



Meeting Agenda - Final Library Board

Tuesday, May 16, 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
[17-701](#) Meeting Minutes 4-18-2017
Attachments: [April 18, 2017 Meeting Minutes.pdf](#)
4. Public Participation and Communication
[17-702](#) Re-Appointment of Alderperson Greg Dannecker to Library Board for 2017-2018

Establish Order of the Day

5. Action Items

- A. [17-703](#) Bill Register - April 2017
Attachments: [April Bill Register.pdf](#)
[April Revenue and Expense Summary.pdf](#)
[April Subledger Summary.pdf](#)
- B. [17-704](#) Friends / Appleton Public Library Memorandum of Understanding
Attachments: [FRIENDS APL MOU \(5-10-17\).pdf](#)
Item referred from April 18, 2017 Meeting
- C. [17-705](#) Report of the meeting of the Planning Committee
- D. [17-706](#) May 2017 Budget Amendment
Attachments: [May Budget Amendment.pdf](#)

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

- i. [17-707](#) President Scheuerman's Appointments to the Nominating Committee
Attachments: [President Scheuerman Memo 2017 Nominating Committee.pdf](#)
- ii. [17-708](#) Outagamie Waupaca Library System Staffing Updates
- iii. [17-709](#) Trustee Training - Trustee Essentials Chapter 8: Developing the Library Budget and Trustee Essentials Chapter 9: Managing the Library's Money
Attachments: [Trustee Essentials Chapter 8.pdf](#)
[Trustee Essentials Chapter 9.pdf](#)

C. Assistant Director's Report

- i. [17-710](#) APL Hiring Processes

D. Friends Report

- i. [17-711](#) Friends Annual Meeting, Thursday, May 25, 2017 - 4:00 pm

E. Staff Updates

- i. [17-717](#) Leadership Fox Cities Report
- ii. [17-718](#) Summer Library Program - PDSAs (Plan, Do, Study, Act)
- iii. [17-719](#) Summer Library Program Preview
- iv. [17-720](#) Wild Wisconsin - May 20, 2017
- v. [17-721](#) Hmong Culture Celebration - May 26, 2017

Closed Session

The Library Board will meet in closed session for the purpose of deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, where competitive or bargaining reasons require a closed session concerning the library building pursuant to the exceptions contained in section 19.85(1)(e) of the Wisconsin Statutes. The Board will then reconvene into open session and conduct such further business as may be pending.

7. 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, April 18, 2017

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: Amanda Abshire, Beth Carpenter, Colleen Holz, Kristin Hunger, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Drake Quick - Laughin, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Monica Stage, Maureen Ward

John Peterson arrived at 4:32 pm

Present: 8 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Peterson, Kellner and Exarhos

Excused: 2 - Brault Pagel and Dannecker

Others : 1 - Panella

3. Approval of minutes from previous meeting

[17-473](#)

March 14, 2017 Meeting Minutes

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

Looker moved, seconded by Bloedow, that the March 14, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- A. [17-478](#) Presentation by Community and Economic Development Department
Request to Support the City of Appleton Comprehensive Plan
2010-2030

Attachments: [CompPlanatLibraryBoard2017.pdf](#)
[SummaryMemoChapter7_CompPlanUpdate_12-06-16.pdf](#)
[SummaryMemoChapter8_CompPlanUpdate_12-05-16.pdf](#)
[14_DowntownPlan_ExecutiveSummary_01-25-17.pdf](#)
[envisionappleton.org](#)

Bergman moved, seconded by Bloedow, that the request to support the City of Appleton Comprehensive Plan 2010 - 2030 be approved. Voice Vote. Motion Carried. (8-0)

- B. [17-474](#) March 2017 Bill Register

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

Looker moved, seconded by Exarhos, that the March 2017 Bill Register be approved. Voice Vote. Motion Carried. (8-0)

- C. [17-480](#) Budget Amendment

Attachments: [April Budget Amendment.PDF](#)

Bergman moved, seconded by Peterson, that the April 2017 Budget Amendment in the amount of \$14,991 be approved. Voice Vote. Motion Carried. (8-0)

- D. [17-510](#) City Performance Management Policy

Attachments: [PERFORMANCE MANAGEMENT Draft 2017.pdf](#)

Looker moved, seconded by Bloedow, that the City Performance Management Policy be approved. Voice Vote. Motion Carried. (8-0)

- E. [17-475](#) Request to Approve 2017 Friends Funding for Programming Sub Staff

Attachments: [Friends 6108 Memo.pdf](#)

Hietpas moved, seconded by Peterson, that the request to approve 2017 Friends Funding for Programming Sub Staff be approved. Voice Vote. Motion Carried. (8-0)

- F. [17-476](#) Memorandum of Understanding between the Board of Trustees of Appleton Public Library and the Board of Directors of the Friends of Appleton Library, Inc.

Attachments: [FRIENDS APL MOU \(4-13-17\).pdf](#)

Hietpas moved, seconded by Looker that the Memorandum of Understanding between the Board of Trustees of Appleton Public Library and the Board of Directors of the Friends of Appleton Library be approved. No Vote was taken.

Hietpas withdrew his original motion to approve after discussion and the item was referred back to the May 2017 meeting.

