



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, October 16, 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
[18-1471](#) September 18, 2018 Meeting Minutes

Attachments: [September 18 2018 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- [18-1472](#) September 2018 Bill Register

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

- [18-1473](#) 2019 Resource Library Agreement

Attachments: [OWLS Resource Agreement 2018-2019.pdf](#)

6. Information Items

- A. Director's Report

- [18-1474](#) Mixed Use Library Proposal Project Update

- [18-1475](#) 2019 Budget Process Update

[18-1476](#) Friends of Appleton Public Library/F. P. Young Scholarship 2018-2019 Timeline

Attachments: [FPY Timeline.pdf](#)

[18-1477](#) Friends Grant Funded Program Summaries 3rd Quarter 2018

Attachments: [Friends Grant Funded Program Summaries 3rd Quarter 2018 Final.pdf](#)

B. President's Report

[18-1478](#) Trustee Training Essentials Chapter 25: Liability Issues

Attachments: [Trustee Essentials Liability Issues.pdf](#)

C. Assistant Director's Report

[18-1479](#) APL Hiring Process Updates

[18-1480](#) Statistics: June, July, August 2018

Attachments: [JUNE 2018.pdf](#)

[JULY 2018.pdf](#)

[AUG 2018.pf.pdf](#)

D. Friends Updates

[18-1481](#) Friends Annual Meeting - Thursday, October 18, 2018 4 pm

[18-1482](#) Friends Used Book Sale - November 15 - 17, 2018

E. Staff Updates

[18-1483](#) Fox Cities Book Festival Report

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, September 18, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership

Others Present: Amanda Abshire, Jessica Brittnacher, Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Michael Nitz, Jan Quinlan, Teresa Rieckmann, Colleen Rortvedt, Sonja Rusch, Tasha Saecker, Karen Stern, Maureen Ward

Kellner arrived at 4:34 pm

Present: 8 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Alderperson Croatt and Hartjes

Excused: 2 - Scheuerman and Mann

Others : 1 - Panella

3. Approval of minutes from previous meeting

[18-1289](#)

August 14, 2018 Meeting Minutes

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

Bloedow moved, seconded by Croatt, that the August 14, 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation and Communication

[18-1344](#)

New Children's Services Staff

Establish Order of the Day

President Exarhos called for a motion to move Action Items 18-1345, 18-1346 and 18-1347 to a consent agenda.

Peterson moved, seconded by Croatt that Action Items 18-1345, 18-1346 and 18-1347 be moved to a consent Agenda. Voice Vote. Motion Carried. (8-0)

5. Action Items

Bergman moved, seconded by Looker, that Action Items 18-1345, 18-1346 and 18-1347 be approved. Voice Vote. Motion Carried. (8-0)

[18-1345](#)

August 2018 Bill Register

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

This Report Action Item was approved

[18-1346](#)

September 2018 Budget Amendment

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

This Report Action Item was approved

[18-1347](#)

Library Board President's slate of Committees for 2018-2019

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

This Report Action Item was approved

[18-1348](#)

2019 Budget Request Amendments to Fund Security Services

Attachments: [2019 Library Budget.pdf](#)
 [2019 Library Supplemental Request.pdf](#)
 [2019 Budget Adjustment Memo 9-13-2018.pdf](#)

Hartjes moved, seconded by Peterson, that the 2019 Library Budget request amendments to fund security services Options 1-5 as stated in the memo dated 9-14-2018 with remaining funds to come from the Library Materials budget for a total of \$29,000 be approved. Voice Vote. Motion Carried. (8-0)

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

**Bergman moved, seconded by Croatt that the meeting be adjourned. Voice
Vote. Motion Carried. (8-0)
The meeting adjourned at 5:33 pm**

DocTy	Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
PU	234	09/25/18	JEFFERSON STREET INN	C.R. SRLAAW Meeting	119.00	16010 6201
JE	129457	09/30/18	VALIDATION STICKERS		28.57	16010 6206
PU	834	09/25/18	4IMPRINT	Volunteer lanyards	302.46	16010 6301
PU	184	09/25/18	AMAZON.COM	retirement gift	13.52	16010 6305
PU	185	09/25/18	AMAZON.COM AMZN.COM/BILL	retirement gift	4.82	16010 6305
PU	836	09/25/18	SQ *ACOCA COFFEE	Gift card prizes	10.00	16010 6305 00003951
PU	146	09/25/18	KWIK TRIP 74300007435	movie popcorn	6.66	16010 6307 00003951
PU	233	09/25/18	ANTOJITOS MEXICANOS	OPN meeting	37.50	16010 6307
PU	235	09/25/18	JERSEY BAGEL & DELI	OPN meeting	52.50	16010 6307
PU	709	09/25/18	MANDERFIELDS HOME BAKERY	Staff meeting	48.75	16010 6307
PU	710	09/25/18	MANDERFIELDS HOME BAKERY	Staff meeting	10.00	16010 6307
PU	714	09/25/18	MANDERFIELDS HOME BAKERY	Staff meeting	48.75-	16010 6307
PU	715	09/25/18	MANDERFIELDS HOME BAKERY	Staff meeting	10.00-	16010 6307
PU	797	09/25/18	SAMSClub #6321	Staff b-days	59.34	16010 6307
PU	798	09/25/18	SAMSClub #6321	OPN meetings	94.76	16010 6307
PU	799	09/25/18	ZUPPAS	OPN supervisor meeti	154.45	16010 6307
PU	1255	09/25/18	SQ *HAPPY BELLIES B	cake (cake decoratin	24.00	16010 6307 00003951
PU	1256	09/25/18	MANDERFIELDS HOME BAKERY	frosting (cake decor	59.00	16010 6307 00003951
PU	1258	09/25/18	PICK'N SAVE #123	TSLP party snacks	16.09	16010 6307 00003951
PU	1259	09/25/18	PIZZA HUT 013279	TSLP party	50.73	16010 6307 00003951
PU	832	09/25/18	FACEBK *9QR35H2YX2	Program ad	44.36	16010 6412
PU	833	09/25/18	WWW.ISTOCK.COM	Flip side marketing	63.00	16010 6412
PU	835	09/25/18	AMAZON.COM	Badge holder	58.00	16010 6412
PU	837	09/25/18	AMZN MKTP US AMZN.COM/BIL	Sign holder	58.40	16010 6412
PU	838	09/25/18	AMAZON.COM	Stickers	20.86	16010 6412
JE	129387	09/21/18	9/18 AT&T BILL		218.90	16010 6413 7
PU	701	09/25/18	CELLCOM	Cellphones	122.58	16010 6413 8
PU	232	09/25/18	PAYPAL *LEAGUEWOMEN	Training event	15.00	16010 6599 00003951
PV	385013	09/19/18	FRIENDS OF APPLETON LIBRARY	piano tuning	135.00	16010 6599

16010					1,769.50	

PU	1052	09/25/18	AMAZON.COM	program bags	70.20	16021 6301 00003951
PU	1053	09/25/18	AMAZON.COM	maker programming su	319.94	16021 6301 00003951
PU	1293	09/25/18	HISTORY MUSEUM AT THE	ELL prizes	19.94-	16021 6301 00003955
PU	1294	09/25/18	HISTORY MUSEUM AT THE CAS	ELL prizes	44.50	16021 6301 00003955

