



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, May 17, 2016

4:30 PM

225 N. Oneida Street

Lower Level Meeting Rooms A/B/C

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[16-750](#) April 19, 2016 Library Board Meeting Minutes

Attachments: [April 19 2016 Meeting Minutes.pdf](#)
4. **Public Participation and Communications**
[16-796](#) APL Teen 2016 Volunteer of the Year - Claire Polar

[16-727](#) Council Appointment to Library Board April 2016 - April 2017

[16-728](#) Introduction of new APL Business Manager
5. **Establish Order of the Day**
6. **Action Items**
 - A. [16-729](#) April 2016 Bill Register

Attachments: [2016 April Bill Register.pdf](#)
[April 2016 Revenues.pdf](#)
[2016 April Section Totals.pdf](#)
 - B. [16-731](#) OWLS Membership Agreement

Attachments: [APL OWLS membership agreement 2018-2019.pdf](#)

- C. [16-733](#) Budget Amendment

Attachments: [2016 May Budget Amendment.pdf](#)

7. Information Items

A. President's Report

- i. [16-735](#) Comprehensive Plan update
- ii. [16-736](#) Building Study update

B. Director's Report

- i. [16-738](#) Mixed Use Libraries overview
- ii. [16-739](#) Friends Grants Transition update
- iii. [16-802](#) Mobility Study update
- iv. [16-740](#) FICA Alternative Plan Presentation
- v. [16-741](#) 2017 Budget Adoption Schedule

Attachments: [2017 Budget Schedule.pdf](#)

- vi. [16-795](#) Brown County reimbursement
- vii. [16-742](#) PLA Report

C. Assistant Director's Report

- i. [16-743](#) APL Hiring Process updates
- ii. [16-744](#) Public Library System Re-design Project

D. Recent and Upcoming Programs

- i. [16-745](#) Fox Cities Book Festival and Fox Cities Reads re-cap

- ii. [16-746](#) Summer Library Program Kick-Off

E. Friends Report

- i. [16-747](#) Annual Meeting Save the Date - May 26, 2016
- ii. [16-748](#) Friends Planning and Communication
- iii. [16-749](#) Used Book Sale Report

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, April 19, 2016

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:31 pm.

2. Roll call of membership

Others Present: Travis Bartels, Terry Bergen, Colleen Holz, Tina Krueger, Terri Larkin, Paul Maas, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Diana Sandberg, Pat Stangfield, Emily Truman, Maureen Ward, Kathleen Westbrook, Paula Wright

Present: 7 - Bergman, Hietpas, Looker, Scheuerman, Siebers, Brault Pagel and Peterson

Excused: 1 - Bloedow

Others : 1 - Schneider

3. Approval of minutes from previous meeting

[16-494](#) March 15, 2016 Meeting Minutes

Attachments: [March 15 2016 Meeting Minutes.pdf](#)

Siebers moved, seconded by Looker, that the March 15, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation and Communications

[16-491](#) Volunteers of the Year

[16-492](#) Kudos and Kares Recognition

[16-493](#) Council Appointment April 2016 - April 2017

5. Establish Order of the Day

6. Action Items

A. [16-495](#) March 2016 Bill Register

Attachments: [2016 March bill register.pdf](#)
 [2016 March revenue and expense.pdf](#)
 [March 2016 Revenue new report.pdf](#)

Looker moved, seconded by Peterson, that the March 2016 Bill Register be approved. Voice Vote. Motion Carried. (7-0)

B. [16-496](#) Budget Amendment of United Way Fox Cities Innovation Grant Funds of \$90,150.04 for Reach Out and Read Fox Cities

Attachments: [2016 APRIL carryover-expenditures-requests.pdf](#)

Siebers moved, seconded by Bergman, that the Budget Amendment of United Way Fox Cities Innovation Grant Funds in the amount of \$90,150.04 for Reach Out and Read Fox Cities be approved. Voice Vote. Motion Carried. (7-0)

C. [16-497](#) City Policy: Employee Assistance Program Policy (EAP)

Attachments: [EMPLOYEE ASSISTANCE PROGRAM Strike and Bold February 2016.pdf](#)

Siebers moved, seconded by Bergman, that the City Employee Assistance Program Policy (EAP) be approved. Voice Vote. Motion Carried. (7-0)

D. [16-583](#) Teen Summer Library Program Prize - \$1.00 off fines

Attachments: [FinesCouponMemo.pdf](#)

Bergman moved, seconded by Siebers, that the Teen Summer Library Program Prize - \$1 off fines be approved. Voice Vote. Motion Carried. (7-0)

