



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

---

Tuesday, April 17, 2018

4:30 PM

225 N. Oneida Street - 1st Floor Childrens's  
Services Programming Rooms A/B

---

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[18-0510](#) March 6, 2018 Meeting Minutes

**Attachments:** [March 6 2018 Meeting Minutes.pdf](#)

### 4. Public Hearings/Apearances

- [18-0511](#) Volunteers of the Year

Establish Order of the Day

### 5. Action Items

- A. [18-0512](#) Report of the Building & Equipment Committee

**Attachments:** [Building and Equipment Committee Meeting Minutes 03-26-2018.pdf](#)

- i. [18-0513](#) Support the City's efforts to include the library's needs as identified as Option 1 in a Mixed Use Development with Commercial Horizons on the current site of Soldier's Square Parking Ramp.

**Attachments:** [Mixed Use Library Memo.pdf](#)

[Library RFP.pdf](#)

[Mixed Use Library Summary Grid.pdf](#)

[Scores for Mixed Use Library Project Proposals.pdf](#)

[Mixed-use Library close up.JPG](#)

- B. [18-0523](#) Bill Register - March 2018

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

## 6. Information Items

### A. Director's Report

- i. [18-0514](#) National Library Week

### B. President's Report

- i. [18-0515](#) Trustee Essentials Chapter 12: Library Standards

**Attachments:** [Trustee Essentials Chapter 12 Library Standards.pdf](#)  
[2017 Public Library Quantitative Standard.pdf](#)

### C. Assistant Director's Report

- i. [18-0516](#) APL Hiring Process updates

### D. Friends Report

- i. [18-0518](#) April Friendship Month  
ii. [18-0519](#) Spring Friends Used Book Sale - April 26 - 28, 2018

### E. Staff Updates

- i. [18-0520](#) Fox Cities Reads  
ii. [18-0521](#) Public Library System Re-design  
iii. [18-0528](#) Fox Cities Kidz Expo

## 7. Other Business

8. Adjournment

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

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



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

---

Tuesday, March 6, 2018

4:30 PM

225 N. Oneida Street

---

1. Call meeting to order

President Exarhos called the meeting to order at 4:31 pm

2. Roll call of membership

**Others Present:** Amanda Abshire, Jessica Brittnacher, Beth Carpenter, Derik Henken, Tina Krueger, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

**Present:** 11 - Bergman, Hietpas, Looker, Peterson, Dannecker, Kellner, Exarhos, Hunger, Bloedow, Scheuerman and Mann

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[18-0282](#)

January 16, 2018 Meeting Minutes

Dannecker moved, seconded by Bergman, that the January 16, 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation and Communications

[18-0317](#)

Welcome New Board Trustee - Margret Mann

**Establish Order of the Day**

President Exarhos changed the order of the agenda and moved Action Item J.i. to end of the meeting for Closed Session

5. Action Items

Dannecker moved, seconded by Looker, that Action Items 5. A. through 5. D., 5.F. and 5.J. be approved and Action item 5. E. be acted on separately. Voice Vote. Motion Carried. (10-0)



- 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](#)

This report action item was approved.

- 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](#)

This report action item was approved.

- 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](#)

This report action item was approved.

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

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

This report action item was approved.

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

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

Dannecker moved, seconded by Scheuerman, that the 2017-2018 Carryover Request in the amount of \$128,830 be approved. Voice Vote. Motion Carried. (10-0)

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

This report action item was approved.

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

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

This report action item was approved.

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

This report action item was approved.

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

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

This report action item was approved.

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

**Attachments:** [Personnel and Policy Committee Meeting Minutes 3-01-2018.pdf](#)

This report action item was approved.

## 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**

Peterson moved, seconded by Bergman that the Board move into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session. Voice Vote. Motion Carried. (10-0)  
Roll Call was taken.  
The meeting moved into Closed Session at 5:18 pm

Scheuerman moved, seconded by Mann that the Board reconvene in Open Session. Voice Vote. Motion Carried. (10-0)  
Roll Call was taken.  
The meeting moved into Open Session at 5:27 pm

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

Scheuerman moved, seconded by Looker, that the established Library Director's 2018 Goals be approved. Voice Vote. Motion Carried. (10-0)

8. Adjournment

Looker moved, seconded by Scheuerman that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)  
The meeting was adjourned at 5:30 pm



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

---

Monday, March 26, 2018

5:30 PM

Council Chambers, 6th Floor

---

### Building & Equipment Committee- Joint meeting with Finance Committee

#### 1. Call meeting to order

Chairperson John Peterson called the meeting to order at 5:31 pm

#### 2. Roll call of membership

**Others Present:** Jessica Brittnacher, Tina Krueger, Colleen Rortvedt, Tasha Saecker, Maureen Ward and additional APL Staff

**Present:** 3 - Peterson, Dannecker and Mann

**Excused:** 2 - Hietpas and Exarhos

**Others :** 5 - Bergman, Looker, Kellner, Bloedow and Scheuerman

#### 3. Public Hearings/Appearances

*The following spoke during public participation on Item: 18-0402 Mixed Use Development:*

Jeanne Roberts, 110 E. Florida Avenue  
Janice Quinlan, 322 South Court  
Tania Shook, 1901 N. Edgewood Avenue  
William Mys, 1203 Montclair Court  
Liz Trusedale - Witek, 405 S. Olde Oneida Street, #404  
Deb Blank, 2623 E. Sundance Drive  
Jason Brozek, 1402 N. Division Street  
Ed Perkins, 4486 N. White Hawk Drive  
Mike Thomas, 1 Hillock Court  
John Volkman, 1113 E. Marquette Street  
Emory Laffin, 2709 Kesting Court  
Laura Leimer, 720 E. Washington Street  
Nick Ross, 426 E. Atlantic Street  
Monico Rico, 1015 N. Union Street  
Connie Roop, 2601 N. Union Street  
Jennifer Stephany, 3209 White Birch Lane  
Alex Schultz, 716 W. Front Street  
Mary Hopfensperger, 825 S. Westhaven Place, Apt. A  
Nancy Graham, 26 South Meadows Drive  
Jan Carlson, 1712 N. Drew Street  
Emily Gilbert, 1908 N. Clark Street

#### 4. Action Items

[18-0402](#)

Support the city's efforts to include the library's needs as identified in a mixed use development with Commercial Horizons on the current site of Soldier's Square Parking Ramp

**Attachments:**    [Memo to Finance Library Bldg Equip 2-26-18.pdf](#)  
[LibraryRFP 11-16-17.pdf](#)  
[Mixed Use Library Summary Grid.pdf](#)  
[Scores for Mixed Use Library Project Proposals.pdf](#)  
[Mixed-use Library close up.pdf](#)

Dannecker moved, seconded by Mann, that the support of the city's efforts to include the library's needs as identified in a mixed use development with Commercial Horizons on the current site of Soldier's Square Parking Ramp be approved.

Dannecker moved, seconded by Mann, that the support of the city's efforts to include the library's needs as identified as Option 1 in a mixed use development with Commercial Horizons on the current site of Soldier's Square Parking Ramp be approved as amended. Voice Vote. Motion Carried. (3-0)

#### 5. Adjournment

Dannecker moved, seconded by Mann that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)  
The meeting was adjourned at 7:33 pm



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

# MEMORANDUM

---

TO: Members of the Finance Committee  
Members of the Library Building and Equipment Committee

FROM: Karen Harkness, Director of Community & Economic Development

DATE: February 14, 2018

RE: Mixed Use Library Project Development Proposals

---

In 2015, the City Council voted down a proposal to build a stand-alone library. Since then, the City Council has approved an updated Comprehensive Plan and adopted recommendations from several studies on parking and mobility, as well as created TIFs #11 and #12, that have helped provide a catalyst for new developments in Downtown Appleton. These decisions have also provided context for a new proposal for a mixed-use project which may include residential, retail, office, medical or a mixture of uses, leveraging the library as an anchor and solving its long-term needs. The City Council and Library Board both approved a request for proposal process to seek submissions from developers to satisfy the library's needs as well as continue the momentum of satisfying the priorities established within the City's Comprehensive Plan. This proposal process was developed to provide perspective for the City and Library's needs, while leaving much of it open-ended to allow the private sector to bring forward creative solutions in their proposals.

The Mixed Use Library Request for Proposal (RFP) was released on November 16, 2017 (attached). It was sent directly to 246 contacts and published on the City's website.

On December 6, 2017, we held a tour of the APL facilities and grounds. This tour was attended by approximately 20 people.

Responses to the RFP were due by 12:00 p.m. on January 12, 2018. We received responses from five (5) Development Teams.

## Five Responses Received to Mixed Use Library Project RFP

Developer Name
<b>1 Lawrence Street LLC</b> Team consists of John Pfefferle and Paul Hoffman, MSR, Hoffman Planning, Design & Construction, Mandel Group, and Walker Consultants
<b>Commercial Horizons Inc.</b> Team consists of Commercial Horizons, Miron Construction, Eppstein Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, attorney at Reinhart Law Firm

<b>Precept Properties LLC</b> Team consists of Aaron Cohen Associates, LTD, The Tocci Group, IBI Group, Bayland Buildings, Inc., von Briesen & Roper, s.c./vonBriesenOneSource, Precept Properties LLC and Rich & Associates Parking Consultants
<b>River to Valley Initiatives, Inc.</b> Team consists of River to Valley Initiatives, Inc., Cox Group Architects LLC, Dimension IV Madison Design Group, The Windward Group, IDM Hospitality Mgmt, and Larkin Hoffman Attorneys
<b>WiRED Properties</b> Team consists of WiRED Properties, Engberg Anderson Architects and SEH Short Elliott Hendrickson Inc.

City Staff (consisting of Community & Economic Development, DPW, Finance, Attorney, Mayor and Parks, Rec & Facilities) as well as Appleton Public Library Staff reviewed and scored the responses to the RFP for conformity with requirements detailed in the RFP and outlined below.

