City of Appleton

Meeting Agenda - Final

Library Board

Tuesday, September 19, 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

   ii. 17-1412   August 15, 2017 Meeting Minutes

   Attachments: August 15 2017 Meeting Minutes.pdf

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

   A. 17-1413   August 2017 Bill Register

   Attachments: August Bill Register.pdf

   August Revenue and Expense Summary.pdf

   August Subledger Summary.pdf

   B. 17-1440   City Policy - Network Security and Use of Technology

   Attachments: Network Security and Use of Technology Policy(revised strike and bold).pdf

   C. 17-1414   2018 Resource Library Agreement

   Attachments: Resource Library Agreement 2018 mark up.pdf

6. Information Items

A. Director's Report

i.   [17-1415](#)   2018 Budget Update
      a. 2018 Insurance Rates
      b. Special Revenue Fund for Long Term Grant Funded Projects

          Attachments: [2018 Special Revenue Fund - Library Grants United Way.pdf](#)

ii.   [17-1429](#)   Status Update on Development of Request for Proposal for Building Project

iii.   [17-1416](#)   Best Practices for Libraries that Bill for Cross-County Use

iv.   [17-1417](#)   Updated General Annual Trustee Calendar

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

v.   [17-1418](#)   Facility and Maintenance Projects
      a. Ciculation Security Upgrades
      b. Second Floor Lighting
      c. First Floor Carpeting
      d. Landscaping

B.   President's Report

i.   [17-1419](#)   Trustee Committee Assignments for 2017-2018

ii.   [17-1420](#)   Board Meetings and Consent Agenda Practice

iii.   [17-1421](#)   Discussion of Trustee Training Week Webinars

          Attachments: [Trustee Webinar Handout Teams.pdf](#)

C.   Assistant Director's Report

i.   [17-1423](#)   Statistics Reporting Update

ii.   [17-1424](#)   Project Outcome Summer Library Program Survey Results

          Attachments: [Project Outcome Report Caregivers 2017.pdf](#)

                        [Project Outcome Report Teen_Child 2017.pdf](#)

                        [Project Outcome Report Adults 2017.pdf](#)

D.   Friends Report

i.   17-1425   Friends Board of Directors Changes and Additions

ii.   17-1438   October 25 Talbots Fundraiser for Friends of Appleton Public Library

E.   Staff Updates

i.   17-1426   Bazaar After Dark

ii.   17-1427   Homeschool Extravaganza

iii.   17-1428   Transition of Digital Creation Lab

iv.   17-1439   Fox Cities Book Festival

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.

Tuesday, August 15, 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: Beth Carpenter, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Maureen Ward

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

   Others : 1 - Panella

3. Approval of minutes from previous meeting

   17-1258   July 18, 2017 Meeting Minutes

   Attachments: July 18 2017 Meeting Minutes.pdf

   Dannecker moved, seconded by Bloedow, that the July 18, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation and Communication

   Establish Order of the Day

5. **Action Items**

   A.   17-1259   July 2017 Bill Register

   Attachments: July Bill Register.pdf

   July Revenue and Expense Summary.pdf

   July Subledger Summary.pdf

   Dannecker moved, seconded by Exarhos, that the July 2017 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

B.   [17-1260](#)   Budget Amendment - August 2017

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

>   **Bergman moved, seconded by Dannecker, that the August 2017 Budget Amendment in the amount of $17,000 be approved. Voice Vote. Motion Carried. (10-0)**

C.   [17-1261](#)   Report of the Nominating Committee

>   *Attachments:*   [Nominating Committee Meeting Minutes July 24 2017.pdf](#)

>   **Bloedow moved, seconded by Looker, that the Nominating Committee's recommendation of slate of Board officers: President - Pat Exarhos, Vice President - Don Hietpas, Secretary - Rebecca Kellner be approved. Voice Vote. Motion Carried. (10-0)**

D.   [17-1262](#)   City AED Policy

>   *Attachments:*   [AED Policy strike and bold.pdf](#)

>   **Dannecker moved, seconded by Peterson, that the City AED Policy be approved pending one minor administrative change on page 3. item V. 7. (stike the word AND after CPR) Voice Vote. Motion Carried. (10-0)**

6.   **Information Items**

A.   **Director's Report**

i.   [17-1269](#)   Update on Library Building Process

iii.   [17-1264](#)   Friends Quarterly Grant Funded Programs Summary - 2nd Quarter

>   *Attachments:*   [Friends Grant Funded Program Summaries 2nd Quarter 2017 FINAL.pdf](#)

B.   **President's Report**

ii.   [17-1263](#)   Wisconsin Trustee Training Week August 21-25, 2017

>   *Attachments:*   [Trustee Training Week Flier 2017.pdf](#)

i.   [17-1265](#)   Trustee Essentials - Chapter 18: Library Board Appointments and Composition and Chapter 27: Trustee Orientation and Continuing Education

>   *Attachments:*   [Trustee Essentials Chapter 18.pdf](#)
>
>   [Trustee Essentials Chapter 27.pdf](#)

C.   Assistant Director's Report

i.   [17-1266](#)   APL Hiring Processes

D.   Staff Updates

i.   [17-1267](#)   Public Library System Redesign Steering Committee Update

ii.   [17-1268](#)   Summer Outreach and Programming

iii.   [17-1270](#)   Boopsie App Update

iv.   [17-1271](#)   Homeless Connections Library

v.   [17-1272](#)   Partnership Community Health Center / FISC

vi.   [17-1273](#)   ELL Club Partnerships

vii.   [17-1275](#)   Fall Children's Programming Sneak Peak

7.   Adjournment

> **Dannecker moved, seconded by Bergman that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)**
> **The meeting was adjourned at 5:18 pm**

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

Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	1118	08/17/17	OFFICE DEPOT #1090	FILE FOLDERS	45.24	16010 6301	
PU	1182	08/17/17	OFFICEMAX/OFFICEDEPT#6	TONER (31.83%)	68.48	16010 6301	
PV	376304	08/01/17	VOLUNTEER CENTER OF EAST CENTR	membership	295.00	16010 6303	00003951
PU	1273	08/17/17	ADI	VOLUNTEER RECOGNITIO	60.00	16010 6305	00003951
PU	233	08/17/17	SAMS CLUB #6321	MASH UP CON	21.24	16010 6307	00003951
PU	541	08/17/17	MANDERFIELDS HOME BAKE	STAFF MEETING	48.75	16010 6307	
PU	542	08/17/17	MANDERFIELDS HOME BAKE	STAFF MEETING	10.00	16010 6307	
PU	286	08/17/17	RUSHORDERTEES/PRINTFLY	APL PROMO SHIRTS	1,795.08	16010 6320 2	00003951
PU	3	08/17/17	WWW.ISTOCK.COM	PHOTO FOR APP PROMO	12.60	16010 6412	
PU	440	08/17/17	GAN*WI NEWSPAPERS-CCC	SPLIT - AD (1.89%)	143.44	16010 6412	
PU	514	08/17/17	FACEBK *XABP2DAYX2	PROGRAM AD (91.12%)	45.33	16010 6412	
PU	1095	08/17/17	FACEBK *V4XYSC6YX2	PROGRAM AD	38.91	16010 6412	
PU	1150	08/17/17	FACEBK *W4XYSC6YX2	PROGRAM AD	8.81	16010 6412	
PU	1347	08/17/17	TAP PLASTICS, INC.	BUSINESS CARD HOLDER	25.67	16010 6412	
JE	126279	08/11/17	8/17 AT&T BILL		231.25	16010 6413 7	
PU	1015	08/17/17	CELLCOM	CELLPHONES	105.12	16010 6413 8	

```
                                                                      ---------------
  16010                                                                  2,954.92
                                                                      ===============
```

Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	1416	08/17/17	HYATT HOTELS MCCORMICK	T.M. ALA CONFERENCE	673.04	16021 6201	
PU	160	08/17/17	AMAZON MKTPLACE PMTS	BALLOT BOX	29.97	16021 6301	
PU	198	08/17/17	TMS*COONEY'S EMBROIDER	POOL-SIDE OUTREACH	25.00	16021 6301	00003951
PU	234	08/17/17	WM SUPERCENTER #1982	MACH UP CON	48.56	16021 6301	00003951
PU	313	08/17/17	WWW.DUDESGADGET.COM	GLOW-IN-DARK TRACK	119.96	16021 6301	00003951
PU	323	08/17/17	TERRAPIN SOFTWARE	PRESCHOOL CODING	489.07	16021 6301	00003951
PU	324	08/17/17	LOWES #02486*	TWEEN SCENE DERBY	20.93	16021 6301	00003951
PU	325	08/17/17	WM SUPERCENTER #2958	TWEEN SCENE DERBY	24.73	16021 6301	00003951
PU	339	08/17/17	AMAZON.COM	ELL BOOK GIVEAWAYS	553.00	16021 6301	00003955
PU	407	08/17/17	VISTAPR*VISTAPRINT.COM	S.R. BUSINESS CARDS	22.72	16021 6301	
PU	446	08/17/17	AMAZON MKTPLACE PMTS	HMONG JEWELRY WORKSH	15.99	16021 6301	00003951
PU	493	08/17/17	AMAZON MKTPLACE PMTS	FANS/BAZAAR AFTER DA	23.98	16021 6301	00003951
PU	579	08/17/17	AMAZON MKTPLACE PMTS	PRESCHOOL CODING	100.43	16021 6301	00003951
PU	591	08/17/17	AMAZON MKTPLACE PMTS	HMONG JEWELRY WORKSH	31.00	16021 6301	00003951
PU	633	08/17/17	AMAZON MKTPLACE PMTS	PRESCHOOL CODING	295.95	16021 6301	00003951
PU	638	08/17/17	WAL-MART #1982	HMONG JEWELRY WORKSH	50.06	16021 6301	00003951
PU	656	08/17/17	AMAZON.COM	TWEEN SCENE	63.70	16021 6301	00003951

