



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final-revised Library Board

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Tuesday, March 14, 2017

4:30 PM

225 N. Oneida Street

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[17-231](#) Meeting Minutes February 14, 2017

**Attachments:** [February 14 2017 Meeting Minutes.pdf](#)

### 4. Public Participation & Communication

#### Establish Order of the Day

### 5. Action Items

- A. [17-232](#) February 2017 Bill Register  
  
**Attachments:** [February Bill Register.pdf](#)  
[February Revenue and Expense Summary.pdf](#)  
[February Subledger Summary.pdf](#)
- B. [17-233](#) Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,920.71  
  
**Attachments:** [2017 Library Furniture Memo to Library Board.pdf](#)
- C. [17-240](#) 2016 Annual Report  
  
**Attachments:** [2016 Annual Report.pdf](#)
- D. [17-254](#) 2016 Annual Report - Statement Concerning Public Library System Effectiveness  
  
**Attachments:** [2016 System Effectiveness Statement.pdf](#)
- E. [17-234](#) Report of the Personnel & Policy Committee

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

- i. [17-235](#) Update on Thompson Center Process
- ii. **17-344** United Way Agency Application Process
- iii. **17-345** Fox Cities Libraries Column in the Post Crescent

**B. President's Report**

- i. [17-236](#) Update to the City of Appleton Comprehensive Plan and the Downtown Chapter
- ii. **17-346** Library Legislative Day Report

**C. Assistant Director's Report**

- i. [17-255](#) Staff Training Day Report
- ii. **17-347** OWLSnet Fees Committee

**D. Friends Report**

- i. [17-257](#) April Friendship Month Drive

**7. Staff Updates**

- A. [17-329](#) General Program Updates

**Closed Session**

*The Committee may meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then may resume meeting in Open Session.*

**8. Adjournment**

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

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



## Meeting Minutes Library Board

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Tuesday, February 14, 2017

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

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

2. Roll call of membership

**Others Present:** Travis Bartels, Jessica Brittnacher, Beth Carpenter, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Emily Truman, Maureen Ward

**Rebecca Kellner arrived at 4:33 pm**

**Present:** 9 - Bergman, Hietpas, Looker, Scheuerman, Brault Pagel, Peterson, Dannecker, Kellner and Exarhos

**Excused:** 1 - Bloedow

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[17-053](#)

Meeting Minutes 12-20-2016

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

**Dannecker moved, seconded by Peterson, that the December 20, 2016 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)**

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](#)

Dannecker moved, seconded by Bergman, that the December 2016 Bill Register be approved. Voice Vote. Motion Carried. (9-0)

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

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

Dannecker moved, seconded by Looker, that the January 2017 Bill Register be approved. Voice Vote. Motion Carried. (9-0)

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](#)

Dannecker moved, seconded by Peterson, that the Amended Trustee Bylaws be approved. Voice Vote. Motion Carried. (9-0)

Peterson moved, seconded by Dannecker, that the Trustee Bylaws be suspended pursuant to Section IX (2.) of the Trustee Bylaws to allow for a motion and vote to amend the proposed Amended Trustee Bylaws proposed at this meeting. Voice Vote. Motion Carried. (9-0)

Dannecker moved, seconded by Exarhos, that the Amended Trustee Bylaws be approved as amended. Voice Vote. Motion carried. (9-0)

**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 is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.

**D. [17-163](#)**

Friends Grant Budget

**Attachments:**     [2017 Friends Grants.pdf](#)  
                              [Friends Grant Funded Program Summaries.pdf](#)  
                              [Friends Carryover.pdf](#)  
                              [Friends Grants Initiatives.pdf](#)

Peterson moved, seconded by Dannecker, that the 2017 Friends Grants be approved. Voice Vote. Motion Carried. (9-0)

**E. [17-161](#)**

Budget Amendment

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

Looker moved, seconded by Dannecker, that the Budget Amendment in the amount of \$226,855.81 be approved. Voice Vote. Motion Carried. (9-0)

**F. [17-168](#)**

2017 APL Materials Budget

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

Dannecker moved, seconded by Bergman, that the 2017 APL Materials Budget be approved. Voice Vote. Motion Carried. (9-0)

**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](#)

Brault Pagel moved, seconded by Dannecker, that the Acceptance of \$89,896 from the United Way Fox Cities Innovation Grant to continue Reach Out and Read Fox Cities Partners be approved. Voice Vote. Motion Carried. (9-0)

**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**

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

8.. Adjournment

Dannecker moved, seconded by Bergman that the meeting be adjourned.  
Voice Vote. Motion Carried. (9-0)