### **Proposal Evaluation Criteria**

*Compliance with and satisfaction of the Priorities and Objectives section of this RFP.*

- *Site creates a premier project enhancing the downtown, contributes to arts/culture, and fosters economic development.*
- *Building design complements existing urban form.*
- *Utilization of land leverages public/private funds.*
- *Project aligns with Comprehensive Plan, Downtown Parking Study, Downtown Mobility Study, TIF's #11 and #12.*

*Conformance to library needs assessment 8-25-2014 and library specific priorities and objectives within the RFP.*

- *Approximate 120,000 sq. ft.*
- *Public portion no more than 3 floors.*
- *Non-public portion approximately 10,000 sq. ft. can be located outside of 3 floors public portion.*
- *Refreshes APL Building Program prior to design.*
- *APL primary floor anchors with its own entrance and meeting space with after hour access.*
- *Demonstrates appropriate parking for entire mixed-use development.*
- *If redevelops existing site, provides a temporary location for library.*

*Provides solution for parking that addresses the needs of the library and the proposed development.*

*Conformance to the requirements and objectives of the City of Appleton Comprehensive Plan 2010-2030 and Chapter 14 Downtown Plan.*

*Compatibility of the project with the adjacent land uses.*

*Determination regarding the ability of the developer to carry out the proposal.*

*Amount of total investment and contribution to the City's tax base.*

*Cost to the City.*

*Quality and stability of proposed development.*

After City and APL Staff (Review Team) reviewed and scored responses, in-person interviews were held with three development teams on January 29 and January 31, 2018. The development teams interviewed were WiRED, 1 Lawrence Street, and Commercial Horizons.

**As per the RFP, after the in-person interviews, a “finalist”, Commercial Horizons, was notified that we wanted to continue discussions with them on their proposal.**

The Review Team was impressed with the depth, scope and direct relevant experience of the Commercial Horizons Development Team, which consists of Miron Construction, Eppstein Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, Attorney at Reinhart Law Firm.

Commercial Horizons Development Team proposed two options, but Option 1 gained the most support from the Review Team.

- Option 1 locates the mixed-use library project on the Solider Square Parking Ramp site and develops Bluff Site 2 in phases. Phase 1 would be creating temporary parking on Bluff Site 2 in order to allow for demolition of the Solider Square Ramp. Phase 2 would be mixed-use development on the Bluff Site 2.
- This proposal would create value and add to the tax base while meeting goals and objectives of the Comprehensive Plan, provides a solution for identified parking concerns, as well as other identified challenges.
- The concept presented is an 8-story mixed-use building with the library, residential, restaurant and retail. This mixed-use building creates a strong pedestrian connection to Solider Square and Houdini Plaza with the introduction of flex space that can be used for many options.

Please see the attached Mixed Use Library Summary Grid for a high-level overview of the five development team responses.



REQUEST FOR PROPOSAL – MIXED USE LIBRARY PROJECT



Appleton  
Public Library

**PROPOSALS SOUGHT BY:**  
**City of Appleton**  
**c/o Community and Economic Development Department**  
**Attn: Karen Harkness**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**(920) 832-6468**  
Karen.Harkness@appleton.org

**November 16, 2017**

**CITY OF APPLETON – REQUEST FOR PROPOSAL**  
*Mixed Use Library Project*

*This entire RFP and all Exhibits are available at the City of Appleton website [www.appleton.org](http://www.appleton.org). Follow the “RFP” link at the top of the City’s homepage.*

**TABLE OF CONTENTS**

<b>I.</b>	<b>INTRODUCTION</b>	<b>2</b>
<b>II.</b>	<b>PROJECT PRIORITIES &amp; OBJECTIVES</b>	<b>2</b>
<b>III.</b>	<b>POTENTIAL SITE OPTIONS</b>	<b>4</b>
<b>IV.</b>	<b>PROPOSAL REQUIREMENTS</b>	<b>4</b>
<b>V.</b>	<b>DIRECTIONS FOR SUBMITTAL</b>	<b>6</b>
<b>VI.</b>	<b>DISCLOSURES, TIMELINE, TERMS &amp; CONDITIONS</b>	<b>6</b>
<b>VII.</b>	<b>EVALUATION OF PROPOSALS</b>	<b>8</b>
<b>VIII.</b>	<b>ATTACHMENT LISTING</b>	<b>9</b>
<b>IX.</b>	<b>REFERENCE MATERIALS</b>	<b>9</b>

## **I. INTRODUCTION**

The Appleton Public Library's (APL) long term planning indicates that the current facility at 225 N. Oneida Street no longer meets the needs of the library. Originally built in 1981, the library building has infrastructure challenges that limit options for modern library service. APL is one of the busiest buildings in the downtown, serving an average of 1,500 people a day.

The City of Appleton (City) and Appleton Library Board are seeking a qualified developer for a mixed-use library development which may include residential, retail, office, medical or a mixture of uses in addition to the library. The design should create appropriate separation of uses, providing clear access and entrances for the library and other uses, as well as provide parking as appropriate for the entire mixed use development.

The City of Appleton is located in the Fox River Valley of northeastern Wisconsin and has a population of approximately 73,000. APL provides service to a population of 115,000. The City is serviced by Interstate 41, US Highway 10 and US Highway 441. It is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City is available on our website at [www.appleton.org](http://www.appleton.org).

Downtown Appleton is the heart of the Fox Valley. As an arts and entertainment district, Downtown has embraced the creative economic energy of business, tourism, education and love of the Fox River. Downtown's resurgence and increased vibrancy has drawn recent praise with College Avenue being named one of the "Great Places in America" by the American Planning Association in 2014.

Several major projects currently in progress will impact the City in general and Downtown specifically, as they will influence future mobility, connectivity to the riverfront, residential density, and attraction of conventions and visitors. Appleton continues to see demand for new housing units and has a solid commercial and industrial base. Strategic and ongoing investment in Downtown remains a top priority for the City, and the issuance of this RFP for a mixed-use Library Project is a critical step in this process.

## **II. PROJECT PRIORITIES & OBJECTIVES**

Developers are encouraged to propose a new site or to consider redevelopment of the existing library site/area for this mixed-use project. The site must create a premier project that will enhance the downtown, contribute to the arts and culture of the area, and foster economic development that will benefit the entire community.

Proposals should take into consideration the needs and current market condition. Building designs and material should complement the existing urban form of the area as well as the goals spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030). Utilization of the land should leverage public (federal, state and local)

funds and private funds in order to develop the site into a vibrant, sustainable mixed use development.

In 2017, the Appleton Common Council and Appleton Library Board approved and supported, respectively, the five-year update to the City Comprehensive Plan 2010-2030. In addition, both bodies unanimously agreed to issue this mixed-use RFP that should align with the Comprehensive Plan, Downtown Parking Study, Downtown Mobility Study, Tax Incremental Financing Districts #11 and #12, and the current APL building program and documents.

The City is seeking proposals for an approximately 120,000 square foot requirement for APL in a mixed use development. Proposals for City ownership or lease would be considered. General requirements for the physical space include:

1. Approximately 120,000 square feet of space.
2. The “public” portion of the library should not occupy more than 3 floors (Approx. 110,000 square feet).
3. “Non-public” portions of the library (Administration, Network Services, Technical Services, etc.) can be located on other floor(s) (Approx. 10,000 square feet).
4. The general physical needs identified in the “Library Needs Assessment Final Report 8-25-14” (Section IX. Reference Materials) for APL have not changed. However, the space for Parks and Recreation and OWLS are not part of this RFP and should not be included. APL’s building program will need to be refreshed prior to actual design.
5. APL should serve as a primary floor anchor with its own entrance and primary meeting room spaces allowing after-hours access. APL must be able to function independently from the rest of the development.
6. Demonstration of available parking as appropriate for the entire mixed use development should be included.
7. If proposing a redevelopment of the existing site, provide a temporary library location.

In addition to the physical space requirements, it will be crucial for the proposed development to support the City’s redevelopment goals as spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030). As such, a mixed use proposal is anticipated to ensure the highest and best use of the proposed development.

Section IX. Reference Materials provides historic detail of APL’s needs, site preferences and analysis completed to date. Due to the dynamic nature of ownership, development, and redevelopment, any site within the boundaries of Exhibit A –Mixed Use Library RFP Boundary Map will be considered and weighed as spelled out in the “Evaluation of Proposals” section of this RFP.

### III. POTENTIAL SITE OPTIONS

Respondents are invited to submit proposals for a mixed-use development, including a new or remodeled library, located within downtown Appleton. The geographic boundary is shown on Exhibit A – Mixed Use Library RFP Boundary Map. One potential scenario involves relocating the library to a different site. The other scenario involves utilizing the existing library site and/or other City-owned property in the nearby area (see Exhibit B – Current Library Site). Some details on the existing library site are provided below. Any land to be assembled as part of the project for either scenario is at the discretion and responsibility of the developer.

#### **Background Information on Existing Library Site**

**Location:** 225 North Oneida Street (Tax ID #31-2-0397-00)

**Legal Description:** APPLETON PLAT 2WD LOTS 1, 2, 3, 4, 5 & 6 BLK 38

**Common Description:** Area bound by North Appleton Street, West Franklin Street, North Oneida Street, and West Washington Street

**Area:** 94,782 square feet m/l (2.18 acres m/l)

**Registered Neighborhood:** Downtown Neighborhood

**Current Zoning:** CBD Central Business District - City of Appleton Zoning Ordinance (Chapter 23) available at <http://www.appleton.org/home/showdocument?id=482>.

**Utilities:** Served by existing water, sanitary sewer, and storm sewer.

The existing library will be made available for inspection on December 6, 2017 at 9:00 a.m. for those anticipating submitting a proposal.

### IV. PROPOSAL REQUIREMENTS

Proposals must be organized in the following order of sections:

#### 1. EXECUTIVE SUMMARY

- a. A succinct, high level description of the proposed project
- b. Identity and contact information for the developer(s)
- c. The Executive Summary should be signed by a Principal or authorized agent of the proposing developer

#### 2. DESCRIPTION OF FIRM & PERSONNEL: Detailed description of the

organizational structure/hierarchy for the development team, including relationship of the partners to each other (if appropriate) and responsibilities of key personnel to be involved in this project. Provide professional resumes for the key personnel to be assigned.

3. **EXPERIENCE AND ABILITY TO COMPLETE PROPOSED PROJECT:** Statement regarding experience and qualifications relative to this project, including references of individuals who can provide assessments of your previous work on similar projects. List relevant public sector clients for whom you have performed similar work. For each project listed, provide the name, address and a contact number of the client's representative who can be contacted regarding the project.
4. **PROJECT APPROACH:** Provide a narrative description of how your firm proposes to execute the project, including the location of proposed library and why it was chosen, how you will address the library's programming needs, and how the proposal meets the stated objectives and goals. Describe the intended relationship between the Library/City Staff and the public during the process. Submit a statement as to why you believe your firm is the best qualified to carry out the project.
5. **CONCEPTUAL DEVELOPMENT PLAN:** Provide a detailed description of the proposed project, including conceptual designs with enough details to evaluate the building and site relationship, parking, landscaping, floor plans, elevations and renderings. Providing 3-D modeling and project "fly-through" is suggested but not required.
6. **PROPOSED PROJECT COST, FINANCING AND SCHEDULE:** Proposed financing strategy, including sources and uses of funds. Demonstrate ability to secure sources of funds. Provide documentation to demonstrate project feasibility. Anticipated timetable for completion of the project and sequence of events.
7. **PROPOSED RENT SCHEDULE AND/OR PURCHASE PRICE:** Provide details on cost to City for proposed APL facility.