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

PU     657 08/17/17 AMAZON MKTPLACE PMTS      TECH FOR TWEENS                  319.90  16021 6301     00003951
PU     692 08/17/17 AMAZON MKTPLACE PMTS      TECH FOR TWEENS                   79.99  16021 6301     00003951
PU     816 08/17/17 AMAZON MKTPLACE PMTS      POOL-SIDE OUTREACH                29.39  16021 6301     00003951
PU     859 08/17/17 ALL ABOUT BOOKS, LLC      RO&R                           1,093.21  16021 6301     00003952
PU     982 08/17/17 LOWES #02486*             TWEEN SCENE FIDGETS               10.00  16021 6301     00003951
PU    1038 08/17/17 ALL ABOUT BOOKS, LLC      RO&R - PITNEY BOWES            2,300.00  16021 6301     00003952
PU    1104 08/17/17 ALL ABOUT BOOKS, LLC      RO&R                           1,768.19  16021 6301     00003952
PU    1105 08/17/17 HOBBY LOBBY ECOMM         RO&R                              30.99  16021 6301     00003952
PU    1159 08/17/17 INTERSTATE BOOKS4SCHOO    RO&R                             120.00  16021 6301     00003952
PU    1204 08/17/17 AMAZON MKTPLACE PMTS      CHILDREN'S PARADE                 27.58  16021 6301     00003951
PU    1205 08/17/17 ALL ABOUT BOOKS, LLC      RO&R                             344.61  16021 6301     00003952
PU    1239 08/17/17 AMAZON.COM                OUTREACH BACKPACK                 34.97  16021 6301
PU    1271 08/17/17 EYECARE CENTER SC         ACCIDENTAL CHARGE                167.81  16021 6301
PU    1272 08/17/17 EYECARE CENTER SC         ACCIDENTAL CHARGE                167.81- 16021 6301
PU    1310 08/17/17 HOBBY-LOBBY #0193         TWEEN SCENE EGG DROP              34.87  16021 6301     00003951
PU    1331 08/17/17 PICK'N SAVE #118          TWEEN SCENE EGG DROP               2.28  16021 6301     00003951
PU    1385 08/17/17 ALL ABOUT BOOKS, LLC      RO&R                             189.52  16021 6301     00003952
PU    1219 08/17/17 PICK'N SAVE #187          FRUIT TRAY                        51.59  16021 6307     00003955
PU    1246 08/17/17 JIMMY JOHNS # 446         ELL DINNER                       212.75  16021 6307     00003955
JE  126421 08/31/17 JUNE RIDES                                                 215.25  16021 6599     00003951
PU     513 08/17/17 FACEBK *XABP2DAYX2        RO&R PROMO (8.88%)                 4.42  16021 6599     00003951
PU     728 08/17/17 FOX CITIES CHAMBER        BAZAAR-A-D BOOTH                  40.00  16021 6599     00003951
                                                                       ---------------
16021                                                                         9,497.60
                                                                       ===============
JE  126397 08/31/17 8/24 PR TRAVEL REIMB      CARPENTER                        149.27  16023 6201
PU    1288 08/17/17 HILTON PALMER HOUSE       M.H. ALA CONFERENCE            1,020.24  16023 6201
PV  376813 08/23/17 OUTAGAMIE WAUPACA LIBRARY SYST item barcodes               284.42  16023 6301
                                                                       ---------------
16023                                                                         1,453.93
                                                                       ===============
PU     378 08/17/17 COURTYARD CHICAGO DOWN    A.W. ALA CONFERENCE              311.45- 16024 6201
PU    1393 08/17/17 COURTYARD CHICAGO DOWN    A.W. ALA CONFERENCE              711.45  16024 6201
PU     364 08/17/17 OTC BRANDS,  INC.         TSLP INCENTIVES                   51.91  16024 6301     00003951
PU     406 08/17/17 VISTAPR*VISTAPRINT.COM    C.H. BUSINESS CARDS               22.73  16024 6301
PU     495 08/17/17 AMAZON MKTPLACE PMTS      TSLP INCENTIVES                   17.74  16024 6301     00003951
PU     981 08/17/17 AMAZON MKTPLACE PMTS      TSLP INCENTIVES                   38.16  16024 6301     00003951
PU     232 08/17/17 SQU*SQ *JOHN JACKSON M    MASH UP CON AUTHORS              150.00  16024 6599     00003951
```

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

PV  376641 08/17/17 KOLSTAD, MEL            artist in residence        200.00  16024 6599      00003951

PV  376791 08/23/17 CASA HISPANA, INC.      latino fest booth           75.00  16024 6599      00003951

PV  376847 08/23/17 CHAMINADE CHORUS        music performer            100.00  16024 6599      00003951
                                                                   ---------------
16024                                                                1,055.54
                                                                   ===============
PU     387 08/17/17 TARTAN SUPPLY CO INC    WAX NAPKIN LINERS          147.00  16031 6306

PU     586 08/17/17 WALMART.COM             CARPET SHAMPOO              53.95  16031 6306

PU     587 08/17/17 AMZ*OFFICESUPPLY COM    PADS/TAMPONS               110.46  16031 6306

PU     588 08/17/17 AMAZON.COM              RETURN CARPET SHAMPO        45.75- 16031 6306

PU     691 08/17/17 UFIRST *LAUNDRY SVCS    MAT CLEANING                50.84  16031 6306

PU     985 08/17/17 TARTAN SUPPLY CO INC    TISSUES                     66.02  16031 6306

PU    1365 08/17/17 AMAZON.COM              CARPET SHAMPOO              22.00  16031 6306

PU    1366 08/17/17 UFIRST *LAUNDRY SVCS    MAT CLEANING                50.84  16031 6306

PU     445 08/17/17 AMAZON MKTPLACE PMTS    WEATHER RADIO               49.99  16031 6323

JE  126290 08/11/17 RECYCLING JULY 2017     238320                     128.00  16031 6407

PU     181 08/17/17 ADVANCED DISPOSAL ONLI  SPLIT - TRASH (3.53%        74.00  16031 6407

PV  376844 08/23/17 WE ENERGIES             4835-258-176             9,892.41  16031 6413 1

PV  376844 08/23/17 WE ENERGIES             5229-670-389               790.89  16031 6413 2

JE  126273 08/11/17 QRTLY CITY UTILITIES    201112400 LIBRARY        1,205.80  16031 6413 3

JE  126273 08/11/17 QRTLY CITY UTILITIES    201114400 LIBRARY           53.00  16031 6413 3

JE  126273 08/11/17 QRTLY CITY UTILITIES    201112400 LIBRARY          525.44  16031 6413 4

JE  126273 08/11/17 QRTLY CITY UTILITIES    201112400 LIBRARY          602.84  16031 6413 6

PU    1384 08/17/17 A 1 VACUUM CENTER INC   VACUUM                     469.99  16031 6416

PU     158 08/17/17 MOCAP LLC               CHAIR/TABLE CAPS            29.37  16031 6418

PU     386 08/17/17 LA CROSSE TECHNOLOGY L  WALL CLOCKS                112.73  16031 6418

JE  126389 08/31/17 JULY 2017 FMD MONTHLY BILLING  LIBRARY           8,285.72  16031 6420
                                                                   ---------------
16031                                                                22,675.54
                                                                   ===============
PU     199 08/17/17 CCI SOLUTIONS           MEDIA CASES                220.09  16032 6301

PU     419 08/17/17 SP * ELM USA            DISC CLEANER               839.95  16032 6301

PU     956 08/17/17 PREMIUM WATERS  E-BILL  DISTILLED WATER             95.91  16032 6301

PU    1116 08/17/17 DEMCO INC               TAPE/MEDIA SUPPLIES        824.17  16032 6301

PU    1117 08/17/17 DEMCO INC               TAPE/MEDIA SUPPLIES         78.37- 16032 6301

PU      21 08/17/17 WWW.MONEYLETTER.CO                                 129.00  16032 6315

PU      88 08/17/17 AMAZON MKTPLACE PMTS                                26.98  16032 6315

PU     136 08/17/17 INGRAM LIBRARY SERVICE                           1,095.44  16032 6315
```