6. Information Items

A. Director's Report

- i. [17-522](#) Summary of Studies Related to the Library 2008 - Present
- Attachments: [Summary of Studies 2008-2017.pdf](#)
- ii. [17-481](#) Update on Thompson Center Process
- iii. [17-483](#) 2016 End of Year City of Appleton Collaborative / Cooperative Efforts List
- Attachments: [2016 YEAR END Collaborative and Cooperative Efforts FINAL.pdf](#)
- iv. [17-484](#) Friends Grand Funded Program Summaries - 1st Quarter 2017
- Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2017 FINAL.pdf](#)
- v. [17-514](#) Federal Budget Proposal and Impact to Institute of Museum and Library Services
- vi. [17-485](#) Assistant City Attorney Staffing Update
- vii. [17-515](#) OWLS Staffing Update

B. President's Report

Exharhos left the meeting at 6:07 pm

- i. [17-486](#) Trustee Training and Discussion: Trustee Essentials 11 and Trustee Essentials 13: Planning for the Library's Future, Library Advocacy
Attachments: [TE11 Planning for the Library's Future.pdf](#)
[TE13 Library Advocacy.pdf](#)
[YouTube Library Advocacy Video](#)

- ii. [17-516](#) Appointment of Nominating Committee in May

C. Assistant Director's Report

- i. [17-487](#) Statistics - January, February, March 2017
Attachments: [JAN 2017.pdf](#)
[FEB 2017.pdf](#)
[MAR 2017.pdf](#)

- ii. [17-488](#) Hiring Processes Update

D. Friends Report

- i. [17-489](#) April Friendship Month
- ii. [17-517](#) Spring Book Sale - April 27 - 29, 2017
- iii. [17-518](#) Friends Annual Meeting - Thursday, May 25, 2017 / 4:00 pm

E. Staff Updates

- i. [17-490](#) Collection Agency Update
Attachments: [Collection Agency Info.pdf](#)
- ii. [17-491](#) Feeding America / Forward Services
- iii. [17-520](#) Children's Expo
- iv. [17-521](#) School Library Journal Article by Children's Services Supervisor Tanya Misselt "Ex-Cop Tackles Literacy Decline in Appleton, WI"
Attachments: [SLJ ARTR TM.pdf](#)

7. Adjournment

Bergman moved, seconded by Hietpas that the meeting be adjourned. Voice Vote. Motion Carried. (7-0)

The meeting adjourned at 6:43 pm

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	57	04/17/17	SAMSCLUB.COM		RETURN	39.34-	16010	6301	
PU	87	04/17/17	VISTAPR*VISTAPRINT.COM		SPLIT - BUS CARDS (7	49.91	16010	6301	
PU	225	04/17/17	OFFICEMAX/OFFICEDEPT#6			87.35-	16010	6301	
PU	228	04/17/17	4IMPRINT		LANYARDS	247.98	16010	6301	
PU	259	04/17/17	OFFICEMAX/OFFICEDEPT#6		FOLDERS	29.18	16010	6301	
PU	324	04/17/17	SAMSCLUB.COM		COAT RACK	39.34	16010	6301	
PU	333	04/17/17	OFFICEMAX/OFFICEDEPT#6		RETURN	67.84-	16010	6301	
PU	485	04/17/17	EREPLACEMENTPARTS.COM		COFFEE HANDLE	13.77	16010	6301	
PU	522	04/17/17	OFFICEMAX/OFFICEDEPT#6		CREDIT RETURN	67.84	16010	6301	
PU	565	04/17/17	OFFICEMAX/OFFICEDEPT#6		SPLIT - HOLDERS (89.	77.96	16010	6301	
PU	566	04/17/17	OFFICEMAX/OFFICEDEPT#6		CREDIT BACK	87.35	16010	6301	
PU	841	04/17/17	TARGET.COM *			26.44-	16010	6301	
PU	908	04/17/17	OFFICEMAX/OFFICEDEPT#6		TAPE & BATTERIES	272.57	16010	6301	
PU	1148	04/17/17	TARGET.COM *		CREDITED BACK RETURN	26.44	16010	6301	
PU	723	04/17/17	WISCONSIN LIBRARY ASSO		M.N. WLA	223.00	16010	6303	
PV	373737	04/11/17	FOX CITIES CHAMBER OF COMMERCE		connect membership	400.00	16010	6303	
PV	374082	04/25/17	VOLUNTEER CENTER OF EAST CENTR		youth serv awards	12.00	16010	6303	00003951
PU	567	04/17/17	WALGREENS #12693		STAFF RECOGNITION	11.95	16010	6305	
PU	568	04/17/17	WALGREENS #12019		RETURN	7.35-	16010	6305	
PU	575	04/17/17	WALGREENS #5102		STAFF RECOGNITION	7.00	16010	6305	
PU	638	04/17/17	ADI		STAFF RECOGNITION	110.00	16010	6305	
PV	374104	04/25/17	KRUEGER, TINA		staff appreciation d	154.69	16010	6305	
PV	374105	04/25/17	SEUBERT, JULIE		retirement cake	39.99	16010	6305	
PU	264	04/17/17	WALGREENS #12693		ANCESTORS PROGRAM	9.99	16010	6307	00003951
PU	612	04/17/17	MANDERFIELDS HOME BAKE		EMPLOYEE RECOGNITION	61.35	16010	6307	
PU	753	04/17/17	DEBE		STAFF IN-SERVICE	639.54	16010	6307	
PU	834	04/17/17	WAL-MART #2958		RISE SNACKS	37.16	16010	6307	00003951
PU	960	04/17/17	KWIK TRIP 74300007435		MOVIE/POPCORN	6.00	16010	6307	00003951
PU	1143	04/17/17	KWIK TRIP 18200001826		STAFF RECOGNITION	3.98	16010	6307	
PU	1	04/17/17	AMAZON.COM		BADGE HOLDERS	19.10	16010	6412	
PU	256	04/17/17	TARGET.COM *		POSTER HOOKS	8.99	16010	6412	
PU	1059	04/17/17	FACEBK JATNSBNYX2		FB AD	16.05	16010	6412	
PU	737	04/17/17	CELLCOM		CELLPHONES	104.76	16010	6413	8
PU	442	04/17/17	ADI		ADI ANNUAL EVENT	100.00	16010	6599	00003951
PU	537	04/17/17	SMK*SURVEYMONKEY.COM		SURVEY MONKEY	52.00	16010	6599	

