



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, February 14, 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 and Communications
[17-158](#) Friends / Frank P. Young Scholarship Award Recipients

Establish Order of the Day

5. Action Items

- A. [17-159](#) December 2016 Final Bill Register

Attachments: [December Bill Register.pdf](#)
[2016 End of Year Expense Report.pdf](#)
[2016 End of Year Revenue and Expense Summary.pdf](#)
[2016 End of Year Grant Subledger Report.pdf](#)

- B. [17-160](#) January 2017 Bill Register

Attachments: [January Bill Register.pdf](#)
[January Revenue and Expense Summary.PDF](#)
[January Subledger Summary.pdf](#)

C. [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](#)

D. [17-163](#)

Friends Grant Budget

Attachments: [2017 Friends Grants.pdf](#)

[Friends Grant Funded Program Summaries.pdf](#)

E. [17-161](#)

Budget Amendment

Attachments: [Budget Amendment Request.pdf](#)

- F. [17-168](#) 2017 APL Materials Budget

Attachments: [Materials Budget - 2017 Notes\(1\).pdf](#)
[Materials Budget - 2017 Board View\(4\).pdf](#)

- G. [17-164](#) Acceptance of \$89,896 from the United Way Fox Cities Innovation Grant to continue Reach Out and Read Fox Cities Partners

Attachments: [2017 ROR Funding Agreement United Way Letter.pdf](#)

6. Information Items

A. Director's Report

- i. [17-056](#) 2017 Facility Projects
- ii. [17-057](#) General Annual Trustee Calendar
- Attachments: [General Board Meeting Schedule.pdf](#)
- iii. [17-058](#) Developing Future City of Appleton Leadership Program
- [17-165](#) Updating Internet Use Policy to be CIPA compliant

B. President's Report

- i. [17-060](#) Update to the City of Appleton Comprehensive Plan and 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. [17-167](#) Updated Trustee Training Schedule

Attachments: [Trustee Training 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](#)

D. Friends Report

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

7. Staff Reports

- i. [17-066](#) Community Partnerships Collaboration Framework
- ii. [17-068](#) Wisdom Across the Ages
- iii. [17-069](#) Children's Services Winter and Spring 2017 Programs
- iv. [17-166](#) 2017 Fox Cities Reads

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

Doc	Document	G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha	Name			
				-Remark-			
PU	1202	12/31/16	PAYPAL	*LEAGUEWOMEN	LEAGUE OF WOMEN VOTE	17.50	16010 6201
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult	750.00	16010 6201	
PV	371259	12/31/16	FOX BANQUETS RIVERTYME CATERIN	pm microfilms	990.00	16010 6201	00003951
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	
PU	1225	12/31/16	OFFICEMAX CT*IN#679196	SPLIT - TAPE/PENS (9	135.22	16010 6301	
PU	21	12/31/16	WISCONSIN LIBRARY ASSO	ERROR - AW	132.00-	16010 6303	
PU	548	12/31/16	WISCONSIN LIBRARY ASSO	ERROR - AW	132.00	16010 6303	
PU	501	12/31/16	ADI	VOLUNTEER GIFTS	60.00	16010 6305	00003951
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
PU	321	12/31/16	WM SUPERCENTER #1982	SPLIT - RETRO PLAY (21.24	16010 6307	00003951
PU	463	12/31/16	SAMS CLUB #6321	BANQUET FOOD	177.55	16010 6307	00003951
PU	745	12/31/16	MANDERFIELDS HOME BAKE	STAFF TRAINING FOOD	62.70	16010 6307	
PU	1014	12/31/16	AMERLIBASSOC-BRIGHTKEY	WELCOME SIGN	21.00	16010 6412	
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	
JE	124416	12/31/16	12/16 LONG DISTANCE		12.66	16010 6413 7	
PU	958	12/31/16	CELLCOM	CELL PHONES	213.25	16010 6413 8	
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					3,713.05		
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
JE	124451	12/31/16	TRAVEL/ADD SUBLEDGER	MISSILT	120.96-	16021 6201	
JE	124451	12/31/16	TRAVEL/ADD SUBLEDGER		120.96	16021 6201	00003952

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
JE	124536	12/31/16	1/12/17 PR TRAVEL REIMB	COOKSEY	147.20	16021 6201	
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	
JE	124617	12/31/16	Dec P card expenses	Scholastic	485.06	16021 6301	00003952
JE	124617	12/31/16	Dec P card expenses		52.00	16021 6301	00003952
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
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

DocTy	Document Number	G/L Date	Explanation		Amount	Account		
			Alpha Name	-Remark-				
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
PU	81	12/31/16	SCHOLASTIC INC. KEY 6	RO&R	112.25	16021	6301	00003952
PU	201	12/31/16	INTERSTATE BOOKS4SCHOO	RO&R	86.00	16021	6301	00003952
PU	202	12/31/16	INTERSTATE BOOKS4SCHOO	RO&R	40.00	16021	6301	00003952
PU	203	12/31/16	SCHOLASTIC INC. KEY 6	RO&R	304.20	16021	6301	00003952
PU	295	12/31/16	ALL ABOUT BOOKS, LLC	RO&R	1,008.90	16021	6301	00003952
PU	436	12/31/16	ALL ABOUT BOOKS, LLC	RO&R	422.25	16021	6301	00003952
PU	502	12/31/16	INTERSTATE BOOKS4SCHOO	RO&R	44.00	16021	6301	00003952
PU	576	12/31/16	INTERSTATE BOOKS4SCHOO	RO&R	86.00	16021	6301	00003952
PU	862	12/31/16	WAL-MART #2958	FISH BOWL	19.94	16021	6301	
PU	920	12/31/16	SSI*SCHOOL SPECIALTY	ART SUPPLIES	287.12	16021	6301	
PU	1047	12/31/16	OFFICEMAX CT*IN#715022	SPLIT - CALENDARS (5	42.92	16021	6301	
PU	1183	12/31/16	SCHOLASTIC INC. KEY 6	RO&R	148.58	16021	6301	00003952
PU	1184	12/31/16	SCHOLASTIC INC. KEY 6	RO&R	403.20	16021	6301	00003952
PU	1256	12/31/16	WAL-MART #1982	PLAY & LEARN	32.86	16021	6301	
PU	1257	12/31/16	DOLLAR TREE	PLAY & LEARN	25.00	16021	6301	
PU	1313	12/31/16	ALL ABOUT BOOKS, LLC	RO&R	155.09	16021	6301	00003952
PU	1314	12/31/16	ALL ABOUT BOOKS, LLC	RO&R	907.25	16021	6301	00003952
PU	1315	12/31/16	ALL ABOUT BOOKS, LLC	RO&R	149.39	16021	6301	00003952
PU	1334	12/31/16	SCHOLASTIC INC. KEY 6	RO&R	157.40	16021	6301	00003952
PU	1338	12/31/16	AMAZON.COM	ELL BOOKS	31.12	16021	6301	00003955
PV	371197	12/31/16	VUE, YEE L.	hmong board books	500.00	16021	6301	00003952
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

DocTy	Document Number	G/L Date	Explanation					
			Alpha Name	-Remark-	Amount	Account		
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
PU	744	12/31/16	THE GREATER VALLEY GUI	CHILDREN AD PUBLICAC	465.00	16021	6599	00003951
16021					----- 12,413.87 =====			
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	
PU	251	12/31/16	POPPIN INC.	TRAY	9.80	16023	6301	
PU	523	12/31/16	APPLETON TROPHY AND EN	BOOK DROP PLATE	70.00	16023	6301	
PU	551	12/31/16	POPPIN INC.	PENCIL/PAPER HOLDER	60.00	16023	6301	
PU	668	12/31/16	FASTSIGNS 300301	MATERIALS-RETURN SIG	193.50	16023	6301	
PU	948	12/31/16	HOBBY-LOBBY #0193	SERVICE DESK ITEMS	48.18	16023	6301	
PU	1226	12/31/16	OFFICEMAX CT*IN#679196	SPLIT - CASE (1.77%)	2.44	16023	6301	
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					----- 1,175.92 =====			
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	224	12/31/16	AMAZON.COM	DESK CALENDAR	12.99	16024	6301	
PU	225	12/31/16	AMAZON.COM	BULLETIN BOARD	18.78	16024	6301	
PU	320	12/31/16	WM SUPERCENTER #1982	SPLIT - RETRO PLAY (19.84	16024	6301	00003951
PU	1009	12/31/16	CAMBRIDGE PACIFIC	SEED LIBRARY	499.00	16024	6301	00003951
PU	1046	12/31/16	OFFICEMAX CT*IN#715022	SPLIT - CALENDARS (4	41.85	16024	6301	
PU	1272	12/31/16	JO-ANN STORE #2149	TAPE FOR DISPLAYS	11.99	16024	6301	
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
PU	1319	12/31/16	PAYPAL *BISECTHOST	MINECRAFT HOST	133.03	16024	6599	00003951
PV	370816	12/27/16	SCHMALL, BOB	life long learning	150.00	16024	6599	00003951

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
16024						1,584.70	
						=====	
PV	370313	12/07/16	CHARLES LATORRE CONSULTING LLC	teambuilding consult		375.00	16031 6201
PU	696	12/31/16	AMAZON MKTPLACE PMTS	LIGHTS		48.35	16031 6301
JE	124617	12/31/16	Dec P card expenses	Tartan		3,416.87	16031 6306
PU	855	12/20/16	SAMS CLUB #6321	HAND SANITIZER		83.76	16031 6306
PU	648	12/31/16	AMAZON MKTPLACE PMTS	LYSOL		19.13	16031 6306
PU	829	12/31/16	AMZ*OFFICESUPPLY COM	CARPET CLEANER		32.74	16031 6306
PU	959	12/31/16	AMAZON MKTPLACE PMTS	VINEGAR		23.40	16031 6306
PU	1025	12/31/16	AMAZON.COM	DISH SOAP		11.94	16031 6306
JE	124206	12/09/16	11/16 RECYCLING	234146		128.00	16031 6407
JE	124541	12/31/16	12/16 RECYCLING	234686		160.00	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
JE	124458	12/31/16	12/31/16 FMD & GROUNDS BILLING	LIBRARY		20,761.08	16031 6420
16031						47,410.30	
						=====	
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
PU	128	12/31/16	BIBLIOTHECA, LLC	RFID TAGS		6,925.00	16032 6301
PU	276	12/31/16	AMAZON MKTPLACE PMTS	WASHING BRUSH		6.99	16032 6301
PU	277	12/31/16	AMAZON MKTPLACE PMTS	ORGANIZERS		30.83	16032 6301
PU	278	12/31/16	AMAZON MKTPLACE PMTS	STOOLS		335.74	16032 6301
PU	464	12/31/16	FINDAWAY	REFUND		15.00-	16032 6301
PU	490	12/31/16	AMAZON MKTPLACE PMTS	ORGANIZERS/BINS		243.99	16032 6301
PU	520	12/31/16	AMAZON MKTPLACE PMTS	CARDS		19.94	16032 6301
PU	524	12/31/16	AMAZON MKTPLACE PMTS	SIGN HOLDERS		257.72	16032 6301
PU	615	12/31/16	DEMCO INC	KEY DOCK		149.40	16032 6301
PU	665	12/31/16	AZURADISC	CLEANER		905.24	16032 6301

