



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, March 6, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[18-0282](#) January 16, 2018 Meeting Minutes
4. **Public Participation and Communications**
[18-0317](#) Welcome New Board Trustee - Margret Mann

Establish Order of the Day

5. Action Items

- A. [18-0283](#) December 2017 Bill Register - Final

Attachments: [December Final Bill Register.pdf](#)
[2017 Final Revenue and Expense Summary.pdf](#)
[2017 Final Subledger Summary.pdf](#)
- B. [18-0286](#) January 2018 Bill Register

Attachments: [January Bill Register.pdf](#)
[January Revenue and Expense Summary.pdf](#)
[January Grant Revenue and Expense Summary.pdf](#)
- C. [18-0288](#) February 2018 Bill Register

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

- D. [18-0289](#) March 2018 Budget Amendment

Attachments: [March 2018 Budget Amendment.pdf](#)

- E. [18-0309](#) 2017-2018 Carryover Request

Attachments: [2017 -2018 carryover submitted.pdf](#)

- F. [18-0290](#) Acceptance of \$98,218 from United Way Fox Cities to continue Reach Out and Read Fox Cities Partners

- G. [18-0291](#) 2017 Annual Report

Attachments: [APL Annual Report 2017 Unsigned.pdf](#)

- H. [18-0292](#) 2017 Annual Report - Statement concerning public library system effectiveness

- I. [18-0293](#) Friends 2018 Grants Budget

Attachments: [2018 Friends Grant Initiatives.pdf](#)
[2018 Friends Grant Carryover.pdf](#)

- J. [18-0295](#) Report of the Personnel & Policy Committee

- i. [18-0296](#) Approval of recommendation of Library Director's 2018 established goals

6. Information Items

A. Director's Report

- i. [18-0298](#) Wisconsin Library Association Legislative Agenda for 2018

Attachments: [2018 WLA Legislative Policy Statement.pdf](#)
[Wisconsin Libraries Keep Communities Strong.pdf](#)
[Wisconsin Libraries Make A Positive Impact 2018.pdf](#)
[Wisconsin Libraries Transform 2.pdf](#)

- ii. [18-0299](#) Collaborative Efforts List End of Year 2017

Attachments: [2017 - End of Year Collaborative Cooperative Agreements List Library.pdf](#)

B. President's Report

- i. [18-0300](#) Discussion on Trustee Essentials Chapter 16 - Ethics and Conflict of Interest Laws Applying to Trustees

Attachments: [Trustee Essentials Chapter 16.pdf](#)

C. Assistant Director's Report

- i. [18-0301](#) APL Hiring Process Updates
- ii. [18-0318](#) Report on APL Staff Training Day

D. Friends Report

- i. [18-0302](#) I Love My Library Report
- ii. [18-0303](#) April Friends Drive
- iii. [18-0304](#) Spring Book Sale - April 26 - April 28, 2018

7. Staff Updates

- i. [18-0305](#) 2017 Unique Management Services Recovery Report

Attachments: [Unique Recovery Report January through December 2017.pdf](#)

- ii. [18-0306](#) Fox Cities Reads Selection
- iii. [18-0307](#) Public Library System Redesign Report
- iv. [18-0308](#) 3rd Annual MakerFest

Closed Session

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

8. Adjournment

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

		Explanation					
Document	G/L	Alpha	Name	-Remark-	Amount	Account	
Number	Date						
127246	12/29/17	12/28	PR TRAVEL REIMB	CARPENTER	130.86	16010	6201
102	12/19/17		WISCONSIN LIBRARY ASSO	C.R. P.E. R.K. WLA	75.00	16010	6201
278	12/19/17		AMER LIB ASSOC-IMIS	C.R. ALA	631.00	16010	6201
629	12/31/17		PLA	C.R. PLA CONFERENCE	475.00	16010	6201
630	12/31/17	DELTA	00623060728883	C.R. PLA FLIGHT	495.60	16010	6201
958	12/31/17		WISCONSIN LIBRARY ASSO	C.R. WLA	255.00	16010	6201
379150	12/15/17		CHARLES LATORRE CONSULTING LLC	leadership training	1,500.00	16010	6201
96	12/19/17		4IMPRINT	LANYARDS	215.98	16010	6301
104	12/19/17		OFFICEMAX/OFFICEDEPT#6	CHAIR MAT/ERASERS (9	239.89	16010	6301
626	12/19/17		USPS PO 5602500943	POSTAGE	12.74	16010	6301
1007	12/19/17		OFFICEMAX/OFFICEDEPT#6	PENS/UTENSILS (95.98	114.71	16010	6301
390	12/31/17		OFFICEMAX/OFFICEDEPT#6	FOLDERS (23.25%)	53.52	16010	6301
392	12/31/17		OFFICEMAX/OFFICEDEPT#6	OLD ENGLISH	6.99	16010	6301
558	12/31/17		SAMS CLUB #6321	HOLIDAY ITEMS	203.12	16010	6301
559	12/31/17		USPS PO 5602500943	LIBRARY BOARD PACKET	14.28	16010	6301
703	12/31/17		TARGET.COM *	PICTURE FRAME	12.99	16010	6301
984	12/31/17		USPS PO 5602500943	BOARD PACKET MAIL	4.83	16010	6301
1012	12/31/17		AMAZON.COM	COASTERS	50.95	16010	6301
1058	12/31/17		OFFICEMAX/OFFICEDEPT#6	UTILITY HOOKS/PENCIL	87.56	16010	6301
1333	12/31/17		WW GRAINGER	US FLAG	80.48	16010	6301
440	12/31/17		WISCONSIN LIBRARY ASSO	A.M. WLA	199.99	16010	6303
320	12/19/17		TARGET 00008078	STAFF PRIZES	10.00	16010	6305
321	12/19/17		STARBUCKS STORE 02883	STAFF PRIZES	20.00	16010	6305
102	12/31/17		ADI	CIRC GIFT CARDS	60.00	16010	6305
121	12/31/17		WALGREENS #12693	CIRC RECOGNITION	30.00	16010	6305
549	12/19/17		FESTIVAL FOODS	WORLD KINDNESS	27.41	16010	6307 00003951
557	12/19/17		TARGET 00012484	SNACKS-WORLD KIND	58.59	16010	6307 00003951
604	12/19/17		PICK'N SAVE #118	KUDOS & KARES	10.48	16010	6307 00003951
605	12/19/17		SAMS CLUB #6321	KUDOS & KARES	72.63	16010	6307 00003951
606	12/19/17		SAMSCLUB #6321	COFFEE-WORLD KINDNES	22.21	16010	6307 00003951
881	12/19/17		KWIK TRIP 74300007435	MOVIE POPCORN	6.66	16010	6307 00003951
230	12/31/17		MANDERFIELDS HOME BAKE	COOKIE DECORATING	59.05	16010	6307 00003951
1024	12/31/17		KWIK TRIP 74300007435	MOVIE POPCORN	6.66	16010	6307 00003951
1223	12/31/17		FESTIVAL FOODS	DISNEY REFRESHMENTS	33.99	16010	6307 00003951
379520	12/29/17		MICHIELS CATERING	holiday brunch	1,254.00	16010	6307 00003951

Document G/L		Explanation					
Number	Date	Alpha Name	-Remark-	Amount	Account		
136	12/31/17	VISTAPR*VISTAPRINT.COM	FACEBOOK AD	38.99	16010	6412	
1155	12/31/17	FACEBK *B7QHDENYX2	FACEBOOK AD	12.61	16010	6412	
1308	12/31/17	FASTSIGNS 300301	UNITED WAY SIGNAGE (8.00	16010	6412	
379163	12/15/17	OUTAGAMIE WAUPACA LIBRARY SYST	artist in residence	1,136.71	16010	6412	00003951
127172	12/15/17	12/17 AT&T BILL		216.66	16010	6413 7	
866	12/19/17	CELLCOM	CELLPHONES	105.18	16010	6413 8	
953	12/31/17	CELLCOM	CELL PHONES	99.74	16010	6413 8	
				8,150.06			
127246	12/29/17	12/28 PR TRAVEL REIMB	UNRUH	64.41	16021	6201	00003952
907	12/19/17	PAYPAL *VOLUNTEERCE	VOLUNTEER TABLE	51.75	16021	6201	
20	12/19/17	HOBBY-LOBBY #0193	ROCKS, PAPER, FELT	46.02	16021	6301	
64	12/19/17	WM SUPERCENTER #1982	MASON JARS	38.52	16021	6301	
70	12/19/17	AMAZON MKTPLACE PMTS	SIGN HOLDERS	26.99	16021	6301	
125	12/19/17	AMAZON.COM	STOOL	21.74	16021	6301	
211	12/19/17	AMAZON.COM	ELL BOOKS	44.91	16021	6301	00003955
212	12/19/17	AMAZON.COM	ELL BOOKS	58.37	16021	6301	00003955
213	12/19/17	AMAZON.COM	ELL BOOKS	66.11	16021	6301	00003955
220	12/19/17	AMAZON.COM	ELL BOOKS	722.40	16021	6301	00003955
350	12/19/17	SCHOLASTIC EDUCATION	RO&R #9461	184.00	16021	6301	00003952
351	12/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	481.17	16021	6301	00003952
354	12/19/17	AMAZON.COM	ELL BOOKS	513.37	16021	6301	00003955
617	12/19/17	WAL-MART #1982	ELL SUPPLIES	5.47	16021	6301	00003955
618	12/19/17	ALL ABOUT BOOKS, LLC	RO&R #7555	928.62	16021	6301	00003952
646	12/19/17	WAL-MART #2958	POSTER BOARD	19.61	16021	6301	
650	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9461	474.00	16021	6301	00003952
651	12/19/17	SCHOLASTIC EDUCATION	RO&R #7555	642.80	16021	6301	00003952
654	12/19/17	HOBBY-LOBBY #0193	CREDIT BACK	17.78-	16021	6301	
655	12/19/17	HOBBY-LOBBY #0193	COLORLED GLUE	16.93	16021	6301	
766	12/19/17	WM SUPERCENTER #1982	ELL SUPPLIES (75.77%	205.35	16021	6301	00003955
868	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #8182	90.00	16021	6301	00003952
869	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #7555	923.00	16021	6301	00003952
906	12/19/17	MICHAELS STORES 8783	STICKERS	28.63	16021	6301	00003951
1044	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9683	203.50	16021	6301	00003952
1045	12/19/17	SCHOLASTIC EDUCATION	RO&R #8825	129.00	16021	6301	00003952

Document Number	G/L Date	Explanation		Amount	Account		
		Alpha Name	-Remark-				
1153	12/19/17	THE TROUT MUSEUM	TWEEN SCENE	20.00	16021	6301	00003951
1227	12/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	342.24	16021	6301	00003952
1273	12/19/17	BUILDABEAR WRKSHP 0023		40.00	16021	6301	00003951
1279	12/19/17	HOBBY-LOBBY #0193	CREDIT BACK	17.78	16021	6301	
101	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #7555	923.00	16021	6301	00003952
263	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #9461	994.50	16021	6301	00003952
494	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #9675	617.50	16021	6301	00003952
495	12/31/17	STAR BRIGHT BOOKS	RO&R - #9496=\$9.51	126.80	16021	6301	00003952
577	12/31/17	ALL ABOUT BOOKS, LLC	RO&R - #8333	203.39	16021	6301	00003952
642	12/31/17	ALL ABOUT BOOKS, LLC	RO&R - #9683	116.37	16021	6301	00003952
754	12/31/17	ALL ABOUT BOOKS, LLC	RO&R #7555	320.00	16021	6301	00003952
954	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #9675	579.25	16021	6301	00003952
955	12/31/17	ALL ABOUT BOOKS, LLC	RO&R #9461	1,074.92	16021	6301	00003952
964	12/31/17	ALL ABOUT BOOKS, LLC	RO&R - #9675	394.49	16021	6301	00003952
1038	12/31/17	OTC BRANDS, INC.	JINGLE BELLS	31.46	16021	6301	
1069	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #8182	24.00	16021	6301	00003952
1190	12/31/17	WAL-MART #1982	ELL CRAFTS	10.83	16021	6301	00003955
1191	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #8333	278.65	16021	6301	00003952
1192	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #9683	99.25	16021	6301	00003952
1193	12/31/17	STAR BRIGHT BOOKS	RO&R - #9461	38.04	16021	6301	00003952
1227	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #9352	120.55	16021	6301	00003952
1245	12/31/17	INTERSTATE BOOKS4SCHOO	RO&R - #9496	57.60	16021	6301	00003952
1306	12/31/17	AMAZON MKTPLACE PMTS	BOARD GAMES/PUZZLES	140.83	16021	6301	00003951
1353	12/31/17	AMAZON.COM	ELL BOOKS	81.64	16021	6301	00003955
765	12/19/17	WM SUPERCENTER #1982	ELL FOOD (24.23%)	65.68	16021	6307	00003955
379343	12/28/17	MAGENTA KEYS LLC	consulting fee	1,821.33	16021	6599	00003952

				14,508.99			
				=====			
103	12/19/17	OFFICEMAX/OFFICEDEPT#6	DESK CALENDAR (5.36%	13.58	16023	6301	
878	12/19/17	HOBBY-LOBBY #0193	STAMPS-WORLD KIND	21.95	16023	6301	
946	12/19/17	OFFICEMAX/OFFICE DEPOT	SHREDDER	189.99	16023	6301	
1006	12/19/17	OFFICEMAX/OFFICEDEPT#6	TAPE (4.02%)	4.80	16023	6301	
379507	12/29/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023	6301	
379147	12/15/17	BAYSCAN TECHNOLOGIES	imager	1,000.00	16023	6327	