Any other information you deem relevant in helping us to evaluate your proposal is welcomed. The City reserves the right to negotiate a development agreement with the developer(s) of the selected proposal.

## **V. DIRECTIONS FOR SUBMITTAL**

To be deemed timely, Ten (10) hard copy proposals and one (1) electronic copy in a PDF format shall be received on or before January 12, 2018 at 12:00 p.m. CST by:

City of Appleton  
c/o Community and Economic Development Department  
Attn: Karen Harkness  
100 North Appleton Street  
Appleton, WI 54911  
Karen.Harkness@appleton.org

Proposals may be mailed or hand-delivered, but in either case must be received and stamped by the specified date and time. The City reserves the right to reject any and all proposals or to negotiate any or all aspects of the proposal as permitted by law. Proposals received after the above listed due date and time may be rejected by the City and returned unopened to the developer.

## **VI. DISCLOSURES, TIMELINE, TERMS & CONDITIONS**

1. The Proposal of the selected developer will become the basis for any contract entered into and will become subject to the City's provision on public access to open records and information.
2. To the extent a developer includes any uniquely proprietary or confidential information in the Proposal, the developer must clearly and unequivocally mark such information. The City will not reveal any such information to any third party, unless required to do so by law.
3. Developers must agree to make no other distribution of their Proposal beyond that made to the City and once under contract, all information gained in the process and work product is the ownership of the City.

## PROJECT TIMELINE

Activity	Estimated Date
APL tour of facilities and site for RFP respondents	9:00 a.m. December 6, 2017 CST
Request for Proposal deadline	12:00 p.m. January 12, 2018 CST
City & APL staff review and score request for proposals for conformity with RFP requirements and select consultant for interviews	January 19, 2018
In-person interviews and final development concept selection	January 29, 2018
Finalist notified	January 30, 2018
Public Presentation by the successful developer to Library Board and Common Council	TBD
Library Board and Common Council approval	TBD

NOTE: This timeline should be considered a draft. The City reserves the right to deviate from this schedule.

## TERMS AND CONDITIONS

1. Termination - If for any reason the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least seven (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
2. Insurance - The successful developer will be required to furnish, within five (5) days of award notification and before commencing work, the certificate of insurance specified in Exhibit C - Insurance Requirements for professional services work. The certificate shall name the City, its officers and employees, as additional insured.
3. Bid Procedure - City procurement policies and bid procedures will have to be followed.
4. Indemnification Clause - The agreement resulting from this RFP shall be required to contain the following:  
  
"The developer agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs (including attorney fees) arising out of this



agreement, caused in whole or in part by developer or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.”

5. The Developer must comply with all applicable local, state and federal regulations.
6. Contract Term - The contract resulting from the award of this RFP shall commence as soon as administratively possible following award notification and shall continue until all agreed upon tasks have been satisfactorily completed.
7. Right to Reject - The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.
8. Proposal Costs - All costs associated with preparation, submittal and presentation of proposals shall be borne by the developer.

## **VII. EVALUATION OF PROPOSALS**

Proposals will be evaluated on the basis of the degree of compliance with, and adherence to, the preceding proposal requirements and the following principles and guideline items:

1. Compliance with, and satisfaction of the Priorities and Objectives section of this RFP.
2. Conformance to the requirements and objectives of the City of Appleton Comprehensive Plan 2010-2030 and Chapter 14 Downtown Plan.
3. Compatibility of the project with the adjacent land uses.
4. Determination regarding the ability of the developer to carry out the proposal.
5. Amount of total investment and contribution to the City’s tax base.
6. Cost to the City.
7. Quality and stability of proposed development.

The City reserves the right to reject any and all proposals or to negotiate on any or all aspects of the proposal as permitted by law. Developers may be asked to present their proposal and answer questions of the City. If such a request is made, developers will be given at least five (5) working days’ notice.

## **VIII. ATTACHMENT LISTING**

The following Exhibits are attached.

Exhibit A – Mixed Use Library RFP Boundary Map

Exhibit B – Current Library Site Map

Exhibit C – Insurance Requirements

## **IX. REFERENCE MATERIALS**

The following documents are listed for reference purposes.

### **Library Studies**

Library Needs Assessment Final Report 8-25-14

<http://www.apl150.org/sites/apl150.org/files/pagefiles/APL%20Final%20Report%2008-25-14.pdf>

2013 Strategic Plan Updated 2016

[http://www.apl.org/system/files/FinalPlanWOStats\\_0.pdf](http://www.apl.org/system/files/FinalPlanWOStats_0.pdf)

Library Site Evaluation Criteria

<http://www.apl150.org/sites/apl150.org/files/pagefiles/SiteEvaluationCriteria.pdf>

### **Other Related Documents**

Comprehensive Plan 2010-2030

<http://www.appleton.org/government/planning/city-of-appleton-comprehensive-plan-2010-2030>

Downtown Parking Study

<http://www.appleton.org/home/showdocument?id=12044>

Mobility Study – Full Version

<http://www.appleton.org/home/showdocument?id=11020>

Mobility Study – Summary

<http://www.appleton.org/home/showdocument?id=11016>

Appleton Economic Development Strategic Plan

<http://www.appleton.org/home/showdocument?id=12046>

Downtown Appleton Business Improvement District (BID) Operational Plan

<http://www.appleton.org/home/showdocument?id=16869>

TIF #12 Tax Incremental Financing District  
<http://www.appleton.org/home/showdocument?id=14737>

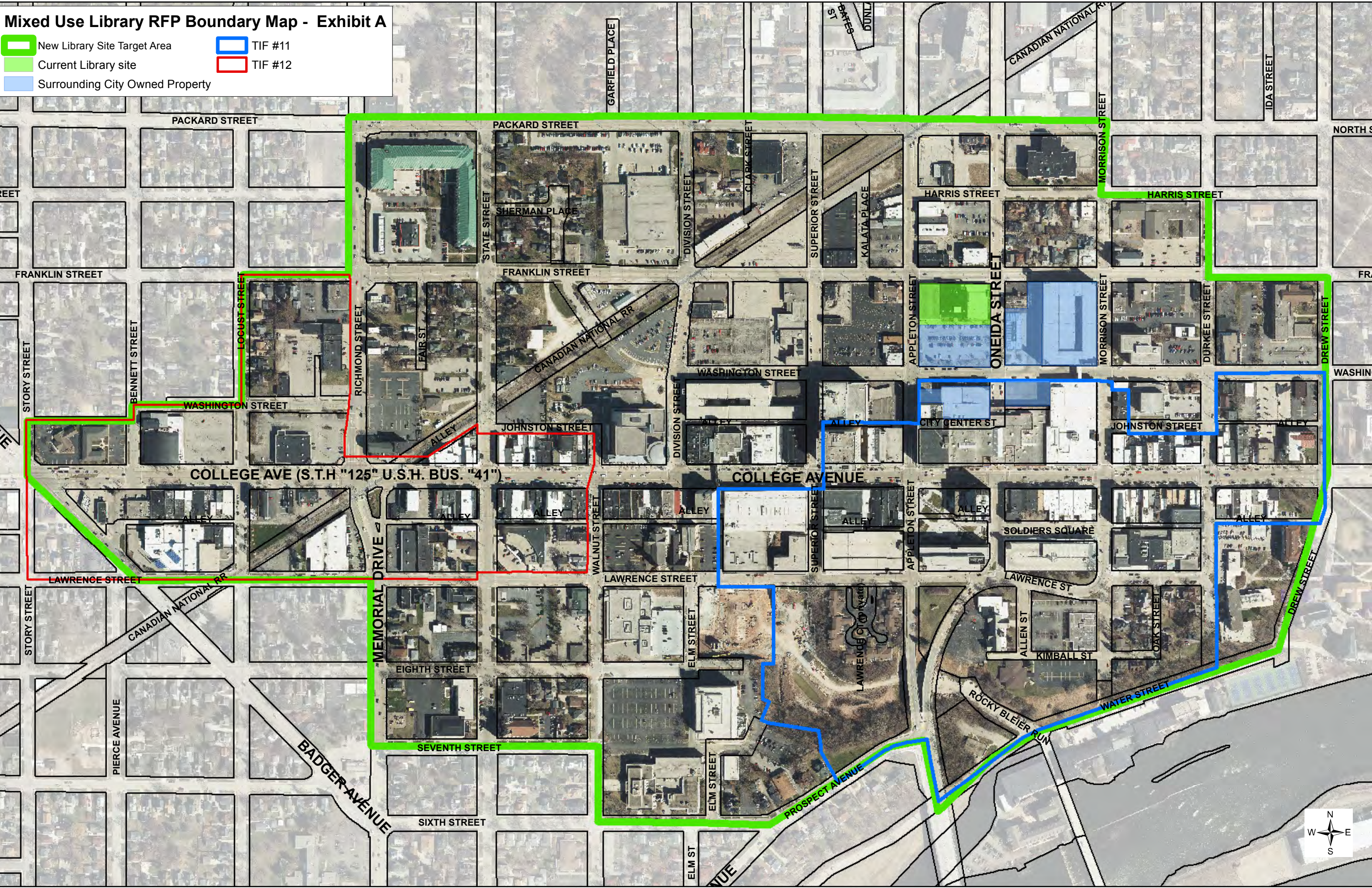
TIF #11 Tax Incremental Financing District  
<http://www.appleton.org/home/showdocument?id=14731>