The meeting was adjourned at 6:20 pm

DocDocument	G/L	Explanation			
Ty Number	Date	Alpha Name	-Remark-	Amount	Account
PU	892 02/20/17	WISCONSIN LIBRARY ASSO	N.S. WLA LEGISL. DAY	20.00	16010 6201
PU	893 02/20/17	WISCONSIN LIBRARY ASSO	C.R. WLA LEGISL. DAY	20.00	16010 6201
PU	1122 02/20/17	SQ *SQ *FIT OSHKOSH, I	RACIAL/LITERACY TRAI	750.00	16010 6201
PU	1128 02/20/17	FVSHRM, INC	T.K. CHANGE MGMT	40.00	16010 6201
PU	1134 02/20/17	FVSHRM, INC	CHANGE MGMT SEMINAR	40.00	16010 6201
PU	272 02/20/17	HEID MUSIC COMPANY	MUSIC STANDS	146.97	16010 6301
PU	365 02/20/17	OFFICEMAX CT*IN#064271	CLEAR FILM	27.91	16010 6301
PU	453 02/20/17	OFFICEMAX CT*IN#062162	COFFEE SUPPLIES	172.11	16010 6301
PU	596 02/20/17	UNISOURCE-MIDWEST	PAPER	998.00	16010 6301
PU	895 02/20/17	OFFICEMAX CT*IN#972731	SPLIT - GENERAL (93.	141.14	16010 6301
PU	1310 02/20/17	OFFICEMAX CT*IN#907528	GENERAL SUPPLIES	590.85	16010 6301
PU	176 02/20/17	SWANK MOTION PICTURES	ANIME VIEWING LICENS	75.00	16010 6303 00003951
PU	254 02/20/17	AMER LIB ASSOC-IMIS	A.W. ALA	197.00	16010 6303
PU	358 02/20/17	WISCONSIN LIBRARY ASSO	BOARD WLA	550.00	16010 6303
PU	809 02/20/17	AMER LIB ASSOC-IMIS	T.M. ALA	210.00	16010 6303
PU	1058 02/20/17	WISCONSIN LIBRARY ASSO	D.S. WLA	145.00	16010 6303
PU	1129 02/20/17	WISCONSIN LIBRARY ASSO	B.C. WLA	201.00	16010 6303
PU	1133 02/20/17	WISCONSIN LIBRARY ASSO	T.S. WLA	250.00	16010 6303
PU	1137 02/20/17	WISCONSIN LIBRARY ASSO	A.M. WLA	202.00	16010 6303
PU	1173 02/20/17	WISCONSIN LIBRARY ASSO	C.R. WLA	255.00	16010 6303
PU	1174 02/20/17	AMERICAN LIBRARY ASSOC	C.R. ALA	610.00	16010 6303
PU	1175 02/20/17	WISCONSIN LIBRARY ASSO	E.E. WLA	180.00	16010 6303
PU	146 02/20/17	SQ *CITY CAFE - APP	RISE FOOD	7.34	16010 6307 00003951
PU	1186 02/20/17	KWIK TRIP 74300007435	MOVIE & POPCORN	9.00	16010 6307 00003951
PU	1073 02/20/17	FACEBK M699HBEX2	HOOPLA AD	25.00	16010 6412
PU	1315 02/20/17	DRI*AVERYSUPPLIES	STICKERS	34.48	16010 6412
JE	124735 02/10/17	2/17 AT&T BILL		223.46	16010 6413 7
PU	1067 02/20/17	CELLCOM	CELLPHONE	103.63	16010 6413 8
PU	178 02/20/17	CTC*CONSTANTCONTACT.C	CONSTANT CONTACT	45.00	16010 6599 00003951
PU	179 02/20/17	CTC*CONSTANTCONTACT.C	CONSTANT CONTACT	966.00	16010 6599 00003951
16010				7,235.89	
PU	327 02/20/17	UWEX REGISTRATION	K.H. CHILD DEV TRAIN	200.00	16021 6201
PU	774 02/20/17	FREDPRYOR CAREERTRACK	EXCEL TRAINING	128.00	16021 6201 00003952
PU	891 02/20/17	FVSHRM, INC	T.M. CHANGE MGMT	40.00	16021 6201