				1,275.32			

		Explanation					
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account		
19	12/19/17	AMAZON MKTPLACE PMTS	PAPER ROLLS	10.79	16024	6301	00003951
162	12/19/17	WAL-MART #2958	RISE	158.36	16024	6301	00003951
373	12/19/17	AMAZON MKTPLACE PMTS	LIGHT THERAPY LAMPS	259.96	16024	6301	00003951
34	12/31/17	OFFICE DEPOT #1090	BATTERIES	24.62	16024	6301	
35	12/31/17	OFFICEMAX/OFFICEDEPT#6	REPORT COVERS	27.62	16024	6301	
231	12/31/17	FESTIVAL FOODS	COOKIE DECORATING	37.45	16024	6301	00003951
260	12/31/17	WM SUPERCENTER #1982	COOKIE DECORATING	14.90	16024	6301	00003951
438	12/31/17	JOANN STORES #2149	K-POP T-SHIRTS	28.97	16024	6301	00003951
1307	12/31/17	FASTSIGNS 300301	COMPUTER SIGNAGE (93	118.99	16024	6301	
18	12/19/17	PAYPAL *BISECTHOST	MINECRAFT GUILD	68.31	16024	6599	00003951
1058	12/19/17	FACEBK *752S7ENXX2	CRAFTY/FOX CITIES	237.05	16024	6599	00003951
878	12/31/17	CRITERION PICTURES USA	LICENSE FOR PERFORM	150.00	16024	6599	00003951
378980	12/11/17	BITTNER, LOIS	rise knitting	50.00	16024	6599	00003951
				1,187.02			
1225	12/31/17	AMAZON.COM	SHELF MOVERS	10.12	16031	6301	
219	12/19/17	RICOH USA, INC	PUBLIC COPIERS	148.71	16031	6306	
383	12/19/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
865	12/19/17	TARTAN SUPPLY CO INC	RR CLEANER	50.68	16031	6306	
1043	12/19/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
1276	12/19/17	TARTAN SUPPLY CO INC	NAPKIN LINERS	151.44	16031	6306	
53	12/31/17	PRO SERVE ENTERPRISE	DEODORIZER	176.55	16031	6306	
347	12/31/17	TARTAN SUPPLY CO INC	BAGS AND TISSUE	799.19	16031	6306	
493	12/31/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
1226	12/31/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
381	12/19/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (4.73%	74.00	16031	6407	
613	12/19/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.84%	74.00	16031	6407	
379291	12/28/17	ADVANCED DISPOSAL SERVICES SOL	refuse collection	74.00	16031	6407	
379229	12/28/17	WE ENERGIES	4835-258-176	7,313.84	16031	6413 1	
379229	12/28/17	WE ENERGIES	5229-670-389	3,524.55	16031	6413 2	
470	12/19/17	ARAMARK MILWAUKEE OCS	COIN MACHINE REPAIR	230.75	16031	6416	
127446	12/31/17	12/17 FMD MONTHLY BILLING	LIBRARY	11,091.39	16031	6420	
				23,902.34			
379871	12/31/17	JANDOUREK, JEFFREY	edu reimb	600.00	16032	6201	

		Explanation			
Document	G/L				
Number	Date	Alpha Name	-Remark-	Amount	Account
379872	12/31/17	JANDOUREK, JEFFREY	edu reimb	600.00	16032 6201
287	12/19/17	INT*IN *ELM USA INC.	DISC BUFFER	4,040.00	16032 6301
288	12/19/17	AMAZON MKTPLACE PMTS	HUMIDIFIER	59.97	16032 6301
739	12/19/17	AMAZON MKTPLACE PMTS	FLOOR MAT	31.49	16032 6301
961	12/19/17	GAYLORD BROS INC	STORAGE ITEMS	193.57	16032 6301
962	12/19/17	PREMIUM WATERS E-BILL	DISTILLED WATER	95.91	16032 6301
1069	12/19/17	ONLINE LABELS	LABELS	390.45	16032 6301
1247	12/19/17	CCI SOLUTIONS	MEDIA CASES	654.95	16032 6301
47	12/31/17	NORTHSIDE TRUE VALUE	CLAMPS FOR AMH	22.49	16032 6301
275	12/31/17	SP * ELM USA	CLEANING SUPPLIES	978.95	16032 6301
939	12/31/17	KAPCO	BOOK JACKET COVERS	522.43	16032 6301
1010	12/31/17	PREMIUM WATERS E-BILL	DISTILLED WATER	118.89	16032 6301
1159	12/31/17	DEMCO INC	BOOK TAPE	681.90	16032 6301
1160	12/31/17	AMAZON MKTPLACE PMTS	GREETING CARDS	29.77	16032 6301
1224	12/31/17	BIBLIOTHECA, LLC	RFID TAGS & CD INSER	7,769.14	16032 6301
3	12/19/17	AMAZON MKTPLACE PMTS		9.83	16032 6315
4	12/19/17	AMAZON MKTPLACE PMTS		18.94	16032 6315
7	12/19/17	AMAZON MKTPLACE PMTS		8.98	16032 6315
8	12/19/17	AMAZON MKTPLACE PMTS		14.79	16032 6315
9	12/19/17	THE RISK MANAGEMENT AS		389.60	16032 6315
10	12/19/17	BAKER-TAYLOR		23.79	16032 6315
11	12/19/17	AMAZON.COM		18.77	16032 6315
12	12/19/17	AMAZON MKTPLACE PMTS		18.94	16032 6315
13	12/19/17	AMAZON MKTPLACE PMTS		6.94	16032 6315
14	12/19/17	AMAZON MKTPLACE PMTS		6.04	16032 6315
15	12/19/17	OVERDRIVE DIST		942.19	16032 6315
25	12/19/17	PAYPAL *ANTRIMHOUSE		17.50	16032 6315
26	12/19/17	AMAZON MKTPLACE PMTS		7.74	16032 6315
27	12/19/17	AMAZON MKTPLACE PMTS		6.54	16032 6315
30	12/19/17	AMAZON MKTPLACE PMTS		11.99	16032 6315
31	12/19/17	AMAZON MKTPLACE PMTS		42.99	16032 6315
32	12/19/17	AMAZON MKTPLACE PMTS		6.98	16032 6315
33	12/19/17	AMAZON MKTPLACE PMTS		13.83	16032 6315
34	12/19/17	INGRAM LIBRARY SERVICE		1,711.85	16032 6315
35	12/19/17	AMAZON MKTPLACE PMTS		13.28	16032 6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
112	12/19/17	THOMSON WEST*TCD		450.83	16032	6315
113	12/19/17	INFORMATION TODAY		433.03	16032	6315
118	12/19/17	INGRAM LIBRARY SERVICE		1,255.96	16032	6315
119	12/19/17	AMAZON.COM		19.97	16032	6315
181	12/19/17	UPS*1ZR449350394216185		34.71	16032	6315
182	12/19/17	INGRAM LIBRARY SERVICE		997.54	16032	6315
207	12/19/17	THOMSON WEST*TCD		822.01	16032	6315
208	12/19/17	MIDWEST TAPE LLC		1,617.71	16032	6315
209	12/19/17	INGRAM LIBRARY SERVICE		511.19	16032	6315
277	12/19/17	AMAZON.COM		10.48	16032	6315
281	12/19/17	RECORDED BOOKS		56.90	16032	6315
282	12/19/17	RECORDED BOOKS		56.90	16032	6315
301	12/19/17	INGRAM LIBRARY SERVICE		169.29	16032	6315
302	12/19/17	HOUCHE BINDERY LTD		29.25	16032	6315
303	12/19/17	BAKER-TAYLOR		269.98	16032	6315
304	12/19/17	BAKER-TAYLOR		13.57	16032	6315
305	12/19/17	R&L PUBLISHING GROUP		99.82	16032	6315
323	12/19/17	REI*MATTHEW BENDER &CO		296.31	16032	6315
324	12/19/17	RECORDED BOOKS		371.42	16032	6315
325	12/19/17	RECORDED BOOKS		64.60	16032	6315
326	12/19/17	RECORDED BOOKS		64.60	16032	6315
327	12/19/17	RECORDED BOOKS		64.60	16032	6315
328	12/19/17	RECORDED BOOKS		27.01	16032	6315
329	12/19/17	RECORDED BOOKS		64.60	16032	6315
330	12/19/17	RECORDED BOOKS		113.80	16032	6315
331	12/19/17	RECORDED BOOKS		56.90	16032	6315
332	12/19/17	RECORDED BOOKS		26.62	16032	6315
333	12/19/17	RECORDED BOOKS		56.90	16032	6315
370	12/19/17	INGRAM LIBRARY SERVICE		1,365.41	16032	6315
371	12/19/17	AMAZON.COM		19.96	16032	6315
372	12/19/17	UPS*293AS2PQ6HE		6.90	16032	6315
443	12/19/17	THE PENWORTHY COMPANY		2,278.47	16032	6315
444	12/19/17	THE PENWORTHY COMPANY		1,913.77	16032	6315
478	12/19/17	INGRAM LIBRARY SERVICE		983.59	16032	6315
479	12/19/17	INGRAM LIBRARY SERVICE		313.85	16032	6315

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
530	12/19/17	MIDWEST TAPE LLC		1,234.83	16032 6315
531	12/19/17	INGRAM LIBRARY SERVICE		588.07	16032 6315
532	12/19/17	INGRAM LIBRARY SERVICE		203.33	16032 6315
558	12/19/17	INGRAM LIBRARY SERVICE		1,053.73	16032 6315
559	12/19/17	UPS*1ZR449350399727696		14.08	16032 6315
698	12/19/17	INGRAM LIBRARY SERVICE		1,128.95	16032 6315
730	12/19/17	INGRAM LIBRARY SERVICE		1,171.63	16032 6315
782	12/19/17	AMAZON MKTPLACE PMTS		9.93	16032 6315
783	12/19/17	AMAZON MKTPLACE PMTS		33.98	16032 6315
784	12/19/17	AMAZON MKTPLACE PMTS		19.64	16032 6315
785	12/19/17	INGRAM LIBRARY SERVICE		921.97	16032 6315
786	12/19/17	AMAZON MKTPLACE PMTS		13.14	16032 6315
794	12/19/17	AMAZON MKTPLACE PMTS		26.90	16032 6315
795	12/19/17	AMAZON MKTPLACE PMTS		17.30	16032 6315
796	12/19/17	RECORDED BOOKS		56.90	16032 6315
797	12/19/17	INGRAM LIBRARY SERVICE		2,323.05	16032 6315
798	12/19/17	INGRAM LIBRARY SERVICE		7.81	16032 6315
806	12/19/17	AMAZON MKTPLACE PMTS		9.47	16032 6315
807	12/19/17	AMAZON MKTPLACE PMTS		25.62	16032 6315
808	12/19/17	AMAZON MKTPLACE PMTS		388.28	16032 6315
809	12/19/17	AMAZON MKTPLACE PMTS		22.87	16032 6315
810	12/19/17	AMAZON MKTPLACE PMTS		48.96	16032 6315
811	12/19/17	AMAZON MKTPLACE PMTS		23.99	16032 6315
825	12/19/17	AMAZON MKTPLACE PMTS		10.86	16032 6315
826	12/19/17	AMAZON MKTPLACE PMTS		31.43	16032 6315
827	12/19/17	INGRAM LIBRARY SERVICE		428.73	16032 6315
893	12/19/17	AMAZON MKTPLACE PMTS		11.94	16032 6315
894	12/19/17	AMAZON MKTPLACE PMTS		23.94	16032 6315
895	12/19/17	AMAZON MKTPLACE PMTS		23.94	16032 6315
896	12/19/17	AMAZON MKTPLACE PMTS		18.14	16032 6315
897	12/19/17	PAYPAL *GREENPLANET		52.32	16032 6315
917	12/19/17	INGRAM LIBRARY SERVICE		986.98	16032 6315
918	12/19/17	INGRAM LIBRARY SERVICE		397.33	16032 6315
919	12/19/17	AMAZON MKTPLACE PMTS		48.48	16032 6315
920	12/19/17	AMAZON MKTPLACE PMTS		15.92	16032 6315

Document G/L		Explanation		Amount	Account
Number	Date	Alpha Name	-Remark-		
965	12/19/17	AMAZON.COM		53.16	16032 6315
966	12/19/17	AMAZON MKTPLACE PMTS		18.81	16032 6315
1011	12/19/17	MIDWEST TAPE LLC		1,262.63	16032 6315
1012	12/19/17	INGRAM LIBRARY SERVICE		453.00	16032 6315
1013	12/19/17	RDA*REIMAN BOOKS		32.98	16032 6315
1087	12/19/17	INGRAM LIBRARY SERVICE		1,477.99	16032 6315
1088	12/19/17	BAKER-TAYLOR		67.88	16032 6315
1089	12/19/17	GAN*GANNETTWIMEDIAADV		10.99	16032 6315
1090	12/19/17	RECORDED BOOKS		64.60	16032 6315
1091	12/19/17	RECORDED BOOKS		145.78	16032 6315
1092	12/19/17	RECORDED BOOKS		56.90	16032 6315
1140	12/19/17	AMAZON.COM		13.97	16032 6315
1141	12/19/17	INGRAM LIBRARY SERVICE		639.36	16032 6315
1170	12/19/17	MIDWEST TAPE LLC		1,244.17	16032 6315
1171	12/19/17	INGRAM LIBRARY SERVICE		604.10	16032 6315
1172	12/19/17	INGRAM LIBRARY SERVICE		236.73	16032 6315
1173	12/19/17	INGRAM LIBRARY SERVICE		446.64	16032 6315
1203	12/19/17	OVERDRIVE DIST		92.95	16032 6315
1204	12/19/17	OVERDRIVE DIST		801.58	16032 6315
1205	12/19/17	OVERDRIVE DIST		4,508.76	16032 6315
1206	12/19/17	OVERDRIVE DIST		1,530.07	16032 6315
1207	12/19/17	OVERDRIVE DIST		76.00	16032 6315
1208	12/19/17	OVERDRIVE DIST		887.48	16032 6315
1209	12/19/17	AMAZON MKTPLACE PMTS		24.97	16032 6315
1210	12/19/17	INF* CITY DIRECTORIES		495.00	16032 6315
1211	12/19/17	INGRAM LIBRARY SERVICE		1,851.83	16032 6315
1248	12/19/17	INGRAM LIBRARY SERVICE		762.27	16032 6315
1249	12/19/17	BAKER-TAYLOR		20.39	16032 6315
1250	12/19/17	RECORDED BOOKS		56.90	16032 6315
1251	12/19/17	RECORDED BOOKS		129.98	16032 6315
1252	12/19/17	RECORDED BOOKS		64.60	16032 6315
1253	12/19/17	RECORDED BOOKS		64.60	16032 6315
2	12/31/17	INGRAM LIBRARY SERVICE		453.81	16032 6315
59	12/31/17	AMAZON MKTPLACE PMTS		37.31	16032 6315
60	12/31/17	AMAZON.COM		87.12	16032 6315

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
61	12/31/17	HOUCHEN BINDERY LTD		43.75	16032 6315
62	12/31/17	AMAZON.COM		29.97	16032 6315
63	12/31/17	AMAZON MKTPLACE PMTS		390.40	16032 6315
64	12/31/17	AMAZON MKTPLACE PMTS		67.37	16032 6315
113	12/31/17	AMAZON MKTPLACE PMTS		12.99	16032 6315
114	12/31/17	AMAZON MKTPLACE PMTS		5.98	16032 6315
115	12/31/17	AMAZON MKTPLACE PMTS		14.98	16032 6315
116	12/31/17	AMAZON MKTPLACE PMTS		21.26	16032 6315
117	12/31/17	INGRAM LIBRARY SERVICE		1,005.21	16032 6315
118	12/31/17	OVERDRIVE DIST		3,044.41	16032 6315
119	12/31/17	RECORDED BOOKS		56.90	16032 6315
120	12/31/17	RECORDED BOOKS		13.90	16032 6315
123	12/31/17	RECORDED BOOKS		193.80	16032 6315
139	12/31/17	AMAZON MKTPLACE PMTS		9.94	16032 6315
140	12/31/17	AMAZON MKTPLACE PMTS		17.64	16032 6315
141	12/31/17	INGRAM LIBRARY SERVICE		248.01	16032 6315
142	12/31/17	INGRAM LIBRARY SERVICE		377.23	16032 6315
143	12/31/17	INGRAM LIBRARY SERVICE		878.81	16032 6315
144	12/31/17	BAKER & TAYLOR - BOOKS		27.20	16032 6315
145	12/31/17	BAKER-TAYLOR		375.00	16032 6315
146	12/31/17	REI*MATTHEW BENDER &CO		222.10	16032 6315
169	12/31/17	OVERDRIVE DIST		6,050.89	16032 6315
170	12/31/17	AMAZON MKTPLACE PMTS		74.54	16032 6315
207	12/31/17	MIDWEST TAPE LLC		1,612.48	16032 6315
208	12/31/17	INGRAM LIBRARY SERVICE		1,436.25	16032 6315
209	12/31/17	GAN*WINEWSPAPERCIRC		441.58	16032 6315
210	12/31/17	OVERDRIVE DIST		3,043.41	16032 6315
278	12/31/17	AMAZON MKTPLACE PMTS		42.48	16032 6315
279	12/31/17	INGRAM LIBRARY SERVICE		307.41	16032 6315
280	12/31/17	RECORDED BOOKS		56.90	16032 6315
281	12/31/17	RECORDED BOOKS		56.90	16032 6315
282	12/31/17	RECORDED BOOKS		56.90	16032 6315
298	12/31/17	AMAZON MKTPLACE PMTS		43.94	16032 6315
299	12/31/17	SQ *SQ *H W WILSON		191.60	16032 6315
300	12/31/17	INGRAM LIBRARY SERVICE		538.28	16032 6315

