



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, September 18, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[18-1289](#) August 14, 2018 Meeting Minutes

Attachments: [August 14 2018 Meeting Minutes.pdf](#)

[18-1344](#) New Children's Services Staff

Establish Order of the Day

5. Action Items

[18-1345](#) August 2018 Bill Register

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

[18-1346](#) September 2018 Budget Amendment

Attachments: [September Budget Amendment.pdf](#)

[18-1347](#) Library Board President's slate of Committees for 2018-2019

Attachments: [18-19 Board Committees 9-2018.pdf](#)

[18-1348](#) 2019 Budget Request Amendments to Fund Security Services

Attachments: [2019 Library Budget.pdf](#)
[2019 Library Supplemental Request.pdf](#)

6. Information Items

A. Director's Report

[18-1349](#) Mixed Use Library Proposal Project Update

[18-1351](#) Fox Cities Online (FOCOL)

B. President's Report

[18-1352](#) Reports on WLA Trustee Week Online Webinars August 13-17, 2018

C. Assistant Director's Report

[18-1353](#) APL Hiring Process Updates

D. Friends Report

[18-1350](#) August Gatherings of Friends

E. Staff Updates

[18-1355](#) FlipSide

[18-1356](#) 2018 Summer Library Program

[18-1357](#) Fox Cities Book Festival

[18-1358](#) Color Brave Photo Exhibit

7. Adjournment

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

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, August 14, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order

Vice President John Peterson called the meeting to order at 4:31 pm

2. Roll call of membership

Others Present: Amanda Abshire, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Mindy Sorg, Erica Staepf, Maureen Ward

Rebecca Kellner arrived at 5:04 pm

Present: 9 - Bergman, Looker, Peterson, Kellner, Bloedow, Scheuerman, Mann, Alderperson Croatt and Hartjes

Excused: 1 - Exarhos

Others : 1 - Panella

3. Approval of minutes from previous meeting

[18-1203](#)

July 17, 2018 Meeting Minutes

Attachments: [July 17 2018 Meeting Minutes.pdf](#)

Croatt moved, seconded by Bloedow, that the July 17, 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

Establish Order of the Day

Vice President Peterson called for a motion to move Information Item 18-1209 to the beginning of the Agenda, Action Item 18-1207 to the end of the Agenda for Closed Session and Action Items 18-1204, 18-1205 and 18-1206 to a consent agenda.

Looker moved, seconded by Scheuerman that Information Item 18-1209 be moved to the beginning of the Agenda, Action Item 18-1207 to the end of the Agenda for Closed Session and Action Items 18-1204, 18-1205 and 18-1206 to a consent agenda. Voice Vote. Motion Carried. (8-0)

[18-1209](#)

Mixed Use Library Proposal Project Update with Mindy Sorg from OPN Architects

5. Action Items

Mann moved, seconded by Bloedow, that Action Items 5. 18-1204, 18-1205 and 18-1206 be approved. Voice Vote. Motion Carried. (8-0)

[18-1204](#)

Bill Register - July 2018

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

This Report Action Item was approved

[18-1205](#)

July 2018 Budget Amendment

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

This Report Action Item was approved

[18-1206](#)

Report of the Personnel & Policy Committee

Attachments: [Personnel and Policy Committee Meeting Minutes 7-24-2018.pdf](#)
 [Internet Access and Computer Use Policy and Guidelines 2018 draft markup with notes.pdf](#)
 [Internet Access and Computer Use Policy and Guidelines July 2018 clean.pdf](#)
 [Meeting and Study Room Policy \(Lab Revision July 2018\).pdf](#)
 [FLSA Policy 2018.pdf](#)
 [Salary Administration Policy March 2018-2.pdf](#)

This Report Action Item was approved

[18-1208](#)

Report of the Nominating Committee

Attachments: [Nominating Committee Meeting Minutes 7-24-2018.pdf](#)

Scheuerman moved, seconded by Bergman, that the Slate of Officers for 2018-2019 Pat Exarhos - President, Rebecca Kellner - Vice President, Brian Looker - Secretary be approved. Voice Vote. Motion Carried.(8-0)

6. Information Items

A. Director's Report

[18-1210](#)

Informational Update on Proposed Contract to Commercial Horizons for Design and Engineering Services for Appleton Public Library for a Contract of \$347,000 presented to Finance Committee August 6, 2018

Attachments: [2018 Library Architect and Engineer Contract.pdf](#)

Closed Session

Croatt moved, seconded by Mann that the meeting move into Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters. Voice Vote.

Motion Carried. (7-0)

Roll Call was taken.

The meeting moved into Closed Session at 4:57 pm

Bergman moved, seconded by Bloedow that the meeting resume meeting in Open Session. Voice Vote. Motion Carried. (8-0)

Roll Call was taken.

The meeting resumed Open Session at 5:07 pm

[18-1207](#)

Library Director's 2018 Mid-Year Performance Review

Croatt moved, seconded by Bloedow, that the Library Director's 2018 Mid - Year Performance Review be approved. Voice Vote. Motion Carried. (8-0)

7. Adjournment

Bergman moved, seconded by Croatt that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:09 pm

Explanation					
Doc	Document	G/L			
Ty	Number	Date	Alpha Name	-Remark-	Account
PU	155	08/27/18	AMAZON MKTPLACE PMTS WWW.	ROR supplies	55.26 2550 6301
PU	160	08/27/18	FUN EXPRESS	musical instruments	22.33 2550 6301
PU	161	08/27/18	AMAZON MKTPLACE PMTS WWW.	ROR photo booth	19.98 2550 6301
PU	148	08/27/18	INTERSTATE BOOKS4SCHOOL	#7555	354.50 2550 6315
PU	149	08/27/18	INTERSTATE BOOKS4SCHOOL	ROR #9352	157.75 2550 6315
PU	150	08/27/18	ALL ABOUT BOOKS, LLC	ROR #7555	1,442.31 2550 6315
PU	151	08/27/18	INTERSTATE BOOKS4SCHOOL	#9683	109.75 2550 6315
PU	152	08/27/18	INTERSTATE BOOKS4SCHOOL	ROR #8825	122.00 2550 6315
PU	153	08/27/18	INTERSTATE BOOKS4SCHOOL	#9461	931.50 2550 6315
PU	154	08/27/18	INTERSTATE BOOKS4SCHOOL	#9683	12.50 2550 6315
PU	156	08/27/18	ALL ABOUT BOOKS, LLC	#9461	138.98 2550 6315
PU	157	08/27/18	ALL ABOUT BOOKS, LLC	#8825	495.80 2550 6315
PU	158	08/27/18	ALL ABOUT BOOKS, LLC	#9683	640.56 2550 6315
PU	159	08/27/18	INTERSTATE BOOKS4SCHOOL	#7555	69.00 2550 6315
PU	162	08/27/18	INTERSTATE BOOKS4SCHOOL	#9719	116.30 2550 6315
PU	163	08/27/18	INTERSTATE BOOKS4SCHOOL	ROR	42.75 2550 6315