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	Amount	Account
PU	667	12/31/16	TIPBAR	INCORPORATED DB	HOLDERS-NO RECEIPT	239.91	16032 6301
PU	669	12/31/16	AMAZON	MKTPLACE PMTS	SIGN HOLDERS	65.92	16032 6301
PU	701	12/31/16	PREMIUM	WATERS E-BILL	DISC BUFFERS	72.08	16032 6301
PU	833	12/31/16	NATIONAL	LAUD	CD CASES	315.64	16032 6301
PU	834	12/31/16	ELM	USA, INC	DISC CLEANING	719.95	16032 6301
PU	933	12/31/16	FIND	AWAY	LAUNCHPAD ADAPTERS	106.85	16032 6301
PU	1019	12/31/16	3BRANCH	PRODUCTS INC	MAGAZINE RACK	204.38	16032 6301
PU	1285	12/31/16	SHOW	CASES	DVD CASES	184.68	16032 6301
JE	124617	12/31/16	Dec P	card expenses	Ingram	286.57	16032 6315
JE	124617	12/31/16	Dec P	card expenses		202.68	16032 6315
JE	124617	12/31/16	Dec P	card expenses		650.80	16032 6315
JE	124617	12/31/16	Dec P	card expenses		235.32	16032 6315
JE	124617	12/31/16	Dec P	card expenses		225.48	16032 6315
JE	124617	12/31/16	Dec P	card expenses		208.73	16032 6315
JE	124617	12/31/16	Dec P	card expenses		372.58	16032 6315
JE	124617	12/31/16	Dec P	card expenses	Baker Taylor	59.09	16032 6315
JE	124617	12/31/16	Dec P	card expenses		250.96	16032 6315
JE	124617	12/31/16	Dec P	card expenses	midwest tape	1,741.26	16032 6315
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	OVER	DRIVE DIST		914.94	16032 6315
PU	41	12/20/16	OVER	DRIVE 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	N 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

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
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	
PU	327	12/20/16	THOMSON WEST*TCD			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*TCD			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	

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
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
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

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	Amount	Account
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
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
PU	3	12/31/16	INGRAM	LIBRARY SERVICE		748.94	16032 6315
PU	4	12/31/16	AMAZON	MKTPLACE PMTS		881.54	16032 6315
PU	14	12/31/16	INGRAM	LIBRARY SERVICE		1,363.57	16032 6315
PU	15	12/31/16	AMAZON	MKTPLACE PMTS		51.92	16032 6315
PU	40	12/31/16	AMAZON	MKTPLACE PMTS		16.06	16032 6315
PU	41	12/31/16	AMAZON.COM			94.97	16032 6315
PU	85	12/31/16	AMAZON	MKTPLACE PMTS		1.10	16032 6315
PU	86	12/31/16	INGRAM	LIBRARY SERVICE		1,983.69	16032 6315
PU	87	12/31/16	AMAZON	MKTPLACE PMTS		27.07	16032 6315
PU	100	12/31/16	AMAZON.COM			22.98	16032 6315
PU	130	12/31/16	PROQUEST			768.00	16032 6315
PU	131	12/31/16	INGRAM	LIBRARY SERVICE		1,220.58	16032 6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	132	12/31/16	AMAZON.COM			23.88-	16032 6315
PU	207	12/31/16	BLACKSTONELIBRARY.COM			123.26	16032 6315
PU	208	12/31/16	RECORDED BOOKS			32.50	16032 6315
PU	209	12/31/16	GAN*WINEWSPAPERCIRC			358.07	16032 6315
PU	210	12/31/16	AMAZON MKTPLACE PMTS			59.79	16032 6315
PU	211	12/31/16	AMAZON.COM			23.97	16032 6315
PU	212	12/31/16	OVERDRIVE DIST			470.57	16032 6315
PU	213	12/31/16	INGRAM LIBRARY SERVICE			1,273.73	16032 6315
PU	214	12/31/16	AMAZON MKTPLACE PMTS			27.34	16032 6315
PU	215	12/31/16	AMAZON MKTPLACE PMTS			8.23	16032 6315
PU	249	12/31/16	MULTI MEDIA CHANNELS L			45.00	16032 6315
PU	250	12/31/16	MIDWEST TAPE LLC			1,817.86	16032 6315
PU	270	12/31/16	WKI*CCH INC CYBERSOURC			6,630.00	16032 6315
PU	308	12/31/16	INGRAM LIBRARY SERVICE			538.77	16032 6315
PU	319	12/31/16	AMAZON MKTPLACE PMTS			117.94	16032 6315
PU	322	12/31/16	AMAZON MKTPLACE PMTS			24.99	16032 6315
PU	323	12/31/16	AMAZON MKTPLACE PMTS			47.88	16032 6315
PU	324	12/31/16	AMAZON.COM			50.97	16032 6315
PU	332	12/31/16	INGRAM LIBRARY SERVICE			1,571.07	16032 6315
PU	364	12/31/16	RECORDED BOOKS			104.92	16032 6315
PU	365	12/31/16	RECORDED BOOKS			56.90	16032 6315
PU	366	12/31/16	INGRAM LIBRARY SERVICE			1,265.14	16032 6315
PU	367	12/31/16	INGRAM LIBRARY SERVICE			1,205.95	16032 6315
PU	383	12/31/16	EMERY-PRATT CO			145.94	16032 6315
PU	384	12/31/16	AMAZON MKTPLACE PMTS			405.36	16032 6315
PU	385	12/31/16	AMAZON MKTPLACE PMTS			7.39	16032 6315
PU	413	12/31/16	R&L PUBLISHING GROUP			317.07	16032 6315
PU	452	12/31/16	OVERDRIVE DIST			2,176.33	16032 6315
PU	453	12/31/16	AMAZON MKTPLACE PMTS			54.96	16032 6315
PU	454	12/31/16	AMAZON MKTPLACE PMTS			38.47	16032 6315
PU	455	12/31/16	AMAZON MKTPLACE PMTS			35.73	16032 6315
PU	456	12/31/16	AMAZON MKTPLACE PMTS			8.15	16032 6315
PU	457	12/31/16	AMAZON MKTPLACE PMTS			9.88	16032 6315
PU	458	12/31/16	AMAZON MKTPLACE PMTS			6.09	16032 6315
PU	459	12/31/16	AMAZON MKTPLACE PMTS			9.72	16032 6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	492	12/31/16	AMAZON	MKTPLACE PMTS		6.14	16032	6315	
PU	493	12/31/16	AMAZON	MKTPLACE PMTS		8.99	16032	6315	
PU	494	12/31/16	AMAZON	MKTPLACE PMTS		19.04	16032	6315	
PU	495	12/31/16	AMAZON	MKTPLACE PMTS		42.99	16032	6315	
PU	496	12/31/16	AMAZON	MKTPLACE PMTS		12.94	16032	6315	
PU	497	12/31/16	AMAZON	MKTPLACE PMTS		22.94	16032	6315	
PU	498	12/31/16	AMAZON	MKTPLACE PMTS		10.99	16032	6315	
PU	499	12/31/16	AMAZON	MKTPLACE PMTS		24.58	16032	6315	
PU	517	12/31/16	AMAZON	MKTPLACE PMTS		24.88	16032	6315	
PU	518	12/31/16	INGRAM	LIBRARY SERVICE		944.03	16032	6315	
PU	519	12/31/16	INGRAM	LIBRARY SERVICE		1,220.26	16032	6315	
PU	546	12/31/16	AMAZON	MKTPLACE PMTS		25.43	16032	6315	
PU	549	12/31/16	MIDWEST	TAPE LLC		1,259.81	16032	6315	
PU	550	12/31/16	SILHOUETTE	PATTERNS IN		54.99	16032	6315	
PU	565	12/31/16	AMAZON.COM			23.88	16032	6315	
PU	579	12/31/16	RECORDED	BOOKS		31.99	16032	6315	
PU	598	12/31/16	OVERDRIVE	DIST		872.89	16032	6315	
PU	599	12/31/16	AMAZON	MKTPLACE PMTS		50.00	16032	6315	
PU	626	12/31/16	AVL*CDBABY.COM			.69-	16032	6315	
PU	627	12/31/16	AMAZON.COM			67.11	16032	6315	
PU	632	12/31/16	OVERDRIVE	DIST		13,950.26	16032	6315	
PU	633	12/31/16	AMAZON	MKTPLACE PMTS		29.99	16032	6315	
PU	634	12/31/16	BAKER-TAYLOR			77.92	16032	6315	
PU	635	12/31/16	BAKER-TAYLOR			20.37	16032	6315	
PU	636	12/31/16	INGRAM	LIBRARY SERVICE		433.61	16032	6315	
PU	637	12/31/16	THOMSON WEST*TC			1,501.50	16032	6315	
PU	638	12/31/16	AMAZON	MKTPLACE PMTS		16.98	16032	6315	
PU	675	12/31/16	AMAZON	MKTPLACE PMTS		21.68	16032	6315	
PU	676	12/31/16	UPS*1ZR449350397627593			11.07	16032	6315	
PU	677	12/31/16	UPS*1ZR449350395024201			9.54	16032	6315	
PU	679	12/31/16	AMAZON	MKTPLACE PMTS		180.39	16032	6315	
PU	683	12/31/16	INGRAM	LIBRARY SERVICE		1,739.88	16032	6315	
PU	684	12/31/16	INGRAM	LIBRARY SERVICE		879.44	16032	6315	
PU	685	12/31/16	INGRAM	LIBRARY SERVICE		1,334.23	16032	6315	
PU	686	12/31/16	AMAZON	MKTPLACE PMTS		45.92	16032	6315	