DocTy	Document Number	G/L Date	Explanation	Alpha Name	-Remark-	Amount	Account
PU	799	04/17/17	CSI*123SIGNUP - CUSTOM		LAWRENCE LUNCH	49.50	16010 6599 00003951

16010						2,751.07	
						=====	
PU	304	04/17/17	AMER LIB ASSOC-CAREER		K.H. ALA CONFERENCE	285.00	16021 6201
PU	793	04/17/17	AMER LIB ASSOC-CAREER		A.C. ALA CONFERENCE	285.00	16021 6201
PU	904	04/17/17	PAYPAL *REACHCOUNSE		N.O. TRAUMA-CARE	257.24	16021 6201
PU	49	04/17/17	INTERSTATE BOOKS4SCHOO		RO&R	24.00	16021 6301 00003952
PU	50	04/17/17	SCHOLASTIC EDUCATION		RO&R	366.60	16021 6301 00003952
PU	60	04/17/17	THE LEARNING SHOP - AP		EARLY CHILD REFRESH	592.75	16021 6301 00003951
PU	100	04/17/17	INTERSTATE BOOKS4SCHOO		RO&R	6.60	16021 6301 00003952
PU	162	04/17/17	INTERSTATE BOOKS4SCHOO		RO&R	38.00	16021 6301 00003952
PU	244	04/17/17	WM SUPERCENTER #2958		TWEEN SCENE-CAKE MIX	21.21	16021 6301
PU	247	04/17/17	STAR BRIGHT BOOKS		RO&R	50.72	16021 6301 00003952
PU	266	04/17/17	US TOY/CONSTR PLAYTHIN		EARLY CHILD REFRESH	1,209.95	16021 6301 00003951
PU	292	04/17/17	INTERSTATE BOOKS4SCHOO		RO&R	50.00	16021 6301 00003952
PU	367	04/17/17	SCHOLASTIC EDUCATION		RO&R	49.61	16021 6301 00003952
PU	386	04/17/17	AMAZON.COM		EARLY CHILD REFRESH	81.24	16021 6301 00003951
PU	406	04/17/17	HOLMESSTAMP		SLP STAMPS	239.40	16021 6301 00003951
PU	425	04/17/17	DOLLAR TREE		FULLSTEAMAHEAD	3.00	16021 6301
PU	437	04/17/17	AMAZON MKTPLACE PMTS		EARLY CHILD REFRESH	301.23	16021 6301 00003951
PU	454	04/17/17	SCHOOL OUTFITTERS		EARLY CHILD REFRESH	852.23	16021 6301 00003951
PU	470	04/17/17	USPS PO 5602500943		STAMPS SLP LETTERS	59.29	16021 6301 00003951
PU	471	04/17/17	USPS KIOSK 5602509551		STAMPS SLP LETTERS	49.00	16021 6301 00003951
PU	484	04/17/17	SP * KIDCARPET.COM		EARLY CHILD REFRESH	829.98	16021 6301 00003951
PU	526	04/17/17	WWW.ISTOCK.COM		PHOTOGRAPHY	47.25	16021 6301 00003953
PU	564	04/17/17	OFFICEMAX/OFFICEDEPT#6		SPLIT - LETTERS (10.	9.39	16021 6301
PU	747	04/17/17	ALL ABOUT BOOKS, LLC		RO&R	14.10	16021 6301 00003952
PU	748	04/17/17	WM SUPERCENTER #2958		PASTA PLAY/LEARN	11.76	16021 6301
PU	810	04/17/17	INTERSTATE BOOKS4SCHOO		RO&R	12.00	16021 6301 00003952
PU	833	04/17/17	SCHOLASTIC INC. KEY 6		RO&R	44.55	16021 6301 00003952
PU	840	04/17/17	SCHOLASTIC INC. KEY 6		RO&R	14.00	16021 6301 00003952
PU	843	04/17/17	US TOY/CONSTR PLAYTHIN		PAINT	56.68	16021 6301
PU	859	04/17/17	WAL-MART #1982		BAND AIDS	22.43	16021 6301
PU	981	04/17/17	AMAZON MKTPLACE PMTS		IPAD MOUNTS-EC REFRE	239.96	16021 6301 00003951
PU	1158	04/17/17	GEORGE PATTON ASSOCIAT		RO&R	179.48	16021 6301 00003952