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

PU   145 08/17/17 AMAZON MKTPLACE PMTS                                9.78  16032 6315

PU   146 08/17/17 AMAZON MKTPLACE PMTS                                7.69  16032 6315

PU   147 08/17/17 MIDWEST TAPE LLC                               1,247.19  16032 6315

PU   148 08/17/17 INGRAM LIBRARY SERVICE                           111.38  16032 6315

PU   149 08/17/17 855-321-8844 TUGG.COM                            92.00- 16032 6315

PU   150 08/17/17 INGRAM LIBRARY SERVICE                           333.38  16032 6315

PU   151 08/17/17 UPS*ADJ00188752022971                             13.40  16032 6315

PU   152 08/17/17 UPS*1ZR449350395105258                             7.75  16032 6315

PU   253 08/17/17 AMAZON MKTPLACE PMTS                               12.39  16032 6315

PU   254 08/17/17 AMAZON MKTPLACE PMTS                                8.98  16032 6315

PU   255 08/17/17 AMAZON MKTPLACE PMTS                               48.54  16032 6315

PU   256 08/17/17 AMAZON MKTPLACE PMTS                                8.98  16032 6315

PU   257 08/17/17 INGRAM LIBRARY SERVICE                           595.18  16032 6315

PU   258 08/17/17 AMAZON MKTPLACE PMTS                                5.86  16032 6315

PU   330 08/17/17 INGRAM LIBRARY SERVICE                           519.05  16032 6315

PU   331 08/17/17 BAKER-TAYLOR                                      15.63  16032 6315

PU   332 08/17/17 BAKER-TAYLOR                                     297.18  16032 6315

PU   333 08/17/17 AMAZON MKTPLACE PMTS                               22.93  16032 6315

PU   334 08/17/17 855-321-8844 TUGG.COM                            274.00  16032 6315

PU   365 08/17/17 AMAZON.COM                                        16.97  16032 6315

PU   379 08/17/17 THOMSON WEST*TCD                                 486.61  16032 6315

PU   380 08/17/17 MULTI MEDIA CHANNELS L                            45.00  16032 6315

PU   381 08/17/17 RECORDED BOOKS                                   147.73  16032 6315

PU   382 08/17/17 RECORDED BOOKS                                    56.90  16032 6315

PU   430 08/17/17 INGRAM LIBRARY SERVICE                           433.05  16032 6315

PU   475 08/17/17 INGRAM LIBRARY SERVICE                           570.21  16032 6315

PU   507 08/17/17 MIDWEST TAPE LLC                               1,232.64  16032 6315

PU   508 08/17/17 GAN*WINEWSPAPERCIRC                              329.69  16032 6315

PU   509 08/17/17 INGRAM LIBRARY SERVICE                           464.78  16032 6315

PU   510 08/17/17 INGRAM LIBRARY SERVICE                           369.69  16032 6315

PU   511 08/17/17 INGRAM LIBRARY SERVICE                         1,208.53  16032 6315

PU   512 08/17/17 AMAZON MKTPLACE PMTS                               39.99  16032 6315

PU   580 08/17/17 AMAZON MKTPLACE PMTS                               24.88  16032 6315

PU   634 08/17/17 INGRAM LIBRARY SERVICE                           420.57  16032 6315

PU   635 08/17/17 RECORDED BOOKS                                    14.99  16032 6315
```

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

PU      684 08/17/17 INGRAM LIBRARY SERVICE                           699.08  16032 6315

PU      685 08/17/17 INGRAM LIBRARY SERVICE                           356.80  16032 6315

PU      760 08/17/17 THOMSON WEST*TCD                                 822.01  16032 6315

PU      761 08/17/17 INGRAM LIBRARY SERVICE                           445.70  16032 6315

PU      841 08/17/17 AMAZON MKTPLACE PMTS                              43.98  16032 6315

PU      842 08/17/17 AMAZON MKTPLACE PMTS                               9.33  16032 6315

PU      843 08/17/17 INGRAM LIBRARY SERVICE                         1,216.36  16032 6315

PU      844 08/17/17 BAKER-TAYLOR                                     51.00  16032 6315

PU      845 08/17/17 AMAZON MKTPLACE PMTS                             284.25  16032 6315

PU      846 08/17/17 MERGENT INC                                     346.00  16032 6315

PU      869 08/17/17 RECORDED BOOKS                                  182.84  16032 6315

PU      870 08/17/17 UPS*1ZR449350399462641                           12.03  16032 6315

PU      871 08/17/17 AMAZON MKTPLACE PMTS                             12.96  16032 6315

PU      872 08/17/17 INGRAM LIBRARY SERVICE                         1,534.40  16032 6315

PU      873 08/17/17 MIDWEST TAPE LLC                               1,905.37  16032 6315

PU      878 08/17/17 AMAZON MKTPLACE PMTS                             93.49  16032 6315

PU      879 08/17/17 AMAZON MKTPLACE PMTS                             12.99  16032 6315

PU      880 08/17/17 AMAZON MKTPLACE PMTS                             19.42  16032 6315

PU      881 08/17/17 INGRAM LIBRARY SERVICE                          590.29  16032 6315

PU      882 08/17/17 INGRAM LIBRARY SERVICE                        2,173.72  16032 6315

PU      883 08/17/17 INGRAM LIBRARY SERVICE                          123.04- 16032 6315

PU      903 08/17/17 AMAZON MKTPLACE PMTS                              7.98  16032 6315

PU      904 08/17/17 AMAZON MKTPLACE PMTS                            117.51  16032 6315

PU      905 08/17/17 RECORDED BOOKS                                  161.82  16032 6315

PU      906 08/17/17 RECORDED BOOKS                                   53.64  16032 6315

PU     1010 08/17/17 REI*MATTHEW BENDER &CO                        2,383.83  16032 6315

PU     1066 08/17/17 INGRAM LIBRARY SERVICE                          412.83  16032 6315

PU     1128 08/17/17 AMAZON MKTPLACE PMTS                             38.52  16032 6315

PU     1129 08/17/17 AMAZON MKTPLACE PMTS                            213.46  16032 6315

PU     1138 08/17/17 AMAZON MKTPLACE PMTS                             20.97  16032 6315

PU     1139 08/17/17 INGRAM LIBRARY SERVICE                          561.55  16032 6315

PU     1140 08/17/17 INGRAM LIBRARY SERVICE                           26.31- 16032 6315

PU     1223 08/17/17 AMAZON MKTPLACE PMTS                             26.12  16032 6315

PU     1224 08/17/17 MIDWEST TAPE LLC                               1,569.92  16032 6315

PU     1225 08/17/17 INGRAM LIBRARY SERVICE                          212.19  16032 6315
```

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

PU    1282 08/17/17 STATE BAR OF WISCONSIN                                     271.57  16032 6315

PU    1283 08/17/17 INGRAM LIBRARY SERVICE                                     570.05  16032 6315

PU    1284 08/17/17 HEARTLAND BUSINESS SYS                                     198.59  16032 6315

PU    1285 08/17/17 AMAZON.COM                                                  25.08  16032 6315

PU    1360 08/17/17 REI*MATTHEW BENDER &CO                                     222.10  16032 6315

PU    1361 08/17/17 RECORDED BOOKS                                             56.90  16032 6315

PU    1367 08/17/17 AMAZON MKTPLACE PMTS                                       22.34  16032 6315

PU    1368 08/17/17 AMAZON MKTPLACE PMTS                                       73.56  16032 6315

PU    1369 08/17/17 INGRAM LIBRARY SERVICE                                     782.61  16032 6315

PU    1370 08/17/17 AMAZON MKTPLACE PMTS                                        43.98  16032 6315

PU    1399 08/17/17 INGRAM LIBRARY SERVICE                                     337.67  16032 6315

PU    1427 08/17/17 AMAZON MKTPLACE PMTS                                        28.99  16032 6315

PV  376846 08/23/17 WOMEN MAGAZINE            media                            16.00  16032 6315

PV  376849 08/23/17 FAUST, GORDON             media                            25.00  16032 6315

PV  376837 08/23/17 UNIQUE MANAGEMENT SERVICES, IN collections                259.55  16032 6599
                                                                         ---------------
16032                                                                       31,839.69
                                                                         ===============
PU    1183 08/17/17 OFFICEMAX/OFFICEDEPT#6     PAPER PADS/PENS, ETC            146.69  16033 6301

PU    1281 08/17/17 CDW GOVT #JHW9741          LAPTOP SERVICE AGREE             75.24  16033 6327

PU    1333 08/17/17 CDW GOVT #JHP0494          LAPTOP                          820.71  16033 6327

PU      25 08/17/17 MODERN BUSINESS MACHIN     ADMIN COPIER CONTRAC            201.00  16033 6418

PU     589 08/17/17 RICOH USA, INC             PUBLIC COPIER CONTRA            148.71  16033 6418

PU     590 08/17/17 RICOH USA, INC             PUBLIC COPIER CONTRA            148.71  16033 6418

PU     689 08/17/17 MODERN BUSINESS MACHIN     ADMIN METER CHARGE              905.11  16033 6418

PU     690 08/17/17 MODERN BUSINESS MACHIN     PRINTERS CONTRACT                81.55  16033 6418

PU     794 08/17/17 RICOH USA, INC             PUBLIC COPIER CONTRA            226.21  16033 6418

PV  376937 08/30/17 ONTECH SYSTEMS, INC        security assessment          1,691.10  16033 6418