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	Amount	Account
PU	687	12/31/16	AMAZON	MKTPLACE PMTS		18.97	16032 6315
PU	688	12/31/16	AMAZON	MKTPLACE PMTS		317.78	16032 6315
PU	700	12/31/16	RECORDED	BOOKS		56.90	16032 6315
PU	702	12/31/16	OVERDRIVE	DIST		10,671.40	16032 6315
PU	725	12/31/16	AMAZON	MKTPLACE PMTS		25.93	16032 6315
PU	726	12/31/16	INGRAM	LIBRARY SERVICE		777.80	16032 6315
PU	727	12/31/16	AMAZON	MKTPLACE PMTS		38.68	16032 6315
PU	728	12/31/16	AMAZON	MKTPLACE PMTS		22.73	16032 6315
PU	729	12/31/16	THOMSON	WEST*TC		790.39	16032 6315
PU	730	12/31/16	AMAZON	MKTPLACE PMTS		22.98	16032 6315
PU	731	12/31/16	AMAZON	MKTPLACE PMTS		53.47	16032 6315
PU	748	12/31/16	SUNDAZED	MUSIC, INC.		17.59	16032 6315
PU	767	12/31/16	MIDWEST	TAPE LLC		1,651.17	16032 6315
PU	780	12/31/16	INGRAM	LIBRARY SERVICE		1,454.52	16032 6315
PU	815	12/31/16	BAKER-TAYLOR			57.52	16032 6315
PU	816	12/31/16	BAKER-TAYLOR			20.38	16032 6315
PU	878	12/31/16	AMAZON	MKTPLACE PMTS		21.78	16032 6315
PU	906	12/31/16	AMAZON	MKTPLACE PMTS		39.99	16032 6315
PU	917	12/31/16	AMAZON	MKTPLACE PMTS		42.97	16032 6315
PU	918	12/31/16	AMAZON	MKTPLACE PMTS		8.22	16032 6315
PU	960	12/31/16	AMAZON	MKTPLACE PMTS		10.94	16032 6315
PU	961	12/31/16	AVL*CDBABY.COM			14.31	16032 6315
PU	962	12/31/16	AMAZON	MKTPLACE PMTS		100.93	16032 6315
PU	966	12/31/16	AMAZON	MKTPLACE PMTS		43.29	16032 6315
PU	991	12/31/16	INGRAM	LIBRARY SERVICE		766.79	16032 6315
PU	992	12/31/16	AMAZON	MKTPLACE PMTS		34.97	16032 6315
PU	993	12/31/16	AMAZON	MKTPLACE PMTS		5.98	16032 6315
PU	1011	12/31/16	SQU*SQ	*THE HMONG COMP		57.00	16032 6315
PU	1015	12/31/16	AMAZON	MKTPLACE PMTS		210.20	16032 6315
PU	1026	12/31/16	TME*OXMOOR	HOUSE		42.91	16032 6315
PU	1027	12/31/16	AMAZON	MKTPLACE PMTS		33.99	16032 6315
PU	1028	12/31/16	AMAZON	MKTPLACE PMTS		18.99	16032 6315
PU	1029	12/31/16	AMAZON	MKTPLACE PMTS		7.19	16032 6315
PU	1030	12/31/16	PBM*PENTON	BUS BOOKS		115.00	16032 6315
PU	1031	12/31/16	RISI-INFO	PRODUCTS		1,200.00	16032 6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-					
PU	1053	12/31/16	INGRAM LIBRARY SERVICE			981.05	16032	6315	
PU	1054	12/31/16	INGRAM LIBRARY SERVICE			528.12	16032	6315	
PU	1055	12/31/16	AMAZON MKTPLACE PMTS			12.20	16032	6315	
PU	1056	12/31/16	AMAZON MKTPLACE PMTS			8.72	16032	6315	
PU	1071	12/31/16	FOUNDATION CENTER			411.50	16032	6315	
PU	1072	12/31/16	WISCONSIN TAXPAYERS AL			38.45	16032	6315	
PU	1073	12/31/16	RECORDED BOOKS			103.55	16032	6315	
PU	1074	12/31/16	INGRAM LIBRARY SERVICE			968.62	16032	6315	
PU	1091	12/31/16	AMAZON MKTPLACE PMTS			23.99	16032	6315	
PU	1093	12/31/16	AMAZON MKTPLACE PMTS			839.53	16032	6315	
PU	1100	12/31/16	INGRAM LIBRARY SERVICE			573.06	16032	6315	
PU	1101	12/31/16	AMAZON MKTPLACE PMTS			34.99	16032	6315	
PU	1127	12/31/16	MIDWEST TAPE LLC			984.95	16032	6315	
PU	1147	12/31/16	AMAZON MKTPLACE PMTS			17.28	16032	6315	
PU	1148	12/31/16	R&L PUBLISHING GROUP			170.17	16032	6315	
PU	1185	12/31/16	BAKER-TAYLOR			57.52	16032	6315	
PU	1186	12/31/16	INGRAM LIBRARY SERVICE			1,550.00	16032	6315	
PU	1187	12/31/16	INGRAM LIBRARY SERVICE			578.46	16032	6315	
PU	1188	12/31/16	JOURNAL SENTINEL NEWS			45.00	16032	6315	
PU	1211	12/31/16	ARPHAX PUBLISHING CO			77.40	16032	6315	
PU	1219	12/31/16	AMAZON MKTPLACE PMTS			24.99	16032	6315	
PU	1220	12/31/16	AMAZON MKTPLACE PMTS			34.86	16032	6315	
PU	1266	12/31/16	INGRAM LIBRARY SERVICE			1,601.45	16032	6315	
PU	1267	12/31/16	AMAZON MKTPLACE PMTS			80.65	16032	6315	
PU	1280	12/31/16	THE RISK MANAGEMENT AS			375.00	16032	6315	
PU	1317	12/31/16	OVERDRIVE DIST			593.20	16032	6315	
PU	1332	12/31/16	AMAZON MKTPLACE PMTS			195.06	16032	6315	
PU	1336	12/31/16	INGRAM LIBRARY SERVICE			721.85	16032	6315	
PU	1337	12/31/16	AMAZON.COM			16.07	16032	6315	
PU	1352	12/31/16	MIDWEST TAPE LLC			1,618.23	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	
PV	371459	12/31/16	MIDWEST TAPE	hoopla database		8,000.00	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	

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
	16032				148,584.32	
					=====	
PU	42	12/31/16	UCERTIFY	TRAINING MATERIALS	311.99	16033 6201
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	317	12/31/16	CDW GOVERNMENT	TONER	110.82	16033 6301
JE	124617	12/31/16	Dec P card expenses	dell - computers	3,161.97	16033 6327
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
PU	5	12/31/16	AMAZON.COM	MAKERSPACE	249.75	16033 6327 00003951
PU	16	12/31/16	CDW GOVERNMENT	HEADPHONES	8.40	16033 6327
PU	32	12/31/16	GOOGLE *SERVICES	MAKER-SPACE	26.25	16033 6327 00003951
PU	43	12/31/16	AMAZON.COM	SWITCH	59.76	16033 6327
PU	45	12/31/16	BADGE A MINIT	MAKERSPACE	359.95	16033 6327 00003951
PU	46	12/31/16	AMAZON MKTPLACE PMTS	MAKERSPACE	349.75	16033 6327 00003951
PU	117	12/31/16	AMAZON.COM	MAKERSPACE	23.96	16033 6327 00003951
PU	134	12/31/16	AMAZON MKTPLACE PMTS	BACKUP TAPES	209.49	16033 6327
PU	227	12/31/16	CDW GOVERNMENT	MONITOR	68.70	16033 6327
PU	231	12/31/16	AMAZON.COM	MAKERSPACE	39.94	16033 6327 00003951
PU	316	12/31/16	CDW GOVERNMENT	SCANNER	287.77	16033 6327
PU	327	12/31/16	DMI* DELL HLTHCR/PTR	SERVER	6,419.44	16033 6327
PU	411	12/31/16	AMAZON MKTPLACE PMTS	MAKERSPACE	124.59	16033 6327 00003951
PU	415	12/31/16	AMAZON.COM	MAKERSPACE	74.52	16033 6327 00003951
PU	433	12/31/16	AMAZON MKTPLACE PMTS	MAKERSPACE	59.95	16033 6327 00003951
PU	461	12/31/16	CDW GOVERNMENT	MONITOR	247.48	16033 6327
PU	508	12/31/16	CDW GOVERNMENT	ADAPTERS	38.72	16033 6327

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	628	12/31/16	DMI* DELL BUS ONLINE	LAPTOP	1,427.99	16033 6327	
PU	695	12/31/16	AMAZON MKTPLACE PMTS	MAKERSPACE	848.42	16033 6327	00003951
PU	812	12/31/16	LITTLEBITS ELECTRONICS	MAKERSPACE	1,139.95	16033 6327	00003951
PU	907	12/31/16	AMAZON.COM	MAKERSPACE	660.98	16033 6327	00003951
PU	1103	12/31/16	CDW GOVERNMENT	HEADPHONE/CABLE	100.02	16033 6327	
PU	1221	12/31/16	AMAZON.COM	MAKER-SPACE	1,938.98	16033 6327	00003951
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	915	12/31/16	MODERN BUSINESS MACHIN	COPY SERVICE	453.10	16033 6418	
PU	804	12/20/16	READSQUARED	SUMMERREADONLINE	3,200.00	16033 6815	00003951
PU	226	12/31/16	CDW GOVERNMENT	MS OFFICE	408.00	16033 6815	
PU	460	12/31/16	CDW GOVERNMENT	MS OFFICE	612.00	16033 6815	
PU	507	12/31/16	CDW GOVERNMENT	SERVER SOFTWARE	1,146.28	16033 6815	

