

# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, November 17, 2015

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[15-1863](#) October 20, 2015 Meeting Minutes

**Attachments:** [October 20 2015 MeetingMinutes.pdf](#)

4. Public Participation & Communications

5. **Establish Order of the Day**

6. **Action Items**

A. [15-1864](#) Bill Register - October 2015

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

B. [15-1869](#) 2016 Budget - Final

C. [15-1865](#) Board of Trustees Bylaws Amendment

**Attachments:** [Board of Trustees BYLAWS draft redline October to November 2015.pdf](#)  
[Board of Trustees BYLAWS draft October to November 2015.pdf](#)

D. [15-1866](#) 2016 Resource Library Agreement

**Attachments:** [Resource Library Agreement 2016 Mark up.pdf](#)

7. **Information Items**

A. **President's Report**

i. [15-1868](#) Report on the Future of American Public Libraries Conference and tour of the Milwaukee Public Library East Branch

ii. [15-1867](#) APL 150

## B. Director's Report

i. [15-1870](#) Reach Out and Read United Way Innovative Grant update

ii. [15-1904](#) Atrium roof repair

iii. [15-1871](#) Wisconsin Library Association Conference

iv. [15-1872](#) Status of county reimbursement issues

## C. Assistant Director's Report

i. [15-1873](#) Staffing updates

ii. [15-1874](#) Statistics

*Attachments:* [Sept 2015.pdf](#)

iii. [15-1875](#) Statewide data

iv. [15-1876](#) ILEAD

## D. Friends Report

i. [15-1877](#) Friends Used Booksale - November 19 - 21, 2015

ii. [15-1878](#) I Love My Library Dinner - Save the Date: Saturday, February 6, 2016

## 8. Other Business

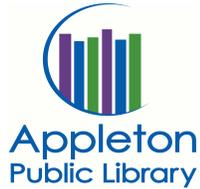
A. [15-1879](#) Recent and upcoming programs:

- i. Holiday Brunch
- ii. Upcoming Committee Meetings
- iii. Materials Management Supervisor Nitz featured in article in Public Libraries Magazine
- iv. APL Resource / Service of the Month: Give a Child a Book

9. 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.*



Meeting Minutes  
Library Board

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Tuesday, October 20, 2015

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:30 p.m.

2. Roll call of membership

**Others Present:** Tina Babler, Travis Bartels, Luke Diedrich, Sara Kopesky, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward, Paula Wright

**Present:** 8 - Bergman, Peterson, Hietpas, Looker, Scheuerman, Bloedow, Siebers and Bergen

**Others :** 1 - Schneider

3. Approval of minutes from previous meeting

[15-1681](#)

September 15, 2015 Meeting Minutes

**Attachments:** [September 15 2015 Meeting Minutes.pdf](#)

Siebers moved, seconded by Bergman, that the September 15, 2015 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

[15-1682](#)

October 15, 2015 Policy Committee Meeting Minutes

**Attachments:** [Policy Committee Meeting Minutes 10-15-2015.pdf](#)

Bergen moved, seconded by Looker, that the October 15, 2015 Policy Committee Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Appearances and Communication

[15-1683](#)

APL Resource of the month demonstration - Gale Courses

5. Establish Order of the Day

6. Action Items

- A. [15-1684](#) Bill Register - September 2015
- Attachments:** [2015 SEPT bill register.pdf](#)  
[2015 SEPT revenue and expense.pdf](#)  
[2015 SEPT section totals.pdf](#)
- Siebers moved, seconded by Bergman, that the September 2015 Bill Register be approved. Voice Vote. Motion Carried. (8-0)
- B. [15-1685](#) Report of the Policy Committee
- Attachments:** [Gifts Policy Draft redline october 2015.pdf](#)  
[Gifts Policy Draft october 2015.pdf](#)  
[Materials Selection Policy redline October 2015 AMENDED.pdf](#)  
[Meeting and Study Room Use Policy Draft redline october 2015 F.pdf](#)  
[Meeting and Study Room Use Policy Draft october 2015 F.pdf](#)  
[Scholarship Policy 2015 update.pdf](#)  
[Procurement Policy Info Item 2015.pdf](#)  
[Procurement Contract Mgmt Policy -2015 Markup.pdf](#)
- Bergen moved, seconded by Peterson, that the Gifts and Donations Policy, amended Materials Selection Policy, Meeting and Study Room Use Policy, Scholarship Policy and Procurement Contract Management Policy be approved. Voice Vote. Motion Carried. (8-0)
- C. [15-1686](#) Friends of Appleton Public Library End of Year Grants 2014-2015
- Attachments:** [Friends 14-15 EOY.pdf](#)
- Peterson moved, seconded by Bloedow, that the Friends of Appleton Public Library End of Year Grants 2014-2015 be approved. Voice Vote. Motion Carried. (8-0)
- D. [15-1687](#) Budget Amendment
- Attachments:** [2015 OCT budget amendment revision.pdf](#)
- Hietpas moved, seconded by Looker, that the Budget Amendment in the amount of \$8,610.48 be approved. Voice Vote. Motion Carried. (8-0)
- E. [15-1688](#) 2016 Library Board of Trustees Meeting Schedule
- Attachments:** [APLBoardMeetingSchedule 2016.pdf](#)
- Bloedow moved, seconded by Bergman, that the 2016 Library Board of Trustees Meeting Schedule be approved. Voice Vote. Motion Carried. (8-0)

## 7. Information Items

### A. President's Report

- i. [15-1689](#) Presentation of 2015 - 2016 Board committee appointments

**Attachments:** [Trustee Info for Website 10-2015.pdf](#)  
[15-16 Board Committees 10-2015.pdf](#)

- ii. [15-1702](#) Building process update

### B. Director's Report

- i. [15-1690](#) 2016 Budget update

- ii. [15-1691](#) Presentation on APL 150

**Bloedow left at 5:35 p.m.**

- iii. [15-1706](#) Board of Trustees Bylaws Policy proposed updates for November 2015

**Attachments:** [Board of Trustees BYLAWS draft redline October to November 2015.pdf](#)  
[Board of Trustees BYLAWS draft October to November 2015.pdf](#)