PU    1280 08/17/17 AMAZON DIGITAL SVCS        MEDIA ROOM SOFTWARE              71.41  16033 6815
                                                                         ---------------
16033                                                                        4,516.44
                                                                         ===============
                                                                            73,993.66
                                                                         ===============
```

83500
TEACHERA
LIBRARYLIN

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31, 2017

1
09/05/17
14:32:24

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	175,938	1,452,113	63.56
Part-Time		279,623	206,653	206,653	16,575	152,181	73.64
Fringes		812,940	838,096	840,737	59,285	491,111	58.41
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	251,798	2,095,405	62.89
Training & Conferences	6201	22,583	1B,314	21,814	2,243	14,064	64.47
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	0	3,711	180.58
Awards & Recognition	6305	854	850	850	0	617	72.59
Food & Provisions	6307	986	1,135	1,135	59	1,382	121.76
Administrative Expense		45,558	42,274	45,774	2,302	39,334	85.93
Office Supplies	6301	48,167	60,336	60,336	2,557	24,928	41.32
Building Maintenance/Janitor.	6306	11,343	7,344	7,344	455	4,996	68.03
Shop Supplies & Tools	6309	0	100	100	0	96	96.00
Books & Library Materials	6315	621,663	595,531	620,893	29,678	333,182	53.66
Printing & Reproduction	6320	20	100	100	0	85	85.00
Clothing	6321	0	0	0	0	228	.00
Safety Supplies	6323	171	200	200	50	50	25.00
Miscellaneous Equipment	6327	54,866	67,250	67,250	896	12,036	17.90
Supplies & Materials		736,230	730,861	756,223	33,636	375,601	49.67
Collection Services	6407	2,855	1,545	1,545	202	1,602	103.69
Advertising	6412	899	1,288	1,288	275	718	55.75
Other Contracts/Obligations	6599	66,396	67,497	67,497	260	70,596	104.59
Purchased Services		70,150	70,330	70,330	737	72,916	103.68
Electric	6413.1	110,073	109,161	109,161	9,892	64,288	58.89
Gas	6413.2	24,433	23,169	23,169	791	16,779	72.42
Water	6413.3	4,924	4,871	4,871	1,259	3,787	77.75
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	525	1,581	77.96
Stormwater	6413.6	2,418	2,444	2,444	603	1,809	74.02
Telephone	6413.7	2,734	2,719	2,719	231	2,176	80.03
Cellular Telephone	6413.8	1,138	945	945	105	716	75.77
Utilities		147,772	145,337	145,337	13,406	91,136	62.71
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	470	1,138	37.93
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	3,544	70,157	95.56
CBM Charges	6420	148,232	178,037	178,037	8,286	99,163	55.70
Repair & Maintenance		216,418	254,452	254,452	12,300	170,458	66.99
Software Acquisition	6815	10,608	8,498	8,498	71	5,335	62.78
Capital Expenditures		10,608	8,498	8,498	71	5,335	62.78
TOTAL EXPENSES		4,499,604	4,563,307	4,612,587	314,250	2,850,185	61.79
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	467,066	1,065,839	100.00
Library Fines		56,47B	75,000	75,000	4,153	41,261	55.01
Space Rentals		30,000	30,000	30,000	0	20,000	66.67
Donations & Memorials		705	0	0	109	613	.00
Administration Reimbursements		25,591	0	3,500	0	3,500	100.00
Community Reimbursements & Reader/Prntr		217	300	300	0	0	.00
Commissions (Vending)		1,473	1,500	1,500	69	957	63.80
Lost & Paid Materials 16032.5035		20,762	0	21,000	1,322	45,854	218.35
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,402	12,791	69.14
TOTAL REVENUES		1,258,797	1,191,139	1,215,639	474,121	1,190,815	97.96

83500
TEACHERA
LIBRARYLIN

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31. 2017   Friends - 3951

1
09/05/17
14:31:24

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	987	.00
Part-Time		0	0	20.000	2.184	2.986	14.93
Fringes		0	0	1.000	462	811	81.10
Salaries & Fringe Benefits		0	0	21.000	2.646	4.784	22.78
Training & Conferences	6201	1.074	0	3.691	0	0	.00
Memberships & Licenses	6303	1.095	0	3.800	295	756	19.89
Awards & Recognition	6305	375	0	1.075	60	527	49.02
Food & Provisions	6307	1.248	0	750	21	342	45.60
Administrative Expense		3.792	0	9.316	376	1.625	17.44
Office Supplies	6301	6.617	0	18.000	1.921	14.426	80.14
Books & Library Materials	6315	0	0	800	0	787	98.38
Printing & Reproduction	6320	4.750	0	2.100	1.795	1.824	86.86
Miscellaneous Equipment	6327	8.002	0	6.325	0	1.823	28.82
Supplies & Materials		19.369	0	27.225	3.716	18.860	69.27
Advertising	6412	4.200	0	800	0	0	.00
Other Contracts/Obligations	6599	16.930	0	11.850	785	16.575	139.87
Purchased Services		21.130	0	12.650	785	16.575	131.03
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	78.791	7.523	50.384	63.95
REVENUES							
Administration Reimbursements		78.182	0	6.275	0	9.375	149.40
Children's Reimbursements		19.555	0	11.700	0	17.800	152.14-
Community Reimbursements & Reader/Prntr		7.000	0	12.900	0	18.700	144.96
Lost & Paid Materials 16032.5035		0	0	800	0	800	100.00
Network Reimbursements & Public Use Prtr		0	0	2.325	0	4.325	186.02
TOTAL REVENUES		104.737	0	34.000	0	51.000	150.00

83500
TEACHERA
LIBRARYLIN

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31. 2017

2
09/05/17
14:31:24

RO+R-3952

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		20,867	0	21,493	1,679	13,556	63.07
Fringes		1,490	0	1,535	28	221	14.40
Salaries & Fringe Benefits		22,357	0	23,028	1,707	13,777	59.83
Training & Conferences	6201	522	0	960	0	320	33.33
Administrative Expense		522	0	960	0	320	33.33
Office Supplies	6301	20,437	0	37,723	5,847	22,730	60.26
Supplies & Materials		20,437	0	37,723	5,847	22,730	60.26
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	139,405	7,554	36,827	26.42
REVENUES							
Children's Reimbursements		78,069	77,694	92,196	0	96,196	104.34-
TOTAL REVENUES		78,069	77,694	92,196	0	96,196	104.34

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31. 2017

ELL- 3955

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	0	.00
Part-Time		1.175	0	2.500	0	0	.00
Fringes		90	0	150	0	0	.00
Salaries & Fringe Benefits		1.265	0	2.650	0	0	.00
Food & Provisions	6307	270	0	3.239	264	839	25.90
Administrative Expense		270	0	3.239	264	839	25.90
Office Supplies	6301	5.176	0	5.900	553	1.591	26.97
Supplies & Materials		5.176	0	5.900	553	1.591	26.97
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		6.711	0	11.789	817	2.430	20.61
REVENUES							
Children's Reimbursements		9.500	0	9.000	0	9.000	100.00-
TOTAL REVENUES		9.500	0	9.000	0	9.000	100.00

City of Appleton Policy	TITLE: Network Security and Use of Technology	
ISSUE DATE: March 2011	LAST UPDATE: August 2017	SECTION: Miscellaneous
POLICY SOURCE: Information Technology Department	POLICY AUDIENCE: All City of Appleton Employees	TOTAL PAGES: 9
Reviewed by Attorney's Office Date: December 2010	Committee Approval Date: March 23, 2011	Council Approval Date: April 6, 2011

PURPOSE

Computer information systems and networks are an integral part of business at the City of Appleton. The City has made a substantial investment by providing computer systems to each department to improve the quality and timeliness of its services. The following policies have been established to:

- Protect this investment.
- Safeguard the information contained within these systems.
- Reduce business and legal risk.
- Protect the reputation of the City of Appleton.

POLICY

All City of Appleton technology resources, including but not limited to, computers, printers, copy machines, telephones, internet access, email, voice mail, wireless connections, smart devices and remote network access, are provided solely for business purposes. At any time and without prior notice, the City of Appleton maintains the right and ability to examine any systems, inspect, and review all data stored in these systems. Any information, whether contained on a hard drive, removable media or in any other manner may be subject to scrutiny by the City. Failure to comply with this policy can potentially lead to disciplinary action up to and including dismissal. In order to ensure compliance with this policy, the City has employed methods to monitor the use of systems and devices as well as use of the internet and content of email. The City specifically reserves the right for authorized personnel to access, retrieve, read and/or remove any communication that is created on, received through, or sent via the email system, to assure compliance with all City policies. The City reserves the right to filter or remove any non-City related files from email or electronic storage including but not limited to specific file types, such as WAV, AVI, MP3, MP4, and MPG files, that are not business related. Other executable files such as EXE, BAT, CMD, DOCM files may also be filtered, as this is a primary method of transporting malware. Email filtering can also be used to detect certain phrases that may also be prevented from incoming and outgoing messages. Such monitoring will be used for legitimate purposes only, and are accessed in the following manners:

- A request to the Human Resources and the Information Technology Director and approved by the Department Head.
- By authorized staff within the Information Technology Department to troubleshoot the network or supported systems.
- By the Information Technology Department for trend analysis and reporting to ensure that, systems in place are effective in protecting the assets of the City.

For purposes of Library administered systems and networks, Library Administration and Network Services serve the review and approval functions of Human Resources and Information Technology as listed. Other sections of this policy relating to hardware and software apply only to the City networked "administrative" computers located at the Library and not to the public access systems. ~~Library rules and procedures are subject to review and approval by Human Resources, Information Technology and the City Attorney.~~ The Library Board shall have the powers and duties set forth in Wisconsin Statutes Sec. 43.58 and, whenever practicable, shall exercise those powers and duties in accordance with this and other City of Appleton ~~personnel~~ policies. No City of Appleton policies shall be interpreted in a way that usurps the Library Board's powers and duties set forth in sec. 43.58, stats.

DISCUSSION

The Information Technology Director is responsible for the implementation, development and on-going support of computer and technology related systems in the City to ensure their availability, security, reliability and cost effectiveness in increasing effectiveness of administrative, operational and communication requirements for all City staff. This policy is intended to implement standards and requirements that will assist with that responsibility. The Information Technology Director will review this policy periodically and make any recommendations for changes to the Common Council for approval.

DEFINITIONS

A. Department Head: refers to the Director or Manager of a department or agency, or the department's designee.
B. Internet: refers to an "External" network with many web servers containing web pages used to display information to the public. City of Appleton's Internet URLs include www.appleton.org , my.appleton.org , www.myvalleytransit.com , www.appletonparkandrec.org and gis.appleton.org.
C. Intranet: refers to the "Internal" City web pages used to display information that is only accessible and only pertains to City of Appleton employees and departments via the Local area Network (LAN) http://intranet.
D. Smart Device: cell phones, iPad, tablet, Microsoft Surface etc.
E. Filtering: to filter and block certain items from the Internet based on URL address, category, user, port, protocol, attachments and other criteria.
F. Malicious Code: Computer viruses or other programs introduced purposely to disrupt, destroy or damage City information technology.
G. Spam: Unsolicited email received to promote a product.
H. Network: refers to the system of interconnected computer and technology devices and the means through which they are connected. This includes but is not limited to servers (including the iSeries), switches, routers, modems, computers, laptops, printers, copy machines, telephones, smart devices, wireless access points as well as any means of connection between them or to the Internet.

RESPONSIBILITIES

A. Information Technology Director Responsibilities
- Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these policies.
- Provide appropriate support and guidance to assist employees to fulfill their responsibilities outlined in the policies contained in this document.

2

- Maintain and update this policy periodically.
  B. Director/Manager Responsibilities
    - Ensure that all personnel are familiar with and comply with this policy.
    - Create performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe the policies contained in this document.

  C. User Responsibilities
    - Contact Information Technology for any hardware repair and software installation, as they are the responsibility of the Information Technology Department.
