



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, January 17, 2017

4:30 PM

225 N. Oneida Street

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

[17-053](#) Meeting Minutes 12-20-2016

Attachments: [December 20 2016 Meeting Minutes.pdf](#)

4. Public Participation & Communication

Establish Order of the Day

5. Action Items

- A. [17-054](#) Bill Register - December 2016 (partial)

Attachments: [December Bill Register.pdf](#)
[December Revenue and Expense Summary.pdf](#)
[December Grant Revenue and Expense Summary.pdf](#)

B. [17-067](#)**Amended Trustee Bylaws****BOARD OF TRUSTEES - BYLAWS****ARTICLE I. IDENTIFICATION**

This organization is the Board of Trustees ("Library Board") of the Appleton Public Library ("Library"), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City Appleton ("City") according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MEMBERSHIP

1. Appointment. The Library Board shall consist of nine members, eight of whom shall be appointed by the Mayor of Appleton with the approval of the Common Council and the ninth representing the Appleton Area School District. A county chairperson, with the approval of the county board, may also appoint members to the Library Board pursuant to Wis. Stat. § 43.60.
2. Term. The regular term of office for shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools.

ARTICLE III. OFFICERS

1. Officers. The officers of the Library Board shall be the President, Vice President, and Secretary, each elected from among the Library Board members at the organizational meeting described in Article IV, Paragraph 1.
2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that organizational meeting until the close of the subsequent organizational meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time.
3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.
4. Duties of the President. The principal duties of the President shall be to preside at all meetings of the Library Board, authorize calls for special meetings, and execute all documents as authorized by the board. The President appoints Library Board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.
5. Duties of the Vice President. The Vice President shall discharge the duties of the President in the event of the absence or disability of the President, or of a vacancy in that office, and, in addition, any other duties as designated by the Library Board.
6. Duties of the Secretary. The Secretary shall sign bill registers when the Library Board has approved expenditures and execute all documents as authorized. In the absence of the Secretary at any meeting, the President may appoint another Library

Board member to act as temporary Secretary.

ARTICLE IV. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members terms, and no later than the regular meeting in August.
2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one year in advance by the Library Board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The President may reschedule a meeting should a regular meeting not achieve a quorum.
3. Agendas and Notices. Library Board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director shall send written notice and the agenda of each regular board meeting to the Library Board members at least 48 hours in advance of the meeting. A copy of the previous Library Board meeting minutes shall be provided to each member prior to the meeting date.
4. Special Meetings. Special meetings may be called by the President at any time deemed warranted by the President, or upon written request to the President by at minimum of three board members, for the transaction of business as stated in the call. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone or e-mail.
5. Quorum. A quorum for transaction of business at any Library Board meeting shall consist of a simple majority.
6. Minutes. Minutes of all meetings shall, at a minimum, indicate Library Board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.
7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the Library Board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
8. Open Meetings Law Compliance. Library Board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the Library Board physically present at any legally constituted meeting shall be necessary to approve any action before the Library Board.
10. Attendance. Board members and officers shall be expected to attend all Library Board meetings except as prevented by a valid reason.

ARTICLE V. COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the President at the first regular meeting following the annual meeting:
 - a. Personnel and Policy Committee: Makes recommendations to the Library Board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the Library Board; annually reviews the performance of the

library director and works with the President to communicate this review to the director.

b. Planning Committee: Makes recommendations to the Library Board on library goals and future library development.

c. Building and Equipment Committee: Makes recommendations to the Library Board on matters of building and equipment.

d. Scholarship Committee: Annually recommends to the Library Board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per the Library's Scholarship Policy.

e. Finance Committee: Makes recommendations to the Library Board on the annual budget and other financial concerns. The common council representative on the Library Board shall serve on the Finance Committee.

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

3. Ad Hoc Committees. The President shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the Library Board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Library Board.

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

5. Appointment. All Library Board members and officers shall be appointed to at least one committee.

6. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.

7. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.

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

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

10. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).

11. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VI. DUTIES OF THE LIBRARY BOARD

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

2. Library Director. The Library Board shall select and appoint a properly certified and competent library director.

3. Duties and Compensation. The Library Board shall determine the duties and compensation of all library employees.

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

responsibility of the Library Board to ensure the annual audit of the library is clean.

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

6. Legislation. The Library Board shall study and support legislation that will benefit library patrons. The Library Board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.

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

8. Appeals. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the Library's Circulation Policy, Materials Selection, Displays Policy, Security Policy may appeal the decision to the Library Board. Appeal requests must be made in writing whenever possible and must be received by the Library Board within thirty (30) business days after the date the decision was made by the library director. The Library Board must hear the appeal within thirty (30) business days of receiving the appeal unless the Library Board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the Library Board will hear the appeal or will be provided with an explanation for why the Library Board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the Library Board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the President. The decision of the Library Board shall be final.

ARTICLE VII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the Library Board for an indefinite term and shall be responsible to the Library Board.

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

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

3. Meetings. The library director shall attend all Library Board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the Library Board. The director may designate another library staff

member to attend in the event of the director's absence.

4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the Library's Circulation Policy, Displays Policy, Materials Selection and Security Policy.

ARTICLE VIII. CONFLICT OF INTEREST

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

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

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

ARTICLE IX. GENERAL

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

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

Approved: 6/97. Amended: 10/04; 11/15

Attachments: [Bylaws draft AMENDED 12-14-16 to bd in Jan 2017\).pdf](#)

6. Information Items

A. Director's Report

- i. [17-055](#) Upcoming Committee Meetings
- ii. [17-056](#) 2017 Facility Projects

- iii. [17-057](#) General Annual Trustee Calendar

Attachments: [General Board Meeting Schedule.pdf](#)

- iv. [17-058](#) Developing Future City of Appleton Leadership Program

- v. [17-059](#) Friends Grant Funded Program Summaries

B. President's Report

- i. [17-060](#) Update to the City of Appleton Comprehensive Plan and re-write of the Downtown Chapter

- ii. [17-061](#) Trustee Training and Discussion on Chapter 24 of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* - Library Friends and Foundations

Attachments: [Trustee Essentials 24 Friends and Foundations.pdf](#)

[ULC Library Foundation Part Nov13.pdf](#)

[Working Together Director Board Friends.pdf](#)

- iii. [17-062](#) Updated Trustee Training Schedule

Attachments: [Trustee Trainings Schedule 17-18.pdf](#)

C. Assistant Director's Report

- i. [17-063](#) Statistics - September 2016, October 2016, November 2016, December 2016

Attachments: [SEPT 2016.pdf](#)

[OCT 2016.pdf](#)

[NOV 2016.pdf](#)

[DEC 2016.pdf](#)

- ii. [17-064](#) APL Hiring Processes Updates

D. Friends Report

- i. [17-065](#) I Love My Library Dinner

7. Staff Reports

- A. [17-066](#) Community Partnerships Collaboration Framework
- B. [17-068](#) Wisdom Across the Ages
- C. **17-069** Children's Services Winter and Spring 2017 Programs

8. Adjournment

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

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, December 20, 2016

4:30 PM

225 N. Oneida Street

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, Kristi Helmkamp, Tina Krueger, Tanya Misselt, Jan Quinlan, Teresa Rieckmann, Colleen Rortvedt, Tasha Saeker, Emily Truman, Maureen Ward

Present: 10 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Brault Pagel, Peterson, Dannecker, Kellner and Exarhos

Others : 1 - Panella

3. Approval of minutes from previous meeting

[16-1955](#)

November 15, 2016 Meeting Minutes

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

Peterson moved, seconded by Dannecker, that the November 15, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Appearances and Communication

Establish Order of the Day

President Scheuerman moved Agenda Action Item 5. D. ii. 16-1971 Library Director's 2016 end of year performance review to the end of the agenda for Closed Session.

5. Action Items

A. [16-1956](#)

November 2016 Bill Register

Attachments: [November Bill Register.pdf](#)
[November Revenue and Expense Summary.pdf](#)
[November Grant Revenue and Expense Summary.pdf](#)

Looker moved, seconded by Dannecker, that the November 2016 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

- B. [16-1957](#)** December 2016 Budget Amendment
- Attachments:** [December Budget Amendment.pdf](#)
- Bergman moved, seconded by Dannecker, that the December 2016 Budget Amendment in the amount of \$17,000 be approved. Voice Vote. Motion Carried. (10-0)
- C. [16-1958](#)** Library Board 2017 Meeting Schedule
- Attachments:** [APL Board Meeting Schedule 2017.pdf](#)
- Looker moved, seconded by Bloedow, that the 2017 Library Board Meeting Schedule be approved. Voice Vote. Motion Carried. (10-0)
- D. [16-1959](#)** Report of the Personnel & Policy Committee
- Attachments:** [Personnel & Policy Committee Meeting Minutes 12-14-2016.pdf](#)
- i. [16-1970](#)** APL Policies - updates: Digital Creation Lab and Equipment Policy, Displays Policy, Security Policy, Comfort Room Policy, Children's Room Use Policy, Meeting Room and Study Room Policy
- Attachments:** [Library - Digital Creation Lab and Equipment Policy Redline \(edited 12-8-16\).pdf](#)
[Library - Display Policy Redlined \(edited 12-8-16\).pdf](#)
[Library - Security Policy AMENDED Redline \(12-14-16\).pdf](#)
[Library - Comfort Room Policy Redline \(edited 12-8-16\).pdf](#)
[Library - Children's Room Policy \(edited \(12-8-16\).pdf](#)
[Library - Meeting and Study Room Amended Redline \(edited 12-19-16\).pdf](#)
- Dannecker moved, seconded by Kellner, that the amended APL policy updates to the Digital Creation Lab and Equipment Policy, Displays Policy, Security Policy, Comfort Room Policy and Children's Room Policy be approved. Voice Vote. Motion Carried. (10-0)
- Dannecker moved, seconded by Bergman that the amendment to the amended APL Meeting Room and Study Room Policy be approved. Voice Vote. Motion Carried. (10-0)
- E. [16-1960](#)** Report of the Friends / Frank P. Young Scholarship Committee
- Attachments:** [Scholarship Committee Meeting Minutes 12-13-2016.pdf](#)
- Bloedow moved, seconded by Dannecker, that the Report of the Scholarship Committee to split the \$1000 Friends of Appleton Library / Frank P. Young Scholarship between two recipients be approved. Voice Vote. Motion Carried. (10-0)

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

- i. [16-1961](#) Update on the Thompson Center Taskforce
- ii. [16-1972](#) Library Board of Trustees Bylaws

Attachments: [Bylaws draft AMENDED 12-14-16\).pdf](#)

Dannecker recommended the updates to The Library Board of Trustees Bylaws be brought back to the January 17, 2017 Board meeting as an action item.