				4,731.27	
				=====	
				4,731.27	
				=====	
2550					

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	772 08/27/18	USPS PO 5602500943	postage	7.10	16010 6301	
PU	773 08/27/18	OFFICEMAX/DEPOT 6869	Dry erase markers	6.62	16010 6301	
PU	774 08/27/18	SAMSClub.COM	Admin fridge	169.25	16010 6301	
PU	775 08/27/18	OFFICEMAX/DEPOT 6348	Tape	3.49	16010 6301	
PU	776 08/27/18	OFFICEMAX/DEPOT 6164	Tape	3.49	16010 6301	
PU	777 08/27/18	OFFICEMAX/DEPOT 6869	admin supplies	51.43	16010 6301	
PU	779 08/27/18	OFFICEMAX/DEPOT 6869	Rubber bands	2.09	16010 6301	
PU	780 08/27/18	USPS PO 5602500943	postage	20.50	16010 6301	
PU	781 08/27/18	USPS PO 5602500943	postage	8.57	16010 6301	
PU	782 08/27/18	OFFICEMAX/DEPOT 6869		54.58	16010 6301	
PU	783 08/27/18	OFFICEMAX/DEPOT 6869	Hanging files	61.94	16010 6301	
PU	784 08/27/18	OFFICEMAX/DEPOT 6869		70.49	16010 6301	
PU	225 08/27/18	FOX CITIES CHAMBER	Chamber member	400.00	16010 6303	
PU	226 08/27/18	APPLETON ROTARY	C.R. Rotary	815.00	16010 6303	00003951
PU	108 08/27/18	ADI	gift certificates	60.00	16010 6305	00003951
PU	227 08/27/18	HOLIDAYS	Lunch for meeting	31.16	16010 6307	
PU	723 08/27/18	MANDERFIELDS HOME BAKERY	Staff meeting	58.75	16010 6307	
PU	809 08/27/18	FACEBK *3J228GJYX2	ads	68.69	16010 6412	
PU	810 08/27/18	FACEBK *9J228GJYX2	ads	2.23	16010 6412	
PU	811 08/27/18	123RF.COM	stock images	39.00	16010 6412	
PU	812 08/27/18	WWW.ISTOCK.COM	stock photos	34.65	16010 6412	
JE	129185 08/24/18	8/18 AT&T BILL		222.81	16010 6413 7	
PU	715 08/27/18	CELLCOM	cell phones	240.24	16010 6413 8	
PV	384261 08/14/18	SECURITAS SECURITY SERVICES US	security guard	3,970.94	16010 6599	
16010				6,403.02		
PU	177 08/27/18	AMAZON MKTPLACE PMTS WWW.	Tween Scene	38.35	16021 6301	00003951
PU	178 08/27/18	AMAZON MKTPLACE PMTS WWW.	Tween Scene	16.99	16021 6301	00003951
PU	973 08/27/18	HISTORY MUSEUM AT THE CAS	ELL admission	89.50	16021 6301	00003955
PU	974 08/27/18	HISTORY MUSEUM AT THE CAS	ELL admission	21.50	16021 6301	00003955
PU	975 08/27/18	DEMCO INC	ROAR bookmarks	92.99	16021 6301	00003951
PU	1234 08/27/18	AMAZON MKTPLACE PMTS WWW.	Sticker books	17.98	16021 6301	
PU	1237 08/27/18	WM SUPERCENTER #1982	P&L aquarium decorat	21.64	16021 6301	
PU	1239 08/27/18	WAL-MART #2958	ELL craft supplies	45.34	16021 6301	00003955
PU	1240 08/27/18	AMAZON MKTPLACE PMTS WWW.	craft supplies	35.74	16021 6301	

DocDocument		G/L		Explanation					
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account			
PU	1242	08/27/18	DOLLAR TREE	ELL craft supplies	12.00	16021	6301	00003955	
PU	1244	08/27/18	HISTORY MUSEUM AT THE CAS	craft supplies	39.86	16021	6301	00003955	
PU	1367	08/27/18	WAL-MART #1982	liquid starch	55.21	16021	6301	00003951	
PU	972	08/27/18	PICK'N SAVE #187	ELL fruit tray	55.00	16021	6307	00003955	
PU	1233	08/27/18	PICK'N SAVE #123	ELL food	51.96	16021	6307	00003955	
PU	1235	08/27/18	PICK'N SAVE #123	ELL food	72.86	16021	6307	00003955	
PU	1236	08/27/18	EG - 1026 APPLETON	ELL food	138.97	16021	6307	00003955	
PU	1241	08/27/18	FESTIVAL FOODS	ELL food	46.51	16021	6307	00003955	
PU	1243	08/27/18	EG - 1026 APPLETON	ELL food	138.07	16021	6307	00003955	
PV	384241	08/14/18	HANDS 2 GROW PUPPET PRODUCTION	slp performer	250.00	16021	6599	00003951	
16021					-----				
					1,240.47				
					=====				
JE	129192	08/24/18	8/23 PR TRAVEL REIMBURSEMENTS	CARPENTER	72.16	16023	6201		
16023					-----				
					72.16				
					=====				
JE	129192	08/24/18	8/23 PR TRAVEL REIMBURSEMENTS	VUE	874.01	16024	6201		
PU	106	08/27/18	FOX CITIES CHAMBER	Bazaar after dark	40.00	16024	6301	00003951	
PU	107	08/27/18	FOX CITIES CHAMBER	Bazaar after dark	40.00	16024	6301	00003951	
PU	109	08/27/18	AMAZON MKTPLACE PMTS WWW.	B.A.D. assorted stic	4.15	16024	6301	00003951	
PU	110	08/27/18	AMAZON MKTPLACE PMTS WWW.	B.A.D. assorted stic	24.50	16024	6301	00003951	
PU	111	08/27/18	AMAZON MKTPLACE PMTS WWW.	B.A.D. bookmark tass	21.52	16024	6301	00003951	
PU	778	08/27/18	OFFICEMAX/DEPOT 6869	File tote	15.89	16024	6301		
PU	1182	08/27/18	AMAZON MKTPLACE PMTS WWW.	TLSP squishes	11.98	16024	6301	00003951	
PU	1183	08/27/18	AMAZON.COM	TLSP gift cards	30.00	16024	6301	00003951	
PU	1184	08/27/18	SAMS CLUB #6321	TLSP candy bars	38.96	16024	6301	00003951	
PU	1185	08/27/18	BARNES & NOBLE #2977	TLSP gift cards	50.00	16024	6301	00003951	
PU	1186	08/27/18	STARBUCKS STORE 08616	TLSP gift cards	50.00	16024	6301	00003951	
PU	1187	08/27/18	AMAZON MKTPLACE PMTS WWW.	fondant, cake spinne	45.57	16024	6301	00003951	
PU	1188	08/27/18	AMAZON MKTPLACE PMTS	fondant, cake spinne	43.74	16024	6301	00003951	
PU	1238	08/27/18	WAL-MART #2958	Decor	19.42	16024	6301		
16024					-----				
					1,309.74				
					=====				
PV	384259	08/14/18	RISE LEADERSHIP LLC	team training	1,121.80	16031	6201		
PU	714	08/27/18	CINTAS 443		37.16	16031	6306		
PU	717	08/27/18	CINTAS 443		159.95-	16031	6306		
PU	718	08/27/18	CINTAS 443		159.95-	16031	6306		