    - Keep the display, keyboard, and other equipment clean.
    - Any work done on your computer is considered work done for hire and as such is the property of the City of Appleton.
    - The protection of confidential information is vital to the interests and success of the City. Employees are prohibited from disclosing confidential information to any unauthorized person or entity.
    - Do not attach CD's, DVD's, USB Jump Drives and other portable media of unknown origin to City computers or systems.
    - Any employee who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the Information Technology Helpdesk at 5893.

PROCEDURES
  A. Physical Security
    - Hardware (computers, printers, telephones, copiers, smart devices etc.) cannot be purchased, installed, configured or relocated without prior approval from Information Technology.
    - Outside or personal computer equipment cannot be connected to the City of Appleton Network in any way unless approved by the Information Technology Department.
    - Modems are not permitted on any computer unless approved by Information Technology, who will inventory all active modems.
    - All users are prohibited from removing or disabling any administrative, security, or virus scanning software from their computer.
    - Software programs downloaded from the internet or those brought to work by a user cannot be installed on any computer without prior Information Technology approval.
    - Computer monitors that will display PHI (Personal Health Information) should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office. In addition, screen savers can be set to automatically take effect after 20 minutes of inactivity at the Information Technology Departments discretion.
  B. Password Security

    - All user passwords are required to be changed every 90 days. Users will be prompted to change their passwords.

- Information Technology will configure systems to require passwords containing requirements that increase password strength whenever possible.
- Passwords must not be accessible to any other users. Each user is solely responsible for all computer transactions, such as internet use and file access, completed using his or her network and application login name and password.
- Information Technology may ask a user for his or her password to install and troubleshoot hardware and software. Information Technology will maintain the confidentiality of the password or, if requested, can reset the password for the user to change at next logon. Information Technology may also reset the password to troubleshoot a PC. If this is the case, Information Technology will prompt the user to change the password at next logon. Users can also change their own network password at any time by pressing Ctrl+Alt+Del and clicking on the "Change Password" button.
- Contact the IT helpdesk at #5893 if a password is forgotten. Information Technology can only reset passwords if needed, if you signed up for password recovery, you may be able to reset your own password.
- Network, Internet, Remote Access and Email access are associated with the user's logon and password. If the user is not granted permission by the department to use these resources, their profiles will restrict them from doing so.
- Each department should request network access for their external users that may need to access their computer systems such as contractors, via an Information Technology request. Users are prohibited from sharing their passwords with other users, contractors or outside personnel.

C. File Security
- Based on the information from the work requests, Information Technology assigns folder and file permissions to specific users and groups of all directories (PC Network) and libraries (iSeries) to control access to data on the network.
- All data files in the network are required to be stored on network drives as assigned and available to each user. The local drives (commonly known as "C" drives) of individual computers are not backed up and any data stored in that manner is vulnerable to unauthorized access and data loss. Any data stored on local PCs will be the sole responsibility of the end user.

- If a document is highly confidential or sensitive in nature, you should store it in a private directory.
- The Information Technology Department will make every effort to prevent viruses from infiltrating City computer systems. Each PC must have a virus scanner installed and configured. In addition, a network based virus scanner for all incoming and outgoing messages will be maintained to assist Information Technology in stopping viruses from spreading.
- All Information Technology employees who may have, or may gain access to sensitive data or law enforcement records or systems must undergo a complete background check, including fingerprinting through the Appleton Police Department prior to obtaining this access. Those who may access information maintained by CIB must also meet all requirements as designated by CJIS to include completion of the Security Awareness training module through the

TRAIN applications.

D. Employees (New & Departing)
- New & Transferred Employees—Each Department is requested to notify the Information Technology Department at least 2 weeks in advance whenever possible, of the need for new or changed network or iSeries access.
- Before any Network, iSeries or Internet related access is granted; an Information Technology request must be completed and authorized by the employee's department head. The Information Technology work request should define permitted computer program and data access.
- Departing Employees—Each Department is required to give the Information Technology Department advance notice of employees departing employment at City of Appleton whenever possible. An Information Technology work request must be completed and should define when the user profiles should be disabled and/or deleted and how the user's data files and old emails should be handled.

E. Network Drives
- When users logon to the network, Information Technology scripts each user's drive mappings.
- Each department has a J drive to allow the sharing of data files within the department only. Only members of each department can access the department folders under J:\ unless the Department Head requests in writing to allow another user access.
- H:\(HOME)= The H:\ drive is for personal files that only the authorized user and the Information Technology Department has access to.
- Information Technology may also map other drives for departmental specific purposes.

F. Remote Network Access
- The City of Appleton Information Technology Department can provide remote access to the City network to allow employees the ability to perform work from remote locations. It is the responsibility of the City of Appleton employees, contractors, vendors and agents with remote access privileges to the City of Appleton's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the City of Appleton. An authorization form needs to be completed and signed by the employee and Department Head before remote access will be permitted. This document should outline when the employee is permitted to utilize this service.

G. Wireless Network Access
- Smart devices belonging to employees that are for personal use only, are not allowed to connect to the network by a network cable plugged into a data outlet or Network Wireless, but only allowed to connect to the Guest Wireless.
- Employees may use their personal mobile device to access the following company-owned resources: email, calendars, websites and contacts.
- Connectivity and device operation issues are not supported by technical staff members; users should contact the device manufacturer or their carrier for operating system, network, or hardware-related issues
- The Information Technology Department reserves the right to disconnect devices or disable services without notification.
- The employee assumes full liability for risks including, but not limited to, the

partial or complete loss of City and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- City of Appleton reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined. This policy is intended to protect the security and integrity of City of Appleton's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

H. Training
- Information Technology will coordinate or provide training to users on features of software owned by the City when requested. When requested, Information Technology will assist with recommending a contracting company to train a group of users regarding the use of a specific software program.
- Department Heads may request to have their department trained on the use of any City supported software program or feature.

I. Remote Control
- PC Remote Control software is used to manage and troubleshoot computers remotely over the network without Information Technology having to physically go to the site of the computer. This functionality is password protected and only authorized Information Technology staff has the password to access each PC in this manner. Before Information Technology takes control of any PC using the remote control software, when applicable they will normally notify the user using one of the following methods in order of precedence:
- Calling the user directly.
- Contacting a clerical employee of the department.
- Calling a nearby employee to alert his or her co-worker.
- If the user is, unavailable Information Technology may need to remote the machine anyway to remedy an issue.

J. Software/Hardware Policy
- Software, hardware, and network systems are intended to be used for business purposes only to increase the quality and timeliness of services provided by the City.
- All software acquired for or on behalf of City of Appleton or developed by City of Appleton employees or contract personnel on behalf of the City is and shall be deemed City property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.
- As required by the City's Procurement Policy, all purchasing of City of Appleton software shall be centralized with the Information Technology department to ensure that all applications conform to City software standards, are purchased at the best possible price, and inventoried. The department head must approve all requests for City software. The request must then be sent to the Information Technology Department for approval and to determine the standard hardware or software that best accommodates the desired request.
- Unless otherwise provided in the applicable license, notice contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be in violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of this Software/Hardware Policy. Employees may purchase software for their home PC's under the City's

Microsoft Home Use Program. Purchases made under this program are between Microsoft and the user. The City of Appleton will not support installation or maintenance of this software on employee's personal home devices.

- Numerous software titles are installed and supported by Information Technology on an as-needed basis. All software utilized on City equipment must be authorized by the Information Technology Department.
- Employees needing software other than those programs available to them must request such software from the Information Technology Department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.

K. Hardware

- Hardware is defined as all computer, printer, smart devices, copier or network technology equipment that is part of, attaches to, or integrates with any portion of the City network both wired and wireless. All hardware equipment acquired is purchased using standards developed by the Information Technology Department. All such hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.
- All purchasing of City computer hardware equipment shall be requested through the Information Technology Department to ensure that all equipment conforms to City hardware standards and is purchased at the best possible price.

L. Computer Hardware & Software Disposal

- Information Technology will make the final determination of when and how to dispose of old computer equipment. Information Technology will then prepare all old computer equipment for disposal by destroying all hard drives to remove direct access to any information they may contain through certified technology recycling vendors. The City hardware inventory will be updated and all old computer equipment will be traded in when purchasing replacement equipment or disposed of in an environmentally sound manner. The Information Technology Department reserves the right to sell select computer equipment through approved processes. The Information Technology Director must approve exceptions to this policy.

M. Copy Machines