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
301	12/31/17	INGRAM LIBRARY SERVICE		842.56	16032 6315
302	12/31/17	INGRAM LIBRARY SERVICE		289.25	16032 6315
303	12/31/17	AMAZON MKTPLACE PMTS		25.98	16032 6315
304	12/31/17	AMAZON MKTPLACE PMTS		86.64	16032 6315
305	12/31/17	AMAZON MKTPLACE PMTS		9.99	16032 6315
338	12/31/17	AMAZON MKTPLACE PMTS		56.75	16032 6315
339	12/31/17	AMAZON MKTPLACE PMTS		42.99	16032 6315
394	12/31/17	AMAZON MKTPLACE PMTS		34.10	16032 6315
406	12/31/17	AMAZON MKTPLACE PMTS		57.85	16032 6315
407	12/31/17	THOMSON WEST*TCD		407.89	16032 6315
411	12/31/17	INGRAM LIBRARY SERVICE		175.59	16032 6315
412	12/31/17	INGRAM LIBRARY SERVICE		22.40	16032 6315
413	12/31/17	AMAZON MKTPLACE PMTS		48.19	16032 6315
483	12/31/17	INGRAM LIBRARY SERVICE		1,019.24	16032 6315
484	12/31/17	INGRAM LIBRARY SERVICE		231.70	16032 6315
485	12/31/17	INGRAM LIBRARY SERVICE		792.72	16032 6315
486	12/31/17	RECORDED BOOKS		167.18	16032 6315
602	12/31/17	TME*OXMOOR HOUSE		42.91	16032 6315
603	12/31/17	OVERDRIVE DIST		10,287.79	16032 6315
604	12/31/17	AMAZON MKTPLACE PMTS		28.88	16032 6315
614	12/31/17	AMAZON MKTPLACE PMTS		29.88	16032 6315
615	12/31/17	THOMSON WEST*TCD		822.01	16032 6315
616	12/31/17	MIDWEST TAPE LLC		1,767.40	16032 6315
617	12/31/17	BAKER-TAYLOR		23.79	16032 6315
648	12/31/17	AMAZON MKTPLACE PMTS		14.48	16032 6315
657	12/31/17	AMAZON MKTPLACE PMTS		87.98	16032 6315
658	12/31/17	SP * WI PUBLIC TV		40.23	16032 6315
659	12/31/17	WDSE WRPT		70.85	16032 6315
660	12/31/17	AMAZON.COM		13.97	16032 6315
661	12/31/17	AMAZON MKTPLACE PMTS		27.02	16032 6315
662	12/31/17	AMAZON MKTPLACE PMTS		33.29	16032 6315
711	12/31/17	AMAZON MKTPLACE PMTS		14.92	16032 6315
714	12/31/17	MIDWEST TAPE LLC		1,993.66	16032 6315
715	12/31/17	INGRAM LIBRARY SERVICE		1,431.29	16032 6315
716	12/31/17	INGRAM LIBRARY SERVICE		305.42	16032 6315

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
725	12/31/17	INGRAM LIBRARY SERVICE		154.39-	16032 6315
726	12/31/17	UPS*294BM3EK7JL		6.90	16032 6315
729	12/31/17	AMAZON MKTPLACE PMTS		14.97	16032 6315
730	12/31/17	UPS*1ZR449350399216309		10.80	16032 6315
731	12/31/17	AMAZON MKTPLACE PMTS		89.81	16032 6315
732	12/31/17	TCD*GALE		300.00	16032 6315
733	12/31/17	INGRAM LIBRARY SERVICE		543.67	16032 6315
734	12/31/17	AMAZON MKTPLACE PMTS		430.99	16032 6315
849	12/31/17	AMAZON MKTPLACE PMTS		111.37	16032 6315
850	12/31/17	AMAZON.COM		19.97	16032 6315
908	12/31/17	INGRAM LIBRARY SERVICE		673.75	16032 6315
909	12/31/17	VALUE LINE PUBLISHING		1,050.00	16032 6315
931	12/31/17	NYT*NY TIMES SUBS		2,142.40	16032 6315
932	12/31/17	AMAZON MKTPLACE PMTS		15.12	16032 6315
942	12/31/17	INGRAM LIBRARY SERVICE		1,081.10	16032 6315
943	12/31/17	INGRAM LIBRARY SERVICE		728.87	16032 6315
944	12/31/17	BAKER-TAYLOR		20.37	16032 6315
992	12/31/17	INGRAM LIBRARY SERVICE		629.85	16032 6315
993	12/31/17	WKI*CCH INC CYBERSOURC		1,889.00	16032 6315
1048	12/31/17	AMAZON MKTPLACE PMTS		14.44	16032 6315
1049	12/31/17	AMAZON MKTPLACE PMTS		26.11	16032 6315
1050	12/31/17	AMAZON MKTPLACE PMTS		48.33	16032 6315
1051	12/31/17	INGRAM LIBRARY SERVICE		572.45	16032 6315
1052	12/31/17	AMAZON MKTPLACE PMTS		6.94	16032 6315
1053	12/31/17	AMAZON MKTPLACE PMTS		11.98	16032 6315
1054	12/31/17	AMAZON MKTPLACE PMTS		5.98	16032 6315
1062	12/31/17	AMAZON MKTPLACE PMTS		14.66	16032 6315
1063	12/31/17	AMAZON MKTPLACE PMTS		6.44	16032 6315
1064	12/31/17	AMAZON MKTPLACE PMTS		12.73	16032 6315
1079	12/31/17	INGRAM LIBRARY SERVICE		606.97	16032 6315
1080	12/31/17	INGRAM LIBRARY SERVICE		656.51	16032 6315
1081	12/31/17	INGRAM LIBRARY SERVICE		863.07	16032 6315
1082	12/31/17	AMAZON.COM		54.31	16032 6315
1179	12/31/17	AMAZON MKTPLACE PMTS		1.60-	16032 6315
1199	12/31/17	MIDWEST TAPE LLC		1,463.86	16032 6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha	Name -Remark-			
1204	12/31/17	AMAZON	MKTPLACE PMTS	386.32	16032	6315
1205	12/31/17	INGRAM	LIBRARY SERVICE	1,793.08	16032	6315
1206	12/31/17	BAKER-TAYLOR		10.19	16032	6315
1207	12/31/17	RECORDED	BOOKS	37.98	16032	6315
1208	12/31/17	RECORDED	BOOKS	90.83	16032	6315
1215	12/31/17	RECORDED	BOOKS	33.93	16032	6315
1338	12/31/17	AMAZON	MKTPLACE PMTS	11.99	16032	6315
1356	12/31/17	INGRAM	LIBRARY SERVICE	1,083.73	16032	6315
1357	12/31/17	MERGENT	INC	117.00	16032	6315
1358	12/31/17	AMAZON	MKTPLACE PMTS	68.56	16032	6315
1359	12/31/17	AMAZON	MKTPLACE PMTS	357.52	16032	6315
1360	12/31/17	MIDWEST	TAPE LLC	1,599.22	16032	6315
1361	12/31/17	AMAZON	MKTPLACE PMTS	4.12	16032	6315
1362	12/31/17	AMAZON	MKTPLACE PMTS	15.82	16032	6315
1363	12/31/17	AMAZON	MKTPLACE PMTS	5.99	16032	6315
1364	12/31/17	AMAZON	MKTPLACE PMTS	8.23	16032	6315
1366	12/31/17	AMAZON	MKTPLACE PMTS	31.18	16032	6315
378930	12/06/17	DAVIS, BEV	media	30.00	16032	6315
378958	12/11/17	MIDWEST	TAPE	1,969.75	16032	6315
380138	12/31/17	COVE, KAREN	media	15.00	16032	6315
379167	12/15/17	UNIQUE MANAGEMENT SERVICES, IN	collection agency	268.50	16032	6599

				129,399.09		
				=====		
660	12/19/17	CDW GOVT #KSN5950	EPSON INK	9.90	16033	6301
661	12/19/17	CDW GOVT #KSP3919	EPSON INK	45.58	16033	6301
290	12/31/17	THE HOME DEPOT #4903	IT TOOLS	179.00-	16033	6301
291	12/31/17	THE HOME DEPOT #4903	IT TOOLS	580.56	16033	6301
292	12/31/17	THE HOME DEPOT #4903	IT TOOLS	255.63	16033	6301
391	12/31/17	OFFICEMAX/OFFICEDEPT#6	TONER (76.75%)	176.63	16033	6301
63	12/19/17	DMI* DELL HLTHCR/PTR	COMPUTERS/MONITORS	5,580.00	16033	6327
149	12/19/17	DMI* DELL HLTHCR/PTR	COMPUTERS/MONITORS	436.00	16033	6327
150	12/19/17	DMI* DELL HLTHCR/PTR	MONITORS	3,382.00	16033	6327
159	12/19/17	AMAZON.COM	FUJITSU SCANSNAP	419.99	16033	6327
218	12/19/17	RICOH USA, INC	PUBLIC COPIERS	148.71	16033	6327
486	12/19/17	AMAZON	MKTPLACE PMTS	330.27	16033	6327

		Explanation			
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account
556	12/19/17	AMAZON MKTPLACE PMTS	IPAD TABLE MOUNT	49.99	16033 6327
662	12/19/17	DMI* DELL HLTHCR/PTR	MONITORS	246.82	16033 6327
683	12/19/17	DMI* DELL HLTHCR/PTR	MONITORS	775.00	16033 6327
52	12/31/17	CDW GOVT #LFR2855	CABLES/LAPTOPS	3,327.64	16033 6327
54	12/31/17	CDW GOVT #LFX8349	CABLES/LAPTOPS	270.56	16033 6327
68	12/31/17	BEST BUY 00010470	IPAD CASE & PEN	229.98	16033 6327
261	12/31/17	CDW GOVT #LDN4238	CABLES/LAPTOPS	36.72	16033 6327
262	12/31/17	RICOH USA, INC	PUBLIC COPIER	148.71	16033 6327
346	12/31/17	CDW GOVT #LDF7310	CABLES/LAPTOPS	830.33	16033 6327
348	12/31/17	RICOH USA, INC	PUBLIC COPIER	148.71	16033 6327
466	12/31/17	AMAZON.COM	SCANNER	419.99	16033 6327
516	12/31/17	DMI* DELL HLTHCR/PTR	COMPUTER/MONITOR	1,967.26	16033 6327
517	12/31/17	DMI* DELL HLTHCR/PTR	COMPUTER/MONITOR	390.78	16033 6327
518	12/31/17	DMI* DELL HLTHCR/PTR	COMPUTER/MONITOR	1,475.12	16033 6327
519	12/31/17	DMI* DELL HLTHCR/PTR	COMPUTER/MONITOR	195.58	16033 6327
585	12/31/17	CDW GOVT #LCJ1739	ERGO DESK	383.98	16033 6327
696	12/31/17	CDW GOVT #LBW8720	UPS EQUIP	1,509.62	16033 6327
766	12/31/17	DMI* DELL HLTHCR/PTR	MF PRINTER	176.69	16033 6327
767	12/31/17	DMI* DELL HLTHCR/PTR	MF PRINTER	317.99	16033 6327
917	12/31/17	AMAZON MKTPLACE PMTS	IPAD & CASE	749.98	16033 6327
1189	12/31/17	DMI* DELL HLTHCR/PTR	COMPUTERS	4,450.00	16033 6327
1196	12/31/17	AMAZON.COM	UPS	169.95	16033 6327
379147	12/15/17	BAYSCAN TECHNOLOGIES	imager	1,070.00	16033 6327
867	12/19/17	MODERN BUSINESS MACHIN	ADMIN COPIER	177.09	16033 6418
944	12/19/17	MODERN BUSINESS MACHIN	ADMIN COPIER	201.00	16033 6418
576	12/31/17	MODERN BUSINESS MACHIN	PRINTER CONTRACT	147.17	16033 6418
880	12/31/17	MODERN BUSINESS MACHIN	ADMIN COPIER	201.00	16033 6418
380125	12/31/17	RFID LIBRARY SOLUTIONS, INC.	maint contract	20,000.00	16033 6418