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	1295	09/25/18	HISTORY MUSEUM AT THE CAS	ELL prizes	19.94	16021 6301	00003955
PU	1296	09/25/18	HISTORY MUSEUM AT THE CAS	ELL prizes	20.99	16021 6301	00003955
PU	1297	09/25/18	PICK'N SAVE #123	Play n learn	28.86	16021 6301	
PU	1427	09/25/18	TARGET 00002386	SLP prize	25.00	16021 6301	00003951
PU	1428	09/25/18	WAL-MART #1982	SLP prize	25.00	16021 6301	00003951
PU	1429	09/25/18	GOODWILL NCW OUTLET 910	Tween scene	14.24	16021 6301	00003951
PU	1430	09/25/18	THE LEARNING SHOP - APPLE	SLP prize	25.00	16021 6301	00003951
PU	1431	09/25/18	TERRAPIN SOFTWARE	Maker equipment	393.75	16021 6301	00003951
PU	1432	09/25/18	AMZN MKTP US	Maker equipment	799.60	16021 6301	00003951
PU	1433	09/25/18	AMZN MKTP US	Maker equipment	359.90	16021 6301	00003951
JE	129456	09/30/18	135 YOUTH RIDES		101.25	16021 6599	00003951
16021					2,228.23		
PU	801	09/25/18	SAMSClub.COM	bags	59.36	16023 6301	
16023					59.36		
PU	186	09/25/18	WI HISTORICAL FND ECOMM	conference registrat	125.00	16024 6201	
PU	106	09/25/18	AMZN MKTP US AMZN.COM/BIL	Latino Fest activity	32.91	16024 6301	00003951
PU	744	09/25/18	ADI	SLP prizes	30.00	16024 6301	00003951
PU	745	09/25/18	WM SUPERCENTER #2958	SLP prizes	59.66	16024 6301	00003951
PU	872	09/25/18	TOM'S DRIVE IN- WE	TSLP prizes	30.00	16024 6301	00003951
PU	873	09/25/18	AMZN MKTP US	TSLP prizes	26.39	16024 6301	00003951
PU	1254	09/25/18	FESTIVAL FOODS	candy (cake decorati	3.40	16024 6301	00003951
PU	1257	09/25/18	MICHAELS STORES 8783	Art contest gifts	50.00	16024 6301	00003951
PV	385068	09/19/18	RIOS, ELVIA	hispanic heritage	220.00	16024 6301	00003957
PU	1260	09/25/18	KINO LORBER INC	public performance r	150.00	16024 6599	00003951
PV	385010	09/19/18	FOX CITIES BOOK FESTIVAL	author honorarium	3,000.00	16024 6599	00003951
PV	385072	09/19/18	ZDRALE, JEFFREY	artist in residence	300.00	16024 6599	00003951
16024					4,027.36		
PU	695	09/25/18	CINTAS 443		37.16	16031 6306	
PU	696	09/25/18	CINTAS 443		37.16	16031 6306	
PU	702	09/25/18	TARTAN SUPPLY CO INC	Cleaning supplies	1,296.87	16031 6306	
PU	703	09/25/18	AMZN MKTP US AMZN.COM/BIL	Picker tool	17.99	16031 6306	
PU	704	09/25/18	CINTAS 443		37.16	16031 6306	
PU	705	09/25/18	AMZN MKTP US AMZN.COM/BIL	Carpet shampoo	19.40	16031 6306	

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PU	707	09/25/18	AMZN MKTP US AMZN.COM/BIL	Carpet shampoo	27.80	16031 6306
PU	708	09/25/18	MENARDS APPLETON EAST WI	Cleaning supplies	3.98	16031 6306
PU	711	09/25/18	TARTAN SUPPLY CO INC	Cleaning supplies	402.34	16031 6306
PU	712	09/25/18	TARTAN SUPPLY CO INC	Cleaning supplies	44.82	16031 6306
PU	713	09/25/18	CINTAS 443		37.16	16031 6306
PU	718	09/25/18	CINTAS 443		37.16	16031 6306
PU	697	09/25/18	AMZN MKTP US AMZN.COM/BIL	Carpet shampoo	17.90	16031 6323
PU	706	09/25/18	AMZN MKTP US	Gloves	29.99	16031 6323
PU	1234	09/25/18	ADVANCED DISPOSAL ONLINE	Trash pickup	74.00	16031 6407
PV	385193	09/24/18	WE ENERGIES	4835-258-176	9,432.09	16031 6413 1
PV	385193	09/24/18	WE ENERGIES	5229-670-389	1,231.62	16031 6413 2
PU	717	09/25/18	SHERWIN WILLIAMS 703114	Paint	7.79	16031 6416
PU	719	09/25/18	SHERWIN WILLIAMS 703114	Paint	7.79	16031 6416
PU	716	09/25/18	AMAZON.COM	mop heads	28.99	16031 6418
16031					----- 12,829.17 -----	
PV	384904	09/12/18	JANDOUREK, JEFFREY	edu reimb	600.00	16032 6201
PU	800	09/25/18	AMAZON.COM	Cutting blades	17.97	16032 6301
PU	802	09/25/18	DEMCO INC	DVD labels	106.88	16032 6301
PU	803	09/25/18	PREMIUM WATERS E-BILL	Distilled water	153.36	16032 6301
PU	804	09/25/18	CCI SOLUTIONS	Audio book cases	282.76	16032 6301
PU	805	09/25/18	FINDAWAY	Launchpad chords	94.35	16032 6301
PU	337	09/25/18	INGRAM LIBRARY SERVICES		772.73	16032 6315
PU	338	09/25/18	INGRAM LIBRARY SERVICES		372.80	16032 6315
PU	339	09/25/18	AMAZON.COM		35.60	16032 6315
PU	340	09/25/18	RECORDED BOOKS		56.90	16032 6315
PU	341	09/25/18	RECORDED BOOKS		56.90	16032 6315
PU	342	09/25/18	INGRAM LIBRARY SERVICES		350.44	16032 6315
PU	343	09/25/18	INGRAM LIBRARY SERVICES		334.88	16032 6315
PU	344	09/25/18	INGRAM LIBRARY SERVICES		693.65	16032 6315
PU	345	09/25/18	AMAZON.COM AMZN.COM/BILL		107.42	16032 6315
PU	346	09/25/18	GAN*WINEWSPAPERCIRC		443.56	16032 6315
PU	347	09/25/18	MIDWEST TAPE LLC		1,167.86	16032 6315
PU	348	09/25/18	AMAZON MKTPLACE PMTS WWW.		29.00	16032 6315
PU	349	09/25/18	GAN*WINEWSPAPERCIRC		441.56	16032 6315

DocTy	Document Number	G/L Date	Explanation		Amount	Account	
			Alpha Name	-Remark-			
PU	350	09/25/18	INGRAM LIBRARY SERVICES		824.38	16032	6315
PU	351	09/25/18	INGRAM LIBRARY SERVICES		2,174.13	16032	6315
PU	352	09/25/18	INGRAM LIBRARY SERVICES		763.48	16032	6315
PU	353	09/25/18	INGRAM LIBRARY SERVICES		536.70	16032	6315
PU	354	09/25/18	AMZN MKTP US AMZN.COM/BIL		31.70	16032	6315
PU	355	09/25/18	HOUCHEM BINDERY		50.30	16032	6315
PU	356	09/25/18	RECORDED BOOKS		146.02	16032	6315
PU	357	09/25/18	INGRAM LIBRARY SERVICES		554.59	16032	6315
PU	358	09/25/18	AIM*OLDHOUSEONLINE.COM		12.99	16032	6315
PU	359	09/25/18	AMZN MKTP US		17.71	16032	6315
PU	360	09/25/18	MIDWEST TAPE LLC		1,515.31	16032	6315
PU	361	09/25/18	INGRAM LIBRARY SERVICES		446.25	16032	6315
PU	362	09/25/18	INGRAM LIBRARY SERVICES		643.05	16032	6315
PU	363	09/25/18	INGRAM LIBRARY SERVICES		164.29	16032	6315
PU	364	09/25/18	AMZN MKTP US		37.58	16032	6315
PU	365	09/25/18	AMAZON.COM		26.07	16032	6315
PU	366	09/25/18	VALUE LINE PUBLISHING		447.00	16032	6315
PU	367	09/25/18	RECORDED BOOKS		272.68	16032	6315
PU	368	09/25/18	INGRAM LIBRARY SERVICES		602.59	16032	6315
PU	369	09/25/18	INGRAM LIBRARY SERVICES		1,985.06	16032	6315
PU	370	09/25/18	MIDWEST TAPE LLC		1,830.27	16032	6315
PU	371	09/25/18	INGRAM LIBRARY SERVICES		142.80	16032	6315
PU	372	09/25/18	INGRAM LIBRARY SERVICES		640.25	16032	6315
PU	373	09/25/18	INGRAM LIBRARY SERVICES		367.76	16032	6315
PU	374	09/25/18	INGRAM LIBRARY SERVICES		850.25	16032	6315
PU	375	09/25/18	INGRAM LIBRARY SERVICES		15.12	16032	6315
PU	376	09/25/18	UPS*12R449350396422743		8.25	16032	6315
PU	377	09/25/18	INGRAM LIBRARY SERVICES		827.22	16032	6315
PU	378	09/25/18	AMZN MKTP US		58.76	16032	6315
PU	379	09/25/18	TCD*GALE		4,635.99	16032	6315
PU	380	09/25/18	THOMSON WEST*TCD		854.89	16032	6315
PU	381	09/25/18	THOMSON WEST*TCD		455.12	16032	6315
PU	382	09/25/18	UW CONTINUING LEGAL ED		95.00	16032	6315
PU	383	09/25/18	STATE BAR OF WISCONSIN		103.69	16032	6315
PU	384	09/25/18	RECORDED BOOKS		59.59	16032	6315