- iv. [15-1692](#) Reach Out and Read United Way Innovative Grant Update

- v. [15-1693](#) Wisconsin Library Association Conference

- vi. [15-1694](#) The Future of the American Public Library Conference at Marquette Law School - Thursday, October 29, 2015

- vii. [15-1695](#) Status of county reimbursement issues

- viii. [15-1696](#) OWLS updates: Joint Committee of OWLS and Nicolet Board trustees

### C. Assistant Director's Report

- i. [15-1697](#) Staffing updates

- ii. [15-1698](#) Inter-library loan lean process report

**Attachments:** [ILL LEAN Process.pdf](#)

**D. Friends Report**

- i. [15-1699](#) Friends Used Book Sale - November 19 - 21, 2015
- ii. [15-1700](#) Save the Date - I Love My Library Dinner - February 7, 2016

**8. Other Business**

- i. [15-1701](#) Recent and Upcoming Programs
- i. Hispanic Heritage Celebration
  - ii. Books Build Community
  - iii. Steampunk Saturday

**9. Adjournment**

**Bergman moved, seconded by Looker that the meeting be adjourned. Voice Vote. Motion Carried. (7-0)**  
**The meeting adjourned at 6:15 p.m.**

DocDocument Ty Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
JE 120293	10/09/15	10/8 PR TRAVEL REIMBURSEMENTS	BABLER		35.77	16010 6201
PU 604	10/16/15	OFFICEMAX CT*IN#799299	SPLIT - SUPPLIES (42		62.22	16010 6301
PU 669	10/16/15	OFFICEMAX CT*IN#799147	SUPPLIES		35.54	16010 6301
PU 983	10/16/15	OFFICEMAX CT*IN#638555	SPLIT - SUPPLIES (35		26.66	16010 6301
PU 1016	10/16/15	AMAZON MKTPLACE PMTS	SPLIT - SUPPLIES (32		9.02	16010 6301
PU 733	10/16/15	WISCONSIN LIBRARY ASSO	MEMBERSHIP		171.00	16010 6303
PU 734	10/16/15	WISCONSIN LIBRARY ASSO	MEMBERSHIP		183.00	16010 6303
PU 736	10/16/15	WISCONSIN LIBRARY ASSO	MEMBERSHIP		135.00	16010 6303
PU 1093	10/16/15	MARCUS APPLETON EASQPS	AWARDS AND RECOG		30.00	16010 6305
PU 1101	10/16/15	GOOD COMPANY	AWARDS AND RECOG		45.00	16010 6305
PV 360386	10/28/15	GANNETT WISCONSIN MEDIA	publications		289.73	16010 6412
JE 120324	10/16/15	9/15 LONG DISTANCE			12.49	16010 6413 7
JE 120325	10/16/15	10/15 AT&T BILL			213.79	16010 6413 7
					-----	
16010					1,249.22	
					=====	
JE 120293	10/09/15	10/8 PR TRAVEL REIMBURSEMENTS	MISSELT		127.65	16021 6201
JE 120368	10/23/15	10/22 PR TRAVEL REIMBURSEMENT	JEPSON		127.65	16021 6201
JE 120368	10/23/15	10/22 PR TRAVEL REIMBURSEMENT	UNRUH		55.37	16021 6201
PU 394	10/16/15	SSI*SCHOOL SPECIALTY	SUPPLIES		114.00	16021 6301
PU 605	10/16/15	OFFICEMAX CT*IN#799299	SPLIT - SUPPLIES (7.		10.26	16021 6301
PU 698	10/16/15	AMAZON MKTPLACE PMTS	SUPPLIES		19.17	16021 6301
PU 984	10/16/15	OFFICEMAX CT*IN#638555	SPLIT - SUPPLIES (12		9.49	16021 6301
PU 1091	10/16/15	WALGREENS #5102	SUPPLIES		6.99	16021 6301
PU 606	10/16/15	OFFICEMAX CT*IN#799299	SPLIT - MISC EQUIP (		72.48	16021 6327
PU 649	10/16/15	PAPER DIRECT	MISC EQUIP		53.98	16021 6327
PU 659	10/16/15	OFFICEMAX CT*IN#799382	MISC EQUIP		3.96	16021 6327
					-----	
16021					601.00	
					=====	
JE 120293	10/09/15	10/8 PR TRAVEL REIMBURSEMENTS	HANSEN		35.77	16023 6201
PV 360242	10/21/15	OUTAGAMIE WAUPACA LIBRARY SYST	supplies		45.00	16023 6301
					-----	
16023					80.77	
					=====	
JE 120368	10/23/15	10/22 PR TRAVEL REIMBURSEMENT	KOPESKY		27.60	16024 6201
PU 223	10/16/15	WISCONSIN LIBRARY ASSO	TRAINING AND TRAVEL		161.00	16024 6201
PU 377	10/16/15	WISCONSIN LIBRARY ASSO	TRAINING AND TRAVEL		161.00	16024 6201
					-----	
16024					349.60	

