



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, July 17, 2018

4:30 PM

225 N. Oneida Street

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[18-1036](#) June 19, 2018 Meeting Minutes

**Attachments:** [June 19 2018 Meeting Minutes.pdf](#)

4. Public Participation and Communications  
[18-1037](#) Greg Hartjes new APL Board Trustee  
[18-1038](#) New APL staff Owen Anderson, Katie Stilp

Establish Order of the Day

### 5. Action Items

- [18-1039](#) Bill Register - June 2018

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

- [18-1040](#) Budget Amendment - July 2018

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

- [18-1041](#) Nomination of John Peterson for Vice President to complete the term vacated by Don Hietpas

**Attachments:** [President Exarhos Replacement VP Nomination.pdf](#)

[18-1042](#) Report of the Finance Committee

**Attachments:** [Finance Committee Meeting Minutes 7-10-2018.pdf](#)  
[2019 Library.pdf](#)  
[2019 Budget for Library Board and 2019 Revenue - Expense Breakdown revised](#)  
[2019 addition-deletion.pdf](#)  
[2019 Facility Renovations CIP.pdf](#)  
[2019 Library Grants.pdf](#)

[18-1043](#) OWLSnet Agreement

**Attachments:** [OWLSnet Automated Services Agreement 2018 Memo.pdf](#)  
[OWLSnet Automation Services Agreement 2018.pdf](#)

[18-1044](#) Approval of United Way Fox Cities 2019-2020 Investment cycle funding

**Attachments:** [United Way Investment Award Letter 19-20.pdf](#)  
[ROR Budget 19-20.pdf](#)

**6. Information Items**

**A. Director's Report**

[18-1045](#) Building Project update

[18-1046](#) Friends Grant Funded Program Summaries 2nd Quarter 2018

**Attachments:** [Friends Grants Program Summaries 2nd Quarter FINAL.pdf](#)

[18-1047](#) Upcoming Committee Meetings July 24, 2018 - Nominating Committee,  
Personnel & Policy Committee

**B. President's Report**

[18-1048](#) Trustee Week Online Webinars August 13 - 17

**Attachments:** [Trustee Training](#)

[18-1057](#) Public Library System Re-design Process

**C. Assistant Director's Report**

[18-1049](#) APL Hiring Process Updates

E. Staff Updates

[18-1050](#) FlipSide

[18-1051](#) Summer Exhibits & Installations

7. Adjournment

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

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



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, June 19, 2018

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

President Patricia Exarhos called the meeting to order at 4:32pm

2. Roll call of membership

**Others Present:** Chris Behrens, Jessica Brittnacher, Beth Carpenter, Ann Cooksey, Tina Krueger, Adriana McCleer, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Maureen Ward

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

**Excused:** 2 - Mann and Kellner

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[18-0909](#)

May 15, 2018 Meeting Minutes

**Attachments:** [May 15 2018 Meeting Minutes.pdf](#)

Peterson moved, seconded by Croatt, that the May 15 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation & Communication

**Establish Order of the Day**

President Exarhos called for a motion to move Agenda items 5. A. 18-0910 and 5. B. 18-0911 to a consent Agenda.

Looker moved, seconded by Hietpas that Agenda items 5. A. 18-0910 and 5. B. 18-0911 be moved to a consent Agenda be approved. Voice Vote. Motion Carried. (8-0)

5. Action Items

**Balance of the action items on the agenda.**

Bergman moved, Scheuerman seconded, to approve the Balance of the Action Items on the Agenda. Voice Vote. Motion Carried. (8-0)

A. [18-0910](#) Bill Register - May 2018

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

**This Report Action Item was approved.**

B. [18-0911](#) City Policies: Reference, Background and Polygraphs Policy, Respirator Protections, Lead Policy, FMLA Policy

**Attachments:** [References Backgrounds Polygraphs 2018.pdf](#)  
[Respirator Protections.doc 2018.pdf](#)  
[Lead Policy 2018.pdf](#)  
[Family Medical Leave Act revised 5 2018-FMLA.pdf](#)

**This Report Action Item was approved**

**6. Information Items**

A. Director's Report

i. [18-0912](#) Building Project Update

ii. [18-0913](#) Public Library System Re-design Report

**Attachments:** [PLSR Info](#)

B. President's Report

**John Peterson left the meeting at 5:11pm**

i. [18-0914](#) Discussion on Trustee Essentials Chapter 20: The Library Board and Building Accessibility

**Attachments:** [Trustee Essentials Chapter 20 Building Accessibility.pdf](#)

C. Assistant Director's Report

i. [18-0915](#) APL Hiring Process Updates

ii. [18-0916](#) APL Safety and Security Update

D. Staff Updates

- i. [18-0917](#) Summer Library Program

**7. Other Business**

- A. [18-0918](#) Board Appointment Updates  
- School District Appointment  
- Friends Board Liaison

**8. Adjournment**

Hietpas moved, seconded by Bloedow that the meeting be adjourned. Voice  
Vote. Motion Carried. (7-0)  
The meeting adjourned at 5:32pm

DocDocument	G/L	Explanation			Amount	Account	
Ty Number	Date	Alpha Name	-Remark-				
JE	128680	06/15/18	6/14 PR TRAVEL REIMBURSE	HOLZ	72.05	16010 6201	
PU	998	06/25/18	HOLIDAY INN HOTEL & CO	VOLUNTEER CONFERENCE	82.00	16010 6201	
PU	1042	06/25/18	AMBER GRILL	VOLUNTEER CONFERENCE	16.49	16010 6201	
PU	234	06/25/18	SAMSClub.COM	COOLER	35.24	16010 6301	
PU	304	06/25/18	OFFICEMAX/DEPOT 6869	OFFICE SUPPLIES	68.21	16010 6301	
PU	321	06/25/18	OFFICEMAX/DEPOT 6869	OFFICE SUPPLIES	105.07	16010 6301	
PU	786	06/25/18	USPS PO 5602500943	POSTAGE	18.45	16010 6301	
PU	1215	06/25/18	TARGET 00008078	SYMPATHY CARDS	15.76	16010 6301	
PU	1409	06/25/18	PARTY CITY	BAZAAR BOOTH BANNER	19.99	16010 6301	00003951
PU	1440	06/25/18	OFFICEMAX/DEPOT 6869	SANDWICH BAGS	6.29	16010 6301	
PU	749	06/25/18	WISCONSIN LIBRARY ASSO	MEMBERSHIP RENEWAL	55.00	16010 6303	
PU	24	06/25/18	MANDERFIELDS HOME BAKE	DIANA PARTY COOKIES	37.90	16010 6305	
PU	333	06/25/18	HISTORY MUSEUM AT THE	VOLUNTEER GIFTS	21.00	16010 6305	00003951
PU	1492	06/25/18	TLP*MEMORIAL FLORISTS	ADMIN PRO. DAY	22.99	16010 6305	
PU	310	06/25/18	KWIK TRIP 18100001818	MOVIE POPCORN	6.66	16010 6307	00003951
PU	420	06/25/18	SAMS CLUB #6321	OUTREACH CANDY	27.46	16010 6307	00003951
PU	447	06/25/18	KWIK TRIP 18200001826	STAFF RECOGNITION	3.98	16010 6307	
PU	556	06/25/18	PICK'N SAVE #118	STAFF BIRTHDAY FOOD	73.61	16010 6307	00003951
PU	1447	06/25/18	WM SUPERCENTER #1982	BAZAAR LOLLIPOPS	11.92	16010 6307	00003951
PU	1329	06/25/18	FACEBK *PQDKNFSYX2	ADVERTISING	22.82	16010 6412	
JE	128704	06/15/18	6/18 AT&T BILL		216.71	16010 6413 7	
PU	971	06/25/18	CELLCOM	CELLPHONES	121.50	16010 6413 8	
PV	382934	06/11/18	SECURITAS SECURITY SERVICES US	security guards	4,588.80	16010 6599	
					-----		
16010					5,649.90		
					=====		
PU	71	06/25/18	SQU*SQ *FOX VALLEY SYM	4 STORYTIMES	100.00	16021 6301	00003951
PU	92	06/25/18	ADI	SLP PRIZES	60.00	16021 6301	00003951
PU	146	06/25/18	SCHOLASTIC EDUCATION	PRIZE/BOOK REWARDS	357.00	16021 6301	00003951
PU	456	06/25/18	AMAZON.COM	STORAGE BINS	132.58	16021 6301	
PU	523	06/25/18	FUN EXPRESS	CHILDREN'S SLP	14.39	16021 6301	00003951
PU	524	06/25/18	OTC BRANDS, INC.	CHILDRENS SLP	654.80	16021 6301	00003951
PU	532	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	19.95	16021 6301	00003955
PU	620	06/25/18	AMAZON.COM	BOOKS	41.58	16021 6301	00003954
PU	656	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	3.99	16021 6301	00003955
PU	763	06/25/18	AMAZON.COM	BOOKS	110.70	16021 6301	00003954

DocDocument Ty	Number	G/L Date	Alpha Name	Explanation -Remark-	Amount	Account	
PU	764	06/25/18	AMAZON.COM	BOOKS	71.28	16021 6301	00003954
PU	765	06/25/18	AMAZON.COM	BOOKS	12.30	16021 6301	00003954
PU	766	06/25/18	AMAZON.COM	BOOKS	99.20	16021 6301	00003954
PU	767	06/25/18	AMAZON.COM	BOOKS	5.94	16021 6301	00003954
PU	834	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	7.98	16021 6301	00003955
PU	906	06/25/18	AMAZON.COM	PROGRAM TABLE	87.38	16021 6301	
PU	907	06/25/18	AMAZON MKTPLACE PMTS	OUTLET COVERS	13.63	16021 6301	
PU	935	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	11.97	16021 6301	00003955
PU	974	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	188.79	16021 6301	00003955
PU	975	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	39.90	16021 6301	00003955
PU	976	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	19.95	16021 6301	00003955
PU	977	06/25/18	AMAZON.COM	PROGRAM ELL BOOKS	7.98	16021 6301	00003955
PV	382942	06/11/18	MERRIFIELD, PATRICIA	ell performer	100.00	16021 6301	00003955
PU	1448	06/25/18	WM SUPERCENTER #1982	ELL FOOD	25.26	16021 6307	00003953
PU	1467	06/25/18	PAYPAL *MAMAEDIE2	MAMAEDIE PERFORMANCE	325.00	16021 6599	00003951
PV	382936	06/11/18	TRAVELING LANTERN THEATRE COMP	slp performer	891.00	16021 6599	00003951
16021					3,402.55		
JE	128680	06/15/18	6/14 PR TRAVEL REIMBURSE	CARPENTER	107.91	16023 6201	
JE	128805	06/29/18	6/28 PR TRAVEL REIMBURSEMENT	CARPENTER	110.09	16023 6201	
PU	1034	06/25/18	COUNTRY SPRING HOTEL	CREDIT	12.97	16023 6201	
PU	1096	06/25/18	FOX STAMP, SIGN & SPEC	NOTARY SUPPLIES	85.59	16023 6301	
PU	1268	06/25/18	AMAZON.COM	PUZZLE BOOKS	9.89	16023 6301	
PU	1441	06/25/18	OFFICEMAX/DEPOT 6869	OFFICE SUPPLIES	75.45	16023 6301	
PV	382939	06/11/18	WILS	apl app	5,979.75	16023 6599	
16023					6,355.71		
PU	826	06/25/18	AMER LIB ASSOC-CAREER	Y. V. ALA CONF	225.00	16024 6201	
PU	26	06/25/18	GEEKNET, INC	PROGRAM PRIZES	81.78	16024 6301	00003951
PU	93	06/25/18	AMAZON MKTPLACE PMTS	TEEN SLP	71.32	16024 6301	00003951
PU	94	06/25/18	AMAZON MKTPLACE PMTS	TEEN SLP	12.99	16024 6301	00003951
PU	144	06/25/18	TARGET 00002386	PROGRAM GIFT CARD	100.00	16024 6301	00003951
PU	419	06/25/18	BOARDLANDIA	TEEN SLP	50.00	16024 6301	00003951
PU	495	06/25/18	4IMPRINT	CAR CHARGER GIVEAWAY	205.13	16024 6301	00003951
PU	619	06/25/18	AMAZON MKTPLACE PMTS	PROGRAM REWARDS	184.41	16024 6301	00003951
PU	624	06/25/18	AMAZON MKTPLACE PMTS	TEEN SLP	8.69	16024 6301	00003951



