



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

---

Tuesday, June 14, 2016

4:30 PM

225 N. Oneida Street

---

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[16-931](#) May 17, 2016 Meeting Minutes

**Attachments:** [May 17 2016 Meeting Minutes.pdf](#)

#### 4. Public Participaton & Communications

- i. [16-932](#) Reappointment of Brian Looker to APL Library Board June 2016 - June 2019

#### 5. Establish Order of the Day

#### 6. Action Items

- A. [16-933](#) Bill Register - May 2016

**Attachments:** [2016 May Bill Register.pdf](#)  
[2016 May Revenue and Expense.pdf](#)  
[2016 May Section Totals.pdf](#)

- B. [16-934](#) Recommendation to join OWLSnet libraries and employ Unique Management Services in accordance with Act 169
- Recommendation for the Appleton Public Library to authorize OWLSnet libraries to refer patron accounts to collection when there are overdue materials either:
    - a. Owned by the Appleton Public Library
    - b. Checked out at the Appleton Public Library
  - Recommendation to authorize the Appleton Public Library to refer to a collection agency patrons registered with the Appleton Public Library who have overdue items and owe more than \$50.

Attachments: [OWLS Collection agency background and proposal 5-23-16.pdf](#)  
[Collection Agency Memo April 2016 \(2\).pdf](#)

- C. [16-935](#) Budget Amendment
- Attachments: [June 2016 Budget Amendments \(002\).pdf](#)
- D. [16-936](#) Approval of Friends Grant budget for the remainder of 2016

Attachments: [Friends 2016 budget June.pdf](#)

- E. [16-937](#) Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,017.66

Attachments: [2016 Library Furniture memo.pdf](#)

## 7. Information Items

### A. President's Report

- i. [16-938](#) Downtown Comprehensive Plan update
- ii. [16-940](#) Board feedback on mixed use libraries presentation

### B. Director's Report

- i. [16-941](#) FICA Alternative Plan
- ii. [16-942](#) Mobility Study update

- iii. [16-943](#) 2016 Trustee Week: Webinars August 22-26
- iv. [16-944](#) June 23 or June 24 Personnel and Policy Committee Meeting
- v. [16-945](#) July Finance Committee Meeting - Tuesday, July 12, 2016 2:30 pm
- vi. [16-946](#) Marketing Plan presentation
- vii. [16-953](#) Building Projects update - atrium flashing, carpet patching

**C. Assistant Director's Report**

- i. [16-947](#) APL Hiring Process updates
- ii. [16-948](#) Public Library System Re-design Project
- iii. [16-949](#) Impact Survey

Attachments: [2016 APL Impact Survey Highlights.pdf](#)

**D. Recent and upcoming programs**

- i. [16-954](#) Start of summer programs
- ii. [16-955](#) Organizations using the Library

**E. Friends Report**

- i. [16-951](#) Summer Friends updates

**8. Other Business**

**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.*



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes 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

President Nancy Scheuerman called the meeting to order at 4:32 pm.

#### 2. Roll call of membership

**Others Present:** Travis Bartels, Jessica Brittnacher, Colleen Holz, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Claire Polar, Colleen Rortvedt, Tasha Saecker, Emily Truman, Maureen Ward, Paula Wright

**Present:** 8 - Looker, Bloedow, Brault Pagel, Peterson, Dannecker, Bergman, Hietpas and Scheuerman

**Excused:** 1 - Schneider

#### 3. Approval of minutes from previous meeting

[16-750](#)

April 19, 2016 Library Board Meeting Minutes

**Attachments:** [April 19 2016 Meeting Minutes.pdf](#)

Peterson moved, seconded by Bergman, that the April 19, 2016 Meeting minutes be approved. Voice Vote. Motion Carried. (8-0)

#### 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

President Scheuerman moved agenda item 7. B. Director's Report 16-738 Mixed Use Libraries Overview to before 6. Action Items.

Item 7. B. Director's Report 16-740 FICA Alternative Plan Presentation is postponed until the June meeting.

[16-738](#) Mixed Use Libraries overview

**Attachments:** [May 2016 Meeting presentation.pdf](#)

## 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](#)

Peterson moved, seconded by Hietpas, that the April 2016 Bill Register be approved. Voice Vote. Motion Carried. (8-0)

B. [16-731](#) OWLS Membership Agreement

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

Bloedow moved, seconded by Looker, that the OWLS Membership Agreement be approved. Voice Vote. Motion Carried. (8-0)

C. [16-815](#) Authorize OWLS to waive monies owed from old GEAC system

**Attachments:** [GEAC Memo Draft.pdf](#)

Dannecker moved, seconded by Looker, that the authorization for OWLS to waive monies owed from old GEAC system be approved. Voice Vote. Motion Carried. (8-0)

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

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

Peterson moved, seconded by Bergman, that the Budget Amendment in the amount of \$26,550 be approved. Voice Vote. Motion Carried. (8-0)

## 7. Information Items

### A. President's Report

i. [16-735](#) Comprehensive Plan update

ii. [16-736](#) Building Study update

### B. Director's Report

i. [16-739](#) Friends Grants Transition update

ii. [16-802](#) Mobility Study update

iii. [16-740](#) FICA Alternative Plan Presentation

The FICA Alternative Plan Presentation was postponed until the June meeting.

iv. [16-741](#) 2017 Budget Adoption Schedule

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

v. [16-795](#) Brown County reimbursement

vi. [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

Bergman moved, seconded by Bloedow that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)  
The meeting was adjourned at 6:10 pm.

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
PU	1276	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	433.07	16032 6315
PU	1279	05/24/16	MIDWEST TAPE LLC	MATERIALS	309.09	16032 6315
PU	1290	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	603.17	16032 6315
PV	365215	05/05/16	CLINTONVILLE PUBLIC LIBRARY	lost & paid	15.95	16032 6315
PV	365219	05/05/16	FINDAWAY WORLD, LLC	launchpad	149.99	16032 6315
PV	365237	05/05/16	BEYER, TAREN	lost & paid	1.00	16032 6315
PV	365275	05/06/16	HANZAKI, KIMMY	lost & paid	3.00	16032 6315
PV	365696	05/25/16	WISCONSIN INTERSCHOLASTIC ATHL yearbook		18.00	16032 6315
16032					37,303.09	
PU	815	05/24/16	CDW GOVERNMENT	CANON INK	385.87	16033 6301
PU	608	05/24/16	AMAZON MKTPLACE PMTS	SEAGATE PART	329.73	16033 6327
PU	1287	05/24/16	CDW GOVERNMENT	SIGNATURE GEM	309.52	16033 6327
PU	875	05/24/16	CDW GOVERNMENT	ADOBE SUBSCRIP	485.04	16033 6815
16033					1,510.16	
					61,538.72	

