



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda Library Board

Tuesday, May 19, 2015

4:30 PM

225 N. Oneida Street

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

F. [15-807](#) Library Board Meeting Minutes 3-17-2015

Attachments: [March 17 2015 Meeting Minutes - Report.pdf](#)

4. Public Participation & Communication

New Council Representative appointed to Library Board

APL Volunteer of the Year - Meredith Schoenfeld

5. Action Items

A. [15-808](#) Bill Register March 2015

Attachments: [2015 MAR bill register.pdf](#)
[2015 MAR revenue and expense.pdf](#)
[2015 MAR section totals.pdf](#)

B. [15-809](#) Bill Register - April 2015

Attachments: [2015 APR bill register.pdf](#)
[2015 APR expense and revenue.pdf](#)

C. [15-810](#) Amended 2015 Resource Library Agreement

Attachments: [Resource Library Agreement 2015 amended April 2015 Markup.pdf](#)

D. [15-811](#) Budget Amendment

Attachments: [2015 MAY budget amendment.pdf](#)

- E. [15-812](#) Updated Media Lab Policy

Attachments: [Media Lab Use Policy updated 5-2015.pdf](#)

- F. [15-813](#) Recommend award of the Library Entrance Doors contract to LaForce Hardware for \$43,700 with an additional \$4,890 for contingencies, for a contract not to exceed \$48,590.

Attachments: [2015 Library Entrance Doors.pdf](#)

6. Information Items

A. Director's Report

- i. [15-814](#) 2015 APL Public Survey
 - ii. [15-815](#) Library roof project update
 - iii. [15-835](#) Movable partition wall update
 - iv. [15-816](#) Library building process update
 - v. [15-817](#) Library video
 - vi. [15-818](#) USDA Summer Food Service Program
- Attachments: [SFSP-Fact-Sheet.pdf](#)
- vii. [15-823](#) 2016 Budget preparations

B. OWLS Updates

- i. [15-819](#) Outagamie Waupaca Library System Planning Process
- ii. [15-820](#) Outagamie Waupaca Library System Statement of Support of the Appleton Public Library
- iii. [15-821](#) Coland Strategic Vision for Library Systems in the 21st. Century
- iv. [15-822](#) Planning for a permanent OWLS Director

C. Assistant Director's Report

- i. [15-824](#) Library hiring processes
- II. [15-825](#) Statistics

Attachments: [Feb 2015.pdf](#)
[March 2015.pdf](#)

D. Friends Report

- i. [15-826](#) Friendship Month
- ii. [15-827](#) Friends Used Book Sale
- iii. [15-828](#) Friends Annual Meeting

7. Recent & Upcoming Programs

- i. [15-829](#) Fox Cities Reads and Book Festival wrap up
- ii. [15-831](#) Summer Reading Program
- iii. [15-830](#) Hmong Culture Celebration
- iv. [15-842](#) Fox Valley Literacy Council Spelling Bee

8. Adjournment

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

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, March 17, 2015

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Peterson called the meeting to order at 4:30 pm.

2. Roll call of membership

Others Present: Travis Bartels, City Attorney Chris Behrens, Luke Diedrich, Adriana McCleer, Tanya Misselt, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward, Paula Wright

Present: 8 - Truesdale-Witek, Peterson, Hietpas, Alderperson Plank, Looker, Bergen, Scheuerman and Bloedow

Excused: 1 - Bergman

Others : 1 - Schneider

3. Approval of minutes from previous meeting

[15-401](#)

February 24, 2015 Special Meeting Minutes

Attachments: [February 24 2015 Special Meeting Minutes-Report.pdf](#)

Truesdale-Witek moved, seconded by Bloedow, that the February 24, 2015 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation & Communication

[15-400](#)

Adriana McCleer, APL Community Partnerships Supervisor

5. Establish Order of the Day

6. Action Items

A. [15-402](#)

February 2015 Bill Register

Attachments: [2015 FEB bill register.pdf](#)
[2015 FEB revenue and expense.pdf](#)

Scheuerman moved, seconded by Bergen, that the February 2015 Bill Register be approved. Voice Vote. Motion Carried. (8-0)

B. [15-403](#) 2014 End of Year Financial Report - Final

Attachments: [2014 DEC bill register final.pdf](#)
 [2014 DEC revenue and expense final.pdf](#)
 [2014 DEC section totals final.pdf](#)

The 2014 End of Year Financial Report - Final was approved. (8-0)

C. [15-404](#) 2014 - 2015 Amended Carry Over Request

Attachments: [REVISED 2014-2015 carryover memo.pdf](#)

Bloedow moved, seconded by Hietpas, that the 2014-2015 Amended Carry Over Request be approved. Voice Vote. Motion Carried. (8-0)

D. [15-405](#) Request to approve purchase of 6 workstations and 3 offices for \$22,861.47 and 3 additional offices for \$6,967.28 to Nordon Business Environments for a total of \$29,828.75.

Looker moved, seconded by Scheuerman, that the request to purchase 6 workstations and 3 additional offices for \$22,861.47 and 3 additional offices for \$6,967.28 from Nordon Business Environments for a total of \$29,828.75 be approved. Voice Vote. Motion Carried. (8-0)

E. [15-406](#) 2014 Wisconsin Department of Public Instruction Public Library Annual Report

Attachments: [APL Annual Report 2014.pdf](#)

Bloedow moved, seconded by Truesdale-Witek, that the 2014 Wisconsin Department of Public Instruction Public Library Annual Report be approved. Voice Vote. Motion Carried. (8-0)

F. [15-407](#) Statement Concerning Public Library System Effectiveness for the 2014 Wisconsin Department of Public Instruction Public Library Annual Report

Attachments: [System effectiveness statement pending approval.pdf](#)

Bergen moved, seconded by Scheuerman, that the Statement Concerning Public Library System Effectiveness for the 2014 Wisconsin Department of Public Instruction Public Library Annual Report be approved. Voice Vote. Motion Carried. (8-0)

7. Information Items**A. Director's Report**

- i. [15-408](#) Budget Amendment

Attachments: [2015 MAR budget amendment.pdf](#)
- ii. [15-410](#) Award the Library CIP roof replacement contract to W.J. Woodruff Roofing in the amount of \$134,940 with a contingency of \$13,500 for a total contract not to exceed \$148,440.

Attachments: [2015 Library Roof Replacement memo.pdf](#)
- iii. [15-409](#) Library building process update
- iv. [15-424](#) Historical Patron Usage - Statistical Graphs 2000-2014

Attachments: [Stat Graphs for APLBoard.pdf](#)
- v. [15-412](#) Collaborative Efforts List - End of Year 2014

Attachments: [2014 YEAR END Collaborative and Cooperative Efforts.pdf](#)
- vi. [15-413](#) Staff Training Day follow up
- vii. [15-414](#) National Library Week
- viii. [15-415](#) 2015 APL Volunteer of the Year

B. Friends Report

- i. [15-416](#) Friends Book Sale
- ii. [15-417](#) April Friendship Month

8. Other Business

- A. [15-418](#) Recent and upcoming programs
Fox Cities Book Festival
Community Read

Closed Session**9. Adjournment**

Plank moved, seconded by Looker that the meeting be adjourned . Voice Vote.
Motion Carried. (8-0) The meeting adjourned at 5:11 pm.

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
JE	118582	03/27/15 3/12 PR TRAVEL REIMBURSEMENTS	RORTVEDT	122.02	16010 6201	
PU	416	03/19/15 INN ON THE PARK	TRAINING AND TRAVEL	114.00	16010 6201	
JE	118453	03/09/15 30 PARKING TOKEN NOTES/LIBRARY		60.00	16010 6206	
PU	590	03/19/15 AMAZON MKTPLACE PMTS	SUPPLIES	59.36	16010 6301	
PU	868	03/19/15 OFFICEMAX CT*IN#002893	SUPPLIES	56.80	16010 6301	
PU	1192	03/19/15 OFFICEMAX CT*IN#849459	SUPPLIES	165.65	16010 6301	
PU	1208	03/19/15 VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (17	25.23	16010 6301	
PU	884	03/19/15 WISCONSIN LIBRARY ASSO	MEMBERSHIPS	180.00	16010 6303	
PU	908	03/19/15 WISCONSIN LIBRARY ASSO	MEMBERSHIPS	223.00	16010 6303	
PU	1058	03/19/15 WISCONSIN LIBRARY ASSO	MEMBERSHIPS	145.00	16010 6303	
PU	606	03/19/15 SAMSClub #6321	FOOD AND PROVISIONS	96.24-	16010 6307	
PV	353451	03/09/15 DEBE	staff day lunch	676.83	16010 6307	
PV	353461	03/09/15 MANDERFIELD'S BAKERY	staff day	84.00	16010 6307	
PV	353490	03/10/15 SAM'S CLUB/GEGRB	supplies	60.76	16010 6307	
PU	923	03/19/15 FASTSIGNS 300301	SPLIT - PRINTING (50	54.25	16010 6320 2	
PU	558	03/19/15 SURVEYMONKEY.COM	ADVERTISING	26.00	16010 6412	
PU	922	03/19/15 FASTSIGNS 300301	SPLIT - ADVERTISING	54.25	16010 6412	
PV	353443	03/09/15 APPLETON DOWNTOWN, INC.	advertising	100.00	16010 6412	
JE	118574	03/27/15 3/15 AT&T BILL		213.24	16010 6413 7	
16010				2,324.15		
JE	118556	03/27/15 3/26 PR TRAVEL REIMBURSEMENT	UNRUH	13.23	16021 6201	
PU	22	03/19/15 FASTSIGNS 300301	SUPPLIES	41.25	16021 6301	
PU	61	03/19/15 UPSTART/EDUPRESS	SUPPLIES	47.30	16021 6301	
PU	791	03/19/15 THE HOME DEPOT 4928	SUPPLIES	5.49	16021 6301	
PU	912	03/19/15 SAMS INTERNET	SPLIT - SUPPLIES (50	33.60	16021 6301	
PU	1062	03/19/15 WM SUPERCENTER #2958	SUPPLIES	13.52	16021 6301	
PU	1064	03/19/15 LOWES #02486*	SUPPLIES	16.25	16021 6301	
PU	1207	03/19/15 VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (31	43.97	16021 6301	
PU	1277	03/19/15 WM SUPERCENTER #1982	SUPPLIES	12.20	16021 6301	
16021				226.81		
PV	353679	03/18/15 WISCONSIN DEPARTMENT OF FINANC	notary	20.00	16023 6201	
PV	353737	03/19/15 WEST BEND MUTUAL INSURANCE COM	notary for Beauvilli	20.00	16023 6201	
PU	897	03/19/15 FOX STAMP SIGN & SPECI	SUPPLIES	48.05	16023 6301	
PU	913	03/19/15 SAMS INTERNET	SPLIT - SUPPLIES (50	33.60	16023 6301	