B. President's Report

- i. [16-1962](#) Update to the City of Appleton Comprehensive Plan and the Downtown Chapter
- ii. [16-1964](#) Trustee Training and Discussion on Chapters 3 and 4 of the Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
Chapter 3: Bylaws - Organizing the Board for Effective Action
Chapter 4: Effective Board Meetings and Trustee Participation

Attachments: [Trustee Essentials Chapter 3.pdf](#)
[Trustee Essentials Chapter 4.pdf](#)

C. Assistant Director's Report

- i. [16-1965](#) Public Library System Redesign Project

D. Friend's Report

- i. [16-1966](#) End of year Friends updates

7. Recent & Upcoming Programs

- [16-1967](#)
 - i. Artist in Residence - Mariana Russell
 - ii. Tween Scene Series

Closed Session

Dannecker moved, seconded by Peterson that the Board meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (10-0)

Roll Call was taken.

The meeting moved into Closed Session at 5:55 pm

Peterson moved, seconded by Dannecker that the Board resume meeting in Open Session. Voice Vote. Motion Carried. (10-0)

Roll Call was taken.

The meeting resumed meeting in Open Session at 6:25 pm

16-1971

Library Director's 2016 end of year performance review

Bergman moved, seconded by Dannecker, that the recommendation of the Personnel and Policy Committee to approve the Library Director's 2016 end of year performance review and the recommendation by the full board in Closed Session to amend the recommendation to include the rating of the 5 competencies be approved. Voice Vote. Motion Carried. (10-0)

8. Adjournment

Looker moved, seconded by Exarhos that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was adjourned at 6:30 pm

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	750.00	16010 6201	
PU	678	12/20/16	POSTERHANGER	BANNER SUPPLIES	139.65	16010 6301	00003951
PU	825	12/20/16	SAMS INTERNET	COFFEE SUPPLIES	99.98	16010 6301	
JE	124240	12/09/16	CORRECT ELL EXPENSE		45.97-	16010 6307	00003955
JE	124240	12/09/16	CORRECT ELL EXPENSE		155.92-	16010 6307	00003955
JE	124240	12/09/16	CORRECT ELL EXPENSE		31.24-	16010 6307	00003955
PU	168	12/20/16	SQ *CITY CAFE - APP	GET CRAFTY	82.50	16010 6307	00003951
PU	511	12/20/16	MANDERFIELDS HOME BAKE	STAFF TRAINING	62.70	16010 6307	
PU	964	12/20/16	FESTIVAL FOODS	RISE	15.47	16010 6307	00003951
PU	965	12/20/16	SQ *CITY CAFE - APP	RISE	7.34	16010 6307	00003951
JE	124265	12/14/16	12/16 AT&T BILL		217.02	16010 6413 7	
JE	124266	12/14/16	11/16 LONG DISTANCE		11.36	16010 6413 7	
PU	252	12/20/16	ADI	WASHINGTONSGUARD	175.00	16010 6599	
PU	345	12/20/16	FOX VALLEY LIT	FV LITERACY COALITIO	154.50	16010 6599	00003951
PU	1080	12/20/16	FASTSIGNS 300301	MARKETING SIGNS	519.54	16010 6599	00003951
16010					2,001.93		
JE	124160	12/02/16	12/1 PR TRAVEL REIMBURSEMENTS	HELMKAMP	255.28	16021 6201	
JE	124160	12/02/16	12/1 PR TRAVEL REIMBURSEMENTS	UNRUH	126.61	16021 6201	00003952
JE	124366	12/29/16	12/29 PR TRAVEL REIMBURSEMENT	OLIVERAS	22.03	16021 6201	
JE	124366	12/29/16	12/29 PR TRAVEL REIMBURSEMENT	UNRUH	9.72	16021 6201	00003952
PU	332	12/20/16	FREDPRYOR CAREERTRACK	EXCEL TRAINING	128.00	16021 6201	
PU	501	12/20/16	FREDPRYOR CAREERTRACK	EXCEL-TANYA	128.00	16021 6201	
PU	999	12/20/16	POTAWATOMI HOTEL	WLA-ANN	327.00	16021 6201	
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	375.00	16021 6201	
PU	25	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	50.00	16021 6301	00003952
PU	93	12/20/16	GUM.CO/UGGCH	RO&R	39.00	16021 6301	00003952
PU	94	12/20/16	LULU	RO&R	36.49	16021 6301	00003952
PU	128	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	30.00	16021 6301	00003952
PU	129	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	30.00	16021 6301	00003952
PU	264	12/20/16	AMAZON.COM	ELL BOOKS	7.78	16021 6301	00003955
PU	330	12/20/16	AMAZON.COM	ELL BOOKS	38.90	16021 6301	00003955
PU	331	12/20/16	WM SUPERCENTER #2958	HARRY POTTER PROGRAM	48.51	16021 6301	00003951
PU	343	12/20/16	SCHOLASTIC EDUCATION	RO&R	145.00	16021 6301	00003952
PU	407	12/20/16	AMAZON.COM	ELL BOOKS	31.12	16021 6301	00003955

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	420	12/20/16	SCHOLASTIC INC. KEY 6	RO&R	93.50	16021 6301	00003952
PU	438	12/20/16	SCHOOL OUTFITTERS	RUG	304.94	16021 6301	
PU	440	12/20/16	SCHOLASTIC INC. KEY 6	RO&R	238.90	16021 6301	00003952
PU	447	12/20/16	DOLLAR TREE	PLAMMAN	71.00	16021 6301	00003954
PU	451	12/20/16	AMAZON MKTPLACE PMTS	PROGRAM SUPPLIES	19.98	16021 6301	
PU	452	12/20/16	AMAZON MKTPLACE PMTS	PROGRAM SUPPLIES	12.99	16021 6301	
PU	453	12/20/16	AMAZON MKTPLACE PMTS	PUZZLES	104.95	16021 6301	
PU	491	12/20/16	AMAZON MKTPLACE PMTS	BUBBLE MACHINE	39.99	16021 6301	
PU	500	12/20/16	RADIOSHACK COR00162735	TWEEN SCENE	70.15	16021 6301	00003951
PU	530	12/20/16	HOBBY-LOBBY #0193	CRAFT SUPPLIES	257.71	16021 6301	
PU	570	12/20/16	ALL ABOUT BOOKS, LLC	RO&R	192.85	16021 6301	00003952
PU	571	12/20/16	ALL ABOUT BOOKS, LLC	RO&R	119.22	16021 6301	00003952
PU	591	12/20/16	AMAZON.COM	ELL BOOKS	383.46	16021 6301	00003955
PU	592	12/20/16	AMAZON.COM	ELL BOOKS	134.73	16021 6301	00003955
PU	593	12/20/16	WM SUPERCENTER #1982	HARRY POTTER PROGRAM	39.30	16021 6301	00003951
PU	612	12/20/16	AMAZON.COM	TWEEN SCENE LED LIGH	36.90	16021 6301	00003951
PU	616	12/20/16	SCHOLASTIC INC. KEY 6	RO&R	146.50	16021 6301	00003952
PU	617	12/20/16	AMAZON.COM	ELL	385.65	16021 6301	00003955
PU	618	12/20/16	AMAZON.COM	ELL	117.45	16021 6301	00003951
PU	619	12/20/16	AMAZON.COM	ELL	98.25	16021 6301	00003955
PU	632	12/20/16	AMAZON.COM	ELL BOOKS	338.01	16021 6301	00003955
PU	693	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	16.00	16021 6301	00003952
PU	739	12/20/16	ALL ABOUT BOOKS, LLC	RO&R	23.04	16021 6301	00003952
PU	740	12/20/16	ALL ABOUT BOOKS, LLC	RO&R	606.34	16021 6301	00003952
PU	741	12/20/16	ALL ABOUT BOOKS, LLC	RO&R	23.50	16021 6301	00003952
PU	742	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	40.00	16021 6301	00003952
PU	743	12/20/16	SCHOLASTIC INC. KEY 6	RO&R	49.25	16021 6301	00003952
PU	803	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	20.00	16021 6301	00003952
PU	854	12/20/16	INTERSTATE BOOKS4SCHOO	RO&R	120.00	16021 6301	00003952
PU	1096	12/20/16	DOLLAR TREE	BOUWER-ARTR	98.00	16021 6301	00003954
JE	124240	12/09/16	CORRECT ELL EXPENSE	PICK N SAVE	45.97	16021 6307	00003955
JE	124240	12/09/16	CORRECT ELL EXPENSE	MUNCHEEZ PIZZA	155.92	16021 6307	00003955
JE	124240	12/09/16	CORRECT ELL EXPENSE	WALMART	31.24	16021 6307	00003955
PU	167	12/20/16	WAL-MART #1982	ELL	37.01	16021 6307	00003955