DocDocument		G/L		Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-				
PU	856	05/24/16	CSG SALES -ONLINE	MATERIALS		58.50	16032	6315
PU	889	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		28.79	16032	6315
PU	890	05/24/16	F+WP - GOLDMINE	MATERIALS		39.95	16032	6315
PU	894	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		45.15	16032	6315
PU	905	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		43.99	16032	6315
PU	935	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		463.13	16032	6315
PU	955	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		6.16	16032	6315
PU	976	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		1,319.06	16032	6315
PU	993	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		425.56	16032	6315
PU	1019	05/24/16	MIDWEST TAPE LLC	MATERIALS		1,001.69	16032	6315
PU	1024	05/24/16	RECORDED BOOKS	MATERIALS		338.38	16032	6315
PU	1027	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		467.40	16032	6315
PU	1076	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		637.94	16032	6315
PU	1083	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		4.62	16032	6315
PU	1092	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		2.00-	16032	6315
PU	1097	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		434.00	16032	6315
PU	1098	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		4.00	16032	6315
PU	1100	05/24/16	BAKER-TAYLOR	MATERIALS		14.39	16032	6315
PU	1120	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		12.79	16032	6315
PU	1122	05/24/16	MIDWEST TAPE LLC	MATERIALS		17.99	16032	6315
PU	1156	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		650.30	16032	6315
PU	1164	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		19.59	16032	6315
PU	1190	05/24/16	TCD*GALE	MATERIALS		53.98	16032	6315
PU	1192	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032	6315
PU	1196	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032	6315
PU	1201	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		8.29	16032	6315
PU	1207	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032	6315
PU	1213	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		634.41	16032	6315
PU	1236	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		16.99	16032	6315
PU	1238	05/24/16	AMAZON.COM	MATERIALS		12.97	16032	6315
PU	1241	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		498.73	16032	6315
PU	1246	05/24/16	AMAZON.COM	MATERIALS		19.93	16032	6315
PU	1250	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		2,176.92	16032	6315
PU	1261	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		29.60-	16032	6315
PU	1272	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		622.76	16032	6315

Docu	Number	Alpha	Explanation	Amount	Account
ment		Name			
G/L	Date				
PU	575	05/24/16	INGRAM LIBRARY SERVICE	533.40	16032 6315
PU	605	05/24/16	AMAZON MKTPLACE PMTS	42.99	16032 6315
PU	610	05/24/16	AMAZON MKTPLACE PMTS	38.06	16032 6315
PU	612	05/24/16	FRANDOMHOUSE8007333000	30.00	16032 6315
PU	618	05/24/16	AMAZON MKTPLACE PMTS	7.95	16032 6315
PU	623	05/24/16	AMAZON MKTPLACE PMTS	10.47	16032 6315
PU	624	05/24/16	BLACKSTONELIBRARY.COM	4.00	16032 6315
PU	630	05/24/16	BAKER-TAYLOR	23.80	16032 6315
PU	644	05/24/16	MATC MPTV STORE	84.37	16032 6315
PU	646	05/24/16	THOMSON WEST+TCD	790.39	16032 6315
PU	648	05/24/16	RECORDED BOOKS	56.90	16032 6315
PU	655	05/24/16	AMAZON MKTPLACE PMTS	39.47	16032 6315
PU	664	05/24/16	INGRAM LIBRARY SERVICE	297.25	16032 6315
PU	665	05/24/16	BAKER-TAYLOR	114.95	16032 6315
PU	670	05/24/16	INGRAM LIBRARY SERVICE	377.59	16032 6315
PU	675	05/24/16	FRIENDS OF WISCONSIN P	35.00	16032 6315
PU	681	05/24/16	INGRAM LIBRARY SERVICE	1,807.60	16032 6315
PU	687	05/24/16	INGRAM LIBRARY SERVICE	883.90	16032 6315
PU	696	05/24/16	AMAZON MKTPLACE PMTS	64.25	16032 6315
PU	706	05/24/16	SILHOUETTE PAT100 OF 00	258.95	16032 6315
PU	707	05/24/16	PAYPAL *WI ST GEN S	57.95	16032 6315
PU	714	05/24/16	PAYPAL *JZEHRERGRROU	26.49	16032 6315
PU	715	05/24/16	AMAZON.COM	46.94	16032 6315
PU	731	05/24/16	INGRAM LIBRARY SERVICE	1,611.81	16032 6315
PU	737	05/24/16	AMAZON MKTPLACE PMTS	17.32	16032 6315
PU	745	05/24/16	HMONG ABC	55.20	16032 6315
PU	749	05/24/16	AMAZON MKTPLACE PMTS	33.95	16032 6315
PU	791	05/24/16	BAKER-TAYLOR	28.76	16032 6315
PU	793	05/24/16	RECORDED BOOKS	56.90	16032 6315
PU	804	05/24/16	RECORDED BOOKS	56.90	16032 6315
PU	809	05/24/16	RECORDED BOOKS	339.58	16032 6315
PU	829	05/24/16	AMAZON MKTPLACE PMTS	59.99	16032 6315
PU	835	05/24/16	MIDWEST TAPE LLC	1,418.96	16032 6315
PU	842	05/24/16	AMAZON.COM	21.16	16032 6315
PU	852	05/24/16	RDA*REIMAN BOOKS	31.98	16032 6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	307	05/24/16	RECORDED BOOKS	MATERIALS	56.90	16032	6315
PU	315	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	6.99	16032	6315
PU	331	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	4.00	16032	6315
PU	339	05/24/16	BERNAN ASSOCIATES	MATERIALS	224.20	16032	6315
PU	341	05/24/16	CALUMET PUBLISHING	MATERIALS	49.00	16032	6315
PU	344	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	21.99	16032	6315
PU	347	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	13.94	16032	6315
PU	348	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	6.74	16032	6315
PU	353	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	7.99	16032	6315
PU	354	05/24/16	BAKER-TAYLOR	MATERIALS	249.98	16032	6315
PU	378	05/24/16	BAKER-TAYLOR	MATERIALS	86.32	16032	6315
PU	379	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	533.46	16032	6315
PU	385	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	1.15-	16032	6315
PU	410	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	1,429.34	16032	6315
PU	415	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	923.11	16032	6315
PU	420	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	553.88	16032	6315
PU	436	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	1.67-	16032	6315
PU	454	05/24/16	AMAZON.COM	MATERIALS	60.01	16032	6315
PU	467	05/24/16	MIDWEST TAPE LLC	MATERIALS	149.93	16032	6315
PU	473	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	7.44	16032	6315
PU	475	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	51.07	16032	6315
PU	483	05/24/16	MIDWEST TAPE LLC	MATERIALS	1,572.62	16032	6315
PU	484	05/24/16	UPS*1ZR449350392656105	MATERIALS	12.29	16032	6315
PU	488	05/24/16	AMAZON.COM	MATERIALS	12.34	16032	6315
PU	491	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	26.95	16032	6315
PU	496	05/24/16	RECORDED BOOKS	MATERIALS	82.35	16032	6315
PU	499	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	28.05	16032	6315
PU	500	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	11.98	16032	6315
PU	513	05/24/16	RECORDED BOOKS	MATERIALS	56.90	16032	6315
PU	530	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	40.47	16032	6315
PU	531	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	14.75	16032	6315
PU	543	05/24/16	CUTTINGCORP3016542887	MATERIALS	44.93	16032	6315
PU	555	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	47.05	16032	6315
PU	559	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	5.58	16032	6315
PU	571	05/24/16	UPS*1ZR449350399952102	MATERIALS	8.82	16032	6315