DocNumber	TY	Number	Date	Alpha Name	Explanation	Remark-	Amount	Account
79	PU	1017	10/16/15	THE BELSON COMPANY, IN	SPLIT - CUSTODIAL (4		127.94	16031 6306
1017	PU	1017	10/16/15	AMAZON MKTPLACE PMTS	SPLIT - JANITORIAL (		18.80	16031 6306
120383	JE	10/23/15	9/15 RECYCLING				128.00	16031 6407
36082	PV	10/16/15	ADVANCED DISPOSAL SERVICES SOL	refuse collection			68.00	16031 6407
360262	PV	10/21/15	WE ENERGIES				9,767.09	16031 6413 1
360262	PV	10/21/15	WE ENERGIES				854.79	16031 6413 2
541	PU	10/16/15	PASTSIGNS 300301		BLDG. REPAIR/MAINT		97.06	16031 6416
359989	PV	10/12/15	UNIFIRST CORPORATION				57.20	16031 6416
360418	PV	10/28/15	UNIFIRST CORPORATION				57.20	16031 6416
1042	PU	10/16/15	AMAZON MKTPLACE PMTS		EQUIP RFP/MAINT		38.39	16031 6418
120354	JE	10/23/15	9/15 FMD&G BILLING		LIBRARY		9,561.82	16031 6420
16031							20,776.29	
518	PU	10/16/15	DEMCO INC		SUPPLIES		496.72	16032 6301
693	PU	10/16/15	AMAZON MKTPLACE PMTS		SUPPLIES		19.97	16032 6301
833	PU	10/16/15	PREMIUM WATERS INC		SUPPLIES		37.61	16032 6301
985	PU	10/16/15	OFFICEMAX CT*IN#638555		SPLIT - SUPPLIES (52		39.18	16032 6301
41	PU	10/16/15	MIDWEST TAPE LLC		MATERIALS		1,757.42	16032 6315
47	PU	10/16/15	INGRAM LIBRARY SERVICE		MATERIALS		404.00	16032 6315
83	PU	10/16/15	INGRAM LIBRARY SERVICE		MATERIALS		1,623.08	16032 6315
166	PU	10/16/15	AMAZON MKTPLACE PMTS		MATERIALS		5.00-	16032 6315
169	PU	10/16/15	INGRAM LIBRARY SERVICE		MATERIALS		320.15	16032 6315
174	PU	10/16/15	INGRAM LIBRARY SERVICE		MATERIALS		434.30	16032 6315
198	PU	10/16/15	MIDWEST TAPE LLC		MATERIALS		121.95	16032 6315
226	PU	10/16/15	AMAZON MKTPLACE PMTS		MATERIALS		14.88	16032 6315
227	PU	10/16/15	AMAZON MKTPLACE PMTS		MATERIALS		25.99	16032 6315
229	PU	10/16/15	RECORDED BOOKS		MATERIALS		13.90	16032 6315
230	PU	10/16/15	RECORDED BOOKS		MATERIALS		134.82	16032 6315
231	PU	10/16/15	BAKER-TAYLOR		MATERIALS		64.23	16032 6315
245	PU	10/16/15	INGRAM LIBRARY SERVICE		MATERIALS		893.22	16032 6315
255	PU	10/16/15	BAKER-TAYLOR		MATERIALS		459.69	16032 6315
259	PU	10/16/15	RECORDED BOOKS		MATERIALS		202.80	16032 6315
263	PU	10/16/15	RECORDED BOOKS		MATERIALS		177.49	16032 6315
270	PU	10/16/15	RECORDED BOOKS		MATERIALS		64.60	16032 6315
271	PU	10/16/15	BAKER-TAYLOR		MATERIALS		28.76	16032 6315

DocTy	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
PU	285	10/16/15	PAGES AND PIPES APPL	MATERIALS		124.50	16032 6315
PU	286	10/16/15	BB *ALDOLEOPOLDNATURE	MATERIALS		30.00	16032 6315
PU	302	10/16/15	INGRAM LIBRARY SERVICE	MATERIALS		1,293.30	16032 6315
PU	304	10/16/15	INGRAM LIBRARY SERVICE	MATERIALS		692.69	16032 6315
PU	305	10/16/15	INF* CITY DIRECTORIES	MATERIALS		290.00	16032 6315
PU	331	10/16/15	MIDWEST TAPE LLC	MATERIALS		1,331.24	16032 6315
PU	404	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		2.00	16032 6315
PU	429	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		153.18	16032 6315
PU	432	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		4.96	16032 6315
PU	434	10/16/15	STATE HISTORICAL SOC	MATERIALS		155.00	16032 6315
PU	436	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		24.95	16032 6315
PU	438	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		15.99	16032 6315
PU	443	10/16/15	INGRAM LIBRARY SERVICE	MATERIALS		614.51	16032 6315
PU	448	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		12.33	16032 6315
PU	452	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		36.58	16032 6315
PU	459	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		26.98	16032 6315
PU	468	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		4.03	16032 6315
PU	471	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		9.98	16032 6315
PU	472	10/16/15	MIDWEST TAPE LLC	MATERIALS		1,479.37	16032 6315
PU	481	10/16/15	INGRAM LIBRARY SERVICE	MATERIALS		1,510.52	16032 6315
PU	483	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		73.13	16032 6315
PU	532	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		17.05	16032 6315
PU	534	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		4.03	16032 6315
PU	537	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		4.91	16032 6315
PU	540	10/16/15	BAKER-TAYLOR	MATERIALS		13.21	16032 6315
PU	545	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		5.03	16032 6315
PU	547	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		9.53	16032 6315
PU	549	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		4.90	16032 6315
PU	555	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		7.85	16032 6315
PU	558	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		43.94	16032 6315
PU	564	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		10.01	16032 6315
PU	574	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		57.35	16032 6315
PU	577	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		8.48	16032 6315
PU	579	10/16/15	AMAZON MKTPLACE PMTS	MATERIALS		5.98	16032 6315
PU	588	10/16/15	WISCONSIN TAXPAYERS AL	MATERIALS		32.95	16032 6315

DocNumber	Alpha	Explanation	Amount	Account
593	10/16/15	AMAZON MKTPLACE PMTS	19.97	16032 6315
607	10/16/15	AMAZON MKTPLACE PMTS	22.24	16032 6315
608	10/16/15	PAYPAL *HMONG ABC	105.75	16032 6315
612	10/16/15	AMAZON MKTPLACE PMTS	9.00	16032 6315
632	10/16/15	AMAZON MKTPLACE PMTS	5.74	16032 6315
647	10/16/15	EBS CO INFO SERVICE BHM	8,268.00	16032 6315
679	10/16/15	INGRAM LIBRARY SERVICE	198.01	16032 6315
687	10/16/15	TC D *GALE	182.18	16032 6315
692	10/16/15	EBS CO INFO SERVICE BHM	35.81	16032 6315
705	10/16/15	INF * CITY DIRECTORIES	330.00	16032 6315
706	10/16/15	INGRAM LIBRARY SERVICE	663.57	16032 6315
708	10/16/15	INGRAM LIBRARY SERVICE	790.33	16032 6315
724	10/16/15	RDA * REIMAN BOOKS	32.98	16032 6315
741	10/16/15	EBS CO INFO SERVICE BHM	3.07	16032 6315
743	10/16/15	EBS CO INFO SERVICE BHM	3,886.00	16032 6315
748	10/16/15	BAKER-TAYLOR	135.99	16032 6315
756	10/16/15	BAKER-TAYLOR	126.36	16032 6315
762	10/16/15	MANUFACTURERS' NEWS IN	161.90	16032 6315
775	10/16/15	BLACKSTONELIBRARY.COM	100.00	16032 6315
811	10/16/15	INGRAM LIBRARY SERVICE	792.46	16032 6315
827	10/16/15	MIDWEST TAPE LLC	1,672.39	16032 6315
888	10/16/15	MIDWEST TAPE LLC	69.98	16032 6315
899	10/16/15	AMAZON MKTPLACE PMTS	69.96	16032 6315
904	10/16/15	BAKER-TAYLOR	28.76	16032 6315
917	10/16/15	BAKER-TAYLOR	21.70	16032 6315
925	10/16/15	INGRAM LIBRARY SERVICE	515.47	16032 6315
930	10/16/15	BAKER-TAYLOR	127.20	16032 6315
936	10/16/15	INGRAM LIBRARY SERVICE	830.31	16032 6315
939	10/16/15	INGRAM LIBRARY SERVICE	1,486.51	16032 6315
941	10/16/15	INGRAM LIBRARY SERVICE	978.10	16032 6315
944	10/16/15	RECORDED BOOKS	56.90	16032 6315
946	10/16/15	RECORDED BOOKS	111.37	16032 6315
973	10/16/15	RECORDED BOOKS	56.90	16032 6315
989	10/16/15	INGRAM LIBRARY SERVICE	32.92	16032 6315
990	10/16/15	INGRAM LIBRARY SERVICE	264.46	16032 6315