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
16021					6,301.14		
					=====		
PU	995	12/20/16	POTAWATOMI HOTEL	WLA-BETH	327.00	16023	6201
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	375.00	16023	6201
PV	370367	12/07/16	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023	6301
PV	370813	12/27/16	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023	6301
16023					792.00		
					=====		
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	375.00	16024	6201
PU	152	12/20/16	WAL-MART #2958	RISE	181.12	16024	6301 00003951
PU	242	12/20/16	AMAZON.COM	ACT	53.40	16024	6301 00003951
PU	966	12/20/16	FLOWERAMA #164	RISE	6.00	16024	6301 00003951
PU	1109	12/20/16	JO-ANN STORE #2149	ANIME NIGHT	42.20	16024	6301 00003951
PU	259	12/20/16	HISTORY MUSEUM AT THE	VISIT - EE	5.50	16024	6599 00003951
PU	314	12/20/16	COPPERLEAF HOTEL	CARLOS NIETO CREDIT	46.80-	16024	6599 00003951
PU	360	12/20/16	COPPERLEAF HOTEL	CARLOS NIETO CREDIT	4.20-	16024	6599 00003951
PU	473	12/20/16	HISTORY MUSEUM AT THE	MUSEUM GROUP	45.00	16024	6599 00003951
PU	474	12/20/16	HISTORY MUSEUM AT THE	ADMISSION	40.00	16024	6599 00003951
PV	370816	12/27/16	SCHMALL, BOB	life long learning	150.00	16024	6599 00003951
16024					847.22		
					=====		
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	375.00	16031	6201
PU	855	12/20/16	SAMS CLUB #6321	HAND SANITIZER	83.76	16031	6306
JE	124206	12/09/16	11/16 RECYCLING	234146	128.00	16031	6407
PU	226	12/20/16	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.53%	74.00	16031	6407
PU	1137	12/20/16	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.53%	74.00	16031	6407
PV	370839	12/27/16	WE ENERGIES	4835-258-176	7,787.05	16031	6413 1
PV	370839	12/27/16	WE ENERGIES	5229-670-389	3,445.95	16031	6413 2
JE	124331	12/22/16	11/30/16 FMD & GROUNDS BILLING	LIBRARY	10,969.03	16031	6420
16031					22,936.79		
					=====		
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	375.00	16032	6201
PU	347	12/20/16	ELM USA, INC	DISC BUFFER	305.95	16032	6301
PU	866	12/20/16	PREMIUM WATERS E-BILL	DISTILLED WATER MACH	132.67	16032	6301
PU	994	12/20/16	3BRANCH PRODUCTS INC	MAGAZINE RACKS	922.48	16032	6301
PU	1041	12/20/16	AZURADISC	DISC REPAIR	103.50	16032	6301
PU	1042	12/20/16	IN *ELM USA, INC.	DISC BUFFING SUPPLIE	543.95	16032	6301

DocTy	Document Number	G/L Date	Explanation		Amount	Account	
			Alpha Name	-Remark-			
PU	8	12/20/16	INGRAM LIBRARY SERVICE		1,200.36	16032	6315
PU	9	12/20/16	INGRAM LIBRARY SERVICE		595.54	16032	6315
PU	10	12/20/16	INGRAM LIBRARY SERVICE		191.58	16032	6315
PU	11	12/20/16	AMAZON MKTPLACE PMTS		16.12	16032	6315
PU	12	12/20/16	AMAZON MKTPLACE PMTS		14.43	16032	6315
PU	13	12/20/16	AMAZON.COM		19.97	16032	6315
PU	14	12/20/16	AMAZON MKTPLACE PMTS		284.98	16032	6315
PU	35	12/20/16	AMAZON MKTPLACE PMTS		27.17	16032	6315
PU	40	12/20/16	OVERDRIVE DIST		914.94	16032	6315
PU	41	12/20/16	OVERDRIVE DIST		2,040.85	16032	6315
PU	42	12/20/16	SP * WI PUBLIC TV		122.77	16032	6315
PU	43	12/20/16	HOUCHE BINDERY LTD		93.90	16032	6315
PU	44	12/20/16	AMAZON MKTPLACE PMTS		31.99	16032	6315
PU	61	12/20/16	AMAZON MKTPLACE PMTS		18.13	16032	6315
PU	95	12/20/16	BAKER-TAYLOR		57.52	16032	6315
PU	96	12/20/16	BAKER-TAYLOR		47.56	16032	6315
PU	97	12/20/16	INGRAM LIBRARY SERVICE		728.43	16032	6315
PU	98	12/20/16	AMAZON MKTPLACE PMTS		8.86	16032	6315
PU	99	12/20/16	AMAZON MKTPLACE PMTS		7.89	16032	6315
PU	110	12/20/16	AMAZON MKTPLACE PMTS		9.47	16032	6315
PU	111	12/20/16	AMAZON MKTPLACE PMTS		26.09	16032	6315
PU	130	12/20/16	AMAZON MKTPLACE PMTS		18.99	16032	6315
PU	131	12/20/16	AMAZON MKTPLACE PMTS		19.91	16032	6315
PU	132	12/20/16	AMAZON MKTPLACE PMTS		25.63	16032	6315
PU	133	12/20/16	AMAZON MKTPLACE PMTS		11.07	16032	6315
PU	141	12/20/16	AMAZON MKTPLACE PMTS		7.97	16032	6315
PU	155	12/20/16	INGRAM LIBRARY SERVICE		686.79	16032	6315
PU	178	12/20/16	COLLAGEVIDEO		853.28	16032	6315
PU	179	12/20/16	GAN*WINEWSPAPERCIRC		234.80	16032	6315
PU	180	12/20/16	GAN*WINEWSPAPERCIRC		228.02	16032	6315
PU	181	12/20/16	INGRAM LIBRARY SERVICE		583.45	16032	6315
PU	230	12/20/16	INGRAM LIBRARY SERVICE		1,448.04	16032	6315
PU	293	12/20/16	MERGENT INC		112.00	16032	6315
PU	294	12/20/16	RECORDED BOOKS		56.90	16032	6315
PU	295	12/20/16	RECORDED BOOKS		196.80	16032	6315

