



Meeting Agenda - Final  
Library Board

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Tuesday, July 19, 2016

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  
[16-1119](#) June 14, 2016 Meeting Minutes

**Attachments:** [June 14 2016 Meeting Minutes.pdf](#)

**4. Public Appearances and Communications**

**5. Establish Order of the Day**

**6. Action Items**

- A. [16-1120](#) Bill Register - June 2016

**Attachments:** [June Bill Register.pdf](#)  
[June Revenues.pdf](#)  
[June Expenses.pdf](#)

- B. [16-1122](#) Report of the Finance Committee

**Attachments:** [July 12 2016 Finance Committee Meeting Minutes.pdf](#)

- i. [16-1134](#) 2017 Library Budget

**Attachments:** [2017 Budget FINAL.pdf](#)  
[2017 Library Budget Narrative.pdf](#)

- ii. [16-1135](#) 2017 Library Budget Addition

**Attachments:** [2017 Hispanic Outreach Specialist Addition.pdf](#)

- iii. [16-1136](#) 2017 Library Budget CIPs

**Attachments:** [2017 Building Envelope CIP.pdf](#)  
[2017 HVAC Systems CIP.pdf](#)  
[2017 Interior Finishes and Furniture CIP.pdf](#)  
[2017 Lighting Upgrades CIP.pdf](#)  
[2017 Roof Replacement CIP.pdf](#)  
[2017 Safety & Security CIP.pdf](#)

## 7. Information Items

### A. Director's Report

- i. [16-1123](#) Impact of upcoming changes to FLSA minimum wage and overtime standards

**Attachments:** [FLSA Impact June 2016.pdf](#)  
[FLSA FINAL RULE.pdf](#)

- ii. [16-1124](#) Mobility Study update

- iii. [16-1125](#) Board updates

### B. President's Report

- i. [16-1126](#) Downtown Comprehensive Plan update

- ii. [16-1127](#) Building Study update

- iii. [16-1128](#) Trustee trainings

### C. Assistant Director's Report

- i. [16-1129](#) Hiring Process updates

- ii. [16-1130](#) Public Library System Redesign Project

- iii. [16-1131](#) Statistics - March 2016, April 2016, May 2016

**Attachments:** [MARCH 2016.pdf](#)  
[APRIL 2016.pdf](#)  
[MAY 2016.pdf](#)

**D. Recent and upcoming programs**

- i. [16-1132](#)
  - Dr. Who program
  - Reach Out and Read Book Fair
  - Children's Parade
  - Elephant and Piggie
  - Infosoup at Pride Fest
  - Summer Outdoor Films Collaboration

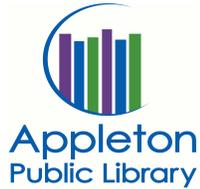
**E. Friends Report**

- i. [16-1133](#) Strategic Plan update

**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.*



Meeting Minutes  
Library Board

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Tuesday, June 14, 2016

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

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

2. Roll call of membership

**Others Present:** Travis Bartels, Jessica Brittnacher, Tina Krueger, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward, Paula Wright

**Present:** 6 - Bergman, Hietpas, Scheuerman, Brault Pagel, Peterson and Dannecker

**Excused:** 2 - Looker and Bloedow

**Others :** 1 - Schneider

3. Approval of minutes from previous meeting

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

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

Bergman moved, seconded by Peterson, that the May 17, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (6-0)

4. Public Participation & Communications

[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](#)

**Peterson moved, seconded by Dannecker, that the 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 be approved. Voice Vote. Motion Carried. (6-0)**

**Peterson moved, seconded by Dannecker, that the recommendation for 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 be approved. Voice Vote. Motion Carried. (6-0)**

C. [16-935](#) Budget Amendment

**Attachments:** [June 2016 Budget Amendments \(002\).pdf](#)

**Bergman moved, seconded by Peterson, that the Budget Amendment in the amount of \$26,131.61 be approved. Voice Vote. Motion Carried. (6-0)**

D. [16-936](#) Approval of Friends Grant budget for the remainder of 2016

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

**Peterson moved, seconded by Hietpas, that the Friends Grant Budget for the remainder of 2016 be approved. Voice Vote. Motion Carried. (6-0)**

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](#)

**Dannecker moved, seconded by Bergman, that the contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,017.66 be approved. Voice Vote. Motion Carried. (6-0)**

**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**

Bergman moved, seconded by Peterson that the meeting be adjourned . Voice  
Vote. Motion Carried. (6-0)  
The meeting adjourned at 5:45 pm

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account	
JE	122789	06/17/16	6/16 PR TRAVEL REIMBURSEMENTS	HOLZ	110.16	16010 6201	
PU	980	06/16/16	WISCONSIN LIBRARY ASSO	WAPL	106.00	16010 6201	
PU	45	06/16/16	AMAZON MKTPLACE PMTS	CHAIR FEET	72.90	16010 6301	
PU	53	06/16/16	AMAZON MKTPLACE PMTS	CHAIR FEET	12.99	16010 6301	
PU	134	06/16/16	AMAZON MKTPLACE PMTS	CHAIR FEET	12.99	16010 6301	
PU	169	06/16/16	AMAZON MKTPLACE PMTS	CHAIR FEET	25.98	16010 6301	
PU	208	06/16/16	AMAZON MKTPLACE PMTS	CHAIR FEET	25.98	16010 6301	
PU	255	06/16/16	APPLETON TROPHY AND EN	FURNISH PLAQUE	16.00	16010 6301	00003951
PU	632	06/16/16	FRAUD CREDIT SLJ	FRAUD CREDIT	5.99-	16010 6301	
PU	633	06/16/16	FRAUD CREDIT SLJ	FRAUD CREDIT	28.47-	16010 6301	
PU	634	06/16/16	FRAUD CREDIT SLJ	FRAUD CREDIT	11.65-	16010 6301	
PU	810	06/16/16	GT FORGE INC	FRAUD	5.99	16010 6301	
PU	902	06/16/16	GT FORGE INC	FRAUD	11.65	16010 6301	
PU	909	06/16/16	GT FORGE INC	FRAUD	28.47	16010 6301	
PU	1007	06/16/16	NORTHSIDE TRUE VALUE	DISH TRAY	14.69	16010 6301	
PU	1262	06/16/16	OFFICEMAX CT*IN#429285	SPLIT - GLUE NOTEBOO	274.56	16010 6301	
PU	269	06/16/16	PAYPAL *REPUBLICCHO	CARD FOR RETIREMENT	78.00	16010 6305	
PU	104	06/16/16	FESTIVAL FOODS	PROGRAM FOOD	14.54	16010 6307	00003951
PU	176	06/16/16	FESTIVAL FOODS	PROGRAM FOOD	30.28	16010 6307	00003951
PU	385	06/16/16	WALGREENS #5102	WATER FOR EVENT	5.99	16010 6307	
PU	628	06/16/16	RYE - WI	FOOD	44.10	16010 6307	
PU	890	06/16/16	COPPS FOOD CTR00081182	KUDOS & KARES PARTY	.22-	16010 6307	
PU	910	06/16/16	COPPS FOOD CTR00081182	KUDOS & KARES PARTY	16.67	16010 6307	
JE	122763	06/17/16	6/16 AT&T BILL		214.42	16010 6413 7	
JE	122781	06/17/16	5/16 LONG DISTANCE		15.00	16010 6413 7	
					-----		
16010					1,091.03		
					-----		
JE	122658	06/06/16	6/2 PR TRAVEL REIMBURSEMENTS	OLIVERAS	18.36	16021 6201	
JE	122658	06/06/16	6/2 PR TRAVEL REIMBURSEMENTS	UNRUH	174.42	16021 6201	
JE	122789	06/17/16	6/16 PR TRAVEL REIMBURSEMENTS	HELMKAMP	63.72	16021 6201	
JE	122789	06/17/16	6/16 PR TRAVEL REIMBURSEMENTS	MISSELT	117.16	16021 6201	
JE	122789	06/17/16	6/16 PR TRAVEL REIMBURSEMENTS	OLIVERAS	60.00	16021 6201	00003951
PU	1288	06/16/16	EB MADISON MINI MAKER	EVENTS	20.00	16021 6201	
PU	58	06/16/16	AMAZON.COM	MONKEY ME	34.93	16021 6301	00003955
PU	75	06/16/16	AMAZON.COM	MONKEY ME	24.95	16021 6301	00003955

DocTy	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account		
PU	76	06/16/16	AMAZON.COM		30/30 HURRKAT/ELDEAF	293.40	16021	6301	00003955
PU	77	06/16/16	AMAZON.COM		15 LEGEND ZITA	124.20	16021	6301	00003955
PU	83	06/16/16	AMAZON.COM		17 PRINCESS IN BLACK	70.72	16021	6301	00003955
PU	85	06/16/16	AMAZON.COM		15 LAUGHING THIEF	91.50	16021	6301	00003955
PU	90	06/16/16	AMAZON.COM		20/24 MONKEY/NINJA	266.60	16021	6301	00003955
PU	91	06/16/16	WAL-MART #1982		FOOD/SUPPLIES PROGRA	56.36	16021	6301	00003955
PU	92	06/16/16	AMAZON.COM		33 BOWLING ALLEY BAN	230.67	16021	6301	00003955
PU	185	06/16/16	ORIENTAL TRADING CO		TROPICAL STICKERS	9.99	16021	6301	
PU	351	06/16/16	DOLLAR TREE		COLOR BOOKS	30.00	16021	6301	00003954
PU	359	06/16/16	WM SUPERCENTER #1982		ARTS GRHMS CHOC	32.16	16021	6301	
PU	378	06/16/16	WM SUPERCENTER #1982		GRM CRCKR	1.94	16021	6301	
PU	433	06/16/16	SQ *TOU YIA XIONG		ARTR HMONG TOOLKIT	1,000.00	16021	6301	00003954
PU	444	06/16/16	SCHOLASTIC INC. KEY 6		ROR BOOKS	17.50	16021	6301	00003952
PU	513	06/16/16	HOBBY-LOBBY #0193		ART SUPPLIES	85.53	16021	6301	00003951
PU	636	06/16/16	WM SUPERCENTER #2958		TRANSPORTER/ETCHASKE	116.61	16021	6301	00003951
PU	645	06/16/16	INTERSTATE BOOKS4SCHOO		ROR BOOKS	66.00	16021	6301	00003952
PU	658	06/16/16	TARGET 00012484		SENSORY DEVE	11.69	16021	6301	00003951
PU	663	06/16/16	ALL ABOUT BOOKS, LLC		ROR BOOKS	33.75	16021	6301	00003952
PU	678	06/16/16	AEP CONNECTIONS, LLC		PROGRAM MATERIALS	50.00	16021	6301	00003955
PU	715	06/16/16	EPIC SPORTS, INC.		SOCCER WHISTLES/LANY	45.39	16021	6301	00003951
PU	813	06/16/16	RESTAURANT EQUIPPERS I		REFRIGERATOR	1,068.57	16021	6301	00003955
PU	817	06/16/16	SCHOLASTIC INC. KEY 6		BOOK SAMPLER	131.40	16021	6301	00003952
PU	954	06/16/16	EPIC SPORTS, INC.		JERSEYS & WHISTLES	257.63	16021	6301	00003951
PU	1263	06/16/16	OFFICEMAX CT*IN#429285		SPLIT - STAPLE FOLDE	20.77	16021	6301	
16021						4,625.92			
PU	326	06/16/16	UWEX REGISTRATION		UWEX-CIRC CONF.	300.00	16023	6201	
PU	1251	06/16/16	AMAZON MKTPLACE PMTS		LANTERN & BATTERIES	95.97	16023	6301	
16023						395.97			
JE	122789	06/17/16	6/16 PR TRAVEL REIMBURSEMENTS		EISEN	23.76	16024	6201	
JE	122789	06/17/16	6/16 PR TRAVEL REIMBURSEMENTS		VUE	23.76	16024	6201	
PU	402	06/16/16	WISCONSIN LIBRARY ASSO		WI LIBR ASSOC	10.00	16024	6201	
PU	542	06/16/16	WISCONSIN LIBRARY ASSO		WLA REGISTRER	50.00	16024	6201	
PU	552	06/16/16	WISCONSIN LIBRARY ASSO		WLA REGISTRER	100.00	16024	6201	
PU	367	06/16/16	ADI		GIFT CERT ADULTS	270.00	16024	6301	00003951