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Ty	Number	Date	Alpha Name	-Remark-			
PU	385	09/25/18	RECORDED BOOKS		71.77	16032	6315
PU	386	09/25/18	INGRAM LIBRARY SERVICES		1,914.61	16032	6315
PU	387	09/25/18	MIDWEST TAPE LLC		1,383.34	16032	6315
PU	388	09/25/18	INGRAM LIBRARY SERVICES		407.45	16032	6315
PU	389	09/25/18	INGRAM LIBRARY SERVICES		1,990.87	16032	6315
PU	390	09/25/18	MIDWEST TAPE LLC		1,191.18	16032	6315
PU	391	09/25/18	INGRAM LIBRARY SERVICES		540.12	16032	6315
PU	392	09/25/18	AMAZON.COM AMZN.COM/BILL		34.96	16032	6315
PU	393	09/25/18	INGRAM LIBRARY SERVICES		272.15	16032	6315
PU	394	09/25/18	INGRAM LIBRARY SERVICES		429.33	16032	6315
PU	395	09/25/18	INGRAM LIBRARY SERVICES		609.56	16032	6315
PU	396	09/25/18	INGRAM LIBRARY SERVICES		2,274.70	16032	6315
PU	696	09/25/18	IN *RABBLE LLC	Database	4,740.00	16032	6315 00003951
PV	385028	09/19/18	MIDWEST TAPE	hoopla cut 200001535	4,190.32	16032	6315
PV	385051	09/19/18	UNIQUE MANAGEMENT SERVICES, IN	collections	179.00	16032	6599
16032					48,427.30		
PU	767	09/25/18	AMAZON MKTPLACE PMTS WWW.	Children's VGA Cable	15.99	16033	6327
PU	768	09/25/18	NEWPCGADGET	iPad mounts	699.15	16033	6327
PU	769	09/25/18	HP DIRECT-PUBLICSECTOR	Laptop docks	538.05	16033	6327
PU	770	09/25/18	HP DIRECT-PUBLICSECTOR	Laptop docks	510.00	16033	6327
PU	771	09/25/18	AMZN MKTP US	Cables	14.99	16033	6327
PU	772	09/25/18	AMZN MKTP US	Phone charge station	365.19	16033	6327
PU	1456	09/25/18	CDW GOVT #NQT4494	iPad cables	211.55	16033	6327
PU	1457	09/25/18	CONNECTING POINT	Security camera serv	963.59	16033	6327
PU	1458	09/25/18	CDW GOVT #NVD4357	Laptop charging cart	860.55	16033	6327
PU	699	09/25/18	MODERN BUSINESS MACHINES	Admin copier	201.00	16033	6418
PU	700	09/25/18	MODERN BUSINESS MACHINES	Printer contract	139.15	16033	6418
16033					3,443.11		
					72,784.03		

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PU	1256	09/25/18	MANDERFIELDS HOME BAKERY	frosting (cake decor	59.00	16010	6307 00003951
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PU	1052	09/25/18	AMAZON.COM	program bags	70.20	16021	6301 00003951
PU	1053	09/25/18	AMAZON.COM	maker programming su	319.94	16021	6301 00003951
PU	1293	09/25/18	HISTORY MUSEUM AT THE	ELL prizes	19.94-	16021	6301 00003955
PU	1294	09/25/18	HISTORY MUSEUM AT THE CAS	ELL prizes	44.50	16021	6301 00003955

DocDocument		G/L	Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-				
PU	1295	09/25/18	HISTORY MUSEUM AT THE CAS	ELL prizes	19.94	16021	6301	00003955
PU	1296	09/25/18	HISTORY MUSEUM AT THE CAS	ELL prizes	20.99	16021	6301	00003955
PU	1297	09/25/18	PICK'N SAVE #123	Play n learn	28.86	16021	6301	
PU	1427	09/25/18	TARGET 00002386	SLP prize	25.00	16021	6301	00003951
PU	1428	09/25/18	WAL-MART #1982	SLP prize	25.00	16021	6301	00003951
PU	1429	09/25/18	GOODWILL NCW OUTLET 910	Tween scene	14.24	16021	6301	00003951
PU	1430	09/25/18	THE LEARNING SHOP - APPLE	SLP prize	25.00	16021	6301	00003951
PU	1431	09/25/18	TERRAPIN SOFTWARE	Maker equipment	393.75	16021	6301	00003951
PU	1432	09/25/18	AMZN MKTP US	Maker equipment	799.60	16021	6301	00003951
PU	1433	09/25/18	AMZN MKTP US	Maker equipment	359.90	16021	6301	00003951
JE	129456	09/30/18	135 YOUTH RIDES		101.25	16021	6599	00003951
16021					2,228.23			
PU	801	09/25/18	SAMSClub.COM	bags	59.36	16023	6301	
16023					59.36			
PU	186	09/25/18	WI HISTORICAL FND ECOMM	conference registrat	125.00	16024	6201	
PU	106	09/25/18	AMZN MKTP US AMZN.COM/BIL	Latino Fest activity	32.91	16024	6301	00003951
PU	744	09/25/18	ADI	SLP prizes	30.00	16024	6301	00003951
PU	745	09/25/18	WM SUPERCENTER #2958	SLP prizes	59.66	16024	6301	00003951
PU	872	09/25/18	TOM'S DRIVE IN- WE	TSPL prizes	30.00	16024	6301	00003951
PU	873	09/25/18	AMZN MKTP US	TSPL prizes	26.39	16024	6301	00003951
PU	1254	09/25/18	FESTIVAL FOODS	candy (cake decorati	3.40	16024	6301	00003951
PU	1257	09/25/18	MICHAELS STORES 8783	Art contest gifts	50.00	16024	6301	00003951
PV	385068	09/19/18	RIOS, ELVIA	hispanic heritage	220.00	16024	6301	00003957
PU	1260	09/25/18	KINO LORBER INC	public performance r	150.00	16024	6599	00003951
PV	385010	09/19/18	FOX CITIES BOOK FESTIVAL	author honorarium	3,000.00	16024	6599	00003951
PV	385072	09/19/18	ZDRALE, JEFFREY	artist in residence	300.00	16024	6599	00003951
16024					4,027.36			
PU	695	09/25/18	CINTAS 443		37.16	16031	6306	
PU	698	09/25/18	CINTAS 443		37.16	16031	6306	
PU	702	09/25/18	TARTAN SUPPLY CO INC	Cleaning supplies	1,296.87	16031	6306	
PU	703	09/25/18	AMZN MKTP US AMZN.COM/BIL	Picker tool	17.99	16031	6306	
PU	704	09/25/18	CINTAS 443		37.16	16031	6306	
PU	705	09/25/18	AMZN MKTP US AMZN.COM/BIL	Carpet shampoo	19.40	16031	6306	

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	707	09/25/18	AMZN MKTP US AMZN.COM/BIL	Carpet shampoo	27.80	16031	6306
PU	708	09/25/18	MENARDS APPLETON EAST WI	Cleaning supplies	3.98	16031	6306
PU	711	09/25/18	TARTAN SUPPLY CO INC	Cleaning supplies	402.34	16031	6306
PU	712	09/25/18	TARTAN SUPPLY CO INC	Cleaning supplies	44.82	16031	6306
PU	713	09/25/18	CINTAS 443		37.16	16031	6306
PU	718	09/25/18	CINTAS 443		37.16	16031	6306
PU	697	09/25/18	AMZN MKTP US AMZN.COM/BIL	Carpet shampoo	17.90	16031	6323
PU	706	09/25/18	AMZN MKTP US	Gloves	29.99	16031	6323
PU	1234	09/25/18	ADVANCED DISPOSAL ONLINE	Trash pickup	74.00	16031	6407
PV	385193	09/24/18	WE ENERGIES	4835-258-176	9,432.09	16031	6413 1
PV	385193	09/24/18	WE ENERGIES	5229-670-389	1,231.62	16031	6413 2
PU	717	09/25/18	SHERWIN WILLIAMS 703114	Paint	7.79	16031	6416
PU	719	09/25/18	SHERWIN WILLIAMS 703114	Paint	7.79	16031	6416
PU	716	09/25/18	AMAZON.COM	mop heads	28.99	16031	6418
16031					----- 12,829.17 -----		
PV	384904	09/12/18	JANDOUREK, JEFFREY	edu reimb	600.00	16032	6201
PU	800	09/25/18	AMAZON.COM	Cutting blades	17.97	16032	6301
PU	802	09/25/18	DEMCO INC	DVD labels	106.88	16032	6301
PU	803	09/25/18	PREMIUM WATERS E-BILL	Distilled water	153.36	16032	6301
PU	804	09/25/18	CCI SOLUTIONS	Audio book cases	282.76	16032	6301
PU	805	09/25/18	FINDAWAY	Launchpad chords	94.35	16032	6301
PU	337	09/25/18	INGRAM LIBRARY SERVICES		772.73	16032	6315
PU	338	09/25/18	INGRAM LIBRARY SERVICES		372.80	16032	6315
PU	339	09/25/18	AMAZON.COM		35.60	16032	6315
PU	340	09/25/18	RECORDED BOOKS		56.90	16032	6315
PU	341	09/25/18	RECORDED BOOKS		56.90	16032	6315
PU	342	09/25/18	INGRAM LIBRARY SERVICES		350.44	16032	6315
PU	343	09/25/18	INGRAM LIBRARY SERVICES		334.88	16032	6315
PU	344	09/25/18	INGRAM LIBRARY SERVICES		693.65	16032	6315
PU	345	09/25/18	AMAZON.COM AMZN.COM/BILL		107.42	16032	6315
PU	346	09/25/18	GAN*WINEWSPAPERCIRC		443.56	16032	6315
PU	347	09/25/18	MIDWEST TAPE LLC		1,167.86	16032	6315
PU	348	09/25/18	AMAZON MKTPLACE PMTS WWW.		29.00	16032	6315
PU	349	09/25/18	GAN*WINEWSPAPERCIRC		441.56	16032	6315