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	719	08/27/18	CINTAS 443		37.16	16031	6306
PU	722	08/27/18	CINTAS 443		37.16	16031	6306
PU	724	08/27/18	CINTAS 443		37.16	16031	6306
PU	726	08/27/18	AMAZON.COM	Weather radio	29.84	16031	6323
PU	712	08/27/18	MENARDS APPLETON EAST WI	window tools	14.99	16031	6327
PU	713	08/27/18	AMAZON MKTPLACE PMTS	Duster & hose	82.08	16031	6327
JE	129062	08/03/18	3RD QTR CITY UTILITIES	201112400 LIBRARY	416.00	16031	6407
PU	1166	08/27/18	ADVANCED DISPOSAL ONLINE	Trash pickup	74.00	16031	6407
PV	384552	08/22/18	WE ENERGIES	4835-258-176	9,044.25	16031	6413 1
PV	384552	08/22/18	WE ENERGIES	5229-670-389		16031	6413 2
JE	129062	08/03/18	3RD QTR CITY UTILITIES	201112400 LIBRARY	1,128.51	16031	6413 3
JE	129062	08/03/18	3RD QTR CITY UTILITIES	201114400 LIBRARY	53.00	16031	6413 3
JE	129062	08/03/18	3RD QTR CITY UTILITIES	201112400 LIBRARY	491.45	16031	6413 4
JE	129062	08/03/18	3RD QTR CITY UTILITIES	201112400 LIBRARY	695.59	16031	6413 6
16031					----- 12,980.25 -----		
PU	785	08/27/18	CCI SOLUTIONS	2-Ring Cases	59.57	16032	6301
PU	786	08/27/18	ONLINE LABELS	Labels	41.90	16032	6301
PU	787	08/27/18	PREMIUM WATERS E-BILL	Water	272.25	16032	6301
PU	788	08/27/18	DEMCO INC	media/processing sup	600.29	16032	6301
PU	789	08/27/18	SP * ELM USA	buffer repair	992.95	16032	6301
PU	790	08/27/18	IN *ELM USA INC.	buffer repair	330.54	16032	6301
PU	791	08/27/18	AMAZON MKTPLACE PMTS	thermal binding mach	96.99	16032	6301
PV	384583	08/23/18	OUTAGAMIE WAUPACA LIBRARY SYST barcodes		233.55	16032	6301
PU	342	08/27/18	AMAZON MKTPLACE PMTS WW.		3.70-	16032	6315
PU	343	08/27/18	INGRAM LIBRARY SERVICES		1,190.85	16032	6315
PU	344	08/27/18	HOUCHEM BINDERY		93.15	16032	6315
PU	345	08/27/18	INGRAM LIBRARY SERVICES		317.68	16032	6315
PU	346	08/27/18	INGRAM LIBRARY SERVICES		470.30	16032	6315
PU	347	08/27/18	INGRAM LIBRARY SERVICES		393.36	16032	6315
PU	348	08/27/18	EBSCO		116.29	16032	6315
PU	349	08/27/18	RECORDED BOOKS		13.90	16032	6315
PU	350	08/27/18	INGRAM LIBRARY SERVICES		131.40	16032	6315
PU	351	08/27/18	INGRAM LIBRARY SERVICES		755.43	16032	6315
PU	352	08/27/18	AMAZON MKTPLACE PMTS		15.49-	16032	6315

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	353	08/27/18	INGRAM LIBRARY SERVICES		1,011.13	16032	6315
PU	354	08/27/18	INGRAM LIBRARY SERVICES		331.48	16032	6315
PU	355	08/27/18	INGRAM LIBRARY SERVICES		1,849.79	16032	6315
PU	356	08/27/18	UPS*1ZR449350396505332		19.33	16032	6315
PU	357	08/27/18	MIDWEST TAPE LLC		1,365.74	16032	6315
PU	358	08/27/18	INGRAM LIBRARY SERVICES		746.12	16032	6315
PU	359	08/27/18	MIDWEST TAPE LLC		786.58	16032	6315
PU	360	08/27/18	AMAZON MKTPLACE PMTS		23.91	16032	6315
PU	361	08/27/18	AMAZON MKTPLACE PMTS		30.15	16032	6315
PU	362	08/27/18	AMAZON MKTPLACE PMTS		16.98	16032	6315
PU	363	08/27/18	REI*MATTHEW BENDER &CO		230.10	16032	6315
PU	364	08/27/18	INGRAM LIBRARY SERVICES		508.05	16032	6315
PU	365	08/27/18	INGRAM LIBRARY SERVICES		453.06	16032	6315
PU	366	08/27/18	INGRAM LIBRARY SERVICES		2,126.50	16032	6315
PU	367	08/27/18	AMAZON MKTPLACE PMTS		10.73	16032	6315
PU	368	08/27/18	AMAZON MKTPLACE PMTS		6.68	16032	6315
PU	369	08/27/18	AMAZON MKTPLACE PMTS		27.66	16032	6315
PU	370	08/27/18	INGRAM LIBRARY SERVICES		662.08	16032	6315
PU	371	08/27/18	SP * COLLAGE VIDEO		325.52	16032	6315
PU	372	08/27/18	AMAZON MKTPLACE PMTS		16.22	16032	6315
PU	373	08/27/18	RECORDED BOOKS		71.77	16032	6315
PU	374	08/27/18	RECORDED BOOKS		71.77	16032	6315
PU	375	08/27/18	INGRAM LIBRARY SERVICES		1,321.67	16032	6315
PU	376	08/27/18	MERGENT INC		361.00	16032	6315
PU	377	08/27/18	AMAZON MKTPLACE PMTS WWW.		181.07	16032	6315
PU	378	08/27/18	EBSCO		71.75	16032	6315
PU	379	08/27/18	RECORDED BOOKS		88.87	16032	6315
PU	380	08/27/18	INGRAM LIBRARY SERVICES		933.06	16032	6315
PU	381	08/27/18	MIDWEST TAPE LLC		1,691.86	16032	6315
PU	382	08/27/18	INGRAM LIBRARY SERVICES		570.48	16032	6315
PU	383	08/27/18	INGRAM LIBRARY SERVICES		608.14	16032	6315
PU	384	08/27/18	THOMSON WEST*TCD		455.12	16032	6315
PU	385	08/27/18	THOMSON WEST*TCD		854.89	16032	6315
PU	386	08/27/18	AMAZON MKTPLACE PMTS		24.19	16032	6315
PU	387	08/27/18	AMAZON MKTPLACE PMTS		14.95	16032	6315