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
PV	353839	03/24/15 OUTAGAMIE WAUPACA LIBRARY SYST	paper	90.00	16023 6301	
PV	353845	03/24/15 RMC IMAGING, INC.	service contract	1,390.00	16023 6418	
16023				1,601.65		
PU	991	03/19/15 MARTIN LUTHER KING SEL	TRAINING AND TRAVEL	21.00	16024 6201	
PU	1040	03/19/15 AMER LIB ASSOC-CAREER	TRAINING AND TRAVEL	50.00	16024 6201	
PU	245	03/19/15 VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (50	53.19	16024 6301	
PU	445	03/19/15 TARGET 00012484	SUPPLIES	16.99	16024 6301	
PU	631	03/19/15 TARGET 00002386	SUPPLIES	11.99	16024 6301	
PU	1118	03/19/15 AMAZON MKTPLACE FMTS	SUPPLIES	10.98	16024 6301	
PU	1184	03/19/15 WALGREENS #5102	SUPPLIES	9.00-	16024 6301	
PU	1206	03/19/15 VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (33	47.20	16024 6301	
16024				202.35		
OV	26801	03/16/15 BELSON COMPANY	JO3063390	127.94	16031 6306	
JE	118450	03/09/15 RECYCLING-MARCH	224044	128.00	16031 6407	
PV	353744	03/23/15 ADVANCED DISPOSAL SERVICES SOL	refuse	68.00	16031 6407	
PV	353957	03/25/15 WE ENERGIES	4835-258-176	8,006.87	16031 6413 1	
PV	353957	03/25/15 WE ENERGIES	5229-670-389	3,597.25	16031 6413 2	
PU	692	03/19/15 NORTHSIDE TRUE VALUE	BLDG REPAIR & MAINT	6.91	16031 6416	
PU	973	03/19/15 AMAZON.COM	BLDG REPAIR & MAINT	37.80	16031 6416	
PV	353323	03/03/15 UNIFIRST CORPORATION	mats	49.12	16031 6416	
PV	353866	03/24/15 UNIFIRST CORPORATION	supplies	49.12	16031 6416	
PV	354066	03/27/15 UNIFIRST CORPORATION	supplies	49.12	16031 6416	
PU	1225	03/19/15 PAYPAL *LIGHT BULBS	EQUIP REPAIR & MAINT	14.55	16031 6418	
PV	353903	03/25/15 BELSON COMPANY	lib	146.48	16031 6418	
PV	354018	03/27/15 GOOD HOUSEKEEPING SHOP, INC.	washing machine repa	99.00	16031 6418	
16031				12,380.16		
JE	118556	03/27/15 3/26 PR TRAVEL REIMBURSEMENT	SCULLION	85.20	16032 6201	
PU	133	03/19/15 INNOVATIVE USERS GROUP	TRAINING AND TRAVEL	900.00	16032 6201	
PU	34	03/19/15 KAPCO	SUPPLIES	459.25	16032 6301	
PU	244	03/19/15 VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (25	26.60	16032 6301	
PU	359	03/19/15 RESEARCH TECHNOLOGY IN	SUPPLIES	365.50	16032 6301	
PU	820	03/19/15 DEMCO INC	SUPPLIES	436.10	16032 6301	
PU	929	03/19/15 PREMIUM WATERS INC	SUPPLIES	49.10	16032 6301	

4/03/15 12:28:30
Report: LIB_PAYRPT

City of Appleton
Library Transactions Processed Report

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DocDocument	G/L	Explanation			
Ty Number	Date	Alpha Name	-Remark-	Amount	Account
PU	1209 03/19/15	VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (17	25.22	16032 6301
PU	14 03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	56.90	16032 6315
PU	17 03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	218.72	16032 6315
PU	20 03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	104.92	16032 6315
PU	37 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	622.82	16032 6315
PU	43 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	516.48	16032 6315
PU	46 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	190.90	16032 6315
PU	53 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	83.90	16032 6315
PU	85 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	2,046.89	16032 6315
PU	92 03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	42.88	16032 6315
PU	105 03/19/15	NEWSPAPERS IA WI NV	LIBRARY MATERIALS	144.01	16032 6315
PU	110 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.20	16032 6315
PU	127 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	66.69	16032 6315
PU	128 03/19/15	COMMODITY RESEARCH BUR	LIBRARY MATERIALS	189.00	16032 6315
PU	132 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	6.97	16032 6315
PU	137 03/19/15	F+WP - GOLDMINE	LIBRARY MATERIALS	39.95	16032 6315
PU	140 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	104.57	16032 6315
PU	141 03/19/15	AUDIO EDITIONS	LIBRARY MATERIALS	290.53	16032 6315
PU	147 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	28.94	16032 6315
PU	151 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.08	16032 6315
PU	154 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	296.51	16032 6315
PU	158 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.08	16032 6315
PU	162 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00	16032 6315
PU	165 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	439.11	16032 6315
PU	166 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.99	16032 6315
PU	173 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	26.84-	16032 6315
PU	177 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	101.35	16032 6315
PU	178 03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	775.43	16032 6315
PU	179 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.49	16032 6315
PU	180 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	47.13	16032 6315
PU	181 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	29.99	16032 6315
PU	183 03/19/15	MIDWEST TAPE LLC	LIBRARY MATERIALS	222.15	16032 6315
PU	189 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	324.05	16032 6315
PU	191 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.43	16032 6315
PU	193 03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.24	16032 6315

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	194	03/19/15	MIDWEST TAPE, LLC	LIBRARY MATERIALS	74.95-	16032	6315
PU	201	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00	16032	6315
PU	203	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,061.51	16032	6315
PU	205	03/19/15	AUDIO EDITIONS	LIBRARY MATERIALS	25.60	16032	6315
PU	212	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	635.77	16032	6315
PU	213	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00	16032	6315
PU	215	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	17.81	16032	6315
PU	217	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	245.84	16032	6315
PU	218	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00	16032	6315
PU	224	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	952.81	16032	6315
PU	226	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	10.46	16032	6315
PU	228	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.58	16032	6315
PU	247	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	6.96	16032	6315
PU	256	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	5.49	16032	6315
PU	257	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00	16032	6315
PU	260	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.47	16032	6315
PU	288	03/19/15	HMONG ARTS, BOOKS, & C	LIBRARY MATERIALS	129.65	16032	6315
PU	315	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	976.42	16032	6315
PU	318	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	20.94	16032	6315
PU	319	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	28.99	16032	6315
PU	320	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	891.84	16032	6315
PU	340	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	432.88	16032	6315
PU	341	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	43.99	16032	6315
PU	344	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.99	16032	6315
PU	354	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	46.98	16032	6315
PU	357	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	55.14	16032	6315
PU	373	03/19/15	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,457.49	16032	6315
PU	401	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	47.74	16032	6315
PU	408	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	14.91	16032	6315
PU	410	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	32.31	16032	6315
PU	411	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	44.71	16032	6315
PU	417	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	783.45	16032	6315
PU	422	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	33.34	16032	6315
PU	423	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	62.23	16032	6315
PU	432	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.55	16032	6315

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PU	433	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	21.91	16032 6315
PU	435	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	92.27	16032 6315
PU	462	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	10.41	16032 6315
PU	463	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.93	16032 6315
PU	465	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	272.06	16032 6315
PU	470	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	207.78	16032 6315
PU	482	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	5.46	16032 6315
PU	483	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.94	16032 6315
PU	484	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	10.11	16032 6315
PU	485	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	172.96	16032 6315
PU	487	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	928.37	16032 6315
PU	488	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	34.89	16032 6315
PU	493	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.98	16032 6315
PU	494	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	289.32	16032 6315
PU	495	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.84	16032 6315
PU	496	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.63	16032 6315
PU	499	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.96	16032 6315
PU	503	03/19/15	SCHOLASTIC LIBRARY PUB	LIBRARY MATERIALS	370.50	16032 6315
PU	510	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.00	16032 6315
PU	512	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	27.93	16032 6315
PU	514	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	16.75	16032 6315
PU	519	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.98	16032 6315
PU	525	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.98	16032 6315
PU	526	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.98	16032 6315
PU	528	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	5.99	16032 6315
PU	531	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	17.98	16032 6315
PU	532	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	16.68	16032 6315
PU	536	03/19/15	UPS*1ZR449350397732826	LIBRARY MATERIALS	9.50	16032 6315
PU	538	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.98	16032 6315
PU	541	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	824.07	16032 6315
PU	545	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	995.05	16032 6315
PU	547	03/19/15	MIDWEST TAPE LLC	LIBRARY MATERIALS	481.70	16032 6315
PU	548	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.49	16032 6315
PU	553	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	10.89	16032 6315
PU	560	03/19/15	BLACKSTONELIBRARY.COM	LIBRARY MATERIALS	237.98	16032 6315

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PU	577	03/19/15	BLACKSTONELIBRARY.COM	LIBRARY MATERIALS	50.00	16032 6315
PU	581	03/19/15	THOMSON WEST*TCD	LIBRARY MATERIALS	723.10	16032 6315
PU	597	03/19/15	TCD*GALE	LIBRARY MATERIALS	95.21	16032 6315
PU	603	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	354.28	16032 6315
PU	607	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	483.30	16032 6315
PU	627	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	472.02	16032 6315
PU	650	03/19/15	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,644.97	16032 6315
PU	654	03/19/15	RH *RANDOMHOUSE.COM	LIBRARY MATERIALS	54.10-	16032 6315
PU	658	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	760.29	16032 6315
PU	671	03/19/15	PAYPAL *PDL CMON IN	LIBRARY MATERIALS	18.00-	16032 6315
PU	699	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	20.78	16032 6315
PU	707	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	55.14	16032 6315
PU	710	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	43.15	16032 6315
PU	712	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	21.62	16032 6315
PU	715	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	54.14	16032 6315
PU	718	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	55.14	16032 6315
PU	719	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	27.57	16032 6315
PU	720	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	457.16	16032 6315
PU	726	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	44.20	16032 6315
PU	727	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	2,084.03	16032 6315
PU	728	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	27.57	16032 6315
PU	730	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	20.78	16032 6315
PU	733	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	27.57	16032 6315
PU	735	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	19.18	16032 6315
PU	740	03/19/15	BAKER-TAYLOR	LIBRARY MATERIALS	27.57	16032 6315
PU	744	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,367.58	16032 6315
PU	745	03/19/15	BLR/HCPRO	LIBRARY MATERIALS	619.80	16032 6315
PU	756	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	629.94	16032 6315
PU	764	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	223.04	16032 6315
PU	776	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	53.15	16032 6315
PU	779	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	585.15	16032 6315
PU	786	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	98.81	16032 6315
PU	796	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	11.84	16032 6315
PU	806	03/19/15	WALMART.COM	LIBRARY MATERIALS	36.68	16032 6315
PU	808	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,161.54	16032 6315