16033					37,085.90		
					=====		
					251,968.06		
					=====		

For the Twelve Months Ending December 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of December	Current YTD Actual As Of December	Remaining Balance	Percent of Amended Budget
LIB LIBRARY							
16010 Administration - Library							
6101 Regular Salaries	312,482.82	342,648	351,800	30,053.50	319,166.05	32,634	91
6105 Overtime	2.59-	0	0	.01	.01	0	0
6108 Part-Time	6,367.07	10,422	10,422	624.79	7,969.75	2,452	76
6110 Other Compensation	50.00	0	0	.00	.00	0	0
6115 Vacation Pay	33,929.52	0	0	4,577.60	31,942.18	31,942-	0
6150 Fringes	115,621.31	119,068	119,068	19,163.64	131,459.71	12,392-	110
6201 Training/Conferences	2,401.93	4,055	7,555	767.50	8,944.11	1,389-	118
6206 Parking Permits	2,133.00	2,124	2,124	.00	2,308.00	184-	109
6301 Office Supplies	3,003.45	4,500	4,500	235.20	3,028.89	1,471	67
6303 Memberships & Licenses	3,365.00	1,995	1,995	.00	3,022.89	1,028-	152
6305 Awards & Recognition	845.77	850	850	.00	853.64	4-	100
6307 Food & Provisions	1,374.23	1,135	1,135	125.40	986.49	149	87
6320.1 City Copy Charges	.00	0	0	.00	20.00	20-	0
6320.2 Outside Printing	54.25	100	100	.00	.00	100	0
6324 Medical\Lab Supplies	114.44	100	100	.00	.00	100	0
6412 Advertising	1,240.21	1,250	1,250	21.00	899.47	351	72
6413.7 Telephone	2,718.59	2,685	2,685	241.04	2,733.63	49-	102
6413.8 Cellular Phones	944.14	1,085	1,085	213.25	1,137.77	53-	105
6418 Equip Repairs & Maint	.00	500	500	.00	.00	500	0
6599 Other Contracts/Obligations	3,300.00	4,000	4,000	175.00	3,000.00	1,000	75
	489,943.14	496,517	509,169	56,197.93	517,472.59	8,304-	
00003951 Friends of Appleton Library							
6201 Training/Conferences	.00	0	0	990.00	990.00	990-	0
6301 Office Supplies	.00	0	2,500	139.65	680.80	1,819	27
6303 Memberships & Licenses	.00	0	1,500	.00	1,095.00	405	73
6305 Awards & Recognition	.00	0	500	60.00	375.25	125	75
6307 Food & Provisions	.00	0	1,250	304.10	1,248.04	2	100
6320.2 Outside Printing	.00	0	4,750	.00	4,750.00	0	100
6412 Advertising	.00	0	4,200	.00	4,200.00	0	100
6599 Other Contracts/Obligations	.00	0	14,750	674.04	10,850.32	3,900	74
00003951 Friends of Appleton Library	.00	0	29,450	2,167.79	24,189.41	5,261	
00003955 ELL							
6307 Food & Provisions	.00	0	0	233.13-	.00	0	0
00003955 ELL	.00	0	0	233.13-	.00	0	
16010 Administration - Library	489,943.14	496,517	538,619	58,132.59	541,662.00	3,043-	
16021 Children's Services							
6101 Regular Salaries	342,146.82	355,034	363,385	29,464.34	303,261.08	60,124	83
6105 Overtime	287.03	0	0	.00	.00	0	0
6108 Part-Time	36,489.77	30,605	30,605	2,292.64	39,703.39	9,098-	130
6114 Sick Pay	2,529.80	0	0	.00	199.68	200-	0
6115 Vacation Pay	29,694.70	0	0	3,883.69	32,355.87	32,356-	0
6150 Fringes	128,875.44	130,748	130,748	16,673.65	114,155.87	16,592	87
6201 Training/Conferences	4,271.91	3,570	3,570	1,261.55	2,964.11	606	83
6206 Parking Permits	2,604.00	2,604	2,604	.00	2,772.00	168-	106
6301 Office Supplies	5,675.82	2,730	2,730	1,148.40	2,722.05	8	100
6327 Miscellaneous Equipment	130.42	250	250	.00	183.56	66	73
6599 Other Contracts/Obligations	1,000.00	1,000	1,000	.00	1,000.00	0	100
	553,705.71	526,541	534,892	54,724.27	499,317.61	35,574	
00003951 Friends of Appleton Library							
6201 Training/Conferences	.00	0	0	.00	60.00	60-	0
6301 Office Supplies	.00	0	9,620	312.31	2,343.16	7,277	24
6327 Miscellaneous Equipment	.00	0	0	.00	1,254.98	1,255-	0
6599 Other Contracts/Obligations	.00	0	10,000	465.00	1,747.50	8,253	17
00003951 Friends of Appleton Library	.00	0	19,620	777.31	5,405.64	14,215	

For the Twelve Months Ending December 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of December	Current YTD Actual As Of December	Remaining Balance	Percent of Amended Budget
00003952 Reach Out & Read - United Way							
6101 Regular Salaries	.00	0	0	2,017.06	19,670.50	19,671-	0
6105 Overtime	.00	0	0	.00	60.78	61-	0
6115 Vacation Pay	.00	0	0	141.82	1,134.56	1,135-	0
6150 Fringes	.00	0	0	14.97	1,490.02	1,490-	0
6201 Training/Conferences	.00	0	0	257.29	521.93	522-	0
6301 Office Supplies	.00	0	375	7,081.16	20,437.15	20,062-	5.450
6599 Other Contracts/Obligations	.00	0	90,150	.00	.00	90,150	0
00003952 Reach Out & Read - United Way	.00	0	90,525	9,512.30	43,314.94	47,209	
00003953 Ready to Read - Comm Fdn							
6101 Regular Salaries	.00	0	0	.00	9,827.00	9,827-	0
6150 Fringes	.00	0	0	.00	5,173.00	5,173-	0
00003953 Ready to Read - Comm Fdn	.00	0	0	.00	15,000.00	15,000-	
00003954 Ready to Read - Appleton							
6301 Office Supplies	.00	0	3,590	169.00	3,805.00	215-	106
00003954 Ready to Read - Appleton	.00	0	3,590	169.00	3,805.00	215-	
00003955 ELL							
6108 Part-Time	.00	0	1,800	1,174.89	1,174.89	625	65
6150 Fringes	.00	0	0	89.88	89.88	90-	0
6301 Office Supplies	.00	0	7,700	1,449.02	5,177.02	2,524	67
6307 Food & Provisions	.00	0	0	270.14	270.14	270-	0
00003955 ELL	.00	0	9,500	2,983.93	6,710.93	2,789	
16021 Children's Services	553,705.71	526,541	658,127	68,166.81	573,554.12	84,572	
16023 Public Services							
6101 Regular Salaries	411,575.76	471,847	476,350	40,452.11	416,169.66	60,180	87
6108 Part-Time	102,497.67	86,349	86,349	11,476.12	114,668.07	28,319-	133
6114 Sick Pay	7,369.43	0	0	148.80	1,494.87	1,495-	0
6115 Vacation Pay	53,816.95	0	0	5,577.70	55,500.96	55,501-	0
6150 Fringes	172,650.25	177,154	177,154	25,645.61	180,981.38	3,827-	102
6201 Training/Conferences	1,295.96	1,835	1,835	702.00	2,471.71	637-	135
6206 Parking Permits	3,456.00	3,456	3,456	.00	4,212.00	756-	122
6301 Office Supplies	3,511.49	3,950	3,950	473.92	1,986.24	1,964	50
6327 Miscellaneous Equipment	.00	500	500	.00	.00	500	0
6418 Equip Repairs & Maint	1,390.00	3,250	3,250	.00	3,170.00	80	98
	757,563.51	748,341	752,844	84,476.26	780,654.89	27,811-	
00003951 Friends of Appleton Library							
6301 Office Supplies	.00	0	3,412	.00	.00	3,412	0
00003951 Friends of Appleton Library	.00	0	3,412	.00	.00	3,412	
16023 Public Services	757,563.51	748,341	756,256	84,476.26	780,654.89	24,399-	
16024 Community Partnerships							
6101 Regular Salaries	291,171.34	341,224	346,611	28,273.01	314,846.77	31,764	91
6108 Part-Time	3,484.48	4,389	4,389	187.60	2,986.66	1,402	68
6114 Sick Pay	.00	0	0	.00	62.52	63-	0
6115 Vacation Pay	38,977.75	0	0	5,607.95	34,488.97	34,489-	0
6150 Fringes	102,523.72	110,645	110,645	19,082.07	130,040.47	19,395-	118
6201 Training/Conferences	3,095.16	3,570	3,570	375.00	3,087.84	482	86
6206 Parking Permits	1,788.00	2,364	2,364	.00	2,016.00	348	85
6301 Office Supplies	1,640.72	2,250	2,250	85.61	856.58	1,393	38
	442,681.17	464,442	469,829	53,611.24	488,385.81	18,558-	