DocDocument	G/L	Explanation					
Ty Number	Date	Alpha Name	-Remark-	Amount	Account		
PU	625 06/25/18	AMAZON MKTPLACE PMTS	PROGRAM STICKERS	16.97	16024 6301	00003951	
PU	1338 06/25/18	SCHOLASTIC BOOK FAIRS	SUMMER PROGRAM BOOKS	60.94	16024 6301	00003951	
PU	282 06/25/18	PAYPAL *NAMIFOXVALL	TICKET FOR OUTREACH	10.00	16024 6599	00003951	
PU	1465 06/25/18	EB CASA HISPANA SCHOL	ADRIANA/NORMA TICKET	109.68	16024 6599	00003951	
PV	383217 06/27/18	FOX CITIES BOOK FESTIVAL	author event	2,000.00	16024 6599	00003951	
PV	383292 06/27/18	HERSTAND, ARI	slp performer	500.00	16024 6599	00003951	
PV	383294 06/27/18	THOMAS, BEAU	artist in residence	300.00	16024 6599	00003951	
16024				3,936.91			
PU	22 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	127 06/25/18	AMAZON.COM	INSECTICIDE	34.98	16031 6306		
PU	411 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	412 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	413 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	414 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	415 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	416 06/25/18	CINTAS 443	MAT CLEANING	37.16	16031 6306		
PU	553 06/25/18	TARTAN SUPPLY CO INC	TISSUE	98.06	16031 6306		
PU	965 06/25/18	AMAZON MKTPLACE PMTS	DRAIN	21.80	16031 6306		
PU	1168 06/25/18	SAMSClub #6321	HAND SANITIZER	43.84	16031 6306		
PU	1214 06/25/18	4IMPRINT	OPS POLOS	229.89	16031 6321 1		
PU	1227 06/25/18	AMAZON MKTPLACE PMTS	SAFETY CONES	17.99	16031 6323		
PU	64 06/25/18	AMAZON.COM	CHEMICAL SPRAY BOTTL	19.97	16031 6327		
PU	563 06/25/18	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.14%	74.00	16031 6407		
PU	1463 06/25/18	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (4.29%	74.00	16031 6407		
PV	383277 06/27/18	WE ENERGIES	4835-258-176	9,774.18	16031 6413 1		
PV	383277 06/27/18	WE ENERGIES	5229-670-389	1,086.00	16031 6413 2		
PU	21 06/25/18	SHERWIN WILLIAMS 70311	BATHROOM PAINT	58.19	16031 6416		
PU	1169 06/25/18	SHERWIN WILLIAMS 70311	BATHROOM PAINT	116.38	16031 6416		
16031				11,909.40			
PV	382727 06/04/18	JANDOUREK, JEFFREY	edu reimb	600.00	16032 6201		
PV	382728 06/04/18	JANDOUREK, JEFFREY	edu reimb	600.00	16032 6201		
PU	924 06/25/18	KAPCO	JACKET CASES	93.75	16032 6301		
PU	1030 06/25/18	KAPCO	BOOK JACKET COVERS	524.65	16032 6301		
PU	1184 06/25/18	PREMIUM WATERS E-BILL	DISTILLED WATER	118.89	16032 6301		

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PV	382930	06/11/18	OUTAGAMIE WAUPACA LIBRARY SYST barcodes		261.47	16032 6301
PU	33	06/25/18	RECORDED BOOKS		48.14	16032 6315
PU	34	06/25/18	RECORDED BOOKS		63.22	16032 6315
PU	35	06/25/18	RECORDED BOOKS		63.22	16032 6315
PU	36	06/25/18	RECORDED BOOKS		87.20	16032 6315
PU	37	06/25/18	RECORDED BOOKS		63.22	16032 6315
PU	38	06/25/18	INGRAM LIBRARY SERVICE		16.19	16032 6315
PU	39	06/25/18	INGRAM LIBRARY SERVICE		1,083.13	16032 6315
PU	40	06/25/18	AMAZON.COM		77.46	16032 6315
PU	66	06/25/18	AMAZON MKTPLACE PMTS		19.91	16032 6315
PU	104	06/25/18	INGRAM LIBRARY SERVICE		1,096.42	16032 6315
PU	201	06/25/18	AMAZON MKTPLACE PMTS		17.21	16032 6315
PU	247	06/25/18	AMAZON MKTPLACE PMTS		16.83-	16032 6315
PU	294	06/25/18	AMAZON MKTPLACE PMTS		16.49	16032 6315
PU	308	06/25/18	AMAZON.COM		19.71	16032 6315
PU	313	06/25/18	INGRAM LIBRARY SERVICE		2,391.46	16032 6315
PU	314	06/25/18	AMAZON MKTPLACE PMTS		21.53	16032 6315
PU	339	06/25/18	HOUCHEN BINDERY		49.60	16032 6315
PU	344	06/25/18	INGRAM LIBRARY SERVICE		312.53	16032 6315
PU	345	06/25/18	INGRAM LIBRARY SERVICE		382.95	16032 6315
PU	346	06/25/18	AMAZON MKTPLACE PMTS		58.76	16032 6315
PU	347	06/25/18	AMAZON MKTPLACE PMTS		6.09	16032 6315
PU	373	06/25/18	MIDWEST TAPE LLC		1,047.98	16032 6315
PU	387	06/25/18	AMAZON MKTPLACE PMTS		39.99	16032 6315
PU	402	06/25/18	INGRAM LIBRARY SERVICE		347.77	16032 6315
PU	484	06/25/18	INGRAM LIBRARY SERVICE		1,369.60	16032 6315
PU	594	06/25/18	ALLDATA CORP #8601		1,500.00	16032 6315
PU	627	06/25/18	INGRAM LIBRARY SERVICE		1,834.95	16032 6315
PU	639	06/25/18	AMAZON MKTPLACE PMTS		36.91	16032 6315
PU	644	06/25/18	INGRAM LIBRARY SERVICE		280.56	16032 6315
PU	650	06/25/18	WISCONSIN TAXPAYERS AL		14.95-	16032 6315
PU	687	06/25/18	MIDWEST TAPE LLC		1,030.45	16032 6315
PU	732	06/25/18	INGRAM LIBRARY SERVICE		765.39	16032 6315
PU	782	06/25/18	INGRAM LIBRARY SERVICE		609.18	16032 6315
PU	815	06/25/18	WISCONSIN TAXPAYERS AL		27.39	16032 6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	816	06/25/18	STATE BAR OF WISCONSIN		73.40	16032	6315
PU	865	06/25/18	AUDIOFILE MAGAZINE		14.95	16032	6315
PU	866	06/25/18	THOMSON WEST*TC		854.89	16032	6315
PU	874	06/25/18	RECORDED BOOKS		5,625.00	16032	6315
PU	875	06/25/18	THOMSON WEST*TC		429.36	16032	6315
PU	962	06/25/18	AMAZON MKTPLACE PMTS		39.88	16032	6315
PU	966	06/25/18	UPS*1ZR449350390970617		14.95	16032	6315
PU	981	06/25/18	INGRAM LIBRARY SERVICE		493.34	16032	6315
PU	982	06/25/18	INGRAM LIBRARY SERVICE		2,709.46	16032	6315
PU	983	06/25/18	INGRAM LIBRARY SERVICE		367.38	16032	6315
PU	984	06/25/18	AMAZON MKTPLACE PMTS		26.68	16032	6315
PU	1046	06/25/18	MIDWEST TAPE LLC		1,281.90	16032	6315
PU	1090	06/25/18	INGRAM LIBRARY SERVICE		329.09	16032	6315
PU	1136	06/25/18	AMAZON MKTPLACE PMTS		94.34	16032	6315
PU	1174	06/25/18	INGRAM LIBRARY SERVICE		2,286.21	16032	6315
PU	1236	06/25/18	C2ER		175.00	16032	6315
PU	1237	06/25/18	SP * MOREGHOSTS.COM		49.97	16032	6315
PU	1238	06/25/18	AMAZON MKTPLACE PMTS		1.38	16032	6315
PU	1239	06/25/18	AMAZON MKTPLACE PMTS		119.75	16032	6315
PU	1321	06/25/18	RECORDED BOOKS		71.77	16032	6315
PU	1322	06/25/18	INGRAM LIBRARY SERVICE		420.24	16032	6315
PU	1323	06/25/18	AMAZON MKTPLACE PMTS		13.33	16032	6315
PU	1335	06/25/18	AMAZON MKTPLACE PMTS		12.92	16032	6315
PU	1402	06/25/18	AMAZON MKTPLACE PMTS		15.75	16032	6315
PU	1403	06/25/18	INGRAM LIBRARY SERVICE		598.82	16032	6315
PU	1404	06/25/18	INGRAM LIBRARY SERVICE		251.65	16032	6315
PU	1405	06/25/18	INGRAM LIBRARY SERVICE		548.57	16032	6315
PU	1416	06/25/18	MIDWEST TAPE LLC		1,437.82	16032	6315
PV	382927	06/11/18	MIDWEST TAPE	media	3,785.09	16032	6315
PV	383263	06/27/18	UNIQUE MANAGEMENT SERVICES, IN	collections	393.80	16032	6599
16032						39,485.52	
JE	128680	06/15/18	6/14 PR TRAVEL REIMBURSE	HENKEN	33.57	16033	6201
PU	100	06/25/18	CDW GOVT #MTZ1950	ADAPTER FOR JAMEX	11.25	16033	6327
PU	128	06/25/18	AMAZON MKTPLACE PMTS	POWER ADAPTER CHROME	16.99	16033	6327

Doc	Document	G/L	Alpha	Name	Explanation	Amount	Account
Ty	Number	Date			-Remark-		
PU	453	06/25/18	AMAZON.COM		OFF SITE BACKUP	99.99	16033 6327
PU	497	06/25/18	NEWPCGADGET		IPAD FLAT MOUNT	112.90	16033 6327
PU	792	06/25/18	CDW GOVT #MQW9017		CABLES AND ADAPTERS	195.45	16033 6327
PU	928	06/25/18	CDW GOVT #MQG4416		HARD DRIVES	1,252.95	16033 6327
PU	967	06/25/18	AMAZON MKTPLACE PMTS		BASELINE IMAGE	23.50	16033 6327
PU	968	06/25/18	AMAZON MKTPLACE PMTS		USB HUBS	34.97	16033 6327
PU	1138	06/25/18	DMI* DELL HLTHCR/PTR		PUBLIC COMPUTERS	5,598.46	16033 6327
PU	1217	06/25/18	CDW GOVT #MNZ8855		QR CODE	418.00	16033 6327
PU	621	06/25/18	RICOH USA, INC		PUBLIC COPIER	148.71	16033 6418
PU	622	06/25/18	RICOH USA, INC		PUBLIC COPIER	148.71	16033 6418
PU	711	06/25/18	TECHSOUP		WINDOWS 10 LICENSES	90.00	16033 6418
PU	883	06/25/18	MODERN BUSINESS MACHIN		PRINTER CONTRACT	143.48	16033 6418
PU	884	06/25/18	MODERN BUSINESS MACHIN		ADMIN COPIER	201.00	16033 6418
						8,529.93	
						79,269.92	

16033

DocDocument		G/L	Explanation			
Ty	Number	Date	Alpha	Name	-Remark-	
					Amount	Account
JE	128680	06/15/18	6/14	PR TRAVEL REIMBURSE	UNRUH	135.81 2550 6201
PU	359	06/25/18		MARRIOTT KINGSGATE	RO&R ANNUAL MEET	343.70 2550 6201
PU	360	06/25/18		VALAIR VALET PARKING	RO&R ANNUAL MEET	5.71 2550 6201
PU	445	06/25/18		AMERICAN 0010285239625	RO&R ANNUAL MEET	25.00 2550 6201
PU	1486	06/25/18	62023	- MONONA TERRACE	RO&R ANNUAL MEET	9.00 2550 6201
PU	135	06/25/18		ALL ABOUT BOOKS, LLC	#9461	728.67 2550 6315
PU	136	06/25/18		ALL ABOUT BOOKS, LLC	#9352	287.44 2550 6315
PU	137	06/25/18		ALL ABOUT BOOKS, LLC	#7555	1,881.45 2550 6315
PU	138	06/25/18		ALL ABOUT BOOKS, LLC	#8825	833.66 2550 6315
PU	139	06/25/18		ALL ABOUT BOOKS, LLC	#9683	341.79 2550 6315
PU	140	06/25/18		ALL ABOUT BOOKS, LLC	#9675	242.58 2550 6315
PU	1226	06/25/18		SCHOLASTIC EDUCATION	BOOKS	200.00 2550 6315
2550						5,034.81
						5,034.81

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Six Months Ending June 30, 201807/02/18  
16:20:11