DocTy	Document Number	G/L Date	Explanation		Amount	Account	
			Alpha Name	-Remark-			
PU	327	12/20/16	THOMSON WEST*TC		321.00	16032	6315
PU	354	12/20/16	BAKER-TAYLOR		13.57	16032	6315
PU	355	12/20/16	BAKER-TAYLOR		50.35	16032	6315
PU	364	12/20/16	MIDWEST TAPE LLC		1,603.45	16032	6315
PU	392	12/20/16	RECORDED BOOKS		368.02	16032	6315
PU	393	12/20/16	RECORDED BOOKS		64.60	16032	6315
PU	394	12/20/16	REI*MATTHEW BENDER &CO		276.10	16032	6315
PU	395	12/20/16	BAKER-TAYLOR		86.28	16032	6315
PU	396	12/20/16	INGRAM LIBRARY SERVICE		794.22	16032	6315
PU	397	12/20/16	THOMSON WEST*TC		790.39	16032	6315
PU	416	12/20/16	AMAZON.COM		44.93	16032	6315
PU	441	12/20/16	MIDWEST TAPE LLC		1,479.20	16032	6315
PU	442	12/20/16	INGRAM LIBRARY SERVICE		23.75	16032	6315
PU	443	12/20/16	INGRAM LIBRARY SERVICE		1,150.17	16032	6315
PU	444	12/20/16	INGRAM LIBRARY SERVICE		928.35	16032	6315
PU	445	12/20/16	AMAZON MKTPLACE PMTS		4.09	16032	6315
PU	575	12/20/16	BAKER-TAYLOR		115.48	16032	6315
PU	576	12/20/16	INGRAM LIBRARY SERVICE		1,241.94	16032	6315
PU	577	12/20/16	INGRAM LIBRARY SERVICE		567.49	16032	6315
PU	589	12/20/16	INFORMATION TODAY		404.53	16032	6315
PU	666	12/20/16	RECORDED BOOKS		347.41	16032	6315
PU	667	12/20/16	INGRAM LIBRARY SERVICE		834.05	16032	6315
PU	668	12/20/16	AMAZON MKTPLACE PMTS		4.00	16032	6315
PU	669	12/20/16	AMAZON MKTPLACE PMTS		5.99	16032	6315
PU	670	12/20/16	AMAZON MKTPLACE PMTS		4.35	16032	6315
PU	696	12/20/16	RECORDED BOOKS		56.90	16032	6315
PU	697	12/20/16	RECORDED BOOKS		56.90	16032	6315
PU	700	12/20/16	AMAZON MKTPLACE PMTS		4.98	16032	6315
PU	707	12/20/16	INGRAM LIBRARY SERVICE		1,412.28	16032	6315
PU	708	12/20/16	INGRAM LIBRARY SERVICE		1,124.90	16032	6315
PU	709	12/20/16	AMAZON MKTPLACE PMTS		51.99	16032	6315
PU	710	12/20/16	AMAZON MKTPLACE PMTS		12.55	16032	6315
PU	711	12/20/16	AMAZON MKTPLACE PMTS		15.97	16032	6315
PU	712	12/20/16	AMAZON MKTPLACE PMTS		13.69	16032	6315
PU	749	12/20/16	MILESTONEFI		27.96	16032	6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	750	12/20/16	INGRAM	LIBRARY SERVICE		2,053.93	16032	6315	
PU	751	12/20/16	AMAZON	MKTPLACE PMTS		44.83	16032	6315	
PU	752	12/20/16	AMAZON	MKTPLACE PMTS		9.38	16032	6315	
PU	753	12/20/16	AMAZON	MKTPLACE PMTS		11.98	16032	6315	
PU	774	12/20/16	VALUE	LINE PUBLISHING		1,000.00	16032	6315	
PU	792	12/20/16	INGRAM	LIBRARY SERVICE		1,929.77	16032	6315	
PU	793	12/20/16	AMAZON	MKTPLACE PMTS		35.99	16032	6315	
PU	821	12/20/16	BAKER-TAYLOR			71.96	16032	6315	
PU	822	12/20/16	BAKER-TAYLOR			63.97	16032	6315	
PU	823	12/20/16	STATE BAR OF WISCONSIN			198.17	16032	6315	
PU	893	12/20/16	AMAZON	MKTPLACE PMTS		23.99	16032	6315	
PU	894	12/20/16	R&L	PUBLISHING GROUP		99.17	16032	6315	
PU	912	12/20/16	BAKER-TAYLOR			270.37	16032	6315	
PU	913	12/20/16	AMAZON	MKTPLACE PMTS		23.99	16032	6315	
PU	936	12/20/16	AMAZON	MKTPLACE PMTS		70.93	16032	6315	
PU	937	12/20/16	AMAZON.COM			24.99	16032	6315	
PU	988	12/20/16	INGRAM	LIBRARY SERVICE		386.59	16032	6315	
PU	989	12/20/16	AMAZON	MKTPLACE PMTS		12.22	16032	6315	
PU	996	12/20/16	MIDWEST TAPE LLC			1,452.22	16032	6315	
PU	997	12/20/16	INGRAM	LIBRARY SERVICE		583.97	16032	6315	
PU	1059	12/20/16	AMAZON	MKTPLACE PMTS		21.06	16032	6315	
PU	1097	12/20/16	AMAZON	MKTPLACE PMTS		56.94	16032	6315	
PU	1098	12/20/16	AMAZON	MKTPLACE PMTS		10.33	16032	6315	
PU	1099	12/20/16	INGRAM	LIBRARY SERVICE		481.07	16032	6315	
PU	1100	12/20/16	INGRAM	LIBRARY SERVICE		645.56	16032	6315	
PU	1101	12/20/16	AMAZON	MKTPLACE PMTS		4.98	16032	6315	
PU	1102	12/20/16	AMAZON	MKTPLACE PMTS		6.22	16032	6315	
PU	1103	12/20/16	AMAZON	MKTPLACE PMTS		26.97	16032	6315	
PU	1104	12/20/16	AMAZON	MKTPLACE PMTS		18.77	16032	6315	
PU	1105	12/20/16	AMAZON.COM			39.55	16032	6315	
PU	1130	12/20/16	MIDWEST TAPE LLC			59.98	16032	6315	
PU	1150	12/20/16	AMAZON	MKTPLACE PMTS		5.20	16032	6315	
PU	1162	12/20/16	AMAZON	MKTPLACE PMTS		53.79	16032	6315	
PU	1163	12/20/16	INGRAM	LIBRARY SERVICE		1,101.02	16032	6315	
PU	1164	12/20/16	AMAZON	MKTPLACE PMTS		18.66	16032	6315	

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	1165	12/20/16	AMAZON MKTPLACE PMTS		16.18	16032	6315
PU	1166	12/20/16	AMAZON MKTPLACE PMTS		7.50	16032	6315
PU	1167	12/20/16	AMAZON MKTPLACE PMTS		17.06	16032	6315
PU	1177	12/20/16	INF* CITY DIRECTORIES		483.00	16032	6315
PU	1178	12/20/16	RECORDED BOOKS		360.46	16032	6315
PV	370579	12/14/16	NEW YORK TIMES	media	2,084.60	16032	6315
PV	370800	12/27/16	GALE/CENGAGE LEARNING	media	300.00	16032	6315
PU	26	12/20/16	RICOH USA, INC	COPIER	297.42	16032	6418
PU	620	12/20/16	MODERN BUSINESS MACHIN	COPIER CONTRACT	276.94	16032	6418
16032					----- 42,341.76 =====		
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	375.00	16033	6201
PU	754	12/20/16	CDW GOVERNMENT	TONER	72.69	16033	6301
PU	1	12/20/16	DMI* DELL HLTHCR/PTR	COMPUTERS	2,980.48	16033	6327
PU	45	12/20/16	CDW GOVERNMENT	MONITORS	749.00	16033	6327
PU	46	12/20/16	CDW GOVERNMENT	MICE	42.50	16033	6327
PU	115	12/20/16	DMI* DELL HLTHCR/PTR	COMPUTERS	4,452.72	16033	6327
PU	207	12/20/16	AMAZON MKTPLACE PMTS	TAX REFUND ON DESK	9.45-	16033	6327
PU	263	12/20/16	AMAZON MKTPLACE PMTS	CART	198.45	16033	6327
PU	328	12/20/16	CDW GOVERNMENT	VIDEO CONVERTER	141.40	16033	6327
PU	590	12/20/16	CDW GOVERNMENT	BATTERY	80.99	16033	6327
PU	1060	12/20/16	AMAZON MKTPLACE PMTS	BADGE PRINTER PARTS	45.99	16033	6327
PU	1106	12/20/16	AMAZON MKTPLACE PMTS	BADGE PRINT CLEANER	37.85	16033	6327
PU	1149	12/20/16	DMI* DELL HLTHCR/PTR	WARRANTY EXT.	1,135.36	16033	6327
PV	371048	12/30/16	LOIS' KNITTING NOOK	sewing/quilting	850.00	16033	6327 00003951
PU	775	12/20/16	INDUSTRY WEAPON INC	DIGITAL SIGNAGE	1,764.00	16033	6418
PU	804	12/20/16	READSQUARED	SUMMERREADONLINE	3,200.00	16033	6815 00003951
16033					----- 16,116.98 =====		
					91,337.82 =====		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20161
01/03/17
10:25:15

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,204,476	2,218,575	2,254,372	171,104	2,139,012	94.88
Part-Time		242,651	203,991	203,991	20,788	274,118	134.38
Fringes		748,648	799,235	799,235	59,538	754,683	94.43
Salaries & Fringe Benefits		3,195,775	3,221,801	3,257,598	251,430	3,167,813	97.24
Training & Conferences	6201	13,832	17,780	21,280	4,187	22,227	104.45
Parking Permits	6206	16,317	16,884	16,884	0	18,112	107.27
Memberships & Licenses	6303	3,365	1,995	1,995	0	3,023	151.53
Awards & Recognition	6305	846	850	850	0	854	100.47
Food & Provisions	6307	1,374	1,135	1,135	63	924	81.41
Administrative Expense		35,734	38,644	42,144	4,250	45,140	107.11
Office Supplies	6301	44,379	58,480	58,480	3,012	36,226	61.95
Building Maintenance/Janitor	6306	7,908	7,344	7,344	84	7,839	106.74
Landscape Supplies	6308	25	50	50	0	0	.00
Shop Supplies & Tools	6309	0	50	50	0	0	.00
Paint & Supplies	6311	67	100	100	0	0	.00
Books & Library Materials	6315	625,865	578,185	622,558	39,384	525,390	84.39
Printing & Reproduction	6320	54	100	100	0	20	20.00
Safety Supplies	6323	18	100	100	0	171	171.00
Medical & Lab Supplies	6324	114	100	100	0	0	.00
Miscellaneous Equipment	6327	46,952	67,000	67,000	9,855	42,837	63.94
Supplies & Materials		725,382	711,509	755,882	52,335	612,483	81.03
Collection Services	6407	2,687	2,420	2,420	276	2,695	111.36
Advertising	6412	1,240	1,250	1,250	0	878	70.24
Other Contracts/Obligations	6599	66,078	67,397	67,397	175	66,396	98.51
Purchased Services		70,005	71,067	71,067	451	69,969	98.45
Electric	6413.1	109,161	98,538	98,538	7,787	110,073	111.71
Gas	6413.2	23,169	35,479	35,479	3,446	24,433	68.87
Water	6413.3	4,871	5,154	5,154	0	4,924	95.54
Waste Disposal/Collection	6413.4	2,028	2,155	2,155	0	2,052	95.22
Stormwater	6413.6	2,444	2,643	2,643	0	2,418	91.49
Telephone	6413.7	2,719	2,685	2,685	228	2,721	101.34
Cellular Telephone	6413.8	944	1,085	1,085	0	925	85.25
Utilities		145,336	147,739	147,739	11,461	147,546	99.87
Bldng Repair & Maintenance	6416	1,839	5,000	5,000	0	2,096	41.92
Equipmt Repair & Maintenance	6418	70,241	64,050	64,050	2,338	65,637	102.48
CBM Charges	6420	158,430	186,199	186,199	10,969	127,471	68.46
Repair & Maintenance		230,510	255,249	255,249	13,307	195,204	76.48
Software Acquisition	6815	9,027	8,250	8,250	0	8,442	102.33
Capital Expenditures		9,027	8,250	8,250	0	8,442	102.33
TOTAL EXPENSES		4,411,769	4,454,259	4,537,929	333,234	4,246,597	93.58
REVENUES							
Library Aids (County)		1,101,454	1,095,759	1,095,759	0	1,103,329	100.69
Library Fines		63,832	79,000	79,000	3,247	56,478	71.49
Space Rentals		30,000	30,000	30,000	20,000	30,000	100.00
Donations & Memorials		1,297	0	0	0	705	.00
Administration Reimbursements		56,507	0	24,500	114	25,591	104.45
Children's Reimbursements		15,000	15,000	0	0	0	.00
Community Reimbursements & Reader/Prntr		341	300	300	7	217	72.33
Commissions (Vending)		1,459	1,500	1,500	239	1,473	98.20
Lost & Paid Materials 16032.5035		30,859	0	18,000	478	19,999	111.11
Network Reimbursements & Public Use Prtr		20,688	17,000	17,000	1,435	20,242	119.07