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	817	03/19/15	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,424.10	16032	6315
PU	818	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	7.85	16032	6315
PU	821	03/19/15	RH AR MANUAL	LIBRARY MATERIALS	10.00	16032	6315
PU	822	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,297.49	16032	6315
PU	823	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	632.08	16032	6315
PU	825	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	43.33	16032	6315
PU	827	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	104.92	16032	6315
PU	828	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	49.50	16032	6315
PU	833	03/19/15	RH *RANDOMHOUSE.COM	LIBRARY MATERIALS	54.10	16032	6315
PU	834	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	53.64	16032	6315
PU	837	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	64.60	16032	6315
PU	838	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	284.90	16032	6315
PU	850	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	179.05	16032	6315
PU	851	03/19/15	MERGENT INC	LIBRARY MATERIALS	914.00	16032	6315
PU	858	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,267.08	16032	6315
PU	859	03/19/15	INFOGROUP***REF GOV	LIBRARY MATERIALS	620.00	16032	6315
PU	866	03/19/15	PAYPAL *CITYDRIVEFI	LIBRARY MATERIALS	325.00	16032	6315
PU	867	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	43.33	16032	6315
PU	880	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	32.50	16032	6315
PU	900	03/19/15	RH *RANDOMHOUSE.COM	LIBRARY MATERIALS	33.75	16032	6315
PU	904	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	389.31	16032	6315
PU	907	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	9.17	16032	6315
PU	914	03/19/15	WORLDCHAMBEROFCOMMERCE	LIBRARY MATERIALS	60.00	16032	6315
PU	915	03/19/15	OVERDRIVE DIST	LIBRARY MATERIALS	524.44	16032	6315
PU	926	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	28.98	16032	6315
PU	927	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	8.79	16032	6315
PU	933	03/19/15	PAYPAL *MUSICTODAY	LIBRARY MATERIALS	.59	16032	6315
PU	934	03/19/15	AVL*CDBABY.COM	LIBRARY MATERIALS	34.33	16032	6315
PU	938	03/19/15	AUDIO EDITIONS	LIBRARY MATERIALS	31.99	16032	6315
PU	941	03/19/15	THOMSON WEST*TCO	LIBRARY MATERIALS	580.47	16032	6315
PU	951	03/19/15	THE VIDEO PROJECT	LIBRARY MATERIALS	68.95	16032	6315
PU	972	03/19/15	PRESTO CLASSICAL	LIBRARY MATERIALS	23.43	16032	6315
PU	974	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	82.42	16032	6315
PU	977	03/19/15	PAGES AND PIPES APPLT	LIBRARY MATERIALS	98.00	16032	6315
PU	978	03/19/15	AMAZON MKTPLACE FMTS	LIBRARY MATERIALS	12.98	16032	6315

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PU	979	03/19/15	PAYPAL *MUSICTODAY	LIBRARY MATERIALS	18.84	16032 6315
PU	980	03/19/15	PAYPAL *FDL CMON IN	LIBRARY MATERIALS	18.00	16032 6315
PU	994	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	5.88	16032 6315
PU	1012	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	300.00	16032 6315
PU	1013	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	765.25	16032 6315
PU	1019	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	329.46	16032 6315
PU	1023	03/19/15	THOMSON WEST*TCD	LIBRARY MATERIALS	723.10	16032 6315
PU	1053	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	401.25	16032 6315
PU	1091	03/19/15	ABCCLIO LLC	LIBRARY MATERIALS	212.55	16032 6315
PU	1097	03/19/15	TCD*GALE	LIBRARY MATERIALS	98.21	16032 6315
PU	1109	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	883.91	16032 6315
PU	1136	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	566.57	16032 6315
PU	1156	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	2,598.73	16032 6315
PU	1176	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	609.26	16032 6315
PU	1177	03/19/15	FRIENDS OF WISCONSIN P	LIBRARY MATERIALS	35.00	16032 6315
PU	1187	03/19/15	MIDWEST TAPE LLC	LIBRARY MATERIALS	1,183.11	16032 6315
PU	1242	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,162.75	16032 6315
PU	1254	03/19/15	RECORDED BOOKS	LIBRARY MATERIALS	55.60	16032 6315
PU	1260	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,700.30	16032 6315
PU	1269	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	293.61	16032 6315
PU	1276	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	45.98	16032 6315
PU	1280	03/19/15	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,191.97	16032 6315
PU	1281	03/19/15	UPS*000000R44935045	LIBRARY MATERIALS	9.50	16032 6315
PU	1282	03/19/15	NADA APPRAISAL GUIDES	LIBRARY MATERIALS	445.00	16032 6315
PU	1292	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	31.72	16032 6315
PU	1293	03/19/15	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	262.85	16032 6315
PV	353317	03/03/15	SCANDINAVIA PUBLIC LIBRARY	lost and paid	15.00	16032 6315
PV	353394	03/04/15	WEYAUWEGA PUBLIC LIBRARY	lost and paid	15.00	16032 6315
PV	353462	03/09/15	WISCONSIN STATE READING ASSOCI media		40.00	16032 6315
PV	353481	03/09/15	VERSTEGEN KATHRYN	lost & paid	20.50	16032 6315
PV	353486	03/10/15	KAUKAUNA PUBLIC LIBRARY	lost and paid	30.00	16032 6315
PV	353702	03/19/15	BLACK CREEK VILLAGE LIBRARY	lost & paid	25.00	16032 6315
PV	353706	03/19/15	CLINTONVILLE PUBLIC LIBRARY	lost & paid	16.95	16032 6315
PV	353717	03/19/15	LITTLE CHUTE PUBLIC LIBRARY	lost & paid	26.00	16032 6315
PV	353722	03/19/15	MUEHL PUBLIC LIBRARY	lost & paid	37.94	16032 6315

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PV	353736	03/19/15	WAUPACA AREA PUBLIC LIBRARY	lost & paid	40.00	16032	6315
PV	353789	03/24/15	BLACK CREEK VILLAGE LIBRARY	lost & paid	25.00	16032	6315
PV	353802	03/24/15	FLORENCE ELEMENTARY SCHOOL	lost & paid	4.00	16032	6315
PV	353811	03/24/15	IOLA VILLAGE LIBRARY	lost & paid	39.96	16032	6315
PV	353818	03/24/15	MADER NEWS AGENCY, INC.	media	215.41	16032	6315
PV	353892	03/25/15	LAVICKA, ROBERT	lost & paid	10.00	16032	6315
PV	353893	03/25/15	TALAGA, NICOLE L.	lost & paid	11.00	16032	6315
PV	353894	03/25/15	WILTERDINK, SARAH	lost & paid	10.00	16032	6315
PV	353908	03/25/15	DOOR COUNTY LIBRARY	lost & paid	24.95	16032	6315
PV	354077	03/27/15	SCHOETTLER, STEPHANIE	lost & paid	19.00	16032	6315
16032					61,882.20		
PU	243	03/19/15	VISTAPR*VISTAPRINT.COM	SPLIT - SUPPLIES (25	26.60	16033	6301
PV	353177	03/04/15	DELL MARKETING L.P.	toner	325.82	16033	6301
PV	353444	03/09/15	CDW GOVERNMENT, INC.	toner	112.47	16033	6301
PV	353444	03/09/15	CDW GOVERNMENT, INC.	toner	3.06	16033	6327
PV	353300	03/03/15	CDW GOVERNMENT, INC.	websense	5,100.00	16033	6418
PV	353943	03/25/15	RICOH USA, INC.	copies	297.42	16033	6418
16033					5,865.37		
					84,482.69		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Three Months Ending March 31, 20151
04/03/15
12:26:15

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	2,164,766	2,172,799	2,194,626	164,544	471,909	21.50
Part-Time	255,118	198,611	198,611	20,512	54,798	27.59
Fringes	696,424	726,555	726,555	55,000	156,781	21.58
Salaries & Fringe Benefits	3,116,308	3,097,965	3,119,792	240,056	683,488	21.91
Training & Conferences 6201	20,359	17,780	22,280	1,345	2,272	10.20
Parking Permits 6206	15,825	16,824	16,824	60	16,248	96.58
Memberships & Licenses 6303	2,218	1,900	1,900	548	2,323	122.26
Postage & Freight 6304	57	0	0	0	0	.00
Awards & Recognition 6305	645	810	810	0	0	.00
Food & Provisions 6307	808	1,082	1,082	725	845	78.10
Administrative Expense	39,912	38,396	42,896	2,678	21,688	50.56
Office Supplies 6301	63,529	58,480	58,480	2,650	6,606	11.30
Building Maintenance/Janitor 6306	7,910	7,200	7,200	128	4,215	58.54
Landscape Supplies 6308	13	50	50	0	9	18.00
Shop Supplies & Tools 6309	23	50	50	0	0	.00
Paint & Supplies 6311	19	100	100	0	0	.00
Books & Library Materials 6315	605,686	561,345	582,345	59,535	126,453	21.71
Printing & Reproduction 6320	144	100	100	54	54	54.00
Safety Supplies 6323	92	100	100	0	0	.00
Medical & Lab Supplies 6324	53	100	100	0	44	44.00
Miscellaneous Equipment 6327	33,025	57,000	57,000	3	33	.06
Supplies & Materials	710,494	684,525	705,525	62,370	137,414	19.48
Collection Services 6407	2,281	2,200	2,200	196	599	27.23
Advertising 6412	1,146	1,250	1,250	180	283	22.64
Other Contracts/Obligations 6599	62,423	65,279	65,279	0	2,700	4.14
Purchased Services	65,850	68,729	68,729	376	3,582	5.21
Electric 6413.1	105,271	110,250	110,250	8,007	23,482	21.30
Gas 6413.2	30,019	21,800	21,800	3,597	11,590	53.17
Water 6413.3	4,912	5,100	5,100	0	1,254	24.59
Waste Disposal/Collection 6413.4	2,047	2,200	2,200	0	523	23.77
Stormwater 6413.6	2,405	2,325	2,325	0	616	26.49
Telephone 6413.7	1,688	3,585	3,585	213	668	18.63
Cellular Telephone 6413.8	1,009	950	950	0	156	16.42
Utilities	147,351	146,210	146,210	11,817	38,289	26.19
Bldng Repair & Maintenance 6416	2,668	5,000	5,000	192	341	6.82
Equipmt Repair & Maintenance 6418	52,993	62,100	62,100	7,047	47,982	77.27
CBM Charges 6420	178,710	183,233	183,233	0	18,459	10.07
Repair & Maintenance	234,371	250,333	250,333	7,239	66,782	26.68
Software Acquisition 6815	12,751	8,250	8,250	0	0	.00
Capital Expenditures	12,751	8,250	8,250	0	0	.00
TOTAL EXPENSES	4,327,037	4,294,408	4,341,735	324,536	951,243	21.91
REVENUES						
Library Aids (County)	902,006	1,097,902	1,097,902	483,365	483,365	44.03
Library Fines	68,788	82,000	82,000	5,951	17,288	21.08
Space Rentals	30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials	1,452	0	0	570	777	.00
Administration Reimbursements	83,736	0	47,327	15,000	62,327	131.69
Community Reimbursements & Reader/Prntr	4,878	300	300	31	83	27.67
Commissions (Vending)	5,748	1,500	1,500	148	409	27.27
Lost & Paid Materials	27,422	0	0	7,051	13,384	.00
Network Reimbursements & Public Use Prtr	43,369	17,000	17,000	1,810	5,441	32.01