7. Information Items

A. President's Report

i. [16-498](#) Downtown Comprehensive Plan update

ii. [16-586](#) Library building process update

Attachments: [CommunityColumnApril2016.pdf](#)
 [April Board memo building process updates.pdf](#)

B. Director's Report

i. [16-499](#) National Library Week April 10 - 16, 2016

- ii. [16-500](#) Friends Grant Transition update

Attachments: [Friends grant funds transition memo April Update.pdf](#)

- iii. [16-501](#) 2015 End of Year Collaborations List

Attachments: [2015 YEAR END Collaborative and Cooperative Efforts FINAL.pdf](#)
[2015 YEAR END Collaborative and Cooperative Efforts Calculation Table.pdf](#)

- iv. [16-502](#) FICA Alternative Plan for part time non-benefitted staff information presented to the board in May

- v. [16-522](#) Downtown Mobility Study update

C. Assistant Director's Report

- i. [16-503](#) Statistics - January 2016 and February 2016

Attachments: [JAN 2016.pdf](#)
[FEB 2016.pdf](#)

- ii. [16-504](#) Hiring Process updates

D. Recent and upcoming programs

- i. [16-505](#) Fox Cities Book Festival and Fox Cities Reads

- ii. [16-506](#) 1,000 Books Before Kindergarten mural

E. Friends Report

- i. [16-507](#) Friends Used Book Sale April 29 - 30, 2016 and pre-sale April 28, 2016

- ii. [16-508](#) Annual Meeting Save the Date - May 26, 2016

8. Other Business

9. Adjournment

Bergman moved, seconded by Siebers that the meeting be adjourned. Voice Vote. Motion Carried. (7-0)
The meeting was adjourned 5:31 pm.

DocDocument		G/L	Explanation					
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account		
PU	470	04/21/16	PP*A-MAZING EVENTS	ENTERPRISING NONPRFT	35.00	16010	6201	
PU	933	04/21/16	PAYPAL *WISCONSINVO	WVCA CONFRENCE	125.00	16010	6201	
PV	364823	04/20/16	PATTERN RESEARCH, INC.	fee/airfare	1,517.35	16010	6201	
PV	364824	04/20/16	PATTERN RESEARCH, INC.	motel/car rental	221.40	16010	6201	
PU	284	04/21/16	OFFICEMAX CT*IN#830080	FRAMES	42.84	16010	6301	
PU	418	04/21/16	OFFICEMAX CT*IN#803634	FRAMES	41.28	16010	6301	
PU	513	04/21/16	WALGREENS #5102	STAFF RECOGNITION	20.94	16010	6305	
PU	917	04/21/16	ADI	STAFF RECOGNITION	85.00	16010	6305	
PV	364945	04/22/16	VOLUNTEER ACTION COUNCIL	lunch registration	30.00	16010	6305	
PV	364990	04/25/16	APPLETON TROPHY AND ENGRAVING, vase		148.00	16010	6305	
PV	365063	04/27/16	MANDERFIELD'S BAKERY	bakery	44.80	16010	6307	00003951
JE	122254	04/18/16	4/16 AT&T BILL		213.42	16010	6413	7
JE	122255	04/18/16	3/16 LONG DISTANCE		12.76	16010	6413	7
PV	364992	04/25/16	CELLCOM APPLETON PCS	cell service	103.00	16010	6413	8
PU	114	04/21/16	CASA CHAMBER	FUNDRAISER	50.00	16010	6599	00003951
PU	138	04/21/16	CASA CHAMBER	FUNDRAISER	50.00	16010	6599	00003951
16010					2,740.79			
PV	364917	04/22/16	SCHOLASTIC, INC.	reach out and read	17.50	16021	6301	00003952
PV	364918	04/22/16	SCHOLASTIC, INC.	reach out and read	21.50	16021	6301	00003952
PV	364919	04/22/16	SCHOLASTIC, INC.	reach out and read	227.50	16021	6301	00003952
16021					266.50			
PV	364389	04/04/16	BELSON COMPANY	bags	47.21	16031	6306	
JE	122287	04/22/16	MAR RECYCLING	230358	160.00	16031	6407	
PV	365001	04/25/16	WE ENERGIES	4835-258-176	7,039.34	16031	6413	1
PV	365001	04/25/16	WE ENERGIES	5229-670-389	2,389.11	16031	6413	2
PV	364937	04/22/16	UNIFIRST CORPORATION	supplies	59.91	16031	6416	
PV	365067	04/27/16	UNIFIRST CORPORATION	materials	57.49	16031	6416	
16031					9,753.06			
PU	118	04/21/16	KAPCO	BOOK COVERS	505.31	16032	6301	
PU	820	04/21/16	AZURADISC	POLICOOL	603.20	16032	6301	
PU	850	04/21/16	DEMCO INC	CASES	297.45	16032	6301	
PU	1099	04/21/16	PREMIUM WATERS E-BILL	PREMIUM WATERS	72.08	16032	6301	
PV	364621	04/12/16	OUTAGAMIE WAUPACA LIBRARY SYST	receiptp paper	45.00	16032	6301	