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	36	02/20/17	ALL ABOUT BOOKS, LLC	RO&R	1,067.32	16021 6301	00003952
PU	94	02/20/17	GEORGE PATTON ASSOCIAT	TRI-FOLD DISPLAY	113.81	16021 6301	
PU	138	02/20/17	AMAZON MKTPLACE PMTS	BULLET JOURNAL	23.95	16021 6301	
PU	142	02/20/17	INTERSTATE BOOKS4SCHOO	RO&R	36.00	16021 6301	00003952
PU	143	02/20/17	SCHOLASTIC INC. KEY 6	RO&R	122.75	16021 6301	00003952
PU	319	02/20/17	SCHOLASTIC INC. KEY 6	TAX REFUND	7.08-	16021 6301	00003952
PU	415	02/20/17	AMAZON MKTPLACE PMTS	DOG-IDITAREAD	55.40	16021 6301	00003951
PU	452	02/20/17	OFFICEMAX CT*IN#869549	DRAWER	67.12	16021 6301	
PU	511	02/20/17	LIGHTHOUSE PUBLICATION	NOTEBOOK	28.25	16021 6301	
PU	595	02/20/17	MAXTON MEN	BULLET JOURNAL	23.99	16021 6301	
PU	641	02/20/17	AMAZON MKTPLACE PMTS	BROCHURE RACK	12.20-	16021 6301	
PU	677	02/20/17	HOBBY-LOBBY #0193	TWEEN SCHENE	36.50	16021 6301	00003951
PU	723	02/20/17	ALL ABOUT BOOKS, LLC	RO&R	35.50	16021 6301	00003952
PU	867	02/20/17	AMAZON MKTPLACE PMTS	CARD HOLDER	24.41	16021 6301	
PU	960	02/20/17	AMAZON MKTPLACE PMTS	FAIRYTALE PROGRAM	23.31	16021 6301	00003951
PU	965	02/20/17	STAR BRIGHT BOOKS	RO&R	38.04	16021 6301	00003952
PU	966	02/20/17	STAR BRIGHT BOOKS	RO&R	63.40	16021 6301	00003952
PU	1013	02/20/17	ALL ABOUT BOOKS, LLC	RO&R	46.00	16021 6301	00003952
PU	1153	02/20/17	ALL ABOUT BOOKS, LLC	RO&R	859.46	16021 6301	00003952
PU	1262	02/20/17	SCHOLASTIC INC. KEY 6	RO&R	485.06	16021 6301	00003952
PU	1263	02/20/17	SCHOLASTIC INC. KEY 6	RO&R	52.00	16021 6301	00003952
PV	372727	02/28/17	FOX CITIES KIWANIS	kids expo	150.00	16021 6303	00003951
16021					3,700.99		
PU	1130	02/20/17	FVSHRM, INC	B.C. CHANGE MGMT	40.00	16023 6201	
PU	353	02/20/17	HOBBY-LOBBY #0193	POTS/PEN TOPPERS	54.82	16023 6301	
PU	624	02/20/17	POPPIN INC.	PEN CUPS	162.00	16023 6301	
PU	629	02/20/17	ONE SOURCE OFFICE P	DESK ORGANIZER	25.34	16023 6301	
PU	1291	02/20/17	POPPIN INC.	RETURN PEN CUPS	4.00-	16023 6301	
PU	1292	02/20/17	POPPIN INC.	RETURN PEN CUPS	56.00-	16023 6301	
PV	372216	02/07/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023 6301	
16023					267.16		
PU	1138	02/20/17	FVSHRM, INC	A.M. CHANGE MGMT SEM	40.00	16024 6201	
PU	894	02/20/17	OFFICEMAX CT*IN#972731	SPLIT - FOXREADS (6.	9.07	16024 6301	00003951
PV	372551	02/16/17	WITTHUHN, KARI	seed library	28.41	16024 6301	00003951