DocTy	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account		
PU	447	06/16/16	KWIK TRIP 74300007435	POPCORN CHIPS		9.00	16024	6301	00003951
PU	464	06/16/16	SAMSCLUB #6321	GIFT CARD-PRESENTERS		24.94	16024	6301	00003951
PU	468	06/16/16	SAMSCLUB #6321	GIFT CARD-PRESENTERS		24.94	16024	6301	00003951
PU	474	06/16/16	SAMSCLUB #6321	GIFT CARD-PRESENTERS		24.94	16024	6301	00003951
PU	475	06/16/16	SAMSCLUB #6321	FOOD FOR PROGRAM		131.87	16024	6301	00003951
PU	477	06/16/16	SAMS CLUB #6321	GIFT CARD-PRESENTERS		24.94	16024	6301	00003951
PU	478	06/16/16	SAMS CLUB #6321	GIFT CARD-PRESENTERS		24.94	16024	6301	00003951
PU	480	06/16/16	SAMSCLUB #6321	GIFT CARD-PRESENTERS		24.94	16024	6301	00003951
PU	866	06/16/16	KWIK TRIP 74300007435	POPCORN CHIPS		9.00	16024	6301	00003951
PU	646	06/16/16	SQ *MUD AND PRINTS	ARTIST-IN-RESIDENCE		200.00	16024	6599	00003951
PV	365873	06/03/16	ECKERS, MICHAEL	pp presentation		75.00	16024	6599	00003951
PV	365882	06/03/16	GREEN APPLE FOLK MUSIC SOCIETY	folk society hoot		100.00	16024	6599	00003951
PV	365910	06/03/16	VAN DALEN, BRANDON	pp presentation		75.00	16024	6599	00003951
PV	366302	06/16/16	COLLAR, PHYLLIS	empower yoga		30.00	16024	6599	00003951
16024						-----			
						1,257.03			
						=====			
JE	122642	06/06/16	MAY RECYCLING	231275		128.00	16031	6407	
PU	17	06/16/16	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (2.99%		68.00	16031	6407	
PU	1275	06/16/16	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (5.83%		68.00	16031	6407	
PV	366459	06/27/16	WE ENERGIES	4835-258-176		10,566.87	16031	6413	1
PV	366459	06/27/16	WE ENERGIES	5229-670-389		889.64	16031	6413	2
JE	122835	06/30/16	5/16 FMD & GROUNDS BILLING	LIBRARY		7,392.51	16031	6420	
16031						-----			
						19,113.02			
						=====			
PU	687	06/16/16	AMER LIB ASSOC-CAREER	ALA CONFERENCE		285.00	16032	6201	
PU	203	06/16/16	NATIONALAUD	CD SLEEVE TRAY		243.28	16032	6301	
PU	803	06/16/16	AMAZON.COM	TOWELS		33.09	16032	6301	
PU	827	06/16/16	AZURADISC	PULL TABS LID LATCH		75.80	16032	6301	
PU	999	06/16/16	KAPCO	BOOK JACKET COVERS		272.35	16032	6301	
PU	1235	06/16/16	BRODART SUPPLIES	YELLOW LABEL SHEET		22.74	16032	6301	
PU	1312	06/16/16	BAYSCAN TECHNOLOGIES L	LABELS		490.00	16032	6301	
PU	35	06/16/16	RECORDED BOOKS			20.85	16032	6315	
PU	37	06/16/16	INGRAM LIBRARY SERVICE			2,117.77	16032	6315	
PU	44	06/16/16	INTERSTATE BOOKS4SCHOO			200.00	16032	6315	
PU	54	06/16/16	INGRAM LIBRARY SERVICE			131.86	16032	6315	
PU	65	06/16/16	MIDWEST TAPE LLC			388.90	16032	6315	

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
PU	79	06/16/16	UPS*1ZR449350395897911		7.25	16032 6315
PU	111	06/16/16	RECORDED BOOKS		376.64	16032 6315
PU	119	06/16/16	MIDWEST TAPE LLC		1,016.21	16032 6315
PU	141	06/16/16	ALL ABOUT BOOKS, LLC		300.20	16032 6315
PU	151	06/16/16	ALL ABOUT BOOKS, LLC		170.05	16032 6315
PU	158	06/16/16	ALL ABOUT BOOKS, LLC		132.29	16032 6315
PU	167	06/16/16	BAKER-TAYLOR		28.76	16032 6315
PU	171	06/16/16	AMAZON MKTPLACE PMTS		39.03	16032 6315
PU	177	06/16/16	GREEN BAY BOTANICAL GA		39.90	16032 6315
PU	178	06/16/16	GREEN BAY BOTANICAL GA		5.00	16032 6315
PU	181	06/16/16	AMAZON MKTPLACE PMTS		7.98	16032 6315
PU	184	06/16/16	AMAZON MKTPLACE PMTS		54.96	16032 6315
PU	210	06/16/16	STAR BRIGHT BOOKS		38.04	16032 6315
PU	214	06/16/16	INGRAM LIBRARY SERVICE		659.79	16032 6315
PU	223	06/16/16	AMAZON MKTPLACE PMTS		4.32	16032 6315
PU	224	06/16/16	INGRAM LIBRARY SERVICE		542.31	16032 6315
PU	236	06/16/16	INTEGRATED IMAGING		472.60	16032 6315
PU	242	06/16/16	ESP*ESPN THE MAGAZINE		14.97	16032 6315
PU	244	06/16/16	COMMODITY RESEARCH BUR		189.00	16032 6315
PU	252	06/16/16	AMAZON.COM		14.77	16032 6315
PU	261	06/16/16	HOUCHEM BINDERY LTD		135.05	16032 6315
PU	262	06/16/16	INGRAM LIBRARY SERVICE		282.23	16032 6315
PU	271	06/16/16	AMAZON MKTPLACE PMTS		16.26	16032 6315
PU	275	06/16/16	AMAZON.COM		15.97	16032 6315
PU	288	06/16/16	AMAZON MKTPLACE PMTS		22.27	16032 6315
PU	305	06/16/16	INGRAM LIBRARY SERVICE		2,092.32	16032 6315
PU	308	06/16/16	BLR/HCPRO		653.95	16032 6315
PU	311	06/16/16	BAKER-TAYLOR		263.55	16032 6315
PU	313	06/16/16	RECORDED BOOKS		45.09	16032 6315
PU	330	06/16/16	MIDWEST TAPE LLC		305.89	16032 6315
PU	336	06/16/16	AMAZON.COM		17.28	16032 6315
PU	361	06/16/16	NO LOAD FUND INVESTOR		199.00	16032 6315
PU	371	06/16/16	THOMSON WEST*TCD		790.39	16032 6315
PU	372	06/16/16	CSG SALES -ONLINE		58.50	16032 6315
PU	386	06/16/16	THOMSON WEST*TCD		321.00	16032 6315

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
PU	403	06/16/16	MIDWEST TAPE LLC		1,254.41	16032 6315
PU	419	06/16/16	INGRAM LIBRARY SERVICE		287.64	16032 6315
PU	449	06/16/16	AMAZON.COM		31.97	16032 6315
PU	453	06/16/16	AMAZON.COM		39.79	16032 6315
PU	499	06/16/16	INGRAM LIBRARY SERVICE		648.00	16032 6315
PU	520	06/16/16	INGRAM LIBRARY SERVICE		952.66	16032 6315
PU	537	06/16/16	AMAZON MKTPLACE PMTS		27.04	16032 6315
PU	559	06/16/16	AMAZON MKTPLACE PMTS		5.36	16032 6315
PU	562	06/16/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	596	06/16/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	637	06/16/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	650	06/16/16	INGRAM LIBRARY SERVICE		2,184.46	16032 6315
PU	651	06/16/16	AMAZON MKTPLACE PMTS		6.48	16032 6315
PU	653	06/16/16	AMAZON MKTPLACE PMTS		60.23	16032 6315
PU	662	06/16/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	665	06/16/16	AMAZON MKTPLACE PMTS		9.91	16032 6315
PU	666	06/16/16	AMAZON MKTPLACE PMTS		7.98	16032 6315
PU	670	06/16/16	AMAZON MKTPLACE PMTS		6.39	16032 6315
PU	676	06/16/16	DEFA FIL LIBRARY		67.90	16032 6315
PU	682	06/16/16	MIDWEST TAPE LLC		1,147.63	16032 6315
PU	693	06/16/16	STATE BAR OF WISCONSIN		198.17	16032 6315
PU	696	06/16/16	AMAZON MKTPLACE PMTS		18.09	16032 6315
PU	699	06/16/16	AMAZON MKTPLACE PMTS		4.91	16032 6315
PU	701	06/16/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	702	06/16/16	AMAZON MKTPLACE PMTS		4.00	16032 6315
PU	706	06/16/16	AMAZON MKTPLACE PMTS		13.99	16032 6315
PU	710	06/16/16	RECORDED BOOKS		5,625.00	16032 6315
PU	712	06/16/16	BAKER-TAYLOR		28.76	16032 6315
PU	736	06/16/16	AMAZON MKTPLACE PMTS		30.20	16032 6315
PU	761	06/16/16	AMAZON MKTPLACE PMTS		5.51	16032 6315
PU	800	06/16/16	AMAZON.COM		28.20	16032 6315
PU	804	06/16/16	AMAZON MKTPLACE PMTS		11.49	16032 6315
PU	806	06/16/16	INGRAM LIBRARY SERVICE		290.32	16032 6315
PU	815	06/16/16	BAKER-TAYLOR		28.76	16032 6315
PU	821	06/16/16	INGRAM LIBRARY SERVICE		108.96-	16032 6315

DocTy	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
PU	825	06/16/16	AMAZON MKTPLACE	PMTS		15.22	16032 6315
PU	826	06/16/16	RECORDED BOOKS			354.72	16032 6315
PU	833	06/16/16	BAKER-TAYLOR			158.53	16032 6315
PU	837	06/16/16	AMAZON MKTPLACE	PMTS		5.98	16032 6315
PU	856	06/16/16	STATE BAR OF WISCONSIN			80.87	16032 6315
PU	884	06/16/16	AMAZON MKTPLACE	PMTS		47.18	16032 6315
PU	886	06/16/16	INGRAM LIBRARY SERVICE			2,677.94	16032 6315
PU	912	06/16/16	AMAZON.COM			12.99	16032 6315
PU	922	06/16/16	MIDWEST TAPE LLC			69.98	16032 6315
PU	947	06/16/16	RECORDED BOOKS			56.90	16032 6315
PU	976	06/16/16	RECORDED BOOKS			56.90	16032 6315
PU	998	06/16/16	AMAZON MKTPLACE	PMTS		32.72	16032 6315
PU	1010	06/16/16	INGRAM LIBRARY SERVICE			13.99	16032 6315
PU	1033	06/16/16	MIDWEST TAPE LLC			1,481.68	16032 6315
PU	1037	06/16/16	AMAZON MKTPLACE	PMTS		4.00	16032 6315
PU	1038	06/16/16	AMAZON MKTPLACE	PMTS		6.92	16032 6315
PU	1041	06/16/16	INGRAM LIBRARY SERVICE			224.48	16032 6315
PU	1042	06/16/16	AMAZON MKTPLACE	PMTS		6.98	16032 6315
PU	1043	06/16/16	AUDIOFILE MAGAZINE			60.00	16032 6315
PU	1048	06/16/16	BAKER-TAYLOR			28.76	16032 6315
PU	1053	06/16/16	AMAZON MKTPLACE	PMTS		4.00	16032 6315
PU	1074	06/16/16	AMAZON MKTPLACE	PMTS		8.07	16032 6315
PU	1087	06/16/16	AMAZON.COM			24.95	16032 6315
PU	1088	06/16/16	AMAZON MKTPLACE	PMTS		19.97	16032 6315
PU	1089	06/16/16	AMAZON.COM			9.99	16032 6315
PU	1092	06/16/16	AMAZON MKTPLACE	PMTS		4.00	16032 6315
PU	1095	06/16/16	AMAZON MKTPLACE	PMTS		42.90	16032 6315
PU	1098	06/16/16	CQ ROLL CALL, INC.			3,285.00	16032 6315
PU	1099	06/16/16	AMAZON MKTPLACE	PMTS		11.71	16032 6315
PU	1104	06/16/16	AMAZON MKTPLACE	PMTS		9.94	16032 6315
PU	1106	06/16/16	AMAZON MKTPLACE	PMTS		7.98	16032 6315
PU	1112	06/16/16	AMAZON MKTPLACE	PMTS		15.00	16032 6315
PU	1115	06/16/16	AMAZON MKTPLACE	PMTS		12.97	16032 6315
PU	1117	06/16/16	AMAZON MKTPLACE	PMTS		12.97	16032 6315
PU	1146	06/16/16	AMAZON MKTPLACE	PMTS		5.94	16032 6315