Doc Ty	Document Number	G/L Date	Explanation		Amount	Account
			Alpha Name	-Remark-		
PU	21	04/21/16	MIDWEST TAPE LLC	LIBRARY MATERIALS	69.98	16032 6315
PU	48	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	549.93	16032 6315
PU	52	04/21/16	ONLINE LABELS	LABELS	212.10	16032 6315
PU	53	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	54.40	16032 6315
PU	61	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	28.76	16032 6315
PU	66	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,155.02	16032 6315
PU	67	04/21/16	AMAZON.COM	SUPPLIES	35.11	16032 6315
PU	89	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	661.00	16032 6315
PU	94	04/21/16	DEMCO INC	MISC. SUPPLIES	602.95	16032 6315
PU	97	04/21/16	BLACKSTONELIBRARY.COM	LIBRARY MATERIALS	50.00	16032 6315
PU	107	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	6.38	16032 6315
PU	126	04/21/16	MIDWEST TAPE LLC	LIBRARY MATERIALS	1,386.24	16032 6315
PU	163	04/21/16	TCO*GALE	LIBRARY MATERIALS	218.15	16032 6315
PU	182	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	376.64	16032 6315
PU	185	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.97	16032 6315
PU	186	04/21/16	AMAZON.COM	LIBRARY MATERIALS	44.89	16032 6315
PU	192	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	17.14	16032 6315
PU	205	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	20.39	16032 6315
PU	207	04/21/16	REI*MATTHEW BENDER &CO	LIBRARY MATERIALS	2,277.68	16032 6315
PU	209	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	39.57	16032 6315
PU	211	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.54	16032 6315
PU	231	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,334.54	16032 6315
PU	232	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	28.22-	16032 6315
PU	238	04/21/16	STATE BAR OF WISCONSIN	LIBRARY MATERIALS	72.35	16032 6315
PU	240	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	140.57	16032 6315
PU	254	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	525.37	16032 6315
PU	266	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.98	16032 6315
PU	270	04/21/16	UPS*12R449350393079291	LIBRARY MATERIALS	9.11	16032 6315
PU	290	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	430.11	16032 6315
PU	308	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	28.76	16032 6315
PU	309	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	104.92	16032 6315
PU	311	04/21/16	UPS*12R449350397247495	LIBRARY MATERIALS	8.38	16032 6315
PU	318	04/21/16	UW CONTINUING LEGAL ED	LIBRARY MATERIALS	79.00	16032 6315
PU	328	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	93.44	16032 6315
PU	333	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	56.90	16032 6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	345	04/21/16	AMAZON.COM	LIBRARY MATERIALS	17.97	16032	6315
PU	348	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	19.98	16032	6315
PU	364	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,530.01	16032	6315
PU	380	04/21/16	THOMSON WEST*TC	LIBRARY MATERIALS	836.25	16032	6315
PU	381	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	612.85	16032	6315
PU	427	04/21/16	MIDWEST TAPE LLC	LIBRARY MATERIALS	1,776.19	16032	6315
PU	437	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	20.39	16032	6315
PU	451	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.87	16032	6315
PU	462	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	20.88	16032	6315
PU	479	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00	16032	6315
PU	480	04/21/16	USGPO SUPT SUB/PU	LIBRARY MATERIALS	149.00	16032	6315
PU	481	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	113.80	16032	6315
PU	483	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	48.42	16032	6315
PU	484	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	53.98	16032	6315
PU	487	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	36.54	16032	6315
PU	488	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	56.90	16032	6315
PU	489	04/21/16	MERGENT INC	LIBRARY MATERIALS	172.00	16032	6315
PU	492	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	247.51	16032	6315
PU	496	04/21/16	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	199.00	16032	6315
PU	498	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	43.33	16032	6315
PU	499	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	17.21	16032	6315
PU	503	04/21/16	MERGENT INC	LIBRARY MATERIALS	960.00	16032	6315
PU	504	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	81.09	16032	6315
PU	514	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	29.99	16032	6315
PU	518	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	56.90	16032	6315
PU	519	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	14.99	16032	6315
PU	522	04/21/16	THOMSON WEST*TC	LIBRARY MATERIALS	759.99	16032	6315
PU	523	04/21/16	RECORDED BOOKS	LIBRARY MATERIALS	323.00	16032	6315
PU	526	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	53.96	16032	6315
PU	528	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	49.98	16032	6315
PU	531	04/21/16	SCHOLASTIC LIBRARY PUB	LIBRARY MATERIALS	72.80	16032	6315
PU	533	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	9.77	16032	6315
PU	534	04/21/16	WORLDCHAMBEROF	LIBRARY MATERIALS	60.00	16032	6315
PU	539	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	520.70	16032	6315
PU	543	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	48.62	16032	6315