				51,253.93	
				=====	
				229,676.75	
				=====	

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 20171
02/20/18
08:52:55

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,210,998	2,266,806	2,306,076	222,446	2,307,058	100.04
Part-Time		280,798	206,653	229,153	24,966	251,250	109.64
Fringes		819,693	838,096	843,422	172,564	873,573	103.57
Salaries & Fringe Benefits		3,311,489	3,311,555	3,378,651	419,976	3,431,881	101.58
Training & Conferences	6201	24,179	18,314	26,465	4,879	22,843	86.31
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	4,118	2,055	6,655	200	4,667	70.13
Awards & Recognition	6305	1,229	850	2,175	120	1,311	60.28
Food & Provisions	6307	2,505	1,135	5,874	1,617	5,148	87.64
Administrative Expense		50,143	42,274	61,089	6,816	53,529	87.62
Office Supplies	6301	84,202	60,336	135,709	31,050	125,042	92.14
Building Maintenance/Janitor	6306	11,343	7,344	7,344	1,510	9,891	134.68
Shop Supplies & Tools	6309	0	100	100	0	115	115.00
Books & Library Materials	6315	621,663	595,531	643,185	112,341	619,982	96.39
Printing & Reproduction	6320	4,770	100	2,850	0	3,890	136.49
Clothing	6321	0	0	0	0	363	.00
Safety Supplies	6323	171	200	200	0	239	119.50
Miscellaneous Equipment	6327	62,868	67,250	76,575	30,638	66,989	87.48
Supplies & Materials		785,017	730,861	865,963	175,539	826,511	95.44
Collection Services	6407	2,855	1,545	1,545	222	2,388	154.56
Advertising	6412	5,099	1,288	2,888	1,196	2,218	76.80
Other Contracts/Obligations	6599	83,326	145,191	174,741	2,595	95,556	54.68
Purchased Services		91,280	148,024	179,174	4,013	100,162	55.90
Electric	6413.1	110,073	109,161	109,161	7,314	98,489	90.22
Gas	6413.2	24,433	23,169	23,169	3,525	24,310	104.92
Water	6413.3	4,924	4,871	4,871	0	4,948	101.58
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	2,063	101.73
Stormwater	6413.6	2,418	2,444	2,444	0	2,418	98.94
Telephone	6413.7	2,734	2,719	2,719	217	3,046	112.03
Cellular Telephone	6413.8	1,138	945	945	205	1,229	130.05
Utilities		147,772	145,337	145,337	11,261	136,503	93.92
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	231	1,515	50.50
Equipmt Repair & Maintenance	6418	66,090	73,415	73,915	20,726	100,161	135.51
CBM Charges	6420	148,232	178,037	178,037	11,091	157,508	88.47
Repair & Maintenance		216,418	254,452	254,952	32,048	259,184	101.66
Software Acquisition	6815	13,808	8,498	17,098	0	14,660	85.74
Capital Expenditures		13,808	8,498	17,098	0	14,660	85.74
TOTAL EXPENSES		4,615,927	4,641,001	4,902,264	649,653	4,822,430	98.37
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	1,066,420	100.05
Library Fines		56,478	75,000	75,000	4,834	59,202	78.94
Space Rentals		30,000	30,000	30,000	0	30,000	100.00
Donations & Memorials		705	0	692	200	957	138.29
Administration Reimbursements		103,773	0	15,225	0	15,225	100.00
Children's Reimbursements		125,714	77,694	129,796	0	129,796	100.00
Community Reimbursements & Reader/Prntr		7,217	300	24,800	0	24,500	98.79
Commissions (Vending)		1,473	1,500	1,500	223	1,502	100.13
Lost & Paid Materials 16032.5035		20,762	0	42,600	1,305	51,107	119.97
Network Reimbursements & Public Use Prntr		20,242	18,500	25,075	1,075	25,489	101.65
TOTAL REVENUES		1,469,693	1,268,833	1,410,527	7,637	1,404,198	99.55

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

Friends - 3951

3
02/14/18
10:36:16

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	0	0	20,000	1,450	10,895	54.48
Fringes	0	0	1,000	487	2,849	284.90
Salaries & Fringe Benefits	0	0	21,000	1,937	13,744	65.45
Training & Conferences 6201	1,074	0	3,691	0	921	24.95
Memberships & Licenses 6303	1,095	0	4,600	0	756	16.43
Awards & Recognition 6305	375	0	1,325	0	574	43.32
Food & Provisions 6307	1,248	0	1,500	1,552	2,412	160.80
Administrative Expense	3,792	0	11,116	1,552	4,663	41.95
Office Supplies 6301	6,617	0	30,750	740	18,433	59.94
Books & Library Materials 6315	0	0	1,600	0	787	49.19
Printing & Reproduction 6320	4,750	0	2,750	0	3,805	138.36
Miscellaneous Equipment 6327	8,002	0	9,325	0	1,823	19.55
Supplies & Materials	19,369	0	44,425	740	24,848	55.93
Advertising 6412	4,200	0	1,600	1,137	1,137	71.06
Other Contracts/Obligations 6599	16,930	0	25,550	505	19,971	78.16
Purchased Services	21,130	0	27,150	1,642	21,108	77.75
Utilities	0	0	0	0	0	.00
Equipmt Repair & Maintenance 6418	0	0	500	0	0	.00
Repair & Maintenance	0	0	500	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	112,791	5,871	72,903	64.64
REVENUES						
Administration Reimbursements	78,182	0	11,725	0	11,725	100.00
Children's Reimbursements	19,555	0	23,600	0	23,600	100.00
Community Reimbursements & Reader/Prntr	7,000	0	24,500	0	24,500	100.00
Lost & Paid Materials 16032.5035	0	0	1,600	0	1,600	100.00
Network Reimbursements & Public Use Prtr	0	0	6,575	0	6,575	100.00
TOTAL REVENUES	104,737	0	68,000	0	68,000	100.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Twelve Months Ending December 31, 2017Reach Out + Read-3952 4
02/14/18
10:36:16

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	21,493	2,103	21,534	100.19
Fringes	1,490	0	1,535	35	353	23.00
Salaries & Fringe Benefits	22,357	0	23,028	2,138	21,887	95.05
Training & Conferences 6201	522	0	960	64	384	40.00
Administrative Expense	522	0	960	64	384	40.00
Office Supplies 6301	20,437	0	37,723	10,367	50,751	134.54
Supplies & Materials	20,437	0	37,723	10,367	50,751	134.54
Other Contracts/Obligations 6599	0	77,694	81,694	1,821	3,683	4.51
Purchased Services	0	77,694	81,694	1,821	3,683	4.51
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	143,405	14,390	76,705	53.49
REVENUES						
Children's Reimbursements	78,069	77,694	96,196	0	96,196	100.00
TOTAL REVENUES	78,069	77,694	96,196	0	96,196	100.00

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

Appleton Ready to Read - 3454

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02/14/18
10:36:16

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Office Supplies 6301	3,805	0	1,000	0	0	.00
Supplies & Materials	3,805	0	1,000	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	3,805	0	1,000	0	0	.00
REVENUES						
Children's Reimbursements	3,590	0	1,000	0	1,000	100.00-
TOTAL REVENUES	3,590	0	1,000	0	1,000	100.00

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

ELL-3955

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	1,175	0	1,458	0	0	.00
Fringes	90	0	87	0	0	.00
Salaries & Fringe Benefits	1,265	0	1,545	0	0	.00
Food & Provisions 6307	270	0	3,239	66	1,010	31.18
Administrative Expense	270	0	3,239	66	1,010	31.18
Office Supplies 6301	5,176	0	5,900	1,708	3,824	64.81
Supplies & Materials	5,176	0	5,900	1,708	3,824	64.81
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	10,684	1,774	4,834	45.25
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

Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account		
127355	01/12/18	1/11 PR TRAVEL REIMBURSEMENTS	CARPENTER		178.05	16010	6201	00003951
127364	01/12/18	LIBRARY PARKING PERMITS			20,280.00	16010	6206	
127673	01/31/18	LIBRARY BTR RENEWAL	2018-2019		10.00	16010	6303	
380092	01/22/18	OUTAGAMIE WAUPACA LIBRARY SYST	printing		82.50	16010	6412	
127414	01/17/18	1/18 AT&T BILL			216.10	16010	6413 7	

.0					20,766.65			
					=====			
379144	01/01/18	HAESSLY, JESSICA	yoga story		200.00	16024	6599	00003951
379548	01/03/18	TUBMAN, ELIZABETH	artist in residence		300.00	16024	6599	00003951
379885	01/16/18	FOX CITIES BOOK FESTIVAL	community reads		1,000.00	16024	6599	00003951
379896	01/16/18	IRISH GENEALOGICAL SOCIETY	genealogical present		200.00	16024	6599	00003951
380257	01/24/18	OUTAGAMIE WAUPACA LIBRARY SYST	movie licensing		1,125.00	16024	6599	00003951
380313	01/26/18	GEORGE, PATRICIA	music @ the library		100.00	16024	6599	00003951

.4					2,925.00			
					=====			
380274	01/24/18	WE ENERGIES	4835-258-176		6,204.88	16031	6413 1	
380274	01/24/18	WE ENERGIES	5229-670-389		3,949.32	16031	6413 2	

1					10,154.20			
					=====			
380362	01/31/18	JANDOUREK, JEFFREY	edu reimb		555.63	16032	6201	
380104	01/22/18	UNIQUE MANAGEMENT SERVICES, IN	collections		420.65	16032	6599	

2					976.28			
					=====			
					34,822.13			
					=====			

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,307,058	2,297,567	2,297,567	133,143	133,143	5.79
Part-Time		251,250	210,722	210,722	14,992	14,992	7.11
Fringes		775,839	834,209	834,209	45,979	45,979	5.51
Salaries & Fringe Benefits		3,334,147	3,342,498	3,342,498	194,114	194,114	5.81
Training & Conferences		22,843 ⁶	22,514	22,514	734	734	3.26
Parking Permits		19,560	19,920	19,920	20,280	20,280	101.81
Memberships & Licenses		4,667	2,055	2,055	10	10	.49
Awards & Recognition		1,311	850	850	0	0	.00
Food & Provisions		5,148	1,135	1,135	0	0	.00
Administrative Expense		53,529	46,474	46,474	21,024	21,024	45.24
Office Supplies		125,042	54,156	54,156	0	0	.00
Building Maintenance/Janitor		9,891	11,570	11,570	0	0	.00
Shop Supplies & Tools		115	100	100	0	0	.00
Books & Library Materials		619,982	607,442	607,442	0	0	.00
Printing & Reproduction		3,890	100	100	0	0	.00
Clothing		363	0	0	0	0	.00
Safety Supplies		239	200	200	0	0	.00
Miscellaneous Equipment		66,989	67,650	67,650	0	0	.00
Supplies & Materials		826,511	741,218	741,218	0	0	.00
Collection Services		2,388	2,962	2,962	0	0	.00
Advertising		2,218	1,288	1,288	83	83	6.44
Other Contracts/Obligations		95,556	82,891	82,891	3,346	3,346	4.04
Purchased Services		100,162	87,141	87,141	3,429	3,429	3.94
Electric		98,489	110,073	110,073	6,205	6,205	5.64
Gas		24,310	24,432	24,432	3,949	3,949	16.16
Water		4,948	4,924	4,924	0	0	.00
Waste Disposal/Collection		2,063	2,052	2,052	0	0	.00
Stormwater		2,418	2,418	2,418	0	0	.00
Telephone		3,046	3,224	3,224	216	216	6.70
Cellular Telephone		1,229	992	992	0	0	.00
Utilities		136,503	148,115	148,115	10,370	10,370	7.00
Bldng Repair & Maintenance		1,515	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance		100,161	84,957	84,957	0	0	.00
CBM Charges		157,508	166,911	166,911	0	0	.00
Repair & Maintenance		259,184	254,868	254,868	0	0	.00
Software Acquisition		14,660	8,498	8,498	0	0	.00
Capital Expenditures		14,660	8,498	8,498	0	0	.00
TOTAL EXPENSES		4,724,696	4,628,812	4,628,812	228,937	228,937	4.95
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	0	0	.00
Library Fines		59,202	70,000	70,000	4,037	4,037	5.77
Space Rentals		30,000	30,000	30,000	10,000	10,000	33.33
Donations & Memorials		957	0	0	2-	2-	.00
Administration Reimbursements		15,225	0	0	6,675	6,675	.00
Children's Reimbursements		129,796	0	0	6,909	6,909	.00
Community Reimbursements & Reader/Prntr		24,500	0	0	7,300	7,300	.00
Commissions (Vending)		1,502	1,500	1,500	14	14	.93
Lost & Paid Materials		51,107	0	0	21,895	21,895	.00
Network Reimbursements & Public Use Prtr		25,489	18,500	18,500	3,139	3,139	16.97
TOTAL REVENUES		1,404,198	1,182,447	1,182,447	59,967	59,967	5.07

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 2018

Friends - 3951

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02/14/18
10:36:32

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	10,895	0	0	922	922	.00
Fringes	2,849	0	0	311	311	.00
Salaries & Fringe Benefits	13,744	0	0	1,233	1,233	.00
Training & Conferences 6201	921	0	0	178	178	.00
Memberships & Licenses 6303	756	0	0	0	0	.00
Awards & Recognition 6305	574	0	0	0	0	.00
Food & Provisions 6307	2,412	0	0	0	0	.00
Administrative Expense	4,663	0	0	178	178	.00
Office Supplies 6301	18,433	0	0	0	0	.00
Books & Library Materials 6315	787	0	0	0	0	.00
Printing & Reproduction 6320	3,805	0	0	0	0	.00
Miscellaneous Equipment 6327	1,823	0	0	0	0	.00
Supplies & Materials	24,848	0	0	0	0	.00
Advertising 6412	1,137	0	0	0	0	.00
Other Contracts/Obligations 6599	19,971	0	0	2,925	2,925	.00
Purchased Services	21,108	0	0	2,925	2,925	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Software Acquisition 6815	8,540	0	0	0	0	.00
Capital Expenditures	8,540	0	0	0	0	.00
TOTAL EXPENSES	72,903	0	0	4,336	4,336	.00
REVENUES						
Administration Reimbursements	11,725	0	0	3,175	3,175	.00
Children's Reimbursements	23,600	0	0	5,700	5,700	.00
Community Reimbursements & Reader/Prntr	24,500	0	0	5,300	5,300	.00
Lost & Paid Materials 16032.5035	1,600	0	0	0	0	.00
Network Reimbursements & Public Use Prtr	6,575	0	0	1,825	1,825	.00
TOTAL REVENUES	68,000	0	0	16,000	16,000	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 2018Reach Out + Read - 5754 3
02/14/18
10:36:32

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	21,534	0	0	52	52	.00
Fringes	353	0	0	0	0	.00
Salaries & Fringe Benefits	21,887	0	0	52	52	.00
Training & Conferences 6201	384	0	0	0	0	.00
Administrative Expense	384	0	0	0	0	.00
Office Supplies 6301	50,751	0	0	0	0	.00
Supplies & Materials	50,751	0	0	0	0	.00
Other Contracts/Obligations 6599	3,683	0	0	0	0	.00
Purchased Services	3,683	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	76,705	0	0	52	52	.00
REVENUES						
Children's Reimbursements	96,196	0	0	0	0	.00
TOTAL REVENUES	96,196	0	0	0	0	.00

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Supplies & Materials	0	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	0	0	0	.00
REVENUES						
Children's Reimbursements	1,000	0	0	1,209	1,209	.00
TOTAL REVENUES	1,000	0	0	1,209	1,209	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 2018

ELL-3955

02/14/18
10:36:32

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Food & Provisions 6307	1,010	0	0	0	0	.00
Administrative Expense	1,010	0	0	0	0	.00
Office Supplies 6301	3,824	0	0	0	0	.00
Supplies & Materials	3,824	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	4,834	0	0	0	0	.00
REVENUES						
Children's Reimbursements	9,000	0	0	0	0	.00
TOTAL REVENUES	9,000	0	0	0	0	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the One Month Ending January 31, 2018

Cultural Programs - 5951

02/14/18
10:36:32

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year January Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Supplies & Materials	0	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	0	0	0	.00
REVENUES						
Community Reimbursements & Reader/Prntr	0	0	0	2,000	2,000	.00
TOTAL REVENUES	0	0	0	2,000	2,000	.00