DocDocument		G/L		Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-				
PU	388	08/27/18	MIDWEST TAPE LLC			1,111.11	16032	6315
PU	389	08/27/18	AMAZON MKTPLACE PMTS			19.85-	16032	6315
PU	390	08/27/18	INGRAM LIBRARY SERVICES			2,326.90	16032	6315
PU	391	08/27/18	AMAZON MKTPLACE PMTS			37.39-	16032	6315
PU	392	08/27/18	MANUFACTURERS' NEWS INC			161.90	16032	6315
PU	393	08/27/18	RECORDED BOOKS			71.77	16032	6315
PU	394	08/27/18	INGRAM LIBRARY SERVICES			1,373.67	16032	6315
PU	395	08/27/18	INGRAM LIBRARY SERVICES			287.81	16032	6315
PU	396	08/27/18	INGRAM LIBRARY SERVICES			422.85	16032	6315
PU	397	08/27/18	INGRAM LIBRARY SERVICES			816.79	16032	6315
PU	398	08/27/18	AMAZON MKTPLACE PMTS			21.78	16032	6315
PU	399	08/27/18	AMAZON.COM			29.99	16032	6315
PU	400	08/27/18	MULTI MEDIA CHANNELS LLC			49.00	16032	6315
PU	401	08/27/18	INGRAM LIBRARY SERVICES			178.43	16032	6315
PU	402	08/27/18	AMAZON MKTPLACE PMTS WWW.			37.69	16032	6315
PU	403	08/27/18	PAYPAL *FLP BOOKS			17.98	16032	6315
PU	404	08/27/18	RECORDED BOOKS			63.22	16032	6315
PU	405	08/27/18	RECORDED BOOKS			63.22	16032	6315
PU	406	08/27/18	RECORDED BOOKS			71.77	16032	6315
PU	407	08/27/18	RECORDED BOOKS			71.77	16032	6315
PU	408	08/27/18	INGRAM LIBRARY SERVICES			351.93	16032	6315
PU	409	08/27/18	AMAZON.COM AMZN.COM/BILL			38.75	16032	6315
PU	410	08/27/18	AMAZON MKTPLACE PMTS			14.94	16032	6315
PV	384249	08/14/18	LAWRENCE UNIVERSITY OF WISCONS	subscription		45.00	16032	6315
PV	384254	08/14/18	MIDWEST TAPE	hoopla/media		4,165.53	16032	6315
PV	384582	08/23/18	MERGENT, INC.	final autoship		1,042.00	16032	6315
PV	384268	08/14/18	UNIQUE MANAGEMENT SERVICES, IN	collections		349.05	16032	6599
16032						37,087.22		
						=====		
PU	756	08/27/18	AMAZON MKTPLACE PMTS WWW.	RAV power charger		17.99	16033	6327
PU	757	08/27/18	CDW GOVT #NHH2207	UPS battery		179.28	16033	6327
PU	758	08/27/18	AMAZON MKTPLACE PMTS	backup storage		449.90	16033	6327
PU	759	08/27/18	AMAZON MKTPLACE PMTS	backup storage		63.70	16033	6327
PU	1392	08/27/18	AMAZON MKTPLACE PMTS WWW.	micro-HDMI adapter		8.99	16033	6327
PU	716	08/27/18	MODERN BUSINESS MACHINES	Printer contracts		201.00	16033	6418

				Explanation		
DocTy	Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account
PU	720	08/27/18	MODERN BUSINESS MACHINES	Admin copier	242.59	16033 6418
PU	721	08/27/18	MODERN BUSINESS MACHINES	Admin copier over	1,101.00	16033 6418
PU	725	08/27/18	RICOH USA, INC	Public copier	495.42	16033 6418
PU	1389	08/27/18	CDW GOVT #NFQ3398	Apple VPP credit	100.00	16033 6418
PU	1390	08/27/18	CDW GOVT #NFQ6956	Veeam license	1,112.40	16033 6418
PU	1391	08/27/18	CDW GOVT #NGX0846	Meraki Licensing for	315.84	16033 6418

16033					4,288.11	
					=====	
					63,380.97	
					=====	

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31, 20181
09/10/18
09:12:19

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,285,524	2,297,567	2,297,567	173,525	1,442,552	62.79
Part-Time		240,355	210,722	211,541	19,002	156,552	74.01
Fringes		870,371	834,209	834,268	58,540	497,642	59.65
Salaries & Fringe Benefits		3,396,250	3,342,498	3,343,376	251,067	2,096,746	62.71
Training & Conferences	6201	21,538	22,514	26,014	2,068	10,357	39.81
Parking Permits	6206	19,560	19,920	19,920	0	20,298	101.90
Memberships & Licenses	6303	3,911	2,055	2,055	400	1,638	79.71
Awards & Recognition	6305	737	850	850	0	533	62.71
Food & Provisions	6307	1,726	1,135	1,135	90	2,017	177.71
Administrative Expense		47,472	46,474	49,974	2,558	34,843	69.72
Office Supplies	6301	52,033	54,156	54,156	3,198	18,152	33.52
Building Maintenance/Janitor	6306	9,891	11,570	11,570	171	4,965	42.91
Shop Supplies & Tools	6309	115	100	100	0	99	99.00
Books & Library Materials	6315	619,194	607,442	594,837	34,110	352,362	59.24
Printing & Reproduction	6320	85	100	100	0	0	.00
Clothing	6321	363	0	0	0	230	.00
Safety Supplies	6323	239	200	200	30	78	39.00
Miscellaneous Equipment	6327	65,165	67,650	67,650	817	34,760	51.38
Supplies & Materials		747,085	741,218	728,613	37,984	410,646	56.36
Collection Services	6407	2,388	2,962	2,962	490	1,734	58.54
Advertising	6412	1,081	1,288	1,288	145	717	55.67
Other Contracts/Obligations	6599	71,903	82,891	129,891	4,320	99,299	76.45
Purchased Services		75,372	87,141	134,141	4,955	101,750	75.85
Electric	6413.1	98,489	110,073	110,073	9,044	61,324	55.71
Gas	6413.2	24,310	24,432	24,432	0	15,452	63.24
Water	6413.3	4,948	4,924	4,924	1,182	3,561	72.32
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	491	1,482	72.22
Stormwater	6413.6	2,418	2,418	2,418	696	2,018	83.46
Telephone	6413.7	3,046	3,224	3,224	223	1,750	54.28
Cellular Telephone	6413.8	1,229	992	992	240	797	80.34
Utilities		136,503	148,115	148,115	11,876	86,384	58.32
Bldg Repair & Maintenance	6416	1,515	3,000	3,000	0	341	11.37
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	3,568	58,928	69.36
CBM Charges	6420	157,508	166,911	166,911	0	90,714	54.35
Repair & Maintenance		259,184	254,868	254,868	3,568	149,983	58.85
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	4,667,585	312,008	2,880,607	61.72
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	3,021	33,643	48.06
Space Rentals		30,000	30,000	30,000	0	20,000	66.67
Donations & Memorials		957	0	0	5	489	.00
Administration Reimbursements		3,500	0	3,500	0	3,500	100.00
Commissions (Vending)		1,502	1,500	1,500	113	610	40.67
Lost & Paid Materials 16032.5035		49,507	0	21,000	950	36,074	171.78
Network Reimbursements & Public Use Prtr		18,914	18,500	18,500	2,919	12,997	70.25
TOTAL REVENUES		1,230,002	1,182,447	1,206,947	7,008	695,402	57.62

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31, 2018Reach Out + Read
25508
09/10/18
09:12:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22,138	22,138	1,735	14,248	64.36
Fringes	0	1,581	1,581	28	364	23.02
Salaries & Fringe Benefits	0	23,719	23,719	1,763	14,612	61.60
Training & Conferences 6201	0	1,160	1,160	0	1,221	105.26
Administrative Expense	0	1,160	1,160	0	1,221	105.26
Office Supplies 6301	0	73,339	73,339	98	1,570	2.14
Books & Library Materials 6315	0	0	66,700	4,634	26,761	40.12
Supplies & Materials	0	73,339	140,039	4,732	28,331	20.23
Consulting Services 6404	0	0	0	0	900	.00
Purchased Services	0	0	0	0	900	.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	6,495	45,064	27.33
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