		Explanation			
DocTy	Document Number	G/L Date	Alpha Name	-Remark-	Amount
				Account	
PU	545	04/21/16	THE PENWORTHY COMPANY	LIBRARY MATERIALS	168.68 16032 6315
PU	555	04/21/16	NAT'L REGISTER PUBLISH	LIBRARY MATERIALS	313.95 16032 6315
PU	559	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	7.98 16032 6315
PU	583	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	10.97 16032 6315
PU	586	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,172.48 16032 6315
PU	603	04/21/16	HOUCHEN BINDERY LTD	LIBRARY MATERIALS	55.85 16032 6315
PU	613	04/21/16	TCD*GALE	LIBRARY MATERIALS	184.43 16032 6315
PU	628	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	28.76 16032 6315
PU	636	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	384.95 16032 6315
PU	639	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	141.37 16032 6315
PU	649	04/21/16	BLACKSTONELIBRARY.COM	LIBRARY MATERIALS	100.00 16032 6315
PU	661	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	28.76 16032 6315
PU	663	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,613.83 16032 6315
PU	667	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	42.88 16032 6315
PU	673	04/21/16	BAKER-TAYLOR	LIBRARY MATERIALS	82.48 16032 6315
PU	699	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	420.10 16032 6315
PU	732	04/21/16	MIDWEST TAPE LLC	LIBRARY MATERIALS	1,201.19 16032 6315
PU	774	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	44.97 16032 6315
PU	792	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	826.58 16032 6315
PU	809	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	187.68 16032 6315
PU	822	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	456.78 16032 6315
PU	847	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	79.21 16032 6315
PU	849	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	122.76 16032 6315
PU	854	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.00 16032 6315
PU	861	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	15.80 16032 6315
PU	864	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,840.26 16032 6315
PU	868	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	4.95 16032 6315
PU	887	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	5.63 16032 6315
PU	892	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	18.94 16032 6315
PU	899	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	8.96 16032 6315
PU	901	04/21/16	MIDWEST TAPE LLC	LIBRARY MATERIALS	2,411.26 16032 6315
PU	1047	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	769.67 16032 6315
PU	1081	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	26.96- 16032 6315
PU	1091	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	73.96 16032 6315
PU	1095	04/21/16	AMAZON MKTPLACE PMTS	LIBRARY MATERIALS	27.97 16032 6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	1108	04/21/16	INGRAM LIBRARY SERVICE	LIBRARY MATERIALS	1,731.84	16032	6315
PU	1118	04/21/16	MIDWEST TAPE LLC	LIBRARY MATERIALS	97.46	16032	6315
PV	364391	04/04/16	GERARD VAN HOOF MEMORIAL LIBRA	lost & paid	11.00	16032	6315
PV	364398	04/04/16	KRISTON, MICHAEL	lost & paid	10.00	16032	6315
PV	364399	04/04/16	O'CONNELL, MICHAEL	lost & paid	40.00	16032	6315
PV	364583	04/12/16	CENGAGE LEARNING	media	84.72	16032	6315
PV	364593	04/12/16	GERARD VAN HOOF MEMORIAL LIBRA	lost and paid	6.00	16032	6315
PV	364594	04/12/16	GERARD VAN HOOF MEMORIAL LIBRA	lost and paid	10.00	16032	6315
PV	364611	04/12/16	MARION PUBLIC LIBRARY	lost and paid	20.00	16032	6315
PV	364638	04/12/16	BIRNSCHEIN, RACHAEL	lost and paid	23.00	16032	6315
PV	364639	04/12/16	BROCKMAN, SARAH	lost and paid	12.00	16032	6315
PV	364641	04/12/16	KASHYAP, SEEMA	lost and paid	3.00	16032	6315
PV	364642	04/12/16	RADEMAKER, SARA	lost and paid	35.00	16032	6315
PV	364643	04/12/16	SCHELPHOUT, MONICA	lost and paid	23.50	16032	6315
PV	364646	04/12/16	WUNDERLICH, JULIE	lost and paid	12.00	16032	6315
PV	364695	04/13/16	CENGAGE LEARNING	media	209.17	16032	6315
PV	364703	04/13/16	MY HERITAGE (USA) INC.	membership	1,800.00	16032	6315
PV	364950	04/22/16	LINDSAY, MATTHEW	lost & paid	19.50	16032	6315
PV	365069	04/27/16	GEAR, ELIZABETH	lost & paid	18.00	16032	6315
PV	364622	04/12/16	OUTAGAMIE WAUPACA LIBRARY SYST	2016 OWLSNet members	62,396.00	16032	6599
16032					100,641.23		
PU	641	04/21/16	CDW GOVERNMENT	USB CABLE/HEADPHONES	86.04	16033	6327
PV	364615	04/12/16	MODERN BUSINESS MACHINES	copier charges	1,397.54	16033	6418
PV	364622	04/12/16	OUTAGAMIE WAUPACA LIBRARY SYST	addl product maint	4,260.00	16033	6418
PV	364889	04/22/16	BIBLIOTHECA, LLC	media	1,293.06	16033	6418
PU	1015	04/21/16	DRI*PARONICS	DEEP FREEZE SUB.	198.00	16033	6815
16033					7,234.64		
					120,636.22		