		Explanation					
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account		
127743	02/21/18	2/22 PR TRAVEL REIMBURSEMENT	BRITTNACHER	29.21	16010	6201	
588	02/21/18	OFFICEMAX/OFFICEDEPT#6	COFFEE/TEA (22.05%)	26.42	16010	6301	
590	02/21/18	OFFICEMAX/OFFICEDEPT#6	STAMP	11.99	16010	6301	
678	02/21/18	USPS PO 5602500943	POSTAGE	14.56	16010	6301	
907	02/21/18	AMAZON MKTPLACE PMTS	PHONE CASES	21.98	16010	6301	
308	02/21/18	WISCONSIN LIBRARY ASSO	D.S. WLA	159.00	16010	6303	
418	02/21/18	AMER LIB ASSOC-IMIS	A.W. ALA	140.00	16010	6303	
380398	02/02/18	VOLUNTEER ACTION COUNCIL	volunteer membership	20.00	16010	6303	
380667	02/16/18	WISCONSIN VOLUNTEER COORDINATO	state assoc membersh	15.00	16010	6303	00003951
1059	02/21/18	ADI	P.B. RETIREMENT GIFT	75.00	16010	6305	
380681	02/16/18	SEUBERT, JULIE	retirement cake	39.99	16010	6305	
240	02/21/18	SAMSLUB #6321	LGBTQ STORY SNACKS	15.74	16010	6307	00003951
371	02/21/18	AMAZON MKTPLACE PMTS	HARRY POTTER FOOD	17.99	16010	6307	00003951
788	02/21/18	MANDERFIELDS HOME BAKE	STAFF TRAINING	58.75	16010	6307	
1043	02/21/18	KWIK TRIP 74300007435	MOVIE POPCORN	9.00	16010	6307	00003951
1295	02/21/18	MANDERFIELDS HOME BAKE	RETURN	13.30	16010	6307	00003951
26	02/21/18	TARGET.COM *	COMMAND STRIPS	11.95	16010	6412	
657	02/21/18	WWW.ISTOCK.COM	CHILDREN'S CLASSES	31.19	16010	6412	
674	02/21/18	ADI	DOWNTOWN GUIDE	100.00	16010	6412	
1175	02/21/18	TARGET.COM *	COMMAND STRIPS	21.24	16010	6412	
1200	02/21/18	FACEBK *MZJMKWXX2	FB AD HOOPLA (64.85%	18.45	16010	6412	
1202	02/21/18	FACEBK *NZJMKWXX2	FB AD HOOPLA	1.55	16010	6412	
127681	02/13/18	2/18 AT&T BILL		218.68	16010	6413 7	
1090	02/21/18	CELLCOM	CELLPHONE	100.25	16010	6413 8	
380392	02/02/18	LEIF LARSON ARTISTRIES LLC	canvas for atrium	600.00	16010	6599	00003951

				1,744.64			
				=====			
127640	02/09/18	2/8 PR TRAVEL REIMBURSEMENTS	OLIVERAS	12.31	16021	6201	
127743	02/21/18	2/22 PR TRAVEL REIMBURSEMENT	UNRUH	55.54	16021	6201	00003952
170	02/21/18	HOBBY-LOBBY #0193	SLIME SUPPLIES	22.92	16021	6301	
213	02/21/18	DEMCO INC	DISPLAYS	271.40	16021	6301	
237	02/21/18	WM SUPERCENTER #1982	SLIME SUPPLIES	29.52	16021	6301	
296	02/21/18	AMAZON MKTPLACE PMTS	PLAY AND LEARN	28.89	16021	6301	
420	02/21/18	AMAZON MKTPLACE PMTS	AROUND THE WORLD	56.15	16021	6301	
421	02/21/18	WAL-MART #2958	STREAM	18.86	16021	6301	

		Explanation					
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account		
462	02/21/18	AMAZON MKTPLACE PMTS	COMFORT ROOM SIGN	25.99	16021	6301	
476	02/21/18	SSI*SCHOOL SPECIALTY	SPRING PROGRAM SUPPL	144.47	16021	6301	
589	02/21/18	OFFICEMAX/OFFICEDEPT#6	NAME LABELS (77.95%)	93.40	16021	6301	
611	02/21/18	SSI*SCHOOL SPECIALTY	PROGRAM MUSIC	247.30	16021	6301	
629	02/21/18	AMAZON MKTPLACE PMTS	CARD BOXES	13.08	16021	6301	
630	02/21/18	AMAZON MKTPLACE PMTS	FIELD TRIP CUSHIONS	164.30	16021	6301	00003951
637	02/21/18	HOBBY-LOBBY #0193	STREAM	40.47	16021	6301	
881	02/21/18	INT*IN *COSTUME SPECIA	VALENTINE SUPPLY	60.00	16021	6301	00003951
981	02/21/18	WWW.ISTOCK.COM	STORIES & STUFF	12.60	16021	6301	
1001	02/21/18	AMAZON MKTPLACE PMTS	CHARGING STATION	175.00	16021	6301	
1091	02/21/18	INT*IN *CHAVEZ DESIGN	GO VALLEY BOOTH	35.00	16021	6301	
1201	02/21/18	FACEBK *MZJMKWXX2	FB DYSLEXIA AD (35.1	10.00	16021	6301	
791	02/21/18	WM SUPERCENTER #1982	ELL FOOD	71.76	16021	6307	00003955
380386	02/02/18	APPLETON FOX CITIES KIWANIS CL	kidz expo booth	150.00	16021	6599	00003951
				1,738.96			
127640	02/09/18	2/8 PR TRAVEL REIMBURSEMENTS	CARPENTER	214.62	16023	6201	
125	02/21/18	DEMCO INC	MAGAZINE DISPLAY	383.94	16023	6301	
1203	02/21/18	FOX STAMP, SIGN & SPEC	STAMP	26.01	16023	6301	
				624.57			
417	02/21/18	PLA	A.W. PLA	280.00	16024	6201	
87	02/21/18	AMERICAN LIBRARY ASSN	COMIC BOOKMARK	25.20	16024	6301	00003951
380399	02/02/18	BAUER, JEANNE	MUSIC AT THE LIBRARY	75.00	16024	6599	00003951
380672	02/16/18	SCHULTZ, ALAN	music @ the library	75.00	16024	6599	00003951
				455.20			
241	02/21/18	AMAZON MKTPLACE PMTS	GARBAGE CANS	80.70	16031	6301	
356	02/21/18	AMAZON MKTPLACE PMTS	RECYCLE CANS	140.48	16031	6301	
632	02/21/18	AMAZON MKTPLACE PMTS	VACUUM BAGS	14.99	16031	6301	
116	02/21/18	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
789	02/21/18	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
1296	02/21/18	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306	
115	02/21/18	AMAZON.COM	HOSE NOZZLE	9.68	16031	6309 2	
127751	02/22/18	1ST QTR CITY UTILITIES	201112400 LIBRARY	384.00	16031	6407	
175	02/21/18	ADVANCED DISPOSAL ONLI	SPLIT -TRASH (5.17%)	74.00	16031	6407	

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
380752	02/20/18	WE	ENERGIES	4835-258-176	6,337.75	16031	6413 1
380752	02/20/18	WE	ENERGIES	5229-670-389	2,869.49	16031	6413 2
127751	02/22/18	1ST	QTR CITY UTILITIES	201112400 LIBRARY	1,123.04	16031	6413 3
127751	02/22/18	1ST	QTR CITY UTILITIES	201114400 LIBRARY	53.00	16031	6413 3
127751	02/22/18	1ST	QTR CITY UTILITIES	201112400 LIBRARY	488.99	16031	6413 4
127751	02/22/18	1ST	QTR CITY UTILITIES	201112400 LIBRARY	634.95	16031	6413 6

					12,348.41		
					=====		
347	02/21/18	DEMCO	INC	MAGAZINE DISPLAY	108.54	16032	6301
516	02/21/18	DEMCO	INC		150.12	16032	6301
572	02/21/18	SHOWCASES		MEDIA CASES	486.30	16032	6301
1127	02/21/18	PREMIUM WATERS	E-BILL	DISTILLED WATER	199.32	16032	6301
81	02/21/18	GRIMFROST			53.80	16032	6315
82	02/21/18	INGRAM	LIBRARY SERVICE		819.90	16032	6315
83	02/21/18	NATIONAL AUDUBON	SOCIE		20.00	16032	6315
129	02/21/18	AMAZON	MKTPLACE PMTS		11.34	16032	6315
130	02/21/18	AMAZON	MKTPLACE PMTS		59.96	16032	6315
131	02/21/18	INGRAM	LIBRARY SERVICE		595.16	16032	6315
141	02/21/18	INGRAM	LIBRARY SERVICE		265.65	16032	6315
142	02/21/18	INGRAM	LIBRARY SERVICE		585.15	16032	6315
143	02/21/18	INGRAM	LIBRARY SERVICE		485.89	16032	6315
146	02/21/18	AMAZON	MKTPLACE PMTS		50.91	16032	6315
147	02/21/18	AMAZON	MKTPLACE PMTS		77.87	16032	6315
148	02/21/18	JOSTENS INC.			47.00	16032	6315
149	02/21/18	JOSTENS INC.			70.00	16032	6315
197	02/21/18	AMAZON	MKTPLACE PMTS		16.32	16032	6315
198	02/21/18	AMAZON	MKTPLACE PMTS		19.97	16032	6315
199	02/21/18	INGRAM	LIBRARY SERVICE		1,667.80	16032	6315
200	02/21/18	AMAZON	MKTPLACE PMTS		16.38	16032	6315
201	02/21/18	AMAZON	MKTPLACE PMTS		5.29	16032	6315
202	02/21/18	AMAZON	MKTPLACE PMTS		13.27	16032	6315
203	02/21/18	AMAZON	MKTPLACE PMTS		24.97	16032	6315
204	02/21/18	PAYPAL	*MUAJTIAGXVA		25.00	16032	6315
253	02/21/18	INGRAM	LIBRARY SERVICE		3,067.10	16032	6315
254	02/21/18	AMAZON.COM			29.93	16032	6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha	Name -Remark-			
255	02/21/18	AMAZON	MKTPLACE PMTS	14.95	16032	6315
299	02/21/18	AMAZON	.COM	15.55	16032	6315
353	02/21/18	MIDWEST	TAPE LLC	1,508.82	16032	6315
354	02/21/18	INGRAM	LIBRARY SERVICE	546.48	16032	6315
355	02/21/18	INGRAM	LIBRARY SERVICE	195.62	16032	6315
390	02/21/18	AMAZON	.COM	20.70	16032	6315
455	02/21/18	INGRAM	LIBRARY SERVICE	246.97	16032	6315
456	02/21/18	INGRAM	LIBRARY SERVICE	1,513.50	16032	6315
519	02/21/18	AMAZON	.COM	20.95	16032	6315
592	02/21/18	INGRAM	LIBRARY SERVICE	761.77	16032	6315
593	02/21/18	AMAZON	.COM	24.99	16032	6315
594	02/21/18	AMAZON	MKTPLACE PMTS	10.07	16032	6315
684	02/21/18	AMAZON	.COM	49.03	16032	6315
685	02/21/18	INGRAM	LIBRARY SERVICE	1,077.48	16032	6315
816	02/21/18	INGRAM	LIBRARY SERVICE	338.12	16032	6315
869	02/21/18	AMAZON	.COM	26.15	16032	6315
870	02/21/18	MIDWEST	TAPE LLC	584.67	16032	6315
940	02/21/18	AMAZON	.COM	22.93	16032	6315
941	02/21/18	AMAZON	MKTPLACE PMTS	21.24	16032	6315
942	02/21/18	INGRAM	LIBRARY SERVICE	770.70	16032	6315
943	02/21/18	INGRAM	LIBRARY SERVICE	407.35	16032	6315
966	02/21/18	INGRAM	LIBRARY SERVICE	904.28	16032	6315
967	02/21/18	INGRAM	LIBRARY SERVICE	167.23	16032	6315
968	02/21/18	INGRAM	LIBRARY SERVICE	2,662.20	16032	6315
969	02/21/18	INGRAM	LIBRARY SERVICE	961.96	16032	6315
970	02/21/18	INGRAM	LIBRARY SERVICE	462.77	16032	6315
1089	02/21/18	INGRAM	LIBRARY SERVICE	300.48	16032	6315
1092	02/21/18	MIDWEST	TAPE LLC	1,229.16	16032	6315
1136	02/21/18	AMAZON	MKTPLACE PMTS	12.94	16032	6315
1154	02/21/18	AMAZON	MKTPLACE PMTS	15.98	16032	6315
1155	02/21/18	AMAZON	MKTPLACE PMTS	255.60	16032	6315
1156	02/21/18	AMAZON	MKTPLACE PMTS	18.94	16032	6315
1186	02/21/18	INGRAM	LIBRARY SERVICE	10.07-	16032	6315
1187	02/21/18	AMAZON	.COM	23.95	16032	6315
1188	02/21/18	AMAZON	MKTPLACE PMTS	30.00	16032	6315

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
1189	02/21/18	INGRAM	LIBRARY SERVICE		384.23	16032	6315
1230	02/21/18	INGRAM	LIBRARY SERVICE		1,991.49	16032	6315
1245	02/21/18	MIDWEST	TAPE LLC		1,337.77	16032	6315
1267	02/21/18	INGRAM	LIBRARY SERVICE		407.39	16032	6315
1268	02/21/18	INGRAM	LIBRARY SERVICE		485.94	16032	6315
1278	02/21/18	RECORDED	BOOKS		331.60	16032	6315
1279	02/21/18	RECORDED	BOOKS		64.60	16032	6315
1280	02/21/18	AMAZON.COM			29.93	16032	6315
1281	02/21/18	AMAZON	MKTPLACE PMTS		1.70	16032	6315
1306	02/21/18	RECORDED	BOOKS		374.20	16032	6315
380389	02/02/18	EBSCO	INFORMATION SERVICES	media	21,984.86	16032	6315
380390	02/02/18	EBSCO	INFORMATION SERVICES	media	288.03	16032	6315
380391	02/02/18	FOX VALLEY	LUTHERAN HIGH SCHOO	media	40.00	16032	6315
380498	02/08/18	APPLETON	NORTH HIGH SCHOOL	media	47.00	16032	6315
380509	02/08/18	MIDWEST	TAPE	media	2,690.15	16032	6315
380510	02/08/18	MIDWEST	TAPE	media	3,327.84	16032	6315
380658	02/16/18	OUTAGAMIE	WAUPACA LIBRARY SYST	wplc 2018 share	23,945.00	16032	6315
380666	02/16/18	VOYAGEUR	MAGAZINE	media	20.00	16032	6315
380665	02/16/18	UNIQUE	MANAGEMENT SERVICES, IN	collections	358.00	16032	6599
					82,292.73		
403	02/21/18	DMI*	DELL HLTHCR/PTR	ETHERNET	254.98	16033	6327
466	02/21/18	AMAZON	MKTPLACE PMTS	LAMP LOCKS	51.96	16033	6327
743	02/21/18	AMAZON.COM		ROUTER	79.99	16033	6327
999	02/21/18	CDW GOVT	#LHQ1895	APC SMART	1,023.85	16033	6327
1000	02/21/18	DMI*	DELL HLTHCR/PTR	DOCK-ADAPTER	262.49	16033	6327
113	02/21/18	BIBLIOTHECA, LLC		MAINTENANCE CONTRACT	5,507.16	16033	6418
114	02/21/18	ENVISION	WARE	PRINT MGMT	2,147.05	16033	6418
189	02/21/18	BIBLIOTHECA, LLC		MAINTENANCE CONTRACT	7,000.00	16033	6418
219	02/21/18	FARONICS	TECHN01 OF 01	DEEP FREEZE	574.42	16033	6418
357	02/21/18	BIBLIOTHECA, LLC		MAINTENANCE CONTRACT	7,000.00	16033	6418
495	02/21/18	AMAZON.COM		USB DRIVES	108.00	16033	6418
633	02/21/18	RICOH USA, INC		PUBLIC COPIER	148.71	16033	6418
634	02/21/18	RICOH USA, INC		PUBLIC COPIER	148.71	16033	6418
718	02/21/18	NAVIANT, INC		MICROFILM CONTRACT	1,500.00	16033	6418