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City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Three Months Ending March 31, 2015

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04/03/15
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Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
TOTAL REVENUES	1,167,399	1,228,702	1,276,029	513,926	593,074	46.48

City of Appleton
APPLETON PUBLIC LIBRARY
SUPPLIES & SERVICES EXPENSE BY PROGRAM
For the Three Months Ending March 31, 20151
04/03/15
12:26:13

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	6.412	4.055	7.555	236	521	6.90	7.034
Parking Permit	6206	2.084	2.124	2.124	60	2,064	97.18	60
Supplies	6301	3.453	4.500	4.500	307	637	14.16	3,863
Memberships	6303	2.218	1.900	1.900	548	2,323	122.26	423-
Awards & Recognition	6305	645	810	810	0	0	.00	810
Food & Provisions	6307	808	1,082	1,082	725	845	78.10	237
Printing	6320.2	0	100	100	54	54	54.00	46
Medical	6324	53	100	100	0	44	44.00	56
Advertising	6412	1,146	1,250	1,250	180	283	22.64	967
Telephone	6413.7	1,688	3,585	3,585	213	668	18.63	2,917
Cell Phone	6413.8	1,009	950	950	0	156	16.42	794
Equipment Repair	6418	164	500	500	0	0	.00	500
Other Contracts/Obligations	6418	2,500	2,500	2,500	0	2,700	108.00	200-
Subtotal - Supplies & Services		22,180	23,456	26,956	2,323	10,295	38.19	16,661
Salaries	6101	331,888	330,263	330,263	25,787	73,453	22.24	256,810
Part Time	6108	6,495	10,373	10,373	519	1,405	13.54	8,968
Fringes	6150	109,684	116,671	116,671	8,730	24,599	21.08	92,072
Subtotal - Administration Personnel		448,067	457,307	457,307	35,036	99,457	21.75	357,850
Total - Admin Program		470,247	480,763	484,263	37,359	109,752	22.66	374,511
CHILDRENS' PROGRAMS (16021)								
Training & Travel	6201	7.928	3.570	4.570	13	232	5.08	4,338
Parking Permits	6206	2,229	2,256	2,256	0	2,604	115.43	348-
Supplies	6301	7,568	2,730	2,730	214	651	23.85	2,079
Printing	6320.2	127	0	0	0	0	.00	0
Miscellaneous Equipment	6327	0	250	250	0	0	.00	250
Other Contracts/Obligations	6599	805	1,000	1,000	0	0	.00	1,000
Subtotal - Supplies & Services		18,657	9,806	10,806	227	3,487	32.27	7,319
Salaries	6101	338,023	342,348	364,175	28,284	78,469	21.55	285,706
Part Time	6108	38,132	30,605	30,605	3,079	8,021	26.21	22,584
Fringes	6150	111,102	110,969	110,969	9,801	27,463	24.75	83,506
Subtotal - Childrens' Programs Personnel		487,257	483,922	505,749	41,164	113,953	22.53	391,796
Total - Childrens' Programs		505,914	493,728	516,555	41,391	117,440	22.74	399,115
PUBLIC SERVICES (16023)								
Training & Travel	6201	1,290	1,835	1,835	40	40	2.18	1,795
Parking Permits	6630	3,168	3,744	3,744	0	3,456	92.31	288
Supplies	6301	3,021	3,950	3,950	172	1,362	34.48	2,588
Miscellaneous Equipment	6327	0	500	500	0	0	.00	500
Equipment Repair & Maint.	6418	1,594	3,200	3,200	1,390	1,390	43.44	1,810
Subtotal - Supplies & Services		9,073	13,229	13,229	1,602	6,248	47.23	6,981
Salaries	6101	455,624	460,927	460,927	35,987	102,681	22.28	358,246
Part Time	6108	109,624	82,349	82,349	8,916	23,877	28.99	58,472
Fringes	6150	163,914	174,829	174,829	13,306	37,315	21.34	137,514
Subtotal- Public Services Personnel		729,162	718,105	718,105	58,209	163,873	22.82	554,232
Total - Public Services		738,235	731,334	731,334	59,811	170,121	23.26	561,213
COMMUNITY PARTNERSHIP (16024)								
Training & Travel	6201	2,709	3,570	3,570	71	303	8.49	3,267
Parking Permits	6206	2,076	2,364	2,364	0	1,788	75.63	576
Supplies	6301	4,561	2,250	2,250	131	658	29.24	1,592
Printing	6320.2	17	0	0	0	0	.00	0
Subtotal - Supplies & Services		9,363	8,184	8,184	202	2,749	33.59	5,435
Salaries	6101	329,276	334,724	334,724	23,521	71,546	21.37	263,178
Part Time	6108	4,527	4,197	4,197	421	905	21.56	3,292

City of Appleton
APPLETON PUBLIC LIBRARY
SUPPLIES & SERVICES EXPENSE BY PROGRAM
For the Three Months Ending March 31, 2015

04/03/15
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Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget	Balance
Fringes	6150	103,045	109,081	109,081	6,690	20,324	18.63	88,757
Subtotal - Community Partnerships Persn.		436,848	448,002	448,002	30,632	92,775	20.71	355,227
Total - Community Partnerships		446,211	456,186	456,186	30,834	95,524	20.94	360,662
OPERATIONS (16031)								
Training & Travel	6201	70	200	200	0	0	.00	200
Parking Permits	6206	864	864	864	0	864	100.00	0
Janitorial Services	6306	7,910	7,200	7,200	128	4,215	58.54	2,985
Landscaping	6308	0	50	50	0	9	18.00	41
Tools	6309.2	23	50	50	0	0	.00	50
Painting Supplies	6311	19	100	100	0	0	.00	100
Safety Supplies	6323	92	100	100	0	0	.00	100
Miscellaneous Equipment	6327	483	250	250	0	0	.00	250
Recycling	6407	2,281	2,200	2,200	196	599	27.23	1,601
Electric	6413.1	105,271	110,250	110,250	8,007	23,482	21.30	86,768
Gas	6413.2	30,019	21,800	21,800	3,597	11,590	53.17	10,210
Water	6413.3	4,912	5,100	5,100	0	1,254	24.59	3,846
Sewer	6413.4	2,047	2,200	2,200	0	523	23.77	1,677
Stormwater	6413.6	2,405	2,325	2,325	0	616	26.49	1,709
Building Repair & Maint.	6416	2,668	5,000	5,000	192	341	6.82	4,659
Equipment Repair & Maint.	6418	182	400	400	260	260	65.00	140
Facilities Charges	6420	178,710	183,233	183,233	0	18,459	10.07	164,774
Subtotal - Supplies & Services		337,956	341,322	341,322	12,380	62,212	18.23	279,110
Salaries	6101	96,134	95,348	95,348	7,509	21,401	22.45	73,947
Part Time	6108	2,029	5,773	5,773	169	491	8.51	5,282
Fringes	6150	31,815	33,300	33,300	3,159	9,003	27.04	24,297
Subtotal - Operations Personnel		129,978	134,421	134,421	10,837	30,895	22.98	103,526
Total - Operations		467,934	475,743	475,743	23,217	93,107	19.57	382,636
MATERIALS MANAGEMENT (16032)								
Training & Travel	6201	1,949	2,550	2,550	985	1,175	46.08	1,375
Parking Permits	6206	4,828	4,896	4,896	0	4,896	100.00	0
Supplies	6301	33,821	37,400	37,400	1,362	1,903	5.09	35,497
Library Materials	6315	605,914	561,345	582,345	59,535	126,453	21.71	455,892
Miscellaneous Equipment	6327	4,353	0	0	0	0	.00	0
Other Contracts/Obligations	6599	59,118	61,779	61,779	0	0	.00	61,779
Subtotal - Supplies & Services		709,983	667,970	688,970	61,882	134,427	19.51	554,543
Salaries	6101	494,174	503,276	503,276	38,233	109,562	21.77	393,714
Part Time	6108	94,311	65,314	65,314	7,408	20,099	30.77	45,215
Fringes	6150	139,666	144,310	144,310	12,101	34,609	23.98	109,701
Subtotal - Materials Mangement Personnel		728,151	712,900	712,900	57,742	164,270	23.04	548,630
Total - Materials Management		1,438,134	1,380,870	1,401,870	119,624	298,697	21.31	1,103,173
NETWORK SERVICES (16033)								
Training & Travel	6201	0	2,000	2,000	0	0	.00	2,000
Parking Permits	6206	576	576	576	0	576	100.00	0
Supplies	6301	11,054	7,650	7,650	465	1,395	18.24	6,255
Miscellaneous Equipment	6327	28,189	56,000	56,000	3	33	.06	55,967
Equipment Repair & Maint.	6418	51,053	58,000	58,000	5,397	46,332	79.88	11,668
Software	6815	12,751	8,250	8,250	0	0	.00	8,250
Subtotal - Supplies & Services		103,623	132,476	132,476	5,865	48,336	36.49	84,140
Salaries	6101	119,646	105,913	105,913	5,223	14,796	13.97	91,117
Fringes	6150	37,198	37,395	37,395	1,212	3,468	9.27	33,927
Subtotal - Network Services Personnel		156,844	143,308	143,308	6,435	18,264	12.74	125,044
Total - Network Services		260,467	275,784	275,784	12,300	66,600	24.15	209,184