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
TOTAL REVENUES	1,321,437	1,238,559	1,266,059	25,292	1,258,034	99.37

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20161
01/03/17
10:27:07

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	223	28,757	.00
Part-Time	0	0	1,800	1,175	1,175	65.28
Fringes	0	0	0	93	6,742	.00
Salaries & Fringe Benefits	0	0	1,800	1,491	36,674	2,037.44
Training & Conferences 6201	0	0	0	136	485	.00
Memberships & Licenses 6303	0	0	1,500	0	1,095	73.00
Awards & Recognition 6305	0	0	500	0	315	63.00
Food & Provisions 6307	0	0	1,250	142	1,319	105.52
Administrative Expense	0	0	3,250	278	3,214	98.89
Office Supplies 6301	0	0	33,285	4,341	30,424	91.40
Books & Library Materials 6315	0	0	3,600	0	800	22.22
Printing & Reproduction 6320	0	0	4,750	0	4,750	100.00
Miscellaneous Equipment 6327	0	0	3,912	850	2,105	53.81
Supplies & Materials	0	0	45,547	5,191	38,079	83.60
Advertising 6412	0	0	4,200	0	4,200	100.00
Other Contracts/Obligations 6599	0	0	124,900	864	16,332	13.08
Purchased Services	0	0	129,100	864	20,532	15.90
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Software Acquisition 6B15	0	0	0	3,200	3,200	.00
Capital Expenditures	0	0	0	3,200	3,200	.00
TOTAL EXPENSES	0	0	179,697	11,024	101,699	56.59
REVENUES						
Administration Reimbursements	0	0	61,182	0	78,182	127.79
Children's Reimbursements	0	0	125,715	0	125,714	100.00-
Community Reimbursements & Reader/Prntr	0	0	7,000	0	7,000	100.00
Lost & Paid Materials 16032.5035	0	0	800	0	800	100.00
TOTAL REVENUES	0	0	194,697	0	211,696	108.73

ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees ("Library Board"), of the Appleton Public Library ("Library"), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City Appleton ("City"), according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MEMBERSHIP

- Appointment. ~~Appointments and terms of office are provided by the relevant subsections of Wisconsin Statutes 43.54(1) and 43.60 which provides, in part, that~~ The Library Board shall consist of nine members, eight of whom shall be appointed by the Mayor of Appleton with the approval of the Common Council and the ninth representing the Appleton Area School District. ~~A county chairperson, with the approval of the county board, may also appoint members to the Library Board pursuant to Wis. Stat. § 43.60.~~
~~The regular term of office shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools, and the Alderperson of the Common Council appointed by the Mayor of Appleton shall serve a one year term.~~
- Term. The regular term of office for shall be three years, except that the school district representative shall serve at the pleasure of the Superintendent of Schools.

ARTICLE III. OFFICERS

- Officers. The officers of the Library Board shall be ~~the~~ a President, ~~a~~ Vice President, and ~~a~~ Secretary, each elected from among the Library Board members ~~at the organizational meeting described in Article IV, Paragraph 1.~~
~~at the annual meeting of the library board in September.~~
- Terms of Office. Officers shall take office at the close of the ~~annual-organizational~~ meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that organizational meeting until the close of the subsequent ~~annual-organizational~~ meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time.
- Nominating Committee. A nominating committee, ~~and a chair thereof~~, shall be appointed by the President three months prior to the ~~annual-organizational~~ meeting and shall present a slate of officers at the ~~annual~~ organizational meeting. Additional nominations may be made from the floor ~~at that time during the organizational meeting~~ by any Library Board member ~~or~~ officer.
- Duties of the President. The principal duties of the President shall be to preside at all meetings of the Library Board, authorize calls for special meetings, ~~make appointments~~, and execute all documents as authorized by the board. The President appoints Library Board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.

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

6. Duties of the Secretary. The Secretary shall sign bill registers when the Library Board has approved expenditures and execute all documents as authorized. In the absence of the Secretary at any meeting, the President may appoint another Library Board member to act as temporary Secretary.

ARTICLE IV. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members terms, and no later than the regular meeting in August.

21. Regular Meetings. Regular meetings shall be held ~~once~~ each ~~calendar~~ month, the date and hour to be set up to one year in advance by the Library Board at the ~~first regular~~ meeting following the ~~annual-organizational~~ meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The President may reschedule a meeting should a ~~regularly-regular~~~~scheduled~~ meeting not achieve a quorum.

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

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

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

5. Quorum. A quorum for transaction of business at any Library Board meeting ~~or committee meeting~~ shall consist of a simple majority.

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

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

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

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

10. Attendance. ~~Board M~~members and officers shall be expected to attend all Library Board meetings **and committee meetings** except as ~~they are~~ prevented by a valid reason.

ARTICLE V. COMMITTEES

1. Standing Committees. The following standing committees **and chairs of the committees** shall be appointed by the President at the **first regular** meeting following the annual meeting:

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

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

3. Ad Hoc Committees. The President shall appoint **special-ad hoc committees and a chair of the ad hoc committees** for such specific purpose as the business of the Library Board may require. These committees may include staff, members of the public **and/or** outside experts. ~~The Ad hoc committees~~ shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Library Board.

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

5. Appointment. All Library Board members **and officers** shall be appointed to at least one committee.

6. Time, Location and Agenda. The time, date and location of ~~each~~ committee meetings shall be determined by the chair of the committee. ~~See Article IV, Section 3.~~

7. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority. ~~See Article IV, Section 5.~~

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

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

~~See Article IV, Section 7.~~

10. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).~~See Article IV, Section 8.~~

11. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.~~See Article IV, Section 9.~~

ARTICLE VI. DUTIES OF THE LIBRARY BOARD

1. Responsibility. ~~Legal responsibility for the operation of the APL is vested in the library board. Subject to state and federal law, the library board has the power and duty to determine rules and regulations governing library operations and services.~~ The Library Board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.

2. Library Director. The Library Board shall select and appoint a properly certified and competent library director.

3. Duties and Compensation. The Library Board shall determine the duties and compensation of all library employees.

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

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

6. Legislation. The Library Board shall study and support legislation that will benefit library patrons. The Library Board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.

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

8. Appeals. A person directly affected by and dissatisfied with a decision made by the library ~~board~~director as it relates to the Library's Circulation Policy, Materials Selection, Displays Policy, Security Policy may appeal the decision to the Library Board ~~may appeal the decision to the library board~~. Appeal ~~requests of library board decisions~~ must be made in writing whenever possible and must be received by the Library Board within thirty (30) ~~regular~~ business days after the date the decision ~~date~~ was made by the library director. The Library Board must hear ~~library board decision~~ the appeals within ~~fifteen~~thirty (30~~15~~) business days of receiving the appeal unless the Library Board and the person requesting the appeal ~~all parties~~ agree to an alternative date. The ~~person appealing a decision of the library board will~~person requesting the appeal will be notified in writing by the library director of the date and time the Library Board will hear the appeal or will be provided with an explanation for why the Library Board will not hear the appeal (e.g., request filed too late, person requesting appeal has no

grounds, etc.). At the appeal, the person requesting the appeal~~and~~ may appear in person to be heard on the issue or he/she may ask the Library Board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the President. The decision of the Library Board shall be final.

ARTICLE VII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the Library Board for an indefinite term and shall be responsible to the Library Board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the Library Board. The director shall be responsible for operating within policies approved by the Library Board including, but not limited to:
 - a. Appointing and specifying duties and compensation of other library employees,
 - b. Providing proper direction, training and supervision of the library staff,
 - c. Serving as technical advisor to the Library Board,
 - d. Recommending policies, budget, changes in hours or services,
 - e. Recommending changes in the library's mission and long range plan,
 - f. Ensuring the care and maintenance of library property,
 - g. Ensuring the adequate and proper selection of materials,
 - h. Ensuring the efficiency of library service to the public, and
 - i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library.
3. Meetings. The library director shall attend all Library Board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the Library Board. The director may designate another library staff member to attend in the event of the director's absence.
4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the Library's Circulation Policy, Displays Policy, Materials Selection and Security Policy.

ARTICLE VIII. CONFLICT OF INTEREST

1. Private Capacity. Library Board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the Library in which they have or may have direct or indirect financial interest.
2. Recusal. Library Board members and officers shall withdraw from any and all Library Board meeting and committee meeting discussions and/or deliberations in which the Library Board member or officer, or an immediate family member thereof, or an organization with which the Library Board member or officer is associated with, has or may have a substantial financial interest. Library Board members and officers shall not vote on any matter in which he or she has withdrawn. The Library Board member or officer is not required to disclose the reasons for his or her withdrawal or the nature of the conflict of interest.
3. Remuneration. Library Board members and officers shall not accept anything of value that could reasonably be expected or implied to influence his or her vote or other official action.