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year June Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,285,524	2,297,567	2,297,567	170,213	1,097,461	47.77
Part-Time		240,355	210,722	211,541	17,117	118,539	56.04
Fringes		870,371	834,209	834,268	58,104	380,331	45.59
Salaries & Fringe Benefits		3,396,250	3,342,498	3,343,376	245,434	1,596,331	47.75
Training & Conferences	6201	21,538	22,514	26,514	1,834	7,322	27.62
Parking Permits	6206	19,560	19,920	19,920	0	20,298	101.90
Memberships & Licenses	6303	3,911	2,055	2,855	55	943	33.03
Awards & Recognition	6305	737	850	850	61	296	34.82
Food & Provisions	6307	1,726	1,135	1,835	4	1,468	80.00
Administrative Expense		47,472	46,474	51,974	1,954	30,327	58.35
Office Supplies	6301	52,033	54,156	59,656	1,652	11,653	19.53
Building Maintenance/Janitor	6306	9,891	11,570	11,570	459	4,668	40.35
Shop Supplies & Tools	6309	115	100	100	0	99	99.00
Books & Library Materials	6315	619,194	607,442	594,837	36,893	280,148	47.10
Printing & Reproduction	6320	85	100	500	0	0	.00
Clothing	6321	363	0	0	230	230	.00
Safety Supplies	6323	239	200	200	18	18	9.00
Miscellaneous Equipment	6327	65,165	67,650	69,475	7,784	21,849	31.45
Supplies & Materials		747,085	741,218	736,338	47,036	318,665	43.28
Collection Services	6407	2,388	2,962	2,962	148	1,170	39.50
Advertising	6412	1,081	1,288	1,788	23	493	27.57
Other Contracts/Obligations	6599	71,903	82,891	136,666	10,962	90,904	66.52
Purchased Services		75,372	87,141	141,416	11,133	92,567	65.46
Electric	6413.1	98,489	110,073	110,073	9,774	43,362	39.39
Gas	6413.2	24,310	24,432	24,432	1,086	15,122	61.89
Water	6413.3	4,948	4,924	4,924	0	2,379	48.31
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	0	990	48.25
Stormwater	6413.6	2,418	2,418	2,418	0	1,323	54.71
Telephone	6413.7	3,046	3,224	3,224	217	1,299	40.29
Cellular Telephone	6413.8	1,229	992	992	122	556	56.05
Utilities		136,503	148,115	148,115	11,199	65,031	43.91
Bldng Repair & Maintenance	6416	1,515	3,000	3,000	175	328	10.93
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	732	52,462	61.75
CBM Charges	6420	157,508	166,911	166,911	0	69,598	41.70
Repair & Maintenance		259,184	254,868	254,868	907	122,388	48.02
Software Acquisition	6815	6,120	8,498	8,498	0	255	3.00
Capital Expenditures		6,120	8,498	8,498	0	255	3.00
TOTAL EXPENSES		4,667,986	4,628,812	4,684,585	317,663	2,225,564	47.51
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	0	588,089	55.35
Library Fines		59,202	70,000	70,000	4,705	25,286	36.12
Space Rentals		30,000	30,000	30,000	10,000	20,000	66.67
Donations & Memorials		957	0	0	74	475	.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	103	408	27.20
Lost & Paid Materials	16032.5035	49,507	0	21,000	1,258	32,367	154.13
Network Reimbursements & Public Use Prtr		18,914	18,500	20,325	1,276	8,932	43.95
TOTAL REVENUES		1,230,002	1,182,447	1,219,772	17,416	679,057	55.67

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Six Months Ending June 30, 2018Reach Out + Read - 2550  
07/02/18  
16:20:11

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year June Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22,138	22,138	1,734	10,779	48.69
Fringes	0	1,581	1,581	28	307	19.42
Salaries & Fringe Benefits	0	23,719	23,719	1,762	11,086	46.74
Training & Conferences 6201	0	1,160	1,160	519	967	83.36
Administrative Expense	0	1,160	1,160	519	967	83.36
Office Supplies 6301	0	73,339	73,339	0	1,397	1.90
Books & Library Materials 6315	0	0	66,700	4,516	17,346	26.01
Supplies & Materials	0	73,339	140,039	4,516	18,743	13.38
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	164,918	6,797	30,796	18.67
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Six Months Ending June 30, 2018

Friends - 3951

3  
07/02/18  
16:20:11

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year June Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	10.895	0	21.000	1.513	8.841	42.10
Fringes	2.849	0	3.000	500	2.959	98.63
Salaries & Fringe Benefits	13.744	0	24.000	2.013	11.800	49.17
Training & Conferences 6201	921	0	887	0	178	20.07
Memberships & Licenses 6303	756	0	0	0	15	.00
Awards & Recognition 6305	574	0	0	21	578	.00
Food & Provisions 6307	2.412	0	0	120	955	.00
Administrative Expense	4.663	0	887	141	1.726	194.59
Office Supplies 6301	18.433	0	3.500	1.998	6.568	187.66
Books & Library Materials 6315	787	0	6.000	0	972	16.20
Printing & Reproduction 6320	3.805	0	0	0	408	.00
Miscellaneous Equipment 6327	1.823	0	4.500	0	52	1.16
Supplies & Materials	24.848	0	14.000	1.998	8.000	57.14
Advertising 6412	1.137	0	0	0	0	.00
Other Contracts/Obligations 6599	19.971	0	0	4.136	11.611	.00
Purchased Services	21.108	0	0	4.136	11.611	.00
Utilities	0	0	0	0	0	.00
Equipmt Repair & Maintenance 6418	0	0	1.000	0	0	.00
Repair & Maintenance	0	0	1.000	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	39.887	8.288	33.137	83.08
REVENUES						
Administration Reimbursements	11.725	0	3.175	0	6.275	197.64
Children's Reimbursements	23.600	0	0	0	11.500	.00
Community Reimbursements & Reader/Prntr	24.500	0	0	0	11.100	.00
Lost & Paid Materials 16032.5035	1.600	0	0	0	800	.00
Network Reimbursements & Public Use Prtr	6.575	0	0	0	2.325	.00
TOTAL REVENUES	68.000	0	3.175	0	32.000	1,007.87



City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Six Months Ending June 30, 2018Appleton Ready to Read  
39546  
07/02/18  
16:20:11

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year June 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	2,209	341	699	31.64
Supplies & Materials	0	0	2,209	341	699	31.64
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	2,209	341	699	31.64
REVENUES						
Children's Reimbursements	1,000	0	1,209	0	1,209	100.00-
TOTAL REVENUES	1,000	0	1,209	0	1,209	100.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Six Months Ending June 30, 2018

ELL-3955

7  
07/02/18  
16:20:11

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year June 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	1.754	0	134	7.64
Administrative Expense	1.010	0	1.754	0	134	7.64
Office Supplies 6301	3.824	0	3.218	401	555	17.25
Supplies & Materials	3.824	0	3.218	401	555	17.25
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	4.972	401	689	13.86
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 Six Months Ending June 30, 2018Cultural Programming  
39578  
07/02/18  
16:20:11

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year June 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	452	22.60
Supplies & Materials	0	0	2,000	0	452	22.60
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	452	22.60
REVENUES						
Community Reimbursements & Reader/Prntr	0	0	2,000	250	2,250	112.50
TOTAL REVENUES	0	0	2,000	250	2,250	112.50

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2018**

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: Friends 2nd half	16010	5035		3951	\$ 8,525.00
Admin: Memberships	16010	6303		3951	\$ 1,500.00
Admin: Awards & Recognition	16010	6305		3951	\$ 825.00
Admin: Food & Provisions	16010	6307		3951	\$ 1,400.00
Admin: Printing	16010	6320	2	3951	\$ 800.00
Admin: Advertising	16010	6412		3951	\$ 1,000.00
Admin: Contracts	16010	6599		3951	\$ 2,000.00
Other Reimbursements: Friends 2nd half	16021	5035		3951	\$12,100.00
Childrens: Supplies	16021	6301		3951	\$ 6,000.00
Childrens: Memberships	16021	6303		3951	\$ 600.00
Childrens: Contracts	16021	6599		3951	\$ 5,800.00
Other Reimbursements: Friends 2nd half	16023	5035		3951	\$ 1,750.00
Childrens: Supplies	16023	6301		3951	\$ 1,000.00
Childrens: Contracts	16023	6599		3951	\$ 750.00
Other Reimbursements: Friends 2nd half	16024	5035		3951	\$ 6,600.00
Community Partnerships: Supplies	16024	6301		3951	\$ 1,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 1,000.00
Community Partnerships: Contracts	16024	6599		3951	\$ 5,600.00
Other Reimbursements: Friends 2nd half	16032	5035		3951	\$ 800.00
MM: Library Materials	16032	6315		3951	\$ 800.00
Other Reimbursements: Friends 2nd half	16033	5035		3951	\$ 4,225.00
Network Services: Supplies	16033	6301		3951	\$ 250.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 2,975.00
Network Services: Contracts	16033	6599		3951	\$ 1,000.00
Other Reimbursements: Cultural Programming	16024	5035		3957	\$ 250.00
Community Partnerships: Supplies	16024	6301		3957	\$ 250.00

For the purpose of:

- Friends 2nd half of the year distribution
- Sandya and BS Sridhar's donation to Cultural Programming

Requested by:

_____ Department Head	_____ Date
--------------------------	---------------

Budget Entry (BE) No.: \_\_\_\_\_

Approved by:

_____ Tony D. Saucerman, Finance Director	_____ Date
--	---------------

_____ Timothy M. Hanna, Mayor	_____ Date
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Reported to Finance Committee:	_____ Date
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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.



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

**TO: Members of the Appleton Public Library Board of Trustees**

**FROM: Pat Exarhos, President**

**DATE: July 12, 2018**

**RE: Nomination of John Peterson for Vice President to complete the term vacated by Don Hietpas**

---

With the departure of Don Hietpas from the Library Board of Trustees I hereby nominate the following Trustee to complete the remainder of his term as Vice President:

John Peterson

This term will end with the new slate of officers that will be voted on in August at the annual meeting.



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, July 10, 2018

12:00 PM

225 N. Oneida Street

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### Finance Committee

1. Call meeting to order

Chairperson Terry Bergman called the meeting to order at 12:02 pm

2. Roll call of membership

**Others Present:** Jessica Brittnacher, Colleen Rortvedt, Tasha Saecker

**Present:** 4 - Looker, Alderperson Croatt, Bergman and Peterson

**Others :** 2 - Exarhos and Hartjes

3. Action Items

A. 2019 APL Budget

i. [18-0999](#) 2019 Library Operating Budget

**Attachments:** [2019 Library.pdf](#)  
[2019 Budget for Library Board and 2019 Revenue - Expense Breakdown revised.pdf](#)

Peterson moved, seconded by Looker, that the proposed revised 2019 Library Operating Budget be recommended for approval. Voice Vote. Motion Carried. (4-0)

ii. [18-1000](#) 2019 Request for Addition: Contracting with Security Service

**Attachments:** [2019 addition-deletion.pdf](#)

Peterson moved, seconded by Croatt, that the proposed 2019 Request for Addition: Contracting with Security Service be recommended for approval. Voice Vote. Motion Carried. (4-0)

iii. [18-1001](#) 2019 Capital Improvements Program Request for Facility Renovations

**Attachments:** [2019 Facility Renovations CIP.pdf](#)

Peterson moved, seconded by Looker, that the proposed 2019 Capital Improvements Program Request for Facility Renovations be recommended for approval. Voice Vote. Motion Carried. (4-0)

- iv. [18-1002](#) 2019 Special Revenue Funds for Reach Out and Read - Fox Cities

**Attachments:** [2019 Library Grants.pdf](#)

Looker moved, seconded by Peterson, that the proposed 2019 Special Revenue Funds for Reach Out and Read - Fox Cities be recommended for approval.

Voice Vote. Motion Carried. (4-0)

7. Adjournment

Looker moved, seconded by Peterson that the meeting be adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was adjourned at 1:10 pm

## **CITY OF APPLETON 2019 BUDGET**

# **LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**



# CITY OF APPLETON 2019 BUDGET LIBRARY

## MISSION STATEMENT

Learn, know, gather and grow in your center of community life.

## DISCUSSION OF SIGNIFICANT 2018 EVENTS

### Maintain high quality library services

Aprox. 80,000 registered borrowers checked out over 1 million items in 2017  
467,884 visits in 2017; 4,645 meeting room uses in 2017, a 1% increase of meeting room uses over previous year  
2017 summer program for children had 4,035 participants, the teen summer reading program had 697 participants, and the adult program had 789 participants, a record number (number to be updated after summer 2018)  
On track to circulate aprox. 1 million physical items in 2018; self-checkout averages 77%  
Offered high interest programs for all ages; 44,742 in total attendance in 2017  
Continue to participate in statewide and regional long-term planning initiatives that could reshape the boundaries of systems and materials delivery for patrons.  
Contracted with collection agency to improve recovery of materials and/or replacement costs. In 2017 \$19,762 cash recovered/\$12,305 materials recovered. Total ROI 6:1

### Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

Marketing e-blasts sent to approximately 6,100 e-mail addresses  
Friends of the APL provided \$67,000 in grants and served as fiscal agent for grants from outside funding agencies  
Hosted staff retreat in Feb. and monthly staff trainings on continuing education, change and safety topics  
Coordinate a column written by local librarians about services throughout Fox Cities Libraries for the Post Crescent  
Participated in statewide planning process for public library systems  
Continued working with Washington Square, APD and security guard to improve neighborhood environment

### Continue to explore facility needs and options

Library Board and Common Council voted to 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 the Soldier's Square Parking Ramp  
Aligned focus for planning on how library fits into the city's comprehensive plan and other priorities  
Implemented public faxing  
Maintenance completed to exterior stone wall panels; additional carpet patching late 2018

### Continue cooperation with schools and other community organizations

Provided space for local non-profits doing community outreach on site, helping expand their access to people who need their services including Feeding America, Partnership Community Health Center, Outagamie Co ADRC  
Served on the Older Adult/Community Center Taskforce  
Collaborated with 196 programs with local educational institutions, businesses, non-profits and civic groups  
Participated in civic events including Juneteenth, Fox Cities Kidz Expo, Make Music Day, Bazaar After Dark  
Became a United Way Agency for the program Reach Out and Read - Fox Cities  
Sponsor and collaborator for the Fox Cities Community Read  
Operated third year of the Appleton Seed Library with The Seed Guild  
Continue to offer the Fox Cities Arts Network Pass  
Summer Library Program used as a springboard to allow us to showcase city and community organizations - Fire Dept., Parks and Rec., Hearthstone, Building for Kids, DPW, ADI Fox Valley Symphony and APD to encourage reading and community engagement.