DocTy	Document Number	G/L Date	Explanation					
			Alpha Name	-Remark-	Amount	Account		
PV	372626	02/21/17	CELEBRATE DIVERSITY FOX CITIES	membership	100.00	16024	6303	00003951
PV	372627	02/21/17	NAMI FOX VALLEY, INC.	training	50.00	16024	6303	
PV	372217	02/07/17	POCKAT, JEFF	music at the library	75.00	16024	6599	00003951
PV	372218	02/07/17	POWELL, ANTOINETTE	genealogy speaker	100.00	16024	6599	00003951
PV	372512	02/15/17	WHEELER, DOUG	music at the library	75.00	16024	6599	00003951
PV	372707	02/28/17	APPLETON NORTH HIGH SCHOOL	improv workshop	100.00	16024	6599	00003951
PV	372742	02/28/17	OUTAGAMIE WAUPACA LIBRARY SYST	movie licensing	1,071.00	16024	6599	00003951
16024					1,648.48			
PU	835	02/20/17	AMERICAN LIBRARY ASSN	SECURITY WEBINAR	108.00	16031	6201	
PU	1136	02/20/17	FVSHRM, INC	J.B. CHANGE MGMT	40.00	16031	6201	
PU	194	02/20/17	AMAZON MKTPLACE PMTS	VACUUM BAGS	17.50	16031	6306	
PU	904	02/20/17	TARTAN SUPPLY CO INC	TISSUE/TP/BAGS	3,416.87	16031	6306	
PU	1367	02/20/17	AMAZON.COM	DISHWASHER SOAP	13.16	16031	6306	
PU	237	02/20/17	AMAZON.COM	SALT SPREAD EQUIP	189.99	16031	6327	
PU	299	02/20/17	AMAZON.COM	SNOW SHOVELS	51.56	16031	6327	
PU	1051	02/20/17	LA CROSSE TECHNOLOGY L	CLOCKS	75.85	16031	6327	
JE	124713	02/03/17	JAN CITY RECYCLING	235311	128.00	16031	6407	
PU	247	02/20/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (6.22%	78.00	16031	6407	
PU	1299	02/20/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (7.39%	74.00	16031	6407	
PV	372761	02/28/17	WE ENERGIES	4835-258-176	6,778.86	16031	6413 1	
PV	372761	02/28/17	WE ENERGIES	5229-670-389		16031	6413 2	
JE	124710	02/03/17	1ST QTR CITY UTILITY	201112400 LIBRARY	1,168.03	16031	6413 3	
JE	124710	02/03/17	1ST QTR CITY UTILITY	201114400 LIBRARY	53.00	16031	6413 3	
JE	124710	02/03/17	1ST QTR CITY UTILITY	201112400 LIBRARY	508.50	16031	6413 4	
JE	124710	02/03/17	1ST QTR CITY UTILITY	201112400 LIBRARY	609.47	16031	6413 6	
16031					13,310.79			
PU	55	02/20/17	ELM USA, INC	DISC CLEANING	899.95	16032	6301	
PU	274	02/20/17	FINDAWAY	AC POWER ADAPTER	53.94	16032	6301	
PU	340	02/20/17	KAPCO	BOOK COVERS	500.70	16032	6301	
PU	1005	02/20/17	PREMIUM WATERS E-BILL	DISC CLEANER	167.99	16032	6301	
PV	372741	02/28/17	OUTAGAMIE WAUPACA LIBRARY SYST	barcodes	283.66	16032	6301	
PU	98	02/20/17	AMAZON MKTPLACE PMTS		51.86	16032	6315	
PU	99	02/20/17	AMAZON MKTPLACE PMTS		722.81	16032	6315	
PU	133	02/20/17	AMAZON MKTPLACE PMTS		7.93	16032	6315	



DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PU	134	02/20/17	AMAZON.COM		29.95	16032 6315
PU	154	02/20/17	AMAZON MKTPLACE PMTS		31.98	16032 6315
PU	156	02/20/17	AMAZON MKTPLACE PMTS		8.55	16032 6315
PU	157	02/20/17	AMAZON MKTPLACE PMTS		126.22	16032 6315
PU	172	02/20/17	AMAZON MKTPLACE PMTS		16.94	16032 6315
PU	173	02/20/17	AMAZON.COM		79.98	16032 6315
PU	195	02/20/17	AMAZON.COM		28.98	16032 6315
PU	196	02/20/17	AMAZON MKTPLACE PMTS		10.66	16032 6315
PU	205	02/20/17	AMAZON MKTPLACE PMTS		13.95	16032 6315
PU	206	02/20/17	AMAZON.COM		26.93	16032 6315
PU	207	02/20/17	AMAZON MKTPLACE PMTS		14.25	16032 6315
PU	248	02/20/17	INGRAM LIBRARY SERVICE		1,558.99	16032 6315
PU	249	02/20/17	AMAZON MKTPLACE PMTS		10.88	16032 6315
PU	250	02/20/17	AMAZON MKTPLACE PMTS		8.54	16032 6315
PU	251	02/20/17	AMAZON MKTPLACE PMTS		5.97	16032 6315
PU	403	02/20/17	INGRAM LIBRARY SERVICE		989.34	16032 6315
PU	472	02/20/17	MIDWEST TAPE LLC		1,463.33	16032 6315
PU	533	02/20/17	INGRAM LIBRARY SERVICE		434.51	16032 6315
PU	534	02/20/17	AMAZON MKTPLACE PMTS		163.34	16032 6315
PU	535	02/20/17	AMAZON MKTPLACE PMTS		9.98	16032 6315
PU	538	02/20/17	INGRAM LIBRARY SERVICE		1,346.75	16032 6315
PU	539	02/20/17	AMAZON MKTPLACE PMTS		13.97	16032 6315
PU	540	02/20/17	AMAZON MKTPLACE PMTS		5.38	16032 6315
PU	541	02/20/17	AMAZON MKTPLACE PMTS		8.80	16032 6315
PU	542	02/20/17	AMAZON MKTPLACE PMTS		7.98	16032 6315
PU	543	02/20/17	AMAZON MKTPLACE PMTS		54.49	16032 6315
PU	544	02/20/17	AMAZON MKTPLACE PMTS		11.61	16032 6315
PU	614	02/20/17	MIDWEST TAPE LLC		79.98	16032 6315
PU	615	02/20/17	INGRAM LIBRARY SERVICE		62.79	16032 6315
PU	642	02/20/17	AMAZON MKTPLACE PMTS		12.99	16032 6315
PU	690	02/20/17	WIDDERSHINS WIDDERSHIN		97.99	16032 6315
PU	694	02/20/17	AMAZON.COM		19.24	16032 6315
PU	695	02/20/17	AMAZON MKTPLACE PMTS		12.98	16032 6315
PU	726	02/20/17	INGRAM LIBRARY SERVICE		370.56	16032 6315
PU	727	02/20/17	INGRAM LIBRARY SERVICE		885.05	16032 6315