ARTICLE IX. GENERAL

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

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

Approved: 6/97. Amended: 10/04; 11/15

General Annual Trustee Calendar

Highlights of the general activities of a board member and significant library annual initiatives. Items designated to happen in specific months may shift to one of the surrounding months and other items will occur that are not on this list based on current issues. Action items - (A)

General monthly activities:

- Minutes (A)
- Bill Register (A)
- Trustee micro trainings and discussions
- Staff updates on recent and upcoming programs, services and topics of interest to the Trustees

Bimonthly:

- Statistics

Quarterly:

- Friends grant report narratives

As needed:

- Public Library System Redesign study updates, state and legislative updates
- Books Build Community Selections

Monthly activities:

January

- Materials Budget (A)
- End of year partial budget (A)

February

- Policy/Personnel Committee
 - Director's goals for current year established(A)
 - Policy Updates (A)
- Friends grant budget adoption
- Fox Cities Reads selection is announced
- Wisconsin Library Association Legislative Agenda

Note: Friends annual fundraiser *I Love My Library*

March

- Annual Report for the Department of Public Instruction (A)
- End of year final budget (A)
- Carryover from prior year (A)
- Friends grant quarterly report

April

- Volunteer Recognition
- Fox Cities Reads
- National Library Week
- Staff Recognition
- New Council Appointment

May

Note: Friends Annual Meeting (election of board members, budgets, volunteer recognition)

Note: WAPL conference

June

- Friends grant quarterly report
 - President appoints Nominating Committee
- Note: Summer Library Program begins

July

- Finance Committee
 - Budget adoption for upcoming year to be submitted to Mayor (A)
 - Policy/Personnel Committee
 - Directors midyear evaluation (A)
 - Policy revisions (A)
- Note: New Board of Trustee terms begin

August

- Nominating Committee meeting – Election of Officers (A)

September

- Summer summary of statistics and programs
- Friends grant quarterly report
- President appoints new committees

October

- Calendar of Open/Closed dates for next year (A)
- Fox Cities Book Festival

Note: Executive Budget published first Wednesday of the month. City of Appleton Finance Committee's Budget Saturday at end of the month.

Note: WLA Conference

November

- Final Budget Adoption (A)

December

- Policy/Personnel Committee
 - Directors end of year performance evaluation (A)
 - Policy revisions (A)
 - Scholarship Committee selects recipient (A)
 - Board Meeting Schedule for upcoming year (A)
- Note: Holiday brunch

Library Friends and Library Foundations

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“Friends” Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at www.ala.org/united/friends.)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

In This Trustee Essential

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library foundation

Library Foundations

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

Community Foundations

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

Financial Support from Friends and Library Foundations

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.

In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a “charitable contribution” to a “qualified organization.” No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions ([Publication #526](#)): “To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS.” The publication goes on to define as one type of “qualifying organization” any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See *Trustee Essential #9: Managing the Library’s Money* for options for the deposit and handling of gifts and donations to the library.

Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at ala.org/united/friends has information about establishing a Friends organization and ideas for Friends activities and projects. It also has information on establishing a library foundation.
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wlwf
- The Foundation Center has information on establishing a non-profit organization at www.grantspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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URBAN LIBRARIES COUNCIL

INSPIRING LIBRARIES.
TRANSFORMING COMMUNITIES.

Leadership Brief: Maximizing the Library-Foundation Partnership Fall 2013

About this Leadership Brief

During the past 25 years, library foundations have become increasingly valuable resources for public libraries to build community support and enhance fiscal health by raising funds to supplement, leverage and stretch public dollars. And the opportunities that strategic fundraising make possible are crucial as libraries continue to broaden and deepen their role as an essential community resource.

The success of a library foundation's work on behalf of the public library depends on:

- A clear mission and goals that align with the library's mission and goals
- An open and mutually supportive partnership between the foundation executive and the library director
- Strong organizational, community and philanthropic connections to attract financial support for the library
- The foundation executive's personal commitment to the library's vision and mission
- Extensive knowledge of and experience in philanthropy and fundraising

This leadership brief highlights the growing importance of library foundations and identifies critical leadership roles for foundation executives and boards to maximize the library-foundation partnership.

The Urban Libraries Council thanks the foundation and library executives who met during the 2013 ULC Annual Forum to discuss the library-foundation partnership, which provided the framework for this leadership brief.

Library Foundations Support Library Goals

Most library foundations are nonprofit, 501(c)(3) organizations established to help secure the future of the public library through systematic and strategic fundraising. Examples of foundation fundraising opportunities include major gifts for endowments, planned giving programs, venture capital for library initiatives and ticketed events such as literary galas that generate critical resources and raise the library's profile.

A foundation can serve as an innovation engine to help the library take on new challenges by providing:

1. A legal, nongovernmental, nonprofit organization to receive and distribute privately sourced gifts for the library
2. Expanded eligibility for grants that are open only to qualified nonprofit organizations
3. Investment flexibility to maximize the value of financial contributions
4. A platform for raising money to support programs and capital projects, and to strengthen the library's long-term financial health
5. Experienced and knowledgeable staff who are dedicated to raising money on a full-time basis and supporting a culture of philanthropy within the library system
6. An expanded circle of potential contributors that reaches beyond traditional community supporters
7. Enhanced visibility for the library through foundation-financed programs and events
8. Increased confidence among potential contributors who are accustomed to contributing to nonprofit, charitable organizations using a variety of tax-deductible financial vehicles

While library foundations are usually separate organizations led by their own boards of directors and executives, the work of the foundation and the public library system are fundamentally intertwined. The foundation's mission is to support the library's mission. And the boards and executives who lead the foundation and the library system must be similarly intertwined to achieve their mutually dependent missions.

Foundation Board Roles

A foundation board is generally made up of community leaders—"movers and shakers"—who are themselves library contributors and who help coordinate large fundraising efforts, promote the library and the value of giving to it, and "know where the money is." The board is sometimes appointed by government leaders, similar to appointments for the library boards of trustees, or may be self-selecting. In either case, creating structural links between the library and the foundation board—such as having select members serve on both boards or creating ex-officio positions on the foundation board for the library board chair and/or library director—facilitates sustained collaboration.

Library and foundation executives say this "cross-pollination" between the boards ensures that fundraising supports the library's strategic goals and that library leaders are aware of and involved in creating the fundraising goals and strategy. Beyond establishing and monitoring fundraising goals, a foundation board provides an opportunity to engage new and different people and the organizations they represent in supporting the library and contributing to its success. Foundation board members expand the library's circle of influence, often bringing people and organizations to the table that might not typically connect with the library.

Foundation Executive Roles

A foundation executive helps build and sustain a successful library-foundation partnership by shaping and implementing a fundraising strategy with input from the library director, staying well-informed about library priorities, working closely and regularly with the director, and running an effective organization that is respected by potential donors. As foundations become more and more essential to the financial strength of public libraries, these six leadership roles are particularly important for the foundation executive:

1. **Partner** to the library director
2. **Ambassador** about the library's value and impact
3. **Matchmaker** between the library's vision and donor interests
4. **Manager** who runs an efficient, effective and well-respected organization
5. **Educator** about the value of philanthropy
6. **Catalyst** for fundraising action

The following sections provide more details on each of these leadership roles.

Partner

While library foundations and library systems are separate organizations, the respective directors must see themselves as partners working together to achieve a shared mission. "Walk with me" is how one library director described the process of building a relationship with a newly appointed foundation director. A successful partnership is built on trust, open-mindedness and communication.

Foundation executives become partners with their library directors by:

- Sharing information regularly and proactively to ensure the director is aware of the foundation's work and fundraising progress and results
- Staying connected to and aware of library programs, services, future plans and emerging needs to identify fundraising opportunities
- Scheduling regular meetings with the library director to maximize working time together
- Understanding and respecting the library director's challenges and pressures
- Working on the foundation budget with the library director to ensure a close understanding of needs and to communicate issues and constraints
- Supporting the library director and his/her work
- Sharing to-do lists, calendars and activities on behalf of the library with the director to ensure awareness of actions and progress on agreed-upon goals
- Providing opportunities for the library director or designated staff to be involved in planning foundation activities and events
- Exploring opportunities for joint committees/ advisory groups to carry out shared priorities

Ambassador

The strategic role of library foundations goes beyond fundraising. Their work in the community and their wide circle of influence brings significant value to the library beyond money raised.

Foundation executives serve as library ambassadors by:

- Knowing what the library does and why it matters in the community
- Being a passionate library champion whether or not that passion leads to financial support
- Engaging and recruiting people to serve on the foundation board or support the library system in other ways, such as providing expertise through pro bono services
- Creating new and different connections that enhance the library's profile in the community
- Communicating the value of the library to the community and the benefits of financial support
- Advocating for continued public financial and political support for the library
- Supporting the library director in meetings and other outreach that contributes to the library's value proposition in the community
- Inspiring enthusiasm for the library through outreach, relationships, connections and knowledge about the library's contributions in the community
- Positioning the library to be as important as other groups when competing for private-sector dollars

Matchmaker

Foundations succeed when the connections they make leverage contributions that help secure the library's financial future. Matchmaking involves more than finding donors and securing one-time contributions. It requires the ability to connect the library's mission, goals, programs and services with donor priorities and giving interests.

Foundation executives carry out their matchmaking role by:

- Developing a deep understanding of the library's role in the community, including details about its mission, vision, hopes, dreams and challenges
- Conducting donor market intelligence to cultivate relationships, identify funding agendas and monitor contribution cycles

- Engaging foundation board members in strategic outreach to potential donors with special interests that intersect with library needs
- Working with the library director to identify specific fundable needs or create opportunities that fit with donor interests
- Matching donor interests with library needs to produce results that help the library carry out its goals

Manager

The foundation's reputation as a well-run organization contributes to confidence among donors, which leads to successful fundraising. Knowledgeable and skilled staff, clear and consistently administered policies, and well-designed program activities are essential to foundation effectiveness.