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City of Appleton
APPLETON PUBLIC LIBRARY
SUPPLIES & SERVICES EXPENSE BY PROGRAM
For the Three Months Ending March 31, 2015

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Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget	Balance
Total - Library Expense	4,327,142	4,294,408	4,341,735	324,536	951,241	21.91	3,390,494

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City of Appleton
Library Transactions Processed Report

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DocDocument G/L	Explanation				
Ty Number Date Alpha Name	-Remark-	Amount	Account		
PU 7 04/17/15 STAPLES	SUPPLIES	37.02	16010 6301		
PU 280 04/17/15 OFFICEMAX CT*IN#882974	SPLIT - SUPPLIES (61	47.16	16010 6301		
PU 386 04/17/15 AMAZON.COM	SUPPLIES	17.08	16010 6301		
PU 405 04/17/15 AMAZON.COM	SUPPLIES	3.98	16010 6301		
PU 419 04/17/15 AMAZON.COM	SPLIT - SUPPLIES (23	7.96	16010 6301		
PU 597 04/17/15 OFFICEMAX CT*IN#753990	SPLIT - SUPPLIES (85	65.66	16010 6301		
PU 956 04/17/15 AMAZON.COM	SPLIT - SUPPLIES (11	5.67	16010 6301		
PU 980 04/17/15 OFFICEMAX CT*IN#550870	SUPPLIES	112.54	16010 6301		
PU 937 04/17/15 WISCONSIN LIBRARY ASSO	MEMBERSHIPS	240.00	16010 6303		
PU 809 04/17/15 RICHMOND STREET CITQ39	FOOD-PROVISIONS	7.98	16010 6307		
PV 354574 04/13/15 SAM'S CLUB/GEGRB	sams club	143.68	16010 6307		
PV 354761 04/22/15 MANDERFIELD'S BAKERY	bakery	90.60	16010 6307		
PU 10 04/17/15 FASTSIGNS 300301	ADVERTISING	54.00	16010 6412		
PU 546 04/17/15 SURVEYMONKEY.COM	ADVERTISING	26.00	16010 6412		
16010		859.33			
JE 118846 04/27/15 4/23 PR TRAVEL REIMBURSEMENTS	OLIVERAS	4.01	16021 6201		
PU 54 04/17/15 STANFORD SSI REVIEW	TRAINING	49.00	16021 6201		
PU 736 04/17/15 UWEX REGISTRATION	TRAINING	45.00	16021 6201		
PU 770 04/17/15 UWEX REGISTRATION	TRAINING	45.00	16021 6201		
PU 924 04/17/15 PBD ALA-GRAPH EDITIONS	TRAINING	195.00	16021 6201		
PU 53 04/17/15 DISPLAYS2GOCOM	SUPPLIES	54.83	16021 6301		
PU 140 04/17/15 APL* ITUNES.COM/BILL	SUPPLIES	11.51	16021 6301		
PU 234 04/17/15 OFFICE DEPOT #1105	SUPPLIES	19.94	16021 6301		
PU 284 04/17/15 APL* ITUNES.COM/BILL	SUPPLIES	18.83	16021 6301		
PU 316 04/17/15 APL* ITUNES.COM/BILL	SUPPLIES	14.66	16021 6301		
PU 326 04/17/15 APL* ITUNES.COM/BILL	SUPPLIES	6.28	16021 6301		
PU 332 04/17/15 APL* ITUNES.COM/BILL	SUPPLIES	10.47	16021 6301		
PU 493 04/17/15 WM SUPERCENTER #2958	SUPPLIES	9.76	16021 6301		
PU 598 04/17/15 OFFICEMAX CT*IN#753990	SPLIT - SUPPLIES (14	11.03	16021 6301		
PU 752 04/17/15 OFFICEMAX CT*IN#673727	SUPPLIES	59.16	16021 6301		
PU 797 04/17/15 SAMSClub #6321	SUPPLIES	50.61	16021 6301		
16021		605.09			
JE 118762 04/10/15 4/9 PR TRAVEL REIMBURSEMENTS	WRIGHT	130.00	16023 6201		
PU 403 04/17/15 WISCONSIN LIBRARY SERV	TRAINING	35.00	16023 6201		

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
PV	354293	04/06/15	OUTAGAMIE WAUPACA LIBRARY SYST lib	45.00	16023	6301
PV	354386	04/07/15	NAVIANT, INC. toner	279.00	16023	6301
PV	354675	04/16/15	NAVIANT, INC. freight	14.72	16023	6301
16023				503.72		
PV	355098	04/29/15	WILS ducharme wplc course	45.00	16024	6201
PU	113	04/17/15	OFFICEMAX CT*IN#961600 SUPPLIES	29.27	16024	6301
PU	281	04/17/15	OFFICEMAX CT*IN#882974 SPLIT - SUPPLIES (38	29.27	16024	6301
PU	1108	04/17/15	DEMCO INC SUPPLIES	137.86	16024	6301
16024				241.40		
PU	137	04/17/15	AMAZON MKTPLACE PMTS JANITORIAL	7.46	16031	6306
PU	849	04/17/15	NORTHSIDE TRUE VALUE JANITORIAL	6.10	16031	6306
PU	479	04/17/15	AMAZON.COM LANDSCAPING	16.01	16031	6308
PU	15	04/17/15	SHERWIN WILLIAMS #3114 PAINT	40.09	16031	6311
PU	758	04/17/15	SHERWIN WILLIAMS #3114 PAINT	26.99	16031	6311
PU	440	04/17/15	AMAZON.COM MISC EQUIP	19.98	16031	6327
PU	828	04/17/15	AMAZON.COM MISC EQUIP	116.26	16031	6327
PV	354574	04/13/15	SAM'S CLUB/GEGRB sams club	112.82	16031	6327
PV	354782	04/22/15	ADVANCED DISPOSAL SERVICES SOL refuse collection	68.00	16031	6407
PV	355001	04/28/15	WE ENERGIES 4835-258-176	8,139.42	16031	6413 1
PV	355001	04/28/15	WE ENERGIES 5229-670-389	2,113.66	16031	6413 2
PU	418	04/17/15	AMAZON.COM SPLIT - BLDG REP MNT	11.00	16031	6416
PU	957	04/17/15	AMAZON.COM SPLIT - BLDG REP/MAI	2.97	16031	6416
PU	958	04/17/15	AMAZON.COM SPLIT - BLDG REP/MAI	42.15	16031	6416
PV	354484	04/10/15	UNIFIRST CORPORATION supplies	49.12	16031	6416
PV	354905	04/24/15	UNIFIRST CORPORATION supplies	49.12	16031	6416
PU	447	04/17/15	AMAZON MKTPLACE PMTS EQUIP REPAIR/MAINT	58.20	16031	6418
PV	354857	04/24/15	BELSON COMPANY lib supplies	110.33	16031	6418
16031				10,989.68		
PU	420	04/17/15	AMAZON.COM SPLIT - SUPPLIES (44	14.99	16032	6301
PU	932	04/17/15	PREMIUM WATERS INC SUPPLIES	72.08	16032	6301
PU	3	04/17/15	TCD*GALE MATERIALS	216.65	16032	6315
PU	9	04/17/15	INGRAM LIBRARY SERVICE MATERIALS	286.79	16032	6315
PU	11	04/17/15	THOMSON WEST*TCD MATERIALS	1,455.00	16032	6315

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	Amount	Account
PU	14	04/17/15	RECORDED	BOOKS	MATERIALS	354.72	16032 6315
PU	21	04/17/15	RECORDED	BOOKS	MATERIALS	33.93	16032 6315
PU	22	04/17/15	BLACKSTONE	LIBRARY.COM	MATERIALS	139.20	16032 6315
PU	40	04/17/15	TCD*GALE		MATERIALS	26.24	16032 6315
PU	42	04/17/15	TME*OXMOOR	HOUSE	MATERIALS	39.91	16032 6315
PU	43	04/17/15	BAKER-TAYLOR		MATERIALS	24.14	16032 6315
PU	62	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	10.00	16032 6315
PU	66	04/17/15	OVERDRIVE	DIST	MATERIALS	247.46	16032 6315
PU	68	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	47.68	16032 6315
PU	72	04/17/15	BAKER & TAYLOR	- BOOKS	MATERIALS	55.14-	16032 6315
PU	73	04/17/15	BAKER-TAYLOR		MATERIALS	40.96	16032 6315
PU	83	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	114.86	16032 6315
PU	84	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	77.39	16032 6315
PU	133	04/17/15	INGRAM LIBRARY	SERVICE	MATERIALS	317.07	16032 6315
PU	147	04/17/15	INGRAM LIBRARY	SERVICE	MATERIALS	1,249.22	16032 6315
PU	152	04/17/15	INGRAM LIBRARY	SERVICE	MATERIALS	892.40	16032 6315
PU	156	04/17/15	RBI*MATTHEW BENDER	&CO	MATERIALS	2,141.06	16032 6315
PU	160	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	10.78	16032 6315
PU	193	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	33.00	16032 6315
PU	200	04/17/15	STATE BAR OF WISCONSIN		MATERIALS	72.35	16032 6315
PU	208	04/17/15	MIDWEST TAPE	LLC	MATERIALS	92.46	16032 6315
PU	210	04/17/15	RED BOOKS	LLC	MATERIALS	3,029.00	16032 6315
PU	218	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	33.42	16032 6315
PU	219	04/17/15	EBSCO INFO SERVICE	BHM	MATERIALS	386.70-	16032 6315
PU	221	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	13.94	16032 6315
PU	222	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	31.11	16032 6315
PU	224	04/17/15	PRANDOMHOUSE	8007333000	MATERIALS	10.00	16032 6315
PU	226	04/17/15	RECORDED	BOOKS	MATERIALS	129.20	16032 6315
PU	233	04/17/15	RECORDED	BOOKS	MATERIALS	20.85	16032 6315
PU	235	04/17/15	GREY HOUSE	PUBLISHING	MATERIALS	199.00	16032 6315
PU	236	04/17/15	RECORDED	BOOKS	MATERIALS	56.90	16032 6315
PU	239	04/17/15	RECORDED	BOOKS	MATERIALS	327.60	16032 6315
PU	244	04/17/15	AMAZON MKTPLACE	PMTS	MATERIALS	24.77	16032 6315
PU	245	04/17/15	RECORDED	BOOKS	MATERIALS	113.80	16032 6315
PU	250	04/17/15	RECORDED	BOOKS	MATERIALS	376.64	16032 6315