DocNumber	DocDate	Alpha Name	Explanation	Remark	Amount	Account
16031					13,097.02	
					=====	
PU	346 05/24/16	AZURADISC	OPTICAL CLEAN & PADS		850.02	16032 6301
PU	622 05/24/16	FLAMBEAUVINC	QUICK VIEW CASE ART		120.37	16032 6301
PU	728 05/24/16	AMAZON MKTPLACE PMTS	USB WALL CHARGER		38.18	16032 6301
PU	1051 05/24/16	PREMIUM WATERS E-BILL	ENROLL PREM WATERS		98.20	16032 6301
PU	1289 05/24/16	CCI SOLUTIONS	MED-SAVER WHT DISC		485.00	16032 6301
PU	1 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		178.17	16032 6315
PU	8 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		28.79	16032 6315
PU	32 05/24/16	RECORDED BOOKS	MATERIALS		27.80	16032 6315
PU	78 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		18.03	16032 6315
PU	112 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		346.17	16032 6315
PU	120 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		733.89	16032 6315
PU	133 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		14.61	16032 6315
PU	139 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		819.94	16032 6315
PU	174 05/24/16	AMERLIBASSOC-BRIGHTKBY	MATERIALS		182.75	16032 6315
PU	181 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		633.41	16032 6315
PU	188 05/24/16	MIDWEST TAPE LLC	MATERIALS		1,856.10	16032 6315
PU	189 05/24/16	BAKER-TAYLOR	MATERIALS		86.28	16032 6315
PU	190 05/24/16	HOUCHEM BINDERY LTD	MATERIALS		167.60	16032 6315
PU	197 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		758.13	16032 6315
PU	209 05/24/16	BAKER-TAYLOR	MATERIALS		127.84	16032 6315
PU	227 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		651.26	16032 6315
PU	243 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		304.64	16032 6315
PU	246 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		14.25	16032 6315
PU	256 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		1,155.57	16032 6315
PU	259 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		7.98	16032 6315
PU	274 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		7.98	16032 6315
PU	276 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		13.99	16032 6315
PU	280 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		24.24	16032 6315
PU	282 05/24/16	MATC MPTV STORE	MATERIALS		4.47	16032 6315
PU	288 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		8.94	16032 6315
PU	291 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		19.96	16032 6315
PU	303 05/24/16	RECORDED BOOKS	MATERIALS		40.60	16032 6315
PU	305 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		8.47	16032 6315

Docuement G/L	Alpha Name	Explanation	Amount	Account
TY Number	Date	-Remark-		
PV	365735 05/27/16	STOKES, DAVID W.	200.00	16021 6599
		file in nature		00003951
16021			4,941.42	
			=====	
PU	521 05/24/16	SAMS INTERNET	50.49	16023 6301
PU	858 05/24/16	FOX STAMP SIGN & SPECI	30.34	16023 6301
PU	922 05/24/16	OFFICEMAX CT*IN#075404	18.68	16023 6301
16023			99.51	
			=====	
JE	122547 05/26/16	5/19 PR TRAVEL REIMBURSEMENT	865.16	16024 6201
PU	725 05/24/16	COPPERLEAF HOTEL	196.00-	16024 6201
PU	746 05/24/16	COPPERLEAF HOTEL	196.00	16024 6201
PU	26 05/24/16	TARGET	7.99	16024 6301
PU	39 05/24/16	SAMS CLUB #6321	29.32	16024 6301
PU	311 05/24/16	AMAZON.COM	269.97	16024 6301
PU	322 05/24/16	AMAZON MKTPPLACE PMTS	8.98	16024 6301
PU	343 05/24/16	AMAZON.COM	233.64	16024 6301
PU	357 05/24/16	AMAZON MKTPPLACE PMTS	38.80	16024 6301
PU	438 05/24/16	AMAZON MKTPPLACE PMTS	48.38	16024 6301
PU	461 05/24/16	AMAZON MKTPPLACE PMTS	11.60	16024 6301
PU	572 05/24/16	WISCONSIN LIBRARY ASSO	70.00	16024 6301
PU	258 05/24/16	SURFIN BIRD SKATESHOP	210.00	16024 6599
PU	430 05/24/16	PAR EAST	47.00	16024 6599
PU	440 05/24/16	THE FIRE LLC	100.00	16024 6599
PU	614 05/24/16	TUGGMOVIES 855-321-884	75.00	16024 6599
PU	942 05/24/16	BARNES & NOBLE #2977	7.99	16024 6599
16024			2,023.83	
			=====	
JE	122504 05/13/16	APRIL RECYCLING	128.00	16031 6407
PU	1135 05/24/16	ADVANCED DISPOSAL ONLI	68.00	16031 6407
PV	365636 05/23/16	WE ENERGIES	8,762.80	16031 6413
PV	365636 05/23/16	WE ENERGIES	5229-670-389	16031 6413
JE	122459 05/11/16	CITY OF APPLETON UTILITY	1,614.57	16031 6413
JE	122459 05/11/16	CITY OF APPLETON UTILITY	1,260.40	16031 6413
JE	122459 05/11/16	CITY OF APPLETON UTILITY	53.00	16031 6413
JE	122459 05/11/16	CITY OF APPLETON UTILITY	549.92	16031 6413
JE	122459 05/11/16	CITY OF APPLETON UTILITY	602.84	16031 6413
PV	365267 05/06/16	UNIFIRST CORPORATION	57.49	16031 6416
supplies				

DocNumber	DocDate	Alpha Name	Explanation	Amount	Account
PV	535 05/24/16	WISCONSIN LIBRARY ASSO	WI LIBRARY ASSOC	155.00	16010 6201
PV	716 05/24/16	GENERA MIT INTL AIRQ44	TAXI FOR TRAINING	64.00	16010 6201
PV	892 05/24/16	UNION TAXI	TAXI AT TRAINING	64.00	16010 6201
PV	921 05/24/16	OFFICEMAX CT*IN#075404	SPLIT - TAPE/PADS (1	53.23	16010 6301
PV	947 05/24/16	SMARTSHEBT	SUBSCRIPTION	447.00	16010 6301
PV	1114 05/24/16	AMAZON.COM	MICROWAVE	208.44	16010 6301
PV	734 05/24/16	KWIK TRIP 74300007435	WI LIBRARY ASSOC	6.00	16010 6303
PV	1101 05/24/16	AMER LIB ASSOC-CAREER	ALA MEMBER	349.00	16010 6303
PV	70 05/24/16	TLF MEMORIAL FLORISTS	ARRANGEMENTS FOR REM	54.00	16010 6305
PV	581 05/24/16	KWIK TRIP 18200001826	ICE-LIBRARY APPRECIA	5.97	16010 6305
PV	636 05/24/16	COPPS FOOD CTR00081182	FOOD FOR AWARDS	34.71	16010 6305
PV	649 05/24/16	WPY+ONLINE EVENT BY CO	VOLUNTEER GALA SEAT	210.00	16010 6305
PV	818 05/24/16	SAMS INTERNET	KEURIG	136.16	16010 6305
PV	365676 05/25/16	SAM'S CLUB	Food for awards	193.72	16010 6305
JE	122442 05/11/16	4/16 LONG DISTANCE		13.74	16010 6413 7
JE	122443 05/11/16	5/16 AT&T BILL		213.72	16010 6413 7
PV	238 05/24/16	EB UNITED WAY FOX CIT	UNITED WAY REPORT TO	180.00	16010 6599
PV	918 05/24/16	KIM THIEL PHOTOGRAPHY	DIGITAL PHOTO FILE	125.00	16010 6599
PV	941 05/24/16	BB *CFOKXVALLEY	REGISTER CELEB EDU	50.00	16010 6599
16010			----- 2,563.69 -----		
PV	180 05/24/16	STAR BRIGHT BOOKS	MATERIALS	63.40	16021 6301
PV	202 05/24/16	ALL ABOUT BOOKS, LLC	MATERIALS	1,953.77	16021 6301
PV	207 05/24/16	INTERSTATE BOOKS4SCHOO	MATERIALS	521.75	16021 6301
PV	429 05/24/16	HOLMESSSTAMP	LOGO STAMP	44.45	16021 6301
PV	522 05/24/16	SAMS INTERNET	SPLIT - T-SHIRT BAGS	16.83	16021 6301
PV	923 05/24/16	OFFICEMAX CT*IN#075404	SPLIT - COPY LABELS	240.80	16021 6301
PV	1037 05/24/16	SHERWIN WILLIAMS 70311	PAINT FOR GRANT PROJ	69.54	16021 6301
PV	1151 05/24/16	TARGET.COM *	GRACO STEP STOOL	28.38	16021 6301
PV	365718 05/27/16	FOND DU LAC SCHOOL DISTRICT	cardinal skip jump	150.00	16021 6599
PV	365720 05/27/16	HANDS 2 GROW PUPPET PRODUCTION	hand to grow	112.50	16021 6599
PV	365721 05/27/16	KAHN, BOB	outrageous good time	300.00	16021 6599
PV	365726 05/27/16	N.E.W. ZOO	zoomobile	190.00	16021 6599
PV	365728 05/27/16	PEASEBLOSSOM MUSIC	Tom Pease speaker	1,000.00	16021 6599
PV	365728 05/27/16	PEASEBLOSSOM MUSIC	Tom Pease speaker	50.00	16021 6599