### Utilize volunteers more effectively

7,255 volunteer hours achieved in 2017  
Expanded roles for volunteers including increased support for the teen summer reading program, computer help, and programming

### Continuously work to improve website and online service delivery

Continue to expand access to digital content. In 2018 we launched a new local music service, Flipside, an online collection of music contributed by local artists  
Total e-circulation is up 30% from April 2017: e-books, audiobooks, videos, comics, magazines, music and games  
APL's Facebook page has approx. 5,400 followers

# CITY OF APPLETON 2019 BUDGET LIBRARY

## MAJOR 2019 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

**Hub of Learning and Literacy** - We connect our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and expand beyond it to offer our community additional ways to improve and develop.

**Collaborative Environment** - We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

**The Future: Children and Teens** - We provide youth of all ages in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that families from all backgrounds find a supportive and strengthening place for their futures.

**Creation and Innovation** - We honor imagination, invention, and inspiration. We provide people, places and platforms to encourage discovery, development and originality.

**Enriched Entertainment** - We embrace the important role of entertainment in the lives of our community members and its ability to enhance and enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

**Specialized Services and Programs** - We support and sustain education for all ages. We address the varied needs within our community by offering targeted assistance for diverse populations.

**Engaged and Sustainable Organization** - Our knowledgeable and creative staff provides a patron experience that represents and aids our diverse community. We work closely with many organizations and partners to benefit those we serve.

Other specific objectives include:

Continue working on library facility plans. Continue efforts to provide citizen engagement and transparency in library planning and incorporate results of parking, mobility studies and the city's comprehensive plan

Cultivate quality children's materials collections and develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12 with specialized programs for children with distinct needs.

Collaborate with schools and other community organizations utilizing the Community Partnerships Framework to provide options for different levels of engagement

Provide the community space for civic engagement and public meetings

Continue efforts to extend outreach and circulation services out into the community

Market collections, programs and services in a holistic way, incorporating social media and in-house marketing

Continue to enhance "digital branch" with increased access to e-courses for lifelong learning and mobile content

Improve website for ease of navigation

Incorporate information and results from system and State studies into library policies and operations

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
<b>Program Revenues</b>		\$ 1,469,692	\$ 1,404,293	\$ 1,182,747	\$ 1,226,147	\$ 1,158,842	-2.02%
<b>Program Expenses</b>							
16010	Administration	541,662	572,477	552,022	606,584	566,609	2.64%
16021	Children's Services	573,554	635,060	517,738	532,788	536,267	3.58%
16023	Public Services	780,655	796,597	782,457	783,457	783,706	0.16%
16024	Community Partnerships	496,335	536,816	510,020	542,320	497,963	-2.36%
16031	Building Operations	472,023	466,487	506,049	506,049	484,332	-4.29%
16032	Materials Management	1,467,777	1,498,983	1,457,447	1,450,842	1,475,376	1.23%
16033	Network Services	283,921	316,010	303,079	310,404	303,069	0.00%
<b>TOTAL</b>		\$ 4,615,927	\$ 4,822,430	\$ 4,628,812	\$ 4,732,444	\$ 4,647,322	0.40%
<b>Expenses Comprised Of:</b>							
Personnel		3,311,489	3,431,881	3,342,498	3,367,376	3,356,978	0.43%
Administrative Expense		145,688	188,462	112,200	135,559	49,642	-55.76%
Supplies & Materials		689,472	691,578	675,492	675,612	750,238	11.07%
Purchased Services		91,280	100,162	87,141	141,416	91,883	5.44%
Utilities		147,772	136,503	148,115	148,115	143,205	-3.31%
Repair & Maintenance		216,418	259,184	254,868	255,868	255,376	0.20%
Capital Expenditures		13,808	14,660	8,498	8,498		-100.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		46.00	46.50	46.00	46.00	46.00	

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

### PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, Administration plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Encourage active community participation and involvement"; # 3: "Recognize and grow everyone's talents"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; # 6: "Create opportunities and learn from successes and failures"; and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Oversee and guide the library's long-range plan and ensure library is responsive to community needs

Continue working on library facility plans. Continue efforts to provide citizen engagement and transparency in library planning and incorporate results of parking, mobility studies and the city's comprehensive plan

Communicate the role of libraries in 21st century society and the value of service APL provides to the community

Work with Finance Department in transition to the new ERP system

Work with Washington Square group with security guard collaboration and oversee APL contracted security guard and ensure the library is perceived as a safe place

Support the strategic plan of the Friends of Appleton Public Library; work with Friends to develop strong public/private partnerships to support the library in providing edge of excellence services; be good stewards of grant funds

Continue to participate in statewide and regional long-term planning initiatives that could reshape the boundaries of systems and materials delivery for patrons.

**Major changes in Revenue, Expenditures, or Programs:**

Fluctuations in state-level meeting attendance is due to participation in the public library system redesign process occurring throughout the State that is expected to decrease in 2019

Adjusted budget reflected an internal budget adjustment to contract with a security service in 2018. Request to add this is included as a separate budget addition.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	97%	98%	98%	98%	98%
<b>Strategic Outcomes</b>					
A better educated community					
Collaborations with educational institutions	191	196	170	170	180
<b>Work Process Outputs</b>					
Grant funds awarded	\$ 185,000	\$ 175,238	\$ 170,000	\$ 170,000	\$ 170,000
State-level meetings attended	41	88	35	60	40
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	6,422	7,255	8,000	8,000	7,500
Annual door count	487,795	467,884	475,000	475,000	450,00

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4232 Library Grants & Aids	\$ 1,103,329	\$ 1,066,420	\$ 1,062,447	\$ 1,062,447	\$ 1,043,692
4801 Charges for Serv.- Nontax	56,478	59,202	70,000	70,000	65,000
5015 Rental of City Property	30,000	30,000	30,000	30,000	30,000
5020 Donations & Memorials	705	957	-	-	-
5035 Other Reimbursements	103,773	15,225	-	6,575	-
Total Revenue	<u>\$ 1,294,285</u>	<u>\$ 1,171,804</u>	<u>\$ 1,162,447</u>	<u>\$ 1,169,022</u>	<u>\$ 1,138,692</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 351,108	\$ 371,611	\$ 370,790	\$ 370,790	\$ 382,262
6105 Overtime	-	132			
6108 Part-Time	7,970	8,601	11,503	11,503	11,646
6150 Fringes	131,460	133,244	126,653	126,653	128,350
6201 Training\Conferences	9,934	9,040	4,777	9,664	4,920
6206 Parking Permits	2,308	19,560	19,920	19,920	20,880
6301 Office Supplies	3,710	4,686	4,635	4,635	4,635
6303 Memberships & Licenses	4,118	4,209	2,055	2,055	2,200
6305 Awards & Recognition	1,229	1,312	850	850	850
6307 Food & Provisions	2,235	4,138	1,135	1,835	1,135
6320 Printing & Reproduction	4,770	3,890	100	500	100
6412 Advertising	5,099	2,215	1,288	1,788	1,288
6413 Utilities	3,871	4,275	4,216	4,216	4,718
6599 Other Contracts/Obligations	13,850	5,564	4,100	52,175	3,625
Total Expense	<u>\$ 541,662</u>	<u>\$ 572,477</u>	<u>\$ 552,022</u>	<u>\$ 606,584</u>	<u>\$ 566,609</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Children's Services**

**Business Unit 16021**

### PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 2: "Encourage active community participation and involvement"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

#### Objectives:

Cultivate quality children's materials collections through careful selection and maintenance practices to support both education and recreation

Provide responsive customer service, including reference, readers' advisory and directional assistance

Develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, specialized programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Through Appleton Ready to Read (ARTR) outreach specialists, work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services

Provide specialized English Language Learner (ELL) programs directed at school age ELL students to include refugees, including coordination with other organizations to bring specialized programs like Lego Robotics to ELL students and taking our ELL classes to partnering organizations like the Building for Kids and the YMCA

#### Major changes in Revenue, Expenditures, or Programs:

The Reach out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, had been supported by a grant from the United Way. Beginning in 2018, the Appleton Public Library has been accepted as a United Way Agency and the ROR program will receive continued funding.

Reductions in program numbers below reflect a change in the way that the Wisconsin Department of Public Instruction has libraries counting program attendance.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Children have access to a wide range of quality programs					
Attendance at children's programs	27,569	35,077	29,000	28,000	29,000
Drop-in activity participants	4,830	4,996	3,500	5,000	5,000
<b>Strategic Outcomes</b>					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,769	4,035	4,000	4,000	4,000
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs					
"good" to "excellent" *	98%	95%	95%	95%	95%
<b>Work Process Outputs</b>					
Reference transactions	26,189	22,914	21,000	18,000	18,000
Number of children's programs	804	843	1,000	900	900
* survey done in odd years					

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Children's Services**

**Business Unit 16021**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	125,714	129,796	-	5,700	-
Total Revenue	<u>\$ 125,714</u>	<u>\$ 129,796</u>	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 366,449	\$ 378,825	\$ 357,010	\$ 357,010	\$ 357,095
6105 Overtime	61	-	-	-	-
6108 Part-Time	40,878	42,119	30,605	31,424	30,605
6150 Fringes	120,909	125,613	118,834	118,893	136,750
6201 Training\Conferences	3,546	4,049	4,277	4,277	4,405
6206 Parking Permits	2,772	-	-	-	-
6301 Office Supplies	34,483	71,689	2,812	12,530	2,812
6303 Memberships & Licenses	-	308	-	300	-
6307 Food & Provisions	270	1,010	-	1,754	-
6327 Miscellaneous Equipment	1,439	-	-	-	-
6599 Other Contracts/Obligations	2,747	11,447	4,200	6,600	4,600
Total Expense	<u>\$ 573,554</u>	<u>\$ 635,060</u>	<u>\$ 517,738</u>	<u>\$ 532,788</u>	<u>\$ 536,267</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

### PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

#### Objectives:

Work with patrons in support of the strategies of Hub of Learning and Literacy and Enriched Entertainment; work with other system libraries and State libraries in a collaborative environment; embrace new technologies and best library practices to continue to be an engaged and sustainable organization

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training in 2019; provide quality service to over 467,800 people

Register new patrons and maintain a database of 81,984 users; process holds in conjunction with the Materials Management section (approx. 117,000 items each year); send out overdue, billing and reserve notices; utilize TRIP and Unique Management Services for the collection of long overdue items and fines

Promote and train the public on the use of the self-check machines by patrons at an average of 79% of library materials check out via self-check each month

Prepare and maintain displays of new and/or popular materials

Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer  
Oversee the inter-library loan process

#### Major changes in Revenue, Expenditures, or Programs:

In 2018 with Friends funding, the library launched Flipside (MUSICat Chorus), an online collection of music contributed by local artists. Continued funding of Flipside (\$4,440) is budgeted in other contracts and obligations in this program.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Convenient and fast access to accurate information					
Reference questions answered	69,376	53,716	65,000	44,500	45,000
<b>Strategic Outcomes</b>					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	81,842	81,842	82,000	81,100	82,000
Members of the Appleton community find high quality service at the library					
% of respondents evaluating service "somewhat satisfied" to "very satisfied" (survey done on odd years)	86%	92%	92%	92%	92%
<b>Work Process Outputs</b>					
Adult materials circulation	636,753	615,009	645,000	580,000	575,000
Children's materials circulation	445,129	416,355	425,000	380,000	400,000
Reserves filled for APL patrons	137,217	141,187	145,000	141,000	141,000

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ -	\$ 95	\$ 300	\$ 1,300	\$ 150
Total Revenue	\$ -	\$ 95	\$ 300	\$ 1,300	\$ 150
Expenses					
6101 Regular Salaries	\$ 473,165	\$ 501,102	\$ 503,860	\$ 503,860	\$ 501,011
6105 Overtime	-	99			
6108 Part-Time	114,668	98,946	89,372	89,372	90,485
6150 Fringes	180,982	188,117	173,971	173,971	174,225
6201 Training\Conferences	2,472	2,753	2,490	2,490	2,565
6206 Parking Permits	4,212	-	-	-	
6301 Office Supplies	1,986	2,463	4,069	4,569	3,500
6327 Miscellaneous Equipment	-	1,000	1,000	1,000	1,000
6418 Equip Repairs & Maint	3,170	2,117	500	500	500
6599 Other Contracts/Obligations	-	-	7,195	7,695	10,420
Total Expense	\$ 780,655	\$ 796,597	\$ 782,457	\$ 783,457	\$ 783,706

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None



# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

### PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 2: "Encourage active community participation and involvement"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

#### Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs

Provide access to local history materials, services, and programs

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement; serve on local boards and participate in various organizations to increase collaboration to build shared capacity and connect patrons with local resources

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through specialized services and programs

Work with Public Services and Children's Services staff to bring circulation services out into the community