DocDocument	G/L	Explanation			Amount	Account
Ty Number	Date	Alpha Name	-Remark-			
PU	998 10/16/15	RECORDED BOOKS	MATERIALS		371.42	16032 6315
PU	1022 10/16/15	INGRAM LIBRARY SERVICE	MATERIALS		799.70	16032 6315
PU	1023 10/16/15	PROQUEST	MATERIALS		2,509.50	16032 6315
PU	1033 10/16/15	INGRAM LIBRARY SERVICE	MATERIALS		1,618.38	16032 6315
PU	1072 10/16/15	BLACKSTONELIBRARY.COM	MATERIALS		50.00	16032 6315
PU	1086 10/16/15	AUDIO EDITIONS	MATERIALS		48.00	16032 6315
PV	359716 10/06/15	JAMES J. SIEBERS PUBLIC LIBRAR	lost & paid		20.00	16032 6315
PV	359717 10/06/15	KAUKAUNA PUBLIC LIBRARY	lost & paid		7.99	16032 6315
PV	359791 10/06/15	MILINSKI, LAURIE	lost & paid		11.00	16032 6315
PV	359793 10/06/15	SCHOFIELD, LEAH	lost & paid		17.00	16032 6315
PV	359794 10/06/15	SEYPERT, JOYCELYN	lost & paid		11.00	16032 6315
PV	359915 10/08/15	MADER NEWS AGENCY, INC.	media		215.41	16032 6315
PV	359916 10/08/15	MARQUETTE UNIVERSITY	media		63.00	16032 6315
PV	359917 10/08/15	MC INTOSH MEMORIAL LIBRARY	lost & paid		10.00	16032 6315
PV	360071 10/14/15	WAUPACA AREA PUBLIC LIBRARY	lost & paid		15.00	16032 6315
PV	360180 10/19/15	GERALD VAN HOOF MEMORIAL LIBRA	lost & paid		13.00	16032 6315
PV	360223 10/19/15	BICHEL, JESSI	lost & paid		20.00	16032 6315
PV	360258 10/21/15	WAUPACA AREA PUBLIC LIBRARY	lost & paid		20.00	16032 6315
PV	360265 10/21/15	HOFFMAN, DEAN	lost & paid		30.00	16032 6315
16032					----- 43,403.15 =====	
PU	381 10/16/15	CDW GOVERNMENT	SUPPLIES		64.36	16033 6301
PU	639 10/16/15	CDW GOVERNMENT	SUPPLIES		251.46	16033 6301
PV	360012 10/14/15	DELL MARKETING L.P.	toner		137.74	16033 6301
PU	323 10/16/15	CDW GOVERNMENT	MISC EQUIP		64.93	16033 6327
PV	360175 10/19/15	CDW GOVERNMENT, INC.	apc smart ups		351.99	16033 6327
PV	360379 10/28/15	DELL MARKETING L.P.	prosupport		539.66	16033 6327
PU	206 10/16/15	CDW GOVERNMENT	EQUIP REP/MAINT		847.05	16033 6418
PU	211 10/16/15	RICOH USA, INC	EQUIP REP/MAINT		297.42	16033 6418
PU	416 10/16/15	DNH*GODADDY.COM	EQUIP REP/MAINT		11.18	16033 6418
PV	360178 10/19/15	FARONICS TECHNOLOGIES USA, INC	service contract		900.00	16033 6418
PU	52 10/16/15	TECHSOUP	SOFTWARE		320.00	16033 6815
16033					----- 3,785.79 =====	
					70,245.82 =====	