Trails Master Plan  
<http://www.appleton.org/home/showdocument?id=16871>

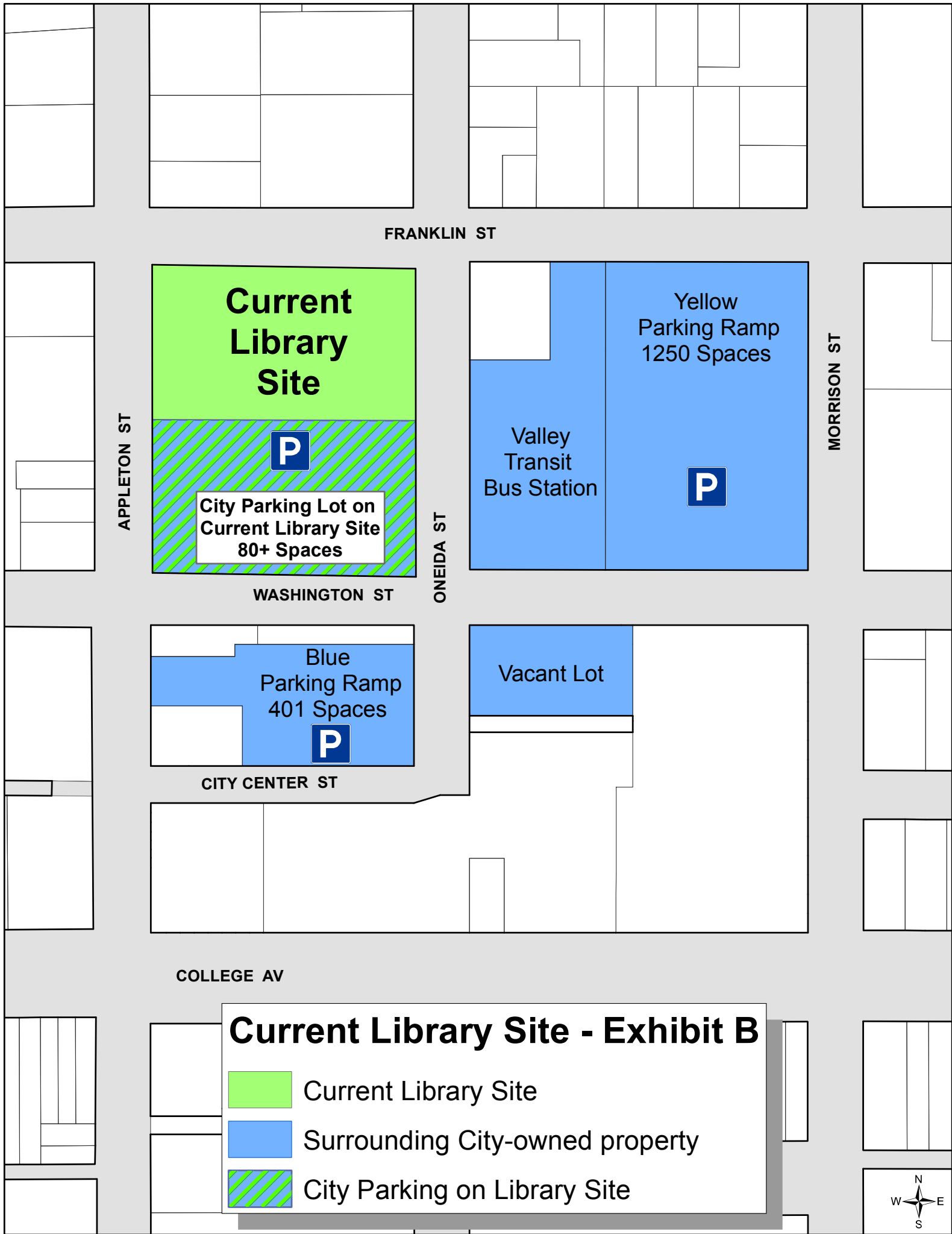


Mixed Use Library RFP Boundary Map - Exhibit A

- New Library Site Target Area
- Current Library site
- Surrounding City Owned Property
- TIF #11
- TIF #12







**EXHIBIT C**  
**CITY OF APPLETON**  
**PROFESSIONAL SERVICES INSURANCE REQUIREMENTS**

The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Appleton.

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

**1. PROFESSIONAL LIABILITY**

- A. Limits
  - (1) \$1,000,000 each claim
  - (2) \$1,000,000 annual aggregate
- B. Must continue coverage for 2 years after final acceptance for service/job

**2. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (1) \$1,000,000 each occurrence limit
  - (2) \$1,000,000 personal liability and advertising injury
  - (3) \$2,000,000 general aggregate
  - (4) \$2,000,000 products – completed operations aggregate
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (1) Premises and Operations Liability
  - (2) Contractual Liability
  - (3) Personal Injury
  - (4) Explosion, collapse and underground coverage
  - (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
  - (6) The general aggregate must apply separately to this project/location

**3. BUSINESS AUTOMOBILE COVERAGE**

- A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for Symbol #1 - “Any Auto” – including Owned, Non-Owned and Hired Automobile Liability.

4. **WORKERS COMPENSATION AND EMPLOYERS LIABILITY** – “If” required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.

- A. Must carry coverage for Statutory Workers Compensation and an Employers Liability limit of:
- (1) \$100,000 Each Accident
  - (2) \$500,000 Disease Policy Limit
  - (3) \$100,000 Disease – Each Employee

5. **UMBRELLA LIABILITY** - If exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$5,000,000 each occurrence and \$5,000,000 aggregate, and a maximum self-insured retention of \$10,000.

6. **ADDITIONAL PROVISIONS**

- A. **Primary and Non-Contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.**
- B. Acceptability of Insurers - Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- C. Additional Insured Requirements – The following must be named as **additional insureds** on the General Liability and Business Automobile Liability Policies for liability arising out of project work - City of Appleton, **and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation Policies.**
- D. Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent.** These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non renewed until at least 30 days’ prior written notice has been given to the City of Appleton.

MIXED-USE LIBRARY PROPOSAL SUMMARY

\*NOTE: Assumptions were made in completing this grid based on level of detail provided in Proposal(s). These numbers are for discussion purposes only and not necessarily representative of final plan(s).

Team	Option	Library Cost (In \$)	Parking Cost (In \$)	Added Value to Tax Base (In \$)	Number of Residential Units	Additional Mixed Use 1 (In square feet unless otherwise noted)	Additional Mixed Use 2 (In square feet unless otherwise noted)	Parking Stalls Proposed	1st Delivery	Library Site	Entire Development Area	Total Score of Review Team
Commercial Horizons Inc.	1	29,841,000	26,780,625	66,308,720	304	Phase 1: 36,800 Flex Space Future Phases: 11,200 Flex Space	Phase 1: 1,800 Retail and/or Restaurant Future Phases: 7,650 Retail and/or Restaurant	1,330	May 2020	Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Soldier Square Ramp Site)	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. ALSO Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Bluff 2 & Soldier Square Ramp Site)	232.5
Commercial Horizons Inc.	2	29,400,000	22,684,540	50,635,125	227	32,000 Flex Space	2,700 Retail and/or Restaurant	1,179	May 2020	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. (Bluff Site 2)	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. ALSO Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Bluff 2 & Soldier Square Ramp Site)	228
1 Lawrence Street LLC	1	42,619,725	16,668,290	27,172,882	108	N/A	N/A	277	Apr. 2021	Area bounded by Lawrence St./Western edge of USV Site/Rocky Bleier Run/Appleton St. (Bluff Site 1)	Area bounded by Lawrence St./Western edge of USV Site/Rocky Bleier Run/Appleton St. (Bluff Site 1)	177.5
1 Lawrence Street LLC (not enough info provided to score proposal)	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	City Center	City Center	Not scored
WiRED Properties	A	37,000,000	N/A	9,025,000	58	4,800 Retail	N/A	104 and uses Yellow Ramp	Sept. 2020	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	164
WiRED Properties	A.1	37,000,000	N/A	21,650,000	120	9,425 Retail	N/A	104 and uses Yellow Ramp	Sept. 2020	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Oneida St. (Transit Ctr. Site)	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Appleton St. (Current Lib. Site & Transit Ctr. Site)	Scored with Option A
WiRED Properties	B	45,200,000	N/A	17,000,000	109	9,425 Retail	Potential Office and/or Medical Space	Yellow Ramp	Sept. 2020	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Oneida St. (Transit Ctr. Site)	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Appleton St. (Current Lib. Site & Transit Ctr. Site)	160.5
Precept Properties LLC		24,000,000 to 48,000,000	5,100,000 to 10,200,000 Phase 1 only	20,200,000 to 42,400,000 Phase 1 only	214	40,000 Office	47,000/Retail or Commercial	1,180	Sept. 2020	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. (Bluff Site 2)	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. ALSO Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Bluff 2 & Soldier Square Ramp Site)	134
River to Valley Initiatives		31,000,000	3,000,000	50,000,000	150	60 Room Hotel	N/A	500-600	N/A	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	120.5

\*NOTE: Assumptions were made in completing this grid based on level of detail provided in Proposal(s). These numbers are for discussion purposes only and not necessarily representative of final plan(s).



## Mixed Use Library Project Proposals Evaluation Scores of Review Team

Developer Name	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Rater 6	Rater 7	TOTAL SCORE
<b>Commercial Horizons Inc.</b> (consists of Commercial Horizons, Miron Construction, Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, attorney at Reinhart Law Firm) <u><b>Option 1 - Soldier Square</b></u>	33.5	35	34	34	30	32	34	232.5
<b>Commercial Horizons Inc.</b> (consists of Commercial Horizons, Miron Construction, Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, attorney at Reinhart Law Firm) <u><b>Option 2 - Bluff Site #2</b></u>	35	35	34	33	29	30	32	228
<b>1 Lawrence Street LLC</b> (consists of John Pfefferle and Paul Hoffman, MSR, Hoffman Planning, Design & Construction, Mandel Group, and Walker Consultants) <u><b>Option 1 - Bluff Site #1</b></u>	28.5	25	26	25	29	22	22	177.5
<b>1 Lawrence Street LLC</b> (consists of John Pfefferle and Paul Hoffman, MSR, Hoffman Planning, Design & Construction, Mandel Group, and Walker Consultants) <u><b>Option 2 - City Center East</b></u>	Not scored	Not scored	Not scored	Not scored	Not scored	Not scored	Not scored	Not scored
<b>WiRED Properties</b> (consists of WiRED Properties, Engberg Anderson Architects and SEH Short Elliott Hendrickson Inc.) <u><b>Option A - Redevelop Existing Library</b></u>	29	18	20	27	28	22	20	164
<b>WiRED Properties</b> (consists of WiRED Properties, Engberg Anderson Architects and SEH Short Elliott Hendrickson Inc.) <u><b>Option B - Library at Transit</b></u>	26.5	20	20	24	28	22	20	160.5
<b>Precept Properties LLC</b> (consists of Aaron Cohen Associates, Ltd, The Tocci Group, IBI Group, Bayland Buildings, Inc., von Briesen & Roper, s.c./vonBriesenOneSource, Precept Properties LLC and Rich & Associates Parking Consultants)	22	6	17	21	26	23	19	134
<b>River to Valley Initiatives Inc.</b> (consists of River to Valley Initiatives, Inc., Cox Group Architects LLC, Dimension IV Madison Design Group, The Windward Group, IDM Hospitality Mgmt, and Larkin Hoffman Attorneys)	19.5	4	15	23	27	16	16	120.5