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	Amount	Account
16021						6,303.65	
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PU	88	04/17/17	VISTAPR	VISTAPRINT.COM	SPLIT - BUS CARDS (2	14.00	16023 6301
PV	373754	04/11/17	OUTAGAMIE	WAUPACA LIBRARY SYST	receipt paper	45.00	16023 6301
16023						59.00	
						=====	
JE	125503	04/21/17	4/20 PR	TRAVEL REIMBURSEMENT	EISEN	17.33	16024 6201
PU	201	04/17/17	AMER LIB	ASSOC-CAREER	A.W. ALA CONFERENCE	285.00	16024 6201
PU	1159	04/17/17	FAIR WISCONSIN	EDUCATI	LGBTQ SUMMIT	75.00	16024 6201
PU	1160	04/17/17	AMER LIB	ASSOC-CAREER	D.S. ALA CONFERENCE	285.00	16024 6201
PU	210	04/17/17	DOLLAR TREE		RISE DIY	6.00	16024 6301 00003951
PU	523	04/17/17	OFFICEMAX/OFFICE	DEPT#6	AVERY INDEX DIVIDER	67.84	16024 6301
PU	959	04/17/17	EAGLE GRAPHICS	LLC	COMM READ SHIRTS	37.80	16024 6301 00003951
PU	771	04/17/17	THE FIRE	LLC	ANIME NIGHT-POTTERY	150.00	16024 6599 00003951
16024						923.97	
						=====	
PU	101	04/17/17	UFIRST *LAUNDRY	SVCS	MAT CLEANING	51.44	16031 6306
PU	294	04/17/17	TARTAN SUPPLY	CO INC	TISSUES & BAGS	210.36	16031 6306
PU	709	04/17/17	UFIRST *LAUNDRY	SVCS	MAT CLEANING	51.44	16031 6306
PU	752	04/17/17	TARTAN SUPPLY	CO INC	TP/TOWEL	2,217.85	16031 6306
PU	842	04/17/17	TARGET.COM	*	DISH DETERGENT	27.88	16031 6306
PU	860	04/17/17	TARTAN SUPPLY	CO INC	SANITIZE WIPES	204.96	16031 6306
PU	1125	04/17/17	TARTAN SUPPLY	CO INC	GEL DEODORIZERS	107.45	16031 6306
JE	125449	04/13/17	RECYCLING	MARCH 2017	236288	160.00	16031 6407
PU	199	04/17/17	ADVANCED DISPOSAL	ONLI	SPLIT - TRASH (5.96%	78.00	16031 6407
PV	374083	04/25/17	WE ENERGIES		4835-258-176	6,677.23	16031 6413 1
PV	374083	04/25/17	WE ENERGIES		5229-670-389	2,330.46	16031 6413 2
JE	125498	04/20/17	MARCH 2017 FMD	MONTHLY BILLING	LIBRARY	17,091.13	16031 6420
16031						29,208.20	
						=====	
PU	85	04/17/17	SP * ELM	USA	DISC BUFFING	803.95	16032 6301
PU	106	04/17/17	SHOWCASES		DVD CASES	140.56	16032 6301
PU	338	04/17/17	AMAZON.COM		MATS FOR CARTS	49.74	16032 6301
PU	402	04/17/17	CCI SOLUTIONS		CD CASES	495.85	16032 6301
PU	403	04/17/17	AMAZON MKTPLACE	PMTS	CABINET LIGHT	31.38	16032 6301
PU	404	04/17/17	KAPCO		BOOK JACKET COVERS	421.74	16032 6301
PU	576	04/17/17	DEMCO INC		PROCESSING SUPPLIES	440.84	16032 6301