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

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
<b>EXPENSES BY LINE ITEM</b>						
Benefitted Personnel	2,164,766	2,172,799	2,241,108	167,059	1,750,663	78.12
Part-Time	255,118	198,611	198,611	19,984	188,935	95.13
Fringes	696,424	726,555	726,555	57,850	589,332	81.11
Salaries & Fringe Benefits	3,116,308	3,097,965	3,166,274	244,893	2,528,930	79.87
Training & Conferences 6201	20,359	17,780	22,280	732	9,587	43.03
Parking Permits 6206	15,825	16,824	16,824	0	16,317	96.99
Memberships & Licenses 6303	2,218	1,900	1,900	489	3,052	160.63
Postage & Freight 6304	57	0	0	0	0	.00
Awards & Recognition 6305	645	810	810	75	846	104.44
Food & Provisions 6307	808	1,082	1,082	0	1,374	126.99
Administrative Expense	39,912	38,396	42,896	1,296	31,176	72.68
Office Supplies 6301	63,529	58,480	61,335	1,385	26,319	42.91
Building Maintenance/Janitor 6306	7,910	7,200	7,200	147	6,780	94.17
Landscape Supplies 6308	13	50	50	0	25	50.00
Shop Supplies & Tools 6309	23	50	50	0	0	.00
Paint & Supplies 6311	19	100	100	0	67	67.00
Books & Library Materials 6315	605,686	561,345	602,295	42,810	456,242	75.75
Printing & Reproduction 6320	144	100	100	0	54	54.00
Safety Supplies 6323	92	100	100	0	18	18.00
Medical & Lab Supplies 6324	53	100	100	0	114	114.00
Miscellaneous Equipment 6327	33,025	57,000	57,000	1,087	11,148	19.56
Supplies & Materials	710,494	684,525	728,330	45,429	500,767	68.76
Collection Services 6407	2,281	2,200	2,200	196	2,035	92.50
Advertising 6412	1,146	1,250	1,250	290	1,077	86.16
Other Contracts/Obligations 6599	62,423	65,279	65,279	0	66,078	101.22
Purchased Services	65,850	68,729	68,729	486	69,190	100.67
Electric 6413.1	105,271	110,250	110,250	9,767	93,257	84.59
Gas 6413.2	30,019	21,800	21,800	855	19,030	87.29
Water 6413.3	4,912	5,100	5,100	0	3,767	73.86
Waste Disposal/Collection 6413.4	2,047	2,200	2,200	0	1,572	71.45
Stormwater 6413.6	2,405	2,325	2,325	0	1,842	79.23
Telephone 6413.7	1,688	3,585	3,585	226	2,255	62.90
Cellular Telephone 6413.8	1,009	950	950	0	557	58.63
Utilities	147,351	146,210	146,210	10,848	122,280	83.63
Bldng Repair & Maintenance 6416	2,668	5,000	5,000	211	1,553	31.06
Equipmt Repair & Maintenance 6418	52,993	62,100	62,100	2,094	63,062	101.55
CBM Charges 6420	178,710	183,233	183,233	9,562	123,828	67.58
Repair & Maintenance	234,371	250,333	250,333	11,867	188,443	75.28
Software Acquisition 6815	12,751	8,250	8,250	320	9,027	109.42
Capital Expenditures	12,751	8,250	8,250	320	9,027	109.42
<b>TOTAL EXPENSES</b>	<b>4,327,037</b>	<b>4,294,408</b>	<b>4,411,022</b>	<b>315,139</b>	<b>3,449,813</b>	<b>78.21</b>
<b>REVENUES</b>						
Library Aids (County)	902,006	1,097,902	1,097,902	0	1,101,454	100.32
Library Fines	68,788	82,000	82,000	4,857	54,608	66.60
Space Rentals	30,000	30,000	30,000	0	30,000	100.00
Donations & Memorials	1,452	0	0	22	861	.00
Administration Reimbursements	83,736	0	54,580	14,795	56,507	103.53
Community Reimbursements & Reader/Pntr	4,878	300	300	11	287	95.67
Commissions (Vending)	5,748	1,500	1,500	78	1,198	79.87
Lost & Paid Materials	27,422	0	15,000	1,326	28,055	187.03
Network Reimbursements & Public Use Prtr	43,369	17,000	17,000	1,635	17,208	101.22

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

Description	Current Year	Current Year October	Current YTD	Percent of Budget
TOTAL REVENUES	1,167,399	6,866-	1,290,178	99.38
	Current Year Adopted Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
	1,228,702	1,298,282		
	Prior Year Actual			
	1,167,399			

# Board of Trustees ~~BYLAWS~~ Bylaws - DRAFT

## Article I. Identification~~Purpose and definitions~~

~~The name of this~~ This organization is the Board of Trustees (“library board”), of the Appleton Public Library (APL) located in Appleton, Wisconsin, established by the Wisconsin municipality of Appleton, according to the ~~existing by virtue of the~~ provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

## Article II. Membership

~~Pursuant to the requirements of the~~ Appointments and terms of office are provided by the relevant subsections of Wisconsin Statutes 43.54(1) and 43.60 which provides, in part, that the ~~Board of Trustees of the Appleton Public Library~~ library board shall consist of nine members, eight of whom shall be appointed by the Mayor of Appleton with the approval of the Common Council ~~and~~; the ninth ~~member shall~~ representing the Appleton Area School District. The regular term of office shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools, and ~~any the~~ Alderperson of the Common Council appointed ~~by the Mayor of Appleton~~ shall serve a one year term.

## Article III. Officers

**Section 1. Officers.** The officers of the ~~l~~ibrary ~~b~~Board shall be a President, a Vice President, and a Secretary each elected from among the library board members at the annual meeting of the library board in September.

**Section 2. Terms of Office.** ~~The o~~Officers shall ~~be elected at the annual meeting in September~~ ~~and~~ take office at the close of the annual meeting at which they are elected and serve until the close of the subsequent annual meeting at which their successors are duly elected. ~~hat meeting.~~ No officer may serve more than two consecutive terms in a given office ~~nor hold more than one office at a time.~~

**Section 3. Nominating Committee.** A nominating committee shall be appointed by the President three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time by any library board member of officer.

**Section 4. Duties of the President.** The principal duties of the President shall be to preside at all meetings of the ~~l~~ibrary ~~b~~Board, authorize calls for special meetings, make appointments, and execute all documents as authorized ~~by the board~~. The President appoints ~~l~~ibrary ~~b~~Board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.

**Section 54. Duties of the Vice President.** The Vice President shall discharge the duties of the President in the event of the absence or disability thereof, or of a vacancy in that office, and, in addition, any other duties as designated by the ~~l~~ibrary ~~b~~Board.

**Section 6. Duties of the Secretary.** The Secretary shall ~~maintain a true and accurate record of all meetings of the Board,~~ sign bill registers when the library bBoard has approved expenditures and, execute all documents as authorized., ~~and perform such other duties as generally associated with the office.~~ In the absence of the Secretary at any meeting, the President may appoint another library bBoard member to act as temporary Secretary.

~~The Library Director or a staff member may be designated to perform any of the Secretary's duties, except signing bill registers. All records and correspondence, unless otherwise specified by the Board, shall be kept in the Library administrative offices.~~

## **Article IV. Meetings**

**Section 1. Meetings.** Regular meetings shall be held each month, the date and hour to be set by the ~~Board~~ library board at the meeting following ~~the~~ its annual meeting. Meeting times and dates may be changed as need arises by a majority vote of the bBoard. ~~The President may reschedule a meeting should a regularly scheduled meeting not achieve a quorum. Members shall be expected to attend all meetings except as they are prevented by a valid reason.~~

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of electing officers, shall be held at the time of the regular meeting in September of each year.