- Copy machine negotiations and contracts are also maintained by the Information Technology Department with assistance from the Purchasing Manager. An effort to network copy machines will be made to reduce the number of stand-alone printers, scanners and fax machines the City needs to purchase. The Information Technology Director will approve new copier leases based on a survey of each department's need and ongoing equipment and service costs. Any copy machines that are returned to vendors at end of lease will surrender the hard drive to the IT Department to be destroyed in the same fashion as the computer hard drives are. In the event a unit is disposed of in another manner, the hard drive will be removed and destroyed by Information Technology before disposal.
- All employees should use due diligence to ensure any printed information or documents that may contain sensitive data are not left in open view or unsecured file systems. Once these documents are no longer needed, employees should ensure they are either be shredded or placed in secure document disposal bins provided by the City.

N. Desk Telephones
- The Information Technology Department shall be responsible for the administration of non-cellular based telephone use, including the acquisition of desk telephones, non-cellular wireless telephones, specific contracts and service plans for telecommunications, and the maintenance of systems that provide tracking and recording capabilities for calls placed or received on City telephone systems.
- To ensure accuracy of the City's Enhanced 911 service, Information Technology must be informed before any office phone is moved to an alternate location.
- Departments can be provided a monthly itemization for all long distance and local telephone calls placed by employees of their respective departments.
- All employees assigned a dedicated telephone number will be provided with a personal voice mailbox number. Police staff not assigned a dedicated extension will be provided with a personal voice mailbox associated with their badge number. All new and saved messages in the voicemail system will be automatically purged every 21 days.
- Departments are responsible for telephone equipment issued, and if phone equipment is damaged through neglect or misuse, the replacement cost will be charged back to the responsible department or employee.

O. Internet & Email Use Policy
- General use of the Internet through City equipment is a privilege, not a right and it may be revoked at any time for unacceptable use. The City retains the right to keep, retrieve and monitor all access to the Internet and related service activity.
- Incidental and occasional personal use of the Internet or the corporate email system is permitted, subject to the restrictions contained in this policy or any related City or departmental policy. Any personal use of internet or email is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the City's reputation.
- Please note, only the secure site(s) of http://webmail.appleton.org will be allowed to check your email using the internet from outside the City's local network.
- Maintain confidentiality by not forwarding or sharing any information that would violate the Data Protection Act or City guidelines.
- Delete any message received that were intended for another recipient. An incorrectly addressed message should only be forwarded to the intended recipient if the identity of the recipient is known and certain.
- Verify the recipient of the email is approved to receive the information contained in the email to avoid a breach of confidence.

The Information Technology Department reserves the right to:
- Restrict email storage space in the live (non-archive) email system.
- Delete any email older than 2 years that resides on the live email server.
- Restrict email size for both incoming and outgoing messages and attachments.
- Restrict the types of attachments in or out of the system to protect against viruses.

Every effort will be made to prevent Spam messages from being sent to your mailbox. Third party utilities may be required to accomplish this task. Any messages received that are determined to be Spam should be deleted by the end user and in no event should the

user attempt to respond to such senders.

P. Inappropriate use
- Exercise due care when creating an email to avoid being rude or unnecessarily terse and ensure that your message meets the standards of professionalism the City expects of your position. Do not make any statements on your own behalf or on behalf of the City, which are intended or may defame, libel or damage the reputation of any person
- Email Retention consists of all email sent or received through the City email system that has not been flagged as Spam. Such email will be archived for a period of seven years.

Q. Email Records Request Process:
- All questions or requests made to the City of Appleton for viewing public record email messages should be sent directly to the City Attorney or records custodian of the respective department per the City's public records and retention guidelines.
- Applicable fees as set by the State of Wisconsin may be charged to produce such information to the requestor.
- Confidentiality-Email is not an inherently confidential or secure form of communication. You are expected to treat electronic information with the same care as you would paper-based information that is confidential. Keep all such information secure, use it only for the purpose(s) intended and do not disclose the same to any unauthorized third party (which may sometimes include other employees of the City).

R. Internet Filtering:
- Access to certain web sites or categories to certain web sites may be filtered at the discretion of the Information Technology Department. In addition, certain ports, protocols, users, timeframes, URL addresses, and other items may be filtered or blocked.
- You must not display, upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

  Are, or might be considered offensive, abusive, indecent, obscene, pornographic or illegal, including content that is or could be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful. Encourage or promote activities that make unproductive use of City time.

  Involve activities outside of the scope of your responsibilities, for example, unauthorized selling/advertising of goods and services.

  Affect, or have potential to affect the performance, cause damage, or overload the City's system, network and/or external communications.

  Might be defamatory, incur liability on the part of the City, or adversely affect the image of the City.

  Would be a breach of copyright or license provision with respect to both programs and data.

Please note that any exceptions, due to job requirements, to the inappropriate use standards may be authorized by a Department Head with approval from the Information Technology Director.

The following activities are expressly forbidden:

The introduction of any form of computer virus.
Engaging in any activity that is illegal, distasteful or likely to have negative repercussions for the City.
Seeking to gain access to restricted areas of the network or other hacking activities.
Forgery or attempts to read other users' mail without their consent or permission.

Intranet

The City of Appleton Intranet, http://intranet, is intended to be viewed by internal network users only to improve communications among employees and departments. The Information Technology Department will maintain this internal website. It should remain the default web site for all Internet browsers and under no circumstances should confidential data be posted onto the intranet site.

If you are uncertain at any time how to apply any provisions this policy, you should seek guidance from your supervisor or the Information Technology Department prior to engaging in any activity covered in this document.

2018~~7~~ Resource Library Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General
The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2018~~7~~ and shall render any earlier resource library contract null and void.

Article II: Definitions
For the purposes of this agreement:

(1)   Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.

(2)   Outagamie Waupaca Library System, hereinafter known as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.

(3)   The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes,* that administers the Appleton Public Library.

(4)   The Appleton Public Library, also known as APL, is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.

(5)   OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.

Article III: Resource Library Responsibilities
It is mutually agreed that the Appleton Public Library shall:

(1)   Provide backup reference and interlibrary loan services to all public libraries participating in the system, including the development of and access to specialized collections, in accordance with *Wisconsin Statutes* s. 43.24(2)(b).

(2)   Select and add up to $21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.

(3)   Allow OWLS to connect staff workstations to APL's local area network.

(4)   Collaborate with OWLS to make effective use of the OWLS-funded Internet connection shared by Appleton Public Library and OWLS.

(5)   Cooperate with OWLS to provide continuing education to Appleton Public Library staff, OWLS staff, and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).

(6)   Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.

(7)   Cooperate with OWLS to create and evaluate content for InfoSoup.

(8)   Provide space for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.

(9)   ~~Collaborate with OWLS to facilitate the use of CONTENTdm or a similar content management system to organize and make accessible in digital format unique local library resources.~~

(9~~10~~) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.

(10~~1~~) Contribute up to $10,000 toward the purchase of digital content through the Overdrive Advantage program.

(11~~2~~) Contribute $~~24,920~~23,945 to the Wisconsin Public Library Consortium's statewide digital media buying pool.

(12~~3~~) Provide Overdrive website e-mail support to APL and other OWLS member library patrons.

Article IV: OWLS Responsibilities
It is mutually agreed that OWLS shall:

(1)   Pay all interlibrary loan charges for borrowing materials from libraries outside of the system or OWLSnet.

(2)   Pay all costs (approximately $3,~~6~~400 in 201~~8~~7) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.

(3)   Pay approximately $~~70~~67,~~50~~00 to provide access to mutually agreed upon electronic resources from Bookletters, ~~Ebsco, Overdrive,~~ ProQuest, Recorded Books, Tumblebooks, and Zinio.

(4) Fund the acquisition of up to $21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.

(5) On behalf of APL, request $~~131,707~~113,730 from adjacent counties as compensation for the extension of intersystem services in 201~~5~~6.

(6) Maintain its membership in the Wisconsin Public Library Consortium (approximately $4,~~300~~250 in 201~~7~~8) in order to provide access to Overdrive and other digital resources available through the Consortium.

(7) Collaborate with Appleton Public Library to make effective use of the Internet connection shared by APL and OWLS. Furthermore, OWLS agrees to pay the full cost of providing not less than 500 mbps of bandwidth for the shared Internet connection (at a cost of approximately $15~~20~~,000).

(8) Cooperate with Appleton Public Library to provide continuing education to APL staff, OWLS staff and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).

(9) Provide Appleton Public Library staff with at least $3,500 in continuing education scholarships.

(10) Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.

(11) Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.

(12) Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.

(13) ~~Provide~~ Maintain membership in Recollection Wisconsin to provide access to CONTENTdm or a similar content management system and ~~collaborate with~~provide consulting to assist APL to organize and make accessible in digital format unique local library resources.

(14) Pay software licensing fees for antivirus software for Appleton Public Library's staff and public computers.

(15) Provide APL with up to $6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.

Article V: Mutual Understandings
It is mutually understood and agreed that:

(1)   Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.

(2)   This contract shall continue in force through December 31, 2018~~7~~. In the event that a new contract has not been signed by December 31, 2018, the term of this agreement shall be automatically extended through December, 31, 2019 ~~and shall expire thereafter, unless it is automatically extended for a period not to exceed one year~~ in accordance with *Wisconsin Statutes* s. 43.16.

(3)   This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

_____
(President)   (Date)

For the Outagamie Waupaca Counties
Federated Library System:

_____
(President)   (Date)

CITY OF APPLETON 2018 BUDGET
LIBRARY GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Donations	$ -	$ -	$ -	$ -	$ 98,218
Total Revenues	-	-	-	-	98,218
Expenses					
Program Costs	-	-	-	-	98,218
Total Expenses	-	-	-	-	98,218
Other Financing Sources (Uses)					
Other	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -	$ -

<h1 style="text-align:center">General Annual Trustee Calendar</h1>

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

General monthly activities:

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

Bimonthly:
- Statistics

Quarterly:
- Friends grant report narratives

As needed:
- Public Library System Redesign study updates, state and legislative updates

Monthly activities:
January
- Materials Budget (A)
- End of year partial budget (A)
- Friends grant quarterly report (A)

February
- Policy/Personnel Committee
    - Director's goals for current year established(A)
    - Policy Updates (A)
- Friends grant budget adoption
- Fox Cities Reads selection is announced
- Wisconsin Library Association Legislative Agenda
Note: Friends annual fundraiser *I Love My Library*

March
- Annual Report for the Department of Public Instruction (A)
- End of year final budget (A)
- Carryover from prior year (A)

April
- Volunteer Recognition
- Fox Cities Reads
- National Library Week
- Staff Recognition
- New Council Appointment (A)

- Friends grant quarterly report
  Note: Mayor will request library board members whose terms expire in June if they would like to be re-appointed.

May

- President appoints Nominating Committee
  Note: Friends Annual Meeting (election of board members, budgets, volunteer recognition)

  Note: WAPL conference

June

  Note: Summer Library Program begins
  Note: Select library board member terms expire 6/30. New members appointed.

July

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

August

- Organizational Meeting - Nominating Committee must meet between July and August meetings – Election of Officers (A)

September

- Summer summary of statistics and programs
- President appoints new committees

October

- Calendar of Open/Closed dates for next year (A)
- Fox Cities Book Festival
- Friends grant quarterly report (A)
  Note: Executive Budget published first Wednesday of the month. City of Appleton Finance Committee's Budget Saturday at end of the month.
  Note: WLA Conference

November

- Final Budget Adoption (A)

December

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

HOW TO TURN YOUR LIBRARY BOARD INTO AN EFFECTIVE TEAMS?

SHARING RESEARCH & BEST PRACTICES

AMY CLIMER, PH.D. • CLIMER CONSULTING

START WITH WHY

WHY?
HOW?
WHAT?

(Simon Sinek, 2009)
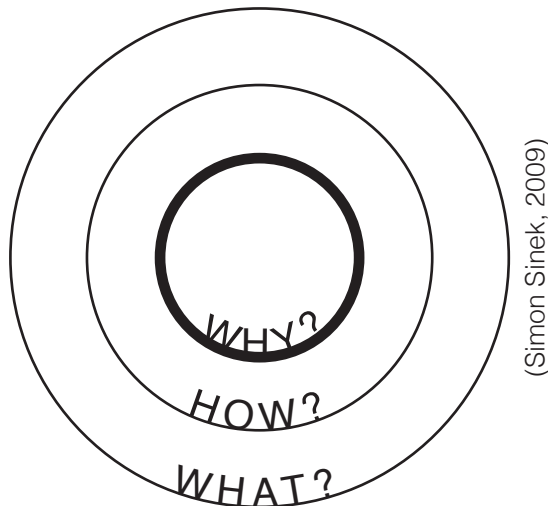
Explain the purpose in < 1 min.

A team is "a small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable."

A working group is "a group for which there is no significant incremental performance need or opportunity that would require it to become a team. The individuals interact primarily to share information, best practices, or perspectives and to make decisions to help each individual perform within his or her area of responsibility."

3 types of teams: Teams that 1) run things, 2) recommend things, and 3) make or do things.

(Katzenbach & Smith, 1999)

SIX BASICS OF HIGH-PERFORMING TEAMS

1. **Small number.** There is no perfect size, 4-7 is ideal and less than 12 is good. Larger sizes can work, but are probably most effective when sub-teams form.

2. **Complementary skills.** Teams have the right mix of skills to do the job. These include technical or functional expertise, problem-solving and decision-making skills, and interpersonal skills.

3. **Committed to a shared purpose.** Team members collaboratively create a sense of shared purpose that brings meaning and drive to the team's work. They work with management and their purpose aligns with the organization's purpose.

4. **Committed to shared performance goals.** Directly related to the team's purpose are their specific, measurable goals. They have a clear work-product they are aiming for with specific objectives that guide their focus.

5. **Committed to a common approach.** The team must decide how they will work together to accomplish their purpose including economic, administrative, and social aspects of their work.

6. **Mutual Accountability.** This is what separates a team from a group. Accountability must be both individual and mutual.

(Katzenbach & Smith, 1999)

PERFORMANCE RESULTS

SKILLS

ACCOUNTABILITY

Problem solving

Technical/ functional

Interpersonal

Mutual

Small number of people

Individual

Specific goals

Common approach

Meaningful purpose

COLLECTIVE WORK PRODUCTS

COMMITMENT

PERSONAL GROWTH

MOVING YOUR TEAM TO HIGH-PERFORMANCE

	Questions to Explore	What's Working?	What Needs Improving?
Team Size	Can you convene and communicate easily and frequently? Are discussions open and interactive for all members? Does each member understand their role and skills? Do you need more or fewer people to achieve your goals? Are sub-teams possible or necessary?		
Complementary Skills	Are all three categories of skills either actually or potentially represented? Does each team member have the potential to advance their skills to help the team reach their purpose? Are any critical skills missing or underrepresented? Are members willing to help themselves and others learn and develop the skills needed? Can you introduce new or supplemental skills?		
Shared Purpose	Does the purpose embrace a broader, deeper aspiration than just near-term goals? Is there a *team* purpose as opposed to the broader organization's purpose or the individual leader's purpose? Do all members clearly articulate the purpose in a similar way? Do members refer to and explore the purpose? Do members feel it is important, even exciting?		

MOVING YOUR TEAM TO HIGH-PERFORMANCE

	Questions to Explore	What's Working?	What Needs Improving?
Shared Goals	Do you have team goals versus broader organizational goals or just one person's (e.g. the leader's) goals? Are they specific, measurable, and clear? Are they realistic, yet ambitious? Is there a clear work-product? Is the relative importance and priority clear to all members? Do all members articulate them in the same way?		
Working Approach	Is the approach concrete, shared, and understood by all members? Will it help the objectives? Will it capitalize on and enhance the skills of all members? Does it require all members to contribute equivalent amounts of real work? Does it provide for open-interaction, fact-based problem solving, and results-based evaluation?		
Mutual Accountability	Are all members individually and jointly accountable for the team's purpose, goals, approach, and work-products? Can you and do you measure progress against specific goals? Do all members feel responsible for all measures? Are members clear what they are individually and jointly responsible for? Is there a sense of "only the team can fail"?		

TEAM DEVELOPMENT ACTION PLAN

Thinking about what you have learned about high-performing teams and looking at your answers on the previous two pages, create an action plan to begin helping your team move to a state of high-performance. Think about what you can do this week, this month, and within the next 100 days.

Goal	Action Steps	Resources Needed	Person(s) Responsible	Timeline

NOTES

RESOURCES

Amabile, T., & Kramer, S. (2011). The progress principle: Using small wins to ignite joy, engagement, and creativity at work. Boston, Massachusetts: Harvard Business Review Press.

Amason, A. C., Thompson, K. R., Hochwarter, W. A., & Harrison, A. W. (1995). Conflict: An important dimension in successful management teams. Organizational Dynamics, 24(2), 20-35.

Garmston, R., & Wellman, B. (2009). The adaptive school: A sourcebook for developing collaborative groups. Norwood, MA: Christopher-Gordon.

Jehn, K., Northcraft, G., & Neale, M. (1999). Why differences make a difference: A field study of diversity, conflict, and performance in workgroups. Administrative Science Quarterly, 44, 741-763.

Katzenbach, J., & Smith, D. (1999). The wisdom of teams: Creating the high-performance organization. New York: HarperBusiness.

Lencioni, P. (2002). The five dysfunctions of a team: A leadership fable. San Francisco: Jossey-Bass.

Pink, D. (2009). Drive: The surprising truth about what motivates us. New York: Riverhead Books.

Sinek, S. (2009). Start with why: How great leaders inspire everyone to take action. New York: Penguin.

Appleton Public Library
Survey Results and Community Implications

Report Information
Topic: Summer Reading
Program:
2017 Summer Library Program - Caregivers
Date Range: 05/31/2017 to 09/01/2017

Overview

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open new opportunities for anyone who enters – putting people on the path to literacy, technological know-how, or a better job. Libraries see evidence of this every day – what they are often missing is the data to support it. Measuring outcome data helps libraries demonstrate the good they are doing and the value their impact is having in the community. For example, the Project Outcome: Year in Review 2016 Annual Report sites that nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year, with a majority of patrons reporting that the educational aspect of these programs and services is what they like most. And these patron benefits are in high demand. Patrons most commonly suggested improvement for the library is new, more, or more frequent classes and programs.[i]

Appleton Public Library Survey Work

Appleton Public Library conducted follow-up surveys to program participants to collect data and insights about how their summer reading services and programs are supporting community needs. Appleton Public Library surveyed patrons using the Project Outcome Summer Reading Caregiver Survey, which measures the impact of services designed to provide continuous reading and learning opportunities for children between school breaks to limit learning gaps. A total of **27** survey responses were collected.

Results

A total of **27** survey responses were collected. Of the percentage of parents or caregivers surveyed who either **agreed or strongly agreed** that they benefited from the service or program:

92% reported their child maintained or increased their reading skills

68% reported their child reads more often

79% reported their child is a more confident reader

72% reported their child uses the library more often

The full results of the survey(s) are shown below.

AVERAGES: Ranges from 1.0-5.0   SCORING: ▮ Strongly Disagree ▮ Disagree ▮ Neither ▮ Agree ▮ Strongly Agree

	Filtered Average Library		Topic/Outcome Averages		
				Library State National	
Knowledge	Library	46% 46%	Library	4.3	4.3
Confidence	Library	21% 46% 33%	Library	4.1	4.1
Application / New Skills	Library	28% 44% 24%	Library	4.0	4.1
Awareness of Resources	Library	28% 44%	Library	4.3	4.2

project | **OUTCOME**
MEASURING THE TRUE IMPACT
OF PUBLIC LIBRARIES

1

A total of 27 survey responses were collected across 1 surveys. The list of programs surveyed are shown in the table below.

Program Name	Survey Name	Attendance	Response Rate
2017 Summer Library Program - Caregivers - 6/1/2017	2017 Summer Library Program - Caregivers - 06/01/2017	0	N/A

Additional Survey Information

The library also asked the following questions:

- What did your child like most about the program/service?
- What could the library do to help your child continue to learn more?
- What is the age of the child?
  0-12 months: 0% | 1-3 years: 15% | 4-5 years: 15% | 6-12 years: 67% | 13-18 years: 4%
- What did you think of our simpler instructions and/or log sheet?
- This year we used snacks and treats as prizes for the Teen SLP. What did you think?

About the Surveys

The Project Outcome surveys were developed by the Public Library Association's Performance Measurement Task Force, which is comprised of a diverse group of public and state library leaders, consultants, data researchers and analysts. The surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. The results are intended to show a direction of change, not rigorous statistical proof of change. To learn more about Project Outcome, visit www.projectoutcome.org (https://www.projectoutcome.org).

Implications for Community Impact

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens and adults. Public libraries intend summer reading programs to be engaging and fun while providing structure that supports ongoing learning opportunities for adults and protects against literacy backsliding for children out of school.

- Summer reading programs are particularly important for children transitioning from "learning to read" to "reading to learn" education levels. According to a three-year study by Dominican University's Graduate School of Library and Information Studies, students who participate in their local library's summer reading program significantly improve their reading skills.[ii]