Doc Ty	Document Number	G/L Date	Explanation		Amount	Account
			Alpha Name	-Remark-		
PU	760	02/20/17	AMAZON MKTPLACE PMTS		12.99	16032 6315
PU	778	02/20/17	AMAZON MKTPLACE PMTS		23.88	16032 6315
PU	798	02/20/17	MIDWEST TAPE LLC		135.96	16032 6315
PU	869	02/20/17	AMAZON MKTPLACE PMTS		72.87	16032 6315
PU	870	02/20/17	AMAZON.COM		21.81	16032 6315
PU	878	02/20/17	INGRAM LIBRARY SERVICE		329.80	16032 6315
PU	879	02/20/17	AMAZON.COM		17.61	16032 6315
PU	932	02/20/17	MIDWEST TAPE LLC		1,049.92	16032 6315
PU	933	02/20/17	AMAZON MKTPLACE PMTS		4.98	16032 6315
PU	934	02/20/17	INGRAM LIBRARY SERVICE		345.44	16032 6315
PU	954	02/20/17	INGRAM LIBRARY SERVICE		208.59	16032 6315
PU	955	02/20/17	AMAZON MKTPLACE PMTS		93.85	16032 6315
PU	1019	02/20/17	INGRAM LIBRARY SERVICE		780.47	16032 6315
PU	1053	02/20/17	MIDWEST TAPE LLC		2,650.22	16032 6315
PU	1124	02/20/17	RECORDED BOOKS		13.90	16032 6315
PU	1125	02/20/17	INGRAM LIBRARY SERVICE		2,010.81	16032 6315
PU	1190	02/20/17	INGRAM LIBRARY SERVICE		168.82	16032 6315
PU	1191	02/20/17	AMAZON MKTPLACE PMTS		28.38	16032 6315
PU	1192	02/20/17	AMAZON MKTPLACE PMTS		58.49	16032 6315
PU	1193	02/20/17	AMAZON MKTPLACE PMTS		58.33	16032 6315
PU	1194	02/20/17	AMAZON MKTPLACE PMTS		48.55	16032 6315
PU	1219	02/20/17	MIDWEST TAPE LLC		292.42	16032 6315
PU	1220	02/20/17	GREY HOUSE PUBLISHING		191.60	16032 6315
PU	1221	02/20/17	INGRAM LIBRARY SERVICE		523.65	16032 6315
PU	1222	02/20/17	AMAZON MKTPLACE PMTS		81.49	16032 6315
PU	1223	02/20/17	AMAZON MKTPLACE PMTS		13.99	16032 6315
PU	1224	02/20/17	AMAZON.COM		15.97	16032 6315
PU	1248	02/20/17	AMAZON MKTPLACE PMTS		94.99	16032 6315
PU	1265	02/20/17	BAKER-TAYLOR		250.96	16032 6315
PU	1266	02/20/17	INGRAM LIBRARY SERVICE		235.32	16032 6315
PU	1267	02/20/17	INGRAM LIBRARY SERVICE		208.73	16032 6315
PU	1281	02/20/17	INGRAM LIBRARY SERVICE		372.58	16032 6315
PU	1282	02/20/17	INGRAM LIBRARY SERVICE		225.48	16032 6315
PU	1283	02/20/17	AMAZON MKTPLACE PMTS		73.59	16032 6315
PU	1284	02/20/17	AMAZON MKTPLACE PMTS		12.98	16032 6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	1285	02/20/17	AMAZON	MKTPLACE PMTS		23.79	16032	6315	