For the Twelve Months Ending December 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of December	Current YTD Actual As Of December	Remaining Balance	Percent of Amended Budget
00003951 Friends of Appleton Library							
6201 Training/Conferences	.00	0	0	.00	24.00	24-	0
6301 Office Supplies	.00	0	9,500	801.56	3,593.18	5,907	38
6599 Other Contracts/Obligations	.00	0	10,000	322.53	4,332.61	5,667	43
00003951 Friends of Appleton Library	.00	0	19,500	1,124.09	7,949.79	11,550	
16024 Community Partnerships	442,681.17	464,442	489,329	54,735.33	496,335.60	7,008-	
16031 Building Operations							
6101 Regular Salaries	78,545.02	105,913	106,246	9,129.72	88,226.35	18,020	83
6105 Overtime	206.29	0	0	90.17	1,024.72	1,025-	0
6108 Part-Time	3,478.42	5,952	5,952	437.89	4,616.28	1,336	78
6114 Sick Pay	.00	0	0	.00	5,049.14	5,049-	0
6115 Vacation Pay	9,028.92	0	0	1,024.49	11,787.31	11,787-	0
6150 Fringes	38,814.05	54,173	54,173	7,861.28	49,645.49	4,528	92
6201 Training/Conferences	.00	200	200	375.00	1,080.52	881-	540
6206 Parking Permits	864.00	864	864	.00	972.00	108-	113
6301 Office Supplies	.00	0	0	48.35	289.59	290-	0
6306 Building Maint./Janitorial	7,899.90	7,344	7,344	3,587.84	11,343.27	3,999-	154
6308 Landscape Supplies	25.03	50	50	.00	.00	50	0
6309.2 Tools & Instruments	.00	50	50	.00	.00	50	0
6311 Paint & Supplies	67.08	100	100	.00	.00	100	0
6323 Safety Supplies	18.17	100	100	.00	171.13	71-	171
6327 Miscellaneous Equipment	903.31	250	250	.00	395.85	146-	158
6407 Collection Services	2,687.00	2,420	2,420	436.00	2,855.00	435-	118
6413.1 Electric	109,161.14	98,538	98,538	7,787.05	110,073.35	11,535-	112
6413.2 Gas	23,168.93	35,479	35,479	3,445.95	24,432.76	11,046	69
6413.3 Water	4,871.40	5,154	5,154	.00	4,924.17	230	96
6413.4 Waste Disposal/Collecti	2,028.32	2,155	2,155	.00	2,051.98	103	95
6413.6 Stormwater	2,444.49	2,643	2,643	.00	2,417.99	225	91
6416 Build Repairs & Maint.	1,838.94	5,000	5,000	.00	2,096.05	2,904	42
6418 Equip Repairs & Maint	481.55	400	400	.00	337.35	63	84
6420 Facilities charges	158,430.47	186,199	186,199	31,730.11	148,232.12	37,967	80
	444,962.43	512,984	513,317	65,953.85	472,022.42	41,296	
16031 Building Operations	444,962.43	512,984	513,317	65,953.85	472,022.42	41,296	
16032 Material Management							
6101 Regular Salaries	446,575.02	507,415	513,572	38,193.10	413,539.73	100,032	81
6107 Temp. Full-Time	1,795.08	0	0	.00	.00	0	0
6108 Part-Time	90,333.78	66,274	66,274	11,274.23	109,678.82	43,405-	165
6110 Other Compensation	.00	0	0	.00	150.00	150-	0
6114 Sick Pay	26.13	0	0	.00	348.04	348-	0
6115 Vacation Pay	60,413.73	0	0	6,513.03	52,524.62	52,525-	0
6150 Fringes	158,665.78	171,509	171,509	23,777.55	168,029.69	3,479	98
6201 Training/Conferences	2,766.56	2,550	2,550	375.00	2,730.31	180-	107
6206 Parking Permits	4,896.00	4,896	4,896	.00	5,184.00	288-	106
6301 Office Supplies	23,409.55	37,400	37,400	12,777.81	30,958.87	6,441	83
6306 Building Maint./Janitorial	7.73	0	0	.00	.00	0	0
6315 Books & Library Materials	625,865.47	578,185	622,558	134,857.15	620,863.29	1,695	100
6418 Equip Repairs & Maint	.00	0	0	574.36	574.36	574-	0
6599 Other Contracts/Obligations	61,778.00	62,397	62,397	.00	62,396.00	1	100
	1,476,532.83	1,430,626	1,481,156	228,342.23	1,466,977.73	14,178	
00003951 Friends of Appleton Library							
6315 Books & Library Materials	.00	0	2,800	.00	.00	2,800	0
00003951 Friends of Appleton Library	.00	0	2,800	.00	.00	2,800	
00003956 Books Build Community							
6315	.00	0	800	.00	800.00	0	100

For the Twelve Months Ending December 31, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of December	Current YTD Actual As Of December	Remaining Balance	Percent of Amended Budget
16032 Material Management							
00003956 Books Build Community							
00003956 Books Build Community	.00	0	800	.00	800.00	0	
16032 Material Management	1,476,532.83	1,430,626	1,484,756	228,342.23	1,467,777.73	16,978	
6101 Regular Salaries	78,781.44	94,494	96,408	9,289.59	90,266.31	6,142	94
6110 Other Compensation	.00	0	0	.00	150.00	150-	0
6115 Vacation Pay	5,075.84	0	0	117.21	7,750.17	7,750-	0
6150 Fringes	31,497.29	35,938	35,938	5,591.23	38,627.28	2,689-	107
6201 Training/Conferences	.00	2,000	2,000	686.99	1,304.51	695	65
6206 Parking Permits	576.00	576	576	.00	648.00	72-	113
6301 Office Supplies	7,138.42	7,650	7,650	183.51	8,324.32	674-	109
6327 Miscellaneous Equipment	45,918.23	66,000	66,000	21,885.03	54,286.94	11,713	82
6418 Equip Repairs & Maint	68,369.26	59,900	59,900	2,217.10	62,008.47	2,108-	104
6815 Software Acquisition	9,027.07	8,250	8,250	2,166.28	10,608.16	2,358-	129
	246,383.55	274,808	276,722	42,136.94	273,974.16	2,749	
00003951 Friends of Appleton Library							
6327 Miscellaneous Equipment	.00	0	13,500	6,746.99	6,746.99	6,753	50
6815 Software Acquisition	.00	0	4,000	3,200.00	3,200.00	800	80
00003951 Friends of Appleton Library	.00	0	17,500	9,946.99	9,946.99	7,553	
16033 Network Services	246,383.55	274,808	294,222	52,083.93	283,921.15	10,302	
LIB LIBRARY	4,411,772.34	4,454,259	4,734,626	611,891.00	4,615,927.91	118,698	

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20161
01/26/17
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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	212,396	2,180,305	96.71
Part-Time		242,651	203,991	203,991	26,293	279,623	137.08
Fringes		748,648	799,235	799,235	117,795	812,940	101.71
Salaries & Fringe Benefits		3,195,775	3,221,801	3,257,598	356,484	3,272,868	100.47
Training & Conferences	6201	13,832	17,780	21,280	4,543	22,583	106.12
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	125	986	86.87
Administrative Expense		35,734	38,644	42,144	4,668	45,558	108.10
Office Supplies	6301	44,379	58,480	58,480	14,953	48,167	82.36
Building Maintenance/Janitor.	6306	7,908	7,344	7,344	3,588	11,343	154.45
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	134,857	620,863	99.73
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	21,885	54,866	81.89
Supplies & Materials		725,382	711,509	755,882	175,283	735,430	97.29
Collection Services	6407	2,687	2,420	2,420	436	2,855	117.98
Advertising	6412	1,240	1,250	1,250	21	899	71.92
Other Contracts/Obligations	6599	66,078	67,397	67,397	175	66,396	98.51
Purchased Services		70,005	71,067	71,067	632	70,150	98.71
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	241	2,734	101.82
Cellular Telephone	6413.8	944	1,085	1,085	213	1,138	104.88
Utilities		145,336	147,739	147,739	11,687	147,772	100.02
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	2,791	66,090	103.19
C&M Charges	6420	158,430	186,199	186,199	31,730	148,232	79.61
Repair & Maintenance		230,510	255,249	255,249	34,521	216,418	84.79
Software Acquisition	6815	9,027	8,250	8,250	2,166	10,608	128.58
Capital Expenditures		9,027	8,250	8,250	2,166	10,608	128.58
TOTAL EXPENSES		4,411,769	4,454,259	4,537,929	585,441	4,498,804	99.14
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	447	19,968	110.93
Network Reimbursements & Public Use Prtr		20,688	17,000	17,000	1,435	20,242	119.07

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

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01/26/17
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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	25,261	1,258,003	99.36

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20161
01/26/17
13:39:09

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	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Training & Conferences 6201	0	0	0	990	1,074	.00
Memberships & Licenses 6303	0	0	1,500	0	1,095	73.00
Awards & Recognition 6305	0	0	500	60	375	75.00
Food & Provisions 6307	0	0	1,250	304	1,248	99.84
Administrative Expense	0	0	3,250	1,354	3,792	116.68
Office Supplies 6301	0	0	25,032	1,254	6,617	26.43
Books & Library Materials 6315	0	0	2,800	0	0	.00
Printing & Reproduction 6320	0	0	4,750	0	4,750	100.00
Miscellaneous Equipment 6327	0	0	13,500	6,747	8,002	59.27
Supplies & Materials	0	0	46,082	8,001	19,369	42.03
Advertising 6412	0	0	4,200	0	4,200	100.00
Other Contracts/Obligations 6599	0	0	34,750	1,462	16,930	48.72
Purchased Services	0	0	38,950	1,462	21,130	54.25
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Software Acquisition 6815	0	0	4,000	3,200	3,200	80.00
Capital Expenditures	0	0	4,000	3,200	3,200	80.00
TOTAL EXPENSES	0	0	92,282	14,017	47,491	51.46
REVENUES						
Administration Reimbursements	0	0	78,182	0	78,182	100.00
Children's Reimbursements	0	0	7,100	0	19,555	275.42
Community Reimbursements & Reader/Prntr	0	0	7,000	0	7,000	100.00
TOTAL REVENUES	0	0	92,282	0	104,737	113.50

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20162
01/26/17
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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	2,159	20,867	.00
Fringes	0	0	0	15	1,490	.00
Salaries & Fringe Benefits	0	0	0	2,174	22,357	.00
Training & Conferences 6201	0	0	0	257	522	.00
Administrative Expense	0	0	0	257	522	.00
Office Supplies 6301	0	0	375	7,081	20,437	5,449.87
Supplies & Materials	0	0	375	7,081	20,437	5,449.87
Other Contracts/Obligations 6599	0	0	90,150	0	0	.00
Purchased Services	0	0	90,150	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	90,525	9,512	43,316	47.85
REVENUES						
Children's Reimbursements	0	0	90,525	0	78,069	86.24
TOTAL REVENUES	0	0	90,525	0	78,069	86.24

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20163
01/26/17
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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	0	9,827	.00
Fringes	0	0	0	0	5,173	.00
Salaries & Fringe Benefits	0	0	0	0	15,000	.00
Administrative Expense	0	0	0	0	0	.00
Supplies & Materials	0	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	0	0	15,000	.00
REVENUES						
Children's Reimbursements	0	0	15,000	0	15,000	100.00-
TOTAL REVENUES	0	0	15,000	0	15,000	100.00

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
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Office Supplies 6301	0	0	3,590	169	3,805	105.99
Supplies & Materials	0	0	3,590	169	3,805	105.99
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	3,590	169	3,805	105.99
REVENUES						
Children's Reimbursements	0	0	3,590	0	3,590	100.00-
TOTAL REVENUES	0	0	3,590	0	3,590	100.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20165
01/26/17
13:39:09

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	0	0	.00
Part-Time	0	0	1,800	1,175	1,175	65.28
Fringes	0	0	0	90	90	.00
Salaries & Fringe Benefits	0	0	1,800	1,265	1,265	70.28
Food & Provisions 6307	0	0	0	37	270	.00
Administrative Expense	0	0	0	37	270	.00
Office Supplies 6301	0	0	7,700	1,449	5,176	67.22
Supplies & Materials	0	0	7,700	1,449	5,176	67.22
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	9,500	2,751	6,711	70.64
REVENUES						
Children's Reimbursements	0	0	9,500	0	9,500	100.00-
TOTAL REVENUES	0	0	9,500	0	9,500	100.00

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
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Books & Library Materials 6315	0	0	800	0	800	100.00
Supplies & Materials	0	0	800	0	800	100.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	800	0	800	100.00
REVENUES						
Lost & Paid Materials 16032.5035	0	0	800	0	800	100.00
TOTAL REVENUES	0	0	800	0	800	100.00