For the Five Months Ending May 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of May	Current YTD Actual As Of May	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
4232 Library Grants & Aids	1,101,454.00	1,095,759	1,095,759	.00	480,145.00	44
4801 Charges for Serv.- Nontax	63,832.39	79,000	79,000	3,935.07	25,541.57	32
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	95.00	169.81	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	20,640.00	34,095.04	3.410
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	24,670.07	589,451.42	
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
00003955 ELL						
5035	.00	0	0	9,500.00	9,500.00	0
16021 Children's Services	15,000.00	15,000	22,000	9,500.00	94,194.00	
16024 Community Partnerships						
5035 Other Reimbursements	.00	300	300	.00	.00	0
00003950 Library Public Use Printers						
5035	340.60	0	0	16.90	99.80	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	.00	7,000.00	100
16024 Community Partnerships	340.60	300	7,300	16.90	7,099.80	
16031 Building Operations						
5001 Fees & Commissions	1,458.74	1,500	1,500	129.36	709.27	47
16031 Building Operations	1,458.74	1,500	1,500	129.36	709.27	
16032 Material Management						
5035 Other Reimbursements	30,734.67	0	0	1,409.09	12,011.42	0
00003950 Library Public Use Printers						
5035	124.14	0	0	.00	.00	0
16032 Material Management	30,858.81	0	0	1,409.09	12,011.42	
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	1,747.01	9,021.62	0
16033 Network Services	20,687.67	17,000	17,000	1,747.01	9,021.62	
LIB LIBRARY	1,321,436.59	1,238,559	1,278,059	37,472.43	712,487.53	

DocDocument		G/L		Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-				
PU	535	05/24/16	WISCONSIN LIBRARY ASSO	WI LIBRARY ASSOC	155.00	16010	6201	
PU	716	05/24/16	GENERA MIT INTL AIRQ44	TAXI FOR TRAINING	64.00	16010	6201	
PU	892	05/24/16	UNION TAXI	TAXI AT TRAINING	64.00	16010	6201	
PU	921	05/24/16	OFFICEMAX CT*IN#075404	SPLIT - TAPE/PADS (1	53.23	16010	6301	
PU	947	05/24/16	SMARTSHEET	SUBSCRIPTION	447.00	16010	6301	00003951
PU	1114	05/24/16	AMAZON.COM	MICROWAVE	208.44	16010	6301	
PU	734	05/24/16	KWIK TRIP 74300007435	WI LIBRARY ASSOC	6.00	16010	6303	
PU	1101	05/24/16	AMER LIB ASSOC-CAREER	ALA MEMBER	349.00	16010	6303	
PU	70	05/24/16	TLF MEMORIAL FLORISTS	ARRANGEMENTS FOR REW	54.00	16010	6305	
PU	581	05/24/16	KWIK TRIP 18200001826	ICE-LIBRARY APPRECI	5.97	16010	6305	
PU	636	05/24/16	COPPS FOOD CTR00081182	FOOD FOR AWARDS	34.71	16010	6305	
PU	649	05/24/16	WPY*ONLINE EVENT BY CO	VOLUNTEER GALA SEAT	210.00	16010	6305	00003951
PU	818	05/24/16	SAMS INTERNET	KEURIG	136.16	16010	6305	
PV	365676	05/25/16	SAM'S CLUB	food for awards	193.72	16010	6305	
JE	122442	05/11/16	4/16 LONG DISTANCE		13.74	16010	6413	7
JE	122443	05/11/16	5/16 AT&T BILL		213.72	16010	6413	7
PU	238	05/24/16	EB UNITED WAY FOX CIT	UNITED WAY REPORT TO	180.00	16010	6599	00003951
PU	918	05/24/16	KIM THIEL PHOTOGRAPHY	DIGITAL PHOTO FILE	125.00	16010	6599	
PU	941	05/24/16	BB *CFFOXVALLEY	REGISTER CELEB EDU	50.00	16010	6599	00003951
16010					2,563.69			
PU	180	05/24/16	STAR BRIGHT BOOKS	MATERIALS	63.40	16021	6301	00003952
PU	202	05/24/16	ALL ABOUT BOOKS, LLC	MATERIALS	1,953.77	16021	6301	00003952
PU	207	05/24/16	INTERSTATE BOOKS4SCHOO	MATERIALS	521.75	16021	6301	00003952
PU	429	05/24/16	HOLMESSTAMP	LOGO STAMP	44.45	16021	6301	
PU	522	05/24/16	SAMS INTERNET	SPLIT - T-SHIRT BAGS	16.83	16021	6301	
PU	923	05/24/16	OFFICEMAX CT*IN#075404	SPLIT - COPY LABELS	240.80	16021	6301	00003952
PU	1037	05/24/16	SHERWIN WILLIAMS 70311	PAINT FOR GRANT PROJ	69.54	16021	6301	00003951
PU	1151	05/24/16	TARGET.COM *	GRACO STEP STOOL	28.38	16021	6301	
PV	365718	05/27/16	FOND DU LAC SCHOOL DISTRICT	cardinal skip jump	150.00	16021	6599	00003951
PV	365720	05/27/16	HANDS 2 GROW PUPPET PRODUCTION	hand to grow	112.50	16021	6599	00003951
PV	365721	05/27/16	KAHN, BOB	outrageous good time	300.00	16021	6599	00003951
PV	365726	05/27/16	N.E.W. ZOO	zoomobile	190.00	16021	6599	00003951
PV	365728	05/27/16	PEASEBLOSSOM MUSIC	Tom Pease speaker	1,000.00	16021	6599	
PV	365728	05/27/16	PEASEBLOSSOM MUSIC	Tom Pease speaker	50.00	16021	6599	00003951

