catering)

**Attachments:**    [SiteStudyReport.pdf](#)  
                          [APL SITE-1 \(4-10-14\).pdf](#)  
                          [APL SITE-2 \(4-10-14\).pdf](#)  
                          [APL SITE-3A \(4-10-14\).pdf](#)  
                          [APL SITE-3B \(4-10-14\) \(2\).pdf](#)  
                          [APL SITE-3C \(4-10-14\).pdf](#)  
                          [Building Concept Evaluation.pdf](#)  
                          [Value Index.pdf](#)  
                          [Cost Matrix.pdf](#)

- c.      **14-638**      Application for State of Wisconsin Read to Lead Development Fund for Reach Out and Read for a one year .5 FTE library/hospital liaison (\$23,000) to work in conjunction with local libraries and clinics to expand Reach Out and Read as well as create and maintain a referral system as well as purchase developmentally appropriate books to support the program at local clinics who join the partnership (\$27,000).

**Attachments:**    [Read To Lead Development Fund Grant Application.pdf](#)

- d.      **14-639**      Budget Amendment Request

**Attachments:**    [2014 Budget Adjustment1.pdf](#)

## **7.      Information Items**

### **a.      Director's Report**

- i.      **14-640**      Contract with Martenson and Eisele, Inc. for design services to "Replace Aged Boilers" at the Appleton Public Library for \$7,425.

**Attachments:**    [Boiler Replacement Memo.pdf](#)

- ii.     **14-641**      National Library Week

- iii.    **14-650**      APL Staff Recognition - Friday, April 18, 2014 at 8:00 am.

### **b.      Assistant Director's Report**

i.       **14-642**       Hiring Processes

**c.       Friends Report**

i.       **14-643**       Friendship Month

ii.      **14-646**       Friends Annual Meeting - Thursday, May 22, 2014

**8.       Other Business**

a.       **14-644**       Recent and upcoming programs

i.       **14-645**       Fox Cities Reads / Fox Cities Book Festival

**9.       Adjournment**

*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

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Tuesday, March 18, 2014

4:30 pm

Library Lower Level Meeting Room C

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1. Call meeting to order

President Peterson called the meeting to order at 4:35 pm.

2. Roll call of membership

**Others Present:** Tina Babler, Sam Bartos, Chris Behrens, Walter Burkhalter, Dan Causir, Polly Dalton, Luke Diedrich, Jane Garton, Tony Garton, Sara Gilbert, Karen Harkness, Martha Hemwall & Lily, Colleen Holz, Mike Kemmeter, Brian Kopetsky, John Larson, Mary Lindsley, Conrado Lopez, Joe Martin, Chuck Merry, Sara Micheletti, Tanya Misselt, Mike Moon, Michael Nitz, Jan Quinlan, Ken Pearson, Nick Penzenstadler, John Pfefferle, Alex Ronallo, Colleen Rortvedt, Susan Ruppel, Tasha Saecker, Kathy Trauger, Tim Trauger, John Ulness, Lee Vogel, Maureen Ward, Shelly Welhouse, Paula Wright

**Brian Looker arrived at 4:49 pm.**

**Present:** 9 - Willis Bloedow, Elizabeth Truesdale-Witek, John Peterson, Don Hietpas, Alderperson Kathleen Plank, Sarah Long-Radloff, MaryKate Schneider, Brian Looker and Terry Bergen

**Excused:** 1 - Terry Bergman

3. Approval of minutes from previous meeting

[14-473](#)

February 18, 2014 Meeting Minutes

Long-Radloff moved, seconded by Hietpas, that the February 18, 2014 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Hearings/Appearances

5. Establish Order of the Day

President Peterson changed the order of the agenda moving the Director's Report to 7 a. and the Report of the Personnel Committee was moved to the end of the agenda for closed session.

6. Director's Report

- i. [14-476](#) Update on the Library Needs Assessment Study and presentation by Engberg Anderson

## 7. Action Items

- a. [14-471](#) 2013 December Final Bill Register  
  
Truesdale-Witek moved, seconded by Long-Radloff, that the 2013 Final Bill Register be approved. Voice Vote. Motion Carried. (8-0)
- b. [14-488](#) 2013 End of Year Final  
  
Bergen moved, seconded by Bloedow, that the 2013 End of Year Final be approved. Voice Vote. Motion Carried. (8-0)
- c. [14-472](#) February 2014 Bill Register  
  
Hietpas moved, seconded by Bergen, that the February 2014 Bill Register be approved. Voice Vote. Motion Carried. (8-0)
- d. [14-475](#) 2013 Annual Report  
  
Bloedow moved, seconded by Long-Radloff, that the 2013 Annual Report be approved. Voice Vote. Motion Carried. (8-0)

## 8. Information Items

### a. Assistant Director's Report

- i. [14-478](#) Staffing Updates
- ii. [14-479](#) January and February 2014 Statistics

### b. Friends Report

- i. [14-480](#) Feasibility Study update
- ii. [14-481](#) Friends Used Book Sale
- iii. [14-490](#) April Friends Drive

## 9. Other Business

- a. [14-482](#) Recent and upcoming programs
- b. [14-489](#) AARP Tax Assistance at APL

### **Closed Session**

Witek moved to meet in Closed Session pursuant to Wisconsin statute 19.85(1) (c) to discuss personnel matters and then resume meeting in Open Session, seconded by Bloedow. Roll call was taken. (8-0) The meeting went into Closed Session at 5:48 pm.

Bergen moved, seconded by Long-Radloff that the Board resume meeting in Open Session. Roll call was taken. (8-0) The meeting resumed Open Session at 5:53 pm.

- 10. [14-474](#) Report of the Personnel Committee

Bergen moved, seconded by Bloedow, that the Library Director's 2014 established goals be approved. Voice Vote. Motion Carried. (8-0)

- 11. Adjournment

Long-Radloff moved, seconded by Alderperson Plank, that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)  
The meeting adjourned at 5:55 pm.

Doc	Document	G/L	Explanation				
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	102	03/19/14	AMAZON MKTPLACE PMTS	SPLIT - SUPPLIES (8.	8.00	16010	6301
PU	278	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (28	49.98	16010	6301
PU	281	03/19/14	AMAZON MKTPLACE PMTS	SUPPLIES	35.95	16010	6301
PU	441	03/19/14	OFFICEMAX CT*IN#863058	SPLIT - SUPPLIES (28	37.70	16010	6301
PU	824	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (14	21.83	16010	6301
PU	872	03/19/14	OFFICEMAX CT*IN#585513	SUPPLIES	18.90	16010	6301
PU	758	03/19/14	WISCONSIN LIBRARY ASSO	MEMBERSHIP RENEWAL	180.00	16010	6303
PU	816	03/19/14	SURVEYMONKEY.COM	MEMBERSHIP RENEWAL	24.00	16010	6303
PU	884	03/19/14	WISCONSIN LIBRARY ASSO	MEMBERSHIP RENEWAL	143.00	16010	6303
PU	987	03/19/14	WISCONSIN LIBRARY ASSO	MEMBERSHIP RENEWAL	223.00	16010	6303
PU	1003	03/19/14	WISCONSIN LIBRARY ASSO	MEMBERSHIP RENEWAL	245.00	16010	6303
PU	1248	03/19/14	ATLAS COFFEE MILL & CA	MEMBERSHIP RENEWAL	135.06	16010	6303
PV	342358	03/12/14	FOCOL, INC.	FOCOL	50.00	16010	6303
PV	342131	03/04/14	SIMPLE SIMON BAKERY OF SIMON B	Joanne ret. cake	57.00	16010	6304
PU	228	03/19/14	WALMART.COM	AWARDS/RECOGNITION	75.00	16010	6305
PU	730	03/19/14	MANDERFIELD HOME BAKER	AWARDS/RECOGNITION	43.50	16010	6305
PU	946	03/19/14	ADI	AWARDS/RECOGNITION	75.00	16010	6305
PU	437	03/19/14	RICHMOND STREET CITQ39	FOOD/PROVISIONS	7.98	16010	6307
PU	498	03/19/14	EL PATRON RESTAURANT L	FOOD AND PROV	33.56	16010	6307
PU	870	03/19/14	WISCONSIN LIBRARY ASSO	FOOD/PROVISIONS	230.00	16010	6307
PV	342491	03/17/14	SIMPLE SIMON BAKERY OF SIMON B	Bakery	57.50	16010	6307
PV	342611	03/19/14	APPLETON DOWNTOWN, INC.	Downtown Guide	100.00	16010	6412
PV	343089	04/07/14	FASTSIGNS	APL #'s	54.00	16010	6412
JE	114969	03/14/14	1/14 LONG DISTANCE		14.62	16010	6413 7
JE	114970	03/14/14	3/14 AT&T BILL		212.82	16010	6413 7
PV	342786	03/26/14	CELLCOM APPLETON PCS	Act 009-09004705	56.75	16010	6413 8
16010					2,190.15		
JE	114968	03/14/14	3/13 PR TRAVEL REIMBURSEMENTS	COOKSEY	8.00	16021	6201
JE	114968	03/14/14	3/13 PR TRAVEL REIMBURSEMENTS	JEPSON	46.64	16021	6201
PU	96	03/19/14	AMERICAN LIBRARY ASSN	TRAINING/TRAVEL	195.00-	16021	6201
PU	1065	03/19/14	THE LIBRARY OF VIRGINI	TRAINING/TRAVEL	25.00	16021	6201
PU	1066	03/19/14	THE LIBRARY OF VIRGINI	TRAINING/TRAVEL	25.00	16021	6201
PU	101	03/19/14	AMAZON MKTPLACE PMTS	SPLIT - SUPPLIES (17	16.00	16021	6301
PU	341	03/19/14	WAL-MART #2958	SUPPLIES	5.54	16021	6301

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-					
PU	534	03/19/14	PE ADVANTAGE	SUPPLIES		32.29	16021	6301	
PU	823	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (14		21.86	16021	6301	
PU	857	03/19/14	WAL-MART #2958	SUPPLIES		19.36	16021	6301	
PU	858	03/19/14	ASIAN FOOD STORE	SUPPLIES		14.97	16021	6301	
PU	859	03/19/14	DOLRTREE 961 00009613	SUPPLIES		5.00	16021	6301	
PU	869	03/19/14	OFFICE MAX	SUPPLIES		11.99	16021	6301	
PU	913	03/19/14	SSI*SCHOOL SPECIALTY	SUPPLIES		460.04	16021	6301	
PU	1068	03/19/14	HOBBY-LOBBY #0193	SUPPLIES		25.87	16021	6301	
PU	1079	03/19/14	WAL-MART #1982	SUPPLIES		56.06	16021	6301	
PU	909	03/19/14	OFFICE MAX	PRINTING		31.98	16021	6320	2
16021						610.60			
JE	115128	03/28/14	3/27 PR TRAVEL REIMB	WRIGHT		119.28	16023	6201	
PU	791	03/19/14	WISCONSIN LIBRARY SERV	TRAINING/TRAVEL		35.00	16023	6201	
PU	103	03/19/14	AMAZON MKTPLACE PMTS	SPLIT - SUPPLIES (17		16.00	16023	6301	
PU	280	03/19/14	AMAZON.COM	SUPPLIES		74.97	16023	6301	
PU	822	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (14		21.86	16023	6301	
PV	342619	03/19/14	OUTAGAMIE WAUPACA LIBRARY SYST	Receipt Paper		45.00	16023	6301	
16023						312.11			
PU	279	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (71		124.95	16024	6301	
PU	821	03/19/14	AMAZON.COM	SPLIT - SUUPLIES (14		21.86	16024	6301	
16024						146.81			
PU	99	03/19/14	AMAZON MKTPLACE PMTS	SPLIT - JANITORIAL (		12.46	16031	6306	
PV	342809	03/26/14	BELSON COMPANY	Sanitary Supplies		186.92	16031	6306	
PV	343008	04/01/14	BELSON COMPANY			59.48	16031	6306	
PV	343082	04/07/14	BELSON COMPANY	Dispenser		22.00	16031	6306	
PU	971	03/19/14	NORTHSIDE TRUE VALUE	TOOLS		.71	16031	6309	2
JE	114912	03/07/14	FEB RECYCLE	217972		105.60	16031	6407	
JE	114913	03/07/14	JAN RECYCLE	217653		132.00	16031	6407	
PV	342747	03/25/14	WE ENERGIES	4835-258-176		7,531.21	16031	6413	1
PV	342747	03/25/14	WE ENERGIES	5229-670-389		5,220.80	16031	6413	2
PV	342144	03/04/14	UNIFIRST CORPORATION	Mats/Cloths		48.27	16031	6416	
PV	342542	03/18/14	UNIFIRST CORPORATION	Mats		48.27	16031	6416	
PV	342880	03/28/14	UNIFIRST CORPORATION	Mats		48.27	16031	6416	



DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	327	03/19/14	AMAZON MKTPLACE PMTS	EQUIP REPAIR	43.49	16031	6418
PU	820	03/19/14	AMAZON.COM	SPLIT - EQUIP REPAIR	21.86	16031	6418
16031					13,481.34		
JE	115153	03/31/14	PARKING PASS	K THULIEN	219.96	16032	6206
PU	100	03/19/14	AMAZON MKTPLACE PMTS	SPLIT - SUPPLIES (43	40.00	16032	6301
PU	386	03/19/14	RESEARCH TECHNOLOGY IN	SUPPLIES	467.45	16032	6301
PU	436	03/19/14	DS WATERS STANDARD COF	SUPPLIES	49.04	16032	6301
PU	442	03/19/14	OFFICEMAX CT*IN#863058	SPLIT - SUPPLIES (71	95.26	16032	6301
PU	819	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (14	21.86	16032	6301
PU	1247	03/19/14	KAPCO	SUPPLIES	480.98	16032	6301
PV	342170	03/05/14	DEPARTMENT OF PUBLIC INSTRUCTI	CR Certification	50.00	16032	6301
PD	342242	03/10/14	F & W MEDIA, INC.	Media	8.63-	16032	6315
PU	26	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.99	16032	6315
PU	27	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	33.99	16032	6315
PU	28	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	86.87	16032	6315
PU	29	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.89	16032	6315
PU	30	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,574.06	16032	6315
PU	31	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	22.80	16032	6315
PU	32	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	5.87	16032	6315
PU	33	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.72	16032	6315
PU	34	03/19/14	AMAZON.COM	LIBRARY MATERIALS	13.83	16032	6315
PU	35	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.88	16032	6315
PU	106	03/19/14	AMAZON.COM	LIBRARY MATERIALS	20.65	16032	6315
PU	107	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	328.88	16032	6315
PU	128	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.98	16032	6315
PU	129	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	16.17	16032	6315
PU	130	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.24	16032	6315
PU	131	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	10.99	16032	6315
PU	132	03/19/14	PAYPAL *ABNEY PARK	LIBRARY MATERIALS	21.32	16032	6315
PU	133	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	17.62	16032	6315
PU	134	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	649.34	16032	6315
PU	135	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	307.64	16032	6315
PU	136	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	663.31	16032	6315
PU	137	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	404.84	16032	6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-					
PU	138	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		30.84	16032	6315	
PU	139	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		353.43	16032	6315	
PU	232	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		24.76	16032	6315	
PU	233	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		11.17	16032	6315	
PU	234	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		4.73	16032	6315	
PU	235	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		5.96	16032	6315	
PU	236	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		9.46	16032	6315	
PU	237	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		10.98	16032	6315	
PU	238	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		15.84	16032	6315	
PU	239	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		17.99	16032	6315	
PU	240	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		7.38	16032	6315	
PU	286	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		26.59	16032	6315	
PU	287	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		7.38	16032	6315	
PU	288	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		612.73	16032	6315	
PU	289	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		740.65	16032	6315	
PU	290	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		13.47	16032	6315	
PU	330	03/19/14	AMAZON.COM	LIBRARY MATERIALS		10.17	16032	6315	
PU	331	03/19/14	MIDWEST TAPE LLC	LIBRARY MATERIALS		1,965.45	16032	6315	
PU	332	03/19/14	CA LANGUAGE LBRTORIES	LIBRARY MATERIALS		130.80	16032	6315	
PU	333	03/19/14	CA LANGUAGE LBRTORIES	LIBRARY MATERIALS		654.00	16032	6315	
PU	334	03/19/14	CA LANGUAGE LBRTORIES	LIBRARY MATERIALS		130.80-	16032	6315	
PU	446	03/19/14	AMAZON.COM	LIBRARY MATERIALS		193.81	16032	6315	
PU	447	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		283.37	16032	6315	
PU	448	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		19.65-	16032	6315	
PU	449	03/19/14	PUBLIC BROADCASTING SV	LIBRARY MATERIALS		49.73	16032	6315	
PU	450	03/19/14	NGS*ONLINE STORE	LIBRARY MATERIALS		70.94	16032	6315	
PU	451	03/19/14	PAYPAL *MAINSTRETR	LIBRARY MATERIALS		16.00-	16032	6315	
PU	452	03/19/14	PAYPAL *MAINSTRETR	LIBRARY MATERIALS		16.00	16032	6315	
PU	453	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		812.99	16032	6315	
PU	454	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		326.87	16032	6315	
PU	455	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		1,189.05	16032	6315	
PU	456	03/19/14	CUTTINGCORP3016542887	LIBRARY MATERIALS		45.46	16032	6315	
PU	457	03/19/14	AMAZON.COM	LIBRARY MATERIALS		30.05	16032	6315	
PU	483	03/19/14	INTERNATIONAL TRANSACTION	LIBRARY MATERIALS		.43	16032	6315	
PU	487	03/19/14	HOMESPUN TAPES00 OF 00	LIBRARY MATERIALS		313.50	16032	6315	