PU	1286	02/20/17	AMAZON	MKTPLACE PMTS		6.99	16032	6315	
PU	1319	02/20/17	AMAZON	MKTPLACE PMTS		31.92	16032	6315	
PU	1320	02/20/17	INGRAM	LIBRARY SERVICE		650.80	16032	6315	
PU	1321	02/20/17	INGRAM	LIBRARY SERVICE		202.68	16032	6315	
PU	1322	02/20/17	AMAZON	MKTPLACE PMTS		1.15	16032	6315	
PU	1323	02/20/17	AMAZON	MKTPLACE PMTS		4.97	16032	6315	
PU	1324	02/20/17	AMAZON	MKTPLACE PMTS		19.19	16032	6315	
PU	1325	02/20/17	AMAZON	MKTPLACE PMTS		2.49	16032	6315	
PU	1326	02/20/17	AMAZON	MKTPLACE PMTS		2.64	16032	6315	
PU	1341	02/20/17	MIDWEST	TAPE LLC		1,741.26	16032	6315	
PU	1368	02/20/17	BAKER-TAYLOR			59.09	16032	6315	
PU	1380	02/20/17	INGRAM	LIBRARY SERVICE		286.57	16032	6315	
PV	372196	02/07/17	EBSCO	INFORMATION SERVICES	media	22,086.16	16032	6315	
PV	372479	02/15/17	OUTAGAMIE	WAUPACA LIBRARY SYST	owls wplc digital	24,920.00	16032	6315	
PV	372506	02/15/17	VAUGHN,	JASON	media	45.00	16032	6315	
PV	372762	02/28/17	WISCONSIN	INTERSCHOLASTIC ATHL	publications	18.00	16032	6315	
PU	422	02/20/17	RICOH	USA, INC	PUBLIC COPIER	273.13	16032	6418	
PU	423	02/20/17	RICOH	USA, INC	PUBLIC COPIER	297.42	16032	6418	
PV	372544	02/16/17	UNIQUE	MANAGEMENT SERVICES, IN	collection agency	2,107.28	16032	6599	
16032						73,942.38			
PU	517	02/20/17	AMAZON.COM		TONER	99.00	16033	6301	
PU	636	02/20/17	AMAZON.COM		TONER	309.86	16033	6301	
PU	252	02/20/17	AMAZON	MKTPLACE PMTS	SIGNAGE PC	555.14	16033	6327	
PU	300	02/20/17	DMI*	DELL HLTHCR/PTR	PRINTERS	176.69	16033	6327	
PU	301	02/20/17	DMI*	DELL HLTHCR/PTR	PRINTERS	264.99	16033	6327	
PU	360	02/20/17	AMAZON	MKTPLACE PMTS	IPAD CORD	19.99	16033	6327	
PU	450	02/20/17	BEST BUY	00010470	IPAD KEYBOARD	79.99	16033	6327	
PU	501	02/20/17	MODULAR	ROBOTICS	CUBELETS-MAKERSPACE	659.90	16033	6327	00003951
PU	502	02/20/17	SILHOUETTE	AMERICA INC	PRINTER-MAKERSPACE	251.72	16033	6327	00003951
PU	888	02/20/17	AMAZON.COM		MONITOR STAND	21.19	16033	6327	
PU	956	02/20/17	CDW	GOVERNMENT	ADAPTERS	68.74	16033	6327	
PU	959	02/20/17	IN *	KEVA PLANKS	CANVASBAG-MAKERSPACE	275.00	16033	6327	00003951
PU	1195	02/20/17	DMI*	DELL BUS ONLINE	LAPTOP	1,427.99	16033	6327	