Doc	Document	G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PV	365735	05/27/16	STOKES, DAVID W.	fit in nature	200.00	16021 6599 00003951
16021					4,941.42	
PU	521	05/24/16	SAMS INTERNET	SPLIT - T-SHIRT BAGS	50.49	16023 6301
PU	858	05/24/16	FOX STAMP SIGN & SPECI	P30 RED STAMP	30.34	16023 6301
PU	922	05/24/16	OFFICEMAX CT*IN#075404	SPLIT - TYPE RIBBON	18.68	16023 6301
16023					99.51	
JE	122547	05/26/16	5/19 PR TRAVEL REIMBURSEMENT	MCCLEER	865.16	16024 6201
PU	725	05/24/16	COPPERLEAF HOTEL	ERROR CREDIT	196.00-	16024 6201
PU	746	05/24/16	COPPERLEAF HOTEL	ERROR	196.00	16024 6201
PU	26	05/24/16	TARGET 00002386	UTILITY TUB	7.99	16024 6301 00003951
PU	39	05/24/16	SAMS CLUB #6321	CHARMS PRIZES TEENS	29.32	16024 6301 00003951
PU	311	05/24/16	AMAZON.COM	TABLETS - PRIZES	269.97	16024 6301 00003951
PU	322	05/24/16	AMAZON MKTPLACE PMTS	PLUSH MOUSE	8.98	16024 6301 00003951
PU	343	05/24/16	AMAZON.COM	FITBIT'S - EVENTPRIZ	233.64	16024 6301 00003951
PU	357	05/24/16	AMAZON MKTPLACE PMTS	PLUSH MINECRAFT	38.80	16024 6301 00003951
PU	438	05/24/16	AMAZON MKTPLACE PMTS	FOAM BALLS	48.38	16024 6301 00003951
PU	461	05/24/16	AMAZON MKTPLACE PMTS	GLOW STARS	11.60	16024 6301 00003951
PU	572	05/24/16	WISCONSIN LIBRARY ASSO	POPCORN & CHIPS	70.00	16024 6301 00003951
PU	258	05/24/16	SURFIN BIRD SKATESHOP	PRIZE CERTIFICATE	210.00	16024 6599 00003951
PU	430	05/24/16	FAR EAST	FOR GRANT	47.00	16024 6599 00003951
PU	440	05/24/16	THE FIRE LLC	TEEN PROGRAM FEE	100.00	16024 6599 00003951
PU	614	05/24/16	TUGGMOVIES 855-321-884	MATERIALS	75.00	16024 6599 00003951
PU	942	05/24/16	BARNES & NOBLE #2977	COMIC BOOK	7.99	16024 6599 00003951
16024					2,023.83	
JE	122504	05/13/16	APRIL RECYCLING	230872	128.00	16031 6407
PU	1135	05/24/16	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (5.83%	68.00	16031 6407
PV	365636	05/23/16	WE ENERGIES	4835-258-176	8,762.80	16031 6413 1
PV	365636	05/23/16	WE ENERGIES	5229-670-389	1,614.57	16031 6413 2
JE	122459	05/11/16	CITY OF APPLETON UTILITY	201112400 LIBRARY	1,260.40	16031 6413 3
JE	122459	05/11/16	CITY OF APPLETON UTILITY	201114400 LIBRARY	53.00	16031 6413 3
JE	122459	05/11/16	CITY OF APPLETON UTILITY	201112400 LIBRARY	549.92	16031 6413 4
JE	122459	05/11/16	CITY OF APPLETON UTILITY	201112400 LIBRARY	602.84	16031 6413 6
PV	365267	05/06/16	UNIFIRST CORPORATION	supplies	57.49	16031 6416

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
-----						
16031				13,097.02		
				=====		
PU	346 05/24/16	AZURADISC	OPTICAL CLEAN & PADS	850.02	16032	6301
PU	622 05/24/16	FLAMBEAUIINC	QUICK VIEW CASE ART	120.37	16032	6301
PU	728 05/24/16	AMAZON MKTPLACE PMTS	USB WALL CHARGER	38.18	16032	6301
PU	1051 05/24/16	PREMIUM WATERS E-BILL	ENROLL PREM WATERS	98.20	16032	6301
PU	1289 05/24/16	CCI SOLUTIONS	MED-SAVER WHT DISC	485.00	16032	6301
PU	1 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	178.17	16032	6315
PU	8 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	28.79	16032	6315
PU	32 05/24/16	RECORDED BOOKS	MATERIALS	27.80	16032	6315
PU	78 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	18.03-	16032	6315
PU	112 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	346.17	16032	6315
PU	120 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	733.89	16032	6315
PU	133 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	14.61	16032	6315
PU	139 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	819.94	16032	6315
PU	174 05/24/16	AMERLIBASSOC-BRIGHTKEY	MATERIALS	182.75	16032	6315
PU	181 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	633.41	16032	6315
PU	188 05/24/16	MIDWEST TAPE LLC	MATERIALS	1,856.10	16032	6315
PU	189 05/24/16	BAKER-TAYLOR	MATERIALS	86.28	16032	6315
PU	190 05/24/16	HOUCHEN BINDERY LTD	MATERIALS	167.60	16032	6315
PU	197 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	758.13	16032	6315
PU	209 05/24/16	BAKER-TAYLOR	MATERIALS	127.84	16032	6315
PU	227 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	651.26	16032	6315
PU	243 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	304.64	16032	6315
PU	246 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	14.25	16032	6315
PU	256 05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	1,155.57	16032	6315
PU	259 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	7.98	16032	6315
PU	274 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	7.98	16032	6315
PU	276 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	13.99	16032	6315
PU	280 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	24.24	16032	6315
PU	282 05/24/16	MATC MPTV STORE	MATERIALS	4.47-	16032	6315
PU	288 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	8.94	16032	6315
PU	291 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	19.96	16032	6315
PU	303 05/24/16	RECORDED BOOKS	MATERIALS	40.60	16032	6315
PU	305 05/24/16	AMAZON MKTPLACE PMTS	MATERIALS	8.47	16032	6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-					
PU	307	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032	6315	
PU	315	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		6.99	16032	6315	
PU	331	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		4.00	16032	6315	
PU	339	05/24/16	BERNAN ASSOCIATES	MATERIALS		224.20	16032	6315	
PU	341	05/24/16	CALUMET PUBLISHING	MATERIALS		49.00	16032	6315	
PU	344	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		21.99	16032	6315	
PU	347	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		13.94	16032	6315	
PU	348	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		6.74	16032	6315	
PU	353	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		7.99	16032	6315	
PU	354	05/24/16	BAKER-TAYLOR	MATERIALS		249.98	16032	6315	
PU	378	05/24/16	BAKER-TAYLOR	MATERIALS		86.32	16032	6315	
PU	379	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		533.46	16032	6315	
PU	385	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		1.15-	16032	6315	
PU	410	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		1,429.34	16032	6315	
PU	415	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		923.11	16032	6315	
PU	420	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		553.88	16032	6315	
PU	436	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		1.67-	16032	6315	
PU	454	05/24/16	AMAZON.COM	MATERIALS		60.01	16032	6315	
PU	467	05/24/16	MIDWEST TAPE LLC	MATERIALS		149.93	16032	6315	
PU	473	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		7.44	16032	6315	
PU	475	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		51.07	16032	6315	
PU	483	05/24/16	MIDWEST TAPE LLC	MATERIALS		1,572.62	16032	6315	
PU	484	05/24/16	UPS*1ZR449350392656105	MATERIALS		12.29	16032	6315	
PU	488	05/24/16	AMAZON.COM	MATERIALS		12.34	16032	6315	
PU	491	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		26.95	16032	6315	
PU	496	05/24/16	RECORDED BOOKS	MATERIALS		82.35	16032	6315	
PU	499	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		28.05	16032	6315	
PU	500	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		11.98	16032	6315	
PU	513	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032	6315	
PU	530	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		40.47	16032	6315	
PU	531	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		14.75	16032	6315	
PU	543	05/24/16	CUTTINGCORP3016542887	MATERIALS		44.93	16032	6315	
PU	555	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		47.05	16032	6315	
PU	559	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		5.58	16032	6315	
PU	571	05/24/16	UPS*1ZR449350399952102	MATERIALS		8.82	16032	6315	