		Explanation							
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account				
633	03/20/18	CTC*CONSTANTCONTACT.C	EMAIL PROVIDER	966.00	16010	6599	00003951		
831	03/20/18	EB HERSTORY LUNCHEON	C.R J.B. EVENT	120.00	16010	6599	00003951		
				5,324.71					
198	03/20/18	OTC BRANDS INC	IDITAREAD PRIZES	346.42	16021	6301	00003951		
379	03/20/18	WM SUPERCENTER #1982	EMOJI PARTY SUPPLIES	48.81	16021	6301	00003951		
447	03/20/18	WM SUPERCENTER #2958	STREAM TEAM CRAFT	15.66	16021	6301			
599	03/20/18	AMAZON MKTPLACE PMTS	LAUNDRY BAGS	10.29	16021	6301			
616	03/20/18	HOBBY-LOBBY #0193	CRAFT SUPPLIES	22.73	16021	6301	00003951		
696	03/20/18	WM SUPERCENTER #1982	CRAFT SUPPLIES	27.14	16021	6301	00003951		
846	03/20/18	COPPERLEAF HOTEL	AUTHOR VISIT	330.00	16021	6301	00003951		
847	03/20/18	AMAZON.COM	STUFFED HUSKIES	81.58	16021	6301	00003951		
903	03/20/18	HFT*HARBOR FRGHT TOOLS	5 EAR MUFFS	31.94	16021	6301	00003951		
911	03/20/18	AMAZON MKTPLACE PMTS	BROCHURE HOLDER	29.69	16021	6301			
959	03/20/18	AMAZON MKTPLACE PMTS	COMFORT ROOM SIGNS	30.99	16021	6301			
1085	03/20/18	WM SUPERCENTER #2958	ELL CRAFTS/BOOKS	74.02	16021	6301	00003955		
689	03/20/18	FESTIVAL FOODS	ELL CUPCAKES	7.90	16021	6307	00003955		
745	03/20/18	THE GREATER VALLEY GUI	SERVICES MARKETING	461.00	16021	6599			
838	03/20/18	INT*IN *CHAVEZ DESIGN	PROGRAM MARKETING	475.00	16021	6599			
1084	03/20/18	READSQUARED	SLP SUPPORT	3,400.00	16021	6599			
				5,393.17					
128098	03/23/18	3/22 PR TRAVEL REIMBURSEMENTS	CARPENTER	52.21	16023	6201			
230	03/20/18	WEST BEND MUTUAL INSUR	J KRAUSE NOTARY BOND	20.00	16023	6201			
231	03/20/18	WI DEPT OF FINANCIAL I	J KRAUSE NOTARY BOND	20.00	16023	6201			
623	03/20/18	MOUNTAIN ROSE HERBS 2	ESSENTIAL OILS	64.13	16023	6301			
719	03/20/18	AMAZON MKTPLACE PMTS	3 DIFFUSERS	96.00	16023	6301			
1270	03/20/18	AMAZON.COM	PUZZLE/COLORING BOOK	60.96	16023	6301			
				313.30					
1081	03/20/18	AIRBNB	A.W. PLA	300.77	16024	6201			
78	03/20/18	PAYPAL *BISECTHOST	MINECRAFT SERVER	68.31	16024	6301	00003951		
922	03/20/18	SWANK MOTION PICTURES	SITE LICENSE	75.00	16024	6303			
381074	03/09/18	CHAUDOIR, JAMES	music @ the library	100.00	16024	6599	00003951		
381228	03/16/18	NELSEN, FRANKLIN	music @ the library	100.00	16024	6599	00003951		
381229	03/16/18	POHLKOTTE, TARA	artist in residence	300.00	16024	6599	00003951		

Document G/L		Explanation		Amount	Account
Number	Date	Alpha Name	-Remark-		
				-----	-----
				-----	-----
				944.08	
				=====	
15	03/20/18	AMAZON.COM	CLEANING CADDY	27.96	16031 6301
127	03/20/18	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031 6306
786	03/20/18	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031 6306
907	03/20/18	TARTAN SUPPLY CO INC	CHEMICALS & PAPER	1,020.02	16031 6306
1151	03/20/18	AMAZON MKTPLACE PMTS	LAUNDRY SOAP	17.79	16031 6306
1152	03/20/18	AMAZON MKTPLACE PMTS	GARBAGE CANS	72.63	16031 6306
1316	03/20/18	AMAZON MKTPLACE PMTS	GLOVES	24.80	16031 6306
207	03/20/18	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (5.91%	74.00	16031 6407
381328	03/22/18	WE ENERGIES	4835-258-176	6,530.20	16031 6413 1
381328	03/22/18	WE ENERGIES	5229-670-389	2,917.05	16031 6413 2
				-----	
				10,776.01	
				=====	
564	03/20/18	SP * ELM USA	DISC BUFFER SUPPLIES	969.95	16032 6301
963	03/20/18	PREMIUM WATERS E-BILL	DISTILLED WATER	141.87	16032 6301
1129	03/20/18	KAPCO	BOOK JACKET COVERS	551.38	16032 6301
381052	03/09/18	OUTAGAMIE WAUPACA LIBRARY SYST barcodes		254.30	16032 6301
6	03/20/18	INGRAM LIBRARY SERVICE		528.54	16032 6315
7	03/20/18	INGRAM LIBRARY SERVICE		443.39	16032 6315
8	03/20/18	UPS*1ZR449350398226112		22.53	16032 6315
46	03/20/18	MIDWEST TAPE LLC		1,391.24	16032 6315
108	03/20/18	AMAZON MKTPLACE PMTS		31.07	16032 6315
109	03/20/18	INGRAM LIBRARY SERVICE		537.04	16032 6315
110	03/20/18	INGRAM LIBRARY SERVICE		579.56	16032 6315
175	03/20/18	AMAZON MKTPLACE PMTS		17.89	16032 6315
176	03/20/18	STATE BAR OF WISCONSIN		73.40	16032 6315
177	03/20/18	INGRAM LIBRARY SERVICE		796.11	16032 6315
178	03/20/18	INGRAM LIBRARY SERVICE		861.98	16032 6315
234	03/20/18	AMAZON MKTPLACE PMTS		52.98	16032 6315
235	03/20/18	AMAZON MKTPLACE PMTS		121.83	16032 6315
236	03/20/18	AMAZON MKTPLACE PMTS		12.74	16032 6315
279	03/20/18	AMAZON.COM		29.98	16032 6315
290	03/20/18	INGRAM LIBRARY SERVICE		595.41	16032 6315
314	03/20/18	MIDWEST TAPE, LLC		1,690.46	16032 6315
315	03/20/18	AMAZON MKTPLACE PMTS		301.44	16032 6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
316	03/20/18	INGRAM LIBRARY SERVICE		506.88	16032 6315	
317	03/20/18	INGRAM LIBRARY SERVICE		739.06	16032 6315	
318	03/20/18	AMAZON MKTPLACE PMTS		3.30-	16032 6315	
357	03/20/18	INGRAM LIBRARY SERVICE		475.93	16032 6315	
358	03/20/18	INGRAM LIBRARY SERVICE		1,356.46	16032 6315	
362	03/20/18	AMAZON.COM		15.71	16032 6315	
364	03/20/18	NADA APPRAISAL GUIDES		478.00	16032 6315	
413	03/20/18	RECORDED BOOKS		71.77	16032 6315	
462	03/20/18	THOMSON WEST*TCD		822.01	16032 6315	
463	03/20/18	THOMSON WEST*TCD		429.36	16032 6315	
464	03/20/18	INGRAM LIBRARY SERVICE		384.60	16032 6315	
465	03/20/18	R&L PUBLISHING GROUP		45.59	16032 6315	
466	03/20/18	AMAZON.COM		30.60	16032 6315	
527	03/20/18	AMAZON MKTPLACE PMTS		18.87	16032 6315	
528	03/20/18	INGRAM LIBRARY SERVICE	FOX CITIES READS	1,317.11	16032 6315	00003951
529	03/20/18	INGRAM LIBRARY SERVICE	FOX CITIES READS	563.76	16032 6315	00003951
530	03/20/18	MULTI MEDIA CHANNELS L		49.00	16032 6315	
594	03/20/18	AMAZON MKTPLACE PMTS		73.81	16032 6315	
600	03/20/18	AMAZON MKTPLACE PMTS		43.82	16032 6315	
601	03/20/18	AMAZON MKTPLACE PMTS		33.57	16032 6315	
658	03/20/18	BAKER-TAYLOR		21.44	16032 6315	
659	03/20/18	MIDWEST TAPE LLC		1,567.69	16032 6315	
660	03/20/18	SAMUEL FRENCH INC.		376.30	16032 6315	
661	03/20/18	INGRAM LIBRARY SERVICE	FOX CITIES READS	512.38	16032 6315	00003951
662	03/20/18	INGRAM LIBRARY SERVICE	FOX CITIES READS	486.99	16032 6315	00003951
663	03/20/18	INGRAM LIBRARY SERVICE	FOX CITIES READS	306.86	16032 6315	00003951
664	03/20/18	AMAZON MKTPLACE PMTS		16.71	16032 6315	
665	03/20/18	AMAZON MKTPLACE PMTS		18.98	16032 6315	
666	03/20/18	AMAZON MKTPLACE PMTS		28.98	16032 6315	
713	03/20/18	DUACHAKA HER		54.00	16032 6315	
714	03/20/18	DUACHAKA HER		68.00	16032 6315	
740	03/20/18	INGRAM LIBRARY SERVICE		1,869.36	16032 6315	
741	03/20/18	INGRAM LIBRARY SERVICE		392.70	16032 6315	
798	03/20/18	CFRA		420.00	16032 6315	
813	03/20/18	AMAZON MKTPLACE PMTS		5.29-	16032 6315	