For the Four Months Ending April 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of April	Current YTD Actual As Of April	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
4232 Library Grants & Aids	1,101,454.00	1,095,759	1,095,759	480,145.00	480,145.00	44
4801 Charges for Serv.- Nontax	63,832.39	79,000	79,000	6,620.96	21,606.50	27
5015 Rental of City Property	30,000.00	30,000	30,000	.00	10,000.00	33
5020 Donations & Memorials	1,296.90	0	0	.00	74.81	0
5035 Other Reimbursements	56,507.48	0	24,500	.00	24,500.00	100
00003951 Friends of Appleton Library						
5035	.00	0	1,000	12,455.04	13,455.04	1,346
00003953 Ready to Read - Comm Fdn						
5035	.00	0	0	.00	15,000.00	0
16010 Administration - Library	1,253,090.77	1,204,759	1,230,259	499,221.00	564,781.35	
16021 Children's Services						
5035 Other Reimbursements	15,000.00	15,000	15,000	.00	.00	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	.00	84,694.00	1,210
16021 Children's Services	15,000.00	15,000	22,000	.00	84,694.00	
16024 Community Partnerships						
5035 Other Reimbursements	.00	300	300	.00	.00	0
00003950 Library Public Use Printers						
5035	340.60	0	0	17.40	82.90	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	.00	7,000.00	100
16024 Community Partnerships	340.60	300	7,300	17.40	7,082.90	
16031 Building Operations						
5001 Fees & Commissions	1,458.74	1,500	1,500	173.99	579.91	39
16031 Building Operations	1,458.74	1,500	1,500	173.99	579.91	
16032 Material Management						
5035 Other Reimbursements	30,734.67	0	0	2,947.76	10,602.33	0
00003950 Library Public Use Printers						
5035	124.14	0	0	.00	.00	0
16032 Material Management	30,858.81	0	0	2,947.76	10,602.33	
16033 Network Services						
5035 Other Reimbursements	21.00	17,000	17,000	.00	.00	0
00003950 Library Public Use Printers						
5035	20,666.67	0	0	1,992.04	7,274.61	0
16033 Network Services	20,687.67	17,000	17,000	1,992.04	7,274.61	
LIB LIBRARY	1,321,436.59	1,238,559	1,278,059	504,352.19	675,015.10	