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City of Appleton
Library Transactions Processed Report

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DocDocument	G/L	Explanation		
Ty Number	Date	Alpha Name	-Remark-	Account
PU	253 04/17/15	PAYPAL *BIGFINISHPR	MATERIALS	51.80 16032 6315
PU	260 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	7.84 16032 6315
PU	274 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	6.94 16032 6315
PU	276 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	77.14 16032 6315
PU	278 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	18.99 16032 6315
PU	279 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	7.99 16032 6315
PU	294 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	17.76 16032 6315
PU	304 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	9.04 16032 6315
PU	305 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	8.94 16032 6315
PU	306 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	14.98 16032 6315
PU	313 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	12.92 16032 6315
PU	315 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	12.98 16032 6315
PU	324 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	8.22 16032 6315
PU	325 04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	692.27 16032 6315
PU	328 04/17/15	WALMART.COM	MATERIALS	1.75- 16032 6315
PU	331 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.77 16032 6315
PU	345 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	18.46 16032 6315
PU	346 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	5.63 16032 6315
PU	347 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	8.81 16032 6315
PU	348 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	15.99 16032 6315
PU	349 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	18.03 16032 6315
PU	351 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	8.00 16032 6315
PU	362 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.00 16032 6315
PU	364 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	7.97 16032 6315
PU	365 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	42.98 16032 6315
PU	371 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	26.86 16032 6315
PU	372 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	30.58 16032 6315
PU	374 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.24 16032 6315
PU	379 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	5.61 16032 6315
PU	382 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	13.64 16032 6315
PU	383 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.00 16032 6315
PU	398 04/17/15	MIDWEST TAPE LLC	MATERIALS	1,302.05 16032 6315
PU	406 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	16.13 16032 6315
PU	407 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.00 16032 6315
PU	408 04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.00 16032 6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	409	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		4.00	16032 6315
PU	410	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		5.98	16032 6315
PU	412	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS		347.46	16032 6315
PU	423	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		8.00	16032 6315
PU	438	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		56.02	16032 6315
PU	448	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		109.10	16032 6315
PU	453	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS		1,597.44	16032 6315
PU	481	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS		661.08	16032 6315
PU	494	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		27.96	16032 6315
PU	497	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		34.45	16032 6315
PU	509	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS		285.98	16032 6315
PU	515	04/17/15	ESP*ESPN THE MAGAZINE	MATERIALS		11.03-	16032 6315
PU	516	04/17/15	EBSCO INFO SERVICE BHM	MATERIALS		386.70	16032 6315
PU	519	04/17/15	RECORDED BOOKS	MATERIALS		56.90	16032 6315
PU	527	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		7.99-	16032 6315
PU	535	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS		490.73	16032 6315
PU	540	04/17/15	BROWN COUNTY HISTORICA	MATERIALS		15.00	16032 6315
PU	544	04/17/15	RECORDED BOOKS	MATERIALS		56.90	16032 6315
PU	549	04/17/15	RECORDED BOOKS	MATERIALS		86.40	16032 6315
PU	567	04/17/15	BLR/HCPRO	MATERIALS		27.85-	16032 6315
PU	580	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		14.11	16032 6315
PU	583	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		17.94	16032 6315
PU	586	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS		534.85	16032 6315
PU	587	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		14.95	16032 6315
PU	589	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		11.61	16032 6315
PU	603	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		6.66	16032 6315
PU	616	04/17/15	TCD*GALE	MATERIALS		122.20	16032 6315
PU	618	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		21.47	16032 6315
PU	619	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		12.89	16032 6315
PU	620	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		31.19	16032 6315
PU	621	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		10.55	16032 6315
PU	623	04/17/15	LEX*LEXIS NEXIS	MATERIALS		835.00	16032 6315
PU	625	04/17/15	UW CONTINUING LEGAL ED	MATERIALS		79.00	16032 6315
PU	629	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS		51.40	16032 6315
PU	630	04/17/15	BAKER-TAYLOR	MATERIALS		27.57	16032 6315

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	640	04/17/15	BAKER-TAYLOR	MATERIALS	22.54	16032	6315
PU	645	04/17/15	PROQUEST	MATERIALS	154.50	16032	6315
PU	652	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.55	16032	6315
PU	655	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	39.51	16032	6315
PU	675	04/17/15	MIDWEST TAPE LLC	MATERIALS	2,116.95	16032	6315
PU	676	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	21.99	16032	6315
PU	681	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	8.00	16032	6315
PU	686	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	13.26	16032	6315
PU	688	04/17/15	RECORDED BOOKS	MATERIALS	43.33	16032	6315
PU	690	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	14.01	16032	6315
PU	695	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	5.27	16032	6315
PU	698	04/17/15	RECORDED BOOKS	MATERIALS	48.02	16032	6315
PU	699	04/17/15	RECORDED BOOKS	MATERIALS	6.95	16032	6315
PU	707	04/17/15	SPC*TIMBERHOMELVGMAG	MATERIALS	14.97	16032	6315
PU	716	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	83.06	16032	6315
PU	721	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	1,812.04	16032	6315
PU	741	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	359.53	16032	6315
PU	782	04/17/15	STATE BAR OF WISCONSIN	MATERIALS	62.91	16032	6315
PU	791	04/17/15	ESP*ESPN THE MAGAZINE	MATERIALS	26.00	16032	6315
PU	836	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	339.19	16032	6315
PU	855	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	28.96	16032	6315
PU	868	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	420.59	16032	6315
PU	881	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	20.36	16032	6315
PU	882	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	43.99	16032	6315
PU	886	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	20.60	16032	6315
PU	887	04/17/15	BAKER-TAYLOR	MATERIALS	46.81	16032	6315
PU	888	04/17/15	AMAZON.COM	MATERIALS	17.12	16032	6315
PU	896	04/17/15	HOUCHEM BINDERY LTD	MATERIALS	327.25	16032	6315
PU	902	04/17/15	PAGES AND PIPES APPLET	MATERIALS	113.25	16032	6315
PU	905	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	12.84	16032	6315
PU	942	04/17/15	MIDWEST TAPE LLC	MATERIALS	1,866.65	16032	6315
PU	949	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	26.18	16032	6315
PU	950	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	13.22	16032	6315
PU	955	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	4.59	16032	6315
PU	960	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	9.97	16032	6315

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Report: LIB_PAYRPT

City of Appleton
Library Transactions Processed Report

Page 7

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PU	962	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	10.49	16032 6315
PU	970	04/17/15	PAYPAL *FDL CMON IN	MATERIALS	34.12	16032 6315
PU	971	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	11.94	16032 6315
PU	972	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	9.94	16032 6315
PU	975	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	806.79	16032 6315
PU	979	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	9.98	16032 6315
PU	985	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	31.98	16032 6315
PU	1001	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	165.65	16032 6315
PU	1002	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	1,763.59	16032 6315
PU	1009	04/17/15	AUDIO EDITIONS	MATERIALS	51.20	16032 6315
PU	1013	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	453.79	16032 6315
PU	1016	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	750.51	16032 6315
PU	1022	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	240.99-	16032 6315
PU	1066	04/17/15	AMAZON MKTPLACE PMTS	MATERIALS	40.54	16032 6315
PU	1071	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	810.76	16032 6315
PU	1080	04/17/15	RECORDED BOOKS	MATERIALS	56.90	16032 6315
PU	1081	04/17/15	INGRAM LIBRARY SERVICE	MATERIALS	674.43	16032 6315
PU	1105	04/17/15	MIDWEST TAPE LLC	MATERIALS	1,930.52	16032 6315
PV	354221	04/01/15	MCDANIEL, PATRICIA	media	23.00	16032 6315
PV	354278	04/06/15	HORTONVILLE PUBLIC LIBRARY	lost & paid	26.00	16032 6315
PV	354457	04/10/15	KEWAUNEE PUBLIC LIBRARY	lost & paid	24.95	16032 6315
PV	354501	04/10/15	BROWNSON, HEATHER	lost & paid	9.00	16032 6315
PV	354502	04/10/15	CHANG-STAUFFER, JUSTIN	lost & paid	60.00	16032 6315
PV	354508	04/10/15	ELIAS SPORTS BUREAU, INC.	media	19.95	16032 6315
PV	354514	04/10/15	MADER NEWS AGENCY, INC.	media	218.16	16032 6315
PV	354518	04/10/15	MUTTER JR., JOHN J.	media	12.00	16032 6315
PV	354519	04/10/15	VERKUILEN, TERESA	lost & paid	8.00	16032 6315
PV	354709	04/18/15	OCONTO FALLS COMMUNITY LIBRARY	lost and paid	40.00	16032 6315
PV	354712	04/18/15	SHAWANO CITY-COUNTY LIBRARY	lost and paid	41.95	16032 6315
PV	354715	04/18/15	DAVIS, PAULA	lost and paid	3.00	16032 6315
PV	354722	04/18/15	KAUKAUNA PUBLIC LIBRARY	lost and paid	40.00	16032 6315
PV	354729	04/18/15	PESHTIGO BRANCH LIBRARY	lost and paid	35.00	16032 6315
PV	354757	04/22/15	KAUKAUNA PUBLIC LIBRARY	lost and paid	16.99	16032 6315
PV	354762	04/22/15	MY HERITAGE (USA) INC.	membership	1,800.00	16032 6315
PV	354813	04/22/15	CHAPMAN, CHRISTINE	lost & paid	35.00	16032 6315