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	488	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	137.59	16032	6315
PU	489	03/19/14	EUROPADISC	LIBRARY MATERIALS	42.71	16032	6315
PU	537	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.07-	16032	6315
PU	538	03/19/14	UPS*1Z8881T20391728934	LIBRARY MATERIALS	9.28	16032	6315
PU	539	03/19/14	PAYPAL *CLEARLAKEHI	LIBRARY MATERIALS	54.89	16032	6315
PU	540	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	357.66	16032	6315
PU	541	03/19/14	PAYPAL *MAINSTREETR	LIBRARY MATERIALS	16.00	16032	6315
PU	542	03/19/14	AMAZON.COM	LIBRARY MATERIALS	10.55	16032	6315
PU	594	03/19/14	PRESTO CLASSICAL	LIBRARY MATERIALS	61.45	16032	6315
PU	595	03/19/14	PAYPAL *TRASH DANCE	LIBRARY MATERIALS	59.00	16032	6315
PU	620	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	13.57	16032	6315
PU	644	03/19/14	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,490.03	16032	6315
PU	645	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	641.47	16032	6315
PU	687	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	545.54	16032	6315
PU	688	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	42.33	16032	6315
PU	717	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,266.95	16032	6315
PU	731	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.58	16032	6315
PU	732	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	26.97	16032	6315
PU	733	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	30.93	16032	6315
PU	734	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.33	16032	6315
PU	735	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	6.99	16032	6315
PU	736	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	219.75	16032	6315
PU	737	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	761.70	16032	6315
PU	738	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	250.55	16032	6315
PU	739	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.34	16032	6315
PU	740	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	22.28	16032	6315
PU	775	03/19/14	UPS*1Z8881T20394058126	LIBRARY MATERIALS	16.39	16032	6315
PU	776	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	20.94	16032	6315
PU	777	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	33.93	16032	6315
PU	778	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.97	16032	6315
PU	779	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	14.78	16032	6315
PU	780	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.97	16032	6315
PU	825	03/19/14	UPS*1Z8881T20393287514	LIBRARY MATERIALS	9.28	16032	6315
PU	860	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	333.96	16032	6315
PU	874	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	644.46	16032	6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	875	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	449.42	16032	6315
PU	876	03/19/14	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,037.22	16032	6315
PU	947	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	76.11	16032	6315
PU	948	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	61.05	16032	6315
PU	949	03/19/14	AMAZON.COM	LIBRARY MATERIALS	.73-	16032	6315
PU	1005	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	588.01	16032	6315
PU	1006	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	687.86	16032	6315
PU	1007	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	55.76	16032	6315
PU	1008	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	940.51	16032	6315
PU	1009	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	300.00	16032	6315
PU	1010	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	351.90	16032	6315
PU	1011	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.96	16032	6315
PU	1012	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.32	16032	6315
PU	1013	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	35.24	16032	6315
PU	1014	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	23.37	16032	6315
PU	1015	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	26.75	16032	6315
PU	1058	03/19/14	AMAZON.COM	LIBRARY MATERIALS	1.14-	16032	6315
PU	1059	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	58.56	16032	6315
PU	1060	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.49	16032	6315
PU	1061	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	614.64	16032	6315
PU	1062	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.74-	16032	6315
PU	1063	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	13.96	16032	6315
PU	1073	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	483.58	16032	6315
PU	1074	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	763.17	16032	6315
PU	1075	03/19/14	AMAZON.COM	LIBRARY MATERIALS	23.95	16032	6315
PU	1133	03/19/14	AMAZON.COM	LIBRARY MATERIALS	15.24	16032	6315
PU	1143	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	474.02	16032	6315
PU	1146	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	962.83	16032	6315
PU	1147	03/19/14	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,088.07	16032	6315
PU	1214	03/19/14	AMAZON.COM	LIBRARY MATERIALS	1.57-	16032	6315
PU	1215	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.27-	16032	6315
PU	1216	03/19/14	AMAZON.COM	LIBRARY MATERIALS	6.05-	16032	6315
PU	1219	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	22.96	16032	6315
PU	1269	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	890.88	16032	6315
PU	1270	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	318.21	16032	6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-					
PU	1271	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		494.95	16032	6315	
PU	1272	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		11.07	16032	6315	
PU	1275	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		30.95	16032	6315	
PU	1276	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		16.65	16032	6315	
PU	1277	03/19/14	AMAZON.COM	LIBRARY MATERIALS		127.85	16032	6315	
PU	1278	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		508.48	16032	6315	
PU	1279	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		26.16	16032	6315	
PU	1280	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		337.08	16032	6315	
PU	1281	03/19/14	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS		259.79	16032	6315	
PU	1282	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		24.03	16032	6315	
PU	1283	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		6.37	16032	6315	
PU	1284	03/19/14	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS		16.94	16032	6315	
PV	342103	03/04/14	COLEMAN PUBLIC LIBRARY	Lost & Paid		12.99	16032	6315	
PV	342199	03/10/14	JERRY'S TOBACCO AND BOOK SHOP, Newspapers			66.25	16032	6315	
PV	342204	03/10/14	RANDOM HOUSE, INC.	Books		125.00	16032	6315	
PV	342205	03/10/14	RANDOM HOUSE, INC.	Books		10.00	16032	6315	
PV	342206	03/10/14	RANDOM HOUSE, INC.	Books		30.00	16032	6315	
PV	342207	03/10/14	RECORDED BOOKS LLC	Books		72.50	16032	6315	
PV	342208	03/10/14	RECORDED BOOKS LLC	Books		141.80	16032	6315	
PV	342209	03/10/14	RECORDED BOOKS LLC	Books		353.40	16032	6315	
PV	342210	03/10/14	RECORDED BOOKS LLC	Books		59.59	16032	6315	
PV	342211	03/10/14	STATE BAR OF WISCONSIN	Criminal/Traffic Cod		103.69	16032	6315	
PV	342215	03/10/14	ULVERSCROFT LARGE PRINT BOOKS, Books			123.17	16032	6315	
PV	342216	03/10/14	ULVERSCROFT LARGE PRINT BOOKS, Books			61.16	16032	6315	
PV	342220	03/10/14	U.S. GOVERNMENT PRINTING OFFIC	Deposit		300.00	16032	6315	
PV	342223	03/10/14	WORLD BOOK, INC.	Encyclopedia		1,998.00	16032	6315	
PV	342227	03/10/14	AUDIO EDITIONS of AUDIO PARTNE	Books		8.00	16032	6315	
PV	342228	03/10/14	BAKER & TAYLOR, INC.	Books		133.94	16032	6315	
PV	342229	03/10/14	BAKER & TAYLOR, INC.	Books		90.70	16032	6315	
PV	342230	03/10/14	BAKER & TAYLOR ENTERTAINMENT	Books		141.30	16032	6315	
PV	342231	03/10/14	BESON, KATHRYN	Books		30.00	16032	6315	
PV	342232	03/10/14	BLACKSTONE AUDIO, INC	Audio/Books		100.00	16032	6315	
PV	342233	03/10/14	BLACKSTONE AUDIO, INC	Audio/Books		44.00	16032	6315	
PV	342236	03/10/14	CRITERION PRODUCTIONS	Books		214.00	16032	6315	
PV	342243	03/10/14	F & W MEDIA, INC.	Media		79.33	16032	6315	

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-					
PV	342247	03/10/14	IDLAS, MARGARET OR SCOTT	Lost & Paid		87.00	16032	6315	
PV	342249	03/10/14	VANASTEN, HELEN	Lost & Paid		12.00	16032	6315	
PV	342612	03/19/14	BAKER & TAYLOR ENTERTAINMENT	Books		82.71	16032	6315	
PV	342627	03/19/14	BAKER & TAYLOR, INC.	Books		27.20	16032	6315	
PV	342615	03/19/14	CENGAGE LEARNING	Books		120.70	16032	6315	
PV	342617	03/19/14	LEXIS NEXIS MATTHEW BENDER	Renewal		1,946.54	16032	6315	
PV	342618	03/19/14	MADER NEWS AGENCY, INC.	Journal, Times		194.06	16032	6315	
PV	342620	03/19/14	PROQUEST LLC	Renewal		4,950.00	16032	6315	
PV	342621	03/19/14	RECORDED BOOKS LLC	Books		28.36	16032	6315	
PV	342622	03/19/14	RECORDED BOOKS LLC	Books		28.36	16032	6315	
PV	342623	03/19/14	RECORDED BOOKS LLC	Books		53.36	16032	6315	
PV	342624	03/19/14	RECORDED BOOKS LLC	Books		126.44	16032	6315	
PV	342625	03/19/14	THOMSON REUTERS	Books		723.10	16032	6315	
PV	342626	03/19/14	BAKER & TAYLOR, INC.	Books		60.66	16032	6315	
PV	342784	03/26/14	BAKER & TAYLOR ENTERTAINMENT	Books		82.71	16032	6315	
PV	342787	03/26/14	CHILTON TIMES-JOURNAL	Subscription		49.00	16032	6315	
PV	342788	03/26/14	CQ ROLL CALL, INC	Subscription		2,959.00	16032	6315	
PV	342790	03/26/14	RANDOM HOUSE, INC.	Books		40.00	16032	6315	
PV	342791	03/26/14	RECORDED BOOKS LLC	Books		28.36	16032	6315	
PV	342792	03/26/14	RECORDED BOOKS LLC	Books		28.36	16032	6315	
PV	342793	03/26/14	RECORDED BOOKS LLC	Books		63.22	16032	6315	
PV	342795	03/26/14	UNIVERSITY OF WISCONSIN LAW SC	WI Jury Instructions		79.00	16032	6315	
PV	342840	03/26/14	WAUPACA AREA PUBLIC LIBRARY	Lost & Paid		30.00	16032	6315	
PV	342841	03/26/14	DETIENNE, BETH	Lost & Paid		38.00	16032	6315	
PV	342991	04/01/14	BAKER & TAYLOR, INC.	Books		67.85	16032	6315	
PV	342992	04/01/14	BAKER & TAYLOR, INC.			44.20	16032	6315	
PV	342993	04/01/14	BAKER & TAYLOR, INC.	Books		47.57	16032	6315	
PV	342994	04/01/14	CENGAGE LEARNING	Books		216.65	16032	6315	
PV	342995	04/01/14	COUNCIL OF STATE GOVERNMENTS	Directory		58.50	16032	6315	
PV	342996	04/01/14	ELIAS SPORTS BUREAU, INC.	Book		19.95	16032	6315	
PV	342997	04/01/14	GREY HOUSE PUBLISHING	Subscription		195.00	16032	6315	
PV	342998	04/01/14	MY HERITAGE (USA) INC.	Membership		1,800.00	16032	6315	
PV	342999	04/01/14	RANDOM HOUSE, INC.	Books		40.00	16032	6315	
PV	343000	04/01/14	RANDOM HOUSE, INC.	Books		10.00	16032	6315	
PV	343001	04/01/14	RECORDED BOOKS LLC	Books		28.36	16032	6315	

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PV	343002	04/01/14	RECORDED BOOKS LLC			28.36	16032 6315
PV	343003	04/01/14	RECORDED BOOKS LLC	Books		71.77	16032 6315
PV	343004	04/01/14	RECORDED BOOKS LLC	Books		56.72	16032 6315
PV	343005	04/01/14	TASTE OF HOME			31.98	16032 6315
PV	343006	04/01/14	THOMSON REUTERS	Library Plan		580.47	16032 6315
PV	343007	04/01/14	WISCONSIN STATE READING ASSOCI	Order		30.00	16032 6315
PV	343017	04/01/14	WEYAUWEGA PUBLIC LIBRARY	Lost and Paid Refund		17.00	16032 6315
PV	343049	04/07/14	KUNSTMAN, CATHERINE A.	Lost & Paid		10.00	16032 6315
PV	343050	04/07/14	SIAMOF, CHRISTINA	Lost & Paid		11.00	16032 6315
16032						55,404.58	
						=====	
PU	342	03/19/14	AMAZON MKTPLACE PMTS	SUPPLIES		20.89-	16033 6301
PU	759	03/19/14	AMAZON MKTPLACE PMTS	SUPPLIES		25.07	16033 6301
PU	818	03/19/14	AMAZON.COM	SPLIT - SUPPLIES (14		21.86	16033 6301
PV	342349	03/12/14	DELL MARKETING L.P.	toner		493.94	16033 6301
PV	342816	03/26/14	DELL MARKETING L.P.	Toner		227.97	16033 6301
PV	342817	03/26/14	DELL MARKETING L.P.	Toner		431.26	16033 6301
PV	342818	03/26/14	DELL MARKETING L.P.	Toner		161.49	16033 6301
PV	343009	04/01/14	CDW GOVERNMENT, INC.	Computer Parts		923.60	16033 6301
PU	1123	03/19/14	MACLOCKS-COMPULOCKS	MISC EQUIPMENT		299.75	16033 6327
PU	1201	03/19/14	AMAZON MKTPLACE PMTS	MISC EQUIPMENT		32.94	16033 6327
PV	342102	03/04/14	CDW GOVERNMENT, INC.	Wiring Duct		117.08	16033 6327
PV	342258	03/11/14	CDW GOVERNMENT, INC.	Wiring Duct Cover		27.96	16033 6327
PV	342350	03/12/14	DELL MARKETING L.P.	Computer/supplies		1,294.13	16033 6327
PV	342351	03/12/14	DELL MARKETING L.P.	computer supplies		37.39	16033 6327
PV	342616	03/19/14	DELL MARKETING L.P.	Computer Parts		1,464.82	16033 6327
PV	342811	03/26/14	CDW GOVERNMENT, INC.	Headphones, wireless		89.41	16033 6327
PV	343083	04/07/14	CDW GOVERNMENT, INC.	Misc. Equip		28.14	16033 6327
PV	342828	03/26/14	RICOH USA, INC.	Copier		297.42	16033 6418
PV	343099	04/07/14	MODERN BUSINESS MACHINES	Copies		1,114.15	16033 6418
PU	67	03/19/14	GODADDY.COM	SOFTWARE		20.76	16033 6815
PU	638	03/19/14	APL*APPLEONLINESTOREUS	SOFTWARE		100.00	16033 6815
PU	639	03/19/14	APL*APPLEONLINESTOREUS	SOFTWARE		25.00	16033 6815
PU	640	03/19/14	APL*APPLEONLINESTOREUS	SOFTWARE		100.00	16033 6815
PU	641	03/19/14	APL*APPLEONLINESTOREUS	SOFTWARE		25.00	16033 6815