- Children who participate in summer reading programs end up ahead of those who don't. The Lexile Framework provides a way to match a reader with an appropriate text within their reading level. Research shows that there is a 52 Lexile point gain for children who participate in summer reading programs.[iii] Summer reading programs reduce summer learning loss. Instead of losing knowledge and skills during the summer months, kids who attend summer reading programs actually show gains.
- Summer reading programs improve more than reading skills. In the Dominican University study, teachers report that children who participate in summer reading programs return to school with a more positive attitude about reading and higher level of confidence in the classroom, read beyond what is required, and perceive reading as important.[iv]
- Most people in the United States view public libraries as an integral part of the education system by providing resources to everyone, while also being advocates of digital and information literacy. A recent report produced by the Pew Research Institute found that those over the age of 15 feel that public libraries have an important role in fulfilling the educational needs of the community they serve. Specifically, 85% of the surveyed population feel that public libraries need to coordinate with schools in literacy programs and resources provided to children. In addition, 78% feel libraries adequately encourage literacy and an enthusiasm for reading.[v]

Topic: Summer Reading

Survey Type: Caregiver | Report Created On: 9/11/2017

project | OUTCOME
MEASURING THE TRUE IMPACT
OF PUBLIC LIBRARIES

2

Appleton Public Library
Survey Results and Community Implications

Report Information
Topic: Summer Reading
Program:
2017 Summer Library Program - Children and Teens
Date Range: 05/31/2017 to 09/01/2017

Overview

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open new opportunities for anyone who enters – putting people on the path to literacy, technological know-how, or a better job. Libraries see evidence of this every day – what they are often missing is the data to support it. Measuring outcome data helps libraries demonstrate the good they are doing and the value their impact is having in the community. For example, the Project Outcome: Year in Review 2016 Annual Report sites that nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year, with a majority of patrons reporting that the educational aspect of these programs and services is what they like most. And these patron benefits are in high demand. Patrons most commonly suggested improvement for the library is new, more, or more frequent classes and programs.[i]

Appleton Public Library Survey Work

Appleton Public Library conducted follow-up surveys to program participants to collect data and insights about how their summer reading services and programs are supporting community needs. Appleton Public Library surveyed patrons using the Project Outcome Summer Reading Teen/Child Survey, which measures the impact of services designed to provide continuous reading and learning opportunities for children and teens between school breaks to limit learning gaps. A total of **54** survey responses were collected.

Results

A total of 54 survey responses were collected. Of the percentage of children or teens surveyed who either **agreed or strongly agreed** that they benefited from the service or program:

85% learned something new from what they read or experienced

84% read more often

81% enjoy reading more

87% want to use the library more often

The full results of the survey(s) are shown below.

AVERAGES: Ranges from 1.0-5.0   SCORING: ▮ Strongly Disagree ▮ Disagree ▮ Neither ▮ Agree ▮ Strongly Agree

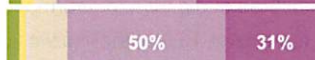|	Filtered Average Library		Topic/Outcome Averages	Library	State	National
Knowledge	Library	44% / 41%		Library	4.2	4.2
Confidence	Library	50% / 31%		Library	4.1	4.1
Application / New Skills	Library	56% / 28%		Library	3.9	4.0
Awareness of Resources	Library	39% / 48%		Library	4.2	4.3
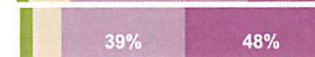
project | **OUTCOME**
MEASURING THE TRUE IMPACT OF PUBLIC LIBRARIES

1

A total of 54 survey responses were collected across 1 surveys. The list of programs surveyed are shown in the table below.

Program Name	Survey Name	Attendance	Response Rate
2017 Summer Library Program - Children and Teens - 6/1/2017	2017 Summer Library Program - Children and Teens - 06/01/2017	0	N/A

Additional Survey Information

The library also asked the following questions:

- What did you like most about the program/service?
- What could the library do to help you continue to learn more?
- What is your age?
- What did you think of our simpler instructions for teens and log sheet for kids?
- For the Teen SLP this year we used snacks and treats as prizes. What did you think?

About the Surveys

The Project Outcome surveys were developed by the Public Library Association's Performance Measurement Task Force, which is comprised of a diverse group of public and state library leaders, consultants, data researchers and analysts. The surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. The results are intended to show a direction of change, not rigorous statistical proof of change. To learn more about Project Outcome, visit www.projectoutcome.org (https://www.projectoutcome.org).

Implications for Community Impact

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens and adults. Public libraries intend summer reading programs to be engaging and fun while providing structure that supports ongoing learning opportunities for adults and protects against literacy backsliding for children out of school.

- Summer reading programs are particularly important for children transitioning from "learning to read" to "reading to learn" education levels. According to a three-year study by Dominican University's Graduate School of Library and Information Studies, students who participate in their local library's summer reading program significantly improve their reading skills.[ii]
- Children who participate in summer reading programs end up ahead of those who don't. The Lexile Framework provides a way to match a reader with an appropriate text within their reading level. Research shows that there is a 52 Lexile point gain for children who participate in summer reading programs.[iii] Summer reading programs reduce summer learning loss. Instead of losing knowledge and skills during the summer months, kids who attend summer reading programs actually show gains.
- Summer reading programs improve more than reading skills. In the Dominican University study, teachers report that children who participate in summer reading programs return to school with a more positive attitude about reading and higher level of confidence in the classroom, read beyond what is required, and perceive reading as important.[iv]
- Most people in the United States view public libraries as an integral part of the education system by providing resources to everyone, while also being advocates of digital and information literacy. A recent report produced by the Pew Research Institute found that those over the age of 15 feel that public libraries have an important role in fulfilling the educational needs of the community they serve. Specifically, 85% of the surveyed population feel that public libraries need to coordinate with schools in literacy programs and resources provided to children. In addition, 78% feel libraries adequately encourage literacy and an enthusiasm for reading.[v]

Topic: Summer Reading

Survey Type: Teen/Child | Report Created On: 9/11/2017

project | OUTCOME
MEASURING THE TRUE IMPACT
OF PUBLIC LIBRARIES

Appleton Public Library
Survey Results and Community Implications

Report Information
Topic: Summer Reading
Program: 2017 Summer Library Program for Adults
Date Range: 05/31/2017 to 09/01/2017

Overview

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open new opportunities for anyone who enters – putting people on the path to literacy, technological know-how, or a better job. Libraries see evidence of this every day – what they are often missing is the data to support it. Measuring outcome data helps libraries demonstrate the good they are doing and the value their impact is having in the community. For example, the Project Outcome: Year in Review 2016 Annual Report sites that nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year, with a majority of patrons reporting that the educational aspect of these programs and services is what they like most. And these patron benefits are in high demand. Patrons most commonly suggested improvement for the library is new, more, or more frequent classes and programs.[i]

Appleton Public Library Survey Work

Appleton Public Library conducted follow-up surveys to program participants to collect data and insights about how their summer reading services and programs are supporting community needs. Appleton Public Library surveyed patrons using the Project Outcome Summer Reading Adult Survey, which measures patron-reported outcomes after a period of time has passed. A total of **60** survey responses were collected.

Results

A total of **60** survey responses were collected. Of the percentage of patrons surveyed who either **agreed or strongly agreed** that they benefited from the service or program:

80% learned something new from what they read or experienced

67% read more often

62% enjoy reading more

65% want to use the library more often

The full results of the survey(s) are shown below.

AVERAGES: Ranges from 1.0-5.0   SCORING: Strongly Disagree   Disagree   Neither   Agree   Strongly Agree

	Filtered Average Library		Topic/Outcome Averages		
	Library		Library	State	National
Knowledge	Library	46% 34%	Library	4.1	4.3
Confidence	Library	28% 45%	Library	3.8	4.1
Application / New Skills	Library	20% 47% 20%	Library	3.8	4.1
Awareness of Resources	Library	29% 41% 24%	Library	3.8	4.2

project **OUTCOME** MEASURING THE TRUE IMPACT OF PUBLIC LIBRARIES

1

A total of 60 survey responses were collected across 1 surveys. The list of programs surveyed are shown in the table below.

Program Name	Survey Name	Attendance	Response Rate
2017 Summer Library Program for Adults - 6/1/2017	2017 Summer Library Program for Adults - 06/01/2017	0	N/A

Additional Survey Information

The library also asked the following questions:

- What did you like most about the program/service?
- What could the library do to help you continue to learn more?

About the Surveys

The Project Outcome surveys were developed by the Public Library Association's Performance Measurement Task Force, which is comprised of a diverse group of public and state library leaders, consultants, data researchers and analysts. The surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. The results are intended to show a direction of change, not rigorous statistical proof of change. To learn more about Project Outcome, visit www.projectoutcome.org (https://www.projectoutcome.org).

Implications for Community Impact

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens and adults. Public libraries intend summer reading programs to be engaging and fun while providing structure that supports ongoing learning opportunities for adults and protects against literacy backsliding for children out of school.

- According to the Library Research Service, Colorado State Library, adult summer reading programs benefit patrons by providing opportunities in literacy development and exposure to new literary genres. Summer reading programs promote the value of reading and its immense benefits, including reduced stress and modeling good reading behavior for children.[ii]
- Adults continue to pursue interests and self-growth, such as reading, past formal education. According to research produced by the Pew Research Institute, 74% of adults are "personal learners," which means they do activities such as reading or taking classes tied to personal interests. There are a multitude of social and psychological benefits that come from personal learning. According to Pew, 87% of personal learners feel well-rounded and 64% reported their learning helped them make new friends.[iii]
- Most people in the United States view public libraries as an integral part of the education system by providing resources to everyone, while also being advocates of digital and information literacy. A recent report produced by the Pew Research Institute found that those over the age of 15 feel that public libraries have an important role in fulfilling the educational needs of the community they serve. In addition, 78% feel libraries adequately encourage literacy and an enthusiasm for reading.[iv]

Topic: Summer Reading

Survey Type: Adult | Report Created On: 9/11/2017

project | OUTCOME
MEASURING THE TRUE IMPACT
OF PUBLIC LIBRARIES

2