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

Friends - 3951

09/10/18
09:12:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	10,895	0	21,000	1,513	11,735	55.88
Fringes	2,849	0	3,000	500	3,924	130.80
Salaries & Fringe Benefits	13,744	0	24,000	2,013	15,659	65.25
Training & Conferences 6201	921	0	1,387	0	415	29.92
Memberships & Licenses 6303	756	0	800	815	830	103.75
Awards & Recognition 6305	574	0	0	60	638	.00
Food & Provisions 6307	2,412	0	700	0	1,093	156.14
Administrative Expense	4,663	0	2,887	875	2,976	103.08
Office Supplies 6301	18,433	0	9,000	604	10,007	111.19
Books & Library Materials 6315	787	0	6,000	0	972	16.20
Printing & Reproduction 6320	3,805	0	400	0	408	102.00
Miscellaneous Equipment 6327	1,823	0	6,325	0	52	.82
Supplies & Materials	24,848	0	21,725	604	11,439	52.65
Advertising 6412	1,137	0	500	0	0	.00
Other Contracts/Obligations 6599	19,971	0	6,775	250	14,655	216.31
Purchased Services	21,108	0	7,275	250	14,655	201.44
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	56,887	3,742	44,729	78.63
REVENUES						
Administration Reimbursements	11,725	0	3,175	0	14,800	466.14
Children's Reimbursements	23,600	0	5,700	0	23,600	414.04
Community Reimbursements & Reader/Prntr	24,500	0	5,300	0	17,700	333.96
Lost & Paid Materials 16032.5035	1,600	0	0	0	1,600	.00
Network Reimbursements & Public Use Prtr	6,575	0	1,825	0	6,550	358.90
TOTAL REVENUES	68,000	0	16,000	0	64,250	401.56

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31, 2018Appleton Ready to Read
39545
09/10/18
09:12:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Office Supplies 6301	0	0	2,209	0	2,159	97.74
Supplies & Materials	0	0	2,209	0	2,159	97.74
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	0	2,159	97.74
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 Eight Months Ending August 31, 2018

ELL. 3955

6
09/10/18
09:12:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Food & Provisions 6307	1,010	0	1,754	503	1,044	59.52
Administrative Expense	1,010	0	1,754	503	1,044	59.52
Office Supplies 6301	3,824	0	3,218	208	1,090	33.87
Supplies & Materials	3,824	0	3,218	208	1,090	33.87
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	711	2,134	42.92
REVENUES						
Children's Reimbursements	9,000	0	0	0	9,500	.00
TOTAL REVENUES	9,000	0	0	0	9,500	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Eight Months Ending August 31, 2018Cultural Programming
395709/10/18
09:12:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year August Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
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	488	24.40
Supplies & Materials	0	0	2,000	0	488	24.40
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	488	24.40
REVENUES						
Community Reimbursements & Reader/Prntr	0	0	2,000	0	2,250	112.50
TOTAL REVENUES	0	0	2,000	0	2,250	112.50

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

[illegible]

For the purpose of:
-UW Milwaukee grant to fund the 'Knowing News' event

Requested by:

Department Head

Date

Budget Entry (BE) No.:_____

Approved by:

Tony D. Saucerman, Finance Director

Date

Timothy W. Hanna, Mayor

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Reported to Finance Committee:

Date

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

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

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

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

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

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

**APPLETON PUBLIC LIBRARY
BOARD OF TRUSTEES
September 2018**

COMMITTEE APPOINTMENTS 2018-2019

Offices

President	Exarhos
Vice President	Kellner
Secretary	Looker

Committee Appointments

Building & Equipment	Peterson (chair), Croatt, Hartjes, Mann,
Finance	Bergman (chair), Croatt, Looker, Mann
Personnel & Policy	Scheuerman (chair), Bloedow, Kellner, Peterson
Planning	Looker (chair), Hartjes, Kellner, Scheuerman
Scholarship	Bloedow (chair), Panella, Kristin Hunger (Friends Rep)

Statutory Appointments

Common Council Appointment	Croatt
AASD Appointment	Hartjes
OWLS Board	Bloedow
Outagamie County Appointment	Exarhos

Additional Roles

Friends of the Appleton Public Library	Bergman
Teen Library Council Representative	Panella

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

Approximately 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 use 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 approximately 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 and \$12,305 worth of materials recovered. Total return on investment 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 February 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 the 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 the library fits into the City's comprehensive plan and other priorities
Implemented public faxing
Maintenance completed on exterior stone wall panels and additional carpet patching was completed in late 2018

Continue cooperation with schools and other community organizations

Provided space for local non-profit organizations doing community outreach on site, helping expand their access to people who need their services including Feeding America, Partnership Community Health Center, and Outagamie County ADRC
Served on the Older Adult/Community Center Taskforce
Collaborated with 196 programs with local educational institutions, businesses, and non-profit 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 Reach Out and Read - Fox Cities program
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
Used the Summer Library Program used as a springboard to allow us to showcase City and community organizations - Fire Department, Parks and Recreation, 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

Continued 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 approximately 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 of 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 and 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 *
Program Revenues		\$ 1,469,692	\$ 1,404,293	\$ 1,182,747	\$ 1,227,456	\$ 1,158,842	-2.02%
Program Expenses							
16010	Administration	541,662	572,477	552,022	606,584	572,696	3.75%
16021	Children's Services	573,554	635,060	517,738	534,997	530,029	2.37%
16023	Public Services	780,655	796,597	782,457	783,457	765,001	-2.23%
16024	Community Partnerships	496,335	536,816	510,020	541,320	489,369	-4.05%
16031	Building Operations	472,023	466,487	506,049	506,049	493,523	-2.48%
16032	Materials Management	1,467,777	1,498,983	1,457,447	1,450,842	1,477,794	1.40%
16033	Network Services	283,921	316,010	303,079	310,404	305,261	0.72%
TOTAL		\$ 4,615,927	\$ 4,822,430	\$ 4,628,812	\$ 4,733,653	\$ 4,633,673	0.11%
Expenses Comprised Of:							
Personnel		3,311,489	3,431,881	3,342,498	3,367,376	3,344,602	0.06%
Administrative Expense		145,688	188,462	112,200	136,768	112,267	0.06%
Supplies & Materials		689,472	691,578	675,492	675,612	677,872	0.35%
Purchased Services		91,280	100,162	87,141	141,416	86,978	-0.19%
Utilities		147,772	136,503	148,115	148,115	140,698	-5.01%
Repair & Maintenance		216,418	259,184	254,868	255,868	262,758	3.10%
Capital Expenditures		13,808	14,660	8,498	8,498	8,498	0.00%
Full Time Equivalent Staff:							
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, the Administration program 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 and 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, oversee APL contracted security guard to 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 excellent 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 below is due to participation in the public library system redesign process occurring throughout the State that is expected to decrease in 2019

The 2018 amended budget for the other contracts/obligations account reflects an adjustment to contract with a security service in 2018.

PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
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%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	191	196	170	170	180
Work Process Outputs					
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	450,000

CITY OF APPLETON 2019 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
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	-	6,675	-
Total Revenue	<u>\$ 1,294,285</u>	<u>\$ 1,171,804</u>	<u>\$ 1,162,447</u>	<u>\$ 1,169,122</u>	<u>\$ 1,138,692</u>
Expenses					
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	134,437
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>\$ 572,696</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, is supported by a grant from the United Way. In 2016 and 2017, this activity was recorded in the Library's general fund. Beginning in 2018, the activity is recorded in a special revenue fund.

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

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
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
Strategic Outcomes					
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%
Work Process Outputs					
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	-	6,909	-
Total Revenue	<u>\$ 125,714</u>	<u>\$ 129,796</u>	<u>\$ -</u>	<u>\$ 6,909</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 366,449	\$ 378,825	\$ 357,010	\$ 357,010	\$ 345,446
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	142,161
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	14,739	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>\$ 534,997</u>	<u>\$ 530,029</u>

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

None

Note:

In 2016 and 2017, revenues and expenses were recorded in the Children's Program of the Library in the general fund. Books and other materials purchased for the Reach out and Read program 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. Those revenues and expenses are presented here for illustration only.