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PU	1250	02/20/17	DMI* DELL BUS ONLINE	LAPTOPS	3,161.97	16033 6327
PU	320	02/20/17	CONNECTING POINT	CAMERA CONTRACT	3,100.00	16033 6418
PU	621	02/20/17	ENVISION WARE	MOBILE PRINT	1,422.05	16033 6418
PU	1121	02/20/17	MODERN BUSINESS MACHIN	COPIER PRINTING	2,162.29	16033 6418
PU	1357	02/20/17	RICOH USA, INC	COPIER CONTRACT	297.42	16033 6418
PU	903	02/20/17	EVANCED SOLUTIONS LLC	SCHEDULE SOFTWARE	3,970.00	16033 6424
					-----	
16033					18,323.93	
					=====	
					118,429.62	
					=====	

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Two Months Ending February 28, 20171  
03/01/17  
16:22:28

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,266,806	172,829	302,295	13.34
Part-Time		279,623	206,653	206,653	22,259	38,331	18.55
Fringes		812,940	838,096	838,096	60,066	104,261	12.44
Salaries & Fringe Benefits		3,272,868	3,311,555	3,311,555	255,154	444,887	13.43
Training & Conferences	6201	22,583	18,314	18,314	1,338	1,338	7.31
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	2,850	2,880	140.15
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	4,188	23,778	56.25
Office Supplies	6301	48,167	60,336	60,336	4,889	4,934	8.18
Building Maintenance/Janitor	6306	11,343	7,344	7,344	3,448	31	.42
Shop Supplies & Tools	6309	0	100	100	0	0	.00
Books & Library Materials	6315	620,863	595,531	595,531	69,358	65,125	10.94
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	6,094	2,932	4.36
Supplies & Materials		735,430	730,861	730,861	83,789	73,022	9.99
Collection Services	6407	2,855	1,545	1,545	280	280	18.12
Advertising	6412	899	1,288	1,288	59	59	4.58
Other Contracts/Obligations	6599	66,396	67,497	67,497	2,107	2,107	3.12
Purchased Services		70,150	70,330	70,330	2,446	2,446	3.48
Electric	6413.1	110,073	109,161	109,161	6,779	13,344	12.22
Gas	6413.2	24,433	23,169	23,169	0	4,312	18.61
Water	6413.3	4,924	4,871	4,871	1,221	1,221	25.07
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	509	509	25.10
Stormwater	6413.6	2,418	2,444	2,444	609	609	24.92
Telephone	6413.7	2,734	2,719	2,719	223	456	16.77
Cellular Telephone	6413.8	1,138	945	945	104	104	11.01
Utilities		147,772	145,337	145,337	9,445	20,555	14.14
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	7,552	29,052	39.57
CBM Charges	6420	148,232	178,037	178,037	0	12,947	7.27
Software Support	6424	0	0	0	3,970	3,970	.00
Repair & Maintenance		216,418	254,452	254,452	11,522	45,969	18.07
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	366,544	610,657	13.38
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	0	.00
Library Fines		56,478	75,000	75,000	20,999	10,779	14.37
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		705	0	0	25	25	.00
Administration Reimbursements		25,591	0	0	3,500	3,500	.00
Community Reimbursements & Reader/Prntr		217	300	300	17	19	6.33
Commissions (Vending)		1,473	1,500	1,500	142	263	17.53
Lost & Paid Materials	16032.5035	19,962	0	0	26,831	49,432	.00
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,803	2,966	16.03
TOTAL REVENUES		1,257,997	1,191,139	1,191,139	11,319	55,426	4.65

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Two Months Ending February 28, 20171  
03/01/17  
16:24:02

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February 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	325	325	.00
Awards & Recognition	6305	375	0	0	0	0	.00
Food & Provisions	6307	1,248	0	0	16	16	.00
Administrative Expense		3,792	0	0	341	341	.00
Office Supplies	6301	6,617	0	0	153	153	.00
Printing & Reproduction	6320	4,750	0	0	0	0	.00
Miscellaneous Equipment	6327	8,002	0	0	1,187	1,187	.00
Supplies & Materials		19,369	0	0	1,340	1,340	.00
Advertising	6412	4,200	0	0	0	0	.00
Other Contracts/Obligations	6599	16,930	0	0	2,432	3,007	.00
Purchased Services		21,130	0	0	2,432	3,007	.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	4,113	4,688	.00
REVENUES							
Administration Reimbursements		78,182	0	0	3,575	3,575	.00
Children's Reimbursements		19,555	0	0	5,700	5,700	.00
Community Reimbursements & Reader/Prntr		7,000	0	0	5,900	5,900	.00
Network Reimbursements & Public Use Prtr		0	0	0	1,825	1,825	.00
TOTAL REVENUES		104,737	0	0	17,000	17,000	.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Two Months Ending February 28, 20172  
03/01/17  
16:24:02

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	0	1,654	2,603	.00
Fringes	1,490	0	0	27	43	.00
Salaries & Fringe Benefits	22,357	0	0	1,681	2,646	.00
Training & Conferences 6201	522	0	0	128	142	.00
Administrative Expense	522	0	0	128	142	.00
Office Supplies 6301	20,437	0	0	2,798	2,261	.00
Supplies & Materials	20,437	0	0	2,798	2,261	.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	4,607	5,049	6.50
REVENUES						
Children's Reimbursements	78,069	77,694	77,694	89,896	89,896	115.71-
TOTAL REVENUES	78,069	77,694	77,694	89,896	89,896	115.71

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Two Months Ending February 28, 20173  
03/01/17  
16:24:02

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February 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





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

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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard

Appleton, Wisconsin 54911-8401

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

**To:** Library Board

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

**Date:** February 9, 2017

**Re:** Action: Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,920.71.

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This memo is a request to sole source a contract to Nordon Business Environments to purchase new workstations and storage cabinets for the Library. The 2017 Capital Improvement Plan includes \$30,000 for this initiative. The area of work focuses on the Materials Management and Network Services open office work stations. This includes the replacement of eight workstations, additional storage units, and a conference area.

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

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

The Parks, Recreation, and Facilities Management Department recommends approving the contract to Nordon Business Environments in the amount of \$29,920.71.

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



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
PI-2401 (Rev. 11-16)

S. 43.05(4) & 43.58(6)

**FOR THE YEAR 2016**

**INSTRUCTIONS:** Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2016 are due to the DPI Division for Libraries and Technology no later than March 1, 2017.