**Section 3. Agendas and Notices.** Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The director shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided each member prior to the meeting date.

**Section 4. Special Meetings.** Special meetings may be called by the President at any time deemed advisable, or upon written request to the President by three bBoard members, for the transaction of business as stated in the call. ~~Except in cases of emergency, at least 48 hours' notice shall be given. In no cases may less than two hours' notice be given. Notice may be by mail, phone or e-mail.~~

~~Section 4. The Library Director shall send written notice and the agenda of each regular Board meeting to the Board members at least 48 hours in advance of the meeting. A copy of the previous Board meeting minutes shall be provided each member prior to the meeting date.~~<sup>[CR1]</sup>

**Section 5. Quorum.** A quorum for transaction of business at any library board meeting or committee meeting shall consist of a simple majority.

**Section 6. Minutes.** Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

**Section 7. Parliamentary Authority.** Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings and committee meetings in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.

**Section 8. Open Meetings Law Compliance.** All library board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98)

**Section 9. Voting.** An affirmative of the majority of all members of the library board present at any legally constituted meeting shall be necessary to approve any action before the library board. Officers may vote upon and may move or second a proposal before the library board.

**Section 10. Attendance.** Members and officers shall be expected to attend all library board meetings and committee meetings except as they are prevented by a valid reason.

## **Article V. Committees**

**Section 1. Standing Committees.** The following standing committees shall be appointed by the President at the meeting following the annual meeting: ~~Appointments by the President shall include a Nominating Committee named at least three months prior to the date of the annual meeting, and committees for Building & Equipment, Finance, Personnel, Planning, Scholarship and Policy.~~

- Personnel and Policy Committee: Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director ("director") and works with the President to communicate this review to the director.
- Planning Committee: Makes recommendations to the library board on goals and future library development.
- Building and Equipment Committee: Makes recommendations to the library board on matters of building and equipment.
- Scholarship Committee: Annually recommends to the library board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per Scholarship Policy.
- Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns. The common council representative on the library board shall serve on the Finance Committee.

~~Section 2. The President shall appoint special committees for such specific purpose as the business of the Board may require. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.~~

**Section 23. ~~The Nominating Committee.~~** See Article III, Section 3. ~~shall present the slate of officers for election at the annual meeting in September.~~

**Section 3. Ad Hoc Committees.** The President shall appoint special committees for such specific purpose as the business of the library board may require. These committees may

include staff, members of the public or outside experts. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.

**Section 4. Authority.** No committee shall have other than advisory powers.

**Section 5. Appointment.** All library board members shall be appointed to at least one committee.

**Section 6. Times, location and Agenda.** The time, date and location of each committee meeting shall be determined by the chair of the committee. See Article IV, Section 3.

**Section 7. Quorum.** See Article IV, Section 5.

**Section 8. Minutes.** Minutes are not required to be taken at committee meetings.

**Section 9. Parliamentary Authority.** See Article IV, Section 7.

**Section 10. Open Meetings Law Compliance.** See Article IV, Section 8.

**Section 11. Attendance.** See Article IV, Section 9.

~~Section 4. The Policy Committee shall make recommendations to the Board on proposed revisions in bylaws, policies, rules, and regulations.~~

~~Section 5. The Personnel Committee shall make recommendations to the Board on personnel matters. The Personnel Committee shall annually review any proposed salary adjustments for excellence and present their recommendations to the Board. The Personnel Committee shall annually review the performance of the Library Director and work with the President to communicate this review to the Director.~~<sup>[CR2]</sup>

~~Section 6. The Planning Committee shall make recommendations to the Board on goals and future Library development.~~

~~Section 7. The Building & Equipment Committee shall make recommendations to the Board on matters of building and equipment.~~

~~Section 8. The Scholarship Committee shall annually recommend to the Board awards for the Frank P. Young scholarship.~~

~~Section 9. The Finance Committee shall make recommendations to the Board on the annual budget and other financial concerns. The Common Council representative on the Library Board shall serve on the Finance Committee.~~<sup>[CR3]</sup>

## **Article VI. Duties of the library bBoard**

**Section 1. Responsibility.** Legal responsibility for the operation of the APL is vested in the library board. Subject to state and federal law, the library board has the power and duty to determine rules and regulations governing library operations and services.

The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.

**Section 2. Library Director.** The library board shall select and appoint a properly certified and qualified competent library director.

**Section 3. Duties and Compensation.** The library board shall determine the duties and compensation of all library employees.

**Section 4. Budget and Audit.** The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the City of Appleton's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.

**Section 54. Community Relations.** The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.

**Section 6. Legislation.** The library board shall study and support legislation that will benefit library users. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.

**Section 7. Annual Report.** The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.

**Section 8. Appeals.** A person dissatisfied with a decision made by the library board may appeal the decision to the library board. Appeals of library board decisions must be in writing and received by the library board within thirty (30) regular business days after the decision date. The library board must hear library board decision appeals within fifteen (15) days of receiving the appeal unless all parties agree to an alternative date. The person appealing a decision of the library board will be notified in writing of the date and time the library board will hear the appeal and may appear to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement.

## **Article VII. Duties of the Library Director**

**Section 1. Appointment and Term.** The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board. ~~the executive and administrative officer of the Library under the review and direction of the Board.~~

**Section 2. Duties.** The dDirector shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:

- ~~responsible for:~~ Appointing and specifying duties and compensation of other library employees;
- Providing proper direction, training and supervision of the library staff
- Serving as technical advisor to the library bBoard
- ~~;~~ Recommending policies, budget, changes in hours or services
- ~~;~~ Recommending changes in the library's mMission and lLong rRange pPlan
- ~~;~~ ~~operating within policies as approved by the Board;~~ Ensuring the care and maintenance of library property
- ~~;~~ Ensuring the adequate and proper selection of materials
- ~~;~~ Ensuring the efficiency of library service to the public
- ~~;~~ Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the lLibrary.

**Section 3. Meetings.** The dDirector shall attend all library bBoard meetings as a participant, but shall have no vote. The dDirector may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the dDirector's absence.