#### Major changes in Revenue, Expenditures, or Programs:

Reductions in program numbers below reflect a change in the way that the Wisconsin Department of Public Instruction has libraries counting program attendance.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on odd years)					
Adult programs	99%	98%	98%	98%	98%
Young adult programs	100%	92%	92%	92%	92%
<b>Strategic Outcomes</b>					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	5,534	3,823	5,000	3,500	4,000
Adult program attendance	7,951	5,842	7,500	6,500	6,500
<b>Work Process Outputs</b>					
Web page "hits" (page accesses)	1,246,326	1,136,941	1,200,000	1,040,000	1,100,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 7,217	\$ 24,500	\$ -	\$ 7,300	\$ -
Total Revenue	<u>\$ 7,217</u>	<u>\$ 24,500</u>	<u>\$ -</u>	<u>\$ 7,300</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 349,398	\$ 348,067	\$ 349,659	\$ 349,659	\$ 338,562
6108 Part-Time	2,986	11,211	4,676	25,676	4,733
6150 Fringes	130,041	158,693	149,090	152,090	147,451
6201 Training\Conferences	3,112	3,267	4,277	4,277	4,405
6206 Parking Permits	2,016	-	-	-	-
6301 Office Supplies	4,450	4,859	2,318	7,318	2,812
6303 Memberships & Licenses	-	150	-	500	-
6599 Other Contracts/Obligations	4,332	10,569	-	2,800	-
Total Expense	<u>\$ 496,335</u>	<u>\$ 536,816</u>	<u>\$ 510,020</u>	<u>\$ 542,320</u>	<u>\$ 497,963</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

### PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; # 5: "Promote an environment that is respectful and inclusive"; and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Maintain cleanliness and light maintenance of the library building and provide assistance to library staff and the community

Ensure library meeting room users needs are met by conducting meeting room set-ups and providing on-site assistance for staff programs and the community

Proactively meet the needs of the community through quality customer service and incorporating sustainable and cost-effective practices in our day to day operations

Facilitate the work done in the library in conjunction with the City Facilities Management Department and the contracted cleaning service by performing basic facility and equipment maintenance, cleaning and informing the appropriate person of building needs or concerns

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	98%	98%	98%	98%	98%
% of patrons satisfied with cleanliness of library (surveyed on odd years)	94%	95%	95%	95%	95%
% of patrons satisfied with safety in the library (surveyed on odd years)	90%	87%	87%	87%	87%
<b>Strategic Outcomes</b>					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,630	4,900	4,900	4,900	4,900
<b>Work Process Outputs</b>					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	20	22	20	20	20

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
5001 Fees & Commissions	\$ 1,473	\$ 1,502	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 1,473</u>	<u>\$ 1,502</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 105,063	\$ 102,192	\$ 109,595	\$ 109,595	\$ 108,743
6105 Overtime	1,025	116	-	-	
6108 Part-Time	4,616	4,834	5,965	5,965	6,110
6150 Fringes	49,646	53,958	59,691	59,691	48,314
6201 Training\Conferences	1,081	342	806	806	830
6206 Parking Permits	972	-			
6301 Office Supplies	290	143	300	300	
6306 Building Maint./Janitorial	11,343	9,891	11,570	11,570	10,187
6308 Landscape Supplies	-	115			
6309 Shop Supplies & Tools	-	363	100	100	150
6323 Safety Supplies	171	239	200	200	550
6327 Miscellaneous Equipment	396	317	650	650	650
6407 Collection Services	2,855	2,388	2,962	2,962	2,507
6413 Utilities	143,900	132,227	143,899	143,899	135,980
6416 Build Repairs & Maint.	2,096	1,516	3,000	3,000	3,000
6418 Equip Repairs & Maint	337	338	400	400	400
6420 Facilities charges	148,232	157,508	166,911	166,911	166,911
Total Expense	<u>\$ 472,023</u>	<u>\$ 466,487</u>	<u>\$ 506,049</u>	<u>\$ 506,049</u>	<u>\$ 484,332</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Materials Management**

**Business Unit 16032**

### PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; and # 6: "Create opportunities and learn from successes and failures".

#### Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Collect and route approximately 150,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve returned materials using the automated materials handling system

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning

#### Major changes in Revenue, Expenditures, or Programs:

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	60%	54%	58%	55%	55%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,053	3,849	3,200	3,200	3,200
<b>Strategic Outcomes</b>					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	292,085	286,600	290,000	283,500	285,000
<b>Work Process Outputs</b>					
# of volumes processed	29,900	28,174	30,000	32,000	30,000
# of volumes weeded	34,481	41,695	25,000	35,000	30,000

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Materials Management**

**Business Unit 16032**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 20,761	\$ 51,107	\$ -	\$ 21,000	\$ -
Total Revenue	<u>\$ 20,761</u>	<u>\$ 51,107</u>	<u>\$ -</u>	<u>\$ 21,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 466,562	\$ 509,189	\$ 506,085	\$ 506,085	\$ 515,872
6105 Overtime	-	49	-	-	-
6108 Part-Time	109,679	85,538	68,601	68,601	69,457
6150 Fringes	168,030	173,023	166,174	166,174	167,521
6201 Training\Conferences	2,730	3,197	3,227	3,227	3,324
6206 Parking Permits	5,184	-	-	-	-
6301 Office Supplies	30,959	38,948	38,522	38,522	38,522
6315 Books & Library Materials	621,663	620,492	607,442	600,837	607,442
6327 Miscellaneous Equipment	574	571	-	-	-
6599 Other Contracts/Obligations	62,396	67,976	67,396	67,396	73,238
Total Expense	<u>\$ 1,467,777</u>	<u>\$ 1,498,983</u>	<u>\$ 1,457,447</u>	<u>\$ 1,450,842</u>	<u>\$ 1,475,376</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

#### Office Supplies

General office supplies	\$ 3,910
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	20,105
RFID supplies	14,507
	<u>\$ 38,522</u>

#### Books & Library Materials

Children's materials	\$ 144,504
Adult materials	433,515
Digital Content Consortia	29,423
	<u>\$ 607,442</u>

#### Other Contracts/Obligations

OWLSnet contract	\$ 68,238
Collection Agency	5,000
	<u>\$ 73,238</u>

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

### PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services"; # 4: "Continually assess trends affecting the community and proactively respond"; and # 6: "Create opportunities and learn from successes and failures".

#### Objectives:

Replace 20% of staff and public computing devices annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment; filter and protect public connections to keep library and public technology reasonably safe

Provide network and software support for the video security system; maintain reliable data communication between the library's and OWLS' networks

Work to improve staff mobile access to Library systems to enable them to move about the building assisting patrons

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff

#### Major changes in Revenue, Expenditures, or Programs:

Data Security & Switches: \$10,000. Implement vulnerability scanning such as Tenable Nessus to perform regular scans of staff and public networks, staying ahead of vulnerabilities and exploits while minimizing exposure and downtime. Replace four switches used by our Automated Materials Handling system to allow SNMP support.

The increase in database sessions shown below is due to better usage reporting from a number of the databases and not strictly to an increase in the number of searches conducted.

### PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	85%	85%	85%
<b>Strategic Outcomes</b>					
Hours of public internet computer use	56,514	56,030	50,000	50,000	50,000
Sessions on public computers	71,920	66,872	72,000	60,000	60,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	210,237	185,493	220,000	150,000	150,000
Database sessions	256,281	790,752	800,000	700,000	700,000
<b>Work Process Outputs</b>					
PC workstations & other devices installed	40	40	40	40	40

# CITY OF APPLETON 2019 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
5035 Other Reimbursements	\$ 20,242	\$ 25,489	\$ 18,500	\$ 20,325	\$ 18,500
Total Revenue	<u>\$ 20,242</u>	<u>\$ 25,489</u>	<u>\$ 18,500</u>	<u>\$ 20,325</u>	<u>\$ 18,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 98,166	\$ 95,678	\$ 100,568	\$ 100,568	\$ 98,322
6150 Fringes	38,627	40,926	39,796	39,796	39,464
6201 Training\Conferences	1,305	195	2,660	2,660	2,740
6206 Parking Permits	648	-	-	-	-
6301 Office Supplies	8,324	2,254	1,500	1,500	1,500
6315 Books & Library Materials	-	(510)	-	-	-
6327 Miscellaneous Equipment	61,034	65,671	66,000	72,325	67,980
6418 Equip Repairs & Maint	62,009	97,136	84,057	85,057	84,565
6815 Software Acquisition	13,808	14,660	8,498	8,498	8,498
Total Expense	<u>\$ 283,921</u>	<u>\$ 316,010</u>	<u>\$ 303,079</u>	<u>\$ 310,404</u>	<u>\$ 303,069</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

#### Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	21,980
Server consolidation	10,000
	<u>\$ 67,980</u>

#### Equipment Repairs and Maintenance

Public & staff photocopier lease and fees	\$ 17,250
Automated material handling equipment	20,000
Self checks and security gate contract	20,349
Security camera maintenance	2,500
Software license and maintenance fees	22,319
Other equipment repairs and maintenance	2,147
	<u>\$ 84,565</u>



	2018 Admin (16010)	2019 Admin (16010)	2018 Children's (16021)	2019 Children's (16021)	2018 Public Services (16023)	2019 Public Services (16023)	2018 Community Partnerships (16024)	2019 Community Partnerships (16024)	2018 Operations (16031)	2019 Operations (16031)	2018 Materials Management (16032)	2019 Materials Management (16032)	2018 Network Services (16033)	2019 Network Services (16033)	2018 TOTAL	2019 TOTAL	% CHANGE
Personnel																	
6101/6107 Salaries	370,790	382,262	357,010	357,095	503,860	501,011	349,659	338,562	109,595	108,743	506,085	515,872	100,568	98,322	2,297,567	2,301,867	0.19%
6108 Part-time	11,503	11,646	30,605	30,605	89,372	90,485	4,676	4,733	5,965	6,110	68,601	69,457	0	0	210,722	213,036	1.10%
6150 Fringes	126,653	128,350	118,834	136,750	173,971	174,225	149,090	147,451	59,691	48,314	166,174	167,521	39,796	39,464	834,209	842,075	0.94%
Subtotal - Personnel	508,946	522,258	506,449	524,450	767,203	765,721	503,425	490,746	175,251	163,167	740,860	752,850	140,364	137,786	3,342,498	3,356,978	0.43%
Supplies and Services																	
6201 Training and Travel	4,777	4,920	4,277	4,405	2,490	2,565	4,277	4,405	806	830	3,227	3,324	2,660	2,740	22,514	23,189	3.00%
6206 Parking Permits	19,920	20,880													19,920	20,880	4.82%
6301 Supplies	4,635	4,635	2,812	2,812	4,069	3,500	2,318	2,812	300	0	38,522	38,522	1,500	1,500	54,156	53,781	-0.69%
6303 Memberships	2,055	2,200													2,055	2,200	7.06%
6305 Awards and Recognition	850	850													850	850	0.00%
6306 Janitorial									11,570	10,187					11,570	10,187	-11.96%
6307 Food and Provisions	1,135	1,135													1,135	1,135	0.00%
6309.2 Tools									100	150					100	150	50.00%
6315 Library Materials											607,442	607,442			607,442	607,442	0.00%
6320.2 Printing	100	100													100	100	0.00%
6323 Safety Supplies									200	550					200	550	175.00%
6327 Misc. Equipment					1,000	1,000			650	650			66,000	67,980	67,650	69,630	2.93%
6407 Recycling									2,962	2,507					2,962	2,507	-15.35%
6412 Advertising	1,288	1,288													1,288	1,288	0.00%
6413.1-.8 Utilities (see breakdown)	4,216	4,718							143,899	135,980					148,115	140,698	-5.01%
6416 Building Repair and Maint.									3,000	3,000					3,000	3,000	0.00%
6418 Equipment Repair and Maint					500	500			400	400			84,057	84,565	84,957	85,465	0.60%
6420 Facilities Charges									166,911	175,293					166,911	175,293	5.02%
6815 Software													8,498	8,498	8,498	8,498	0.00%
6599 Other Contracts	4,100	3,625	4,200	4,600	7,195	10,420					67,396	73,238			82,891	91,883	10.85%
Subtotal - Supplies and Services	43,076	44,351	11,289	11,817	15,254	17,984	6,595	7,217	330,798	329,547	716,587	722,526	162,715	165,282	1,286,314	1,298,726	0.96%
Total Library Expense	552,022	566,609	517,738	536,267	782,457	783,705	510,020	497,963	506,049	492,714	1,457,447	1,475,376	303,079	303,068	4,628,812	4,655,704	0.58%

<b>Utilities Breakdown</b>	<b>2018</b>	<b>2019</b>	<b>% change 17-18</b>
16031.6413.1 Electric	110,073	101,444	-7.84%
16031.6413.2 Gas	24,432	24,676	1.00%
16031.6413.3 Water	4,924	4,996	1.47%
16031.6413.4 Sewer	2,052	2,083	1.49%
16031.6413.6 Storm water	2,418	2,781	15.00%
16010.6413.7 Telephone	3,224	3,290	2.05%
16010.6413.8 Cellphone	992	1,428	43.95%
<b>Total - Utilities</b>	<b>148,115</b>	<b>140,698</b>	<b>-5.01%</b>

<b>Revenue</b>	<b>2018</b>	<b>2019</b>	<b>% Change 17-18</b>
16010.4232 Library Grants and Aids (County Reimbursement)	1,062,447	1,043,692	-1.77%
16010.4801 Charges for Service (Fines and Fees)	70,000	65,000	-7.14%
16010.5015 Rental of City Property	30,000	30,000	0.00%
16023.5035 Reader/Printer (Public Services as of 2017)	300	150	100.00%
16031.5001 Fees and Commissions (Vending)	1,500	1,500	0.00%
16033.5035 Internet Printing (Network Services)	18,500	18,500	0.00%
<b>Total - Revenues</b>	<b>1,182,747</b>	<b>1,158,842</b>	<b>-2.02%</b>