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
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PU	1137	03/19/14	GODADDY.COM	SOFTWARE	228.06	16033	6815
PV	343084	04/07/14	CDW GOVERNMENT, INC.	Software	2,769.50	16033	6815
					-----		
16033					10,335.81		
					=====		
					82,481.40		
					=====		



City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 20141  
04/08/14  
09:06:51

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,072,074	2,158,434	2,158,434	158,910	471,101	21.83
Part-Time		295,003	207,208	207,208	22,975	62,274	30.05
Fringes		673,775	738,703	738,703	54,504	158,886	21.51
Salaries & Fringe Benefits		3,040,852	3,104,345	3,104,345	236,389	692,261	22.30
Training & Conferences	6201	17,536	17,780	21,280	64	5,077	23.86
Parking Permits	6206	14,304	15,612	15,612	220	15,766	100.99
Memberships & Licenses	6303	1,474	1,854	1,854	1,000	1,951	105.23
Postage & Freight	6304	0	0	0	57	57	.00
Awards & Recognition	6305	744	795	795	194	194	24.40
Food & Provisions	6307	1,073	1,000	1,000	329	387	38.70
Administrative Expense		35,131	37,041	40,541	1,864	23,432	57.80
Office Supplies	6301	63,880	54,950	54,950	3,691	9,816	17.86
Building Maintenance/Janitor	6306	6,979	7,200	7,200	199	3,603	50.04
Landscape Supplies	6308	88	50	50	0	0	.00
Shop Supplies & Tools	6309	106	50	50	1	1	2.00
Paint & Supplies	6311	46	100	100	0	16	16.00
Books & Library Materials	6315	579,093	532,500	553,500	50,615	109,284	19.74
Printing & Reproduction	6320	40	1,000	1,000	32	32	3.20
Safety Supplies	6323	86	75	75	0	0	.00
Medical & Lab Supplies	6324	90	100	100	0	11	11.00
Miscellaneous Equipment	6327	48,981	52,000	52,000	3,363	8,469	16.29
Supplies & Materials		699,389	648,025	669,025	57,901	131,232	19.62
Collection Services	6407	2,721	2,266	2,266	238	398	17.56
Advertising	6412	553	1,250	1,250	100	100	8.00
Other Contracts/Obligations	6599	59,361	62,619	62,619	0	2,500	3.99
Purchased Services		62,635	66,135	66,135	338	2,998	4.53
Electric	6413.1	108,662	105,000	105,000	7,531	23,310	22.20
Gas	6413.2	22,400	21,000	21,000	5,221	13,764	65.54
Water	6413.3	5,026	5,500	5,500	0	1,254	22.80
Waste Disposal/Collection	6413.4	2,098	2,200	2,200	0	523	23.77
Stormwater	6413.6	2,099	2,500	2,500	0	603	24.12
Telephone	6413.7	3,586	4,675	4,675	227	667	14.27
Cellular Telephone	6413.8	526	625	625	57	209	33.44
Utilities		144,397	141,500	141,500	13,036	40,330	28.50
Bldng Repair & Maintenance	6416	3,936	5,000	5,000	145	580	11.60
Equipmt Repair & Maintenance	6418	65,366	66,190	66,190	363	37,528	56.70
CBM Charges	6420	131,482	183,909	183,909	0	27,636	15.03
Repair & Maintenance		200,784	255,099	255,099	508	65,744	25.77
Machinery & Equipment	6804.1	39,494	0	0	0	0	.00
Software Acquisition	6815	8,738	8,250	8,250	499	3,220	39.03
Capital Expenditures		48,232	8,250	8,250	499	3,220	39.03
TOTAL EXPENSES		4,231,420	4,260,395	4,284,895	310,535	959,217	22.39
REVENUES							
Library Aids (County)		931,148	902,006	902,006	451,003	451,003	50.00
Library Fines		77,911	85,000	85,000	6,035	18,396	21.64
Space Rentals		29,712	30,000	30,000	0	0	.00
Donations & Memorials		40,983	0	0	5	314	.00
Administration Reimbursements		48,137	20,000	44,500	0	63,691	143.13
Community Reimbursements & Reader/Prntr		5,096	4,800	4,800	40	150	3.13
Commissions (Vending)		1,575	1,300	1,300	184	299	23.00
Lost & Paid Materials		27,207	0	0	3,300	11,291	.00
Network Reimbursements & Public Use Prtr		42,964	42,056	42,056	1,754	5,003	11.90

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 2014

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
TOTAL REVENUES	1,204,733	1,085,162	1,109,662	462,321	550,147	49.58

City of Appleton  
APPLETON PUBLIC LIBRARY  
SUPPLIES & SERVICES EXPENSE BY PROGRAM  
For the Three Months Ending March 31, 201404/08/14  
09:06:49  
1

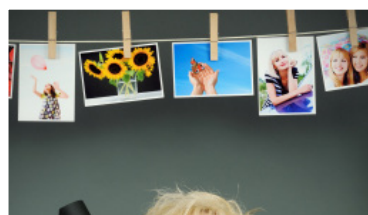
Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget	Balance
LIBRARY SUPPLIES & SERVICES BY PROGRAM								
ADMINISTRATION (16010)								
Training & Travel	6201	5,895	4,055	7,555	0	2,188	28.96	5,367
Parking Permit	6206	1,716	2,124	2,124	0	2,064	97.18	60
Supplies	6301	4,210	4,500	4,500	172	444	9.87	4,056
Memberships	6303	1,474	1,854	1,854	1,000	1,951	105.23	97-
Awards & Recognition	6305	744	795	795	194	194	24.40	601
Food & Provisions	6307	1,073	1,000	1,000	329	387	38.70	613
Printing	6320.2	14	100	100	0	0	.00	100
Medical	6324	90	100	100	0	11	11.00	89
Advertising	6412	553	1,250	1,250	100	100	8.00	1,150
Telephone	6413.7	3,586	4,675	4,675	227	667	14.27	4,008
Cell Phone	6413.8	526	625	625	57	209	33.44	416
Equipment Repair	6418	431	500	500	0	0	.00	500
Other Contracts/Obligations	6418	0	2,500	2,500	0	2,500	100.00	0
Subtotal - Supplies & Services		20,312	24,078	27,578	2,079	10,715	38.85	16,863
Salaries	6101	315,986	317,975	317,975	24,732	71,683	22.54	246,292
Part Time	6108	5,961	10,424	10,424	500	1,590	15.25	8,834
Fringes	6150	105,739	114,677	114,677	8,833	25,415	22.16	89,262
Subtotal - Administration Personnel		427,686	443,076	443,076	34,065	98,688	22.27	344,388
Total - Admin Program		447,998	467,154	470,654	36,144	109,403	23.24	361,251
CHILDRENS' PROGRAMS (16021)								
Training & Travel	6201	4,068	3,570	3,570	90-	1,035	28.99	2,535
Parking Permits	6206	1,836	2,256	2,256	0	2,190	97.07	66
Supplies	6301	3,520	2,650	2,650	669	788	29.74	1,862
Printing	6320.2	27	500	500	32	32	6.40	468
Miscellaneous Equipment	6327	0	250	250	0	0	.00	250
Other Contracts/Obligations	6599	828	1,000	1,000	0	0	.00	1,000
Subtotal - Supplies & Services		10,279	10,226	10,226	611	4,045	39.56	6,181
Salaries	6101	298,992	326,345	326,345	25,114	72,500	22.22	253,845
Part Time	6108	47,619	32,195	32,195	3,576	8,668	26.92	23,527
Fringes	6150	83,906	95,079	95,079	7,742	22,047	23.19	73,032
Subtotal - Childrens' Programs Personnel		430,517	453,619	453,619	36,432	103,215	22.75	350,404
Total - Childrens' Programs		440,796	463,845	463,845	37,043	107,260	23.12	356,585
PUBLIC SERVICES (16023)								
Training & Travel	6201	1,807	1,835	1,835	154	154	8.39	1,681
Parking Permits	6630	3,588	3,456	3,456	0	3,168	91.67	288
Supplies	6301	3,371	3,950	3,950	158	248	6.28	3,702
Printing	6320.2	0	200	200	0	0	.00	200
Miscellaneous Equipment	6327	0	500	500	0	0	.00	500
Equipment Repair & Maint.	6418	5,721	4,944	4,944	0	0	.00	4,944
Equipment	6804	39,494	0	0	0	0	.00	0
Subtotal - Supplies & Services		53,981	14,885	14,885	312	3,570	23.98	11,315
Salaries	6101	435,587	456,432	456,432	33,794	99,783	21.86	356,649
Part Time	6108	118,105	88,147	88,147	10,692	27,467	31.16	60,680
Fringes	6150	155,495	167,900	167,900	13,417	38,446	22.90	129,454
Subtotal- Public Services Personnel		709,187	712,479	712,479	57,903	165,696	23.26	546,783
Total - Public Services		763,168	727,364	727,364	58,215	169,266	23.27	558,098
COMMUNITY PARTNERSHIP (16024)								
Training & Travel	6201	2,290	3,570	3,570	0	305	8.54	3,265
Parking Permits	6206	1,400	2,016	2,016	0	2,076	102.98	60-
Supplies	6301	2,323	2,250	2,250	147	209	9.29	2,041
Printing	6320.2	0	200	200	0	0	.00	200
Subtotal - Supplies & Services		6,013	8,036	8,036	147	2,590	32.23	5,446

		Prior Year	Current	Current	Current	Current	Percent of	
Description		Actual	Year	Year	Year	YTD	Budget	Balance
			Adopted	Amended	March	Actual		
			Budget	Budget	Actual			
Salaries	6101	336,188	348,961	348,961	22,119	70,716	20.26	278,245
Part Time	6108	5,870	3,789	3,789	319	1,007	26.58	2,782
Fringes	6150	117,147	128,324	128,324	7,859	24,121	18.80	104,203
Subtotal - Community Partnerships Persn.		459,205	481,074	481,074	30,297	95,844	19.92	385,230
Total - Community Partnerships		465,218	489,110	489,110	30,444	98,434	20.13	390,676
OPERATIONS (16031)								
Training & Travel	6201	103	200	200	0	0	.00	200
Parking Permits	6206	828	864	864	0	864	100.00	0
Janitorial Services	6306	6,979	7,200	7,200	199	3,603	50.04	3,597
Landscaping	6308	0	50	50	0	0	.00	50
Tools	6309.2	106	50	50	1	1	2.00	49
Painting Supplies	6311	46	100	100	0	16	16.00	84
Safety Supplies	6323	86	75	75	0	0	.00	75
Miscellaneous Equipment	6327	245	250	250	0	194	77.60	56
Recycling	6407	2,721	2,266	2,266	238	398	17.56	1,868
Electric	6413.1	108,662	105,000	105,000	7,531	23,310	22.20	81,690
Gas	6413.2	22,400	21,000	21,000	5,221	13,764	65.54	7,236
Water	6413.3	5,026	5,500	5,500	0	1,254	22.80	4,246
Sewer	6413.4	2,098	2,200	2,200	0	523	23.77	1,677
Stormwater	6413.6	2,099	2,500	2,500	0	603	24.12	1,897
Building Repair & Maint.	6416	3,936	5,000	5,000	145	580	11.60	4,420
Equipment Repair & Maint.	6418	433	400	400	65	65	16.25	335
Facilities Charges	6420	131,482	183,909	183,909	0	27,636	15.03	156,273
Subtotal - Supplies & Services		287,250	336,564	336,564	13,400	72,811	21.63	263,753
Salaries	6101	89,853	93,499	93,499	7,290	21,135	22.60	72,364
Part Time	6108	1,362	5,601	5,601	213	582	10.39	5,019
Fringes	6150	31,877	42,087	42,087	2,543	7,371	17.51	34,716
Subtotal - Operations Personnel		123,092	141,187	141,187	10,046	29,088	20.60	112,099
Total - Operations		410,342	477,751	477,751	23,446	101,899	21.33	375,852
MATERIALS MANAGEMENT (16032)								
Training & Travel	6201	2,992	2,550	2,550	0	1,395	54.71	1,155
Parking Permits	6206	4,232	4,320	4,320	220	4,828	111.76	508-
Supplies	6301	38,565	36,300	36,300	1,205	5,296	14.59	31,004
Library Materials	6315	579,093	532,500	553,500	50,615	109,512	19.79	443,988
Miscellaneous Equipment	6327	5,325	5,000	5,000	0	0	.00	5,000
Other Contracts/Obligations	6599	58,533	59,119	59,119	0	0	.00	59,119
Subtotal - Supplies & Services		688,740	639,789	660,789	52,040	121,031	18.32	539,758
Salaries	6101	491,553	512,176	512,176	36,789	108,985	21.28	403,191
Part Time	6108	116,086	67,052	67,052	7,675	22,961	34.24	44,091
Fringes	6150	146,089	153,500	153,500	11,104	32,772	21.35	120,728
Subtotal - Materials Mangement Personnel		753,728	732,728	732,728	55,568	164,718	22.48	568,010
Total - Materials Management		1,442,468	1,372,517	1,393,517	107,608	285,749	20.51	1,107,768
NETWORK SERVICES (16033)								
Training & Travel	6201	383	2,000	2,000	0	0	.00	2,000
Parking Permits	6206	704	576	576	0	576	100.00	0
Supplies	6301	11,570	5,300	5,300	1,341	2,831	53.42	2,469
Miscellaneous Equipment	6327	43,411	46,000	46,000	3,363	8,275	17.99	37,725
Equipment Repair & Maint.	6418	58,780	60,346	60,346	297	37,463	62.08	22,883
Software	6815	8,738	8,250	8,250	499	3,220	39.03	5,030
Subtotal - Supplies & Services		123,586	122,472	122,472	5,500	52,365	42.76	70,107
Salaries	6101	103,914	103,046	103,046	9,074	26,299	25.52	76,747
Fringes	6150	33,521	37,136	37,136	3,006	8,715	23.47	28,421
Subtotal - Network Services Personnel		137,435	140,182	140,182	12,080	35,014	24.98	105,168

City of Appleton  
APPLETON PUBLIC LIBRARY  
SUPPLIES & SERVICES EXPENSE BY PROGRAM  
For the Three Months Ending March 31, 2014

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget	Balance
Total - Network Services	261,021	262,654	262,654	17,580	87,379	33.27	175,275
Total - Library Expense	4,231,011	4,260,395	4,284,895	310,480	959,390	22.39	3,325,505





# Appleton Public Library Site Selection

Site planning diagrams, evaluation and pricing, and recommendation to the Library Board  
Presented April 15, 2014



Engberg Anderson

## SECTION 1: Executive Summary

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The data contained in this document represents a significant step in the ongoing efforts of the Appleton Public Library Board of Trustees and the Appleton Public Library Administration and staff, in cooperation with the City of Appleton. The focus of this work is to continue the high quality service, collections and facilities the residents of Appleton have come to expect in their library, and to do so in a way that anticipates or allows for changes and advances in those services, as identified in the library's long-range strategic plan, APL 150.