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha	Name	-Remark-		
PU	665	04/17/17	DEMCO	INC	BOOK STANDS	4,998.90	16032 6301
PU	943	04/17/17	PREMIUM	WATERS E-BILL	DISTILLED WATER	95.91	16032 6301
PU	1220	04/17/17	DEMCO	INC	TAPE & CASES	931.01	16032 6301
PU	4	04/17/17	UW	CONTINUING LEGAL ED		79.00	16032 6315
PU	5	04/17/17	HOUCHE	N BINDERY LTD		64.50	16032 6315
PU	6	04/17/17	INGRAM	LIBRARY SERVICE		534.98	16032 6315
PU	7	04/17/17	INGRAM	LIBRARY SERVICE		637.04	16032 6315
PU	8	04/17/17	AMAZON	.COM		14.96	16032 6315
PU	58	04/17/17	MIDWEST	TAPE LLC		1,636.72	16032 6315
PU	82	04/17/17	AMAZON	.COM		39.96	16032 6315
PU	112	04/17/17	INGRAM	LIBRARY SERVICE		1,431.98	16032 6315
PU	129	04/17/17	NEW DAY	FILMS		64.00	16032 6315
PU	163	04/17/17	INGRAM	LIBRARY SERVICE		1,982.53	16032 6315
PU	164	04/17/17	AMAZON	MKTPLACE PMTS		147.55	16032 6315
PU	165	04/17/17	AMAZON	MKTPLACE PMTS		12.93	16032 6315
PU	253	04/17/17	AMAZON	MKTPLACE PMTS		10.99	16032 6315
PU	263	04/17/17	AMAZON	.COM		16.16	16032 6315
PU	300	04/17/17	AMAZON	MKTPLACE PMTS		16.49	16032 6315
PU	301	04/17/17	INGRAM	LIBRARY SERVICE		521.57	16032 6315
PU	302	04/17/17	AMAZON	MKTPLACE PMTS		11.99	16032 6315
PU	361	04/17/17	RECORDED	BOOKS		48.02	16032 6315
PU	362	04/17/17	RECORDED	BOOKS		48.02	16032 6315
PU	363	04/17/17	RECORDED	BOOKS		118.24	16032 6315
PU	364	04/17/17	AMAZON	MKTPLACE PMTS		10.99	16032 6315
PU	370	04/17/17	RECORDED	BOOKS		376.64	16032 6315
PU	371	04/17/17	GUM.CO	/WBJXS		85.00	16032 6315
PU	372	04/17/17	AMAZON	MKTPLACE PMTS		5.23	16032 6315
PU	373	04/17/17	AMAZON	MKTPLACE PMTS		12.52	16032 6315
PU	374	04/17/17	BAKER-TAYLOR			61.20	16032 6315
PU	375	04/17/17	AMAZON	MKTPLACE PMTS		18.14	16032 6315
PU	376	04/17/17	AMAZON	MKTPLACE PMTS		16.94	16032 6315
PU	377	04/17/17	AMAZON	MKTPLACE PMTS		4.74	16032 6315
PU	378	04/17/17	AMAZON	MKTPLACE PMTS		132.57	16032 6315
PU	379	04/17/17	AMAZON	MKTPLACE PMTS		11.57	16032 6315
PU	380	04/17/17	AMAZON	MKTPLACE PMTS		5.93	16032 6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha	Name	-Remark-		
PU	381	04/17/17	AMAZON	MKTPLACE PMTS		48.99	16032 6315
PU	382	04/17/17	AMAZON	MKTPLACE PMTS		7.86	16032 6315
PU	383	04/17/17	AMAZON	MKTPLACE PMTS		19.59	16032 6315
PU	396	04/17/17	MIDWEST	TAPE LLC		1,567.99	16032 6315
PU	400	04/17/17	AMAZON.COM			21.95	16032 6315
PU	401	04/17/17	AMAZON	MKTPLACE PMTS		16.11	16032 6315
PU	428	04/17/17	RECORDED	BOOKS		56.90	16032 6315
PU	429	04/17/17	INGRAM	LIBRARY SERVICE		691.85	16032 6315
PU	430	04/17/17	INGRAM	LIBRARY SERVICE		1,218.61	16032 6315
PU	473	04/17/17	BAKER-TAYLOR			20.39	16032 6315
PU	474	04/17/17	BAKER-TAYLOR			102.68	16032 6315
PU	475	04/17/17	BAKER-TAYLOR			42.88	16032 6315
PU	476	04/17/17	THOMSON	WEST*TC		790.39	16032 6315
PU	507	04/17/17	FRIENDS OF	WISCONSIN P		35.00	16032 6315
PU	573	04/17/17	INGRAM	LIBRARY SERVICE		896.95	16032 6315
PU	574	04/17/17	INGRAM	LIBRARY SERVICE		2,023.35	16032 6315
PU	607	04/17/17	INGRAM	LIBRARY SERVICE		1,888.17	16032 6315
PU	657	04/17/17	INGRAM	LIBRARY SERVICE		676.73	16032 6315
PU	696	04/17/17	INGRAM	LIBRARY SERVICE		989.25	16032 6315
PU	697	04/17/17	INGRAM	LIBRARY SERVICE		1,258.50	16032 6315
PU	698	04/17/17	AMAZON.COM			24.97	16032 6315
PU	699	04/17/17	RECORDED	BOOKS		1,399.55	16032 6315
PU	766	04/17/17	C2ER			175.00	16032 6315
PU	767	04/17/17	INGRAM	LIBRARY SERVICE		2,231.56	16032 6315
PU	790	04/17/17	MIDWEST	TAPE LLC		1,686.84	16032 6315
PU	821	04/17/17	RECORDED	BOOKS		496.12	16032 6315
PU	830	04/17/17	AMAZON.COM			49.98	16032 6315
PU	869	04/17/17	INGRAM	LIBRARY SERVICE		835.29	16032 6315
PU	870	04/17/17	AMAZON	MKTPLACE PMTS		22.98	16032 6315
PU	955	04/17/17	RECORDED	BOOKS		1,399.55	16032 6315
PU	956	04/17/17	DOGWISE			45.17	16032 6315
PU	1001	04/17/17	LAWRENCE	UNIVERSITY OF		10.00	16032 6315
PU	1002	04/17/17	INGRAM	LIBRARY SERVICE		917.83	16032 6315
PU	1003	04/17/17	INGRAM	LIBRARY SERVICE		2,185.37	16032 6315
PU	1034	04/17/17	HOUCHE	BINDERY LTD		371.25	16032 6315

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PU	1065	04/17/17	GMN GOLDMINE MAGAZIN		44.95	16032 6315
PU	1066	04/17/17	MIDWEST TAPE LLC		1,453.71	16032 6315
PU	1111	04/17/17	RECORDED BOOKS		43.33	16032 6315
PU	1113	04/17/17	RECORDED BOOKS		93.44	16032 6315
PV	373753	04/11/17	OUTAGAMIE WAUPACA LIBRARY SYST	owlsnet member	62,396.00	16032 6599
PV	374077	04/25/17	UNIQUE MANAGEMENT SERVICES, IN	collections	232.70	16032 6599
16032					----- 102,257.63 =====	
PU	1078	04/17/17	RECORDED BOOKS		113.80	16033 6315
PU	1079	04/17/17	INGRAM LIBRARY SERVICE		332.06	16033 6315
PU	1107	04/17/17	RECORDED BOOKS		4,500.00	16033 6315
PU	1108	04/17/17	RECORDED BOOKS	CHARGE CREDITED BACK	1,399.55	16033 6315
PU	1109	04/17/17	RECORDED BOOKS		199.90	16033 6315
PU	1110	04/17/17	RECORDED BOOKS		43.33	16033 6315
PU	1112	04/17/17	RECORDED BOOKS		113.80	16033 6315
PU	1127	04/17/17	RECORDED BOOKS		56.90	16033 6315
PU	1145	04/17/17	AMAZON MKTPLACE PMTS		19.96	16033 6315
PU	1146	04/17/17	AMAZON.COM		33.99	16033 6315
PU	1151	04/17/17	AMAZON.COM		14.93	16033 6315
PU	1152	04/17/17	AMAZON.COM		22.19	16033 6315
PU	1165	04/17/17	AMAZON.COM		29.96	16033 6315
PU	1187	04/17/17	INGRAM LIBRARY SERVICE		413.90	16033 6315
PU	1188	04/17/17	INGRAM LIBRARY SERVICE		212.44	16033 6315
PU	1189	04/17/17	INGRAM LIBRARY SERVICE		660.63	16033 6315
PU	1190	04/17/17	SCHOLASTIC LIBRARY PUB	CHARGE CREDITED BACK	182.00	16033 6315
PU	1191	04/17/17	SCHOLASTIC BOOK CLUB		182.00-	16033 6315
PU	1211	04/17/17	MERGENT INC		998.00	16033 6315
PU	1232	04/17/17	MIDWEST TAPE LLC		159.97	16033 6315
PU	113	04/17/17	CDW GOVT #HGZ5336	CABLES	37.62	16033 6327
PU	561	04/17/17	DMI* DELL BUS ONLINE	LAPTOP	1,463.98	16033 6327
PU	700	04/17/17	CDW GOVT #HCW9659	CABLES	45.80	16033 6327
PU	957	04/17/17	CDW GOVT #HBN0863	ADAPTERS	30.93	16033 6327
PU	1192	04/17/17	CDW GOVT #GZG4527	ADAPTERS/CABLES	62.56	16033 6327
PU	509	04/17/17	DNH*GODADDY.COM	DOMAIN RENEWAL	80.68	16033 6418
PU	811	04/17/17	MODERN BUSINESS MACHIN	COPIER CONTRACT	50.36	16033 6418