Foundation executives carry out their organizational manager role by:

- Connecting the foundation's overall mission and purpose to its day-to-day activities
- Recruiting and supporting a stream of board members who bring value to the foundation
- Meeting all nonprofit regulatory and reporting requirements
- Adhering to strict accounting policies, including conducting an annual independent financial audit
- Developing and implementing internal operating controls, including investment of donated funds, gift acceptance, use of contributed funds to meet donor intent and use of donated funds for administrative overhead
- Ensuring transparency in how funds are raised, invested and spent by publishing annual reports and regularly sharing information with the community
- Developing and maintaining fundraising metrics that provide valuable information to donors when considering contributions to the library
- Communicating regularly with current and potential donors through newsletters, annual reports, a website, periodic meetings and events
- Maintaining a database of donor information
- Recruiting, hiring and managing staff to support the foundation's mission
- Being a reliable, trusted steward of contributed funds

Characteristics of a Successful Library-Foundation Partnership

- Shared vision about the library's future
- Mutual understanding of library and foundation roles, responsibilities and challenges
- Trust, respect and open-mindedness
- A comfortable and productive working relationship between the foundation and library directors
- Participation in each other's board work
- Regular communications
- Financial transparency

Educator

Foundation executives serve as a bridge between potential donors and the library system by educating donors about the library's community impact and helping library leaders embrace and understand how a culture of philanthropy contributes to the library's long-term financial future. For some library directors, large-scale philanthropy—endowments, sponsorships, earmarked or limited-use funds, venture capital, planned giving—can be unfamiliar territory. Foundation executives play an important role in educating their library system colleagues about the opportunities, challenges, risks and limitations of fundraising campaigns including how to attract, recognize, thank and retain donors. Understanding and learning about each other's world is an important part of a successful library-foundation partnership.

Foundation executives carry out their educator role by:

- Regularly sharing information with the library director about approaches, opportunities, strategies and timeframes for generating revenue
- Connecting general philanthropic and fundraising expertise to the library context in a way that makes sense to library leaders
- Being open about where foundation-raised money goes, including the distributions for direct library support, foundation administration and non-fundraising activities such as cultural programming, advocacy, public awareness and processes for making grants to the library
- Engaging the library director in developing and embracing a culture of philanthropy and what that means for the library

Catalyst

Foundation executives generate interest in giving to the library, create connections with donors and close the deals. Sometimes the foundation executive may serve as an "arranger" to connect the donor to the library leader for a more in-depth conversation about funding needs and how the money would be used.

Foundation executives carry out their role as a catalyst for action by:

- Making the right connections at the right time
- Deciding who should deliver the "ask" based on donor expectations
- Working with donors to provide information, respond to questions and sustain the connection
- Engaging the library director in the process of closing the deal, if needed, with sufficient advance notice and clear information about roles, expectations and donor background
- Constantly building a donor pipeline that will produce results

Maximizing the Partnership

The money, opportunities and visibility that a successful foundation brings to the library system are essential to long-term success. For some systems, foundations generate millions of dollars that help libraries achieve their visions for building community, enriching lives, inspiring ideas, enhancing learning and more. The bigger the library vision, said one foundation executive, the more we can attract donors.

As public libraries continue to grow the programs, technologies, resources and opportunities they offer, having a trusted resource that brings in significant new money is more than nice to have—it is essential. The success of the relationship between the foundation and the library system it was created to support depends on openness, collaboration, mutual understanding and trust. With those factors in place, libraries and foundations can do wonderful things together for the communities they serve.

The Urban Libraries Council (ULC) is the premier membership organization for North America's leading public library systems. For more information, please visit www.urbanlibraries.org.

Working Together: Roles and Responsibilities Guidelines

Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.	Join the Friends of Connecticut Libraries as a resource to better support the library.

Trustee Trainings Schedule

Monthly micro-trainings on essential topics. Schedule will change to align topics with current issues.

2017

January	Review and Discussion on Trustee Essential 24 - Library Friends and Foundations
February	Review and Discussion on Trustee Essential 10 - Developing Essential Library Policies
March	Review and Discussion on Trustee Essential 8 – Developing the Library Budget and Managing the Library's Money
April	Review and Discussion on Trustee Essential 11 – Planning for the Library's Future
May	Review and Discussion on Trustee Essential 6 – Evaluating the Director (note chapter TE 5) and Trustee Essential 19 Library Director Certification
June	Review and Discussion on Trustee Essential 18 - Library Board Appointments and Composition
July	Break
August	Review and Discussion on Trustee Essential 28 - Trustee Orientation and CE
September	Review of State of Wisconsin Trustee Training Webinars from August
October	Review and Discussion on Trustee Essential 12 – Library Standards
November	Review and Discussion on Trustee Essential 23 - Dealing with Challenges to Materials and Policies
December	Review and Discussion on Trustee Essential 13 – Library Advocacy

2018

January	Review and Discussion on Trustee Essential 14 – The Library Board and the Open Meetings Law
February	Review and Discussion on Trustee Essential 15 - The Library Board and Public Records Law
March	Review and Discussion on Trustee Essential 16 - Ethics and Conflict of Interest Laws Applying to Trustees
April	Review and Discussion on Trustee Essential 17 - Membership in the Library System
May	Review and Discussion on Trustee Essential 27 - The Public Library System Board - the Broad Viewpoint
June	Review and Discussion on Trustee Essential 22 - Freedom of Expression and Inquiry
July	Break
August	
September	Review of State of Wisconsin Trustee Training Webinars from August
October	Review and Discussion on Trustee Essential 26 - Liability Issues
November	Review and Discussion on Trustee Essential 20 - The Library Board and Building Accessibility
December	Review and Discussion on Trustee Essential 21 - The Library Board and Accessible Services

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
SEPTEMBER 2016

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	51,165	54,800	501,725	541,677	-7%	-7%
Children's Circulation	33,903	35,767	345,919	373,795	-5%	-7%
Total Circulation	85,068	90,567	847,644	915,472	-6%	-7%
Adult AV/nonbook (included in above)	23,777	25,865	241,176	263,673	-8%	-9%
Children's AV/non-book (included in above)	8,403	9,363	87,476	104,381	-10%	-16%
ILL items received (received from)	12,818	12,951	122,617	103,290	-1%	19%
ILL items loaned (provided to)	12,851	12,981	120,891	122,463	-1%	-1%
Total Registered Patrons (quarterly)	80,623	94,959	n/a	n/a	-15%	n/a
Door Count	36,552	28,592	377,667	351,927	28%	7%
E-Book Uses	4,236	4,492	40,790	41,875	-6%	-3%
Online Audiobook Uses	1,943	1,627	17,602	14,118	19%	25%
Percentage of Total Circulation on Self Check Machines	79.9%	79.2%	n/a	n/a	1%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	5,245	6,305	54,195	60,440	-17%	-10%
Reference Transactions - Children's	1,779	1,657	20,509	21,117	7%	-3%
Total Reference	7,024	7,962	74,704	81,557	-12%	-8%
Volunteer Hours	544	547	4,983	5,789	-1%	-14%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,086	2,590	21,785	26,816	19%	-19%
Volumes Withdrawn	3,222	1,688	26,182	19,774	91%	32%
Total Titles	292,058	288,737	n/a	n/a	1%	n/a
Total Volumes	352,941	352,632	n/a	n/a	0%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
SEPTEMBER 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	66	61	556	804	8%	-31%
Children's Program Attendance	2,278	2,081	20,349	27,984	9%	-27%
Young Adult Programs	3	7	96	117	-57%	-18%
Young Adult Program Attendance	111	66	4,744	10,652	68%	-55%
Adult Programs (includes instructional)	29	22	265	203	32%	31%
Adult Program Attendance (includes instructional)	493	328	6,334	4,640	50%	37%
Total Programs	98	90	917	1,124	9%	-18%
Total Program Attendance	2,882	2,475	31,427	43,276	16%	-27%
Meeting Room Uses - Room Reservations (Public)	229	218	2158	1835	5%	18%
Meeting Room Uses - Events (Library Programs)	140	149	1,261	1,347	-6%	-6%
Total Meeting Room Uses	369	367	3,419	3,182	1%	7%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	18,766	17,130	201,577	193,271	10%	4%
Web Page "Hits"	124,757	84,404	951,019	844,418	48%	13%
FOCOL "Hits"	1,840	2,464	20,842	23,535	-25%	-11%
Fox Valley Memory "Hits"	1,763	1,081	24,756	17,552	63%	41%
Remote Logins to InfoSoup	16,027	17,530	162,243	168,566	-9%	-4%
Public Computing Sessions	5,584	5,414	54,611	52,134	3%	5%
Total Time Used on Public Computers	4375:00:00	3934:00:00	42504:00:00	37173:00:00	11%	14%
Data Transferred (GB)	997	n/a	6097	n/a	n/a	n/a
WIFI Distinct Clients	2467	n/a	20017	n/a	n/a	n/a
Children's AWE Public Computer Sessions	624	2401	9730	27387	-74%	-64%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
OCTOBER 2016