DocTy	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
PU	1158	06/16/16	INGRAM LIBRARY SERVICE			340.13	16032 6315
PU	1201	06/16/16	BAKER-TAYLOR			12.24	16032 6315
PU	1202	06/16/16	INGRAM LIBRARY SERVICE			692.13	16032 6315
PU	1246	06/16/16	RECORDED BOOKS			48.02	16032 6315
PU	1252	06/16/16	INGRAM LIBRARY SERVICE			2,968.85	16032 6315
PU	1253	06/16/16	RECORDED BOOKS			56.90	16032 6315
PU	1258	06/16/16	RECORDED BOOKS			48.02	16032 6315
PU	1329	06/16/16	AMAZON.COM			15.99	16032 6315
PU	1336	06/16/16	MIDWEST TAPE LLC			1,855.88	16032 6315
PV	365868	06/03/16	APPLETON WEST HIGH SCHOOL	yearbook		47.00	16032 6315
PV	365872	06/03/16	DATCP	usda subscription		10.00	16032 6315
PV	365875	06/03/16	FOX VALLEY LUTHERAN HIGH SCHOO	cross & crown yearbo		35.00	16032 6315
PV	365883	06/03/16	HMONG GLOBE	hmong globe paper		12.00	16032 6315
PV	366400	06/22/16	MARTENS, RACHEL	media		15.00	16032 6315
16032						41,580.04	
PU	462	06/16/16	AMAZON MKTPLACE PMTS	EQUIP CLEANER		16.17	16033 6301
PU	590	06/16/16	AMAZON MKTPLACE PMTS	EQUIP CLEANER		35.75	16033 6301
PU	415	06/16/16	DMI* DELL HLTHCR/PTR	MONITOR		94.59	16033 6327
PU	348	06/16/16	DNH*GODADDY.COM	DOMAIN RENEWAL		48.52	16033 6418
PU	452	06/16/16	INTERNATIONAL TRANSACTION	WHOS IN PRO		.80	16033 6815
PU	456	06/16/16	GREG HUDSON SOFTWARE	WHOS IN PRO		79.79	16033 6815
16033						275.62	
						68,338.63	

For the Six Months Ending June 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
4232 Library Grants & Aids	1,101,454.00	1,095,759	1,095,759	143,040.00	623,185.00	57
4801 Charges for Serv.- Nontax	63,832.39	79,000	79,000	5,419.70	30,961.27	39
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	985.00	1,154.81	0
5035 Other Reimbursements	56,507.48	0	24,500	153.95	24,653.95	101
00003951 Friends of Appleton Library						
5035	.00	0	1,000	13,156.57	47,251.61	4,725
00003953 Ready to Read - Comm Fdn						
5035	.00	0	0	15,000.00	.00	0
16010 Administration - Library	1,253,090.77	1,204,759	1,230,259	147,755.22	737,206.64	
16021 Children's Services						
5035 Other Reimbursements	15,000.00	15,000	0	.00	.00	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	12,455.04	97,149.04	1,388
00003953 Ready to Read - Comm Fdn						
5035	.00	0	15,000	15,000.00	15,000.00	100
00003955 ELL						
5035	.00	0	0	.00	9,500.00	0
16021 Children's Services	15,000.00	15,000	22,000	27,455.04	121,649.04	
16024 Community Partnerships						
5035 Other Reimbursements	.00	300	300	.00	.00	0
00003950 Library Public Use Printers						
5035	340.60	0	0	27.65	127.45	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	.00	7,000.00	100
16024 Community Partnerships	340.60	300	7,300	27.65	7,127.45	
16031 Building Operations						
5001 Fees & Commissions	1,458.74	1,500	1,500	5.50	714.77	48
16031 Building Operations	1,458.74	1,500	1,500	5.50	714.77	
16032 Material Management						
5035 Other Reimbursements	30,734.67	0	0	1,630.14	13,641.56	0
00003950 Library Public Use Printers						
5035	124.14	0	0	.00	.00	0
16032 Material Management	30,858.81	0	0	1,630.14	13,641.56	
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	2,188.91	11,210.53	0
16033 Network Services	20,687.67	17,000	17,000	2,188.91	11,210.53	
LIB LIBRARY	1,321,436.59	1,238,559	1,278,059	179,062.46	891,549.99	

For the Six Months Ending June 30, 2016

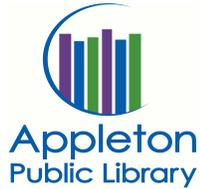
Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
<b>LIB LIBRARY</b>						
<b>16010 Administration - Library</b>						
6101 Regular Salaries	312,482.82	342,648	351,800	40,175.03	153,706.24	44
6105 Overtime	2.59	0	0	.00	.00	0
6107 Temp. Full - Time	.00	0	0	.00	801.47	0
6108 Part-Time	6,367.07	10,422	10,422	744.90	3,420.66	33
6110 Other Compensation	50.00	0	0	.00	.00	0
6115 Vacation Pay	33,929.52	0	0	1,339.37	10,698.09	0
6150 Fringes	115,621.31	119,068	119,068	14,950.52	57,468.69	48
6201 Training/Conferences	2,401.93	4,055	7,555	216.16	5,795.21	77
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	440.09	1,632.76	36
6303 Memberships & Licenses	3,365.00	1,995	1,995	.00	2,737.00	137
6305 Awards & Recognition	845.77	850	850	78.00	853.64	100
6307 Food & Provisions	1,374.23	1,135	1,135	66.54	244.07	22
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	229.42	1,354.71	50
6413.8 Cellular Phones	944.14	1,085	1,085	.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	2,825.00	71
00003951 Friends of Appleton Library						
6301 Office Supplies	.00	0	0	16.00	463.00	0
6305 Awards & Recognition	.00	0	0	.00	210.00	0
6307 Food & Provisions	.00	0	0	44.82	89.62	0
6599 Other Contracts/Obligations	.00	0	1,000	.00	330.00	33
<b>16010 Administration - Library</b>	<b>489,943.14</b>	<b>496,517</b>	<b>510,169</b>	<b>58,300.85</b>	<b>245,333.43</b>	
<b>16021 Children's Services</b>						
6101 Regular Salaries	342,146.82	355,034	363,385	35,042.30	162,006.88	45
6105 Overtime	287.03	0	0	.00	60.78	0
6108 Part-Time	36,489.77	30,605	30,605	6,140.97	21,829.90	71
6114 Sick Pay	2,529.80	0	0	.00	.00	0
6115 Vacation Pay	29,694.70	0	0	3,576.92	14,594.07	0
6150 Fringes	128,875.44	130,748	130,748	12,398.85	57,519.90	44
6201 Training/Conferences	4,271.91	3,570	3,570	393.66	1,033.62	29
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	64.86	956.72	35
6327 Miscellaneous Equipment	130.42	250	250	.00	49.92	20
6599 Other Contracts/Obligations	1,000.00	1,000	1,000	.00	1,000.00	100
00003951 Friends of Appleton Library						
6201 Training/Conferences	.00	0	0	60.00	60.00	0
6301 Office Supplies	.00	0	0	516.85	586.39	0
6599 Other Contracts/Obligations	.00	0	7,000	.00	1,002.50	14
00003952 Reach Out & Read - United Way						
6301 Office Supplies	.00	0	0	248.65	3,294.87	0
00003954 Ready to Read - Appleton						
6301	.00	0	0	1,030.00	1,030.00	0
00003955 ELL						
6301	.00	0	0	2,311.90	2,311.90	0
<b>16021 Children's Services</b>	<b>553,705.71</b>	<b>526,541</b>	<b>541,892</b>	<b>61,784.96</b>	<b>270,109.45</b>	
<b>16023 Public Services</b>						
6101 Regular Salaries	411,575.76	471,847	476,350	37,700.21	205,201.71	43
6108 Part-Time	102,497.67	86,349	86,349	9,835.74	55,595.08	64
6114 Sick Pay	7,369.43	0	0	.00	1,046.10	0
6115 Vacation Pay	53,816.95	0	0	8,568.78	27,667.61	0
6150 Fringes	172,650.25	177,154	177,154	15,111.57	85,213.28	48
6201 Training/Conferences	1,295.96	1,835	1,835	300.00	917.52	50
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	95.97	629.55	16
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

For the Six Months Ending June 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
16023 Public Services						
16023 Public Services	757,563.51	748,341	752,844	71,612.27	383,652.85	
6101 Regular Salaries	291,171.34	341,224	346,611	45,852.16	154,713.39	45
6108 Part-Time	3,484.48	4,389	4,389	1,359.19	4,613.36	105
6115 Vacation Pay	38,977.75	0	0	4,486.49	11,085.91	0
6150 Fringes	102,523.72	110,645	110,645	19,222.34	57,799.92	52
6201 Training/Conferences	3,095.16	3,570	3,570	207.52	1,690.20	47
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						
6301	.00	0	0	569.51	1,288.19	0
6599 Other Contracts/Obligations	.00	0	7,000	480.00	919.99	13
16024 Community Partnerships	442,681.17	464,442	476,829	72,177.21	234,647.39	
16031 Building Operations						
6101 Regular Salaries	78,545.02	105,913	106,246	6,967.93	42,101.89	40
6105 Overtime	206.29	0	0	428.54	626.42	0
6108 Part-Time	3,478.42	5,952	5,952	632.04	2,665.29	45
6114 Sick Pay	.00	0	0	3,529.12	3,529.12	0
6115 Vacation Pay	9,028.92	0	0	1,683.75	4,687.93	0
6150 Fringes	38,814.05	54,173	54,173	5,121.22	20,948.74	39
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	.00	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	264.00	1,499.00	62
6413.1 Electric	109,161.14	98,538	98,538	10,566.87	48,154.39	49
6413.2 Gas	23,168.93	35,479	35,479	889.64	14,165.67	40
6413.3 Water	4,871.40	5,154	5,154	.00	2,513.05	49
6413.4 Waste Disposal/Collecti	2,028.32	2,155	2,155	.00	1,048.84	49
6413.6 Stormwater	2,444.49	2,643	2,643	.00	1,205.68	46
6416 Build Repairs & Maint.	1,838.94	5,000	5,000	.00	643.04	13
6418 Equip Repairs & Maint	481.55	400	400	.00	118.94	30
6420 Facilities charges	158,430.47	186,199	186,199	7,392.51	40,749.74	22
16031 Building Operations	444,962.43	512,984	513,317	37,475.62	190,077.12	
16032 Material Management						
6101 Regular Salaries	446,575.02	507,415	513,572	46,313.54	213,736.70	42
6107 Temp. Full-Time	1,795.08	0	0	1,010.04	6,025.10	0
6108 Part-Time	90,333.78	66,274	66,274	10,836.39	43,114.42	65
6110 Other Compensation	.00	0	0	.00	150.00	0
6114 Sick Pay	26.13	0	0	.00	.00	0
6115 Vacation Pay	60,413.73	0	0	8,190.35	25,433.28	0
6150 Fringes	158,665.78	171,509	171,509	18,504.53	82,165.71	48
6201 Training/Conferences	2,766.56	2,550	2,550	285.00	902.52	35
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	1,137.26	10,382.56	28
6306 Building Maint./Janitorial	7.73	0	0	.00	.00	0
6315 Books & Library Materials	625,865.47	578,185	604,558	40,157.78	247,742.47	41
6599 Other Contracts/Obligations	61,778.00	62,397	62,397	.00	62,396.00	100
16032 Material Management	1,476,532.83	1,430,626	1,463,156	126,434.89	697,232.76	
16033 Network Services						

For the Six Months Ending June 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
6101 Regular Salaries	78,781.44	94,494	96,408	10,837.60	43,376.99	45
6110 Other Compensation	.00	0	0	.00	100.00	0
6115 Vacation Pay	5,075.84	0	0	428.00	3,925.49	0
6150 Fringes	31,497.29	35,938	35,938	4,196.97	17,639.89	49
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	51.92	2,460.03	32
6327 Miscellaneous Equipment	45,918.23	66,000	66,000	94.59	14,608.74	22
6418 Equip Repairs & Maint	68,369.26	59,900	59,900	48.52	47,969.52	80
6815 Software Acquisition	9,027.07	8,250	8,250	80.59	2,215.03	27
16033 Network Services	246,383.55	274,808	276,722	15,738.19	133,561.21	
LIB LIBRARY	4,411,772.34	4,454,259	4,534,929	443,523.99	2,154,614.21	



Meeting Minutes - Draft  
Library Board

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Tuesday, July 12, 2016

2:30 PM

225 N. Oneida Street

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Finance Committee Meeting

1. Call meeting to order

Chairperson Bergman called the meeting to order at 2:31 pm

2. Roll call of membership

Others Present: Jessica Brittnacher, Colleen Rortvedt, Tasha Saecker

Suzanne Brault Pagel arrived at 2:34 pm

Present: 4 - Bergman, Hietpas, Brault Pagel and Dannecker

Others : 1 - Scheuerman

3. Action Items

A. [16-1061](#) 2017 Library Budget

Hietpas moved, seconded by Dannecker, that the proposed 2017 Library Budget be approved. Voice Vote. Motion Carried. (4-0)

B. [16-1063](#) 2017 Library Budget Addition

Dannecker moved, seconded by Brault Pagel, that the proposed 2017 Library Budget Addition - Hispanic Outreach Specialist be approved . Voice Vote. Motion Carried. (4-0)

C. [16-1111](#) 2017 Budget CIPs

Hietpas moved, seconded by Dannecker, that the proposed 2017 Library Budget CIPs - Building Envelope, HVAC Systems, Interior Finishes and Furniture, Lighting Upgrades, Roof Replacement, Safety and Security be approved. Voice Vote. Motion Carried. (4-0)