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
814	03/20/18	AMAZON	MKTPLACE PMTS		31.18-	16032	6315
825	03/20/18	HOUCHEN	BINDERY LTD		54.00	16032	6315
826	03/20/18	R&L	PUBLISHING GROUP		64.62	16032	6315
827	03/20/18	SCHOLASTIC	EDUCATION		486.85	16032	6315
828	03/20/18	RECORDED	BOOKS		56.90	16032	6315
829	03/20/18	RECORDED	BOOKS		48.02	16032	6315
830	03/20/18	RECORDED	BOOKS		43.33	16032	6315
885	03/20/18	INGRAM	LIBRARY SERVICE		634.30	16032	6315
915	03/20/18	SIERRA	CLUB		15.00	16032	6315
916	03/20/18	TCD*GALE			11,877.23	16032	6315
917	03/20/18	RECORDED	BOOKS		48.42	16032	6315
956	03/20/18	RECORDED	BOOKS		131.03	16032	6315
957	03/20/18	INGRAM	LIBRARY SERVICE		757.98	16032	6315
968	03/20/18	AMAZON	MKTPLACE PMTS		28.94-	16032	6315
969	03/20/18	INGRAM	LIBRARY SERVICE		2,073.13	16032	6315
972	03/20/18	AMAZON.COM			51.81	16032	6315
973	03/20/18	RECORDED	BOOKS		113.02	16032	6315
974	03/20/18	RECORDED	BOOKS		64.60	16032	6315
1021	03/20/18	AMAZON.COM			27.93	16032	6315
1022	03/20/18	MIDWEST	TAPE LLC		1,806.17	16032	6315
1023	03/20/18	AMAZON	MKTPLACE PMTS		23.99	16032	6315
1024	03/20/18	AMAZON	MKTPLACE PMTS		.75-	16032	6315
1025	03/20/18	SQ	*SQ *H W WILSON		199.00	16032	6315
1026	03/20/18	INGRAM	LIBRARY SERVICE		461.24	16032	6315
1027	03/20/18	INGRAM	LIBRARY SERVICE		998.07	16032	6315
1028	03/20/18	RECORDED	BOOKS		4,500.00	16032	6315
1097	03/20/18	AMAZON	MKTPLACE PMTS		.93-	16032	6315
1098	03/20/18	THOMSON	WEST*TCD		822.01	16032	6315
1099	03/20/18	INGRAM	LIBRARY SERVICE		1,955.85	16032	6315
1100	03/20/18	INGRAM	LIBRARY SERVICE		919.08	16032	6315
1101	03/20/18	RECORDED	BOOKS		14,234.88	16032	6315
1102	03/20/18	RECORDED	BOOKS		1,350.00	16032	6315
1134	03/20/18	WORLDCHAMBEROF	COMMERCE		60.00	16032	6315
1224	03/20/18	AMAZON	MKTPLACE PMTS		21.28	16032	6315
1225	03/20/18	AMAZON	MKTPLACE PMTS		59.99	16032	6315

3

Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
					=====	
					107,849.87	
					=====	



Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
82	03/20/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9683	643.00	2550	6315
128	03/20/18	INTERSTATE	BOOKS4SCHOO	RO&R - #8825	549.25	2550	6315
138	03/20/18	INTERSTATE	BOOKS4SCHOO	RO&R - #9352	181.80	2550	6315
393	03/20/18	ALL ABOUT	BOOKS, LLC	RO&R - #9683	261.96	2550	6315
908	03/20/18	INTERSTATE	BOOKS4SCHOO	RO&R - #8182	118.45	2550	6315
985	03/20/18	SCHOLASTIC	EDUCATION	RO&R - #9581	100.00	2550	6315
					1,854.46		
					1,854.46		

0

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
62	03/20/18	CONCOURSE HOTEL	C.R. WLA	94.50	16010 6201	
1242	03/20/18	HOMELESS TRAINING	STAFF TRAINING DAY	1,781.80	16010 6201	
106	03/20/18	OFFICE DEPOT #415	COUNTERFEIT PEN	31.74	16010 6301	
107	03/20/18	OFFICEMAX/DEPOT 6869	OFFICE SUPPLIES	46.75	16010 6301	
852	03/20/18	OFFICEMAX/DEPOT 6869	OFFICE SUPPLIES	195.24	16010 6301	
871	03/20/18	OFFICE DEPOT #323	DRY-ERASE MARKERS	11.01	16010 6301	
872	03/20/18	OFFICE DEPOT #5910	EASEL BACKS 6PACK	13.47	16010 6301	
964	03/20/18	OFFICEMAX/DEPOT 6869	CUPS AND LIDS	23.96	16010 6301	
1317	03/20/18	AMAZON.COM	NOTEBOOK	9.14	16010 6301	
990	03/20/18	WISCONSIN LIBRARY ASSO	PRO ASSOC MEMBERSHIP	213.70	16010 6303	
44	03/20/18	COPPER ROCK COFFEE LLC	STAFF TRAINING LUNCH	632.90	16010 6307	
120	03/20/18	SAMS CLUB #6321	TRAINING DAY FOOD	137.68	16010 6307	
137	03/20/18	PIZZA HUT 013279	GAME BREAK FOOD	19.07	16010 6307	00003951
184	03/20/18	JERSEY BAGEL & DELI	STAFF FOOD	55.60	16010 6307	
353	03/20/18	SIMPLE SIMON BAKERY -	EMOJI PARTY COOKIES	46.00	16010 6307	00003951
371	03/20/18	PICK'N SAVE #118	KUDOS & KARES B-DAY	97.03	16010 6307	
372	03/20/18	PICK'N SAVE #118	TAX CREDIT	.26-	16010 6307	
373	03/20/18	PICK'N SAVE #118	PRICE ADJUSTMENT	6.11-	16010 6307	
394	03/20/18	FESTIVAL FOODS	RAK DRINKS/SUPPLIES	29.24	16010 6307	00003951
414	03/20/18	FESTIVAL FOODS	F.C.R. REFRESHMENTS	18.31	16010 6307	00003951
443	03/20/18	MANDERFIELDS HOME BAKE	STAFF TRAINING	84.05	16010 6307	
480	03/20/18	SAMS CLUB #6321	RAK DRINKS/SUPPLIES	40.86	16010 6307	00003951
615	03/20/18	HUNAN 1	K-POP SNACKS	10.48	16010 6307	00003951
618	03/20/18	FESTIVAL FOODS	RAK DRINKS/SUPPLIES	89.32	16010 6307	00003951
695	03/20/18	AMAZON MKTPLACE PMTS	HARRY POTTER SNACKS	23.12	16010 6307	00003951
845	03/20/18	SAMS CLUB #6321	ANIME NIGHT SNACKS	88.48	16010 6307	00003951
923	03/20/18	JIMMY JOHNS # 446 - E	MINECRAFT FOOD	26.15	16010 6307	00003951
941	03/20/18	KWIK TRIP 74300007435	MOVIE POPCORN	9.99	16010 6307	00003951
1349	03/20/18	AMAZON MKTPLACE PMTS	PROGRAM FOOD	14.99	16010 6307	00003951
381077	03/09/18	MAAS, PAUL J	ice for meeting	5.97	16010 6307	
1126	03/20/18	FACEBK *QP33RESXX2	ADS	32.47	16010 6412	
1189	03/20/18	FASTSIGNS 300301	COMPUTER NUMBERS	25.00	16010 6412	
1331	03/20/18	TARGET.COM *	FCR BOOK LABELS	23.98	16010 6412	
128136	03/23/18	3/18 AT&T BILL		216.75	16010 6413 7	
984	03/20/18	CELLCOM	CELLPHONES	96.33	16010 6413 8	

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 20181  
04/09/18  
12:38:42

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,285,524	2,297,567	2,297,567	173,984	480,508	20.91
Part-Time		240,355	210,722	210,722	20,636	54,447	25.84
Fringes		870,371	834,209	834,209	61,458	167,651	20.10
Salaries & Fringe Benefits		3,396,250	3,342,498	3,342,498	256,078	702,606	21.02
Training & Conferences	6201	21,538	22,514	26,514	2,269	3,361	12.68
Parking Permits	6206	19,560	19,920	19,920	0	20,280	101.81
Memberships & Licenses	6303	3,911	2,055	2,855	289	618	21.65
Awards & Recognition	6305	737	850	850	0	115	13.53
Food & Provisions	6307	1,726	1,135	1,835	1,007	1,066	58.09
Administrative Expense		47,472	46,474	51,974	3,565	25,440	48.95
Office Supplies	6301	52,033	54,156	59,656	2,584	5,475	9.18
Building Maintenance/Janitor	6306	9,891	11,570	11,570	1,227	1,364	11.79
Shop Supplies & Tools	6309	115	100	100	0	10	10.00
Books & Library Materials	6315	619,194	607,442	581,442	67,621	148,611	25.56
Printing & Reproduction	6320	85	100	500	0	0	.00
Clothing	6321	363	0	0	0	0	.00
Safety Supplies	6323	239	200	200	0	0	.00
Miscellaneous Equipment	6327	65,165	67,650	69,475	6,508	8,129	11.70
Supplies & Materials		747,085	741,218	722,943	77,940	163,589	22.63
Collection Services	6407	2,388	2,962	2,962	74	532	17.96
Advertising	6412	1,081	1,288	1,788	81	348	19.46
Other Contracts/Obligations	6599	71,903	82,891	136,666	4,336	5,115	3.74
Purchased Services		75,372	87,141	141,416	4,491	5,995	4.24
Electric	6413.1	98,489	110,073	110,073	6,530	19,073	17.33
Gas	6413.2	24,310	24,432	24,432	2,917	9,736	39.85
Water	6413.3	4,948	4,924	4,924	0	1,176	23.88
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	0	489	23.83
Stormwater	6413.6	2,418	2,418	2,418	0	635	26.26
Telephone	6413.7	3,046	3,224	3,224	217	652	20.22
Cellular Telephone	6413.8	1,229	992	992	96	197	19.86
Utilities		136,503	148,115	148,115	9,760	31,958	21.58
Bldg Repair & Maintenance	6416	1,515	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	5,611	36,913	43.45
CBM Charges	6420	157,508	166,911	166,911	0	29,671	17.78
Repair & Maintenance		259,184	254,868	254,868	5,611	66,584	26.12
Software Acquisition	6815	6,120	8,498	8,498	255	255	3.00
Capital Expenditures		6,120	8,498	8,498	255	255	3.00
TOTAL EXPENSES		4,667,986	4,628,812	4,670,312	357,700	996,427	21.34
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	0	0	.00
Library Fines		59,202	70,000	70,000	3,240	11,808	16.87
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		957	0	0	284	287	.00
Administration Reimbursements		3,500	0	3,500	0	3,500	100.00
Children's Reimbursements		0	0	5,700	0	0	.00
Community Reimbursements & Reader/Prntr		0	0	5,300	0	0	.00
Commissions (Vending)		1,502	1,500	1,500	132	183	12.20
Lost & Paid Materials		49,507	0	21,000	2,125	28,203	134.30
Network Reimbursements & Public Use Prntr		18,914	18,500	20,325	1,956	4,810	23.67
TOTAL REVENUES		1,230,002	1,182,447	1,219,772	7,737	58,791	4.82