## CITY OF APPLETON 2019 BUDGET PROGRAM ADDITIONS/DELETIONS

IDENTIFICATION	
Title of Request:	Contracting with security service
Department:	Library Administration - 16010
Program:	
Priority:	1

FUNDING					
Description	Revenue	Personnel	Supplies & Services	Fixed Assets	Net
Year 2019 Budget Increase	69,345	-	-	-	\$ (69,345)
Year 2019 Budget Reduction	-	-	-	-	\$ -
Future Years' Net Impact	-	-	-	-	\$ -

DESCRIPTION/JUSTIFICATION											
<p>In March of 2018 the library began contracting with Securitas Security Services to address the increase in disruptive behaviors within the library. The library interviewed and trained guards the month of March and were staffed weekday afternoon and evening hours and weekends by the end of March.</p> <p>Since then library incidents have decreased dramatically and staff are experiencing less pushback from patrons when they enforce rules. Through May in 2018, there have been only nine restrictions given to patrons. This compares to 42 restrictions for 2017.</p> <p>APD calls for service have been as follows:</p> <table><tr><td>2016</td><td>186</td></tr><tr><td>2017</td><td>250</td></tr><tr><td>2018</td><td>78 (through June 26)</td></tr><tr><td></td><td>January - March 48</td></tr><tr><td></td><td>April - June 30</td></tr></table> <p>Based on the effectiveness of this approach we request funding this position during the library's operating hours for 2019.</p>		2016	186	2017	250	2018	78 (through June 26)		January - March 48		April - June 30
2016	186										
2017	250										
2018	78 (through June 26)										
	January - March 48										
	April - June 30										
<b>Account/subledger: Add (Delete)</b> 16010.6599 \$ 69,345	<b>Account/subledger: Add (Delete)</b>										

# CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Facility Renovations

PROJECT DESCRIPTION
<p>Justification:</p> <p><b>Bridge Tender Station:</b>  <u>Renovation of interior spaces-</u> (2019) Renovation of the Lawe St. Bridge Tender Station.</p> <p><b>City Hall:</b>  <u>Finance Customer Service Upgrades</u> - (2019) Renovate the first floor office area. (\$210,000)</p> <p><b>Fire Stations:</b>  <u>Upgrade kitchen and bathroom areas</u> - (2019 / 2020 / 2022) Upgrade kitchen and bathroom areas at various Fire Stations</p> <p><b>Library:</b>  <u>Library Renovation</u> - (2020 / 2021) This project will renovate the existing library to meet current and short term future needs.</p> <p><b>PRFMD Facility:</b>  <u>Facility renovation</u> - (2021 / 2022) The Facilities &amp; Grounds Operations Center lacks adequate office space and restroom/locker room facilities for both public and staff. (2021) Design for facility renovations. (2022) construction for facility renovations.</p> <p><b>Valley Transit:</b>  <u>Facility Renovations-</u> (2019) <u>Design for Facility Renovation</u> - (\$100,000) Professional design services for the facility renovation project. (2020) <u>Facility Renovation</u> - Construction for the facility renovation project.</p> <p><b>Wastewater Plant:</b>  <u>Renovate the F1 building at Wastewater</u> - (2020) Renovate the F1 Building at Wastewater.</p> <p>Discussion of operating cost impact:            Since this project is a renovation of existing space, there is no impact on operating cost anticipated.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2019	2020	2021	2022	2023	Total
PRFM	City Hall	210,000	-	-	-	-	\$ 210,000
	Bridge Tender Station	160,000	-	-	-	-	\$ 160,000
	Fire Stations	125,000	90,000	-	90,000	-	\$ 305,000
	Library	-	350,000	8,000,000	-	-	\$ 8,350,000
	PRFMD	-	-	45,000	400,000	-	\$ 445,000
Facilities Capital Projects		495,000	440,000	8,045,000	490,000	-	\$ 9,470,000
Valley Transit	Valley Transit	100,000	3,500,000	-	-	-	\$ 3,600,000
	Valley Transit Projects	100,000	3,500,000	-	-	-	\$ 3,600,000
PRFM	Wastewater	-	250,000	-	-	-	\$ 250,000
	WW Utility Capital Projects	-	250,000	-	-	-	\$ 250,000
Total - Facility Renovations Projects		\$ 595,000	\$ 4,190,000	\$ 8,045,000	\$ 490,000	\$ -	\$ 13,320,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	160,000	365,000	65,000	40,000	-	\$ 630,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	435,000	3,825,000	7,980,000	450,000	-	\$ 12,690,000
Other	-	-	-	-	-	\$ -
Total	\$ 595,000	\$ 4,190,000	\$ 8,045,000	\$ 490,000	\$ -	\$ 13,320,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2019 BUDGET

## SPECIAL REVENUE FUNDS

**Library Grants**

**Business Unit 2550**

### PROGRAM MISSION

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to Strategy:**

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

**Objectives:**

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families information on how important it is to read to their small children. The books are provided to children age birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

**Major changes in Revenue, Expenditures, or Programs:**

The Reach out and Read program (ROR), which supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. ROR has been budgeted in the Children's Services program in the Library's general fund budget since its inception in 2016 but the growth of ROR has led to a decision to move it to this special revenue fund to better account for revenues and related expenditures.

The library has applied to become a United Way Agency for the Reach Out and Read program. A strategic planning process with the clinics is also being done with a professional facilitator. This process will clarify the ongoing funding model of the program.

### PERFORMANCE INDICATORS

Actual 2016   Actual 2017   Target 2018   Projected 2018   Target 2019

Note: Since this program exists solely to account for receipt and expenditure of various grants, there are no continuing performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
	<b>Program Revenues</b>	\$ 77,894	\$ 96,196	\$ 98,218	\$ 164,918	\$ 86,086	-12.35%
	<b>Program Expenses</b>	\$ 43,516	\$ 80,274	\$ 98,218	\$ 164,918	\$ 86,086	-12.35%
	<b>Expenses Comprised Of:</b>	(43,516)	(80,274)				
	Personnel	-	-	23,719	23,719	22,761	-4.04%
	Administrative Expense	-	-	74,499	74,499	5,300	-92.89%
	Supplies & Materials	-	-	-	66,700	38,425	N/A
	Purchased Services	-	-	-	-	19,600	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	<b>Full Time Equivalent Staff:</b>						
	Personnel allocated to programs	-	-	0.50	0.50	0.50	

# CITY OF APPLETON 2019 BUDGET

## SPECIAL REVENUE FUNDS

**Library Grants**

**Business Unit 2550**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
5035 Other Reimbursements	\$ 77,894	\$ 96,196	\$ 98,218	\$ 164,918	\$ 86,086
Total Revenue	<u>\$ 77,894</u>	<u>\$ 96,196</u>	<u>\$ 98,218</u>	<u>\$ 164,918</u>	<u>\$ 86,086</u>
Expenses					
6101 Regular Salaries	\$ 20,867	\$ 21,109	\$ 22,138	\$ 22,138	\$ 22,394
6150 Fringe Benefits	1,490	346	1,581	1,581	367
6201 Training / Conferences	722	384	1,160	1,160	2,300
6301 Office Supplies		-	73,339	73,339	3,000
6412 Advertising	-	-	-	-	15,000
6315 Books & Library Materials	20,437	54,752	-	66,700	38,425
6599 Other Contracts / Obligations	-	3,683	-	-	4,600
Total Expense	<u>\$ 43,516</u>	<u>\$ 80,274</u>	<u>\$ 98,218</u>	<u>\$ 164,918</u>	<u>\$ 86,086</u>

### DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

#### Books & Library Materials

Books for well child visits	<u>\$ 38,425.00</u>
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#### Note:

2016 and 2017 revenues and expenses were recorded in the Children's Program of the Library in the general fund. Those revenues and expenses are presented here for illustration only. Purchases of books and other materials for distribution in those years and in the adopted 2018 budget were recorded as office supplies to distinguish them from books and library materials purchased for the children's collection.

**CITY OF APPLETON 2019 BUDGET  
LIBRARY GRANTS**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<b>Revenues</b>					
Donations	\$ -	\$ -	\$ 98,218	\$ 164,918	\$ 86,086
Total Revenues	-	-	98,218	164,918	86,086
<b>Expenses</b>					
Program Costs	-	-	98,218	116,807	86,086
Total Expenses	-	-	98,218	116,807	86,086
<b>Other Financing Sources (Uses)</b>					
Other	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	-	-	-	48,111	-
Fund Balance - Beginning	-	-	-	-	48,111
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ 48,111	\$ 48,111

# Memo

Outagamie Waupaca Library System

225 North Oneida Street

Appleton, WI 54911

920 832-6190

[www.owlsweb.org](http://www.owlsweb.org)



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Date: May 10, 2018  
To: OWLS Library Directors  
From: Bradley Shipps  
Subject: Automation Services Agreement

The current OWLS Automation Services Agreement will expire at the end of December. This is not the same document as the OWLS Membership Agreements that were distributed in April.

The only change to the agreement is to the dates in Article V, paragraph 5.

There are two unsigned copies of the standard agreement included in this mailing. Please have your library board approve the agreement. The board president should then sign both copies. When that's complete, please return both copies to me. The OWLS board president will then sign both copies and I'll return a signed copy to you for your files.

If possible, please return the signed agreements to me by July 31.

Let me know if you need a pdf copy of the agreement for your board packets. If you or your board have any questions about the agreement, please let me know. I'd be happy to meet with you or your board to discuss the agreement in more detail.

Thanks!



**Automation Services Agreement**  
**Outagamie Waupaca Library System**  
**Appleton Public Library**

**Article I: General**

The Outagamie Waupaca Library System and the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in a library automation network providing, but not limited to, the following functions and services: resource sharing, circulation control, cataloging, online public access catalog, acquisitions, and Internet access.

**Article II: Definitions**

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, also referred to as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Appleton Public Library.
- (4) The Appleton Public Library, also referred to as APL, is the agency established under Section 43.57 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) The shared library automation network, also known as OWLSnet, is a program established by OWLS to provide an integrated library automation system and network services to OWLS, NFLS and other area libraries.

**Article III: Outagamie Waupaca Library System Responsibilities**

It is mutually agreed that OWLS shall:

- (1) Provide to APL all of the automated library functions available from OWLSnet during all hours that APL is regularly open. All reasonable efforts will be made to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.
- (2) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (3) Contribute financially to the operation of OWLSnet in accordance with the annual OWLSnet budget.
- (4) Acquire appropriate products from vendors as requested by APL and deliver or install the products at the desired branch public library location according to a mutually agreed upon schedule.
- (5) Invoice APL for any products ordered upon delivery of such orders. Any product ordered will become the property of APL upon payment of the invoice.

- (6) Investigate the feasibility of providing additional products or services to OWLSnet members.
- (7) Provide staff services to support APL's participation in OWLSnet.
- (8) Provide for ongoing training of APL staff in the use of software and hardware.
- (9) Determine the annual membership fee for any given calendar year prior to July 1 of the preceding year.
- (10) Work with APL to develop an efficient, effective, and equitable method for cataloging materials and adding records to the OWLSnet database.

#### **Article IV: Appleton Public Library Responsibilities**

It is mutually agreed that the Appleton Public Library shall:

- (1) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (2) Meet all applicable requirements for participation in the TEACH Wisconsin and federal E-rate programs and designate OWLS to be APL's agent for TEACH Wisconsin and federal E-rate participation.
- (3) Place orders for appropriate products through OWLS and pay all invoices for such orders, including transportation and handling charges, within 60 days after the date of the invoice unless other arrangements have been made with OWLS.
- (4) Hold title to all items acquired upon payment of invoice for such items.
- (5) Be responsible for all internal cabling necessary to connect APL equipment to the OWLSnet's telecommunication network, unless other arrangements have been agreed to by OWLS.
- (6) Attach only devices approved by OWLS to the OWLSnet network. APL shall not inter-connect OWLSnet with any other network without the consent of OWLS. APL shall be responsible for any costs resulting from an unauthorized connection to another network.
- (7) Be responsible for the maintenance or repair of all local equipment, including performing regular operating system software updates, unless other arrangements have been agreed to by OWLS.
- (8) Pay an annual membership fee, unless otherwise agreed upon by OWLS. The annual membership fee represents APL's share of ongoing operational costs.
- (9) Retain ownership of all APL bibliographic, item, and patron records held in the shared automation network database.
- (10) Send a representative to attend Administrative Advisory Committee meetings. Representatives are responsible for disseminating meeting information to other APL staff.
- (11) Comply with all applicable federal and state laws regarding confidentiality and the privacy of public library records. APL agrees to hold all library staff and volunteers accountable for complying with such laws.

## Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) The OWLS Board has legal authority for the establishment, operation, and maintenance of OWLSnet. An Administrative Advisory Committee, including representation from all network participants, shall make recommendations to the OWLS Board or staff regarding the administration of the network in accordance with the procedures specified in the shared automation network bylaws.
- (2) Implementation of this agreement is consistent with the provisions of state and federal law. Should any part of this agreement that does not impede OWLSnet's ability to provide services and equitably recover costs become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, but the balance of this agreement shall remain in full force and effect. If such state or federal law impedes OWLSnet's ability to provide services or recover costs equitably, this agreement shall be void.
- (3) All libraries participating in OWLSnet have a responsibility to develop their local materials collections to support the basic needs of their patrons. It is unfair for libraries to rely primarily on other members of the network to meet their patrons' basic needs.
- (4) OWLS and APL have a responsibility to monitor compliance of the parties with OWLSnet agreements, bylaws, policies, and procedures. The systems may take appropriate action in the case of APL noncompliance with OWLSnet agreements, bylaws, or policies. APL has the right to appeal to the OWLS Board if it believes that either system does not comply with OWLSnet agreements, bylaws, or policies.
- (5) This agreement shall become effective upon signing of the agreement by all parties. This agreement shall continue in force through December 31, 2020 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2020, the term of this agreement will be automatically extended through December 31, 2021.
- (6) This agreement may be terminated by any party, effective December 31 of the year, by notifying the other two parties in writing of intent to terminate, prior to July 1 of the same year.
- (7) This agreement may be amended at any time as is mutually agreeable to the parties.

For the Appleton Public Library:

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

For the Outagamie Waupaca Library System:

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

**Appendix**  
**Outagamie Waupaca Library System**  
**OWLSnet Shared Automation Network**  
**Bylaws**

**Article I: Name and Authority**

The shared automation network, to be known as OWLSnet, is a service program of the Outagamie Waupaca Library System (OWLS). As a program of OWLS, the shared automation network is established, operated, and maintained under the legal authority of the Outagamie Waupaca Library System Board of Trustees.

**Article II: Purpose**

OWLS shared automation network is established to provide a shared, integrated library automation system to OWLS member libraries, Nicolet Federated Library System (NFLS) member libraries, and such other area libraries as may participate, for the purposes of 1) facilitating resource sharing among network participants and 2) increasing the efficiency and effectiveness of participant library operations and services. The shared automation network shall provide functions to participating libraries including, but not limited to, circulation control, online public access catalog, cataloging, and acquisitions.

**Article III: Participation**

- (1) Any member library of OWLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. Any member library of NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the NFLS Board and the OWLS Board.
- (2) Any area library which is not a member of OWLS or NFLS may become a participant in the shared automation network by executing an agreement for this purpose with the OWLS Board. The OWLS Board reserves the right to refuse the participation of any library not a member of OWLS or NFLS.
- (3) Any participant in the shared automation network may elect to terminate participation.
  - (a) Participation may be terminated effective December 31 of the year, by giving notification writing of intent to terminate, prior to July 1 of the same year.
  - (b) Any library which has terminated its participation in the network shall have no claim to any assets of the network.
  - (c) Any library which has terminated its participation in the network shall retain ownership of its local hardware.

- (d) Any library which has terminated its participation in the network shall pay OWLS the cost of extracting a copy of the library's records from the database and purging the library's data from the library from the remaining database.
- (4) The Outagamie Waupaca Library System and the Nicolet Federated Library System shall also be deemed participants in the shared automation network.

#### Article IV: Participant Obligations

Participants in the shared automation network shall:

- (1) Abide by the policies of OWLSnet established by the Board of Trustees and the procedures of OWLSnet established by the Administrative Advisory Committee.
- (2) Comply with national standards for machine-readable cataloging and form of entry when entering bibliographic data into the OWLSnet database.
- (3) Agree to share machine-readable bibliographic records with other participants in OWLSnet.
- (4) Agree to lend circulating materials listed in the OWLSnet database to other participants in OWLSnet.
- (5) Comply with state and federal law regarding the privacy of and access to library records.
- (6) Attach only devices approved by OWLS or NFLS to OWLSnet. Participants may not inter-connect OWLSnet with any other network without the written consent of OWLS.
- (7) Designate an official contact person for OWLSnet participation to work with OWLS and NFLS staff, to serve on the Administrative Advisory Committee, and to vote at AAC meetings. Any participant may also choose to designate an alternate contact person.

#### Article V: OWLSnet Operation

The shared automation network shall:

- (1) Provide to any participating library all of the automated library functions available from OWLSnet during all hours that the participating library is regularly open.
- (2) Ensure that bibliographic data entered into OWLSnet complies with national standards for machine-readable cataloging and form of entry.
- (3) Provide daily backup of data, with one copy of all data files stored off-site each week.
- (4) Make all possible efforts to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.
- (5) Schedule the installation of vendor-provided software and hardware updates as agreed upon

by the Administrative Advisory Committee.

- (6) Comply with state and federal law regarding the privacy of and access to library records.
- (7) Provide to any participant, upon request, copies of any agreements in force between OWLS or NFLS and any automation vendors.

#### Article VI: Administration

The shared automation network, and all associated policies enacted by the Board of Trustees, shall be administered by OWLS director and staff. An Administrative Advisory Committee, including representation from all OWLSnet participants, shall make recommendations to the OWLS Board or staff regarding the administration of OWLSnet.

- (1) The Administrative Advisory Committee shall hold at least four regularly scheduled meetings per year.
  - (a) Any OWLSnet participant may submit items for inclusion in meeting agendas.
  - (b) Additional meetings will be called upon the request of the majority of participating libraries, and such meetings will be held within two weeks of the request.
  - (c) OWLS director or his designee shall preside over meetings of the Administrative Advisory Committee, and OWLS automation staff shall provide staff functions for the committee.
- (2) The Administrative Advisory Committee shall approve the establishment and constitution of ad hoc technical advisory committees for the purpose of considering technical operational issues and making recommendations to the Administrative Advisory Committee.
  - (a) An OWLS designated staff member shall be an ex officio member of all ad hoc technical advisory committees.
  - (b) OWLS automation staff shall provide staff functions for all ad hoc technical advisory committees.
- (3) The Administrative Advisory Committee shall attempt to arrive at its recommendations by consensus. When consensus cannot be achieved, action will be taken by vote.
  - (a) A roll call vote may be taken at any meeting of the Administrative Advisory Committee, providing that the vote is scheduled on the meeting agenda and announced at least one week prior to the meeting.

- (b) Any participating library unable to be present for a scheduled vote may submit its vote in writing prior to the meeting.
- (c) All actions shall require the affirmative vote of a two-thirds majority of participating libraries and a two-thirds majority of annual membership fee shares for approval. Each library's annual membership fee share is calculated by dividing its last annual membership fee payment by 1,000 and rounding up to the next whole number.
- (d) No action shall be approved if more than one-third of participating libraries or more than one-third of annual membership fee shares cast a negative vote.
- (e) When less than two-thirds of participating libraries and annual membership fee shares vote affirmative and less than one-third of participating libraries or annual membership fee shares vote negative, the vote shall be deemed inconclusive.
- (f) Whenever a vote is inconclusive, the official contacts, or alternates, from all participating libraries not in attendance when the vote is taken will be polled for their votes. The vote count will become final after the official contacts, or alternates, from all participating libraries have been polled.
- (g) At any meeting of the Administrative Advisory Committee, if there is a consensus that an issue not scheduled for a vote needs to be voted upon prior to the next regularly scheduled meeting, an emergency vote may be conducted via email one week following the meeting. Any action taken by emergency email vote shall be subject to the same requirements as actions taken by vote at meetings.

#### Article VII: Amendment

These bylaws may be amended at any time upon recommendation of the Administrative Advisory Committee and adoption by the OWLS Board.

Adopted 8/15/91  
Revised 3/16/95  
Revised 8/17/95  
Revised 1/21/99  
Revised 6/21/01  
Revised 9/18/03  
Revised 5/17/07

June 26, 2018

Colleen Rortvedt  
Appleton Public Library  
225 North Oneida Street  
Appleton, WI 54911

Dear Colleen:

On behalf of the United Way Fox Cities Board of Directors, the Community Impact Council and the four Impact Areas, we are writing to inform you of United Way Fox Cities' investment in the Appleton Public Library for 2019 and 2020.

Impact Area volunteers reviewed funding requests from 39 partner agencies and 92 programs. Funding recommendations and any feedback or suggestions provided to the programs were arrived at after thoughtful discussion and deliberation. Specific program recommendations were based on identified criteria such as outcomes, United Way Fox Cities' priorities and ranked issues, the quality of the funding proposal, etc.

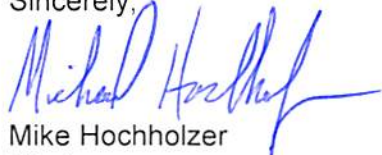
Enclosed is a summary of your program funding for 2019 and 2020, along with any recommendations from the volunteers. As always, your level of funding is contingent on successful campaigns in 2018 and 2019.

Please acknowledge United Way Fox Cities' investment in all publications and correspondence as "(program name), a United Way supported program."

If you have any questions regarding your 2019 and/or 2020 investments, please contact Peter Kelly, Tony Gonzalez, Rhonda Hannemann or Mary Wisnet at 954-7210.

In closing, we would like to express our appreciation to you, your staff and volunteers as we work together to build a stronger community.

Sincerely,



Mike Hochholzer  
Chair  
Community Impact Council  
United Way Fox Cities



David Morton  
Vice Chair  
Community Impact Council  
United Way Fox Cities

Enclosure

cc: Agency Board Chair



**UNITED WAY FOX CITIES  
2019 and 2020 Investments**

**Appleton Public Library  
225 North Oneida Street  
Appleton, WI 54911**

	<b>2018 Investment <i>UWFC Innovative Grant</i></b>	<b>2019 Investment \$15,000 NA</b>	<b>2020 Investment \$43,394 189.29%</b>
<b>Total Agency Investment Change from Previous Year</b>			

**Investment by Program:**

<b>Program Name</b>	<b>2018 Investment <i>UWFC Innovative Grant</i></b>	<b>2019 Investment \$15,000</b>	<b>2020 Investment \$43,394</b>
<b>Reach Out and Read Partners - Fox Cities</b>			

**Please Note:**

Designated contributions to your agency will be applied to United Way Fox Cities funded programs. You will be informed of such contributions as soon as the information is compiled.

**Impact Area Comments and Recommendations:**

Developing Children and Youth

**Reach Out and Read Partners – Fox Cities**

The Impact Area commends you on the success that has been achieved since launching this initiative in our community. As you continue to build upon your achievements, the Impact Area volunteers will be interested in learning more about the positive impact this initiative is having in our community. No major issues or concerns were identified.

## PROGRAM FINANCIAL REPORT

<u>REVENUE</u>	2016 Actual	2017 Actual	% Change 2016-2017	2018 Budget	% Change 2017-2018	2019 Budget	% Change 2018-2019	2020 Budget	% Change 2019-2020
1. United Way Fox Cities (Excluding Grants)			#DIV/0!		#DIV/0!	15,000	#DIV/0!	43,394	189.29%
2. Other United Ways			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
3. Contracts			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
4. Grants	77,694	96,196	23.81%	98,218	2.10%		-100.00%		#DIV/0!
5. Client and Program Service Fees			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
6. Government Revenue			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
7. Contributions			#DIV/0!		#DIV/0!	71,086	#DIV/0!	74,190	4.37%
8. In-Kind Support	11,369	11,710	3.00%	10,830	-7.51%	11,046	1.99%	11,267	2.00%
9. Other <u>Carryover From Prior Year</u>	12,456	47,209	279.01%	63,132	33.73%	49,061	-22.29%	950	-98.06%
10. Other			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
<b>TOTAL PROGRAM REVENUE</b>	<b>101,519</b>	<b>155,115</b>	<b>52.79%</b>	<b>172,180</b>	<b>11.00%</b>	<b>146,193</b>	<b>-15.09%</b>	<b>129,801</b>	<b>-11.21%</b>
<u>EXPENSES</u>									
11. Salaries (Direct Program Staff)	20,867	21,109	1.16%	21,742	3.00%	22,394	3.00%	23,066	3.00%
12. Salaries (Administration)			#DIV/0!	1,000	#DIV/0!	1,000	0.00%	1,000	0.00%
13. Benefits/Taxes	1,490	346	-76.78%	356	3.00%	367	3.00%	378	3.00%
14. Professional Fees		3,683	#DIV/0!	1,800	-51.12%	3,600	100.00%	3,600	0.00%
15. Office Expenses			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
16. Advertising, Marketing, Outreach, Printing			#DIV/0!	5,000	#DIV/0!	15,000	200.00%	10,000	-33.33%
17. Travel	522	384	-26.35%	450	17.05%	500	11.11%	550	10.00%
18. Professional Development and Training	200	0	-100.00%	1,800	#DIV/0!	1,800	0.00%	1,800	0.00%
19. Occupancy			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
20. Payment to Affiliates			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
21. Major Property & Equipment Acquisition			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
22. In-Kind Expenses	11,369	11,710	3.00%	10,830	-7.51%	11,046	1.99%	11,267	2.00%
23. Other <u>Books</u>	20,437	54,752	167.90%	62,440	14.04%	71,086	13.85%	74,190	4.37%
24. Other <u>Supplies</u>			#DIV/0!	3,000	#DIV/0!	3,000	0.00%	3,000	0.00%
25. Other <u>Misc. Expenses</u>			#DIV/0!	14,700	#DIV/0!	15,450	5.10%	950	-93.85%
<b>TOTAL PROGRAM EXPENSES</b>	<b>54,885</b>	<b>91,983</b>	<b>67.59%</b>	<b>123,118</b>	<b>33.85%</b>	<b>145,243</b>	<b>17.97%</b>	<b>129,801</b>	<b>-10.63%</b>
<b>EXCESS (DEFICIT)</b>	<b>46,634</b>	<b>63,132</b>	<b>35.38%</b>	<b>49,061</b>	<b>-22.29%</b>	<b>950</b>	<b>-98.06%</b>	<b>0</b>	<b>-99.98%</b>
Number of direct staff hours included in salaries on line 11 above.	1040	1040	0.00%	1040	0.00%	1040	0.00%	1040	0.00%

Revenue Line 8 (In-Kind Support) should equal Expense Line 22 (In-Kind Expenses).