In 2009, Engberg Anderson and George Lawson were hired to complete a program and planning study for a generic library site within the city limits. The conclusions from this exercise, a single, new or renovated/expanded facility that would remain centrally located in the downtown, were embraced by the city and community, and fostered three years of continued study and conversation. From this continued study and conversation, the Appleton Public Library staff and Board of Trustees worked with the community to compile a long-range strategic plan (APL 150) that incorporated the future of libraries and the desires of the community in how their facility would be.

Following that process, Engberg Anderson and George Lawson were again retained earlier this year by the city and library to undertake the process of writing a revised and detailed program for a library that would meet the well-defined goals of the public study, and to test the results of that programming process by producing conceptual layouts for both new facilities and an expansion of the existing library facility. These layouts were objectively evaluated on a list of functional and measurable criteria and clear design directions were developed for each option. After further refinement of these options, relative cost models were developed which, along with a second round of objective scoring, went into the development of a final recommendation for action. The specific steps in this process included the following:

Programming the building:

- Project kickoff with central team representing both the library and city
- A review of the original program combined with collection of new data for each space, service and program in the library
- Structured meetings and review of the above to look at both quantity and quality of space
- Development of a draft building program for review by library staff and city
- Comparison of the program findings with State of Wisconsin and other library standards
- Review meetings, going over all individual departments and spaces, designed to refine details
- Issuance of a final Library Building Program for a 120,000 square foot (+/-) building, along with 13,000 square foot (+/-) space for services of the Appleton Parks and Recreation Dept.



Appleton Public Library  
PROGRAM REVIEW AND SITE SELECTION STUDY

Evaluating the existing building:

- Site visits by Engberg Anderson and their engineering consultants
- Production of a revised Building Assessment Report summarizing structural and building systems (included as part of the final report)

Potential Site Analysis:

- Review of 12 potential sites in the Appleton downtown area
- Establishment of scoring criteria to evaluate site options based on many factors
- Scoring of potential sites by library staff and select board and community members to eliminate inadequate sites and to narrow field of potential sites to three, including the expansion of the existing building (note that site 11 was subsequently subdivided into three site variations, each utilizing two of the three properties on the overall site)

Testing Selected Sites:

- Blocking and stacking layouts of the library/parks program on each of the five selected site options/variations
- Public in-progress open house to share very preliminary layout directions with interested members of the community and to gather a general opinion as to the favored site direction/concept
- Establishment of scoring criteria to evaluate layout/building organization options based on many factors
- Scoring of potential layouts by library staff to establish preferred option in terms of organization, ease of patron and staff use, material flow, site organization, etc.
- Review of potential budgets including site acquisition, demolition and remediation costs, construction costs, FFE, etc. to establish probable project costs
- Review of value index for each potential site to determine which combination of design score and cost yields the best overall building and value for the City of Appleton, which is then recommended to the Library Board
- Library Board recommendation of project site and configuration to the Common Council

Refining the selected site and design (prefunding Schematic Design – the next step):

- Further development of approved option, including test fit of public furnishings
- Development of building massing and site elements
- Development of exterior “character” renderings and elevations, including selection of potential primary materials
- Creation of “interior imagery” intended to evoke the potential character of a new facility
- Review options for LEED silver certification to be incorporated into the cost model
- Development of more detailed cost model
- Development of presentation renderings and PowerPoint tools for presentation and use by fundraising consultant
- Presentation to the Library Board and Common Council



Final Recommendations:

The following represents our conclusions based on the results of this study. The Appleton Public Library and City of Appleton staff should be applauded for the care with which they have maintained the existing building, and the creative ways in which they have adapted it to ongoing changes and improvements in service to the community. The staff has worked diligently to create new and improved environments and programming in a building that consistently works against them with limitations in terms of space, technology, infrastructure and environmental quality. They accomplished all the short-term recommendations that consultants Himmel and Wilson recommended to them in their 2008 study to improve the facility including substantial improvements to material inventory and security. To spite those efforts, adapting to a building and its limitations is a far cry from accepting that the building adequately meets the needs of the program. The option of expanding the existing building places far too many limitations on the delivery of 21<sup>st</sup> century library service which simply cannot be overcome. While there is sufficient site area to expand the building, the resulting facility would force compromises in terms of public service and staff efficiency and could not provide the quality of environment that the public has asked for throughout this process. It is our belief, however, that the building does have sufficient life in it that it should be considered for other uses by the city or as an asset to be sold for other use.

In contrast, a new facility would permit Appleton Public Library to fulfill the aspirations identified in the APL 150 long range plan from of a community that clearly appreciates and makes full use of their library. The staff would be able to fulfill their core strategy as an essential hub of learning and literacy for the community by facilitating community education and public gatherings, expanding public access to collections and current technology, and building their commitment to being a gateway to learning for young and old alike. They would be able to do so with maximum efficiency, and reduced operating costs. In short, they would not need to “fight the building”, but could focus on the work they do best. Finally, a new public library will become the important civic building and anchor for downtown growth that it has the potential to be. In particular, the site which scored the highest in this study, that incorporating the current Trinity Lutheran Church and Fox Banquets & Rivertype Catering sites (site 3C) represents a real opportunity for the new Appleton Public Library to become both a gateway element welcoming people to the downtown, and a bridge between a growing downtown and development along the Fox River. The public library is truly the most important of civic buildings – and the people of Appleton seem to understand and embrace that. The existing facility opened 33 years ago. Today the City of Appleton has an opportunity to build a public building that lives up to that aspiration and not only makes a commitment to future service, but a statement about the future of downtown Appleton. Based on the scoring, overall costs and value indexes, and the goals achieved by the selection of this site, we strongly recommend adoption of site 3C as the chosen location of the next Appleton Public Library, and request authorization by the Appleton Public Library Board of Trustees to continue development of that site through the Prefunding Schematic Design phase of our work.

## SECTION 2: Study Components

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### Program Testing – Design Concepts

**Test Layouts:** In contrast to the previous effort in 2009, the process this time involved the testing of the revised project program on five specific potential sites. These included the expansion of the existing Oneida Street facility, the renovation and expansion of the historic Post-Crescent building and adjacent property on W Washington Street, and three variations on what came to be known as the “bluff site”. Each variation involved a combination of two potential properties within the larger site south of where Oneida Street curves north into E Lawrence Street.

The options below were laid out using overall program areas and adjacencies to study the potential to organize the building on each prospective site. All significant areas were incorporated, including the dedicated space for the Parks Department. Each site was reviewed by staff and modifications were made to equalize the design concepts to the degree possible, so that no option was unfairly disadvantaged by an unworkable layout. These concept layouts were then evaluated by the core project team for strengths and weaknesses. The evaluation criteria were as follows:

- **Staff Efficiency (Service Points):** Number, arrangement and location of staff/public service points. The location of associated staff "back of house space" could also influence ranking in this category, both in terms of relationships to service points and to other building elements (entrances, drive up service, vertical circulation, etc.)
- **Expandability:** Ability for the given building or renovation design concept to be readily and easily expanded in the event of increased service demand. Also take into account not just whether there is space to expand, but whether that space is contiguous with parts of the building most likely to require expansion.
- **Collection Organization:** This is the "big blocks" adjacencies. Do we have the major pieces near the things they want to be near? Are things grouped logically, or have space or stacking constraints forced things to be organized in a less-desirable way?
- **Materials Flow:** Imagine materials entering and leaving the library, through ILL, O.W.L.S., returns and traditional patron circulation/checkout. Are the relationships between spaces such that material can be moved efficiently, without unneeded extra effort or steps?
- **Accessibility:** Libraries should be conveniently located with respect to the planned center of the service population. Easy vehicular, pedestrian, mass transit and bicycle traffic patterns should be considered. Locations of targeted user groups, especially those with mobility or access issues, should be considered. Location of the facility may influence the extent to which certain elements of the population use the facility. The elderly and young children are examples.
- **Public Wayfinding:** How easy would it be for the public to self-serve in a particular layout? Could they understand the collection organization? Could they find what they need, either materials or resources? Can they easily locate staff when self-service is not enough, or not appropriate?
- **Merchandising Collection:** Are elements of the collection arranged and located in such a way as to help "move the merchandise"? Put aside shelving types for now as that will

come later. Are holds, new materials and special collections prominent enough to help encourage circulation?

- **Adaptability / Flexibility:** This is obviously not a permanent layout - things will change and shift in the future. Does the organization of spaces - public and staff - allow for future modification and rebalancing of collections? Are there built obstacles to flexibility (i.e. circulation, plumbing, other fixed components in the way)? Could technology areas easily expand? Are mechanical systems proposed in functional locations?
- **Quality / Character of Space:** Does the particular layout lend itself to creating some special library spaces? Does the overall building layout allow for some intentional design options.
- **Image / Civic Presence / Identity:** Consider the building approach and entry, and the likely "front" of the building. Does it afford opportunities to create a building with a strong civic presence?
- **Site Amenities:** Can the site accommodate design elements that would improve the function of the building or provide features or amenities that would be attractive and useful to patrons? Spaces such as a children's reading garden, outdoor seating areas, potential bike amenities, easy materials and patron drop off all improve the appearance, function and overall use of the site.

The matrix of review criteria also included a composite score numerically equivalent to the topics covered in the first site selection exercise: initial site size, visibility, image, public perception, adjacent uses, adjacent development potential, safety perception, site geometry, ease of construction, cultural, residential and business synergy, and potential control of the site. These factors were aggregated and given a reduced composite score, since all selected property options had scored well in the first review. This was to prevent those prior factors from having undue influence on the outcome of this stage in the review.

The options were then scored using this evaluation matrix, comparing each layout. Scores in each category were weighted, in consultation with staff, so that issues of greatest importance drove the overall ranking over less significant, but still important criteria. The results of the ranking follow this document in the table entitled Building Concept Evaluation.

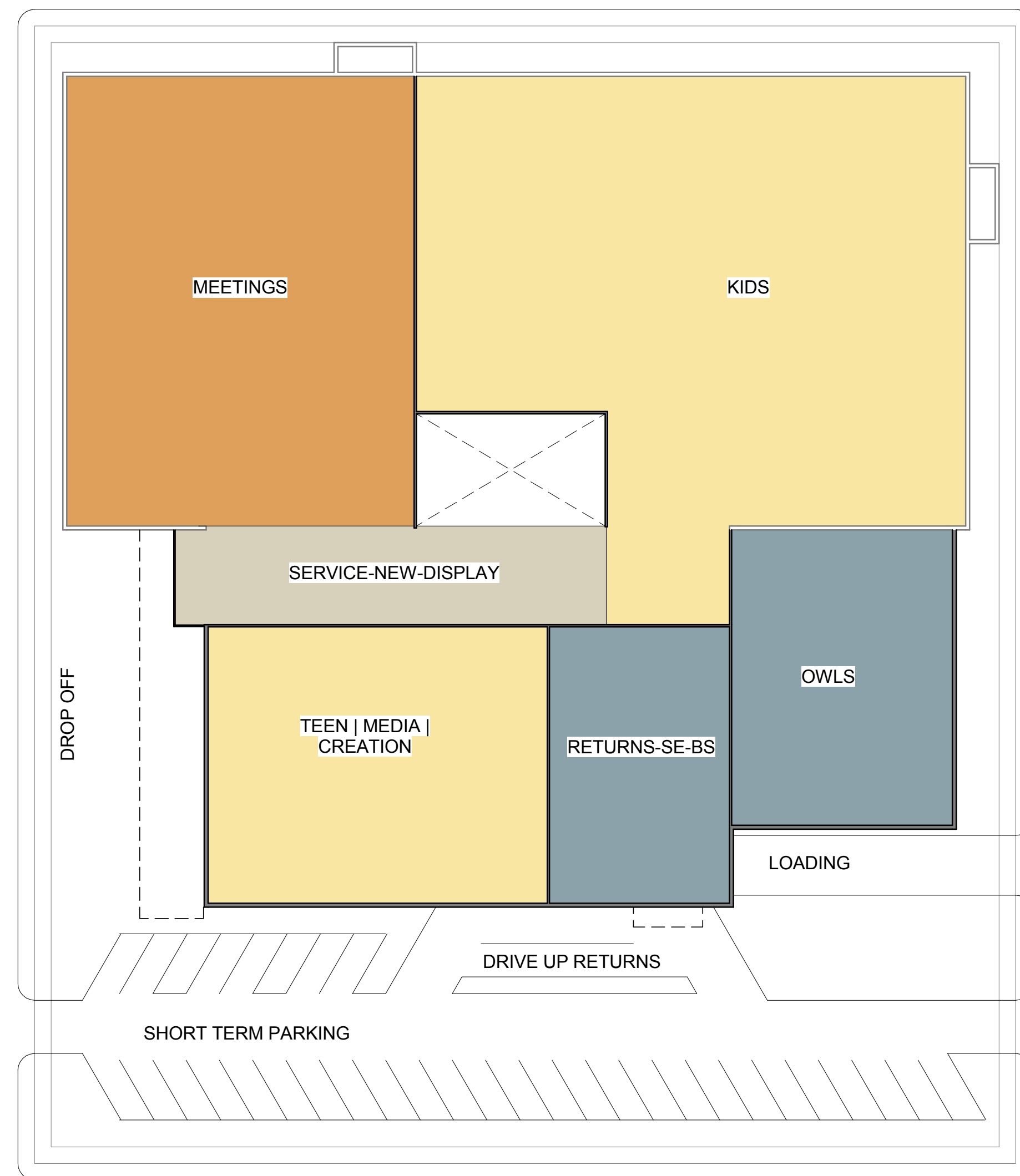
#### Program Testing - Cost Analysis

**Cost Models:** With the ranking completed, a simple cost matrix for each option was also developed. This table included costs for site acquisition based on assessed value and other factors, site preparation costs such as building demolition or remediation of contamination, construction costs including design and related fees, FFE (furniture, fixture and equipment) costs, and relocation and temporary space costs as needed. Potential offsets such as tax credits were not factored in at this time as this is a municipal facility and such pursuits are less common and potentially complex. While these costs are at this point overly broad due to the early stage in design, they are a useful tool in comparing the overall concepts to look for unusual cost factors or extra expenses that might burden any one option. Costs are estimates only, and based on assumptions and available data. All are subject to change and should not be interpreted as final estimates of the cost to develop any given site. Further investigation of the selected site will reveal additional information, and a more detailed analysis of the costs associated with the final selected option will follow the Prefunding Schematic Design phase of this project. The total probable project costs for each site are described in the table entitled Site Development Cost Matrix.