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
740	02/21/18	CDW	GOVT #LJT9104	XEROX PRINTER	458.16	16033	6418
772	02/21/18	UPS*1ZP10T9R0300016615		RETURN ITEMS	169.17	16033	6418
787	02/21/18	DEMCO	SOFTWARE	EVANCE SERVICE	3,970.00	16033	6418
790	02/21/18	RICOH	USA, INC	PUBLIC COPIER	197.86	16033	6418
1024	02/21/18	UPS*2920530LHKJ		RETURN ITEMS	6.90	16033	6418
1034	02/21/18	MODERN	BUSINESS MACHIN		1,419.72	16033	6418
1099	02/21/18	MODERN	BUSINESS MACHIN	ADMIN COPIER	201.00	16033	6418
1100	02/21/18	MODERN	BUSINESS MACHIN		180.06	16033	6418
1208	02/21/18	CDW	GOVT #LGM2929	SENSOR STARTED	372.30	16033	6418
1252	02/21/18	DNH*GODADDY.COM		DOMAIN RENEWAL	193.38	16033	6418
					32,975.87		
					132,180.38		

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
50	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9675	808.50	2550 6315	00003952
117	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9683	186.75	2550 6315	00003952
118	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9352	55.05	2550 6315	00003952
220	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9461	970.50	2550 6315	00003952
323	02/21/18	SCHOLASTIC	EDUCATION	#8333 (15.39%)	48.30	2550 6315	00003952
324	02/21/18	SCHOLASTIC	EDUCATION	#9581 (22.79%)	71.50	2550 6315	00003952
325	02/21/18	SCHOLASTIC	EDUCATION	#9683 (61.82%)	194.00	2550 6315	00003952
635	02/21/18	ALL ABOUT BOOKS, LLC		RO&R - #9683	180.26	2550 6315	00003952
1101	02/21/18	ALL ABOUT BOOKS, LLC		RO&R - #9461	1,159.47	2550 6315	00003952
1142	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #8825	928.70	2550 6315	00003952
1143	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9352	294.50	2550 6315	00003952
1144	02/21/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9683	50.00	2550 6315	00003952
1247	02/21/18	SCHOLASTIC	EDUCATION	RO&R - #7555	63.00	2550 6315	00003952
1297	02/21/18	ALL ABOUT BOOKS, LLC		RO&R - #9675	471.20	2550 6315	00003952
1298	02/21/18	ALL ABOUT BOOKS, LLC		RO&R - #7555	1,191.54	2550 6315	00003952
					6,673.27		
					6,673.27		

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	50	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #9675	808.50	2550 6315	00003952
PU	117	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #9683	186.75	2550 6315	00003952
PU	118	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #9352	55.05	2550 6315	00003952
PU	220	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #9461	970.50	2550 6315	00003952
PU	323	02/21/18	SCHOLASTIC EDUCATION	#8333 (15.39%)	48.30	2550 6315	00003952
PU	324	02/21/18	SCHOLASTIC EDUCATION	#9581 (22.79%)	71.50	2550 6315	00003952
PU	325	02/21/18	SCHOLASTIC EDUCATION	#9683 (61.82%)	194.00	2550 6315	00003952
PU	635	02/21/18	ALL ABOUT BOOKS, LLC	RO&R - #9683	180.26	2550 6315	00003952
PU	1101	02/21/18	ALL ABOUT BOOKS, LLC	RO&R - #9461	1,159.47	2550 6315	00003952
PU	1142	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #8825	928.70	2550 6315	00003952
PU	1143	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #9352	294.50	2550 6315	00003952
PU	1144	02/21/18	INTERSTATE BOOKS4SCHOO	RO&R - #9683	50.00	2550 6315	00003952
PU	1247	02/21/18	SCHOLASTIC EDUCATION	RO&R - #7555	63.00	2550 6315	00003952
PU	1297	02/21/18	ALL ABOUT BOOKS, LLC	RO&R - #9675	471.20	2550 6315	00003952
PU	1298	02/21/18	ALL ABOUT BOOKS, LLC	RO&R - #7555	1,191.54	2550 6315	00003952
					6,673.27		
					6,673.27		

2550

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Two Months Ending February 28, 20181
03/01/18
10:33:11

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,307,058	2,297,567	2,297,567	173,434	306,577	13.34
Part-Time		251,250	210,722	210,722	21,147	36,139	17.15
Fringes		873,573	834,209	834,209	60,998	106,977	12.82
Salaries & Fringe Benefits		3,431,881	3,342,498	3,342,498	255,579	449,693	13.45
Training & Conferences	6201	22,843	22,514	22,514	592	1,325	5.89
Parking Permits	6206	19,560	19,920	19,920	0	20,280	101.81
Memberships & Licenses	6303	4,667	2,055	2,055	334	344	16.74
Awards & Recognition	6305	1,311	850	850	115	115	13.53
Food & Provisions	6307	5,148	1,135	1,135	160	160	14.10
Administrative Expense		53,529	46,474	46,474	1,201	22,224	47.82
Office Supplies	6301	125,042	54,156	54,156	3,140	3,140	5.80
Building Maintenance/Janitor	6306	9,891	11,570	11,570	137	137	1.18
Shop Supplies & Tools	6309	115	100	100	10	10	10.00
Books & Library Materials	6315	619,982	607,442	607,442	80,990	80,990	13.33
Printing & Reproduction	6320	3,890	100	100	0	0	.00
Clothing	6321	363	0	0	0	0	.00
Safety Supplies	6323	239	200	200	0	0	.00
Miscellaneous Equipment	6327	66,989	67,650	67,650	1,673	1,673	2.47
Supplies & Materials		826,511	741,218	741,218	85,950	85,950	11.60
Collection Services	6407	2,388	2,962	2,962	458	458	15.46
Advertising	6412	2,218	1,288	1,288	184	267	20.73
Other Contracts/Obligations	6599	95,556	82,891	82,891	1,258	4,604	5.55
Purchased Services		100,162	87,141	87,141	1,900	5,329	6.12
Electric	6413.1	98,489	110,073	110,073	6,338	12,543	11.40
Gas	6413.2	24,310	24,432	24,432	2,869	6,819	27.91
Water	6413.3	4,948	4,924	4,924	1,176	1,176	23.88
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	489	489	23.83
Stormwater	6413.6	2,418	2,418	2,418	635	635	26.26
Telephone	6413.7	3,046	3,224	3,224	219	435	13.49
Cellular Telephone	6413.8	1,229	992	992	100	100	10.08
Utilities		136,503	148,115	148,115	11,826	22,197	14.99
Bldng Repair & Maintenance	6416	1,515	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	31,303	31,303	36.85
CBM Charges	6420	157,508	166,911	166,911	0	9,838	5.89
Repair & Maintenance		259,184	254,868	254,868	31,303	41,141	16.14
Software Acquisition	6815	14,660	8,498	8,498	0	0	.00
Capital Expenditures		14,660	8,498	8,498	0	0	.00
TOTAL EXPENSES		4,822,430	4,628,812	4,628,812	387,759	626,534	13.54
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	0	0	.00
Library Fines		59,202	70,000	70,000	4,532	8,569	12.24
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		957	0	0	5	3	.00
Administration Reimbursements		15,225	0	0	0	6,675	.00
Children's Reimbursements		129,796	0	0	0	6,909	.00
Community Reimbursements & Reader/Prntr		24,500	0	0	0	7,300	.00
Commissions (Vending)		1,502	1,500	1,500	37	51	3.40
Lost & Paid Materials 16032.5035		51,107	0	0	4,183	26,078	.00
Network Reimbursements & Public Use Prntr		25,489	18,500	18,500	1,541	4,680	25.30
TOTAL REVENUES		1,404,198	1,182,447	1,182,447	10,298	70,265	5.94

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Two Months Ending February 28, 2018

R0+K - 2550

3
03/01/18
11:00:56

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22,138	22,138	867	2,107	9.52
Fringes	0	1,581	1,581	14	36	2.28
Salaries & Fringe Benefits	0	23,719	23,719	881	2,143	9.03
Training & Conferences 6201	0	1,160	1,160	0	0	.00
Administrative Expense	0	1,160	1,160	0	0	.00
Office Supplies 6301	0	73,339	73,339	0	0	.00
Books & Library Materials 6315	0	0	0	6,673	6,673	.00
Supplies & Materials	0	73,339	73,339	6,673	6,673	9.10
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	98,218	98,218	7,554	8,816	8.98
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Two Months Ending February 28, 2018

Friends - 3491

03/01/18
11:01:16

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	10,895	0	0	1,406	2,327	.00
Fringes	2,849	0	0	473	784	.00
Salaries & Fringe Benefits	13,744	0	0	1,879	3,111	.00
Training & Conferences 6201	921	0	0	0	178	.00
Memberships & Licenses 6303	756	0	0	15	15	.00
Awards & Recognition 6305	574	0	0	0	0	.00
Food & Provisions 6307	2,412	0	0	29	29	.00
Administrative Expense	4,663	0	0	44	222	.00
Office Supplies 6301	18,433	0	0	250	250	.00
Books & Library Materials 6315	787	0	0	0	0	.00
Printing & Reproduction 6320	3,805	0	0	0	0	.00
Miscellaneous Equipment 6327	1,823	0	0	52	52	.00
Supplies & Materials	24,848	0	0	302	302	.00
Advertising 6412	1,137	0	0	0	0	.00
Other Contracts/Obligations 6599	19,971	0	0	900	3,825	.00
Purchased Services	21,108	0	0	900	3,825	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Software Acquisition 6815	8,540	0	0	0	0	.00
Capital Expenditures	8,540	0	0	0	0	.00
TOTAL EXPENSES	72,903	0	0	3,125	7,460	.00
REVENUES						
Administration Reimbursements	11,725	0	0	0	3,175	.00
Children's Reimbursements	23,600	0	0	0	5,700	.00
Community Reimbursements & Reader/Prntr	24,500	0	0	0	5,300	.00
Lost & Paid Materials 16032.5035	1,600	0	0	0	0	.00
Network Reimbursements & Public Use Prntr	6,575	0	0	0	1,825	.00
TOTAL REVENUES	68,000	0	0	0	16,000	.00

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Supplies & Materials	0	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	0	0	0	.00
REVENUES						
Children's Reimbursements	1,000	0	0	0	1,209	.00
TOTAL REVENUES	1,000	0	0	0	1,209	.00

CITY OF APPLETON
Appleton Public Library
Revenue and Expense Summary
For the Two Months Ending February 28, 2018

ELL-3955

03/01/18
11:01:16

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Food & Provisions 6307	1,010	0	0	72	72	.00
Administrative Expense	1,010	0	0	72	72	.00
Office Supplies 6301	3,824	0	0	0	0	.00
Supplies & Materials	3,824	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	4,834	0	0	72	72	.00
REVENUES						
Children's Reimbursements	9,000	0	0	0	0	.00
TOTAL REVENUES	9,000	0	0	0	0	.00

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year February Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0.	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Supplies & Materials	0	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	0	0	0	0	0	.00
REVENUES						
Community Reimbursements & Reader/Prntr	0	0	0	0	2,000	.00
TOTAL REVENUES	0	0	0	0	2,000	.00

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2018

Budget Description	Business Unit	Acct. No.	Sub Acct No.	Subledger No.	Transfer Amount
Other Reimbursements: OWLS training & travel support	16010	5035			\$ 3,500.00
Admin: Training & Travel	16010	6201			\$ 3,500.00
Other Reimbursements: OWLS materials support	16032	5035			\$21,000.00
MM: Library Materials	16032	6315			\$21,000.00
Other Reimbursements: Cultural Programming	16024	5035		3957	\$ 2,000.00
Community Partnerships: Supplies	16024	6301		3957	\$ 2,000.00
Other Reimbursements: Friends Q3 distribution	16010	5035		3951	\$ 3,175.00
Admin: Training/Travel	16010	6201		3951	\$ 500.00
Admin: Food & Provisions	16010	6307		3951	\$ 700.00
Admin: Printing	16010	6320	2	3951	\$ 400.00
Admin: Advertising	16010	6412		3951	\$ 500.00
Admin: Contracts	16010	6599		3951	\$ 1,075.00
Other Reimbursements: Friends Q3 distribution	16021	5035		3951	\$ 5,700.00
Childrens: Supplies	16021	6301		3951	\$ 3,000.00
Childrens: Memberships	16021	6303		3951	\$ 300.00
Childrens: Contracts	16021	6599		3951	\$ 2,400.00
Other Reimbursements: Friends Q3 distribution	16023	5035		3951	\$ 1,000.00
Childrens: Supplies	16023	6301		3951	\$ 500.00
Childrens: Contracts	16023	6599		3951	\$ 500.00
Other Reimbursements: Friends Q3 distribution	16024	5035		3951	\$ 5,300.00
Community Partnerships: Supplies	16024	6301		3951	\$ 2,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 500.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,800.00
Other Reimbursements: Friends Q3 distribution	16033	5035		3951	\$ 1,825.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 1,825.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Friends of APL 3rd Quarter Distribution

Department Head	Date

Budget Entry (BE) No.: _____

Approved by:

 Tony D. Saucerman, Finance Director

 Date

 Timothy M. Hanna, Mayor

 Date

Reported to Finance Committee: _____

 Date

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

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

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

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

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

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

City of Appleton

2017 - 2018 REAPPROPRIATION REQUESTS

2018 Destination:

Fund /		Sub		Fund /		Sub		Contract	Project	Year		
Bus. Unit	Object	Obj	S/L	Bus. Unit	Object	Obj	S/L	#	#	Budgeted Vendor	PROJECT	Carryover JUSTIFICATION

Under Contract:													
Total - Under Contract												-	
Not Under Contract:													
Total - Not Under Contract												-	
Special Consideration:													
16032	5035			16032	6315				17		Lost & Paid materials funds	25,334	These are funds patrons have paid back to the library for losing materials the library will need to replace in our collection.
16032	5020			16032	6315				17		Donation & Memorials	265	These are donations given to the library for a dedicated memorial
16021	5035		3952	2550	6315				17-18		Reach Out & Read - United Way	66,700	These funds are granted to APL for staffing, supplies, and coordination of the RO&R program throughout our community
16021	5035		3955	16021	6108				17-18		English Language Learners - BMO	819	These funds are granted to APL for staffing, supplies, and coordination of the ELL program offered at the library
same				16021	6150				17-18		English Language Learners - BMO	59	These funds are granted to APL for staffing, supplies, and coordination of the ELL program offered at the library
same				16021	6301		3955		17-18		English Language Learners - BMO	3,218	These funds are granted to APL for staffing, supplies, and coordination of the ELL program offered at the library
same				16021	6307		3955		17-18		English Language Learners - BMO	1,754	These funds are granted to APL for staffing, supplies, and coordination of the ELL program offered at the library
16010	5035		3951	16010	6201		3951		17-18		Program & Other Initiatives - Friends	887	These funds are granted to APL from the Friends of the Appleton Library for special program initiatives
16021	5035		3951	16021	6301		3951		17-18		Program & Other Initiatives - Friends	3,500	These funds are granted to APL from the Friends of the Appleton Library for special program initiatives
16024	5035		3951	16024	6108		3951		17-18		Program & Other Initiatives - Friends	21,000	These funds are granted to APL from the Friends of the Appleton Library for special program initiatives
same				16024	6150		3951		17-18		Program & Other Initiatives - Friends	3,000	These funds are granted to APL from the Friends of the Appleton Library for special program initiatives
16032	5035		3951	16032	6315		3951		17-18		Program & Other Initiatives - Friends	6,000	These funds are granted to APL from the Friends of the Appleton Library for special program initiatives

2017 - 2018 REAPPROPRIATION REQUESTS

[illegible]



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-18)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2017

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

Board-approved, signed annual reports for 2017 are due to the DPI Division for Libraries and Technology no later than March 1, 2018.