I. GENERAL INFORMATION					
1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>					
2. Electronic Books <i>E-books</i>					
3. Audio Materials					
4. Electronic Audio Materials <i>Downloadable</i>					
5. Video Materials					
6. Electronic Video Materials <i>Downloadable</i>					
7. Other Materials Owned <i>Describe</i>					
8. Electronic Collections <i>Locally Owned or Leased</i>					
9. Total Electronic Collections <i>Local, regional, and state</i>					
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					

### III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
3. Number of Registered Users			4. Reference Transactions	5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet	8a. Local Electronic Collection Retrievals	8b. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count	
9. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
10. Programs and Program Attendance Annual Count				11. Number of Public Use Computers
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Programs				
Total Attendance				

### IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members <i>Include vacancies in this count</i>					

**V. LIBRARY OPERATING REVENUE***Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service** *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount

Subtotal 1

**2. County****a. Home County Appropriation for Library Service**

Subtotal 2a

**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount

Subtotal 2b

**3. State Funds****a. Public Library System State Funds**

Description	Amount	Description	Amount

**b. Funds Carried Forward from Previous Year****c. Other State Funded Program**

Subtotal 3

**4. Federal Funds** *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount

Subtotal 4

**5. Contract Income** *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount

Subtotal 5

**6. Funds Carried Forward** *Do not include state aid. Report state funds in 3b above.***7. All Other Operating Income****8. Total Operating Income**  
*Add 1 through 7***9. What is the 2017 annual appropriation provided by your governing body/bodies for your public library?****10. Was your library's municipality exempt from the county library tax for 2016? Wis. Stat. s. 43.64(2)**

**VI. LIBRARY OPERATING EXPENDITURES***Report operating expenditures from all sources. Do not report capital expenditures here.*

- |  |   |
|--|---|
| 1. Salaries and Wages <i>Include maintenance, security, plant operations</i> | 2. Employee Benefits <i>Include maintenance, security, plant operations</i> |
|--|---|

## 3. Library Collection Expenditures

- |                    |                         |                          |                                |               |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | e. Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|---------------|

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
Subtotal 4			

## 5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

## 7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

## 1. Capital Income and Expenditures by Source of Income.

*Do not report any expenditures reported above. Provide a brief description of any expenditures.*

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

## 1. Total Amount of Other Funds at End of Year

**IX. TRUST FUNDS**

## 1. Total Amount of Trust Funds Held by the Library Board at End of Year

**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA  
Accredited Program (FTE)

Other Persons Holding the  
Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)  
*Include maintenance, plant  
operations, and security*

c. Total Library Staff  
(FTE)

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

### XII. TECHNOLOGY

- |  |   |   |   |
|--|---|---|---|
| 1. Does your library provide wireless Internet access for patrons' mobile devices? | 2. What type of Internet connection do you have? <i>Mark all that apply</i><br><input type="checkbox"/> a. State TEACH line<br><input type="checkbox"/> b. Other broadband connection<br><i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?<br><input type="checkbox"/> a. Yes, on all Internet workstations<br><input type="checkbox"/> b. Yes, on some Internet workstations<br><input type="checkbox"/> c. No filtering on any Internet workstation | 4. Does your library use door counters? |
|--|---|---|---|

### XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

- |   |   |                    |                        |                     |          |
|---|---|--------------------|------------------------|---------------------|----------|
| 1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>              |   | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. TOTAL |
|   | Number of Summer Literacy Offerings     |                    |                        |                     |          |
|   | Total Unduplicated Individuals Involved |                    |                        |                     |          |
|   | Number of Other Literacy Offerings      |                    |                        |                     |          |
|   | Total Unduplicated Individuals Involved |                    |                        |                     |          |
| 2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i> |   | a. Children (0-11) | b. Young Adult (12-18) | c. Other (all ages) | d. TOTAL |
|   | Number of Drop-in Activities            |                    |                        |                     |          |
|   | Total Drop-in Activity Participation    |                    |                        |                     |          |

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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#### XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

*A check (X) or a mark in the checkbox indicates compliance with the requirement.*

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

#### XV. CERTIFICATION

**I CERTIFY THAT,** to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed



## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County

The \_\_\_\_\_ Board of Trustees hereby states that in 2016, the  
*Name of Public Library*

\_\_\_\_\_  
*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

- ☐ **Did** provide effective leadership and adequately meet the needs of the library.
- ☐ **Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

\* The statement **may** be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

## CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed



	COMMENTS	
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## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. \*

County

Outagamie

The Appleton Public Library*Name of Public Library*

Board of Trustees hereby states that in 2016, the

Outagamie Waupaca Library System*Name of Public Library System / Service*

Indicate with an X one of the following two statements.

☒ Did provide effective leadership and adequately meet the needs of the library.☐ Did not provide effective leadership and adequately meet the needs of the library.Explanation of library board's response. *Attach additional sheets if necessary.*

As the provider of OWLSnet, OWLS provides services to OWLS member libraries as well as another system's libraries. OWLS works hard to satisfy these sometimes conflicting responsibilities; however, OWLS system members would benefit from additional leadership and communication as a system.

\* The statement *may* be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

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President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

➤