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PV	354911	04/24/15	WEYAUEGA PUBLIC LIBRARY	lost & paid	25.00	16032 6315
PV	354981	04/28/15	HORTONVILLE PUBLIC LIBRARY	lost & paid	13.00	16032 6315
PV	355010	04/28/15	NASEEM, MUNAZZA	lost & paid	2.00	16032 6315
PV	355108	04/30/15	WAUPACA AREA PUBLIC LIBRARY	lost & paid	30.46	16032 6315
PV	355091	04/29/15	OUTAGAMIE WAUPACA LIBRARY SYST 2015 owlsnet members		61,778.00	16032 6599
16032					100,203.72	
PU	841	04/17/15	AMAZON MKTPLACE PMTS	SUPPLIES	15.64	16033 6301
PV	354439	04/10/15	CDW GOVERNMENT, INC.	cdw lib	395.00	16033 6301
PV	354507	04/10/15	CDW GOVERNMENT, INC.	supplies	49.97	16033 6301
PU	417	04/17/15	AMAZON MKTPLACE PMTS	MISC EQUIP	67.65	16033 6327
PV	354271	04/06/15	DELL MARKETING L.P.	lib	149.99	16033 6327
PV	354439	04/10/15	CDW GOVERNMENT, INC.	cdw lib	12.60	16033 6327
PU	723	04/17/15	DRI*FARONICS	EQUIP REP MAINT	10.80	16033 6418
PU	830	04/17/15	DRI*FARONICS	EQUIP REP MAINT	226.80	16033 6418
PU	908	04/17/15	DNH*GODADDY.COM	EQUIP REP MAINT	10.38	16033 6418
PV	354600	04/13/15	3M COMPANY	library	1,836.00	16033 6418
PV	354769	04/22/15	RICOH USA, INC.	toner	246.94	16033 6418
PV	354882	04/24/15	MODERN BUSINESS MACHINES	copier	1,564.29	16033 6418
PV	354890	04/24/15	RICOH USA, INC.	copier	297.42	16033 6418
PV	355091	04/29/15	OUTAGAMIE WAUPACA LIBRARY SYST addt'l product maint		4,260.00	16033 6418
PV	354155	04/01/15	CDW GOVERNMENT, INC.	lib	489.62	16033 6815
PV	354156	04/01/15	CDW GOVERNMENT, INC.	lib	5,527.00	16033 6815
PV	355083	04/29/15	DELL MARKETING L.P.	hard drive	899.96	16033 6815
16033					16,038.46	
					129,441.40	

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 20151
05/05/15
13:34:31

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	2,164,766	2,172,799	2,233,855	178,774	650,683	29.13
Part-Time	255,118	198,611	198,611	18,326	73,125	36.82
Fringes	696,424	726,555	726,555	58,589	215,370	29.64
Salaries & Fringe Benefits	3,116,308	3,097,965	3,159,021	255,689	939,178	29.73
Training & Conferences 6201	20,359	17,780	22,280	548	2,820	12.66
Parking Permits 6206	15,825	16,824	16,824	0	16,248	96.58
Memberships & Licenses 6303	2,218	1,900	1,900	240	2,563	134.89
Postage & Freight 6304	57	0	0	0	0	.00
Awards & Recognition 6305	645	810	810	0	0	.00
Food & Provisions 6307	808	1,082	1,082	242	1,087	100.46
Administrative Expense	39,912	38,396	42,896	1,030	22,718	52.96
Office Supplies 6301	63,529	58,480	61,335	1,647	8,253	13.46
Building Maintenance/Janitor. 6306	7,910	7,200	7,200	14	4,229	58.74
Landscape Supplies 6308	13	50	50	16	25	50.00
Shop Supplies & Tools 6309	23	50	50	0	0	.00
Paint & Supplies 6311	19	100	100	67	67	67.00
Books & Library Materials 6315	605,686	561,345	587,295	38,339	164,791	28.06
Printing & Reproduction 6320	144	100	100	0	54	54.00
Safety Supplies 6323	92	100	100	0	0	.00
Medical & Lab Supplies 6324	53	100	100	0	44	44.00
Miscellaneous Equipment 6327	33,025	57,000	57,000	479	512	.90
Supplies & Materials	710,494	684,525	713,330	40,562	177,975	24.95
Collection Services 6407	2,281	2,200	2,200	68	667	30.32
Advertising 6412	1,146	1,250	1,250	80	363	29.04
Other Contracts/Obligations 6599	62,423	65,279	65,279	61,778	64,478	98.77
Purchased Services	65,850	68,729	68,729	61,926	65,508	95.31
Electric 6413.1	105,271	110,250	110,250	8,139	31,621	28.68
Gas 6413.2	30,019	21,800	21,800	2,114	13,704	62.86
Water 6413.3	4,912	5,100	5,100	0	1,254	24.59
Waste Disposal/Collection 6413.4	2,047	2,200	2,200	0	523	23.77
Stormwater 6413.6	2,405	2,325	2,325	0	616	26.49
Telephone 6413.7	1,688	3,585	3,585	0	668	18.63
Cellular Telephone 6413.8	1,009	950	950	0	156	16.42
Utilities	147,351	146,210	146,210	10,253	48,542	33.20
Bldng Repair & Maintenance 6416	2,668	5,000	5,000	154	496	9.92
Equipmt Repair & Maintenance 6418	52,993	62,100	62,100	8,600	56,582	91.11
CBM Charges 6420	178,710	183,233	183,233	0	18,459	10.07
Repair & Maintenance	234,371	250,333	250,333	8,754	75,537	30.17
Software Acquisition 6815	12,751	8,250	8,250	6,917	6,917	83.84
Capital Expenditures	12,751	8,250	8,250	6,917	6,917	83.84
TOTAL EXPENSES	4,327,037	4,294,408	4,388,769	385,131	1,336,375	30.45
REVENUES						
Library Aids (County)	902,006	1,097,902	1,097,902	134,725	618,090	56.30
Library Fines	68,788	82,000	82,000	6,620	23,908	29.16
Space Rentals	30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials	1,452	0	0	0	777	.00
Administration Reimbursements	83,736	0	47,327	0	62,327	131.69
Community Reimbursements & Reader/Prntr	4,878	300	300	57	140	46.67
Commissions (Vending)	5,748	1,500	1,500	191	600	40.00
Lost & Paid Materials	27,422	0	0	4,224	17,609	.00
Network Reimbursements & Public Use Prtr	43,369	17,000	17,000	2,506	7,948	46.75

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CITY OF APPLETON
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2015

05/05/15
13:34:31

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
TOTAL REVENUES	1,167,399	1,228,702	1,276,029	148,323	741,399	58.10

2015 Resource Library Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2015 and shall render any earlier resource library contract null and void.

Article II: Definitions

For the purposes of this agreement:

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

Article III: Resource Library Responsibilities

It is mutually agreed that the Appleton Public Library shall:

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

- (4) Collaborate with OWLS to make effective use of the OWLS-funded Internet connection shared by Appleton Public Library and OWLS.
- (5) Cooperate with OWLS to provide training to Appleton Public Library staff, OWLS staff, and system library staff in the effective use of appropriate electronic technologies.
- (6) Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.
- (7) Cooperate with OWLS to create content, including but not limited to booklists, reviews, and pathfinders, for InfoSoup.
- (8) Provide space for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (9) Collaborate with OWLS to facilitate the use of CONTENTdm to organize and make accessible in digital format unique local library resources.
- (10) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (11) Contribute up to \$10,000 toward the purchase of digital content through the Overdrive Advantage program.
- (12) Contribute \$21,508 to the Wisconsin Public Library Consortium's statewide digital media buying pool.
- (13) Provide Overdrive website e-mail support to APL and other OWLS member library patrons.

Article IV: OWLS Responsibilities

It is mutually agreed that OWLS shall:

- (1) Pay all interlibrary loan charges for borrowing materials from libraries outside of the system or OWLSnet area.
- (2) Pay all costs (approximately \$5,000 in 2015) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.
- (3) Pay approximately \$63,000 to provide access to mutually agreed upon electronic resources from Bookletters, LibraryThing, Overdrive, ProQuest, Recorded Books, and Tumblebooks.

- (4) Fund the acquisition of up to \$21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet area.
- (5) As compensation for the extension of intersystem services in 2013, fund the acquisition of up to \$~~131,173~~ 134,725 worth of library materials or provide an equivalent amount of goods, services, or funding to APL.
- (6) Maintain its membership in the Wisconsin Public Library Consortium (approximately \$3,909 in 2015) in order to provide access to Overdrive and other digital resources available through the Consortium.
- (7) Collaborate with Appleton Public Library to make effective use of the Internet connection shared by APL and OWLS. Furthermore, OWLS agrees to pay the full cost of providing not less than 100 mbps of bandwidth for the shared Internet connection (at a cost of approximately \$20,000).
- (8) Cooperate with Appleton Public Library to provide training to APL staff, OWLS staff, and system library staff in the effective use of appropriate electronic technologies.
- (9) Provide Appleton Public Library staff with at least \$3,500 in continuing education scholarships.
- (10) Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.
- (11) Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (12) Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (13) Pay annual maintenance charges for a CONTENTdm license from OCLC (approximately \$3,500 in 2015) and collaborate with APL to facilitate the use of CONTENTdm to organize and make accessible in digital format unique local library resources.
- (14) Pay software licensing fees for antivirus software for Appleton Public Library's staff and public computers.
- (15) Provide APL with up to \$6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) This contract shall continue in force through December 31, 2015 and shall expire thereafter, unless it is automatically extended for a period not to exceed one year in accordance with *Wisconsin Statutes* s. 43.16.
- (3) This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President)

(Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President)

(Date)

**CITY OF APPLETON
BUDGET AMENDMENT REQUEST
BUDGET YEAR: 2015**

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Amount</u>
Lost and Paid	16032	.	5035	.	\$15,000.00
Library Materials	16032	.	6315	.	\$15,000.00
Other Reimbursement	16010	.	5035	.	\$7,253.00
Salaries	16021	.	6101	.	\$7,253.00
OWLS	.				\$7,351.00
Library Grants and Aids	16010	.	4232		\$7,351.00

For the purpose of:

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

Transfer of Friends funds to support Appleton Ready to Read Hispanic Outreach Specialist salary.

Transfer of remaining 2015 OWLS intersystem funds allocation.

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.

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Media Lab Use and Equipment Policy

Purpose

To ensure access to and appropriate use of the Media Creation Lab within the Library as well as to outline lending practices for Media Creation Lab materials.

Policy

1. The Library provides workstations and digital creation materials for free public access to allow our patrons to pursue creative, school or work related digital projects.
2. Priority will be given to users who are working on digital media projects (videos, music, websites, photo editing, scanning) utilizing specialized software available on these computers. The media lab is not intended for general web browsing, users who are using the computers for web browsing will be asked to use the other internet stations in the Library.
3. The Media Creation Lab is generally open during normal Library hours and is open to Appleton Public Library card holders who are of 12 and older and have library accounts in good standing. The lab may be closed for library programming sessions and staff in-services.
4. All Library policies apply to the use of this workspace.

~~5. No food or drinks of any kind are permitted in the lab.~~

~~6-5.~~ Space and seating in the lab is limited to the number of individuals for whom the workstations are designed. Rearranging of workspace or furniture is not allowed without staff assistance.