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

III. LIBRARY SERVICES

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

IV. LIBRARY GOVERNANCE

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

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

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

Municipality Type	Name	Amount

Subtotal 1

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

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

Subtotal 2b

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

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

Subtotal 3

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

Program or Project	Amount

Subtotal 4

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

Name	Amount	Name	Amount

Subtotal 5

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.***7. All Other Operating Income****8. Total Operating Income**
*Add 1 through 7***9. What is the 2018 annual appropriation provided by your governing body/bodies for your public library?****10. Was your library's municipality exempt from the county library tax for 2017? Wis. Stat. s. 43.64(2)**

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

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

3. Library Collection Expenditures

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

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

Provider	Amount	Provider	Amount
Subtotal 4			

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

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

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

1. Capital Income and Expenditures by Source of Income.

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

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

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

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

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

X. STAFF

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

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

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

b. Other Paid Staff *See instructions*

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

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

a. Persons Holding the Title of Librarian

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

Other Persons Holding the
Title of Librarian (FTE)

Subtotal 2a

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

c. Total Library Staff
(FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

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

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

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

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

XII. TECHNOLOGY

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

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

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

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

a. First Name	b. Last Name	c. Email Address
---------------	--------------	------------------

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

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

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

XV. CERTIFICATION

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

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

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

The _____ Board of Trustees hereby states that in 2017, the
Name of Public Library

Name of Public Library System / Service

Indicate with an X one of the following two statements.

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

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

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

CERTIFICATION

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

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

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed



	COMMENTS	
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2018 Friends Grants - 3951		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Administration - 16010	Monthly totals:	\$3,175	\$3,100	\$4,425	\$4,100	\$14,800
	6201 Training/Travel	\$500	\$0	\$500	\$500	\$1,500
	6303 Memberships	\$0	\$500	\$1,000	\$500	\$2,000
	6305 Awards & Recogniti	\$0	\$400	\$325	\$500	\$1,225
	6307 Food & Provisions	\$700	\$700	\$700	\$700	\$2,800
	6320.2 Printing	\$400	\$400	\$400	\$400	\$1,600
	6412 Advertising	\$500	\$500	\$500	\$500	\$2,000
	6599 Contracts	\$1,075	\$600	\$1,000	\$1,000	\$3,675
Children's - 16021	Monthly totals:	\$5,700	\$5,800	\$6,100	\$6,000	\$23,600
	6301 Supplies	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
	6303 Memberships	\$300	\$0	\$300	\$0	\$600
	6599 Contracts	\$2,400	\$2,800	\$2,800	\$3,000	\$11,000
Public Services - 16023	Monthly totals:	\$1,000	\$1,000	\$1,000	\$750	\$3,750
	6301 Supplies	\$500	\$500	\$500	\$500	\$2,000
	6599 Contracts	\$500	\$500	\$500	\$250	\$1,750
Community Partnerships - 16024	Monthly totals:	\$5,300	\$5,800	\$3,800	\$2,800	\$17,700
	6301 Supplies	\$2,000	\$2,000	\$1,000	\$0	\$5,000
	6303 Memberships	\$500	\$1,000	\$0	\$0	\$1,500
	6599 Contracts	\$2,800	\$2,800	\$2,800	\$2,800	\$11,200
Materials Management - 16032	Monthly totals:	\$0	\$800	\$0	\$800	\$1,600
	6315 Library Materials	\$0	\$800	\$0	\$800	\$1,600
Network Services - 16033	Monthly totals:	\$1,825	\$500	\$1,675	\$2,550	\$6,550
	6301 Supplies	\$0	\$0	\$0	\$250	\$250
	6327 Misc. Equipment	\$1,825	\$500	\$1,175	\$1,800	\$5,300
	6599 Contracts	\$0	\$0	\$500	\$500	\$1,000
Quarterly totals:		\$17,000	\$17,000	\$17,000	\$17,000	\$68,000

Friends Carryover Funds Initiative - 3951

2018

Administration	Monthly totals:	\$887
16010.6201	Admin - Training Travel	\$887
Children's	Monthly totals:	\$3,500
16021.6301	Makerspace Items	\$3,500
Public Services	Monthly totals:	\$0
Community Partnerships	Monthly totals:	\$24,000
16024.6108/6150	Additional program sub staff time	\$21,000
16024.6599	Author Matthew Desmond	\$3,000
Materials Management	Monthly totals:	\$6,000
16032.6315	Mobile Collections App	\$6,000
Network Services	Monthly totals:	\$5,500
16033.6418	Data for Hot Spots	\$1,000
16033.6327	Technology to mobilize staff	\$4,000
16033.6327	Mobile Music Devices	\$500
	totals:	\$39,887



Wisconsin Library Association Legislative Policy Statement 2018

The Wisconsin Library Association affirms that:

- Wisconsin residents value and use libraries for education, business, cultural, and recreational purposes
- Library information resources, statewide knowledge network, and high-speed broadband access contribute to the state's economic growth, business planning, and workforce development
- Libraries provide Wisconsin residents with the essential information services they need to succeed at school, at work and in their personal lives
- Libraries contribute to the quality of life for Wisconsin residents through lifelong learning opportunities
- Libraries support children and families with early literacy and reading readiness programs
- Libraries play a key role in independent learning, in classrooms, and home-based education
- Libraries deliver high value in a cost-effective manner through regional and statewide resource sharing

The Wisconsin Library Association supports state legislative policy that:

- Ensures all Wisconsin residents have the broadest possible access to information resources and materials
- Preserves the fundamental principle of publicly-funded free and open access to library materials and services first established by Wisconsin law in 1872
- Values privacy and confidentiality in the use of library materials and services
- Supports the development of print collections, learning tools, digital resources and community engagement for libraries of all types
- Promotes regional and statewide sharing of library and information resources
- Provides robust affordable broadband networks for all Wisconsin residents to access technology
- Supports strong statewide leadership for library development and cooperation
- Supports sustainable funding of public libraries and public library systems by local governments, counties and the state
- Provides incentives for library system collaboration and supports policies and actions that result in increases in efficiency and effectiveness

The Wisconsin Library Association opposes state legislative policy that:

- Restricts access by Wisconsin residents to information resources and materials
- Affects local and state taxing options in ways that could have an adverse effect on libraries
- Intrudes on the privacy of library users
- Interferes with the right of local public library boards to independently determine local library policy, staffing and services based on community standards and needs

The Wisconsin Library Association supports the following legislative priorities:

Legislative positions that enhance all Wisconsin libraries:

- Endorsement of publicly-funded free and open access to library materials for all Wisconsin citizens
- Use of the Universal Service Fund for BadgerLink online resources and other statewide library services
- Sufficient, coordinated and affordable broadband and Internet access
- Enhanced support for collaborative delivery of library materials, shared on-line catalogs and electronic databases and other services offered to all Wisconsin Residents through regional public library systems
- Support of traditional service levels for statewide resource contracts: Wisconsin Talking Book and Braille Library, Cooperative Children's Book Center, and inter-loan from the Milwaukee Public Library and the University of Wisconsin collections
- Sustained support for the Wisconsin State Law Library and the Milwaukee County and Dane County Legal Resource Libraries
- Access to government publications and documents

Legislative positions that enhance Wisconsin public libraries:

- Support for additional public library systems aids to strengthen and enhance public library services at the local level
- Funding that provides citizen access from home, work or school to electronically published materials on a wide range of subjects
- Increased allowable revenue limits and transportation aid for counties and local governments, to enable sustained and stable support for all Wisconsin public libraries regardless of size or location

Legislative positions that enhance Wisconsin publicly supported academic libraries:

- Robust funding for the University of Wisconsin (UW) System and Technical College System libraries to enable them to support research, teaching and learning on their campuses
- Full funding for the Wisconsin Historical Society Library
- Additional funding for shared electronic library collections that support research and advanced study across the UW System

Legislative positions that enhance Wisconsin school and institutional libraries:

- Appropriate use of the Common School Fund for strong school library programs under the guidance of certified school library media professionals
- Increased capacity and access to broadband services for all Wisconsin students
- Increased funding for K-12 educational technology programs, infrastructure and professional development
- Address school staffing shortages to include employment of certified school library media specialists, instructional technology professionals and appropriate support staff in every school
- For WRS purposes, extend the protective status provided to correctional institution officers and sergeants to civilian staff (librarians, teachers, social and health care workers) employed by the Department of Corrections



WISCONSIN LIBRARIES

Keep Communities Strong!

LIBRARIES

Support Communities by providing:

- ◆ Resources for work, school and personal growth
- ◆ Access to broadband technology and technology training
- ◆ Literacy and life-long learning programs and classes
- ◆ Equal access to opportunity, information and learning

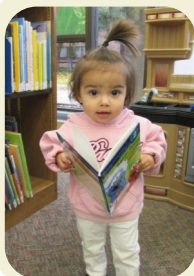
COMMUNITIES

Use and Value their Libraries as a:

- ◆ Cost-effective source for books, digital resources & technology
- ◆ Place for self-directed learning & community gatherings
- ◆ Anchor for economic activity and development
- ◆ Quality of life differentiator

VALUE OF WISCONSIN LIBRARIES

LITERACY: *Learning to Read & Reading to Learn*



WORKFORCE DEVELOPMENT

- ◆ Search for job opportunities and apply online for jobs
- ◆ Develop career skills
- ◆ Acquire computer skills
- ◆ Meeting space to conduct interviews

BUSINESS DEVELOPMENT

- ◆ Business resources
- ◆ Classes on starting and marketing a business
- ◆ Hi-speed Internet
- ◆ Meeting space
- ◆ Innovation Centers

KNOWLEDGE, CREATIVITY & LEARNING

College & University Libraries Provide:

- ◆ Access to creative application of information and data
- ◆ Ability to efficiently acquire, analyze, manage and apply information and data
- ◆ Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- ◆ Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, etc.



WISCONSIN LIBRARY ASSOCIATION
www.wisconsinlibraries.org

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WISCONSIN LIBRARIES

By the Numbers

WISCONSIN RESIDENTS USE LIBRARIES

- ◆ 61 **million** physical items checked out (averaging 1.2 million per week; 37% children's materials)
- ◆ 1.6 **million** eBooks downloaded
- ◆ 130 **million** Badgerlink searches conducted

Wisconsin has one of the nation's largest and most active collection of eBooks and digital audio books.

FREE WI-FI

99% of public libraries offer **free** Wi-Fi

For **most** Wisconsin communities, the Public Library is the **primary place** for access to hi-speed Internet.



PUBLIC LIBRARY SYSTEMS *Serve 381 Libraries with:*

- ◆ Technology infrastructure and training
- ◆ Delivery of books statewide
- ◆ Online catalogs and digital resources
- ◆ Supplemented local library budgets
- ◆ Continuing education opportunities

WISCONSIN COLLEGE & UNIVERSITY LIBRARIES

- ◆ Serve 237,000 enrolled students and their local communities
- ◆ Support traditional, online, and UW Flexible option
- ◆ Provide research support for \$1 billion in Federal grant research

SCHOOL MEDIA & TECHNOLOGY CENTERS

- ◆ Serve 872,000 students
- ◆ Provide resources through Common School Fund
- ◆ Support technology instruction and classroom teachers

SPECIAL LIBRARIES SERVE

- ◆ Health Care
- ◆ Government
- ◆ Research institutions



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Wisconsin Libraries Make A Positive Impact

EARLY LITERACY IN WISCONSIN



of Wisconsin kindergartners are not prepared for classroom reading

Kids lose **2 months** of reading and math skills during summer break²

School Year		
Sept	Oct	Nov
Dec	Jan	Feb
Mar	Apr	May

Nearly **6 in 10** Wisconsin students scored **less** than proficient on standardized reading tests³



What are Wisconsin public libraries doing to help?



Nearly **100%** of Wisconsin public libraries offered youth summer reading programs in 2016⁴

Children's programs offered in 2016⁵ **65,279**

Program attendance in 2016 **1,823,374**



20 million

kids' items checked out of Wisconsin public libraries in 2016⁶

For statistical sources, please visit: tinyurl.com/librariestransformwi

TECHNOLOGY IN WISCONSIN



1 in 5 Wisconsin residents have **reduced** or **limited** access to the Internet¹

of U.S. adults say **training on digital devices** would help them make information decisions²

\$69.93

Average monthly cost of Internet in the U.S.³

What are Wisconsin public libraries doing to help?



of WI public libraries offer free technical training⁴



of WI public libraries offer free computer and Internet access⁵

Annual **tech use** in WI libraries⁶



5 million computer uses



6 million Wi-Fi uses

For statistical sources, please visit tinyurl.com/librariestransformwi

WISCONSIN WORKFORCE DEVELOPMENT



95,700

unemployed in Wisconsin¹

70%

of Wisconsin employers have difficulty finding **qualified workers**²

87%

of U.S. workers think **developing new job skills** is vital to stay competitive³



What are Wisconsin public libraries doing to help?

Resources offered by Wisconsin libraries⁴



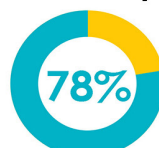
Workforce Development Center partnerships

Online courses and certifications

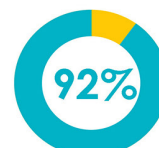
Business and professional journals online

STEM and coding activities

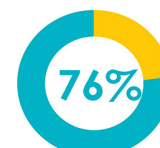
Nationally, public libraries help job seekers:⁵



create resumes



access online resources



apply for jobs

For statistical sources, please visit tinyurl.com/librariestransformwi



Wisconsin Libraries Transform!