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	350	09/25/18	INGRAM LIBRARY SERVICES			824.38	16032 6315
PU	351	09/25/18	INGRAM LIBRARY SERVICES			2,174.13	16032 6315
PU	352	09/25/18	INGRAM LIBRARY SERVICES			763.48	16032 6315
PU	353	09/25/18	INGRAM LIBRARY SERVICES			536.70	16032 6315
PU	354	09/25/18	AMZN MKTP US AMZN.COM/BIL			31.70	16032 6315
PU	355	09/25/18	HOUCHEM BINDERY			50.30	16032 6315
PU	356	09/25/18	RECORDED BOOKS			146.02	16032 6315
PU	357	09/25/18	INGRAM LIBRARY SERVICES			554.59	16032 6315
PU	358	09/25/18	AIM*OLDHOUSEONLINE.COM			12.99	16032 6315
PU	359	09/25/18	AMZN MKTP US			17.71	16032 6315
PU	360	09/25/18	MIDWEST TAPE LLC			1,515.31	16032 6315
PU	361	09/25/18	INGRAM LIBRARY SERVICES			446.25	16032 6315
PU	362	09/25/18	INGRAM LIBRARY SERVICES			643.05	16032 6315
PU	363	09/25/18	INGRAM LIBRARY SERVICES			164.29	16032 6315
PU	364	09/25/18	AMZN MKTP US			37.58	16032 6315
PU	365	09/25/18	AMAZON.COM			26.07	16032 6315
PU	366	09/25/18	VALUE LINE PUBLISHING			447.00	16032 6315
PU	367	09/25/18	RECORDED BOOKS			272.68	16032 6315
PU	368	09/25/18	INGRAM LIBRARY SERVICES			602.59	16032 6315
PU	369	09/25/18	INGRAM LIBRARY SERVICES			1,985.06	16032 6315
PU	370	09/25/18	MIDWEST TAPE LLC			1,830.27	16032 6315
PU	371	09/25/18	INGRAM LIBRARY SERVICES			142.80	16032 6315
PU	372	09/25/18	INGRAM LIBRARY SERVICES			640.25	16032 6315
PU	373	09/25/18	INGRAM LIBRARY SERVICES			367.76	16032 6315
PU	374	09/25/18	INGRAM LIBRARY SERVICES			850.25	16032 6315
PU	375	09/25/18	INGRAM LIBRARY SERVICES			15.12	16032 6315
PU	376	09/25/18	UPS*1ZR449350396422743			8.25	16032 6315
PU	377	09/25/18	INGRAM LIBRARY SERVICES			827.22	16032 6315
PU	378	09/25/18	AMZN MKTP US			58.76-	16032 6315
PU	379	09/25/18	TCD*GALE			4,635.99	16032 6315
PU	380	09/25/18	THOMSON WEST*TCD			854.89	16032 6315
PU	381	09/25/18	THOMSON WEST*TCD			455.12	16032 6315
PU	382	09/25/18	UW CONTINUING LEGAL ED			95.00	16032 6315
PU	383	09/25/18	STATE BAR OF WISCONSIN			103.69	16032 6315
PU	384	09/25/18	RECORDED BOOKS			59.59	16032 6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	385	09/25/18	RECORDED BOOKS		71.77	16032	6315
PU	386	09/25/18	INGRAM LIBRARY SERVICES		1,914.61	16032	6315
PU	387	09/25/18	MIDWEST TAPE LLC		1,383.34	16032	6315
PU	388	09/25/18	INGRAM LIBRARY SERVICES		407.45	16032	6315
PU	389	09/25/18	INGRAM LIBRARY SERVICES		1,990.87	16032	6315
PU	390	09/25/18	MIDWEST TAPE LLC		1,191.18	16032	6315
PU	391	09/25/18	INGRAM LIBRARY SERVICES		540.12	16032	6315
PU	392	09/25/18	AMAZON.COM AMZN.COM/BILL		34.96	16032	6315
PU	393	09/25/18	INGRAM LIBRARY SERVICES		272.15	16032	6315
PU	394	09/25/18	INGRAM LIBRARY SERVICES		429.33	16032	6315
PU	395	09/25/18	INGRAM LIBRARY SERVICES		609.56	16032	6315
PU	396	09/25/18	INGRAM LIBRARY SERVICES		2,274.70	16032	6315
PU	696	09/25/18	IN *RABBLE LLC	Database	4,740.00	16032	6315 00003951
PV	385028	09/19/18	MIDWEST TAPE	hoopla cut 200001535	4,190.32	16032	6315
PV	385051	09/19/18	UNIQUE MANAGEMENT SERVICES, IN	collections	179.00	16032	6599
16032					----- 48,427.30 -----		
PU	767	09/25/18	AMAZON MKTPLACE PMTS WWW.	Children's VGA Cable	15.99	16033	6327
PU	768	09/25/18	NEWPCGADGET	iPad mounts	699.15	16033	6327
PU	769	09/25/18	HP DIRECT-PUBLICSECTOR	Laptop docks	538.05	16033	6327
PU	770	09/25/18	HP DIRECT-PUBLICSECTOR	Laptop docks	510.00	16033	6327
PU	771	09/25/18	AMZN MKTP US	Cables	14.99	16033	6327
PU	772	09/25/18	AMZN MKTP US	Phone charge station	365.19	16033	6327
PU	1456	09/25/18	CDW GOVT #NQ4494	iPad cables	211.55	16033	6327
PU	1457	09/25/18	CONNECTING POINT	Security camera serv	963.59	16033	6327
PU	1458	09/25/18	CDW GOVT #NVD4357	Laptop charging cart	860.55	16033	6327
PU	699	09/25/18	MODERN BUSINESS MACHINES	Admin copier	201.00	16033	6418
PU	700	09/25/18	MODERN BUSINESS MACHINES	Printer contract	139.15	16033	6418
16033					----- 3,443.11 ----- 72,784.03 -----		