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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	69,376	53,716	65,000	44,500	45,000
Strategic Outcomes					
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%
Work Process Outputs					
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	\$ 496,600
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	164,371
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	5,980
Total Expense	\$ 780,655	\$ 796,597	\$ 782,457	\$ 783,457	\$ 765,001

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

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
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%
Strategic Outcomes					
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
Work Process Outputs					
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	\$ 334,235
6108 Part-Time	2,986	11,211	4,676	25,676	4,733
6150 Fringes	130,041	158,693	149,090	152,090	143,139
6201 Training\Conferences	3,112	3,267	4,277	4,277	4,450
6206 Parking Permits	2,016	-	-	-	-
6301 Office Supplies	4,450	4,859	2,318	6,318	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>\$ 541,320</u>	<u>\$ 489,369</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

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
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%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,630	4,900	4,900	4,900	4,900
Work Process Outputs					
# 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
Revenues					
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>
Expenses					
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	5,110
6150 Fringes	49,646	53,958	59,691	59,691	51,123
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	2,000
6418 Equip Repairs & Maint	337	338	400	400	400
6420 Facilities charges	148,232	157,508	166,911	166,911	175,293
Total Expense	<u>\$ 472,023</u>	<u>\$ 466,487</u>	<u>\$ 506,049</u>	<u>\$ 506,049</u>	<u>\$ 493,523</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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
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
Strategic Outcomes					
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
Work Process Outputs					
# 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	\$ 515,030
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	175,041
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	68,978
Total Expense	<u>\$ 1,467,777</u>	<u>\$ 1,498,983</u>	<u>\$ 1,457,447</u>	<u>\$ 1,450,842</u>	<u>\$ 1,477,794</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	\$ 63,978
Collection Agency	5,000
	<u>\$ 68,978</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 and switches of \$10,000 in the miscellaneous equipment account will allow the implementation of 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. Four switches used by our Automated Materials Handling system will be replaced to allow SNMP support.

PERFORMANCE INDICATORS

	Actual 2016	Actual 2017	Target 2018	Projected 2018	Target 2019
Client Benefits/Impacts					
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%
Strategic Outcomes					
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
Work Process Outputs					
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
Revenues					
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>
Expenses					
6101 Regular Salaries	\$ 98,166	\$ 95,678	\$ 100,568	\$ 100,568	\$ 98,322
6150 Fringes	38,627	40,926	39,796	39,796	41,656
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>\$ 305,261</u>

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

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	21,980
Data security and switches	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>

City of Appleton
2019 Budget
Revenue and Expense Summary

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Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,103,329	1,066,420	588,089	1,062,447	1,062,447	1,043,692	1,043,692
Charges for Services	56,478	59,202	32,402	70,000	70,000	65,000	65,000
Other Revenues	309,885	278,671	153,596	50,300	95,009	50,150	50,150
TOTAL REVENUES	1,469,692	1,404,293	774,087	1,182,747	1,227,456	1,158,842	1,158,842
EXPENSES BY LINE ITEM							
Regular Salaries	1,974,973	2,071,112	1,217,339	2,297,567	2,297,567	2,285,797	2,280,638
Call Time	0	0	60	0	0	0	0
Overtime	1,086	396	179	0	0	0	0
Temp. Full-Time	0	0	274	0	0	0	0
Part-Time	280,798	251,250	158,017	210,722	232,541	213,036	212,036
Other Compensation	300	0	710	0	0	0	0
Sick Pay	7,154	5,016	1,611	0	0	0	0
Vacation Pay	227,485	230,534	138,056	0	0	0	0
Fringes	819,693	873,573	472,427	834,209	837,268	853,414	851,928
Salaries & Fringe Benefits	3,311,489	3,431,881	1,988,673	3,342,498	3,367,376	3,352,247	3,344,602
Training & Conferences	24,179	22,843	9,882	22,514	27,401	23,234	23,234
Parking Permits	18,112	19,560	20,298	19,920	19,920	20,880	20,880
Office Supplies	84,202	125,042	27,886	54,156	70,583	53,781	53,781
Memberships & Licenses	4,118	4,667	1,253	2,055	2,855	2,200	2,200
Awards & Recognition	1,229	1,311	1,111	850	850	850	850
Building Maintenance/Janitor.	11,343	9,891	5,137	11,570	11,570	10,187	10,187
Food & Provisions	2,505	5,148	3,586	1,135	3,589	1,135	1,135
Administrative Expense	145,688	188,462	69,153	112,200	136,768	112,267	112,267
Shop Supplies & Tools	0	115	99	100	100	150	150
Books & Library Materials	621,663	619,982	323,434	607,442	600,837	607,442	607,442
Printing & Reproduction	4,770	3,890	408	100	500	100	100
Clothing	0	363	230	0	0	0	0
Safety Supplies	171	239	48	200	200	550	550
Miscellaneous Equipment	62,868	66,989	33,995	67,650	73,975	69,630	69,630
Supplies & Materials	689,472	691,578	358,214	675,492	675,612	677,872	677,872
Collection Services	2,855	2,388	1,660	2,962	2,962	2,507	2,507
Advertising	5,099	2,218	572	1,288	1,788	1,288	1,288
Other Contracts/Obligations	83,326	95,556	113,954	82,891	136,666	91,883	83,183
Purchased Services	91,280	100,162	116,186	87,141	141,416	95,678	86,978
Electric	110,073	98,489	52,280	110,073	110,073	101,444	101,444
Gas	24,433	24,310	15,452	24,432	24,432	24,676	24,676
Water	4,924	4,948	3,561	4,924	4,924	4,996	4,996
Waste Disposal/Collection	2,052	2,063	1,482	2,052	2,052	2,083	2,083
Stormwater	2,418	2,418	2,018	2,418	2,418	2,781	2,781
Telephone	2,734	3,046	1,527	3,224	3,224	3,290	3,290
Cellular Telephone	1,138	1,229	556	992	992	1,428	1,428
Utilities	147,772	136,503	76,876	148,115	148,115	140,698	140,698
Building Repair & Maintenance	2,096	1,515	341	3,000	3,000	3,000	2,000
Equipment Repair & Maintenance	66,090	100,161	55,360	84,957	85,957	85,465	85,465
Facilities Charges	148,232	157,508	83,041	166,911	166,911	175,293	175,293
Repair & Maintenance	216,418	259,184	138,742	254,868	255,868	263,758	262,758
Software Acquisition	13,808	14,660	255	8,498	8,498	8,498	8,498
Capital Expenditures	13,808	14,660	255	8,498	8,498	8,498	8,498
TOTAL EXPENSES	4,615,927	4,822,430	2,748,099	4,628,812	4,733,653	4,651,018	4,633,673

City of Appleton
Library
Budget Worksheet-Revenues
For the Twelve Months Ending December 31, 20181
08/21/18
10:53:12