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	51,918	56,412	553,643	598,089	-8%	-7%
Children's Circulation	36,101	41,423	382,020	415,218	-13%	-8%
Total Circulation	88,019	97,835	935,663	1,013,307	-10%	-8%
Adult AV/nonbook (included in above)	24,595	27,374	265,771	291,047	-10%	-9%
Children's AV/non-book (included in above)	8,749	10,485	96,225	114,866	-17%	-16%
ILL items received (received from)	12,884	12,820	135,501	116,110	0%	17%
ILL items loaned (provided to)	12,918	12,845	133,809	135,308	1%	-1%
Total Registered Patrons (quarterly)	81,842	96,056	n/a	n/a	-15%	n/a
Door Count	37,561	36,228	415,228	388,155	4%	7%
E-Book Uses	3,926	4,436	44,716	46,311	-11%	-3%
Online Audiobook Uses	2,066	1,618	19,668	15,736	28%	25%
Percentage of Total Circulation on Self Check Machines	78.3%	78.5%	n/a	n/a	0%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	5,515	6,836	59,710	67,276	-19%	-11%
Reference Transactions - Children's	2,271	1,917	22,780	23,034	18%	-1%
Total Reference	7,786	8,753	82,490	90,310	-11%	-9%
Volunteer Hours	536	1,095	5,519	6,884	-51%	-20%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,763	1,923	25,548	28,739	96%	-11%
Volumes Withdrawn	2,743	343	28,925	20,117	700%	44%
Total Titles	292,928	289,746	n/a	n/a	1%	n/a
Total Volumes	353,961	354,212	n/a	n/a	0%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
OCTOBER 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	100	90	656	894	11%	-27%
Children's Program Attendance	3,022	2,612	23,371	30,596	16%	-24%
Young Adult Programs	16	11	112	128	45%	-13%
Young Adult Program Attendance	494	133	5,238	10,785	271%	-51%
Adult Programs (includes instructional)	35	23	300	226	52%	33%
Adult Program Attendance (includes instructional)	647	403	6,981	5,043	61%	38%
Total Programs	151	124	1,068	1,248	22%	-14%
Total Program Attendance	4,163	3,148	35,590	46,424	32%	-23%
Meeting Room Uses - Room Reservations (Public)	241	260	2399	2095	-7%	15%
Meeting Room Uses - Events (Library Programs)	190	217	1,451	1,564	-12%	-7%
Total Meeting Room Uses	431	477	3,850	3,659	-10%	5%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	20,141	17,220	221,718	210,491	17%	5%
Web Page "Hits"	103,458	85,931	1,054,477	930,349	20%	13%
FOCOL "Hits"	1,361	2,661	22,203	26,196	-49%	-15%
Fox Valley Memory "Hits"	1,843	1,745	26,599	19,297	6%	38%
Remote Logins to InfoSoup	16,805	18,915	179,048	187,481	-11%	-4%
Public Computing Sessions	6,125	5,556	60,736	57,690	10%	5%
Total Time Used on Public Computers	4762:00:00	4047:00:00	47266:00:00	41220:00:00	18%	15%
Data Transferred (GB)	1006	n/a	7103	n/a	n/a	n/a
WIFI Distinct Clients	2908	n/a	22925	n/a	n/a	n/a
Children's AWE Public Computer Sessions	434	2601	10164	29988	-83%	-66%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
NOVEMBER 2016

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	51,945	53,676	589,083	633,007	-3%	-7%
Children's Circulation	34,768	38,208	416,788	453,426	-9%	-8%
Total Circulation	86,713	91,884	1,005,871	1,086,433	-6%	-7%
Adult AV/nonbook (included in above)	25,201	26,671	290,972	317,718	-6%	-8%
Children's AV/non-book (included in above)	8,715	9,983	104,940	124,849	-13%	-16%
ILL items received (received from)	12,541	12,378	148,042	128,488	1%	15%
ILL items loaned (provided to)	12,567	12,392	146,376	147,700	1%	-1%
Total Registered Patrons (quarterly)	81,842	96,056	n/a	n/a	-15%	n/a
Door Count	38,117	37,175	453,345	425,330	3%	7%
E-Book Uses	3,834	4,075	48,550	50,386	-6%	-4%
Online Audiobook Uses	1,899	1,518	21,567	17,254	25%	25%
Online Magazine Uses	10	n/a	10	n/a	n/a	n/a
Streaming Video Uses	9	n/a	9	n/a	n/a	n/a
Percentage of Total Circulation on Self Check Machines	76.8%	78.1%	n/a	n/a	-2%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	5,017	6,171	64,727	73,447	-19%	-12%
Reference Transactions - Children's	1,636	1,818	24,416	24,852	-10%	-2%
Total Reference	6,653	7,989	89,143	98,299	-17%	-9%
Volunteer Hours	540	570	6,059	7,454	-5%	-19%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,346	3,735	26,894	32,474	-64%	-17%
Volumes Withdrawn	2,626	2,344	31,551	22,461	12%	40%
Total Titles	292,327	290,295	n/a	n/a	1%	n/a
Total Volumes	352,681	355,603	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
NOVEMBER 2016

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	98	97	754	991	1%	-24%
Children's Program Attendance	2,926	2,881	26,297	33,477	2%	-21%
Young Adult Programs	10	8	122	136	25%	-10%
Young Adult Program Attendance	180	104	5,418	10,889	73%	-50%
Adult Programs (including instructional)	26	21	326	247	24%	32%
Adult Program Attendance (including instructional)	773	366	7,754	5,409	111%	43%
Total Programs	134	126	1,202	1,374	6%	-13%
Total Program Attendance	3,879	3,351	39,469	49,775	16%	-21%
Meeting Room Uses - Room Reservations (Public)	265	231	2664	2326	15%	15%
Meeting Room Uses - Events (Library Programs)	166	182	1,617	1,746	-9%	-7%
Meeting Room Uses	431	413	4,281	4,072	4%	5%

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	17,718	19,595	239,436	230,086	-10%	4%
Web Page "Hits"	97,706	80,380	1,152,183	1,010,729	22%	14%
FOCOL "Hits"	1,921	1,754	24,124	27,950	10%	-14%
Fox Valley Memory "Hits"	2,435	2,757	29,034	22,054	-12%	32%
Remote Logins to InfoSoup	15,424	18,120	194,472	205,601	-15%	-5%
Public Computing Sessions	5,916	5,275	66,652	62,965	12%	6%
Total Time Used on Public Computers	4831:00:00	3982:00:00	52097:00:00	45202:00:00	21%	15%
Data Transferred (GB)	1200	n/a	8303	n/a	n/a	n/a
WIFI Distinct Clients	2685	n/a	25610	n/a	n/a	n/a
Children's AWE Public Computer Sessions	39	1952	10203	31940	-98%	-68%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2016

I. Circulation	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	49,150	51,687	636,753	683,201	-5%	-7%
Children's Circulation	28,341	30,070	445,129	483,496	-6%	-8%
Total Circulation	77,491	81,757	1,081,882	1,166,697	-5%	-7%
Adult AV/nonbook (included in above)	24,113	26,201	315,085	343,919	-8%	-8%
Children's AV/non-book (included in above)	7,354	8,360	112,294	133,209	-12%	-16%
ILL items received (received from)	12,087	12,404	160,129	140,892	-3%	14%
ILL items loaned (provided to)	12,121	12,431	158,497	160,131	-2%	-1%
Total Registered Patrons (quarterly)	81,842	96,056	n/a	n/a	-15%	n/a
Door Count	34,450	34,450	487,795	459,780	0%	6%
E-Book Uses	4,032	4,476	52,582	54,862	-10%	-4%
Online Audiobook Uses	1,973	1,600	23,540	18,854	23%	25%
Online Magazine Uses	976	n/a	986	n/a	n/a	n/a
Streaming Video Uses	8	n/a	17	n/a	n/a	n/a
Percentage of Total Circulation on Self Check Machines	77.0%	78.1%	n/a	n/a	-1%	n/a

II. Customer Assistance	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	4,649	5,403	69,376	78,850	-14%	-12%
Reference Transactions - Children's	1,773	1,641	26,189	26,493	8%	-1%
Total Reference	6,422	7,044	95,565	105,343	-9%	-9%
Volunteer Hours	430	625	6,489	8,079	-31%	-20%

III. Collections & Processing	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,006	2,466	29,900	34,940	22%	-14%
Volumes Withdrawn	2,930	731	34,481	23,192	301%	49%
Total Titles	292,085	291,739	n/a	n/a	0%	n/a
Total Volumes	352,757	357,338	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2016

IV. Programs	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	50	66	804	1,057	-24%	-24%
Children's Program Attendance	1,272	1,776	27,569	35,253	-28%	-22%
Young Adult Programs	10	9	132	145	11%	-9%
Young Adult Program Attendance	116	65	5,534	10,954	78%	-49%
Adult Programs (including instructional)	17	20	343	267	-15%	28%
Adult Program Attendance (including instructional)	187	614	7,941	6,023	-70%	32%
Total Programs	77	95	1,279	1,469	-19%	-13%
Total Program Attendance	1,575	2,455	41,044	52,230	-36%	-21%
Meeting Room Uses - Room Reservations (Public)	227	202	2891	2489	12%	16%
Meeting Room Uses - Events (Library Programs)	122	140	1,739	1,886	-13%	-8%
Meeting Room Uses	349	342	4,630	4,375	2%	6%

V. Electronic Access Services	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	16,845	25,635	256,281	255,721	-34%	0%
Web Page "Hits"	94,143	73,613	1,246,326	1,084,342	28%	15%
FOCOL "Hits"	1,185	1,933	25,309	29,883	-39%	-15%
Fox Valley Memory "Hits"	3,226	2,630	32,260	24,684	23%	31%
Remote Logins to InfoSoup	15,765	17,605	210,237	223,206	-10%	-6%
Public Computing Sessions	5,268	5,085	71,920	68,050	4%	6%
Total Time Used on Public Computers	4417:00:00	3813:00:00	56514:00:00	49015:00:00	16%	15%
Data Transferred (GB)	1560	n/a	9863	n/a	n/a	n/a
WIFI Distinct Clients	2366	n/a	27976	n/a	n/a	n/a
Children's AWE Public Computer Sessions	0	1479	10203	33419	-100%	-69%