16033

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 20171
05/01/17
12:54:37

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	173,916	649,470	28.43
Part-Time		279,623	206,653	206,653	23,180	86,169	41.70
Fringes		812,940	838,096	840,737	60,086	224,523	26.71
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	257,182	960,162	28.82
Training & Conferences	6201	22,583	18,314	18,314	1,490	4,463	24.37
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	623	3,711	180.58
Awards & Recognition	6305	854	850	850	316	316	37.18
Food & Provisions	6307	986	1,135	1,135	705	1,081	95.24
Administrative Expense		45,558	42,274	42,274	3,134	29,131	68.91
Office Supplies	6301	48,167	60,336	60,336	9,353	15,385	25.50
Building Maintenance/Janitor	6306	11,343	7,344	7,344	2,871	3,636	49.51
Shop Supplies & Tools	6309	0	100	100	0	0	.00
Books & Library Materials	6315	621,663	595,531	599,893	40,544	159,678	26.62
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	1,641	6,574	9.78
Supplies & Materials		736,230	730,861	735,223	54,409	185,273	25.20
Collection Services	6407	2,855	1,545	1,545	238	724	46.86
Advertising	6412	899	1,288	1,288	44	155	12.03
Other Contracts/Obligations	6599	66,396	67,497	67,497	62,681	68,272	101.15
Purchased Services		70,150	70,330	70,330	62,963	69,151	98.32
Electric	6413.1	110,073	109,161	109,161	6,677	26,642	24.41
Gas	6413.2	24,433	23,169	23,169	2,330	12,353	53.32
Water	6413.3	4,924	4,871	4,871	0	1,221	25.07
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	509	25.10
Stormwater	6413.6	2,418	2,444	2,444	0	609	24.92
Telephone	6413.7	2,734	2,719	2,719	0	719	26.44
Cellular Telephone	6413.8	1,138	945	945	105	306	32.38
Utilities		147,772	145,337	145,337	9,112	42,359	29.15
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	9,978	53,276	72.57
C&M Charges	6420	148,232	178,037	178,037	17,091	44,559	25.03
Software Support	6424	0	0	0	0	3,970	.00
Repair & Maintenance		216,418	254,452	254,452	27,069	101,805	40.01
Software Acquisition	6815	10,608	8,498	8,498	510	510	6.00
Capital Expenditures		10,608	8,498	8,498	510	510	6.00
TOTAL EXPENSES		4,499,604	4,563,307	4,588,087	414,379	1,388,391	30.26
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	0	.00
Library Fines		56,478	75,000	75,000	3,238	20,073	26.76
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		705	0	0	0	210	.00
Administration Reimbursements		25,591	0	0	0	3,500	.00
Community Reimbursements & Reader/Prntr		217	300	300	14	40	13.33
Commissions (Vending)		1,473	1,500	1,500	3-	385	25.67
Lost & Paid Materials 16032.5035		20,762	0	0	2,181	38,561	.00
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,459	7,090	38.32
TOTAL REVENUES		1,258,797	1,191,139	1,191,139	6,889	79,859	6.70

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	0	0	20,000	0	0	.00
Fringes	0	0	1,000	0	0	.00
Salaries & Fringe Benefits	0	0	21,000	0	0	.00
Training & Conferences 6201	1,074	0	3,691	0	0	.00
Memberships & Licenses 6303	1,095	0	0	12	461	.00
Awards & Recognition 6305	375	0	0	0	40	.00
Food & Provisions 6307	1,248	0	0	53	193	.00
Administrative Expense	3,792	0	3,691	65	694	18.80
Office Supplies 6301	6,617	0	5,500	4,499	6,172	112.22
Printing & Reproduction 6320	4,750	0	2,000	0	0	.00
Miscellaneous Equipment 6327	8,002	0	4,000	0	1,187	29.68
Supplies & Materials	19,369	0	11,500	4,499	7,359	63.99
Advertising 6412	4,200	0	0	0	0	.00
Other Contracts/Obligations 6599	16,930	0	0	300	5,332	.00
Purchased Services	21,130	0	0	300	5,332	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Software Acquisition 6815	3,200	0	8,600	0	8,540	99.30
Capital Expenditures	3,200	0	8,600	0	8,540	99.30
TOTAL EXPENSES	47,491	0	44,791	4,864	21,925	48.95
REVENUES						
Administration Reimbursements	78,182	0	0	0	3,575	.00
Children's Reimbursements	19,555	0	0	2,300	8,000	.00
Community Reimbursements & Reader/Prntr	7,000	0	0	0	5,900	.00
Network Reimbursements & Public Use Prtr	0	0	0	0	1,825	.00
TOTAL REVENUES	104,737	0	0	2,300	19,300	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2017