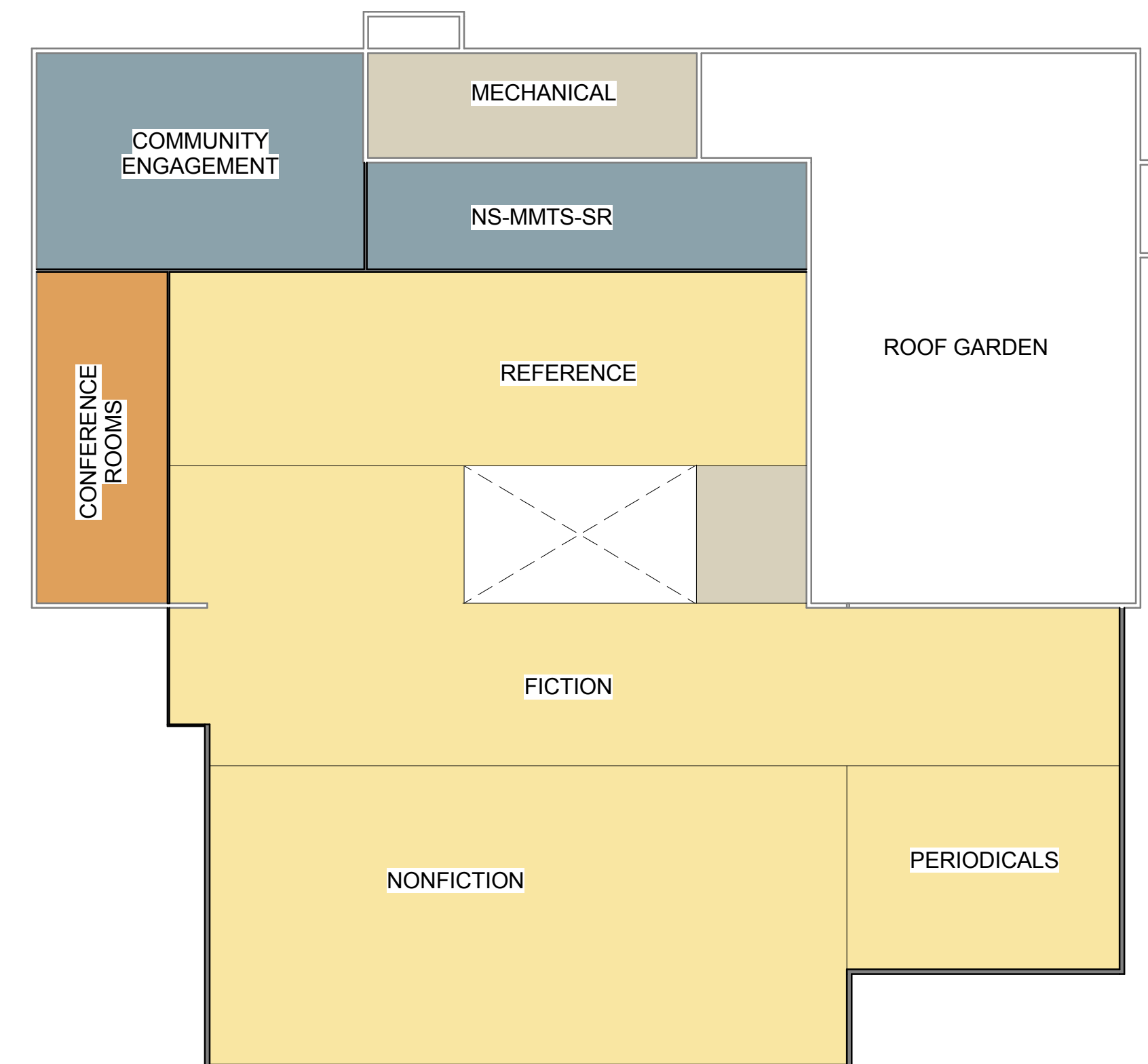
Program Testing - Objective analysis

**Overall Value:** In the end, it can seem appropriate to evaluate a site simply on lowest initial project cost or most attractive site, or most functional layout potential. The best projects result from an effort to blend these goals and to weigh them against one another in an objective way to evaluate the sites in total.

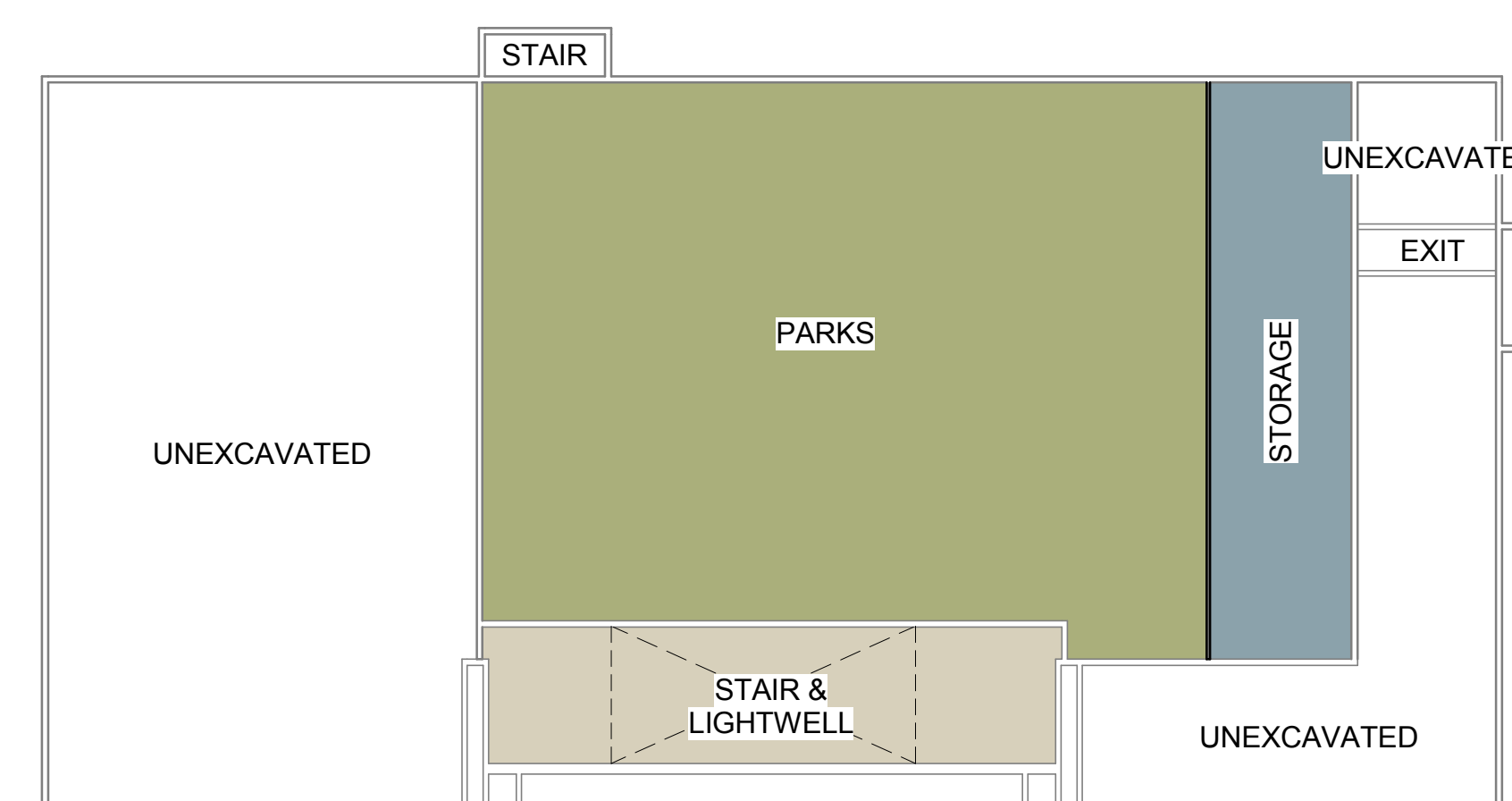
The final step in the comparative evaluation process was to identify a value index for each site option that weighs the cost of each against their anticipated performance. A higher value is preferred. The results are included on the Value Index Evaluation that follows.



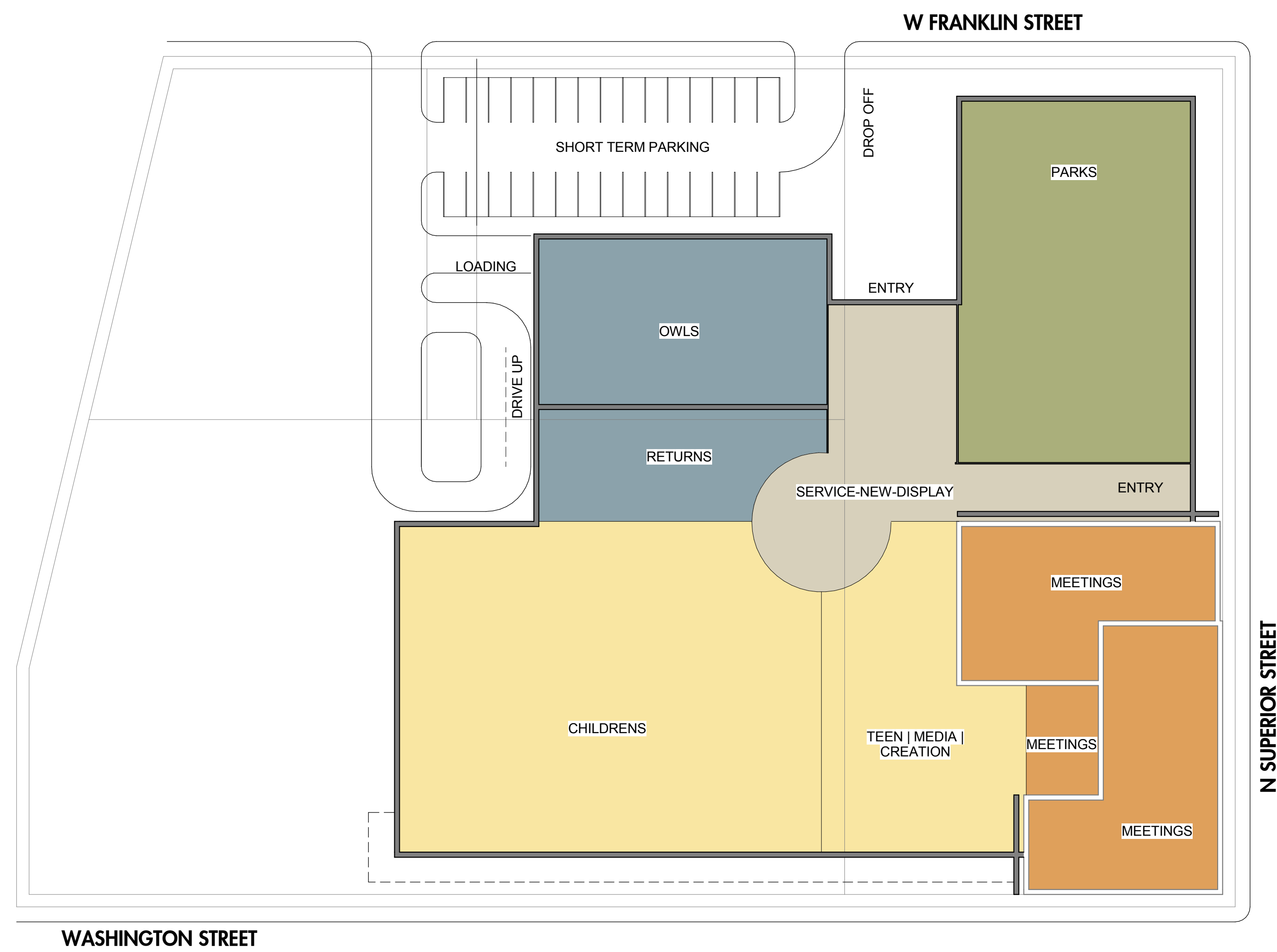
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SCALE: 1/32" = 1'-0"



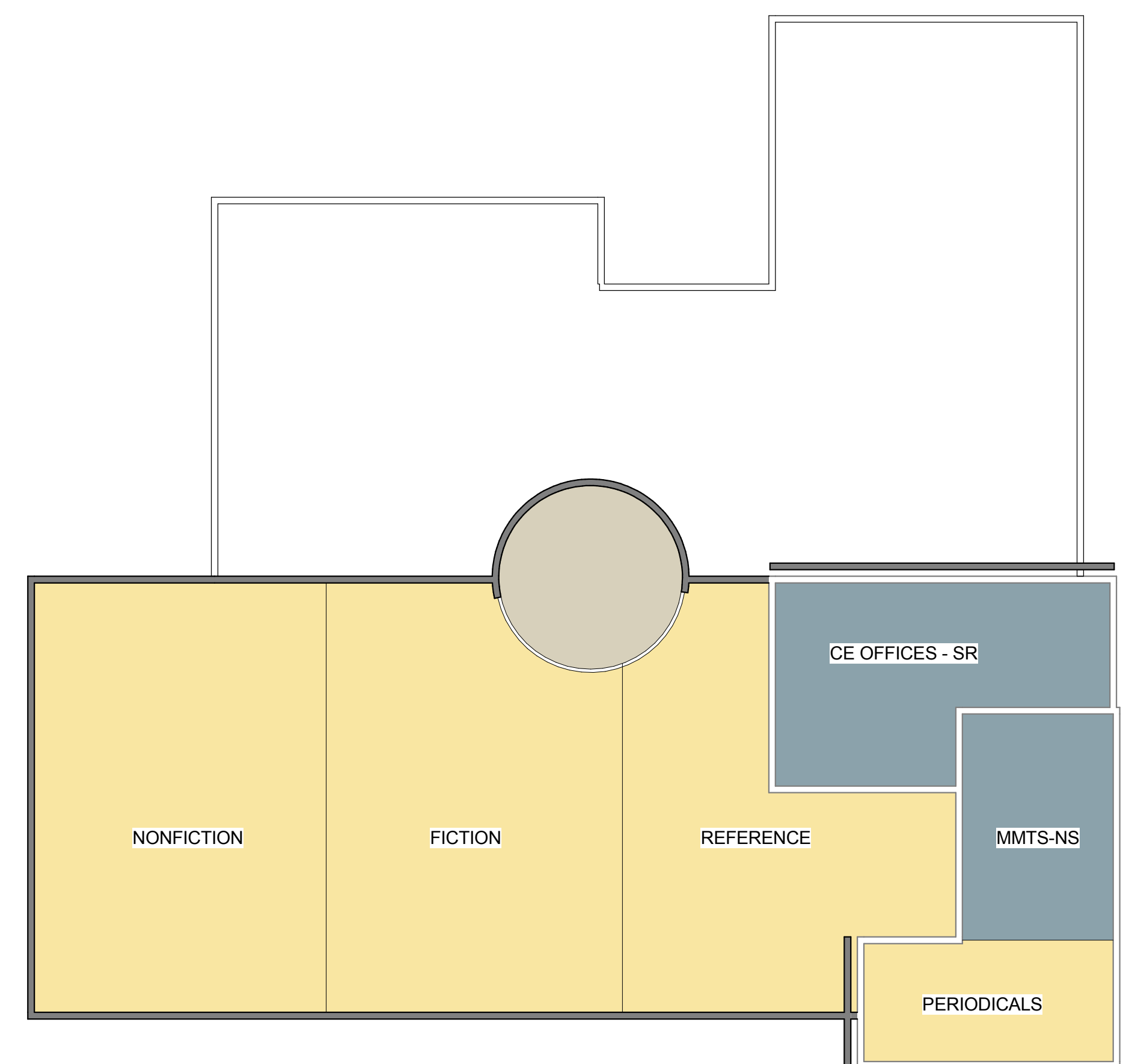
2 Level 2 Design  
SCALE: 1/32" = 1'-0"