4. Information Items

A. [16-1064](#) Review monthly financial reports

5. Adjournment

Dannecker moved, seconded by Hietpas that the meeting be adjourned. Voice  
Vote. Motion Carried. (4-0)  
The meeting was adjourned at 4:03 pm

## 2017 Proposed Budget for Library Board Approval

	2016 Administration (16010)	2017 Administration (16010)	2016 Children's (16021)	2017 Children's (16021)	2016 Public Services (16023)	2017 Public Services (16023)	2016 Community Partnerships (16024)	2017 Community Partnerships (16024)	2016 Operations (16031)	2017 Operations (16031)	2016 Materials Management (16032)	2017 Materials Management (16032)	2016 Network Services (16033)	2017 Network Services (16033)	2016 TOTAL	2017 TOTAL	% CHANGE
Personnel																	
6101/6107 Salaries	342,648.00	359,445.00	355,034.00	368,535.00	471,847.00	484,494.00	341,224.00	354,005.00	105,913.00	105,393.00	507,415.00	497,298.00	94,494.00	97,636.00	2,218,575.00	2,266,806.00	2.17%
6108 Part-time	10,422.00	10,925.00	30,605.00	30,605.00	86,349.00	87,633.00	4,389.00	4,456.00	5,952.00	5,756.00	66,274.00	67,278.00	0.00	0.00	203,991.00	206,653.00	1.30%
6150 Fringes	119,068.00	135,130.00	130,748.00	134,847.00	177,154.00	179,358.00	110,645.00	131,915.00	54,173.00	45,262.00	171,509.00	174,198.00	35,938.00	37,386.00	799,235.00	838,096.00	4.86%
<b>Subtotal - Personnel</b>	<b>472,138.00</b>	<b>505,500.00</b>	<b>516,387.00</b>	<b>533,987.00</b>	<b>735,350.00</b>	<b>751,485.00</b>	<b>456,258.00</b>	<b>490,376.00</b>	<b>166,038.00</b>	<b>156,411.00</b>	<b>745,198.00</b>	<b>738,774.00</b>	<b>130,432.00</b>	<b>135,022.00</b>	<b>3,221,801.00</b>	<b>3,311,555.00</b>	<b>2.79%</b>
Supplies and Services																	
6201 Training and Travel	4,055.00	4,177.00	3,570.00	3,677.00	1,835.00	1,890.00	3,570.00	3,677.00	200.00	206.00	2,550.00	2,627.00	2,000.00	2,060.00	17,780.00	18,314.00	3.00%
6206 Parking Permits	2,124.00	19,920.00	2,604.00	0.00	3,456.00	0.00	2,364.00	0.00	864.00	0.00	4,896.00	0.00	576.00	0.00	16,884.00	19,920.00	17.98%
6301 Supplies	4,500.00	4,635.00	2,730.00	2,812.00	3,950.00	4,069.00	2,250.00	2,318.00	0.00	100.00	37,400.00	38,522.00	7,650.00	7,880.00	58,480.00	60,336.00	3.17%
6303 Memberships	1,995.00	2,055.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,995.00	2,055.00	3.01%
6305 Awards and Recognition	850.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	850.00	0.00%
6306 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,344.00	7,344.00	0.00	0.00	0.00	0.00	7,344.00	7,344.00	0.00%
6307 Food and Provisions	1,135.00	1,135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,135.00	1,135.00	0.00%
6308 Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	-100.00%
6309.2 Tools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	100.00	0.00	0.00	0.00	0.00	50.00	100.00	100.00%
6311 Painting Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	-100.00%
6315 Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	578,185.00	595,531.00	0.00	0.00	578,185.00	595,531.00	3.00%
6320.2 Printing	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
6323 Safety Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	150.00	0.00	0.00	0.00	0.00	100.00	150.00	50.00%
6324 Medical Supplies	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	100.00	50.00	-50.00%
6327 Misc. Equipment	0.00	0.00	250.00	0.00	500.00	1,000.00	0.00	0.00	250.00	250.00	0.00	0.00	66,000.00	66,000.00	67,000.00	67,250.00	0.37%
6407 Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,420.00	1,545.00	0.00	0.00	0.00	0.00	2,420.00	1,545.00	-36.16%
6412 Advertising	1,250.00	1,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,288.00	3.04%
6413.1-8 Utilities (see breakdown)	3,770.00	3,664.00	0.00	0.00	0.00	0.00	0.00	0.00	143,969.00	141,673.00	0.00	0.00	0.00	0.00	147,739.00	145,337.00	-1.63%
6416 Building Repair and Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	3,000.00	0.00	0.00	0.00	0.00	5,000.00	3,000.00	-40.00%
6418 Equipment Repair and Maint	500.00	0.00	0.00	0.00	3,250.00	1,600.00	0.00	0.00	400.00	400.00	0.00	0.00	59,900.00	71,415.00	64,050.00	73,415.00	14.62%
6420 Facilities Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,199.00	178,037.00	0.00	0.00	0.00	0.00	186,199.00	178,037.00	-4.38%
6815 Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,250.00	8,498.00	8,250.00	8,498.00	3.01%
6599 Other Contracts	4,000.00	4,100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	62,397.00	62,397.00	0.00	0.00	67,397.00	67,497.00	0.15%
<b>Subtotal - Supplies and Services</b>	<b>24,379.00</b>	<b>41,924.00</b>	<b>10,154.00</b>	<b>7,489.00</b>	<b>12,991.00</b>	<b>8,559.00</b>	<b>8,184.00</b>	<b>5,995.00</b>	<b>346,946.00</b>	<b>332,855.00</b>	<b>685,428.00</b>	<b>699,077.00</b>	<b>144,376.00</b>	<b>155,853.00</b>	<b>1,232,458.00</b>	<b>1,251,752.00</b>	<b>1.57%</b>
<b>Total Library Expense</b>	<b>496,517.00</b>	<b>547,424.00</b>	<b>526,541.00</b>	<b>541,476.00</b>	<b>748,341.00</b>	<b>760,044.00</b>	<b>464,442.00</b>	<b>496,371.00</b>	<b>512,984.00</b>	<b>489,266.00</b>	<b>1,430,626.00</b>	<b>1,437,851.00</b>	<b>274,808.00</b>	<b>290,875.00</b>	<b>4,454,259.00</b>	<b>4,563,307.00</b>	<b>2.45%</b>

Utilities Breakdown	2015	2016	2017	% change 16-17
16031.6413.1 Electric	110,250.00	98,538.00	109,161.00	10.78%
16031.6413.2 Gas	21,800.00	35,479.00	23,169.00	-34.70%
16031.6413.3 Water	5,100.00	5,154.00	4,871.00	-5.49%
16031.6413.4 Sewer	2,200.00	2,155.00	2,028.00	-5.89%
16031.6413.6 Storm water	2,325.00	2,643.00	2,444.00	-7.53%
16010.6413.7 Telephone	3,585.00	2,685.00	2,719.00	1.27%
16010.6413.8 Cellphone	950.00	1,085.00	945.00	-12.90%
<b>Total - Utilities</b>	<b>146,210.00</b>	<b>147,739.00</b>	<b>145,337.00</b>	<b>-1.63%</b>

Revenue	2015	2016	2017	% Change 16-17
16010.4232 Library Grants and Aids (County Reimbursement)	1,097,902.00	1,095,759.00	1,065,839.00	-2.73%
16010.4801 Charges for Service (Fines and Fees)	82,000.00	79,000.00	75,000.00	-5.06%
16010.5015 Rental of City Property	30,000.00	30,000.00	30,000.00	0.00%
16010.5035 Other Reimbursements (Administration)	0.00	0.00	0.00	0.00%
16021.5035 Community Foundation Grant (Children's Services)	15,000.00	15,000.00	0.00	-100.00%
16024.5035 Reader/Printer (Community Partnerships)	300.00	300.00	300.00	0.00%
16031.5001 Fees and Commissions (Vending)	1,500.00	1,500.00	1,500.00	0.00%
16033.5035 Internet Printing (Network Services)	17,000.00	17,000.00	18,500.00	8.82%
<b>Total - Revenues</b>	<b>1,243,702.00</b>	<b>1,238,559.00</b>	<b>1,191,139.00</b>	<b>-3.83%</b>

**CITY OF APPLETON 2017 BUDGET**

**LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**

# CITY OF APPLETON 2017 BUDGET LIBRARY

## MISSION STATEMENT

Learn, know, gather and grow in your center of community life.

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### Maintain high quality library services

Implemented 2016 Public Access Technology Survey:

-363 surveys were completed

-46% of respondents who use the library's public access technology received help from staff

-81% stated it is important or very important to have public access computers and internet available to the community

Evaluated and updated APL 150 long range plan

Had 208,922 visits as of May 2016, compared to 206,677 as of May 2015

Meeting room use is on track to exceed the 5,000 uses in 2016 (2015 usage: 4,414)

2015 summer program for children had 4,260 participants and the teen summer reading program had 1,217

participants, a record number (2016 numbers pending completion of program in August)

On track to circulate nearly 1.2 million physical items in 2016; self-checkout averages 79%

Offered high interest programs for all ages

### Increase marketing and advocacy, fund development, technology for efficiency, staffing levels & training, library environment and neighborhood

Created bi-monthly "Classes and Events" publication, consolidating all our programming into one publication

Marketing e-blasts sent to approximately 5,000 e-mail addresses

Friends of the Appleton Public Library hosted fundraiser dinner, completed two successful used book sales, two fundraising letter campaigns, provided \$67,000 in grants directly from Friends funds, and served as fiscal agent for grants awarded from outside funding agencies

Hosted staff retreat in February 2016 with morning session for staff by nationally recognized trainer Pat Wagner and afternoon leadership session for supervisors

Hosted monthly staff trainings on continuing education and safety topics

Participating in statewide planning process for public library systems

Continued working with Washington Square group and security guard to improve neighborhood environment

### Continue to explore facility needs and options

Worked with city departments on mobility study and updates to the comprehensive plan

Researched alternative models of library facilities and new methods of providing service

Made repairs to the atrium flashing and patched carpeting

Updated public Wi-Fi improving service to patrons using their own devices to access the internet

### Continue cooperation with schools and other community organizations

Participated in 160 programs with local educational institutions, businesses, non-profits and civic groups

Secured grant funding from the United Way Fox Cities to expand Reach Out and Read throughout the Fox Cities

Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival where APL had 639 attendees at our 13 programs

Hosted Hmong American Day Celebration attended by 270 people

Collaborated with local organizations on a Celebration of Hispanic Heritage annually

Became the host for the Memory Cafe that relocated from the Thompson Center

Opened Appleton Seed Library with The Seed Guild with a grant from the Community Foundation

### Utilize volunteers more effectively

In 2015 volunteers provided 8,079 hours of service. Currently we have 2,146 volunteer hours as of May 2016.

Continued to utilize volunteer greeter station, providing welcome and simple assistance as patrons enter the building

### Continuously work to improve website and online service delivery

Expanded remote digital content by adding Comics Plus online comics and graphic novels, OnePlay Digital Gaming and continuing to offer e-courses through Gale Courses, e-books and audiobooks through Overdrive in conjunction with OWLSnet, Zinio (popular magazine online service) and IndieFlix (online streaming video service)

Offered a new online summer library program. Participation pending completion of the program in August

E-book use is up 13% from previous year

APL's Facebook page has established over 3,200 followers

## CITY OF APPLETON 2017 BUDGET LIBRARY

### MAJOR 2017 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

**Hub of Learning and Literacy** - We connect our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

**Collaborative Environment** – We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

**The Future: Children and Teens** – We provide youth of all ages in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that families from all backgrounds find a supportive and strengthening place for their futures.

**Creation and Innovation** – We honor imagination, invention, and inspiration. We provide people, places and platforms to encourage discovery, development and originality.

**Enriched Entertainment**– We embrace the important role of entertainment in the lives of our community members and its ability to enhance and enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

**Specialized Services and Programs** – We support and sustain education for all ages. We address the varied needs within our community by offering targeted assistance for diverse populations.

**Engaged and Sustainable Organization** – Our knowledgeable and creative staff provides a patron experience that represents and aids our diverse community. We work closely with many organizations and partners to benefit those we serve.