RO+R 3952

05/01/17
12:53:55

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	21,493	1,678	5,947	27.67
Fringes	1,490	0	1,535	25	96	6.25
Salaries & Fringe Benefits	22,357	0	23,028	1,703	6,043	26.24
Training & Conferences 6201	522	0	960	0	271	28.23
Administrative Expense	522	0	960	0	271	28.23
Office Supplies 6301	20,437	0	23,221	850	6,540	28.16
Supplies & Materials	20,437	0	23,221	850	6,540	28.16
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	124,903	2,553	12,854	10.29
REVENUES						
Children's Reimbursements	78,069	77,694	77,694	0	89,896	115.71
TOTAL REVENUES	78,069	77,694	77,694	0	89,896	115.71

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2017

ELL. 3955

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	9.827	0	0	0	0	.00
Part-Time	0	0	1.300	0	0	.00
Fringes	5.173	0	50	0	0	.00
Salaries & Fringe Benefits	15.000	0	1.350	0	0	.00
Food & Provisions 6307	0	0	839	0	92	10.97
Administrative Expense	0	0	839	0	92	10.97
Office Supplies 6301	0	0	600	47	60	10.00
Supplies & Materials	0	0	600	47	60	10.00
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	2.789	47	152	5.45
REVENUES						
Children's Reimbursements	15.000	0	0	9.000	9.000	.00
TOTAL REVENUES	15.000	0	0	9.000	9.000	.00

MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF
TRUSTEES OF APPLETON PUBLIC LIBRARY AND
THE BOARD OF DIRECTORS OF THE FRIENDS OF APPLETON LIBRARY, INC.

This Memorandum of Understanding ("**Agreement**") is entered into by and between the Board of Trustees ("**Board**") of the Appleton Public Library ("**Library**"), with a mailing address of 225 North Oneida Street, Appleton, WI 54911, and the Board of Directors of the Friends of Appleton Library, Inc. ("**Friends**"), with a mailing address of 225 North Oneida Street, Appleton, WI 54911.

WHEREAS Friends is an independent, non-profit, 501(c)3 organization that is legally independent of the Library; and

WHEREAS the mission of Friends is to raise money and public awareness in the community to support the services and programs of the Library, and

WHEREAS the Board appreciates and depends on the services of Friends to increase public awareness and raise money for the Library, and

WHEREAS Friends and the Board wish to continue their unique relationship and shared benefits with transparency, and

WHEREAS Friends, on _____ of _____, 2017, authorized entering into this Agreement, and

WHEREAS the Board, on _____ day of _____, 2017, authorized entering into this Agreement,

IT IS NOW, THEREFORE, agreed between the Board and Friends as follows:

ARTICLE I
LIBRARY'S RESPONSIBILITIES

1.01 Services. The Board shall provide to Friends the following free of charge:

1.01.1 Office Space: Friends shall have access at all hours when the Library is staffed to an office that is furnished, at minimum, with a desk, chair, two visitor chairs, bookcase, telephone and phone line, and file storage space.

1.01.2 Meeting Space: Friends shall have access on the same basis as Library staff to the Library's conference rooms and public meeting rooms.

1.01.3 Electronic Services: Friends shall have access on the same basis as Library staff to an Internet connection, server space for data, an email account, backup of data via the Library network, web server space to host Friends' pages on the Library website or a Friends' website, as mutually agreed upon.

1.01.4 Staff:

1.01.4.1 The Library Director or designee shall serve as a knowledge and information resource to the Friends' Executive Director to the extent said resources do not conflict with the Library Director's duties to the Library;

1.01.4.2 The Library Director or designee shall facilitate meeting room access for Friends' meetings and events;

1.01.4.3 Library staff shall accept incoming mail deliveries for Friends and will deliver outgoing Friends' mail deliveries that are fully pre-paid for by Friends to City Hall for distribution via the City of Appleton's regular mail process;

1.01.4.4 One (1) member of the Board shall serve as a voting member on the Friends' Board and act as a liaison between the two Boards;

1.01.4.5 Library staff shall provide technical support for the Friends' computer and server space, including regular backups, troubleshooting the Internet connection, maintaining server software, etc., to the extent Library staff is able and capable;

1.01.4.6 Library staff shall be the custodian of records for the Friends subject to the Library's retention schedule.

1.01.5 Materials: The Library shall provide Friends with the Library's withdrawn materials, materials donated but not added to the Library collection, and small items of equipment.

1.02 Planning. The Board agrees to include Friends in the long-term planning process to ensure Friends is aware of the goals and direction of the Board.

1.03 Support. The Board agrees to encourage membership, donations and bequests to Friends, and to support Friends' marketing, advocacy and volunteer efforts.

1.04 Information. The Board agrees to share with Friends the Board's strategic initiatives at the beginning of each fiscal year and discuss with Friends how Friends' resources and support might help forward these initiatives.