For the Four Months Ending April 30, 2016

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of April	Current YTD Actual As Of April	Percent of Amended Budget
LIB	LIBRARY						
	16010 Administration - Library						
6101	Regular Salaries	312,482.82	342,648	351,800	20,805.11	89,652.48	25
6105	Overtime	2.59-	0	0	.00	.00	0
6107	Temp. Full - Time	.00	0	0	288.17	526.81	0
6108	Part-Time	6,367.07	10,422	10,422	439.30	1,953.93	19
6110	Other Compensation	50.00	0	0	.00	.00	0
6115	Vacation Pay	33,929.52	0	0	2,035.70	6,775.76	0
6150	Fringes	115,621.31	119,068	119,068	8,012.53	33,296.00	28
6201	Training/Conferences	2,401.93	4,055	7,555	1,898.75	5,296.05	70
6206	Parking Permits	2,133.00	2,124	2,124	.00	2,148.00	101
6301	Office Supplies	3,003.45	4,500	4,500	84.12	931.00	21
6303	Memberships & Licenses	3,365.00	1,995	1,995	.00	2,382.00	119
6305	Awards & Recognition	845.77	850	850	283.94	351.08	41
6307	Food & Provisions	1,374.23	1,135	1,135	.00	177.53	16
6320.1	City Copy Charges	.00	0	0	.00	20.00	0
6320.2	Outside Printing	54.25	100	100	.00	.00	0
6324	Medical\Lab Supplies	114.44	100	100	.00	.00	0
6412	Advertising	1,240.21	1,250	1,250	.00	127.92	10
6413.7	Telephone	2,718.59	2,685	2,685	226.18	897.83	33
6413.8	Cellular Phones	944.14	1,085	1,085	103.00	407.35	38
6418	Equip Repairs & Maint	.00	500	500	.00	.00	0
6599	Other Contracts/Obligations	3,300.00	4,000	4,000	.00	2,700.00	68
00003951	Friends of Appleton Library						
6307	Food & Provisions	.00	0	0	44.80	44.80	0
6599	Other Contracts/Obligations	.00	0	1,000	100.00	100.00	10
	16010 Administration - Library	489,943.14	496,517	510,169	34,321.60	147,788.54	
	16021 Children's Services						
6101	Regular Salaries	342,146.82	355,034	363,385	24,047.26	100,618.02	28
6105	Overtime	287.03	0	0	.00	.00	0
6108	Part-Time	36,489.77	30,605	30,605	3,106.14	11,349.56	37
6114	Sick Pay	2,529.80	0	0	.00	.00	0
6115	Vacation Pay	29,694.70	0	0	2,184.74	5,932.44	0
6150	Fringes	128,875.44	130,748	130,748	8,546.71	36,032.27	28
6201	Training/Conferences	4,271.91	3,570	3,570	.00	639.96	18
6206	Parking Permits	2,604.00	2,604	2,604	.00	2,772.00	106
6301	Office Supplies	5,675.82	2,730	2,730	.00	802.20	29
6327	Miscellaneous Equipment	130.42	250	250	.00	49.92	20
6599	Other Contracts/Obligations	1,000.00	1,000	1,000	.00	.00	0
00003951	Friends of Appleton Library						
6599		.00	0	7,000	.00	.00	0
00003952	Reach Out & Read - United Way						
6301	Office Supplies	.00	0	0	266.50	266.50	0
	16021 Children's Services	553,705.71	526,541	541,892	38,151.35	158,462.87	
	16022 Community Programs						
6108	Part-Time	.00	0	0	.00	59.16	0
6150	Fringes	.00	0	0	.00	4.52	0
	16022 Community Programs	.00	0	0	.00	63.68	
	16023 Public Services						
6101	Regular Salaries	411,575.76	471,847	476,350	36,223.29	130,667.60	27
6108	Part-Time	102,497.67	86,349	86,349	8,990.08	36,532.62	42
6114	Sick Pay	7,369.43	0	0	1,046.10	1,046.10	0
6115	Vacation Pay	53,816.95	0	0	3,338.58	13,546.44	0
6150	Fringes	172,650.25	177,154	177,154	15,292.88	54,524.94	31
6201	Training/Conferences	1,295.96	1,835	1,835	.00	617.52	34
6206	Parking Permits	3,456.00	3,456	3,456	.00	4,212.00	122
6301	Office Supplies	3,511.49	3,950	3,950	.00	434.07	11
6327	Miscellaneous Equipment	.00	500	500	.00	.00	0
6418	Equip Repairs & Maint	1,390.00	3,250	3,250	.00	3,170.00	98
	16023 Public Services	757,563.51	748,341	752,844	64,890.93	244,751.29	