Other specific objectives include:

Continue to plan for library facility needs

Expand outreach to parents and English Language Learners in the Hmong and Hispanic communities as well as finding ways to work with incoming refugees

Collaborate with schools and other community organizations

Serve as a location for civic engagement and public meetings

Implement comprehensive marketing plan

Continue to develop online "digital branch" offering increased access to digital content such as e-courses for lifelong learning

Improve website to make it easier to navigate

Incorporate information and results from system and state studies into library policies and operations

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 1,167,399	\$ 1,326,438	\$ 1,238,559	\$ 1,278,059	\$ 1,191,139	-3.83%
<b>Program Expenses</b>							
16010	Administration	470,304	489,943	496,517	510,169	547,424	10.25%
16021	Children's Services	505,915	553,706	526,541	541,892	541,476	2.84%
16023	Public Services	738,235	757,563	748,341	752,844	760,044	1.56%
16024	Community Partnerships	446,211	442,682	464,442	476,829	496,371	6.87%
16031	Building Operations	467,998	444,970	512,984	513,317	489,266	-4.62%
16032	Materials Management	1,438,134	1,476,526	1,430,626	1,463,156	1,437,851	0.51%
16033	Network Services	260,239	246,382	274,808	276,722	290,875	5.85%
<b>TOTAL</b>		\$ 4,327,036	\$ 4,411,772	\$ 4,454,259	\$ 4,534,929	\$ 4,563,307	2.45%
<b>Expenses Comprised Of:</b>							
	Personnel	3,116,308	3,195,776	3,221,801	3,257,598	3,311,555	2.79%
	Administrative Expense	111,351	88,021	104,468	107,968	109,954	5.25%
	Supplies & Materials	639,054	673,096	645,685	672,058	663,181	2.71%
	Purchased Services	65,850	70,005	71,067	86,067	70,330	-1.04%
	Utilities	147,351	145,337	147,739	147,739	145,337	-1.63%
	Repair & Maintenance	234,371	230,510	255,249	255,249	254,452	-0.31%
	Capital Expenditures	12,751	9,027	8,250	8,250	8,498	3.01%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	45.50	46.50	46.00	46.00	46.00	

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

### PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, Administration plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" ; # 4: "Develop human resources to meet changing needs" and # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Oversee and guide the library's long range plan throughout the daily operations of the library so staff members understand their roles in fulfilling the library's mission, vision and services utilizing APL's strategic priorities.

Ensure library responds to community needs and participate in initiatives supporting the LIFE Study.

Continue efforts to provide citizen engagement and transparency in library planning through public meetings, facilitated discussions, the apl.org website, as well as through social media efforts.

Continue to communicate the role of libraries in 21st century society.

Work with Washington Square collaboration with security guard collaboration.

Support the strategic plan of the Friends of Appleton Public Library; work with Friends to develop strong public/private partnerships to support the library in providing edge of excellence services.

Continue working on library facility plans. Ensure high quality service during facility planning and any transitions. Participate, as appropriate, in application of parking, mobility study and comprehensive plan recommendations.

Participate in statewide Public Library System Redesign process.

**Major changes in Revenue, Expenditures, or Programs:**

County revenues (16010.4232) are based on a reimbursement formula of use from 2 years prior. Decrease in revenue reflects decrease in circulation from non-Appleton residents.

Grant funds awarded are based on those known at the time of budget proposal.

### PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
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**Client Benefits/Impacts**

Library activities, programs and services are responsive to community needs

% of surveyed patrons who rate the library as responsive or very responsive	98%	97%	97%	97%	97%
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**Strategic Outcomes**

A better educated community

Collaborations with educational institutions	108	160	110	110	160
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**Work Process Outputs**

Grant funds awarded	\$ 92,753	\$ 135,500	\$ 130,000	\$ 175,358	\$ 130,000
State-level meetings attended	36	24	30	30	30
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	7,408	8,079	8,000	8,000	8,000
Annual door count	524,918	459,780	510,000	510,000	500,000

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

Administration

Business Unit 16010

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
4224 Misc State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	902,006	1,101,454	1,095,759	1,095,759	1,065,839
4801 Charges for Serv.- Nontax	68,788	68,832	79,000	79,000	75,000
5015 Rental of City Property	30,000	30,000	30,000	30,000	30,000
5020 Donations & Memorials	1,452	1,297	-	-	-
5035 Other Reimbursements	83,736	56,508	-	25,500	-
<b>Total Revenue</b>	<b>\$ 1,085,982</b>	<b>\$ 1,258,091</b>	<b>\$ 1,204,759</b>	<b>\$ 1,230,259</b>	<b>\$ 1,170,839</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 331,337	\$ 346,460	\$ 342,648	\$ 351,800	\$ 359,445
6105 Overtime	551	-	-	-	-
6108 Part-Time	6,495	6,367	10,422	10,422	10,925
6150 Fringes	109,684	115,621	119,068	119,068	135,130
6201 Training\Conferences	6,412	2,402	4,055	7,555	4,177
6206 Parking Permits	2,084	2,133	2,124	2,124	19,920
6301 Office Supplies	3,453	3,004	4,500	4,500	4,635
6303 Memberships & Licenses	2,218	3,365	1,995	1,995	2,055
6304 Postage & Freight	57	0	-	-	-
6305 Awards & Recognition	645	846	850	850	850
6307 Food & Provisions	808	1,374	1,135	1,135	1,135
6320 Printing & Reproduction	-	54	100	100	100
6324 Medical/Lab Supplies	53	114	100	100	-
6412 Advertising	1,146	1,240	1,250	1,250	1,288
6413 Utilities	2,697	3,663	3,770	3,770	3,664
6418 Equip Repairs & Maint	164	-	500	500	-
6599 Other Contracts/Obligations	2,500	3,300	4,000	5,000	4,100
<b>Total Expense</b>	<b>\$ 470,304</b>	<b>\$ 489,943</b>	<b>\$ 496,517</b>	<b>\$ 510,169</b>	<b>\$ 547,424</b>

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Children's Services**

**Business Unit 16021**

### PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Cultivate quality children's materials collections through careful selection and maintenance practices to support both education and recreation

Provide responsive customer service, including reference, readers' advisory and directional assistance

Develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, specialized programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Through Appleton Ready to Read (ARTR) outreach specialists, work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Through Reach Out and Read program (ROR, a physician initiative to encourage family reading and assess pre-literacy skill development at well child visits), work with local medical clinics and regional libraries to bridge communication between agencies and promote library programs

**Major changes in Revenue, Expenditures, or Programs:**

In 2016, we received a 3 year grant of \$265,808 (\$77,694/year) from the United Way to continue our work supporting and spreading ROR. This grant supports a half-time Library Physician Liaison position and the purchase of age-appropriate books used by physicians at well-child visits.

In 2016, we received a \$9,500 grant from BMO Harris to deliver a new program to English Language Learning student.

In 2016, the library developed an online summer library program in addition to our longstanding paper programs.

In late 2015, the library updated half of the computer workstations in the Children's Section to iPads. The iPads are very popular but have proven to be difficult to quantify in terms of sessions or time used. The performance indicator below is only the sessions for the remaining computer workstations.

In 2017, work with Community Partnerships and Public Services to bring circulation services out into the community.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Children have access to a wide range of quality programs					
Attendance at children's programs	33,135	35,253	35,000	36,000	35,000
Computer workstation sessions	30,045	33,419	30,000	15,000	15,000
<b>Strategic Outcomes</b>					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,666	4,260	4,700	4,700	4,500
<b>Work Process Outputs</b>					
Reference transactions	23,450	26,493	24,000	21,000	23,000
Number of children's programs	997	1,057	1,000	950	1,000
Avg. number of attendance per program	33	33	35	40	35

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

Children's Services

Business Unit 16021

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	-	15,000	15,000	22,000	-
Total Revenue	\$ -	\$ 15,000	\$ 15,000	\$ 22,000	\$ -
<b>Expenses</b>					
6101 Regular Salaries	\$ 338,023	\$ 374,371	\$ 355,034	\$ 363,385	\$ 368,535
6105 Overtime	-	287	-	-	-
6108 Part-Time	38,132	36,490	30,605	30,605	30,605
6150 Fringes	111,102	128,876	130,748	130,748	134,847
6201 Training\Conferences	7,928	4,272	3,570	3,570	3,677
6206 Parking Permits	2,230	2,604	2,604	2,604	-
6301 Office Supplies	7,568	5,676	2,730	2,730	2,812
6320 Printing & Reproduction	127	-	-	-	-
6327 Miscellaneous Equipment	-	130	250	250	-
6599 Other Contracts/Obligations	805	1,000	1,000	8,000	1,000
Total Expense	\$ 505,915	\$ 553,706	\$ 526,541	\$ 541,892	\$ 541,476

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

### PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Work with patrons in support of the strategies of Hub of Learning and Literacy and Enriched Entertainment. We work with other system libraries and State libraries in a collaborative environment. The section embraces new technologies and best library practices to continue to be an engaged and sustainable organization.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library. In 2016 staff are developing technology competencies for the adult service desks for increased consistency between desks and focused training in 2017. Each year we provide quality service to over 500,000 people.

Register new patrons and maintain a database of over 90,000 users. We process holds in conjunction with the Materials Management section: approx. 300,000 items each year. We send out overdue, billing and reserve notices and manage the collection process for long overdue items.

Promote and train the public on the use of the self-check machines by patrons at an average of 79% of library materials check out via self-check each month

Prepare and maintain displays of new and/or popular materials

Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer.

Oversee the inter-library loan process

**Major changes in Revenue, Expenditures, or Programs:**

Work with OWLS to implement a collection agency to recover billed materials and/or monies owed for bills and fines.

Work with Community Partnerships and Children's Librarians to bring circulation services out into the community.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Convenient and fast access to accurate information					
Reference questions answered	80,772	78,850	81,000	77,000	80,000
E-mail requests for information	2,296	3,102	2,600	3,200	3,000
<b>Strategic Outcomes</b>					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	95,392	95,392	94,000	91,000	91,000
Interloans obtained for patrons	145,601	140,892	130,000	145,000	140,000
<b>Work Process Outputs</b>					
Adult materials circulation	756,439	683,201	700,000	685,000	685,000
Children's materials circulation	517,697	483,496	460,000	450,000	450,000
Reserves filled for APL patrons	165,137	151,946	170,000	140,000	150,000

**CITY OF APPLETON 2017 BUDGET**

**LIBRARY**

**Public Services**

**Business Unit 16023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 455,525	\$ 472,762	\$ 471,847	\$ 476,350	\$ 484,494
6105 Overtime	99	-	-	-	-
6108 Part-Time	109,624	102,498	86,349	86,349	87,633
6150 Fringes	163,914	172,650	177,154	177,154	179,358
6201 Training\Conferences	1,290	1,296	1,835	1,835	1,890
6206 Parking Permits	3,168	3,456	3,456	3,456	-
6301 Office Supplies	3,021	3,511	3,950	3,950	4,069
6327 Miscellaneous Equipment	-	1,390	500	500	1,000
6418 Equip Repairs & Maint	1,594	-	3,250	3,250	1,600
6804 Machinery & Equipment	-	-	-	-	-
Total Expense	<u>\$ 738,235</u>	<u>\$ 757,563</u>	<u>\$ 748,341</u>	<u>\$ 752,844</u>	<u>\$ 760,044</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

### PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs

Provide access to the library's traditional and digital collection through the library's websites and social media sites

Provide access to local history materials, services, and programs. Collaborate with partner agencies; serve on local boards and participate in various organizations to increase collaboration to build shared capacity and connect patrons with local resources

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through specialized services and programs

Present collections and up-to-date hardware and software in our digital creation lab

Incorporate Fox Cities Online (FOCOL) more fully into Library services while observing the agreement made with the former FOCOL board upon dissolution of FOCOL, Inc.