Libraries transform communities by providing

- Resources for work, school and personal growth
- Access to broadband technology and tech training
- Literacy and life-long learning events and classes
- Places to access and add to the world's knowledge

Wisconsinites use and value libraries as a

- Cost-effective source for books, digital resources and tech
- Place for independent learning and community gatherings
- Anchor for economic growth
- Primary contributor to community quality of life

Public Libraries Are Popular & Appreciated!



69% of Americans 16 or older report high to medium levels of engagement with public libraries. (www.aspeninstitute.org)

Public Library Systems Assist 383 WI Libraries



Benefits include

- Technology infrastructure and training
- Statewide inter-library loan delivery
- Online catalogs and digital resources
- Supplements to local libraries
- Continuing education opportunities

Public Libraries Promote Economic Growth

Some 23% of those who have paid a visit to a library in the past year did so to look for or apply for a job (www.pewinternet.org). Libraries provide workforce development and digital literacy job services.



- Computer access and assistance to apply for jobs online
- Classes and resources teaching computer and online skills
- Resume assistance
- Meeting space for interviews

Business Development

Libraries foster entrepreneurship

- Classes on starting and marketing a business
- Meeting space and study rooms
- Makerspaces
- Business resources
- Hi-speed Internet



Free Wi-Fi

8.3 million



the number of uses of public Internet computers and wireless access at Wisconsin public libraries in the past year. For most Wisconsin communities, the public library is the primary place for access to hi-speed Internet.

Libraries Surpass Game Day Crowds

In 2014, **625,114** people attended a Green Bay Packers home game; **2,232,638** people attended Wisconsin public library events.



Literacy, Education and K-12 Support

- Library activities promote school readiness by improving a child's vocabulary, self-regulation, and social, listening and comprehension skills.
- Youth Summer Reading Programs help to keep children learning over school breaks, preventing academic slide.
- Libraries are the cornerstone of early literacy family education in communities across the state.



Restore State Funding to Public Libraries

In 2012, public libraries received state funding cuts of over **\$2 million.**

WLA urges legislators to restore these devastating cuts in the upcoming biennium (2017) budget.



WISCONSIN LIBRARY ASSOCIATION
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Wisconsin Libraries Transform!

By the Numbers

Wisconsin Public Libraries: Value of Services

Using 2014 annual statistics to calculate the value of services provided, multiplied by the average cost of comparable services, minus the operating expenses...

LIBRARY SERVICES & ACTIVITIES	2014 LIBRARY STATISTIC	AVG SERVICE COST	COMPARABLE SERVICE	2014 VALUE TO RESIDENTS
Annual Circulation	57,717,936	\$40	PRICE OF BOOKS, AUDIOS, MAGAZINES, NEWSPAPERS, MUSIC AND FILMS	\$2,308,717,440
Annual Interlibrary Loans Received	9,168,348	\$45	PRICE OF JOURNAL ARTICLES, BOOKS, AUDIOBOOKS, MUSIC AND FILMS	\$412,575,660
Annual Digital Circulation	2,951,715	\$30	PRICE OF DOWNLOADABLE: eBOOKS, eAUDIO AND STREAMING VIDEO	\$88,551,450
Annual BadgerLink Database Usage	79,826,821	\$40	BADGERLINK RESOURCES (does not include resources to which individual libraries subscribe)	\$3,193,072,840
Annual Attendance at Library Events and Literacy Programs	2,232,638	\$10	ADMISSION TO PROGRAMS, CONCERTS AND CLASSES	\$22,326,380
Annual Visitor Count	30,662,398	\$2	COMMUNITY AND STUDY ROOM SPACE, ACCESS TO MICROFILM READER, NEWSPAPERS AND LITERACY ITEMS	\$61,324,796
Annual Public Internet and Wi-Fi Use	8,366,025	\$10	ACCESS TO INTERNET, PRINTERS, FAX, SCANNERS AND SPECIALIZED SOFTWARE	\$83,660,250
Annual Reference Questions	3,944,937	\$10	SUPPORT DESK AND REFERENCE	\$39,449,370
Library Operating Budgets				\$232,243,322
GAIN ON INVESTMENT Return on Investment (ROI)				\$6,441,921,508 \$27.74

WISCONSIN PUBLIC LIBRARIES' GAIN ON INVESTMENT WAS OVER
\$6.4 billion.



...for every \$1 invested, that's a \$27.74 value!

Knowledge, Creativity & Learning: Wisconsin's Academic & Special Libraries

Technical, College & University Libraries

- Serve 237,000 enrolled students and their local communities
- Support traditional, online and UW Flexible option
- Provide research support for \$1 billion in federal grant research

School Media & Technology Centers

- Serve 872,000 students
- Rely on Common School Fund to maintain library resources
- Support technology instruction and classroom teachers

Special Libraries

- Serve health care providers and patients
- Provide citizen access to government documents
- Support businesses and start-ups

Did you know?

Wisconsin has one of the nation's largest and most active collections of eBooks and digital audio books.



Collaborative/Cooperative Agreements

Library
2017 YEAR END

Maintained Agreements	
Other Governments	
Black Creek Public Library	
City of Appleton Health Department	
City of Appleton Police Department	
City of Appleton Parks & Rec	
Gerald H. Van Hoof Public Library	
Hortonville Public Library	
IRS VITA program	
James J Siebers Public Library	
Kaukauna Public Library	
Menasha Public Library	
Muehl Public Library	
Neenah Public Library	
New London Public Library	
Outagamie Waupaca Library System	16 municipalities
OWLSnet consortium	
Social Security Administration	
Valley Transit	Read & Ride
WI Department of Workforce Development	
School Districts	
AASD	Outreach Visits
AASD	4K-12th grade
AASD	Birth to 5 programs
AASD Appleton Public Montessori	
AASD ELL Teachers	
AASD Title 1	
ACES	School age visits and outreach
Community Early Learning Center	
Appleton North High School	Go Valley Kids Resource Fair
Home School Hub	
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
Renaissance School for the Arts	
Non-Profit Organizations	
AARP	Tax Aide
African Heritage Inc.	
American Association of University woman (AAUW)	
Appleton Downtown Inc.	
Appleton Downtown Rotary	
Appleton Historical Society	

Boys & Girls Club	
Bubolz Nature Center	
Building for Kids	multiple collaborations based on exhibits, Children's Parade and special events, Reach Out & Read (ROR) Fox Cities
Casa Hispania (HCCW)	meetings and grant support - Latino Fest
Celebrate Diversity Fox Cities	
Children's Hospital of Wisconsin	
Compassionate Canines	
Down Syndrome Association	
Even Start	
FISC	
Fox Arts Network (FAN) Pass	
Fox Arts Network (FAN)	Participating organizations: Appleton Boy choir, ADI Inc., Attic Theater, Bergstrom Mahler Museum of Glass, Building For Kids Children's Museum, Fox Cities Performing Arts Center, Fox Valley Aires, Fox Valley Chorus of Sweet Adeline International, Fox Valley Symphony, Fox Wisconsin Heritage Parkway, History Museum at the Castle, Lawrence Academy of Music, Lawrence Academy Girl Choir Program, Lawrence University, MacDowell Male Chorus, Makaroff Youth Ballet, newVoices, New Horizons Band, Paper Discovery Center, Trout Museum of Art, YMCA Fox Cities
Fox Cities Book Festival	
Fox Cities Chamber of Commerce and Industry	
Fox Cities Performing Arts Center	Various programs based on current shows and programs
Fox Cities Reads	
Fox Valley Symphony	
Fox Valley Literacy Council	
Fox Valley Music Teacher Association	
Fox Valley Technical College	
Fox Valley Warming Shelter	
FRIENDS of Appleton Public Library	
Goodwill U	
Headstart	
Hearthstone Historic House Museum	
History Museum at the Castle	
Hmong American Partnership	Hmong American Day
Homeless Connections	
Lawrence University	ELL Pollinator Project
League of Women Voters	
NAMI	
Northeast Wisconsin Steampunk	

Outagamie County Master Gardeners	
Pride Alive	
Reach Out and Read	Wisconsin
Reach Out and Read	National
Recyclethatstuff.com	
Salvation Army	
SOAR Fox Cities	
United Way	
UW Extension	
UW Oshkosh Head Start	
World Relief Fox Valley	Refugee Resettlement
YMCA	
Other	
Affinity Health System	
Appleton Retirement Community	
Aurora Health System	
B.A.B.E.S.	
Barnes & Noble	
Bellin Health	Reach Out and Read
BMO Harris Bank	ELL Sponsor
Chimera Hobby	
Dr. Sarah Campbell	
	Apple Tree Connections, Child's Choice Learning Center, Children of America, Creative Child, Celebration Children's Center, Faith Lutheran, FVTC Child Care Center, Growing Together, Kids Kingdom, KinderCare (Metro, Ballard, S. Oneida), Kidzland Darboy, Little Angel, Little Hearts, Our Shepherd, Play & Grow Learning Center (Appleton, Greenville), Project Bridges, Thedacare, YMCA Learning Center, Young Child Development, Big Hearts Little Hands
Child care providers	
Family Care Fox Cities	
Fox Valley Technical College	
Gunderson Cleaners	
Lakeshore Cleaners	
Mosaic Family Health	
Outagamie County Master Gardner's	
Partnership Community Health Center	
Pfefferle Management	
Prevea Health	
Primary Care Associates of Appleton	
Safe Kids Fox Valley	
St. Elizabeth's Mommy & Me	
Thedacare Health System	
Thedacare Mommy & Me	
Trout Museum	

UW-Milwaukee-Ed. Psych. Dept.	
VIVA! Lawrence University Latino Student Group	
Washington Square Collaborative	
Wichmann - Fargo Funeral Home	
Wisconsin Timber Rattlers	
New Agreements	
Other Governments	
City of Appleton Diversity & Inclusion	
City of Appleton - GIS	
Outagamie County Restorative Justice	
Wisconsin Bureau of Consumer Protection	
Wisconsin Humanities Council	
Wisconsin Digital Archives	
Wisconsin Veterans Museum	
School Districts	
AASD Appleton Bilingual	Regularly scheduled visits
AASD Columbus Elementary	{POINT, SLP, regular field trips
AASD Horizons	Hmong After School Club
AASD McKinley School	ELL and Appleton Ready to Read (ARTR)
Hortonville High School	Robotics Team at ELL
Kimberly High School	
Non-Profit Organizations	
Appleton Fox Cities Kiwanis Club	Fox Cities, Kidz Expo
Appleton Makerspace	Maker Fest
Attic Theater	
Beja Shriners	
Community Foundation for the Fox Valley Region	POINT Committee
E.S.T.H.E.R.	
Family Roots - Wisconsin	
Forward Services	
Fox Cities Housing Coalition	
Fox Valley Coalition for Advanced Care Planning	
Fox Valley Memory Project	
Fox Valley Sierra Group	
Goodwill Industries	
Habitat for Humanity	
Housing Partnership of the Fox Cities	
Lawrence Makerspace	
Lawrence University Diversity Center	
Little Chute Historical Society	
Max Kade Institute, Madison	
Memorial Presbyterian Church	
NeighborCare	
Old Third Ward, Appleton	
POINT - US Venture	
Performing Arts Center	
Project RUSH	

Riverview Gardens	
Sexual Assault Crisis Center	
St. Joe's Food Program	
Stronger Together Fox Valley	
Winnebagoland Genealogical Society	
Other	
Associated Bank - BBC	
Basil Café	
Boardlandia	
Brookdale Senior Living	
Butterfly Gardens of Wisconsin	Monarch Special
Citizens Action Council	
Citizens's Climate Lobby	
Coex LLC	
Copper Rock Coffee Company	
Crazy Sweet	
Delta Sigma Theta Sorority Inc.	
Empower Yoga	
Feeding America	
Fox Cities Chamber of Commerce - PULSE	
Fox Valley Advance Care Planning Partnership	
Fox Valley Ghost Hunters	
Fox Valley Lutheran Home	
Funset Blouvard	Appleton Ready to Read (ARTR)
Go Valley Kids	Fox Cities, Kidz Expo
IndUS of Fox Valley	
La Revista Hispana (Magazine)	Free Marketing for Hispanic Heritage Event
Long Cheng Market Place	
Mai's Deli	
Marcia's School of Dance	
Paper Valley Garden Club	
Rapid 3D Printing	
Read Learning Educational Services LLC - Kelly Steinke	Adult Education Series
SkyZone	Appleton Ready to Read (ARTR)
Sprout Fox Cities Kids (Magazine)	ROR Fox Cities Articles
Stronger Together Fox Valley	
Surfin's Bird	
Tandem Wine & Beer	
Thao Enterprise	
The Atrium Post Acute Care Planning Partnership	
The Fire	
The Space LGBTQT Teens	
Touchmark	
UW - Practicum Student (Library iSchool)	
Valley Packaging	
WHBY	
Wisconsin Brushstrokes	Oshkosh

Wisconsin Historical Society Area Research Center	
Young Space	

Ethics and Conflict of Interest Laws Applying to Trustees

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Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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

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Cumulative Recovery:

Appleton Public Library

January 2017 through December 2017

Accounts Submitted:	712
Dollars Submitted:	\$111,164.46
Cash Recovery:	\$19,761.61
Material Recovery:	\$12,305.88
Waives:	\$954.90
<u>Recovery Total:</u>	<u>\$33,022.39</u>

Total Invoice Amount:	\$6,000.53
Total ROI:	6:1
Asset ROI:	5:1

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.



Monthly Recovery Statistics: Appleton Public Library

1/2017 Through 12/2017

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-17	\$2,360.00	\$1,484.94	\$363.30	\$4,208.24	\$3,844.94	\$420.65
November-17	\$2,352.10	\$717.95	\$15.00	\$3,085.05	\$3,070.05	\$268.50
October-17	\$878.69	\$481.48	\$140.80	\$1,500.97	\$1,360.17	\$393.80
September-17	\$1,154.45	\$873.62	\$0.00	\$2,028.07	\$2,028.07	\$304.30
August-17	\$1,072.70	\$592.16	\$30.60	\$1,695.46	\$1,664.86	\$340.10
July-17	\$1,244.19	\$180.45	\$0.00	\$1,424.64	\$1,424.64	\$259.55
June-17	\$1,836.50	\$1,649.90	\$81.50	\$3,567.90	\$3,486.40	\$304.30
May-17	\$1,118.79	\$1,165.00	\$10.00	\$2,293.79	\$2,283.79	\$349.05
April-17	\$1,672.85	\$1,146.91	\$21.00	\$2,840.76	\$2,819.76	\$411.70
March-17	\$2,196.40	\$1,739.47	\$225.00	\$4,160.87	\$3,935.87	\$232.70
February-17	\$2,438.44	\$1,426.00	\$15.00	\$3,879.44	\$3,864.44	\$608.60
January-17	\$1,436.50	\$848.00	\$52.70	\$2,337.20	\$2,284.50	\$2,107.28
Total	\$19,761.61	\$12,305.88	\$954.90	\$33,022.39	\$32,067.49	\$6,000.53
Average	\$1,646.80	\$1,025.49	\$79.58	\$2,751.87	\$2,672.29	\$500.04
						Asset ROI: \$5.30 to \$1