Doc	Document	G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
JE	124408	01/06/17	2017 PRKG PERMITS/LIBRARY		19,560.00	16010 6206
PV	371930	01/24/17	VOLUNTEER ACTION COUNCIL	vac membership	20.00	16010 6303
PV	371934	01/24/17	WISCONSIN VOLUNTEER COORDINATO	wvca membership	10.00	16010 6303
JE	124505	01/13/17	1/17 AT&T BILL		220.51	16010 6413 7
16010					19,810.51	
JE	124536	01/01/17	1/12/17 PR TRAVEL REIMB	COOKSEY	147.20	16021 6201
JE	124512	01/13/17	1/12 PR TRAVEL REIMBURSEMENTS	COOKSEY	147.20	16021 6201
JE	124653	01/25/17	1/26 PR TRAVEL REIMBURSEMENTS	UNRUH	14.15	16021 6201 00003952
JE	124617	01/01/17	Dec P card expenses	Scholastic	485.06	16021 6301 00003952
JE	124617	01/01/17	Dec P card expenses		52.00	16021 6301 00003952
16021					522.91	
PV	372050	01/27/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023 6301
PV	371297	01/09/17	NAVIANT, INC.	pm microfilms	1,500.00	16023 6418
16023					1,545.00	
PV	371360	01/10/17	RUSSELL, MARIANA	artist in residence	200.00	16024 6599 00003951
PV	371923	01/24/17	DORFF, DON	music @ the library	75.00	16024 6599 00003951
PV	371925	01/24/17	STEGEER, LAURA	travel palette	200.00	16024 6599 00003951
PV	372041	01/27/17	APPLETON NORTH HIGH SCHOOL	an hs performance	100.00	16024 6599 00003951
16024					575.00	
JE	124617	01/01/17	Dec P card expenses	Tartan	3,416.87	16031 6306
PV	371993	01/25/17	WE ENERGIES	4835-258-176	6,564.76	16031 6413 1
PV	371993	01/25/17	WE ENERGIES	5229-670-389	4,312.35	16031 6413 2
16031					7,460.24	
JE	124617	01/01/17	Dec P card expenses	Ingram	286.57	16032 6315
JE	124617	01/01/17	Dec P card expenses		202.68	16032 6315
JE	124617	01/01/17	Dec P card expenses		650.80	16032 6315
JE	124617	01/01/17	Dec P card expenses		235.32	16032 6315
JE	124617	01/01/17	Dec P card expenses		225.48	16032 6315
JE	124617	01/01/17	Dec P card expenses		208.73	16032 6315
JE	124617	01/01/17	Dec P card expenses		372.58	16032 6315
JE	124617	01/01/17	Dec P card expenses	Baker Taylor	59.09	16032 6315
JE	124617	01/01/17	Dec P card expenses		250.96	16032 6315

Doc	Document	G/L	Explanation		
Ty	Number	Date	Alpha Name	-Remark-	Amount
					Account
JE	124617	01/01/17	Dec P card expenses	midwest tape	1,741.26- 16032 6315

					4,233.47-
					=====
JE	124617	01/01/17	Dec P card expenses	dell - computers	3,161.97- 16033 6327
PV	371298	01/09/17	RFID LIBRARY SOLUTIONS, INC.	amh maint	20,000.00 16033 6418

					16,838.03
					=====
					41,472.40
					=====

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 20171
02/08/17
09:18:31

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,266,806	129,467	129,467	5.71
Part-Time		279,623	206,653	206,653	16,072	16,072	7.78
Fringes		812,940	838,096	838,096	44,195	44,195	5.27
Salaries & Fringe Benefits		3,272,868	3,311,555	3,311,555	189,734	189,734	5.73
Training & Conferences	6201	22,583	18,314	18,314	0	0	.00
Parking Permits	6206	18,112	19,920	19,920	19,560	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	30	30	1.46
Awards & Recognition	6305	854	850	850	0	0	.00
Food & Provisions	6307	986	1,135	1,135	0	0	.00
Administrative Expense		45,558	42,274	42,274	19,590	19,590	46.34
Office Supplies	6301	48,167	60,336	60,336	45	45	.07
Building Maintenance/Janitor	6306	11,343	7,344	7,344	3,417	3,417	46.53
Shop Supplies & Tools	6309	0	100	100	0	0	.00
Books & Library Materials	6315	620,863	595,531	595,531	4,233	4,233	.71
Printing & Reproduction	6320	20	100	100	0	0	.00
Safety Supplies	6323	171	200	200	0	0	.00
Miscellaneous Equipment	6327	54,866	67,250	67,250	3,162	3,162	4.70
Supplies & Materials		735,430	730,861	730,861	10,767	10,767	1.47
Collection Services	6407	2,855	1,545	1,545	0	0	.00
Advertising	6412	899	1,288	1,288	0	0	.00
Other Contracts/Obligations	6599	66,396	67,497	67,497	0	0	.00
Purchased Services		70,150	70,330	70,330	0	0	.00
Electric	6413.1	110,073	109,161	109,161	6,565	6,565	6.01
Gas	6413.2	24,433	23,169	23,169	4,312	4,312	18.61
Water	6413.3	4,924	4,871	4,871	0	0	.00
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	0	.00
Stormwater	6413.6	2,418	2,444	2,444	0	0	.00
Telephone	6413.7	2,734	2,719	2,719	221	221	8.13
Cellular Telephone	6413.8	1,138	945	945	0	0	.00
Utilities		147,772	145,337	145,337	11,098	11,098	7.64
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	21,500	21,500	29.29
CBM Charges	6420	148,232	178,037	178,037	0	0	.00
Repair & Maintenance		216,418	254,452	254,452	21,500	21,500	8.45
Software Acquisition	6815	10,608	8,498	8,498	0	0	.00
Capital Expenditures		10,608	8,498	8,498	0	0	.00
TOTAL EXPENSES		4,498,804	4,563,307	4,563,307	231,155	231,155	5.07
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	0	.00
Library Fines		56,478	75,000	75,000	10,219	10,219	13.63
Space Rentals		30,000	30,000	30,000	10,000	10,000	33.33
Donations & Memorials		705	0	0	0	0	.00
Administration Reimbursements		25,591	0	0	0	0	.00
Community Reimbursements & Reader/Prntr		217	300	300	2	2	.67
Commissions (Vending)		1,473	1,500	1,500	121	121	8.07
Lost & Paid Materials 16032.5035		19,962	0	0	22,602	22,602	.00
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,163	1,163	6.29
TOTAL REVENUES		1,257,997	1,191,139	1,191,139	44,107	44,107	3.70

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 20171
02/02/17
16:27:47

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	0	.00
Salaries & Fringe Benefits		0	0	0	0	0	.00
Training & Conferences	6201	1,074	0	0	0	0	.00
Memberships & Licenses	6303	1,095	0	0	0	0	.00
Awards & Recognition	6305	375	0	0	0	0	.00
Food & Provisions	6307	1,248	0	0	0	0	.00
Administrative Expense		3,792	0	0	0	0	.00
Office Supplies	6301	6,617	0	0	0	0	.00
Printing & Reproduction	6320	4,750	0	0	0	0	.00
Miscellaneous Equipment	6327	8,002	0	0	0	0	.00
Supplies & Materials		19,369	0	0	0	0	.00
Advertising	6412	4,200	0	0	0	0	.00
Other Contracts/Obligations	6599	16,930	0	0	575	575	.00
Purchased Services		21,130	0	0	575	575	.00
Utilities		0	0	0	0	0	.00
Repair & Maintenance		0	0	0	0	0	.00
Software Acquisition	6815	3,200	0	0	0	0	.00
Capital Expenditures		3,200	0	0	0	0	.00
TOTAL EXPENSES		47,491	0	0	575	575	.00
REVENUES							
Administration Reimbursements		78,182	0	0	0	0	.00
Children's Reimbursements		19,555	0	0	0	0	.00
Community Reimbursements & Reader/Prntr		7,000	0	0	0	0	.00
TOTAL REVENUES		104,737	0	0	0	0	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 20172
02/02/17
16:27:47

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	0	949	949	.00
Fringes	1,490	0	0	16	16	.00
Salaries & Fringe Benefits	22,357	0	0	965	965	.00
Training & Conferences 6201	522	0	0	14	14	.00
Administrative Expense	522	0	0	14	14	.00
Office Supplies 6301	20,437	0	0	537-	537-	.00
Supplies & Materials	20,437	0	0	537-	537-	.00
Other Contracts/Obligations 6599	0	77,694	77,694	0	0	.00
Purchased Services	0	77,694	77,694	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	43,316	77,694	77,694	442	442	.57
REVENUES						
Children's Reimbursements	78,069	77,694	77,694	0	0	.00
TOTAL REVENUES	78,069	77,694	77,694	0	0	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 20173
02/02/17
16:27:47

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	9,827	0	0	0	0	.00
Fringes	5,173	0	0	0	0	.00
Salaries & Fringe Benefits	15,000	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Supplies & Materials	0	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	15,000	0	0	0	0	.00
REVENUES						
Children's Reimbursements	15,000	0	0	0	0	.00
TOTAL REVENUES	15,000	0	0	0	0	.00

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 ~~f~~ 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-regularscheduled~~ 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

2017 Friends Grants - 3951

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Administration	Monthly totals:	\$3,575	\$2,700	\$3,100	\$2,350	\$11,725
	6301 Supplies	\$0	\$500	\$500		\$1,000
	6303 Memberships	\$1,000	\$1,000	\$500		\$2,500
	6305 Awards & Recognition	\$750	\$325		\$250	\$1,325
	6307 Food & Provisions	\$375	\$375	\$375	\$375	\$1,500
	6320.2 Printing	\$0	\$100	\$325	\$325	\$750
	6412 Advertising	\$400	\$400	\$400	\$400	\$1,600
	6599 Contracts	\$1,050		\$1,000	\$1,000	\$3,050
Children's	Monthly totals:	\$5,700	\$6,000	\$6,100	\$5,800	\$23,600
	6301 Supplies	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
	6303 Memberships	\$300		\$300		\$600
	6599 Contracts	\$2,400	\$3,000	\$2,800	\$2,800	\$11,000
Public Services	Monthly totals:	\$0	\$0	\$0	\$0	\$0
Community Partnerships	Monthly totals:	\$5,900	\$7,000	\$5,800	\$5,800	\$24,500
	6301 Supplies	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
	6303 Memberships	\$500	\$1,000			\$1,500
	6599 Contracts	\$2,400	\$3,000	\$2,800	\$2,800	\$11,000
Materials Management	Monthly totals:	\$0	\$800	\$0	\$800	\$1,600
	6315 Library Materials		\$800		\$800	\$0

2017 Friends Grants - 3951

		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Network Services	Monthly totals:	\$1,825	\$500	\$2,000	\$2,250	\$6,575
	6301 Supplies				\$250	\$250
	6327 Misc. Equipment	\$1,825	\$500	\$1,500	\$1,500	\$5,325
	6599 Contracts			\$500	\$500	\$1,000
	Quarterly totals:	\$17,000	\$17,000	\$17,000	\$17,000	\$68,000

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

Adult Classes and Events

Memory Café:

This monthly program is dedicated to providing a neutral public place for people with dementia and their caregivers, to socialize in a non-judgmental setting. This program is one of six locations offered in partnership with Fox Valley Memory Project. Friends funding supports supplies for activities for participants to engage in.