**Major changes in Revenue, Expenditures, or Programs:**

Work with Public Services and Children's Librarians to bring circulation services out into the community.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on odd years)					
Adult programs	99%	99%	98%	99%	99%
Young adult programs	100%	100%	99%	100%	100%
<b>Strategic Outcomes</b>					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	8,794	10,954	10,000	9,200	9,500
Adult program attendance	6,709	6,023	6,000	8,000	7,000
<b>Work Process Outputs</b>					
Web page "hits" (page accesses)	1,173,889	1,084,342	1,200,000	1,250,000	1,200,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2017 BUDGET**

**LIBRARY**

**Community Partnerships**

**Business Unit 16024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 4,878	\$ 341	\$ 300	\$ 7,300	\$ 300
Total Revenue	<u>\$ 4,878</u>	<u>\$ 341</u>	<u>\$ 300</u>	<u>\$ 7,300</u>	<u>\$ 300</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 329,276	\$ 330,149	\$ 341,224	\$ 346,611	\$ 354,005
6108 Part-Time	4,527	3,485	4,389	4,389	4,456
6150 Fringes	103,045	102,524	110,645	110,645	131,915
6201 Training\Conferences	2,709	3,095	3,570	3,570	3,677
6206 Parking Permits	2,076	1,788	2,364	2,364	-
6301 Office Supplies	4,561	1,641	2,250	2,250	2,318
6320 Printing & Reproduction	17	-	-	-	-
6599 Other Contracts/Obligations	-	-	-	7,000	-
Total Expense	<u>\$ 446,211</u>	<u>\$ 442,682</u>	<u>\$ 464,442</u>	<u>\$ 476,829</u>	<u>\$ 496,371</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

### PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 5: "Encourage sustainability" ; and Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Maintain safety and security within the library through monitoring, conflict resolution and policy and procedure enforcement in collaboration with other city departments

Ensure the needs of library meeting room users are met by conducting meeting room set-ups and providing on-site assistance for staff programs and community

Proactively meet the needs of the community through quality customer service and by effectively incorporating sustainable and cost-effective practices in our day to day operations

Facilitate the work done in the library by PRFMD by performing basic facility and equipment maintenance and cleaning and informing them of building needs and concerns; work with the cleaning service to ensure the library facility is being cleaned according to the service contract

Continue the replacement of desks and workstations in various staff areas of the library to replace furniture that is original to the 1981 library facility with furnishings designed to work with modern technology; furniture selected will be able to move to any future facility

**Major changes in Revenue, Expenditures, or Programs:**

None

### PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
<b>Client Benefits/Impacts</b>					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on even years)	97%	98%	95%	95%	97%
% of patrons satisfied with cleanliness of library (surveyed on even years)	95%	94%	95%	95%	95%
% of patrons satisfied with safety in the library (surveyed on even years)	94%	90%	95%	95%	95%
<b>Strategic Outcomes</b>					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,270	4,414	4,400	5,000	5,000
<b>Work Process Outputs</b>					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	21	21	20	20	20

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5001 Fees & Commissions	\$ 5,748	\$ 1,459	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 5,748</u>	<u>\$ 1,459</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 96,101	\$ 87,574	\$ 105,913	\$ 106,246	\$ 105,393
6105 Overtime	34	206	-	-	-
6108 Part-Time	2,029	3,478	5,952	5,952	5,756
6150 Fringes	31,815	38,814	54,173	54,173	45,262
6201 Training\Conferences	70	-	200	200	206
6206 Parking Permits	864	864	864	864	-
6301 Office Supplies	51	-	-	-	100
6306 Building Maint./Janitorial	7,910	7,900	7,344	7,344	7,344
6308 Landscape Supplies	13	25	50	50	-
6309 Shop Supplies & Tools	23	-	50	50	100
6311 Paint & Supplies	18	67	100	100	-
6323 Safety Supplies	92	18	100	100	150
6324 Medical\Lab Supplies	-	-	-	-	50
6327 Miscellaneous Equipment	483	903	250	250	250
6407 Collection Services	2,281	2,687	2,420	2,420	1,545
6413 Utilities	144,654	141,674	143,969	143,969	141,673
6416 Build Repairs & Maint.	2,668	1,847	5,000	5,000	3,000
6418 Equip Repairs & Maint	182	482	400	400	400
6420 Facilities charges	178,710	158,431	186,199	186,199	178,037
Total Expense	<u>\$ 467,998</u>	<u>\$ 444,970</u>	<u>\$ 512,984</u>	<u>\$ 513,317</u>	<u>\$ 489,266</u>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Materials Management**

**Business Unit 16032**

### PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Work with Public Services on hold processes (both retrieving in-house holds for APL patrons and other system libraries, and receiving holds from other system libraries for checkout)

Collect and route approximately 120,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and reshelve materials returned using the automated materials handling system

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning

**Major changes in Revenue, Expenditures, or Programs:**

In 2016 we merged two collections: Children's Paperbacks and Children's Fiction and reclassified Children's Fiction to match the organization by series. This gives us flexibility in the circulation system codes to continue reorganization projects in the future of the Children's collections.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	54%	54%	58%	57%	58%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,601	3,508	3,800	3,500	3,600
<b>Strategic Outcomes</b>					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	281,743	291,739	300,000	292,344	295,000
<b>Work Process Outputs</b>					
# of volumes processed	36,295	34,940	36,000	35,000	35,000
# of volumes weeded	33,554	23,192	25,000	30,000	25,000

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Materials Management**

**Business Unit 16032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 27,422	\$ 30,859	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 27,422</b>	<b>\$ 30,859</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 494,174	\$ 507,015	\$ 507,415	\$ 513,572	\$ 497,298
6108 Part-Time	94,311	92,129	66,274	66,274	67,278
6150 Fringes	139,666	158,666	171,509	171,509	174,198
6201 Training\Conferences	1,949	2,767	2,550	2,550	2,627
6206 Parking Permits	4,828	4,896	4,896	4,896	-
6301 Office Supplies	33,821	23,410	37,400	37,400	38,522
6315 Books & Library Materials	605,914	625,865	578,185	604,558	595,531
6327 Miscellaneous Equipment	4,353	-	-	-	-
6599 Other Contracts/Obligations	59,118	61,778	62,397	62,397	62,397
<b>Total Expense</b>	<b>\$ 1,438,134</b>	<b>\$ 1,476,526</b>	<b>\$ 1,430,626</b>	<b>\$ 1,463,156</b>	<b>\$ 1,437,851</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Office Supplies

General office supplies	\$ 3,856
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	19,283
RFID supplies	15,426
	<u>\$ 38,565</u>

Books & Library Materials

Children's materials	\$ 141,671
Adult materials	425,015
Digital Content Consortia	28,845
	<u>\$ 595,531</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,397
	<u>\$ 62,397</u>

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Network Services**

**Business Unit 16033**

**PROGRAM MISSION**

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Replace 20% of staff and public computing devices annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff needs

Maintain and upgrade Library backup solutions to best provide data security and uptime for staff and patron. Maintain and upgrade online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment. We filter and protect public connections to keep library and public technology reasonably safe

Provide network and software support for the video security system; maintain reliable data communication between the library's and OWLS' networks

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff

Work with Community Partnerships to develop FOCOL, which was transitioned from a database owned by a 501(c)(3) to a library-owned local search engine

**Major changes in Revenue, Expenditures, or Programs:**

Digital Signage Solution: \$5,000. Our current signage solution vendor is changing priorities within their business which require us to modify our digital signage platform to best inform the public to what we have going on while in the Library.

Meeting Room A/V Upgrades \$5,000. Our Audio Visual System is aging and out of warranty. We are looking to do some replacements and installs including a new projector and replacing a failing subwoofer. These things are a great asset to our largest meeting room, with large impact on our patrons.

**PERFORMANCE INDICATORS**

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	85%	85%	85%
<b>Strategic Outcomes</b>					
Hours of public internet computer use	53,830	49,015	53,000	46,000	50,000
Sessions on public computers	75,812	68,050	75,000	74,000	74,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	219,734	223,206	248,000	223,000	225,000
Database sessions	295,222	255,721	280,000	300,000	280,000
<b>Work Process Outputs</b>					
PC workstations & other devices installed	40	40	40	40	40

**CITY OF APPLETON 2017 BUDGET  
LIBRARY**

**Network Services**

**Business Unit 16033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 43,369	\$ 20,688	\$ 17,000	\$ 17,000	\$ 18,500
<b>Total Revenue</b>	<b>\$ 43,369</b>	<b>\$ 20,688</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 18,500</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 119,646	\$ 83,857	\$ 94,494	\$ 96,408	\$ 97,636
6150 Fringes	37,198	31,497	35,938	35,938	37,386
6201 Training\Conferences	-	-	2,000	2,000	2,060
6206 Parking Permits	576	576	576	576	-
6301 Office Supplies	11,054	7,138	7,650	7,650	7,880
6315 Books & Library Materials	(228)	-	-	-	-
6327 Miscellaneous Equipment	28,189	45,918	66,000	66,000	66,000
6418 Equip Repairs & Maint	51,053	68,369	59,900	59,900	71,415
6815 Software Acquisition	12,751	9,027	8,250	8,250	8,498
<b>Total Expense</b>	<b>\$ 260,239</b>	<b>\$ 246,382</b>	<b>\$ 274,808</b>	<b>\$ 276,722</b>	<b>\$ 290,875</b>

**DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Workstation replacements	\$ 56,000
Digital Signage Solution	5,000
Meeting Room A/V Upgrades	5,000
<b>Total</b>	<b>\$ 66,000</b>

Equipment Repairs and Maintenance

Public photocopier lease and fees	\$ 3,966
Software license for print management	2,147
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	10,705
Service contract for security gates	1,969
Service contracts for miscellaneous equipment	27,628
<b>Total</b>	<b>\$ 71,415</b>

## CITY OF APPLETON 2017 BUDGET PROGRAM ADDITIONS/DELETIONS

IDENTIFICATION	
Title of Request:	Hispanic Outreach Specialist
Department:	Library
Program:	Children's Services
Priority:	1

FUNDING					
Description	Revenue	Personnel	Supplies & Services	Fixed Assets	Net
Year 2017 Budget Increase	-	32,570	-	-	\$ 32,570
Year 2017 Budget Reduction	-	-	-	-	\$ -
Future Years' Net Impact	-	-	-	-	\$ -

DESCRIPTION/JUSTIFICATION		
<p>The half-time Hispanic Outreach Specialist position has been grant funded by a Basic Needs Community Foundation Grant for the last three years. That grant funding ends in 2016. Together with the Hmong Outreach Specialist, they make up Appleton Ready to Read, a library program that offers home visits, library tours and literacy programs for Hmong and Hispanic families. Those programs include Play &amp; Learn, a vibrant and active program that has Hmong, Hispanic and English editions that is offered on Sunday afternoons. It also includes a new program for school-aged children called ELL Night offered on Monday evenings throughout the year.</p> <p>The Hispanic Outreach Specialist position is a necessary component for the library to reach the Hispanic people in our community. Each Outreach Specialist creates bridges from the library to the community, forming relationships with individual families and offering real connections in their lives to the library. In the last three years, our Hispanic Outreach Specialist has served 70 families, including over 100 children. Over 1900 Hispanic patrons have attended the 57 Play &amp; Learn - Hispanic Edition classes, averaging more than 34 at each program.</p> <p>The Appleton Ready to Read program also has a robust referral component. The Hispanic Outreach Specialist has referred 85 children to AASD for various reasons. 20 children have been enrolled in EvenStart from APL referrals. 30 children were sent to Outagamie Birth to 3 Early Intervention. Over 35 parents were referred to the Fox Valley Literacy Coalition. In this way, APL is reaching beyond our own services to connect families in need with interventions that they desperately need and would not have been aware of.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p><b>Account/subledger: Add (Delete)</b> XXXXX.XXXX / XXXX <span style="border: 1px solid black; padding: 2px 10px;">32,570</span></p> </td> <td style="width: 50%; border: none;"> <p><b>Account/subledger: Add (Delete)</b></p> </td> </tr> </table>	<p><b>Account/subledger: Add (Delete)</b> XXXXX.XXXX / XXXX <span style="border: 1px solid black; padding: 2px 10px;">32,570</span></p>	<p><b>Account/subledger: Add (Delete)</b></p>
<p><b>Account/subledger: Add (Delete)</b> XXXXX.XXXX / XXXX <span style="border: 1px solid black; padding: 2px 10px;">32,570</span></p>	<p><b>Account/subledger: Add (Delete)</b></p>	



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Heating, Ventilating, and Air Conditioning Systems

## PROJECT DESCRIPTION

**Justification:**

Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a new need due to a change in operational requirements in the space it serves.

**Fire Stations:** (2018) Replace HVAC in Fire Station #4. (2019) Replace HVAC system at Fire Station #2 and replace furnaces in Fire Stations #3 & 5. (2021) Replace furnace at Fire Station #1.

**Library:** (2020) Replace all VAV boxes and HVAC controls.

**Municipal Services Building:** (2018) Replace garage heaters. (2020) Replace roof-top units over garage area.

**PRFMD Facility:** (2017) Replace furnaces with an air-handling system. (2019) Replace exhaust fan. (2020) Replace make-up air units.

**Valley Transit:** (2018-2020) Replace infrared garage heaters and controls for vehicle storage area.

**Transit Center:** (2018) Install new controls in office area. (2020) Install split air HVAC system for offices.

**Water Plant:** (2018) Replace aging equipment. (2020) Replace aging equipment.

**Wastewater Plant:** (2017) Install new Boiler in B building. (2017) Modify boiler pumps and piping in T-Building. (2018) Replace the roof top unit on D-Building. (2019) Upgrade HVAC system at L-Building. (2020) Upgrade the HVAC components in the mechanical room at A-Building. (2021) Upgrade air handling units at S-Building. (2021) Upgrade HVAC on V-Building.