3 Basement Design  
SCALE: 1/32" = 1'-0"

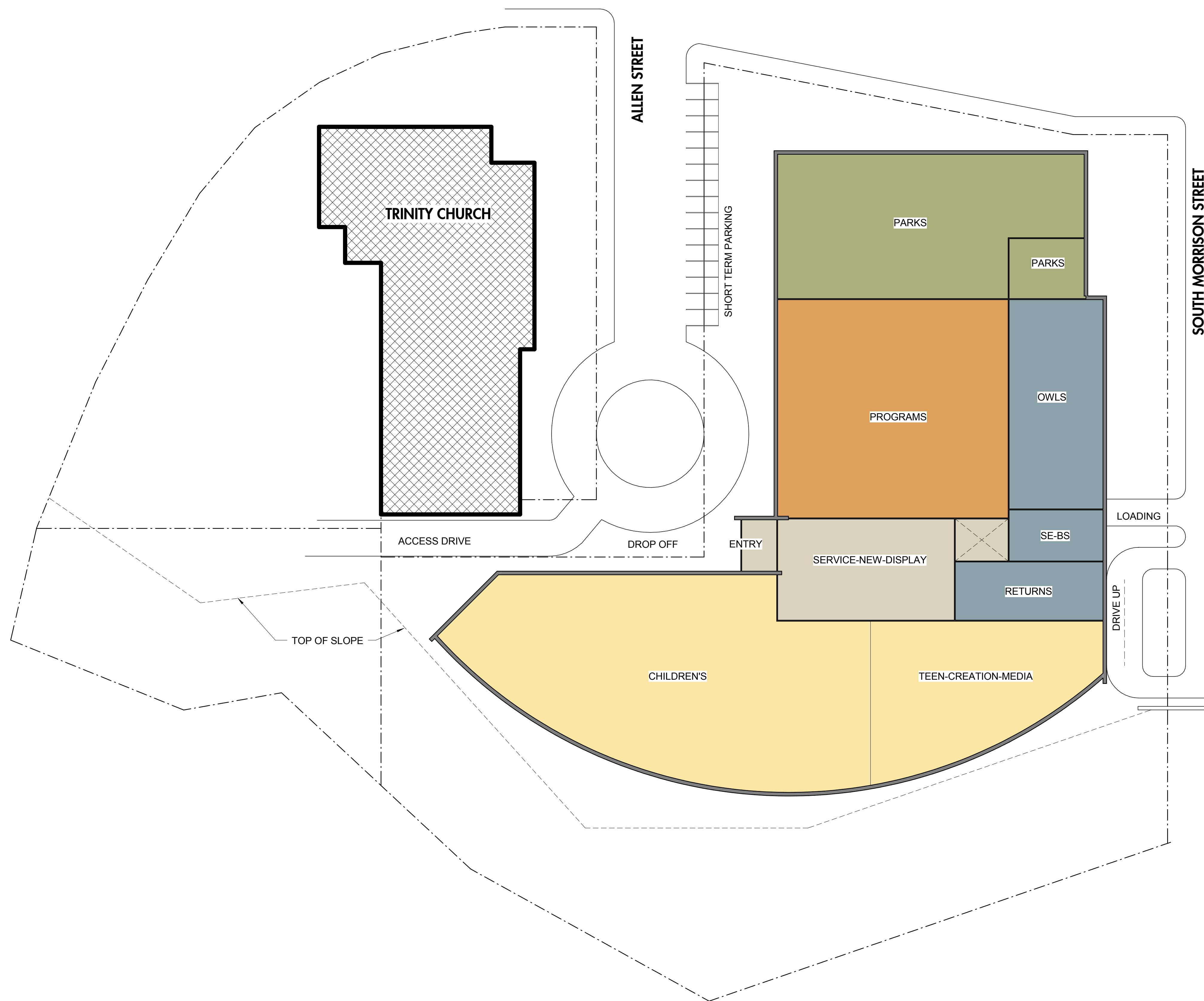


1 Level 1 Design  
SCALE: 1/32" = 1'-0"



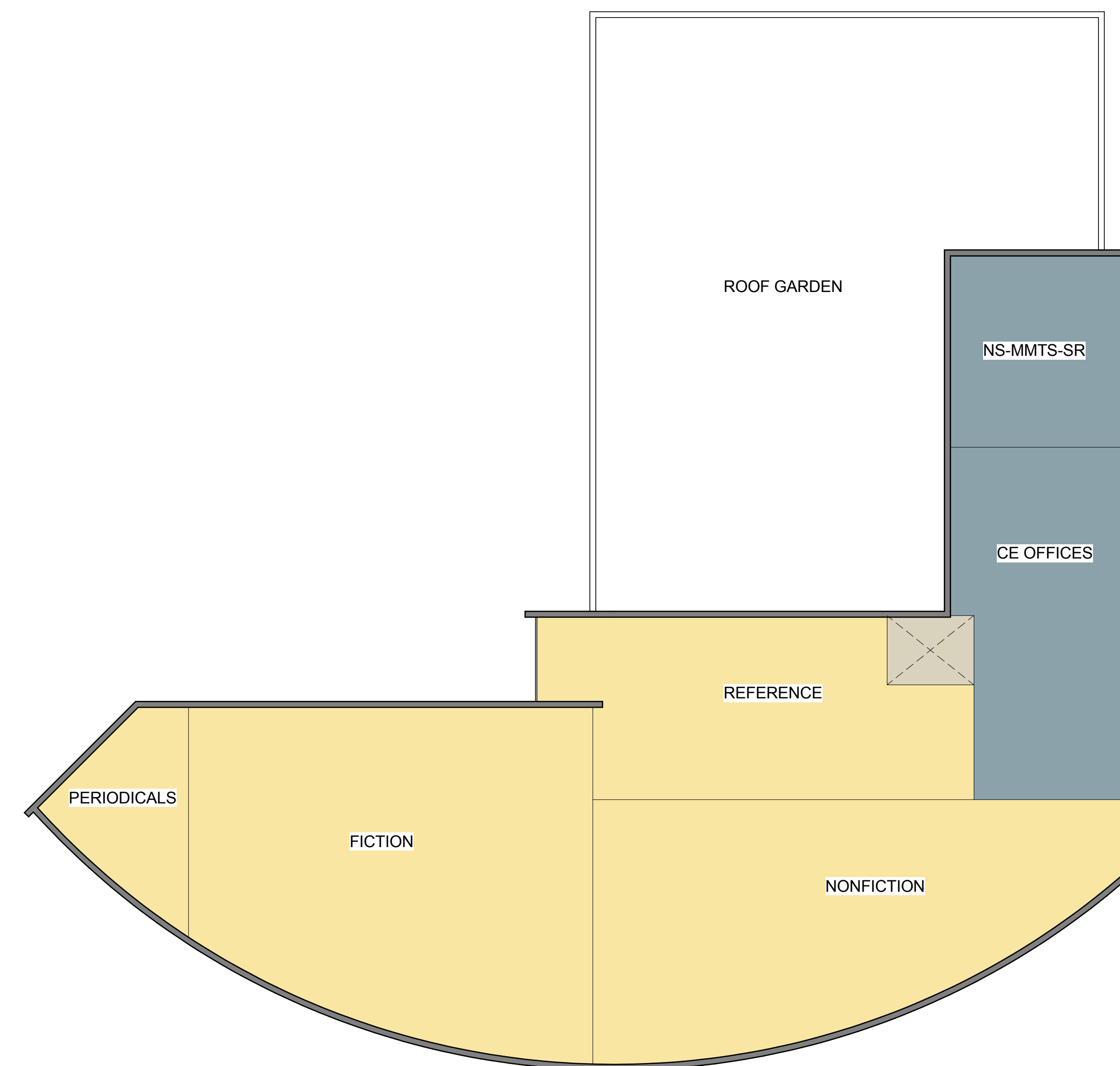
2 Level 2 Design  
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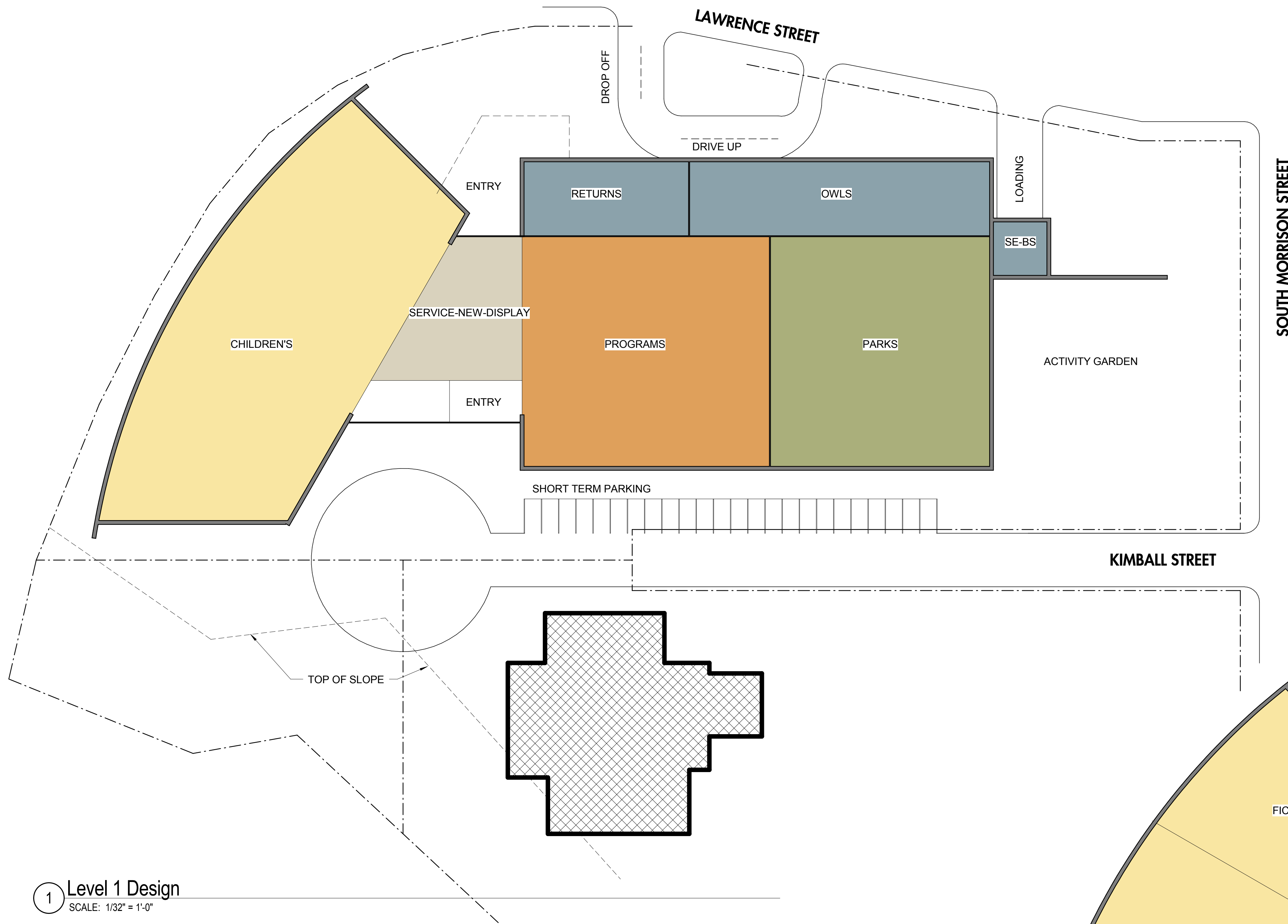




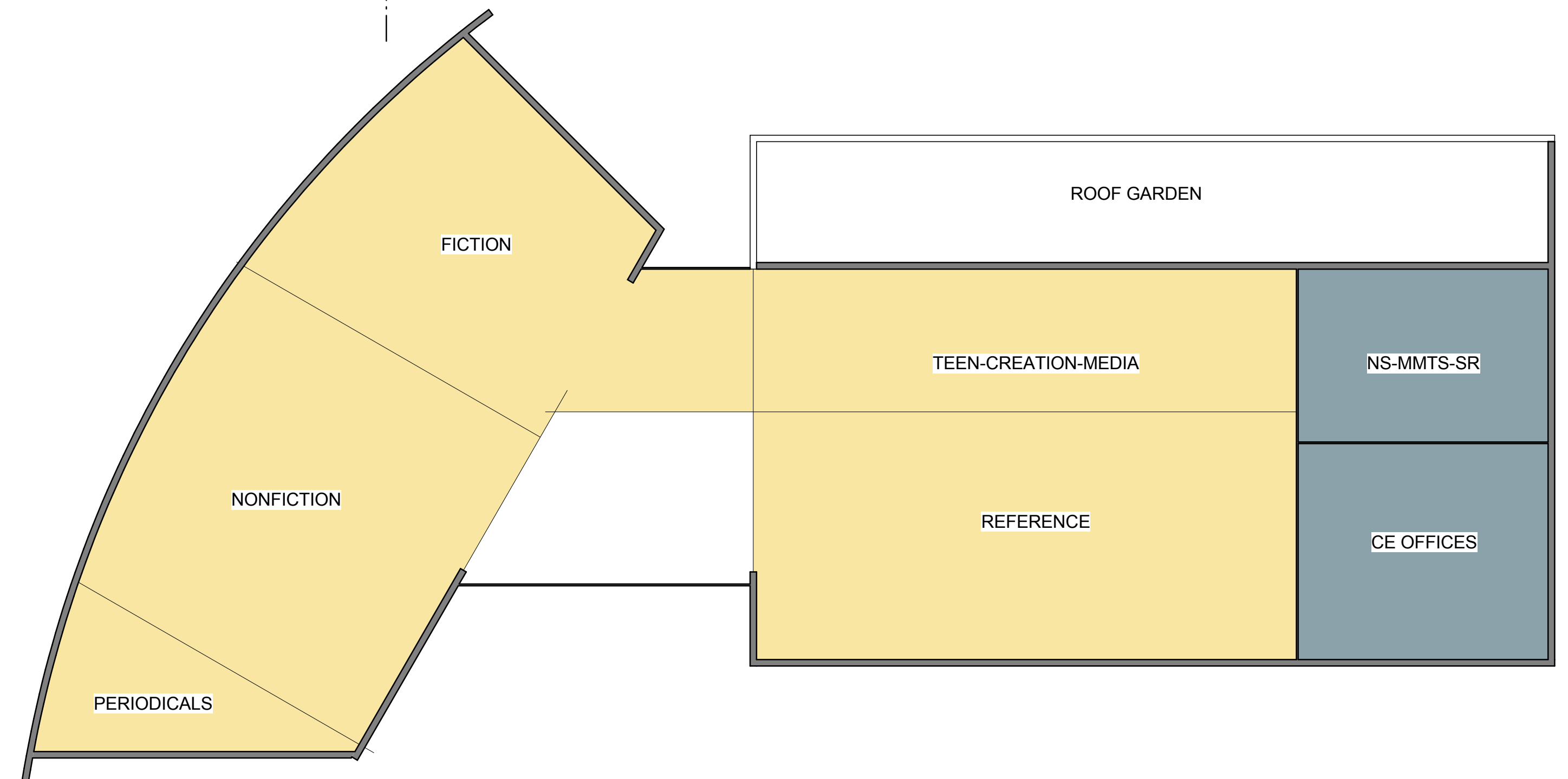
1 Level 1 Design  
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2 Level 2 Design  
SCALE: 1/32" = 1'-0"