Description	2 Years Prior Actual	Prior Year Actual	Current Year YTD Actual	Current Year Adopted Budget	Current Year Amended Budget	Next Year Requested Budget	Next Year Executive Budget
LIB LIBRARY							
00100 General Fund							
16010 Administration - Lib							
4232 Library Grants & Aids	1,103,329	1,066,419.80	588,089	1,062,447	1,062,447	1,043,692-	1,043,692
4801 Charges for Serv. - Nontax	56,478	59,201.98	32,402	70,000	70,000	65,000-	65,000
5015 Rental of City Property	30,000	30,000.00	20,000	30,000	30,000	30,000-	30,000
5020 Donations & Memorials	705	957.21	486	0	0	0	0
5035 Other Reimbursements	103,773	15,225.00	18,300	0	6,675	0	0
16010 Administration - Lib	1,294,285	1,171,803.99	659,277	1,162,447	1,169,122	1,138,692-	1,138,692
16021 Children's Services							
5035 Other Reimbursements	125,714	129,796.00	34,309	0	6,909	0	0
16021 Children's Services	125,714	129,796.00	34,309	0	6,909	0	0
16023 Public Services							
5035 Other Reimbursements	0	94.75	3,772	300	1,300	150-	150
16023 Public Services	0	94.75	3,772	300	1,300	150-	150
16024 Community Partnershi							
5035 Other Reimbursements	7,217	24,500.00	19,950	0	7,300	0	0
16024 Community Partnershi	7,217	24,500.00	19,950	0	7,300	0	0
16031 Building Operations							
5001 Fees & Commissions	1,473	1,501.61	611	1,500	1,500	1,500-	1,500
16031 Building Operations	1,473	1,501.61	611	1,500	1,500	1,500-	1,500
16032 Material Management							
5035 Other Reimbursements	20,762	51,106.95	37,265	0	21,000	0	0
16032 Material Management	20,762	51,106.95	37,265	0	21,000	0	0
16033 Network Services							
5035 Other Reimbursements	20,242	25,489.28	18,902	18,500	20,325	18,500-	18,500
16033 Network Services	20,242	25,489.28	18,902	18,500	20,325	18,500-	18,500
00100 General Fund	1,469,693	1,404,292.58	774,086	1,182,747	1,227,456	1,158,842-	1,158,842
00255 Library Grants							
2550 Library Grants							
5035 Other Reimbursements	0	.00	98,218	98,218	98,218	86,086	86,086
5921 Trans In - General Fund	0	.00	0	0	66,700	0	0
2550 Library Grants	0	.00	98,218	98,218	164,918	86,086	86,086
00255 Library Grants	0	.00	98,218	98,218	164,918	86,086	86,086
LIB LIBRARY	1,469,693	1,404,292.58	872,304	1,280,965	1,392,374	1,072,756-	1,244,928

City of Appleton
Library
Budget Worksheet
For the Twelve Months Ending December 31, 20181
08/21/18
10:53:09

Description	2 Years Prior Actual	Prior Year Actual	Current Year YTD Actual	Current Year Adopted Budget	Current Year Amended Budget	Next Year Requested Budget	Next Year Executive Budget
LIB LIBRARY							
2550 Library Grants							
6101 Regular Salaries	0	.00	12,285.91	22,138	22,138	22,394	22,394
6115 Vacation Pay	0	.00	1,094.84	0	0	0	0
6150 Fringes	0	.00	349.28	1,581	1,581	367	367
6201 Training/Conferences	0	.00	1,220.50	1,160	1,160	2,300	2,300
6301 Office Supplies	0	.00	1,472.47	73,339	73,339	3,000	3,000
6315 Books & Library Materials	0	.00	22,127.27	0	66,700	38,425	38,425
6404 Consulting Services	0	.00	900.00	0	0	4,600	4,600
6412 Advertising	0	.00	.00	0	0	15,000	15,000
2550 Library Grants	0	.00	39,450.27	98,218	164,918	86,086	86,086
16010 Administration - Libr							
6101 Regular Salaries	319,166	333,415.43	203,468.51	370,790	370,790	382,262	382,262
6105 Overtime	0	131.57	.00	0	0	0	0
6108 Part-Time	7,970	8,601.12	4,859.06	11,503	11,503	11,646	11,646
6110 Other Compensation	0	.00	50.01	0	0	0	0
6114 Sick Pay	0	322.58	1,611.06	0	0	0	0
6115 Vacation Pay	31,942	37,872.32	22,696.18	0	0	0	0
6150 Fringes	131,460	133,243.78	73,190.15	126,653	126,653	134,437	134,437
6201 Training/Conferences	9,934	9,040.04	2,831.16	4,777	9,664	4,920	4,920
6206 Parking Permits	2,308	19,560.00	20,280.00	19,920	19,920	20,880	20,880
6301 Office Supplies	3,710	4,685.62	1,173.25	4,635	4,635	4,635	4,635
6303 Memberships & Licenses	4,118	4,208.99	1,177.70	2,055	2,055	2,200	2,200
6305 Awards & Recognition	1,229	1,311.46	1,111.22	850	850	850	850
6307 Food & Provisions	2,235	4,137.48	2,965.75	1,135	1,835	1,135	1,135
6320 Printing & Reproduction	4,770	3,889.55	408.47	100	500	100	100
6412 Advertising	5,099	2,218.10	572.37	1,288	1,788	1,288	1,288
6413 Utilities	3,871	4,274.91	2,083.57	4,216	4,216	4,718	4,718
6599 Other Contracts/Obligations	13,850	5,564.00	25,388.08	4,100	52,175	3,625	3,625
16010 Administration - Libr	541,662	572,476.95	363,866.54	552,022	606,584	572,696	572,696
16021 Children's Services							
6101 Regular Salaries	332,759	346,035.65	188,206.00	357,010	357,010	350,605	345,446
6105 Overtime	61	.00	.00	0	0	0	0
6108 Part-Time	40,878	42,119.34	26,326.61	30,605	31,424	30,605	30,605
6110 Other Compensation	0	.00	133.21	0	0	0	0
6114 Sick Pay	200	543.20	.00	0	0	0	0
6115 Vacation Pay	33,490	32,245.86	20,870.46	0	0	0	0
6150 Fringes	120,909	125,612.82	67,537.63	118,834	118,893	130,580	142,161
6201 Training/Conferences	3,546	4,048.61	1,209.50	4,277	4,277	4,405	4,405
6206 Parking Permits	2,772	.00	.00	0	0	0	0
6301 Office Supplies	34,483	71,689.44	11,550.76	2,812	14,739	2,812	2,812
6303 Memberships & Licenses	0	307.74	.00	0	300	0	0
6307 Food & Provisions	270	1,010.32	619.99	0	1,754	0	0
6327 Miscellaneous Equipment	1,439	.00	.00	0	0	0	0
6599 Other Contracts/Obligations	2,748	11,447.23	9,248.25	4,200	6,600	4,600	4,600
16021 Children's Services	573,555	635,060.21	325,702.41	517,738	534,997	523,607	530,029
16023 Public Services							
6101 Regular Salaries	416,170	442,562.56	264,272.19	503,860	503,860	496,600	496,600
6105 Overtime	0	99.29	.00	0	0	0	0
6107 Temp. Full - Time	0	.00	274.40	0	0	0	0
6108 Part-Time	114,668	98,946.38	55,418.14	89,372	89,372	90,485	90,485
6114 Sick Pay	1,495	2,235.99	.00	0	0	0	0
6115 Vacation Pay	55,501	56,302.27	27,050.42	0	0	0	0
6150 Fringes	180,981	188,117.30	97,115.49	173,971	173,971	165,103	164,371
6201 Training/Conferences	2,472	2,753.10	1,053.70	2,490	2,490	2,565	2,565
6206 Parking Permits	4,212	.00	.00	0	0	0	0
6301 Office Supplies	1,986	2,463.06	1,709.91	4,069	4,569	3,500	3,500
6327 Miscellaneous Equipment	0	1,000.00	.00	1,000	1,000	1,000	1,000
6418 Equip Repairs & Maint	3,170	2,116.90	.00	500	500	500	500
6599 Other Contracts/Obligations	0	.00	5,979.75	7,195	7,695	10,420	5,980