**Discussion of operating cost impact:**

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and efficiency of equipment once specified during engineering.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire	-	80,000	115,000	-	50,000	\$ 245,000
	PRFMD Facility	240,000	-	60,000	75,000	-	\$ 375,000
	Library	-	-	-	500,000	-	\$ 500,000
	Municipal Services	-	185,000	-	-	150,000	\$ 335,000
<b>Facilities Capital Projects Func</b>		<b>240,000</b>	<b>265,000</b>	<b>175,000</b>	<b>575,000</b>	<b>200,000</b>	<b>\$ 1,455,000</b>
PRFM	Transit Center	-	10,000	-	85,000	-	\$ 95,000
	Valley Transit	-	20,000	20,000	20,000	-	\$ 60,000
<b>Valley Transit Capital Projects</b>		<b>-</b>	<b>30,000</b>	<b>20,000</b>	<b>105,000</b>	<b>-</b>	<b>\$ 155,000</b>
PRFM	Wastewater Plant	180,000	115,000	125,000	125,000	250,000	\$ 795,000
	<b>WW Utility Capital Projects</b>	<b>180,000</b>	<b>115,000</b>	<b>125,000</b>	<b>125,000</b>	<b>250,000</b>	<b>\$ 795,000</b>
PRFM	Water Plant	-	75,000	-	75,000	-	\$ 150,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
<b>Total - HVAC Upgrades</b>		<b>\$ 420,000</b>	<b>\$ 485,000</b>	<b>\$ 320,000</b>	<b>\$ 880,000</b>	<b>\$ 450,000</b>	<b>\$ 2,555,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	50,000	50,000	25,000	85,000	35,000	\$ 245,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	370,000	435,000	295,000	795,000	415,000	\$ 2,310,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 420,000</b>	<b>\$ 485,000</b>	<b>\$ 320,000</b>	<b>\$ 880,000</b>	<b>\$ 450,000</b>	<b>\$ 2,555,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Interior Finishes and Furniture

## PROJECT DESCRIPTION

**Justification:**

Interior finishes and furniture generally have a life span of fifteen years before wearing out or becoming unsafe or requiring changes due to changes in user functions.

**Furniture Upgrades** - Furniture includes, but is not limited to the following in the workplace; furniture systems (work stations), seating (office chairs), work tools (keyboards, tray, etc.), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.

**City Hall:** (2017) New office furniture for two work areas in the City Clerks office.

**Fire Stations:** (2018) New classroom furniture at Fire Station #1.

**Library:** (2017) New workstations in Materials Management area. (2018) Renovate the four service desks.

**Police Station:** (2017) Re-configuration of workstations. (2018) New conference room table and chairs.

**Interior Finishes Upgrades** - Interior finishes includes, but not limited to the following in the workplace; all wall coatings, ceiling tiles, carpet, various tiles, etc.

**City Hall:** (2019) Replace selective carpeting on 5th and 6th floors. (2020) Replace selective carpeting on 5th and 6th floors.

**Fire Stations:** (2017) Upgrade flooring in Fire Station #1. (2018-2021) Replace flooring in various Fire Stations.

**Library:** (2017) Replace carpeting in main entrance area. (2018) Replace carpeting on first floor. (2019) Replace carpeting on second floor. (2020) Replace carpeting in basement.

**MSB:** (2019) Replace ceiling grid in bay 157-D.

**Wastewater:** (2017) Painting of interior walls and tunnels. (2020) Painting of interior walls and tunnels.

**Discussion of operating cost impact:**

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	City Hall	25,000	-	40,000	40,000	-	\$ 105,000
	Fire Stations	25,000	60,000	25,000	25,000	25,000	\$ 160,000
	Library	60,000	200,000	100,000	100,000	-	\$ 460,000
	Municipal Services	-	-	20,000	-	-	\$ 20,000
	Police Station	22,500	30,000	-	-	-	\$ 52,500
<b>Facilities Capital Projects</b>		<b>132,500</b>	<b>290,000</b>	<b>185,000</b>	<b>165,000</b>	<b>25,000</b>	<b>\$ 797,500</b>
							\$ -
PRFM	Wastewater	100,000	-	-	100,000	-	\$ 200,000
<b>WW Utility Capital Projects</b>		<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>\$ 200,000</b>
Total - Facilities Capital Projects		<b>\$ 232,500</b>	<b>\$ 290,000</b>	<b>\$ 185,000</b>	<b>\$ 265,000</b>	<b>\$ 25,000</b>	<b>\$ 997,500</b>
Fund							

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	10,000	25,000	20,000	12,000	-	\$ 67,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	222,500	265,000	165,000	253,000	25,000	\$ 930,500
Other	-	-	-	-	-	\$ -
Total	<b>\$ 232,500</b>	<b>\$ 290,000</b>	<b>\$ 185,000</b>	<b>\$ 265,000</b>	<b>\$ 25,000</b>	<b>\$ 997,500</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Lighting Upgrades

## PROJECT DESCRIPTION

**Justification:**

At city facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.

**Fire Stations:** (2018) Upgrade exterior lighting at Fire Stations #1, #2, and #3. (2020) Upgrade interior and exterior lighting at various Fire Stations.

**Library:** (2019) Upgrade lighting controls.

**MSB:** (2017) Upgrade lighting: interior, exterior, and cold storage areas. (2019) Upgrade interior lighting (2021) Upgrade garage lighting and controls.

**Parks:** (2017-2021) Upgrade lighting at various City Parks.

**Police Station:** (2021) Upgrade exterior lighting

**PRFMD Facility:** (2020) Upgrade interior lighting.

**Wastewater:** (2017) Lighting upgrades to exterior lighting and stairwell lighting. (2019) Interior and exterior lighting upgrades. (2021) Interior and exterior lighting upgrades.

**Water plant:** (2018) Upgrade interior lighting and controls. (2020) Upgrade interior lighting and controls.

**Discussion of operating cost impact:**

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire Stations	-	75,000	-	75,000	-	\$ 150,000
	Library	-	-	50,000	-	-	\$ 50,000
	MSB	75,000	-	75,000	-	75,000	\$ 225,000
	Parks	100,000	100,000	100,000	100,000	100,000	\$ 500,000
	Police Station	-	-	-	-	75,000	\$ 75,000
	PRFMD	-	-	-	75,000	-	\$ 75,000
<b>Facilities Capital Projects</b>		<b>175,000</b>	<b>175,000</b>	<b>225,000</b>	<b>250,000</b>	<b>250,000</b>	<b>\$ 1,075,000</b>
PRFM	Wastewater	75,000	-	75,000	-	75,000	\$ 225,000
	<b>WW Utility Capital Projects</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>\$ 225,000</b>
PRFM	Water Plant	-	75,000	-	75,000	-	\$ 150,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
<b>Total - Facilities Capital Projects</b>		<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 1,450,000</b>
<b>Fund</b>							

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	40,000	30,000	32,000	35,000	20,000	\$ 157,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	210,000	220,000	268,000	290,000	305,000	\$ 1,293,000
Other						
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 1,450,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>					

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Roof Replacement

## PROJECT DESCRIPTION

**Justification:**

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

2017 - Fire Station #3 (\$75,000)	2020 - Parks - Various Pavilions (\$50,000)
2017 - Fire Station #5 (\$75,000)	2020 - Wastewater - B-Building (\$45,000)
2017 - Municipal Services Building - Partial/Final (\$250,000)	2020 - Reid G.C. - Pump house (\$10,000)
2018 - Parks - Pierce Log Building (\$20,000)	2021- Parks - AMP Amphitheater (\$30,000)
2018 - Valley Transit - Terminal Center Area (\$45,000)	2021 - Library - Partial (\$300,000)
2019 - Fire Station #1 (250,000)	2021- Parks - AMP Observation (\$20,000)

**Discussion of operating cost impact:**

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Fire Stations	150,000	-	250,000	-	-	\$ 400,000
Library	-	-	-	-	300,000	\$ 300,000
MSB	250,000	-	-	-	-	\$ 250,000
Parks	-	20,000	-	50,000	50,000	\$ 120,000
Reid Golf Course	-	-	-	10,000	-	\$ 10,000
<b>Facilities Capital Projects</b>	<b>400,000</b>	<b>20,000</b>	<b>250,000</b>	<b>60,000</b>	<b>350,000</b>	<b>\$ 1,080,000</b>
PRFM Valley Transit	-	45,000	-	-	-	\$ 45,000
<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 45,000</b>
PRFM Wastewater Plant	-	-	-	45,000	-	\$ 45,000
<b>WW Utility Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>\$ 45,000</b>
<b>Total - Roof Replacement Projects</b>	<b>\$ 400,000</b>	<b>\$ 65,000</b>	<b>\$ 250,000</b>	<b>\$ 105,000</b>	<b>\$ 350,000</b>	<b>\$ 1,170,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	45,000	33,000	40,000	28,000	5,000	\$ 151,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	355,000	32,000	210,000	77,000	345,000	\$ 1,019,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 65,000</b>	<b>\$ 250,000</b>	<b>\$ 105,000</b>	<b>\$ 350,000</b>	<b>\$ 1,170,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Safety and Security Improvements

## PROJECT DESCRIPTION

**Justification:**

**Library: Upgrade Security** - (2017) This project will secure the employee work areas from the public areas with card access. (2018) This project will improve the security of holding area and in front of the circulation area.

**MSB: Upgrade Fire Protection System** - (2017) Upgrade the fire protection system throughout the MSB facility.

**Parks: Security Upgrades** - (2017-2021) The security upgrades will include but not limited to: cameras, auto-locks, card readers, and infrastructure upgrades.

**Police Station: Replace UPS unit** - (2017) The current UPS unit is in need of replacement. The required maintenance needed to get the current unit operating correctly is more than half the cost of a new unit. After completing a lifecycle cost analysis for repairing the existing or installing new, it was determined that installing new was the best fiscal choice.

**PRFMD Facility: Fire Alarm** - (2018) Install new fire alarm system with handicap alarms.

**Valley Transit: Install New Generator** - (2018) The existing generator is at the end of its life and is in need of constant maintenance. It was also determined that it would not be reliable in a power outage situation.

**Wastewater: Asbestos Removal** - (2017) Remove asbestos in A-Building, S-Building, and L-Building. (2019) Remove asbestos in ozoneator room.

**Water Plant: Upgrade Fire Protection System** - (2018) Upgrade the fire protection system at Water Treatment.

**Discussion of operating cost impact:**

Though CSO Officers would reduce time to open and close pavilions their time is utilized for other police matters, therefore would no reduction of labor hours is projected.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Library	40,000	65,000	-	-	-	\$ 105,000
	MSB	125,000	-	-	-	-	\$ 125,000
	Parks	30,000	30,000	30,000	30,000	30,000	\$ 150,000
	Police Station	35,000	-	-	-	-	\$ 35,000
	PRFMD	-	60,000	-	-	-	\$ 60,000
<b>Facilities Capital Projects</b>		<b>230,000</b>	<b>155,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>\$ 475,000</b>
PRFM	Valley Transit	-	145,000	-	-	-	\$ 145,000
	<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 145,000</b>
PRFM	Wastewater Plant	60,000	-	50,000	-	-	\$ 110,000
	<b>WW Utility Capital Projects</b>	<b>60,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>\$ 110,000</b>
PRFM	Water Plant	-	100,000	-	-	-	\$ 100,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 100,000</b>
<b>Total - Safety &amp; Security Upgrades</b>		<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 830,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2017	2018	2019	2020	2021	Total
Planning	33,000	36,000	8,000	-	-	\$ 77,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	257,000	364,000	72,000	30,000	30,000	\$ 753,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 830,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## **BACKGROUND**

ON May 18, 2016 the Department of Labor announced the publication of the final rules updating the overtime regulations protected by the FLSA's minimum wage and overtime standards.

The final rules focus on updating the salary and compensation levels needed for Executive, Administrative and Professional workers to be exempt. Specifically, the Final Rule:

1. Sets the standard salary level for full-time salaried workers at (\$913 per week; \$47,476 annually for a full-year worker);
2. Sets the total annual compensation requirement for highly compensated employees to (\$134,004); and
3. Establishes a mechanism for automatically updating the salary and compensation levels every three years to maintain the levels.
4. Additionally, the Final Rule amends the salary basis test to allow employers to use nondiscretionary bonuses and incentive payments (including commissions) to satisfy up to 10 percent of the new standard salary level.

The effective date of the final rules is December 1, 2016. The future automatic updates to the thresholds will begin January 1, 2020.

## **IMPACT**

The impacted classifications in the City's Compensation Plan include the exempt positions found in Pay Grade I and the Part-time Public Health Nurses found in Pay Grade J. The positions in Pay Grade I include: Clubhouse Supervisor-PRFM (1 employee), Environmentalist II (2 employees), Librarians (9 employees), Library Assistant Supervisors (2 employees) and Road Supervisor-VT (2 employees). The 2016 Minimum for Pay Grade I is \$21.44 per hour or \$44,595 annually. In order to meet the new requirements, the minimum salary must be at least \$913 per week, which based on a 2080 hour year, equates to \$22.83 per hour or \$47,476 annually, for any position's classified exempt in this paygrade. There is only one person, holding a Librarian position, in Pay Grade I, who does not meet the minimum weekly threshold.

Pay Grade J has the five (5) Part-time Health Nurses, who are currently classified as exempt. Four (4) of these positions working 50% will be impacted by not meeting the \$913 weekly threshold which applies to both part-time and full-time positions. The fifth position currently works 90% and does meet the \$913 weekly threshold.

## **RECOMMENDATION**

Effective December 1, 2016 I would recommend that the Library increase the one Librarian's pay, who is currently at \$22.50 per hour to \$22.83 per hour to meet the minimum \$913 weekly threshold. This will preserve the exemption status. Since the **positions** listed above all meet the exemption status for being exempt, I would not recommend changing the status of those positions from exempt to non-exempt due to the new salary requirements. Exempt positions give the City more flexibility with the scheduling and expectations of these professional positions.