Adult Learners at APL:

Adult Learners at APL includes speaker and lecture series, field trips and short courses targeted at adults ages 50+. Adult Learners responds to community needs and leverages local experts to provide educational opportunities. Friends funds pay for the Adult Learners series.

Books Build Community:

Books Build Community (BBC) responds to and engages in community initiatives, fostering shared experiences and dialogue on a specific topic. A selected book serves as a tool and reference point for a broad audience to share with formal book clubs, in living rooms, and in workplaces around town. Friends funds contributed a portion of the funding for 50 copies of the current book selection, *Evicted* by Matthew Desmond.

Come On, Gut Healthy:

Come On, Gut Healthy had 23 participants who connected to health experts and coaches who will continue to help them through their health journey. The presenter discussed how to keep your digestive system healthy and how a healthy life starts in your gut. Friends funding supported the speaker fee and supplies for all participants to participate in hands-on activities.

Get Crafty!

Community Partnerships and Children's Services contracted with a local florist to provide a wreath making workshop for adults and children. This program provided an opportunity for parents and children to complete similar activities in the same room at the same time, and each leave with their own work of art. A total of 54 people took part in the program. Friends funding supported the florist fee and supplies.

Refugee and Immigrant Services and Education (RISE):

This program was developed in partnership with Forward Services to meet the unique needs and interests of the growing population of refugees and immigrants in Appleton. While RISE draws a diverse audience in nationality, age, and interests, the program generally attracts adults age 18-50 years' old who are seeking for employment and life skill resources. RISE incorporates informational and recreational topics such as stress management, storytelling, and library resources. RISE empowers individuals to become self-sufficient and integrate themselves into a new country without losing their culture and identity. In addition, the adults who participate in RISE receives "participation activity hours" towards their government assistance programs through Forward

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

Services. Through RISE, we have seen an increase of new refugees and immigrants at the library using the computers and checking out books from the Adult Easy Reader Collection. Forward Services has referred many new patrons to the library to get their first library card. Friends funding supports interpreter support, supplies and refreshments.

RISE Community Resource Fair:

APL and Forward Services implemented a Community Resource Fair for refugees and immigrants in Appleton. The fair attracted more than 340 adults and children. A variety of social service agencies and community resources for education, employment, utilities and wellness participated in the event. Feeding America provided food for a mobile food pantry serving 230 families. A winter clothing drive provided participants with warm clothing for the upcoming cold weather. Friends funding supported the preparations to support the mobile food pantry.

Teen Classes and Events

Special Events:

Community Partnerships provides a diverse schedule of programming designed for teens between the ages of 11-18. These programs provide teens of all backgrounds with a safe environment to learn, connect with others, and develop social and technical skills. Friends funding supported programs such as Pinterest Pajama Party, Rewind: Retro Play Date and Miss Alicia's Cake Decorating Party.

Minecraft:

A weekly program for teens where a server is provided for up to 60 teens to play the video game Minecraft in a cooperative environment. Teens learn about construction, collaboration, and problem solving while developing social and technological skills in a moderated environment. Friends funding supports this program.

Anime Night:

Anime Night is a monthly program for teens with an interest in anime and the Japanese culture. Friends funding supported a special program with master mask maker, Kym Lewis, allowing teens an opportunity for technical design and creative expression.

K-Pop Club:

K-Pop Club is a bi-monthly program designed for teens with an interest in aspects of Korean Pop culture including music, TV and food. Teens have developed friendships with their peers around common interests, built trust with a caring adult (YA Librarian) and have had opportunities to build leadership and communication skills through this program. Friends funds support the purchase of materials for K-Pop Club.

ACT Test Preparation:

Responding to multiple requests for ACT test prep, we offered free tutoring in the English, Reading, Math and Science parts of the test. Students returned night after night

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

to learn testing strategies and improve their skills in English, Reading, Math and Science. Friends funds supported the purchase of textbooks for the ACT test prep.

Tween Classes and Events

Tween Scene:

Tween Scenes are classes designed for 3rd through 6th graders. The subject matter varies and remains responsive to the needs and interests of the community. The primary focus of the Tween Scenes is to introduce tweens to building, exploring and creating through the STEAM fields. Tween Scene classes include:

Historical European Martial Arts

Members from the Wisconsin Historical Fencing Association, led an afternoon workshop teaching about sword fighting and leading drills of different moves.

Design T-Shirts

Focusing on design principles and using fabric markers and crayons and iron on letters, tweens drew sketches of designs for t-shirts and jerseys.

Book Creator Apps

Tweens worked collaborative to plan and write a story using the Book Creator app on an iPad.

LEGO Zipline

Tweens experimented with physics and aerodynamics by building LEGO creations to go down a zip line!

Brighten a Day

Tweens created light up cards with watch batteries and led lights. They came up with creative ways of using the led lights such as Rudolph and a clown's nose, sun, stage lighting and a birthday candle.

Escape from the Library

Tweens worked together to solve a series of clues including a variety of puzzles to ultimately find the key to escape the library. The Escape Room Wisconsin, located in Appleton, allowed us to use their equipment to create an engaging escape filled with unique locks and a candy reward for the tweens.

Children's Classes and Events

Harry Potter and the Fantastic Beasts:

In preparation for the release of the Fantastic Beasts and Where to Find Them movie, Children's Services hosted a celebration for fans of the JK Rowling book. Participants created their own fantastic beasts; made origami dragons; experimented with mixing potions; created chocolate-covered, pretzels; and made wands with pencils and cool glue! Friends funds paid for supplies for the event.

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

Elephant & Piggie:

Children's Services provided children with the chance to meet real-life Elephant & Piggie for an end of summer celebration. The event included a reading of "The Thank You Book", crafts and photos. The goal of the event was to thank the participants of the summer library program in a fun and educational way. Friends funds paid for supplies for the event.

Vote for Your Favorite Book Character:

In October and November, Children's Services held a mock election for children to vote for their favorite book characters, with the goal of introducing children to the voting process. Friends funds paid for the supplies for the event.

STEAM Programs:

Over the course of three years, staff developed in depth STEAM-based classes for children and their caregivers. The goal of STEAM programming is to introduce children to a variety of fields, while fostering literacy skills and community engagement through library programming. Friends funding supports apps for digital programs/story times, OSMO kits to foster joint media engagement through technology, and equipment for the Full STEAM Ahead class.

Ongoing Classes, Events and Services

Artist in Residence:

The Artist-in-Residence series contracts with a local artist to place their work on display in the library and provide workshops and demonstrations to the public. The program celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Friends funds pay for an honorarium for the artist.

Fox Cities Reads:

Fox Cities Reads is a community-wide read event that takes place every April. The Fox Cities public libraries come together to hold this event to build community and promote literacy. Friends funds provide a contribution toward the honorarium for the Reads author, as well as copies of the community book and t-shirts for staff and volunteers to promote the event.

Cocoa and Coloring Nights:

Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open environment. This program attracts people of all ages and abilities. Group homes have brought multiple residents to enjoy this intergenerational program. Friends funds provide adult coloring books, art supplies and hot chocolate for refreshments.

Music at the Library:

This music series is offered on select Sundays from 2:00-3:00 p.m. in the lower level meeting rooms. It showcases local musicians and bands providing music ranging from

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

classic rock, country, and folk music to classical works by Mozart and Beethoven. Local senior living facilities provide shuttle service for their residents to attend these programs. Friends funds provide musicians with honoraria for their performances.

Films at the Library:

Monday Morning Matinee is a regular film series designed for persons with cognitive disabilities, but it is open to the public. Local group homes provide shuttle service for their residents to attend these programs. Additional participants include parents, grandparents and other caregivers of young children.

Thursday at the Movies features films and documentaries at the library. Some participants do not own DVD or Blu-ray players. Friends funds pay for refreshments.

Find Your Ancestors:

Find Your Ancestors contracts with experts in the field of genealogy to present on various topics. This program is a natural fit with the library; and every series grows in attendance. Friends funding supports the stipend for the genealogy speakers.

FAN Pass:

The FAN Pass program provides library patrons with free access to local arts and culture. The program's first anniversary was celebrated in October, with an update to the program display. Friends funds paid for the new display items.

Steampunk Saturday:

Steampunk Saturday is an annual fall event that features tea dueling, crafts, storytelling, Victorian-style souvenir photos, costume contests, as well as Steampunk presenters. This program engages the community through creativity, learning and entertainment. This was the fifth year of the event and brought in a total of 92 people. Friends funds pay for and honorarium for the speakers, prizes and supplies.

Staff Development - (In)visible Exhibit at History Museum at the Castle:

Community Partnerships and Public Services staff participated in a development opportunity by viewing the (In)Visible exhibit at the History Museum at the Castle. This trip was planned to enhance staff understanding of our community resources as well as the day-to-day experiences of our community members experiencing homelessness. Friends funds paid for admission to the History Museum.

Playaway Launchpad:

Playaway Launchpads are durable tablets that come pre-loaded with educational apps for families to use and to explore. This new Playaway Launchpad collection eliminates barriers to access to quality technology. Since its introduction, the Launchpad collection has been heavily circulated. Friends funds paid for the Launchpads.

3D Printing:

The Digital Creation Lab in the library is equipped with a 3D Printer. Library patrons may schedule a one-on-one session with a 3D printer coach to work through the process of

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

selecting a design from an online collection or designing an object for print. Friends funds provide 3D printing tools and supplies, such as filament and brushes.

Paper Summer Library Program:

There are four categories of the summer library program; adults, teens, children and baby/toddlers. The adult program encourages adults to read and attend programs at the library. The teen program is designed to promote reading through fun activities and incentives. The children's program is designed to encourage children to read, create and engage in activities with family and/or friends. The baby/toddler program focuses on the building blocks of reading. Friends funds support prizes, events and supplies for the Summer Library Program.