DocNumber	DocDate	Alpha Name	Explanation	-Remark-	Amount	Account
575	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		533.40	16032 6315
605	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		42.99	16032 6315
610	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		38.06	16032 6315
612	05/24/16	PRANDOMH0US8007333000	MATERIALS		30.00	16032 6315
618	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		7.95	16032 6315
623	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		10.47	16032 6315
624	05/24/16	BLACKSTONELIBRARY.COM	MATERIALS		4.00	16032 6315
630	05/24/16	BAKER-TAYLOR	MATERIALS		23.80	16032 6315
644	05/24/16	MATC MPTV STORE	MATERIALS		84.37	16032 6315
646	05/24/16	THOMSON WEST+TCD	MATERIALS		790.39	16032 6315
648	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032 6315
655	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		39.47	16032 6315
664	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		297.25	16032 6315
665	05/24/16	BAKER-TAYLOR	MATERIALS		114.95	16032 6315
670	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		377.59	16032 6315
675	05/24/16	FRIENDS OF WISCONSIN P	MATERIALS		35.00	16032 6315
681	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		1,807.60	16032 6315
687	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		883.90	16032 6315
696	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		64.25	16032 6315
706	05/24/16	SILHOUTTE PAT00 OF 00	MATERIALS		258.95	16032 6315
707	05/24/16	PAYPAL *WI ST GEN S	MATERIALS		57.95	16032 6315
714	05/24/16	PAYPAL *JZEHRERGR0U	MATERIALS		26.49	16032 6315
715	05/24/16	AMAZON.COM	MATERIALS		46.94	16032 6315
731	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS		1,611.81	16032 6315
737	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		17.32	16032 6315
745	05/24/16	HMONG ABC	MATERIALS		55.20	16032 6315
749	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		33.95	16032 6315
791	05/24/16	BAKER-TAYLOR	MATERIALS		28.76	16032 6315
793	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032 6315
804	05/24/16	RECORDED BOOKS	MATERIALS		56.90	16032 6315
809	05/24/16	RECORDED BOOKS	MATERIALS		339.58	16032 6315
829	05/24/16	AMAZON MKTPLACE PMTS	MATERIALS		59.99	16032 6315
835	05/24/16	MIDWEST TAPE LLC	MATERIALS		1,418.96	16032 6315
842	05/24/16	AMAZON.COM	MATERIALS		21.16	16032 6315
852	05/24/16	RDA+REIMAN BOOKS	MATERIALS		31.98	16032 6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	856	05/24/16	CSG SALES	-ONLINE	MATERIALS	58.50	16032	6315	
PU	889	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	28.79	16032	6315	
PU	890	05/24/16	F+WP	- GOLDMINE	MATERIALS	39.95	16032	6315	
PU	894	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	45.15	16032	6315	
PU	905	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	43.99	16032	6315	
PU	935	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	463.13	16032	6315	
PU	955	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	6.16	16032	6315	
PU	976	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	1,319.06	16032	6315	
PU	993	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	425.56	16032	6315	
PU	1019	05/24/16	MIDWEST TAPE	LLC	MATERIALS	1,001.69	16032	6315	
PU	1024	05/24/16	RECORDED BOOKS		MATERIALS	338.38	16032	6315	
PU	1027	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	467.40	16032	6315	
PU	1076	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	637.94	16032	6315	
PU	1083	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	4.62	16032	6315	
PU	1092	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	2.00-	16032	6315	
PU	1097	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	434.00	16032	6315	
PU	1098	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	4.00	16032	6315	
PU	1100	05/24/16	BAKER-TAYLOR		MATERIALS	14.39	16032	6315	
PU	1120	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	12.79	16032	6315	
PU	1122	05/24/16	MIDWEST TAPE	LLC	MATERIALS	17.99	16032	6315	
PU	1156	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	650.30	16032	6315	
PU	1164	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	19.59	16032	6315	
PU	1190	05/24/16	TCD*GALE		MATERIALS	53.98	16032	6315	
PU	1192	05/24/16	RECORDED BOOKS		MATERIALS	56.90	16032	6315	
PU	1196	05/24/16	RECORDED BOOKS		MATERIALS	56.90	16032	6315	
PU	1201	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	8.29	16032	6315	
PU	1207	05/24/16	RECORDED BOOKS		MATERIALS	56.90	16032	6315	
PU	1213	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	634.41	16032	6315	
PU	1236	05/24/16	AMAZON MKTPLACE	PMTS	MATERIALS	16.99	16032	6315	
PU	1238	05/24/16	AMAZON.COM		MATERIALS	12.97	16032	6315	
PU	1241	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	498.73	16032	6315	
PU	1246	05/24/16	AMAZON.COM		MATERIALS	19.93	16032	6315	
PU	1250	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	2,176.92	16032	6315	
PU	1261	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	29.60-	16032	6315	
PU	1272	05/24/16	INGRAM LIBRARY	SERVICE	MATERIALS	622.76	16032	6315	

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	1276	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	433.07	16032	6315
PU	1279	05/24/16	MIDWEST TAPE LLC	MATERIALS	309.09	16032	6315
PU	1290	05/24/16	INGRAM LIBRARY SERVICE	MATERIALS	603.17	16032	6315
PV	365215	05/05/16	CLINTONVILLE PUBLIC LIBRARY	lost & paid	15.95	16032	6315
PV	365219	05/05/16	FINDAWAY WORLD, LLC	launchpad	149.99	16032	6315
PV	365237	05/05/16	BEYER, TAREN	lost & paid	1.00	16032	6315
PV	365275	05/06/16	HANZAKI, KIMMY	lost & paid	3.00	16032	6315
PV	365696	05/25/16	WISCONSIN INTERSCHOLASTIC ATHL	yearbook	18.00	16032	6315
16032					37,303.09		
PU	815	05/24/16	CDW GOVERNMENT	CANON INK	385.87	16033	6301
PU	608	05/24/16	AMAZON MKTPLACE PMTS	SEAGATE PART	329.73	16033	6327
PU	1287	05/24/16	CDW GOVERNMENT	SIGNATURE GEM	309.52	16033	6327
PU	875	05/24/16	CDW GOVERNMENT	ADOBE SUBSCRIP	485.04	16033	6815
16033					1,510.16		
					61,538.72		

## Proposed board resolution authorizing the use of a collection agency in OWLSnet

### Background

OWLSnet libraries are exploring the possibility of using a collection agency to retrieve materials and fines when patrons owe more than \$50.

The collection agency software provided by our Integrated Library System vendor, Innovative Interfaces, only allows a library to submit to collection a patron account *registered with their library*, regardless of which library owns the billed materials or where the billed materials were checked out.

Because patrons and materials move freely from one OWLSnet library to another, this collection model requires cooperation among OWLSnet libraries to be effective.