Additionally, the Public Health Nurses in Pay Grade J are currently classified as exempt. It would be unlikely for the positions that currently work 50% to work more than 40 hours per week. Therefore, I recommend that the Part-time Nurses holding the 50% positions be changed from exempt to non-exempt and the Part-time Nurse working the 90% position remain exempt.

To ensure that we are able to differentiate this in the pay plan, I would recommend we create a separation of the non-exempt and exempt positions in Pay Grade I and include the new minimum rate for the exempt positions. In Pay Grade J I recommend we differentiate between the exempt Public Health Nurses and classify the 50% positions as non-exempt. Additionally, there is a Public Health Nurse classification in the Part-time non-benefit plan as well. I would recommend we change this classification from exempt to non-exempt. These types of positions generally work 10-15 hours per week.

**COST IMPACT**

The cost impact for adjusting the one position by \$.33 for the remainder of 2016 is \$57.20 and on an annual basis would be \$686.40. If the current pay plan is increased by 1.5% for 2017, the hourly rate will meet the minimum threshold.

There is no cost impact for the 50% Part-time Public Health Nurses and the Part-time Non-Benefitted Nurses because they already hold positions less than 40 hours per week and we do not anticipate they will exceed their budgeted hours.



Human Resources Department

100 N. Appleton Street

Appleton, WI 54911

## MEMO

To: Alderperson Konetzke and Members of the Human Resources/I.T. Committee

From: Sandy Behnke, Human Resources Director

Date: June 24, 2016

**Re: Department of Labor (Wage and Hour Division) Final Rule-Update on the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional Employees.**

In May of this year, the Department of Labor announced the publication of a Final Rule to update the regulations that define and delimit the exemption for Executive, Administrative, and Professional employees under the Fair Labor Standards Act. As a result of the published ruling, we conducted an analysis of our pay plan to determine possible impacts on positions within the City. Our background summary of the changes to the rule, along with the impact and our recommendations are presented in the attached report.

Please contact me if you have any questions.

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 MARCH 2016

<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	59,718	62,422	175,581	184,468	-4%	-5%
Children's Circulation	39,598	42,967	111,275	119,475	-8%	-7%
<b>Total Circulation</b>	<b>99,316</b>	<b>105,389</b>	<b>286,856</b>	<b>303,943</b>	<b>-6%</b>	<b>-6%</b>
Adult AV/nonbook (included in above)	29,888	30,770	88,558	93,239	-3%	-5%
Children's AV/non-book (included in above)	10,267	11,269	28,573	32,634	-9%	-12%
ILL items received (received from)	15,146	11,574	42,828	34,579	31%	24%
ILL items loaned (provided to)	15,182	14,648	42,937	42,585	4%	1%
Total Registered Patrons (quarterly)	97,018	96,444	n/a	n/a	1%	n/a
Door Count	42,564	40,347	124,837	125,037	5%	0%
E-Book Uses	<b>4,788</b>	4,732	13,811	13,871	1%	0%
Online Audiobook Uses	2,027	1,608	5,735	4,265	26%	34%
Percentage of Total Circulation on Self Check Machine:	78.3%	77.8%	n/a	n/a	1%	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	6,502	7,093	19,584	20,837	-8%	-6%
Reference Transactions - Children's	1,470	2,101	4,753	5,614	-30%	-15%
<b>Total Reference</b>	<b>7,972</b>	<b>9,194</b>	<b>24,337</b>	<b>26,451</b>	<b>-13%</b>	<b>-8%</b>
Volunteer Hours	454	563	1,121	1,596	-19%	-30%

<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	2,601	3,248	7,282	10,777	-20%	-32%
Volumes Withdrawn	3,060	2,400	10,782	10,625	28%	1%
Total Titles	292,131	284,395	n/a	n/a	3%	n/a
Total Volumes	353,838	345,742	n/a	n/a	2%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 MARCH 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	75	102	232	183	-26%	27%
Children's Program Attendance	1,831	3,389	5,832	6,982	-46%	-16%
Young Adult Programs	12	15	36	44	-20%	-18%
Young Adult Program Attendance	206	2,952	910	3,964	-93%	-77%
Adult Programs (including instructional)	28	23	83	58	22%	43%
Adult Program Attendance (including instructional)	858	648	1,820	1,222	32%	49%
<b>Total Programs</b>	<b>115</b>	<b>140</b>	<b>351</b>	<b>285</b>	<b>-18%</b>	<b>23%</b>
<b>Total Program Attendance</b>	<b>2,895</b>	<b>6,989</b>	<b>8,562</b>	<b>12,168</b>	<b>-59%</b>	<b>-30%</b>
Meeting Room Uses - Room Reservations (Public)	293	248	734	651	18%	13%
Meeting Room Uses - Events (Library Programs)	209	211	533	535	-1%	0%
<b>Total Meeting Room Uses</b>	<b>502</b>	<b>459</b>	<b>1,267</b>	<b>1,186</b>	<b>9%</b>	<b>7%</b>

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	24,119	23,268	72,247	70,785	4%	2%
Web Page "Hits"	115,924	102,698	301,005	298,988	13%	1%
FOCOL "Hits"	2,885	2,089	6,981	6,916	38%	1%
Fox Valley Memory "Hits"	2,581	2,280	10,361	7,395	13%	40%
Remote Logins to InfoSoup	18,918	17,927	57,078	64,436	6%	-11%
Public Computing Sessions	6,280	6,334	18,098	20,273	-1%	-11%
Total Time Used on Public Computers	5005:00:00	4461:00:00	13986:00:00	13442:00:00	12%	4%
Children's AWE Public Computer Sessions	1378	3014	3886	8934	-54%	-57%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 APRIL 2016

<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	55,508	59,430	231,089	243,898	-7%	-5%
Children's Circulation	37,117	40,049	148,392	159,524	-7%	-7%
<b>Total Circulation</b>	<b>92,625</b>	<b>99,479</b>	<b>379,481</b>	<b>403,422</b>	<b>-7%</b>	<b>-6%</b>
Adult AV/nonbook (included in above)	27,557	29,577	116,115	122,816	-7%	-5%
Children's AV/non-book (included in above)	9,571	16,608	38,144	49,242	-42%	-23%
ILL items received (received from)	14,159	11,063	56,987	45,642	28%	25%
ILL items loaned (provided to)	14,184	14,350	57,121	56,935	-1%	0%
Total Registered Patrons (quarterly)	93,171	93,673	n/a	n/a	-1%	n/a
Door Count	43,530	43,926	168,367	168,963	-1%	0%
E-Book Uses	4,408	4,368	18,219	18,239	1%	0%
Online Audiobook Uses	2,015	1,621	7,750	5,886	24%	32%
Percentage of Total Circulation on Self Check Machines	77.9%	78.4%	n/a	n/a	-1%	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	6,372	6,822	25,956	27,659	-7%	-6%
Reference Transactions - Children's	1,842	1,972	6,595	7,586	-7%	-13%
<b>Total Reference</b>	<b>8,214</b>	<b>8,794</b>	<b>32,551</b>	<b>35,245</b>	<b>-7%</b>	<b>-8%</b>
Volunteer Hours	536	634	1,657	2,231	-16%	-26%

<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	2,380	2,821	9,662	13,598	-16%	-29%
Volumes Withdrawn	3,347	1,657	14,129	12,282	102%	15%
Total Titles	292,158	285,147	n/a	n/a	2%	n/a
Total Volumes	352,871	346,906	n/a	n/a	2%	n/a

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<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	82	98	314	271	-16%	16%
Children's Program Attendance	2,343	2,531	8,175	8,925	-7%	-8%
Young Adult Programs	14	10	50	54	40%	-7%
Young Adult Program Attendance	453	167	1,363	4,131	171%	-67%
Adult Programs (including instructional)	39	36	122	94	8%	30%
Adult Program Attendance (including instructional)	1,192	1,120	3,012	2,342	6%	29%
<b>Total Programs</b>	<b>135</b>	<b>144</b>	<b>486</b>	<b>419</b>	<b>-6%</b>	<b>16%</b>
<b>Total Program Attendance</b>	<b>3,988</b>	<b>3,818</b>	<b>12,550</b>	<b>15,398</b>	<b>4%</b>	<b>-18%</b>
Meeting Room Uses - Room Reservations (Public)	274	216	1008	867	27%	16%
Meeting Room Uses - Events (Library Programs)	209	198	742	733	6%	1%
<b>Total Meeting Room Uses</b>	<b>483</b>	<b>414</b>	<b>1,750</b>	<b>1,600</b>	<b>17%</b>	<b>9%</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	25,603	22,467	97,850	93,252	14%	5%
Web Page "Hits"	112,653	98,293	413,658	397,281	15%	4%
FOCOL "Hits"	2,462	3,388	9,443	10,304	-27%	-8%
Fox Valley Memory "Hits"	3,846	1,653	14,207	9,048	133%	57%
Remote Logins to InfoSoup	18,158	17,418	75,236	81,854	4%	-8%
Public Computing Sessions	6,735	5,960	24,833	24,748	13%	0%
Total Time Used on Public Computers	5000:00:00	4162:00:00	18986:00:00	17604:00:00	20%	8%
Children's AWE Public Computer Sessions	1120	3106	5006	12040	-64%	-58%

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 STATISTICAL SUMMARY  
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<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	52,979	55,628	284,068	299,526	-5%	-5%
Children's Circulation	32,569	35,238	180,961	194,762	-8%	-7%
<b>Total Circulation</b>	<b>85,548</b>	<b>90,866</b>	<b>465,029</b>	<b>494,288</b>	<b>-6%</b>	<b>-6%</b>
Adult AV/nonbook (included in above)	25,542	27,010	141,657	149,826	-5%	-5%
Children's AV/non-book (included in above)	8,709	8,478	46,853	57,720	3%	-19%
ILL items received (received from)	13,049	10,168	70,036	55,810	28%	25%
ILL items loaned (provided to)	11,066	12,697	68,187	69,632	-13%	-2%
Total Registered Patrons (quarterly)	93,171	93,673	n/a	n/a	-1%	n/a
Door Count	40,555	37,714	208,922	206,677	8%	1%
E-Book Uses	4,445	4,583	22,664	22,822	-3%	-1%
Online Audiobook Uses	2,030	1,632	9,780	7,518	24%	30%
Percentage of Total Circulation on Self Check Machines	77.9%	79.2%	n/a	n/a	-2%	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	5,960	6,470	31,916	34,129	-8%	-6%
Reference Transactions - Children's	1,845	3,461	8,440	11,047	-47%	-24%
<b>Total Reference</b>	<b>7,805</b>	<b>9,931</b>	<b>40,356</b>	<b>45,176</b>	<b>-21%</b>	<b>-11%</b>
Volunteer Hours	489	679	2,146	2,910	-28%	-26%

<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	2,318	3,242	11,980	16,840	-29%	-29%
Volumes Withdrawn	2,588	2,053	16,717	14,335	26%	17%
Total Titles	292,344	285,816	n/a	n/a	2%	n/a
Total Volumes	352,601	348,095	n/a	n/a	1%	n/a

APPLETON PUBLIC LIBRARY  
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<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	36	181	350	527	-80%	-34%
Children's Program Attendance	3,657	7,579	11,832	17,092	-52%	-31%
Young Adult Programs	17	22	67	76	-23%	-12%
Young Adult Program Attendance	2,484	3,770	3,847	7,901	-34%	-51%
Adult Programs (including instructional)	37	22	159	116	68%	37%
Adult Program Attendance (including instructional)	1,288	711	4,300	3,053	81%	41%
<b>Total Programs</b>	<b>90</b>	<b>225</b>	<b>576</b>	<b>719</b>	<b>-60%</b>	<b>-20%</b>
<b>Total Program Attendance</b>	<b>7,429</b>	<b>12,060</b>	<b>19,979</b>	<b>28,046</b>	<b>-38%</b>	<b>-29%</b>
Meeting Room Uses - Room Reservations (Public)	281	205	1289	1072	37%	20%
Meeting Room Uses - Events (Library Programs)	115	106	857	839	8%	2%
<b>Total Meeting Room Uses</b>	<b>396</b>	<b>311</b>	<b>2,146</b>	<b>1,911</b>	<b>27%</b>	<b>12%</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	29,423	23,173	127,273	116,425	27%	9%
Web Page "Hits"	116,049	101,415	529,707	498,696	14%	6%
FOCOL "Hits"	2,695	3,032	12,138	13,336	-11%	-9%
Fox Valley Memory "Hits"	2,697	1,529	16,904	10,577	76%	60%
Remote Logins to InfoSoup	17,369	16,315	92,605	98,169	6%	-6%
Public Computing Sessions	5,904	5,160	30,737	29,908	14%	3%
Total Time Used on Public Computers	0:00:00	3556:00:00	18986:00:00	21160:00:00	-100%	-10%
Children's AWE Public Computer Sessions	486	2242	5492	14282	-78%	-62%

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