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
JE	129270	09/05/18	9/6 PR TRAVEL REIMBURSEMENTS	UNRUH	42.95	2550 6201	
JE	129354	09/21/18	9/20 PR TRAVEL REIMBURSEMENTS	UNRUH	92.16	2550 6201	
PU	195	09/25/18	AMAZON.COM AMZN.COM/BILL	RO&R	19.95	2550 6301	
PU	156	09/25/18	INTERSTATE BOOKS4SCHOOL	RO&R #9352	222.50	2550 6315	
PU	157	09/25/18	INTERSTATE BOOKS4SCHOOL	#9675	101.00	2550 6315	
PU	158	09/25/18	INTERSTATE BOOKS4SCHOOL	RO&R #9683	441.00	2550 6315	
PU	159	09/25/18	INTERSTATE BOOKS4SCHOOL	#9683	12.50	2550 6315	
PU	160	09/25/18	INTERSTATE BOOKS4SCHOOL	#9461	863.73	2550 6315	
PU	161	09/25/18	ALL ABOUT BOOKS, LLC	#9675	823.94	2550 6315	
PU	162	09/25/18	ALL ABOUT BOOKS, LLC	#9461	138.98	2550 6315	
PU	163	09/25/18	INTERSTATE BOOKS4SCHOOL	RO&R #9461	90.00	2550 6315	
PU	164	09/25/18	INTERSTATE BOOKS4SCHOOL	#8825	920.25	2550 6315	
PU	165	09/25/18	INTERSTATE BOOKS4SCHOOL	#9352	261.25	2550 6315	
PU	166	09/25/18	INTERSTATE BOOKS4SCHOOL	#10357	316.50	2550 6315	
PU	167	09/25/18	INTERSTATE BOOKS4SCHOOL	#9675	651.25	2550 6315	
PU	168	09/25/18	INTERSTATE BOOKS4SCHOOL	#9683	47.00	2550 6315	
PU	169	09/25/18	INTERSTATE BOOKS4SCHOOL	#9461	876.25	2550 6315	
PU	170	09/25/18	INTERSTATE BOOKS4SCHOOL	#7555	274.25	2550 6315	
PU	171	09/25/18	ALL ABOUT BOOKS, LLC	#9461	138.98	2550 6315	
2550					6,334.44		
					6,334.44		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 20181
10/04/18
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Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,285,524	2,297,567	2,297,567	168,075	1,610,626	70.10
Part-Time		240,355	210,722	211,541	17,273	173,825	82.17
Fringes		870,371	834,209	834,268	59,256	556,897	66.75
Salaries & Fringe Benefits		3,396,250	3,342,498	3,343,376	244,604	2,341,348	70.03
Training & Conferences	6201	21,538	22,514	26,014	844	11,201	43.06
Parking Permits	6206	19,560	19,920	19,920	0	20,298	101.90
Memberships & Licenses	6303	3,911	2,055	2,055	0	1,638	79.71
Awards & Recognition	6305	737	850	850	18	551	64.82
Food & Provisions	6307	1,726	1,135	1,135	399	2,415	212.78
Administrative Expense		47,472	46,474	49,974	1,261	36,103	72.24
Office Supplies	6301	52,033	54,156	54,156	1,046	19,198	35.45
Building Maintenance/Janitor	6306	9,891	11,570	11,570	1,999	6,964	60.19
Shop Supplies & Tools	6309	115	100	100	0	99	99.00
Books & Library Materials	6315	619,194	607,442	594,837	42,253	394,615	66.34
Printing & Reproduction	6320	85	100	100	0	0	.00
Clothing	6321	363	0	0	0	230	.00
Safety Supplies	6323	239	200	200	48	126	63.00
Miscellaneous Equipment	6327	65,165	67,650	67,650	3,103	37,863	55.97
Supplies & Materials		747,085	741,218	728,613	48,449	459,095	63.01
Collection Services	6407	2,388	2,962	2,962	74	1,808	61.04
Advertising	6412	1,081	1,288	1,288	245	962	74.69
Other Contracts/Obligations	6599	71,903	82,891	129,891	314	99,613	76.69
Purchased Services		75,372	87,141	134,141	633	102,383	76.32
Electric	6413.1	98,489	110,073	110,073	9,432	70,757	64.28
Gas	6413.2	24,310	24,432	24,432	1,232	16,684	68.29
Water	6413.3	4,948	4,924	4,924	0	3,561	72.32
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	0	1,482	72.22
Stormwater	6413.6	2,418	2,418	2,418	0	2,018	83.46
Telephone	6413.7	3,046	3,224	3,224	219	1,969	61.07
Cellular Telephone	6413.8	1,229	992	992	123	919	92.64
Utilities		136,503	148,115	148,115	11,006	97,390	65.75
Bldng Repair & Maintenance	6416	1,515	3,000	3,000	16	357	11.90
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	369	59,298	69.80
CBM Charges	6420	157,508	166,911	166,911	0	99,740	59.76
Repair & Maintenance		259,184	254,868	254,868	385	159,395	62.54
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	306,338	3,195,969	68.47
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	474,359	1,062,448	100.00
Library Fines		59,202	70,000	70,000	3,783	37,426	53.47
Space Rentals		30,000	30,000	30,000	0	20,000	66.67
Donations & Memorials		957	0	0	8	498	.00
Administration Reimbursements		3,500	0	3,500	0	3,500	100.00
Commissions (Vending)		1,502	1,500	1,500	74	684	45.60
Lost & Paid Materials	16032.5035	49,507	0	21,000	1,449	37,523	178.68
Network Reimbursements & Public Use Prtr		18,914	18,500	18,500	1,248	14,245	77.00
TOTAL REVENUES		1,230,002	1,182,447	1,206,947	480,921	1,176,324	97.46

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22,138	22,138	1,734	15,983	72.20
Fringes	0	1,581	1,581	28	392	24.79
Salaries & Fringe Benefits	0	23,719	23,719	1,762	16,375	69.04
Training & Conferences 6201	0	1,160	1,160	135	1,356	116.90
Administrative Expense	0	1,160	1,160	135	1,356	116.90
Office Supplies 6301	0	73,339	73,339	20	1,590	2.17
Books & Library Materials 6315	0	0	66,700	6,179	32,940	49.39
Supplies & Materials	0	73,339	140,039	6,199	34,530	24.66
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	8,096	53,161	32.23
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

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

Friends - 3951

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10/04/18
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Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September 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	987	12,722	60.58
Fringes	2,849	0	3,000	339	4,263	142.10
Salaries & Fringe Benefits	13,744	0	24,000	1,326	16,985	70.77
Training & Conferences 6201	921	0	1,387	0	415	29.92
Memberships & Licenses 6303	756	0	800	0	830	103.75
Awards & Recognition 6305	574	0	0	10	648	.00
Food & Provisions 6307	2,412	0	700	156	1,250	178.57
Administrative Expense	4,663	0	2,887	166	3,143	108.87
Office Supplies 6301	18,433	0	9,000	2,265	12,272	136.36
Books & Library Materials 6315	787	0	6,000	4,740	5,712	95.20
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	7,005	18,444	84.90
Advertising 6412	1,137	0	500	0	0	.00
Other Contracts/Obligations 6599	19,971	0	6,775	3,465	18,120	267.45
Purchased Services	21,108	0	7,275	3,465	18,120	249.07
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	11,962	56,692	99.66
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	399	18,099	341.49
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	399	64,649	404.06

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September 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 Nine Months Ending September 30, 2018

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Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September 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	1,044	59.52
Administrative Expense	1,010	0	1,754	0	1,044	59.52
Office Supplies 6301	3,824	0	3,218	65	1,156	35.92
Supplies & Materials	3,824	0	3,218	65	1,156	35.92
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	65	2,200	44.25
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 Nine Months Ending September 30, 2018Cultural Programming
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Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September 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	220	708	35.40
Supplies & Materials	0	0	2,000	220	708	35.40
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	220	708	35.40
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

2019 Resource Library Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2019 and shall render any earlier resource library contract null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, hereinafter known as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Appleton Public Library.
- (4) The Appleton Public Library, also known as APL, is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.

Article III: Resource Library Responsibilities

It is mutually agreed that the Appleton Public Library shall:

- (1) Provide backup reference and interlibrary loan services to all public libraries participating in the system, including the development of and access to specialized collections, in accordance with *Wisconsin Statutes* s. 43.24(2)(b).
- (2) Select and add up to \$21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.
- (3) Allow OWLS to connect staff workstations to APL's local area network.

- (4) Collaborate with OWLS to make effective use of the OWLS-funded Internet connection shared by Appleton Public Library and OWLS.
- (5) Cooperate with OWLS or OWLS's contracted entities to provide continuing education to Appleton Public Library staff, OWLS staff, and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).
- (6) Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.
- (7) Cooperate with OWLS to create and evaluate content for InfoSoup.
- (8) Provide space for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (9) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (10) Contribute up to \$10,000 toward the purchase of digital content through the Overdrive Advantage program.
- (11) Contribute \$23,400 to the Wisconsin Public Library Consortium's statewide digital media buying pool.
- (12) Provide Overdrive website e-mail support to APL and other OWLS member library patrons.
- (13) Provide \$25,000 in cataloging services to OWLSnet.

Article IV: OWLS Responsibilities

It is mutually agreed that OWLS shall:

- (1) Pay all interlibrary loan charges for borrowing materials from libraries outside of the system or OWLSnet.
- (2) Pay all costs (approximately \$3,600 in 2019) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.
- (3) Pay approximately \$70,000 to provide access to mutually agreed upon electronic resources from Bookletters, ProQuest, Recorded Books, and Tumbleweed Press.