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 2018Reach Out + Read - 2550 04/09/18  
12:38:42

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22,138	22,138	1,734	4,709	21.27
Fringes	0	1,581	1,581	28	207	13.09
Salaries & Fringe Benefits	0	23,719	23,719	1,762	4,916	20.73
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	1,854	8,528	.00
Supplies & Materials	0	73,339	73,339	1,854	8,528	11.63
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	3,616	13,444	13.69
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 2018

Friends - 3951

3  
04/09/18  
12:38:42

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March 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	1.404	3.731	.00
Fringes	2.849	0	0	473	1.257	.00
Salaries & Fringe Benefits	13.744	0	0	1.877	4.988	.00
Training & Conferences 6201	921	0	0	0	178	.00
Memberships & Licenses 6303	756	0	0	0	15	.00
Awards & Recognition 6305	574	0	0	0	0	.00
Food & Provisions 6307	2.412	0	0	416	445	.00
Administrative Expense	4.663	0	0	416	638	.00
Office Supplies 6301	18.433	0	0	957	1.206	.00
Books & Library Materials 6315	787	0	0	3.187	3.187	.00
Printing & Reproduction 6320	3.805	0	0	0	0	.00
Miscellaneous Equipment 6327	1.823	0	0	0	52	.00
Supplies & Materials	24.848	0	0	4.144	4.445	.00
Advertising 6412	1.137	0	0	0	0	.00
Other Contracts/Obligations 6599	19.971	0	0	1.586	5.411	.00
Purchased Services	21.108	0	0	1.586	5.411	.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	8.023	15.482	.00
REVENUES						
Administration Reimbursements	11.725	0	3.175	0	3.175	100.00
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 Prtr	6.575	0	0	0	1.825	.00
TOTAL REVENUES	68.000	0	3.175	0	16.000	503.94

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 2018Appleton Ready to Read  
39545  
04/09/18  
12:38:42

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March 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 Three Months Ending March 31, 2018

ELL-3955

6  
04/09/18  
12:38:42

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March 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	8	80	.00
Administrative Expense	1.010	0	0	8	80	.00
Office Supplies 6301	3.824	0	0	74	74	.00
Supplies & Materials	3.824	0	0	74	74	.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	82	154	.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 March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Office Supplies 6301	0	0	2,000	0	0	.00
Supplies & Materials	0	0	2,000	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	0	0	2,000	0	0	.00
REVENUES						
Community Reimbursements & Reader/Pntr	0	0	2,000	0	2,000	100.00
TOTAL REVENUES	0	0	2,000	0	2,000	100.00



For the Three Months Ending March 31, 2018

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of March	Current YTD Actual As Of March	Remaining Balance	Percent of Amended Budget
LIBRARY								
2550 Library Grants								
6101 Regular Salaries		.00	22.138	22.138	1,669.36	4,643.71	17,494	21
6115 Vacation Pay		.00	0	0	65.04	65.04	65-	0
6150 Fringes		.00	1,581	1,581	28.34	207.20	1,374	13
6201 Training/Conferences		.00	1,160	1,160	.00	.00	1,160	0
6301 Office Supplies		.00	73,339	73,339	.00	.00	73,339	0
6315 Books & Library Materials		.00	0	0	1,854.46	8,527.73	8,528-	0
		.00	98.218	98.218	3,617.20	13,443.68	84,774	
2550 Library Grants		.00	98.218	98.218	3,617.20	13,443.68	84,774	
16010 Administration - Library								
6101 Regular Salaries		333,415.43	370,790	370,790	28,207.22	76,795.44	293,995	21
6105 Overtime		131.57	0	0	.00	.00	0	0
6108 Part-Time		8,601.12	11,503	11,503	782.08	1,738.90	9,764	15
6114 Sick Pay		322.58	0	0	.00	.00	0	0
6115 Vacation Pay		37,872.32	0	0	1,197.59	3,956.37	3,956-	0
6150 Fringes		133,243.78	126,653	126,653	9,457.84	25,961.99	100,691	21
6201 Training/Conferences		8,118.88	4,777	8,777	1,876.30	1,905.51	6,871	22
6206 Parking Permits		19,560.00	19,920	19,920	.00	20,280.00	360-	102
6301 Office Supplies		4,640.65	4,635	4,635	331.31	406.26	4,229	9
6303 Memberships & Licenses		3,756.99	2,055	2,055	213.70	542.70	1,512	26
6305 Awards & Recognition		737.47	850	850	.00	114.99	735	14
6307 Food & Provisions		1,725.50	1,135	1,835	1,006.86	1,065.61	769	58
6320.2 Outside Printing		85.00	100	500	.00	.00	500	0
6412 Advertising		1,081.39	1,288	1,788	81.45	348.33	1,440	19
6413.7 Telephone		3,046.18	3,224	3,224	216.75	651.53	2,572	20
6413.8 Cellular Phones		1,228.73	992	992	96.33	196.58	795	20
6599 Other Contracts/Obligations		2,927.00	4,100	52,175	.00	.00	52,175	0
		560,494.59	552,022	605,697	43,467.43	133,964.21	471,732	
00003951 Friends								
6201 Training/Conferences		921.16	0	0	.00	178.05	178-	0
6301 Office Supplies		44.97	0	0	.00	.00	0	0
6303 Memberships & Licenses		452.00	0	0	.00	15.00	15-	0
6305 Awards & Recognition		573.99	0	0	.00	.00	0	0
6307 Food & Provisions		2,411.98	0	0	416.01	445.44	445-	0
6320.2 Outside Printing		3,804.55	0	0	.00	.00	0	0
6412 Advertising		1,136.71	0	0	.00	.00	0	0
6599 Other Contracts/Obligations		2,637.00	0	0	1,086.00	1,686.00	1,686-	0
00003951 Friends		11,982.36	0	0	1,502.01	2,324.49	2,324-	
16010 Administration - Library		572,476.95	552,022	605,697	44,969.44	136,288.70	469,408	
16021 Children's Services								
6101 Regular Salaries		326,127.81	357,010	357,010	27,320.90	71,551.40	285,459	20
6108 Part-Time		40,515.12	30,605	30,605	3,298.59	8,344.49	22,261	27
6114 Sick Pay		543.20	0	0	.00	.00	0	0
6115 Vacation Pay		30,619.91	0	0	640.70	5,280.66	5,281-	0
6150 Fringes		125,238.24	118,834	118,834	8,948.58	24,433.83	94,400	21
6201 Training/Conferences		3,664.16	4,277	4,277	.00	12.31	4,265	0
6301 Office Supplies		2,877.22	2,812	5,812	86.63	1,311.68	4,500	23
6303 Memberships & Licenses		104.00	0	300	.00	.00	300	0
6599 Other Contracts/Obligations		1,000.00	4,200	6,600	4,336.00	4,336.00	2,264	66
		530,689.66	517,738	523,438	44,631.40	115,270.37	408,168	
00003951 Friends								
6108 Part-Time		1,604.22	0	0	.00	.00	0	0
6150 Fringes		21.53	0	0	.00	.00	0	0
6301 Office Supplies		14,237.32	0	0	888.62	1,112.92	1,113-	0

For the Three Months Ending March 31, 2018

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of March	Current YTD Actual As Of March	Remaining Balance	Percent of Amended Budget
6303 Memberships & Licenses	203.74	0	0	.00	.00	0	0
6599 Other Contracts/Obligations	6,764.67	0	0	.00	150.00	150-	0
00003951 Friends	22,831.48	0	0	888.62	1,262.92	1,263-	
00003952 RO&R							
6101 Regular Salaries	19,907.84	0	0	.00	.00	0	0
6115 Vacation Pay	1,625.95	0	0	.00	52.45	52-	0
6150 Fringes	353.05	0	0	.00	.00	0	0
6201 Training/Conferences	384.45	0	0	.00	55.54	56-	0
6301 Office Supplies	50,751.29	0	0	.00	.00	0	0
6599 Other Contracts/Obligations	3,682.56	0	0	.00	.00	0	0
00003952 RO&R	76,705.14	0	0	.00	107.99	108-	
00003955 ELL							
6301 Office Supplies	3,823.61	0	0	74.02	74.02	74-	0
6307 Food & Provisions	1,010.32	0	0	7.90	79.66	80-	0
00003955 ELL	4,833.93	0	0	81.92	153.68	154-	
16021 Children's Services	635,060.21	517,738	523,438	45,601.94	116,794.96	406,643	
16023 Public Services							
6101 Regular Salaries	442,562.56	503,860	503,860	34,369.54	94,688.85	409,171	19
6105 Overtime	99.29	0	0	.00	.00	0	0
6108 Part-Time	98,946.38	89,372	89,372	8,684.58	24,037.27	65,335	27
6114 Sick Pay	2,235.99	0	0	.00	.00	0	0
6115 Vacation Pay	56,302.27	0	0	3,028.14	7,292.81	7,293-	0
6150 Fringes	188,117.30	173,971	173,971	13,136.05	35,654.33	138,317	20
6201 Training/Conferences	2,753.10	2,490	2,490	92.21	306.83	2,183	12
6301 Office Supplies	2,463.06	4,069	4,569	221.09	631.04	3,938	14
6327 Miscellaneous Equipment	1,000.00	1,000	1,000	.00	.00	1,000	0
6418 Equip Repairs & Maint	2,116.90	500	500	.00	.00	500	0
6599 Other Contracts/Obligations	.00	7,195	7,695	.00	.00	7,695	0
	796,596.85	782,457	783,457	59,531.61	162,611.13	620,846	
16023 Public Services	796,596.85	782,457	783,457	59,531.61	162,611.13	620,846	
16024 Community Partnerships							
6101 Regular Salaries	309,901.83	349,659	349,659	21,334.44	55,143.07	294,516	16
6108 Part-Time	1,920.05	4,676	4,676	255.33	634.99	4,041	14
6114 Sick Pay	1,137.79	0	0	.00	.00	0	0
6115 Vacation Pay	37,027.83	0	0	2,960.40	11,746.08	11,746-	0
6150 Fringes	155,864.73	149,090	149,090	10,941.10	29,267.98	119,822	20
6201 Training/Conferences	3,267.30	4,277	4,277	300.77	580.77	3,696	14
6301 Office Supplies	708.07	2,318	4,318	.00	.00	4,318	0
6303 Memberships & Licenses	50.00	0	500	75.00	75.00	425	15
6599 Other Contracts/Obligations	.00	0	2,800	.00	.00	2,800	0
	509,877.60	510,020	515,320	35,867.04	97,447.89	417,872	
00003951 Friends							
6108 Part-Time	9,290.96	0	0	1,403.52	3,730.88	3,731-	0
6150 Fringes	2,827.68	0	0	473.17	1,256.88	1,257-	0
6301 Office Supplies	4,150.97	0	0	68.31	93.51	94-	0
6303 Memberships & Licenses	100.00	0	0	.00	.00	0	0
6599 Other Contracts/Obligations	10,569.19	0	0	500.00	3,575.00	3,575-	0
00003951 Friends	26,938.80	0	0	2,445.00	8,656.27	8,657-	
00003957 Cultural Programming							