## **Article VIII. General Conflict of Interest**

**Section 1.** Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the APL in which they have or may have direct or indirect financial interest.

**Section 2.** Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for his or her withdrawal or the nature of the conflict of interest.

**Section 3.** Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence his or her vote or other official action

## **Article IX. General**

~~Section 1. An affirmative vote of the majority of all members of the Board present at any legally constituted meeting shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.~~<sup>[CR4]</sup>

**Section 12.** These bylaws may be amended by the majority vote of all members of the library bBoard provided that the change had been proposed by a library bBoard member or the Library library dDirector at the preceding regular meeting, and that notice of the proposed amendment was included as a separate statement in the agenda of the meeting at which it is to be acted upon.

**Section 23.** Any rule or resolution of the library bBoard, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library bBoard shall be present and two thirds of those present shall so approve.

~~Section 4. In carrying out its duties the Board shall act as a whole. No individual member or committee shall have power to act or speak for the Board except as specifically delegated by the Board.~~

~~adopted June 9, 6/1997; revised October 14 10/, 2004; 11/15~~

# **Board of Trustees Bylaws - DRAFT**

## **Article I. Identification**

This organization is the Board of Trustees (“library board”), of the Appleton Public Library (APL) located in Appleton, Wisconsin, established by the Wisconsin municipality of Appleton, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

## **Article II. Membership**

Appointments and terms of office are provided by the relevant subsections of Wisconsin Statutes 43.54(1) and 43.60 which provides, in part, that the library board shall consist of nine members, eight of whom shall be appointed by the Mayor of Appleton with the approval of the Common Council and the ninth representing the Appleton Area School District. The regular term of office shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools, and the Alderperson of the Common Council appointed by the Mayor of Appleton shall serve a one year term.

## **Article III. Officers**

**Section 1. Officers.** The officers of the library board shall be a President, a Vice President, and a Secretary each elected from among the library board members at the annual meeting of the library board in September.

**Section 2. Terms of Office.** Officers shall take office at the close of the annual meeting at which they are elected and serve until the close of the subsequent annual meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time.

**Section 3. Nominating Committee.** A nominating committee shall be appointed by the President three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time by any library board member of officer.

**Section 4. Duties of the President.** The principal duties of the President shall be to preside at all meetings of the library board, authorize calls for special meetings, make appointments, and execute all documents as authorized by the board. The President appoints library board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.

**Section 5. Duties of the Vice President.** The Vice President shall discharge the duties of the President in the event of the absence or disability thereof, or of a vacancy in that office, and, in addition, any other duties as designated by the library board.

**Section 6. Duties of the Secretary.** The Secretary shall sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of

the Secretary at any meeting, the President may appoint another library board member to act as temporary Secretary.

#### **Article IV. Meetings**

**Section 1. Meetings.** Regular meetings shall be held each month, the date and hour to be set by the library board at the meeting following the annual meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The President may reschedule a meeting should a regularly scheduled meeting not achieve a quorum.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of electing officers, shall be held at the time of the regular meeting in September of each year.

**Section 3. Agendas and Notices.** Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The director shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided each member prior to the meeting date.

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**Section 5. Quorum.** A quorum for transaction of business at any library board meeting or committee meeting shall consist of a simple majority.

**Section 6. Minutes.** Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

**Section 7. Parliamentary Authority.** Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings and committee meetings in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.

**Section 8. Open Meetings Law Compliance.** All library board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98)

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**Section 1. Standing Committees.** The following standing committees shall be appointed by the President at the meeting following the annual meeting: .

- **Personnel and Policy Committee:** Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director (“director”) and works with the President to communicate this review to the director.
- **Planning Committee:** Makes recommendations to the library board on goals and future library development.
- **Building and Equipment Committee:** Makes recommendations to the library board on matters of building and equipment.
- **Scholarship Committee:** Annually recommends to the library board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per Scholarship Policy.
- **Finance Committee:** Makes recommendations to the library board on the annual budget and other financial concerns. The common council representative on the library board shall serve on the Finance Committee.

**Section 2. Nominating Committee.** See Article III, Section 3.

**Section 3. Ad Hoc Committees.** The President shall appoint special committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public or outside experts. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.

**Section 4. Authority.** No committee shall have other than advisory powers.

**Section 5. Appointment.** All library board members shall be appointed to at least one committee.

**Section 6. Times, location and Agenda.** The time, date and location of each committee meeting shall be determined by the chair of the committee. See Article IV, Section 3.

**Section 7. Quorum.** See Article IV, Section 5.

**Section 8. Minutes.** Minutes are not required to be taken at committee meetings.

**Section 9. Parliamentary Authority.** See Article IV, Section 7.

**Section 10. Open Meetings Law Compliance.** See Article IV, Section 8.

**Section 11. Attendance.** See Article IV, Section 9.

## **Article VI. Duties of the library board**

**Section 1. Responsibility.** Legal responsibility for the operation of the APL is vested in the library board. Subject to state and federal law, the library board has the power and duty to determine rules and regulations governing library operations and services.

The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.

**Section 2. Library Director.** The library board shall select and appoint a properly certified and competent library director.

**Section 3. Duties and Compensation.** The library board shall determine the duties and compensation of all library employees.

**Section 4. Budget and Audit.** The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the City of Appleton's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.

**Section 5. Community Relations.** The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.

**Section 6. Legislation.** The library board shall study and support legislation that will benefit library users. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.

**Section 7. Annual Report.** The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.

**Section 8. Appeals.** A person dissatisfied with a decision made by the library board may appeal the decision to the library board. Appeals of library board decisions must be in writing and received by the library board within thirty (30) regular business days after the decision date. The library board must hear library board decision appeals within fifteen (15) days of receiving the appeal unless all parties agree to an alternative date. The person appealing a decision of the library board will be notified in writing of the date and time the library board will hear the appeal and may appear to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement.

## **Article VII. Duties of the Library Director**

**Section 1. Appointment and Term.** The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.

**Section 2. Duties.** The director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:

- Appointing and specifying duties and compensation of other library employees
- Providing proper direction, training and supervision of the library staff
- Serving as technical advisor to the library board
- Recommending policies, budget, changes in hours or services
- Recommending changes in the library's mission and long range plan
- Ensuring the care and maintenance of library property
- Ensuring the adequate and proper selection of materials
- Ensuring the efficiency of library service to the public
- Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library.