- (4) Fund the acquisition of up to \$21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.
- (5) On behalf of APL, request \$126,405 from adjacent counties as compensation for the extension of intersystem services in 2017.
- (6) Maintain its membership in the Wisconsin Public Library Consortium (approximately \$5,605 in 2019) in order to provide access to Overdrive and other digital resources available through the Consortium.
- (7) Collaborate with Appleton Public Library to make effective use of the Internet connection shared by APL and OWLS. Furthermore, OWLS agrees to pay the full cost of providing not less than 500 mbps of bandwidth for the shared Internet connection (at a cost of approximately \$17,300).
- (8) Cooperate with Appleton Public Library to provide continuing education to APL staff, OWLS staff and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).
- (9) Provide Appleton Public Library staff with at least \$3,500 in continuing education scholarships.
- (10) Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.
- (11) Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (12) Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (13) Maintain membership in Recollection Wisconsin to provide access to CONTENTdm or a similar content management system and provide consulting to assist APL to organize and make accessible in digital format unique local library resources.
- (14) Pay software licensing fees for antivirus software for Appleton Public Library's staff and public computers.
- (15) Provide APL with up to \$6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.

- (16) Provide a credit of \$25,000 toward APL's OWLSnet fee for cataloging services provided.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) This contract shall continue in force through December 31, 2019. In the event that a new contract has not been signed by December 31, 2019, the term of this agreement shall be automatically extended through December 31, 2020 in accordance with *Wisconsin Statutes* s. 43.16.
- (3) This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President)

(Date)

For the Outagamie Waupaca Counties
Federated Library System:

Mario Prentage 9-20-18
(President) (Date)

Friends of Appleton Public Library / F. P. Young Scholarship Timeline

March

Community Foundation informs Friends of the total amount of award available for the year, based on fund agreement.

October

Library Secretary sends scholarship information and application forms to the Milwaukee and Madison Library and Information Studies Schools, Lawrence University, Outagamie Waupaca Library System and to the Fox Cities public and academic libraries.

November 30: Deadline for receipt of applications.

December

- The Scholarship Committee meets prior to the Library Board meeting to select number of scholarship recipients and amounts awarded per scholarship.
- Library Board members vote to approve the scholarship(s) selected by the Scholarship Committee, with a majority vote for required for approval
- Library staff notifies recipient(s) of scholarship award.

January

Library sends letter(s) of announcement to recipient's library school(s), and mails scholarship check(s) to recipient(s).

Adult Classes and Events

Edible Wild Plants Workshop:

Samuel Thayer wowed the audience of 65 attendees with his encyclopedic knowledge about foraging for plants. He took the group on a "field trip" around the library where he identified multiple edible plants! This was followed by a fascinating PowerPoint presentation. Friends funds supported an honorarium for the presentation.

Fermentasting Workshop:

Karen and Eric Riggers, local fermentation experts and owners of Reinvent Ferment, presented an educational workshop about gut health, benefits of bacteria, and the basics of do-it-yourself fermentation. They offered a live demonstration with food sampling and recommended books and other resources for further exploration. The 34 attendees shared how much they enjoyed the program, stating how accessible the content was, how they had previously believed at-home fermentation had to be a more complicated process, and that they learned how to get started on their own fermentation projects. Friends funds provided the presenters with an honorarium.

How to Make it in the Music Business:

Author and musician Ari Herstand shared his experience in the music industry with an audience of 48 attendees. He read from and discussed his best-selling book, *How to Make it in the Music Business*. Local fans and those who traveled from Madison and Milwaukee to attend also saw his live performance of his original music. Friends funds paid for an honorarium.

Teen Classes and Events

A State of Mind: Teens in North Korea:

The viewing of "A State of Mind" was established because local teens expressed an interest in more documentaries that are focused on the different experiences of teens internationally. There are many questions about North Korea and the film would answer some of them. Winner of the Pyongyang International Film Festival, this film follows the lives of two teens living privileged lives in Pyongyang, North Korea. Friends funds paid for the public performance license.

Cake Decorating – Candy Craze:

Cake Decorating has been requested by teens who love to create and are fans of the Food Network. Using fondant and icing, teens learned to make their cakes look amazingly professional and delicious. Teens brought in candy decorations and had a chance to work together and learn new skills. Friends funds were used to purchase cake decorating equipment, fondant, and icing.

Drum Circle

Tiffany Vollrath with Expressive Therapies led a drum circle experience for teens, giving them the opportunity to play a variety of different drums/percussion instruments with no prior experience required. Participants represented a wide variety of abilities and all

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2018

were incredibly respectful of each other's differences. There were strong connections among the group as they interacted, having a shared social experience through music. Friends funds were used to pay Expressive Therapies to facilitate this program.

End of Teen Summer Library Program Party

This annual event was held at the Scheig Center in the Memorial Park Gardens. The party celebrates the completion of the summer library program and gives teens a warm send-off back to school. Teens enjoyed indoor & outdoor activities including board games, coloring, Rainbow Loom, Nerf wars, and water games. The afternoon ended with pizza, soft drinks, & ice cream. City of Appleton Parks & Recreation provided complimentary use of the Scheig Center. Friends funds paid for the food and craft/activity supplies.

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.

Mehndi and Music:

By partnering with IndUS of Fox Valley, we were able to offer a multi-generational program that allowed teens to learn and create mehndi designs on art projects while waiting to get henna mehndi temporary tattoos. While the art dried, IndUS volunteers gave a demonstration of traditional Indian dancing and fusion dancing. IndUS donated the henna and Friends Cultural Programming funds were used to purchase craft supplies.

Paint to the Music:

Paint to the Music was created for teens who have an interest in the arts and are seeking a way to express themselves. Each artist received several different media to create different types of artistic expression and they painted as the music inspired them. Friends funds provided materials for their art.

Sew Your Own Curtains:

Sew Your Own Curtains was created for teens as an introduction to using a sewing machine. Every teen was able to make their own curtains and left with a completed project. Some teens brought their own fabric and a volunteer helped them use our sewing machines. The sewing machines were purchased with Friends funds along with other makerspace items in 2017.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2018

Tween Classes and Events

Tween Scene: Candy Sushi

During the Candy Sushi Tween Scene on July 11th, tweens (3rd-6th graders) learned about different types of sushi and then created their own sushi using rice crispy treats, fruit roll ups and other candy. The tweens had a blast creating (and eating) their candy sushi. Friends funds were used to purchase all the program supplies.

Tween Scene: Slime Lab

During the Slime Lab Tween Scene on July 25th, tweens (3rd-6th graders) each made 2 batches of slime by mixing clear or white school glue with water and borax solution. They used food coloring, beads, glitter and Styrofoam balls to make their slime unique. The tweens enjoyed this program so much that several requested we have another slime program in the future. Friends funds were used to purchase the supplies.

Tween Scene – Candy Mosaics

Candy Mosaics was an opportunity for tweens to make some sweet art. Each tween was given graham crackers and frosting to make a canvas. From there they picked out colors of M&Ms, Skittles and Mini M&Ms they wanted to use. The tweens enjoyed the process and of course, eating a few candies as they created mosaics. Friends' Funds paid for the special candy supplies.

Children's Classes and Events

Read Books and Juggle Everything Else (7.19)

On July 19th Truly Remarkable Loon did two performances for families at the library. At each show he wowed the crowds with his juggling and jokes. He juggled everything from tennis rackets to full sized bean bags and ended his show with a plate spinning act that was truly remarkable. Friends' funds were used to pay the honorariums for the performer.

Zoozort Live Animals (7.26)

Live animals are always a favorite, and this July Zoozort brought some spectacular animals for two packed shows totaling 492 people. Animals included a lemur and a chinchilla. Kids were introduced to each animal and then allowed some time for interactions. A fun (and educational) time was had by all. Zoozort was made possible through funds from the Friends'.

Meet Pete the Cat (8.9)

By August 9, the 2018 Summer Library Program was winding down, and would soon be over, but did we cry? Goodness, no, for our Thursday guest star event finale that day included a visit from one of Children's literature's most popular characters, Pete the Cat! Children's staff all contributed ideas and projects and/or participated, with the help of some great volunteers!!! 225 kids and families enjoyed stories, craft projects, sensory activities, face painting, and, most exciting of all, a Meet-and-Greet with Pete,

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2018

with many photo opportunities. And It was all good. Friends' Funds were used to pay for Pete the Cat!

Hands to Grow

Thanks to the help of our Friends, Children's Services was able to host Hands 2 Grow Productions for another lively puppet show this summer. H2G, directed by puppeteers Cassie Payne and her dad Dave, features likeable characters, kid-relatable, social emotional themes, music, and a good dose of humor. 131 people attended, and Friends' funds were used to pay the honorarium for the performer.