~~7-6.~~ Users can make 2-hour reservations for computer time by speaking to a staff member at the Reference Desk in-person or by phone. Sessions may be booked up to 7 days in advance. Reservations will be held 15 minutes after the requested time after which the computers may be utilized on a first come first served basis. Session time may be extended beyond two hours if the computer has not been booked and there is nobody waiting, the session will be extended in 30 minute increments.

| 8.7.____ Users may be assigned to a specific computer based on their specific equipment or software needs.

| 9.8.____ The door should remain closed during operational hours.

| 10.9.____ Users must save their work on an external memory source (external drives are available for checkout and flash drives are sold at the reference desk). Upon log off all computers will return to their pre-logon state and any saved work will be lost.

| 11.10.____ The Library also loans a number of digital creation and support devices including cameras, recording devices and storage devices for users who have a valid Appleton Public Library card in good standing.

- Items will be loaned for 7 days and may be renewed one time if it is not being held for another library patron.
- All checkouts and checkins for this equipment will be handled by the Reference Desk staff.
- Items must be returned directly to the Reference Desk by their due date.
- Items should not be returned to any other system libraries.
- An overdue fine of \$2.50 per day, up to \$30.00 maximum will be added to users' accounts for late items.
- Users who lose or damage equipment will be charged the retail replacement cost of the equipment.
- The Library makes no warranties or representations regarding its equipment, software, etc. and, in exchange for being permitted to use these materials, the user agrees to indemnify, defend and hold the library/city harmless from any claims for damages arising in any way out of the materials' use.



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Library Board

FROM: Dean R. Gazza, Director

DATE: 5/11/2015

RE: Action: Recommend award of the Library Entrance Doors contract to LaForce Hardware for \$43,700 with an additional \$4,890 for contingencies, for a contract not to exceed \$48,590.

The 2014 Capital Improvement Plan includes \$40,000 to replace the front entrance doors at the Library. Note that the cost of the work will exceed the budgeted amount, therefore a previous request at Finance Committee was approved to use a positive variance from the partition wall project to fund the shortage of this project. The existing doors and door openers have reached the end of their serviceable life. In addition, the new entrance doors will increase from two to three opening to allow for a smoother flow of traffic in and out of the Library.

The bids were received as follows:

LaForce	\$43,700
Corcoran Glass	\$46,978

I recommend awarding the Library Entrance Door replacement contract to LaForce in the amount of \$43,700, with an additional \$4,890 for contingencies, for a contract not to exceed \$48,590.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

"Building communities and enriching lives where we live, work and play."



USDA Summer Food Service Program

What is the Summer Food Service Program?

The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. The SFSP reimburses providers who serve healthy meals to children and teens in low-income areas at no charge primarily during the summer months when school is not in session.

Who does the Program serve?

The SFSP serves children and teens age 18 and younger.

Why is the Program important?

Children need healthy food all year long. During the school year, many children receive free and reduced-price breakfast and lunch through the School Breakfast and National School Lunch Programs. When school lets out many of these children are at risk of hunger. Hunger is one of the most severe roadblocks to the learning process.

Lack of nutrition during the summer months may set up a cycle for poor performance once school begins again and make children more prone to illness and other health issues. The SFSP is designed to fill that nutrition gap and make sure children get the nutritious meals they need.

How Does it Work?

There are three main entities involved: State agencies, sponsors, and sites.

State agencies administer the program and communicate with USDA.

Sponsors run the program and communicate with the State agency. Schools, local government agencies, camps, faith-based and other non-profit community organizations that have the ability to manage a food service program may be SFSP sponsors.

Sites are places in the community where children receive meals in a safe and supervised environment. Sites may be located in a variety of settings, including schools, parks, community centers, churches, and migrant centers. Sites work directly with sponsors.

Where is my closest Summer Food Service Program Site?

Call the **National Hunger Hotline** at 1-866-3-HUNGRY or 1-877-8-HAMBRE to find a meal site near you.

How can I help?

Visit www.summerfood.usda.gov to learn more about the program and to access an outreach toolkit.

Visit www.serve.gov/endhunger to find ways to volunteer at a summer site.

State agencies

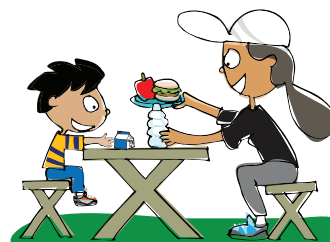
- Recruit sponsors and publicize sites
- Provide training and technical assistance to sponsors
- Monitor sponsors and sites
- Process claims and distribute reimbursements to sponsors

Sponsors

- Recruit sites and provide them with training and technical assistance
- Monitor sites
- Report meal counts and submit claims for reimbursement to the State agency
- Conduct outreach to families in the community

Sites

- Feed and supervise kids
- Provide activities
- Conduct outreach to draw kids to sites



Summer Food Rocks

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
FEBRUARY 2015

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	58,936	63,688	122,046	134,180	-7%	-9%
Children's Circulation	37,859	40,091	76,508	80,285	-6%	-5%
Total Circulation	96,795	103,779	198,554	214,465	-7%	-7%
Adult AV/nonbook (included in above)	30,251	34,297	62,469	72,036	-12%	-13%
Children's AV/non-book (included in above)	10,295	11,454	21,365	23,190	-10%	-8%
ILL items received (received from)	11,114	11,471	23,005	24,546	-3%	-6%
ILL items loaned (provided to)	13,480	13,986	27,937	29,561	-4%	-5%
Total Registered Patrons (quarterly)	96,444	95,039	n/a	n/a	1%	n/a
Door Count	41,571	44,707	84,690	87,942	-7%	-4%
E-Book Uses	4,337	3,548	9,139	7,792	22%	17%
Online Audiobook Uses	1,361	941	2,657	2,017	45%	32%
Percentage of Total Circulation on Self Check Machines	77.4%	73.9%	n/a	n/a	n/a	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	6,190	6,315	13,744	13,553	-2%	1%
Reference Transactions - Children's	1,712	1,610	3,513	3,578	6%	-2%
Total Reference	7,902	7,925	17,257	17,131	0%	1%
Volunteer Hours	512	411	1,033	787	24%	31%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,159	3,125	7,529	6,405	1%	18%
Volumes Withdrawn	1,222	1,601	8,225	11,556	-24%	-29%
Total Titles	283,844	276,869	n/a	n/a	3%	n/a
Total Volumes	344,894	337,698	n/a	n/a	2%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
FEBRUARY 2015

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	88	69	146	106	28%	38%
Children's Program Attendance	2,159	2,530	3,593	3,751	-15%	-4%
Young Adult Programs	15	10	30	19	50%	58%
Young Adult Program Attendance	764	153	1,014	310	399%	227%
Adult Programs (including instructional)	32	36	65	70	-11%	-7%
Adult Program Attendance (including instructional)	360	392	616	941	-8%	-35%
Total Programs	135	115	241	195	17%	24%
Total Program Attendance	3,283	3,075	5,223	5,002	7%	4%
Meeting Room Uses - Room Reservations (Public)	198	236	403	491	-16%	-18%
Meeting Room Uses - Events (Library Programs)	192	175	324	314	10%	3%
Total Meeting Room Uses	390	411	727	805	-5%	-10%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	22,059	30,589	47,502	60,491	-28%	-21%
Web Page "Hits"	94,473	102,789	196,290	213,350	-8%	-8%
FOCOL "Hits"	1,939	2,700	4,827	6,133	-28%	-21%
Fox Valley Memory "Hits"	2,707	2,620	5,115	5,482	3%	-7%
Remote Logins to InfoSoup	16,970	17,366	46,509	38,629	-2%	20%
Public Computing Sessions	6,224	6,217	12,454	12,452	0%	0%
Total Time Used on Public Computers	4440:00:00	4504:00:00	8981:00:00	8981:00:00	-1%	0%
Children's AWE Public Computer Sessions	2923	3214	5920	5899	-9%	0%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2015

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	62,422	72,008	184,468	206,188	-13%	-11%
Children's Circulation	42,967	46,638	119,475	126,923	-8%	-6%
Total Circulation	105,389	118,646	303,943	333,111	-11%	-9%
Adult AV/nonbook (included in above)	30,770	37,699	93,239	109,735	-18%	-15%
Children's AV/non-book (included in above)	11,269	13,378	32,634	36,568	-16%	-11%
ILL items received (received from)	11,574	12,847	34,579	37,393	-10%	-8%
ILL items loaned (provided to)	14,648	14,779	42,585	44,340	-1%	-4%
Total Registered Patrons (quarterly)	96,444	95,039	n/a	n/a	1%	n/a
Door Count	40,347	48,321	125,037	136,263	-17%	-8%
E-Book Uses	4,732	4,210	13,871	12,002	12%	16%
Online Audiobook Uses	1,608	1,192	4,265	3,209	35%	33%
Percentage of Total Circulation on Self Check Machine:	77.8%	75.4%	n/a	n/a	3%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	7,093	6,995	20,837	20,548	1%	1%
Reference Transactions - Children's	2,101	1,801	5,614	5,379	17%	4%
Total Reference	9,194	8,796	26,451	25,927	5%	2%
Volunteer Hours	563	644	1,596	1,431	-13%	12%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,248	2,999	10,777	9,404	8%	15%
Volumes Withdrawn	2,400	1,492	10,625	13,048	61%	-19%
Total Titles	284,395	277,931	n/a	n/a	2%	n/a
Total Volumes	345,742	339,205	n/a	n/a	2%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2015

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	102	77	248	183	32%	36%
Children's Program Attendance	3,389	2,432	6,982	6,183	39%	13%
Young Adult Programs	15	12	45	31	25%	45%
Young Adult Program Attendance	2,952	134	3,966	444	2103%	793%
Adult Programs (including instructional)	46	41	111	111	12%	0%
Adult Program Attendance (including instructional)	674	642	1,290	1,362	5%	-5%
Total Programs	163	130	404	325	25%	24%
Total Program Attendance	7,015	3,208	12,238	7,989	119%	53%
Meeting Room Uses - Room Reservations (Public)	248	267	651	758	-7%	-14%
Meeting Room Uses - Events (Library Programs)	211	191	535	505	10%	6%
Total Meeting Room Uses	459	458	1,186	1,263	0%	-6%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	23,210	22,735	70,712	83,226	2%	-15%
Web Page "Hits"	102,698	110,404	298,988	323,754	-7%	-8%
FOCOL "Hits"	2,089	3,429	6,916	9,562	-39%	-28%
Fox Valley Memory "Hits"	2,280	2,921	7,395	8,403	-22%	-12%
Remote Logins to InfoSoup	17,927	23,757	64,436	62,386	-25%	3%
Public Computing Sessions	6,334	7,821	18,788	20,273	-19%	-7%
Total Time Used on Public Computers	4461:00:00	5261:00:00	13442:00:00	14242:00:00	-15%	-6%
Children's AWE Public Computer Sessions	3014	3621	8934	9520	-17%	-6%