City of Appleton
Library
Budget Worksheet
For the Twelve Months Ending December 31, 20182
08/21/18
10:53:09

Description	2 Years Prior Actual	Prior Year Actual	Current Year YTD Actual	Current Year Adopted Budget	Current Year Amended Budget	Next Year Requested Budget	Next Year Executive Budget
16023 Public Services							
16023 Public Services	780,655	796,596.85	452,874.00	782,457	783,457	770,173	765,001
6101 Regular Salaries	314,847	309,901.83	174,870.37	349,659	349,659	334,235	334,235
6108 Part-Time	2,987	11,211.01	12,384.32	4,676	25,676	4,733	4,733
6110 Other Compensation	0	.00	273.88	0	0	0	0
6114 Sick Pay	63	1,137.79	.00	0	0	0	0
6115 Vacation Pay	34,489	37,027.83	24,835.47	0	0	0	0
6150 Fringes	130,040	158,692.41	86,762.38	149,090	152,090	155,474	143,139
6201 Training/Conferences	3,112	3,267.30	1,143.08	4,277	4,277	4,450	4,450
6206 Parking Permits	2,016	.00	18.00	0	0	0	0
6301 Office Supplies	4,450	4,859.04	3,130.42	2,318	6,318	2,812	2,812
6303 Memberships & Licenses	0	150.00	75.00	0	500	0	0
6599 Other Contracts/Obligations	4,333	10,569.19	7,254.68	0	2,800	0	0
16024 Community Partnership	496,337	536,816.40	310,747.60	510,020	541,320	501,704	489,369
16031 Building Operations							
6101 Regular Salaries	88,226	92,286.92	58,764.66	109,595	109,595	108,743	108,743
6104 Call Time	0	.00	59.61	0	0	0	0
6105 Overtime	1,025	116.07	178.83	0	0	0	0
6108 Part-Time	4,616	4,833.52	1,952.07	5,965	5,965	6,110	5,110
6114 Sick Pay	5,049	.00	.00	0	0	0	0
6115 Vacation Pay	11,787	9,904.84	6,045.01	0	0	0	0
6150 Fringes	49,645	53,957.90	28,073.16	59,691	59,691	51,123	51,123
6201 Training/Conferences	1,081	342.44	1,232.91	806	806	830	830
6206 Parking Permits	972	.00	.00	0	0	0	0
6301 Office Supplies	290	142.73	302.63	300	300	0	0
6306 Building Maint./Janitorial	11,343	9,891.08	5,136.66	11,570	11,570	10,187	10,187
6309 Shop Supplies & Tools	0	114.73	98.71	100	100	150	150
6321 Uniforms	0	362.84	229.89	0	0	0	0
6323 Safety Supplies	171	239.03	47.98	200	200	550	550
6327 Miscellaneous Equipment	396	317.40	218.90	650	650	650	650
6407 Collection Services	2,855	2,388.31	1,660.00	2,962	2,962	2,507	2,507
6413 Utilities	143,900	132,227.29	74,793.44	143,899	143,899	135,980	135,980
6416 Build Repairs & Maint.	2,096	1,515.48	341.11	3,000	3,000	3,000	2,000
6418 Equip Repairs & Maint	337	338.42	196.00	400	400	400	400
6420 Facilities charges	148,232	157,507.50	83,041.21	166,911	166,911	175,293	175,293
16031 Building Operations	472,021	466,486.50	262,372.78	506,049	506,049	495,523	493,523
16032 Material Management							
6101 Regular Salaries	413,540	458,525.31	273,863.11	506,085	506,085	515,030	515,030
6105 Overtime	0	48.88	.00	0	0	0	0
6108 Part-Time	109,679	85,538.48	57,077.01	68,601	68,601	69,457	69,457
6110 Other Compensation	150	.00	253.01	0	0	0	0
6114 Sick Pay	348	776.04	.00	0	0	0	0
6115 Vacation Pay	52,525	49,887.81	30,033.57	0	0	0	0
6150 Fringes	168,030	173,022.83	96,147.38	166,174	166,174	175,041	175,041
6201 Training/Conferences	2,730	3,197.34	1,866.74	3,227	3,227	3,324	3,324
6206 Parking Permits	5,184	.00	.00	0	0	0	0
6301 Office Supplies	30,959	38,947.98	9,892.96	38,522	38,522	38,522	38,522
6315 Books & Library Materials	621,663	620,491.61	323,434.46	607,442	600,837	607,442	607,442
6418 Equip Repairs & Maint	574	570.55	.00	0	0	0	0
6599 Other Contracts/Obligations	62,396	67,975.88	66,083.40	67,396	67,396	73,238	68,978
16032 Material Management	1,467,778	1,498,982.71	858,651.64	1,457,447	1,450,842	1,482,054	1,477,794
16033 Network Services							
6101 Regular Salaries	90,266	88,384.57	53,894.52	100,568	100,568	98,322	98,322
6110 Other Compensation	150	.00	.00	0	0	0	0
6115 Vacation Pay	7,750	7,293.28	6,525.08	0	0	0	0

City of Appleton
Library
Budget Worksheet
For the Twelve Months Ending December 31, 2018

Description	2 Years Prior Actual	Prior Year Actual	Current Year YTD Actual	Current Year Adopted Budget	Current Year Amended Budget	Next Year Requested Budget	Next Year Executive Budget
6150 Fringes	38,627	40,926.15	23,600.92	39,796	39,796	41,656	41,656
6201 Training/Conferences	1,305	194.44	544.68	2,660	2,660	2,740	2,740
6206 Parking Permits	648	.00	.00	0	0	0	0
6301 Office Supplies	8,324	2,253.64	126.17	1,500	1,500	1,500	1,500
6315 Books & Library Materials	0	510.00	.00	0	0	0	0
6327 Miscellaneous Equipment	61,034	65,671.20	33,776.17	66,000	72,325	67,980	67,980
6418 Equip Repairs & Maint	62,008	97,135.55	55,164.23	84,057	85,057	84,565	84,565
6815 Software Acquisition	13,808	14,659.54	255.00	8,498	8,498	8,498	8,498
16033 Network Services	283,920	316,008.37	173,886.77	303,079	310,404	305,261	305,261
LIB LIBRARY	4,615,928	4,822,427.99	2,787,552.01	4,727,030	4,898,571	4,737,104	4,719,759

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 during 2017.</p> <p>Appleton Police Department calls for service have been as follows:</p> <table><tr><td>2016</td><td>186</td><td></td><td></td></tr><tr><td>2017</td><td>250</td><td></td><td></td></tr><tr><td>2018</td><td>78 (through June 26)</td><td></td><td></td></tr><tr><td></td><td>January - March</td><td>48</td><td></td></tr><tr><td></td><td>April - June</td><td>30</td><td></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																					
Account/subledger: Add (Delete)		Account/subledger: Add (Delete)																					
16010.6599 \$		-																					