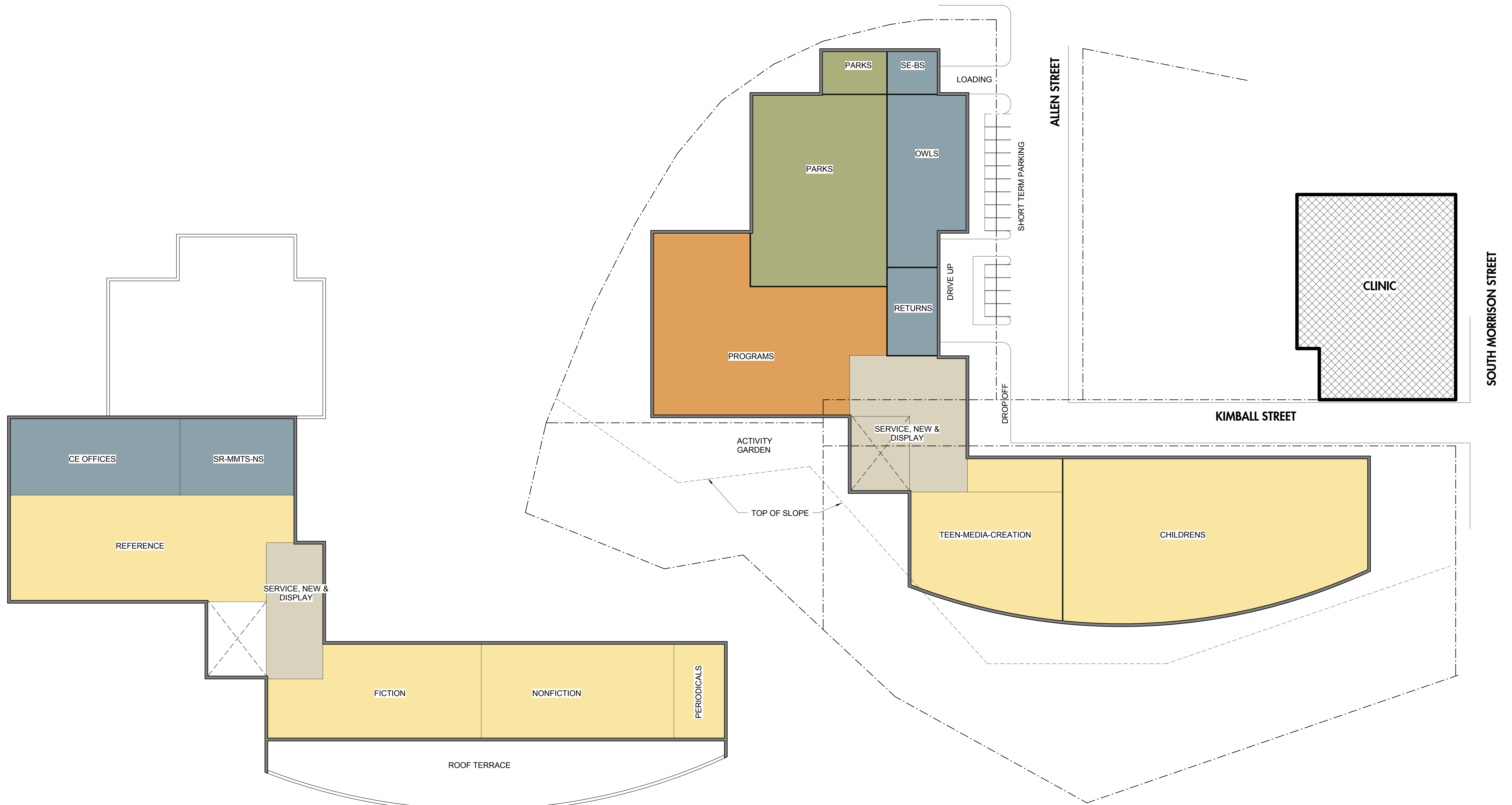


1 Level 1 Design  
SCALE: 1/32" = 1'-0"



2 Level 2 Design  
SCALE: 1/32" = 1'-0"





1 Level 1 Design  
SCALE: 1/32" = 1'-0"

2 Level 2 Design  
SCALE: 1/32" = 1'-0"

# APPLETON PUBLIC LIBRARY | BUILDING CONCEPT EVALUATION

April 15, 2014

Site	Size sf	Acreage a	Total SCORE	Criteria Weight	Previous Site Selection Criteria*	Staff Efficiency (Service Pts)	Expandability	Collection Organization	Materials Flow	Access by Transit	Access by Car	Access by Bike/Foot	Site Access Average	Public Wayfinding	Merchandising Collection	Adaptability/ Flexibility	Quality/ Character	Image/Civic Presence/ Identity	Site Amenities
					10	9	8	7	8	>	>	>	7	7	4	9	6	5	4
1	94,786	2.18	186	ES	3.5	3	1	5	1	7	5	7	6.3	1	3	0	1	0	1
	94,786	2.18		PS	35	27	8	35	8				44	7	12	0	6	0	4
2	153,586	3.53	282	ES	4.5	1	5	3	1	7	5	7	6.3	3	3	5	3	3	1
	156,081	3.58		PS	45	9	40	21	8				44	21	12	45	18	15	4
3a	159,741	3.67	418	ES	5.5	5	5	7	3	1	1	3	1.7	5	7	7	5	5	3
(11c)	159,741	3.67		PS	55	45	40	49	24				12	35	28	63	30	25	12
3b	141,723	3.25	241	ES	6	3	1	3	1	1	1	3	1.7	1	1	3	5	5	3
(11d)	141,723	3.25		PS	60	27	8	21	8				12	7	4	27	30	25	12
3c	175,771	4.04	499	ES	6	5	5	7	7	1	1	3	1.7	7	7	7	7	7	5
(11a)	175,771	4.04		PS	60	45	40	49	56				12	49	28	63	42	35	20

**APPLETON PUBLIC LIBRARY | VALUE INDEX EVALUATION**

Site		Score	Total Project Cost	Value Index
1	Existing Library Expansion	186	\$34,747,139	5.36
2	Post Crescent Renovation	282	\$39,024,583	7.23
3a (11c)	Bluff Site: Banquet and Clinic	418	\$39,468,354	10.58
3b (11d)	Bluff Site: Church and Clinic	241	\$39,728,565	6.06
3c (11a)	Bluff Site: Church and Banquet	499	\$39,781,669	12.54



# **APPLICATION for READ TO LEAD DEVELOPMENT FUND GRANT**

Authorized under Wis. Stats. Sec. 14.20

2014-2015

These instructions are provided to help prepare a grant application/proposal for parties interested in obtaining literacy and early childhood development grants from the Read to Lead Development Fund. If you have any questions, please call Elizabeth Hizmi at 608-266-1212, or email [elizabeth.hizmi@wisconsin.gov](mailto:elizabeth.hizmi@wisconsin.gov)





## **GRANTS FOR Literacy and Early Childhood Development**

### **Background and Guidelines for Applications**

### **2014-2015**

**Authorizing Statute:** 14.20 Literacy and early childhood development grants.

(1) In this section:

(a) "Council" means the read to lead development council.

[14.20\(1\)\(b\)\(b\)](#) "State superintendent" means the state superintendent of public instruction.

(1m) The council shall make recommendations to the governor and state superintendent regarding recipients of grants under sub. (2). The amount of each grant awarded shall be determined jointly by the governor and the state superintendent. In addition to reports required under s. [15.09 \(7\)](#), annually the council shall submit a report on its operation to the appropriate standing committees of the legislature under s. [13.172 \(3\)](#).

(2)

(a) From the appropriation under s. [20.525 \(1\) \(f\)](#), the governor may award a grant to any person other than a school board for support of a literacy improvement program.

(b) From the appropriation under s. [20.525 \(1\) \(g\)](#), the governor may award a grant to any person other than a school board for support of a literacy or early childhood development program.

(c) From the appropriation under s. [20.255 \(2\) \(g\)](#), the state superintendent may award a grant to a school board for support of a literacy or early childhood development program.

**Available Funds:** \$400,000

**Who is Eligible to Apply:** Schools, School Districts and any person who works with an organization with the purpose of implementing literacy improvement programs or early childhood development programs. For example, this may include (but is not limited to) an afterschool program, a private or non-profit organization focused on literacy or early childhood development, or a private or non-profit organization focused on improving reading instruction.

**Funding Availability:** The maximum award for an applicant will be determined jointly by the governor and state superintendent, but will likely fall under \$50,000. Applicants are encouraged to apply for any size grant, large and small alike.

## **I. Application Information**

**A. Purpose:** The purpose of this grant is to support literacy improvement and early childhood development programs.

**B. Eligible Activities:** Applicants are required to demonstrate how all grant activities relate to the purpose listed above. Specifically, grants should be used to fund implementation of Read to Lead Task Force Recommendations. Preferences will be given to grants that aim to do one or more of the following:

- Enhance the skills and knowledge (related to the teaching of reading) of practicing educators.
- Give teachers, principals and reading specialists the tools to interpret assessments related to reading skills to help guide their instruction. Provide training on best practices to ensure that educators and administrators have the knowledge they need to implement what has been proven to help kids who are struggling to read.
- Enhance the literacy component of 4K programs.
- Offer a strong, evidence-based summer school program to struggling readers.

- Put books into the hands of low-income children and support programs that encourage parents and caregivers to read to children.
- Support or establish programs to provide parents and caregivers the skills necessary to foster better oral language development in their children.
- Support or develop collaboratives at the community level between adult literacy agencies and K-12 schools so that additional reading, writing and computer literacy skills can be sought by parents wanting to improve their own literacy skills.
- Partner with businesses or organizations to help promote the importance of literacy and develop programs that help struggling readers.

**C. Application Timeline:** Eligible applicants must submit a completed electronic application by **5:00 p.m. on March 31, 2014**. The following is a tentative timeline for grant deadlines.

Tentative Timeline	
Event	Date
Grant Application Deadline	March 31, 2014
Read to Lead Council Recommendations to Governor and Superintendent	May 15, 2014
Awards presented	June 2, 2014

**D. Award Conditions:** Funds are to be used for activities in the 2014-15 school year or in the summer of either year.

**E. Reporting Requirements:** Each recipient must report to the Read to Lead Council regarding progress on fulfilling the proposal's purposes within six months of the start date of the project, again at 12 months, and also at the project's conclusion.

## II. Rejection of Proposals

The Read to Lead Council reserves the right to reject any and all proposals received as a result of this announcement and may do so if the proposal does not adhere to funding specifications or application preparation instructions.

## III. Application Narrative

Proposals must contain the following sections and requested information on the form provided.

**Abstract.** Provide a summary of the proposal which describes:

- Project goals and expected outcomes.
  - Participants
  - Program Description
  - Evaluation of outcomes.
  - Summary of requested grant and what funds would be used for.
- 1. Project Goals and Student Outcomes.** There are two components to this section:
    - State project goals.
    - Clearly identify the specific measurable student outcomes that will result from this project (i.e., specify the student growth that will occur).
  - 2. Participants.**
    - Name the entities (schools, groups, etc.) that will participate in the proposed project. Describe the process used to identify these entities.
    - Identify the number of students that will participate in the proposed project.
  - 3. Description of Programming/Services.** Describe the student learning opportunities in detail:
    - What are the specific learning opportunities?
    - When will they take place?
    - Where will they take place?

- How are they systematic and continuous (i.e., not "one-shot" activities)?
  - How do they connect to literacy or early childhood development?
  - How do they represent opportunities not already being used in the regular classroom or program?
  - Detailed Timeline
  - Person/position responsible for leadership and implementation
4. **Sustainability.** Explain how the project will build capacity to sustain services after the grant has been spent.
  5. **Evaluation.** Using the form provided (Section IX of the application package) supply the following information for each goal (from Project Goals and Student Outcomes):
    - List each learning opportunity (from Program Description) related to each goal.
    - List the specific measurable student outcomes (from Project Goals and Student Outcomes) for each learning opportunity.
    - Name the specific tools/methods that will be used to evaluate to what degree the student outcomes were realized.
    - Identify what specific evidence each tool/method will provide on the student outcomes.
    - Identify the person/position responsible for collecting and analyzing the data.
  6. **Budget.** Please list expenditures and specify how much of the grant will be used for personnel/staff vs. operations/supplies/materials.
  7. **Media Relations.** Part of the purpose of this program is to promote what works so it can be replicated on a broader scale. Please tell us how you plan to promote your program after you have received the grant. Please include:
    - How will you communicate the results of the program outside the school district?
    - How will you recognize Lead to Read and its sponsors (materials, posters, school website, electronic newsletters, etc.)?
    - How will you utilize traditional and social media to communicate information about the program?
    - How will you include elected officials and community leaders in your program?



**INSTRUCTIONS:** Complete and return with **original signature** no later than **5:00 pm on March, 31 2014**, to:

[elizabeth.hizmi@wisconsin.gov](mailto:elizabeth.hizmi@wisconsin.gov) or

fax a copy to (608) 267-8983.

**e-mailed electronic copies are strongly preferred**

For questions, contact Elizabeth Hizmi at (608) 266-1212.

**OR** Send an mailed copy to  
**Office of the Governor**  
**ATTN: Elizabeth Hizmi**  
**115 East State Capitol**  
**MADISON, WI 53702**

Year

**2014-15**

**I. GENERAL INFORMATION**

Applying Institution or Organization

**Appleton Public Library**

Project Title

**Reach Out and Read with Libraries**

Project Director

**Ann Cooksey**

Title

**Preschool Librarian**

Phone Area/No.

**920-832-6187**

E-Mail

**acooksey@apl.org**

Fax Area/No.

**(920) 832-6182**

Street Address

**225 N Oneida St**

City

**Appleton**

ZIP Code

**54911**

**II. GRANT REQUEST**

Total Amount Requested

**\$50,000**

Date Submitted *Mo./Day/Yr.*

**03/31/14**

**III. ORGANIZATION INFORMATION**

Name of Director or Chief Staff Person

**Colleen Rortvedt**

Title of Director or Chief Staff Person

**Library Director**

Board Chairperson *If applicable*

**John Peterson**

Total Operating Budget of Organization for Past Year

**\$4,522,655**

Dates of Fiscal Year of Organization

**January - December**

**IV. CERTIFICATION BY AUTHORIZED OR INSTITUTIONAL OFFICIAL**

**THE APPLICANT CERTIFIES** that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Name of Authorized Official *Print or type*

Title

Signature of Authorized Official

Date Signed *Mo./Day/Yr.*



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## V. ABSTRACT

In the space below, provide a summary of the proposal which describes the local needs to be addressed, the project's goals, student learning opportunities, expected student outcomes, and evaluation of student outcomes. Limit abstract to the space provided.