### Proposed Resolution for the MAIN STREET library board

*Part 1. Approving other OWLSnet libraries to refer their patrons to collection for items owned by or checked out at the MAIN STREET library.*

**Resolved:** In order to allow OWLSnet consortium libraries to be good stewards of public funds and to facilitate the smooth functioning of the consortium,

The MAIN STREET LIBRARY authorizes OWLSnet libraries to refer patron accounts to collection when there are overdue materials either:

- a) Owned by the MAIN STREET LIBRARY or
- b) Checked out at the MAIN STREET LIBRARY

*Part 2. Approving the MAIN STREET library to participate in referring patrons to collection.*

**Furthermore,** the MAIN STREET LIBRARY Board authorizes the MAIN STREET LIBRARY to refer to a collection agency patrons registered with the MAIN STREET LIBRARY who have a billed item and owe more than \$50.

## **Additional Information**

For discussion purposes, the following examples may be useful:

Library A actively sends accounts to collection. Library B and Library C do not.

- Bob is registered with Library A and checks out item owned by Library B at Library C. Even though Library A isn't involved at all in this transaction, Bob's account is sent to collection by Library A once the requirements are reached.
- Jane is registered with Library B and checks out item owned by Library A at Library A. Even though Library A owns the item and checked it out, Jane's account won't be sent to collection because Library B doesn't send accounts to collection.

## MEMO

Date: April 18, 2016

To: Colleen Rortvedt, Library Director  
Appleton Public Library Board of Trustees

From: Paula Wright, Public Services Supervisor

RE: Collection Agency Recommendation

Recent legislation by the State of Wisconsin Legislature (2015 Wisconsin Act 169) now “permits a public library to report to a collection agency information about delinquent accounts of an individual who borrows or uses the library’s documents, materials, resources, or services, as well as the number and type of overdue documents or materials.”

As a result of this recent legislation the Outagamie Waupaca Library System (OWLS) and Nicolet Federated Library System (NFLS), known collectively as OWLSnet, have been working with a collection agency, Unique Management Services (UMS), on the possibility of implementing a collection agency process for the OWLSnet system.

A recent OWLSnet webinar with staff from UMS detailed how UMS works with libraries and their collection process. From UMS we learned the following:

- UMS works exclusively with libraries on collection and recognizes the unique nature of the relationship between patrons and the library.
- UMS uses a process of letters and phone calls when contacting patrons regarding delinquent accounts. They employ what they refer to as a “Gentle Nudge” process that encourages patrons to return to the library and work with the library to resolve account issues.
- The UMS process works with the collection module of Sierra, the library’s current library computer system, and automatically runs weekly and daily reports.
- UMS employs a skip tracing process to find patrons who have moved from the area or out of state. A monthly report is given to libraries to update their records.
- No title information is passed on to UMS so patron privacy is protected.
- Juvenile accounts are handled differently than adult accounts; letters and calls are addressed to the patrons of the juvenile.
- The cost of the service is \$8.95 per patron account (not per item). UMS recommends that libraries add a collection fee of \$10 to each patron account submitted for collection to cover costs.
- Libraries following the recommended parameters of UMS typically see a 4:1 return on investment. The webinar example stated if a library spent \$2000 on the process they would see an estimated return of \$8000 (in materials and monies).
- The entire process with UMS takes around 120 days. UMS reports that after 120 days the majority of delinquent accounts have been resolved (but not hard statistics were shared).
- Libraries have the ability to take a patron out of the collection process at any time during the process as they are working with patrons (and have the ability to add them back in).

Currently the Appleton Public Library uses the State of Wisconsin's Tax Refund Intercept Program (TRIP) to recover monies owed by patrons for billed items. This process starts 6 months after a patron has billed items checked out at Appleton and involves significant work on the part of the staff of the Appleton Public Library, the City of Appleton's City Attorney office, as well as the Finance Department. Once the process begins it can take 1-2 months to enter a patron into TRIP. Once entered into TRIP the library's ability to work with patron beyond simple payment of the monies owed is severely limited. In 2016, as of April 15<sup>th</sup>, the Library has collected \$4247.06 in TRIP funds on delinquent patron accounts.

I believe that the benefits from employing a collection agency would be greater than our current TRIP program for the following reasons:

- UMS use of skip tracing will make it possible to find patrons who have moved away from the area or out of state and still recover our materials or lost monies (not currently possible with TRIP).
- The return on investment is greater than our current TRIP process.
- The UMS process is to recover both materials and monies owed, our current TRIP process focuses on monies collected and excludes the return of materials once a patron is formally entered into TRIP.
- Much of the UMS process is automated via Sierra, which will save time on the part of APL Staff and city staff in the City Attorney's office and Finance Department.

I recommend that the Appleton Public Library join the other libraries in OWLSnet and employ a collection agency in accordance to the 2015 Wisconsin Act 169, to recover overdue materials and monies owed in overdue fines and bills for late, non-returned, lost, and/or damaged items.

Paula Wright  
Public Services Supervisor

**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	\$25,611.61
Admin: Supplies	16010	.	6301	.	3951	\$2,500.00
Admin: Memberships	16010	.	6303	.	3951	\$161.61
Admin: Printing	16010	.	6320.2	.	3951	\$4,750.00
Admin: Advertising	16010	.	6412	.	3951	\$4,200.00
Admin: Other Contracts	16010	.	6599	.	3951	\$10,000.00
Childrens: Supplies	16021	.	6301	.	3951	\$2,000.00
Community Partnerships: Supplies	16024	.	6301	.	3951	\$2,000.00
Friends reimbursement	16010	.	5035	.	3951	\$520.00
Childrens: Supplies	16021	.	6301	.	3951	\$520.00

**For the purpose of:**

-Friends of the Appleton Public Library closure of grant account funds  
-Friends of the Appleton Public Library Thedacare contribution towards supplies for Get Ready Get Set Read Summer Program

Requested by:

\_\_\_\_\_  
Department Head 06/14/16  
Date

Budget Entry (BE) No. \_\_\_\_\_ Approved by:

\_\_\_\_\_  
Anthony Saucerman, Finance Director Date

\_\_\_\_\_  
Timothy M. Hanna, Mayor Date

Reported to Finance Committee: \_\_\_\_\_  
Date

**BUDGET TRANSFER POLICY:**

Transfers of \$15,000 or less between programs within a department and new appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues require approval of the Mayor and the Finance Director.

The following items also require approval of the Finance Committee and two thirds of the Common Council:

- Any intradepartmental transfers or new appropriations of greater than \$15,000;
- Any interdepartmental transfers or interfund transfers;
- Any new appropriations funded by debt or current year tax levy;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.

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

f:\common\123win\budget\budtrsf.xls

## 2016 Proposed Friends Grant Budget

Account	2016 Administration (16010)	2016 Children's (16021)	2016 Public Services (16023)	2016 Community Partnerships (16024)	2016 Materials Management (16032)	2016 Network Services (16033)	2016 TOTAL
6301 Supplies	2,500.00	9,000.00	3,411.61	9,500.00			24,411.61
6303 Memberships	1,500.00						1,500.00
6305 Awards and Recognition	500.00						500.00
6307 Food and Provisions	2,000.00						2,000.00
6315 Library Materials					2,500.00		2,500.00
6320.2 Printing	4,750.00						4,750.00
6327 Misc. Equipment						13,500.00	13,500.00
6412 Advertising	4,200.00						4,200.00
6815 Software						4,000.00	4,000.00
6599 Other Contracts	14,000.00	10,000.00		10,000.00			34,000.00
<b>Subtotal - Supplies and Services</b>	<b>29,450.00</b>	<b>19,000.00</b>	<b>3,411.61</b>	<b>19,500.00</b>	<b>2,500.00</b>	<b>17,500.00</b>	<b>91,361.61</b>



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

---

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard

Appleton, Wisconsin 54911-8401

(920) 832-5572 FAX (920) 993-3103

Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

**To:** Library Board

**From:** Dean R. Gazza, Director of Parks, Recreation and Facilities Management

**Date:** June 14, 2016

**Re:** Action: Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,017.66.

---

This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Library. The 2016 Capital Improvement Plan includes \$30,000 for this initiative. The area of work focuses on the Children's Services open office work stations. This includes the replacement of seven workstations and the mail center, and installing additional storage units that will act as a working counter.