Symphony Storytime

This summer's musical library theme was the perfect time to begin a wonderful program in collaboration with members of the Fox Valley Symphony Orchestra, called "Symphony Storytime." From May to August, each "Symphony Storytime" featured a FVSO musician from each of the four families of instruments: strings, woodwinds, percussion and brass. These wonderful virtuosos not only enhanced the stories, songs and action rhymes presented, but also introduced the audience to the featured instruments and other things musical. Each Storytime included an instrument "petting zoo" presented by staff and volunteers, where kids and families could try out some of the library's musical instruments. The program series was well received with 7 programs and 474 in attendance. Friends' funds were used to pay the FVSO for the musicians' time.

Programs for All Ages

Bazaar After Dark

The Young Professionals Network and the Fox Cities Chamber host Bazaar After Dark (BAD) to draw positive attention to underutilized business districts in the Fox Valley and foster creative community collaborations. Community Partnerships outreach staff organize and staff a vendor space at the event to provide information about library programs and services.

BAD in Neenah was held on Commercial St. in July. 144 people visited the booth and received information about upcoming events such as "Meet Pete the Cat". Over 70 children and teens made bookmarks. Friends funds were used to pay for bookmark decorations.

BAD in Menasha was held downtown in September. 234 visitors were invited to get their picture taken in a Super Hero photo booth and learn about Hoopla's selection of comics, audio books movies and more. "Libraries are for Everyone" buttons were given to visitors. Friends funds were used to pay for the photo booth backdrop and button supplies.

3rd QUARTER 2018

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. The program celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Friends funds pay for honoraria and supplies for the artist. Beau Thomas served as our AIR from July 2-September 28 and attracted 57 people to a lecture, Graffiti Lettering workshop, and a live painting demonstration. His work was also featured in an exhibit and case display.

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. Friends funds support refreshments for this program and ongoing supply needs.

Monday Morning Matinee:

Monday Morning Matinee 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.

Latino Fest:

APL staff and volunteers shared a table with Menasha Public Library at Latino Fest at Pierce Park in September. APL provided children with a free book and offered a temporary tattoo station. The mobile hotspot was used to demonstrate Hoopla on an iPad and show people of all ages how to access comics and Spanish language materials. Friends funds were used to pay for supplies for the event.

Lawrence University Into the Streets

APL participated in LU's Into the Streets event for first year students early in September. A group of students received a tour and discussion of library services and volunteer opportunities. They volunteered greeting and handing out coffee to patrons; straightened shelves and made buttons for Bazaar After Dark. Friends funds were used to pay for the button supplies and the coffee supplies.

Rhythms of the World

Rhythms of the World event showcased cultural music and dance from community members and groups in Houdini Plaza. APL staff were a part of the event planning team, assisting with connections to local music and dance performance groups and individuals. Staff and volunteers interacted with 87 community members at the APL outreach table and distributed "Libraries are for everyone" buttons. Appleton Police Department donated children's books that we distributed to children at the event. The

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2018

mobile hotspot was used to demonstrate Hoopla on an iPad to people of all ages. Friends Cultural Programming funds were used to support the collaborative event and for button supplies.

Paper Summer Library Program:

There are four categories of the summer library program; adults, teens, children and baby/toddlers. The adult program encourages adults to read and attend events at the library and in the community. The teen program is designed to promote reading and creativity through fun activities and incentives. The children's program is designed to encourage children to read, create and engage in activities with family and/or friends. The baby/toddler program focuses on the building blocks of reading. Friends funds support prizes, events and supplies for the Summer Library Program.

Online Summer Library Program:

READsquared, our online SLP platform, lets patrons log their reading, play games, take part in missions, and earn digital badges for their accomplishments. The online platform makes the summer library program more accessible for patrons. Friends funds pay for the READsquared software.

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-6th 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.

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.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2018

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.

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 July and September, 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.

Liability Issues

25

Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section [893.80\(4\)](#)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office.

But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section [43.58\(3\)](#)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section [895.46\(1\)\(a\)](#) for the details, including the limitations, of this law.)

Protections from Liability

You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:

- Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See *Trustee Essential* [#7](#), [#14](#), [#15](#), and [#16](#) for more information about these laws.

In This Trustee Essential

- Basic issues concerning trustee and municipal liability
- Actions you can take to limit liability

- Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See *Trustee Essentials* [#7](#) and [#10](#) for more information.
- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the “four tests of a legally defensible policy” from [Trustee Essential #10: Developing Essential Library Policies](#).
- Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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

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

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2018

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	49,192	51,970	294,618	318,510	-5%	-8%
Children's Circulation	39,245	47,221	193,191	218,156	-17%	-11%
Total Circulation	88,437	99,191	487,809	536,666	-11%	-9%
Adult AV/nonbook (included in above)	21,679	21,666	134,837	149,518	0%	-10%
Children's AV/non-book (included in above)	7,953	12,376	40,187	51,037	-36%	-21%
E-Book Circulation	5,932	4,515	33,012	26,971	31%	22%
E-Audiobook Circulation	4,743	2,434	24,692	18,699	95%	32%
E-Video Circulation	401	185	2,055	1,220	117%	68%
E-Comics Circulation	176	58	952	564	203%	69%
E-Magazine Circulation	970	861	6,020	3,793	13%	59%
E-Music Circulation	218	123	1,079	819	77%	32%
Total E-Circulation	12,440	8,176	67,810	52,066	52%	30%
ILL items received (received from)	12,038	12,078	70,803	71,119	0%	0%
ILL items loaned (provided to)	11,788	12,661	78,947	79,365	-7%	-1%
Total Registered Patrons (quarterly)	78,492	81,050	n/a	n/a	-3%	n/a
Door Count	41,352	46,394	222,641	243,862	-11%	-9%
Percentage of Total Circulation on Self Check Machines	76.3%	81.7%	n/a	n/a	-7%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	3,291	4,208	21,292	30,729	-22%	-31%
Reference Transactions - Children's	2,053	2,953	9,574	12,196	-30%	-21%
Total Reference	5,344	7,161	30,866	42,925	-25%	-28%
Volunteer Hours	719	761	3,653	3,579	-6%	2%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,291	4,109	15,123	13,445	-44%	12%
Volumes Withdrawn	1,470	3,215	16,206	25,942	-54%	-38%
Total Titles	284,100	284,240	n/a	n/a	0%	n/a
Total Volumes	338,153	340,260	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2018

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	65	72	393	432	-10%	-9%
Children's Program Attendance (including group visit)	3,322	4,675	12,660	22,607	-29%	-44%
Children's Home Visits	1	2	9	25	-50%	-64%
Children's Home Visit Participants	3	4	26	87	-25%	-70%
Children's Literacy Offerings	0	0	1	1	0%	0%
Children's Literacy Offering Participants	0	0	113	220	0%	-49%
Children's Drop-In Activities	5	7	40	37	-29%	8%
Children's Drop-In Activity Participants	774	589	4,861	3,915	31%	24%
Young Adult						
Young Adult Programs	5	14	66	86	-64%	-23%
Young Adult Program Attendance	381	746	2,229	2,958	-49%	-25%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	0	0	3	2	0%	50%
Young Adult Drop-In Activity Participants	0	0	219	1,756	0%	-88%
Adult						
Adult Programs	18	18	149	145	0%	3%
Adult Program Attendance	383	264	3,020	2,833	45%	7%
Adult One-on-One Instructions	5	0	40	52	0%	-23%
Adult One-on-One Instruction Attendance	5	0	38	45	0%	-16%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	2	1	10	9	100%	11%
Adult Drop-In Activity Participants	19	4	595	808	375%	-26%
Total Programs	88	104	608	663	-15%	-8%
Total Program Attendance	4,086	5,685	17,909	28,398	-28%	-37%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	186	213	1459	1513	-13%	-4%
Meeting Room Uses - Events (Library Programs)	108	129	927	877	-16%	6%
Total Meeting Room Uses	294	342	2,386	2,390	-14%	0%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2018

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	135,218	61,649	428,418	387,760	119%	10%
Web Page "Hits"	84,700	94,139	545,768	603,683	-10%	-10%
Fox Valley Memory "Hits"	2,440	1,583	15,527	17,221	54%	-10%
Remote Logins to InfoSoup	10,380	18,995	69,732	101,892	-45%	-32%
Public Computing Sessions	4,444	5,844	26,946	35,284	-24%	-24%
Total Time Used on Public Computers	3526:00:00	5588:00:00	22127:00:00	29114:00:00	-37%	-24%
Data Transferred (GB)	1290	1190	8180	7810	8%	5%
WIFI Distinct Clients	3094	2780	17803	16758	11%	6%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JULY 2018