Evidenced based, Reach Out and Read prepares America's youngest children to succeed in school by partnering with doctors to prescribe books and encourage families to read together. The Appleton Public Library (APL) offers a wide variety of books and services as well as programming by staff trained in early literacy skills. This grant will combine these resources by developing a formal patient referral system whereby doctors can refer Reach Out and Read participants to a library/hospital liaison who will ensure that they are connected with the level of continuous early literacy education and support appropriate to their particular situation.

According to the recent Fox Cities' 2011 LIFE Study, by third grade a significant achievement gap exists between lower income students and others. The percentage of third graders reading at advanced or proficient levels has declined every year, from 86% (2006-07) to 83% in the Fox Cities (2009-10) while the achievement of students statewide declined to 79% over the same time. A predictor of later school and career success, the decline in third grade reading levels has sparked concern not only among educators, but also among civic and business leaders and the community at large. Current brain research finds the most critical period for brain and language development is between the ages of 0-5, and parents and caregivers play a crucial role in their child's development.

The goal of Reach Out and Read is to promote early literacy from age 0 to 5 years. This is accomplished by providing literacy education in clinical visits by doctors and nurses as well as an age appropriate book at each visit (a library of 10 books at the end of the 5 years). Reading to children is not an innate skill and caregivers, particularly if they were not read to themselves, may need guidance and support as they begin the process of teaching early literacy skills.

The Appleton Public Library supports early literacy through programming and parent/caregiver instruction. APL offers traditional storytimes for infants, toddlers and preschoolers and special programs that focus on music, movement, math, art and science. These programs model skills parents and caregivers need to foster oral language development as well as other early literacy skills. Realizing that children growing up in dual language homes have specific literacy needs, APL has both a Hmong and a Hispanic Outreach Specialist. These specialists carry the early literacy message into the homes of families as well as connecting families with the library and referring parents and children to other community organizations such as the Fox Valley Literacy Council and Appleton Area School District Birth to 5 programs.

The library/hospital liaison will work in conjunction with local libraries and clinics to expand Reach Out and Read as well as create and maintain a referral system. Doctors determining that a family will benefit from targeted library support, will refer this family to the library/hospital liaison who will connect them with APL or their closest local library.

Encouraging parents to read to their children, providing a home library and connecting children and families with the free programming and resources available in their communities will better prepare children for school and make a positive difference in children's developmental skills and consequently in the nation's economic health. The long term objective of the Reach Out and Read program is to promote literacy as a standard part of children's health care, with the goal of helping all children grow up with books and a love for reading. Equally important is the establishment of a connection with the library that will be beneficial as parents develop their knowledge of early literacy skills and as children become readers and eventually raise readers of their own.

## VI. PROGRAM DESCRIPTION

- a. **Project Goals and Student Outcomes.** There are two components to this section: 1) State project goals that are based on the local needs identified in the Needs Statement; and 2) clearly identify the specific measurable student outcomes that will result from this project (i.e., specify the student growth that will occur).

Project goals:

- 1) Providing developmentally appropriate books to support the Reach Out and Read program at Children's Health Clinic (located at St. Elizabeth Hospital).
- 2) Expanding the Reach Out and Read Program to UW Health Fox Valley Family Medicine as well as other community health centers and local family and pediatric practices.
- 3) Creating a referral system between local libraries and Reach Out and Read practitioners to provide early literacy support for children and families.
- 4) These partnerships will put books in the hands of low income children and provide opportunities for caregivers to learn how to foster oral language development and other early literacy skills in children.

Measurable Student Outcomes

- 1) 5000 families will be seen and introduced to the Reach Out and Read program
- 2) Increase in number of health care facilities that join Reach Out and Read.
- 3) Increase in number of children/families referred to APL through Reach Out and Read.
- 4) Increase in library usage by families referred to the hospital/library liaison, including new library cards, program attendance and use of library materials.

- b. **Participants.** Name the schools or other entities that will participate in the proposed project. Describe the process used to identify these entities. Identify the number of students that will participate in the proposed project. Describe the process and procedures used to identify these students by specifying the tools and measures used, and identifying the criteria used. Explain how the process, procedures, tools/measures, and criteria are responsive to underrepresented populations (i.e., economic conditions, race, gender, culture, native language, developmental differences, and disabilities).

Children's Health Clinic (located at St. Elizabeth Hospital)  
Appleton Public Library

- c. **Program Description of Programming/Services.** Describe the student learning opportunities in detail: 1) What are the specific learning opportunities? 2) When will they take place? 3) Where will they take place? 4) How are they systematic and continuous (i.e., not "one-shot" activities)? 5) How do they improve literacy or early childhood development? 6) How do they represent opportunities not available in the regular classroom?

Participating Reach Out and Read clinics will provide age appropriate books to children during their well child visits. Systematic and continuous, the importance of reading aloud to children will be reinforced by the family health care provider.

Families referred to the library will receive an initial tour and program overview from the hospital/library liaison. They will have daily access to books and staff trained to help them find developmentally appropriate materials for their child(ren) as well as weekly access to early literacy programming. Public library programming offers a free, unique opportunity for parents/caregivers and children to interact in a literacy-rich, safe, and positive environment.

- d. **Sustainability.** Explain how the project will build capacity to sustain services after the initial grant money has been spent.

Once the first year of the program is successfully completed, the Appleton Public Library will explore pursuing other funding to continue the Library/Hospital Liaison position. Pursuing continuing funding will be based on the participation of more clinics going forward and a proven success of the liaison in developing the Reach Out and Read program in the Fox Valley.

- e. **Evaluation.** Using the form provided (Section IX of the application package) supply the following information for each goal from *Project Goals and Student Outcome*. 1) List each learning opportunity (from Program Description) related to each goal. 2) List the specific measurable student outcomes (from Project Goals and Student Outcomes) for each learning opportunity. 3) Name the specific tools/methods that will be used to evaluate to what degree the student outcomes were realized. 4) Identify what specific evidence each tool/method will provide on the student outcomes. 5) Identify the person/position responsible for collecting and analyzing the data.

Clinics will use evaluation tools provided by Reach Out and Read, including completing a

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biannual progress report. The Site Observation Scale (SOS) is used as an evaluation tool. Direct observation is a valuable method for collecting evaluation information. "Seeing" and "listening" are key components to observation, which provide the opportunity to document the behavioral and physical aspects of activities. By providing age appropriate books we believe we will achieve a long term outcome of closing the literacy gap in the Fox Cities.

The library/hospital liaison will record the number of libraries and medical facilities who join the Reach Out and Read with Libraries partnership. S/he will also record the percentage of referred families who obtain library cards, attend programs and use library materials.

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## VII. PROGRAM IMPLEMENTATION

**Project Implementation:** Using the form provided (Section VIII of this application package), develop a chronological list of learning opportunities for each project goal identified. Provide the estimated costs, the timeline, and the roles of those responsible for leadership and implementation for each activity. (You do not have to fill all rows).

Goal	Learning Opportunity	Estimated Costs	Timeline	Person / Position Responsible
Provide developmentally appropriate books to support the Reach Out and Read program at Children's Health Clinic (located at St. Elizabeth Hospital) and other local clinics who join the Reach Out and Read Program as part of this partnership	Parents will have a library of age appropriate books to read to their children	\$27,000	Beginning 9/1/14	Appleton Public Library
Hire a library/hospital liaison who will reach out to local libraries and clinics to develop the Reach Out and Read with Libraries partnership as well as develop a referral system to connect Reach Out and Read families with their local libraries.	Parents and caregivers will be connected with libraries, library books and library programs. Learning opportunities will include time spent utilizing skills and materials obtained from the library. These opportunities will take place in the home, during library visits and during library programming.	\$23,000	Beginning 9/1/14	Library Administration / City of Appleton Human Resources.



### VIII. EVALUATION

**Evaluation:** For each learning opportunity identified in the Program Description section, list the tools/methods that will be used to measure the impact of the service, what type of evidence each of the evaluation tools/methods will provide, and the person or position responsible for collecting and compiling data. (You do not have to fill all rows)

Goal and Learning Opportunity	Student Outcome(s)	Evaluation Tools / Methods	Specific Evidence Each Evaluation Method Will Provide on Student Outcomes	Person / Position Responsible
The long term objective of the Reach Out and Read program is to promote literacy as a standard part of children's health care, with the goal of helping all children grow up with books and a love for reading.	Fostering emerging literacy skills by giving new, developmentally and culturally appropriate books during well-child visits to children and counseling parents about the importance of sharing books together and reading aloud, will help our children enter school with a love for reading and ready to learn.	The Site Observation Scale (SOS) is used as an evaluation tool. Direct observation is a valuable method for collecting evaluation information. "Seeing" and "listening" are key components to observation, which provides the opportunity to document the behavioral and physical aspects of activities.	Direct observation of child's interaction while looking at books and comments from parents regarding reading to child	Health care providers
Families will be connected with local libraries and become regular library users and program attendees.	Families will utilize library collections as they practice early literacy skills highlighted by their health care providers and modeled regularly by library professionals.	The number of children/families referred to the library through the Reach Out and Read program. The program attendance, library visits, material usage and library card applications of families referred through Reach Out and Read.	The correlation between families referred to the library and families who become regular library users.	Library/Hospital Liaison

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	IX. BUDGET	
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**Please explain how you intend to use the grant by listing expenditures and specifying how much of the grant will be used for personnel/staff vs. operations/supplies/materials.**

Grant money in the amount of \$23,000 will be allocated to fund a one year, half-time, 20 hours per week, library/hospital liaison position. This person will be responsible for establishing and maintaining a referral system between the Appleton Public Library, St. Elizabeth Hospital and other local health care facilities who join Reach Out and Read. S/he will actively seek to extend this partnership by reaching out to other local medical facilities and public libraries. S/he will ensure that hospitals and clinics are being provided with current information about library programs, and that Reach Out and Read participants are receiving doctor recommended support and early literacy skill building at their local public libraries.

Grant money in the amount of \$27,000 will be used to supply developmentally appropriate books for the participating Reach Out and Read clinics. These books will be put into the hands of Reach Out and Read participants at St. Elizabeth Hospital and shared with other local health care practices as they join the Reach Out and Read program.

## X. MEDIA RELATIONS

**Please explain how you intend to promote your use of the grant to the media and to others outside your organization.**

1. How will you communicate the results of the program outside the school district?

The results of the program will be communicated through various channels. The Appleton Public Library publishes a quarterly magazine that is distributed to over 8,500 people through email. A print version of the magazine is also published and available for patrons in the library. The digital version of the magazine is available for access and is promoted on the library's website as well. Through this channel, APL will create an article detailing the program, as well as the results.

Program details and results will also be packaged as a feature story for use when Library Administration and the Friends of Appleton Public Library organization present initiatives at the library to local businesses and organizations.

When the results are received, a news release containing information on the program and its impact on the greater Appleton community will be created. The library works closely with six of the local media stations, including newspapers, television stations and radio stations, and will work to secure media interviews in order to increase the communication of the initiative.

2. How will you recognize Lead to Read and its sponsors (materials, posters, school website, electronic newsletters, etc.)?

Read to Lead and its sponsors will be recognized through multiple channels. Those channels include APL's and St. Elizabeth Hospital's current social media sites, Twitter and Facebook, all printed collateral materials that APL produces as part of the program, through APL's quarterly informational magazine, as well as through APL's and St. Elizabeth Hospital's website.

3. How will you utilize traditional and social media to communicate information about the program?

Appleton Public Library will create an informational brochure and poster to have on display at the front entrance of the library, as well as at the Children's Services desk. APL recently installed a new brochure rack that has increased visibility among related materials located in the rack.

APL will also use the quarterly magazine, distributed to over 8,500 people, to give a detailed description of the program. Through this channel, the information will also be dispersed on the APL website as both a posting of the article in the quarterly magazine, as well as in a feature blog posting on the front page of APL's website. This same information will be shared with St.



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Elizabeth Hospital and used on their website and publications.

APL strongly believes in word-of-mouth marketing, and will launch a word-of-mouth informational campaign to increase communication about the program.

APL's social media sites are heavily used, with over 4,000 followers. Information about this type program and through this type of channel is best used through quotes or stories. APL will use stories and quotes from the program to build a social media campaign on Facebook and Twitter.

4. How will you include elected officials and community leaders in your program?

The mayor of the City of Appleton will be included through a packaged presentation of the program given by the Appleton Public Library Director. This will include any marketing materials produced for the program, as well as the results of the program.

Alderspersons for the City of Appleton are emailed monthly with an update about programs, services and initiatives at the library. This program will be featured in the monthly email that City of Appleton alderspersons receive.

**CITY OF APPLETON  
BUDGET AMENDMENT REQUEST  
BUDGET YEAR: 2014**

<b><i>Budget Description</i></b>	<b><i>Business Unit</i></b>	<b><i>Acct. No.</i></b>	<b><i>Sub Acct No.</i></b>	<b><i>Subledger No.</i></b>	<b><i>Amount</i></b>
Other Reimbursement	16010 .	5035 .			\$135.06
Food and Provisions	16010 .	6307 .			\$135.06
Lost and Paid	16032 .	5035 .			\$10,000.00
Library Materials	16032 .	6315 .			\$10,000.00

For the purpose of:

Transfer of OWLS Intersystem funds to food and provisions.

Transfer of lost and paid funds to library materials for the purchase of items lost or reimbursed by patrons.

Requested by:

_____	_____
Department Head	Date

Budget Entry (BE) No. \_\_\_\_\_

Approved by:

_____	_____
Anthony Saucerman, Deputy Finance Director	Date

_____	_____
Timothy M. Hanna, Mayor	Date

Reported to Finance Committee:	_____
	Date

Additional comments:

**BUDGET TRANSFER POLICY:**

Transfers of \$15,000 or less between programs within a department and new appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues require approval of the Mayor and the Finance Director. The following items also require approval of the Finance Committee and two thirds of the Common Council:

- Any intradepartmental transfers or new appropriations of greater than \$15,000;
- Any interdepartmental transfers or interfund transfers;
- Any new appropriations funded by debt or current year tax levy;
- Any transfers from the reserve for contingencies;

- Use of funds budgeted for a particular capital project for any other purpose.

In no case may funds budgeted for personnel expense be used to supplement supplies and expense budgets.

f:\common\1123winbudget\budref.xls

# Memo

TO: Library Board

FROM: Dean R. Gazza, Director of Parks, Recreation & Facilities Management

DATE: 03-26-14

RE: Informational: Contract with Martenson and Eisele, Inc. for design services to "Replace Aged Boilers" at the Appleton Public Library for \$7,425.

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The 2014 Capital Improvement Budget includes funding for the replacement of the boiler plant at the Library. The existing boilers are original, having been installed in 1979, and are at the end of their serviceable life. We plan to replace them with higher efficiency boilers, sized to properly heat the building.

We have selected Martenson and Eisele, Inc., from our list of professional services providers, for fixed fee of \$7,425. This price includes preliminary design, working drawings, solicitation services, and construction services.

Though there are plans to renovate or build a new library we must proceed with this project at this time to keep the current facility functional. We have postponed the installation of these boilers as long as we possibly can. We believe that regardless of how the building will be used in the future, these boilers will likely remain.

Please contact Dean Gazza at 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org), if you have any questions.