The City has adopted a standard of using Haworth workstations at the Library and other City facilities. By developing a standard, components can be modified or reused as changes are made in the future. Some departments have adopted other workstations brands, such as Herman Miller or Knoll. In those cases we follow the standard for that department/facility. Overall, it is a general practice for any organization to adopt a standard to allow for maximum flexibility and usage of the investment since this modular workstation furniture can be set-up in various configurations and components can be deleted/added as needed.

The City of Appleton also is eligible to obtain government pricing which this project qualifies for, therefore ensuring we are getting the lowest possible pricing available through the US Communities Government Purchasing Alliance Contract, Haworth Contract #4400003402.

The Parks, Recreation, and Facilities Management Department recommends approving the contract to Nordon Business Environments in the amount of \$29,017.66.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).

# Public access to the Internet improves the quality of life in our community

---

## Public libraries are key providers of public access in our community

As using computers and the Internet has become a necessity across many facets of daily life, libraries serve as an important site for free access to computers and the Internet:

- According to Pew, 4 in 10 American adults do not have high-speed broadband at home.<sup>1</sup>
- Library computer use is widespread: A third of Americans ages 14 and older (77 million people) use library computers and the Internet.<sup>2</sup>
- More than three-quarters of those who accessed the Internet at a public library had access elsewhere. These patrons used public access when they needed a faster connection, during gaps in access, while running errands or during lunch breaks, and to reduce isolation.<sup>2</sup>

## Your library's public access at work

- At Appleton Public Library there are **67** public access terminals and 10 wireless hotspots within the library system.
- Of the respondents, **127 (35%)** used a computer in the library to access the Internet during the past 12 months, with frequencies as follows:
  - **15 (12%)** did so once a week or more frequently;
  - **12 (9%)** did so about 1-3 times a month;
  - **100 (79%)** did so less than once a month.
- 32% (116) of respondents say that public access to computers and the Internet is important or very important to them, personally. 81% (294) say it is important or very important to have these resources available for others in our community.
- The beneficiaries of library Internet access often extend beyond the individual users; 28% (53) of users found information or performed tasks for other people using the library's computers or Internet connection.

### LIBRARIANS MAKE A DIFFERENCE

Of survey respondents who use the library's public access technology, 46% got help from a librarian, library staff, or volunteer to use the library's computers and Internet.

## Who uses Appleton Public Library's public access?

- 98% (188) of Appleton Public Library's public access technology users have alternative Internet access somewhere other than the library. Of those, 46% received help when they visited the library.
- Of the 255 respondents with alternative access who received help, 12% were 65 years and older.
- 15% of Appleton Public Library's public access technology users are low income (below 200% of the poverty line).
- Of public technology users with no alternative access, 50% are low income.

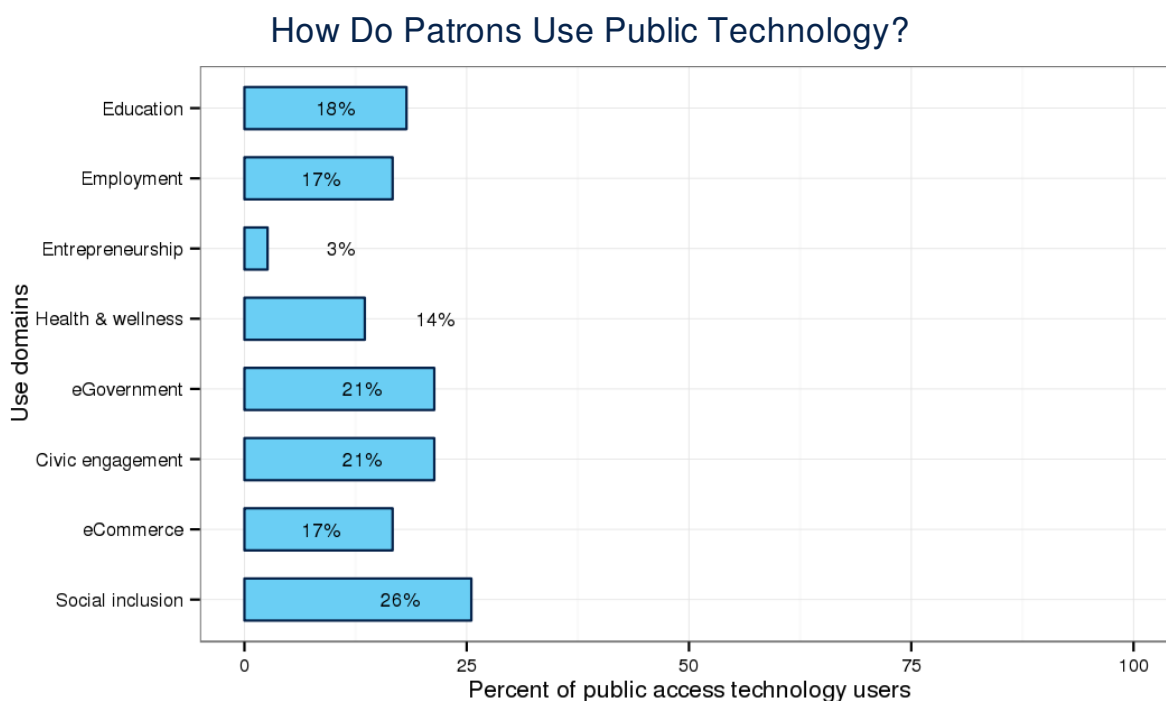
# Major uses for library computers in our community

## Employment

- **17% of public technology users** at Appleton Public Library used the library's public computers or wireless connection for employment purposes.
- **6%** of users used the library's technology resources to apply for a job. **7** were granted an interview, and **7** were hired for a new position.

## Education

- Of public technology respondents, **18%** used library technology for educational purposes.
- Of those that used public technology for educational purposes, 86% took an online class, did research or did homework for a class.



This report features results on how Appleton Public Library patrons use public access technology. The survey ran from April 04, 2016 to April 30, 2016 and 363 patrons completed the survey.

<sup>1</sup> Zickuhr, Kathryn, Lee Rainie, Kristen Purcell. (2013). Library services in the digital age. Pew Research Center's Internet & American Life Project. Washington, D.C. <http://libraries.pewinternet.org/2013/01/22/Library-services/>

<sup>2</sup> Becker, Samantha, Michael D. Crandall, Karen E. Fisher, Bo Kinney, Carol Landry, and Anita Rocha. (2010). Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries. (IMLS-2010-RES-01). Institute of Museum and Library Services. Washington, D.C. <http://impact.ischool.washington.edu/us-public-library-study.html>