For the Four Months Ending April 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of April	Current YTD Actual As Of April	Percent of Amended Budget
16024 Community Partnerships						
6101 Regular Salaries	291,171.34	341,224	346,611	23,133.36	84,698.39	24
6108 Part-Time	3,484.48	4,389	4,389	926.40	2,073.12	47
6115 Vacation Pay	38,977.75	0	0	218.64	5,896.34	0
6150 Fringes	102,523.72	110,645	110,645	8,039.15	30,282.02	27
6201 Training/Conferences	3,095.16	3,570	3,570	.00	617.52	17
6206 Parking Permits	1,788.00	2,364	2,364	.00	2,016.00	85
6301 Office Supplies	1,640.72	2,250	2,250	.00	520.43	23
00003951 Friends of Appleton Library						
6599 Other Contracts/Obligations	.00	0	7,000	.00	.00	0
16024 Community Partnerships	442,681.17	464,442	476,829	32,317.55	126,103.82	
16031 Building Operations						
6101 Regular Salaries	78,545.02	105,913	106,246	7,974.40	28,174.84	27
6105 Overtime	206.29	0	0	.00	.00	0
6108 Part-Time	3,478.42	5,952	5,952	390.40	1,605.47	27
6115 Vacation Pay	9,028.92	0	0	120.00	1,771.62	0
6150 Fringes	38,814.05	54,173	54,173	3,367.18	12,414.51	23
6201 Training/Conferences	.00	200	200	.00	617.52	309
6206 Parking Permits	864.00	864	864	.00	972.00	113
6301 Office Supplies	.00	0	0	.00	45.84	0
6306 Building Maint./Janitorial	7,899.90	7,344	7,344	47.21	3,589.14	49
6308 Landscape Supplies	25.03	50	50	.00	.00	0
6309.2 Tools & Instruments	.00	50	50	.00	.00	0
6311 Paint & Supplies	67.08	100	100	.00	.00	0
6323 Safety Supplies	18.17	100	100	.00	.00	0
6327 Miscellaneous Equipment	903.31	250	250	.00	194.88	78
6407 Collection Services	2,687.00	2,420	2,420	160.00	1,039.00	43
6413.1 Electric	109,161.14	98,538	98,538	7,039.34	28,824.72	29
6413.2 Gas	23,168.93	35,479	35,479	2,389.11	11,661.46	33
6413.3 Water	4,871.40	5,154	5,154	.00	1,199.65	23
6413.4 Waste Disposal/Collecti	2,028.32	2,155	2,155	.00	498.92	23
6413.6 Stormwater	2,444.49	2,643	2,643	.00	602.84	23
6416 Build Repairs & Maint.	1,838.94	5,000	5,000	117.40	585.55	12
6418 Equip Repairs & Maint	481.55	400	400	.00	118.94	30
6420 Facilities charges	158,430.47	186,199	186,199	.00	26,494.23	14
16031 Building Operations	444,962.43	512,984	513,317	21,605.04	120,411.13	
16032 Material Management						
6101 Regular Salaries	446,575.02	507,415	513,572	33,773.27	131,369.24	26
6107 Temp. Full-Time	1,795.08	0	0	1,063.20	3,951.86	0
6108 Part-Time	90,333.78	66,274	66,274	6,385.53	25,647.34	39
6110 Other Compensation	.00	0	0	150.00	150.00	0
6114 Sick Pay	26.13	0	0	.00	.00	0
6115 Vacation Pay	60,413.73	0	0	4,458.37	13,181.95	0
6150 Fringes	158,665.78	171,509	171,509	13,269.02	50,147.81	29
6201 Training/Conferences	2,766.56	2,550	2,550	.00	617.52	24
6206 Parking Permits	4,896.00	4,896	4,896	.00	5,184.00	106
6301 Office Supplies	23,409.55	37,400	37,400	1,523.04	7,653.53	20
6306 Building Maint./Janitorial	7.73	0	0	.00	.00	0
6315 Books & Library Materials	625,865.47	578,185	604,558	36,722.19	171,873.37	28
6599 Other Contracts/Obligations	61,778.00	62,397	62,397	62,396.00	62,396.00	100
16032 Material Management	1,476,532.83	1,430,626	1,463,156	159,740.62	472,172.62	
16033 Network Services						
6101 Regular Salaries	78,781.44	94,494	96,408	5,803.52	25,344.22	26
6110 Other Compensation	.00	0	0	100.00	100.00	0
6115 Vacation Pay	5,075.84	0	0	1,640.48	2,744.02	0
6150 Fringes	31,497.29	35,938	35,938	2,802.86	10,581.17	29
6201 Training/Conferences	.00	2,000	2,000	.00	617.52	31
6206 Parking Permits	576.00	576	576	.00	648.00	113
6301 Office Supplies	7,138.42	7,650	7,650	.00	2,022.24	26