1.05 Space. The Board agrees to provide public space within the Library for Friends' membership brochures and promotional materials.

ARTICLE II FRIENDS' RESPONSIBILITIES

2.01 Status. Friends agrees to maintain in good status its independent non-profit corporation status.

2.02 Support. Friends agrees to support the Board and Library staff in developing facilities, programs and services, to encourage public support as well as gifts, grants and bequests, to provide input and support for the Board and Library staff and work to increase Library patronage. Friends agrees to publicly support the Board and its mission and policies. Friends agrees to engage in advocacy efforts on behalf of the board and the Library under the guidance of Board.

2.03 Friends' meetings. Friends agrees to include a member from Library's administration as a non-voting attendee at all Friends' meetings and to include a Library report on the agenda at Friends' meetings.

2.04 Use of Money. Friends agrees that any and all monies it raises will be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library.

2.05 Deferral to Library Administration Board. Friends agrees that ~~Library administration~~ the Board has the final say in accepting or declining any ~~and all~~ gifts made to the Library ~~consistent with the Gifts and Donations Policy~~.

2.06 Voluntary Dissolution. Friends agrees that if they cease to actively fundraise, support and promote the Library, as determined solely by the Board based on a majority vote of the Board, Friends will voluntarily dissolve within three (3) months of the Board vote, allowing for a new Friends group to be established.

ARTICLE III ADDITIONAL PROVISIONS

3.01 Term. The Agreement shall commence upon the date of full execution and shall remain in effect unless or until the Agreement is terminated by either Friends or Library. ~~Upon full execution, this Agreement hereby supersedes and replaces in its entirety any prior agreements between the parties.~~

3.02 Termination. The Agreement may be terminated at any time and for any reason by either the Board or by Friends upon ninety (90) days prior written notice to the non-terminating party. The written notification to terminate must be approved by a majority of the terminating party.

3.03 Indemnification. Each party shall indemnify, defend, and hold harmless the other party from and against any and all claims, actions, suits, demands, assessments, or judgments asserted, and any and all losses, liabilities, damages, costs, and expenses (including, without limitation, attorney's fees, accounting fees, and investigation costs to the extent permitted by law) alleged or incurred arising out of or relating to any operations, acts, or omissions of the indemnifying party or any of its officers, employees, agents, authorized volunteers and invitees in the exercise of the indemnifying party's rights or the performance or observance of the indemnifying party's obligations under this Agreement. Prompt notice must be given of any claim, and the party who is providing the indemnification will have control of any defense or settlement.

3.04 Disputes. In the event there is a dispute between the parties, the parties shall endeavor to resolve the disputes by mediation which, unless the parties mutually agree otherwise, shall be held in Appleton,

Wisconsin. The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

3.05 Amendments. This Agreement may be amended at any time by mutual written agreement by the Board and Friends.

3.06 Severability. If any provision of this Agreement is declared by any court of competent jurisdiction to be illegal, void, or unenforceable, the other provisions shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in three (3) original counterparts on this _____ day of _____, 2017.

APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES

Witnessed By: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

Witnessed By: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

FRIENDS OF APPLETON LIBRARY, INC.

Witness By: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

Witnessed By: _____
Printed Name: _____

By: _____
Printed Name: _____
Title: _____

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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: Friends 4th Quarter	16010	5035		3951	\$ 2,700.00
Admin: Supplies	16010	6301		3951	\$ 500.00
Admin: Memberships	16010	6303		3951	\$ 1,000.00
Admin: Awards & Recognition	16010	6305		3951	\$ 325.00
Admin: Food & Provisions	16010	6307		3951	\$ 375.00
Admin: Printing	16010	6320	2	3951	\$ 100.00
Admin: Advertising	16010	6412		3951	\$ 400.00
Other Reimbursements: Friends 4th Quarter	16021	5035		3951	\$ 6,000.00
Children's: Supplies	16021	6301		3951	\$ 3,000.00
Children's: Contracts	16021	6599		3951	\$ 3,000.00
Other Reimbursements: Friends 4th Quarter	16024	5035		3951	\$ 7,000.00
Community Partnerships: Supplies	16024	6301		3951	\$ 3,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 1,000.00
Community Partnerships: Contracts	16024	6599		3951	\$ 3,000.00
Other Reimbursements: Friends 4th Quarter	16032	5035		3951	\$ 800.00
Materials Management: Library Materials	16032	6315		3951	\$ 800.00
Other Reimbursements: Friends 4th Quarter	16033	5035		3951	\$ 500.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 500.00

For the purpose of:

-Friends of APL 4th quarter disbursement

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.



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Members of the Appleton Public Library Board of Trustees
FROM: Nancy Scheuerman, President
DATE: May 10, 2017
RE: Nominating Committee Appointments

The Appleton Public Library Board of Trustees Bylaws (Article III.3) states:

“A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting”

Wis. Statute 42.54(2) requires that within 60 days after the beginning of terms, the members of the Library Board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

I hereby appoint the following Trustees to serve as the Nominating Committee:

Terry Bergman, Chair
Suzanne Brault Pagel
Rebecca Kellner
Brian Looker

This committee shall present a slate of officers (President, Vice President, and Secretary) at the organizational meeting which will occur in August. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.

Library staff will work with this committee to schedule this meeting prior to the August Board of Trustees meeting.

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [*Trustee Essential #24: Library Friends and Library Foundations*](#).)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

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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Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
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*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)

Managing the Library's Money

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The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [*Sample Trust/Gift Fund Report*](#) is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [*Sample Trust/Gift Fund Report*](#)
- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350