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	52,741	53,251	347,359	371,761	-1%	-7%
Children's Circulation	39,916	40,921	233,107	259,077	-2%	-10%
Total Circulation	92,657	94,172	580,466	630,838	-2%	-8%
Adult AV/nonbook (included in above)	23,113	23,814	157,950	173,332	-3%	-9%
Children's AV/non-book (included in above)	8,650	9,844	48,837	60,881	-12%	-20%
E-Book Circulation	5,712	4,358	38,724	31,329	31%	24%
E-Audiobook Circulation	3,924	2,243	28,616	20,942	75%	37%
E-Video Circulation	391	180	2,446	1,400	117%	75%
E-Comics Circulation	151	115	1,103	679	31%	62%
E-Magazine Circulation	809	1,163	6,829	4,956	-30%	38%
E-Music Circulation	275	153	1,354	972	80%	39%
Total E-Circulation	11,262	8,212	79,072	60,278	37%	31%
ILL items received (received from)	13,377	12,106	84,180	83,225	10%	1%
ILL items loaned (provided to)	12,893	12,553	91,840	91,918	3%	0%
Total Registered Patrons (quarterly)	79,649	78,633	n/a	n/a	1%	n/a
Door Count	42,514	42,884	265,155	286,746	-1%	-8%
Percentage of Total Circulation on Self Check Machines	77.4%	82.1%	n/a	n/a	-6%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	3,161	4,018	24,453	34,747	-21%	-30%
Reference Transactions - Children's	1,983	2,258	11,557	14,454	-12%	-20%
Total Reference	5,144	6,276	36,010	49,201	-18%	-27%
Volunteer Hours	719	608	4,372	4,188	18%	4%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,866	2,483	16,989	15,928	-25%	7%
Volumes Withdrawn	1,520	2,284	17,726	28,226	-33%	-37%
Total Titles	284,338	284,338	n/a	n/a	0%	n/a
Total Volumes	338,499	340,459	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JULY 2018

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	76	63	469	495	21%	-5%
Children's Program Attendance (including group visit)	3,479	2,755	16,139	25,362	26%	-36%
Children's Home Visits	0	1	9	26	-100%	-65%
Children's Home Visit Participants	0	4	26	91	-100%	-71%
Children's Literacy Offerings	0	0	1	1	0%	0%
Children's Literacy Offering Participants	0	0	113	220	0%	-49%
Children's Drop-In Activities	6	6	46	43	0%	7%
Children's Drop-In Activity Participants	863	282	5,724	4,197	206%	36%
Young Adult						
Young Adult Programs	3	7	69	93	-57%	-26%
Young Adult Program Attendance	36	96	2,265	3,054	-63%	-26%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	0	0	3	2	0%	50%
Young Adult Drop-In Activity Participants	0	0	219	1,756	0%	-88%
Adult						
Adult Programs	16	15	165	160	7%	3%
Adult Program Attendance	293	334	3,313	3,167	-12%	5%
Adult One-on-One Instructions	11	11	51	62	0%	-18%
Adult One-on-One Instruction Attendance	10	10	48	52	0%	-8%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	1	1	11	10	0%	10%
Adult Drop-In Activity Participants	72	75	667	883	-4%	-24%
Total Programs	95	85	703	748	12%	-6%
Total Program Attendance	3,808	3,185	21,717	31,583	20%	-31%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	214	232	1673	1745	-8%	-4%
Meeting Room Uses - Events (Library Programs)	102	119	1,029	996	-14%	3%
Total Meeting Room Uses	316	351	2,702	2,741	-10%	-1%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JULY 2018

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	54,315	54,361	482,733	442,121	0%	9%
Web Page "Hits"	76,531	89,189	622,299	692,872	-14%	-10%
Fox Valley Memory "Hits"	1,952	2,030	17,479	19,251	-4%	-9%
Remote Logins to InfoSoup	10,913	16,302	80,645	118,194	-33%	-32%
Public Computing Sessions	4,669	5,599	31,615	40,883	-17%	-23%
Total Time Used on Public Computers	3830:00:00	5359:00:00	25957:00:00	34473:00:00	-29%	-25%
Data Transferred (GB)	1015	1220	9195	9030	-17%	2%
WIFI Distinct Clients	3081	2788	20884	19546	11%	7%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
AUGUST 2018

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	51,437	54,714	398,796	426,475	-6%	-6%
Children's Circulation	34,665	37,481	267,772	296,558	-8%	-10%
Total Circulation	86,102	92,195	666,568	723,033	-7%	-8%
Adult AV/nonbook (included in above)	22,990	24,659	180,940	197,991	-7%	-9%
Children's AV/non-book (included in above)	8,100	9,064	56,937	69,945	-11%	-19%
E-Book Circulation	6,098	5,602	44,822	36,931	9%	21%
E-Audiobook Circulation	3,122	4,147	31,738	25,089	-25%	27%
E-Video Circulation	323	194	2,769	1,594	66%	74%
E-Comics Circulation	84	179	1,187	858	-53%	38%
E-Magazine Circulation	1,029	1,154	7,858	6,110	-11%	29%
E-Music Circulation	237	109	1,591	1,081	117%	47%
Total E-Circulation	10,893	11,385	89,965	71,663	-4%	26%
ILL items received (received from)	13,321	12,558	97,501	95,783	6%	2%
ILL items loaned (provided to)	12,908	13,282	104,748	105,200	-3%	0%
Total Registered Patrons (quarterly)	79,649	78,633	n/a	n/a	1%	n/a
Door Count	40,437	43,091	305,592	329,837	-6%	-7%
Percentage of Total Circulation on Self Check Machines	76.3%	77.5%	n/a	n/a	-2%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	3,472	4,533	27,925	39,280	-23%	-29%
Reference Transactions - Children's	1,404	2,138	12,961	16,592	-34%	-22%
Total Reference	4,876	6,671	40,886	55,872	-27%	-27%
Volunteer Hours	565	634	4,937	4,822	-11%	2%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,086	2,292	19,075	18,220	-9%	5%
Volumes Withdrawn	1,946	2,092	19,672	30,318	-7%	-35%
Total Titles	284,382	284,443	n/a	n/a	0%	n/a
Total Volumes	338,639	340,659	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
AUGUST 2018

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	34	27	503	522	26%	-4%
Children's Program Attendance (including group visit)	1,089	1,156	17,228	26,518	-6%	-35%
Children's Home Visits	0	2	9	28	-100%	-68%
Children's Home Visit Participants	0	5	26	96	-100%	-73%
Children's Literacy Offerings	5	4	6	5	25%	20%
Children's Literacy Offering Participants	3,838	4,035	3,951	4,255	-5%	-7%
Children's Drop-In Activities	4	3	50	46	33%	9%
Children's Drop-In Activity Participants	364	687	6,088	4,884	-47%	25%
Young Adult						
Young Adult Programs	4	3	73	96	33%	-24%
Young Adult Program Attendance	46	27	2,311	3,081	70%	-25%
Young Adult Literacy Offerings	2	2	2	2	0%	0%
Young Adult Literacy Offering Participants	733	789	733	789	-7%	-7%
Young Adult Drop-In Activities	0	0	3	2	0%	50%
Young Adult Drop-In Activity Participants	0	0	219	1,756	0%	-88%
Adult						
Adult Programs	25	18	190	178	39%	7%
Adult Program Attendance	459	299	3,772	3,466	54%	9%
Adult One-on-One Instructions	8	5	59	67	60%	-12%
Adult One-on-One Instruction Attendance	7	7	55	59	0%	-7%
Adult Literacy Offerings	2	2	2	2	0%	0%
Adult Literacy Offering Participants	380	697	380	697	-45%	-45%
Adult Drop-In Activities	1	18	12	28	-94%	-57%
Adult Drop-In Activity Participants	2	114	669	997	-98%	-33%
Total Programs	63	48	766	796	31%	-4%
Total Program Attendance	1,594	1,482	23,311	33,065	8%	-29%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	207	244	1880	1989	-15%	-5%
Meeting Room Uses - Events (Library Programs)	64	97	1,093	1,093	-34%	0%
Total Meeting Room Uses	271	341	2,973	3,082	-21%	-4%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
AUGUST 2018

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	148,990	99,713	631,723	541,834	49%	17%
Web Page "Hits"	77,719	94,387	700,018	787,259	-18%	-11%
Fox Valley Memory "Hits"	968	2,433	18,447	21,684	-60%	-15%
Remote Logins to InfoSoup	10,272	16,311	90,917	134,505	-37%	-32%
Public Computing Sessions	4,846	6,085	36,461	46,968	-20%	-22%
Total Time Used on Public Computers	4173:00:00	4975:00:00	30130:00:00	39448:00:00	-16%	-24%
Data Transferred (GB)	1220	1090	10415	10120	12%	3%
WIFI Distinct Clients	3041	2855	23925	22401	7%	7%