For the Four Months Ending April 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of April	Current YTD Actual As Of April	Percent of Amended Budget
6327 Miscellaneous Equipment	45,918.23	66,000	66,000	86.04	13,874.90	21
6418 Equip Repairs & Maint	68,369.26	59,900	59,900	6,950.60	47,921.00	80
6815 Software Acquisition	9,027.07	8,250	8,250	198.00	1,649.40	20
16033 Network Services	246,383.55	274,808	276,722	17,581.50	105,502.47	
LIB LIBRARY	4,411,772.34	4,454,259	4,534,929	368,608.59	1,375,256.42	

MEMBERSHIP AGREEMENT
Appleton Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Appleton Public Library, located in the City of Appleton, County of Outagamie, Calumet and Winnebago, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization 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 is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Appleton Public Library Board certifies that the Appleton Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Appleton in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The Appleton Public Library Board agrees that the Appleton Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each Appleton Public Library Board meeting;
 - (b) Minutes of each Appleton Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Appleton Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of services to users with special needs;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
 - (k) Membership in the Fox Valley Library Council, Inc.;
- (2) Annually compensate the Appleton Public Library for providing library service to residents of Outagamie County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie County;
 - (3) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
 - (4) Provide to the Appleton Public Library:
 - (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
 - (5) Provide to the Appleton Public Library any other services as are mutually agreeable.

Article VI: 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) Membership in the System shall continue for the term of this agreement unless terminated by the Appleton Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.
- (3) The System may expel or reduce services, in accordance with *Wisconsin Statutes* s. 43.18, to the Appleton Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2018 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2018, the term of this agreement shall be automatically extended through December 31, 2019.
- (5) This agreement 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: 2016

<u>Budget Description</u>	<u>Business Unit</u>		<u>Acct. No.</u>		<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Amount</u>
Friends reimbursement	16010	.	5035	.	3951		\$300.00
Materials Management	16032	.	6315		3951		\$300.00
Friends reimbursement	16010	.	5035	.	3951		\$16,750.00
Admin. Food & Provisions	16010	.	6307	.	3951		\$1,000.00
Admin Other Contracts	16010	.	6599	.	3951		\$3,750.00
Children's Supplies	16021	.	6301	.	3951		\$3,000.00
Children's Other Contracts	16021	.	6599	.	3951		\$3,000.00
Comm. Partnerships Supplies	16024	.	6301	.	3951		\$3,000.00
Comm. Partnerships Other Contracts	16024	.	6301	.	3951		\$3,000.00
BMO Harris	16021	.	5035	.	3955		\$9,500.00
Children's Services Personnel	16021	.	6108		3955		\$1,800.00
Children's Services Supplies	16021	.	6301	.	3955		\$7,700.00

For the purpose of:

Friends of the Appleton Public Library Celebrate Diversity Fox Cities reimbursement for materials

Friends of the Appleton Public Library 4th Quarter distribution

BMO Harris Grant funds for Children's Services ELL Programming and Personnel

Requested by:

Department Head
05/17/16
Date



Approved by:

Budget Entry (BE) No. _____

Anthony Saucerman, 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

- 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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MEMO

TO: Mayor Hanna
Directors, Deputy Directors, & Budget Staff
Appleton Common Council
FROM: John Hoft-March
DATE: March 30, 2016
SUBJECT: 2017 Budget Schedule

Following is the schedule for the entire budget process, including the mid-year report to committees of jurisdiction on performance measures.

- | | |
|--|---|
| ◆ Distribute budget forms & instructions | May 16 |
| ◆ Distribute preliminary payroll projections | June 1 |
| ◆ Budget requests & CIP due from Mayor, Attorney, Finance, HR, Information Technology, CEA, Risk Management, & Facilities | June 13 |
| ◆ Distribute revised payroll projections | Est. 7/1, Pending WRS rates |
| ◆ Budget requests & CIP due from all other departments | July 11 |
| ◆ Mid-year report on performance measures & budget to committees of jurisdiction | by July 22 |
| ◆ Department Head updates on status of Executive Budget, starting @ August normally scheduled meeting & continuing until budget released | Mayor's staff meeting |
| ◆ Distribute budget to Council and publish Notice of Public Hearing | October 5 |
| ◆ Department budgets appear on appropriate committee meeting agendas as information items | At the call of the chair during October |
| ◆ Finance Committee review (Budget Saturday) | October 29 |
| ◆ Public Hearing | November 2 |
| ◆ Budget amendment proposals due to Finance Director | November 3, by noon |
| ◆ Budget Adoption | November 9 |