For the Three Months Ending March 31, 2018

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of March	Current YTD Actual As Of March	Remaining Balance	Percent of Amended Budget
6301 Office Supplies	.00	0	2,000	.00	.00	2,000	0
00003957 Cultural Programming	.00	0	2,000	.00	.00	2,000	
16024 Community Partnerships	536,816.40	510,020	517,320	38,312.04	106,104.16	411,215	
16031 Building Operations							
6101 Regular Salaries	92,286.92	109,595	109,595	8,223.12	22,139.91	87,455	20
6104 Call Time	.00	0	0	.00	59.61	60-	0
6105 Overtime	116.07	0	0	.00	178.83	179-	0
6108 Part-Time	4,833.52	5,965	5,965	438.40	1,041.02	4,924	17
6115 Vacation Pay	9,904.84	0	0	141.79	845.76	846-	0
6150 Fringes	53,957.90	59,691	59,691	3,620.65	9,987.13	49,704	17
6201 Training/Conferences	342.44	806	806	.00	.00	806	0
6301 Office Supplies	142.73	300	300	27.96	264.13	36	88
6306 Building Maint./Janitorial	9,891.08	11,570	11,570	1,226.80	1,364.14	10,206	12
6309.2 Tools & Instruments	114.73	100	100	.00	9.68	90	10
6321.1 Uniforms	362.84	0	0	.00	.00	0	0
6323 Safety Supplies	239.03	200	200	.00	.00	200	0
6327 Miscellaneous Equipment	317.40	650	650	.00	.00	650	0
6407 Collection Services	2,388.31	2,962	2,962	74.00	532.00	2,430	18
6413.1 Electric	98,489.20	110,073	110,073	6,530.20	19,072.83	91,000	17
6413.2 Gas	24,309.69	24,432	24,432	2,917.05	9,735.86	14,696	40
6413.3 Water	4,947.83	4,924	4,924	.00	1,176.04	3,748	24
6413.4 Waste Disposal/Collecti	2,062.57	2,052	2,052	.00	488.99	1,563	24
6413.6 Stormwater	2,418.00	2,418	2,418	.00	634.95	1,783	26
6416 Build Repairs & Maint.	1,515.48	3,000	3,000	.00	.00	3,000	0
6418 Equip Repairs & Maint	338.42	400	400	.00	.00	400	0
6420 Facilities charges	157,507.50	166,911	166,911	.00	29,670.79	137,240	18
	466,486.50	506,049	506,049	23,199.97	97,201.67	408,846	
16031 Building Operations	466,486.50	506,049	506,049	23,199.97	97,201.67	408,846	
16032 Material Management							
6101 Regular Salaries	458,525.31	506,085	506,085	36,228.83	102,348.72	403,736	20
6105 Overtime	48.88	0	0	.00	.00	0	0
6108 Part-Time	85,538.48	68,601	68,601	7,176.99	18,650.73	49,950	27
6114 Sick Pay	776.04	0	0	.00	.00	0	0
6115 Vacation Pay	49,887.81	0	0	2,438.29	6,782.35	6,782-	0
6150 Fringes	173,022.83	166,174	166,174	12,282.34	33,994.69	132,179	20
6201 Training/Conferences	3,197.34	3,227	3,227	.00	555.63	2,671	17
6301 Office Supplies	38,947.98	38,522	38,522	1,917.50	2,861.78	35,660	7
6315 Books & Library Materials	619,704.41	607,442	581,442	67,620.93	148,611.38	432,831	26
6418 Equip Repairs & Maint	570.55	0	0	.00	.00	0	0
6599 Other Contracts/Obligations	67,975.88	67,396	67,396	.00	778.65	66,617	1
	1,498,195.51	1,457,447	1,431,447	127,664.88	314,583.93	1,116,862	
00003951 Friends							
6315 Books & Library Materials	787.20	0	0	3,187.10	3,187.10	3,187-	0
00003951 Friends	787.20	0	0	3,187.10	3,187.10	3,187-	
16032 Material Management	1,498,982.71	1,457,447	1,431,447	130,851.98	317,771.03	1,113,675	
16033 Network Services							
6101 Regular Salaries	88,384.57	100,568	100,568	7,604.05	21,303.45	79,265	21
6115 Vacation Pay	7,293.28	0	0	288.75	393.75	394-	0
6150 Fringes	40,926.15	39,796	39,796	3,071.82	8,351.22	31,445	21
6201 Training/Conferences	194.44	2,660	2,660	.00	.00	2,660	0
6301 Office Supplies	2,253.64	1,500	1,500	.00	.00	1,500	0
6315 Books & Library Materials	510.00-	0	0	.00	.00	0	0
6327 Miscellaneous Equipment	63,847.94	66,000	67,825	6,507.57	8,128.88	59,696	12

For the Three Months Ending March 31, 2018

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of March	Current YTD Actual As Of March	Remaining Balance	Percent of Amended Budget
6418 Equip Repairs & Maint	97,135.55	84,057	84,057	5,610.50	36,913.10	47,144	44
6815 Software Acquisition	6,119.54	8,498	8,498	255.00	255.00	8,243	3
	305,645.11	303,079	304,904	23,337.69	75,345.40	229,559	
00003951 Friends							
6327 Miscellaneous Equipment	1,823.26	0	0	.00	51.96	52-	0
6815 Software Acquisition	8,540.00	0	0	.00	.00	0	0
	10,363.26	0	0	.00	51.96	52-	
00003951 Friends							
16033 Network Services	316,008.37	303,079	304,904	23,337.69	75,397.36	229,507	
LIB LIBRARY	4,822,427.99	4,727,030	4,770,530	369,421.87	1,025,612.69	3,744,914	

# Library Standards

The development of the publication [Wisconsin Public Library Standards](#) was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.

Thanks to tremendous advances in information technology and to the cooperation of all types of libraries in Wisconsin, even the smallest library can offer access to an almost unimaginable quantity of both electronic and traditional information resources. But while this new environment presents great opportunities, it also presents great challenges. Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.




[Wisconsin Public Library Standards](#) attempts to cover the services, resources, and other requirements for basic library service that should be available to *all* residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the *Standards* publication. Counties can establish minimum operating standards for libraries within the county under Wisconsin Statutes Section 43.11(3)(d). Libraries that fail to meet county standards may be denied exemption from the county library tax. For more information on county library standards, see <http://dpi.wi.gov/pld/legislation-funding/county-library>.

## How to Use the Standards

The simplest way to use the *Standards* is to provide a photocopy of the checklists in the *Standards* document to each library board member and review those checklists at your board meetings. If one chapter is covered per board meeting, it will take five meetings to review the *Standards* checklists completely. If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.

# 12

## In This Trustee Essential

-  How your library might benefit from use of library standards
-  Different ways to use library standards
-  How standards relate to library planning

A handy tool developed by Rick Krumwiede, former Director of the Outagamie Waupaca Library System, automatically calculates service targets for your library. All you need to input is your library name, municipal population, and library service population. You can download this tool from: [owlsnet.org/141/standards](http://owlsnet.org/141/standards).






## Library Planning and the *Standards*

It is most effective to use the *Standards* as a tool to assist with a locally developed planning process. In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The *Standards* can also help the planning committee establish objectives for the plan. [Chapter 2](#) of the *Standards* discusses in more detail how to use the *Standards* as part of a planning process. See also [Trustee Essential #11: Planning for the Library's Future](#) for more information about the planning process.

## Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

## Additional Sources of Information

-  Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
-  [Wisconsin Public Library Standards](#)
-  Outagamie Waupaca Library System (OWLS) Public Library Standards webpage ([owlsnet.org/141/standards](http://owlsnet.org/141/standards))
-  [Wisconsin public library service data](#)
-  IMLS national public library data ([www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx](http://www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx))

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

**Public Library Quantitative Standard (Municipal Population)**

*Based on 2017 public library annual report data*

*March 2018*

<b>HOURS OPEN</b>	
Tier 1 : 65	
<b>Tier 2 : 67</b>	<b>APL: 67</b>
Tier 3 : 70	

<b>VOLUMES HELD PER CAPITA (Print)</b>	
Tier 1 : 3.0	
<b>Tier 2 : 3.2</b>	<b>APL : 3.5</b>
Tier 3 : 3.6	

<b>FTE STAFF PER 1,000 POPULATION</b>	
Tier 1 : 0.5	
Tier 2 : 0.6	
<b>Tier 3 : 0.7</b>	<b>APL : 0.7</b>

<b>MATERIALS EXPENDITURES PER CAPITA</b>	
Tier 1 : \$4.06	
Tier 2 : \$4.96	
<b>Tier 3 : \$6.12</b>	<b>APL : \$8.28</b>

<b>COLLECTION SIZE PER CAPITA</b>	
Tier 1 : 3.2	
<b>Tier 2 : 3.7</b>	<b>APL : 4.5*</b>
Tier 3 : 4.6	

\*Excludes digital subscriptions

<b>PERIODICAL SUBSCRIPTIONS PER 1,000 POP</b>	
<b>Tier 1 : 4.9</b>	<b>APL : 5.1*</b>
Tier 2 : 5.5	
Tier 3 : 5.6	

\*Excludes digital subscriptions

<b>AUDIO RECORDINGS HELD PER CAPITA</b>	
Tier 1 : 0.22	
Tier 2 : 0.32	
<b>Tier 3 : 0.42</b>	<b>APL : 0.45*</b>

\*Excludes digital subscriptions

VIDEO RECORDINGS HELD PER CAPITA	
Tier 1 : 0.25	
Tier 2 : 0.29	
<b>Tier 3 : 0.39</b>	<b>APL : 0.54*</b>

\*Excludes digital subscriptions

PUBLIC INTERNET COMPUTERS PER 1,000 POP	
<b>Tier 1 : 0.81</b>	<b>APL : 0.80</b>
Tier 2 : 0.91	
Tier 3 : 1.35	