Online Summer Library Program:

The online SLP program allows patrons to participate anytime, anyplace.

READsquared, our online SLP platform, lets patrons log their reading, play games, take part in missions and earn digital badges for their accomplishments. This new platform makes the summer library program more accessible for patrons. Adult registration has hit a record with this new platform. Friends funds pay for the READsquared software.

Summer Library Program Postage:

During the summer months, the Children's Services connects with area businesses and organizations to procure donation prizes for the Children's, Teen and Adult Summer Library Programs. Solicitation and thank you letters are sent out to businesses. Friends funding pays for the postage.

Ride and Read:

This partner program with Valley Transit provides free transportation to the library on Wednesdays for children ages 17 and under, June through August. This service is designed to help remove barriers from attending programs at the library. Friends funds, along with Valley Transit, pay for the bus fares.

Special Projects

Storyteller Campaign:

The 2016 storyteller campaign helped spread awareness about the role of the Appleton Public Library in the community. Community member stories were collected and marketing materials were produced based on the stories. Friends funds paid for a professional photographer to capture community member images and printed marketing materials to aid in spreading the message.

Merchandising:

Public Services creates and maintains displays, with the goal of creating a personalized experience for patrons while increasing the use of library collections. Examples of merchandising strategies include; special topic displays for print and media, staff picks and new media displays. Friends funds purchased sign holders and various display pieces to assist in merchandising.

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2016

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2017

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: OWLS training & travel support	16010	5035			\$ 3,500.00
Admin: Training & Travel	16010	6201			\$ 3,500.00
Other Reimbursements: OWLS materials support	16032	5035			\$21,000.00
MM: Library Materials	16032	6315			\$21,000.00
Other Reimbursements: Lost & Paid items carryover	16032	5035			\$ 3,657.00
MM: Library Materials	16032	6315			\$ 3,657.00
Donations & Memorials: Donations carryover	16032	5020			\$ 704.81
MM: Library Materials	16032	6201			\$ 704.81
Other Reimbursements: United Way RO&R carryover	16021	5035		3952	\$47,209.00
Children's: Salary	16021	6101		3952	\$21,493.00
Children's: Fringe	16021	6150		3952	\$ 1,535.00
Children's: Training & Travel	16021	6201		3952	\$ 960.00
Children's: Supplies	16021	6301		3952	\$23,221.00
Other Reimbursements: United Way RO&R	16021	5035		3952	\$89,896.00
Children's: Supplies	16021	6301		3952	\$89,896.00
Other Reimbursements: BMO ELL carryover	16021	5035		3953	\$ 2,789.00
Children's: Salary	16021	6108		3953	\$ 1,300.00
Children's: Fringe	16021	6150		3953	\$ 50.00
Children's: Supplies	16021	6301		3953	\$ 600.00
Children's: Food	16021	6307		3953	\$ 839.00
Other Reimbursements: Friends Q3 distribution	16010	5035		3951	\$ 3,575.00
Admin: Memberships	16010	6303		3951	\$ 1,000.00
Admin: Awards & Recognition	16010	6305		3951	\$ 750.00
Admin: Food & Provisions	16010	6307		3951	\$ 375.00
Admin: Advertising	16010	6412		3951	\$ 400.00
Admin: Contracts	16010	6599		3951	\$ 1,050.00
Other Reimbursements: Friends Q3 distribution	16021	5035		3951	\$ 5,700.00
Children's: Supplies	16021	6301		3951	\$ 3,000.00
Children's: Memberships	16021	6303		3951	\$ 300.00
Children's: Contracts	16021	6599		3951	\$ 2,400.00
Other Reimbursements: Friends Q3 distribution	16024	5035		3951	\$ 5,900.00
Community Partnerships: Supplies	16024	6301		3951	\$ 3,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 500.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,400.00
Other Reimbursements: Friends Q3 distribution	16033	5035		3951	\$ 1,825.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 1,825.00
Other Reimbursements: Friends carryover	16010	5035		3951	\$ 2,000.00
Admin: Printing	16010	6320	2	3951	\$ 2,000.00
Other Reimbursements: Friends carryover	16021	5035		3951	\$16,000.00
Children's: Supplies	16021	6301		3951	\$ 5,500.00
Children's: Salary	16021	6108		3951	\$10,000.00
Children's: Fringe	16021	6150		3951	\$ 500.00
Other Reimbursements: Friends carryover	16024	5035		3951	\$10,500.00
Children's: Salary	16024	6108		3951	\$10,000.00
Children's: Fringe	16024	6150		3951	\$ 500.00
Other Reimbursements: Friends carryover	16033	5035		3951	\$12,600.00
Network Services: Equipment	16033	6327		3951	\$ 4,000.00
Network Services: Software	16033	6815		3951	\$ 8,600.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Materials Management Lost & Paid materials 2016-2017 carryover
- Materials Management Donations & Memorials 2016-2017 carryover
- United Way Reach Out & Read 2016-2017 carryover
- United Way Reach Out & Read 2017 Grant check
- English Language Learners Program - Grant Funds 2016-2017 carryover
- Friends of APL 3rd Quarter Distribution
- Friends of APL 2016-2017 carryover

Department Head

Date

Budget Entry (BE) No.:

Approved by:

Tony D. Saucerman, Finance Director

Date

Timothy M. Hanna, Mayor

Date

Reported to Finance Committee:

Date

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

<http://intranet/Appleton/forms/documents/finance/Budget Amendment Request Form.xlsx>

2017 Collection Management Driving Factors

Overview	<p>Continue staff involvement in e-content selection</p> <p>Continue process of restructuring selection responsibilities of staff. Embedded librarians focusing building collections relevant to local business and community needs. Selection staff (LA, Clerks & Page Clerks) act as special project aides to the embedded librarians in addition to their role as general selectors. Professional, LAs & Clerks all act as generalist selectors.</p> <p>Expand Vendor-initiated orders plans for items meeting staff generated criteria into Children's and Young Adult Fiction and Career Collection</p>
Adult Fiction	<p>Continue collection review and replacement of worn materials</p> <p>Attempt to create sufficient empty space to add a slanted shelf in 4 or 5 rows for display purposes</p>
Adult Nonfiction	Begin new collection review based on age and condition
Adult Media	Review collections for currency and use
E-Content	Continue integration of e-materials into regular selection processes.
Reference	<p>Continue collection review and replacement of worn materials</p> <p>Review Business Collection for possible transfer or integration with another collection</p>
Wisconsin	<p>Continue to build relations with other local history organizations to determine boundaries, functionality</p> <p>General Maintenance</p>
Children's	<p>Create standards for the Picture Book pull outs.</p> <p>Continue collection review and replacement of worn materials</p>
Young Adult	Review space needs for collections.
World Languages Collections	<p>Integrate Children's Spanish Language Program Coordinator to work with adults to help develop Spanish language collection.</p> <p>Expand program to population groups including refugee populations.</p> <p>Consolidate and extend our other language collections with community input.</p>
Grant projects (collection related)	<p>Fox Cities Reads</p> <p>Books Build Community</p> <p>Cultivating Cultural Partnerships Through Collaborative Programs</p> <p>Memory Cafe</p>

Recommended Materials Allocations Comparison 2016/2017

Allocations:	2016	\$578,185		
	2017	\$595,531		
	Adult Allocations		Children's Allocations	
	2016	2017	2016	2017
	<u>\$443,468</u>	<u>\$456,772</u>	<u>\$134,717</u>	<u>\$138,759</u>
General Serials	\$31,731	\$49,800	\$1,192	\$1,150
Fiction Collections	\$67,511	\$69,752	\$54,548	\$55,733
Nonfiction Collections	\$110,290	\$97,752	\$55,368	\$53,173
Large Print	\$10,655	\$9,000		
Media Collections	\$91,760	\$117,252	\$18,559	\$25,459
Reference Collections	\$73,001	\$56,550	\$50	\$0
Wisconsin Collections	\$15,966	\$18,200		
World Languages Collections	\$12,327	\$11,940	\$5,000	\$3,244
Young Adult Collections	\$28,032	\$24,326		
Section Office Collections	\$2,197	\$2,200		
Sum Collections:	<u>\$443,468</u>	<u>\$456,772</u>	<u>\$134,717</u>	<u>\$138,759</u>
Sum Standing Orders	\$170,313	\$182,815	\$7,119	\$3,809
Sum New Titles	<u>\$273,155</u>	<u>\$273,957</u>	<u>\$127,598</u>	<u>\$134,950</u>
	<u>\$443,468</u>	<u>\$456,772</u>	<u>\$134,717</u>	<u>\$138,759</u>

January 13, 2017

Tanya Misselt
Children's Services Supervisor
Appleton Public Library
225 North Oneida Street
Appleton, WI 54911



Dear Tanya:

Thank you for submitting the year-end report for the first year of a three-year innovative grant for Reach Out and Read. A check in the amount of \$89,896 will be forwarded to the Friends of the Appleton Library by January 31, 2017.

As a reminder, you are required to submit a year-end report to the Community Readiness Committee again in early January of 2018. Your report may take the form of a letter and should include information on the following points:

- Please describe how the United Way innovative grant was used.
- Did you achieve the expected outcomes that were stated in your proposal? If not, please explain why they were not achieved.
- Please describe the actual outcomes that were achieved, including the total number of people served as well as the number and percentage of people achieving the indicators used to measure the outcomes.
- Please describe any unexpected challenges or successes that you experienced.
- Please attach a financial statement for the program that outlines revenue and expenses.
- Please provide a detailed sustainability plan that identifies specific funding partners and anticipated levels of financial support.

United Way's ability to fund projects such as yours is based on the community's awareness of the services we support financially. Please acknowledge this award in all project publications and correspondence as "an innovative grant from United Way Fox Cities, which is made possible through the generous support of community donors."

United Way Fox Cities is pleased to continue its support of Reach Out and Read. Best wishes as you continue your work.

Sincerely,

A handwritten signature in cursive script that reads "Mary".

Mary Wisnet
United Way Fox Cities

cc: Douglas Collins, United Way Fox Cities Finance Department

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/wltf
- 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	Meeting canceled due to weather
February	Review and Discussion on Trustee Essential 24 - Library Friends and Foundations
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 10 - Developing Essential Library Policies
July	Break
August	Review and Discussion on Trustee Essential 18 and 28 - Library Board Appointments and Composition and 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%