Please remember to complete the Program Budget Narrative form that explains what is included in each line item, how the 2019 and 2020 numbers were calculated and any significant variances between the current budget in 2018 and the proposed budgets in 2019 and 2020.

## FRIENDS GRANTS PROGRAM SUMMARIES

2<sup>nd</sup> 2ND QUARTER 2018

### Adult Classes and Events

#### **Meet Wisconsin Authors:**

John Bates, author of *Our Living Ancestors: The History and Ecology of Old-Growth Forests in Wisconsin and Where to Find Them*, spoke about the history of forests going back to the time of the settlers and shared his knowledge about birds. His talk appealed to naturalists and birders. Mr. Bates was in town for another event (partially funded with the City of Appleton). We worked with Kurt Eggebrecht, City of Appleton Health Officer, to bring John Bates to the Library. Friends' funding covered Mr. Bates' honorarium.

#### **Refugee and Immigrant Services and Education (RISE):**

This program was developed in partnership with Forward Services to meet the unique needs and interests of the growing population of refugees and immigrants in Appleton. RISE participants learned about different community resources and basic computer skills. St. Joseph Food Program provided snacks for the program. Friends funding supported interpreter services, supplies and performer fees as needed.

#### **Yoga & Writing:**

This unique program provided an opportunity for adults to incorporate yoga and writing through a four-session program series. The yoga instructor from Yoga Story stated that every session was amazing and she was very happy to be able to offer yoga free to a variety of people. Friends' funding supported the presenter fee, journals and yoga mats.

#### **Working with At-Risk Kids with Author Ben Mikaelson:**

In February, Children's Services in partnership with the Appleton Area School District hosted a visit from Ben Mikaelson, author of *Petey and Touching Spirit Bear*. A total of 71 adults and teens listened to Mikaelson talk about his experiences as a child learning to read and write English as a second language. This visit, funded by Friends, provided teachers, librarians and parents with a better understanding of needs of at-risk kids.

### Teen Classes and Events

#### **Anime Night:**

Anime Night is a monthly event for teens with an interest in anime and Japanese culture. Friends' funds provided an opportunity for teens to screen anime, make crafts, enjoy authentic Japanese treats.

#### **Auto Care Basics Workshop:**

JumpStart Auto Repair (a joint effort of Harbor House and Christine Ann Domestic Abuse Shelters) presented a workshop for 31 teens and adults to learn about basic auto maintenance. Participants were impressed by JumpStart's mission and the accessibility of the knowledge they shared. Each participant received a bag of car care items provided by JumpStart and APL. Friends' funds were used to purchase APL branded USB car chargers and to pay to reserve City of Appleton parking spaces in front of the library to provide hands-on instruction using real automobiles.

## FRIENDS GRANTS PROGRAM SUMMARIES

2<sup>nd</sup> 2ND QUARTER 2018

### **Game Break:**

Game Break is a teen event featuring video and tabletop gaming. This re-occurring event provides teens with a safe place to hang out with other teens who share a common interest and give them a chance to socialize. During this program, the Oculus Rift Virtual reality (VR) gaming system is used. Friends' funds provided equipment, board games, and refreshments for the program.

### **K-Pop Club:**

K-Pop Club is designed for teens with an interest in Korean pop culture including music, TV and food. Teens develop friendships with their peers around common interests, build trust with a caring adult (YA librarian) and have opportunities to build leadership and communication skills through this program. Friends' funds provide materials and refreshments for the K-Pop Club.

### **Minecraft Guild:**

This weekly event for teens provides a server to play the video game Minecraft in a cooperative environment. Teens learn about construction, collaboration and problem solving, while developing social and technological skills in a moderated environment. Additionally, teens use Oculus Rift to engage a virtual reality version of Minecraft. Friends' funds support the access to a safe virtual space and refreshments for this program.

## **Tween Classes and Events**

### **Make with Makey Makeys Tween Scene:**

Twenty tweens discovered circuitry and electrical current during the May Tween Scene. Working in pairs, tweens set up and tested Makey Makeys. Tweens created video game controllers with the Makey Makeys and played the original Pac Man and Super Mario Bros. Friends' funds provided the Makey Makeys.

### **Henna Tattoo Tween Scene:**

Thirty-one tweens designed and created their own tattoo using Henna, a plant-based dye that safely stained skin for 1-2 weeks. Henna was purchased with Friends' funds.

## **Children's Classes and Events**

### **Hmong American Day Celebration**

APL partnered with AASD schools, The Building for Kids and History Museum at the Castle to create a read-a-loud week for Hmong American Day. APL donated 60 books of "*The Whispering Cloth*" to AASD schools, and the schools organized their own story times and book discussions with questions provided by APL. The library hosted an event where The Building for Kids provided a craft activity for families, and 50 individuals attended. The History Museum at the Castle displayed Hmong artifacts and

## FRIENDS GRANTS PROGRAM SUMMARIES

### 2<sup>nd</sup> 2ND QUARTER 2018

did their own story time. The purpose was to shed light on Hmong American's contributions, accomplishments, and their journey from Southeast Asia to the U.S.

#### **Kids Expo 2018:**

Area libraries partnered to share a space at the 2nd Annual Kids Expo held at the new expo center. United Way donated Golden Books to be distributed and Friends' Funds provided a make and take craft. Despite the Great Blizzard of April 2018, a steady stream of people visited the table throughout the day to receive books, make bookmarks, pick up flyers and hear what local libraries have to offer.

#### **Mama Edie**

In partnership with Appleton Bilingual School, Children's Services hosted Mama Edie Armstrong, who is a speech and language pathologist. Mama Edie took her audience through a worldwide journey through her highly engaging interactive storytelling and music that blended Spanish and English.

#### **Summer Library Program Performers**

On Thursday, Children's Services hosts special performers for families and day care providers. The performers offer free and engaging events for our area's youth. Tom Pease, a children's musician, gave 4 performances to over 828 attendees. Rondini, a magician, performed twice to an audience of 338. Friends' funds were used to pay the honorariums for the performers.

### **Programs for All Ages**

#### **Bazaar After Dark:**

The Young Professionals Network and the Fox Cities Chamber hosted Bazaar After Dark (BAD) in downtown Little Chute in late April to draw positive attention to underutilized business districts in the Fox Valley and foster creative community collaborations. Community Partnerships outreach staff organized and staffed a vendor space at the event to provide information about library programs and services. Visitors were invited to play the Lollypop Tree game to win prizes and "Create your Future" or "Libraries are for Everyone" buttons. Friends' funds were used to pay for registration fees, supplies, and decorations.

#### **Make Music Day**

Make Music Appleton is a live, free June musical celebration with concerts on streets, sidewalks, and parks across the city. Community Partnerships outreach staff organized and staffed a vendor space at the event to demonstrate how to access music titles on Hoopla and free video music lessons through Artist Works. Friends' funds were used for prize treats and bookmarks for visitors.

#### **Fox Cities Reads:**

Ruta Sepetys, author of *Salt to the Sea*, was the 2018 Reads author. Her presentation attracted a crowd of 344 adults and students from quite a distance including Davenport,

## FRIENDS GRANTS PROGRAM SUMMARIES

### 2<sup>nd</sup> 2ND QUARTER 2018

Iowa, and middle schools located in West Allis, Seymour, and DePere, Wisconsin. The Downtown Book Club chose *Salt to the Sea* for their March title and 13 people attended the discussion. The Friends funded books for circulation, t-shirts for the staff/volunteers and a portion of the author's honorarium.

### Ongoing Classes, Events and Services

#### **Artist-in-Residence:**

The Artist-in-Residence (AIR) series contracts with local artists to place their work on display/exhibit in the library, provide lectures, workshops and demonstrations to community members of all ages. Friends' funds pay for honoraria and supplies for the artist. The program celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Tara Pohlkotte served as our AIR April 2-June 29 and attracted 50 people to the following programs. She hosted two displays, two storytelling workshops (one for adults and one for children) and Living Libraries, an opportunity for patrons to record their voices and stories as part of an audio collection of stories and lives of our community.

#### **Cocoa and Coloring Nights:**

Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open environment. Group homes have brought multiple residents to enjoy this intergenerational program. This program attracts people of all ages and abilities and facilitates understanding and compassion for persons who are developmentally disabled. Attendance ranged from 8 -19 persons per session. Friends' funds support refreshments for this program and ongoing supply needs.

#### **Films at the Library:**

**Monday Morning Matinee** (MMM) is a twice-monthly film series designed for persons with cognitive disabilities, but open to the public. Local group homes provide shuttle service for their residents to attend G-rated Disney films. We often see friendships develop between group home residents and members of Valley Packaging. The Friends fund refreshments and movie licensing fees.

**Thursday at the Movies** features blockbuster films and topical documentaries at the library. Participants range from teens to adults. Patrons have the opportunity to attend these screenings and foster social connections with others. This quarter we screened *Darkest Hour* and *Marshall* with attendance ranging from 10-19 persons. Friends' funds pay for refreshments and movie licensing fees.

#### **Music @ the Library:**

Music @ the Library showcases local musicians and bands providing music ranging from classic rock, country, and folk music to classical works by Mozart and Beethoven. While Music @ the Library appeals to patrons and families of all ages, local senior living facilities provide shuttle service for their residents to attend these programs. Friends' funds provide musicians with honoraria for their performances. The

## FRIENDS GRANTS PROGRAM SUMMARIES

### 2<sup>nd</sup> 2ND QUARTER 2018

2nd quarter musicians included Franklin Nelsen and Barbara Hoffman. Attendance ranged from 25-33 persons.

#### **1000 Books Before Kindergarten:**

This year-round reading program encourages parents to read 1,000 books to their children before they enter kindergarten. Since April 34 have registered for this program. Friends' funds are used to purchase prizes for every 100 books read.

#### **500 Books Before Middle School:**

This year-round reading program encourages students from grades K-6<sup>th</sup> grade to continue the habit of reading. Since April 40 have registered for this program. Friends' funds are used to purchase prizes for every 50 books read.

#### **Engraved APL Paperweights for Outdoor Outreach:**

Children's Services purchased four paperweights for outdoor outreach to prevent APL brochures from flying around due to the weather. Staff previously used rocks to hold down brochures and made the paperweights available to other departments for outreach. The paperweights were used at Juneteenth where over 160 people stopped by our table.

#### **Ride and Read:**

This partner program with Valley Transit provides free transportation to the library on Wednesdays for children ages 17 and under, June through August. This service is designed to help remove barriers to access of the library. Friends' funds, along with Valley Transit, pay for the bus fares.

### **Special Projects**

#### **APL Building Process Support:**

A variety of tools to help support the building process were purchased with Friends funds. Those tools include; Smartsheets to keep projects organized, building process business cards to help staff promote the building process websites and gift cards to encourage staff to ask questions and provide input on the process.

#### **Summer Library Program Promotion:**

Three summer library program banners were purchased with Friends' funds. These banners help promote the program while encouraging community members to sign up for the program.

#### **Comfort Room and Toddler Toys**

In partnership with the Appleton Health Department, Children's Services has updated the Comfort Room to meet the requirements for a Breastfeeding Friendly Environment. Friends' Funds supplied toys for older children to play with while their caregiver is

## FRIENDS GRANTS PROGRAM SUMMARIES

### 2<sup>nd</sup> 2ND QUARTER 2018

otherwise occupied. Dolls, sensory blocks and balls were purchased for use in the Comfort Room.

#### **New Artwork in Children's Services:**

Former Artist-in-Residence Leif Larson painted a cross-section of APL's atrium. The bright and eye-catching painting now resides next to the wall between the Children's Service Desk and the Self-Check Machines. Many children and their caregivers spend time discussing the components of the painting as part of the library. Friends' funds were used to purchase the painting.

#### **Community Partnerships – Library Assistant Position:**

This part time non-benefitted position has increased capacity for community engagement and outreach in the Community Partnerships section. Between April and June, we continued working with local employment and job-skills support agencies and programs, building relationships and engaging in one-on-one conversations to learn more about other organizations to determine opportunities for APL and potential collaboration. Through this position, we have coordinated and implemented outreach at various community evening and weekend events, making services available to library patrons, non-users, and underserved populations of all ages, and creating visibility for library resources. Friends' funds support this position.

#### **Appleton Public Library Mobile App**

Friends' funds provided the creation of a new library app. The target audience for this project are patrons who are on the go with their mobile devices. The goal of the app is to increase the library's mobile-friendly online presence.