**Section 3. Meetings.** The director shall attend all library board meetings as a participant, but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.

#### **Article VIII. Conflict of Interest**

**Section 1.** Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the APL in which they have or may have direct or indirect financial interest.

**Section 2.** Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for his or her withdrawal or the nature of the conflict of interest.

**Section 3.** Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence his or her vote or other official action

#### **Article IX. General**

**Section 1.** These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that notice of the proposed amendment was included as a separate statement in the agenda of the meeting at which it is to be acted upon.

**Section 2.** Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

*6/97; 10/04; 11/15*

**2016 Resource Library Agreement**  
Outagamie Waupaca Library System  
Appleton Public Library

**Article I: General**

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2016 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 continuing education~~ to Appleton Public Library staff, OWLS staff, and system library staff ~~in the effective use of appropriate electronic technologies~~, in accordance with *Wisconsin Statutes s.43.24(2)(e)*.
- (6) Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.
- (7) Cooperate with OWLS to create and evaluate content, ~~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 ~~or a similar content management system~~ to organize and make accessible in digital format unique local library resources.
- (10) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (11) Contribute up to \$10,000 toward the purchase of digital content through the Overdrive Advantage program.
- (12) Contribute ~~\$21,508~~21,317 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~~3,400 in 2016) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.

- (3) Pay approximately \$~~63,000~~67,000 to provide access to mutually agreed upon electronic resources from Bookletters, ~~EbscoLibraryThing~~, 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 \$134,725 worth of library materials or provide an equivalent amount of goods, services, or funding to APL.~~ On behalf of APL, request \$139,668 from adjacent counties as compensation for the extension of intersystem services in 2014.
- (6) Maintain its membership in the Wisconsin Public Library Consortium (approximately \$~~3,909~~4,000 in 2016) 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~~continuing education to APL staff, OWLS staff and system library staff, ~~and system library staff in the effective use of appropriate electronic technologies~~, in accordance with *Wisconsin Statutes* s.43.24(2)(e)..
- (9) Provide Appleton Public Library staff with at least \$3,500 in continuing education scholarships.
- (10) Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.
- (11) Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (12) Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (13) Pay annual maintenance charges for ~~a CONTENTdm license from OCLC~~ or a similar content management system (approximately \$3,500 in 2016) 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, 2016 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)

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 SEPTEMBER 2015

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	54,800	63,137	541,677	601,449	-13%	-10%
Children's Circulation	35,767	38,975	373,795	399,636	-8%	-6%
<b>Total Circulation</b>	<b>90,567</b>	<b>102,112</b>	<b>915,472</b>	<b>1,001,085</b>	<b>-11%</b>	<b>-9%</b>
Adult AV/nonbook (included in above)	31,981	31,425	269,789	304,661	2%	-11%
Children's AV/non-book (included in above)	9,363	10,741	104,381	112,332	-13%	-7%
ILL items received (received from)	12,951	11,777	103,290	111,988	10%	-8%
ILL items loaned (provided to)	12,981	11,786	122,463	123,700	10%	-1%
Total Registered Patrons (quarterly)	94,959	94,164	n/a	n/a	1%	n/a
Door Count	28,592	41,865	351,927	407,916	-32%	-14%
E-Book Uses	4,492	3,968	41,875	36,214	13%	16%
Online Audiobook Uses	1,627	1,225	14,118	10,429	33%	35%
Percentage of Total Circulation on Self Check Machines	79.2%	77.0%	n/a	n/a	3%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	6,305	7,493	60,440	62,626	-16%	-3%
Reference Transactions - Children's	1,657	1,610	21,117	18,359	3%	15%
<b>Total Reference</b>	<b>7,962</b>	<b>9,103</b>	<b>81,557</b>	<b>80,985</b>	<b>-13%</b>	<b>1%</b>
Volunteer Hours	547	516	5,789	5,071	6%	14%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	2,590	4,724	26,816	28,128	-45%	-5%
Volumes Withdrawn	1,688	3,166	19,774	28,385	-47%	-30%
Total Titles	288,737	280,024	n/a	n/a	3%	n/a
Total Volumes	352,632	342,592	n/a	n/a	3%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 SEPTEMBER 2015

<b>IV. Programs</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Children's Programs	61	66	804	732	-8%	10%
Children's Program Attendance	2,081	1,742	27,984	25,809	19%	8%
Young Adult Programs	7	19	117	103	-63%	14%
Young Adult Program Attendance	66	2,300	10,652	8,287	-97%	29%
Adult Programs (includes instructional)	22	44	203	360	-50%	-44%
Adult Program Attendance (includes instructional)	328	506	4,157	5,253	-35%	-21%
<b>Total Programs</b>	<b>90</b>	<b>129</b>	<b>1,124</b>	<b>1,195</b>	<b>-30%</b>	<b>-6%</b>
<b>Total Program Attendance</b>	<b>2,475</b>	<b>4,548</b>	<b>42,793</b>	<b>39,349</b>	<b>-46%</b>	<b>9%</b>
Meeting Room Uses - Room Reservations (Public)	218	224	1835	1891	-3%	-3%
Meeting Room Uses - Events (Library Programs)	149	148	1,347	1,343	1%	0%
<b>Total Meeting Room Uses</b>	<b>367</b>	<b>372</b>	<b>3,182</b>	<b>3,234</b>	<b>-1%</b>	<b>-2%</b>

<b>V. Electronic Access Services</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Database Sessions	17,130	23,170	193,271	221,315	-26%	-13%
Web Page "Hits"	84,404	93,662	844,418	907,367	-10%	-7%
FOCOL "Hits"	2,464	2,281	23,535	24,901	8%	-5%
Fox Valley Memory "Hits"	1,081	1,954	17,552	22,217	-45%	-21%
Remote Logins to InfoSoup	17,530	17,525	168,566	169,210	0%	0%
Public Computing Sessions	5,414	5,867	52,134	57,886	-8%	-10%
Total Time Used on Public Computers	3934:00:00	4276:00:00	37173:00:00	40769:00:00	-8%	-9%
Children's AWE Public Computer Sessions	2401	2351	27387	21257	2%	29%